



**MEETING MINUTES  
MEETING OF THE BOARD OF COMMISSIONERS  
Wednesday, May 24, 2017, 4:00pm  
Meridian City Hall, Conference Room A  
33 East Broadway Avenue - Meridian, Idaho**

**1. Call Meeting to Order [Basalone]:**

At 4:03pm, Vice Chairman Winder called the meeting to order.

**2. Roll-call Attendance [Basalone]:**

<u>O</u>	Dan Basalone – Chairman	<u>X</u>	Keith Bird – Member
<u>X</u>	Dave Winder – Vice-Chairman	<u>X</u>	Tammy de Weerd – Member
<u>X</u>	Nathan Mueller– Secretary/Treasurer	<u>X</u>	Rob McCarvel – Member
		<u>X</u>	Rick Ritter – Member
		<u>O</u>	Diane Bevan – Member
			[Arrived at 4:09pm]
		<u>O</u>	Steve Vlassek - Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Squyres – Administrator

**3. Confirm Agenda [Basalone]:**

A motion was made by Commissioner Bird and seconded by Commissioner de Weerd to confirm the agenda.

ALL AYES.

**4. Approve Consent Agenda [Basalone]:** These items will be approved by a single vote unless a Board member requests to remove an item for specific discussion and/or action.

- a. Approve Minutes of the May 10, 2017 Regular Meeting**
- b. Approve April 2017 Financials and Notice of Bills Paid**

A motion was made by Commissioner Bird and seconded by Commissioner McCarvel to approve the Consent Agenda.

ALL AYES.

**ACTION AND PRESENTATION ITEMS**

**5. Presentation of final architectural drawings for 703 North Main Street [Josh Evarts]**

This item was tabled to the next meeting.

**6. Consideration of Approval of The Network Operations Company Scope of Work to move the UnWired City equipment from 703 North Main Street to New Ventures Lab at 33 East Idaho Avenue and Corresponding Resolution 17-020 [Squyres]**

Squyres reviewed the need to move the UnWired City equipment from 703 North Main to a new location. It has been determined that New Ventures Lab is an ideal location and has received permission to co-locate on the roof of the building at no cost to MDC. Squyres also discussed the change in WIFI providers and the cost-savings this will bring on a monthly basis. A motion was made by Commissioner McCarvel and seconded by Commissioner Bird to approve the scope of work in the amount of \$2,246.17.

ALL AYES.

**7. Consideration of Approval to enter into negotiations with a vendor to create a 30-second video of Downtown Meridian [Mueller]**

Commissioner Mueller presented the process the PR Committee followed to get to a vendor recommendation for the board. Squyres discussed the intent of the budget item and stated that if the board were to approve the recommendation to move forward with DaviesMoore, a formal scope of work would be brought back to the board for consideration. Commissioner de Weerd stated that she would like to ensure that MDC owns the footage of the video. A motion was made by Commissioner Bird and seconded by Commissioner Mueller to approve the recommendation of DaviesMoore as the videographer vendor.

ALL AYES.

**8. Consideration of Approval of the MDC marketing materials for print [Mueller]**

Commissioner Mueller reviewed the final draft of the MDC marketing materials and discussed the process for the board. Squyres provided additional information for the board's consideration and answered questions. A motion was made by Commissioner Mueller and seconded by Commissioner Bevan to approve the marketing materials for print.

ALL AYES.

**9. Consideration of Approval of the printing bid for the MDC marketing materials and Corresponding Resolution 17-021 [Mueller/Squyres]**

Squyres presented the best bid for the printing of the aforementioned materials. BizPrint provided a bid of \$973.92 for 250-copies. Commissioner Winder stated that he has represented the BizPrint owner in commercial real estate dealings and although that had no influence on this decision he would not be voting on this matter. A motion was made by Commissioner Bevan and seconded by Commissioner Mueller to approval the bid.

ALL AYES WITH COMMISSIONER WINDER ABSTAINING.

**10. Consideration of Approval of the On-Call Legislative Services with Scott Turlington and Corresponding Resolution 17-022 [Squyres/Lakey]**

Counsel Lakey reviewed the on-call scope of work for the remainder of FY17 and FY18. The agreement would be an hourly on-call rate of \$185-hour on an as-needed basis. A motion was made by Commissioner Bird and seconded by Commissioner McCarvel to approve the agreement.

ALL AYES.

**DISCUSSION ITEMS**

**11. Ten Mile Urban Renewal District Update [Squyres/Lakey]**

Squyres provided an overview of a recent pre-application meeting held with the City and developer for a multi-family project within the URD boundary. She also discussed the meeting with the City to discuss a formal communication process for all Ten Mile URD projects.

**12. Public Relations Committee Update [Mueller]**

Squyres discussed the RFP that was out for advertisement and the forthcoming timeframes for review and decisions.

**13. Property Committee Update [Winder]**

Commissioner Winder discussed the recent committee meeting with Bill Ditz. The status of his agreements with property owners and UPRR was discussed by all board members along concerns regarding the financial viability of the project.

**14. Upcoming Committee Meetings [Squyres]**

Squyres reviewed the upcoming committee meetings.

**15. Counsel's Report [Lakey]:** Counsel Lakey will review legal topics that need to be brought to the attention of the Board.

No report.

**16. Administrator's Report [Squyres]:** Administrator Squyres will review topics that need to be brought to the attention of the Board.

No report.

**17. Chairman's Report**

No report.

**18. Public Comment**

No public comment.

**19. Adjourn the Meeting [Basalone]:**

At 4:39pm, a motion was made by Commissioner de Weerd and seconded by Commissioner Bird to adjourn the meeting.

ALL AYES.

---

Dan Basalone, Chairman