



**MEETING MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, September 27, 2017, 4:00pm
Meridian City Hall, Conference Room A
33 East Broadway Avenue - Meridian, Idaho**

1. Call Meeting to Order [Basalone]:

At 4:02pm, Chairman Basalone called the meeting to order.

2. Roll-call Attendance [Basalone]:

<u>X</u>	Dan Basalone – Chairman	<u>X</u>	Keith Bird – Member
<u>O</u>	Dave Winder – Vice-Chairman	<u>O</u>	Tammy de Weerd – Member
<u>X</u>	Nathan Mueller– Secretary/Treasurer	<u>O</u>	Rob McCarvel – Member
		<u>X</u>	Rick Ritter – Member
		<u>X</u>	Diane Bevan – Member
		<u>X</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 Mueller to confirm the agenda with the removal of Item 4B.

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 September 13, 2017 Regular Meeting**
- ~~b. Approve August 2017 Financials and Notice of Bills Paid~~**

A motion was made by Commissioner Mueller and seconded by Commissioner Vlassek to approve the consent agenda.

ALL AYES.

ACTION AND PRESENTATION ITEMS

5. Downtown Mural Partnership Request by the Meridian Arts Commission [Hillary Bodnar]

Hillary presented the partnership request to the board. She stated the \$16k that MDC has dedicated in its FY18 budget would be utilized at the site of the Zamzow Mill. She mentioned

that she had met with Ashley, Callie, and the Meridian Arts Commission. MAC is interested in commissioning a piece rather than going out for proposal. She would like to receive approval from MDC to move forward with a commissioned piece. A motion was made by Commissioner Bird and seconded by Commissioner Bevan to approve MAC entering into a conversation with a commissioned artist.

6. Consideration of Approval of the Scope of Work for the production of the Downtown Meridian video and Corresponding Resolution 17-041 [Mueller/Squyres]

Squyres provided the history, update, and the video/vignette options. The pro's and con's of each were discussed. Commissioner Mueller discussed the benefits of vignettes and its uses. Commissioner Bird stated that he wants to ensure the video is of high quality and would request the PR Committee work with DaviesMoore to try to reduce the costs.

7. Consideration of Approval of the FY18 Façade Improvement Grant Application and Corresponding Resolution 17-042 [Squyres/Lakey]

Squyres discussed the updated Façade Improvement application for FY18. A motion was made by Commissioner Vlassek and seconded by Commissioner Bevan to approve the application.

ALL AYES.

8. Consideration of Approval of the Annual Sweeping and Snow Removal Contract for 713 North Main Street with PC Maintenance and Corresponding Resolution 17-043 [Squyres/Lakey]

9. Consideration of Approval of the Annual Sweeping and Snow Removal Contract for the Masonic Lodge with PC Maintenance and Corresponding Resolution 17-044 [Squyres/Lakey]

10. Consideration of Approval of the Annual Sweeping and Snow Removal Contract for the COMPASS/VRT Building with PC Maintenance and Corresponding Resolution 17-045 [Squyres/Lakey]

Items 8-10 were presented together. Squyres reminded the board this is the vendor that maintains the MDC-related parking lots and these are agreements for FY18. A motion was made by Commissioner Bird and seconded by Commissioner Ritter to approve each of the contracts.

ALL AYES.

11. Consideration of Approval of Amendment One to the Civil Survey Task Order for the CDBG Sidewalk Design and Corresponding Resolution 17-046 [Squyres/Lakey]

Squyres reviewed the amendment with the board. The agreement needs to be amended to reflect the current agreement between the City of Meridian and MDC. A motion was made by Commissioner Bevan and seconded by Commissioner Bird to approve the task order amendment.

ALL AYES.

12. Consideration of Approval of Amending the Professional Services Agreement with AFPS, LLC and Corresponding Resolution 17-047 [Basalone]

Basalone stated that he wanted to begin the conversation by stating that neither Squyres or Counsel Lakey have requested what will be discussed in the next two items.

Basalone gave an overview of the Administrator's salary over the course of the past seven years. He discussed how the board intended to give Squyres a \$10k raise beginning in FY17 with the addition of the Ten Mile URD but her contract was not amended in order for her to access and this was an oversight of the leadership committee. The money has been in the budget for FY17 and is budgeted for FY18 which is why there is a need to amend the agreement. Commissioner Ritter asked if a salary study had been completed. Commissioner Basalone stated that other URA's function somewhat differently either through city staff or through a stand-alone agency with full-time staff. He asked Squyres what the previous Administrator was paid and she stated \$115k. Commissioner Mueller stated that given the workload and how much work that goes into salary studies, MDC would spend the amount of money being discussed. Commissioners Bird, Basalone, Mueller, and Vlassek provided accolades for the work Squyres has been able to accomplish. A motion was made by Commissioner Vlassek and seconded by Commissioner Bird to approve the amendment to the professional services agreement.

ALL AYES WITH THE EXCEPTION OF COMMISSIONER BEVAN WHO ABSTAINED AS ADMINISTRATOR SQUYRES IS CURRENTLY AN ACTIVE REFERENCE FOR HER ON A JOB APPLICATION AND COMMISSIONER RITTER WHO ABSTAINED WITH NO REASON GIVEN.

13. Consideration of Approval of Amending the Professional Services Agreement with Borton-Lahey Law and Policy and Corresponding Resolution 17-048 [Basalone]

Chairman Basalone gave an overview of Counsel Lakey's hourly rate over the course of the past seven years. He discussed that the leadership committee believes it is time to raise the rate for Counsel Lakey from \$145 to \$165 and would allow for a three percent raise per year moving forward. As there is only one year left in Counsel Lakey's contract, the committee is recommending moving forward with a new three year renewal of his contract that will begin in FY19. Board members were complimentary to the work that Counsel Lakey has produced. A motion was made by Commissioner Bird and seconded by Commissioner Ritter to amend the agreement.

ALL AYES.

DISCUSSION ITEMS

14. Ten Mile Urban Renewal District Update [Squyres/Lahey]

Squyres reviewed the downtown marketing material that was created for the new tenants in the Ten Mile district with the board.

15. Upcoming Committee Meetings [Squyres]

Squyres reviewed the upcoming committee meetings with the board.

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

No report.

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

Squyres provided an update to the board on the Auditorium District steering committee and the next steps.

18. Chairman's Report

No report.

19. Public Comment

City Council Member Ty Palmer chose to provide comment based upon one of Commissioner Bird's statements that City Council members should not be on the MDC board. Councilman Palmer disagrees and believes it is imperative to have elected officials on the board because it is taxpayer dollars.

20. Adjourn the Meeting [Basalone]:

At 5:32pm, a motion was made by Commissioner Bird and seconded by Commissioner Mueller to adjourn the meeting.

ALL AYES.

Dan Basalone, Chairman