



**MEETING MINUTES**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Wednesday, September 25, 2013, 4:00pm**  
**Meridian City Hall North Conference Room**  
**33 East Broadway Avenue - Meridian, Idaho**

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

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

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

<u>X</u>	Julie Pipal – Chairman	<u>X</u>	Keith Bird – Member
<u>X</u>	Jim Escobar – Vice-Chairman	<u>X</u>	Luke Cavener – Member
<u>X</u>	Dan Basalone– Secretary/Treasurer	<u>X</u>	Dave Winder – Member
		<u>X</u>	Tammy de Weerd – Member
		<u>O</u>	Eric Jensen – Member
		<u>X</u>	Kit Fitzgerald – Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Ford – Project Manager

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

A motion was made by Commissioner Escobar and seconded by Commissioner Winder to confirm the agenda.

ALL AYES.

**4. Approve Consent Agenda [Pipal]:** 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 September 11, 2013 Regular Meeting**
- b. Accept August 2013 Financials, Treasurer’s Report and Notice of Bills Paid**

A motion was made by Commissioner Basalone and seconded by Commissioner Bird to approve the consent agenda.

ALL AYES.

**ACTION ITEMS**

**5. Approval of lease with Treasure Valley Children’s Theatre, LLC for the lease of 703 North Main Street and corresponding Resolution 13-022 [Lakey]**

Counsel Lakey discussed the draft lease with the board and asked to bring this back to the next board meeting for approval. Lakey requested that the board state if there were any concerns moving forward in order to give Project Manager Ford the ability to start making utility changes for the building. A motion was made by Commissioner Winder and seconded by Commissioner Fitzgerald to move this item to the October 09 board meeting and to allow Project Manager Ford to make needed utility changes for the building.

ALL AYES.

**6. Approval of Project Manager's Contract Extension through January 15, 2014 and corresponding Resolution 13-026 [Pipal]**

Chairman Pipal outlined the contract extension for Project Manager Ford and stated a committee will be formed to outline the forthcoming RFP. A motion was made by Commissioner Winder and seconded by Commissioner Fitzgerald to approve the contract extension.

ALL AYES.

**7. Approval of RFP for land brokerage services [Lakey]**

Counsel Lakey discussed the provisions in the RFP for the board. A motion was made by Commissioner Escobar and seconded by Commissioner Basalone to approve the RFP for land brokerage services. Commissioner Winder recused himself as a member of his land brokerage firm may submit a proposal. Winder disclosed that he as a broker in the firm will have no financial gain should his co-worker receive the contract however he feels it is in the agency's best interest if he recuses himself.

ALL AYES WITH WINDER RECUSING HIMSELF.

**8. Approval of scope of work and fee for streetscape design and construction bidding services for Main Street between Broadway Avenue and Pine Avenue and corresponding Resolution 13-027 [Ford]**

Project Manager Ford stated the scope and fee is not quite ready for the board's review and asked that this item be moved to the October 09 board meeting. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to move the item to the next board meeting.

ALL AYES.

**DISCUSSION ITEMS**

**9. Property Committee Update [Escobar]**

Commissioner Escobar reviewed the meeting notes from the committee meeting with the board. Counsel Lakey discussed the conversations with the Mason's regarding use of their parking lot.

**10. Wayfinding and Signage Committee Update [Jensen]**

Project Manager Ford reviewed the meeting notes from the committee meeting with the board. Ford was directed by the board to meet with CH2M Hill to see if they could provide a scope of work and fee for a cohesive wayfinding and signage program for downtown Meridian.

**11. Meridian Downtown Economic Development Committee Update [Basalone]**

Commissioner Basalone discussed the meeting notes from the committee meeting with the board.

**12. Split Corridor Public Art Update [de Weerd]**

No update was provided.

**13. Upcoming Committee Meetings [Ford]**

Ford reviewed the upcoming meetings with the board.

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

Lakey discussed potential legislation affecting URA's.

**15. Project Manager's Report [Ford]:** Project Manager Ford will review topics that need to be brought to the attention of the Board.

Ford discussed the parklet at Rick's Press Room the forthcoming weekend and the Ada County Realtor's Association Grant and recommendations.

**16. Chairman's Report**

Commissioner de Weerd asked for an update on the South Broadway parking. Ford provided an update to the board.

**17. Public Comment**

**18. Executive Session per Idaho State Code 67-2345:** The Board may go into executive session pursuant to Idaho Code Section 67-2345 with the specific applicable code subsection cited as part of the motion to go into executive session.

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

At 5:02pm, a unanimous motion was made to adjourn the meeting.

ALL AYES.

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Julie Pipal, Chairman