

**February Regular Monthly Meeting Minutes  
of the Victor Urban Renewal Agency Board of Commissioners  
February 4th, 2019  
9:30 a.m.  
Victor City Hall – Conference Room**

*Anyone requiring special access consideration must notify the VURA 2 days in advance of the meeting.*

**I. Opening –**

a. **Call to Order - Tom Clark, Chair**

b. **Determination of a quorum - 9:42 a.m.**

Commissioners Present: Barb Dery, Tom Clark

By Phone : Zach Smith, Leandra Cisneros, Lance Pittman, Jason Borbet

Others Present: Erin Gaffney

c. **Announcements - Erin Gaffney, Administrator**

**II. Action Items -**

a. **Approval of Minutes of Previous Meeting – Tom Clark, Chair**

A motion was made to approve the January 14th minutes as presented:

Changes to Minutes: None

Moved: Barb

Second: Leandra

Passed: Unanimously

b. **Approval of Monthly Claims – Erin Gaffney, Admin/Treasurer**

A motion was made to approve the monthly claims as presented.

Moved: Barb

Second: Leandra

Passed: Unanimously

**III. Work Session –**

a. **Review of Monthly Financial Reports – Erin Gaffney, Administrator**

The board reviewed the monthly financial report.

**b. Annual Report: Draft review - Tom Clark, Chair**

Tom opened up discussion on the annual report to the board. Jason added that his last name needed to be changed to the legal spelling of Borbet, instead of Borbay, his business/artist spelling. Jason also added that if the PlaceMakers were to be included in the report the the Victor City Park Mural and future public art endeavors should be added. No other changes were discussed.

Tom also mentioned, in light of the Annual Report and the section "Looking Ahead", that the board should be thinking forward to what moves they would like to make next.

The next meeting on March 4th will be approval of the annual report, which is a public hearing meeting. On March 13th VURA will be presenting the annual report to City Council at 7:00 p.m.

**c. Loan Repayment Schedule - Tom Clark, Chair**

Tom briefly reviewed the loan repayment spreadsheets he created. He noted that a few more changes would be made and that he and Erin would be reviewing the spread sheets with Olivia and Joanna from City Staff, as well as VURA CPA's to ensure all points of the repayment agreement were covered and are correct.

**d. Administrator Updates - Erin Gaffney**

1. Erin informed VURA board that the Design Review Steering Committee was back together. Tom would like to follow their progress and have VURA review their final draft, sometime around September 2019, before the guidelines/standards are officially adopted and implemented in 2020.

**IV. Adjourn VURA Meeting (10:04 a.m.)**

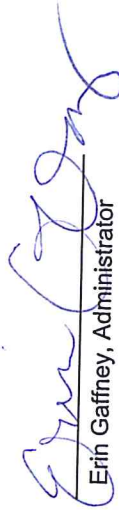
A motion was made to adjourn the meeting.

Moved: Jason

Second: Zach

Passed: Unanimously

  
Tom Clark, Chair or Barb Dery, Vice Chair

  
Erin Gaffney, Administrator

**AGENDA – posted  
January 29th, 2019**

**The next meeting will be held on March 4th, 2019.**