

**November Regular Monthly Meeting Minutes
of the Victor Urban Renewal Agency Board of Commissioners
November 5th, 2018
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 - Barb Dery, Co-Chair**
- b. **Determination of a quorum - 9:30 a.m.**

Commissioners Present: Lance Pitman, Zach Smith, Barb Dery, Leandra Cisneros
By Phone : Tom Clark, Jason Borbet
Others Present: Erin Gaffney, Don Thompson

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

Erin informed the board that the new Victor City website was up and running and that she will be spending much of December figuring out how the new site works and transferring VURA files accordingly.

II. Action Items -

- a. **Approval of Minutes of Previous Meeting – Barb Dery, Co-Chair**

A motion was made to approve October 1st Minutes as presented:
Changes to Minutes: None

Moved: Leandra Second: Tom Passed: Unanimously

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

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

Moved: Lance Second: Leandra Passed: Unanimously

- c. **Approval of Computer Cost to split with DURA - Erin Gaffney, Admin**

Approval of a computer was tabled as the board felt a better deal could be found.

Approval of computer purchase was tabled..

Moved: Second: Passed:

d. Approval of Bill split proposal with DURA and others - Erin Gaffney, Admin
The board approved of the bill splitting for URA office space and utilities, for a one year period.
They will reassess the situation fall 2019.

A motion was made to approve the bill splitting proposal as presented.

Moved: Tom Second: Jason Passed: Unanimously

E. Approval of amended Administration Contract - Erin Gaffney, Admin

A motion was made to approve the amended Admin contract. .

Moved: Jason Second: Leandra Passed: Unanimously

III. Work Session –

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

The board reviewed the monthly financial report.

b. Naming of the Alleyway

The board reviewed the list of names provided by the City. Blue Flax was highly favored and Juniper came in as the second favorite.

c. Administrator Updates - Erin Gaffney

1. Due to the decision to not hold a meeting in December I wanted you all to know that we have to file with the State Registry and State Tax Commission by December 1st of every year. I have that on my radar and this will be completed by that date
2. The property owner where we had wished to place the sign at the alleyway initially said yes but somewhere along the way decided that they did not want a government agency sign on their property. The alleyway is almost complete and if it makes sense we will put it on the small strip of grass under the City's control.

3. A final decision has been made regarding the loan/repayment amount on the alleyway. This number has come in under the original not to exceed amount of \$80,000 at \$74,814.00. In January a repayment schedule will be worked on with VURA Chair, Treasurer and Chircop and Colyer.


IV. Adjourn VURA Meeting (10:00 a.m.)

A motion was made to adjourn the meeting.

Moved: Zach

Second: Tom

Passed: Unanimously



Tom Clark or Lance Pitman, Co-Chair



Erin Gaffney, Administrator

***AGENDA – posted
October 29th, 2018***

The next meeting will be held on January 7th, 2018.