

DOVER URBAN RENEWAL AGENCY
MINUTES OF REGULAR MONTHLY MEETING
December 8, 2021, 4:00 p.m., Dover City Hall, Dover, Idaho

CALL TO ORDER AND ROLL CALL, 4:00 P.M.

Chairman Bill Strand opened the meeting at 4:03 p.m. The following Board members were in attendance: Bill Strand, Merlin Glass, Jim Haynes, and Mike Mooney. Staff present via Zoom were Will Herrington, attorney, and Renee Magee, administrator. Also attending were Council President Diane Brockway, Mayor-elect George Eskridge, and Greg Mann (via Zoom).

PUBLIC COMMENTS. There were no public comments.

OLD BUSINESS

Approval of Minutes: Action Item. Haynes moved the minutes of the meeting on November 10, 2021, be approved with the edit that he attended personally, not via Zoom. Mooney seconded the motion, and it passed unanimously after a roll call vote.

Approval of Invoices and Financial Statements: Action Item. Strand introduced Greg Mann to the Board. His office prepared the invoices and revised the September 30, 2021, financial statements. Mann listed the invoices: Herrington and Associates, PLLC, \$462.50, for legal services; Renee R. Magee, \$245.00, for administrative services. The invoices total \$707.50.

Mann explained, in the prior financial statements, the equity accounts did not match the audit. He revised the statements to match the audit. Presently the auditor has the 2020-21 financial records of DURA. Mann reviewed the records available to him and recommends that agency accounting be simplified. For a small agency with the limited revenues and obligations, the system is overly complicated.

Mooney moved to approve the invoices, and Glass seconded the motion. A roll call vote was taken, and all members voted aye. The motion passed unanimously.

Mooney suggested he and Mann meet on Thursday, December 9, to review the financial statements. Mann agreed and suggested he and Mooney meet on the Monday prior to regular meetings to review the financial statements and reduce any issues at the regular meeting.

Strand had not been able to reach the contacts at Banner Bank to discuss the process for handling tax increment revenues and funds for bond payments. He will continue to try to arrange a meeting with Banner Bank representatives.

Discussion and Consideration of Reimbursement of Intake Panel Relocation. At the request of Strand, Diane Brockway explained the status of the intake panel relocation to the Board. Strand outlined the request of the City of Dover: \$55,008 for relocation of the intake panel, \$10,00 for landscaping after intake panel relocation, and \$35,000 for legal fees. The breakdown for the relocation expenses is \$47,558 for new service, distribution equipment, feeders, excavation, conductors and devices. The remaining \$7,450 is for demolition of concrete pad, new pad, and panel relocation. Strand asked for

Herrington's opinion about the eligibility of legal fees. Herrington responded it is a stretch to include legal fees as an eligible expense. Legal fees are not included in DURA's urban renewal plan. The purpose of the agency is to pay for infrastructure. Legal fees are far from this purpose. Haynes and Glass agreed. Mooney stated legal fees were often part of a capital project but he understands Herrington's concerns. Herrington agreed legal fees may be appropriate when the agency is contracting directly for infrastructure improvements but this request is not for legal fees for an agency project. Haynes moved to authorize Chair Strand to sign a participation agreement for reimbursement of relocation expenses of \$55,008 and landscaping expenses of \$10,000 for the water intake panel but not for reimbursement of legal fees. Glass seconded the motion, and, after a roll call vote, it passed unanimously.

Discussion and Consideration of Engagement Letter, Mann & Stenke. Herrington stated he had reviewed the engagement letter from Mann and Stenke for accounting services. It was a standard letter and he saw no issues. Mooney moved to authorize Chair Strand to sign the engagement letter. Haynes seconded the motion. A roll call vote was taken, and the motion passed unanimously.

EXECUTIVE SESSION. Herrington stated there was no need for an executive session.

STAFF COMMENTS. There were no comments.

BOARD/COUNCIL COMMENTS. Mooney and Mann agreed to meet by phone at 3:00 p.m. on Thursday, December 9, 2021.

Strand explained he is working with the city to review the expenditures financed by the prepaid hook-up fees. He and the city will meet with the auditors in the next few weeks, and he will put the issue on DURA's January agenda.

At 4:22 p.m. Mooney moved to adjourn the meeting, Haynes seconded the motion, and it passed unanimously.

Respectfully submitted:
Renee Magee, Administrator