

**DOVER URBAN RENEWAL AGENCY
MINUTES OF REGULAR MONTHLY MEETING OF DIRECTORS**

April 14, 4:00 p.m., Dover City Hall, Dover, Idaho
And via Zoom Telecommunications

CALL TO ORDER AND ROLL CALL

Chairman Bill Strand opened the meeting at 4:04 p.m. via Zoom. The following Board members were in attendance: Bill Strand, Merlin Glass, Jim Haynes, Mike Mooney, and Annie Shaha. Staff present were Will Herrington, attorney; Stephanie Mueller, Practical Accounting Services; and Renee Magee, candidate for administrator. Others in attendance were George Eskridge, Tom Lally and Mark Sauter.

PUBLIC COMMENTS. There were no public comments.

ADDITONS, MODIFICATIONS, OR CHANGES TO AGENDA: ACTION ITEM. Strand explained Magee had sent him an email describing her views on the independence of an urban renewal agency after the agenda had been published. He requested a motion to discuss the status of urban renewal agencies. Mooney moved to add a discussion on the independent status of urban renewal agencies to the agenda, and Haynes seconded the motion. It passed unanimously.

Magee stated she believed urban renewal agencies were independent public bodies under the statutes. Herrington explained he always tried to steer an urban renewal agency towards independence. An agency makes its decisions without pressure from the city. The board evaluates any request from the city, determines if the project is within the scope of the plan, and determines if the agency has the funds to finance the project. If so, the agency passes a resolution to fund the project. The board members agreed.

OLD BUSINESS

Approval of Minutes: Action Item. Mooney moved the minutes of the regular meeting on March 10 and the special meeting of March 24 be approved after adding the title "Minutes". Glass seconded the motion, and it passed unanimously.

Review of DURA historical record collection: Action Item. Strand stated, by combining the records of the Panhandle Area Council (PAC), the records of John Austin, and his own records, the Dover Urban Renewal Agency (DURA) now has a good collection of the past records of the agency which have been organized. The exception are the invoices for the period 2005-2008, although DURA does have the records of the final numbers. With fifteen years of records, a paper trail has been established, and Mueller will be maintaining the financial records in the future.

Third Party Review of DURA historical finances: Action Items. Strand shared a balance sheet he has prepared. He asked if the Board wished to hire a third party to review the historical records. In the past, the Board had discussed paying \$7,000 to \$9,000 to complete such a task. Herrington stated he will have an intern this summer who could review the records at a cost of \$20/hour. Mooney suggested Strand review the records first, and he agreed to assist Strand. The Board agreed the data available does need to be reviewed and procedures to assure a paper trail are needed. The use of resolutions for

financial commitments will help with the financial trail. Authorizing a third party to review the records was tabled.

NEW BUSINESS

One Month Delay of Financial Report: Action Item. To assure the financial report is accurate and the administrator and accountant have time to adequately discuss the financial report prior to the Board meeting, it was suggested the financial report be delayed one month, i.e., the February report be reviewed by the full Board in April. Mooney suggested the Board meeting date be changed instead. However, Mueller replied there are multiple conflicts during the third and fourth weeks of the month. Martin stated the financial report needs to be accurate. Shaha had no problem with the delay but was concerned about the payment of the vendors. The idea of ratifying the invoices for the attorney, accountant, and administrator was discussed. Ratification allows timely payment of the reoccurring invoices as well as delay of the financial report one month. Drafting a resolution to cover the date of the financial report and the payment of vendors was proposed.

Remote Access to DURA Accounts: Action Item. Strand explained the last audit report was the first clean audit, and he believed Mooney's review of the monthly financials was the cause. He suggested Mooney have access directly to DURA's bank accounts. The Board members and Mueller agreed. Mueller explained the bank does want a clear statement on the extent of permission to be given to Mooney. After debating the wording of a motion, the Board decided to draft a resolution for next month clarifying the extent of access to be given to Mooney. The resolution can then be given to the bank.

Updating the DURA pages on the City of Dover website: Action Item. Strand would like to see more DURA information on the City website. He asked for photos of each Board member and staff for the webpage. Shaha suggested Magee ask the City Clerk for the name of the person who updates the City website. He could bill DURA for the necessary work to update the DURA page. The Board agreed it needs to be kept current.

STAFF COMMENTS

Mueller asked about the approval of the invoices from PAC. Strand suggested a special meeting if the invoices could not be approved at the April meeting.

BOARD/COUNCIL COMMENTS There were none.

Haynes moved and Mooney seconded to adjourn the meeting at 5:07 p.m. The motion passed unanimously.

Respectfully submitted:

Renee R. Magee

Renee Magee, Administrator