

DOVER URBAN RENEWAL AGENCY
MINUTES OF REGULAR MONTHLY MEETING OF DIRECTORS

June 9, 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 4:03 p.m. via Zoom. He reported Annie Shaha had resigned from the City Council and the DURA Board. The following Board members were in attendance: Bill Strand, Merlin Glass, Jim Haynes, and Mike Mooney. Staff present were Will Herrington, attorney; Stephanie Mueller, Practical Accounting Services; and Renee Magee, administrator. One guest was in attendance for the public portion of the meeting.

EXECUTIVE SESSION. At 4:06 p.m. Jim Haynes moved to enter into executive session as authorized by Idaho Code Section 74-206(1)(f). Mooney seconded the motion. A roll call vote was taken with Glass, Haynes, Mooney, and Strand voting aye.

At 4:31 p.m., Merlin Glass moved and Jim Haynes seconded the motion to adjourn the executive session. A roll call vote was taken, and Glass, Haynes, Mooney, and Strand voted to adjourn the executive session.

PUBLIC COMMENTS. There were no public comments.

ADDITONS, MODIFICATIONS, OR CHANGES TO AGENDA: ACTION ITEM. There were no additions or changes to the agenda.

OLD BUSINESS

Approval of Minutes: Action Item. Haynes moved the minutes of the regular meeting on April 14, 2021, be approved. Mooney seconded the motion, and it passed unanimously.

Approval of Policy on Financial Report and Payment of Vendors: Action Item. Mooney suggested a dollar limit be placed on any invoices that would be ratified as opposed to being approved by the Board in advance of payment. After discussion among the Board members, Glass moved to set a limit of \$2,000 per vendor of administrative services (attorney, accountant, administrator) per month for any invoice that will be ratified. Mooney seconded the motion, and it passed unanimously.

Mooney explained he was uncomfortable with stale financial reports. He wanted to have the financial report from the immediate prior month considered by the board at its regular monthly meeting. Mueller explained the limitations she has with meeting such a deadline. She asked if Mooney will feel more comfortable if he has electronic access to the accounts. Mooney replied he is willing to try a one month delay in financial reports but he reserves the right to revisit the issue. Strand suggested the Board revisit the issue in a few months. Mooney moved to approve the policy statement as revised for vendor payments and permitting a one month delay in financial reports. Glass seconded the motion, and it passed unanimously.

Election of Treasurer: Action Items. Haynes nominated Mike Mooney to be treasurer. Glass seconded the motion, and it passed unanimously.

Approval of Resolution 2021-1 to Authorize Access to Financial Accounts. The resolution as drafted provided for the treasurer and accountant to have electronic access to DURA's bank accounts. The draft resolution authorized the chair, treasurer, and accountant to sign checks. Strand suggested the vice-chair also be authorized to sign checks. Mueller stated she does not wish to sign checks. Haynes moved to approve the resolution, Resolution 2021-1, with the amendment that the chair, vice-chair, and treasurer are authorized to sign checks. Mooney seconded the motion, and it was approved unanimously.

Approval of Invoices and Financial Report: Mooney asked if it was possible to break the financial reports out into funds. Mueller said she will try. Mooney moved to approve the invoices and financial reports as submitted. Glass seconded the motion. All approved the motion in a roll call vote.

NEW BUSINESS

Designation of Keeper of the Records: Action Item. No action was taken on this item.

Review of Preliminary Budget and Approval of Public Hearing Date: Action Item. Magee explained the estimated property tax increment for next fiscal year was based on the total assessed market value of the urban renewal district as listed by Bonner County. Bonner County will be updating that value this month, and she will check with the County in early July. She increased the budget for office expenses and professional fees in response to costs this fiscal year. The proposed public hearing date is August 11, 2021. Strand asked about the allocations to the City of Dover. Magee responded the amounts are fillers at this point. Strand will ask the City about anticipated capital projects and reimbursements from the agency. Haynes moved to approve the public hearing date of August 11, Mooney seconded the motion, and it passed unanimously.

ICRMP Insurance for the Agency: Action Item. ICRMP has presented a written proposal for DURA for errors and omissions insurance. Herrington noted most of the coverage of the policy does not apply to DURA since it has no property or employees. He suggested an employee of ICRMP be asked to address the Board at the July meeting and explain the ramifications of the policy. The item was tabled.

EXECUTIVE SESSION. At 5:11 p.m., Jim Haynes moved to enter into executive session as authorized by Idaho Code Section 74-206(1)(f). Glass seconded the motion. A roll call vote was taken with Glass, Haynes, Mooney, and Strand voting aye.

At 5:24 p.m., Jim Haynes moved, and Merlin Glass seconded the motion to adjourn the executive session. A roll call vote was taken, and Glass, Haynes, Mooney, and Strand voted to adjourn the executive session.

STAFF COMMENTS. There were none.

BOARD/COUNCIL COMMENTS. There were none.

At 5:25 p.m., Mooney moved to adjourn the meeting, Glass seconded the motion, and it passed unanimously.

Respectfully submitted:

Renee Magee, Administrator