

**Draft Minutes of the
Regular Meeting of the Board of Commissioners
Driggs Urban Renewal Agency**

June 1, 2016

1. Call to Order – determination of a quorum (7:01 PM)

Commissioners Present: Dan Powers, Erica Rice, Larry Young, Bart Birch, Bill Leake

Commissioners by Phone: Carrie Cleary

Others Present: Cynthia Rose, Doug Self, Arturo Diaz, Mark Rockefeller, Ben Green, Winston Welch

2. Adoption of Agenda

Changes to Agenda: None

A motion was made to approve the agenda as presented.

Moved: Bart Birch

Second: Larry Young

Passed: Unanimously

3. Approval of Minutes from May 4, 2016

Changes to Minutes: None

A motion was made to approve the minutes of the May 4, 2016 meeting as presented.

Moved: Erica Rice

Second: Bill Leake

Passed: Unanimously

4. Front Street District Progress Report

Doug Self reported that the City had received inquiries about the proposed new DURA district from several stakeholders:

- Bennie Green – Property Owner at 512 N Main in NW corner of proposed district. Mr. Green is supportive of the proposed district and would like to see Ross Avenue, Harper Avenue and Front Street all extended and connected and for water lines and hydrants to be extended along said roads. He currently is unable to sell or develop the property further because of inadequate fire access and water supply.
- Van Nield – Property Owner at 320 N Main, is interested in possible improvements to Main Street streetscape.
- Jim Verdone – Owner of the historic Depot Building at 85 Depot St, has questions about the new district, but no conversation has occurred with him yet.

Doug also provided an updated schedule for completing the new district plan. The representative from Kushlan Associates, a planned sub-contractor, is out of the country until June 10th, which delays the start of Attachment 5 work and may shift the schedule back 2-4 weeks. A special meeting in July to consider the draft plan may be an option and could be scheduled at the July 6th regular meeting.

During the meeting, Ben Green shared that he would be willing to dedicate a portion of his land in the north end of the new district for road development, in exchange for certain considerations for water and zoning allowances. Mr. Green was encouraged to draw up a plan for the considerations he desired to submit to the City and Planning and Zoning. DURA has no role in negotiating arrangements with property owners for development within the district.

Arturo Diaz expressed his concerns for additional parking in the downtown area. Businesses in his building are currently impacted by lack of downtown parking, especially during special events.

A partial list of possible projects for the Front Street District includes:

- Construct Front Street (currently gravel drive) to city standards, with sidewalks
- Acquire ROW for Front Street and Ross Avenue extension (Ross is at top of proposed district)
- Construct extension of Front St to Ross Ave and Ross Ave to Hwy 33
- Extend water line up Front St and out Ross Ave to existing hydrant
- Plan, acquire and construct alley or road system to address access issues / faulty lot layout (possible water line extension along alley as well). Public off-street parking would probably not be pursued.
- Add sidewalk(s) to Buxton Ave and Front St south of Buxton Ave
- Acquire Harper Ave ROW to connect with Front St
- Improve Main Street streetscape (behind curb)
- Construct curb extensions at Main Street intersections to improve safety
- Burying power lines
- New street lighting
- Fiber optics installation
- Parking facilities

5. Approval of Professional Services Agreement with Kushlan Associates

Kushlan Associates has submitted a proposed consultant contract for the preparation of the Economic Feasibility Study (Attachment 5 of the Front St Urban Renewal Plan), with costs not to exceed \$10,000.

A motion was made to approve the Professional Services Agreement with Kushlan Associates.

Moved: Larry Young

Second: Bart Birch

Passed: Unanimously

6. City Projects Update

Wayfinding Signs #4 & #20

The encroachment permit application has been submitted; ITD is scheduled to make a site visit on May 31st and provide a response soon thereafter. A contract with Teton Signs will be executed as

soon as the permit is received. Installation in June or July is still expected. Once all expenses are known, the next phase (signs on Main at Little directing to Grand Targhee / Teton Canyon and Teton River / Big Hole Mtns) will be initiated.

Transit Center

The City is waiting to hear back from Broulims regarding their interest in selling the north half of the Broulims Plaza Subdivision. If the answer is no, the city council will consider submitting a proposal to Idaho Transportation Department and Federal Transportation Administration to relocate the project to Lot 1, Blk 54 of Huntsman Springs (SE corner of the development, fronting Little Ave and the pathway) or to the Stock Lumber Yard or a third option would be to keep a passenger waiting facility at the Driggs City Center building and move the park & ride parking up to the old Ford Garage.

Depot Street

The city is proposing to request that Harmony Design & Engineering revise the drawings and estimate for Depot Street. The original plan, with pavers under the parking lanes was estimated at over \$550,000. This is for the streetscape only and the city felt that this cost was too high for that amount of improvement. The recommended direction is to use a colored asphalt for the parking lanes and install storm water inlets and infiltrators to handle runoff. The storm water had been proposed to infiltrate through the paver joints, but this was a concern to city staff as well because of the issues with frozen ground during portions of the winter and spring when large runoff events can occur

The Board moved to support the City's recommended direction on redesigning the Depot St improvements to replace pavers with colored asphalt and add storm water inlets and infiltrators. Doug will send maps and diagrams for the Depot Street project to DURA. No financial commitment was made by DURA for this project.

A motion was made to support the redesign of the paver section of the Depot Street project.

Moved: Larry Young

Second: Bart Birch

Passed: Unanimously

7. Monthly Financial Reports

The financial reports the month ending 4.31.2016 were presented.

8. Monthly Claims

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

Moved: Larry Young

Second: Erica Rice

Passed: Unanimously

9. Review of Bylaws

The DURA Board had agreed to amend two sections of the DURA Bylaws at a previous meeting:

Section 4. Each non-elected official Commissioner shall hold office for up to five (5) years, with no more than two (2) terms expiring in any calendar year. The term for elected officials serving as Commissioners will terminate when their public office term expires, and no longer than five (5) years; and

Section 6. The Board of Commissioners shall hold regular meetings at the Driggs City Building, Driggs, Idaho, on the first Wednesday of each month at the hour noticed in the draft agenda, and in accordance with Idaho State statutes and according to Idaho Open Meeting Law. Regular meetings may be held at other locations with legal notice provided in accordance with Idaho State statutes and in compliance with the Idaho Open Meeting Law.

A motion was made to approve Resolution 2016.06.01 entered below by title only

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF DRIGGS, IDAHO, REPEALING AND REENACTING CERTAIN BYLAWS OF THE DRIGGS URBAN RENEWAL AGENCY; AND PROVIDING AN EFFECTIVE DATE.

Moved: Second: Passed: Unanimously

10. Preliminary 2017 Budget Planning

The Board discussed the details of the proposed FY17 budget. Cynthia will ask the City to submit a Funding Request Form for each project the City would like new funding for in 2017.

11. Three Year Planning Process

There was no discussion on this item during the meeting, except as related to the City Staff Report and FY2017 Budget Planning

12. Adjourn (8:30 PM)

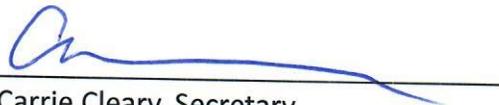
A motion was made to adjourn the meeting.

Moved: Bart Birch Second: Bill Leake Passed: Unanimously

Attest:



Dan Powers, Chair



Carrie Cleary, Secretary

Anyone requiring special access consideration must notify the DURA 2 days prior.