

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

**November 2, 2016**

1. **Call to Order** – determination of a quorum (7:00 PM)

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

Commissioners by Phone:

Others Present: Cynthia Rose, Brian McDermott-Teton Geotourism Center

Others by Phone:

2. **Adoption of Agenda**

Changes to Agenda: None

**A motion was made to approve the agenda as presented.**

**Moved: Larry Young**

**Second: Bart Birch**

**Passed: Unanimously**

3. **Approval of Minutes from, October 5, 2016**

Changes to Minutes: None

**A motion was made to approve the minutes of the October 5, 2016 meeting as presented.**

**Moved: Larry Young**

**Second: Greer Jones**

**Passed: Unanimously**

4. **Annual Report from the Teton Geotourism Center (TGC)**

Brian McDermott, Director of the TGC and the new TREC organization (combine Teton Valley Chamber of Commerce and Teton Valley Business Development Council), presented a brief report to the DURA Board about the current status of the TGC. He will forward a copy of their annual budget when it is completed.

Brian has hired and administrative assistant, Alli Kadler. He reported that 13,000 individuals visited the TGC in FY16. Funding for the TGC includes \$13,000 from the annual Tin Cup Challenge (including the match funds) and the \$10,000 annual support from the City of Driggs. They are applying for a \$3,000 grant from the Teton Springs Foundation and researching other grants.

Brian and Alli are working to regain the trust and enthusiasm of their volunteers. Their current roster of volunteers is comprised exclusively of retirees, presenting unique opportunities and challenges for the organization.

Brian reported that they are planning a Solar Eclipse Exhibit in 2017, which will be created in conjunction with California Polytechnic University Pomona and the Teton Science School. Brian would like to host new exhibits in the Changing Exhibit Gallery every 18 months. DURA Commissioners felt exhibits should change at least every 9 months. Cynthia shared that an earlier TGC Board has encouraged local schools and non-profits to host small exhibits during the traditional "shoulder seasons" in Teton Valley.

The TGC is replacing the Teton Valley Foundation as a partner in the Winter Snow Fest. The 2017 Snow Fest will resemble previous events, with the elimination of Ski Joring.

## **5. Front Street District Progress Report**

The Driggs City Council passed the ordinance approving the Front Street Plan at their meeting November 1, 2016. The ordinance and plan will become effective on the date of publication of the ordinance summary in the Teton Valley News, November 10, 2016. The last task is to deliver copies of the ordinance, legal description and map to the County Auditor, Assessor, Recorder (record map and legal), affected taxing districts, and the State Tax Commission, by December 2nd.

DURA will set up the appropriate accounting system to manage this separate revenue allocation area. Beginning in FY18, when revenue of at least \$9106 is expected, DURA will begin paying back the city grant that covered expenses incurred from setting up the new district.

The first planned project is water system improvements in Front St and Ross Ave (connecting/extending line and installing hydrants). This is scheduled for 2021, but could move up if funding is available. Doug Self will begin working with Driggs Public Works to refine the project scope and budget and will report back to DURA as that progresses.

The City will also continue to work with the County to plan for and encourage the relocation of the county's road & bridge yard to a location outside of the downtown and sale of this property for private development.

## **6. City Projects Update**

### **Wayfinding Signs #4 & #20**

These signs, directing the public to the Teton Geotourism Center, Park & Ride Lot, Community Center and City Hall, are currently in fabrication. The City is unlikely to install the signs before winter. The unfortunate delay (after ITD denied the encroachment permit) was in finding a sign company who was willing and able to take on the project. The signs are now proposed to be located on one structure (double-sided) in the city center plaza just north of the crane sculptures.

### **Transit Center**

The city is waiting for authorization from the Federal Transit Administration to proceed with executing the purchase and sale agreement with Broulim's for the park & ride property. Once this PSA is executed, the city will re-activate the design team and develop a project schedule. The City will revisit the project budget and DURA contribution, which was reduced during the budget cycle with the thinking that half of the \$100,000 contribution would be spent in FY16, which it was not.

The project budget still anticipates the originally committed \$100,000 from DURA.

### **Downtown Master Plan**

The design team contracted to update the Downtown Master Plan has completed its workshop, which included interviews with property and business owners in both quadrants. The workshop was very productive and sets of short term and long term recommendations and plans are being produced. A traffic analysis is also being conducted for Main St intersections with Little and Depot. The final plan documents will be presented to the City Council on December 6th and DURA on December 7th.

### **Depot Street**

Once the Master Plan update is adopted, the final design of Depot Street will be completed. The master plan design team has developed a cross section for the road that is very similar to the draft plan, with angle parking on both sides, but with a 10ft sidewalk (6ft walking width and 4ft planter width). The draft design will be presented to DURA at a meeting in early 2017. A construction year of FY17 is still desirable and feasible and the city plans to meet with DURA to discuss the project budget and how the project can be kept on schedule.

### **Relocation of Front Street, Depot to Little**

The relocation of Front Street, which is shown on the current downtown master plan and was supported by the downtown master plan design team, is also supported by the owner of the property where the new Front Street would be located. City Staff will begin developing the land swap proposal this project. This will allow the Depot Street project to design and construct through the Depot/Front St intersection.

### **New Project Priority List**

The next priority projects after Depot Street are: Parking Lot in NE Quadrant (behind Key Bank), and Wallace Avenue reconstruction

Doug will find out from Driggs Public Works whether they are considering Wallace Ave for FY18. Either way, planning for the NE parking lot project should be initiated by DURA in FY17. The primary property that needs to be acquired is currently listed for sale.

There is also interest by the owner of 25E Wallace (outside of the DURA District) for immediate improvement of the sidewalk on the north side of Wallace, which is very significantly deteriorated. This could be a short term project that could be pursued even in FY17 while the full reconstruct schedule is worked out.

### **Johnson Ave. Internet Fiber**

There are a number of property and business owners interested in exploring possible assistance for extending fiber optic internet down Johnson Avenue. The proposed line is partially within the DURA boundary. Owners want to know if DURA would consider partnering on the line cost (roughly \$5,000 contribution on a \$16,000 improvement, with about half being in the district).

## **7. Monthly Financial Reports**

The financial reports the month and year ending 9.30.2016 were reviewed.

Cynthia was asked to itemize the FY16 Other Projects Expenses. Itemization follows:  
FY16 Other Projects Expenses include: \$12,500 – Updating Downtown Mater Plan, \$1,889-  
removal of West Little Electric Pole, \$450-Corner Drug Handicap Ramp: Total \$14,839.

In response to DURAs multiple questions about the fluctuating monthly bookkeeping charges, Chircop & Colyer submitted a proposal for a flat-rate billing charge for the Commissioners to consider. The Board was not ready to approve the flat-rate proposal. Cynthia will contact C&C for more details of possible “extra charges,” and an itemization of what expenses in FY14 would have qualified under this category.

**8. Monthly Claims**

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

**Moved: Bart Birch**

**Second: Erica Rice**

**Passed: Unanimously**

**9. Commissioner Vacancy**

Brigid Sinram is considering joining the DURA Board. She will submit an application form to the City before 11.20.16 if she decides to apply.

**10. Updating Funding Request Form**

The Board approved the final revisions of the Funding Request Form.

**11. Adjourn (7:50 PM)**

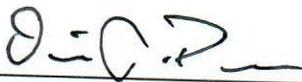
**A motion was made to adjourn the meeting.**

**Moved: Larry Young**

**Second: Bart Birch**

**Passed: Unanimously**

Attest:



Dan Powers, Chair



Carrie Cleary, Secretary

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