

Urban Renewal Agency Meeting

Special Meeting

October 6, 2010

6:30p.m.

Driggs City Hall

Members Present: Hyrum Johnson (conducting), Guch Lombardi, Tracy Silver, Sean Moulton, Aaron Myler, Kathy Rinaldi, and Isabel Waddell.

Others Present: Dan Powers, City of Driggs Mayor.

Approval of Minutes

Kathy made corrections to the minutes from September 21, 2010

Aaron Myler made a motion to approve the minutes with the corrections. Guch Lombardi seconded the motion. The motion passed with all in favor.

Update of Information from Public Forum on City Center North Side

Mayor Powers stated the public input was not much different from the water bill survey that was done. Those who responded were in favor of a library first and foremost, other suggestions were for recreation, arts and a meeting space. Hyrum stated that there was concern that for-profit business would be granted space and would then compete with other businesses with higher overhead. He also stated that a convention center would also be a great benefit, as it would provide revenue for the City as well as the community. Guch and Isabel both voiced the benefits for the community to have a convention center in Driggs.

Mayor Powers responded stated that the majority of those in attendance at the public forum were not in favor of a convention center. He further stated that the Scenic Byway Center was geared toward bringing visitors to the area and the remainder of the building should be used to benefit the residents of the community.

Sean Moulton stated that Victor may also be working toward a convention center and he felt that it might not be conducive to place one in the north side of the community center. He further stated that Huntsman Springs also had intentions of building a hotel at one time. Isabel felt the city needed a “community-gathering place” and that a large meeting space or convention center would be appropriate.

Mayor Powers stated the Teton Indoor Sports Academy might becoming a 501c3 and didn't know if that would change opinions of the community. Hyrum rebutted stating that there was a similar business across the street that had overhead and felt that tenant improvements should be required for those in the community center. Teton Indoor Sports Academy had made tenant improvements, Mayor Powers stated.

Hyrum explained the role of the agency, stating the Commissioners should be involved in the decision of what is done with the building as that was on purpose of the agency. He further stated that the Scenic Byway Advisory Committee reviewed the RFQ that would

include the Scenic Byway and the Plaza. This included an expressed interest in having the same group of people involved with the north end of the community center.

Overview of GEM Grant Situation/Nelson Engineering

Hyrum stated there was disagreement about whether the Urban Renewal Agency owed Nelson Engineering additional funds for the GEM Grant administration. Mayor Powers stated there was outstanding money that hadn't been allocated, approximately \$10,000. He stated the agency's original commitment was \$19,612 and to-date their expenditures was \$17,672. Some of the items that were agreed to cost less. The City's original commitment was \$15,900 and the total spent was \$32,000. Mayor Powers requested that the agency pay the difference of \$1,940 that was not expended, which would help the city.

Aaron questioned if there were other outstanding bills. Mayor Powers stated Nelson Engineering had told him there weren't. It was explained that the agency would not be paying out money but would be taking less of a reimbursement. Kathy stated she was agreeable with the transfer as long as the agency did not go over budget. Guch agreed.

Mayor Powers then stated that Nelson Engineering contracted with the City to provide \$5,000 in grant administrative services for the GEM grant as well as to provide a match. The budget stated that URA was supposed to provide the \$5,000. URA has paid the Chamber of Commerce \$1,800 for grant administrative costs.

Kathy question if the Urban Renewal Agency had a contract with the Chamber of Commerce for grant administration. Hyrum stated he was unable to find one at this time, but that the City had a contract with Nelson Engineering for grant administration.

Hyrum stated there were a lot of verbal amendments to the contracts between Lou Christensen and Reid Rogers. Mr. Rogers stated that there was a verbal agreement with Jeff Snyder, a former employee of Nelson Engineering, that the \$5,000 from Nelson and URA would be an in-kind contribution and that the URA contribution to the Chamber of Commerce was supposed to cover the URA match portion, according to Mr. Rogers. Mayor Powers stated Nelson Engineering had been paid nothing at this time and felt that URA owed them \$2766. Mr. Rogers has stated that the URA already paid the Chamber of Commerce for the services and should not pay more to Nelson Engineering, according to Mayor Powers.

Guch questioned which entity submitted the paperwork for the grant. Hyrum stated all paperwork went through Nelson Engineering. Mayor Powers felt that Nelson Engineering was willing to settle for \$1,667 and if URA paid this, it would still be under budget for the URA. He further stated that Nelson Engineering stated they had written off a lot of services and had admitted to poor budgeting and managing of the grant.

Tracy felt the URA should receive an invoice from Nelson Engineering and not vote to pay something that hadn't been determined. At that time, if there are any extra funds to give to the city, the board would discuss this.

Approval of Financials

Hyrum stated the information presented to the Commission would close out 2010. Discussion of paintings obtained for the Moran Jackson began and was questioned when the art would be displayed.

Guch questioned the loan payment to the city. Hyrum explained that the city was determining if they would be able to allow the payment to be delayed or forgiven in exchange for funds that were being put into the Scenic Byway Center and to expand the district.

Sean Moulton made a motion to approve the financials. Tracy Silver seconded the motion. The motion passed with all in favor.

Overview of Plan Amendment Schedule and Process

Hyrum explained that Legislation will review this again and the goal was to finish the process before the end of the year. Elam and Burke had given a schedule to accomplish this, which was very tight, with little room to change dates.

Assuming the Ordinance would be approved on December 21, 2010, the summary of the ordinance could be noticed in the paper and take effect on December 30, 2010. The Planning and Zoning Commission would need to make a finding to the City Council, which does not require a public hearing. This could be done on December 8, 2010. Publishing of the notice for the public hearing should be filed no later than November 8 and no later than November 10 for the tax entities. A URA Board meeting will be held to discuss this on the regularly scheduled November 3 meeting. A work session needed to be scheduled for October 21 or October 22 to review the amendment process. It was determined that the majority of the Commissioners could meet early Thursday on October 21, 2010.

The Commissioners wanted to make sure the City Council presented the above information as an Urban Renewal Presentation to ensure there was not issue with a group of Commissioners being in attendance at the City Council meetings.

Bylaw Update Discussion

Hyrum reviewed his concerns with the Commission. The regularly scheduled meetings were designated on the first Wednesday at 4:00pm. This needed to be amended.

The secretary should keep all records of the minutes. Isabel stated that the statutes were less restrictive than the Bylaws, which stated there should be a Chairman, Vice Chairman, Secretary and Treasurer. Hyrum responded stating this could be solved if an Administrative Assistant was to be hired. Officers of the Board could not be paid and this should be made clear and distinguishable between a Secretary and an Administrative Assistant.

Committees shall have a Board member present. Hyrum felt the public should be involved in the Urban Renewal Process and suggested starting a fundraising committee to help generate additional funds.

Hyrum stated the signatories for the checking account should be reviewed and enforced with a Resolution.

Discussion of the Code of Ethics began. It was determined this should be reviewed to ensure all Commissioners understood their role and responsibilities.

Guch stated she was concerned that if the Board votes unanimously on an issue that the Chairman does not agree with, the Chairman continues to be bound by the vote. Hyrum read and reviewed the Bylaws that stated the Chairman's activities were based on the majority will of the Board. He further read the process, which allowed termination of a Commissioner. Kathy stated she felt new board members should be informed of the expectations as a member of the Urban Renewal Agency.

Discussion of appointing new board members began. Reid Rogers and Tracy Silver would be leaving the Commission. Kathy Rinaldi's term would also expire. Hyrum stated her position was not required to be held by a County Commissioner as previously stated. Tracy suggested having a City Council Member on the Board, as there was a lot of interaction between the two entities.

Approval of Contract for Administrative Assistant

Hyrum stated that he was not able to complete the necessary work that was needed. He felt that Kreslyn Schuehler was not in a position to take on more at this time either. He wanted someone committed to the agency as a part-time figure, 5-10 hours a week. Discussion of the budget began. It was determined that there were enough funds to hire someone for a trial basis.

Isabel Waddell made a motion to approve a 3-month trial for an administrative assistant at \$20 an hour for 5-10 hours a week. Sean Moulton seconded the motion.

Kathy questioned who would be overseeing the assistant. Hyrum felt that he and Sean would be able to supervise an assistant. He also stated he would encourage the Commission to be involved with the hiring process. Hyrum stated there was a possibility that an office at City Hall would be available and that whoever was hired, would need a computer.

All were in favor of the above motion.

Acceptance of Tracy Silver's Resignation

Sean Moulton made a motion to accept Tracy Silver's resignation. Kathy Rinaldi seconded the motion. The motion passed with all in favor.

Nomination and Selection of New Treasurer

This discussion will take place at the November meeting.

Hyrum informed the Commission that an act in the legislation could eliminate the ability for Urban Renewal Agencies to take on long-term debt. He explained that there were options to pay cash or to find loans for each project. Sean felt that Urban Renewal Agencies were created to do the opposite of what was being proposed. However, he

understood the need to spend funds. He felt that the Scenic Byway Center should be the focus and then determine which projects should be done, as he did not want the potential to overspend.

Hyrum stated that the intent of the October 21st meeting was to decide which projects should be done in the near future. In theory, the money could be received to do all of those projects. Hyrum did not want to see this opportunity slip away. Kathy felt loans should be taken with short time lines.

Adjournment

Kathy Rinaldi made a motion to adjourn the meeting. Guch Lombardi seconded the motion. The motion passed with all in favor and the meeting was adjourned.

Attest:

Secretary

Hyrum Johnson
Chairman