

Urban Renewal Agency Meeting

April 7, 2010

7:30a.m.

Driggs City Hall

Members Present: Hyrum Johnson (conducting), Guch Lombardi, Aaron Myler, Kathy Rinaldi, Tracy Silver.

Meeting was called to order at 7:37am.

Approval of Minutes

The Commissioners reviewed the minutes from March 3, 2010. Kathy Rinaldi voiced a correction to the minutes stating that the minutes should reflect the meeting between Mayor Powers, Reid Rogers and Hyrum Johnson.

Guch Lombardi made a motion to approve the minutes from March 3, 2010 with the corrections. Kathy Rinaldi seconded the motion. The motion passed with all in favor.

Bank Resolution Authorizing the Vice Chairman

Hyrum stated that Reid Rogers felt the Vice Chairman should also be a signatory on the accounts for the Urban Renewal Agency. Guch felt that it made sense to have three Commissioners that were able to sign checks in case one was out of town or unavailable. She also asked that the previous signature cards be removed and ensure the remaining cards were up to date.

Tracy Silver made a motion to have the Chair, Vice Chair and Treasurer sign signature cards for the Urban Renewal Agency accounts and have the previous signature cards removed. Kathy Rinaldi seconded the motion. The motion passed with all in favor.

Proposal for Secretarial Services

Hyrum stated that Kreslyn Schuehler estimated the tasks she completed for Urban Renewal to take approximately 4-5 hours a month, averaging \$100 a month. He further stated he did not check the budget to ensure this fell into the allowed expenses but thought that it would. Discussion that the services were required and that the budget would be adjusted to budget for the expense if need be. Kreslyn Schuehler would not be contracted through the City, but as a private contractor with the Urban Renewal Agency. She would need to file her own W-9.

Guch questioned if Kreslyn should attend the meetings to understand the context of the discussion. Hyrum stated after discussing this with Kreslyn, she stated that it would be about the same amount of time with or without attending the meetings. She felt that if she attended the meetings, minutes would be easier to complete but time to attend the meetings would be factored in. If she did not attend the meetings, minutes would take a bit longer as she would have to listen to the recordings. Hyrum felt that if the meeting was recorded, it wasn't an issue either way. The concern was that technology to record the meeting may or may not work well.

Kathy felt that if Kreslyn did the minutes soon after the meeting, the Commissioners could have a chance to add content that may have been missed. Hyrum suggested minutes be to the Commission within 96 hours.

The Commissioners questioned if Sean Moulton would be interested in reviewing the contracts of the Agency. Guch also suggested checking with Mayor Powers to see if there were others that were interested in the Urban Renewal Agency to fill the empty position. Hyrum stated that Reid felt it was the Commission's responsibility to fill the position and not the Mayor's.

Hyrum stated an agreement needed to be drafted with Kreslyn. Kathy suggested that the budget for her services be higher than estimated and felt that \$2,000 was appropriate.

Kathy Rinaldi moved to accept the proposal and approve Kreslyn Schuehler as a sub-contractor to do the minutes for the Urban Renewal Agency with a maximum of \$2,000 annually and that the minutes be presented within 96-hours of the meeting to make amendments. Guch Lombardi seconded the motion.

Tracy questioned if the motion should be tabled until the contract could be drafted. It was felt that because Kreslyn submitted the proposal that the motion could continue.

All were in favor.

Report on State Legislation/Urban Renewal Law

Hyrum read to the Commission information that was provided by the Urban Renewal Agency's attorney. In summary, drafts to legislation were tabled and there had not been a change in the Urban Renewal Law. Therefore, the ability to expand the district and amend the Bylaws could move forward.

Future agenda items need to include the expansion of the district and the amendment of the Bylaws.

Amendments to State Local Agreement and/or Inter Agency Agreement

Mayor Dan Powers and Doug Self joined the meeting.

Hyrum read to the Commission a letter from Reid stating that the agreements need to be revised before they can be approved by ITD and that he was currently working on proposals from various agencies and exhibitors that may be involved. Hyrum also read a letter from Bill Shaw from ITD who stated that the agreements needed to be finalized, approved by ITD and then the RFQ could be released.

Mayor Powers stated that he proposed a few text changes to the agreements three weeks ago and hadn't heard anything back from the Urban Renewal Agency or Chamber of Commerce. ITD and Ryan Armbruster did not seem to have issues with the changes, according to Mayor Powers.

Kathy questioned if the dollar amounts within the contract would change to be consistent. Mayor Powers stated that the only change was to make clear the source of funding and that the Visitor's Center should be placed in an exterior building.

Hyrum stated that he had reviewed the changes and agreed with what was proposed. The other Commissioners in attendance had not reviewed the changes. Hyrum stated that until the final agreements were drafted, the Urban Renewal Agency could not take further action.

Kathy requested an agenda item be added for the next meeting in regards to a progress report for the project, specifically a timeline and report from Reid. Mayor Powers also suggested that the three person committee that represents the City of Driggs, the Urban Renewal Agency and the Chamber of Commerce be balanced. Currently the documents state that Reid is the representative for the Chamber and the URA. Kathy stated that at the previous meeting it was discussed that Hyrum would represent the Urban Renewal Agency and that Reid would look for someone from the Chamber of Commerce. This Committee should be able to make decisions for the project. Hyrum questioned if this should be included in the Inter Agency Agreement. Mayor Powers felt that it should. Doug suggested that the Three-Party committee should vote on approval of change orders and the like and that Mayor Powers should be the ultimate signatory.

Doug suggested that the State Local Agreement be sent to ITD after it was finished being prepared and not wait for the Inter Agency Agreement to be finished. Mayor Powers stated that both the City and the Urban Renewal Agency originally signed the State Local Agreement. Hyrum felt that both of the agreements could be finalized by the next meeting. Mayor Powers stated the City wanted to "push for a quicker timeline" because the RFQ could not be published until the documents were approved so as not to jeopardize the grant money.

The State Local Agreement, Inter Agency Agreement and the RFQ Draft should be completed to be able to be approved at the next Urban Renewal Agency meeting in May. Tracy felt that if this could happen sooner, a special meeting should be scheduled.

Aaron questioned who was responsible for finalizing the documents. Mayor Powers stated that Reid stated he would finalize the State Local Agreement and the Inter Agency Agreement. The RFQ draft had been proposed to Reid. However, according to Mayor Powers, Reid wanted the proposal to look more like an RFP, which was more detailed. Doug stated that Ryan Armbruster was drafting all three documents, according to Reid, and they should be finished next week so a special meeting the week of the 21st could be possible.

Hyrum requested that the discussion regarding the three-person committee be given to an attorney and included in the documents.

Tracy stated he felt there was some confusion regarding the lease between Urban Renewal and the City regarding the land that the exterior building was to be on. Mayor Powers stated that issue had not been addressed. It needed to be made clear who owns the building, who is responsible for operating costs, and/or who was leasing it.

Hyrum asked that Reid clarified the intent of the operating costs and the role of the Chamber of Commerce to obtain those funds upon his return. Tracy felt that a lease for the property should be drafted. The building maintenance and management, and operations of the building should be determined as well. Mayor Powers felt the lease should be added to the group of documents and be executed at the same time. Doug stated that the current documents show the city owning the building and if that is the case that a land lease would not be needed and a lease for the interior space would be the only lease necessary.

Kathy requested a proposal be produced outlining the plan for the long-term management and maintenance and how those costs would be covered of the Geotourism Center.

Mayor Powers gave a summary of how the exterior building came about and the reasoning behind it. Kathy understood that an interior building would be too cost prohibitive. Mayor Powers stated that was simply not true. Kathy questioned if an exterior building could not be done within the budget, would the RFP have to be redone and if there was a possibility of forfeiture of the grant money. Mayor Powers stated that redoing the RFP was a possibility, but felt that if the process was moving forward the forfeiting the grant shouldn't be an issue.

Hyrum felt that the process needed to move forward with the exterior building and allow the interior portion of the Community Center to be a separate issue and concern.

Review Proposed Project Timeline Document

Doug Self explained the timeline document that Reid had regarding the project. He stated that the agreements were to be completed, according to the original timeline, by March 31. At this time, those agreements won't be approved until May. Doug also stated that publishing notices for the RFQ, the design review process, and building plan review process had not been included in the timeline. Getting drawings from architects would probably take 7 weeks, best case scenario, but possibly closer to 2 months or more. Construction would probably not take place until the beginning of September.

The City Council needed to ensure that the construction of the Scenic Byway/Geotourism Center would not conflict with Music on Main series scheduled to end on August 19. At this time, it doesn't appear that this would be an issue and the City Council voted to continue with Music on Main and asked that the Urban Renewal Agency make that determination as well. Mayor Powers stated that the Teton Valley Foundation wouldn't award Music on Main to the City of Driggs unless the Urban Renewal Agency agrees to this new timeline.

Guch felt that the Urban Renewal Agency should support Music on Main. Hyrum felt that the project should move forward as fast as possible, but that it didn't appear that things would come together before the end of Music on Main. The board concurred with Doug's assessment that the timeline for construction start was most probably after Aug. 19th and that signing an agreement with the city of Driggs to the TVF would not be a problem.

Kathy Rinaldi moved to direct the Chairman of Urban Renewal to sign a joint agreement with the City of Driggs that states the project will not conflict with Music on Main for 2010 with August 20, 2010 begin the last day for the event. Guch Lombardi seconded the motion.

Tracy felt that the biggest concern with moving forward as quickly as possible was the cost of construction in the summer months versus the winter months. Hyrum felt that the design process might allow for some “cushion” as some of the design was already determined, possibly allowing for a faster construction start date, but that the likelihood of starting prior to Aug. 19th was minimal.

The motion passed with all in favor.

Tracy asked to review the minutes of the previous meeting again. He felt that the condition that Ryan Kearsley be a CPA prior to using his services was not adequately covered in the minutes. Hyrum stated that the services that were going to be contracted for were bookkeeping services and that Mr. Kearsley was not a CPA. He cannot be the independent account, but could do bookkeeping tasks. The agreement should reflect that Mr. Kearsley would provide bookkeeping tasks.

Kathy wanted to clarify that the letter dated March 9, 2010 from Ryan Kearsley was the contract between him and the URA.

Tracy then stated that he wanted clarification on the relationship between the URA and the Chamber of Commerce as he signed a couple of checks to the Chamber and did not understand the reasoning or relationship. Mr. Kearsley He was going to meet with Mr. Kearsley in late April to clarify the relationship and would give a report about that meeting reviewed the checks. Tracy stated he wanted to see a Treasurers Report on the agendas in the future.

It was determined that the next meeting would be held Wednesday, May 5 at 7:30am.

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

Attest:

Secretary

Reid Rogers
Chairman