

Urban Renewal Agency Meeting

May 19, 2010

7:30a.m.

Driggs City Hall

Members Present: Reid Rogers (conducting), Hyrum Johnson, Guch Lombardi, Kathy Rinaldi, Sean Moulton and Tracy Silver.

Meeting was called to order at 7:35 am.

Approval of Minutes

The Commissioners reviewed the minutes from April 7, 2010.

Hyrum Johnson made a motion to approve the minutes from April 7, 2010 as presented. Tracy Silver seconded the motion. The motion passed with all in favor.

Approval of Financial Reports submitted by Kearsley

Ryan Kearsley had met with Amy Smith and asked that all copies of transactions be given to him since the beginning of the Urban Renew Agency. He would begin to provide monthly financial statements to the Board. Tracy stated he had been trying to get together with Mr. Kearsley without success. Reid stated he would arrange for a meeting in the future. Tracy also suggested that Delwyn Jensen, the Treasurer for the Chamber of Commerce, also attend that meeting as some of the transactions involve the Chamber of Commerce.

Reid explained the expenses for the Community Block Grant and how the Chamber of Commerce was involved. He stated the management aspect had been approved by the URA. Reid and Ryan Kearsley approve payables for the project. Urban Renewal paid the invoices and Mr. Kearsley then submitted it to Idaho Transportation Department who drew from the grant to reimburse the Urban Renewal Agency.

Review of the Inter-Agency Agreements-

The City Council made a few changes to the agreement. When the project was completed they want the responsibility of the plaza. The Council also voted to change the structure of the management committee to a 5-member committee. Reid explained that there would be one member from the Urban Renewal Agency, one from the City, one from the Chamber of Commerce and one at large member from the community. Reid would be the 5th member and did not have voting rights unless there was a tie.

Tracy questioned how the project management would continue if Reid were no longer able to continue the job, as he was specifically mentioned in the State and Local Agreement as being the sole manager for the project. There was discussion that Reid's name removed from the agreement and replaced with Project Manager. Reid stated he would look into this and determine if the management committee would be responsible in his absence.

Reid stated there was an offer from the City of Victor to supply land for the Geotourism Center. He stated there was no intention of moving to Victor and felt that everyone

involved was in support of the project being in Driggs. Tracy stated that he was concerned the City of Driggs was not going to support the project, but was glad to hear that was not the case.

Review of the State and Local Agreement-

Reid stated this agreement was between the City of Driggs and the State of Idaho representing the Federal Government. This was an ITD requirement in order to name a sponsor. This was not the controlling document for the project but was needed to begin the project. The principle change that was made was that the City of Driggs was no longer the party that would match the funds; the Urban Renewal Agency was the party that would provide funds for the grant. Another change to the document was to state that the project would be exterior to the Community Center. The last change was that a separate bid was not going to be needed for an architect and a construction company. This would allow more flexibility for the design and management committee, Reid stated.

Review of the Inter-Agency Agreement

Guch questioned a section of the agreement, in Section E-3b, stating that the Urban Renewal Agency would provide funds. She wanted to know if that match was included or if it was in addition to the funds already required. Reid stated that if the project was not completed the government may ask for the money back. Hyrum stated that the Urban Renewal Agency had taken responsibility for the funds regarding this project. Kathy felt that the Agency should be very cognizant of how the bids for the project use the grant and match money so as to stay within a realistic budget that did not put excessive burden on the URA.

Reid stated that if the Urban Renewal Agency received in-kind donations or cash, they could substitute those gifts and do something else with the money that was saved. Reid stated he was trying to get the entire amount the Urban Renewal Agency was responsible for to be donated from other agencies or companies. Kathy questioned if Reid was doing this on a volunteer basis for the Agency. Reid replied stating that as the project manager he felt that it was his responsibility to find additional funding.

Discussion of the bidding for each section, the plaza, the exhibit center, and the building, began. A geothermal system would be needed and would increase a bid for the building. The plaza may be smaller than anticipated because an external building was proposed.

Kathy felt that the Agency should have a more descriptive contract with Ryan Kearsley, outlining the duties he was going to complete as the fiscal agent. Reid stated Mr. Kearsley had a contract with the State and he would forward that contract the members to review.

Guch had a question regarding reimbursement and the involvement of the Chamber of Commerce. She felt that if the Urban Renewal Agency was spending the money, the Chamber of Commerce should not be allowed to specify the account those reimbursements were placed in. Reid stated he would inquire about it and make the change to remove the Chamber of Commerce from that statement.

Kathy suggested that in the Section titled “Disputes,” it should be changed to state that the parties should equally split the legal fees, each paying one-third the cost. She then continued with several minor changes within the agreement. Discussion of a majority versus unanimous vote to replace the project coordinator began. It was felt that a majority vote would be sufficient to fulfill the action, if needed.

Kathy felt that another architect or engineer, on the Project Advisory Committee, should review the plans to ensure accuracy. The Project Advisory Committee could, in the future, contract with someone else to review the plans.

Kathy would send all of her corrections and concerns to Reid to make changes on the agreement.

Kathy questioned if the City wanted to take control of the maintenance of the building, as they are with the plaza. Hyrum felt that those details would be in the lease, not in this agreement. Reid stated the general idea was for the Geotourism Center to be a tenant of the City and responsible for its own operations.

Discussion of what would be sold in the Geotourism Center began. It was a concern that the center should not create competition for the stores in the downtown area. Reid agreed with this and suggested that some stores could sell their items within the Center. Sean stated at this time that was not a concern that should be addressed in this agreement.

Kathy was concerned that one individual, not the Project Advisory Committee, would have the authority to enter and bind the agencies into a contract. It was discussed that the Project Advisory Committee should approve any contracts before the Project Coordinator completes it.

This agreement will be revised with the corrections from the City and Chamber of Commerce as well.

Short Discussion about Expanding the URA District

Reid explained the changes that may take place within the Legislation next year. He recommended that if the Commission wanted to expand the District they do so before the end of the year. Reid stated that Harlan Mann did an evaluation of the City’s property value and felt that it would support an expansion of the District. He suggested expanding one block passed Depot Street.

Hyrum Johnson made a motion to begin to expand the process to expand the District, exact location to be determined. Sean Moulton seconded.

Discussion of how the money was allocated began. Tracy questioned if the City Council was aware of the desire to expand the District. Reid stated that Doug Self had been involved and did initiate the process.

All were in favor.

Hyrum Johnson made a motion to table Item 9 on the Agenda, “Short Discussion about Bylaws Review Committee.” Tracy Silver seconded the motion. The motion passed with all in favor.

Short Discussion about Prospective Candidates

Reid stated the Agency needed to continue to try and fill the vacancy on the Commission. He also stated that his and Sean Moulton’s terms were up in July. Hyrum suggested that the Commission come up with names of people that may be interested in the position. He also stated the Commission needed to create a job description for those interested so they are aware of their duties as a Commissioner. He volunteered to create the job description based on feedback from the Board.

Discussion of Reid’s term began. He felt that being re-appointed as Chairman was not a good idea due to his involvement with the project. It was suggested that Reid could remain a Commissioner.

Proposal from Rudd & Company for Annual Audit Services

The fiscal agent was unable to do the audit for the Urban Renewal Agency. The attorney for the Agency had recommended a separate audit service be obtained. No action was taken and the Commission would review the proposal in the future.

Schedule of Meeting

Hyrum suggested scheduling the next Urban Renewal Agency meeting on June 2, 2010 at 7:30am.

Adjournment

Tracy Silver made a motion to adjourn. Hyrum Johnson seconded the motion. The motion passed with all in favor.

Attest:

Secretary

Reid Rogers
Chairman