

Urban Renewal Agency Meeting

November 10, 2010

6:30p.m.

Driggs City Hall

Members Present: Hyrum Johnson (conducting), Guch Lombardi, Sean Moulton, Kathy Rinaldi, Lynn Christian, and Isabel Waddell.

Approval of Minutes

Guch Lombardi made a motion to approve the minutes from October 6, 2010. Kathy Rinaldi seconded the motion. The motion passed with all in favor.

Hyrum made a correction to the October 21, 2010 minutes.

Kathy Rinaldi made a motion to approve the minutes from October 21, 2010 with the correction. Guch Lombardi seconded the motion. The motion passed with all in favor.

Approval of Financial Reports

The Commission reviewed the Balance and the Profit and Loss spreadsheets. Discussion of the expense related to the Scenic Byway began. Hyrum felt the project should have a separate ledger or separate line items on the existing ledger. Guch wanted to ensure the expenses incurred thus far were in fact part of the budget for the project. Hyrum stated that the expenses were being separated to ensure that was occurring.

Isabel Waddell made a motion to approve the Financial Report. Sean Moulton seconded the motion. The motion passed with all in favor.

Isabel stated she felt the fundraising efforts should remain in the Valley for all future endeavors. Discussion of a travel budget began and the Commission asked that travel be monitored more closely.

Hyrum asked that the Commission review the payables until a Treasurer was appointed. He also informed the Commission that once the Scenic Byway Project was underway, the Advisory Committee would approve expenses.

Sean Moulton made a motion to approve the payables. Kathy Rinaldi seconded the motion. The motion passed with all in favor.

Nelson Engineering – GEM Grant Reimbursement Adjustment Proposal-

There was no new information and Hyrum asked the item be postponed.

State Requirements to Obtain an Audit

Hyrum stated the Urban Renewal Agency was required to have a separate audit. He would procure bids for the Commissions approval. He questioned if there was anyone in the Valley who was able to perform an audit. It was felt that most services of this type were obtained from out of the Valley.

Hyrum presented the Commissioners with the Idaho Ethics in Government Manual.

Bylaw Update Discussion

Sean felt that if there was an immediate need to change the bylaws, they should remain as is for the time being. However, he stated the meeting schedule did need to be changed. Hyrum agreed and stated that Ryan Armbruster would be able to make the change easily and often if needed through a Bylaws Amendment. Kathy questioned if the meeting time was necessary to publish. Hyrum would follow up with this inquiry.

Guch Lombardi made a motion to amend the Bylaws to state the regularly scheduled meetings be held on the first Wednesday of the month at 6:30pm in the Driggs City Center. Sean Moulton seconded.

Sean asked that if a time was not required to be announced in the Bylaws, that it be left out. The options were discussed and Sean stated that if a time does not have to be mentioned, the issue could be reviewed at a later date.

The above motion passed with all in favor.

Hyrum asked that several standing committees be formed. Any committee formed must have a Commissioner from the Board on that committee. He felt an important committee would be a Grant Writing Committee to find other funds that may be available. Guch felt that the Commission had a hard time filling officer's seats and did not feel that most could or would put in the extra time for a Committee. Hyrum questioned if the task to write and obtain grants could fall onto the Administrative Assistant. It was felt that whoever pursued the grants should have experience in doing so.

Sean did not feel that other committees, besides a grant writing committee, would be necessary at this time. Hyrum stated he felt the Commission should have a system that was dependable and reliable to obtain fund information for the agency. He concluded by asking the Commission to continue to think about the idea, as it would be discussed in the future.

Schedule Strategic Planning Work Session

Hyrum felt the planning session should be done sooner rather than later. He questioned if it should be included during a regularly scheduled meeting. He explained that there was a wish list from the city and a project list that was created by the URA that the Commission should include. He also felt that the Mayor and Doug Self should be present for this type of meeting.

Hyrum reminded the Commission that the funds and projects should both be reviewed to determine if smaller projects could be completed sooner. Kathy felt the Commission should review the studies and plans that were completed.

Isabel stated she would contact Tracy Silver to do some preliminary planning before the next regularly scheduled meeting.

Nomination and Election of new Treasurer and Secretary

Hyrum stated that there needed to be a treasurer and secretary and both officers should be from the Board. However, it was not strictly required that they were.

Sean stated Aaron Myler would be the treasurer on an interim basis, but not full-time. Hyrum asked Isabel if she would be willing to take on the secretary position and explained the duties she would have to take on.

Kathy Rinaldi nominated Isabel Wadell for Secretary. Guch Lombardi seconded the motion. The motion passed with all in favor.

Kathy Rinaldi nominated Lynn Christian for Treasurer. Sean Moulton seconded the motion. The motion passed with all in favor.

Kathy Rinaldi made a motion to remove Reid Rogers and Tracy Silver as signatories and to add Lynn Christian and Sean Moulton signatories and continue to have Hyrum Johnson as a signatory. Guch Lombardi seconded the motion. All were in favor.

Hyrum asked that a Board Member attend the Scenic Byway Meeting on November 23, 2010 at 10:00am. He explained this meeting would invite all architects and answer questioned provided by them regarding the RFQ. Sean Moulton volunteered for that meeting.

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:

Isabel Wadell
Secretary

Hyrum Johnson
Chairman