

# Urban Renewal Agency Meeting

February 10, 2010

6:00p.m.

Driggs City Hall

**Members Present:** Reid Rogers (conducting), Tracy Silver, Hyrum Johnson, and Kathy Rinaldi.

Meeting was called to order at 6:36pm.

## **Approval of Minutes**

Reid, Tracy and Hyrum made corrections to the minutes. Hyrum suggested the minutes be revised due to the amount of changes and reviewed again at the next meeting.

**Hyrum Johnson made a motion to record all Urban Renewal Agency meetings. Kathy Rinaldi seconded the motion. The motion passed with all in favor.**

Reid stated he had a conversation with Mayor Powers regarding a possible contract with the City for professional services such as a recorder/minute taker. Mayor Powers was in agreement and Reid stated the agency should write something and propose it to the City.

Reid stated there was no new information to report regarding the URA projects.

Hyrum wanted to discuss the missions of the financial and organizational committees. The Financial Committee was charged with reviewing the 20-year Budget and to figure out the handling of cash and daily accounting and the Organizational Committee was charged with reviewing the Bylaws, developing a code of ethics, and establishing officers job descriptions. Kathy inquired about the most recent audit of the URA. Reid stated the audit was typically done as a component of the city's audit. He suggested that the URA have a freestanding audit. He stated the agency had a separate checking account from the City. Tracy asked who currently signed the checks from the agency. Reid responded that Aaron Myler (Vice Chair), Amy Smith (Treasurer) and he (President/Chair) do so, and that two signatures were required. He further suggested that Tracy be added as the new Treasurer.

Tracy requested that there be an attachment to the agenda that outlined the claims. There was discussion of the current procedure for accounts receivable and accounts payable.

**Hyrum Johnson made a motion to have Tracy Silver take the role of acting Treasurer with the ability to sign checks. Kathy Rinaldi seconded the motion. The motion passed with all in favor.**

Tracy stated he felt the two elements of the finance committee were to figure out the handling of cash and daily accounting, and review the 20-year budget. Reid stated that the 20-year budget did not have to be updated. However, if the URA plan was being changed, the charts involved with the 20-year budget had to be revised. He concluded by stating that a review and possible revision should be done for "our own information."

It was discussed to possibly have Ryan Kersley as the URA accountant because of his familiarity with the projects the URA is involved.

Kathy questioned if the strategic plan for the URA should be reviewed as well. Reid stated that the annual budget listed the projects that may be done during the fiscal year. The committee could review it and ask Harlan Mann to come up with a new schedule if need be. Hyrum questioned how much Mr. Mann would charge to do a new schedule and felt that the committee should not re-educate themselves on revising the schedule when someone else is able to do so. Reid stated he would discuss this with Mr. Mann. Tracy felt that a formalized priority list of projects was needed.

Reid questioned if the committee should decide if the Urban Renewal District should be expanded. Reid passed out information from Mr. Mann regarding the expansion and it was determined that the agency should review the possibility at a later date.

Hyrum questioned what the organization committee should be involved with. Reid recommended that the Bylaws be reviewed and he would try to get an electronic copy to all Commissioners. In addition, Hyrum stated, he felt a code of ethics should also be developed that better outlined the expectations of the URA meetings. Reid also suggested that job descriptions be included as a task for the organization committee.

Hyrum asked if the URA should be including marketing strategies as well and that part of the URA was to seek grant money. Tracy stated he felt it was a good idea but wanted to focus on the various aspects discussed at this meeting first.

Discussions of meeting times and dates began. Tracy suggested having the meetings in the conference room at City Hall instead of the Council Chambers. It was agreed that morning meetings were better for most Commissioners. The next URA meeting would be held at City Hall on March 3, 2010 at 8:00am.

Reid began explaining the different components of the projects URA was involved in. Hyrum suggested having a visual mapping process to explain the involvement and roles that are included in each grant and the relationship with other organizations such as the Chamber.

Tracy questioned who owned the land that the new building for the Scenic Byway would be located. Reid stated that the "assumption had always been that the City would be the owner." He stated the URA and Chamber of Commerce were agencies that were "helping to improve city property." Kathy asked how the operation and maintenance of the GeoTourism Center was to be funded. Reid stated that a non-profit, such as the Yellowstone Business Partnership, or federal grants would cover the operation and maintenance of the building.

**Tracy Silver made a motion to adjourn. Kathy Rinaldi seconded the motion. The motion passed with all in favor and the meeting was adjourned at 8:19pm.**

Attest:

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Reid Rogers  
Chairman

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