

**Minutes – Regular Meeting of the Board of Commissioners  
Driggs Urban Renewal Agency**

**November 7, 2012 – 6:30 p.m.  
Driggs City Hall – Conference Room**

**1. Call to Order – determination of a quorum (6:42p.m.)**

Commissioners Present: Hyrum Johnson, Isabel Waddell, Lyn Christian, Bart Birch, Guch Lombardi, Kathy Rinaldi, Aaron Little

Commissioners by Phone: Carrie Cleary

Others Present: Cynthia Rose

**2. Adoption of the Agenda**

A motion was made to adopt the agenda.

**Moved: Isabel Waddell**

**Second: Bart Birch**

**Passed: Unanimously**

**3. Approval of Minutes**

Changes to Minutes from 9.12.12: NONE

A motion was made to approve the minutes as presented.

**Moved: Kathy Rinaldi**

**Second: Guch Lombardi**

**Passed: Unanimously**

**4. Review of Financial Reports – September 2012 & October 2012**

Lyn noted that the current financial reports did not reflect the changes to the FY12 budget that were approved in September. Cynthia will contact Kelly Chircop and ensure that the reports are updated in the future. Cynthia was also asked to forward the monthly financial reports to the commissioners as soon as they are received from Kelly each month so the commissioners have time to review them before the monthly meetings.

**5. Discussion on Reducing the Number of Commissioners**

Hyrum explained that the DURA board of commissioners has been comprised of nine commissioners for the past several years. He would like to see the number decreased to seven. In order to prevent the full executive committee from being a quorum, Hyrum also suggested combining the roles of Secretary and Treasurer into one position. Lyn Christian, the current treasurer indicated her willingness to serve as both secretary and treasurer.

A motion was made to elect Lyn Christian to the new combined role of Secretary/Treasurer, with the new role becoming effective at the end of this evening's meeting.

**Moved: Kathy Rinaldi**

**Second: Aaron Little**

**Passed: Unanimously**

Hyrum said the he would send a letter to the mayor asking him to reduce the number of commissioners from nine to seven. He also indicated that the board has one vacancy and interested people should contact him directly if they have questions, or the Mayor to apply for an appointment to the board.

#### **6. Proposed DURA Web Page Updates**

Hyrum shared that Cynthia had made suggestions to update the DURA Web Page on the City Web Site. Cynthia presented several ideas, including adding photos and bios of the commissioners. The board will seek to provide the requested information as soon as possible.

Carrie has offered to serve as the DURA web master and will manage the changes and additions to the DURA web page.

#### **7. Admin Contract Review Summary**

A motion was made to increase compensation in the Administrative Contract to \$25/hour, for 40 hours of work each month.

**Moved: Isabel Waddell**

**Second: Kathy Rinaldi**

**Passed: Unanimously**

#### **8. Downtown Projects Update**

##### **Scenic Byway Center (SBC)**

Hyrum reported that the Wells Fargo Loan will be completely closed as soon as the original drawdown is finished. He shared that a Restart Plan and Budget have been submitted to Idaho Transportation Department (ITD), and that Bill Shaw had said "Yes, the project is active and the funds are still available for the original goals. You may consider this email to be the requested official notice for forwarding on to whomever." This action by ITD, and the matching funds for project committed by DURA, will ensure that the project remains in Driggs. ITD has expressed concerns about potential structural issues with the building site, and will not allow grant funds to be used to repair the existing structure. The City has assured ITD that they will handle any structural issues that might arise with other funds.

The SBC will share the north wing of the City building with the new Transit Station, an indoor sports academy, which may include Judo, gymnastics and a climbing wall, and a larger plaza area on the east side of the building for multiple community activities. The City intends to solicit community input during all phases of the development of the north wing.

Hyrum encouraged the commissioners to direct all questions about the status of the SBC to Doug Self, the new Project Coordinator. He also thanked Lyn Christian for serving as the interim Project Coordinator since the termination of the original project coordinator on July 13, 2012.

##### **Transit Center & Plaza**

Hyrum shared that the City had received two grants, one for the new Transit Center and one for the Plaza. In each grant DURA was named as a potential source for match funds. The current budget does not have funds identified for either grant and Isabel asked whether DURA could establish a practice of requiring the City to ask for a specific match amounts before listing the Agency in their grant proposals. Kathy agreed strongly and added that the City should come to board meetings to formally request specific match funds. Aaron also added that he did not

believe DURA should commit project funds from the proceeds of the Wells Fargo loan.

### **DURA Project Priorities**

Hyrum review the DURA top three project priorities that were identified in 2011: downtown parking, Depot Street and West Little Street. He shared that he intends to survey downtown tenants and property owners on their ideas for improving the business climate within the URA District. He asked the board to share their ideas as to how DURA can participate in this process.

Guch mentioned purchasing Wayfaring Signage to help tourists locate points of interest, making the downtown area more accessible and more attractive.

Kathy shared that the two blocks of Main Street where the sidewalk improvements were completed in 2011, had many vacancies, and many buildings that are in substandard or "tear down" condition. Additionally, many of the property owners are holding on to 2007 expectations for rent or purchase price for their properties, which are no longer reasonable in today's market. Kathy recommended that the DURA negotiate to buy some of these properties, bring them to current code standards or tear them down and prepare the site for new construction.

Guch asked how the DURA could begin this process and Hyrum explained that the City and DURA have some powers to ensure that property owners do not degrade the area or devalue their neighbor's property. Hyrum intends to meet personally with every property owner in December to begin looking at how DURA can help improve the downtown properties for economic growth. He reminded the Board that DURA is not in the business of making money, but of creating an environment where businesses can make money. He thanked the commissioners for their ideas and said that he welcomed their help with developing the business survey.

### **9. Downtown Driggs Community Association (DDCA)**

Guch reported that the next meeting of the DDCA would be held on Friday, November 9<sup>th</sup> at 8:30AM in the Teton Valley Chamber of Commerce office. She would not be able to attend the meeting and encouraged others to participate.

### **10. Adjourn (7:40pm)**

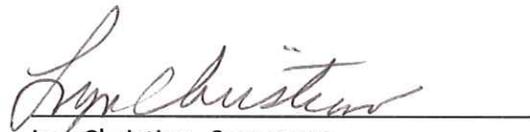
**Moved: Bart Birch**

**Second: Kathy Rinaldi**

**Passed: Unanimously**

Attest:

  
Hyrum Johnson, Chairman

  
Lyn Christian, Secretary

*Anyone requiring special access consideration must notify the DURA 2 days prior.*