

# Draft Minutes: Regular Meeting of the Board of Commissioners Driggs Urban Renewal Agency

May 14, 2014

1. **Call to Order** – determination of a quorum (6:35pm)

Commissioners Present: Lyn Christian, Bart Birch, Larry Young, Dan Powers, Kathy Rinaldi

Commissioners by Phone: None

Others Present: Cynthia Rose, Doug Self, Ryan Armbruster by phone.

2. **Adoption of Agenda**

Changes to Agenda: Lyn suggested to move Item 5, Discussion of Possible New URA District, to item #3.

A motion was made to amend the agenda as listed above.

**Moved: Dan Powers**

**Second: Bart Birch**

**Passed: Unanimously**

A motion was made to approve the amended agenda.

**Moved: Larry Young**

**Second: Bart Birch**

**Passed: Unanimously**

3. **Discussion of Possible New URA District**

Doug Self explained that interest in new development in the downtown area north of the current DURA District is expanding. He has identified a large parcel for consideration as a second DURA District, and has identified smaller areas within the parcel that could be excluded, should it be necessary. (See attached map.)

A significant amount of the parcel is underdeveloped, although there is also blight and developed areas that need infrastructure improvements. The area contains property that has been platted for city development since the 1920s, and that will allow the City to extend Harper Street and other roads.

The estimate for creating the new district includes ~\$5K for the eligibility report and another ~\$20-\$25K to complete the new district Plan. The commissioners discussed ways to fund the start-up process and decided that it was best to repeat the strategy used for forming the current district, where the City paid for the start-up costs and DURA repaid them over time with revenues generated by the district.

A motion was made that DURA agree to act as the Board for any future DURA districts, support city staff recommendations for the eligibility report, and to repay the start-up costs in the same manner as for the current district, should the City Council decide to create the second district.

**Moved: Bart Birch**

**Second: Dan Powers**

**Passed: Unanimously**

4. **Approval of Minutes from April 2, 2014**

Changes to Minutes: None

A motion was made to approve the minutes of the April 2, 2014 meeting as presented.

**Moved: Larry Young**

**Second: Kathy Rinaldi**

**Passed: Unanimously**

**5. Monthly Financial Reports**

The monthly financial reports were reviewed. Lyn pointed out the new reports outlining payments by DURA to the City of Driggs for the Teton Geotourism Center. The reports separate payments for the \$154,000 match commitment for the highway grant, and the payments for the \$295,000 for other portions of the project.

Lyn reminded the commissioners that the Wells Fargo loan is available for expenses related to the TGC, and that they may want to draw on those funds before the project is complete. These funds have limited availability for other DURA projects, and the Board may need to allocate tax revenue funds where the loan funds do not apply.

Dan reported that Plan 1 had requested an additional \$44,000 dollars at the Project Advisory Meeting this week. The City Council will make any decision about increasing Plan 1 fees, but Dan expects that they will appeal to DURA to pay a portion.

**6. City Presentation:**

**2014 Budget**

Doug Self reminded the Board that DURA has a 2014 budget item of \$50K for West Little Construction. This projected has been pushed to 2015 by the City. He requested that the 2014 budget funds be redirected to three different projects: \$25K for West Little construction documents; \$12.5K for Short Street planning; and \$12.5K for Depot Street planning.

A motion was made to redirect the \$50K in the 2014 budget - \$25K for West Little construction documents; \$12.5K for Short Street planning; and \$12.5K for Depot Street planning.

**Moved: Dan Powers**

**Second: Kathy Rinaldi**

**Passed: Unanimously**

**2015 Budget**

Doug requested that DURA designate \$25K for West Little construction in their 2015 budget. The commissioners will consider the request during the 2015 budget process.

**7. RAI Update**

No update this month

**8. Project Updates – TGC Construction, Exhibits & Plaza**

The Teton Geotourism Center (TGC) is moving forward with both building construction and exhibit design/fabrication on schedule and budget. Plaza construction is just getting underway this week.

DURA has allotted \$2000 for downtown recycling containers, and will work with Teton Valley Community Recycling to select bins before for TGC opens August 1, 2014.

**9. Changing regular meeting time**

The board discussed several options for moving the day and time of the regular DURA meetings.

Due to competing schedule demands and the coming of summer activities, it was decided to keep the meeting on the first Wednesday of each month, but change the time from 6:30pm to 7:00pm.

A motion was made to change the time of the regular monthly meeting to 7:00pm.

**Moved: Dan Powers**

**Second: Bart Birch**

**Passed: Unanimously**

**10. Scheduling Strategic Planning Session**

The Board agreed to schedule a strategic planning session on a Wednesday night, but not at the regular monthly meeting. This session will be held and noticed as a "special meeting." Lyn will talk with several professional facilitators regarding their availability and fees. The Scope of Work will include: rewriting the mission statement; developing a 1-5 year plan; prioritizing projects; and identifying contingency projects.

**11. Adjourn ( 8:07PM)**

**A motion was made to adjourn the meeting.**

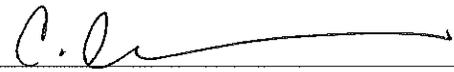
**Moved: Bart Birch**

**Second: Larry Young**

**Passed: Unanimously**

Attest:

  
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Lyn Christian, Chairman

  
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Carrie Cleary, Secretary

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