

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

April 8, 2015

1. Call to Order – determination of a quorum (7:02PM)

Commissioners Present: Lyn Christian, Bart Birch, Dan Powers, Bill Leake

Commissioners by Phone: Carrie Cleary

Others Present: Cynthia Rose, Erica Rice

2. Adoption of Agenda

Changes to Agenda: None

A motion was made to approve the agenda as presented.

Moved: Dan Powers Second: Bart Birch Passed: Unanimously

3. Approval of Minutes from March 4, 2015 and the Special Meeting March 18, 2015.

Changes to Minutes: None

A motion was made to approve the Minutes from March 4, 2015 Regular Meeting and the Special Meeting March 18, 2015 as presented.

Moved: Bill Leake Second: Dan Powers Passed: Unanimously

4. Monthly Financial Reports

Lyn reviewed the financial reports and stated that the current bank balance is \$162,955.46. She asked the commissioners to approve a principal payment on the Wells Fargo Line of Credit of \$10,000.

A motion was made to approve a principal payment of \$10,000 on the Wells Fargo Line of Credit.

Moved: Bart Birch Second: Dan Powers Passed: Unanimously

Lyn reviewed the A/P Aging Summary for Erica Rice, who is scheduled to be appointed as a DURA Commissioner on April 21, 2015.

5. Review of Commissioner Terms

The Commissioners discussed establishing a specific term length for DURA Commissioners. They believe that a four year term is appropriate due to the long learning curve for new commissioners. They also would like to stagger the terminations of commissioner terms, so that no more than two new commissioners are appointed each year. Lyn will discuss this proposal

with Ryan Armbruster, DURA's legal council and with Mayor Johnson. If everyone agrees to the change, the DURA Bylaws will be formally amended to reflect this policy. The one exception to this policy will be for the commissioner's seat held by a County Commissioner. The county commissioner's seat will terminate when they no longer serve in their elected capacity.

The current Board discussed the scheduled termination of their terms. Several commissioners had been appointed to complete unexpired terms. Others had extended their terms to ensure consistency of familiarity with ongoing projects. All commissioners were willing to extend their current terms as needed to create a strong, well educated board for the next several years. Lyn will also discuss this option with Ryan Armbruster and with Mayor Johnson before any decision is made.

DURA's current Bylaws state that the qualifications and eligibility of persons to serve on the Board of Commissioners shall be as defined and described in Section 50-2006, Idaho Code, as the same now exists or may be amended hereafter. Section 50-2006, Idaho Code is copied below.

50-2006. URBAN RENEWAL AGENCY. (a) There is hereby created in each municipality an independent public body corporate and politic to be known as the "urban renewal agency" that was created by resolution as provided in section 50-2005, Idaho Code, before July 1, 2011, for the municipality; provided, that such agency shall not transact any business or exercise its powers hereunder until or unless: (1) the local governing body has made the findings prescribed in section 50-2005, Idaho Code; and provided further, that such agency created after July 1, 2011, shall not transact any business or exercise its powers provided for in this chapter until (2) a majority of qualified electors, voting in a citywide or countywide election depending on the municipality in which such agency is created, vote to authorize such agency to transact business and exercise its powers provided for in this chapter. If prior to July 1, 2011, the local governing body has made the findings prescribed in subsection (a)(1) of this section then such agency shall transact business and shall exercise its powers hereunder and is not subject to the requirements of subsection (a)(2) of this section.

(b) Upon satisfaction of the requirements under subsection (a) of this section, the urban renewal agency is authorized to transact the business and exercise the powers hereunder by a board of commissioners to be established as follows:

(1) The mayor, by and with the advice and consent of the local governing body, shall appoint a board of commissioners of the urban renewal agency which shall consist of not less than three (3) commissioners nor more than nine (9) commissioners. In the order of appointment, the mayor shall designate the number of commissioners to be appointed, and the term of each, provided that the original term of office of no more than two (2) commissioners shall expire in the same year. The commissioners shall serve for terms not to exceed five (5) years, from the date of appointment, except that all vacancies shall be filled for the unexpired term.

(2) For inefficiency or neglect of duty or misconduct in office, a commissioner may be removed by a majority vote of the board or by the local governing body only after a hearing and after he shall have been given a copy of the charges at least ten (10) days prior to such hearing and have had an opportunity to be heard in person or by counsel. Any commission position which becomes vacant at a time other than the expiration of a term shall be filled by a majority vote of the board. The board may elect any person to

fill such vacant position where such person meets the requirements of a commissioner provided for in this chapter.

(3) By enactment of an ordinance, the local governing body may appoint and designate itself to be the board of commissioners of the urban renewal agency, in which case all the rights, powers, duties, privileges and immunities vested by the urban renewal law of 1965, and as amended, in an appointed board of commissioners, shall be vested in the local governing body, who shall, in all respects when acting as an urban renewal agency, be acting as an arm of state government, entirely separate and distinct from the municipality, to achieve, perform and accomplish the public purposes prescribed and provided by said urban renewal law of 1965, and as amended.

(4) By enactment of an ordinance, the local governing body may terminate the appointed board of commissioners and thereby appoint and designate itself as the board of commissioners of the urban renewal agency.

(c) A commissioner shall receive no compensation for his services but shall be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his duties. Each commissioner shall hold office until his successor has been appointed and has qualified. A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk of the municipality and such certificate shall be conclusive evidence of the due and proper appointment of such commissioner.

The powers of an urban renewal agency shall be exercised by the commissioners thereof. A majority of the commissioners shall constitute a quorum for the purpose of conducting business and exercising the powers of the agency and for all other purposes. Action may be taken by the agency upon a vote of a majority of the commissioners present, unless in any case the bylaws shall require a larger number.

The commissioners shall elect the chairman, cochairman or vice chairman for a term of one (1) year from among their members. An agency may employ an executive director, technical experts and such other agents and employees, permanent and temporary, as it may require, and determine their qualifications, duties and compensation. For such legal service as it may require, an agency may employ or retain its own counsel and legal staff. An agency authorized to transact business and exercise powers under this chapter shall file, with the local governing body, on or before March 31 of each year a report of its activities for the preceding calendar year, which report shall include a complete financial statement setting forth its assets, liabilities, income and operating expense as of the end of such calendar year. The agency shall be required to hold a public meeting to report these findings and take comments from the public. At the time of filing the report, the agency shall publish in a newspaper of general circulation in the community a notice to the effect that such report has been filed with the municipality and that the report is available for inspection during business hours in the office of the city clerk or county recorder and in the office of the agency.

(d) An urban renewal agency shall have the same fiscal year as a municipality and shall be subject to the same audit requirements as a municipality. An urban renewal agency shall be required to prepare and file with its local governing body an annual financial report and shall prepare, approve and adopt an annual budget for filing with the local governing body, for informational purposes. A budget means an annual estimate of revenues and expenses for the following fiscal year of the agency.

(e) An urban renewal agency shall comply with the public records law pursuant to chapter 3, title 9, Idaho Code, open meetings law pursuant to chapter 23, title 67, Idaho Code, the ethics in government law pursuant

to chapter 7, title 59, Idaho Code, and the competitive bidding provisions of chapter 28, title 67, Idaho Code.

6. Review of Strategic Planning Session

The commissioners reviewed Fran VanHouten's package from the strategic planning session held March 4, 2015. They agreed that they would use a scoring system based on the six primary criteria they identified for favored projects, but that they would not "be a slave" to the process.

Lyn will ask Fran to make a large graphic of the six criteria and Cynthia will make a page for each Commissioner.

1. Located in downtown, district core
2. DURA funds leverage other funding (there is funding available from other sources e.g. City of Driggs, grants etc and DURA participation adds a level of value otherwise unattainable)
3. Helps eradicate blight in the District
4. Encourages people to stop and spend time in the City,
5. Provides a fundamental element necessary in order to attract private investment,
6. Adds a level of quality (a "plus 1 factor"), otherwise unattainable, to essential, ordinary infrastructure projects

7. Project Review

Dan reported that Jorgensen Engineering had been selected for the Transit Center design, which will be approximately 1500 square feet.

Lyn reported that she was not able to attend the meeting regarding redevelopment of the old Stock Lumber building. The City has indicated an interest in having DURA pay for property preparation. Doug Self will be asked for an update on the project status.

Cynthia reported that the TGC Changing Exhibit Gallery is nearly complete and the NOLS will be installing their exhibit in May, with a planned opening of May 28th.

8. Adjourn (8:00PM)

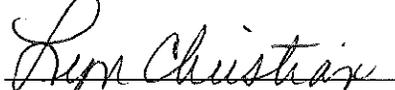
A Motion was made to adjourn the meeting.

Moved: Bart Birch

Second: Dan Powers

Passed: Unanimously

Attest:


Lyn Christian, Chair


Carrie Cleary, Secretary

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