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

July 1, 2015

1. **Call to Order** – determination of a quorum (7:00PM)
   Commissioners Present: Bart Birch, Carrie Cleary, Larry Young, Dan Powers, Bill Leake, Erica Rice

   Commissioners by Phone: None

   Others Present: Cynthia Rose

2. **Adoption of Agenda**
   Changes to Agenda: None

   A motion was made to approve the agenda as presented.

   Moved: Dan Powers **Second: Bill Leake** **Passed: Unanimously**

3. **Approval of Minutes from June 10, 2015**
   Changes to Minutes: None
   A motion was made to approve the minutes of the June 10, 2015 meeting as presented.

   Moved: Dan Powers **Second: Bill Leake** **Passed: Unanimously**

4. **Monthly Financial Reports**
   Cynthia read the claims for the month of June.

   A motion was made to approve the June claims.

   Moved: Dan Powers **Second: Bill Leake** **Passed: Unanimously**

5. **Reid Rogers Agreement**
   The Teton Valley Chamber of Commerce, the City of Driggs and the Driggs Urban Renewal Agency all approved the proposed Agreement with Reid Rogers. Representatives of the three agencies have signed the document and it is being sent to Mr. Rogers and/or his attorney for his approval.

6. **City Projects**
   Doug Self reported that he had no updates to the status of current City projects.

7. **Office Relocation**
   Cynthia researched the availability of downtown office space for the relocation of the DURA Office. Rents ranged between $200 - $450/month for small office space without furniture or equipment. Most did not include utilities. Cynthia thought that an office above Sotheby's Realty was the best option, and has contacted the Teton Valley Recycling non-profit for possible office

sharing. If they do not decide to share the office, she will look for other possible co-tenant.

A motion was made to relocate the DURA Office to 1 South Main Street beginning August 1, 2015, rent will be $200/month, including utilities.

Moved: Larry Young **Second: Carrie Cleary** **Passed: Unanimously**

8. **Election of Officers**
The DURA Bylaws indicate that election of officers shall be held in March. The current DURA officers were elected two or more years ago. Lyn Christian, DURA Chair, will complete her term on the Board in September 2015. The commissioners discussed strategies for the timing of election of new officers, deciding to hold elections in September 2015 when all commissioner seats would be filled with terms expiring in more than twelve months.

9. **Draft FY2016 Budget**
The Board reviewed the draft FY2016 budget. Dan led a review of cash flow until the end of FY2015. The commissioners also applied the DURA Six Criteria for Prioritizing Projects to each of the projects listed in the draft budget. All of these projects received high marks using this evaluation system. The Board also edited some of the draft budget figures, including the new rent amount and need for additional office equipment and supplies.

The Board discussed establishing a percentage of each budget committed for City Projects, as well as the possibility of keeping additional funds for "other projects." DURA will create a table of formally committed funds and a template for City Requests for Funds, to formalize the process of providing funds to City projects. Commissioner Leake offered to review the Driggs Development Plan and the Seigel Plan for Downtown Driggs and share insights at a future DURA meeting.

Dan will update the draft budget and provide it to the Teton Valley News for publication. Cynthia will schedule the Public Hearing for the 2016 Budget.

A motion was made to tentatively approve the Draft FY2016 Budget.

Moved: Larry Young **Second: Carrie Cleary** **Passed: Unanimously**

A Public Hearing for the FY2016 Budget will be held on Wednesday, August 5, 2015.

10. **Adjourn (8:32PM)**

Moved: Larry Young **Second: Erica Rice** **Passed: Unanimously**

Attest: Lyn Christian

Lyn Christian, Chair

Carrie Cleary, Secretary

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