

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

September 2, 2015

1. Call to Order – determination of a quorum (7:03PM)

Commissioners Present: Lyn Christian, Bart Birch, Carrie Cleary, Dan Powers, Bill Leake, Erica Rice

Commissioners by Phone: None

Others Present: Cynthia Rose, Isabel Waddell

2. Adoption of Agenda

Changes to Agenda: None

A motion was made to approve the agenda as presented.

Moved: Bart Birch

Second: Dan Powers

Passed: Unanimously

3. Approval of Minutes from August 5, 2015

Changes to Minutes: None

A motion was made to approve the minutes of the August 5, 2015 meeting as presented.

Moved: Erica Rice

Second: Bill Leake

Passed: Unanimously

4. Monthly Financial Reports

Lyn updated the bank balance, reporting that the cash on hand as of 9.2.15 was \$170,948.36. She suggested combining the two checking accounts into one, since there had not been any special need for a second checking account in the past 4 years.

Lyn asked Cynthia to request the City to provide an invoice of \$50,000 for the W. Little Project to be charged to the FY15 budget.

The Commissioners reviewed the monthly claims and the draft "claims report" created by Kelly Chircop.

A motion was made to approve the August claims.

Moved: Bart Birch

Second: Dan Powers

Passed: Unanimously

Lyn requested that all DURA Commissioners be given access to the DURA Dropbox files. She also

asked Cynthia to request a memo from Kelly indicating her opinion that the terms of Cynthia's working relationship with DURA clearly place her in the category of "contractor" and not "employee."

5. Project Updates

Doug Self reported that the City is moving forward with creating a second URA district. Doug hopes to have the project completed by the end of this calendar year. If the project is completed, DURA will reimburse the City for costs, approximately \$20,000. Cynthia will request copies of proposed boundaries of the new district.

Lyn suggested that the Board invite Randy Burnside to a future meeting to discuss redevelopment of the Stock Lumber building. Lyn believes this property could be handled like the discussions with Julie Bryan and her Depot Street properties. Dan, as the new Chair, will approach Randy and Doug Self.

6. Office Relocation

Cynthia reported that the office is moved, the new printer/scanner has arrived and will be fully functional next week. The land line and internet services are pending, because internet is currently available and needs may change depending upon any potential "office share."

Cynthia requested to pay rent on a quarterly, rather than monthly basis, to reduce administrative efforts. The Board agreed to this option.

7. Recruitment of Commissioners

Rick Baldwin is interested in joining the DURA Board, but has a conflict on first Wednesday nights for meetings. He will approach the Teton Arts Council to see if they can change their regular meeting night.

Carrie's friend, Tori Francher, cannot join the Board at this time, but may be able to add it to her schedule next year.

8. Election of Officers

Elections were held for one-year terms for Chair, Vice Chair, and Secretary/Treasurer.

A motion was made to nominate Dan Powers as Chair.

Moved: Bart Birch Second: Carrie Cleary Passed: Unanimously

A motion was made to nominate Bart Birch as Vice Chair.

Moved: Dan Powers Second: Bill Leake Passed: Unanimously

A motion was made to nominate Carrie Cleary as Secretary/Treasurer.

Moved: Bart Birch Second: Dan Powers Passed: Unanimously

9. Thank you for outgoing DURA Chair

The Board thanked Lyn Christian for her more than five years of service to DURA. Lyn served as a Commissioner since 2010, and as the Chair since January 2013.

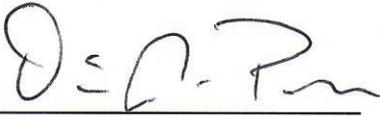
10. Adjourn (8:14 PM)

Moved: Bart Birch

Second: Erica Rice

Passed: Unanimously

Attest:



Lyn Christian, Chair

Don Powers



Carrie Cleary, Secretary

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