

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

November 4, 2015

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

Commissioners by Phone: Carrie Cleary

Others Present: None

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

A motion was made to approve the agenda as presented.

Moved: Bart Birch Second: Bill Leake Passed: Unanimously

3. **Approval of Minutes from October 7, 2015**
Changes to Minutes: None

A motion was made to approve the minutes of the October 7, 2015 meeting as presented.

Moved: Bart Birch Second: Bill Leake Passed: Unanimously

4. **Monthly Financial Reports**

Dan is still working on getting approved as a signer on the Wells Fargo Bank accounts.

2015 Audit: Dan presented a letter of engagement from Galusha Higgins & Galusha (GHG), now Wipfli LLP. The Commissioners were concerned about cost. Carrie remembered that the initial three-year agreement with GHG indicated decreasing fees for the second and third years.

Dan/Cynthia will research earlier charges and report back to the Board. The fees in the new proposal for FY 2015, 2016 and 2017, are \$4600, \$4800 and \$5000 respectively.

A motion was made to approve the \$4600 fee for the FY2015 Independent Audit and for work to begin immediately.

Moved: Bill Leake Second: Bart Birch Passed: Unanimously

5. Monthly Claims
Discussion: None

A motion was made to approve the monthly claims as presented.

Moved: Bart Birch

Second: Bill Leake

Passed: Unanimously

6. Project Updates

1. Stock Lumber

Doug Self reported that the work under the DePatco contract is completed. Landscaping details will be completed before the year-end and installed in spring. Landscape areas will be filled temporarily to prevent trip hazard.

2. Pathway

The Pathway project is expected to be completed by November 15th.

3. Wayfinding

Sign designs and fabricator for the Teton Geotourism Center signs have been selected. The signs will be fabricated in the next month, with installation in spring.

4. 60 N First Street

Doug provided information on an apparently abandoned property within the DURA District. Doug is trying to contact the owner, who lives in Montana, and will keep DURA informed about possible options for improving this property.

5. Transit Station

The City is considering a contract for conceptual design of the park and ride lot, which will allow the City and the property owner to conduct more informed negotiations regarding the sale of desired property for the project. The City will be approaching START for a financial contribution for the project, at least matching the \$25,000 committed by Grand Targhee Resort.

7. New DURA District Progress

The City plans to begin work on the creation of a second DURA District this month. Doug will be communicating with Ryan Armbruster for guidance on legal issues.

8. Office Relocation

Sharing Space - Still looking for someone to share the office

Internet Service was scheduled to be installed by Silver Star on November 2. The installation and monthly service costs will be shared with Scott Christensen for the first 12 months.

9. Recruitment of Commissioner

Dan will contact Mayor Johnson to see if he would like to nominate a City Council member to join the DURA Board.

10. Adjourn (7:36 PM)

A motion was made to adjourn the meeting.

Moved: Bart Birch

Second: Bill Leake

Passed: Unanimously

Attest:



Dan Powers, Chair



Carrie Cleary, Secretary

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