BOARD OF TRUSTEES
February 11, 2020
LEEPER CENTER – 3800 WILSON AVE.
Regular Meeting - 6:30 PM
REGULAR MEETING MINUTES

A. CALL TO ORDER

1. Pledge of Allegiance

2. Roll Call

TRUSTEES PRESENT: JOHN EVANS, TROY HAMMAN, JOHN JEROME, WYATT KNUTSON, DANIEL SATTLER, TIM WHITEHOUSE

TRUSTEES ABSENT: NONE

PRESIDING: TROY HAMMAN, MAYOR

ALSO PRESENT:
KELLY HOUGHTELING, DEPUTY TOWN MANAGER
CYNTHIA SULLIVAN, DEPUTY CLERK
CODY BIRD, PLANNING DIRECTOR
BOB GOWING, PUBLIC WORKS DIRECTOR
MICHELLE VANCE, ECONOMIC DEVELOPMENT MANAGER
TYLER SEXTON, INTERIM FINANCE DIRECTOR
BRAD MARCH, TOWN ATTORNEY OFFICE

3. Amendments to Agenda

Trustee Sattler asked why the appointment for Planning Commission was not on the agenda.

Mr. Bird said the appointment will be on the February 25th meeting and the appointee would be available for the March Planning Commission meeting.

4. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Public Comment

   Rebekka Kinney, 4492 Emerald Bay, gave the Board of Trustees an update from the Chamber of Commerce Meeting regarding the new school. The main concerns are related to traffic speeds, type of traffic (exp. farm equipment and semi-trucks), volume, pedestrian crossing locations and the interchange at County Road 9 and Highway 1. Based on the traffic study there are no funds allotted for improvements to the interchange. She hoped the town will address these issues prior to the schools opening. Another item from the meeting was community engagement. She did not feel the general public was being informed about what is going on with the construction and future plans at the school.

2. Presentation: Comprehensive Plan Presentation

a.
- Cody Bird, Planning Director
- Logan Simpson Design

Mr. Bird introduced Bruce Meighen from Logan Simpson Design. Mr. Meighen explained what they would be reviewing and updating in the Comprehensive Plan and Land Use Code. He describes what each document is used for and reviewed the timeline for the updating the documents. The process would be broken into 5 phases with community engagement throughout the process. They will be looking at Existing Conditions to generate a Vision, that will provide opportunities, plan document, transportation, and a Land Use Code. Mr. Meighen described how a Steering Committee would be utilized. The committee consists of Bert McCaffery, Cody Bird, Michelle, Vance, Rebekka Kinney, and Tracy Jensen. They would like to have a board member on the committee.

The next steps would be meetings with individual community members to be held on Feb 25 & 26 from 7:30 a.m. - 5:30 p.m. at the Leeper Center.
Review/Summarize Existing Plans and Conditions. Analyze to find trends.

Mr. Meighen ask the Board members to give their ideas of what success would include.

The Board Members listed the following item: Vibrant downtown, updated Growth Management Area, local events area, planning instead of reacting, parks, structured development, code upgrade.

C. CONSENT AGENDA

Ms. Sullivan said there would be some changes on the public comment to separate the candidate's announcements of candidates. There was also a typo. Trustee Sattler suggested a correction in the sentence regarding the resignation of Matt Michel.

TRUSTEE DANIEL SATTLER, AND TRUSTEE WYATT KNUTSON to approve the Consent Agenda with as corrected. Motion Passed.

1. Board of Trustees Work Session Summary for Jan 21, 2020

2. Board of Trustees Minutes for January 28, 2020

D. ACTION ITEMS

Contract Approval — Infusion Architects

1. • Staff presentation: Kelly Houghteling, Deputy Town Administrator & Randell Johnson, Infusion Architects

Ms. Houghteling said this item is for the approval of the contract with Infusion Architects. We received a 50% match grant from DOLA. The amount for the project is $32,000 and will be split with DOLA. There is an opportunity for Board members to participate on the Steering Committee.

Randell Johnson, representing Infusion Architects, gave on overview of the scope of the project. He spoke about who would be involved in the project.

How does the Town Hall relate to the growth of the Town and will it be a catalyst for other projects? What do you want your Town Hall to be and what can it do for you?
The first item is to have a vision to help determine if a site would be to house just the Town Hall or a campus where you would have other facilities such as public works, a recreation center and police department.

Timeframe for the project is to have information for the board by this summer.

Mayor Hamman we want to keep the project in line with the budget. He asked what type of add-ons to the budget they perceive. Mr. Johnson said that is standard wording for an AIA contract. They would provide site plan, elevations, floor plan and an idea of costs for the construction.

Jon Gaiter, of 8132 4th Street, asked if the public would be involved in the process. Ms. Houghteling said there are allowances for community engagement.

TRUSTEE TIM WHITEHOUSE, AND TRUSTEE JOHN EVANS to approve a contract with Infusion Architects in the amount of $32,000. Motion Passed.

2. NPIC Lateral Improvements at BNSF Crossing Project

Mr. Sexton gave a review of the lateral improvement project. Per the agreement maintenance would be divided between 5 stakeholders. The Town's portion is 11.30%. Budget for this project is $34,000.00. The cost to the Town for this improvement would be $34,784.66 paying $22,655.76 upfront and the balance on completion of the project.

Mayor Hamman asked where the additional $784.66 would come from. Mr. Sexton said the total cost is an estimate and could require a budget amendment.

Trustee Whitehouse asked where it was located. Mr. Gowing said it is located on the east side of Sage Meadows Subdivision. He explained that it would be to take an open ditch and pipe it under the railroad tracks.

E. OTHER BOARDS

F. REPORTS

1. Town Attorney

   Mr. March spoke about the open seat. He reviewed the requirements for the 60-day issue. The suggestion was to wait until the election to fill the seat.

2. Town Administrator

   Ms. Houghteling spoke about the fire associated with the HVAC system at Days Inn and an additional investigation.

3. Staff Communications

   Bob Gowing mentioned taking down the playground equipment on the east side of Centennial Park because they cannot get parts and is becoming unsafe. Parks Advisory Board suggests taking the unit down and not replacing until the plans for Centennial Park are complete. There was public comment agreement that public safety was important, but that something should be available at that park and getting community engagement. Consensus from the Board to take it down. There was discussion about maintenance on playground equipment.

   Kallie Cooper, Main Street Director, mentioned that Main Street has seen examples of temporary structures that could be used until plans for the park are completed.

4. Board

   Trustee Whitehouse asked about the Safebuilt MOU with the school district. Is that something that the Board needs to approve. Mr. Bird said that is an agreement to allow Safebuilt to do inspections on the school for the State.

   Mayor Hamman suggested getting started on the evaluation for the Town Administrator.

   Trustee Evans updated the Board on the Housing Authorities voucher program.

G. EXECUTIVE SESSION

H. ADJOURN

Seeing no further business, the Board adjourned at 7:44 p.m.