



**MINUTES  
PUBLIC MEETING**

**Archway Project**

**Ad Hoc Citizens Advisory Committee**

**December 16, 2016, 8:30 AM Special Meeting**

**City Council Chambers**

**305 3<sup>rd</sup> Avenue East Twin Falls, ID 83301**

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**Archway Project Ad Hoc Citizen Advisory Committee Members:**

Don Hall   Elbert Davis   Greg Middlekauff   Jeanette Roe   John Kapeleris   Leonard Anderson   Micah Campbell  
Melissa Crane   Nikki Boyd   Paula Brown Sinclair   Rex Lytle   Ruth Pierce   Scott Roberts   Tony Prater

**Facilitator: Kathy Markus**

Staff: Mitch Humble, Josh Palmer, Lisa Strickland, Kelly Weeks

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**Attendance:** Hall, Davis, Roe, Kapeleris, Anderson, Campbell, Crane, Boyd, Sinclair, Pierce, Roberts

**Staff:** Humble, Palmer, Strickland

**I. CALL MEETING TO ORDER:**

**II. CONSENT CALENDAR:**

1. Previous Minutes for Approval: **12-01-16**
2. Approval/Modification of Agenda: **None**

**Motion:**

Member Anderson made a motion to approve the consent calendar, as presented. Member Kapeleris seconded the motion.

**Unanimously Approved**

**III. ITEMS OF DISCUSSION:**

1. Introduction of New Committee Members
2. Review of the Committee Charter

The committee reviewed the charter for the Advisory Committee and were in agreement with the charter.

**Motion:**

Member Kapeleris made a motion to approve the charter. Member Roe seconded the motion.

**Unanimously Approved**

4. Twin Falls Community Foundation Project Application Status Update

Facilitator Markus updated the committee on the possible cost for the project. After some research and advisement, it was determined that the cost of the project could cost approximately 200,000.00. This amount was acknowledged in the Community Foundation Project application.

After this update the committee discussed making a recommendation that the funds set aside for this project by the City be managed by the Twin Falls Community Foundation. The cost of managing these funds will be approximately 500.00. The committee decided that this would be the appropriate approach to the management of the funds.

**Archway Citizen Advisory Committee**

**December 16, 2016**

**Motion:**

Member Pierce made a motion that the \$43,000 dollars be moved to the Twin Falls Community Foundation for management of the funds. Member Kapeleris seconded the motion. All members present voted in favor of the motion.

**Motion Passed**

**5. Update on Outreach to Schools and Artists**

Member Crane presented the flyer she would like to pass out to advertise to the community that the committee is looking for conceptual drawings to use in the design of the archway. After review of the flyer it was discussed by the committee that the applicants need to understand that this sign will also incorporate a message center sign for advertising community events.

The committee determined that the term Informational needs to be added to the flyer so that the applicants understand that the archway has a practical purpose as well as artistic.

**3. Josh Community Outreach Options**

Information Office Palmer explained that he has posted on the City website information related to the archway project. He would however like to meet with a couple of the committee members to really define the message that is going out to the community about the project, that the committee is looking for conceptual drawings and define a timeline for submittal so that the committee has a reasonable number of choices to pick from.

After some discussion Member Crane agreed to assist Mr. Palmer with this and work towards having a unified message go out to the community with directives for the application and where to get more information about the project.

**6. Plan of Action Discussion**

The committee re-evaluated the timeline for submitting the applications and discussed extending the due date to allow students more time to prepare and submit ideas. Facilitator Markus recommended moving the deadline date to **January 27, 2017** allowing more time for the applicants. The committee was in agreement with this date.

After determining a date for the deadline it was determined that the committee should plan for the next meeting to occur on February 3, 2017 at 8:30 am here in the City Council Chambers to review the submittals.

**IV. PUBLIC INPUT AND/OR ITEMS FROM THE COMMISSION/THE PUBLIC/CITY STAFF**

**V. UPCOMING MEETINGS:**

Next public meeting to be scheduled for **February 3, 2017 at 8:30 am.**

**VI. ADJOURN MEETING:**

Facilitator Markus adjourned the meeting at 9:40 am.