



**MINUTES
PUBLIC MEETING**

**Archway Project
Ad Hoc Citizens Advisory Committee
March 3, 2017 8:30 AM Special Meeting
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301**

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, Lisa Strickland

Attendance: Hall, Middlekauff, Roe, Kapeleris, Anderson, Campbell, Sinclair, Lytle, Pierce

Staff: Humble, Markus, Strickland

I. CALL MEETING TO ORDER:

Facilitator Markus called the meeting to order and confirmed a quorum.

II. CONSENT CALENDAR:

1. Previous Minutes for Approval **February 17, 2017**

Motion:

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

Unanimously Approved

2. Approval/Modification of Agenda

Facilitator Markus explained that she would like to add an information item to the agenda.

Motion:

Member Hall made a motion to amend the agenda. Member Pierce seconded the motion.

Unanimously Approved

Facilitator Markus explained the informational item it to inform the committee that Member Scott Roberts has resigned from the committee due to time constraints.

III. ITEMS OF DISCUSSION:

1. Council Presentation of Award to Jay D Bryan and Jean Roberts with gift certificates

Facilitator Markus explained she would like to get an item put on the City Council Agenda thanking these two individuals for their concepts and provide them with the gift certificates at that time.

2. Review design by Lytle Signs (50 sq. ft.) Letters are 2ft. tall.
 - Member Lytle stated they have had lots of fun designing different proposals and reviewed the exhibits on the overhead for discussion.

Discussion Followed:

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After some discussion it was found that the group liked the rock, the double message center sign design but still had some concerns with people trying to climb the rocks. There was also some discussion with regards to a logo and if this is going to be a community sign should there be some consideration regarding a county logo sign. The group does not want the message center sign to get lost in the design and felt like having the sign built into the rock would diminish the reason for the sign. It was expressed that possibly a hybrid of the signs could be designed using the rock and the iron posts.

Motion:

Member Sinclair made a motion proposing that the final design labeled "D" in the packet be used with some minor changes. The inside columns would be cut down to the upper horizontal line leaving the outside column at its existing height. The masonry would then be extended up the exterior column leaving that small portion of the column above the horizontal line exposed. The masonry will be designed to minimize the climbing issue and the back side of the signs would be left for future development. Member Hall seconded the motion.

Discussion Followed:

- Member Sinclair did a hand drawn design to explain the motion and expressed her desire to have another rendering made with these changes for the Committee to review quickly so that people have an idea what the sign will look like upon completion before they start to begin fund raising activities.
- Member Lytle explained that he could work on another rendering for the committee to consider and would let staff know when he has it ready for discussion. He stated he can also put together a fairly reasonable estimate so that the Committee is aware of the goal for the project.

3. Rotary Death By Chocolate – Paula Sinclair

- Member Sinclair explained that she has put together a grant application for the Rotary Club. She asked if there is some kind of format that needs to be followed when filling out these applications. Having standard answers would be difficult because each application process is different.
- Liaison Pierce recommended that a few of the member take a look at the applications before they are submitted.
- Deputy City Manager explained that more than two members according to the City's Transparency Code is considered a quorum and requires public notice. The staff is not considered part of the committee so there can be multiple staff that assist with this review process without violating any codes. He also explained that this project will have to be open for a public bidding process, because public money has been set aside to assist in the project.

Discussion Followed:

The committee felt like it would be worthwhile to form a subcommittee to assist in preparing the applications and ask for staff assistance if necessary.

Motion:

Member Hall made a motion that Member Sinclair and Member Pierce be the subcommittee for the grant writing process. Member Roe seconded.

Unanimously Approved

4. Discuss Partners for funding (County, Service Clubs, School District, etc.)

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Facilitator Markus asked that if the elevations could be complete sooner than the next meeting if the Committee is good with having a special meeting next week to finalize a plan for fundraising.

Discussion Followed:

The Committee is willing to meet next week for a Special Meeting if a final rendering can be provided and the plan for fund raising can be discussed at the special meeting.

5. Plan of Action Discussion

- Member Pierce also asked if the accessory items such as a second logo or waterfall as shown on the drawings could also be included with the estimate so that if more funds become available the committee has an idea of what the additional items might cost.
- Member Lytle explained that he can include those items in the estimate as well.
- Member Pierce thanked Mr. Lytle for all of his time and effort spent on this project.

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

V. UPCOMING MEETINGS:

Next public meeting to be scheduled for **March 17, 2017 at 8:30 am.**

VI. ADJOURN MEETING:

Facilitator Markus adjourned the meeting at 9:30am.

Lisa A Strickland
Administrative Assistant
Planning & Zoning Department