



**MINUTES
PUBLIC MEETING**

**Archway Project
Ad Hoc Citizens Advisory Committee
March 31, 2017 8:30 AM Special Meeting
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301
Amended Minutes**

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 Tony Prater

Facilitator: Kathy Markus

Staff: Mitch Humble, Lisa Strickland, Kelly Weeks

Attendance: Roe, Kapeleris, Anderson, Sinclair, Lytle, Pierce, Prater

I. CALL MEETING TO ORDER:

Facilitator Markus called the meeting to order at 8:40 am. She confirmed a quorum was present.

II. CONSENT CALENDAR:

1. Previous Minutes for Approval **March 3, 2017 & March 17, 2017**
2. Approval/Modification of Agenda

III. ITEMS OF DISCUSSION:

1. April 3, Council Presentation of Award to Jay D Bryan and Jean Roberts with gift certificates from Middlekauff Ford

Facilitator Markus explained the presentation to Council will be made April 3, 2017 with the design proposed for the archway. The awards will be postponed until Council gives the direction to proceed with the design the Committee has recommended.

2. Review design and cost by Lytle Signs

Member Lytle reviewed the design that has been proposed and explained the final estimated cost for the project will be around \$225,000.00. This estimate would include getting the plans engineered, installing electricity for the message center sign and the structure itself. A couple of things he said need to be considered is if the structure is made of Corten Steel that will add cost. He also suggested that before spending a huge amount on engineering he suggested that for approximately \$2000.00 the engineered plans could be reviewed to verify that the design Lytle's has proposed is engineered correctly for the project.

Discussion Followed:

- Member Kapeleris asked if the project could be done in phases if the full amount of funding was no available within a certain timeline.
- Mr. Lytle explained that could be possible depending on the funding that is available.
- Member Roe asked about the approximate length of time it would take to complete the project once everything is ready to begin.
- Mr. Lytle explained approximately 60 days.
- Member Sinclair explained that as she was looking at the rendering of the downtown park area and the archway of the street she would like to discuss the location of the message center boxes. She feels like they should be over the driving lane.
- Member Pierce stated that she likes where the boxes are located on the rendering.

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Motion:

Member Sinclair made a motion to relocate the message center signs on vertical space closer to the center. Member Kapeleris seconded the motion. Members Sinclair and Kapeleris voted in favor of the motion with Members Prater, Lytle, Anderson, Roe and Pierce voting against the motion.

Motion Failed

Deputy City Manager explained the rendering that has the sign located closer to the intersection of 6th Avenue East and Shoshone Street East is not an optimal location for the County. The county has plans to expand the jail and would prefer that the sign be moved closer to the intersection of 4th Avenue East and Shoshone Street East in front of the Court House. Moving the sign should have a minimal impact on the project.

3. Rotary Death By Chocolate submission status – Paula Sinclair

Member Sinclair reported that a grant request approved by Member Pierce was submitted to the Rotary Club on March 22, 2017, for \$20,000. She commented that this is the type of project they like to support.

4. **Glanbia Application**

- Member Sinclair reported that applying to Glanbia came up at a Twin Falls Community Foundation meeting. She located and completed the Glanbia Charity Fund Request Form, as approved by Member Pierce, online on March 27, 2017. The form requested three donation tiers, which were submitted as \$100,000.00, \$50,000.00 and \$20,000.00. Some request will be selected for in-person presentation in early June.
- Member Pierce explained a request for consideration letter has also been submitted to the Seagraves Foundation and in June she expects that the committee will have the opportunity to make an official request to them as well.
- Member Lytle brought up a suggestion for recognizing the people and organizations that contribute to the fund raising for the sign. He suggested that a plaque be positioned close to the location of the sign recognizing the participants.
- Member Roe stated that this was discussed in a previous meeting too and it was suggested that a brick could be inlaid into the sidewalk for people that donate.

Motion:

Member Lytle made a motion to install a plaque for people to be recognized for their donations. Member Roe seconded the motion.

Discussion on the Motion:

- Member Sinclair expressed a concern with having too many names, if lots of people make donations and the donations could range from a small dollar amount to a large dollar amount.
- Member Lytle stated that possibly the bricks could be used as a foundation for the plaque to sit on and that a minimum and maximum donation value be set. The value can determine whether or not the person gets a brick with their name on it or if they get their name on the plaque.
- Member Anderson stated the minimum for a brick could be set between 100.00 and 250.00 and anything above 250.00 would get their name on the plaque.

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Motion

Member Lytle amended his motion to include that if a donation is made between 100.00-250 a brick with their name will be used, if the donation is greater than 250.00 their name will be put on the plaque. Member Prater seconded the motion. All members present voted in favor of the motion.

Motion Passed

- Member Sinclair stated these guidelines will be helpful when asking for donations however she would like to see someone volunteer to oversee the brick portion of the project because in the past this has been used and follow through has been deficient.
- Member Anderson stated he would be willing to track the names and the number of bricks for these donations.

5. Define talking points and possible flyer for discussions with partners.

Facilitator Markus explained that as soon as she has gotten feedback from the City Council on Monday, April 3, 2017 to proceed as proposed, she will work with staff to create a flyer that has information regarding the donation process.

6. Assign Partners for funding (County, Service Clubs, School District, etc.)

- Members Sinclair and Pierce will follow-up with the foundations and do research regarding deadlines to make requests.
- Facilitator Markus explained that the committee will need to review the remaining list and submit to her which businesses or people that each member wants to contact.

7. Plan of Action Discussion

Facilitator Markus summarized that the presentation will be made to Council and at the next meeting the Committee will discuss the plan of action for fund raising.

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

V. UPCOMING MEETINGS:

Next public meeting to be scheduled for [April 7, 2017 at 8:30 am.](#)

VI. ADJOURN MEETING:

Facilitator Markus adjourned the meeting at 9:30 am

Lisa A Strickland
Administrative Assistant
Planning & Zoning Department