



CITY OF TWIN FALLS

NOTICE OF SPECIAL MEETING

Archway Project-Advisory Committee

December 16, 2016 8:30 AM

LOCATION: 305 3RD AVENUE EAST
CITY COUNCIL CHAMBERS

***** A quorum of the City Council may be in attendance*****

Lisa Strickland
Administrative Assistant
208-735-7267



NOTICE OF AGENDA

PUBLIC MEETING

Archway Project

Ad Hoc Citizens Advisory Committee

December 16, 2017 8:30 AM

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
Nikki Boyd
Paula Brown Sinclair
Rex Lytle
Scott Roberts
Tony Prater

Facilitator: Kathy Markus

Staff: Mitch Humble, Lisa Strickland

I. CALL MEETING TO ORDER:

II. CONSENT CALENDAR:

1. Previous Minutes for Approval
2. Approval/Modification of Agenda

III. ITEMS OF DISCUSSION:

1. Introduction of New Committee Members
2. Review of the Committee Charter
3. Josh Community Outreach Options
4. Twin Falls Community Foundation Project Application Status Update
5. Update on Outreach to Schools and Artists
6. Plan of Action Discussion

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

V. UPCOMING MEETINGS:

Next public meeting to be scheduled for January 6, 2017 at 8:30 am.

VI. ADJOURN MEETING:

Si desea esta información en español, llame Leila Sanches al (208) 735-7287

Any person(s) needing special accommodations to participate in the above noticed meeting should contact Kathy Markus at (208) 735-7222 at least two (2) working days before the meeting.



MINUTES
Archway Project
Ad Hoc Citizens Advisory Committee
December 1, 2016 9:00AM
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301

Archway Project Ad Hoc Citizen Advisory Committee Members:

Present

Elbert Davis	Ag Land Mortgage Real Estate
Greg Middlekauff	Middlekauff Auto Group
Jeanette Roe	Senior Center
Leonard Anderson	Twin Falls Community Foundation
Rex Lytle	Lytle Signs
Scott Roberts	Alliance Title & Escrow Corp./Blue Lakes Rotary
Tony Prater	Twin Falls Tonight/Jensen Jewelers
Melissa Crane	Magic Valley Arts Council
Micah Campbell	CSI – Small Development Center
John Kapeleris	TF Historic Preservation Commission
Nikki Boyd	City Council
Ruth Pierce	City Council/Stevens Pierce & Associates, CPA's

Facilitator: Kathy Markus

Staff: Mitch Humble, Fritz Wonderlich, Leila A. Sanchez

I. CALL MEETING TO ORDER:

1. Facilitators role and duties
2. Confirmation of quorum
3. Introduction of staff

Kathy Markus called the meeting to order at 9:00 a.m. A quorum was present.

II. CONSENT CALENDAR:

1. No Previous Minutes for Approval
2. Approval/Modification of Agenda

Kathy Markus added Micah Campbell, Don Hall, and John Kapeleris to the group list.

III. ITEMS OF DISCUSSION:

1. Introduction of Committee Members

Those present introduced themselves.

Councilman Don Hall will be serving as the County Commissioner representative and Paula Brown Sinclair will also serve on the committee.

Melissa Crane with the Magic Valley Arts Council will be serving on the committee.

2. Review of the Committee Charter

Kathy Markus handed out a copy of the Committee Charter for review and discussion. Following is the revised Charter and will be sent out to the committee for their review.

Archway Project Citizen Involvement Ad Hoc Committee Charter

The Archway Project Ad Hoc Citizen Advisory Committee will help determine the best design and solution for the “Archway” or “Gateway” into the downtown area. The archway, or possibly a sign, will have an electronic sign included so that non-profit events and emergency conditions can be advertised.

Current Conditions:

Currently, the City of Twin Falls and non-profit groups that operate with the city have limited affordable advertising opportunities. There is a need to provide expanded informational opportunities and increase the opportunities for citizens to participate in community events. The proposed archway would also provide an additional method to notify the public of emergency conditions that may impact their safety.

Project Objectives:

The primary objectives for the Archway Project are as follows:

*Design an archway concept
Determine the fiscal impact of the archway
Present the design to the council for approval
Solicit community support and funding
Get approval from the appropriate regulatory agencies
Recommend guidelines for archway use*

Citizen Involvement:

To provide an effective mechanism to access community input on the identification, design, and construction of the archway, the Twin Falls City Council requested the creation of an Ad Hoc Citizen Committee. This committee will report to the City Council.

Ad Hoc Committee Name:

Archway Project Ad Hoc Citizen Advisory Committee

Committee Membership:

The Ad Hoc Committee is intended to provide representation for identified interests while keeping the size of the group to a functional size. Therefore, the Ad Hoc Committee will consist of volunteers who have expressed interest in a better method of communicating with the citizens.

Kathy Markus will serve as the facilitator and will be responsible for encouraging conversation among the members and providing periodic project status reports to the City Council.

Ad Hoc Committee Meetings:

It is anticipated that the Ad Hoc Committee will meet at a regularly scheduled meeting, twice a month, at a date and time determined to be convenient for the majority of the membership, ensuring maximum participation.

Consistent with the City of Twin Falls commitment to transparency, agendas will be published, the meeting will be recorded, and minutes kept and will be made available to the general public.

The meetings will be publicly noticed. The agendas for the Committee’s meeting will include an opportunity for public comment.

Role of the Committee:

*Develop design concepts for the archway
Review design data regarding the design and construction of the archway
Review, recommend, and create funding options*

Take public comment

Review alternatives

Deliberate

Make presentations to community and interest groups

Make recommendations to the City Council

Decision-making:

Ultimate decisions with respect to project elements, design, funding, construction and timing will be made by the Twin Falls City Council in open public meetings.

During its process, the Ad Hoc Committee will seek input from members of the community, interest groups, city staff, designers, construction organizations and City Council with respect to those aspects of the project. The City Council will give substantial weight to the advisory recommendations of the Ad Hoc Committee.

It is anticipated that decisions of the Ad Hoc Committee will be by consensus, but should that not be possible decisions will be made by majority vote of the quorum present at a meeting.

Duration of the Ad Hoc Committee:

It is anticipated that the life of the committee shall extend through the point in time when the archway is constructed. That time period is anticipated to be one year, thus expiring on January 1, 2018.

3. Confirmation of Regular Meeting Schedule

Discussion followed on future meetings.

1. Review of Idaho Open Meetings Act
2. Review of City Policy of Transparency

Fritz Wonderlich reviewed the Idaho Open Meetings Act and the City's Transparency Resolution.

It was clarified that Rex Lytle Signs did not have a conflict of interest serving on the committee.

3. Presentation of Current Conditions and Existing Ideas

Kathy Markus gave a PowerPoint presentation.

Discussion followed.

- Options and solutions for downtown
- Location of archway
- Lytle Signs conceptual drawings
- Estimated cost for project: \$150,000 or more.
- Determine how to come up with funding
- Two sided banner
- User fees and ongoing costs
- Partnering with County and other organizations for funding
- Visibility of signage
- Josh Palmer to present advertising options.

Mitchel Humble spoke on the location of the archway, sign regulations and other required guidelines, programming of signs, staff time costs, and future costs. He discussed partnering with non-profit organizations.

Committee discussion followed.

Rex Lytle explained requirements for message signage.

Mitch Humble stated that messaging could be for community events, city and county, nonprofit organizations, schools, etc.

7. Twin Falls Community Foundation Project Application

Leonard Anderson, explained the function of the Twin Falls Community Foundation. The Foundation provides accounting and bill paying services for projects. Costs for the service are 5% for expenses and capped at \$500.00. Rotary has raised funds for the Downtown Commons.

Tony Prater made a motion to recommend going through the Twin Falls Community Foundation. The motion was seconded by Ruth Pierce. Voice vote showed all present voted in favor of the motion.

Kathy Markus stated that a rendering of the archway will need to be in place before soliciting funds for the project.

8. Plan of Action Discussion

Discussion followed on the design to hold the electronic sign in place.

Soliciting artwork from middle and high schools and the community for designs or plans.

Rex Lytle gave general specifications of the message sign.

Recommended placing the committed \$43,000 to the Twin Falls Community Foundation.

School class with best concept would be awarded a pizza party.

Melissa Crane stated that she would solicit design concepts from middle and high school teachers and local artists. The deadline date to submit conceptual design would be January 19, 2016.

Josh Palmer will be contacted for advertising options.

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

V. UPCOMING MEETINGS:

VI. ADJOURN MEETING:

The meeting adjourned at 10:31 a.m.

Leila A. Sanchez
Recording Clerk

Archway Project

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