

**M**INUTES OF THE VERNAL CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY SPECIAL MEETING HELD JANUARY 6, 2021 at 8:00 p.m. in the Vernal City Council room, 374 East Main, Vernal, Utah 84078.

**BOARD MEMBERS PRESENT:** Nicholas Porter, Dave Everett, Ted Munford, Travis Allan and Bert Clark and Doug Hammond.

**ACKNOWLEDGMENT & APPROVAL OF SPECIAL MEETING:** *Ted Munford moved to acknowledge and approve this special meeting. Bert Clark seconded the motion. The motion passed with a unanimous vote.*

**APPROVAL OF MEETING MINUTES OF AUGUST 5, 2020:** *Nicholas Porter moved to approve the minutes of August 5, 2020. Dave Everett seconded the motion. The motion passed with a unanimous vote.*

**UPDATE REGARDING DOWNTOWN REVITALIZATION PLAN:** Quinn Bennion explained that this Board reviews and manages funds, and approves participation agreements for development. Currently, the only active area is Vernal Towne Center; however, it is anticipated there will be other property owners who will want to be involved with downtown revitalization. Bert Clark asked for clarification on what area is considered downtown. Quinn Bennion displayed a map showing two areas. The first area is considered the distribution area and the second area is the study area consisting of a nine block area from 200 East to 300 West and north and south along Vernal Avenue. He noted that in 2012 a blanket CDRA was approved for the entire City which is a unique way to set up community development. This would allow someone in another area to use the CDRA and sign a participation agreement if the City sets up a distribution area to capture property tax increments. Bert Clark noted there were conflicts with the last agreement. Quinn Bennion informed the Board those issues have been resolved. Bert Clark stated he would not want to exclude any “downtown” businesses or property. Quinn Bennion stated that as they start looking at the distribution area it potentially could be from 500 East to about 300 West along 100 and 200 South as well as Main Street. Although the larger the area, the more concerning it will be to the other taxing entities. Bert Clark agreed, although he noted there are a lot of commercial areas along 100 North also.

Quinn Bennion mentioned that there is financial commitment from four sources to complete the downtown revitalization plan. UDOT will fund \$100,000, the Community Impact Board will fund \$30,000 and Uintah County and the City will each fund \$15,000. The consultant, MHTN Architect Group has been selected and will being the process. This group uses two sub-consultants so Parametric will work on the transportation section, and Zions Financial will help with the economics. The hope is to find incentives for both public and private funds. Also the City will contract with Sunrise Engineering, Aaron Averett, to be the project manager. The County’s economic development director, Sylvia Wilkins, will work with the consultants to complete a retail analysis and linkage study to determine where the City is potentially losing retail to neighboring communities or the internet. This study will be helpful to encourage businesses to provide those commodities locally. The plan will also look at residential and affordable housing and parking lot improvement programs. The goal is to create a program that is fair and equitable to downtown businesses so they can participate in the CDRA and show what they will get in return.

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Public meetings will be held later on to receive community input.

**CONSIDER APPROVAL OF ENGAGEMENT LETTER WITH SMITH HARTVIGSEN PROFESSIONAL LEGAL SERVICES:** Quinn Bennion explained the City sent out a request for proposals for legal services for this CDRA and received a proposal from the law firm of Smith Hartvigsen. There is no need to form a new CDRA; however, a legal team is needed to provide the tools and documents to move forward with new areas. Smith Hartvigsen was the only response and their hourly rates are in line with what was expected. *Nicholas Porter moved to approve the engagement letter with Smith Hartvigsen for legal services. Bert Clark seconded the motion. The motion passed with the following roll call vote:*

*Ted Munford.....aye;*  
*Travis Allan.....aye;*  
*Dave Everett.....aye;*  
*Nick Porter .....aye;*  
*Bert Clark.....aye.*

Dave Everett stated it will be nice to have this happen as people are asking all the time what is the City doing to revitalize downtown. Nick Porter agreed it is good to have this project off the ground. Allen Parker stated this CDRA has the potential to have the largest area which is unique for City government.

**ADJOURN:** There being no further business; *Dave Everett moved to adjourn. Ted Munford seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.*

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Chair Doug Hammond

**ATTEST:**

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Secretary, Quinn Bennion  
City Manager / Recorder