



BOARD MEETING MINUTES

WEDNESDAY SEPTEMBER 21, 2016 4:00 P.M.

COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

1. CALL TO ORDER

Chairman Davis called the **ignite cda** board meeting to order at 4:00 p.m.

ignite cda board members present: Davis, Jordan, Armon, Widmyer, Metts.

ignite cda staff present: Berns

ignite cda legal counsel present: Quade

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment was provided.

4. APPROVAL OF MINUTES

- August 17, 2016 Board Meeting Minutes
- September 14, 2016 Special Call Board Meeting Minutes

Motion by Commissioner Widmyer, seconded by Commissioner Metts, to approve the August 17, 2016 board meeting minutes. Motion carried.

Motion by Commissioner Widmyer, seconded by Commissioner Armon, to approve the September 14, 2016 special call board meeting minutes. Motion carried.

5. PRESENTATION: SELTICE WAY REVITALIZATION

Matt Gillis (Welch-Comer Engineers) and Sam Taylor (City of CDA Deputy Administrator) visited with the board and shared an update summary pertaining to the Seltice Way roadway project. The **ignite cda** board has committed \$3.5 million to this project over the next two fiscal years (fiscal years 2017 & 2018). The board was told that the cost of the desired project will exceed the board's

current commitment by \$1 million, with a new project total cost estimated at \$4.5 million (see graphic below). Mr. Taylor shared that the project stakeholders will work hard to reduce project costs and to also look for additional funding sources to offset the extra \$1 million in project cost. The increased funding level will move this proposed project from a “rehabilitation” project to a “revitalization” project. **Ignite cda** may be asked to help fund a portion of the extra \$1 million cost.

Rehabilitation
or
Revitalization?

Project Cost		Project Amenity	Project Type		
			Rehabilitation	Revitalization	
\$4.56 Million	\$3.5 Million	Road Surface and Base Replacement	✓	✓	
		Atlas Traffic Signal	✓	✓	
		Street Lights	✓	✓	
			Atlas Intersection Improvement		✓
			Grand Mill Intersection Improvements		✓
			Transit Stops at Atlas & Grand Mill		✓
			Curb Separation		✓
			Buffered/Protected Bike Lane		✓
			Shared Use Path		✓

Mr. Gillis introduced the concept of a two lane roundabout at the Atlas / Seltice intersection (see graphic below). This concept has strong support from the design team due to its reduced cost (estimated to cost \$100,000 less than a signalized intersection) and overall traffic efficiency.



Mr. Taylor shared that there is a second public meeting for the Seltice Way project scheduled for September 28th at 5:30 p.m. at the Frontier Ice Arena located on Seltice Way. Items to be discussed at the public meeting will include the updated project design, the proposed project schedule (see below), and the initial concept of the “River 47” project proposed for the eastern portion of the old Atlas mill site bordering the south side of Seltice Way just west of Riverstone.



Project Schedule

	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017
Internal/External Planning	■							
Preliminary Design		■						
Public Outreach	■							
Final Design			■	■				
Bid Advertisement					✓			
Bid Opening					✓			
Bid Award						✓		
Construction NTP								✓



6. PRESENTATION: CITY OF CDA PUBLIC ART PROGRAM

Sam Taylor (City of CDA Deputy Administrator) shared a City of CDA Arts Commission program update with the board, highlighting the Arts Commission plans for utilizing **ignite cda** funding dollars for public art projects located in the Lake and River districts. Each September, the board makes a decision to transfer accrued art funds from each district (accrued funds equal 2% of increment revenues collected in each district during the fiscal year) to the Arts Commission for their use for public art projects located in the two districts. Following are the fiscal year 2016 accrued public art funds available for transfer:

- Lake District: \$88,725
- River District: \$44,106

Following are key slides excerpted from Mr. Taylor’s presentation:

Projects budgeted this fiscal year (through September 30, 2016)

Artwork	Fund	Description	Amount
Rainbow bridge	Ignite CDA – Lake	Electrical work	\$4,000
Mural	Ignite CDA – Lake	Sherman Square	\$12,000*
Mural	Ignite CDA – River	Trail confluence	\$38,000*
Riverstone	Ignite CDA – River	Artistic Park Sign	\$78,000*
Riverstone	Ignite CDA – River	Sculpture	\$69,000*
Arts Currents	Ignite CDA – Lake	Plaques	\$600
Quietude	Ignite CDA – River	Install	\$1,000
Sails	Arts Maintenance	Clean & Polish	\$1,700
Utility Box	Arts Maintenance	Clean & Repair	\$1,200
Art Walk Map (Peds)	Arts Maintenance?	Funding for map	\$500
Emerge CDA Inc.	Arts Maintenance	Art Classes	\$6,000
Total Cost	(All)		\$143,000

* - Projects to carry over to FY16-17

Required Budget for FY 2016/17 Projects

Description	Amount	Fund
Purchase art piece from Art Currents	\$14,000	Public Art
Emerge Partnership	\$12,000	Arts Maintenance
Education/Training	\$500	Arts Maintenance
Mayor's Arts Awards	\$2,800	Arts Maintenance
Maintenance of Artwork	\$12,000	Arts Maintenance
Arts Currents	\$6,000	Ignite CDA – Lake
Four Corners (2 traffic circles)	\$80,000	Ignite CDA – Lake
River District Project (TBD)	\$80,000	Ignite CDA – River
Other Community Arts?	\$3,000	Public Art?
Bike Racks at Library	\$8,000	Ignite CDA – Lake (\$4,000 each)
Auto	\$1,500	Arts Maintenance
Professional Services	\$11,500	Public Art (\$1,500)/Ignite (\$10,000)

Required Budget for FY 2016/17 Projects

Description	Amount	Fund
Mural - Ignite CDA – Lake	\$12,000	Sherman Square
Mural - Ignite CDA – River	\$38,000	Trail confluence
Riverstone - Ignite CDA – River	\$78,000	Artistic Park Sign
Riverstone – Ignite CDA – River	\$69,000	Sculpture
Four Corners Roundabout – Ignite Lake	\$40,000	Art Piece
Seltice Way Revitalization Project – Ignite River	\$75,000*	Art Pieces
Total Budget Required	\$543,300	(All)

* - Likely installed in 2018, but need to build reserve for purchases

Projected Budget for FY 2016/17

Fund	Total Funds (Available)	Funds Required for Possible Projects	Remaining Balance
Public Art (1%)	\$81,000	\$18,500	\$62,500
Maintenance (0.33%)	\$96,000	\$28,800	\$67,200
Ignite CDA**	\$555,950	\$496,000	\$59,950
Ignite CDA – River		\$278,024.10	
Ignite CDA – Lake		\$144,926.89	
Professional Services		\$10,000	
TOTAL ART FUNDS	\$772,950	\$568,300	\$189,650

* Public Art and Maintenance include estimated funds from Four Corners project

** \$133,000 in transfers is anticipated from Ignite CDA during FY 2016/17.

Mr. Taylor concluded his remarks to the board by sharing how important **ignite cda** funding is to the success of the Arts Commission's efforts in the community, and thanked the board for their continued partnership.

- Commissioner Davis asked if **ignite cda's** proposed funding for the Seltice Way project will count towards the city's one percent program?
 - Mr. Taylor shared that he was not sure because the one percent program is governed by city ordinance limitations. A good portion of the city's one percent funds are generated through spending of the city's parks capital improvement fund.
- Commissioner Jordan asked if all Art Commission approved art needs to be original art?
 - Mr. Taylor shared that yes, the Commission's policy calls for the purchase of original art.

7. REPORTS

- A. Finance – Commissioner Armon
Lake & River District Monthly Financials
Lake & River District Payables

Commissioner Armon reviewed and discussed the August Lake and River District financial statements, and the August / September account payables sheet, with the board.

Motion by Commissioner Widmyer, seconded by Commissioner Metts, to approve the August financial statements and the August / September accounts payables for the Lake & River Districts as presented.

*Discussion: Commissioner Davis suggested that **ignite cda** consider increasing the proposed FY16 payable to Jobs Plus from the suggested \$2,000. Other board members agreed with discussing an increase, and agreed to further discuss the issue at the upcoming agency budget workshop.*

Motion carried.

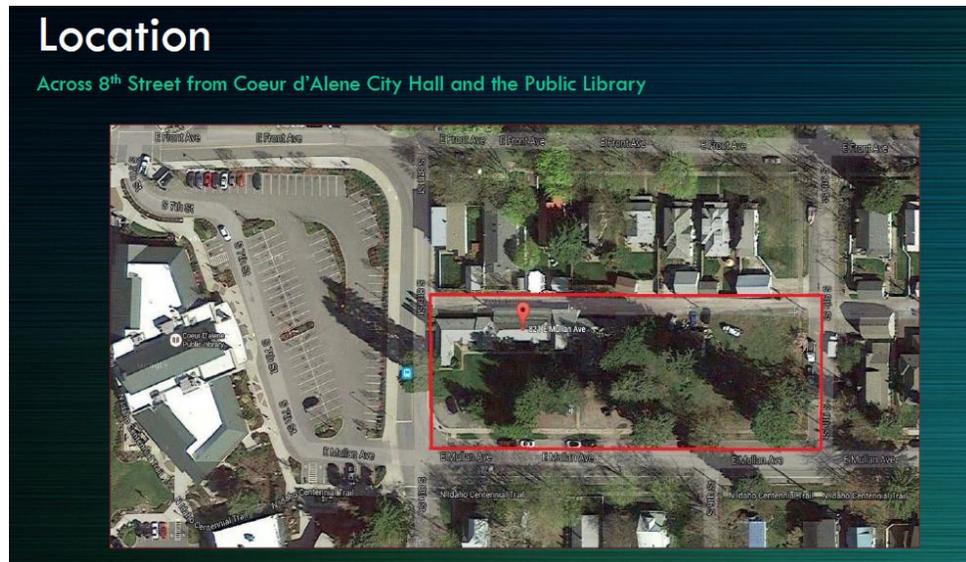
- B. Housing – Commissioner Deanna Goodlander:
Ex. Director Berns, in Commissioner Goodlander's stead, had no report to share.

- C. Parking – Commissioner Brad Jordan
Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) shared that a new parking appeals process has been instituted where all parking ticket appeals will be handled by the city deputy administrator.
- D. Communications – Ex. Director Berns
Ex. Director Berns had no report to share.
- E. Jobs – Commissioner Steve Widmyer
Commissioner Widmyer shared that on September 22, Jobs Plus will be hosting a reception for the Orgill wholesale and distribution company that will be moving into the old Kimball Office facility in Post Falls. Orgill will be a great addition to northern Idaho.

8. EXECUTIVE DIRECTOR’S REPORT

“The Lake Apartments” Project: Partnership Funding Request

*Background: at the August 17, 2016 board meeting, Jeremy Voeller, project manager for the Montana based CDA Mullan Partners LLC development team, shared with the board an overview of the Lake Apartments project proposed for the corner of 8th and Mullan across the street from the CDA Public Library. The proposed project includes the construction of 47(+/-) Class A apartments on the site, ranging in size from 490 sq.ft. efficiency units up to 1,500 sq.ft. 3 bedroom units. Following are excerpts from his August presentation. Please refer to the meeting minutes from the August 17, 2016 **ignite cda** board meeting for further background on this issue.*





Clean-Up			
	Demolition	\$50,000	
	Tree Removal	\$25,000	
	Grading/Backfill/Compaction	\$30,000	
	Environmental	\$25,000	
	Total Clean-up		\$130,000
	Underground Power/Cable/Phone		\$85,000
	Exterior Fire Suppression Improvements/4" Tap		\$15,000
	Sidewalk Replacement approx. 650 LF		
	Demo	\$15,000	
	Repour/finish	\$24,750	
	Rampways/ADA requirements	\$10,000	
	Total Sidewalks		\$49,750
	Curb Replacement approx. 650 LF		
	Demo	\$15,000	
	Repour/finish	\$19,500	
	Street Tie In/Saw cutting	\$12,000	
	Total Curb		\$46,500
	Landscape Improvements		
	Street Trees	\$15,000	
	Board Form Wall approx. 450 LF	\$52,000	
	ROW landscaping (grass/shrubs/irrigation)	\$22,000	
	Stormwater management/swale collectors	\$15,000	
	Total Landscape		\$104,000
	Alley Pavement approx. 6700 sq. ft.		
	Engineering	\$5,000	
	Demo/haul off	\$13,500	
	Grading/Prep	\$13,500	
	Asphalt	\$33,500	
	Concrete Aprons	\$10,000	
	North side buffering/shrubs/trees/lighting	\$5,000	
	Total Alley		\$80,500
	Public Amenities		
	Benches along Mullan	\$5,000	
	Public Lighting at Mullan Benches	\$25,000	
	Tables and chairs at 8th	\$10,000	
	Paver courtyard at 8th (approx. 1500 sq.ft.)	\$18,000	
	Total Public Amenities		\$58,000

Ignite CDA Participation Request

CDA Mullan Partners LLC is in need of Ignite CDA's participation in the amount of:
\$568,750

Estimated increase in property value:
\$9,881,255

Estimated increase in annual property tax revenue:
\$134,020

Ex. Director Berns shared with the board a summary of the funding request submitted to the **ignite cda** board from The Lake Apartments project team.

- Commissioner Metts asked for the construction cost of the project.
 - Jeremy Voeller, project manager for The Lake Apartments, shared that the construction cost is just over \$10 million.
- Commissioner Armon asked if the 4” fire suppression tap line will be located in the public right of way?
 - Mr. Voeller shared that the 4” line will tap into a city water line located in the public right of way underneath Mullan Avenue. The location of the fire suppression stand pipe will be determined at a later date by the fire department. The project’s stand pipe can be used by the fire department for other fire suppression efforts in the area if needed.

Via the following motion the **ignite cda** board approved the development of an Improvement Reimbursement Agreement (IRA) document for the requested \$568,750 of **ignite cda** partnership funding. The IRA document will contain reimbursement parameters and list the board agreed upon public improvements (listed above), and state that the developer agrees to construct all of the agreed upon public improvements, and that **ignite cda** will reimburse the developer for these approved public improvements over time solely from property taxes generated by their project. This IRA will end in 2021 when the Lake District closes. If by 2021 the project does not generate sufficient funds to reimburse the developer for the costs they paid for the public improvements, then the developer will not be reimbursed for these improvements from any other entity. There is no risk to the public with an IRA, all of the risk is on the developer to get the project built and on the tax rolls to generate property taxes that will fund the reimbursement.

Additionally, a third party consultant will be hired prior to consummation of the IRA to assure that the agreed upon public improvements were actually constructed, and will also verify the costs paid for the public improvements. **Ignite cda** will only reimburse the developer for actual / verified costs paid associated with the public improvements.

Motion by Commissioner Armon, seconded by Commissioner Widmyer, directing the Ex. Director to prepare an Improvement Reimbursement Agreement (IRA) for the requested public improvement amount of \$568,750 with final IRA reimbursement parameters to be established at a later date prior to board approval, also directing the Ex. Director to engage a third party consultant to perform a cost validation analysis of the public improvements once constructed. Additionally, Washington Trust Bank, per the Lake

District Note, needs to consent to [ignite cda](#) entering into a new IRA agreement in the Lake District. Motion carried.

Lake District Strategic Property Working Group

Ex. Director Berns shared that the ad hoc working group has met to discuss strategies pertaining to the Lake District property portfolio. One discussion item involved the potential demolition of both the 720 Young triplex and the 712 Young duplex buildings located south of city hall, thus beginning the efforts to get that area ready for potential redevelopment. Elements of this discussion involved the continuing challenge related to tenant issues at both locations, and the need for additional R&M (including a new roof) at the Young triplex building.

Also as part of the discussion, the working group asked Ex. Director Berns to visit with Hilary Anderson (City Planning Director) to discuss the redevelopment scenarios for both the Agency's Young Avenue property and the Agency's N. Park Drive property as presented to the board last fall by John Mueller and Kevin Jester (Young Avenue properties) and Dick Stauffer (N. Park Drive properties). Ex. Director Berns met with Ms. Anderson to discuss the conceptual ideas presented to the board, and both will meet again shortly to gain the City's input/insight as to what the City feels might be wise reuse projects for these two areas.

Motion by Commissioner Armon, seconded by Commissioner Metts, authorizing the Ex. Director to proceed with the demolition process for both the 720 Young Avenue and 712 Young Avenue properties, with the demolition process to include a finish grading of the demolition site. Motion carried.

[Ignite cda](#) / City Council Workshop

Ex. Director Berns brought forward a recommendation that the [ignite cda](#) board schedule a workshop with city council to update council on agency initiatives.

- Commissioner Davis shared that he feels some of the topics to be discussed in the workshop should include a review of how tax increment financing (TIF) works, a review of how [ignite cda](#) plans for projects as the two districts mature, and a review of projected agency revenues and planned funding commitments.
- Commissioner Armon shared that he understands there is a lot of interest from council on the plans for the Lake District as the district nears its sunset in 2021.

- Commissioner Widmyer agreed with the workshop idea, and shared that the latter part of October might be a good time to schedule the workshop.

Ex. Director Berns will work with the City Clerk to schedule a workshop, targeting an end of October timeframe.

9. ELECTION OF **ignite cda** CHAIRMAN & VICE CHAIRMAN

Motion by Commissioner Armon that Commissioner Hoskins be nominated as **ignite cda Board Chairman, and that Commissioner Metts be nominated as **ignite cda** Vice-Chairman, for fiscal year 2017. Commissioner Widmyer seconded the motion. No other nominations were proffered, and no objections to the nomination slate were voiced. Motion carried.**

Board members expressed their sincere gratitude to Commissioner Davis for his hard work and commitment over the years on behalf of **ignite cda** in the community.

10. BOARD COMMISSIONER COMMENTS:

Commissioner Armon read the following letter from Richard MacLennan, President of North Idaho College (NIC), pertaining to **ignite cda's** commitment to the Collaborative Education Facility on the NIC campus.



North Idaho College

1000 West Garden Avenue, Coeur d'Alene, Idaho 83814
www.nic.edu

President's Office
(208)769-3303 phone
(208)769-3273 fax

September 21, 2016

Tony Berns, Executive Director
ignite cda
105 N. First Street, Suite 100
Coeur d'Alene, ID 83814

Dear Tony:

Please accept our sincere thanks for ignite cda's generous investment in the North Idaho Collaborative Education Facility on the campus of North Idaho College. Since arriving in Coeur d'Alene, it has been inspiring for me to see the impact ignite cda has made across the community as well as on the NIC campus.

As an update on the project, the North Idaho Collaborative Education Facility is moving forward and the programming process has continued to stretch all the higher education partners to vision how to best ensure that a quality educated workforce is ready and in place to meet the future needs of the North Idaho region. H2A/Intergis Architects were selected as the design team on this project and programming refinement work has been ongoing since early this past summer. The current project schedule is enclosed. The project is entering schematic design and is on track for bidding at the end of 2017 with a construction start date of March 5, 2018.

Based upon the funding commitment with ignite cda, we are requesting the first installment to be made by August 2017 with a second installment by August 2018.

Thank you again for your commitment to Coeur d'Alene and higher education and workforce readiness and the long term economic vitality of our community.

Sincerely,

Richard L. MacLennan, Ed.D.
President

- Commissioner Jordan asked if NIC is planning on increasing the scope / scale of the project?
 - Commissioner Armon shared that his understanding is that NIC and other project partners are discussing potential partnership opportunities with Kootenai Health.

11. PUBLIC COMMENT:

No public comment was provided.

12. EXECUTIVE SESSION – Idaho Code Section 74-206

Subsection (1)(b): to consider the evaluation of the **ignite cda** executive director.
Subsection (1)(c): to acquire an interest in real property which is not owned by a public agency.

Motion by Commissioner Armon, seconded by Commissioner Widmyer, to convene an Executive Session, as provided by Idaho Code Section 74-206:

Subsection (1)(b): to consider the evaluation of the **ignite cda executive director.**

Subsection (1)(c): to acquire an interest in real property which is not owned by a public agency.

Roll Call:

Goodlander	Absent	Widmyer	Yes	Druffel	Absent
Metts	Yes	Jordan	Yes	Hoskins	Absent
Armon	Yes	Davis	Yes		

Motion carried.

The **ignite cda** board entered into Executive Session at 5:17 p.m. Those present were the **ignite cda** Board of Commissioners, legal counsel Quade, Ex. Director Berns, and Dick Stauffer from Miller-Stauffer Architects. Deliberations were conducted regarding the evaluation of the Ex. Director and acquiring an interest in real property which is not owned by a public agency. No action was taken in Executive Session and the **ignite cda** board returned to regular session at 6:11 p.m.

13. PERSONNEL ACTION RELATED TO EXECUTIVE DIRECTOR

Motion by Commissioner Widmyer, seconded by Commissioner Armon, to pay for the increased FY17 health care insurance premium costs for the Ex. Director. Motion carried.

14. ADJOURN

Motion by Commissioner Armon, seconded by Commissioner Jordan, to adjourn. Motion carried.

The **ignite cda** board meeting adjourned at 6:12 p.m. Minutes prepared and submitted by Ex. Director Berns.