



BOARD MEETING MINUTES

WEDNESDAY JANUARY 18, 2017 4:00 P.M.

COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

1. CALL TO ORDER

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

ignite cda board members present: Jordan, Widmyer, Hoskins, Armon, Druffel, 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

- December 21, 2016 Board Meeting Minutes

Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve the December 21, 2016 board meeting minutes. Motion carried.

5. 2016 **ignite cda** DRAFT ANNUAL REPORT

Executive Director Berns shared that there was a change to the urban renewal statutes in the summer of 2011 that now requires an urban renewal agency to accept public comment on their annual report prior to submittal to City Council. The following **ignite cda** process has been established to meet the new statute requirements:

- The "draft" 2016 annual report to council was posted on the **ignite cda** website's home page a week prior to the January 2017 board meeting,
- A public notice ran in the CDA Press a week prior to the January 2017 board meeting indicating that the **ignite cda** Board will accept public

comment on the annual report at the January 2017 board meeting. The notice states that the draft report is posted on line, and also states that written public comments are welcome and can be submitted via mail or email,

- Public comment on the **ignite cda** annual report will be a discrete agenda item at the January 2017 board meeting. When this agenda item is addressed, an overview of the annual report will be provided by the Ex. Director. The **ignite cda** Chairman will then ask if there is any public comment on the annual report. The Board will then listen to public comment, and then review any written public comments received. The Board can then choose to discuss any issues as they wish, directing the Ex. Director to work with the Chairman on making any modifications to the draft annual report prior to submission to City Council. The Board will then approve the draft annual report, via motion, with any proposed modifications as noted.

Ex. Director Berns then proceeded to provide an overview of the draft 2016 **ignite cda** annual report (audience members and television viewers were also able to view the draft annual report).

Public Comment Re. 2016 **ignite cda** Draft Annual Report

No public comment was provided at the Board meeting, and no written public comment was received.

Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve the 2016 **ignite cda Annual Report as drafted, authorizing the Executive Director to submit the 2016 **ignite cda** Annual Report to the CDA City Council as required by Idaho statute. Motion carried.**

6. REPORTS

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

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

Motion by Commissioner Druffel, seconded by Commissioner Widmyer, to approve the December financial statements and the December / January accounts payables for the Lake & River Districts as presented. Motion carried.

Lake District Projects: Financing Discussion

Ex. Director Berns discussed the possibility of the Agency pursuing a new private placement Tax Increment Financing Note (“Note”) to help fund planned Lake District projects (e.g. proposed downtown parking facility, next phase of the Four Corner Master Plan). A new Note in the amount of \$10 million was proposed; an amount that would be “bank qualified” and tax exempt to the financing institution, and thus would afford the Agency a more lucrative interest rate. Draws on the Note would be made as needed to fund payments for district projects. The maturity of the Note would be 2021, the termination year for the Lake District.

Ex. Director Berns shared that at board direction, he could prepare a Request for Financing Proposals and seek financing proposals from interested financing institutions. Additionally, Washington Trust Bank would need to consent to the issuance of a new Note in the Lake District since the Lake District Series 2016 Note held by Washington Trust Bank is in first position for all unrestricted tax increment revenue generated within the Lake District.

It would be prudent to have this type of new Note in place by late spring of 2017 prior to the commencement of several Lake District projects.

Motion by Commissioner Jordan, seconded by Commissioner Armon, authorizing the Ex. Director to develop and release a Request for Financing Proposals for a Lake District tax increment financing note of \$10 million. Motion carried.

B. Acquisition Committee: Commissioner Goodlander

823 N. 4th Street Property: Ignite cda / IHFA / Housing Company Joint Venture Termination

*Background: further information re. this agenda item can be found by reviewing the meeting minutes from the August 17, 2016 **ignite cda** board meeting. Following is a brief excerpt from the 8/17/16 meeting minutes that provides context for this agenda item:*

- *IHFA/THC and **ignite cda** need to work out a financial solution re. the 823 N. 4th Street property. The 823 N. 4th street property was purchased jointly by IHFA/THC and **ignite cda** for \$325K under the assumption that the property would be used as part of the footprint for the affordable housing project. **ignite cda** contributed \$100K to the purchase price, IHFA/THC contributed \$225K. The property is currently owned in fee by **ignite cda**. Since the property will not be used for the affordable housing project, IHFA/THC needs to reclaim their \$225K investment in the property.*

Ex. Director Berns led a discussion on behalf of the committee re. the termination of the **ignite cda** and Idaho Housing & Financing Association (IHFA) / The Housing Company (THC) joint venture involving the property located at 823 N. 4th Street (“Property”). Since IHFA/THC no longer plan to develop an affordable housing project in this portion of Midtown, resolution as to the invested amounts by all entities in this Property needs to occur.

A restricted use appraisal on the Property was performed in November 2016 yielding an estimated value of the Property at \$320,000. The November 2016 appraised value of \$320K is very close to the 2010 acquisition cost of the Property (\$325K). There is some concern that the 2016 appraisal value of the Property is too high. Therefore, a reduction of the current appraised value could be in order.

Ex. Director Berns shared that given the November 2016 Property appraisal, and since IHFA/THC invested \$225K in the acquisition of the Property, a joint venture termination value of \$209,750 be considered by the **ignite cda** board, with said amount being paid by **ignite cda** to IHFA. This suggested course of action was defined in a draft joint venture termination agreement that was shared with the board. If the board were to agree to such a joint venture termination, a finalized version of the agreement could be structured to that end.

- Commissioner Metts asked if this proposed joint venture termination agreement was discussed with IHFA representatives?
 - Ex. Director Berns shared that yes, the agreement was discussed and that IHFA leadership was supportive of this course of action.

Motion by Commissioner Armon, seconded by Commissioner Widmyer, to approve the development and execution of a joint venture termination agreement with IHFA in the amount of \$209,750. Motion carried.

- C. Parking – Commissioner Brad Jordan
Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) shared the following:

The **ignite cda** / city of CDA parking team plans to meet soon with Dick Stauffer to discuss the parking facility study.

Following are some items related to the City’s Parking Commission:

- The City had determined last fall that there was approximately \$385K in outstanding parking tickets. \$62K of that amount has been collected to date.

- The biggest parking ticket offender has about \$2,500 in unpaid tickets.
- One person owes \$8,000 in boat dock related parking fines.
- The City’s new “Scofflaw” ordinance is set to be deployed, with the first ticket in the process being a warning ticket. Four unpaid tickets after that will get a person’s vehicle booted.

7. EXECUTIVE DIRECTOR’S REPORT

Resolution 17-02: Destruction of Select Semi-Permanent and Temporary Public Records

Ex. Director Berns and legal counsel Quade provided an overview of Resolution 17-02 which pertains to the destruction of the following public records:

Temporary Public Records: Public record requests dated prior to October 1, 2014;

Semi-Permanent Public Records: Financial statements and documents (see below) dated prior to October 1, 2011:

- Monthly vendor invoices (except invoices on tax-exempt bond/note financed projects, if any)
- Monthly bank statements (except statements related to accounts held for tax-exempt bonds/notes)
- Monthly Vista Mgt. property management statements
- Monthly expense account reports
- Monthly financial statements
- Monthly County ACH transaction statements (i.e. statements relating to Kootenai County direct deposit of tax increment revenue funds)

The Idaho State Historical Society will be contacted re. their interest in any of the semi-permanent records prior to their destruction.

Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve Resolution 17-02 approving the destruction of select semi-permanent and temporary public records as proposed.

Roll Call:

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

Motion carried.

Initiative Updates

Proposed Modern Theater Performing Arts Center in Midtown

- Ex. Director Berns shared that he has not received any response from The Modern Theater board following several communication attempts. Ex. Director Berns has asked the CDA 2030 organization to consider leading an effort to gather community stakeholder groups, including The Modern Theater, that may be interested in the development of a performing arts center in CDA. CDA 2030 leadership has agreed to lead the effort to gather the stakeholder groups. The intent of this effort is to see if:
 1. there is broad-based community support for a performing arts center,
 2. which entities are interested in possibly taking a lead role in developing a business plan for this effort,
 3. what ownership model should be pursued (i.e. private, public/private, public). Determination of the ownership model will help clarify the funding model needed for the initiative.

FY17 Tactical Goals

Ex. Director Berns reviewed the 1st quarter status of the Board's fiscal year 2017 tactical goals.

8. BOARD COMMISSIONER COMMENTS:

No Commissioner comments were shared.

9. PUBLIC COMMENT:

No public comment was provided.

10. ADJOURN

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

The **ignite cda** board meeting adjourned at 4:45 p.m. Minutes prepared and submitted by Ex. Director Berns.