



## BOARD MEETING MINUTES

WEDNESDAY MARCH 15, 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, Druffel, Davis, Goodlander, Metts.

**ignite cda** staff present: Berns

**ignite cda** legal counsel present: Quade

Chairman Hoskins shared that Dick Stauffer has asked that his Memorial Field Grandstand Analysis be rescheduled for the April **ignite cda** board meeting. Chairman Hoskins asked for a motion to modify the board meeting agenda removing the grandstand analysis presentation.

**Motion by Commissioner Davis, seconded by Commissioner Druffel, to modify the board meeting agenda removing the Memorial Field Grandstand Analysis agenda item. Motion carried.**

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENT

No public comment was provided.

#### 4. APPROVAL OF MINUTES

- February 15, 2017 Board Meeting Minutes

**Motion by Commissioner Widmyer, seconded by Commissioner Druffel, to approve the February 15, 2017 board meeting minutes. Motion carried.**

## 5. PRESENTATION: RIVERSTONE BUS TRANSIT CENTER – Jody Bieze

Jody Bieze, Director of the Kootenai County Transit System, shared with the board a transit system presentation and a \$411,272 partnership funding request involving the proposed transit center facility to be located in the northwest corner of the Riverstone development adjacent to Seltice Way.

Several years ago, Kootenai County (“County”) and the CDA Tribe purchased several lots in the northwestern corner of the Riverstone development adjacent to Seltice Way (which is located in the Agency’s River District). The plan has been for years to establish a transit center at that location. The transit center is planned to be “multi-modal” in nature serving as a regional hub for Citylink, SPOT (Sandpoint transit), Spokane STA, Greyhound, & County/City/Tribe initiatives.

The County has secured the federal funds needed to help construct the transit center. The County needs to have a local match for the federal funding totaling \$411,272. The matching funds required have been assembled from the County and the City jurisdictions. An idea has been proposed that maybe **ignite cda** would agree to contribute the one-time needed matching funds amount of \$411,272 for construction of the transit center, thus freeing up the other \$411,272 already assembled from the County/jurisdictions for use in other elements of the transit center initiative (e.g. bus acquisitions, bus shelter construction along the routes).

The plan is for the construction of the transit center to be accomplished in two phases. The first phase (see graphic below) requiring the \$411,272 match involves construction of:

- the center itself
- a component of surface parking
- on site shelter amenities
- landscaping

The second phase (see graphic below) involves future surface parking expansion on the east side of the site. Cost estimates and funding strategies for the second phase are still in the planning stages.

## Transit Center: Full Build Out



Timing for the first phase of the Transit Center initiative is depicted below.

### Transit Center Project Schedule (DRAFT)

Activity	Status	Est. Start Date	Est. End Date
Network Design/Conceptual Planning	100%		
Draft A/E Procurement (RFQ)		March 2017	April 2017
Issue A/E Procurement (RFQ)		April 2017	May 2017
Award A/E Contract		June 2017	
Preliminary Design		June 2017	July 2017
Final Design/Project Clearance		August 2017	November 2017
Estimated Cost Analysis		August 2017	November 2017
Bid		December 2017	
Review Bids		December 2017	
Permits		December 2017	
Select Contractor		February 2018	
Construction		March 2018	October 2018

- Commissioner Goodlander asked if the funding request of **ignite cda** is for the total match amount?
  - Mrs. Bieze shared that yes, the request to **ignite cda** is for the total required match amount of \$411,272.

- Commissioner Davis asked a confirmation question in that the **ignite cda** \$411,272 would be used in place of the County/City jurisdiction already assembled funds? In other words, the County has the matching funds in hand at this time, but the County wants **ignite cda** to replace the existing matching funds.
  - Mrs. Bieze shared that yes, that is correct.
- Commissioner Jordan shared that he recalls the County voted down establishing a transit authority in the past. What is the long-term transit vision of the County?
  - Mrs. Bieze shared that the County commissioners currently act as the transit authority, and that establishing a formal regional transit authority would be a costly / challenging endeavor. The County is committed to the long-term success of the transit system.
- Commissioner Davis asked who owns the property on which the transit center is planned to reside?
  - Mrs. Bieze shared that the property is owned jointly by the County and the CDA Tribe; the property can only be used as a transit center.
  - Given the shared ownership model, Commissioner Davis expressed some concern re. the potential **ignite cda** investment in the transit center and the security / longevity of the transit center enterprise.
- Commissioner Druffel asked if the transit center initiative will move forward with or without **ignite cda's** financial participation?
  - Mrs. Bieze shared that yes, the transit center initiative will be built with or without the Agency's support.
- Commissioner Davis shared his concern re. the inherent opportunity cost involved with this decision involving directing Agency funds to an already funded initiative vs. using the Agency funds for other River District strategic initiatives.

Commissioner Hoskins thanked Mrs. Bieze and team for their presentation and shared that the board will take the transit center funding request under advisement.

6. PRESENTATION: FOUR CORNER MASTER PLAN - "MEMORIAL PARK" ELEMENT UPDATED DESIGN – Bill Greenwood

*Background: For background on this issue, please refer to the December 21, 2016 **ignite cda** board meeting minutes.*

Bill Greenwood, City of CDA Parks Director, and Phil Boyd (Welch-Comer Engineers) shared with the board an updated design of the Memorial Park element of the Four Corner Master Plan. The primary components of the updated design include:

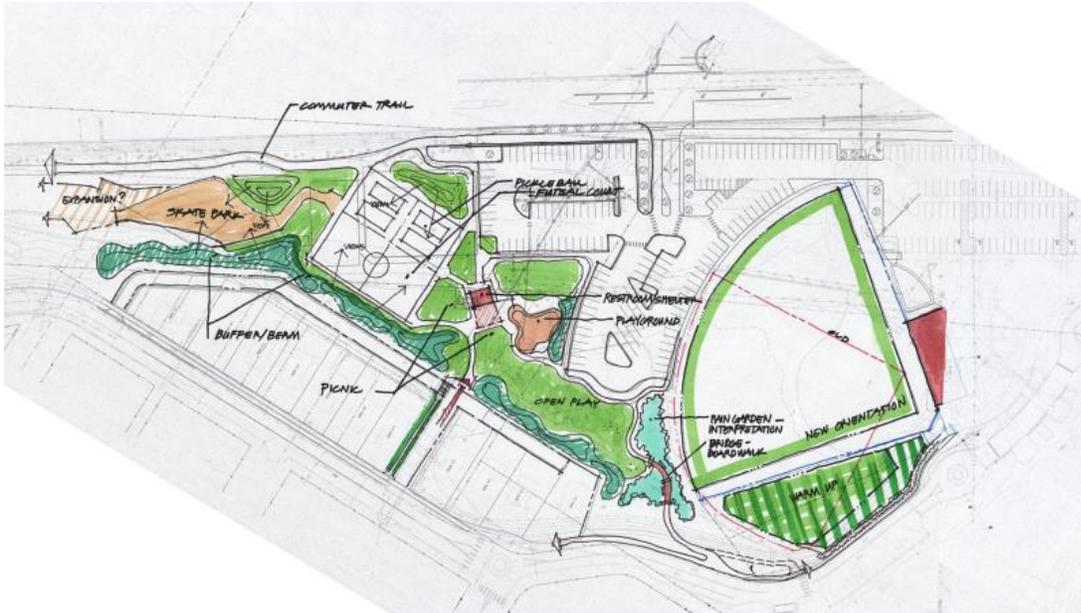
- Reorientation of Memorial Field (i.e. rotating the existing field layout eastward resulting in a more northerly orientation when viewed from home plate)
- Modification to the City /County parking lot design / layout
- Repositioning of certain park improvements on the **ignite cda** “triangle” property that will be exchanged with the City
- Potential relocation / replacement of existing field lights on Memorial Field. This design change could be an expensive proposition and costs for such a lighting modification are not in the current budget; the issue is still being researched
- New Memorial Field orientation will require installation of some tall fences/netting to control softball flight into parking areas

Following are key slides from the presentation:



WELCH-COMER  
ENGINEERS + SURVEYORS

Original Design for “Memorial Park” Element of Four Corners Master Plan



### Revised Design Plan for “Memorial Park” Element of Four Corners Master Plan

- Commissioner Goodlander asked if Garden Avenue would be signalized as a result of the City/County parking lot?
  - Mr. Boyd: yes
- Commissioner Druffel asked if the redesigned parking lot capacity would increase or decrease?
  - Mr. Boyd shared that the redesigned lot would be a bit smaller resulting in a few less parking spaces, but will include more landscaping.
- Commissioner Davis asked if the proposed repositioning of the Memorial Field lights would negatively impact the adjacent neighborhood?
  - Mr. Boyd shared that the design team is still working on a lighting study that will address the issue of off-site glare.
- Commissioner Widmyer shared that lighting technology has greatly improved over the years to reduce off-site light nuisance issues. Hopefully this technology will be a part of the solution at Memorial Field.
- Commissioner Widmyer asked if the project scope that will go out for bid will include construction of the skate park element of the plan?
  - Mr. Greenwood shared that the skate park element will not be included in the 2017 construction phase, but is planned to occur in 2018 depending upon the receipt of targeted grant funding.

- Commissioner Hoskins asked since the skate park element will be postponed until 2018, how will the skate park site be “inventoried” during the 2017 construction season?
  - Mr. Boyd shared that the area will be cleared, compacted and stabilized during 2017.

## 7. YOUNG AVENUE PROPERTY DISPOSITION

*Background: For background on this issue, please refer to the February 15, 2017 **ignite cda** board meeting minutes.*

### Property Appraisal Discussion – Ex. Director Berns

Ex. Director Berns shared the following ownership history pertaining to the Agency’s Young Avenue property:

- When City Council formed the Lake District in 1997, McEuen Field was included in the district boundary with the intent of improving the area.
- Understanding the priority of improving the McEuen Field area, the **ignite cda** board identified the properties located south of City Hall bordering the City’s old gravel parking lot as potential strategic acquisitions.
- The Agency acquired the Young Avenue lots in 1998 for \$84,000. The 722 Young Avenue triplex property was also acquired in 1998 for \$130,000. The 712 Young Avenue duplex property was acquired in 2005 for \$415,000. Total Agency acquisition cost for the Young Avenue properties totaled \$629,000.
- A result of the intensive McEuen Park planning effort was that the Agency’s Young Avenue properties would not be included in the McEuen Park initiative. The construction of the new section of the Centennial Trail separated the parcels from the renovated City surface parking area.
- In 2016, the board finalized financial planning for Lake District strategic initiatives including the new downtown parking facility, Four Corner Master Plan, and Collaborative Education Facility. The financial plan involves the sale of non-strategic Agency property assets located on Young Avenue, N. Park Drive and Lakeside Avenue. The intent of these property divestitures is to generate funds for Lake District strategic projects, as well as to place these property assets back on the tax roll so they can generate long-term value for the community.
- Washington Trust Bank, the bank partner on the financial plan, is requiring that the Agency sell \$1.3 million of property assets as a condition of their financing agreement.
- In late 2016, the board directed Ex. Director Berns to demolish the Young Avenue buildings; demolition was completed in January, 2017.

- At the February, 2017 board meeting, Ex. Director Berns shared that City leadership has been asked if the City has plans for the remnant City parcel (solid yellow outline in graphic below) adjoining the northwest portion of the Agency property. At one time prior to the revitalization of McEuen Park, this City parcel was tied to the former gravel parking lot owned by the City. Following the redevelopment of McEuen Park, this City parcel has been isolated by the construction of the new segment of the Centennial Trail. Ex. Director Berns shared that if the City has no use for this parcel, maybe the City would be willing to gift this parcel to **ignite cda** to “square up” the Agency’s Young Avenue ownership, which could result in a higher sales price for the ownership block.
  - Ex. Director Berns asked for board direction to pursue an appraisal process to ascertain the market value of the Agency’s Young Avenue property assets.
  - The board made a motion directing the Ex. Director to obtain an appraisal of the Young Avenue ownership (City parcel and agency parcels) to ascertain the highest market value given the property’s current zoning.

Ex. Director Berns shared that an appraisal on the Young Avenue property has been completed by Columbia Valuation Group. The appraisal contains two premises:

- Premise 1: value of **ignite cda** land only, including the alley that can be abandoned = \$960,000
- Premise 2: value of **ignite cda** land and City of CDA land combined = \$1,390,000

The following graphic highlights the Young Avenue property parcels owned by **ignite cda** (red boundary) and the two property parcels owned by the City of CDA (yellow boundary).



Ex. Director Berns shared that at the suggestion of the appraiser, the City parcel located south of the **ignite cda** property bordering E. Tubbs Hill Drive (dashed yellow boundary) be included in the appraisal process. This southern City parcel is located on a steep slope and may have limited use for the City, but would be of considerable value if combined with the **ignite cda** property parcels. The City has yet to be approached re. any planned use for this particular City owned parcel.

Revenue from the sale of the Young Avenue property will help the Agency fund the board's strategic projects in the Lake District.

#### Tubbs Hill Foundation (THF) Presentation – George Sayler

George Sayler, President of the THF, shared that the THF is visiting with the board as a partner to help consider the highest and best use to the community of the Agency's Young Avenue property. Mr. Sayler shared the THF's vision/mission with the board and the THF's desire to keep the Young Avenue

property in a natural state. The THF does not feel a housing development on the Young Avenue property would be the best fit for Tubbs Hill. Mr. Sayler encouraged the board to work with the THF and other interested stakeholders on other possible uses for this property.

Jessica Bryant, a THF board member, shared that this is a once in a life time opportunity to add the Agency's Young Avenue property to Tubbs Hill, furthering the unification of Tubbs Hill with McEuen Park. The THF envisions that the Young Avenue property would be a more passive/quiet public space vs. the more active environment at McEuen Park. The Young Avenue property might be a great location for the THF's desired Tubbs Hill Interpretive Center.

Chuck Hosack, a THF board member, shared with the board that Tubbs Hill is very unique, a crown jewel of downtown CDA. He encouraged the board to keep the Young Avenue property public and add the property to Tubbs Hill.

- Commissioner Metts asked how much it would cost the City to maintain the Young Avenue property if it was converted to public space?
  - Mr. Greenwood shared that he is not sure of the maintenance cost; the cost would depend on the type of development / improvement made to the property.
- Commissioner Widmyer volunteered to work with the THF on pursuing other possible opportunities for the Agency's Young Avenue property.

## 8. REPORTS

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

Ex. Director Berns, in Commissioner Armon's stead, reviewed and discussed the February Lake and River District financial statements, and the February / March account payables sheet, with the board.

**Motion by Commissioner Davis, seconded by Commissioner Metts, to approve the February financial statements and the February / March accounts payables for the Lake & River Districts as presented.  
Motion carried.**

### B. Parking – Commissioner Brad Jordan Commissioner Jordan (who serves as the **ignite cda** representative on the City's Parking Commission) shared that the Request for Qualifications for a design firm for the downtown parking facility has been issued, and that the Submittal of

Qualifications are due on March 17<sup>th</sup>. For background on this initiative, please refer to the February 15, 2017 **ignite cda** board meeting minutes.

## 9. EXECUTIVE DIRECTOR'S REPORT

### **Ignite cda**/City of CDA N. Park Ave. Property Trade Analysis Contract with Welch-Comer

*Background: For background on this issue, please refer to the February 15, 2017 **ignite cda** board meeting minutes.*

Phil Boyd (Welch-Comer Engineers) shared an update with the board pertaining to **ignite cda's** planned parcel trade along N. Park Drive with the City of CDA depicted in the graphic below.



Mr. Boyd shared with the board potential sale prices and estimated development costs (presented below) associated with the planned re-configuration of the area.

ignite CDA Park Drive Properties					ignite CDA Park Drive Properties				
Land Sales Revenue					Land Sales Revenue				
Lots	# Lots	vg. Price/Lot	Revenue	Total	Lots	# Lots	Avg. Price/Lot	Revenue	Total
1, 2, and 3	3	\$ 150,000	\$ 450,000		1, 2, and 3	3	\$ 170,000	\$ 510,000	
4, 5 & 6	3	\$ 165,000	\$ 495,000		4, 5 & 6	3	\$ 185,000	\$ 555,000	
7,8,9 & 10	4	\$ 175,000	\$ 700,000		7,8,9 & 10	4	\$ 195,000	\$ 780,000	
<b>Project Total Sales</b>	<b>10</b>			<b>\$ 1,645,000</b>	<b>Project Total Sales</b>	<b>10</b>			<b>\$ 1,845,000</b>
Expenditures					Expenditures				
Land Acquisition from 2002 to 2005			\$ 1,345,500		Land Acquisition from 2002 to 2005			\$ 1,345,500	
			<b>\$ 1,345,500</b>					<b>\$ 1,345,500</b>	
Development Costs					Development Costs				
Site (Aley, Sidewalk)			\$ 90,000		Site (Aley, Sidewalk)			\$ 90,000	
Water Improvements			\$ 17,000		Water Improvements			\$ 17,000	
Sanitary sewer			\$ 35,000		Sanitary sewer			\$ 35,000	
Storm sewer			\$ 10,000		Storm sewer			\$ 10,000	
Power			\$ 33,800		Power			\$ 33,800	
Teledata/network			\$ 13,000		Teledata/network			\$ 13,000	
Boundary Line Adjustment, Garden Ave. Vacation and Land Trade			\$ 22,560		Boundary Line Adjustment, Garden Ave. Vacation and Land Trade			\$ 22,560	
Entitlement, Engineering, and Surveying Fees & permits			\$ 35,120		Entitlement, Engineering, and Surveying Fees & permits			\$ 35,120	
Bidding, Construction Phase Services, Construction Staking			\$ 12,000		Bidding, Construction Phase Services, Construction Staking			\$ 12,000	
Total Development Costs			\$ 268,480		Total Development Costs			\$ 268,480	
			<b>Development Cost Subtotal</b>	<b>\$ 268,480</b>				<b>Development Cost Subtotal</b>	<b>\$ 268,480</b>
			<b>Total Expenditures</b>	<b>\$ 1,613,980</b>				<b>Total Expenditures</b>	<b>\$ 1,613,980</b>
			<b>Profit</b>	<b>\$ 31,020</b>				<b>Profit</b>	<b>\$ 231,020</b>

The graphic above depicts two potential project proformas given two land sale price scenarios. The lower price/lot scenario would result in net proceeds to the Agency of approximately \$1.4 million. The higher price/lot scenario would result in net proceeds to the Agency of approximately \$1.6 million.

Seltice Way Revitalization Project – Construction Bids

Ex. Director Berns shared that the City opened bids for the Seltice Way construction project Tuesday, March 14. Four bids were received, with the lowest bid provided by Tom Lariviere. The lowest bid falls within the estimated project budget. The City and Welch-Comer are validating the bids and will award the construction contract in the near term.

10. BOARD COMMISSIONER COMMENTS:

Commissioner Jordan commented if any work needs to be done by the Agency re. the transit center funding request.

- The board asked Ex. Director Berns to work with the Finance Committee to obtain / gather / discuss more detail on how the County/jurisdiction funds would be used within the transit system (e.g. spent on new buses, spent on new transit shelters) should the **ignite cda** board choose to partner on the transit center initiative as requested. Additionally, formal County Commissioner commitment would need to be assured re. the aforementioned

spending within the transit system, as well as the County’s timeline for spending such funds.

11. PUBLIC COMMENT:

Sam Taylor, City of CDA Deputy Administrator, shared that the City is very pleased with the construction bids received for the Seltice Way project.

12. EXECUTIVE SESSION – Idaho Code Section 74-206

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

**Motion by Commissioner Druffel, seconded by Commissioner Metts, to convene an Executive Session, as provided by Idaho Code Section 74-206:**

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

**Roll Call:**

<b>Goodlander</b>	<b>Yes</b>	<b>Widmyer</b>	<b>Yes</b>	<b>Druffel</b>	<b>Yes</b>
<b>Metts</b>	<b>Yes</b>	<b>Jordan</b>	<b>Yes</b>	<b>Hoskins</b>	<b>Yes</b>
<b>Armon</b>	<b>Absent</b>	<b>Davis</b>	<b>Yes</b>	<b>Chapkis</b>	<b>Absent</b>

**Motion carried.**

The **ignite cda** board entered Executive Session at 5:54 p.m. Those present were the **ignite cda** Board of Commissioners, legal counsel Quade, Ex. Director Berns, CDA City Deputy Administrator Sam Taylor, and CDA City Attorney Mike Gridley. Deliberations were conducted regarding 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 6:21 p.m.

13. ADJOURN

**Motion by Commissioner Duffle, seconded by Commissioner Widmyer, to adjourn. Motion carried.**

The **ignite cda** board meeting adjourned at 6:22 p.m. Minutes prepared and submitted by Ex. Director Berns.