



BOARD MEETING MINUTES

WEDNESDAY MAY 17, 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, Davis, Goodlander, Metts, Chapkis, Druffel.

ignite cda staff present: Berns

ignite cda legal counsel present: Quade

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Amy Lyons: shared that she feels the Agency's bare land lots in Midtown should be developed into greenspace. She suggests that improving the public parking lots and turning the bare land lots into greenspace would add value to Midtown.

Ken Murphy: shared that he is a Ft. Grounds resident who lives across the street from the Agency owned property on N. Park Drive. He feels that the Agency's N. Park Drive properties should be utilized as park space and not developed into new residential lots.

4. APPROVAL OF MINUTES

- April 19, 2017 Board Meeting Minutes
- May 10, 2017 Special Call Board Meeting Minutes

Motion by Commissioner Widmyer, seconded by Commissioner Druffel, to approve the April 19, 2017 board meeting minutes. Motion carried.

Motion by Commissioner Goodlander, seconded by Commissioner Davis, to approve the May 10, 2017 special call board meeting minutes. Motion carried.

5. PRESENTATION: CDA 2030 – COMMUNITY PERFORMING ARTS CENTER REPORT – Nicole Kahler

Background: ignite cda requested the CDA 2030 organization to assist with evaluating the artistic community’s support for a potential performing arts center in CDA, and to also benchmark the business models of communities that have successful performing art centers.

Mrs. Kahler discussed the results of the CDA 2030 effort in assessing the desire/need for a performing arts center in CDA, and discussed three benchmarked community performing art centers (case studies). Following are excerpts from the report:

Methods

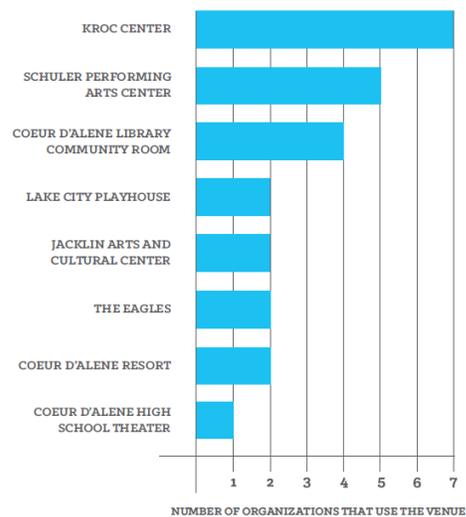
- Convened performing arts and stakeholder organizations
- Introduced a dialogue to understand needs and interest
- Conducted a questionnaire (17 questions, 14 participants)
- Facilitated a meeting on April 12 with 13 organizations represented
- Drafted a report

SURVEY ROSTER

Fourteen organizations were surveyed between March 16 and April 10, 2017. Respondents included:

- **Bette Amon**, Coeur d’Alene Public Library
- **Brooke Bassett**, Verve 8
- **Erika Grubbs**, Opera Coeur d’Alene
- **Chris Guggemos**, Handshake Productions
- **David Hoatson**, CDA Symphony
- **Bliss Lanier**, CYT North Idaho
- **Laura Little**, Laura Little Theatricals
- **Kristina Phillips**, Coeur d’Alene Youth Orchestra
- **Dr. Stan McDaniel**, Chorale Coeur d’Alene
- **Debi Terracciano**, Le Danse
- **Bria Thompson**, Lokahi Dance
- **Justin VanEaton**, North Idaho College
- **Tracey Vaughan**, Coeur d’Alene Summer Theatre

FACILITIES ORGANIZATIONS CURRENTLY UTILIZE



Concerns Surrounding a New Center

| | | |
|---|---|---|
|  <p>AFFORDABILITY</p> <p>The venue would be too expensive, unrealistic for smaller organizations</p> |  <p>AVAILABILITY</p> <p>Organizations might have difficulty booking the venue</p> |  <p>RESOURCES</p> <p>A state-of-art facility will be difficult to provide for various amenities to differing organizations</p> |
|  <p>SIZE</p> <p>Organization's audience sizes vary so determining a venue capacity would be difficult</p> |  <p>IMPACT</p> <p>There may be unintended consequences, such as hurting existing organizations and venues</p> | <p>OTHER CONCERNS</p> <ul style="list-style-type: none"> • Creative Restrictions • Elderly/Disabled Access • Parking • Sustainability and funding • Support and faculty • Advertising for events |

DISCUSSION POINTS

- Opportunities
- Logistics
- Management
- Funding/Affordability
- New Opportunities

KEY THEMES

- There is a **lack of visibility** for local performing organizations.
- The idea of a community performing arts center was met with **overwhelming support**.
- Questions raised over the logistics of an **outdoor vs. an indoor venue**.

Case Study #1

Thousand Oaks Civil Arts Plaza

Owned by the city? **YES**
 Cost to build? **\$86-million (1994)**

Amenities:

- Two dressing rooms
- Stage lighting
- Sound system
- Hearing-impaired system
- 80-musician capacity orchestra pit
- Green room with kitchenette

1,800

SEATS
 FRED KAVLI THEATRE

394

SEATS
 JANET & RAY SCHERR THEATRE



Case Study #2

Everett Performing Arts Center

Owned by the city? **YES**

City budgets indicate that a General Obligation Fund was utilized in 1993 to fund all or part of the facility.

Amenities:

- Restrooms with showers located off green room
- Green room with kitchenette
- Laundry facilities

512 SEATS
IN AUDITORIUM



Case Study #3

Allen Elizabethan Theatre

Management

The Allen Elizabethan Theatre is managed and supported by the Oregon Shakespeare Festival.

Amenities:

- Stage lighting
- Orchestra seating
- Balcony seating
- Hearing-impaired system
- Concessions

1,198 SEATS
IN HOUSE



Suggested Next Steps

1. Develop a comprehensive list of potential partners
2. Form a steering committee
3. Conduct a feasibility study considering location, size, amenities, management, etc.

Mrs. Kahler shared that there is very strong support from the arts related community for a performing arts center. More work needs to be done on understanding the ideal financial model for such a center, including deriving more information from the case study cities.

- Commissioner Widmyer asked if any one of the participating organizations in the survey expressed a willingness to be the lead non-city related entity in moving this analysis forward. In other words, the city would like a partner from the arts community to help further pursue this potential initiative.
 - Mrs. Kahler shared that no one organization has expressed a desire at this time to take on such a lead role.
- Commissioner Davis, on behalf of the board, thanked Mrs. Kahler and the CDA 2030 organization for taking the lead on this quest; CDA 2030 is a great asset to the CDA community.

6. 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 April Lake and River District financial statements, and the April / May account payables sheet, with the board.

Motion by Commissioner Davis, seconded by Commissioner Widmyer, to approve the April financial statements and the April / May 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) and Ex. Director Berns shared that the Miller-Stauffer design team met for the second and final time with the City’s Design Review Committee re. the proposed parking garage.

The Design Review Committee’s primary input was to try and breakup the facades of the upper parking ramp levels facing the streets with maybe some type of texturing treatment or installation of some type of public art elements, and to provide streetscaping elements that mirror improvements made to Sherman & Lakeside (e.g. street trees). Otherwise, they were very pleased with the proposed parking garage design.

Commissioner Jordan also shared that the Parking Team met on May 16th to continue work on the parking garage design effort.

- Commissioner Widmyer shared that he visited with several Urban Land Institute (ULI) colleagues based out of Boise recently about mixed uses in parking garages. The Boise folks were very supportive of the proposed 3rd street commercial space currently in the design plans for the CDA downtown parking garage.
 - Commissioner Jordan agreed with Commissioner Widmyer’s support of having some level of street activity associated with the garage.
- Commissioner Widmyer shared that the city plans to install security cameras in the parking garage and that the cameras need to be operational on the facility’s opening day. He also shared that he feels it is important to have gates on the proposed garage entrances to minimize potential problems within the facility.
- Commissioner Jordan asked if there is an issue with installing security cameras given that there may be an inadequate fiber feed between the garage location and city hall?
 - Commissioner Widmyer shared that he is not sure if the fiber feed is a critical issue; there might be other technologies that can service the cameras in the garage.
- Commissioners Jordan and Druffel both feel it is important to plan ahead for potential electric car charging stations in the garage by installing conduit infrastructure in strategic locations within the garage for future use.
- Commissioner Hoskins shared that another design issue being evaluated is the creation of secured bicycle storage space within the garage.

7. EXECUTIVE DIRECTOR’S REPORT

Memorial Park: Final Design Concept

*Background: further background on this initiative can be found in the April, 2017 **ignite cda** board meeting minutes.*

Bill Greenwood, City of CDA Parks Director, was welcomed to the meeting to provide an overview of the final concept design for the Memorial Park element of the Four Corner Master Plan. Prior to his overview, Mr. Greenwood first thanked the **ignite cda** board for their long-term support of parks and public space.

Mr. Greenwood shared that following last month’s visit with the **ignite cda** board, he met with Scott Cranston, Phil Boyd and Dell Hatch to consider the

feedback given at the board meeting. The result of that meeting is the concept graphic shown below. Mr. Greenwood shared that he likes how the new concept better addresses the parking solution on the site, rotates the Memorial playfield area, and better aligns the location of the other park amenities within the overall park area.

- Commissioner Druffel asked that at last month’s meeting, it was brought up that realigning Memorial Field might result in a substantial cost for relocating field lighting. Is that the case?
 - Mr. Greenwood shared that after further research, the cost of relocating the lighting structures is estimated at \$28,000 – a very reasonable cost relative to the overall benefit of rotating the play field.
- Commissioner Hoskins asked for the final parking count?
 - Mr. Greenwood shared that 146 spaces will be added via this initiative.
- Commissioner Goodlander shared that she likes the proposed buffer areas. Is the BLM supportive of this concept?
 - Mr. Greenwood – yes.
- Commissioner Davis asked about next steps in the process?
 - Mr. Greenwood shared that he plans to go to bid by the end of May, and break ground July 5th, with project completion scheduled for October, 2017.

Revised Concept



Memorial Park: Financing Agreement with City

Ex. Director Berns discussed the **ignite cda** / City of CDA financing agreement for the Memorial Park project with the board. CDA City Council approved this financing agreement at the May 16, 2017 City Council meeting. Following are key elements of the Memorial Park financing agreement:

- The Agency agrees to pay up to \$1,559,000 for development of the Memorial Park cost elements as depicted in the following table:

Four Corners Companion Projects to the City/County Shared Parking Lot Project
Concept Level Opinions of Cost

| AREA | PROJECT ELEMENT | CONCEPT LEVEL OPINION OF PROJECT COST | Outside Funding | Running Total | NOTES |
|--------------|--|---------------------------------------|---------------------|---------------------|--------------------------------|
| 1 | PLAZA RESTROOM/LANDSCAPE/IRRIGATION/UTILITIES/LIGHTING/SIDEWALKS | \$ 430,000 | \$ (215,000) | \$ 215,000 | LWCF Funding |
| 2 | PICKLEBALL/FUTSAL COURTS/SIDEWALKS/LIGHTING/LANDSCAPING | \$ 202,000 | \$ (200,000) | \$ 217,000 | NIC LWCF Conversion |
| 3 | CENTRAL OPEN SPACE/WARM UP LANDSCAPE/IRRIGATION/SIDEWALKS | \$ 150,000 | | \$ 367,000 | |
| 4 | PLAYGROUND/LANDSCAPE/IRRIGATION/LIGHTING/SIDEWALKS | \$ 234,100 | | \$ 601,100 | City Staff Installs Playground |
| 5 | SKATE PARK | \$ 400,000 | \$ (200,000) | \$ 801,100 | LWCF Funding |
| 6 | N.W. OPEN SPACE LANDSCAPE/IRRIGATION/SIDEWALKS | \$ 180,000 | | \$ 981,100 | |
| 7 | COMMUTER TRAIL - NW SEGEMENT | \$ 38,000 | | \$ 1,019,100 | Base Project |
| 8 | PLAZA PICNIC SHELTER | \$ 150,000 | | \$ 1,169,100 | Add Alternates |
| 9 | MEMORIAL PLAYFIELD GRADING, IRRIGATION/HYDROSEED/FENCING/DUGOUTS | \$ 390,000 | | \$ 1,559,100 | Add Alternates |
| TOTAL | | \$ 2,174,100 | \$ (615,000) | \$ 1,559,100 | |

- An Agency board member, and/or the Agency’s Executive Director, shall be a member of the project implementation team and the Agency shall approve any and all construction draw requests made of the city,
- Agency sign-off will be a prerequisite for disbursement of any funds pursuant to any draw requests,
- The Agency shall have the ability, in its sole discretion, to hire any third-party consultant or expert to oversee the construction of the project, at the Agency’s expense. The city agrees to cooperate or cause its contractor or other party acting on behalf of the city to reasonably cooperate with such third-party consultant or expert,
- Agency will pay directly to the contractor the amount requested under the draw request up to a maximum of the total Agency contribution amount.

Motion by Commissioner Widmyer, seconded by Commissioner Davis to approve the Memorial Park Financing Agreement with the City of CDA as presented, in an amount not to exceed \$1,559,000, also authorizing the Chairman and Executive Director to execute the necessary documents associated with the financing agreement. Motion carried.

N. Park Drive Initiative: Land Exchange Update

Phil Boyd (Welch-Comer Engineers) updated the board on the N. Park Drive land exchange effort with the city of CDA. Mr. Boyd shared that the Garden Avenue vacation has been completed. Mr. Boyd also shared that the lot configuration of lots 9 & 10 as shown on the Memorial Park graphic have been

modified slightly to better fit in with the new park design. Mr. Boyd also shared that each lot will have a designated building envelop. Next steps are to complete the deed exchange between the city and **ignite cda**, and complete the boundary line adjustments.

- Commissioner Goodlander asked if the location of the skateboard park has changed via the new park design?
 - Mr. Boyd shared that yes, the skateboard park has been moved to the east a bit and is now more conveniently located to the main park amenities.
- Commissioner Jordan asked how wide is the alley servicing the lots?
 - Mr. Boyd shared that the alley width is 20 feet.

N. Park Drive Initiative: Subdivision Contract

Phil Boyd (Welch-Comer Engineers) provided an overview of the proposed subdivision contract for the N. Park Drive parcels. The contract proposal is broken down into two tasks:

TASK 1 - PRELIMINARY PLAT

- Meetings and Project Coordination/Management
- Topographic Survey
- Boundary Survey and resolution
- Base Map preparation
- Preliminary Plat Map Preparation
- Preliminary plat submittal and review process

TASK -2 FINAL PLAT

- Set Plat Monuments
- Final Plat Map:
- Final Plat recording

The total proposed fee for both tasks is \$17,100 (\$9,000 for Task 1; \$8,100 for Task 2).

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the Welch-Comer N. Park Drive Subdivision Contract as proposed in an amount not to exceed \$17,100, also authorizing the Chairman and Executive Director to execute the necessary documents associated with the contract. Motion carried.

Midtown Bare Land Parcels: Greenspace Discussion

Ex. Director Berns shared an overview of a proposed greenspace for the Agency bare land parcels in Midtown (see graphic below):



Midtown Project Area: Current Property Footprint

Ignite cda ownership (Red), THC ownership (Blue)

Ex. Director Berns recently discussed this proposed initiative with Bill Greenwood (City Parks & Rec Director). It was suggested that to obtain viable greenspace in this area, installation of an irrigation system along with grass sod would be the best path to take. The estimated cost for this initiative is around \$20,000 which excludes site prep work that the city would perform. Fencing of the area on the alley side is also recommended which would cost approximately \$2,500.

- Commissioner Goodlander shared that she has concerns with this proposal. The Agency acquired this property with the intention of adding energy / vitality to Midtown. She supports moving forward with a building development on this property. She is concerned that once you turn an area into a park (i.e. greenspace), it will always be viewed as a park, and will be very hard to change use (e.g. into a building development).
- Commissioner Widmyer supports the greenspace concept on these lots. He shared it might only be a greenspace for a couple of years, but that might be long enough to have this area more aesthetically pleasing to the Midtown community; he sees it as a good gesture to the Midtown stakeholders.

- Commissioner Davis shared that he also supports the greenspace concept. He feels it will generate some enthusiasm in Midtown.
- Commissioner Chapkis shared that he thinks it is hard to say no to greenspaces.
- Commissioner Jordan shared that the success of current downtown pocket park areas has a lot to do with the help of the Downtown Association. There is no association in Midtown which is a concern. The economy is good right now in CDA so the Agency might want to move forward with a Request For Proposals (FRP) to see what type of economic benefit can be brought to Midtown.
- Commissioner Druffel does not want to see a permanent park on the Agency's bare land lots in Midtown. He does support the idea of temporary greenspace, it would create some positive energy in Midtown.
- Commissioner Goodlander shared once again that once an area is turned into a park, it is very hard to change the land use. She agrees with Commissioner Jordan that a lack of an association in Midtown is a concern, and that the Agency should pursue an RFP while the economy is strong.

Motion by Commissioner Widmyer, seconded by Commissioner Davis, to establish a greenspace, not a designated permanent park, on the Agency owned bare land lots in Midtown, and to move forward seeking RFP's for development of the Agency's non-parking lot Midtown property assets (i.e. bare land lots and the 823 N. 4th Street property [Paris Flea Market building]).

Motion carried.

8. BOARD COMMISSIONER COMMENTS:

Commissioner Hoskins shared that Commissioner Davis is retiring from the **ignite cda** board following the close of the meeting. Commissioner Davis has served 12 years on the board as a commissioner and chairman. All of the board commissioners thanked Commissioner Davis for his years of service to the community.

Commissioner Davis shared that it has been a huge privilege serving on the **ignite cda** board and he sees reminders all around town of what the Agency has achieved. **ignite cda** has been and continues to be extremely instrumental in the success of the community.

Dave Patzer, ex-ignite cda board member, thanked Commissioner Davis for all of his years of service to the community, not only for his years on the ignite cda board, but also for serving with many other organizations in the community.

9. PUBLIC COMMENT:

No public comment was provided.

10. 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 Jordan, seconded by Commissioner Druffel, 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 | Yes | Widmyer | Yes | Druffel | Yes |
| Metts | Yes | Jordan | Yes | Hoskins | Yes |
| Armon | Absent | Davis | Yes | Chapkis | Yes |

Motion carried.

The ignite cda board entered Executive Session at 5:35 p.m. Those present were the ignite cda Board of Commissioners, legal counsel Quade, and Ex. Director Berns. Deliberations were conducted regarding the evaluation of the executive 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 6:03 p.m.

11. ADJOURN

Motion by Commissioner Davis, seconded by Commissioner Druffel, to adjourn. Motion carried.

The ignite cda board meeting adjourned at 6:03 p.m. Minutes prepared and submitted by Ex. Director Berns.