



## BOARD MEETING MINUTES

WEDNESDAY JUNE 21, 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, Metts, Chapkis, Druffel, Armon, Garcia.

**ignite cda** staff present: Berns                      **ignite cda** legal counsel present: Quade

Chairman Hoskins welcomed Sarah Garcia to the **ignite cda** board. Commissioner Garcia was appointed to the board by city council on June 20, 2017 to fill the remaining term of Commissioner Denny Davis who retired from the board in May, 2017.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENT

Greg Johnson – commented on the board's discussion last month re. Midtown initiatives, and how he was not happy with some board member comments re. green space and potential projects. He shared how the Perry District in Spokane would be a good model for Midtown. He also shared that he was excited about the CDA 2030 performing arts center initiative, and hopeful that Midtown might be a desired location for that type of center. He wants to see a successful effort on the agency owned Midtown property down the road, and encouraged the board not to rush into a project. He is also happy with the green space effort underway.

Susie Snedaker – commented that she was involved back in the late 90s when the Lake District was being formed and championed the idea of including the Midtown area within the URD. She shared that many community stakeholders have spent a lot of time and effort re. the future of Midtown, and hopes that the board will keep a focus on Midtown and make it a priority, and will not rush forward with a marginal Midtown project.

#### 4. APPROVAL OF MINUTES

- May 17, 2017 Board Meeting Minutes
- May 25, 2017 Special Call Meeting: City Council Workshop Minutes

**Motion by Commissioner Armon, seconded by Commissioner Widmyer, to approve the May 17, 2017 board meeting minutes. Motion carried.**

**Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve the May 25, 2017 special call / city council workshop meeting minutes. Motion carried.**

#### 5. REPORTS

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

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

**Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve \$2,000 towards the Innovation Collective's 2017 Think Big Festival. Motion carried.**

**Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve the May financial statements and the May / June accounts payables for the Lake & River Districts as presented. Motion carried.**

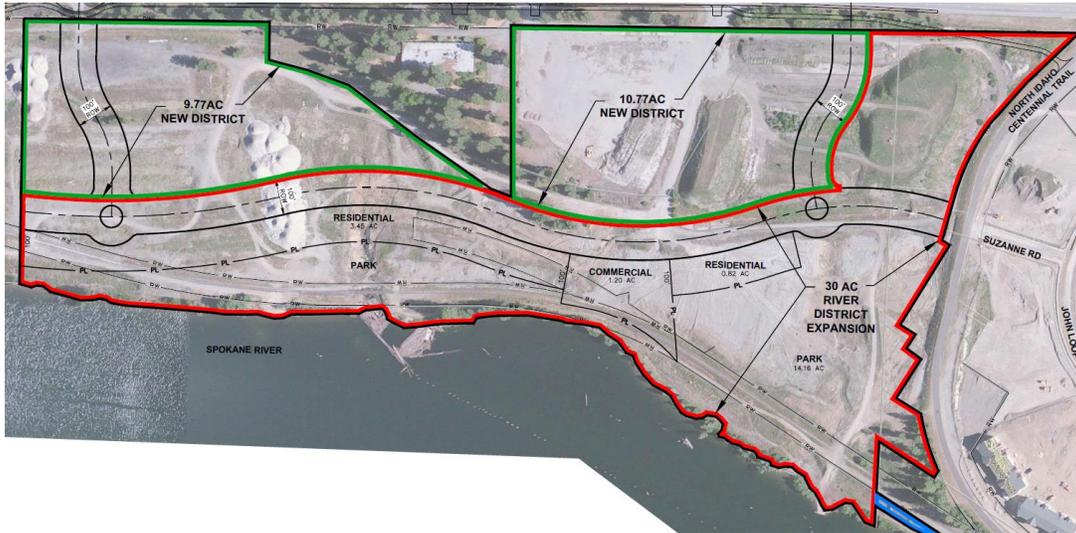
##### Budgeting Discussion

Ex. Director Berns discussed key elements of the preliminary Lake and River District fiscal year 2018 (FY18) budgets with the board, and also discussed an amended fiscal year (FY17) Lake District budget. Draft FY18 Lake and River District budgets will be reviewed by the board at the July board meeting, along with a draft FY17 amended Lake District budget. The board will adopt final FY18 district budgets and a final amended FY17 Lake District budget at the August board meeting.

The River District budget conversation for FY18 is unique this year because the River District is proposed to expand its boundaries to include a portion of

the abandoned Stimson Mill site area located south of Seltice Way along the Spokane River (see graphic below).

Preliminary River District Boundary Expansion Area (red boundary)  
DRAFT Concept



Following are FY18 budgeting items discussed:

River District:

- Creation of a potential new financing note for the expanded River District in FY18,
  - Proposed FY18 draw amount on the expanded River District proposed note for road infrastructure development and possible public space improvements,
  - City acquisition metrics for FY18 re. the City's potential acquisition of the Bad Axe property (a portion of the former Stimson Mill Site) and **ignite cda's** potential partnership in that acquisition initiative.
  - Planning efforts related to the expanded portion (i.e. abandoned Stimson Mill site area) of the River District.
- Commissioner Jordan suggested that the proposed planning budget line item be increased from \$100K to \$200K to make sure sufficient planning funds are in the budget for any potential master planning effort that may materialize in the expanded River District area.

Lake District

- Property divesture strategy in the Lake District for FY18,
- Washington Trust Bank (WTB) 2017 Note draw amount for FY18,

- FY18 proposed expense spending including the downtown parking garage, Memorial Park element of the Four Corner Master Plan, North Idaho Collaborative Education (NICE) facility project & potential renovation of the Memorial Field grandstand.

## B. Parking – Commissioner 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 with the Parking Team recently to discuss the status of the parking garage design effort. The design effort is still on schedule, with construction planned to commence in the fall of 2017.

Commissioner Jordan also shared that the Parking Team and design team have been discussing the possibility of undergrounding the utilities that run overhead in the alley behind the parking garage site. The design team has not included any funds for undergrounding utilities in their project cost estimates to date. Following is an estimate of the cost of relocating the utilities underground in the alley:

• Avista Utilities	\$148,132.63
• Frontier	\$61,048.00
• Charter Communications	<u>\$20,000</u>
• Total Utility Cost +/- 10K	\$229,180.63

Commissioner Jordan sought discussion / direction from the board on the utility undergrounding issue.

- Commissioner Jordan shared that another possibility might be to affix the utilities on the alley side of the garage structure, which if possible, might reduce the costs of relocating the overhead utility lines.
- Commissioner Widmyer shared that he feels the proposed costs for burying the utilities is quite high. His experience has been that you look to underground utility lines in areas that have critical sight lines; he does not think the alley behind the garage has critical sight lines.
- Commissioner Druffel agrees with Commissioner Widmyer and supports further investigation re. Commissioner Jordan’s idea of possibly locating the utilities on the garage structure.

Commissioner Jordan also shared that the design team is evaluating the idea of using un-manned entrance gates (e.g. roll-up gates, or parking gates with

arms that rise) vs. the dispersed “luke” pay station methodology utilized in other city owned parking areas.

Commissioner Jordan also shared that the city’s Parking Commission voted to double (from \$1/hour to \$2/hour) the hourly parking rate at the Independence Point parking lot.

### C. Jobs – Commissioner Widmyer

Commissioner Widmyer shared the following economic / job statistics with the board:

- Boise remains the largest city in Idaho with a population of 223,000. Of the top ten cities in Idaho, Meridian, which is the 2<sup>nd</sup> biggest city, leads the way in growth from 2015 to 2016 of 4.5%. Post Falls is second at 4.1%. Caldwell is 3<sup>rd</sup> at 3.1%, followed by Coeur d’Alene at 2.3%. So, leading the way for growth in Idaho is the Boise Metro area and North Idaho.
- Idaho’s population is forecasted to grow over 250,000 people between 2015 and 2025, for an annual growth rate of 1.4%, nearly three times as high as the national growth rate. Nearly all the new residents will be retirees moving to the state. This should be an indicator of where the increased demand will come from in real estate and services.
- Declining birthrates and relatively low in-migration of families with children into the State will result in the under 15 population declining from 21.7% to 20.5%, and the 65+ population growing from 14.7% to 17.3%. Two-thirds of the population growth is expected in Ada and Canyon Counties in southern Idaho and Kootenai County in the north.
- Regarding the local job market, the consumer services sector (e.g. hotels, restaurants, hair salons) is the fastest growing sector in the area, followed by healthcare, followed by education. Overall, the local area had a total job growth over the last five years of 3,531 jobs; but there is much work to be done on attracting higher paying jobs.

## 6. EXECUTIVE DIRECTOR’S REPORT

### 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 the following land exchange issue with the board:

Kerl Family / City of CDA property issue:

*Background: On August 8, 1922, the Kerl family donated some property to the City of CDA (see graphic below). The Kerl property, along with property*

donated by the United States government by a 1904 Act of Congress, became part of the City's Memorial Field. The United States required that its donated property, formerly a portion of the Fort Sherman military reservation, be used exclusively as a public park. When the Kerl's transferred their property to the City, they included a restriction in the deed which required the City to build and maintain at least two tennis courts on the property. If the City did not build the tennis courts, the property would revert to the Kerl family. Since 1922, the property donated by the Kerl family has been used for park purposes, as specified in the 1904 Act of Congress.

The City contacted Kerl family descendants earlier this year to open a dialogue re. the Kerl family donating the property to the City so that the Memorial Park conceptual plan can be effectuated. The City shared with the Kerl family descendants that an opportunity has presented itself to the City. The local Urban Renewal Agency (**ignite cda**) owns property north of the property donated by the Kerls. **Ignite cda** approached the City with an offer to trade property it owns for City owned property which includes the Kerl property. The **ignite cda** property would be used to expand the existing park as part of a significant on-going improvement plan, while the Kerl property would then be used by **ignite cda** to develop housing to compliment the historic Fort Grounds district of the City.

The City is currently working with the Kerl family descendants on this issue, hoping to have a resolution to this matter soon.



## N. Park Drive Initiative: Subdivision Update

Phil Boyd (Welch-Comer Engineers) updated the board on the subdivision effort re. the N. Park Drive parcels. Mr. Boyd shared that this element of the initiative is ready to go once the Kerl family property issue is resolved.

- Commissioner Jordan asked when would the lots be available for sale?
  - Mr. Boyd shared that he thinks the lots will be available for sale in the November 2017 time frame.
  
- Commissioner Armon asked for a time line re. the Memorial Park project.
  - Mr. Boyd shared that the Memorial Park project is out for bid at this time, and plans are to start construction in mid-July. Mr. Boyd shared that another issue has arisen related to the Memorial Park project that will involve the Seltice Way project. The Seltice Way contractor has run into some unsuitable road building materials on site, causing the need to import suitable road building material. The Memorial Park project has surplus suitable material available that will need to be hauled off for the project, so a plan has been developed to have the Seltice Way contractor remove suitable material from the Memorial Park project area and transport the material to the Seltice Way project area. Since **ignite cda** is the primary funder of both the Seltice Way and Memorial Park projects, this plan will save **ignite cda** between \$140K-\$170K over the two projects.

## Midtown Surface Parking Lots

Ex. Director Berns shared a proposal with the board to slurry seal and stripe the two agency surface parking lots in Midtown (see graphic below: surface parking lots are depicted at the top of the graphic):



Midtown Project Area: Current Property Footprint

Ignite cda ownership (Red)

Ex. Director Berns shared that his initial intent was to evaluate a re-paving effort for the two Midtown lots. As this effort was pursued, it was daylighted that if the Midtown lots were re-paved, the re-paving would trigger the need to install dry wells or grass swales to address the storm water concerns. This new requirement, in addition to the board’s recent decision to pursue development of a Request for Proposals (RFPs) for the Midtown ownership, resulted in the pursuit of the slurry seal option to minimize the short-term investment in the parking lots pending the outcome of the RFP process.

The slurry seal effort, which will last a couple of years, will involve the following elements:

- ✓ clean and prep the lots, then slurry seal the lots,
- ✓ restripe the lots to optimize stall count and meet ADA requirements,
- ✓ place tire bumps in appropriate spaces (which will address the property line issue on the southern boundary of the 839 lot),
- ✓ install one set of removable (to facilitate snow plowing) rubber speed bumps in the 3<sup>rd</sup> Street lot’s drive lane to reduce the speed of folks traveling thru the lots,
- ✓ install necessary handicap parking spaces and signage.

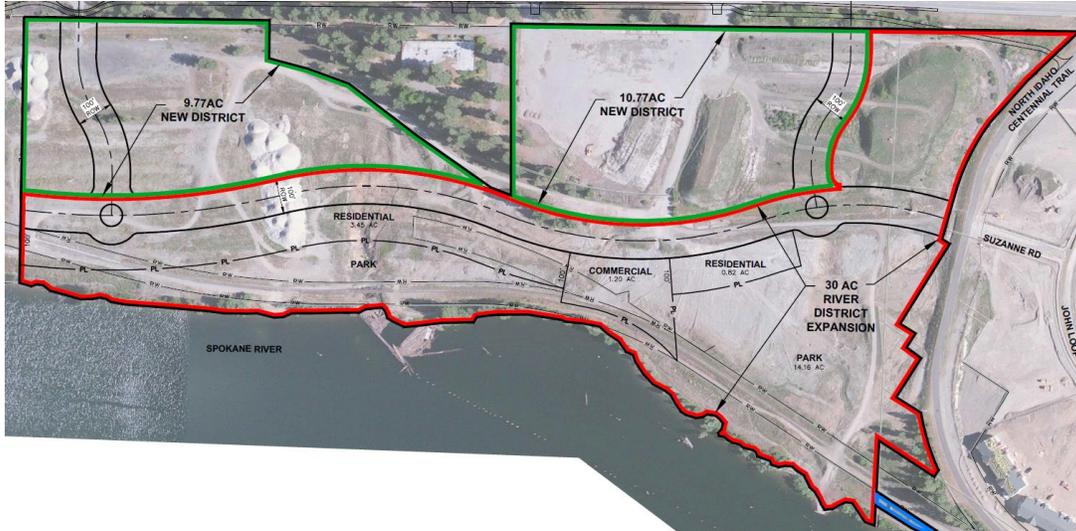
The cost for slurry seal proposal as described above is \$6,461.

**Motion by Commissioner Druffel, seconded by Commissioner Armon, approving the slurry seal proposal for the two Midtown surface parking lots as presented above. Motion carried.**

### River District Expansion / New District Creation

Ex. Director Berns shared with the board that as part of the FY18 budgeting process, he has been working with Welch-Comer on a potential location for the infrastructure network for the expanded River District and new district. The current preliminary concept is shown below:

Preliminary River District Boundary Expansion Area (red boundary)  
DRAFT Concept



Further analysis will occur before a final expanded district boundary is recommended, along with a recommended roadway location.

- Commissioner Jordan asked if such a wide roadway is needed for this site?
  - Mr. Boyd shared that the illustrated roadway network is currently designed as a boulevard type roadway with a large central median. As the graphic shows, this roadway concept is 100 feet wide which leads to an opportunity cost question: is an extra wide roadway design worth the loss of developable land assets. In other words, maybe the roadway width needs to be reduced. Mr. Boyd's opinion is that the roadway width should be reduced to allow for more potential developable area.

### Welch-Comer Professional Due Diligence Services Engagement Pertaining to River District Expansion / New District Creation

Ex. Director Berns and Phil Boyd (Welch-Comer Engineers) shared / discussed the following Welch-Comer due diligence proposal with the board:

## igniteCDA Stimson Due Diligence Scope of Work

### Project Objective

ignite CDA (ignite) in partnership with the City of Coeur d'Alene (City) is considering acquiring the Stimson property, annexing it into the City, expanding the ignite boundaries over all or portions of the property and, potentially, subdividing the property into a variety of lot uses, to be determined, including a park and completing infrastructure and site improvements to make the property more marketable. The City and ignite may also undertake a future detailed masterplan of the property. ignite desires to engage the Engineer to complete tasks outlined below to assist ignite with evaluating the properties existing suitability for development and anticipated infrastructure improvements necessary to serve future uses. ignite and the City intend to use this data to make an informed decision about purchasing and re-developing the property.

### Task 2 Data Review – Hourly with a Budget of \$2,500

Engineer will review existing data from previous due diligence efforts, including soils report(s), environmental studies, site and infrastructure layout to identify potential site risks. Engineer will work with ignite and IDEQ to identify additional investigations and studies that may be necessary to address potential site risks such as environmental (Phase 2 Study), shoreline stabilization, or easement vacations necessary to make the site feasible for development. Engineer will consolidate information into a format that may be provided to potential buyers. Additional investigation and studies are not included in this scope of work.

### Task 3 Conceptual Site and Infrastructure Improvement Plans - Lump Sum \$14,500

Engineer will develop a concept level collector road, water, sewer and storm water infrastructure concept plans. Engineer will coordinate with City utility and Fire Department staff to determine anticipated infrastructure capacity. Engineer will coordinate with dry utilities to determine service availability and potential service corridors. The deliverables will include a concept road and infrastructure plan with preliminary utility sizing.

### Task 4 Opinions of Cost/Pro Forma – Lump Sum \$4,500

Engineer will use concept plans to develop concept level opinions of cost for site improvements, including mass grading (assuming the topographic survey is completed), road and utility improvements. Dry utility improvement costs will be solicited from dry utility providers, such as Avista, Frontier and Time Warner. Engineer will use opinions of cost along with anticipated lot sale values, provided by the City and ignite, to develop a concept level pro-forma.

### Task 5 Additional Tasks – Hourly with a Budget of \$2,500

During the project, ignite may desire the Engineer complete additional tasks not specifically identified above such as developing URD boundary maps or assisting with researching easements that may be removed from the property. This task provides for ignite directed work.

The total proposed fee for this due diligence scope of work engagement is \$24,000.

**Motion by Commissioner Druffel, seconded by Commissioner Jordan, approving the Welch-Comer due diligence service engagement as presented, in an amount not to exceed \$24,000. Motion carried.**

### 7. BOARD COMMISSIONER COMMENTS:

- Commissioner Druffel asked a question re. the parking facility project: given that there will be commercial/retail space located on the 3<sup>rd</sup> Street side of the facility, should there be consideration given to the possibility of creating additional commercial space on the CDA Avenue side of the project where

the potential bus transit area might be located; i.e. should leasable commercial space be created early and possibly converted into bus transit space should that need materialize?

- Commissioner Jordan shared that initial commercial space is a viable possibility in that location, but that type of initial use has not yet been evaluated by city council.
- Commissioner Chapkis asked if the parking facility design team is still planning for space for the Downtown Association's use?
  - Commissioner Jordan shared that yes, space for the Downtown Association's use is still in the design.
- Commissioner Widmyer shared that the recent grand opening of the carousel went very well, with many excited users taking rides. Commissioner Widmyer thanked the board for funding the Memorial Park plaza area that helped to facilitate construction of the carousel building.

#### 8. PUBLIC COMMENT:

No public comment was provided.

#### 9. ADJOURN

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

The **ignite cda** board meeting adjourned at 5:26 p.m. Minutes prepared and submitted by Ex. Director Berns.