



## BOARD MEETING MINUTES

WEDNESDAY AUGUST 16, 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, Armon, Garcia, Goodlander.

**ignite cda** staff present: Berns

**ignite cda** legal counsel present: Quade

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENT

Roger Smith – Friends of the Spokane River Corridor (FSRC) organization. Shared that a grass roots group of citizens formed in 2013 to focus on open space preservation along the Spokane River front. In 2014, the City of CDA formed an Ad-hoc group including these citizens for input on riverfront issues. In 2015, these citizens formed the FSRC organization. FSRC is hopeful that their input re. riverfront preservation / land use issues will help decision makers make wise decisions for land uses along the Spokane River.

Chet Gaede – Friends of the Spokane River Corridor (FSRC) organization. Shared concerns about the different time line horizons that exist in cities: short-term, long-term, financial, political. He shared that the Atlas mill site Spokane River front opportunity is a once and forever opportunity to make wise use decisions for the preservation of this river corridor. He hopes that decision makers will keep the riverfront in the public realm for the long-term benefit of the community.

#### 4. APPROVAL OF MINUTES

- July 19, 2017 Board Meeting Minutes

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis to approve the July 19, 2017 board meeting minutes. Motion carried.**

## 5. **Ignite cda** FISCAL YEAR 2017 LAKE DISTRICT BUDGET AMENDMENT HEARING

Chairman Hoskins called the FY2017 Lake District budget amendment public hearing to order at 4:11 p.m.

Executive Director Berns shared an overview of the amended FY17 Lake District budget. The proposed amended FY17 Lake District budget was reviewed / discussed by the board at the June 21 and July 19, 2017 board meetings. Urban renewal agencies are required to prepare and finalize budgets prior to September 1<sup>st</sup> of each year. Therefore, the **ignite cda** Board reviews draft budgets at the July Board meeting, and authorizes publication of the draft budgets prior to the August Board meeting where a public hearing is held on the proposed budgets.

### **AMENDED Ignite CDA FY2017 Budget**

Line		Original	AMENDED	Original	Original	AMENDED
		Lake District	Lake District	River District	Total	Total
1	<b>Estimated</b> Beginning Fund Balance (10/1/16)	\$ 4,842,359	\$ 5,347,556	\$ 6,555,289	\$ 11,397,648	\$ 11,902,845
2						
3	Revenues					
4	<b>Estimated</b> Tax Increment	\$ 3,946,536	\$ 4,273,770	\$ 1,204,418	\$ 5,150,954	\$ 5,478,188
5	Property Rental Receipts	\$ 127,611	\$ 92,490	\$ -	\$ 127,611	\$ 92,490
6	Int. & Misc. Funds	\$ 4,560	\$ 4,560	\$ 4,680	\$ 9,240	\$ 9,240
7	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -	\$ -
8	<b>Total</b>	\$ 4,078,707	\$ 4,370,820	\$ 1,209,098	\$ 5,287,805	\$ 5,579,918
9						
10	Expenses					
11	Administration	\$ 99,453	\$ 99,453	\$ 99,453	\$ 198,906	\$ 198,906
12	Office Expenses	\$ 4,630	\$ 4,630	\$ 4,630	\$ 9,260	\$ 9,260
13	Travel	\$ 3,250	\$ 3,250	\$ 3,250	\$ 6,500	\$ 6,500
14	Professional Services	\$ 59,130	\$ 159,130	\$ 54,930	\$ 114,060	\$ 214,060
15	Notices	\$ 2,000	\$ 2,000	\$ 1,000	\$ 3,000	\$ 3,000
16	Communications	\$ 2,500	\$ 2,500	\$ 2,500	\$ 5,000	\$ 5,000
17	Insurance	\$ 2,699	\$ 2,699	\$ 2,699	\$ 5,397	\$ 5,398
18	Meetings	\$ 2,550	\$ 2,550	\$ 2,550	\$ 5,100	\$ 5,100
19	Utilities	\$ 12,420	\$ 9,990	\$ -	\$ 12,420	\$ 9,990
20	Property Management	\$ 87,866	\$ 116,047	\$ -	\$ 87,866	\$ 116,047
21	Organization Dues	\$ 3,913	\$ 3,913	\$ 3,913	\$ 7,825	\$ 7,826
22	Miscellaneous	\$ 500	\$ 500	\$ 500	\$ 1,000	\$ 1,000
23	Public Art	\$ 78,931	\$ 85,475	\$ 24,088	\$ 103,019	\$ 109,563
24	Capital Acquisition Expense	\$ -	\$ 750,500	\$ -	\$ -	\$ 750,500
25	Debt: Interest (non-OPA,IRA)	\$ 287,733	\$ 122,106	\$ -	\$ 287,733	\$ 122,106
26	Debt: Principal (non-OPA,IRA)	\$ 1,749,990	\$ 1,779,955	\$ -	\$ 1,749,990	\$ 1,779,955
27	Parking Initiatives	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
28	Planning	\$ 75,000	\$ 610,000	\$ 25,000	\$ 100,000	\$ 635,000
29	Agency Funded Programs	\$ 1,366,250	\$ 895,800	\$ 1,750,000	\$ 3,116,250	\$ 2,645,800
30	Partnership Agreements (OPAs, IRAs)	\$ 83,240	\$ 83,240	\$ 447,264	\$ 530,504	\$ 530,504
31	Midtown Place Making	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
32	Special Project Reserve	\$ 500,000	\$ 250,000	\$ 250,000	\$ 750,000	\$ 500,000
33	<b>Total</b>	\$ 4,437,054	\$ 4,998,738	\$ 2,671,776	\$ 7,108,830	\$ 7,670,514
34						
35	<b>Estimated</b> Ending Fund Balance (9/30/17)	\$ 4,484,012	\$ 4,719,638	\$ 5,092,611	\$ 9,576,623	\$ 9,812,249

Chairman Hoskins asked if there was any public comment re. the proposed FY17 amended Lake District budget. No public comment was provided at the hearing, and no public comment was submitted to the Agency' office prior to the board meeting.

Chairman Hoskins closed the FY2017 Lake District budget amendment public hearing at 4:12 p.m.

- Resolution 17-05: Adoption of Lake District Fiscal Year 2017 Budget Amendment

**Motion by Commissioner Armon, seconded by Commissioner Garcia, to approve Resolution 17-05 adopting the ignite cda FY2017 Lake District Budget Amendment as proposed.**

**Roll Call:**

<b>Goodlander</b>	<b>Yes</b>	<b>Garcia</b>	<b>Yes</b>	<b>Chapkis</b>	<b>Yes</b>
<b>Widmyer</b>	<b>Yes</b>	<b>Metts</b>	<b>Yes</b>	<b>Armon</b>	<b>Yes</b>
<b>Jordan</b>	<b>Yes</b>	<b>Hoskins</b>	<b>Yes</b>		

**Motion carried.**

6. **ignite cda** FISCAL YEAR 2018 BUDGET HEARING

Chairman Hoskins called the FY2018 budget public hearing to order at 4:13 p.m.

Ex. Director Berns shared an overview of the draft FY18 budget with the board (summary table below). The draft FY18 budget was reviewed / discussed by the board at the June 21 and July 19, 2017 board meetings.

<b><u>Ignite CDA</u> FY2018 DRAFT Budget Summary</b>				
Line		<u>Lake District</u>	<u>River District</u>	<u>Total</u>
1	<b><u>Estimated</u></b> Beginning Fund Balance (10/1/17)	\$ 4,985,382	\$ 5,515,411	\$ 10,500,793
2				
3	Revenues			
4	<b><u>Estimated</u></b> Tax Increment	\$ 4,771,949	\$ 1,453,576	\$ 6,225,525
5	Property Rental Receipts	\$ 35,070	\$ -	\$ 35,070
6	Int. & Misc. Funds	\$ 4,380	\$ 4,980	\$ 9,360
7	Note Draws	\$ 7,500,000	\$ 4,000,000	\$ 11,500,000
8	Property Divestitures	\$ 2,425,000	\$ -	\$ 2,425,000
9	Capital Acquisition Financing	\$ -	\$ -	\$ -
10	Total	\$ 14,736,399	\$ 5,458,556	\$ 20,194,955
11				
12	Expenses			
13	Administration	\$ 99,453	\$ 99,453	\$ 198,905
14	Office Expenses	\$ 4,630	\$ 4,630	\$ 9,260
15	Travel	\$ 2,000	\$ 2,000	\$ 4,000
16	Professional Services	\$ 57,130	\$ 60,430	\$ 117,560
17	Notices	\$ 1,500	\$ 1,000	\$ 2,500
18	Communications	\$ 1,250	\$ 1,250	\$ 2,500
19	Insurance	\$ 2,726	\$ 2,726	\$ 5,451
20	Meetings	\$ 2,550	\$ 2,550	\$ 5,100
21	Utilities	\$ 6,900	\$ -	\$ 6,900
22	Property Management	\$ 27,090	\$ -	\$ 27,090
23	Organization Dues	\$ 3,913	\$ 3,913	\$ 7,825
24	Miscellaneous	\$ 500	\$ 500	\$ 1,000
25	Public Art	\$ 95,439	\$ 29,072	\$ 124,511
26	Capital Acquisition Expense	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 152,545	\$ 82,700	\$ 235,245
28	Debt: Principal (non-OPA,IRA)	\$ 4,371,414	\$ 264,800	\$ 4,636,214
29	Parking Initiatives	\$ 10,000	\$ -	\$ 10,000
30	Planning	\$ 100,000	\$ 200,000	\$ 300,000
31	Agency Funded Programs	\$ 9,639,550	\$ 6,810,000	\$ 16,449,550
32	City of CDA - interest on Bad Axe	\$ -	\$ 200,000	\$ 200,000
33	Partnership Agreements (OPAs, IRAs)	\$ 91,068	\$ 559,030	\$ 650,098
34	Midtown Place Making	\$ 5,000	\$ -	\$ 5,000
35	Special Project Reserve	\$ 500,000	\$ 250,000	\$ 750,000
36	Total	\$ 15,174,657	\$ 8,574,052	\$ 23,748,709
37				
38	<b><u>Estimated</u></b> Ending Fund Balance (9/30/18)	\$ 4,547,125	\$ 2,399,915	\$ 6,947,039

Chairman Hoskins asked if there was any public comment re. the proposed FY18 budget. No public comment was provided at the hearing, and no public comment was submitted to the Agency' office prior to the board meeting.

Chairman Hoskins closed the FY2018 budget public hearing at 4:14 p.m.

- Resolution 17-06: Adoption of the Fiscal Year 2018 Budget

**Motion by Commissioner Armon, seconded by Commissioner Goodlander, to approve Resolution 17-06 adopting the ignite cda FY2018 Budget as proposed.**

**Roll Call:**

<b>Goodlander</b>	<b>Yes</b>	<b>Garcia</b>	<b>Yes</b>	<b>Chapkis</b>	<b>Yes</b>
<b>Widmyer</b>	<b>Yes</b>	<b>Metts</b>	<b>Yes</b>	<b>Armon</b>	<b>Yes</b>
<b>Jordan</b>	<b>Yes</b>	<b>Hoskins</b>	<b>Yes</b>		

**Motion carried.**

## 7. REPORTS

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

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

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

Audit Firms: Request for Proposals for Fiscal Year 2017 Audit

Commissioner Armon shared that given the recent change in staffing at Magnuson & McHugh, that it would be prudent to solicit audit proposals from interested firms for the Agency's fiscal year 2017 audit.

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, directing Ex. Director Berns to solicit audit proposals for the Agency's Fiscal Year 2017 audit. Motion carried.**

- B. Parking – Commissioner Jordan

Commissioner Jordan (who serves as the ignite cda representative on the City's Parking Commission) shared that the City has instituted the new license plate reader technology for on street parking management. The City is working through a few startup issues in an effort to perfect the new system.

Commissioner Jordan also shared that the Parking Committee will meet next week to further discuss issues and project timelines associated with the downtown parking garage project. The Miller-Stauffer design team plans to submit for a building permit next week and to go out for construction bids shortly after Labor Day. Commissioner Jordan shared that Ex. Director Berns is soliciting building demolition bids for the three buildings located on the downtown parking garage site, and that the City is working on alternate parking solutions for holders of parking permits on the City's small surface parking lot on the parking garage site – parking on this surface lot will cease at the end of September.

## 8. EXECUTIVE DIRECTOR'S REPORT

### Urban Renewal Plan Discussion

- Draft River District Urban Renewal Plan Amendment (District Expansion)
- Draft Atlas District Urban Renewal Plan

Ex. Director Berns shared a history to date re. the two urban renewal plan initiatives:

- May, 2017: **ignite cda** board approved the Atlas Mill Site Eligibility Report prepared by the Panhandle Area Council, and forwarded the report on to City Council for their review.
- May, 2017: **ignite cda** and City Council workshop where City Council gave the **ignite cda** board approval to proceed with plans to 1) expand the existing River District by the allowable 10% of geographic area, and 2) to create a new district (now referred to as the Atlas District) to encompass the remaining acreage of the Atlas mill site.
- Also in May, an Atlas Mill Site Acquisition Steering Committee was formed to help guide the acquisition / due diligence process. This committee is comprised of the following individuals:

#### City of CDA

Mayor Widmyer  
Councilperson Gookin  
Councilperson Evans  
City Administrator Hammond  
Deputy City Administrator Taylor  
City Attorney Gridley  
City Finance Director Tymesen  
City Planning Director Anderson

#### ignite cda

Chairman Hoskins  
Commissioner Armon  
Legal Counsel Quade  
Ex. Director Berns

#### Facilitator

Phil Boyd (Welch-Comer)

Ex. Director Berns then shared an overview of the two draft urban renewal plans with the board, including a conceptual district design graphic and a conceptual land use design graphic for the Bad Axe property to be acquired by the City of CDA (see graphics below).

### Summary: Draft Expanded (Second Amendment) River District Plan

The Second Amendment (the “Second Amendment”) to the River District Redevelopment Plan (the “Plan”) changes the boundaries to the existing revenue allocation area (the “RAA”) by 1) deannexing a portion of the right-of-way south of Seltice Way vacated by the city of Coeur d’Alene (the “City”) totaling approximately 1.8 acres; and 2) adding approximately 29 acres of the former lumber mill site to the project area.

The overall purposes of these modifications are to remediate a deteriorating area, to remove impediments to development and to create the framework within the project area for the potential development of the following uses: mixed-use, residential, commercial, waterfront commercial and retail areas, cultural centers, medical facilities, educational facilities, multi-purpose athletic facilities, other public facilities and improvements, including, but not limited to streets, streetscapes, water and sewer improvements, parking, community facilities, a public park, pedestrian/bike paths and trails, and riverfront access points and docks.

The deannexation and annexation are accomplished by amending the Plan. Amending the Plan does not extend the duration of the River District, which will terminate on December 31, 2027, with revenues generated in 2027, payable in 2028. Since the Plan was originally adopted pre-July 1, 2016, the Second Amendment does not result in a reset of the base assessment roll values to the current values for the existing River District RAA, although the additional area will have a base value retroactive to January 2017.

Currently there are no limitations on the number of deannexations for an urban renewal district; however, post-2011, the Agency may only add area to a RAA one time, and the area to be added cannot exceed 10% of the existing RAA, and it must be contiguous to the existing RAA. According to the calculations prepared by Welch-Comer, approximately 29 acres may be added to the River District RAA.

Further, the combined base assessment rolls of the existing and proposed RAAs, including the proposed additional area cannot exceed 10% of the current assessed valuation of all taxable property within the City. Based on information obtained from the Kootenai County Assessor’s Office, the combined base assessment rolls of all existing and proposed RAAs do not exceed 10% of the current assessed values of the City.

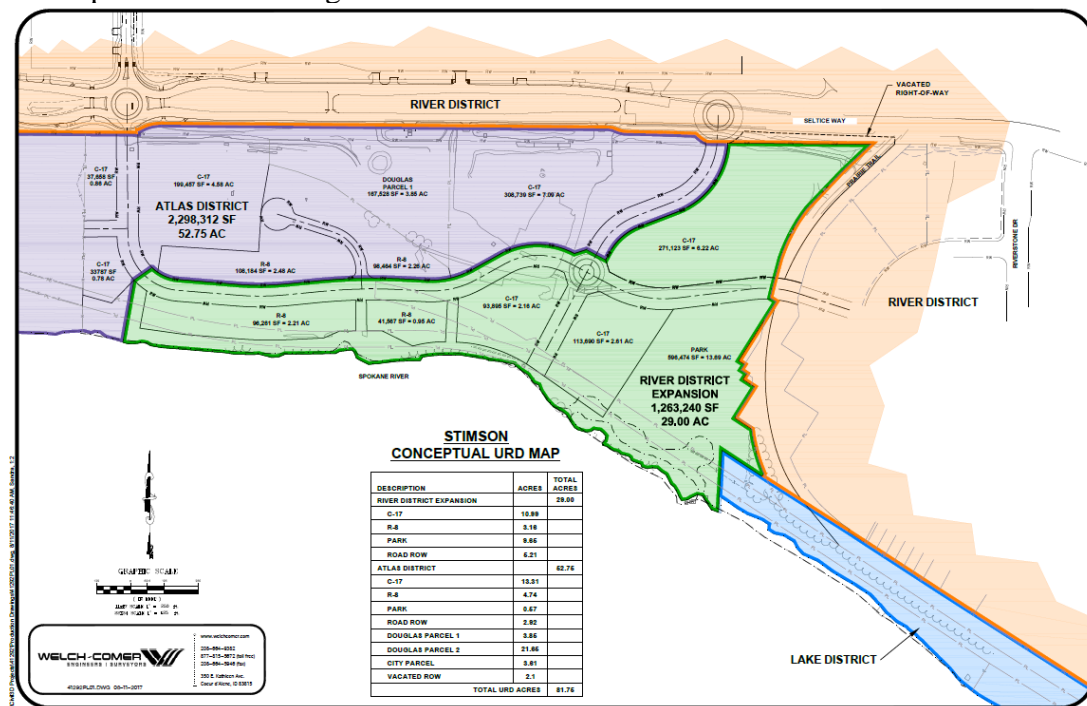
### Summary: Draft Atlas District Plan

The Atlas District Plan (“Plan”) proposes a new RAA including approximately 53 acres located south of Seltice Way and to the west of the area to be added to the River District. Similar to the expanded River District

plan, the overall purposes of the Atlas District Plan are to remediate a deteriorating area, to remove impediments to development and to create the framework within the project area for the potential development of the following uses: mixed-use, residential, commercial, waterfront commercial and retail areas, cultural centers, medical facilities, educational facilities, multi-purpose athletic facilities, other public facilities and improvements, including, but not limited to streets, streetscapes, water and sewer improvements, parking, community facilities, parks, pedestrian/bike paths and trails, and riverfront access points and docks.

The Atlas District Plan has a duration of twenty (20) years with a termination date of December 31, 2037, with revenues generated in 2037, payable in 2038. As this is a post-July 2016 RAA, any modification to the Atlas District Plan by City Council ordinance results in a resetting of the base assessment roll values to the current year's values in the year following the modification, subject to certain limited exceptions as per Idaho Code.

### Conceptual District Design - East





STIMSON  
CONCEPTUAL URD MAP

**STIMSON FINANCIAL MODEL  
CONCEPTUAL LAND USE MAP**

DESCRIPTION	ACRES	VACATED	LAND	BLA	TOTAL
C-17	24.90	1.79	0.81	26.90	
R-4	7.91	0.90	0.00	7.91	
PARK	10.88	0.00	1.00	14.88	
ROAD ROW	8.14	0.00	0.00	8.14	
TOTAL ACRES	64.64	1.79	2.10	67.85	

THE CITY / IKNITE CDA CURRENTLY OWNS 41-49.93 ACRES  
OF THE TOTAL PROJECT AREA OF 57.93 ACRES  
48 ACRES OF THE 57.93 ACRES IS BEING CONSIDERED  
FOR ACQUISITION BY THE CITY / IKNITE CDA.

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over the years, will be used in the forecast models to determine anticipated tax increment revenues. A significant expense for both plans will be the proposed acquisition of City owned real property, including the former BNSF railroad right-of-way property. In addition to tax increment revenues, the Agency anticipates revenue from the sale of developable parcels to qualified purchasers. Expenditures for public improvements, include, but are not limited to the costs to construct new public roadways, water and sewer improvements, environmental remediation, site preparation, site grading, streetscaping, lighting, installation of fiber, development of parks, trails, waterfront access, docks, parking, open space and possible multi-purpose facilities.

Further updating to these draft plans will occur over the next month, with final versions of the plans being presented to the **ignite cda** board at the September 2017 board meeting. Following board approval of the plans in September, the plans will be sent to the City for their review / approval process. The anticipated timeline for final plan approval by City Council is December, 2017.

#### Kushlan Consulting Contract

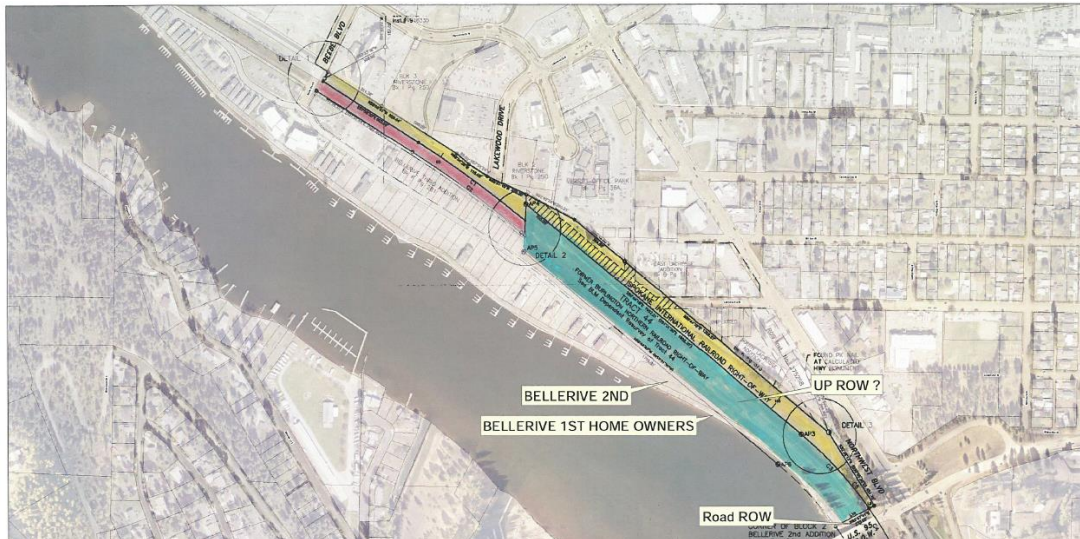
Ex. Director Berns shared that he would like to engage the services of Kushlan Consulting to provide a third party review of the economic forecast models associated with the expanded River District and new Atlas District plans. Phil Kushlan is the past Executive Director of Boise's Capital City Development Corporation – Boise's urban renewal agency. Mr. Kushlan possesses decades of experience in urban renewal plan development and financial forecasting. Mr. Kushlan's fee for consulting services is for an amount not to exceed \$5,000.

**Motion by Commissioner Armon, seconded by Commissioner Widmyer, authorizing the contract with Kushlan Consulting as proposed, with a consulting fee not to exceed \$5,000. Motion carried.**

#### Surplus Property Discussion: Railroad r-o-w Property Located East of Beebe Boulevard

Ex. Director Berns discussed with the board the issue of declaring the Agency owned railroad right of way located east of Beebe Boulevard in the Riverstone development surplus, and thus available for sale. The graphic below depicts the property ownership in the area: **ignite cda** owned property is shaded red; Union Pacific [UP] railroad property is shaded yellow; area controlled by the Bureau of Land Management [BLM] is shaded blue.

This Agency owned railroad right of way property was acquired several years ago as part of the much larger Burlington Northern Santa Fe (BNSF) railroad right of way purchase extending from the Riverstone area out to the west end of the Mill River development. This section of railroad right of way east of Beebe Boulevard is currently creating zero value for the Agency.



An appraisal was performed on this portion of Agency owned railroad property in March of 2017. The value of the Agency owned property depicted in red “as is” was appraised at \$320K. The value of the Agency owned property combined with the adjacent UP property was appraised at \$600K. The Agency is aware that a local developer is pursuing acquisition of the UP property.

Past environmental due diligence efforts on the Agency owned property identified potential issues associated with the surface area of the railroad right of way. If the board should choose to sell this right of way property, a proactive course of action prior to sale would be to remove, transport and incorporate this surface area material into the Agency’s Seltice Way revitalization project; thus addressing any potential environmental concerns with the site. A conservative cost estimate to relocate the surface area material to the Seltice Way project area is approximately \$95K +/- . However, the net estimated cost to the Agency for relocating the surface material from this site is \$45K +/- since the Seltice Way road project needs to acquire \$50K in additional fill material.

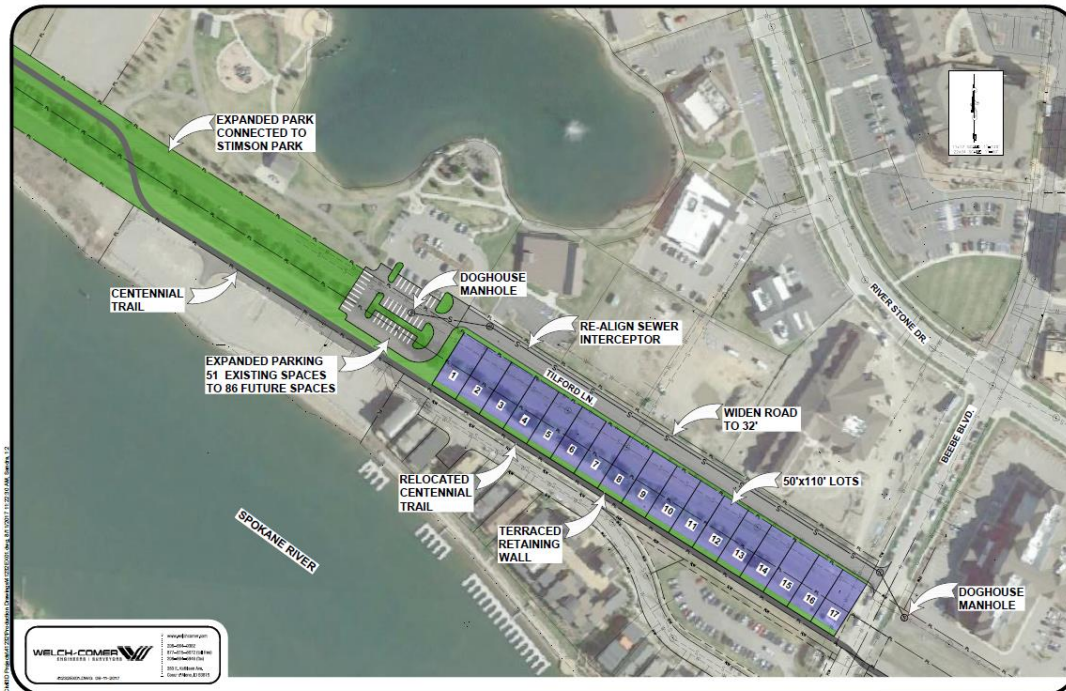
As for process, if this Agency owned railroad right of way property is declared surplus by the board, then the board would set a base (i.e. minimum) sale price for the property asset then advertise the property for sale seeking sealed bids from interested purchasers for the property. Sealed bids received for the property would be opened during an **ignite cda** board meeting.

**Motion by Commissioner Goodlander, seconded by Commissioner Armon, declaring the Agency owned railroad right of way located east of Beebe Boulevard surplus, setting a minimum sale price for the property at \$320,000, directing the Ex. Director to remediate the potential surface area environmental issue as proposed, directing the Ex. Director to initiate the process for disposition of the property. Motion carried.**

Land Exchange Proposal: City's Tilford Lane Property & Agency's Young Avenue Property

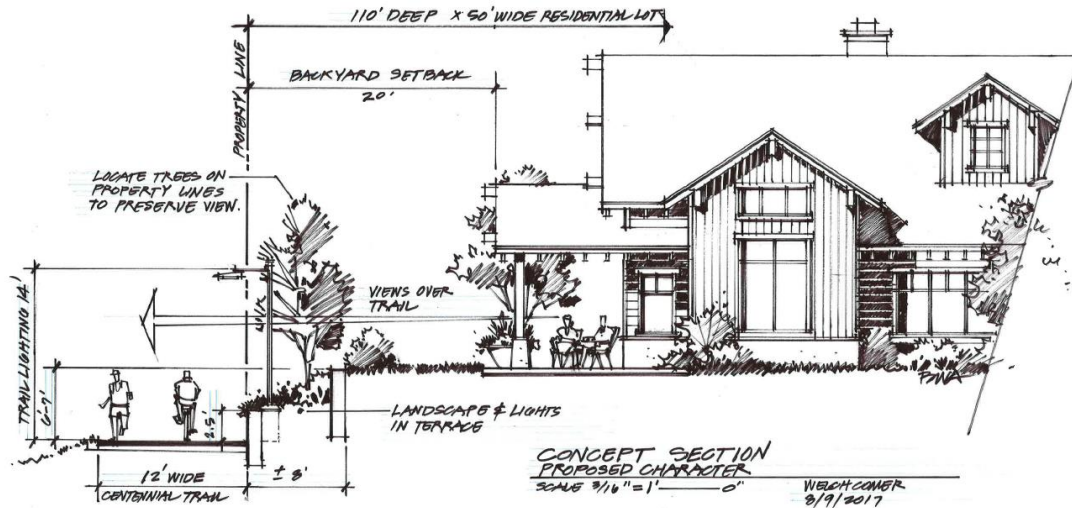
Ex. Director Berns shared that City leadership has proposed a potential trade initiative involving Agency owned property located on Young Avenue south of City Hall for City owned property adjacent to Tilford Lane in Riverstone (see Tilford Lane area graphic below). The City's proposal would involve trading their 60 foot right of way (r-o-w) located just south of Tilford Lane to the Agency so that the Agency could combine the City's 60 feet of r-o-w with the Agency owned 60 feet of r-o-w also south of Tilford Lane to create 17 developable residential parcels. This proposed trade would require the widening of Tilford Lane and the relocation of the Prairie Trail to the southern edge of the Agency's property (see conceptual cross section graphic below). The conceptual graphic also depicts other possible improvements that could be made to the Riverstone Park parking area, as well as additional public space (shaded in green) that could be created to the west of the Tilford Lane project that would blend with the proposed public improvements for the Atlas mill site area.

Tilford Lane Trade Initiative: Area Graphic





## Tilford Lane Trade Initiative: Cross Section Graphic



As for the value proposition, the Agency owned property located on Young Avenue south of City Hall was appraised recently at \$960K. Preliminary net revenue estimates (i.e. residential lot sales minus development costs) prepared by Welch-Comer for the proposed Tilford Lane trade initiative show a net revenue value of approximately \$1.0 million, making the proposed trade a fairly close net value for value proposition from the Agency's perspective.

Proforma				
ignite CDA Tilford Lane Properties				
Land Sales Revenue				
Lots	# Lots	vg. Price/Lot	Revenue	Total
Tilford Lane	17	\$ 165,000	\$ 2,805,000	
<b>Project Total Sales</b>	<b>17</b>			<b>\$ 2,805,000</b>
Expenditures				
		Land Cost	\$	-
Development Costs				
Site Development (includes relocating Centennial Trail and Sewer Interceptor)		\$	1,678,000	
Power		\$	30,000	
Teledata/network		\$	15,000	
City Project Review and Land Trade Assistance		\$	7,500	
Entitlement and Subdivision		\$	45,000	
Total Development Costs		\$	1,775,500	
		Development Cost Subtotal	\$	1,775,500
		Total Expenditures	\$	1,775,500
		Profit	\$	1,029,500

1. Proforma is based on a concept plan. Additional site and environmental analysis is necessary to develop a more accurate proforma.

The next step for this initiative, should the board be agreeable to pursuing this proposed trade, would be to further refine / pursue development costs, projected

revenues and due diligence issues associated with the initiative. A fee proposal from Welch-Comer to develop these refined cost/revenue values and to pursue due diligence issues is \$22,500 broken down in the following four tasks:

Task 1 – Topographic Survey, Preliminary Boundary and Site Layout and Grading:

- Engineer will complete a topographic survey of the ignite and City parcels, Tilford Lane and a portion of Beebe Boulevard.
- Utilizing available record data, Engineer will prepare a preliminary boundary map.
- Engineer will develop a conceptual site layout and grading plan utilizing terraced retaining walls to provide a generally flat site from Tilford Lane southward to the terraced walls.

Task 2 – Preliminary Infrastructure Improvement Plans:

- Engineer will:
  - Develop water, sewer and storm water infrastructure preliminary plans.
  - Develop a Centennial Trail re-route option including landscaping and lighting configuration. Meet with NICTF to review and refine the re-route option.
  - Coordinate with City Departments to determine anticipated infrastructure capacity and infrastructure feasibility.
  - Coordinate with dry utilities to determine service availability.
  - Deliverables will include scaled preliminary plans.

Task 3 – Opinions of Cost/Pro Forma Services:

- Engineer will:
  - Use preliminary plans to develop opinions of cost for site improvements, including the retaining wall, grading, road, utility and lighting improvements.
  - Dry utility improvement costs will be solicited from dry utility providers, such as Avista, Frontier and Time Warner.
  - Use opinions of cost along with anticipated lot sale values, provided by the City and ignite, to develop a concept level pro-forma.

Task 4 - Additional Tasks:

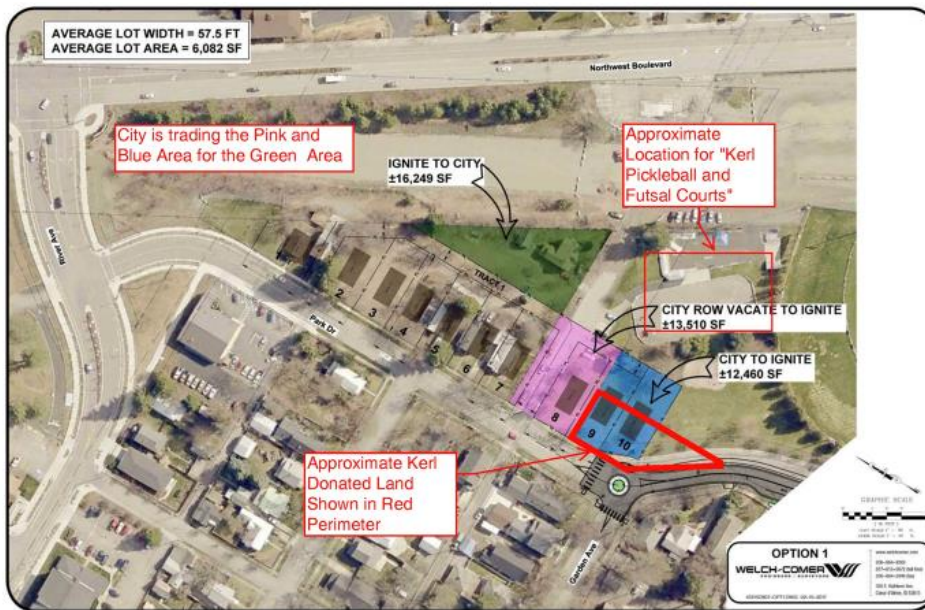
- Engineer will complete additional tasks not specifically identified above such as providing soils testing, environmental evaluations, legal descriptions for City-ignite land trades, and coordinating with the City departments (such as Planning) beyond the scope outlined above or assisting with other property research. This task provides for ignite directed work of this type.

- All of the Commissioners thought this trade proposal would result in a win-win solution re. Agency owned property assets: i.e. the Agency's Young Avenue property would remain in the public realm, and the Agency owned railroad right-of-way property along Tilford Lane would be developed into an asset that would create long-term value for the community.
- Commissioner Jordan asked if this proposed trade initiative has been reviewed / approved by City Council?
  - Commissioner Widmyer shared that he feels the Council is supportive of this trade, but that this trade initiative should be run by Council prior to the board committing to the \$22,500 Welch-Comer contract proposal.

**Motion by Commissioner Jordan, seconded by Commissioner Armon, directing the Ex. Director to pursue work on the proposed Tilford Lane trade initiative, also authorizing the proposed Welch-Comer engagement for further cost / revenue refinement in the amount of \$22,500 following City Council approval of the proposed trade concept. Motion carried.**

## N. Park Drive Subdivision Initiative: Update

Phil Boyd (Welch-Comer Engineers) updated the board on the subdivision effort re. the N. Park Drive parcels. Mr. Boyd shared that the Kerl family has agreed to a waiver which will remove all encumbrances associated with the property donated to the City of CDA by their family decades ago – the donated property is identified by the red line area in the graphic below. As part of the waiver agreement, the Kerl family would like a plaque placed in the area commemorating the donation of the property to the City of CDA by their family. Mr. Boyd will move ahead with a ten-lot subdivision plan.



## ICRMP Insurance Policy: Terrorism Insurance Coverage

Executive Director Berns shared that **ignite cda**, at the recommendation of **ignite cda's** insurance agent, should once again decline Idaho Counties Risk Management Program's (ICRMP) annual offer for additional terrorism insurance coverage per the Terrorism Risk Insurance Act; additional coverage for **ignite cda** would cost \$5,000 per year. ICRMP is required to offer its policy holders this additional terrorism coverage if so desired. ICRMP carries \$50 million in terrorism insurance for its clients in its standard policy which **ignite cda** deems appropriate coverage.

**Motion by Commissioner Armon, seconded by Commissioner Widmyer, declining the additional terrorism policy coverage offered by ICRMP. Motion carried.**

## 9. BOARD COMMISSIONER COMMENTS:

Commissioner Widmyer shared that City of CDA Administrator Jim Hammond will be retiring at the end of this calendar year.

Commissioner Armon thanked Commissioner Widmyer and City leadership for their proposed Tilford Lane / Young Avenue property trade. He feels this trade proposal is very creative, and offers a win-win scenario for the community.

- Commissioner Widmyer appreciated the acknowledgement and shared that this idea would not have materialized without the help and input of Phil Boyd, President of Welch-Comer Engineering.

## 10. PUBLIC COMMENT:

Dennis Cunningham – Active West, Inc. Mr. Cunningham shared with the board a summary of the Active West business model. Their model focuses on the development of urban infill residential projects south of Interstate 90. Active West is very focused on this part of the City to help create vibrant housing opportunities. He identified several Active West projects (Circuit @ Seltice, Riverstone area projects) and shared that Active West is the company that has the Union Pacific property in the Belle Rive area under contract. He is looking forward to the possible opportunity of working with **ignite cda** on future value adding projects.

## 11. ADJOURN

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

The **ignite cda** board meeting adjourned at 5:38 p.m. Minutes prepared and submitted by Ex. Director Berns.