



## BOARD MEETING MINUTES

WEDNESDAY MARCH 21, 2018 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, Chapkis, Armon, Garcia, English, Metts, Goodlander.

**ignite cda** staff present: Berns

**ignite cda** legal counsel present: Quade

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENT: No public comment provided.

#### 4. APPROVAL OF MINUTES

- February 21, 2018 Board Meeting Minutes

**Motion by Commissioner Chapkis, seconded by Commissioner Goodlander, to approve the February 21, 2018 board meeting minutes. Motion carried.**

#### 5. REPORTS

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

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

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

- Parking – Commissioner Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) had no report to share re. activities of the City’s Parking Commission.

Parking Garage Project Update: Commissioner Jordan and Ex. Director Berns shared that the contractor has completed perimeter foundation footings for the building and has begun construction of the center line footing and the eastern line building walls. Project completion is estimated to be in early September 2018.

## 6. EXECUTIVE DIRECTOR’S REPORT

### Midtown adhoc Committee Discussion

Commissioner Garcia shared that the adhoc committee met and continued discussions involving the Agency owned 4<sup>th</sup> Street greenspace lots and the 823 N. 4<sup>th</sup> Street parcel (collectively the “Property”). Commissioner Garcia shared that the committee discussed the need for a Midtown parking study that would encompass the following geographic area: length of study area from Foster Avenue to Harrison Avenue; width of study area from 3<sup>rd</sup> Street to 5<sup>th</sup> Street. The intent of the Midtown parking study would be to gain an understanding if parking issues are inhibiting growth opportunities in this portion of Midtown, and if so, what possible strategies could be employed to overcome these parking issues. Another concern is if there are parking issues identified in Midtown, the Agency needs to be mindful of further compounding any parking problems with a new development on the Property. Preliminary conversations with the Rich & Associates consultant firm (the same firm that recently updated the downtown CDA parking study) indicated that a study of this nature would cost approximately \$8,500.

**Motion by Commissioner Goodlander, seconded by Commissioner Armon, to approve an amount not to exceed \$8,500 for a Midtown parking study to be performed by the Rich & Associates consulting firm. Motion carried.**

### N. Park Drive Lots: adhoc Committee Discussion

Commissioner Jordan shared that the committee met to discuss possible strategies for divesting the remaining five lots on N. Park Drive. Following is a list of the three strategies discussed:

- 1) *Auction Strategy:* Initiate another public auction for the remaining lots;
- 2) *Discount Real Estate Broker Strategy:* Increase the price of each remaining lot to \$235,300 – a value derived from the non-weighted

average price of the four bids received via the prior auction process, and employ a discount real estate broker to list the lots for a fixed fee per lot on the Kootenai County MLS, sharing that the Agency is willing to offer a 3% sales commission. Selection of a discount broker would be based on fees charged and recent sales history. Offers would be directed to the discount broker who would share the offers with the board chairman and Ex. Director for consideration. If an acceptable and viable offer is received, a conference call would be set up with the board seeking board approval to enter into a contract for said offer. Possible viable discount brokers based on preliminary committee research:

- Congress Realty, Inc. - 9 local sales closed in the last year; 7 homes (\$235,000 to \$1,050,000), and 2 lot sales (\$220,000 to \$225,000). Fee structure: \$299 flat fee for 6 months and can cancel at any time.
- Lowes Flat Fee Realty - 17 local sales closed in the last year; 15 homes (\$175,000 to \$731,000) and 2 lot sales (\$145,000 each). Fee structure: \$299 flat fee for 6 months with up to 10 photos; \$399 for one year and 25 photos, can cancel at any time.
- Mountain Blue Bird Realty – 6 local sales closed in the last year; all homes (\$200,000 to \$469,000). No lot sales. Fee structure: charges 1/2 % listing fee with a 6-month term engagement. Does not get paid unless the property sells. Seems to offer a higher level of service than the flat fee companies. A negative - if engagement is cancelled prior to 6 months, or we change companies, Bluebird is still owed the 1/2 %.

- 3) *Local Real Estate Agent/Broker Strategy*: Same basic strategy as number two above but instead of a discount broker, utilize a local real estate agent/broker that would be selected through a Request for Qualification process. Qualifications would need to be defined and scoring criteria for qualifications would need to be developed. Could be a time intensive process. The sales commission percentage would most likely be increased, possibly to 6%.

Board discussion ensued regarding the three strategies and next steps.

- Commissioner English asked if the three discount brokers mentioned are local?
  - Commissioner Jordan shared that Lowes is Boise-based, and that Congress and Bluebird are based in California. Proceeding with this strategy would send a small flat fee amount out of the area, but a 3% sales commission would stay in the local community.

**Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, authorizing the implementation of strategy number two as outlined and discussed, selecting Lowes Realty as the discount**

broker firm to utilize, listing two of the remaining five lots with Lowes Realty with the following sales criteria:

- Lot 5 – minimum acceptable offer of \$249,300
- Lot 6 – minimum acceptable offer of \$235,300

also giving the Ex. Director the authority to review offers and bring viable offers forward to the board for consideration. Motion carried.

Property Transfer to City of CDA: Jameson/Library Property

*Background: ignite cda partnered with the CDA Public Library Foundation (“Foundation”) on the purchase of property located on Front Avenue in 2001 to help facilitate the creation of a downtown CDA public library. The Foundation deeded their interest in the property to the Agency in two phases (in 2001 and in 2007). The Agency financed the acquisition of the property via a conventional loan with Washington Trust Bank and has waited to transfer this property to the City of CDA until the loan was paid off. The loan payoff occurred on March 1, 2018. A graphic depicting the Agency’s property ownership prior to the construction of the CDA Public Library follows.*



**CDA Public Library**

Library Footprint = **Blue**; ignite cda Ownership = **Red**



**Motion by Commissioner Goodlander, seconded by Commissioner Widmyer, to approve the transfer of the Agency’s Jameson/Library property via a quitclaim deed to the City of CDA. Motion carried.**

## Memorial Grandstand: Architects West Design/Administration Proposal

*Background: The City of CDA issued a Request for Qualifications (RFQ) for the design element of the reconstruction / remodeling effort involving the Memorial Field grandstand based on the Memorial Field Grandstand Structural Analysis / Feasibility Study conducted by Miller Stauffer Architects in April of 2017. The following two architect firms submitted qualification packets: Miller Stauffer Architects and Architects West. Architects West was selected by the City.*

Bill Greenwood (City of CDA Parks & Rec Director) and Jon Mueller (Architects West: “AW”) visited with the board. Mr. Mueller shared a presentation with the board re. AW’s approach to the grandstand project. Following are key slides of the presentation.

### Design Scope

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- **Programming / Concept Design**
  - Measuring and Modelling Existing Building – **Done!**
  - Program Clarification
  - Meet with City Building Official
  - Present initial Design to Parks Department
  - Finalize Design Concept
  - Present to Parks Board, Ignite Board, City Council, for approval
- **Construction Documents**
  - Measuring and Modelling Existing Building – Done!
  - Program Clarification
  - Meet with City Building Official
  - Present initial Design to Parks Department
  - Finalize Design Concept
  - Present to Parks Board, Ignite Board, City Council, for approval

### Bidding / Construction Scope

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- **Bid Phase Assistance**
  - Issuance of any Addenda
  - RFI responses
  - Bid Document Clarifications
  - Bid Evaluation and Recommendation
- **Construction Administration**
  - Submittal Review
  - RFI Responses
  - Miscellaneous clarifications
  - Regular meetings
  - Project Closeout
  - Warranty Services

# Project Budget

1 Preliminary Budget Range		Approx. %	Estimates
	Construction		\$788,000
	Sales Tax	6%	\$23,640.00
	Construction Contingency	5%	\$39,400
	<b>Building and Site Construction Budget</b>		<b>\$851,040</b>
2 Professional Fees		Approx. %	
	<b>Total Estimated Professional Fee Budget</b>	<b>8%</b>	<b>\$68,083</b>
4 Miscellaneous Items and Services:			
	Permit		\$7,600
	Special Inspection		\$6,000
	Geotechnical Investigation		\$0
	Topographical Survey		\$0
	Basic Commissioning		\$0
	Reimbursable Expenses (Printing, etc.)	2%	\$1,361.66
	Owners Soft Cost Contingency	10%	\$6,808
	<b>Total Estimated Miscellaneous</b>		<b>\$21,770</b>
3 Furnishings, Fixtures & Equipment (FF&E) Budget			
	<b>Total Estimated FFE Budget</b>	<b>2%</b>	<b>\$17,021</b>
4 Budget Estimate Summary			
<b>GRAND TOTAL PROJECT BUDGET ESTIMATE</b>			<b>\$957,914</b>



## Schedule

Activity Name	2018										2019		
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
<b>Design</b>	█												
<b>Bidding</b>				█									
<b>Construction</b>					█								
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	

Mr. Mueller shared the following comments:

- AW’s \$68,083 fee proposal includes services to be provided for all four phases of the project.
  - The proposed schedule allows long lead times for the successful construction firm bidder to acquire materials that may be less expensive when delivered after Labor Day.
  - Schedule targets the intensive project work to begin after Labor Day to avoid the summer tourist season and traffic/pedestrian congestion.
  - Most of the reconstruction work will be accomplished by December 2018.
- Commissioner Metts asked if the proposed budget allows for the project being bid in the “high” summer season when contractors are busy?

- Mr. Mueller shared that yes, AW is confident that the budget addresses this proposed schedule.
- Commissioner Widmyer shared that North Idaho College (NIC) is a partner on this project, and they need to be included in the process.
  - Mr. Mueller shared that a representative from NIC will be included in the process.

**Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the Architects West design proposal as presented in an amount not to exceed \$68,083. Motion carried.**

### Atlas Mill Site Project

#### *ignite cda / City of CDA Cooperative Funding Agreement*

*Background: at the February 21, 2018 board meeting, the board authorized the creation of a cooperative funding agreement between **ignite cda** and the City of CDA in the amount of \$155,000 pertaining to engineering and planning services to be provided by Welch-Comer Engineers on the Atlas Mill Site. The agreement would have **ignite cda** paying Welch-Comer Engineers for the \$155,000 of engineering services, with the City reimbursing **ignite cda** the \$155,000.*

Ex. Director Berns and legal counsel Quade discussed a City of CDA / **ignite cda** cooperative funding agreement with the board, in the amount of \$155,000, for Atlas Mill site project related engineering and planning services expenditures.

**Motion by Commissioner Armon, seconded by Commissioner Widmyer, approving the cooperative funding agreement between **ignite cda** and the City of CDA in the amount of \$155,000, pertaining to engineering and planning services to be provided by Welch-Comer Engineers on the Atlas Mill Site, wherein **ignite cda** would pay Welch-Comer for said engineering services in an amount not to exceed \$155,000, with the City of CDA reimbursing **ignite cda** for expended funds not to exceed \$155,000. Motion carried.**

#### *Welch-Comer Contract Modification – Additional Public Meeting*

Following the public response/energy of the February 7 Atlas Mill site stakeholder meeting, it was felt that another public meeting was needed in March prior to a public meeting and City Council / **ignite cda** workshop planned for April. Thus, a March 22 public meeting was scheduled. This March 22 meeting was not in the original Welch-Comer contract. The additional cost for the Welch/Comer team for this March meeting is \$3,400.

**Motion by Commissioner Metts, seconded by Commissioner Chapkis, agreeing to modify the existing Welch-Comer Atlas Mill Site contract in the amount of \$3,400 for an additional public meeting on March 22, 2018. Motion carried.**

Initiative Updates

➤ Performing Arts Center Feasibility Study: Update

Chicago-based HVS Convention, Sports & Entertainment Facilities Consulting (“HVS”) is scheduled to have an update conference call with project sponsors the week of March 26. HVS will share interim results and observations during that call. Topics will include a CDA market assessment, industry and participation trends, results from interviews and questionnaires, and comparable facility analysis. HVS will also discuss some initial thoughts on programming recommendations and discuss their next steps involving potential site analysis.

➤ Atlas Mill Site Planning Project: Update

The mill site planning effort is proceeding. The first milestone element of the planning effort was the February 7, 2018 CDA 2030 / City of CDA led community input session. The Welch-Comer consultant team has incorporated the input received at that community session into their planning efforts. The next public input session will be held on March 22 from 5:30-7:00 pm at the Frontier Ice Arena.

➤ Memorial Park: Update

Spring work has commenced on the site. Cameron Reilly is currently prepping for concrete hardscape. Landscape crews have started installation of irrigation within the parking lot islands before landscaping the trail slopes and the NW Blvd entrance. The dugout and backstop fencing is being installed, along with miscellaneous electrical items including the plaza lighting. Cameron Reilly plans to pave the parking lot mid-April to meet the May 15<sup>th</sup> substantial completion date. Restroom facility construction is set to begin April 1<sup>st</sup>. Construction of the skate park element of the Memorial Park project is still scheduled to begin in May with project completion targeted for July.

➤ Seltice Way Road Revitalization: Update

The contractor is planning to start the final phase of the project within the next two weeks. The primary work tasks remaining on Seltice Way are: second lift of paving, remaining illumination, landscaping / irrigation and minor concrete / road repair.

➤ Railroad Right of Way Surplus Property Sale: Update

On March 12, 2018 the Agency executed a Purchase and Sale Agreement (PSA) with Active West for the Agency’s right of way property located east of Beebe Boulevard in the Riverstone/Belle Rive area. Active West has 90 days to conclude their due diligence efforts on the site prior to closing. An earnest

money check in the amount of \$3,200 payable to **ignite cda** is being held by Title One.

➤ Ignite @ Riverstone (formerly referred to as the Tilford Lane): Update Project due diligence efforts continue by Welch-Comer Engineers to determine the viability of the proposed land exchange between the Agency and the City of CDA.

➤ North Idaho Collaborative Education (NICE) Facility

Bid opening for the NICE project occurred on March 9, 2018. Six bids were received. The apparent low base bid of \$7,215,000 was delivered by Ginno Construction. The Idaho Department of Public Works (DPW) reviewed the bids and awarded the contract to Ginno Construction in the amount of \$7,504,800. All of the add alternate project elements were included in the award since the base bid came in under the estimated project cost of \$8 million. Construction will most likely begin in mid-April. **ignite cda** is contributing \$2.5 million to the initiative and is working with DPW, the contracting entity for the project, on a project funding arrangement. **ignite cda** will pursue a possible funding reduction since the bid award was under the budgeted value of \$8 million.

#### 7. BOARD COMMISSIONER COMMENTS:

Commissioner English asked to hear more about the Midtown parking situation, what are the issues?

- Commissioner Widmyer shared examples of what the Midtown parking study will address:
  - existing business uses in Midtown could change in the future; e.g. what if you had more Capones types of businesses locate into Midtown, what type of parking capacity / location would be needed?
  - There is a current issue with Midtown 4<sup>th</sup> Street commercial patrons parking in the neighborhood off of 4<sup>th</sup> street. What type of parking solutions would help to address this issue?

Commissioner Armon asked what is the plan for the Midtown stakeholder meeting?

- Commissioner Widmyer shared that the plan is to gather interested Midtown stakeholders in May to discuss potential development possibilities involving the property owned by the Agency.

#### 8. PUBLIC COMMENT: No public comment was received.

#### 9. 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 Widmyer, seconded by Commissioner Chapkis, 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>Garcia</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>Yes</b>	<b>English</b>	<b>Yes</b>	<b>Chapkis</b>	<b>Yes</b>

**Motion carried.**

The **ignite cda** board entered Executive Session at 5:13 p.m. Those present were the **ignite cda** Board of Commissioners, legal counsel Quade, and Ex. Director Berns. 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 5:30 p.m.

10. ADJOURN

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

The **ignite cda** board meeting adjourned at 5:31p.m. Minutes prepared and submitted by Ex. Director Berns.