



BOARD MEETING MINUTES

WEDNESDAY MAY 16, 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, Garcia, English.

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

- April 18, 2018 Board Meeting Minutes

Motion by Commissioner Chapkis, seconded by Commissioner Widmyer, to approve the April 18, 2018 board meeting minutes. Motion carried.

- April 26, 2018 **ignite cda** / City Council Workshop Meeting Minutes

Motion by Commissioner Chapkis, seconded by Commissioner Garcia, to approve the April 26, 2018 **ignite cda / City Council workshop meeting minutes. Motion carried.**

5. PRESENTATION: EAST SHERMAN PROJECT UPDATE – City/CDA 2030

Hilary Anderson (City of CDA Planning Director) and Nicole Kahler (CDA 2030 Executive Director) shared a PowerPoint presentation with the board that provided an update of the East Sherman Project. Following are key slides from the presentation.

PROJECT PURPOSE

This is a community-driven planning effort aimed at:

1. Creating a shared community vision for East Sherman Avenue to guide long-term decision making.
2. Creating an action-oriented master plan for the physical and economic development of East Sherman Avenue.

PROJECT BOUNDARIES



PROJECT PHASES

Phase I

Identifying challenges, opportunities & aspirations

Where are we now?

Phase II

Crafting a shared community vision

Where do we want to be?

Phase III

Developing an action plan

How do we get there?

Stewardship & Implementation

2015 - 2017

Jan - April

April - Dec

EAST SHERMAN VISION – *Emerging Themes*

- Streets
- Neighborhood Character
- Local Economy
- Growth
- Community
- Health

NEXT STEPS

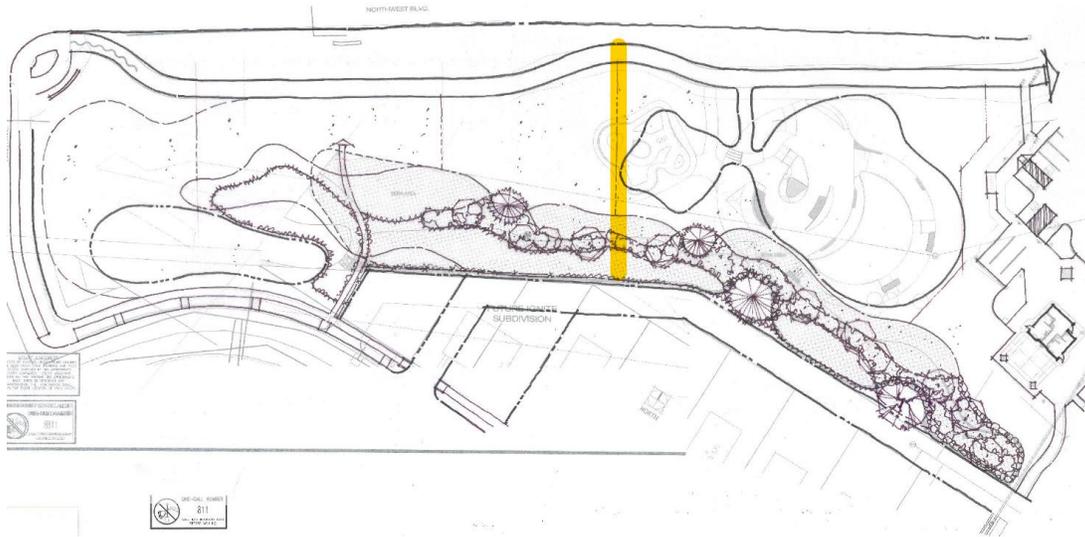
- Finish Master Plan in 2018
- Identify & Evaluate Funding Opportunities
- Reduce Speed Limit to 25 mph
- Align Zoning Code with Vision
- Designate Alcohol Exemption Zone
- Implementation:
 - *Pilot Project Block (tactical urbanism)*
 - *Stormwater Demonstration*
 - *Long Term Improvements*

POSSIBLE FUNDING OPPORTUNITIES

- URD (urban renewal district)
- LID (local improvement district)
- BID (business improvement district)
- Grants:
 - *TIGER, LHTAC, LHSIP, etc.*
 - *AARP*
 - *National Association of Realtors*
 - *Other?*
- CDBG (community development block grant)
- Low-Interest Loans
- Partnerships – DEQ/Stormwater Funds
- New Market Tax Credits

6. PRESENTATION: MEMORIAL PARK PROJECT: PROPOSED ENHANCEMENTS – Phil Boyd

Bill Greenwood (City of CDA Parks & Recreation Director) and Phil Boyd (Welch-Comer Engineers) shared a concept with the board for finishing (with grass and “light” landscaping) the area in the Memorial Park project area northwest of the future skatepark towards River Ave and N. Park Drive and to the extended berm northeast of the N. Park Drive alley (approximate area depicted to the left of the yellow line in the graphic below).



Background: This area was graveled and treed and was not in the original project area because the skate park location and size was not yet determined. As the skate park size and location became clear, it was necessary to move some of the Memorial Parking lot storm water system further northwest, which removed several undesirable trees (as determined by the City) and the site grading was adjusted. The tree removal left N. Park Drive lots 1 to 3 more exposed to the east with little to no vegetative buffer. Some excess site material was used to add some berm buffering for these lots, but there was no budget for landscaping the extended berm. If left as is, the area will remain gravel and a dirt berm, while the remaining 97% of the area between Fort Grounds Drive and River Avenue will be completed.

Mr. Greenwood and Mr. Boyd presented a proposed concept to finish grade the site, add topsoil, extend the irrigation system, hydroseed and add some vegetation to the berm to improve the N. Park Drive lot buffering and finish the site. The cost for this proposed concept is estimated in the \$40-\$50K range. A concept drawing was shared with the board for their consideration. If the board approves the proposed concept, 100% of the area between Ft. Grounds Drive,

River Ave, N. Park Drive and NW Blvd will be complete. As for timing, if the concept is approved, improvements to the project area would occur during the late summer / early fall timeframe.

- Commissioner Hoskins commented that one of the slides of the area depicts an overhead phone line – how will this line be addressed?
 - Mr. Boyd shared that Frontier Communications has been contacted re. that issue, and that Frontier is working with the City/contractor on the most cost-effective options for placing that line underground.
- Commissioner Jordan asked if Frontier will help with the cost of relocating the phone line?
 - Mr. Boyd shared that since this is a requested line burial, Frontier will help design the most cost-effective solution; Frontier will not bring funds to the project area.
- Commissioner Jordan shared that **ignite cda** has an implied commitment to the N. Park Drive lot purchasers to have buffering separating the lots from the park area, so he supports the proposed concept.
 - Mr. Greenwood shared that the proposed concept has back vinyl coated fencing and evergreen/shrub vegetation planned for the berm area.
- Commissioners English and Hoskins like the proposed concept of pulling the entire area together.
- Commissioner Garcia asked how close is the Memorial Park project getting to completion? Her question pertains to the additional request for Agency funding for this element of the Four Corner Master Plan.
 - Mr. Boyd shared that the current project, if the additional improvements to the proposed area are not approved by the Agency, will be finished in a couple months, and is currently about \$10,000 under budget.

The board liked the proposed concept and asked Mr. Boyd and Mr. Greenwood to bring back a more detailed development / cost proposal to the June board meeting.

7. REPORTS

- 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 with the board.

Commissioner Widmyer asked for additional detail re. the two Construction in Progress (CIP) line items under Fixed Assets for the Lake District.

Motion by Commissioner Garcia, seconded by Commissioner English, to approve the April financial statements and the April / May accounts payables for the Lake & River Districts. Motion carried.

Appraisals: 301 & 311 Lakeside Avenue Properties

Ex. Director Berns shared the following proposals for property appraisals from Columbia Valuation and Valbridge Property Advisors for the two Agency owned properties located at 301 & 311 Lakeside Avenue. Sale proceeds from both properties are included in the fiscal year 2018 revenue plan:

	Columbia	Valbridge
301 Lakeside	\$4,500	\$3,000
311 Lakeside	<u>\$3,000</u>	<u>\$1,500</u>
Total	\$7,500	\$4,500

Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to accept the appraisal proposal from Valbridge Property Advisors as submitted for the Agency owned properties located at 301 & 311 Lakeside Avenue. 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 pours for the base and first levels of the facility and is working on framing of the second parking level. Rainy weather has been posing some challenges on the pour schedules. Project completion is estimated to be late-September 2018.

8. EXECUTIVE DIRECTOR’S REPORT

Lake District Boundary Expansion Possibility: Discussion

Ex. Director Berns, and members of the Atlas Waterfront Project steering committee, discussed the possibility of a Lake District boundary expansion to help pay for critical elements of the proposed Atlas Waterfront Project. The Finance Committee discussed this issue at their May meeting. The Lake District

boundary can be extended one time by 10% of its current geography. The size of the Lake District post de-annexation is 671 acres; thus the district could be expanded by 67 acres.

The decision variables associated with this possible district expansion involve:

- what critical elements may need to be funded in the Atlas Waterfront project utilizing Lake District resources.
- what potential projects in the Lake District would the board be willing to forego, or partially fund (i.e. opportunity cost analysis).

Both decision variables are being evaluated at this time.

- Commissioner Widmyer suggested that Ex. Director Berns work with the consultant team to develop several scenarios as to how a Lake District boundary expansion might add value to the Atlas Waterfront Project.
- Commissioners English and Widmyer also shared with the board that City Council agreed to a memorandum of understanding with Lanzce Douglass (Rivers Edge Development) re. a potential land exchange involving City owned right of way that crosses the Rivers Edge development area and Mr. Douglass' "triangle" property located adjacent to the Bad Axe property that the City recently acquired.

Initiative Updates

- Performing Arts Center Feasibility Study: Update

Chicago-based HVS Convention, Sports & Entertainment Facilities Consulting ("HVS") is currently focusing on site analysis, demand analysis and financial / ownership models. The next update conference call will be in late May or early June with a final report presentation planned for either the June or July **ignite cda** board meeting.

- Atlas Waterfront Project: Update

Project planning efforts continue following the April 25 public workshop and the April 26 City Council / **ignite cda** workshop. The City of CDA closed on the Bad Axe property acquisition on May 15.

- Seltice Way Road Revitalization: Update

The contractor has started the final phase of the project. The primary work tasks remaining on Seltice Way are: second lift of paving, remaining illumination, landscaping / irrigation and minor concrete / road repair. Completion of the project is estimated to be mid-July.

- 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: 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

Gas tanks have been removed from the site and all remaining structures have been demolished. Site work is continuing and includes excavation to remove any soils that do not meet specs for building. This operation will continue for the next two weeks.

Ignite cda is contributing \$2.5 million to the initiative and is working with DPW (the contracting entity for the project) and the other project funding entities (University of Idaho, North Idaho College, Lewis Clark State College), on a project funding arrangement. **Ignite cda** will pursue a possible Agency funding reduction since the bid award of \$7,504,800 (which included all project add alternates) was under the budgeted value of \$8 million.

- N. Park Drive Lots Sale: Update

The following N. Park Drive lots have closed: net sale proceeds listed:

- lot 4: \$236,100
- lot 5: \$226,903
- lot 7: \$241,100
- lot 8: \$236,480
- lot 10: \$227,480
- subtotal 1: **\$1,168,063**

N. Park Drive lot 2 is under contract and set to close by May 21 with a sales price of \$198,000 (no sale commission)

- cumulative closed sales/under contract net sales subtotal: **\$1,366,063**

Lowes Flat Fee Realty has been engaged to list and sell lots 1,3,6, & 9 on N. Park Drive at the following sale prices. Lowes listings became active on April 16. Each listing has a direct selling fee of \$299 with a 3% sales commission on the buyer's side.

- *Lot 1: minimum sale price of \$239,000 (\$231,531 net after fees)*
- *Lot 3: minimum sale price of \$279,000 (\$270,331 net after fees)*
- *Lot 6: minimum sale price of \$279,000 (\$270,331 net after fees)*
- *Lot 9: minimum sale price of \$269,000 (\$260,631 net after fees)*
- *Potential Net Subtotal: **\$1,032,824***

9. BOARD COMMISSIONER COMMENTS:

Commissioner Jordan asked for an update on the Memorial Field Grandstand project.

- Ex. Director Berns shared that the plan is to bid the project this June, award a contract by August, initiate project work in September, with the Agency receiving the first contractor project invoice in October.

10. PUBLIC COMMENT:

John Mueller (Architects West [AW] – architects for the Memorial Field Grandstand project) shared with the board that AW is currently working with structural engineers regarding the grandstand project. They are making progress on all facets of the design process, and stated they have a good plan and a good direction.

11. ADJOURN

Motion by Commissioner Widmyer, seconded by Commissioner Jordan, to adjourn. Motion carried.

The **ignite cda** board meeting adjourned at 5:39 p.m. Minutes prepared and submitted by Ex. Director Berns.