



BOARD MEETING MINUTES

WEDNESDAY NOVEMBER 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, Chapkis, Garcia, Hoskins, Widmyer, Metts, Goodlander

ignite cda staff present: Berns

ignite cda legal counsel present: Quade

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT:

Frank Kaderka, who owns Norms Downtown Auto Body on CDA Avenue, commented that the new parking garage looks great, and the new streetscaping looks great on the south side of CDA Avenue and hopes that the City/Agency would improve the streetscaping on the north side of CDA Avenue, potentially adding benches, trees, lights. This would tie the street together; looks lopsided right now.

4. APPROVAL OF MINUTES

- October 17, 2018 Board Meeting Minutes

Motion by Commissioner Chapkis, seconded by Commissioner Garcia, to approve the October 17, 2018 board meeting minutes. Motion carried.

- November 6, 2018 Special Call Board Meeting Minutes

Motion by Commissioner Chapkis, seconded by Commissioner Garcia, to approve the November 6, 2018 special call board meeting minutes. Motion carried.

5. PRESENTATION: MIDTOWN PARKING STUDY – Hilary Anderson

Hilary Anderson, City of CDA Planning Director, shared an overview of the Midtown Parking Study results with the board. Following are key slides from her presentation:

*Parking Analysis

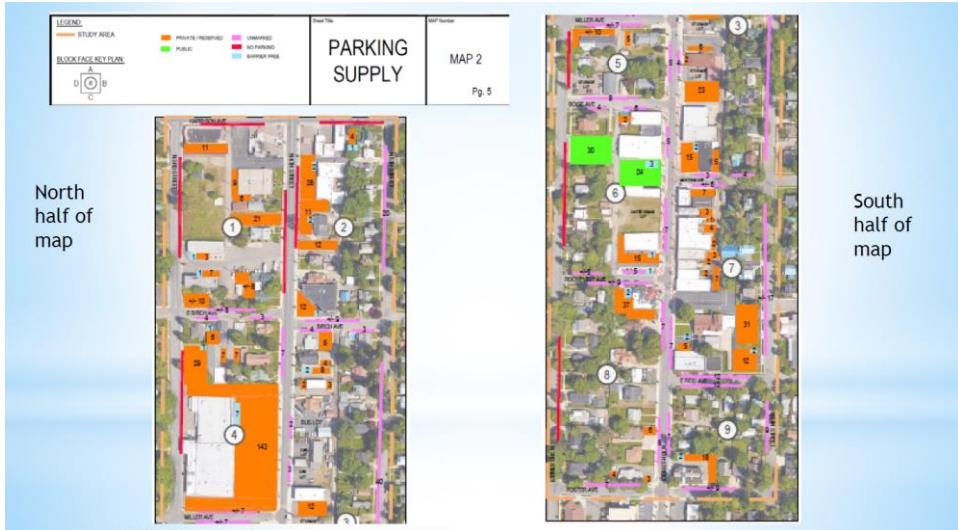
- * Rich & Associates hired to evaluate parking in Midtown
- * Study Area: 9 blocks along 4th Street (Foster to Harrison)
- * Looked at full study area and core area
- * Evaluated parking supply, parking utilization, current and future parking demand
- * Public Meeting (June 12, 2018, 6-7pm)
- * Field Work (June 13-14, 2018)
inventory, turnover and occupancy analysis
- * Final Report dated September 2018



*Findings

	# of Spaces	9:00am-11:00am	Occ %	11:00AM-1:00PM	Occ %	1:00PM-3:00PM	Occ %	3:00PM-5:00PM	Occ %	5:00PM-7:00PM	Occ %	7:00PM-9:00PM	Occ %
Public	341	85	25%	128	38%	115	34%	112	33%	106	31%	103	30%
Private	580	153	26%	205	36%	214	37%	182	31%	148	26%	107	18%
Totals	921	238	26%	334	36%	329	36%	294	32%	254	28%	210	23%

- * Parking Supply: 948 spaces
332 public (35%) & 616 private (65%)
- * Highest parking utilization = 4th St. from Montana Ave. to E. Reid Ave.
- * Peak Occupancy = 11am-1pm
- * Overall Daytime Surplus = 435 spaces
- * Overall Daytime Surplus (Core) = 88 spaces
- * Peak Nighttime Occupancy = 5pm (26%)



*Findings

Peak Occupancy (Wednesday 11am-1pm)



*Recommended Solutions

1. Improve Existing Public Parking Lots
(*Lighting, Striping, Asphalt Repairs*)
2. Work with Ignite to Create More Public Parking in the Reid-Boise Corridor
3. Improve Signage Directing Cars to Public Parking
4. Improve Lighting in Alley Leading to Public Parking
5. Create Residential Parking Zones and Enforcement
6. Encourage Shared-use Parking in Private Lots
7. Create a Loading Zone for Deliveries
8. Marketing of Parking Lots
9. Identify Future Public Parking Lots
10. Work to Get Public/Private Parking to a 50-50 Ratio



The board thanked Ms. Anderson for her presentation and plans to work with the City on Midtown parking opportunities as they arise.

6. 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 October Lake and River District financial statements, and the October / November account payables with the board.

Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to approve the October financial statements and the October / November accounts payables for the Lake & River Districts. Motion carried.

Washington Trust Bank River District Series 2019 Note

Resolution 19-01: Approval of Washington Trust Bank River District 2019 Note (authorized by the ignite **cda board** on November 21, 2018 with the Note closing scheduled for January 2019)

Ex. Director Berns and Counsel Quade provided an overview of the resolution to the board. Following is a summary of Resolution 19-01:

A RESOLUTION of the Board of Commissioners of the Coeur d'Alene Urban Renewal Agency d/b/a ignite cda, the urban renewal agency of the City of Coeur d'Alene, Idaho, authorizing the issuance and sale to Washington Trust Bank of its Revenue Allocation Note, Series 2019 (River District Redevelopment Project), in the principal amount of up to \$7,000,000 to finance in part the redevelopment of the River District Urban Renewal Area, including but not limited to financing costs of (i) any eligible capital expenditure projects within the River District Urban Renewal Area, as amended, authorized under the River District Redevelopment Plan, as amended, and (ii) costs of issuing the Series 2019 Note (collectively, the "Project"); authorizing the date, maturity, and other terms of the Note and the accompanying Note Purchase and Security Agreement; authorizing the Chair, Vice Chair and Executive Director to take appropriate action and providing an effective date.

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve Resolution 19-01 authorizing the Washington Trust Bank \$7.0 Million River District Series 2019 Note effective November 21, 2108 with closing of the Note scheduled for January 2019.

Roll Call:

Goodlander Yes
Metts Yes

Widmyer Yes
Jordan Yes

Garcia Yes
Hoskins Yes

Armon	Absent	English	Absent	Chapkis Yes
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Motion carried.

- Parking – Commissioner Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City's Parking Commission) shared that the City's Parking Commission has finalized parking rates and has prioritized pricing from the most strategic parking lots to the less strategic lots.

Parking Garage Project Update: Commissioner Jordan and Ex. Director Berns shared that a ribbon cutting for the new parking garage was held on November 20, and that the garage is planned to open to the public in the very near future.

7. EXECUTIVE DIRECTOR'S REPORT

Young Avenue Property: Disposition Discussion / Tubbs Hill Foundation

*Background: please refer to the October 17, 2018 **ignite cda** board meeting minutes for further background on this item. Following is background pertinent to today's discussion.*

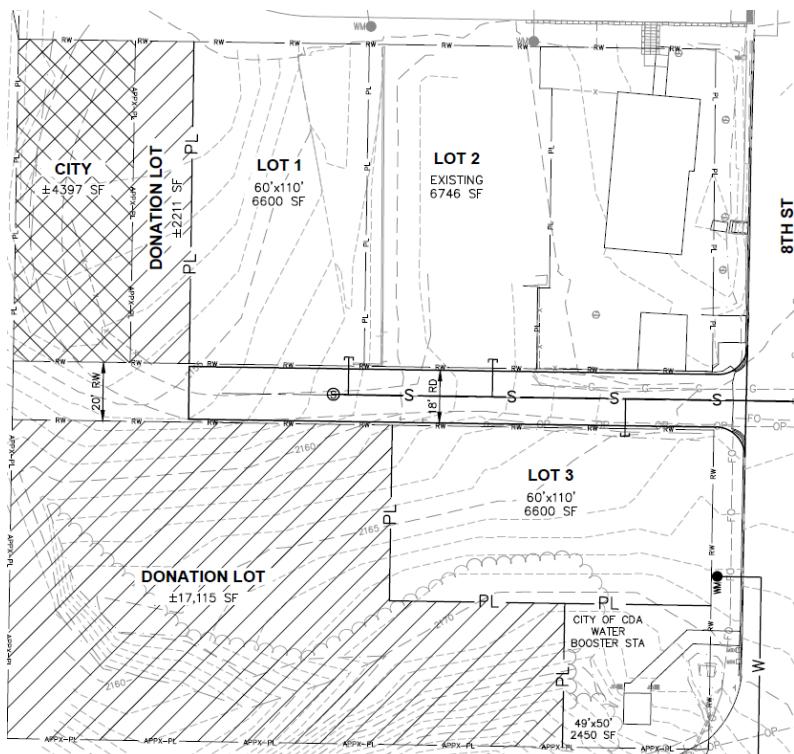
Agency owned property south of city hall located off Young Avenue is depicted below.



As the graphic illustrates, the Agency owned property is highlighted in red, with a March 2017 appraised value of \$960,000. The Agency's total purchase cost for this property totals \$629,000.

Following the appraisal, the Agency was approached by the City regarding a potential land trade involving City-owned right of way property adjacent to Tilford Lane in the Riverstone development that is adjacent to Agency owned right of way property in that area. Both right of way properties are abandoned railroad right of ways. This proposed land trade was initiated due to the desire of the Tubbs Hill Foundation to obtain use of the Agency's Young Avenue property for Foundation related activities. Recently, this proposed land trade was withdrawn by the City, thus the re-evaluation of the disposition possibilities of the Agency owned property on Young Avenue.

Recently, Ex. Director Berns asked Phil Boyd of Welch-Comer Engineers to develop a three-lot draft development concept for the Young Avenue property that would place a portion of this property back on the tax rolls via three lot sales, while gifting the remainder of the property to the City for future public use. Following is an initial draft development concept of the three-lot sale scenario.



As for potential sale values of the three-lot concept, a similar sized lot (6,720 sf) that the Agency recently sold on N. Park Drive sold for \$241,100. If the three proposed Young Avenue lots sold for an average of \$250,000 the Agency would realize gross proceeds of \$750,000 translating into an estimated land gift (19,326 square feet) value to the City of \$210,000 (math: \$960,000 - \$750,000).

George Sayler, President of the Tubbs Hill Foundation, thanked the board for the continuing conversation re. the Young Avenue property and shared with the board both a Foundation newsletter and a letter from the Foundation pertaining to the potential future use of the Agency owned Young Avenue property. The essence of the Foundation letter is captured in the excerpts below:

... the mission of the Tubbs Hill foundation is, in part, to be: “dedicated to the preservation of Tubbs Hill City Park as a unique and natural lakeside forest typical of North Idaho, while providing for compatible public use of this special place...and to...advise city administration on issues pertaining to the park....” Maintaining the Young Avenue property as public open space would enhance public use of Tubbs Hill as well as McEuen Park.

As you may infer, the Tubbs Hill Foundation believes the most valuable use of the Young Avenue property is to maintain it as a public space, and to utilize it in ways that would enhance access to and enjoyment of Tubbs Hill, as well as McEuen Park. It could serve as a natural link between the two, provide new more desirable access to Tubbs Hill from the north side, be used for environmental education, or even as a site for a small grove of Idaho’s state tree, the White Pine.

We pledge ourselves to work with ignite cda and the city to find a way to keep this land for the public, including the offer of property we hold on Cherry Hill. The heritage of Coeur d’Alene has been to acquire and protect Tubbs Hill for current and future generations to enjoy as a natural park, set along our beautiful lake. As part of that tradition the Tubbs Hill Foundation is committed to preserving the long-term health of the hill while keeping it available for appropriate public use. Let us work together to continue that work.

Chuck Hosack, also a Tubbs Hill Foundation member, discussed the Foundation’s Cherry Hill property. This property asset could be liquidated as part of a partnership conversation with **ignite cda**. The Cherry Hill property was gifted to the Foundation by Art Manly years ago, with the intent that the Foundation use the value of the property for the benefit of Tubbs Hill. Mr. Hosack shared that he is not sure of the property’s current market value, but it will be much less than the amount of money **ignite cda** has invested in the Young Avenue property. This property asset is all of the resources that the Foundation possesses.

- Commissioner Goodlander shared that she feels the Young Avenue property should be placed in the public realm and should be used as public space to benefit Tubbs Hill.

Motion by Goodlander, seconded by Chapkis, to gift the Agency’s Young Avenue property to the City of CDA to be used as public space.
Yes – Goodlander, Chapkis, Widmyer

**No – Jordan, Metts, Garcia, Hoskins.
Motion failed.**

- Commissioner Garcia shared that she feels that a fiduciary discussion re. the Agency's investment in the Young Avenue property needs to occur prior to any formal board action re. gifting the Young Avenue property to the City and recommended that the issue be taken up by the Finance Committee for further discussion.

Motion by Garcia, seconded by Metts, directing the Ex. Director to work with the Finance Committee on the opportunity costs associated with transferring this property asset to the City, considering the advantages of the property as public space but also considering the fiduciary elements of the Agency's current investment in the property and the advantages of using the inherent value of the property for other Agency initiatives in the Lake District.

Yes – Hoskins, Garcia, Metts, Jordan

No - Widmyer, Chapkis, Goodlander

Motion carried.

Parking Garage Property Transfer Agreement with City of CDA

Ex. Director Berns and Counsel Quade shared with the board a property transfer agreement wherein the Agency would transfer to the City of CDA via quitclaim deed the following Agency owned property associated with the new downtown parking garage:

Ignite owns certain real property situated within the Agency's Lake District Project Area pursuant to the Agency's Lake District Redevelopment Plan (the "Plan"), which real property is contiguous to certain property owned by the City and upon which a parking garage has been constructed. The Agency's property (collectively the "Property") is more particularly described as follow:

- 213 N. 4th Street: CDA & Kings Addition, S. 25 feet, Lots 5 and 6, Block H, URD Lake District 1997;
- 214 N. 3rd Street: CDA & Kings Addition, Lot 1, Block H, URD Lake District 1997; and
- 308 E. Coeur d'Alene Avenue: CDA & Kings Addition, Lot 2, Block H, URD Lake District 1997.

The Agency desires to transfer the Property to the City for use as a public parking garage in accordance with the Plan, as authorized by Idaho Code Section 50-2015(f) (the "Act").

The City desires to accept the transfer of the Property and to comply with the Act.

Motion by Commissioner Chapkis, seconded by Commissioner Garcia, to approve the Parking Garage Property Transfer Agreement, transferring the following Agency owned property assets via quitclaim deed to the City of CDA:

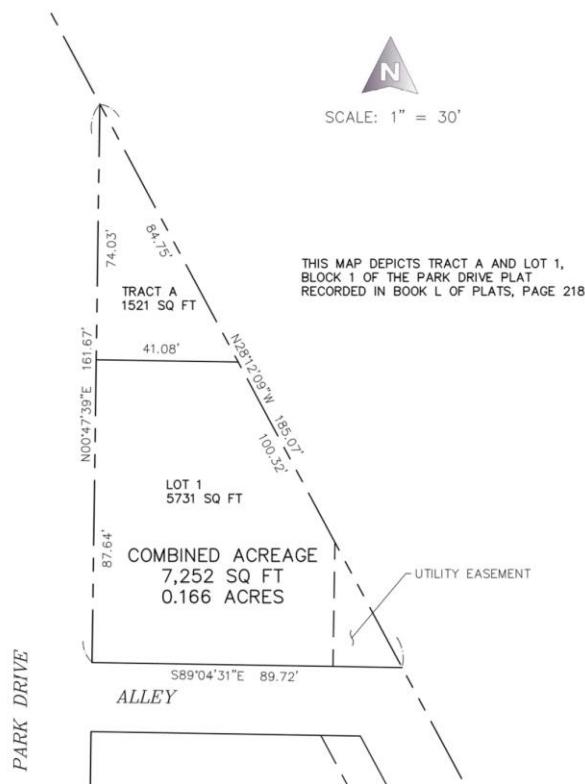
- **213 N. 4th Street:** CDA & Kings Addition, S. 25 feet, Lots 5 and 6, Block H, URD Lake District 1997;
- **214 N. 3rd Street:** CDA & Kings Addition, Lot 1, Block H, URD Lake District 1997; and
- **308 E. Coeur d'Alene Avenue:** CDA & Kings Addition, Lot 2, Block H, URD Lake District 1997.

Motion carried.

N. Park Drive Lots: Combination of Tract A with Lot 1

Background: when the N. Park Drive subdivision was being developed, city Administrator Hammond requested that the Tract A (see graphic below) area be excluded from the lot platting process for possible future city use combined with the BLM lease area.

With the finalization of the northern border of Memorial Park now in place, and the completion of the earthen berm work underway, Bill Greenwood (City of CDA Parks Director) sees no value to the City of owning the Tract A property, and thus recommends that **ignite cda** retain ownership of Tract A and that Tract A be combined with Lot 1. Having a larger Lot 1 footprint will most likely assist in the sale of Lot 1.



- Commissioner Jordan asked Planning Director Anderson if the Agency would have to replat the area, possibly providing some access to Tract A off of N. Park Drive.
 - Ms. Anderson shared that yes, a replat would be necessary and access points could be evaluated during the process.

Motion by Commissioner Garcia, seconded by Commissioner Jordan, directing the Ex. Director to work with the City to combine Tract A with Lot 1 as presented, also evaluating additional access points off N. Park Drive into the Tract A / Lot 1 parcel.

Motion carried.

Initiative Updates:

Stimson Mill Site / Riverstone Area Traffic Impact Study

The Welch-Comer transportation team has completed the analysis of the existing network and are now in the middle of analyzing the future network as well as mitigations. They have coordinated with the City, KMPO, as well as the River's Edge developer to determine the location and impacts of future development and appropriate growth rates. At the City's request, the Welch-Comer team will discuss these topics at the December 11th P&Z meeting where Lancze Douglass' River's Edge project will be presented.

Memorial Grandstand Project

*Background: please refer to the October 17, 2018 **ignite cda** board meeting minutes for further background on this initiative.*

Following the City's rejection of the three bids submitted for the Memorial Grandstand renovation project in October, the City decided to seek Request for Qualifications (RFQs) from Construction Managers / General Contractors (CM/GC Services).

The City intends to construct this project using the Construction Manager / General Contractor (CM/GC) delivery process. Additionally, the City intends to select one or more qualified construction managers /general contractors from those who respond to the RFQ for this project.

The City is planning to construct the following project for which CM/GC Services are required:

- A remodel of the existing Memorial Grandstands that will include structural modifications, carpentry, roofing, siding, HVAC, Plumbing, Electrical, ADA improvements, and other work, as described in the design drawings and specifications, prepared by Architects West, dated August 14, 2018.

- The maximum allowable construction cost for this project has been established as \$1,250,000 including contingencies, special inspection and testing fees, and hazardous materials removal to be procured by the City.
- It is the intent of the City that the three main components of the Project Team will consist of the City including their Representative, the Architectural Design Team, and the CM/GC.

The FY19 Memorial Grandstand renovation project funding budget for **ignite cda** is \$1,161,570 which includes \$150,000 in partnership funding from North Idaho College (NIC). **Ignite cda** has spent \$68,083 for Architects West design fees, thus reducing the available **ignite cda / NIC** funding amount to \$1,093,487.

Midtown Request for Proposals (RFP)

Ex. Director Berns shared that per board direction received in October, the Midtown RFP has been issued, with proposals due January 11, 2019.

North Idaho Collaborative Education (NICE) Facility

The contractor is starting to make significant progress; plan is to have the roof of the building completed by month end. The project is going very smoothly except for the construction element involving the board formed concrete sandwich walls; these walls have been much more time consuming and difficult to construct than envisioned. The facility is scheduled to be complete by April 29th.

8. BOARD COMMISSIONER COMMENTS:

No comments were provided.

9. PUBLIC COMMENT:

Greg Johnson – commented on Midtown parking issues/opportunities, especially the opportunities involved with the alleys on both sides of 4th street and the **ignite cda** parking lots.

10. EXECUTIVE SESSION – Idaho Code Section 74-206

Subsection (1) (b): to consider the evaluation of the **ignite cda** executive director
Subsection (1) (f): to communicate with legal counsel re. pending litigation

Motion by Commissioner Chapkis, seconded by Commissioner Metts, 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.

Subsection (1)(f): to communicate with legal counsel re. pending litigation.

Roll Call:

Goodlander	Yes	Widmyer	Yes	Garcia Yes
Metts	Yes	Jordan	Yes	Hoskins Yes
Armon	Absent	English	Absent	Chapkis Yes

Motion carried.

The **ignite cda** board entered Executive Session at 5:26 p.m. Those present were the **ignite cda** Board of Commissioners, Counsel Quade, and Ex. Director Berns. Deliberations were conducted regarding acquiring property not owned by a public agency and communication with legal counsel re. pending litigation. No action was taken in Executive Session and the **ignite cda** board returned to regular session at 5:49 p.m.

11. ADJOURN

Motion by Commissioner Garcia, seconded by Commissioner Metts, to adjourn. Motion carried.

The **ignite cda** board meeting adjourned at 5:50 p.m. Minutes prepared and submitted by Ex. Director Berns.