BOARD MEETING MINUTES

WEDNESDAY JANUARY 16, 2019 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, Mandel, English, Metts

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

2. PLEDGE OF ALLEGIANCE

Chairman Hoskins, on behalf of the entire ignite cda board, welcomed Brinnon Mandel to the board.

3. PUBLIC COMMENT:

No public comment was provided.

4. APPROVAL OF MINUTES

- December 19, 2018 Board Meeting Minutes

  Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to approve the December 19, 2018 board meeting minutes. Motion carried.

5. MIDTOWN RFP: REVIEW / DISCUSSION OF SUBMITTED PROPOSALS

Ex. Director Berns shared an overview of the Request for Proposal (RFP) process pertaining to redevelopment on a portion of the Agency owned property located in Midtown, specifically property located 813-823 N. 4th Street (see graphic below, excludes ignite cda surface parking lots).
The Agency invited developers to submit redevelopment proposals for this site in conformance with pertinent zoning regulations, City of CDA Design Guidelines, City of CDA Midtown Overlay Guidelines, and the Second Amended and Restated Lake District Urban Renewal Plan, as amended (Plan). Submitted proposals also needed to include an element of public space accessible and open to the general public.

This competitive proposal process is intended to allow interested developers to respond to public-owned development opportunities. The Agency will negotiate an Exclusive Negotiation Agreement (ENA) with the selected developer to guide discussions leading to the preparation of a Disposition and Development Agreement (DDA).

Ex. Director Berns shared that the due date for Midtown proposals was January 11, 2019. He shared that two proposals were received. Following is an overview summary of both proposals:

**Development: Midtown Ventures**

- **Development Team:** Midtown Ventures, LLC (John Beutler, Ann Beutler), Eric Hedlund design LLC, Ginno Construction (Rich Wells) and Place Landscape Architecture (Joshua Tripp)
- **Development Design:** two three story multi-use buildings with approximately 4,300 square feet of public green space on 4th street between the two buildings. The development would be constructed in two phases, Building A (southern building location) construction started within 12 months of DDA execution, Building B started within 18 months of completion of Building A.
• Each building will have 3,000 square feet of commercial at street level with 8 apartment units each on floors 2 & 3.
• total commercial square footage = 6,000
• total apartment count = 32 (8 one bedroom, 24 two bedroom)
**Development: De Chase Miksis**

- **Development Team:** De Chase Miksis (Dean Pape, Mark Miksis), Pivot North Architecture (John King, Gunnar Gladics, Michael McHugh), GGLO Design (Mark Sindell), Welch Comer Engineers, General Contractors under consideration LaRiviere Incorporated and Bouten Construction Co.
- **Phase 1 Development Design:** one three story multi-use building with approximately 3,120 square feet of public space located on the north side of the building (phase 2 of the project would add 2,400 sq. ft. of public space). There is no set time frame for Phase 2 of the project; timing depends upon Idaho Youth Ranch involvement and City/ignite cda partnership discussions.
  - Phase 1 will have 6,000 square feet of commercial at street level with 21 apartment units on the upper levels.
    - total commercial square footage = 6,000
    - total apartment count = 21 (9 one bedroom, 12 two bedroom)
Board discussion ensued re. next steps in the proposal review process.

Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to form an adhoc committee to review the two submitted Midtown proposals. Members of the adhoc committee: Commissioners Chapkis, Garcia, Mandel, and Metts. Commissioner Garcia volunteered to be the lead for the adhoc committee. Motion Carried.

6. 2018 DRAFT ignite cda ANNUAL REPORT  
- Public Comment re. 2018 ignite cda Draft Annual Report

Executive Director Berns shared that there was a change to the urban renewal statutes in the summer of 2011 that now requires an urban renewal agency to accept public comment on their annual report prior to submittal to City Council. The following ignite cda process has been established to meet the new statute requirements:
• The "draft" 2018 annual report to council was posted on the ignite cda website's home page a week prior to the January 2019 board meeting,
• A public notice ran in the CDA Press a week prior to the January 2019 board meeting indicating that the ignite cda Board will accept public comment on the annual report at the January 2019 board meeting. The notice states that the draft report is posted on line, and also states that written public comments are welcome and can be submitted via mail or email,
• Public comment on the ignite cda annual report will be a discrete agenda item at the January 2019 board meeting. When this agenda item is addressed, an overview of the annual report will be provided by the Ex. Director. The ignite cda Chairman will then ask if there is any public comment on the annual report. The Board will then listen to public comment, and then review any written public comments received. The Board can then choose to discuss any issues as they wish, directing the Ex. Director to work with the Chairman on making any modifications to the draft annual report prior to submission to City Council. The Board will then approve the draft annual report, via motion, with any proposed modifications as noted.

Ex. Director Berns then proceeded to provide an overview of the draft 2018 ignite cda annual report (audience members and television viewers were also able to view the draft annual report).

Public Comment Re. 2018 ignite cda Draft Annual Report
No public comment was provided at the Board meeting, and no written public comment was received.

Motion by Commissioner Widmyer, seconded by Commissioner English, to approve the 2018 ignite cda Annual Report as drafted, authorizing the Executive Director to submit the 2018 ignite cda Annual Report to the CDA City Council as required by Idaho statute. Motion carried.

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 December Lake and River District financial statements, and the December / January account payables with the board.

Motion by Commissioner Garcia, seconded by Commissioner Chapkis, to approve the December financial statements and the
December / January accounts payables for the Lake & River Districts. Motion carried.

Lake District Project Funding Discussion
Ex. Director Berns and members of the finance committee reviewed and discussed potential Lake District projects that might warrant Agency funding. These are projects that to date do not have budgeted Agency funding.

Following is a list of potential projects and estimated project cost ranges:

City leadership staff (Tymesen, Anderson, Martin, Bosley, Greenwood) shared their priorities for project funding via a ranking of 1-4 in the above table. Phil Boyd of Welch-Comer Engineers was invited to share an overview with the board re. the two proposed Atlas project funding opportunities. Following are a few concept graphics shared with the board re. the Atlas area opportunities:
Concept 1. Connectivity from Beebe Blvd west to the Atlas site.

Concept 2. Shoreline node enhancement opportunities.
Concept 2a. Example of waterfront node connection

Also discussed was the potential funding capacity of the Lake District over the next few years until the District’s termination in 2021 (the Lake District will receive tax increment funds generated in 2021 in fiscal year 2022).

As discussed in prior board meetings, projected Lake District property sale revenues include $750,000 for the sale of the Young Avenue property assets. The total funding capacity of the district for additional projects (i.e. projects not already in the budget) thru fiscal year 2022 is estimated to be approximately $8.15 million which includes the $750,000 Young Avenue revenue. If one subtracts the $750,000 for the Young Avenue assets (i.e. if the Agency were to donate this property to the City), then the available funding resource decreases to an estimated $7.4 million. Estimated available funds for fiscal year 2022 included in the aforementioned totals may be used to fund district projects already in place and identified in the previous fiscal years, with project spending completed by September of 2022.

In summary, the Lake District will have an estimated maximum funding potential for additional non-budgeted projects of approximately $7.4 million excluding the Young Avenue property. Potential project spending ranges from $13 million to $16 million indicating that not all potential Lake District funding opportunities can be funded with Lake District estimated revenue streams.

Board discussion ensued regarding potential project funding strategies through 2021/22. Board members felt that it would be beneficial to receive City Council input on potential Lake District project funding and suggested that an ignite cda / City Council workshop be considered for the first quarter of 2019.
Parking – Commissioner Jordan

Commissioner Jordan (who serves as the ignite cda representative on the City’s Parking Commission) shared an update on parking revenues for the City parking lots and discussed the revenue picture for the recently completed downtown parking garage.

8. EXECUTIVE DIRECTOR’S REPORT

Resolution 19-03: Destruction of Semi-Permanent and Temporary Public Records

Ex. Director Berns discussed Resolution 19-03 which pertains to the destruction of the following public records per the Agency’s public record retention policy:

- Temporary Public Records: documents and statements dated prior to October 1, 2016;
- Semi-Permanent Public Records: documents and statements dated prior to October 1, 2013:

The Idaho State Historical Society will be contacted re. their interest in any of the semi-permanent records prior to their destruction.

Motion by Commissioner Widmyer, seconded by Commissioner Garcia, to approve Resolution 19-03 approving the destruction of semi-permanent and temporary public records as proposed.

Roll Call:

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Motion carried.

Health Corridor Master Planning Initiative

Following conversations with Chairman Hoskins, Ex. Director Berns has formed a Health Corridor Steering Committee to work on the potential health corridor urban renewal district. The initial task of this committee will involve the master planning / economic feasibility analysis elements of a getting a new district formed. Committee composition:

Ignite: Scott Hoskins, Mic Armon, Alivia Metts, Sarah Garcia, Tony Berns
Kootenai Health: Derek Miller, Jeremy Evans
City of CDA: Troy Tymesen, Hilary Anderson, Councilwoman Amy Evans and Councilman Woody McEvers

The first task of this committee will be to develop a Request for Proposals (RFP) for the planning talent needed to develop the desired master plan / economic
feasibility study. It is envisioned that the lead consultant will possess expertise in health corridor planning efforts, coupled with team members possessing economic, architectural and engineering talent.

Initiative Updates:

**Stimson Mill Site / Riverstone Area Traffic Impact Study**
The Welch-Comer transportation team has completed a second draft version of the traffic impact study and will finalize the study report by January 18, 2019.

**Memorial Grandstand Project**
*Background: please refer to the October 17, 2018 and November 21, 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 with a budget of $1,250,000. 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.

The City has selected Walker Construction as the CM/GC for the Memorial Grandstand renovation project and is working on a contract at this time. Idaho Forest Group (IFG) is interested in helping on the project by donating materials to the project - the City has sent IFG a project materials list.

**North Idaho Collaborative Education (NICE) Facility**
The contractor continues to make progress. The facility is scheduled to be completed by end of April 2019.

9. **BOARD COMMISSIONER COMMENTS:**

   Chairman Hoskins once again welcomed Commissioner Mandel to the board.

10. **PUBLIC COMMENT:** No public comment provided.

11. **ADJOURN:**

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

   The ignite cda board meeting adjourned at 5:27 p.m. Minutes prepared and submitted by Ex. Director Berns.