



BOARD MEETING MINUTES

WEDNESDAY OCTOBER 21, 2020 4:00 P.M.

COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

1. CALL TO ORDER

Commissioner Metts called the **ignite cda** board meeting to order at 4:00 p.m.

ignite cda board members present: Armon, Chapkis, English, Mandel, Metts, Jordan, Garcia

ignite cda board members attending via zoom: Widmyer

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment was provided.

4. APPROVAL OF MINUTES

- September 16, 2020 Board Meeting Minutes

Motion by Commissioner Mandel, seconded by Commissioner Armon, to approve the September 16, 2020 Board Meeting Minutes. Motion carried.

5. PRESENTATION: CDA Arts Commission Performing Arts Grant Program

*Background: Please refer to the July 15, 2020 **ignite cda** board meeting minutes for background on this agenda item.*

The CDA Arts Commission has selected four grant applicants for consideration for the Performing Arts Grant Program. The four applicants were asked to present their proposals to the **ignite cda** board. The Arts Commission request to the **ignite cda** board is for the board to agree/disagree that the four applicants are eligible for consideration by the Arts Commission for potential grants. If the board agrees that all four are eligible, then the CDA Arts Commission will

form a recommendation for the grant awards and take said recommendation to City Council.

Following is a staff report from the City of Cda Administrator on this topic:

**ignite cda BOARD MEETING
STAFF REPORT**

DATE: October 21, 2020

FROM: Troy Tymesen, City Administrator/Arts Commission Liaison

SUBJECT: APPROVAL OF GRANT FINALISTS FOR PERFORMING ARTS GRANT PROGRAM

DECISION POINT: *Should the Board approve the Grant Finalists selected by the Performing Arts Grant Selection Committee and Coeur d'Alene Arts Commission for a one-time Performing Arts Grant, using URD funds set aside for public art?*

HISTORY: *The City of Coeur d'Alene Arts Commission Public Art Policy, adopted by the City Council pursuant to Resolution No. 00-101 on November 2, 1999, amended by Resolution No. 08-017 on April 1, 2008, and amended by Resolution No. 17-027 on May 2, 2017, designates the Coeur d'Alene Arts Commission as the standing committee charged by the City Council to oversee the Public Art program. In 2017, the City Council approved ordinance #3571, Council Bill #17-1014, which expanded public art parameters to include: arts, education, performing arts, visual arts, community arts partnerships, and public art programming.*

In early 2020, a global pandemic, COVID-19, impacted not only the residents and businesses in the area, but due to quarantine restrictions and social distancing requirements, the City's performing arts community was virtually shut down. Because live performance seasons were entirely cancelled due to the pandemic, professional performing arts companies could not open or fulfill their seasons. The performers were not eligible for unemployment as they are not W-2 wage earners. The organizations were unable to secure rights to shows or fundraisers that support operations normally executed during their regular course of business.

The Coeur d'Alene Arts Commission, City Council, and ignite (with further confirmation from the Performing Arts Center Feasibility Study conducted in 2018) agree that performing arts is an economic driver to the region's tourism and that show attendees frequent other venues near performance locations. Further, paid staff and performers contribute to the jobs and economy of Coeur d'Alene. Recent events have threatened the sustainability of some of these performing arts organizations and potentially losing those valuable community assets would further affect the economic downturn in years to come.

On July 15, 2020, the ignite Board approved a recommendation by the Coeur d'Alene Arts Commission for a one-time Performing Arts Grant program, using URD funds set aside for public art, with grant awards not to exceed \$100,000. It was agreed at that meeting that finalists selected by the Performing Arts Grant Selection Committee would make an in-person presentation to the ignite board, providing an understanding of their financial position and how the grant funds would be used to cover the loss of revenue due to COVID, with concrete examples of the impact of their operations on the Lake District URD. Following the presentations, the ignite Board will make a recommendation to the Coeur d'Alene Arts Commission to either approve or deny the grant funding requests. Those recommendations shall then be presented to the Performing Arts Grant selection committee which will meet to determine grant awards and amounts. The selection committee's

decision will then be presented to the Arts Commission for approval, followed by presentation to the Coeur d'Alene City Council for final approval.

The Performing Arts Grant Selection committee met on September 3, 2020, to review the grant applications that were received. The four finalists selected were:

- Coeur d'Alene Symphony Orchestra – Grant Amount Requested \$50,000
- Coeur d'Alene Summer Theatre – Grant Amount Requested \$50,000
- Chorale Coeur d'Alene – Grant Amount Requested \$10,000
- Inland Northwest Opera – Grant Amount Requested \$50,000

FINANCIAL ANALYSIS:

Grant award limits would be from \$1,000 up to \$50,000 per entity, and must be used by the grantee within 36 months, with required annual reporting to the Arts Commission. Grant awards and amounts will be determined by the Performing Arts Grant Selection Committee, and approved by the Arts Commission and Coeur d'Alene City Council.

PERFORMANCE ANALYSIS:

The one-time Performing Arts Grant program will provide bridge funding for struggling eligible performing arts organizations to enable them to continue their operations during the COVID pandemic and subsequent recovery period.

DECISION POINT/RECOMMENDATION: The ignite Board should approve the Grant Finalists selected by the Performing Arts Selection Committee and Coeur d'Alene Arts Commission for a one-time Performing Arts Grant using URD funds set aside for public art in the amounts noted.

City Administrator Tymesen introduced the following grant applicant presenters. Their full proposal packets can be obtained from the City of CDA Arts Commission:

Inland Northwest Opera:

Dawn Wolski, General and Artistic Director

Coeur d'Alene Symphony:

Jeff Crandall, Chairman of the Board

John Bottelli, Secretary

Jack Powers, Advisor

Coeur d'Alene Summer Theatre:

LaDonna Beaumont, President

Chorale Coeur d'Alene

Patricia (Pat) Matson, Chorale Board Vice Chair

Hank Broeckling, Chorale Board Member and Production Manager

Board members thanked the organizations for their presentations and for their contributions to the community.

Motion by Commissioner Garcia, seconded by Commissioner Armon, stating that all four applicants are eligible for grant consideration by the CDA Arts Commission. Motion carried.

6. PRESENTATION: CDA Rotary Foundation / Sherman Pocket Park Acquisition

Mr. Jack Riggs, on behalf of the CDA Rotary Club & Foundation, visited with the board re. the CDA Rotary Club's ("Club") upcoming celebration of its 100-year anniversary in 2021. The Club is looking for a signature project to invest approximately \$300,000 of Club funds. The Club is considering / evaluating three possible projects in the community for said Club investment:

1. a Rotary water feature in City Park,
2. a Rotary exhibit/presence in the new Museum building,
3. a partnership acquisition of the downtown Sherman Park Square property parcel.

Re. the Sherman Park Square acquisition opportunity: For this project, the Club would look to partner with the City, **ignite cda** and the CDA Downtown Association.

The Club has been working with the owner of the Sherman Park parcel who resides in Seattle. The owner, who understands the value of Rotary to the community, likes the project and is willing to sell for this proposed use. Recent valuation analyses of the property resulted in a current property value ranging from \$430K to \$470K. The seller has yet to settle on a sale price. The Club is asking if **ignite cda** would consider a partnership contribution for the project of up to \$500K.

Prior to the Club's consideration of the three proposed projects, the Club would need to understand the Agency's interest in partnering on the Sherman Park Square acquisition as proposed. Following are key slides from Mr. Riggs presentation to the board:

COEUR D'ALENE ROTARY PARK



Physical Characteristics of Current Park:

- Located downtown close to the very birthplace of the Cd'A Rotary Club
- On the south side of Sherman Ave with a view of the lake – between 3rd & 4th Streets
- Lot dimensions: 75' x 105' (0.18 acre)



COEUR D'ALENE ROTARY PARK



Current Park is at Risk:

- Currently the small private park is already used heavily by the public
 - USED DAILY
 - Summer concerts every Tuesday evening
 - For various events throughout the year
- The Coeur d'Alene area is seeing some of the fastest growth in the nation
 - As more people move here, many do not have the same altruistic sentiment about this main street park
 - City ownership would provide not only our Rotary Club, but the entire community, with a long-term asset
- If park is sold to a private party:
 - The lot would likely be developed
 - And a structure built
 - Resulting in the loss of this downtown greenspace public/private park forever!

COEUR D'ALENE ROTARY PARK



Rare 100-Year Opportunity for the Future:

- Opportunity for a “perpetual gift” from the Coeur d'Alene Rotary Club to the community
- A very prominent ‘centennial’ monument for the Coeur d'Alene Rotary Club
- Great opportunity for the Rotary logo and branding; keeping Rotary HIGHLY visible in the community 365 days a year – with opportunities beyond imagination
- A gathering space in the Heart of Downtown with the Rotary Wheel & Cd'A Rotary name
 - Year-round activities and events put on by Rotary or other community partners
 - A physical place to showcase Rotary
 - Could be used as a central registration site for many events, fun-runs, etc.
 - Site for Christmas or seasonal outdoor markets
 - Etc
 - Etc

COEUR D'ALENE ROTARY PARK



Proposed Acquisition & Improvement Partnership:

- Coeur d'Alene Rotary Club Centennial Fund - \$300 K
- Ignitecda - \$500 K

Planned Improvements:

- Prominent Rotary Signage & Information
- New Landscaping
- New Lighting
- Other Possibilities:
 - Rotary Arch?
 - Awnings?
 - Small Stage?
 - Sound System?
 - Water Feature?

COEUR D'ALENE ROTARY PARK



Management & Civic Partnerships:

- NAMED for the Coeur d'Alene Rotary Club Centennial
- OWNED by the City of Coeur d'Alene
- MAINTAINED by the Downtown Association (DTA or City)

- Commissioner Chapkis asked if there is a minimum amount needed from the Agency?
 - Mr. Riggs shared that the current market valuation analyses indicated a property cost in the \$430K-\$470K range. The owner has yet to set a sale price. Thus, the request of the Agency to consider a funding level of up to \$500K for the overall project.
- Commissioner Armon shared that he views this opportunity as creating a potential state of the art public park.
- Commissioner English asked when will the Club vote on the three proposed projects?

- Mr. Riggs shared that the vote will likely happen in late November.
- Commissioner Jordan shared that acquisition of this downtown property parcel for use as a public space has been on the Agency’s radar for years. He asked if the Agency has the funds available in the Lake District to meet the Club’s request?
 - Commissioner Armon, Chair of the Agency’s Finance Committee, shared that yes, funds are available for this project if the board so chooses.

Motion by Commissioner Chapkis, seconded by Commissioner English, approving partnership funding in an amount not to exceed \$500,000 for the CDA Rotary Park project as proposed, with the following conditions:

- **The CDA Rotary Club chooses this park project for the Club’s centennial project, and**
- **The City of CDA agrees to accept ownership of the property for the proposed park use.**

Motion carried.

7. REPORTS

- Finance – Commissioner Armon
District Monthly Financials
Agency Payables
 Commissioner Armon reviewed and discussed the September District financial statements, and the September/October Agency account payables with the board.

Note: Commissioner Mandel left the meeting at 5:20 p.m.

Motion by Commissioner Garcia, seconded by Commissioner English, to approve the District financial statements and the September/October Agency accounts payables. Motion carried.

- Parking – Commissioner Jordan

Commissioner Chapkis, in Commissioner Jordan’s stead, shared a parking commission update with the board. He also shared that the Commission is still reviewing potential new parking / pedestrian wayfinding signage.

8. EXECUTIVE DIRECTOR’S REPORT

Agency’s Riverstone/Bellerive Railroad Right-Of-Way Request for Proposals (RFP)

Background: the **ignite cda** board is considering possible uses for the Agency's remaining RR right of way (row) property located in the Riverstone / Bellerive area. At the July 2020 board meeting, Phil Boyd of Welch-Comer Engineers shared a potential use of the property as a public parking space amenity for the community. At the August 2020 board meeting, the Bear Waterfront LLC team proposed purchasing the **ignite cda** RR row ownership to create deeper residential lots along the riverfront, as well as to create several public amenities and possible additional public parking. At the September 2020 board meeting, the board decided to seek proposals for development of the property.

- Ex. Director Berns reviewed a draft RFP document with the board. Following is the introduction paragraph and property depiction of the RFP:

Ignite cda, Coeur d'Alene's Urban Renewal Agency (Agency), is pleased to announce the redevelopment offering for Agency owned property located in the Riverstone / Bellerive / Atlas Waterfront area located west of Beebe Blvd in Coeur d'Alene ("Property" – depicted generally by the highlighted area shown in the graphic below).



- The RFP objective and desired project elements follows:

The Agency is seeking business-owners and developers who are prepared to pay no less than the fair reuse value for the Property and who are willing to develop the Property for purposes and uses in conformance with existing City of CDA zoning regulations (including the Shoreline Ordinance), the Comprehensive Plan, Public Works Design Standards, and the Plan.

The Agency envisions:

A thoughtful development project that integrates well with surrounding uses and complements and enhances the adjacent Riverstone, Bellerive and Atlas Waterfront projects. The project will include some public benefit such as public parking, open

space, recreation, public access to the Centennial/Prairie Trail, or other such uses/amenities that are accessible to the public. Any building heights will be equal to or less than surrounding uses, and the area will be appropriately landscaped and maintained. Any buildings will be set back at least 10 feet from each other, unless constructed at zero lot line. Because a portion of the property appears to be subject to the Shoreline Ordinance, the project should show the 150' shoreline area on plans, where applicable. Ideally a PUD would be part of the development request, which would include design details and include the minimum 10% open space requirement and clearly note any proposed deviations from the Zoning Code, including the Shoreline Ordinance. Considerations related to City Code are that existing grades cannot be built up to take advantage of views and stormwater runoff/retention and the amount of impervious surfaces shall be carefully considered in the design. Additionally, the project should retain as many healthy trees as possible and the developer should work with the City's Urban Forestry Commission to determine the health of trees before limbing or removal. Fire access/turn-around will need to be considered, along with snow storage areas. Gated access for vehicles and pedestrians/bicycles is discouraged. Any structures should be aesthetic from both the trail and water facing views. Fencing and landscaping should be limited and using thoughtful design so as not to block views from other residential properties. The project's uses and design will also need to accommodate an improved Centennial Trail crossing of Beebe Boulevard and a connection to the existing Centennial Trail/Prairie Trail. If any vehicular access will be off of Beebe Boulevard, the access will need to be considered carefully so as to not create unsafe conditions for vehicles, pedestrians, or bicycles, and will need to be designed in conjunction with the improved trail crossing noted above. Additionally, the project will need to address how the trail within Atlas Waterfront Development to the northwest terminates at this project so that the access road and trail are clearly denoted and separated.

➤ The suggested timeframe for the RFP process follows:

- Notice published and RFP issued: October 26, 2020
- Proposals due to Agency: January 8, 2021
- Review of proposals by Agency: January 15, 2021
- Negotiation of terms complete: February 12, 2021
- Execution of Exclusive Negotiation Agreement by: February 17, 2021
- Execution of DDA Agreement by: March 17, 2021

Motion by Commissioner Armon, seconded by Commissioner Chapkis, approving the Riverstone / Bellerive Railroad Right of Way RFP document as presented, directing the Ex. Director to issue the RFP following the proposed timeframe. Motion carried.

Atlas Project: Update

Phil Boyd (Welch-Comer Engineers) shared an Atlas Project update with the board. Following are key slides from his presentation:

Note: Commissioner Mandel rejoined the meeting via zoom at 5:50 pm

- Recently Completed
 - Building interiors
 - Tree planting
 - Irrigation pump station inspection & startup
- Ongoing Work
 - Building exterior trim
 - Shrubs & groundcover
 - Hydroseeding



Project Site: Showing ongoing landscaping work and original mill flywheel.



Project Site: Showing concrete flatwork and landscaping located along the river's edge.



Project Site: Showing new restroom and picnic shelter building.

Atlas Project Contract Amendment 9A: ANE/DDA Negotiations & Development Mgt. Services

Mr. Boyd discussed with the board a proposed \$140,000 Welch-Comer contract amendment involving continued services for Atlas project contractor

negotiations and project development management. Following is a summary of the proposed amendment:

Assist with Phase 2 ANE/DDA negotiations alongside the executive director and legal counsel on behalf of ignite CDA. Welch Comer’s sub-consultant, Heartland Real-estate Advisors, will be the point of contact and negotiator for the ANE and DDA. Welch Comer will provide development project management, infrastructure coordination for developer responsible, infrastructure, and entitlement management (PUD and Plat Amendments as directed by ignite CDA).

Mr. Boyd shared that the proposed fee would be billed on an hourly basis in coordination with the Agency’s Executive Director.

Mr. Boyd shared the following slide depicting how the Agency is the master developer of the Atlas project site and is enlisting the talents of the following entities to make the project a success: the Welch-Comer / Heartland team, Hawley-Troxell, City of CDA.



Mr. Boyd shared the following slides depicting the services provided by the Welch-Comer / Heartland team:

Welch Comer Services

- **Master Planning:** Review master plan modifications, prepare exhibits for City, ignite, coordinate potential PUD Amendments with City/Developers
- **RFP:** Develop content for Request for Proposals (“RFP”) including exhibits, infrastructure scheduling and process.
- **ANE/DDA:** Develop utility and legal description exhibits for ANE/DDA. Provide ANE/DDA review related to infrastructure timing and developer construction.
- **Developer Selection:** Develop content for Scoring Committee, host meetings and assist with scoring analysis.
- **Developer Coordination:** Manage developer and developer engineers, architects and other consultant questions. Provide block boundary and site plan background drawings for developers. Conduct developer meetings and design exchange/coordination. Coordinate developer access.
- **City Coordination:** Coordinate with City planning and engineering on developer proposed master plan modifications.
- **Developer Plan Review:** Collaborate City Planning Department to review Design Proposals for compliance with Development Standards related to overall site.

HEARTLAND Services

- **Master Planning:** Collaborate with Welch Comer and GGLO on mid-transaction Master Planning decisions and PUD amendments
- **Project-Level Financial Analysis:** URD cash flows, residual land value analysis
- **RFP:** Request for Proposals (“RFP”) Preparation, Issuance and Management
- **Developer Selection:** Advisory work for Agency and Scoring Committee during Developer Selection process
- **Transaction Support:** ANE and DDA Transaction Support for Six separate transactions (Areas 1, 2, 6, 10, 12, 13)
- **Negotiation Strategy:** Support ignite during negotiations with developers
- **Agency Milestones:** Support ignite in meeting key milestones and fulfilling contractual obligations by Agency to developers
- **Key Governing Project Documents:** Advisory work to support creation of Master Declaration with ignite counsel
- **Development Plan Review:** Collaborate with Welch Comer and City Planning Department to review Design Proposals for compliance with Development Standards
- **Re-Use Appraisal:** Collaborate with Valbridge and developers on meeting statutory requirements for Re-Use Appraisals

Board member conversation ensued regarding the timing of this amendment request; i.e. should this amendment conversation occur later in the year after the board has possibly refined development strategies for the project site? Mr. Boyd shared that elements of this proposed amendment will provide the board further clarity re. project possibilities that will help the board in refining development strategies moving forward.

Motion by Commissioner Armon, seconded by Commissioner Garcia, to approve the proposed Welch-Comer contract amendment 9A in an amount not to exceed \$140,000.

Commissioner Chapkis voted no.

Motion carried.

Atlas Project Contract Amendment 16: Entry Signage / Monuments

Mr. Boyd discussed with the board the opportunity to install entry signage / monuments to the Atlas development at three roadway entrances. Mr. Boyd shared the following examples of entry signage / monumentation with the board:



Mr. Boyd discussed with the board a proposed \$7,750 Welch-Comer contract amendment involving additional services for entry way signage / monumentation and project logo development. Bernardo-Wills Architects will be enlisted to develop the concepts. Following is a summary of the proposed amendment:

Provide two (2) preliminary entry monument concepts for the Atlas and Suzanne Road entries to the Atlas Waterfront Subdivision for Board consideration. Each preliminary concept will include a topographic site plan with proposed improvements, perspective sketch and proposed materials, planting, lighting and logo.

Board member conversation ensued regarding how the concept review process would work and how the board could engage on concept/logo design. Mr. Boyd shared that the board would be very involved in final concept development once a general concept was approved by the board.

Motion by Commissioner Jordan, seconded by Commissioner English, to authorize spending an amount not to exceed \$7,750 for the development of two entry monument concepts as proposed, including the development of a project logo. Motion carried.

LaCrosse Avenue Extension Project: [ignite cda](#) / City Funding Agreement

Ex. Director Berns discussed the proposed funding agreement for the LaCrosse Avenue extension project with the board. He shared that the CDA City Council has already approved the funding agreement. The funding agreement, in the amount of \$1.8 million, follows the typical Agency protocol for funds disbursement:

Payments by the Agency. Provided that the City is in compliance with the terms and conditions of this Agreement, within thirty (30) days of a project draw request

of the contractor being submitted to the Agency, which has been signed and approved by the Project's contract engineer, the City and the Agency, the Agency will pay directly to the contractor the amount requested under the draw request to the extent the total paid does not exceed the Agency Contribution.

Motion by Commissioner Armon, seconded by Commissioner English, approving the LaCrosse Avenue Extension Project Agency/City Funding Agreement as proposed in an amount not to exceed \$1.8 million. Motion carried.

Ignite cda Support for Emergency Economic Community Needs

Background: for background on this issue, please refer to the March 18, 2020 thru September 16, 2020 board meeting minutes.

Commissioner Mandel shared that United Way is seeing an uptick in requests for assistance in the community. She shared that certain community segments (e.g. schools, seniors) may have increasing needs in the upcoming months. She sees no specific action for the Agency at this time.

9. BOARD COMMISSIONER COMMENTS:

Discussion ensued re. Commissioner Jordan's question re. the safe distance seating capacity of the Welch-Comer office conference room given the current pandemic situation.

10. ADJOURN:

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

The **ignite cda** board meeting adjourned at 6:32 p.m. Minutes prepared and submitted by Ex. Director Berns.