



Coeur d'Alene's Urban Renewal Agency

2017

Meeting Minutes



BOARD MEETING MINUTES

WEDNESDAY JANUARY 18, 2017 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, Armon, Druffel, Metts.

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

- December 21, 2016 Board Meeting Minutes

Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve the December 21, 2016 board meeting minutes. Motion carried.

5. 2016 **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" 2016 annual report to council was posted on the **ignite cda** website's home page a week prior to the January 2017 board meeting,
- A public notice ran in the CDA Press a week prior to the January 2017 board meeting indicating that the **ignite cda** Board will accept public

comment on the annual report at the January 2017 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 2017 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 2016 **ignite cda** annual report (audience members and television viewers were also able to view the draft annual report).

Public Comment Re. 2016 **ignite cda** Draft Annual Report

No public comment was provided at the Board meeting, and no written public comment was received.

Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve the 2016 **ignite cda Annual Report as drafted, authorizing the Executive Director to submit the 2016 **ignite cda** Annual Report to the CDA City Council as required by Idaho statute. Motion carried.**

6. REPORTS

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

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

Motion by Commissioner Druffel, seconded by Commissioner Widmyer, to approve the December financial statements and the December / January accounts payables for the Lake & River Districts as presented. Motion carried.

Lake District Projects: Financing Discussion

Ex. Director Berns discussed the possibility of the Agency pursuing a new private placement Tax Increment Financing Note (“Note”) to help fund planned Lake District projects (e.g. proposed downtown parking facility, next phase of the Four Corner Master Plan). A new Note in the amount of \$10 million was proposed; an amount that would be “bank qualified” and tax exempt to the financing institution, and thus would afford the Agency a more lucrative interest rate. Draws on the Note would be made as needed to fund payments for district projects. The maturity of the Note would be 2021, the termination year for the Lake District.

Ex. Director Berns shared that at board direction, he could prepare a Request for Financing Proposals and seek financing proposals from interested financing institutions. Additionally, Washington Trust Bank would need to consent to the issuance of a new Note in the Lake District since the Lake District Series 2016 Note held by Washington Trust Bank is in first position for all unrestricted tax increment revenue generated within the Lake District.

It would be prudent to have this type of new Note in place by late spring of 2017 prior to the commencement of several Lake District projects.

Motion by Commissioner Jordan, seconded by Commissioner Armon, authorizing the Ex. Director to develop and release a Request for Financing Proposals for a Lake District tax increment financing note of \$10 million. Motion carried.

B. Acquisition Committee: Commissioner Goodlander

823 N. 4th Street Property: Ignite cda / IHFA / Housing Company Joint Venture Termination

*Background: further information re. this agenda item can be found by reviewing the meeting minutes from the August 17, 2016 **ignite cda** board meeting. Following is a brief excerpt from the 8/17/16 meeting minutes that provides context for this agenda item:*

- *IHFA/THC and **ignite cda** need to work out a financial solution re. the 823 N. 4th Street property. The 823 N. 4th street property was purchased jointly by IHFA/THC and **ignite cda** for \$325K under the assumption that the property would be used as part of the footprint for the affordable housing project. **Ignite cda** contributed \$100K to the purchase price, IHFA/THC contributed \$225K. The property is currently owned in fee by **ignite cda**. Since the property will not be used for the affordable housing project, IHFA/THC needs to reclaim their \$225K investment in the property.*

Ex. Director Berns led a discussion on behalf of the committee re. the termination of the **ignite cda** and Idaho Housing & Financing Association (IHFA) / The Housing Company (THC) joint venture involving the property located at 823 N. 4th Street (“Property”). Since IHFA/THC no longer plan to develop an affordable housing project in this portion of Midtown, resolution as to the invested amounts by all entities in this Property needs to occur.

A restricted use appraisal on the Property was performed in November 2016 yielding an estimated value of the Property at \$320,000. The November 2016 appraised value of \$320K is very close to the 2010 acquisition cost of the Property (\$325K). There is some concern that the 2016 appraisal value of the Property is too high. Therefore, a reduction of the current appraised value could be in order.

Ex. Director Berns shared that given the November 2016 Property appraisal, and since IHFA/THC invested \$225K in the acquisition of the Property, a joint venture termination value of \$209,750 be considered by the **ignite cda** board, with said amount being paid by **ignite cda** to IHFA. This suggested course of action was defined in a draft joint venture termination agreement that was shared with the board. If the board were to agree to such a joint venture termination, a finalized version of the agreement could be structured to that end.

- Commissioner Metts asked if this proposed joint venture termination agreement was discussed with IHFA representatives?
 - Ex. Director Berns shared that yes, the agreement was discussed and that IHFA leadership was supportive of this course of action.

Motion by Commissioner Armon, seconded by Commissioner Widmyer, to approve the development and execution of a joint venture termination agreement with IHFA in the amount of \$209,750. Motion carried.

- C. Parking – Commissioner Brad Jordan
Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) shared the following:

The **ignite cda** / city of CDA parking team plans to meet soon with Dick Stauffer to discuss the parking facility study.

Following are some items related to the City’s Parking Commission:

- The City had determined last fall that there was approximately \$385K in outstanding parking tickets. \$62K of that amount has been collected to date.

- The biggest parking ticket offender has about \$2,500 in unpaid tickets.
- One person owes \$8,000 in boat dock related parking fines.
- The City’s new “Scofflaw” ordinance is set to be deployed, with the first ticket in the process being a warning ticket. Four unpaid tickets after that will get a person’s vehicle booted.

7. EXECUTIVE DIRECTOR’S REPORT

Resolution 17-02: Destruction of Select Semi-Permanent and Temporary Public Records

Ex. Director Berns and legal counsel Quade provided an overview of Resolution 17-02 which pertains to the destruction of the following public records:

Temporary Public Records: Public record requests dated prior to October 1, 2014;

Semi-Permanent Public Records: Financial statements and documents (see below) dated prior to October 1, 2011:

- Monthly vendor invoices (except invoices on tax-exempt bond/note financed projects, if any)
- Monthly bank statements (except statements related to accounts held for tax-exempt bonds/notes)
- Monthly Vista Mgt. property management statements
- Monthly expense account reports
- Monthly financial statements
- Monthly County ACH transaction statements (i.e. statements relating to Kootenai County direct deposit of tax increment revenue funds)

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 Armon, seconded by Commissioner Druffel, to approve Resolution 17-02 approving the destruction of select semi-permanent and temporary public records as proposed.

Roll Call:

Armon	Yes	Davis	Absent	Druffel	Yes
Widmyer	Yes	Metts	Yes	Goodlander	Absent
Jordan	Yes	Hoskins	Yes		

Motion carried.

Initiative Updates

Proposed Modern Theater Performing Arts Center in Midtown

- Ex. Director Berns shared that he has not received any response from The Modern Theater board following several communication attempts. Ex. Director Berns has asked the CDA 2030 organization to consider leading an effort to gather community stakeholder groups, including The Modern Theater, that may be interested in the development of a performing arts center in CDA. CDA 2030 leadership has agreed to lead the effort to gather the stakeholder groups. The intent of this effort is to see if:
 1. there is broad-based community support for a performing arts center,
 2. which entities are interested in possibly taking a lead role in developing a business plan for this effort,
 3. what ownership model should be pursued (i.e. private, public/private, public). Determination of the ownership model will help clarify the funding model needed for the initiative.

FY17 Tactical Goals

Ex. Director Berns reviewed the 1st quarter status of the Board's fiscal year 2017 tactical goals.

8. BOARD COMMISSIONER COMMENTS:

No Commissioner comments were shared.

9. PUBLIC COMMENT:

No public comment was provided.

10. ADJOURN

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

The **ignite cda** board meeting adjourned at 4:45 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY FEBRUARY 15, 2017 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, Armon, Druffel, Davis, Chapkis.

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

Chairman Hoskins welcomed Jim Chapkis to the **ignite cda** board. Mr. Chapkis was appointed to the board by City Council on February 7, 2017 to complete the term of Commissioner Dave Patzer who retired from the board in 2016.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment was provided.

4. APPROVAL OF MINUTES

- January 18, 2017 Board Meeting Minutes

**Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve the January 18, 2017 board meeting minutes.
Motion carried.**

5. PRESENTATION: SELTICE WAY FINAL DESIGN & PROJECT BID– Matt Gillis (Welch-Comer)

*Background: for background on this initiative, please refer to the December 21, 2016 **ignite cda** board meeting minutes.*

Matt Gillis (Welch-Comer Engineers) shared with the board the finalized concept design for the Seltice Way revitalization initiative, and discussed the bid process/timing. Following are key slides from his presentation:



Project Partners

- ignite CDA
- City of Coeur d'Alene
- Post Falls Highway District
- Hayden Area Regional Sewer Board



Scope of Work



Scope of work area highlighted in red.

Construction Phasing

- Planning for multi-year construction
- Develop phasing plan (210 working days)
- Maintain 1-lane each direction
- Finish up Summer 2018



Current Project Estimate

Partner	Available Funding	Estimated Project Cost
Base Bid + CPS	\$4,560,000	\$4,374,000
Add Alternate 1 – Street Lighting		\$190,000
Add Alternate 2 – Transit Shelters		\$50,000
Add Alternate 3 – Add Path Width		\$33,000
Add Alternate 4 – Atlas Stormwater		\$24,000
TOTALS	\$4,560,000	\$4,671,000

} \$297,000

Note: Contingency Amount of 7%



Next Steps

- City Council Approval February 7th
- Ignite Board Presentation February 15th
- Advertise for bid February 21st
- Pre-bid Meeting March 3rd
- Bid Opening March 14th
- Bid Award March 21st
- Construction Begin April/May



Commissioners thanked the Welch-Comer team and city of CDA department teams for all of their work in bringing this project to bid.

6. REPORTS

A. Finance – Commissioner Armon Lake & River District Monthly Financials Lake & River District Payables

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

Motion by Commissioner Davis, seconded by Commissioner Widmyer, to approve the January financial statements and the January / February accounts payables for the Lake & River Districts as presented. Motion carried.

Lake District Series 2017 Note: Financing Proposals

*Background: For background on this issue, please refer to the January 18, 2017 **ignite cda** board meeting minutes.*

Ex. Director Berns shared that on January 27, he issued a request for financing proposals pertaining to the proposed new \$10M Lake District Series 2017 Note. The request for financing proposals was sent to the following five regional banks that have expressed interest in past agency financing opportunities:

- Washington Trust Bank
- Mountain West Bank
- Columbia Bank (former Panhandle State Bank)
- Banner Bank
- Wells Fargo Bank

A legal notice was also published in the CDA Press seeking inquiries from any interested financial institution. February 10th was the date for banks to submit a financing proposal for the Series 2017 Note.

Ex. Director Berns shared that the agency received one Lake District Series 2017 Note financing proposal from Washington Trust Bank. Following is a summary of the financing proposal received:

bank	Washington Trust Bank
loan amount \$	\$10,000,000 in the form of an "advancing term note"
loan term	5 years 5 year maturity: semiannual payments
loan fee	\$10,000
bank attorney fees	\$4,000 cap
collateral / covenants	Lake District tax increment pledge 10% of Note value maintained in annual uncommitted cash fund balance \$1.3M of planned agency property asset sales occur prior to exceeding \$6M in Note draws
tax exempt interest rate	2.20% fixed for loan term
Participation	lead bank willing to participate
pre-payment penalties	no

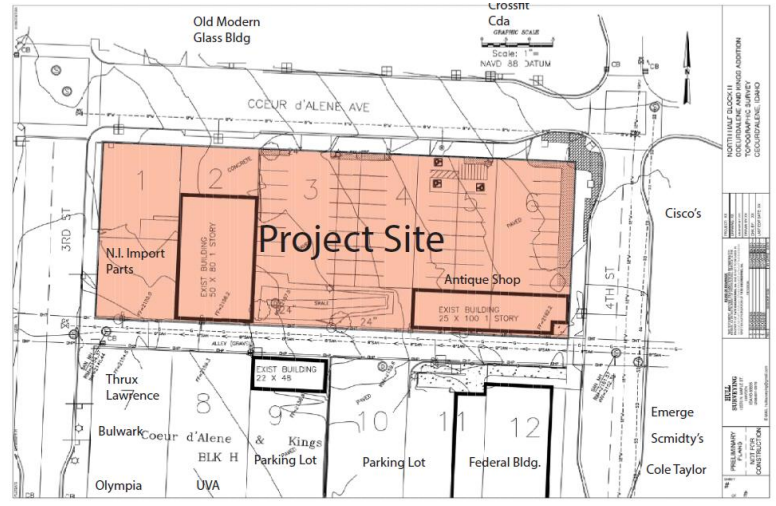
Motion by Commissioner Armon, seconded by Commissioner Widmyer, accepting the financing proposal submitted by Washington Trust Bank for the Lake District Series 2017 Note, directing the Ex. Director and agency legal counsel to craft the necessary Note documents for final board approval.

Recusal: Commissioner Davis recused himself from voting on this motion because he works with Washington Trust Bank on matters unrelated to this agency financing proposal.

Motion carried.

- C. Parking – Commissioner Brad Jordan
 Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) welcomed Dick Stauffer (Miller-Stauffer Architects) to the meeting to share his work to date re. the preliminary design analysis of the proposed downtown parking facility. Mr. Stauffer has been working with the Parking Team (**ignite cda** Commissioners Jordan, Metts, Hoskins; Ex. Director Berns, and City of CDA Deputy Administrator Taylor) on his preliminary design analysis.

Mr. Stauffer shared with the board an overview PowerPoint presentation of the preliminary design analysis. Following are several key slides of the presentation:



Parking Garage Design Parameters

1. Target 360 Parking Spaces
 - A. Replace Existing
 - B. Parking Deficit
 - C. Normal Growth
 - D. Development Catalyst
2. Simple Design
 - A. Open Air
 - B. Not Mixed Use
3. Architectural Features
 - A. Generous use of Masonry to blend w/ Historical Downtown Materials
 - B. Ground Level Storefronts to Enhance Curb Appeal
 - C. Grand use of Signage / Public Art
 - D. Landscaped Corners
4. Operational Options
 - A. Lower level Independence
 - B. Potential for bridging
 - C. Method for Closing





Schematic Level Opinion of Construction Cost

1. Site Preparation	\$150,000.00
2. Basic Structure	\$4,700,000.00
3. Architectural Enhancements	\$725,000.00
4. Design / Permits / Special Inspections	\$350,000.00
Cost per Sq. ft.	\$5,925,000.00 *
<i>5,425,000.00 / 134,993 sq. ft. = \$40.19 / Sq. ft.</i>	
Cost per Car	
<i>5,425,000.00 / 376 cars = \$14,428.19 per car</i>	

During his presentation, Mr. Stauffer shared a history of the parking facility initiative, including the rationale for the selection of the proposed facility location. The intent of this proposed parking facility scope and scale (+/- 360 spaces) is to serve the long-term parking needs for this portion of the downtown central business district. The proposed facility design also contains approximately 1,000 square feet of commercial space at street level on 3rd Street, and space designed for a potential bus stop & rest rooms located at street level on CDA Avenue. Efforts were made in this preliminary design to add treatments to the facility's façade that help the building blend in with the downtown fabric; i.e. extensive brick treatment. The estimated cost for a facility of this size/scale with the suggested façade treatments is approximately \$5.9 million.

- Commissioner Davis shared that the design, even with the brick treatment on the façade, still looks a bit contemporary. Would it be possible to design the facility to look a bit more historic / traditional like the Wiggetts building?
 - Mr. Stauffer shared that yes, a more traditional appearance can be pursued, the example provided is just one possible design appearance.
- Commissioner Hoskins shared that the facility was well designed to fit in with the scope and scale of the existing surrounding buildings.
- Commissioner Druffel shared that he felt the preliminary design as presented was very well done.
- Commissioner Jordan asked what the cost would be to design the building to potentially have additional floors added in the future.
 - Mr. Stauffer shared that it is estimated to cost an additional \$220,000 to construct larger building foundations that would support two additional parking floors in the future. Mr. Stauffer also shared that the structural engineers who provided the cost estimate cautioned that adding floors to an existing facility in the future is very challenging logistic-wise (i.e. closing the garage, closing streets, losing parking revenues) and is often not pursued.
 - Mr. Stauffer also shared that adding a roof to the facility was evaluated. The cost of adding a roof is very close to the cost of adding another floor of parking, so more times than not, a builder/owner will choose to add more parking and not a roof.
- Commissioner Widmyer shared that he was concerned with the estimated cost of the parking facility. He questioned if the proposed scope/scale of the facility is the most economical path to pursue for downtown parking.

Commissioner Widmyer shared that he definitely supports the parking facility project, but is concerned with the estimated cost.

- Commissioners Widmyer and Davis shared that developing a financial analysis pertaining to projected parking revenue, lease space revenue and O&M costs would be prudent to understand the annual net revenue forecast for a city-owned and operated debt free parking facility. Would it be wise to add additional commercial lease space?
 - Mr. Stauffer shared that the proposed design is simple in nature and thus less expensive to build and operate. Adding more commercial space complicates the project and will add more costs to the project that may or may not be offset by additional lease income. The most efficient method for decreasing the cost of a parking facility is to remove capacity – i.e. remove a floor of parking.
 - City of CDA Deputy Administrator Sam Taylor, who is the city’s lead on parking, shared that he has run some preliminary numbers on potential parking revenue and estimates that the facility could yield approximately \$1 million in annual parking revenue (math: 360 spaces * \$8 per day [\$2 per space @ 4 hours a day] * 365 days). Mr. Taylor also shared that he supports building this facility to handle future parking needs in this portion of town, and would recommend against removing a floor of parking for cost reasons.

Mr. Stauffer will make the same preliminary design presentation to CDA City Council on February 21, 2017.

Motion by Commissioner Davis, seconded by Commissioner Jordan, directing the Ex. Director to work with the Parking Team to develop and release a Request for Qualifications pertaining to a formal design (e.g. design, construction drawings, project bidding) of the downtown parking facility as proposed. Motion carried.

7. EXECUTIVE DIRECTOR’S REPORT

[Ignite cda/City of CDA N. Park Ave. Property Trade Analysis Contract with Welch-Comer](#)

Background: For background on this issue, please refer to the November 16, 2016 [ignite cda](#) board meeting minutes.

Phil Boyd (Welch-Comer Engineers) discussed a contract proposal submitted to [ignite cda](#) by Welch-Comer Engineers for professional engineering services pertaining to [ignite cda](#)’s planned parcel trade along N. Park Drive with the City of CDA (see contract proposal summary below). The scope of work and target

dates proposed by Welch-Comer will enable **ignite cda** to position itself to divest of these parcels in 2017 to help fund strategic projects in the Lake District. The majority of the proposed \$24,000 fee is related to the **ignite cda** portion of the initiative, with only \$2,400 of the fee associated with City of CDA boundary survey needs.

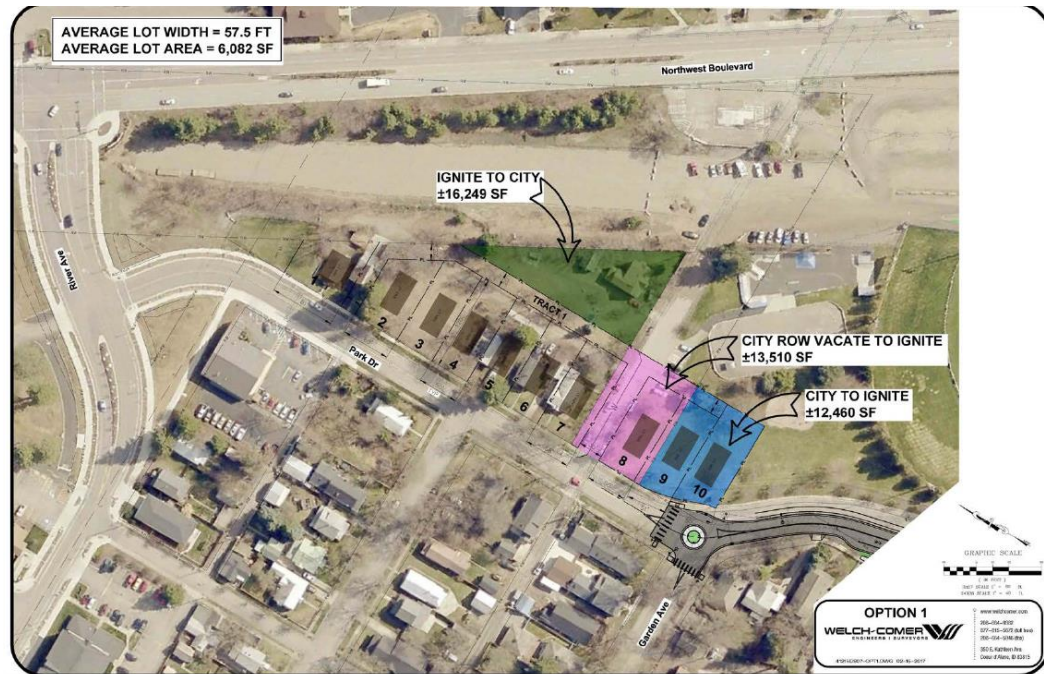
CONTRACT COST SUMMARY

Meetings and Project Management	\$2,800
Topographic Survey	\$1,440
Boundary Survey	\$7,200
Boundary Line Adjustment (BLA)	\$4,800
Parcel Definition & Land Exchange	\$1,760
Garden Ave. Vacation Process	\$2,400
City Submittal and Review Process	<u>\$3,600</u>
Lump Sum Cost	\$24,000

GARDEN AVENUE VACATION, BOUNDARY LINE ADJUSTMENT & LAND EXCHANGE

<u>ITEM</u>	<u>SCHEDULED DATES</u>
1. Vacation Application Submitted and Documents for Land Exchange Boundary Line Adjustment Submitted	2-28-17
2. Staff Report for Public Works Packet	3-22-17
3. Public Works Committee Meeting	3-27-17
4. Press Release Emailed to City Clerk & Newspaper	3-28-17
5. Boundary Line Adjustment approved and deeds are recorded	3-28-17
6. Council Considers ignite cda land exchange proposal	4-4-17
7. Publish Dates (2 consecutive weeks, 7 days prior	3-28-17
8. to the 2nd date - minimum)	4-4-17
9. Mailing Date (10 days prior to mtg. - minimum)	3-28-17
10. Mayor and ignite cda Chairman Execute the Quit Claim Deeds	4-10-17
11. Vacation Staff Report to City Clerk for Council Packet	4-12-17
12. Vacation Public Hearing Date	4-18-17
13. Vacation Ordinance Passage Date	5-2-17

Following completion of the aforementioned items 1 through 13, Garden Avenue is vacated, Boundary Line Adjustment is completed, land exchange is completed. **ignite cda** now has all the property necessary for the subdivision: lots 1 through 10 in graphic below.



Mr. Boyd shared that **ignite cda** as the “developer” of the 10 lots, will incur infrastructure costs associated with getting the lots ready for sale. For example, **ignite cda** would need to make sure each lot has adequate utilities (sewer, water, power), construction of access alleyways, development of any desired buffering elements (e.g. walls). Costs for needed infrastructure improvements are unknown at this time.

- Commissioner Hoskins asked if it would be better for **ignite cda** to pay for the needed infrastructure and sell the 10 lots individually, or sell all 10 lots as one unit to a developer and let the developer pay for all of the needed infrastructure work?
 - Commissioner Jordan shared that it all depends on the price of the property. If the property price is low enough, a developer may be willing to buy all of the lots as one unit and install all of the needed infrastructure. The end result might be a push dollar-wise for the agency.

Motion by Commissioner Widmyer, seconded by Commissioner Druffel, approving the Welch-Comer Engineering contract as submitted, with a not to exceed cost of \$24,000, for the following deliverables:

- **Welch-Comer contract to complete Garden Avenue vacation, BLAs, and **ignite cda** / City of CDA land exchange creating 10 lots along N. Park Drive,**
- **Lot configuration work,**

Also authorizing the **ignite cda** chairman to sign necessary documents pertaining to the vacation of Garden Avenue, BLAs, and the **ignite cda** / City of CDA land exchange. Motion carried.

ignite cda Young Avenue Property: Divestiture Discussion

Ex. Director Berns shared that the demolition of the Young Avenue buildings was completed in January. Ex. Director Berns discussed the following graphic which highlights the Young Avenue property parcels owned by **ignite cda** and the one property parcel owned by the City of CDA.



City leadership has been asked if the City has plans for the remnant City parcel depicted. At one time prior to the revitalization of McEuen Park, this City parcel was tied to the former gravel parking lot owned by the City. Following the redevelopment of McEuen Park, this City parcel has been isolated by the construction of the new segment of the Centennial Trail. Ex. Director Berns shared that if the City has no use for this parcel, maybe the City would be willing to gift this parcel to **ignite cda** to “square up” the agency’s Young Avenue ownership, which could result in a higher sales price for the ownership block. Revenue from the sale of this property will help the agency fund the board’s strategic projects in the Lake District. Ex. Director Berns asked for board direction to pursue an appraisal process to ascertain the market value of the agency’s Young Avenue property assets.

- Commissioner Widmyer shared that he has pursued the need for this city owned parcel with other members of city leadership. The city has no planned

use for this isolated parcel and would be willing to consider gifting the parcel to the agency.

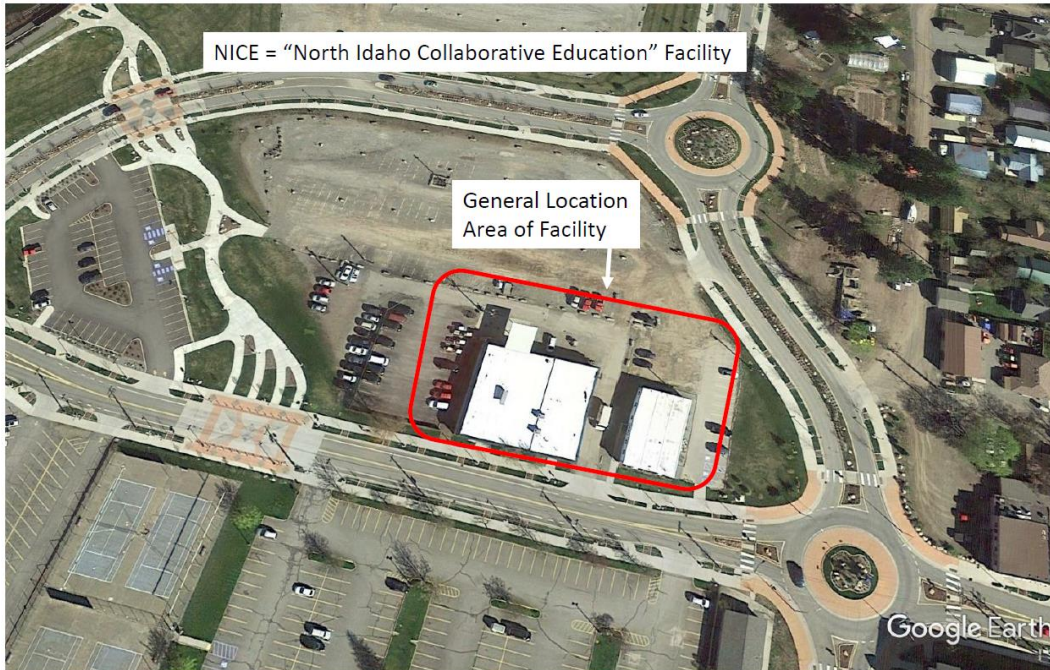
- Commissioner Widmyer suggested that area stakeholder groups (e.g. Tubbs Hill Foundation, neighborhood stakeholders) be kept informed during this property divestiture conversation.
- Commissioners suggested that Ex. Director Berns obtain an appraisal that addresses the highest and best use of this combined (i.e. **ignite cda** parcels, city parcel) property given the property's current zoning.

Motion by Commissioner Jordan, seconded by Commissioner Chapkis, directing the Ex. Director to obtain an appraisal of the Young Avenue ownership block as depicted (city parcel and agency parcels) to ascertain the highest market value given the property's current zoning. Motion carried.

Initiative Updates

NICE: "North Idaho Collaborative Education" Facility

- Ex. Director Berns shared that the NICE project's design team (H2A Architects & Integrus Architecture) held a meeting with stakeholders (University of Idaho, North Idaho College, Lewis Clark State College, State Department of Public Works, **ignite cda**) on February 14th wherein discussion continued re. the facility's design / use concept. Progress to date has included finalizing the facility's site location (see graphic below), completing a rough scope/scale of the facility, and deciding upon initial programming/use. Next steps call for more detailed design work. The current project schedule calls for bidding for the construction of the NICE facility in February 2018, construction of the facility beginning in April 2018, with a projected occupancy date of July 2019.



8. BOARD COMMISSIONER COMMENTS:

Commissioner Hoskins shared that **ignite cda** and the city council will strive to schedule bi-annual workshops. Efforts are underway to hold the next workshop in May, 2017.

9. PUBLIC COMMENT:

No public comment was provided.

10. 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 Davis, seconded by Commissioner Widmyer, 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:

Goodlander	Absent	Widmyer	Yes	Druffel	Yes
Metts	Absent	Jordan	Yes	Hoskins	Yes
Armon	Yes	Davis	Yes	Chapkis	Yes

Motion carried.

The **ignite cda** board entered Executive Session at 6:15 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 6:34 p.m.

11. ADJOURN

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

The **ignite cda** board meeting adjourned at 6:34 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY MARCH 15, 2017 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, Druffel, Davis, Goodlander, Metts.

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

Chairman Hoskins shared that Dick Stauffer has asked that his Memorial Field Grandstand Analysis be rescheduled for the April **ignite cda** board meeting. Chairman Hoskins asked for a motion to modify the board meeting agenda removing the grandstand analysis presentation.

Motion by Commissioner Davis, seconded by Commissioner Druffel, to modify the board meeting agenda removing the Memorial Field Grandstand Analysis agenda item. Motion carried.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment was provided.

4. APPROVAL OF MINUTES

- February 15, 2017 Board Meeting Minutes

Motion by Commissioner Widmyer, seconded by Commissioner Druffel, to approve the February 15, 2017 board meeting minutes. Motion carried.

5. PRESENTATION: RIVERSTONE BUS TRANSIT CENTER – Jody Bieze

Jody Bieze, Director of the Kootenai County Transit System, shared with the board a transit system presentation and a \$411,272 partnership funding request involving the proposed transit center facility to be located in the northwest corner of the Riverstone development adjacent to Seltice Way.

Several years ago, Kootenai County (“County”) and the CDA Tribe purchased several lots in the northwestern corner of the Riverstone development adjacent to Seltice Way (which is located in the Agency’s River District). The plan has been for years to establish a transit center at that location. The transit center is planned to be “multi-modal” in nature serving as a regional hub for Citylink, SPOT (Sandpoint transit), Spokane STA, Greyhound, & County/City/Tribe initiatives.

The County has secured the federal funds needed to help construct the transit center. The County needs to have a local match for the federal funding totaling \$411,272. The matching funds required have been assembled from the County and the City jurisdictions. An idea has been proposed that maybe **ignite cda** would agree to contribute the one-time needed matching funds amount of \$411,272 for construction of the transit center, thus freeing up the other \$411,272 already assembled from the County/jurisdictions for use in other elements of the transit center initiative (e.g. bus acquisitions, bus shelter construction along the routes).

The plan is for the construction of the transit center to be accomplished in two phases. The first phase (see graphic below) requiring the \$411,272 match involves construction of:

- the center itself
- a component of surface parking
- on site shelter amenities
- landscaping

The second phase (see graphic below) involves future surface parking expansion on the east side of the site. Cost estimates and funding strategies for the second phase are still in the planning stages.

Transit Center: Full Build Out



Timing for the first phase of the Transit Center initiative is depicted below.

Transit Center Project Schedule (DRAFT)

Activity	Status	Est. Start Date	Est. End Date
Network Design/Conceptual Planning	100%		
Draft A/E Procurement (RFQ)		March 2017	April 2017
Issue A/E Procurement (RFQ)		April 2017	May 2017
Award A/E Contract		June 2017	
Preliminary Design		June 2017	July 2017
Final Design/Project Clearance		August 2017	November 2017
Estimated Cost Analysis		August 2017	November 2017
Bid		December 2017	
Review Bids		December 2017	
Permits		December 2017	
Select Contractor		February 2018	
Construction		March 2018	October 2018

- Commissioner Goodlander asked if the funding request of **ignite cda** is for the total match amount?
 - Mrs. Bieze shared that yes, the request to **ignite cda** is for the total required match amount of \$411,272.

- Commissioner Davis asked a confirmation question in that the **ignite cda** \$411,272 would be used in place of the County/City jurisdiction already assembled funds? In other words, the County has the matching funds in hand at this time, but the County wants **ignite cda** to replace the existing matching funds.
 - Mrs. Bieze shared that yes, that is correct.
- Commissioner Jordan shared that he recalls the County voted down establishing a transit authority in the past. What is the long-term transit vision of the County?
 - Mrs. Bieze shared that the County commissioners currently act as the transit authority, and that establishing a formal regional transit authority would be a costly / challenging endeavor. The County is committed to the long-term success of the transit system.
- Commissioner Davis asked who owns the property on which the transit center is planned to reside?
 - Mrs. Bieze shared that the property is owned jointly by the County and the CDA Tribe; the property can only be used as a transit center.
 - Given the shared ownership model, Commissioner Davis expressed some concern re. the potential **ignite cda** investment in the transit center and the security / longevity of the transit center enterprise.
- Commissioner Druffel asked if the transit center initiative will move forward with or without **ignite cda's** financial participation?
 - Mrs. Bieze shared that yes, the transit center initiative will be built with or without the Agency's support.
- Commissioner Davis shared his concern re. the inherent opportunity cost involved with this decision involving directing Agency funds to an already funded initiative vs. using the Agency funds for other River District strategic initiatives.

Commissioner Hoskins thanked Mrs. Bieze and team for their presentation and shared that the board will take the transit center funding request under advisement.

6. PRESENTATION: FOUR CORNER MASTER PLAN - "MEMORIAL PARK" ELEMENT UPDATED DESIGN – Bill Greenwood

*Background: For background on this issue, please refer to the December 21, 2016 **ignite cda** board meeting minutes.*

Bill Greenwood, City of CDA Parks Director, and Phil Boyd (Welch-Comer Engineers) shared with the board an updated design of the Memorial Park element of the Four Corner Master Plan. The primary components of the updated design include:

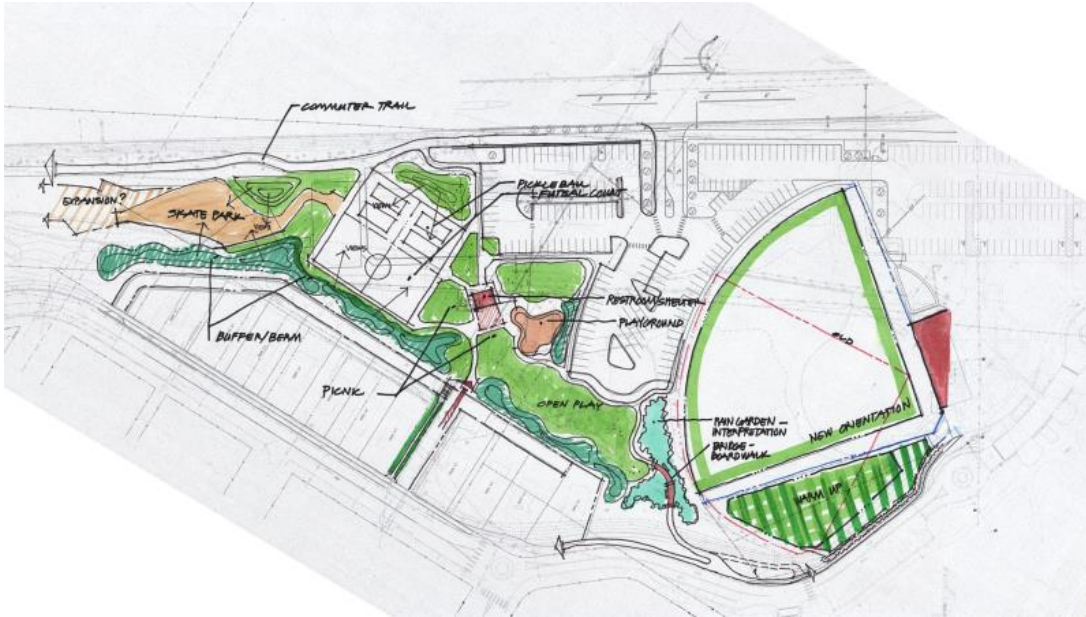
- Reorientation of Memorial Field (i.e. rotating the existing field layout eastward resulting in a more northerly orientation when viewed from home plate)
- Modification to the City /County parking lot design / layout
- Repositioning of certain park improvements on the **ignite cda** “triangle” property that will be exchanged with the City
- Potential relocation / replacement of existing field lights on Memorial Field. This design change could be an expensive proposition and costs for such a lighting modification are not in the current budget; the issue is still being researched
- New Memorial Field orientation will require installation of some tall fences/netting to control softball flight into parking areas

Following are key slides from the presentation:



WELCH-COMER
ENGINEERS + SURVEYORS

Original Design for “Memorial Park” Element of Four Corners Master Plan



Revised Design Plan for “Memorial Park” Element of Four Corners Master Plan

- Commissioner Goodlander asked if Garden Avenue would be signalized as a result of the City/County parking lot?
 - Mr. Boyd: yes

- Commissioner Druffel asked if the redesigned parking lot capacity would increase or decrease?
 - Mr. Boyd shared that the redesigned lot would be a bit smaller resulting in a few less parking spaces, but will include more landscaping.

- Commissioner Davis asked if the proposed repositioning of the Memorial Field lights would negatively impact the adjacent neighborhood?
 - Mr. Boyd shared that the design team is still working on a lighting study that will address the issue of off-site glare.

- Commissioner Widmyer shared that lighting technology has greatly improved over the years to reduce off-site light nuisance issues. Hopefully this technology will be a part of the solution at Memorial Field.

- Commissioner Widmyer asked if the project scope that will go out for bid will include construction of the skate park element of the plan?
 - Mr. Greenwood shared that the skate park element will not be included in the 2017 construction phase, but is planned to occur in 2018 depending upon the receipt of targeted grant funding.

- Commissioner Hoskins asked since the skate park element will be postponed until 2018, how will the skate park site be “inventoried” during the 2017 construction season?
 - Mr. Boyd shared that the area will be cleared, compacted and stabilized during 2017.

7. YOUNG AVENUE PROPERTY DISPOSITION

*Background: For background on this issue, please refer to the February 15, 2017 **ignite cda** board meeting minutes.*

Property Appraisal Discussion – Ex. Director Berns

Ex. Director Berns shared the following ownership history pertaining to the Agency’s Young Avenue property:

- When City Council formed the Lake District in 1997, McEuen Field was included in the district boundary with the intent of improving the area.
- Understanding the priority of improving the McEuen Field area, the **ignite cda** board identified the properties located south of City Hall bordering the City’s old gravel parking lot as potential strategic acquisitions.
- The Agency acquired the Young Avenue lots in 1998 for \$84,000. The 722 Young Avenue triplex property was also acquired in 1998 for \$130,000. The 712 Young Avenue duplex property was acquired in 2005 for \$415,000. Total Agency acquisition cost for the Young Avenue properties totaled \$629,000.
- A result of the intensive McEuen Park planning effort was that the Agency’s Young Avenue properties would not be included in the McEuen Park initiative. The construction of the new section of the Centennial Trail separated the parcels from the renovated City surface parking area.
- In 2016, the board finalized financial planning for Lake District strategic initiatives including the new downtown parking facility, Four Corner Master Plan, and Collaborative Education Facility. The financial plan involves the sale of non-strategic Agency property assets located on Young Avenue, N. Park Drive and Lakeside Avenue. The intent of these property divestitures is to generate funds for Lake District strategic projects, as well as to place these property assets back on the tax roll so they can generate long-term value for the community.
- Washington Trust Bank, the bank partner on the financial plan, is requiring that the Agency sell \$1.3 million of property assets as a condition of their financing agreement.
- In late 2016, the board directed Ex. Director Berns to demolish the Young Avenue buildings; demolition was completed in January, 2017.

- At the February, 2017 board meeting, Ex. Director Berns shared that City leadership has been asked if the City has plans for the remnant City parcel (solid yellow outline in graphic below) adjoining the northwest portion of the Agency property. At one time prior to the revitalization of McEuen Park, this City parcel was tied to the former gravel parking lot owned by the City. Following the redevelopment of McEuen Park, this City parcel has been isolated by the construction of the new segment of the Centennial Trail. Ex. Director Berns shared that if the City has no use for this parcel, maybe the City would be willing to gift this parcel to **ignite cda** to “square up” the Agency’s Young Avenue ownership, which could result in a higher sales price for the ownership block.
 - Ex. Director Berns asked for board direction to pursue an appraisal process to ascertain the market value of the Agency’s Young Avenue property assets.
 - The board made a motion directing the Ex. Director to obtain an appraisal of the Young Avenue ownership (City parcel and agency parcels) to ascertain the highest market value given the property’s current zoning.

Ex. Director Berns shared that an appraisal on the Young Avenue property has been completed by Columbia Valuation Group. The appraisal contains two premises:

- Premise 1: value of **ignite cda** land only, including the alley that can be abandoned = \$960,000
- Premise 2: value of **ignite cda** land and City of CDA land combined = \$1,390,000

The following graphic highlights the Young Avenue property parcels owned by **ignite cda** (red boundary) and the two property parcels owned by the City of CDA (yellow boundary).



Ex. Director Berns shared that at the suggestion of the appraiser, the City parcel located south of the **ignite cda** property bordering E. Tubbs Hill Drive (dashed yellow boundary) be included in the appraisal process. This southern City parcel is located on a steep slope and may have limited use for the City, but would be of considerable value if combined with the **ignite cda** property parcels. The City has yet to be approached re. any planned use for this particular City owned parcel.

Revenue from the sale of the Young Avenue property will help the Agency fund the board's strategic projects in the Lake District.

Tubbs Hill Foundation (THF) Presentation – George Sayler

George Sayler, President of the THF, shared that the THF is visiting with the board as a partner to help consider the highest and best use to the community of the Agency's Young Avenue property. Mr. Sayler shared the THF's vision/mission with the board and the THF's desire to keep the Young Avenue

property in a natural state. The THF does not feel a housing development on the Young Avenue property would be the best fit for Tubbs Hill. Mr. Sayler encouraged the board to work with the THF and other interested stakeholders on other possible uses for this property.

Jessica Bryant, a THF board member, shared that this is a once in a life time opportunity to add the Agency's Young Avenue property to Tubbs Hill, furthering the unification of Tubbs Hill with McEuen Park. The THF envisions that the Young Avenue property would be a more passive/quiet public space vs. the more active environment at McEuen Park. The Young Avenue property might be a great location for the THF's desired Tubbs Hill Interpretive Center.

Chuck Hosack, a THF board member, shared with the board that Tubbs Hill is very unique, a crown jewel of downtown CDA. He encouraged the board to keep the Young Avenue property public and add the property to Tubbs Hill.

- Commissioner Metts asked how much it would cost the City to maintain the Young Avenue property if it was converted to public space?
 - Mr. Greenwood shared that he is not sure of the maintenance cost; the cost would depend on the type of development / improvement made to the property.
- Commissioner Widmyer volunteered to work with the THF on pursuing other possible opportunities for the Agency's Young Avenue property.

8. REPORTS

A. Finance – Commissioner Armon Lake & River District Monthly Financials Lake & River District Payables

Ex. Director Berns, in Commissioner Armon's stead, reviewed and discussed the February Lake and River District financial statements, and the February / March account payables sheet, with the board.

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

B. Parking – Commissioner Brad Jordan Commissioner Jordan (who serves as the **ignite cda** representative on the City's Parking Commission) shared that the Request for Qualifications for a design firm for the downtown parking facility has been issued, and that the Submittal of

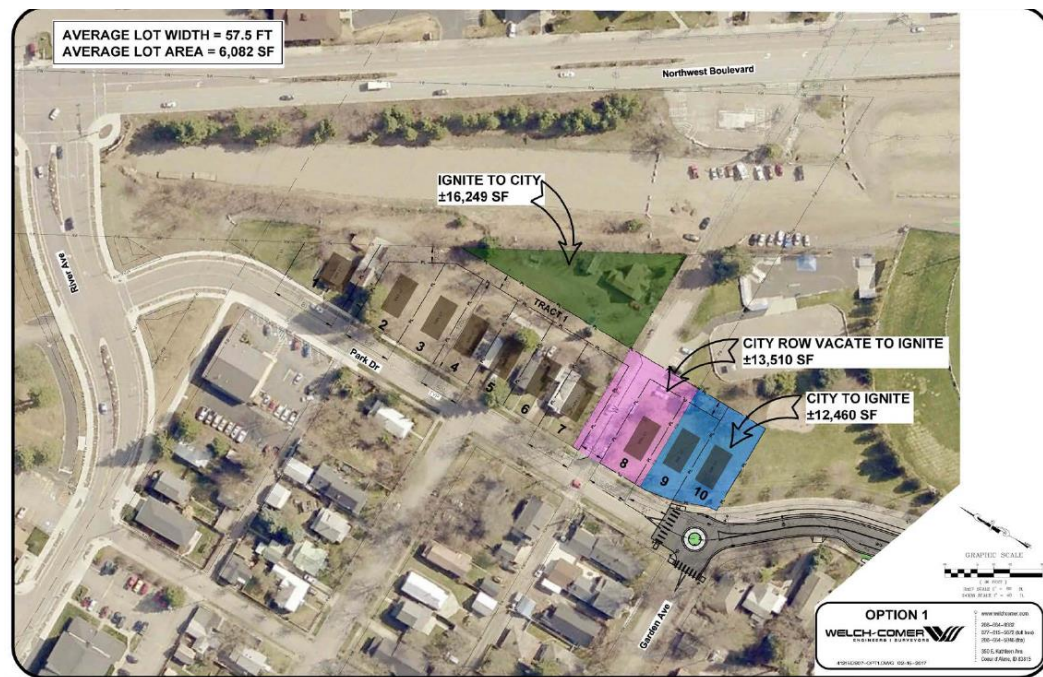
Qualifications are due on March 17th. For background on this initiative, please refer to the February 15, 2017 **ignite cda** board meeting minutes.

9. EXECUTIVE DIRECTOR'S REPORT

Ignite cda/City of CDA N. Park Ave. Property Trade Analysis Contract with Welch-Comer

*Background: For background on this issue, please refer to the February 15, 2017 **ignite cda** board meeting minutes.*

Phil Boyd (Welch-Comer Engineers) shared an update with the board pertaining to **ignite cda's** planned parcel trade along N. Park Drive with the City of CDA depicted in the graphic below.



Mr. Boyd shared with the board potential sale prices and estimated development costs (presented below) associated with the planned re-configuration of the area.

ignite CDA Park Drive Properties					ignite CDA Park Drive Properties				
Land Sales Revenue					Land Sales Revenue				
Lots	# Lots	vg. Price/Lot	Revenue	Total	Lots	# Lots	Avg. Price/Lot	Revenue	Total
1, 2, and 3	3	\$ 150,000	\$ 450,000		1, 2, and 3	3	\$ 170,000	\$ 510,000	
4, 5 & 6	3	\$ 165,000	\$ 495,000		4, 5 & 6	3	\$ 185,000	\$ 555,000	
7, 8, 9 & 10	4	\$ 175,000	\$ 700,000		7, 8, 9 & 10	4	\$ 195,000	\$ 780,000	
Project Total Sales	10			\$ 1,645,000	Project Total Sales	10			\$ 1,845,000
Expenditures					Expenditures				
Land Acquisition from 2002 to 2005			\$ 1,345,500		Land Acquisition from 2002 to 2005			\$ 1,345,500	
			\$ 1,345,500					\$ 1,345,500	
Development Costs					Development Costs				
Site (Aley, Sidewalk)			\$ 90,000		Site (Aley, Sidewalk)			\$ 90,000	
Water Improvements			\$ 17,000		Water Improvements			\$ 17,000	
Sanitary sewer			\$ 35,000		Sanitary sewer			\$ 35,000	
Storm sewer			\$ 10,000		Storm sewer			\$ 10,000	
Power			\$ 33,800		Power			\$ 33,800	
Teledata/network			\$ 13,000		Teledata/network			\$ 13,000	
Boundary Line Adjustment, Garden Ave. Vacation and Land Trade			\$ 22,560		Boundary Line Adjustment, Garden Ave. Vacation and Land Trade			\$ 22,560	
Entitlement, Engineering, and Surveying Fees & permits			\$ 35,120		Entitlement, Engineering, and Surveying Fees & permits			\$ 35,120	
Bidding, Construction Phase Services, Construction Staking			\$ 12,000		Bidding, Construction Phase Services, Construction Staking			\$ 12,000	
Total Development Costs			\$ 268,480		Total Development Costs			\$ 268,480	
			Development Cost Subtotal	\$ 268,480				Development Cost Subtotal	\$ 268,480
			Total Expenditures	\$ 1,613,980				Total Expenditures	\$ 1,613,980
			Profit	\$ 31,020				Profit	\$ 231,020

The graphic above depicts two potential project proformas given two land sale price scenarios. The lower price/lot scenario would result in net proceeds to the Agency of approximately \$1.4 million. The higher price/lot scenario would result in net proceeds to the Agency of approximately \$1.6 million.

Seltice Way Revitalization Project – Construction Bids

Ex. Director Berns shared that the City opened bids for the Seltice Way construction project Tuesday, March 14. Four bids were received, with the lowest bid provided by Tom Lariviere. The lowest bid falls within the estimated project budget. The City and Welch-Comer are validating the bids and will award the construction contract in the near term.

10. BOARD COMMISSIONER COMMENTS:

Commissioner Jordan commented if any work needs to be done by the Agency re. the transit center funding request.

- The board asked Ex. Director Berns to work with the Finance Committee to obtain / gather / discuss more detail on how the County/jurisdiction funds would be used within the transit system (e.g. spent on new buses, spent on new transit shelters) should the **ignite cda** board choose to partner on the transit center initiative as requested. Additionally, formal County Commissioner commitment would need to be assured re. the aforementioned

spending within the transit system, as well as the County’s timeline for spending such funds.

11. PUBLIC COMMENT:

Sam Taylor, City of CDA Deputy Administrator, shared that the City is very pleased with the construction bids received for the Seltice Way project.

12. 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 Druffel, 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.

Roll Call:

Goodlander	Yes	Widmyer	Yes	Druffel	Yes
Metts	Yes	Jordan	Yes	Hoskins	Yes
Armon	Absent	Davis	Yes	Chapkis	Absent

Motion carried.

The **ignite cda** board entered Executive Session at 5:54 p.m. Those present were the **ignite cda** Board of Commissioners, legal counsel Quade, Ex. Director Berns, CDA City Deputy Administrator Sam Taylor, and CDA City Attorney Mike Gridley. 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 6:21 p.m.

13. ADJOURN

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

The **ignite cda** board meeting adjourned at 6:22 p.m. Minutes prepared and submitted by Ex. Director Berns.



**BOARD MEETING MINUTES
WEDNESDAY APRIL 19, 2017 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, Davis, Goodlander, Metts, Chapkis, Armon.

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

2. PLEDGE OF ALLEGIANCE

Chairman Hoskins asked for board approval to postpone discussion on the Midtown Parking Lots agenda item until a later date, and to remove the Midtown Parking Lots agenda item from the agenda.

**Motion by Commissioner Davis, seconded by Commissioner Chapkis, to remove the Midtown Parking Lot agenda item 8(d) from the agenda.
Motion carried.**

3. PUBLIC COMMENT

Mary Lou Reed: Shared that she would like the Agency to keep the Young Avenue property in the public realm. She understands the Agency's investment in the property and the need for the Agency to realize some value return from the property. She suggested that between the Margaret Reed Foundation and the Tubbs Hill Foundation (THF), \$250,000 could be raised in an effort to keep the land in the public realm. She hopes that some middle ground can be found to keep this land in the public realm in partnership with the City and the Foundations. She suggested that the property could be used as a nature interpretive center, or possibly as an area to train young folks as park rangers.

George Saylor, President of the THF: Shared a concept that might help address the financial issue tied to the Young Avenue property. He shared that the THF could sell property the THF owns on Cherry Hill, and in partnership with the Reed Foundation, could amass funds in the \$300,000 range. That amount could be combined with other THF funds on hand plus possible matching grant funds

(via the help of the City) to reach a level in the \$600,000 range. Those funds could then be used in partnership with the Agency to transfer ownership of the Young Avenue property to the City for public use.

- Commissioner Widmyer thanked both Mr. Sayler and Mrs. Reed for their generous offer, and shared that the City would be a willing partner in helping to seek matching grant funds.
- Commissioner Armon shared that the Young Avenue property is in fairly rough shape right now. Given the generous proposal, would the THF have funds remaining to improve the site?
 - Mr. Sayler shared that he anticipates a minimal amount of money would be needed to get the site usable for the short-term, and would look to improve the site over time as funds materialize.

4. APPROVAL OF MINUTES

- March 15, 2017 Board Meeting Minutes
**Motion by Commissioner Goodlander, seconded by Commissioner Widmyer, to approve the March 15, 2017 board meeting minutes.
Motion carried.**

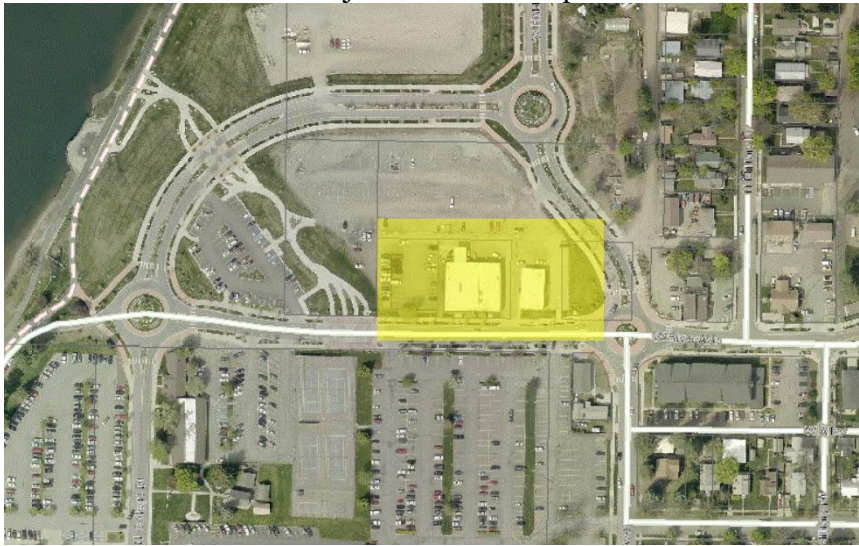
5. PRESENTATION: NORTH IDAHO COLLABORATIVE EDUCATION FACILITY

*Background: **ignite cda** has agreed to provide \$2.5 million in partnership funding for the \$9.7 million North Idaho Collaborative Education Facility (NICE) project. Other project funders include North Idaho College (NIC), University of Idaho (UI), Lewis Clark State College (LCSC) and Idaho Department of Public Works.*

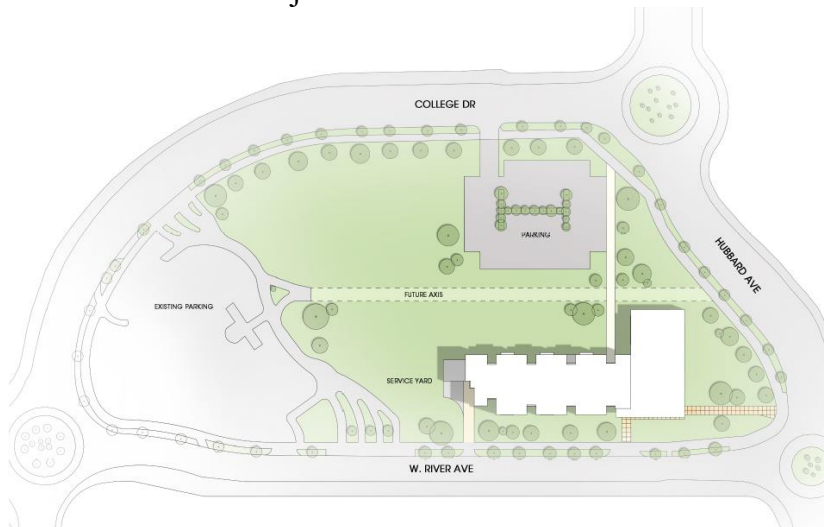
Claire Kincaid Slate (h2a Architects) presented a NICE project overview to the board. Key slides from the presentation are shared below. Ms. Kincaid Slate shared that the two story NICE building project will provide student services and flexible classroom space for NIC, UI, and LCSC. Numerous breakout spaces, which are meeting areas designed to encourage collaborative learning environments, will be located on both floors of the building. Materials on the exterior of the building will include brick, concrete, metal, and glass – all designed to blend in with the current fabric of the campus as well as to tie in with the history of the site (e.g. former forest products mill site). The project is set to break ground in the spring of 2018.

- Commissioner Jordan asked how large of a building is being built?
 - Ms. Kincaid Slate shared that the total building size will be just under 30,000 square feet.

Site Location of NICE Project on NIC Campus



Site Plan of NICE Project



Building Design at Street Level



6. LAKE DISTRICT REVENUE ALLOCATION NOTE, SERIES 2017
Resolution FY17-03: Authorizing the Issuance and Sale to Washington Trust Bank of the Agency's Revenue Allocation Note, Series 2017

Ex. Director Berns and legal counsel Quade shared an overview of the Agency's Revenue Allocation Note, Series 2017 (2017 Note) with the board. Following are key elements of the Note:

- Pursuant to this Note Purchase and Security Agreement, Washington Trust Bank (WTB) offers to purchase from the Coeur d'Alene Urban Renewal Agency d/b/a **ignite cda** ("Agency") its 2017 Note (Lake District Redevelopment Project) in the principal amount of not to exceed \$10,000,000.
- The tax-exempt interest rate on the 2017 Note will be 2.20% per annum.
- The Agency agrees to pay a purchaser fee of \$10,000, plus WTB's legal counsel fees up to \$4,000, plus any applicable UCC filing fees.
- The 2017 Note shall be payable in semi-annual payments based on the aggregate principal amount drawn, plus accrued interest thereon at the tax-exempt interest rate, pursuant to an amortization schedule. The first amortized payment shall be due on the first February 1 or August 1 following draws totaling \$1,000,000. The amortization schedule shall be adjusted semi-annually on February 1 and August 1 thereafter based on amounts drawn until the Agency notifies WTB that no further draws shall be requested, and upon such notification, the final amortization schedule shall be prepared. Payments shall continue on the first day of each February and August until August 1, 2022.
- The 2017 Note is pre-payable, in whole or in part on any date, upon 30 days' written notice to WTB with no prepayment penalty.
- The Agency agrees to and hereby grants and pledges to WTB a security interest in future Lake District revenue allocation proceeds. This pledge will be subordinate to the Agency's:
 - ✓ existing WTB Note Series 2016;
 - ✓ existing Limited Recourse Promissory Note in favor of Gringo Properties, L.L.C.;
 - ✓ existing Limited Recourse Promissory Note in favor of Ice Plant Development, Inc.;
 - ✓ and the existing Limited Recourse Promissory Note in favor of the Coeur d'Alene Chamber of Commerce.
- The Agency agrees to maintain an unrestricted cash balance in its Lake District accounts in the amount of \$1,000,000. Beginning February 1, 2018, and on February 1 of each year until maturity of the 2017 Note, the required cash balance shall be adjusted annually to an amount equal to ten percent (10%) of the outstanding principal balance of the 2017 Note.

- Total draws on the 2017 Note are limited to the principal amount of \$6,000,000 until the sale by the Agency of real property within the Lake District Urban Renewal Area in the aggregate amount of \$1,300,000.

Recusal – Commissioner Davis recused himself from discussing and voting on this agenda item since he works with WTB on issues unrelated to this proposed financing agreement.

- Commissioner Widmyer commented that the final 2017 Note payment date discussed above of August 2022 relates to the timing process as to how the Agency receives property tax revenues from the County; i.e. taxes due for tax year 2021 are paid in 2022.
- Commissioner Widmyer asked if the required \$1M fund balance condition of the 2017 Note is in addition to the existing \$1M fund balance parameter associated with the 2016 Series Note held by WTB?
 - Legal counsel Quade shared that the 2016 Series Note has two requirements, the first being a reserve held by WTB and the second being a requirement that the Agency budget for a \$1M fund balance. The new 2017 Note will require the Agency have actual cash on hand of \$1M, which is a little different than the budget requirement under the 2016 Series Note, but the same cash can cover both requirements.

Motion by Commissioner Widmyer, seconded by Commissioner Armon, to approve Resolution 17-03 authorizing the issuance and sale to Washington Trust Bank of the Agency’s Revenue Allocation Note, Series 2017.

Roll Call:

Goodlander	Yes	Widmyer	Yes	Druffel	Absent
Metts	Yes	Jordan	Yes	Hoskins	Yes
Armon	Yes	Davis	Abstain	Chapkis	Yes

Motion carried.

7. REPORTS

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

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

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the March financial statements and the March / April accounts payables for the Lake & River Districts as presented. Motion carried.

B. Parking – Commissioner Brad Jordan

*For background on this initiative, please refer to the February 15, 2017 **ignite cda** board meeting minutes.*

Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) and Ex. Director Berns shared that the Parking Team met in March to review the Statement of Qualifications (SOQ) submitted by Miller-Stauffer for design of the downtown parking facility. Miller-Stauffer was the only design firm that submitted an SOQ for the project. The Parking Team felt that Miller-Stauffer put together a high caliber design team for the parking facility design comprised of architects, designers and engineers.

The Parking Team recommended that the **ignite cda** board engage the Miller-Stauffer design team for the parking facility design, for a contract fee of **\$350,000**. This fee will include the following services:

- \$300,000: architect fees, engineering fees (civil, structural, mechanical & electrical), city design review process, public workshop, meetings, presentations, construction documents, bidding, construction management, and project closeout.
 - \$15,000: for the required building permit.
 - \$20,000: for special inspections / quality control.
 - \$5,000: for soil sampling.
 - \$10,000: for other anticipated fees (e.g. legal costs, survey work).
- Commissioner Widmyer shared that he did some research on the suggested fee, and found it to be a very fair number.

Motion by Commissioner Davis, seconded by Commissioner Armon, to approve the parking facility design contract with the Miller-Stauffer design team as presented, with the contract fee not to exceed \$350,000, also authorizing the Chairman and Executive Director to execute the necessary contractual documents. Motion carried.

8. EXECUTIVE DIRECTOR'S REPORT

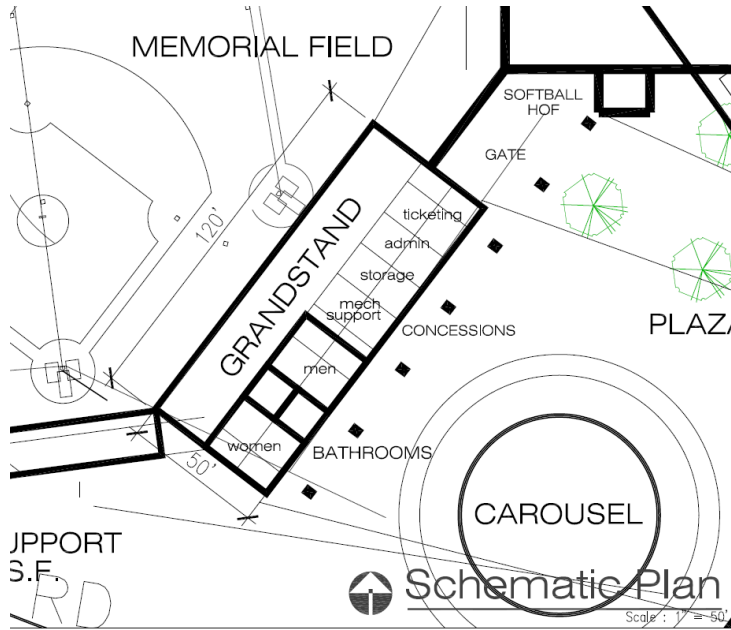
Memorial Field Grandstand Analysis – Dick Stauffer (Miller-Stauffer Architects)

*Background: at the December 21, 2016 **ignite cda** board meeting, Mr. Greenwood shared that at the request of the **ignite cda** board, a cost estimate has been developed by Miller-Stauffer Architects (MSA) for a Memorial Field grandstand structural analysis to determine the cost for assuring the long-term viability & functionality of the grandstand structure. The cost for the structural analysis is \$15,000. The analysis can be generally described as a thorough analysis of all existing structural systems and their current conditions and ability to support proposed improvements. The analysis will further define remedial grandstand recommendations and their associated costs versus demolishing the building and rebuilding a new grandstand.*

Mr. Stauffer shared the MSA Memorial Field Grandstand analysis with the board sharing the following action steps used in the analytical process:

- The MSA team measured all of the structural aspects of the entire grandstand and sent the data to DCI (structural engineers).
- DCI summarized the information, and analyzed the grandstand structure under current building code, not seeking any variances from the current building code.
- DCI's analysis found that the existing grandstand structure is in good shape, but does not meet current code. Numerous structural improvements will need to be made to the grandstand to bring it up to code.
- The grandstand when built was designed to support a load of 18 psi. The current building code requires load support of 40 psi.
- DCI's analysis states that it would cost between \$200-\$300K to remediate the grandstand structure and bring it up to current code. To build a new grandstand is estimated to cost around \$600K, so the estimated remediation cost would be the suggested financial path to pursue.

Mr. Stauffer also shared that part of the requested analysis involved a “what if” scenario; i.e. what if new amenities were added to the grandstand? What would be the recommended amenities and cost? Mr. Stauffer shared that the amenity analysis included installation of two new bathrooms, a concession area, an administration office, storage space, and a ticketing office (see graphic below). Several of the suggested amenities would also greatly help the new carousel operation.



The cost for a fully loaded grandstand structure, which is up to current building codes and possesses the proposed amenities, is around \$950K (see graphic below).

FOUR CORNERS
Memorial Field Grandstand
City of Coeur d'Alene, Idaho
Architect's Opinion of Preliminary Project Costs
 Revised 4/18/2017

Project Description: Refurbish and remodel existing historical wood Grandstand to extend useful life of existing structure and to provide new toilet rooms, concessions, admin, ticketing and storage. Redevelopment to provide new underground utilities, interface with pedestrian plaza and carousel and alcove for softball hall of fame.

No.	Description	Unit	Quantity	Unit Price	Total	Notes
1	Excavation / Demo / Haul	LS	1	\$12,000.00	\$12,000.00	
2	Underground utilities	LS	1	\$15,000.00	\$15,000.00 (1)	
3	Site Development (Plaza Interface)	SF	5,000	\$5.00	\$25,000.00 (6)	
4	Footings/Foundations/Columns	CY	30	\$500.00	\$15,000.00 (2)	
5	Slab / Walk / Dugouts	SF	2,000	\$5.00	\$10,000.00	
6	Timber Framing / Decking - New Area	SF	2,500	\$7.00	\$17,500.00	
7	Structural Reinforcement				\$150,000.00	
8	Walls / Sheathing	SF	4,000	\$4.00	\$16,000.00	
9	Misc. Steel / Hardware / Cols	LS	1	\$24,000.00	\$24,000.00 (2)	
10	Metal Roofing - All	SF	12,000	\$7.00	\$84,000.00	
11	Misc. Framing / Fascia / Soffit / Siding	SF	10,000	\$7.00	\$70,000.00 (3)	
12	Doors / Window Complete	EA	20	\$1,400.00	\$28,000.00	
13	Specialties - Toilet Access. / Signs / Seats	LS	1	\$50,000.00	\$50,000.00 (4)	
14	Paint & Coatings	SF	35,000	\$1.00	\$35,000.00	
15	Special Finishes	LS	1	\$10,000.00	\$10,000.00	
16	Plumbing / Grease Trap	FIXT	20	\$5,000.00	\$100,000.00	
17	Fire Sprinkler	SF	5,000	\$2.50	\$12,500.00 (7)	
18	Elec Service Distribution	SF	8,000	\$4.00	\$32,000.00 (5)(8)	
19	Building Lighting / Fire Alarm	SF	8,000	\$4.00	\$32,000.00	
20	Miscellaneous	LS	1	\$0.00	\$50,000.00 (9)	
21	General Conditions @ 9%	LS	1		\$70,000.00	
22	O & P @ 6%	LS	1		\$50,000.00	
23	Subtotal				\$788,000.00	
24	Permits / Special Inspections	LS	1	\$12,000.00	\$15,000.00	
25	Design	LS	1	\$30,000.00	\$35,000.00	
26	Construction Admin	LS	1	\$6,000.00	\$0.00	
	Total				\$958,000.00	

- Notes**
- Included carousel rough-in
 - Includes allowance for reinforcement of existing
 - Reside Existing - Fiber Cement
 - Continuous alum/fiberglass seating on wood frame
 - Includes service for playfield and Carousel
 - Cut and Patch (Canopy, Lighting, Hardscape)
 - Under grandstand areas only
 - Min. Elec. Heat
 - Includes entry arch



- Commissioner Armon asked if there is money allocated for remediation of the Memorial playfield?
 - Ex. Director Berns shared that the board’s current funding commitment of \$1,559,100 for the Memorial Park element includes \$390,000 for playfield remediation.
- Commissioner Jordan asked if the proposed new restrooms in the grandstand would also serve other areas?
 - Mr. Stauffer shared that yes, the restrooms would serve the playfield, City Park and the carousel.
- Commissioner Davis asked Mr. Stauffer to confirm the minimum investment to upgrade the grandstand to meet current building codes.
 - Mr. Stauffer shared that cost will be between \$200-\$300K.
- Commissioner Armon shared that he thinks the proposed amenities would add great value to the grandstand and surrounding area.
- Commissioner Widmyer asked where would the concession area(s) be located?
 - Mr. Stauffer shared that the concessions would be located on the front of the building facing the pavilion.

Bill Greenwood, City of CDA Parks Director, shared an update re. the Memorial Park element of the Four Corner Master Plan. Mr. Greenwood shared that the City plans to move forward with the original design concept presented to the board at the December 21, 2016 board meeting (see graphic below) vs. the proposed revised design concept presented to the board at the March 15, 2017 board meeting (see graphic below). The City plans to go to bid for this project in the near term. The **ignite cda** board has agreed to \$1,559,100 in partnership funding for the Memorial Park element of the master plan.

- Commissioner Jordan asked if the project budget is staying the same as originally proposed?
 - Mr. Greenwood shared that yes, the engineer’s cost estimate of \$1,559,100 is unchanged at this time.
- Commissioner Goodlander asked about sound buffers for the Ft. Grounds neighborhood?
 - Mr. Greenwood shared that attempts will be made via the project to enhance noise buffering, but the biggest opportunity to reduce neighborhood noise is to minimize the noise generated by users of the park area (e.g. NIC teams).

- Commissioner Jordan asked if an expansion of the grandstand on the south end would help to buffer the noise?
 - Mr. Greenwood: yes, possibly.
- Commissioner Metts shared that an expansion of the grandstand to the south would potentially negatively impact the team practice area on the field.
- Commissioner Goodlander asked if more trees could be added to the project to help address the noise issue?
 - Mr. Greenwood: yes, possibly.
- Commissioner Hoskins asked if the original design concept will still result in 10 property lots on N. Park Drive?
 - Commissioner Widmyer shared that yes, there will be 10 lots.

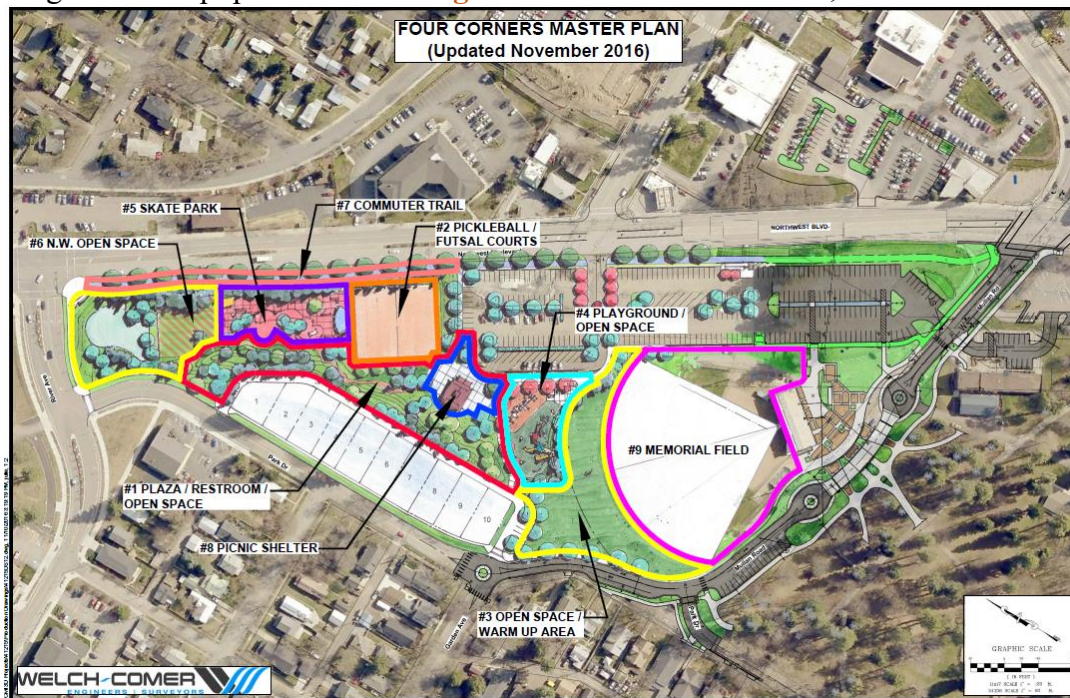
Mr. Stauffer shared his personal view of the positive aspects of re-orientating the playfield as depicted in the March, 2017 revised design concept. Purely from a softball standpoint, it is quite important to rotate the field to the north as proposed. He feels the current field orientation is not efficient from the spectator's standpoint, and would be much better if the field is re-oriented to the north. Having the field re-oriented to the north with the parking solution re-arranged as depicted, would provide a much better visual experience for the community.

- Commissioner Armon asked if the field could be rotated and still leave adequate parking paralleling NW Blvd.?
 - Mr. Greenwood shared that the majority of stakeholders he has contacted support the original design and parking solution as presented.

Revised Concept presented to the **ignite cda** board in March, 2017



Original Concept presented to the **ignite cda** board in December, 2016



Detail of **ignite cda** board funding commitment (\$1,559,100)

Four Corners Companion Projects to the City/County Shared Parking Lot Project
Concept Level Opinions of Cost

AREA	PROJECT ELEMENT	CONCEPT LEVEL OPINION OF PROJECT COST	Outside Funding	Running Total	NOTES
1	PLAZA RESTROOM/LANDSCAPE/IRRIGATION/UTILITIES/LIGHTING/SIDEWALKS	\$ 430,000	\$ (215,000)	\$ 215,000	LWCF Funding
2	PICKLEBALL/FUTSAL COURTS/SIDEWALKS/LIGHTING/LANDSCAPING	\$ 202,000	\$ (200,000)	\$ 217,000	NIC LWCF Conversion
3	CENTRAL OPEN SPACE/WARM UP LANDSCAPE/IRRIGATION/SIDEWALKS	\$ 150,000		\$ 367,000	
4	PLAYGROUND/LANDSCAPE/IRRIGATION/LIGHTING/SIDEWALKS	\$ 234,100		\$ 601,100	City Staff Installs Playground
5	SKATE PARK	\$ 400,000	\$ (200,000)	\$ 801,100	LWCF Funding
6	N.W. OPEN SPACE LANDSCAPE/IRRIGATION/SIDEWALKS	\$ 180,000		\$ 981,100	
7	COMMUTER TRAIL - NW SEGEMENT	\$ 38,000		\$ 1,019,100	Base Project
8	PLAZA PICNIC SHELTER	\$ 150,000		\$ 1,169,100	Add Alternates
9	MEMORIAL PLAYFIELD GRADING, IRRIGATION/HYDROSEED/FENCING/DUGOUTS	\$ 390,000		\$ 1,559,100	Add Alternates
TOTAL		\$ 2,174,100	\$ (615,000)	\$ 1,559,100	

N. Park Drive Building Demolition

Ex. Director Berns shared a summary of the demolition bid packet received from Cannon Hill Industries pertaining to the demolition of buildings located on the following four **ignite cda** owned properties:

- 516 N. Park Drive
- 612 N. Park Drive
- 626 N. Park Drive
- 630 N. Park Drive

The cost of demolishing the buildings located on the four aforementioned properties is \$24,000. Asbestos testing for all of the buildings will be an additional charge of \$1,800 plus \$20/asbestos sample taken. Removal of any asbestos found in the buildings will be an additional cost.

Ex. Director Berns also shared that crews from the CDA Fire Department were invited to train in two of the buildings (612 & 626 N. Park Drive) prior to their scheduled demolition.

Motion by Commissioner Armon, seconded by Commissioner Widmyer, to approve the \$24,000 Cannon Hill Industries building demolition proposal as submitted for the **ignite cda properties located at:**

- 516 N. Park Drive
- 612 N. Park Drive
- 626 N. Park Drive
- 630 N. Park Drive

Including additional costs associated with asbestos testing, and costs required for any asbestos removal. Motion carried.

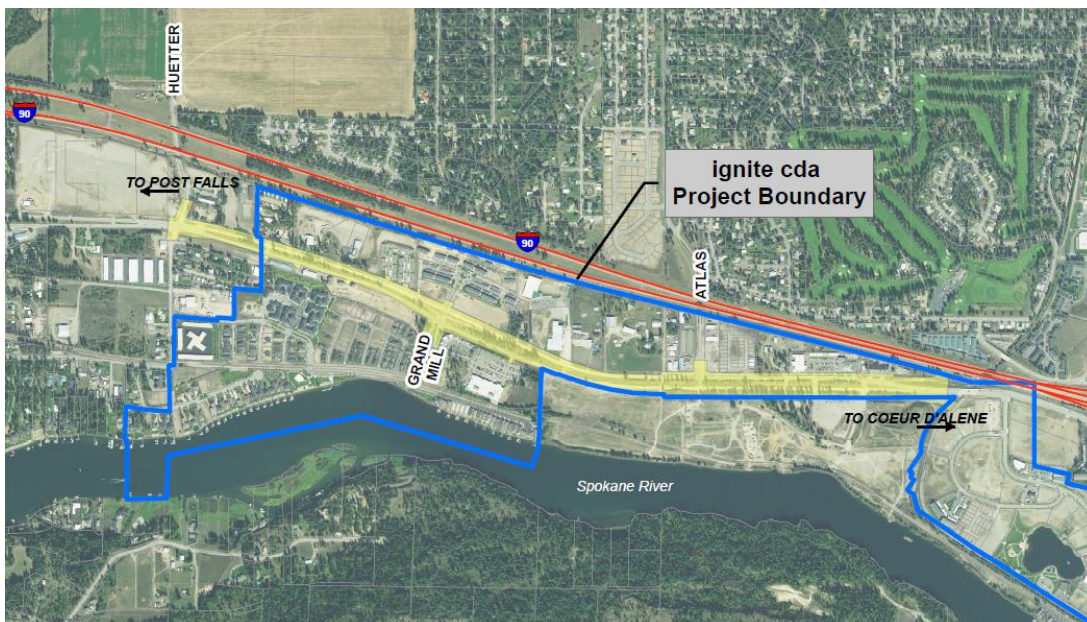
Seltice Way Project Construction Financing Agreement with City of CDA

Ex. Director Berns discussed the **ignite cda** / City of CDA construction financing agreement for the Seltice Way project with the board. CDA City

Council approved this financing agreement at the April 18, 2017 City Council meeting. Following are key elements of the Seltice Way construction financing agreement:

- The Agency agrees to pay up to Four Million Five Hundred Sixty Thousand Dollars (\$4,560,000) for the construction cost elements of the project that are constructed within the boundary of the River District,
- An Agency board member, and/or the Agency's Executive Director, shall be a member of the project implementation team and the Agency shall approve any and all construction draw requests made of the City,
- Agency sign-off will be a prerequisite for disbursement of any funds pursuant to any draw requests,
- The Agency shall have the ability, in its sole discretion, to hire any third-party consultant or expert to oversee the construction of the project, at the Agency's expense. The City agrees to cooperate or cause its contractor or other party acting on behalf of the City to reasonably cooperate with such third-party consultant or expert,
- Agency will pay directly to the contractor the amount requested under the draw request up to a maximum of the total Agency contribution amount.

Following is a graphic depicting the area of the project (highlighted in yellow) included in the Agency's funding commitment:



Motion by Commissioner Davis, seconded by Commissioner Armon, to approve the Seltice Way Project Construction Financing Agreement with the City of CDA as presented, in an amount not to exceed \$4,560,000, also authorizing the Chairman and Executive Director to

execute the necessary documents associated with the financing agreement. Motion carried.

Young Avenue Property Disposition

Ex. Director Berns shared a few metrics with the board re. the continued disposition discussion of the Young Avenue property:

- **Ignite cda** acquisition cost for Young Avenue property = \$629,000
 - Current appraised value of **ignite cda** Young Avenue property = \$960,000
 - If returned to the tax rolls, property taxes based on land value and capital improvements could yield tens of thousands of dollars per year to the local taxing entities.
 - From an opportunity cost analysis viewpoint:
 - i. If the property remains in the public realm, the Agency will realize \$0 and \$0 will be added to the tax roll.
 - ii. If the property is sold, the Agency could realize the appraised value of \$960,000.
 - iii. If the property with improvements is sold and placed back on the tax roll, the property could generate hundreds of thousands of dollars in property taxes to the taxing entities over the next two decades.
- Commissioner Widmyer commented that he feels the Young Avenue property should remain in the public realm and suggested that the Ex. Director work with the two Foundations on their generous proposal as shared earlier in the meeting.
- Commissioner Davis shared that he agrees with Commissioner Widmyer and that the Young Avenue property should remain in the public realm, and that the Agency should realize some economic benefit in return.
- Commissioner Goodlander shared that the community over the years has found ways to purchase properties associated with Tubbs Hill. She shared that she was originally opposed to keeping the Young Avenue property in the public realm, but now supports the property remaining in the public realm.
- Commissioner Jordan shared that he does not see how the Young Avenue property protects Tubbs Hill. A lot of money is tied up in this property that can be used elsewhere in the district for other projects. He really likes the idea proposed by the Foundations and the City to generate some level of revenue to the Agency.
- Commissioner Armon shared that he is grateful for the very generous offer from the Foundations and supports keeping the property in the public realm.

Commissioner Hoskins asked Ex. Director Berns to work with the Foundations and the City on the overture.

Idaho Attorney General Manuals: Ethics in Government, Public Records, Open Meetings

Ex. Director Berns shared that at the request of Agency leadership, he shared e-copies of the following manuals published by the Idaho Attorney General's office with the board:

- Idaho Public Records Law Manual
- Idaho Ethics in Government Manual
- Idaho Open Meeting Law Manual

9. BOARD COMMISSIONER COMMENTS:

Commissioner Jordan asked if the board needs to somehow further address the issue of the Memorial playfield orientation question as raised earlier in the meeting?

- Commissioner Widmyer shared that he sees the value in moving forward with the original Memorial Park concept design.

Commissioner Jordan asked what will be the next steps re. potential improvements to the Memorial Field grandstand?

- Commissioner Widmyer shared that he will ask Bill Greenwood to work with representatives of Welch-Comer and Miller-Stauffer on a process to move forward, generating recommendations for the Agency and City to review.

10. PUBLIC COMMENT:

No public comment was provided.

11. EXECUTIVE SESSION – Idaho Code Section 74-206

Subsection (1)(b): to consider the evaluation of the **ignite cda** executive director.

Subsection (1)(c): to acquire an interest in real property which is not owned by a public agency.

Motion by Commissioner Armon, seconded by Commissioner Davis, to convene an Executive Session, as provided by Idaho Code Section 74-206:

Subsection (1)(b): to consider the evaluation of the **ignite cda executive director.**

Subsection (1)(c): to acquire an interest in real property which is not owned by a public agency.

Roll Call:

Goodlander	Yes	Widmyer	Yes	Druffel	Absent
Metts	Yes	Jordan	Yes	Hoskins	Yes
Armon	Yes	Davis	Yes	Chapkis	Yes

Motion carried.

The **ignite cda** board entered Executive Session at 5:41 p.m. Those present were the **ignite cda** Board of Commissioners, legal counsel Quade, and Ex. Director Berns. Deliberations were conducted regarding the evaluation of the executive director and 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 6:12 p.m.

12. ADJOURN

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

The **ignite cda** board meeting adjourned at 6:13 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY MAY 17, 2017 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, Davis, Goodlander, Metts, Chapkis, Druffel.

ignite cda staff present: Berns

ignite cda legal counsel present: Quade

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Amy Lyons: shared that she feels the Agency's bare land lots in Midtown should be developed into greenspace. She suggests that improving the public parking lots and turning the bare land lots into greenspace would add value to Midtown.

Ken Murphy: shared that he is a Ft. Grounds resident who lives across the street from the Agency owned property on N. Park Drive. He feels that the Agency's N. Park Drive properties should be utilized as park space and not developed into new residential lots.

4. APPROVAL OF MINUTES

- April 19, 2017 Board Meeting Minutes
- May 10, 2017 Special Call Board Meeting Minutes

Motion by Commissioner Widmyer, seconded by Commissioner Druffel, to approve the April 19, 2017 board meeting minutes.

Motion carried.

Motion by Commissioner Goodlander, seconded by Commissioner Davis, to approve the May 10, 2017 special call board meeting minutes. Motion carried.

5. PRESENTATION: CDA 2030 – COMMUNITY PERFORMING ARTS CENTER REPORT – Nicole Kahler

Background: ignite cda requested the CDA 2030 organization to assist with evaluating the artistic community’s support for a potential performing arts center in CDA, and to also benchmark the business models of communities that have successful performing art centers.

Mrs. Kahler discussed the results of the CDA 2030 effort in assessing the desire/need for a performing arts center in CDA, and discussed three benchmarked community performing art centers (case studies). Following are excerpts from the report:

Methods

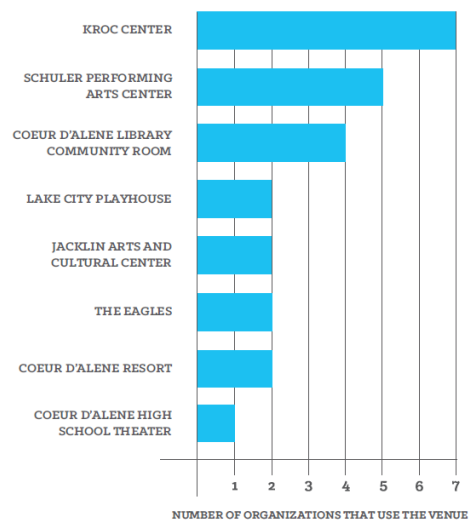
- Convened performing arts and stakeholder organizations
- Introduced a dialogue to understand needs and interest
- Conducted a questionnaire (17 questions, 14 participants)
- Facilitated a meeting on April 12 with 13 organizations represented
- Drafted a report

SURVEY ROSTER

Fourteen organizations were surveyed between March 16 and April 10, 2017. Respondents included:

- **Bette Amon**, Coeur d’Alene Public Library
- **Brooke Bassett**, Verve 8
- **Erika Grubbs**, Opera Coeur d’Alene
- **Chris Guggemos**, Handshake Productions
- **David Hoatson**, CDA Symphony
- **Bliss Lanier**, CYT North Idaho
- **Laura Little**, Laura Little Theatricals
- **Kristina Phillips**, Coeur d’Alene Youth Orchestra
- **Dr. Stan McDaniel**, Chorale Coeur d’Alene
- **Debi Terracciano**, Le Danse
- **Bria Thompson**, Lokahi Dance
- **Justin VanEaton**, North Idaho College
- **Tracey Vaughan**, Coeur d’Alene Summer Theatre

FACILITIES ORGANIZATIONS CURRENTLY UTILIZE



Concerns Surrounding a New Center

 <p>AFFORDABILITY</p> <p>The venue would be too expensive, unrealistic for smaller organizations</p>	 <p>AVAILABILITY</p> <p>Organizations might have difficulty booking the venue</p>	 <p>RESOURCES</p> <p>A state-of-art facility will be difficult to provide for various amenities to differing organizations</p>
 <p>SIZE</p> <p>Organization's audience sizes vary so determining a venue capacity would be difficult</p>	 <p>IMPACT</p> <p>There may be unintended consequences, such as hurting existing organizations and venues</p>	<p>OTHER CONCERNS</p> <ul style="list-style-type: none"> • Creative Restrictions • Elderly/Disabled Access • Parking • Sustainability and funding • Support and faculty • Advertising for events

DISCUSSION POINTS

- Opportunities
- Logistics
- Management
- Funding/Affordability
- New Opportunities

KEY THEMES

- There is a **lack of visibility** for local performing organizations.
- The idea of a community performing arts center was met with **overwhelming support**.
- Questions raised over the logistics of an **outdoor vs. an indoor venue**.

Case Study #1

Thousand Oaks Civil Arts Plaza

Owned by the city? **YES**
 Cost to build? **\$86-million (1994)**

Amenities:

- Two dressing rooms
- Stage lighting
- Sound system
- Hearing-impaired system
- 80-musician capacity orchestra pit
- Green room with kitchenette

1,800

SEATS
 FRED KAVLI THEATRE

394

SEATS
 JANET & RAY SCHERR THEATRE



Case Study #2

Everett Performing Arts Center

Owned by the city? **YES**

City budgets indicate that a General Obligation Fund was utilized in 1993 to fund all or part of the facility.

Amenities:

- Restrooms with showers located off green room
- Green room with kitchenette
- Laundry facilities

512 SEATS
IN AUDITORIUM



Case Study #3

Allen Elizabethan Theatre

Management

The Allen Elizabethan Theatre is managed and supported by the Oregon Shakespeare Festival.

Amenities:

- Stage lighting
- Orchestra seating
- Balcony seating
- Hearing-impaired system
- Concessions

1,198 SEATS
IN HOUSE



Suggested Next Steps

1. Develop a comprehensive list of potential partners
2. Form a steering committee
3. Conduct a feasibility study considering location, size, amenities, management, etc.

Mrs. Kahler shared that there is very strong support from the arts related community for a performing arts center. More work needs to be done on understanding the ideal financial model for such a center, including deriving more information from the case study cities.

- Commissioner Widmyer asked if any one of the participating organizations in the survey expressed a willingness to be the lead non-city related entity in moving this analysis forward. In other words, the city would like a partner from the arts community to help further pursue this potential initiative.
 - Mrs. Kahler shared that no one organization has expressed a desire at this time to take on such a lead role.
- Commissioner Davis, on behalf of the board, thanked Mrs. Kahler and the CDA 2030 organization for taking the lead on this quest; CDA 2030 is a great asset to the CDA community.

6. REPORTS

A. 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 sheet, with the board.

Motion by Commissioner Davis, seconded by Commissioner Widmyer, to approve the April financial statements and the April / May accounts payables for the Lake & River Districts as presented. Motion carried.

B. Parking – Commissioner Brad Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) and Ex. Director Berns shared that the Miller-Stauffer design team met for the second and final time with the City’s Design Review Committee re. the proposed parking garage.

The Design Review Committee’s primary input was to try and breakup the facades of the upper parking ramp levels facing the streets with maybe some type of texturing treatment or installation of some type of public art elements, and to provide streetscaping elements that mirror improvements made to Sherman & Lakeside (e.g. street trees). Otherwise, they were very pleased with the proposed parking garage design.

Commissioner Jordan also shared that the Parking Team met on May 16th to continue work on the parking garage design effort.

- Commissioner Widmyer shared that he visited with several Urban Land Institute (ULI) colleagues based out of Boise recently about mixed uses in parking garages. The Boise folks were very supportive of the proposed 3rd street commercial space currently in the design plans for the CDA downtown parking garage.
 - Commissioner Jordan agreed with Commissioner Widmyer’s support of having some level of street activity associated with the garage.
- Commissioner Widmyer shared that the city plans to install security cameras in the parking garage and that the cameras need to be operational on the facility’s opening day. He also shared that he feels it is important to have gates on the proposed garage entrances to minimize potential problems within the facility.
- Commissioner Jordan asked if there is an issue with installing security cameras given that there may be an inadequate fiber feed between the garage location and city hall?
 - Commissioner Widmyer shared that he is not sure if the fiber feed is a critical issue; there might be other technologies that can service the cameras in the garage.
- Commissioners Jordan and Druffel both feel it is important to plan ahead for potential electric car charging stations in the garage by installing conduit infrastructure in strategic locations within the garage for future use.
- Commissioner Hoskins shared that another design issue being evaluated is the creation of secured bicycle storage space within the garage.

7. EXECUTIVE DIRECTOR’S REPORT

Memorial Park: Final Design Concept

*Background: further background on this initiative can be found in the April, 2017 **ignite cda** board meeting minutes.*

Bill Greenwood, City of CDA Parks Director, was welcomed to the meeting to provide an overview of the final concept design for the Memorial Park element of the Four Corner Master Plan. Prior to his overview, Mr. Greenwood first thanked the **ignite cda** board for their long-term support of parks and public space.

Mr. Greenwood shared that following last month’s visit with the **ignite cda** board, he met with Scott Cranston, Phil Boyd and Dell Hatch to consider the

feedback given at the board meeting. The result of that meeting is the concept graphic shown below. Mr. Greenwood shared that he likes how the new concept better addresses the parking solution on the site, rotates the Memorial playfield area, and better aligns the location of the other park amenities within the overall park area.

- Commissioner Druffel asked that at last month’s meeting, it was brought up that realigning Memorial Field might result in a substantial cost for relocating field lighting. Is that the case?
 - Mr. Greenwood shared that after further research, the cost of relocating the lighting structures is estimated at \$28,000 – a very reasonable cost relative to the overall benefit of rotating the play field.
- Commissioner Hoskins asked for the final parking count?
 - Mr. Greenwood shared that 146 spaces will be added via this initiative.
- Commissioner Goodlander shared that she likes the proposed buffer areas. Is the BLM supportive of this concept?
 - Mr. Greenwood – yes.
- Commissioner Davis asked about next steps in the process?
 - Mr. Greenwood shared that he plans to go to bid by the end of May, and break ground July 5th, with project completion scheduled for October, 2017.

Revised Concept



Memorial Park: Financing Agreement with City

Ex. Director Berns discussed the **ignite cda** / City of CDA financing agreement for the Memorial Park project with the board. CDA City Council approved this financing agreement at the May 16, 2017 City Council meeting. Following are key elements of the Memorial Park financing agreement:

- The Agency agrees to pay up to \$1,559,000 for development of the Memorial Park cost elements as depicted in the following table:

Four Corners Companion Projects to the City/County Shared Parking Lot Project
Concept Level Opinions of Cost

AREA	PROJECT ELEMENT	CONCEPT LEVEL OPINION OF PROJECT COST	Outside Funding	Running Total	NOTES
1	PLAZA RESTROOM/LANDSCAPE/IRRIGATION/UTILITIES/LIGHTING/SIDEWALKS	\$ 430,000	\$ (215,000)	\$ 215,000	LWCF Funding
2	PICKLEBALL/FUTSAL COURTS/SIDEWALKS/LIGHTING/LANDSCAPING	\$ 202,000	\$ (200,000)	\$ 217,000	NIC LWCF Conversion
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8	PLAZA PICNIC SHELTER	\$ 150,000		\$ 1,169,100	Add Alternates
9	MEMORIAL PLAYFIELD GRADING, IRRIGATION/HYDROSEED/FENCING/DUGOUTS	\$ 390,000		\$ 1,559,100	Add Alternates
TOTAL		\$ 2,174,100	\$ (615,000)	\$ 1,559,100	

- An Agency board member, and/or the Agency’s Executive Director, shall be a member of the project implementation team and the Agency shall approve any and all construction draw requests made of the city,
- Agency sign-off will be a prerequisite for disbursement of any funds pursuant to any draw requests,
- The Agency shall have the ability, in its sole discretion, to hire any third-party consultant or expert to oversee the construction of the project, at the Agency’s expense. The city agrees to cooperate or cause its contractor or other party acting on behalf of the city to reasonably cooperate with such third-party consultant or expert,
- Agency will pay directly to the contractor the amount requested under the draw request up to a maximum of the total Agency contribution amount.

Motion by Commissioner Widmyer, seconded by Commissioner Davis to approve the Memorial Park Financing Agreement with the City of CDA as presented, in an amount not to exceed \$1,559,000, also authorizing the Chairman and Executive Director to execute the necessary documents associated with the financing agreement. Motion carried.

N. Park Drive Initiative: Land Exchange Update

Phil Boyd (Welch-Comer Engineers) updated the board on the N. Park Drive land exchange effort with the city of CDA. Mr. Boyd shared that the Garden Avenue vacation has been completed. Mr. Boyd also shared that the lot configuration of lots 9 & 10 as shown on the Memorial Park graphic have been

modified slightly to better fit in with the new park design. Mr. Boyd also shared that each lot will have a designated building envelop. Next steps are to complete the deed exchange between the city and **ignite cda**, and complete the boundary line adjustments.

- Commissioner Goodlander asked if the location of the skateboard park has changed via the new park design?
 - Mr. Boyd shared that yes, the skateboard park has been moved to the east a bit and is now more conveniently located to the main park amenities.
- Commissioner Jordan asked how wide is the alley servicing the lots?
 - Mr. Boyd shared that the alley width is 20 feet.

N. Park Drive Initiative: Subdivision Contract

Phil Boyd (Welch-Comer Engineers) provided an overview of the proposed subdivision contract for the N. Park Drive parcels. The contract proposal is broken down into two tasks:

TASK 1 - PRELIMINARY PLAT

- Meetings and Project Coordination/Management
- Topographic Survey
- Boundary Survey and resolution
- Base Map preparation
- Preliminary Plat Map Preparation
- Preliminary plat submittal and review process

TASK -2 FINAL PLAT

- Set Plat Monuments
- Final Plat Map:
- Final Plat recording

The total proposed fee for both tasks is \$17,100 (\$9,000 for Task 1; \$8,100 for Task 2).

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the Welch-Comer N. Park Drive Subdivision Contract as proposed in an amount not to exceed \$17,100, also authorizing the Chairman and Executive Director to execute the necessary documents associated with the contract. Motion carried.

Midtown Bare Land Parcels: Greenspace Discussion

Ex. Director Berns shared an overview of a proposed greenspace for the Agency bare land parcels in Midtown (see graphic below):



Midtown Project Area: Current Property Footprint

Ignite cda ownership (Red), THC ownership (Blue)

Ex. Director Berns recently discussed this proposed initiative with Bill Greenwood (City Parks & Rec Director). It was suggested that to obtain viable greenspace in this area, installation of an irrigation system along with grass sod would be the best path to take. The estimated cost for this initiative is around \$20,000 which excludes site prep work that the city would perform. Fencing of the area on the alley side is also recommended which would cost approximately \$2,500.

- Commissioner Goodlander shared that she has concerns with this proposal. The Agency acquired this property with the intention of adding energy / vitality to Midtown. She supports moving forward with a building development on this property. She is concerned that once you turn an area into a park (i.e. greenspace), it will always be viewed as a park, and will be very hard to change use (e.g. into a building development).
- Commissioner Widmyer supports the greenspace concept on these lots. He shared it might only be a greenspace for a couple of years, but that might be long enough to have this area more aesthetically pleasing to the Midtown community; he sees it as a good gesture to the Midtown stakeholders.

- Commissioner Davis shared that he also supports the greenspace concept. He feels it will generate some enthusiasm in Midtown.
- Commissioner Chapkis shared that he thinks it is hard to say no to greenspaces.
- Commissioner Jordan shared that the success of current downtown pocket park areas has a lot to do with the help of the Downtown Association. There is no association in Midtown which is a concern. The economy is good right now in CDA so the Agency might want to move forward with a Request For Proposals (FRP) to see what type of economic benefit can be brought to Midtown.
- Commissioner Druffel does not want to see a permanent park on the Agency's bare land lots in Midtown. He does support the idea of temporary greenspace, it would create some positive energy in Midtown.
- Commissioner Goodlander shared once again that once an area is turned into a park, it is very hard to change the land use. She agrees with Commissioner Jordan that a lack of an association in Midtown is a concern, and that the Agency should pursue an RFP while the economy is strong.

Motion by Commissioner Widmyer, seconded by Commissioner Davis, to establish a greenspace, not a designated permanent park, on the Agency owned bare land lots in Midtown, and to move forward seeking RFP's for development of the Agency's non-parking lot Midtown property assets (i.e. bare land lots and the 823 N. 4th Street property [Paris Flea Market building]).

Motion carried.

8. BOARD COMMISSIONER COMMENTS:

Commissioner Hoskins shared that Commissioner Davis is retiring from the **ignite cda** board following the close of the meeting. Commissioner Davis has served 12 years on the board as a commissioner and chairman. All of the board commissioners thanked Commissioner Davis for his years of service to the community.

Commissioner Davis shared that it has been a huge privilege serving on the **ignite cda** board and he sees reminders all around town of what the Agency has achieved. **ignite cda** has been and continues to be extremely instrumental in the success of the community.

Dave Patzer, ex-ignite cda board member, thanked Commissioner Davis for all of his years of service to the community, not only for his years on the ignite cda board, but also for serving with many other organizations in the community.

9. PUBLIC COMMENT:

No public comment was provided.

10. EXECUTIVE SESSION – Idaho Code Section 74-206

Subsection (1)(b): to consider the evaluation of the ignite cda executive director.
Subsection (1)(c): to acquire an interest in real property which is not owned by a public agency.

Motion by Commissioner Jordan, seconded by Commissioner Druffel, to convene an Executive Session, as provided by Idaho Code Section 74-206:

Subsection (1)(b): to consider the evaluation of the ignite cda executive director.

Subsection (1)(c): to acquire an interest in real property which is not owned by a public agency.

Roll Call:

Goodlander	Yes	Widmyer	Yes	Druffel	Yes
Metts	Yes	Jordan	Yes	Hoskins	Yes
Armon	Absent	Davis	Yes	Chapkis	Yes

Motion carried.

The ignite cda board entered Executive Session at 5:35 p.m. Those present were the ignite cda Board of Commissioners, legal counsel Quade, and Ex. Director Berns. Deliberations were conducted regarding the evaluation of the executive director and 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 6:03 p.m.

11. ADJOURN

Motion by Commissioner Davis, seconded by Commissioner Druffel, to adjourn. Motion carried.

The ignite cda board meeting adjourned at 6:03 p.m. Minutes prepared and submitted by Ex. Director Berns.

MINUTES OF A CONTINUED MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,
HELD IN THE OLD COUNCIL CHAMBERS, CITY HALL
May 25, 2017

The Mayor and Council of the City of Coeur d'Alene met in a continued session of said Council at the Coeur d'Alene City Library Community Room May 25, 2017 at 12:00 noon, there being present upon roll call the following members:

Steve Widmyer, Mayor

Dan Gookin)	Members of Council Present
Kiki Miller)	
Dan English)	
Woody McEvers)	
Loren Ron Edinger)	Members of Council Absent
Amy Evans)	

MEMBERS OF EXECUTIVE TEAM PRESENT: Jim Hammond, City Administrator; Sam Taylor, Deputy City Administrator; Troy Tymesen, Finance Director; Mike Gridley City Attorney; Bill Greenwood, Parks & Recreation Director; and Hilary Anderson, Community Planning Director.

ignite cda BOARD MEMBERS PRESENT: Scott Hoskins, Chairman, and Board members , Mic Armon, Brad Jordan, James Chapkis, and Alivia Metts, Justin Druffel. Legal Counsel Danielle Quade and Executive Director Tony Berns were also present.

CALL TO ORDER: Mayor Widmyer called the meeting to order. Chairman Hoskins called the ignite cda meeting to order and conducted a silent roll call.

ATLAS MILL SITE ACQUISITION DUE DILIGENCE COMMITTEE – Executive Director Tony Berns reviewed the Committee's Charter Including Focus on Financing, Environmental Issues, Annexation, and Planning. Finance Director Troy Tymesen explained that the City is looking at sale of real property code regarding terms under which it can sell the property to ignite cda through an agreement. Mr. Berns sees it as a positive development and a method to structure the debt. Mayor Widmyer noted that Mr. Tymesen, Mr. Berns, and the City Legal Department have been working on this over the past 10 days, so it is a relatively new development and more study and reporting is expected soon. Councilmember Gookin asked for clarity regarding the Idaho Code, and wondered how the payback would occur. Mr. Berns stated that they would need to look at how the contract purchase process works. Mayor Widmyer noted that repayment could come from increment funds, or after the Seltice Way project is finished if funds are left over, and/or if there are any cash reserves in the district and/or sale of properties. Councilmember Gookin questioned how this is not considered debt. Mr. Gridley explained that the City has the funds and is acting as a bank. Mr. Tymesen explained that he would utilize funds through various departments such as Water and Wastewater. Chairman Hoskins said the due diligence committee met last week and this is a new idea since that time. Councilmember

English said that he felt that interest earned, even though low, should be recouped. The benefit is to the public by the City acquiring the land, so he did not feel there was a need to charge additional interest or additional finance charges. Mr. Tymesen explained that the intent is to pay back the different funds throughout the city, in which funds will be pulled. Mr. Gridley noted that he has met with Department of Environmental Quality (DEQ) and they are supportive of the City's efforts to clean up a brownfield. They also noted that old mill sites are typically not contaminated. When Stimson originally tried to sell the property, they did a Phase 1 and Phase 2 assessment with DEQ, who issued a letter of "no further action." He explained that this means cleanup occurred and the property was good to be sold. DEQ offered to update that letter. Mr. Gridley noted that now the issue is how to geographically balance the site. He does not expect to see environmental issues. DEQ is willing to do some boring to test the big pile on the site, and is willing to conduct a topographical survey. Councilmember Miller asked if DEQ is the only agency the City needs to consult with, or if there are other agencies involved in the waterfront. Mr. Gridley noted that the State Department of Lands (DOL) would be involved regarding the inlet area that was potentially man-made for log movement. Mayor Widmyer asked about pilings that have been removed and if they are going to continue with removal. Mr. Gridley said they would work with Mr. Brady at the DOL.

Community Planning Director Hilary Anderson noted that her department has looked at the potential annexation and expects to hold the Planning Commission hearing on August 8, so it can be sent forward to the City Council for consideration at the October 3, 2017 meeting. She noted that she is working with Welch Comer to create the map needed for the annexation agreement. They are considering requesting C-17 with a PUD for the zoning, which would be consistent with area lands. She noted that there might be EPA funds that could be used toward visioning with the community. Mr. Berns hopes to have any URD district expansions and any URD district creation done by the end of the 2017 calendar year, so he is not concerned with the proposed timeline for annexation. Mr. Gridley clarified that September 15 is the drop-dead date for determination by the City as to whether or not they want to purchase and still get their earnest money back. Councilmember Gookin expressed concern with the C-17 zone as he felt it should be zoned after master planning is complete. Additionally, he suggests the property come in at a lower zone and rezone it when the use is known. Ms. Anderson noted that the C-17 would provide the most flexibility. Mr. Hammond concurred with the C-17 zoning recommendation, as it would also provide incentive to potential developers for future sales. He noted that the City could change the zone prior to a sale. Mayor Widmyer asked if the PUD would control the use. Ms. Anderson confirmed that the PUD would protect the land and give flexibility and that the City could include conditions and/or provide a conditional approval that requires the PUD. Board Member Metts noted that she sees the property as a clean slate and would like to allow the potential for creativity and agrees that it needs a master plan of mixed uses. Board Member Druffel felt that it is important to get the City's needs locked down in the annexation agreement and agrees the C-17 zone is the appropriate way to go forward. Board Member Jordan noted that the City and ignite cda are the developers and will have ultimate control. He has received input from community members that is positive with a hope that the entire waterfront could be public. Councilmember English noted that he is comfortable with a C-17 zone and that it ensures the best value for the public. He noted that there has to be a way to pay for the park/public space. Mayor Widmyer expressed concern about the public seeing a C-17 zone and that there will need to be substantial education as to why we are doing it. Councilmember McEvers noted that the

root cause as to why developers were unable to purchase previously is the city owned abandoned railroad right-of-way dissecting the parcel. The Mayor noted that financing is a big part of this project and a decision needs to be made by September 15, 2017. He noted that there have not been any roadblocks yet. He explained that he had the following goals for the site; to create great public waterfront space; to create taxable value of \$100 Million within the project to be able to pay off the purchase price; create enough money to improve the waterfront space; to create a fund that is similar to the cemetery perpetual care fund for parks; and to have the density lowered as it is surrounded by high density. Councilmember Gookin said he agrees with the Mayor's goal. While he understands there will be houses on the river, he would like a lower density and would like some commercial use along the water. Councilmember English also agreed with those goals and wondered if it would be possible to include another boat launch, as they are needed. Board Member Druffel thinks it is important to dream big and consider job creation opportunities such as a small tech campus or incubator. Board Member Jordan felt the goal for the short term is to get the deal done, and in the long term conduct major visioning, including the possibility of bringing in the Urban Land Institute, and involve the community. Councilmember Miller asked how docks would be looked at, as she would like a tie-up within the area. Councilmember McEvers would like to have a public beach. Chairman Hoskins would like to include the CDA economic development corporation (Jobs Plus) in the conversation.

EXPANSION OF THE RIVER DISTRICT AND CREATION OF A NEW DISTRICT -

Mr. Berns presented a map of the area and the abutting ignite cda districts. He noted that according to the Idaho Code, a district can be expanded only by ten percent of its current geographic size. The River District can be expanded by 30 acres including the "Bad Axe" parcel acquisition. He proposed creation of a new district for the remaining acreage. Councilmember McEvers asked for clarity regarding crossing districts for infrastructure. Mr. Berns clarified that they can bring infrastructure across districts. Board Member Jordan noted that if new increment were created within the expanded area it would provide more than the existing \$6 million in funding. Mr. Berns noted that the Lake District could be expanded but there is not much time remaining to spend any increment, due to its sunset date within 4 years.

MOTION: Motion by McEvers, seconded by Miller to direct the ignite cda Board to move forward with the process of expanding the River District.

DISCUSSION: Councilmember Miller asked if the expansion would have the same sunset date as the existing River District. Mr. Berns confirmed that an expansion would have the same term as the main district. Mayor Widmyer clarified that the expansion area includes waterfront and would give the ability to pay the City back for the acquisition.

Motion carried.

MOTION: Motion by English, seconded by McEvers to direct the ignite cda Board to move forward with the process of creating a new Urban Renewal District.

DISCUSSION: Councilmember Gookin noted that the Lanzce Douglass parcel is already under development and he has not asked for any money from ignite cda, so he questions why a new district should be created. Mr. Berns noted that other Bad Axe parcels might come forward

requesting infrastructure. Councilmember Gookin explained that if the land is not within a district the tax money comes to the City, which he would rather see. Mr. Berns noted that if any greenspace is received by the City, it would need public funds to develop and maintain it, and that the district can help fund development along the water. Mr. Hammond questioned if there is a potential value in including the Lanzce Douglass parcels in the district and to offer to work with Mr. Douglass to upgrade apartments with ignite cda funds. Councilmember Miller said she does not think the Lake District expansion would work, as it is too short of a term. She felt a new district with a shorter term (less than 20 years) could provide some funding to help pay for the acquisition and add value for the public space with a method to pay for it. Danielle Quade, ignite cda Counsel, noted that a City has the ability to deannex property from the district sooner than 20 years. Councilmember McEvers noted that the Council could make it project specific and once a project is done the parcel can be deannexed which would accomplish the same thing. Board Member Metts asked what the downfall is of not including the Lanzce Douglass properties. Mr. Berns explained that they are starting from scratch and trying to figure out the payment schedule back to the City. He noted the importance of marketing the property to developers to help bring in tax increment and that having the Lanzce Douglass properties included would greatly assist in increment creation. Councilmember McEvers asked for clarification regarding the best boundary for the expansion and creation areas. Mr. Hammond noted that ignite cda can form smaller revenue allocation areas within a district. Councilmember Miller questioned the benefit of limiting the life of the newly created district. Board Member Armon recommended the Council utilize the deannexation tool and keep the district term long to ensure a return of increment during the term.

Motion carried with Gookin voting no.

IGNITE CDA LAKE DISTRICT PROJECT UPDATES (DISTRICT SUNSETS IN 2021) – Deputy City Administrator Sam Taylor provided an update from the sub-committee reviewing the parking facility project. He noted that the initial facility has gone through the Design Review Commission. Options for the design include roughing in for a future transit stop, restroom and office space, and the creation of new retail space on 3rd Street. If the location identified for a transit stop were not used for a stop, it would remain as four parking stalls. Additional space located on the main entrance level off Coeur d’Alene Avenue can be used for parking motorcycles, electric vehicles, storing bikes, and/or a small storage area for city equipment. A big issue is whether to include the bike storage, as most people with expensive bikes take them with them. Councilmember McEvers noted that he likes all the rough-in options, but does not see the need for bike storage.

NORTH IDAHO COLLABORATIVE EDUCATION (NICE) FACILITY (HIGHER EDUCATION CAMPUS) – Mr. Berns noted that the facility is under design and construction will start in 2018. Ignite cda provided \$2.5 million in funding toward this project.

FOUR CORNER MASTER PLAN: MEMORIAL PARK / GRANDSTAND – Mr. Berns noted that the ignite cda board approved \$1.55 Million in funding for this element of the master plan. Councilmember Gookin asked if the homes coming in on the ignite cda property will have CCR’s or will they have a size restriction. Mr. Berns said that building envelopes would be

designated for each parcel. Councilmember McEvers thanked the Board for the funding for the skate park.

MIDTOWN – Mr. Berns noted that the ignite cda Board has decided to put in green space on the existing bare lot parcels.

“COEURLLABORATE” (FAIRFIELD INN) MIX USE PROJECT – Mr. Berns noted that the property owner, Mr. Ayers, hopes to start building demolition / site prep in June.

DISPOSITION OF PROPERTY DISCUSSION – Mr. Berns noted that they are working on various acquisition options for the Young Avenue property with the Tubbs Hill Foundation & City of Coeur d’Alene. Ignite cda owns right-of-way along the Prairie Trail and they are looking at possibilities associated with the Bad Axe property acquisition and development.

PLANNING FOR THE SUN SETTING OF THE DISTRICT – Mayor Widmyer noted that although the district closes in December 2021 the last increment would come forward in July 2022. Councilmember Miller noted that there was a meeting on the performing arts center and wondered if the next steps would include a feasibility study.

ANY FUTURE LAKE DISTRICT PROJECTS – Mr. Berns presented a list of potential projects and opportunities over the next four years. Boardmember Armon said that it appears that they are spinning their wheels with the performing arts center. He noted that an Auditorium District would be recommended and wondered how the Council felt about that option. Councilmember Miller thinks using the CDA 2030 group to pull the community together and conducting a feasibility study funded by ignite cda would give the Council a basis to decide on an Auditorium District. Councilmember Gookin agreed that an Auditorium District would be needed to fund the center. Mayor Widmyer asked if it was the direction from Council to set the priority to fund a feasibility study and analyze how an Auditorium District would work. Councilmember McEvers asked how the business side of a theater works. Councilmember Miller noted that it could be a job creator as the theater brings people to town during off seasons and fills hotels. She reiterated her request to do a feasibility study. Councilmember McEvers expressed concern about a government entity running an auditorium but would support a feasibility study. Board Member Metts noted that CDA 2030 could submit for a grant for a feasibility study. Councilmember English noted that if an Auditorium District were like all other districts, he would support it and a feasibility study. Board Member Metts agreed to check with the CDA 2030 to see their interest. Board Member Armon said that he would not want to wait for a grant process, due to the short term of the Lake District, so ignite cda should move forward. Board Member Jordan confirmed that they should go forward with a feasibility study.

RIVER DISTRICT PROJECT UPDATES (DISTRICT SUNSETS IN 2027) – Mr. Berns reviewed the potential projects within the River District including Seltice Way revitalization, KMPO City Link Transit Center, Mill River – Johnson Park expansion and Railroad right-of-way improvements, and a potential project area north of Seltice Way (YJ area). Mr. Taylor reported a bit of a delay in the Seltice Way project due to weather.

ADJOURN: Motion by English, seconded by Miller that there being no further business, this meeting of the City Council is adjourned. **Motion carried.**

The meeting adjourned at 2:04p.m.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk



BOARD MEETING MINUTES

WEDNESDAY JUNE 21, 2017 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, Metts, Chapkis, Druffel, Armon, Garcia.

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

Chairman Hoskins welcomed Sarah Garcia to the **ignite cda** board. Commissioner Garcia was appointed to the board by city council on June 20, 2017 to fill the remaining term of Commissioner Denny Davis who retired from the board in May, 2017.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Greg Johnson – commented on the board’s discussion last month re. Midtown initiatives, and how he was not happy with some board member comments re. green space and potential projects. He shared how the Perry District in Spokane would be a good model for Midtown. He also shared that he was excited about the CDA 2030 performing arts center initiative, and hopeful that Midtown might be a desired location for that type of center. He wants to see a successful effort on the agency owned Midtown property down the road, and encouraged the board not to rush into a project. He is also happy with the green space effort underway.

Susie Snedaker – commented that she was involved back in the late 90s when the Lake District was being formed and championed the idea of including the Midtown area within the URD. She shared that many community stakeholders have spent a lot of time and effort re. the future of Midtown, and hopes that the board will keep a focus on Midtown and make it a priority, and will not rush forward with a marginal Midtown project.

4. APPROVAL OF MINUTES

- May 17, 2017 Board Meeting Minutes
- May 25, 2017 Special Call Meeting: City Council Workshop Minutes

Motion by Commissioner Armon, seconded by Commissioner Widmyer, to approve the May 17, 2017 board meeting minutes. Motion carried.

Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve the May 25, 2017 special call / city council workshop meeting minutes. Motion carried.

5. REPORTS

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

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

Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve \$2,000 towards the Innovation Collective's 2017 Think Big Festival. Motion carried.

Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve the May financial statements and the May / June accounts payables for the Lake & River Districts as presented. Motion carried.

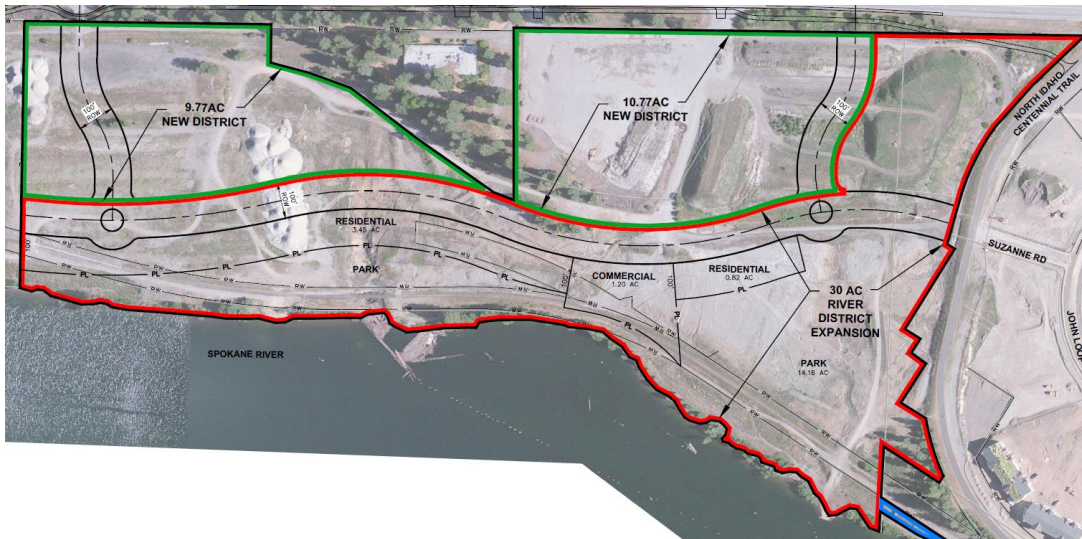
Budgeting Discussion

Ex. Director Berns discussed key elements of the preliminary Lake and River District fiscal year 2018 (FY18) budgets with the board, and also discussed an amended fiscal year (FY17) Lake District budget. Draft FY18 Lake and River District budgets will be reviewed by the board at the July board meeting, along with a draft FY17 amended Lake District budget. The board will adopt final FY18 district budgets and a final amended FY17 Lake District budget at the August board meeting.

The River District budget conversation for FY18 is unique this year because the River District is proposed to expand its boundaries to include a portion of

the abandoned Stimson Mill site area located south of Seltice Way along the Spokane River (see graphic below).

Preliminary River District Boundary Expansion Area (red boundary)
DRAFT Concept



Following are FY18 budgeting items discussed:

River District:

- Creation of a potential new financing note for the expanded River District in FY18,
 - Proposed FY18 draw amount on the expanded River District proposed note for road infrastructure development and possible public space improvements,
 - City acquisition metrics for FY18 re. the City's potential acquisition of the Bad Axe property (a portion of the former Stimson Mill Site) and **ignite cda's** potential partnership in that acquisition initiative.
 - Planning efforts related to the expanded portion (i.e. abandoned Stimson Mill site area) of the River District.
- Commissioner Jordan suggested that the proposed planning budget line item be increased from \$100K to \$200K to make sure sufficient planning funds are in the budget for any potential master planning effort that may materialize in the expanded River District area.

Lake District

- Property divesture strategy in the Lake District for FY18,
- Washington Trust Bank (WTB) 2017 Note draw amount for FY18,

- FY18 proposed expense spending including the downtown parking garage, Memorial Park element of the Four Corner Master Plan, North Idaho Collaborative Education (NICE) facility project & potential renovation of the Memorial Field grandstand.

B. Parking – Commissioner Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) and Ex. Director Berns shared that the Miller-Stauffer design team met with the Parking Team recently to discuss the status of the parking garage design effort. The design effort is still on schedule, with construction planned to commence in the fall of 2017.

Commissioner Jordan also shared that the Parking Team and design team have been discussing the possibility of undergrounding the utilities that run overhead in the alley behind the parking garage site. The design team has not included any funds for undergrounding utilities in their project cost estimates to date. Following is an estimate of the cost of relocating the utilities underground in the alley:

- | | |
|------------------------------|-----------------|
| • Avista Utilities | \$148,132.63 |
| • Frontier | \$61,048.00 |
| • Charter Communications | <u>\$20,000</u> |
| • Total Utility Cost +/- 10K | \$229,180.63 |

Commissioner Jordan sought discussion / direction from the board on the utility undergrounding issue.

- Commissioner Jordan shared that another possibility might be to affix the utilities on the alley side of the garage structure, which if possible, might reduce the costs of relocating the overhead utility lines.
- Commissioner Widmyer shared that he feels the proposed costs for burying the utilities is quite high. His experience has been that you look to underground utility lines in areas that have critical sight lines; he does not think the alley behind the garage has critical sight lines.
- Commissioner Druffel agrees with Commissioner Widmyer and supports further investigation re. Commissioner Jordan’s idea of possibly locating the utilities on the garage structure.

Commissioner Jordan also shared that the design team is evaluating the idea of using un-manned entrance gates (e.g. roll-up gates, or parking gates with

arms that rise) vs. the dispersed “luke” pay station methodology utilized in other city owned parking areas.

Commissioner Jordan also shared that the city’s Parking Commission voted to double (from \$1/hour to \$2/hour) the hourly parking rate at the Independence Point parking lot.

C. Jobs – Commissioner Widmyer

Commissioner Widmyer shared the following economic / job statistics with the board:

- Boise remains the largest city in Idaho with a population of 223,000. Of the top ten cities in Idaho, Meridian, which is the 2nd biggest city, leads the way in growth from 2015 to 2016 of 4.5%. Post Falls is second at 4.1%. Caldwell is 3rd at 3.1%, followed by Coeur d’Alene at 2.3%. So, leading the way for growth in Idaho is the Boise Metro area and North Idaho.
- Idaho’s population is forecasted to grow over 250,000 people between 2015 and 2025, for an annual growth rate of 1.4%, nearly three times as high as the national growth rate. Nearly all the new residents will be retirees moving to the state. This should be an indicator of where the increased demand will come from in real estate and services.
- Declining birthrates and relatively low in-migration of families with children into the State will result in the under 15 population declining from 21.7% to 20.5%, and the 65+ population growing from 14.7% to 17.3%. Two-thirds of the population growth is expected in Ada and Canyon Counties in southern Idaho and Kootenai County in the north.
- Regarding the local job market, the consumer services sector (e.g. hotels, restaurants, hair salons) is the fastest growing sector in the area, followed by healthcare, followed by education. Overall, the local area had a total job growth over the last five years of 3,531 jobs; but there is much work to be done on attracting higher paying jobs.

6. EXECUTIVE DIRECTOR’S REPORT

N. Park Drive Initiative: Land Exchange Update

Phil Boyd (Welch-Comer Engineers) updated the board on the N. Park Drive land exchange effort with the City of CDA. Mr. Boyd shared the following land exchange issue with the board:

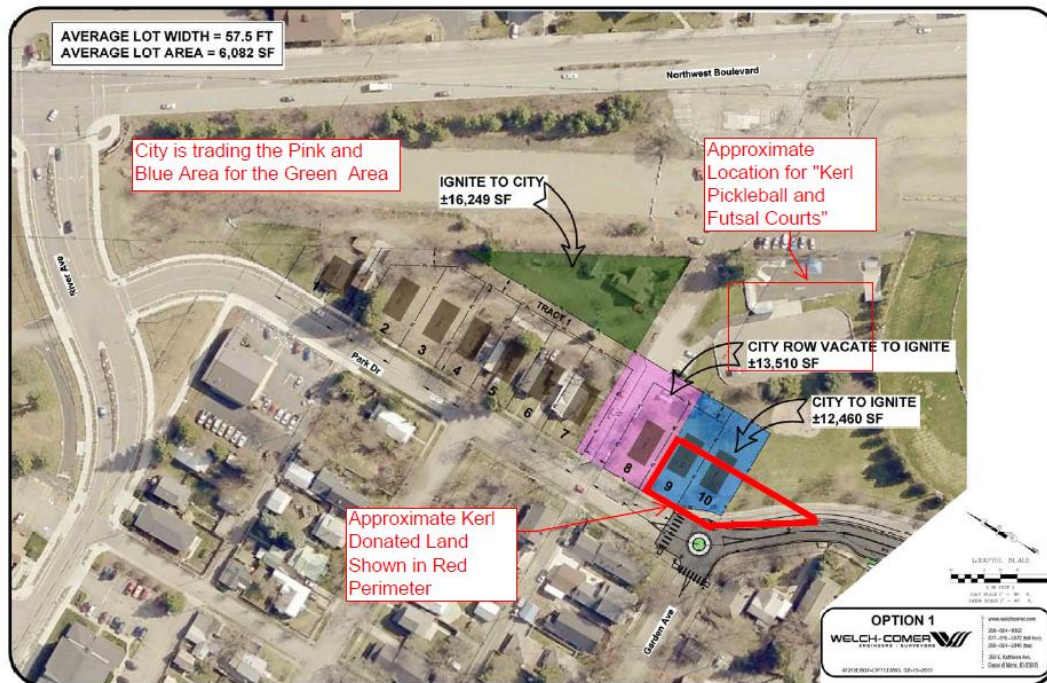
Kerl Family / City of CDA property issue:

Background: On August 8, 1922, the Kerl family donated some property to the City of CDA (see graphic below). The Kerl property, along with property

donated by the United States government by a 1904 Act of Congress, became part of the City's Memorial Field. The United States required that its donated property, formerly a portion of the Fort Sherman military reservation, be used exclusively as a public park. When the Kerl's transferred their property to the City, they included a restriction in the deed which required the City to build and maintain at least two tennis courts on the property. If the City did not build the tennis courts, the property would revert to the Kerl family. Since 1922, the property donated by the Kerl family has been used for park purposes, as specified in the 1904 Act of Congress.

The City contacted Kerl family descendants earlier this year to open a dialogue re. the Kerl family donating the property to the City so that the Memorial Park conceptual plan can be effectuated. The City shared with the Kerl family descendants that an opportunity has presented itself to the City. The local Urban Renewal Agency (**ignite cda**) owns property north of the property donated by the Kerls. **Ignite cda** approached the City with an offer to trade property it owns for City owned property which includes the Kerl property. The **ignite cda** property would be used to expand the existing park as part of a significant on-going improvement plan, while the Kerl property would then be used by **ignite cda** to develop housing to compliment the historic Fort Grounds district of the City.

The City is currently working with the Kerl family descendants on this issue, hoping to have a resolution to this matter soon.



N. Park Drive Initiative: Subdivision Update

Phil Boyd (Welch-Comer Engineers) updated the board on the subdivision effort re. the N. Park Drive parcels. Mr. Boyd shared that this element of the initiative is ready to go once the Kerl family property issue is resolved.

- Commissioner Jordan asked when would the lots be available for sale?
 - Mr. Boyd shared that he thinks the lots will be available for sale in the November 2017 time frame.

- Commissioner Armon asked for a time line re. the Memorial Park project.
 - Mr. Boyd shared that the Memorial Park project is out for bid at this time, and plans are to start construction in mid-July. Mr. Boyd shared that another issue has arisen related to the Memorial Park project that will involve the Seltice Way project. The Seltice Way contractor has run into some unsuitable road building materials on site, causing the need to import suitable road building material. The Memorial Park project has surplus suitable material available that will need to be hauled off for the project, so a plan has been developed to have the Seltice Way contractor remove suitable material from the Memorial Park project area and transport the material to the Seltice Way project area. Since **ignite cda** is the primary funder of both the Seltice Way and Memorial Park projects, this plan will save **ignite cda** between \$140K-\$170K over the two projects.

Midtown Surface Parking Lots

Ex. Director Berns shared a proposal with the board to slurry seal and stripe the two agency surface parking lots in Midtown (see graphic below: surface parking lots are depicted at the top of the graphic):



Midtown Project Area: Current Property Footprint

Ignite cda ownership (Red)

Ex. Director Berns shared that his initial intent was to evaluate a re-paving effort for the two Midtown lots. As this effort was pursued, it was daylighted that if the Midtown lots were re-paved, the re-paving would trigger the need to install dry wells or grass swales to address the storm water concerns. This new requirement, in addition to the board’s recent decision to pursue development of a Request for Proposals (RFPs) for the Midtown ownership, resulted in the pursuit of the slurry seal option to minimize the short-term investment in the parking lots pending the outcome of the RFP process.

The slurry seal effort, which will last a couple of years, will involve the following elements:

- ✓ clean and prep the lots, then slurry seal the lots,
- ✓ restripe the lots to optimize stall count and meet ADA requirements,
- ✓ place tire bumps in appropriate spaces (which will address the property line issue on the southern boundary of the 839 lot),
- ✓ install one set of removable (to facilitate snow plowing) rubber speed bumps in the 3rd Street lot’s drive lane to reduce the speed of folks traveling thru the lots,
- ✓ install necessary handicap parking spaces and signage.

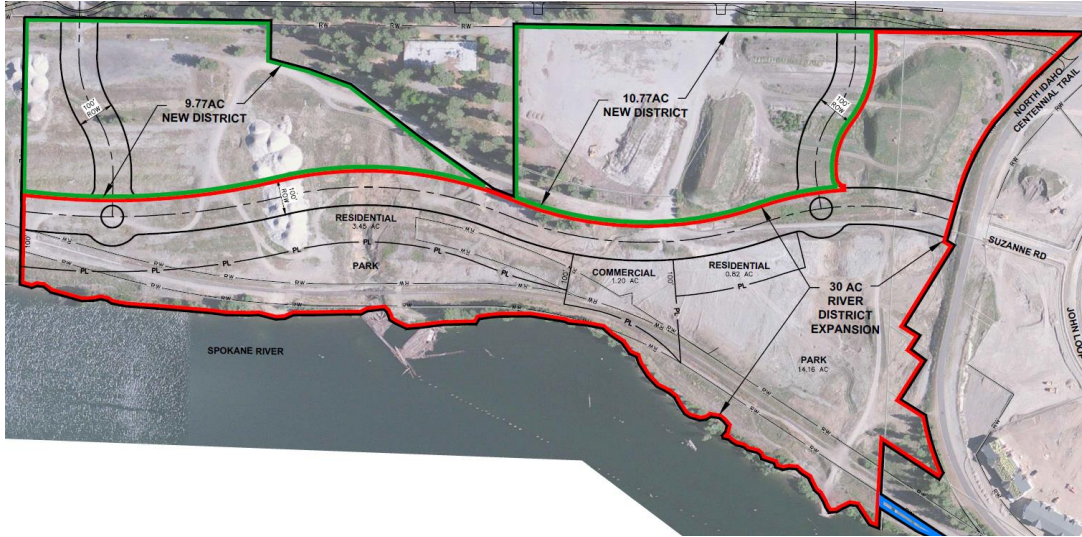
The cost for slurry seal proposal as described above is \$6,461.

Motion by Commissioner Druffel, seconded by Commissioner Armon, approving the slurry seal proposal for the two Midtown surface parking lots as presented above. Motion carried.

River District Expansion / New District Creation

Ex. Director Berns shared with the board that as part of the FY18 budgeting process, he has been working with Welch-Comer on a potential location for the infrastructure network for the expanded River District and new district. The current preliminary concept is shown below:

Preliminary River District Boundary Expansion Area (red boundary)
DRAFT Concept



Further analysis will occur before a final expanded district boundary is recommended, along with a recommended roadway location.

- Commissioner Jordan asked if such a wide roadway is needed for this site?
 - Mr. Boyd shared that the illustrated roadway network is currently designed as a boulevard type roadway with a large central median. As the graphic shows, this roadway concept is 100 feet wide which leads to an opportunity cost question: is an extra wide roadway design worth the loss of developable land assets. In other words, maybe the roadway width needs to be reduced. Mr. Boyd's opinion is that the roadway width should be reduced to allow for more potential developable area.

Welch-Comer Professional Due Diligence Services Engagement Pertaining to River District Expansion / New District Creation

Ex. Director Berns and Phil Boyd (Welch-Comer Engineers) shared / discussed the following Welch-Comer due diligence proposal with the board:

igniteCDA Stimson Due Diligence Scope of Work

Project Objective

ignite CDA (ignite) in partnership with the City of Coeur d'Alene (City) is considering acquiring the Stimson property, annexing it into the City, expanding the ignite boundaries over all or portions of the property and, potentially, subdividing the property into a variety of lot uses, to be determined, including a park and completing infrastructure and site improvements to make the property more marketable. The City and ignite may also undertake a future detailed masterplan of the property. ignite desires to engage the Engineer to complete tasks outlined below to assist ignite with evaluating the properties existing suitability for development and anticipated infrastructure improvements necessary to serve future uses. ignite and the City intend to use this data to make an informed decision about purchasing and re-developing the property.

Task 2 Data Review – Hourly with a Budget of \$2,500

Engineer will review existing data from previous due diligence efforts, including soils report(s), environmental studies, site and infrastructure layout to identify potential site risks. Engineer will work with ignite and IDEQ to identify additional investigations and studies that may be necessary to address potential site risks such as environmental (Phase 2 Study), shoreline stabilization, or easement vacations necessary to make the site feasible for development. Engineer will consolidate information into a format that may be provided to potential buyers. Additional investigation and studies are not included in this scope of work.

Task 3 Conceptual Site and Infrastructure Improvement Plans - Lump Sum \$14,500

Engineer will develop a concept level collector road, water, sewer and storm water infrastructure concept plans. Engineer will coordinate with City utility and Fire Department staff to determine anticipated infrastructure capacity. Engineer will coordinate with dry utilities to determine service availability and potential service corridors. The deliverables will include a concept road and infrastructure plan with preliminary utility sizing.

Task 4 Opinions of Cost/Pro Forma – Lump Sum \$4,500

Engineer will use concept plans to develop concept level opinions of cost for site improvements, including mass grading (assuming the topographic survey is completed), road and utility improvements. Dry utility improvement costs will be solicited from dry utility providers, such as Avista, Frontier and Time Warner. Engineer will use opinions of cost along with anticipated lot sale values, provided by the City and ignite, to develop a concept level pro-forma.

Task 5 Additional Tasks – Hourly with a Budget of \$2,500

During the project, ignite may desire the Engineer complete additional tasks not specifically identified above such as developing URD boundary maps or assisting with researching easements that may be removed from the property. This task provides for ignite directed work.

The total proposed fee for this due diligence scope of work engagement is \$24,000.

Motion by Commissioner Druffel, seconded by Commissioner Jordan, approving the Welch-Comer due diligence service engagement as presented, in an amount not to exceed \$24,000. Motion carried.

7. BOARD COMMISSIONER COMMENTS:

- Commissioner Druffel asked a question re. the parking facility project: given that there will be commercial/retail space located on the 3rd Street side of the facility, should there be consideration given to the possibility of creating additional commercial space on the CDA Avenue side of the project where

the potential bus transit area might be located; i.e. should leasable commercial space be created early and possibly converted into bus transit space should that need materialize?

- Commissioner Jordan shared that initial commercial space is a viable possibility in that location, but that type of initial use has not yet been evaluated by city council.
- Commissioner Chapkis asked if the parking facility design team is still planning for space for the Downtown Association's use?
 - Commissioner Jordan shared that yes, space for the Downtown Association's use is still in the design.
- Commissioner Widmyer shared that the recent grand opening of the carousel went very well, with many excited users taking rides. Commissioner Widmyer thanked the board for funding the Memorial Park plaza area that helped to facilitate construction of the carousel building.

8. PUBLIC COMMENT:

No public comment was provided.

9. ADJOURN

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

The **ignite cda** board meeting adjourned at 5:26 p.m. Minutes prepared and submitted by Ex. Director Berns.



SPECIAL CALL BOARD MEETING

MONDAY JULY 10, 2017 12:00 NOON

COEUR D'ALENE CHAMBER OF COMMERCE

CDA MINES CONFERENCE ROOM

MEETING MINUTES

1. CALL TO ORDER

Chairman Hoskins called the **ignite cda** Special Call Board meeting to order at 12:05.

ignite cda board members present: Widmyer, Garcia, Goodlander, Jordan, Chapkis, Metts, Hoskins, Druffel, Armon

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

2. MEMORIAL PARK PROJECT: ADDITIONAL PROJECT COSTS

Phil Boyd (Welch-Comer Engineers) shared that Cameron-Reilly Inc. (CR) submitted the low bid to the City for the Memorial Park project. CR's base bid did not include costs for the following project-related elements/issues:

- Electrical issues associated with existing Memorial Field wiring,
- Garden Avenue traffic signal interconnects to allow the Garden Avenue signal to communicate with traffic signals located at River Avenue and Fort Grounds Drive thus facilitating traffic flow along Northwest Boulevard,
- City storm water issues related to Northwest Boulevard,
- Utility (power, phone, cable, fiber optic) undergrounding to enhance the functionality and aesthetics of the Memorial Park project.

The net result to the project for these additional costs, plus a competitive bidding environment, is a bid excess of approximately \$367K (see graphic below). Mr. Boyd shared that City leadership is proposing to split these additional project costs 50/50 with **ignite cda** to make a better project; thus the request of **ignite cda** for an additional \$183K of partnership funding for the Memorial Park project.

Added Scope of Work	
Bury Overhead Utilities	\$ 135,000
River/Garden Ave. & Ft. Ground Dr. Signal Interconnects	\$ 40,000
City Stormwater Work on NW Boulevard	\$ 20,000
Sub-Total	\$ 195,000
Other Items	
Memorial Site Power Distribution Does Not Meet Current Code	\$ 52,000
Current Construction Climate ("Active") Estimate	\$ 112,500
Contingency Increase	\$ 7,190
Sub-Total	\$ 171,690
Total	\$ 366,690
Proposal is to split cost increase 50/50 with ignite CDA	\$ 183,345
Potential Funding City Sources	
Drainage Utility	
Traffic Impact Fees	
Parks Capital Improvement Fund	

Motion by Commissioner Druffel, seconded by Commissioner Widmyer, to approve an amount not to exceed \$185,000 in additional Memorial Park project funding for the project elements as presented. Motion carried.

Mr. Boyd also shared that City leadership is requesting that **ignite cda** reserve the “pledged match” funding amount of \$200,000 for the eventual skate park element of the Memorial Park project. This \$200,000 is in the **ignite cda** board’s current project commitment amount of \$1,559,100. The City/skate park stakeholders did not receive the grant of \$200,000 they were pursuing in 2017 for phase 1 of the skate park effort. The City/skate park stakeholders are hopeful to receive these funds, in some way, in 2018; thus the request of **ignite cda** to maintain the original budgeted amount for the skate park match.

Motion by Commissioner Widmyer, seconded by Commissioner Druffel, agreeing to hold in reserve the \$200,000 in project related funding until September 30, 2018 (the end of the Agency’s 2018 fiscal year) for the future skate park element that will be built within the bounds of the Memorial Park project area. Motion carried.

3. N. PARK DRIVE SUBDIVISION PROJECT

Mr. Boyd shared that the CR project bid for the infrastructure improvements for the Park Drive Subdivision initiative is \$141,354. This infrastructure work is needed to make the N. Park Drive lots ready for sale. Mr. Boyd suggested that if the board approves the CR bid, that the board allocate \$150,000 to this effort to cover any unforeseen cost issues.

Motion by Commissioner Armon, seconded by Commissioner Druffel, approving the Cameron-Reilly bid of \$141,354 for the N. Park Drive subdivision infrastructure work, allocating \$150,000 to the infrastructure effort as recommended. Motion carried.

Ex. Director Berns shared / discussed a Welch-Comer engineering & surveying services agreement with the board that is associated with the Park Drive Subdivision initiative. The Welch-Comer fee for this work is \$17,500.

Motion by Commissioner Goodlander, seconded by Commissioner Widmyer, approving the Welch-Comer engineering / surveying services agreement for the N. Park Drive subdivision effort in the amount of \$17,500. Motion carried.

3. ADJOURN

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

The **ignite cda** Board meeting adjourned at 1:00 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY JULY 19, 2017 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, Metts, Chapkis, Druffel, Armon, Garcia, Goodlander.

ignite cda staff present:

ignite cda legal counsel present: Quade

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment was provided.

4. APPROVAL OF MINUTES

- June 21, 2017 Board Meeting Minutes
- July 10, 2017 Special Call Meeting Minutes

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis to approve the June 21, 2017 board meeting minutes.
Motion carried.**

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to approve the July 10, 2017 special call meeting minutes.
Motion carried.**

5. REPORTS

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

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

**Motion by Commissioner Goodlander, seconded by Commissioner Druffel, to approve the June financial statements and the June / July accounts payables for the Lake & River Districts as presented.
Motion carried.**

Amended Fiscal Year 2017 (FY17) Lake District Budget: Discussion & Publication Approval

Legal Counsel Quade shared an overview of the proposed amended FY17 Lake District budget with the board (summary table below). The proposed amended FY17 Lake District budget was reviewed / discussed by the board at the June 21, 2017 board meeting.

AMENDED Ignite CDA FY2017 Budget

Line		Original	AMENDED	Original	Original	AMENDED
		Lake District	Lake District	River District	Total	Total
1	Estimated Beginning Fund Balance (10/1/16)	\$ 4,842,359	\$ 5,347,556	\$ 6,555,289	\$ 11,397,648	\$ 11,902,845
2						
3	Revenues					
4	Estimated Tax Increment	\$ 3,946,536	\$ 4,273,770	\$ 1,204,418	\$ 5,150,954	\$ 5,478,188
5	Property Rental Receipts	\$ 127,611	\$ 92,490	\$ -	\$ 127,611	\$ 92,490
6	Int. & Misc. Funds	\$ 4,560	\$ 4,560	\$ 4,680	\$ 9,240	\$ 9,240
7	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -	\$ -
8	Total	\$ 4,078,707	\$ 4,370,820	\$ 1,209,098	\$ 5,287,805	\$ 5,579,918
9						
10	Expenses					
11	Administration	\$ 99,453	\$ 99,453	\$ 99,453	\$ 198,906	\$ 198,906
12	Office Expenses	\$ 4,630	\$ 4,630	\$ 4,630	\$ 9,260	\$ 9,260
13	Travel	\$ 3,250	\$ 3,250	\$ 3,250	\$ 6,500	\$ 6,500
14	Professional Services	\$ 59,130	\$ 159,130	\$ 54,930	\$ 114,060	\$ 214,060
15	Notices	\$ 2,000	\$ 2,000	\$ 1,000	\$ 3,000	\$ 3,000
16	Communications	\$ 2,500	\$ 2,500	\$ 2,500	\$ 5,000	\$ 5,000
17	Insurance	\$ 2,699	\$ 2,699	\$ 2,699	\$ 5,397	\$ 5,398
18	Meetings	\$ 2,550	\$ 2,550	\$ 2,550	\$ 5,100	\$ 5,100
19	Utilities	\$ 12,420	\$ 9,990	\$ -	\$ 12,420	\$ 9,990
20	Property Management	\$ 87,866	\$ 116,047	\$ -	\$ 87,866	\$ 116,047
21	Organization Dues	\$ 3,913	\$ 3,913	\$ 3,913	\$ 7,825	\$ 7,826
22	Miscellaneous	\$ 500	\$ 500	\$ 500	\$ 1,000	\$ 1,000
23	Public Art	\$ 78,931	\$ 85,475	\$ 24,088	\$ 103,019	\$ 109,563
24	Capital Acquisition Expense	\$ -	\$ 750,500	\$ -	\$ -	\$ 750,500
25	Debt: Interest (non-OPA,IRA)	\$ 287,733	\$ 122,106	\$ -	\$ 287,733	\$ 122,106
26	Debt: Principal (non-OPA,IRA)	\$ 1,749,990	\$ 1,779,955	\$ -	\$ 1,749,990	\$ 1,779,955
27	Parking Initiatives	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
28	Planning	\$ 75,000	\$ 610,000	\$ 25,000	\$ 100,000	\$ 635,000
29	Agency Funded Programs	\$ 1,366,250	\$ 895,800	\$ 1,750,000	\$ 3,116,250	\$ 2,645,800
30	Partnership Agreements (OPAs, IRAs)	\$ 83,240	\$ 83,240	\$ 447,264	\$ 530,504	\$ 530,504
31	Midtown Place Making	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
32	Special Project Reserve	\$ 500,000	\$ 250,000	\$ 250,000	\$ 750,000	\$ 500,000
33	Total	\$ 4,437,054	\$ 4,998,738	\$ 2,671,776	\$ 7,108,830	\$ 7,670,514
34						
35	Estimated Ending Fund Balance (9/30/17)	\$ 4,484,012	\$ 4,719,638	\$ 5,092,611	\$ 9,576,623	\$ 9,812,249

Lake District FY17 Budget – Amended Budget Line Items

Revenues

- Fiscal year 2017 property tax revenue value increased from \$3.95M to \$4.27M.
- Property rental receipts decreased from \$127,611 to \$92,490.

Expenses

- **Professional Services:** net cost increase for Lake District from \$59,130 to \$159,130 due to the following initiatives:
 - Welch-Comer N. Park Drive contract (\$25,000)
 - Miller-Stauffer parking facility conceptual analysis (\$15,000)
 - Miller-Stauffer Memorial Field grandstand analysis (\$15,000)
 - Property appraisals (\$6,000)
 - Two building demolition projects: 4 houses on N. Park Drive

(\$24,000) + 214 3rd St. (\$9,000) [demo costs for 213 4th & 308 CDA already in budget].

- Legal Counsel work of WTB Note Series 2016 refinancing (\$19,000)
- Legal Counsel work for new URD planning (\$10,000)
- Minus (-\$23,000) for Government Relations services
- Utilities: decrease from \$12,420 to \$9,990 due to property demolitions.
- Property Management: increase from \$87,866 to \$116,047. The amended value includes demolition costs for the buildings once located at 712 & 720 Young Avenue. Demolition costs for 213 4th & 308 CDA Avenue were already included in the original budget. Amended value also includes \$7,000 for repaving/stripping Midtown surface parking lots and \$25,000 for the installation of irrigation / sod / fencing on the Midtown bare lots.
- Public Art: value planned to go to the City's Public Arts Commission increased from \$78,931 to \$85,475 due to projected increase in revenue receipts.
- Capital Acquisition Expense: original budget value was \$0. Amended value of \$750,500 reflects the acquisition cost of the real property assets located at 214 N. 3rd Street
- Debt Interest (non-OPA, IRA): decrease from \$287,733 to \$122,106 due to re-financing of WTB Note Series 2016.
- Debt Principal (non-OPA, IRA): increase from \$1,749,990 to \$1,779,955 due to re-financing of WTB Note Series 2016.
- Planning: increase from \$75,000 to \$610,00 reflecting a parking facility design cost of \$350,000 and \$210,000 for the IHFA/THC joint venture termination agreement related to the 823 N. 4th Street property.
- Agency Funded Programs: decrease from \$1,366,250 to \$895,800 primarily due to shifting the Collaborative Education Facility payment to FY18 and inclusion in FY17 of half of the board's commitment to the next phase of the 4 Corner Master Plan (Memorial Park element):
 - Misc. Projects: \$60K (no change)
 - CDA 2030 Contract: \$25K (no change)
 - Downtown Association Event Contract: \$31,250 (no change)
 - Collaborative Education Facility: \$0: moved to FY18
 - Memorial Park Element of 4 Corner Plan: \$779,550
- Special Project Reserve: decrease from \$500,000 to \$250,000.

Motion by Commissioner Goodlander, seconded by Commissioner Armon, to authorize the *ignite cda* Executive Director to publish the proposed amended FY17 Lake District budget as presented in the CDA Press prior to the August 16, 2017 budget public hearing date. Motion carried.

Fiscal Year 2018 (FY18) Draft Budget: Discussion & Publication Approval

Legal Counsel Quade shared an overview of the draft FY18 budget with the board (summary table below). The draft FY18 budget was reviewed / discussed by the board at the June 21, 2017 board meeting. Please refer to the June 21, 2017 board meeting minutes for further budget related background information.

Legal Counsel Quade also shared that under Idaho urban renewal law, urban renewal agencies are required to prepare and finalize budgets prior to September 1st of each year. Therefore, the **ignite cda** board needs to review draft budgets at the July board meeting, and authorize publication of the draft budgets prior to the August board meeting where a public hearing is held on the proposed budgets.

Ignite CDA FY2018 DRAFT Budget Summary

Line		Lake District	River District	Total
1	Estimated Beginning Fund Balance (10/1/17)	\$ 4,985,382	\$ 5,515,411	\$ 10,500,793
2				
3	Revenues			
4	Estimated Tax Increment	\$ 4,771,949	\$ 1,453,576	\$ 6,225,525
5	Property Rental Receipts	\$ 35,070	\$ -	\$ 35,070
6	Int. & Misc. Funds	\$ 4,380	\$ 4,980	\$ 9,360
7	Note Draws	\$ 7,500,000	\$ 4,000,000	\$ 11,500,000
8	Property Divestitures	\$ 2,425,000	\$ -	\$ 2,425,000
9	Capital Acquisition Financing	\$ -	\$ -	\$ -
10	Total	\$ 14,736,399	\$ 5,458,556	\$ 20,194,955
11				
12	Expenses			
13	Administration	\$ 99,453	\$ 99,453	\$ 198,905
14	Office Expenses	\$ 4,630	\$ 4,630	\$ 9,260
15	Travel	\$ 2,000	\$ 2,000	\$ 4,000
16	Professional Services	\$ 57,130	\$ 60,430	\$ 117,560
17	Notices	\$ 1,500	\$ 1,000	\$ 2,500
18	Communications	\$ 1,250	\$ 1,250	\$ 2,500
19	Insurance	\$ 2,726	\$ 2,726	\$ 5,451
20	Meetings	\$ 2,550	\$ 2,550	\$ 5,100
21	Utilities	\$ 6,900	\$ -	\$ 6,900
22	Property Management	\$ 27,090	\$ -	\$ 27,090
23	Organization Dues	\$ 3,913	\$ 3,913	\$ 7,825
24	Miscellaneous	\$ 500	\$ 500	\$ 1,000
25	Public Art	\$ 95,439	\$ 29,072	\$ 124,511
26	Capital Acquisition Expense	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 152,545	\$ 82,700	\$ 235,245
28	Debt: Principal (non-OPA,IRA)	\$ 4,371,414	\$ 264,800	\$ 4,636,214
29	Parking Initiatives	\$ 10,000	\$ -	\$ 10,000
30	Planning	\$ 100,000	\$ 200,000	\$ 300,000
31	Agency Funded Programs	\$ 9,639,550	\$ 6,810,000	\$ 16,449,550
32	City of CDA - interest on Bad Axe	\$ -	\$ 200,000	\$ 200,000
33	Partnership Agreements (OPAs, IRAs)	\$ 91,068	\$ 559,030	\$ 650,098
34	Midtown Place Making	\$ 5,000	\$ -	\$ 5,000
35	Special Project Reserve	\$ 500,000	\$ 250,000	\$ 750,000
36	Total	\$ 15,174,657	\$ 8,574,052	\$ 23,748,709
37				
38	Estimated Ending Fund Balance (9/30/18)	\$ 4,547,125	\$ 2,399,915	\$ 6,947,039

River District – key budget item comments

- ✓ Estimated beginning fund balance (10/1/17) (line 1): \$5,515,411
- ✓ Total Revenues (line 10): \$5,458,556
- ✓ Total Expenses (line 36): \$8,574,052

- ✓ Estimated ending fund balance (9/30/18) (line 38): \$2,399,915

Revenues

- Estimated Tax Increment (line 4): \$1,453,576
- Proposed Note Draw (line 7): \$4,000,000 (budget assumes a new \$7 million financial note established in FY18 for project initiatives within the expanded River District area)

Expenses

- Professional Services (line 16): \$60,430. Costs on this budget line item include:
 - External contract accounting services
 - Legal services (Hawley-Troxell, Elam & Burke)
 - FY2017 Audit expense
 - Other professional services
- Public Art (line 25): \$29,072. Transfer to City's Public Arts Commission remains at 2% of increment revenue realized.
- Debt (lines 27 & 28): interest and principal payments associated with the \$4M draw on the new 2018 financial note.
- Planning (line 30): \$200,000. Budget value includes funding for a master planning effort for the old mill site area located in the expanded district boundary.
- Agency Funded Programs: (line 31): \$6,810,000
 - \$2.81M in FY18 budget for Seltice Way revitalization project. Background: the board committed \$4.56M in total for the project, with \$1.75M budgeted in FY17.
 - \$3.0M budgeted for road network construction in the expanded district area.
 - \$1.0M budgeted for public space development in the expanded district area.
- City of CDA – Interest on Bad Axe Acquisition (line 32): \$200,000. Budget includes an interest payment of \$200K to the City re. the City's \$8M acquisition cost of the Bad Axe mill site property (**ignite cda** will acquire this property from the City over time and reimburse the City for the acquisition cost).

Lake District – key budget item comments

- ✓ Estimated beginning fund balance (10/1/17) (line 1): \$4,985,382
- ✓ Total Revenues (line 10): \$14,736,399
- ✓ Total Expenses (line 36): \$15,174,657
- ✓ Estimated ending fund balance (9/30/18) (line 3): \$4,547,125

Revenues

- Estimated Tax Increment (line 4): \$4,771,949
- **ignite cda** properties (line 5): \$35,070.
- Note Draw on \$10M 2017 Note established in FY17 (line 7): \$7,500,000
- ignite cda Property Divestitures (line 8): \$2,425,000

Expenses

- Professional Services (line 16): \$57,130. Costs on this budget line item include:
 - External contract accounting services
 - Legal services (Hawley-Troxell, Elam & Burke)
 - FY2017 Audit expense
 - Other professional services
- Public Art (line 25): \$95,439. Transfer to City's Public Arts Commission remains at 2% of increment revenue realized.
- Debt: Interest (line 27): \$152,545. Value includes \$143,520 of interest payments on the Washington Trust Bank 2016 & 2017 Lake District Notes.
- Debt: Capital (line 28): \$4,371,414. Value includes \$3,804,754 of principal payments on the Washington Trust Bank 2016 & 2017 Lake District Notes.
- Planning (line 30): \$100,000. Value includes funds for board initiatives (e.g. performing arts center feasibility study).
- Agency Funded Programs (line 31): \$9,639,550
 - Misc. Projects: \$60K
 - CDA 2030 Contract: \$25K
 - Downtown Association Event Contract: \$25K
 - Downtown Parking Facility: \$6.5M
 - Memorial Park Element of Four Corners Master Plan: \$779.5K
 - Memorial Field Grandstand Revitalization: \$1M
 - North Idaho Collaborative Education Facility (NICE): \$1.25M (1/2 of \$2.5M total commitment).

Motion by Commissioner Armon, seconded by Commissioner Druffel, to authorize the **ignite cda Executive Director to publish the draft FY18 budget as presented in the CDA Press prior to the August 16, 2017 budget public hearing date. Motion carried.**

B. Parking – Commissioner Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City's Parking Commission) shared he had no report from the Parking Commission.

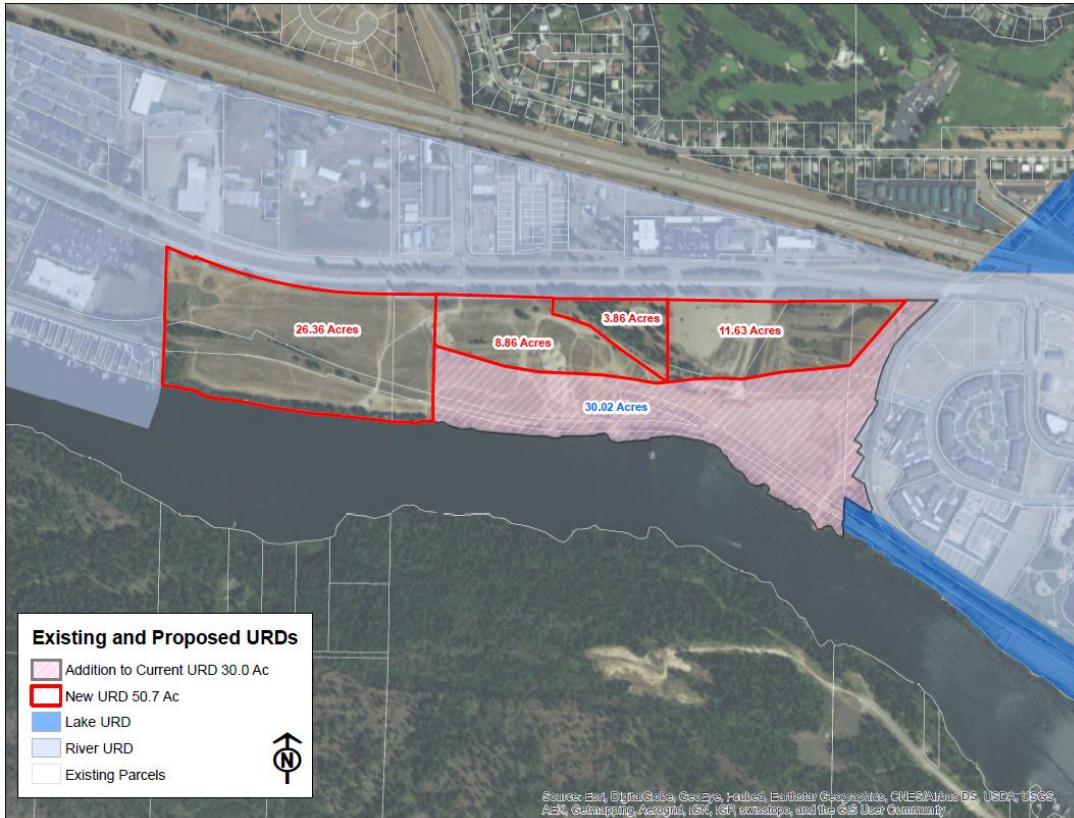
Commissioner Jordan shared that the Parking Committee held an open house to take feedback on the new parking structure. He shared that only approximately 10 people attended and most questions were related to downtown generally, rather than the parking structure. No negative comments on the parking structure were received. Commissioner Jordan thinks the consensus in the community is positive on the parking structure project.

Commissioner Jordan also shared that the design team is reinforcing the structure for a potential skywalk on the north side of the structure facing Coeur d'Alene Avenue, as well as to the south to the Olympia building. He shared that the construction schedule is still on track. The next team meeting will be in early August.

6. EXECUTIVE DIRECTOR'S REPORT

New District Name

Legal Counsel Quade shared that the proposed new district that will include a portion of the former Stimson/Atlas Mill Site area needs a name (see graphic below illustrating a draft concept of the new district area: **red** boundary).



Following are a few suggested names:

- Atlas District
- Seltice District
- Opportunity District
- Mill District

The board discussed the naming issue. Commissioner Jordan shared that he was not in favor of the Mill District name because it sounds like a mill could be sited there. Commissioner Goodlander shared that she likes the Atlas District name.

Motion by Commissioner Armon, seconded by Commissioner Goodlander, to name the new district the Atlas district. Motion carried.

N. Park Drive Subdivision Update

Phil Boyd (Welch-Comer Engineers) updated the board on the subdivision effort re. the N. Park Drive parcels. Mr. Boyd shared that his office has communicated with the Kerl family, who has a reversionary interest in the property overlapping portions of lots 9 and 10, as currently envisioned. Mr. Boyd also reported that Executive Berns had requested his office look at whether a 9th lot could be

created without the property restricted by the Kerl family, and it is possible, but it would cut into the park.

Commissioner Goodlander commented that with 8 lots it's a push from a revenue perspective. Commissioner Jordan commented that the lots may be worth more than the proforma shows. He is in favor of moving forward with the 8 lots while continuing to try to work out a reasonable settlement with the Kerls. He thinks we should not let the Kerl family delay the project and it may impact their view of the value if we move forward with the other part of the project.

Commissioner Widmyer shared that he spoke to one member of the Kerl family and she stated that she was one of six family members with an interest in the property and the opinions of the interested family members were all over the board on what an acceptable settlement would be. Commissioner Widmyer indicated that he believes it will be a long process with the Kerl family and he thinks we should move forward with 8 lots.

Chairman Hoskins asked if Mr. Boyd had looked at moving forward with 8 lots. Mr. Boyd indicated that he had, and he would recommend not building the alley behind lots 9 and 10, but in the future it could be extended. He said lot 8 could be side loaded, so that lot would not need the alley. Mr. Boyd asked for direction on whether we move forward with the land trade in hopes of later developing lots 9 and 10. Commissioner Druffel was supportive of moving forward with the land trade at this time. Legal Counsel Quade asked if the land trade can happen based on restrictions from the Kerl family. Mr. Boyd responded he was not sure. He will provide Legal Counsel Quade the documents to review.

Commissioner Widmyer asked if new wood would be put on the grandstand at Memorial Field. Mr. Boyd indicated he believed so, but that is a question for Miller Stauffer. Commissioner Jordan asked about the depth of lot 8. Mr. Boyd responded that lot 8 is 120 feet deep. Commissioner Widmyer asked if there would be public access to the park from the alley and Mr. Boyd indicated that there would be. Commissioner Widmyer asked if there was berming or fencing behind the lots. Mr. Boyd indicated that although berming was initially designed, fencing was going to be less expensive and less maintenance and Bill Greenwood was supportive of fencing, but that Executive Director Berns was concerned that it was a significant change to the project and that the issue is going to be discussed further when Executive Director Berns is back in the office. Commissioner Widmyer indicated he agreed with Executive Director Berns. Mr. Boyd indicated that berming creates a maintenance issue on the alley side and encroaches on the picnic side, so Bill Greenwood had thought a fence and vegetation would be an acceptable alternative. Commissioner Widmyer indicated that this decision should be brought back to the board.

Commissioner Jordan indicated that a masonry fence might be a good option. Vegetation is great with time, but would not initially provide a sufficient barrier. Commissioner Armon asked that Legal Counsel Quade review the Kerl family documents to see what the restrictions are. Mr. Boyd indicated that Randy Adams has reviewed the documents as well, and considered a quiet title action; Mr. Boyd will provide the information to Legal Counsel Quade.

Consideration of Employment Policy

Legal Counsel Quade shared a summary of the Employment Policy relating to employment of Executive Director Berns. She shared that the change from an employment contract to a policy was suggested to better align the terms of employment and benefits with the City of Coeur d'Alene. She shared the Policy is based on the Policy for Department Heads at the City. She noted that one significant difference is that Executive Director Berns does not have PERSI, so the board will continue to invest in his 401k. She called the board's attention to the provision related to reimbursement for personal vehicle use. Currently, the board reimburses Executive Director Berns \$150 per month for use of his personal vehicle. Another approach for the board to consider would be to reimburse based on documented mileage recognizing there would be some time lost on the documentation.

The board discussed the employment policy.

Commissioner Widmyer indicated that we should move to getting this position leveled, within a salary range. Then, if Executive Director Berns reached the maximum salary he would only be eligible for the cost of living increase. Commissioner Widmyer believes Executive Director Berns is likely at the maximum salary. Chairman Hoskins asked if a change to the Policy was necessary if a range is created and Legal Counsel Quade indicated that they would work together, so no change is necessary. Commissioner Goodlander shared that she believes the Policy should align the severance with the City. Commissioner Druffel indicated that he thinks we should keep the \$150 vehicle reimbursement. Commissioner Garcia asked for an analysis on the salary range as part of the process for Executive Director Berns' review. Commissioner Widmyer and others indicated that we should adopt the policy effective October 1, 2017 because of budget impacts.

Motion by Commissioner Widmyer, seconded by Commissioner Druffel, to approve the new ignite cda employment policy as presented, effective October 1, 2017. Motion carried.

7. BOARD COMMISSIONER COMMENTS:

- Chairman Hoskins shared that this will be Commissioner Druffel's last board meeting. Commissioner Druffel began service on the board in March of 2012. Chairman Hoskins and all of the board members thanked Commissioner Druffel for his years of service. Commissioner Druffel indicated that he believes the board serves an important role and drives a lot of change and he is proud to have participated and he will miss it.
- Commissioner Goodlander complimented the Mayor and the City Council on the vision and support of the Atlas Mill site acquisition project. She shared that the vision was invaluable and thanked the Mayor for the foresight and work that will make this tremendous asset public.
- Commissioner Widmyer indicated that the McEuen Park garage has been busier than ever this summer and he thinks the timing for the new garage is great. He thinks downtown employees will transition to the new garage and it will free up public parking at McEuen. Commissioner Armon echoed the comments, as did Commissioner Jordan.

8. PUBLIC COMMENT:

No public comment was provided.

9. ADJOURN

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

The **ignite cda** board meeting adjourned at 4:55 p.m. Minutes prepared and submitted by Legal Counsel Quade.



BOARD MEETING MINUTES

WEDNESDAY AUGUST 16, 2017 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, Metts, Chapkis, Armon, Garcia, Goodlander.

ignite cda staff present: Berns

ignite cda legal counsel present: Quade

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Roger Smith – Friends of the Spokane River Corridor (FSRC) organization. Shared that a grass roots group of citizens formed in 2013 to focus on open space preservation along the Spokane River front. In 2014, the City of CDA formed an Ad-hoc group including these citizens for input on riverfront issues. In 2015, these citizens formed the FSRC organization. FSRC is hopeful that their input re. riverfront preservation / land use issues will help decision makers make wise decisions for land uses along the Spokane River.

Chet Gaede – Friends of the Spokane River Corridor (FSRC) organization. Shared concerns about the different time line horizons that exist in cities: short-term, long-term, financial, political. He shared that the Atlas mill site Spokane River front opportunity is a once and forever opportunity to make wise use decisions for the preservation of this river corridor. He hopes that decision makers will keep the riverfront in the public realm for the long-term benefit of the community.

4. APPROVAL OF MINUTES

- July 19, 2017 Board Meeting Minutes

Motion by Commissioner Widmyer, seconded by Commissioner Chapkis to approve the July 19, 2017 board meeting minutes. Motion carried.

5. **Ignite cda** FISCAL YEAR 2017 LAKE DISTRICT BUDGET AMENDMENT HEARING

Chairman Hoskins called the FY2017 Lake District budget amendment public hearing to order at 4:11 p.m.

Executive Director Berns shared an overview of the amended FY17 Lake District budget. The proposed amended FY17 Lake District budget was reviewed / discussed by the board at the June 21 and July 19, 2017 board meetings. Urban renewal agencies are required to prepare and finalize budgets prior to September 1st of each year. Therefore, the **ignite cda** Board reviews draft budgets at the July Board meeting, and authorizes publication of the draft budgets prior to the August Board meeting where a public hearing is held on the proposed budgets.

AMENDED Ignite CDA FY2017 Budget

Line	Original		AMENDED		Original		Original		AMENDED	
	Lake District	Lake District	River District	River District	Total	Total	Total	Total	Total	Total
1	Estimated Beginning Fund Balance (10/1/16)	\$ 4,842,359	\$ 5,347,556	\$ 6,555,289	\$ 11,397,648	\$ 11,902,845				
2										
3	Revenues									
4	Estimated Tax Increment	\$ 3,946,536	\$ 4,273,770	\$ 1,204,418	\$ 5,150,954	\$ 5,478,188				
5	Property Rental Receipts	\$ 127,611	\$ 92,490	\$ -	\$ 127,611	\$ 92,490				
6	Int. & Misc. Funds	\$ 4,560	\$ 4,560	\$ 4,680	\$ 9,240	\$ 9,240				
7	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -	\$ -				
8	Total	\$ 4,078,707	\$ 4,370,820	\$ 1,209,098	\$ 5,287,805	\$ 5,579,918				
9										
10	Expenses									
11	Administration	\$ 99,453	\$ 99,453	\$ 99,453	\$ 198,906	\$ 198,906				
12	Office Expenses	\$ 4,630	\$ 4,630	\$ 4,630	\$ 9,260	\$ 9,260				
13	Travel	\$ 3,250	\$ 3,250	\$ 3,250	\$ 6,500	\$ 6,500				
14	Professional Services	\$ 59,130	\$ 159,130	\$ 54,930	\$ 114,060	\$ 214,060				
15	Notices	\$ 2,000	\$ 2,000	\$ 1,000	\$ 3,000	\$ 3,000				
16	Communications	\$ 2,500	\$ 2,500	\$ 2,500	\$ 5,000	\$ 5,000				
17	Insurance	\$ 2,699	\$ 2,699	\$ 2,699	\$ 5,397	\$ 5,398				
18	Meetings	\$ 2,550	\$ 2,550	\$ 2,550	\$ 5,100	\$ 5,100				
19	Utilities	\$ 12,420	\$ 9,990	\$ -	\$ 12,420	\$ 9,990				
20	Property Management	\$ 87,866	\$ 116,047	\$ -	\$ 87,866	\$ 116,047				
21	Organization Dues	\$ 3,913	\$ 3,913	\$ 3,913	\$ 7,825	\$ 7,826				
22	Miscellaneous	\$ 500	\$ 500	\$ 500	\$ 1,000	\$ 1,000				
23	Public Art	\$ 78,931	\$ 85,475	\$ 24,088	\$ 103,019	\$ 109,563				
24	Capital Acquisition Expense	\$ -	\$ 750,500	\$ -	\$ -	\$ 750,500				
25	Debt: Interest (non-OPA,IRA)	\$ 287,733	\$ 122,106	\$ -	\$ 287,733	\$ 122,106				
26	Debt: Principal (non-OPA,IRA)	\$ 1,749,990	\$ 1,779,955	\$ -	\$ 1,749,990	\$ 1,779,955				
27	Parking Initiatives	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000				
28	Planning	\$ 75,000	\$ 610,000	\$ 25,000	\$ 100,000	\$ 635,000				
29	Agency Funded Programs	\$ 1,366,250	\$ 895,800	\$ 1,750,000	\$ 3,116,250	\$ 2,645,800				
30	Partnership Agreements (OPAs, IRAs)	\$ 83,240	\$ 83,240	\$ 447,264	\$ 530,504	\$ 530,504				
31	Midtown Place Making	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000				
32	Special Project Reserve	\$ 500,000	\$ 250,000	\$ 250,000	\$ 750,000	\$ 500,000				
33	Total	\$ 4,437,054	\$ 4,998,738	\$ 2,671,776	\$ 7,108,830	\$ 7,670,514				
34										
35	Estimated Ending Fund Balance (9/30/17)	\$ 4,484,012	\$ 4,719,638	\$ 5,092,611	\$ 9,576,623	\$ 9,812,249				

Chairman Hoskins asked if there was any public comment re. the proposed FY17 amended Lake District budget. No public comment was provided at the hearing, and no public comment was submitted to the Agency' office prior to the board meeting.

Chairman Hoskins closed the FY2017 Lake District budget amendment public hearing at 4:12 p.m.

- Resolution 17-05: Adoption of Lake District Fiscal Year 2017 Budget Amendment

Motion by Commissioner Armon, seconded by Commissioner Garcia, to approve Resolution 17-05 adopting the ignite cda FY2017 Lake District Budget Amendment as proposed.

Roll Call:

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

Motion carried.

6. **ignite cda** FISCAL YEAR 2018 BUDGET HEARING

Chairman Hoskins called the FY2018 budget public hearing to order at 4:13 p.m.

Ex. Director Berns shared an overview of the draft FY18 budget with the board (summary table below). The draft FY18 budget was reviewed / discussed by the board at the June 21 and July 19, 2017 board meetings.

Ignite CDA **FY2018 DRAFT Budget Summary**

Line		Lake District	River District	Total
1	Estimated Beginning Fund Balance (10/1/17)	\$ 4,985,382	\$ 5,515,411	\$ 10,500,793
2				
3	Revenues			
4	Estimated Tax Increment	\$ 4,771,949	\$ 1,453,576	\$ 6,225,525
5	Property Rental Receipts	\$ 35,070	\$ -	\$ 35,070
6	Int. & Misc. Funds	\$ 4,380	\$ 4,980	\$ 9,360
7	Note Draws	\$ 7,500,000	\$ 4,000,000	\$ 11,500,000
8	Property Divestitures	\$ 2,425,000	\$ -	\$ 2,425,000
9	Capital Acquisition Financing	\$ -	\$ -	\$ -
10	Total	\$ 14,736,399	\$ 5,458,556	\$ 20,194,955
11				
12	Expenses			
13	Administration	\$ 99,453	\$ 99,453	\$ 198,905
14	Office Expenses	\$ 4,630	\$ 4,630	\$ 9,260
15	Travel	\$ 2,000	\$ 2,000	\$ 4,000
16	Professional Services	\$ 57,130	\$ 60,430	\$ 117,560
17	Notices	\$ 1,500	\$ 1,000	\$ 2,500
18	Communications	\$ 1,250	\$ 1,250	\$ 2,500
19	Insurance	\$ 2,726	\$ 2,726	\$ 5,451
20	Meetings	\$ 2,550	\$ 2,550	\$ 5,100
21	Utilities	\$ 6,900	\$ -	\$ 6,900
22	Property Management	\$ 27,090	\$ -	\$ 27,090
23	Organization Dues	\$ 3,913	\$ 3,913	\$ 7,825
24	Miscellaneous	\$ 500	\$ 500	\$ 1,000
25	Public Art	\$ 95,439	\$ 29,072	\$ 124,511
26	Capital Acquisition Expense	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 152,545	\$ 82,700	\$ 235,245
28	Debt: Principal (non-OPA,IRA)	\$ 4,371,414	\$ 264,800	\$ 4,636,214
29	Parking Initiatives	\$ 10,000	\$ -	\$ 10,000
30	Planning	\$ 100,000	\$ 200,000	\$ 300,000
31	Agency Funded Programs	\$ 9,639,550	\$ 6,810,000	\$ 16,449,550
32	City of CDA - interest on Bad Axe	\$ -	\$ 200,000	\$ 200,000
33	Partnership Agreements (OPAs, IRAs)	\$ 91,068	\$ 559,030	\$ 650,098
34	Midtown Place Making	\$ 5,000	\$ -	\$ 5,000
35	Special Project Reserve	\$ 500,000	\$ 250,000	\$ 750,000
36	Total	\$ 15,174,657	\$ 8,574,052	\$ 23,748,709
37				
38	Estimated Ending Fund Balance (9/30/18)	\$ 4,547,125	\$ 2,399,915	\$ 6,947,039

Chairman Hoskins asked if there was any public comment re. the proposed FY18 budget. No public comment was provided at the hearing, and no public comment was submitted to the Agency' office prior to the board meeting.

Chairman Hoskins closed the FY2018 budget public hearing at 4:14 p.m.

- Resolution 17-06: Adoption of the Fiscal Year 2018 Budget

Motion by Commissioner Armon, seconded by Commissioner Goodlander, to approve Resolution 17-06 adopting the **ignite cda FY2018 Budget as proposed.**

Roll Call:

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

Motion carried.

7. REPORTS

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

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

Motion by Commissioner Widmyer, seconded by Commissioner Metts, to approve the July financial statements and the July / August accounts payables for the Lake & River Districts as presented.

Motion carried.

Audit Firms: Request for Proposals for Fiscal Year 2017 Audit

Commissioner Armon shared that given the recent change in staffing at Magnuson & McHugh, that it would be prudent to solicit audit proposals from interested firms for the Agency’s fiscal year 2017 audit.

Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, directing Ex. Director Berns to solicit audit proposals for the Agency’s Fiscal Year 2017 audit. Motion carried.

- B. Parking – Commissioner Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) shared that the City has instituted the new license plate reader technology for on street parking management. The City is working through a few startup issues in an effort to perfect the new system.

Commissioner Jordan also shared that the Parking Committee will meet next week to further discuss issues and project timelines associated with the downtown parking garage project. The Miller-Stauffer design team plans to submit for a building permit next week and to go out for construction bids shortly after Labor Day. Commissioner Jordan shared that Ex. Director Berns is soliciting building demolition bids for the three buildings located on the downtown parking garage site, and that the City is working on alternate parking solutions for holders of parking permits on the City’s small surface parking lot on the parking garage site – parking on this surface lot will cease at the end of September.

8. EXECUTIVE DIRECTOR’S REPORT

Urban Renewal Plan Discussion

- Draft River District Urban Renewal Plan Amendment (District Expansion)
- Draft Atlas District Urban Renewal Plan

Ex. Director Berns shared a history to date re. the two urban renewal plan initiatives:

- May, 2017: **ignite cda** board approved the Atlas Mill Site Eligibility Report prepared by the Panhandle Area Council, and forwarded the report on to City Council for their review.
- May, 2017: **ignite cda** and City Council workshop where City Council gave the **ignite cda** board approval to proceed with plans to 1) expand the existing River District by the allowable 10% of geographic area, and 2) to create a new district (now referred to as the Atlas District) to encompass the remaining acreage of the Atlas mill site.
- Also in May, an Atlas Mill Site Acquisition Steering Committee was formed to help guide the acquisition / due diligence process. This committee is comprised of the following individuals:

City of CDA

Mayor Widmyer
 Councilperson Gookin
 Councilperson Evans
 City Administrator Hammond
 Deputy City Administrator Taylor
 City Attorney Gridley
 City Finance Director Tymesen
 City Planning Director Anderson

ignite cda

Chairman Hoskins
 Commissioner Armon
 Legal Counsel Quade
 Ex. Director Berns

Facilitator
 Phil Boyd (Welch-Comer)

Ex. Director Berns then shared an overview of the two draft urban renewal plans with the board, including a conceptual district design graphic and a conceptual land use design graphic for the Bad Axe property to be acquired by the City of CDA (see graphics below).

Summary: Draft Expanded (Second Amendment) River District Plan

The Second Amendment (the “Second Amendment”) to the River District Redevelopment Plan (the “Plan”) changes the boundaries to the existing revenue allocation area (the “RAA”) by 1) deannexing a portion of the right-of-way south of Seltice Way vacated by the city of Coeur d’Alene (the “City”) totaling approximately 1.8 acres; and 2) adding approximately 29 acres of the former lumber mill site to the project area.

The overall purposes of these modifications are to remediate a deteriorating area, to remove impediments to development and to create the framework within the project area for the potential development of the following uses: mixed-use, residential, commercial, waterfront commercial and retail areas, cultural centers, medical facilities, educational facilities, multi-purpose athletic facilities, other public facilities and improvements, including, but not limited to streets, streetscapes, water and sewer improvements, parking, community facilities, a public park, pedestrian/bike paths and trails, and riverfront access points and docks.

The deannexation and annexation are accomplished by amending the Plan. Amending the Plan does not extend the duration of the River District, which will terminate on December 31, 2027, with revenues generated in 2027, payable in 2028. Since the Plan was originally adopted pre-July 1, 2016, the Second Amendment does not result in a reset of the base assessment roll values to the current values for the existing River District RAA, although the additional area will have a base value retroactive to January 2017.

Currently there are no limitations on the number of deannexations for an urban renewal district; however, post-2011, the Agency may only add area to a RAA one time, and the area to be added cannot exceed 10% of the existing RAA, and it must be contiguous to the existing RAA. According to the calculations prepared by Welch-Comer, approximately 29 acres may be added to the River District RAA.

Further, the combined base assessment rolls of the existing and proposed RAAs, including the proposed additional area cannot exceed 10% of the current assessed valuation of all taxable property within the City. Based on information obtained from the Kootenai County Assessor’s Office, the combined base assessment rolls of all existing and proposed RAAs do not exceed 10% of the current assessed values of the City.

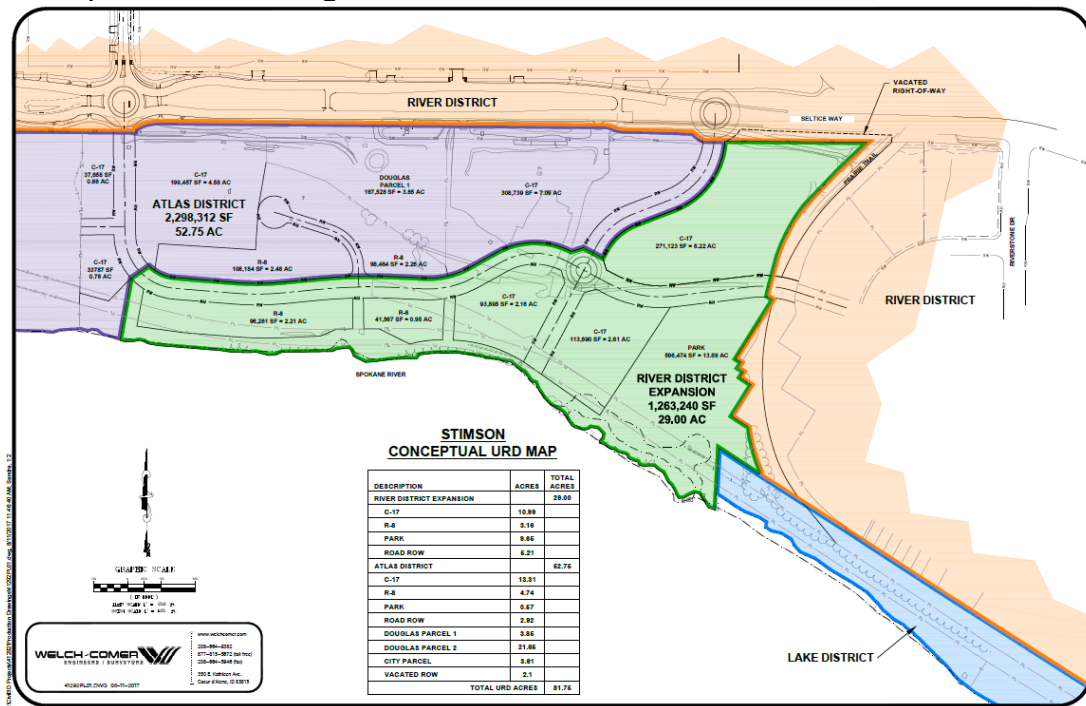
Summary: Draft Atlas District Plan

The Atlas District Plan (“Plan”) proposes a new RAA including approximately 53 acres located south of Seltice Way and to the west of the area to be added to the River District. Similar to the expanded River District

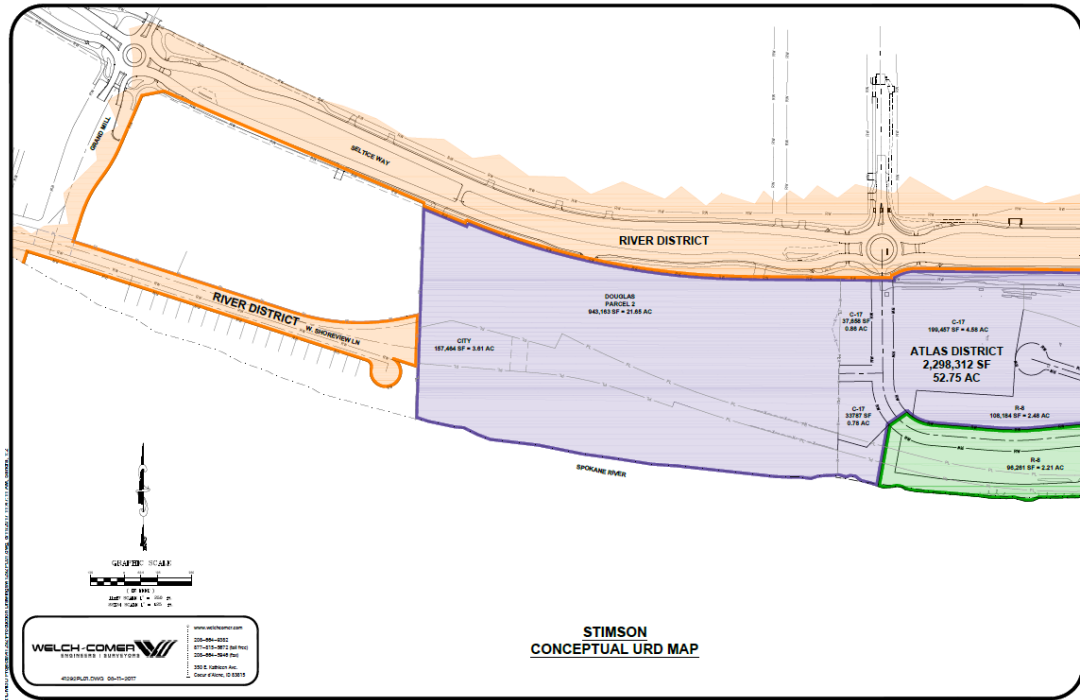
plan, the overall purposes of the Atlas District Plan are to remediate a deteriorating area, to remove impediments to development and to create the framework within the project area for the potential development of the following uses: mixed-use, residential, commercial, waterfront commercial and retail areas, cultural centers, medical facilities, educational facilities, multi-purpose athletic facilities, other public facilities and improvements, including, but not limited to streets, streetscapes, water and sewer improvements, parking, community facilities, parks, pedestrian/bike paths and trails, and riverfront access points and docks.

The Atlas District Plan has a duration of twenty (20) years with a termination date of December 31, 2037, with revenues generated in 2037, payable in 2038. As this is a post-July 2016 RAA, any modification to the Atlas District Plan by City Council ordinance results in a resetting of the base assessment roll values to the current year's values in the year following the modification, subject to certain limited exceptions as per Idaho Code.

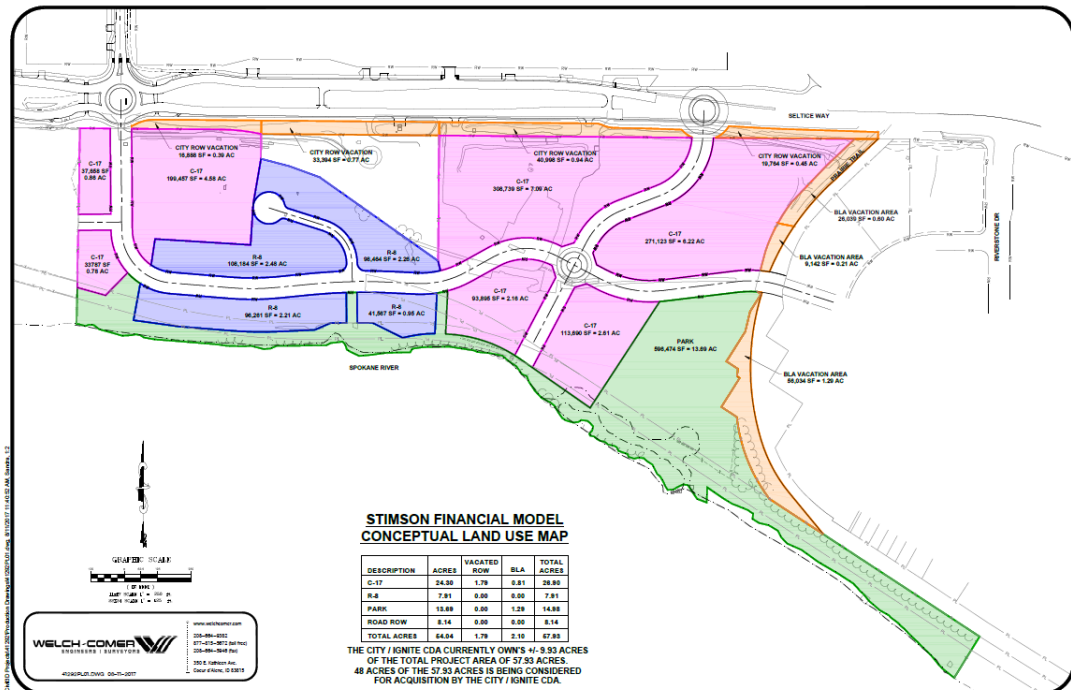
Conceptual District Design - East



Conceptual District Design - West



Conceptual Land Use Design – Bad Axe Property



Economic Forecast Models

Both the expanded River District plan and the Atlas District plan will include an economic forecast model designed to depict anticipated revenues and costs over the years of the respective district. 2016 levy rates, held constant

over the years, will be used in the forecast models to determine anticipated tax increment revenues. A significant expense for both plans will be the proposed acquisition of City owned real property, including the former BNSF railroad right-of-way property. In addition to tax increment revenues, the Agency anticipates revenue from the sale of developable parcels to qualified purchasers. Expenditures for public improvements, include, but are not limited to the costs to construct new public roadways, water and sewer improvements, environmental remediation, site preparation, site grading, streetscaping, lighting, installation of fiber, development of parks, trails, waterfront access, docks, parking, open space and possible multi-purpose facilities.

Further updating to these draft plans will occur over the next month, with final versions of the plans being presented to the **ignite cda** board at the September 2017 board meeting. Following board approval of the plans in September, the plans will be sent to the City for their review / approval process. The anticipated timeline for final plan approval by City Council is December, 2017.

Kushlan Consulting Contract

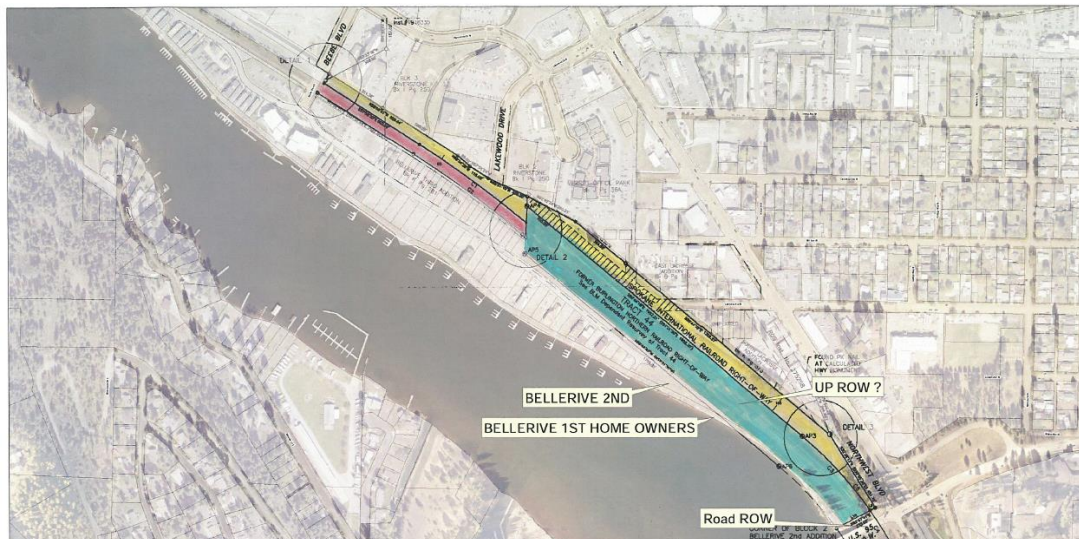
Ex. Director Berns shared that he would like to engage the services of Kushlan Consulting to provide a third party review of the economic forecast models associated with the expanded River District and new Atlas District plans. Phil Kushlan is the past Executive Director of Boise's Capital City Development Corporation – Boise's urban renewal agency. Mr. Kushlan possesses decades of experience in urban renewal plan development and financial forecasting. Mr. Kushlan's fee for consulting services is for an amount not to exceed \$5,000.

Motion by Commissioner Armon, seconded by Commissioner Widmyer, authorizing the contract with Kushlan Consulting as proposed, with a consulting fee not to exceed \$5,000. Motion carried.

Surplus Property Discussion: Railroad r-o-w Property Located East of Beebe Boulevard

Ex. Director Berns discussed with the board the issue of declaring the Agency owned railroad right of way located east of Beebe Boulevard in the Riverstone development surplus, and thus available for sale. The graphic below depicts the property ownership in the area: **ignite cda** owned property is shaded red; Union Pacific [UP] railroad property is shaded yellow; area controlled by the Bureau of Land Management [BLM] is shaded blue.

This Agency owned railroad right of way property was acquired several years ago as part of the much larger Burlington Northern Santa Fe (BNSF) railroad right of way purchase extending from the Riverstone area out to the west end of the Mill River development. This section of railroad right of way east of Beebe Boulevard is currently creating zero value for the Agency.



An appraisal was performed on this portion of Agency owned railroad property in March of 2017. The value of the Agency owned property depicted in red “as is” was appraised at \$320K. The value of the Agency owned property combined with the adjacent UP property was appraised at \$600K. The Agency is aware that a local developer is pursuing acquisition of the UP property.

Past environmental due diligence efforts on the Agency owned property identified potential issues associated with the surface area of the railroad right of way. If the board should choose to sell this right of way property, a proactive course of action prior to sale would be to remove, transport and incorporate this surface area material into the Agency’s Seltice Way revitalization project; thus addressing any potential environmental concerns with the site. A conservative cost estimate to relocate the surface area material to the Seltice Way project area is approximately \$95K +/- . However, the net estimated cost to the Agency for relocating the surface material from this site is \$45K +/- since the Seltice Way road project needs to acquire \$50K in additional fill material.

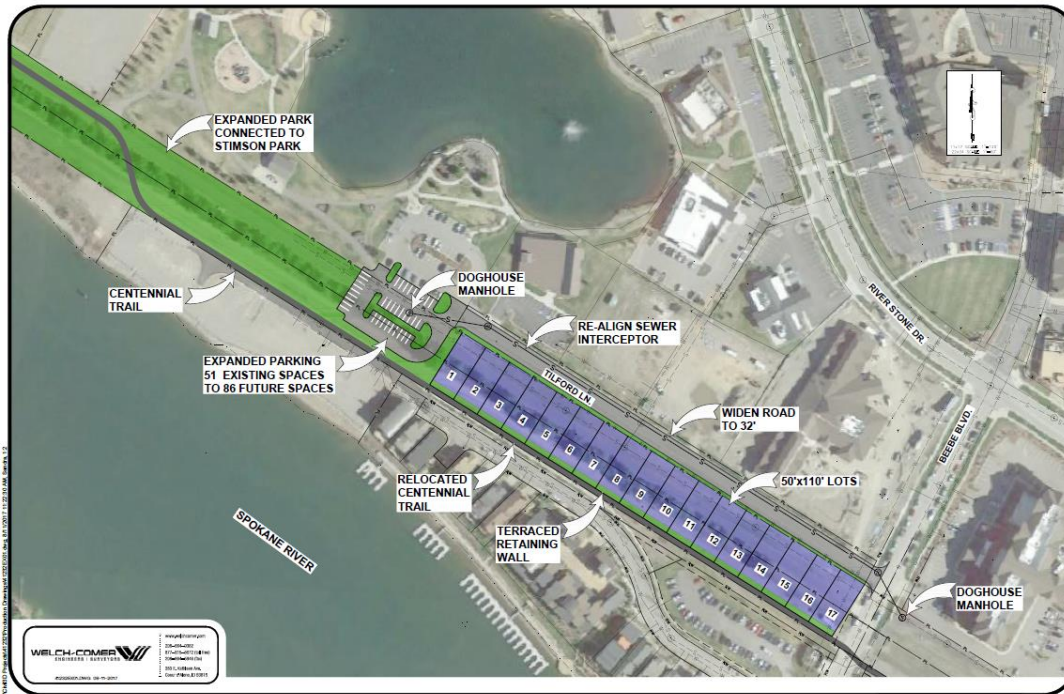
As for process, if this Agency owned railroad right of way property is declared surplus by the board, then the board would set a base (i.e. minimum) sale price for the property asset then advertise the property for sale seeking sealed bids from interested purchasers for the property. Sealed bids received for the property would be opened during an **ignite cda** board meeting.

Motion by Commissioner Goodlander, seconded by Commissioner Armon, declaring the Agency owned railroad right of way located east of Beebe Boulevard surplus, setting a minimum sale price for the property at \$320,000, directing the Ex. Director to remediate the potential surface area environmental issue as proposed, directing the Ex. Director to initiate the process for disposition of the property. Motion carried.

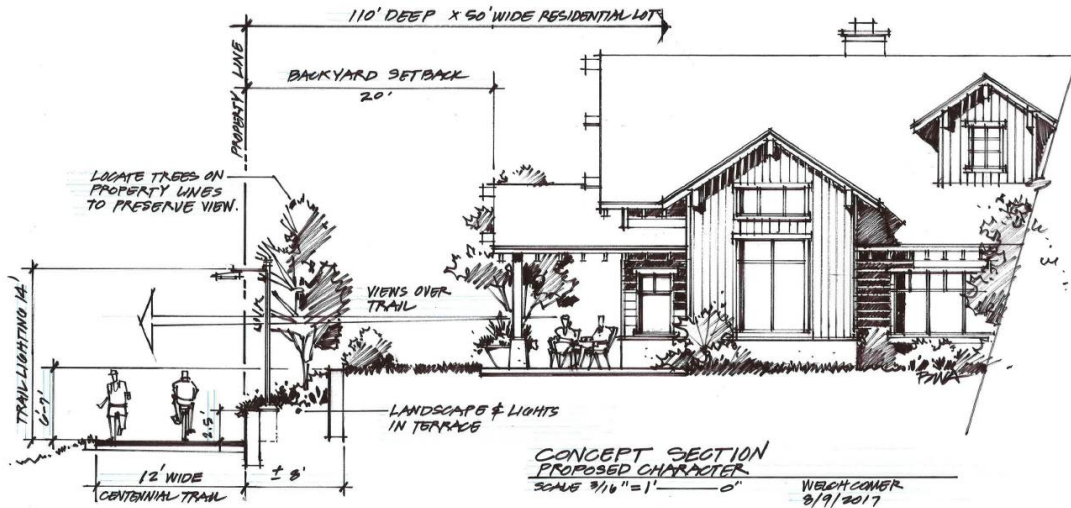
Land Exchange Proposal: City's Tilford Lane Property & Agency's Young Avenue Property

Ex. Director Berns shared that City leadership has proposed a potential trade initiative involving Agency owned property located on Young Avenue south of City Hall for City owned property adjacent to Tilford Lane in Riverstone (see Tilford Lane area graphic below). The City's proposal would involve trading their 60 foot right of way (r-o-w) located just south of Tilford Lane to the Agency so that the Agency could combine the City's 60 feet of r-o-w with the Agency owned 60 feet of r-o-w also south of Tilford Lane to create 17 developable residential parcels. This proposed trade would require the widening of Tilford Lane and the relocation of the Prairie Trail to the southern edge of the Agency's property (see conceptual cross section graphic below). The conceptual graphic also depicts other possible improvements that could be made to the Riverstone Park parking area, as well as additional public space (shaded in green) that could be created to the west of the Tilford Lane project that would blend with the proposed public improvements for the Atlas mill site area.

Tilford Lane Trade Initiative: Area Graphic



Tilford Lane Trade Initiative: Cross Section Graphic



As for the value proposition, the Agency owned property located on Young Avenue south of City Hall was appraised recently at \$960K. Preliminary net revenue estimates (i.e. residential lot sales minus development costs) prepared by Welch-Comer for the proposed Tilford Lane trade initiative show a net revenue value of approximately \$1.0 million, making the proposed trade a fairly close net value for value proposition from the Agency’s perspective.

Proforma				
ignite CDA Tilford Lane Properties				
Land Sales Revenue				
Lots	# Lots	vg. Price/Lot	Revenue	Total
Tilford Lane	17	\$ 165,000	\$ 2,805,000	
Project Total Sales	17			\$ 2,805,000
Expenditures				
			Land Cost	\$ -
Development Costs				
Site Development (includes relocating Centennial Trail and Sewer Interceptor)			\$ 1,678,000	
Power			\$ 30,000	
Teledata/network			\$ 15,000	
City Project Review and Land Trade Assistance			\$ 7,500	
Entitlement and Subdivision			\$ 45,000	
Total Development Costs			\$ 1,775,500	
			Development Cost Subtotal	\$ 1,775,500
			Total Expenditures	\$ 1,775,500
			Profit	\$ 1,029,500

1. Proforma is based on a concept plan. Additional site and environmental analysis is necessary to develop a more accurate proforma.

The next step for this initiative, should the board be agreeable to pursuing this proposed trade, would be to further refine / pursue development costs, projected

revenues and due diligence issues associated with the initiative. A fee proposal from Welch-Comer to develop these refined cost/revenue values and to pursue due diligence issues is \$22,500 broken down in the following four tasks:

Task 1 – Topographic Survey, Preliminary Boundary and Site Layout and Grading:

- Engineer will complete a topographic survey of the ignite and City parcels, Tilford Lane and a portion of Beebe Boulevard.
- Utilizing available record data, Engineer will prepare a preliminary boundary map.
- Engineer will develop a conceptual site layout and grading plan utilizing terraced retaining walls to provide a generally flat site from Tilford Lane southward to the terraced walls.

Task 2 – Preliminary Infrastructure Improvement Plans:

- Engineer will:
 - Develop water, sewer and storm water infrastructure preliminary plans.
 - Develop a Centennial Trail re-route option including landscaping and lighting configuration. Meet with NICTF to review and refine the re-route option.
 - Coordinate with City Departments to determine anticipated infrastructure capacity and infrastructure feasibility.
 - Coordinate with dry utilities to determine service availability.
 - Deliverables will include scaled preliminary plans.

Task 3 – Opinions of Cost/Pro Forma Services:

- Engineer will:
 - Use preliminary plans to develop opinions of cost for site improvements, including the retaining wall, grading, road, utility and lighting improvements.
 - Dry utility improvement costs will be solicited from dry utility providers, such as Avista, Frontier and Time Warner.
 - Use opinions of cost along with anticipated lot sale values, provided by the City and ignite, to develop a concept level pro-forma.

Task 4 - Additional Tasks:

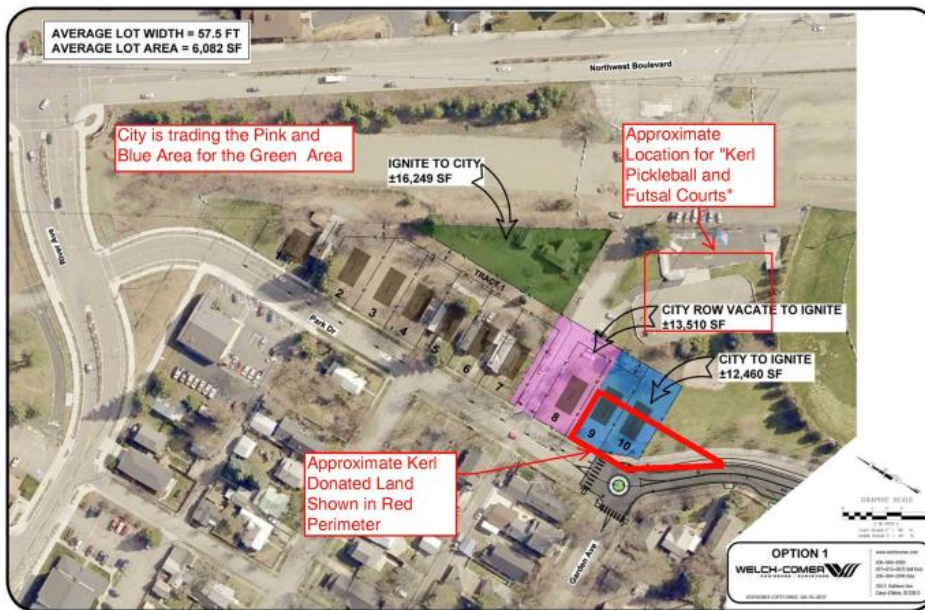
- Engineer will complete additional tasks not specifically identified above such as providing soils testing, environmental evaluations, legal descriptions for City-ignite land trades, and coordinating with the City departments (such as Planning) beyond the scope outlined above or assisting with other property research. This task provides for ignite directed work of this type.

- All of the Commissioners thought this trade proposal would result in a win-win solution re. Agency owned property assets: i.e. the Agency's Young Avenue property would remain in the public realm, and the Agency owned railroad right-of-way property along Tilford Lane would be developed into an asset that would create long-term value for the community.
- Commissioner Jordan asked if this proposed trade initiative has been reviewed / approved by City Council?
 - Commissioner Widmyer shared that he feels the Council is supportive of this trade, but that this trade initiative should be run by Council prior to the board committing to the \$22,500 Welch-Comer contract proposal.

Motion by Commissioner Jordan, seconded by Commissioner Armon, directing the Ex. Director to pursue work on the proposed Tilford Lane trade initiative, also authorizing the proposed Welch-Comer engagement for further cost / revenue refinement in the amount of \$22,500 following City Council approval of the proposed trade concept. Motion carried.

N. Park Drive Subdivision Initiative: Update

Phil Boyd (Welch-Comer Engineers) updated the board on the subdivision effort re. the N. Park Drive parcels. Mr. Boyd shared that the Kerl family has agreed to a waiver which will remove all encumbrances associated with the property donated to the City of CDA by their family decades ago – the donated property is identified by the red line area in the graphic below. As part of the waiver agreement, the Kerl family would like a plaque placed in the area commemorating the donation of the property to the City of CDA by their family. Mr. Boyd will move ahead with a ten-lot subdivision plan.



ICRMP Insurance Policy: Terrorism Insurance Coverage

Executive Director Berns shared that **ignite cda**, at the recommendation of **ignite cda's** insurance agent, should once again decline Idaho Counties Risk Management Program's (ICRMP) annual offer for additional terrorism insurance coverage per the Terrorism Risk Insurance Act; additional coverage for **ignite cda** would cost \$5,000 per year. ICRMP is required to offer its policy holders this additional terrorism coverage if so desired. ICRMP carries \$50 million in terrorism insurance for its clients in its standard policy which **ignite cda** deems appropriate coverage.

Motion by Commissioner Armon, seconded by Commissioner Widmyer, declining the additional terrorism policy coverage offered by ICRMP. Motion carried.

9. BOARD COMMISSIONER COMMENTS:

Commissioner Widmyer shared that City of CDA Administrator Jim Hammond will be retiring at the end of this calendar year.

Commissioner Armon thanked Commissioner Widmyer and City leadership for their proposed Tilford Lane / Young Avenue property trade. He feels this trade proposal is very creative, and offers a win-win scenario for the community.

- Commissioner Widmyer appreciated the acknowledgement and shared that this idea would not have materialized without the help and input of Phil Boyd, President of Welch-Comer Engineering.

10. PUBLIC COMMENT:

Dennis Cunningham – Active West, Inc. Mr. Cunningham shared with the board a summary of the Active West business model. Their model focuses on the development of urban infill residential projects south of Interstate 90. Active West is very focused on this part of the City to help create vibrant housing opportunities. He identified several Active West projects (Circuit @ Seltice, Riverstone area projects) and shared that Active West is the company that has the Union Pacific property in the Belle Rive area under contract. He is looking forward to the possible opportunity of working with **ignite cda** on future value adding projects.

11. ADJOURN

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

The **ignite cda** board meeting adjourned at 5:38 p.m. Minutes prepared and submitted by Ex. Director Berns.



SPECIAL CALL BOARD MEETING

TUESDAY AUGUST 29, 2017 12:00 NOON

COEUR D'ALENE PUBLIC LIBRARY

COMMUNITY ROOM

MEETING MINUTES

1. CALL TO ORDER

Chairman Hoskins called the **ignite cda** Special Call Board meeting to order at 12:05.

ignite cda board members present: Widmyer, Garcia, Goodlander, Jordan, Chapkis, Hoskins, Armon

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

2. DEMOLITION BIDS FOR BUILDINGS ON PARKING GARAGE SITE

Ex. Director Berns shared that he contacted the following four demolition firms re. the demolition of the three buildings located on the downtown parking garage building site (the half block north of the alley bounded by 3rd Street, 4th Street and CDA Avenue):

- Cannon Hill Industries
- T. LaRiviere Equipment & Excavating
- Big Sky Development, Inc.
- Rob's Demolition, Inc.

Only two of the four contacted companies submitted demolition bids:

- Cannon Hill Industries: \$80,000
- T. LaRiviere Equipment & Excavating: \$140,161

Asbestos testing and any required asbestos remediation will be at an additional cost.

Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to award the parking garage site demolition contract to Cannon Hill Industries in an amount not to exceed \$80,000. Motion carried.

3. RESOLUTION 17-07: APPROVING AND AUTHORIZING THE SALE OF SURPLUS REAL PROPERTY; AND PROVIDING AN EFFECTIVE DATE.

Ex. Director Berns shared the following key elements of Resolution 17-07:

- On or about May 20, 2015, **ignite cda** (the “Agency”) acquired a parcel of railroad right-of-way real property (the “ROW Property”) as part of a larger railroad right-of-way purchase, which ROW Property is located east of Beebe Boulevard, adjacent to Union Pacific right-of-way property to the north and bordering certain BLM property on the east in Coeur d’Alene, Idaho;
- The Agency does not have a redevelopment project for the ROW Property in compliance with the Plan and desires to dispose of and transfer ownership of the ROW Property and use the proceeds therefrom in compliance with the Plan;
- Idaho Code requires that real property disposed of by urban renewal agencies be used as specified in their respective urban renewal plan and the purchaser thereof may be obligated to improve the real property pursuant to the respective plan;
- Since the Agency’s Plan does not contemplate any other use or redevelopment of the ROW Property and the ROW Property is not suitable for development under the Plan because of its small size (1.821 acres); the Agency intends to declare the ROW Property as surplus property and intends to dispose of the ROW Property using the municipal competitive bidding process for disposition of surplus property set forth in Idaho Code’s Municipal Act;
- The Agency, having obtained an appraisal of the ROW Property, declares the minimum price for the ROW Property to be obtained at a public auction to be Three Hundred Twenty Thousand and no/100 Dollars (\$320,000);
- The Agency will conduct a public hearing at a duly noticed meeting of the Agency, and shall conduct a sealed bid public auction to sell the ROW Property to the winning bidder.

Motion by Commissioner Armon, seconded by Commissioner Goodlander, to approve Resolution 17-07 which declares the Agency owned railroad right of way property located east of Beebe Boulevard surplus and available for sale, setting a minimum price for the right of way property at \$320,000, with the sale to be accomplished via a sealed bid public auction.

Roll Call:

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

Motion carried.

4. ATLAS DISTRICT & EXPANDED RIVER DISTRICT FORECAST MODELS

Ex. Director Berns discussed the Expanded River District and Atlas District economic forecast modeling effort, and shared the following updated draft conceptual land use exhibits for the Bad Axe portion of the mill site area:

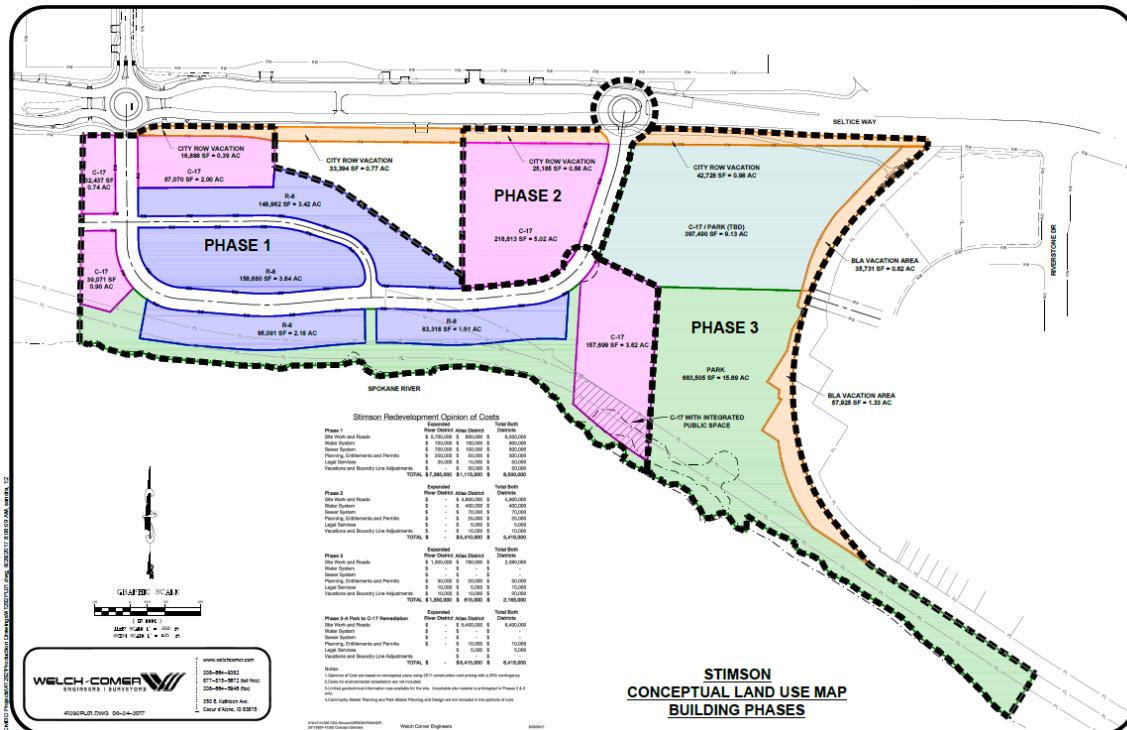


Exhibit Depicting Conceptual Land Uses

Stimson Redevelopment Opinion of Costs

Phase 1	Expanded		Total Both Districts
	River District	Atlas District	
Site Work and Roads	\$ 5,700,000	\$ 800,000	\$ 6,500,000
Water System	\$ 700,000	\$ 100,000	\$ 800,000
Sewer System	\$ 700,000	\$ 100,000	\$ 800,000
Planning, Entitlements and Permits	\$ 250,000	\$ 50,000	\$ 300,000
Legal Services	\$ 35,000	\$ 15,000	\$ 50,000
Vacations and Boundry Line Adjustments	\$ -	\$ 50,000	\$ 50,000
TOTAL	\$ 7,385,000	\$ 1,115,000	\$ 8,500,000

Phase 2	Expanded		Total Both Districts
	River District	Atlas District	
Site Work and Roads	\$ -	\$ 4,900,000	\$ 4,900,000
Water System	\$ -	\$ 400,000	\$ 400,000
Sewer System	\$ -	\$ 70,000	\$ 70,000
Planning, Entitlements and Permits	\$ -	\$ 25,000	\$ 25,000
Legal Services	\$ -	\$ 5,000	\$ 5,000
Vacations and Boundry Line Adjustments	\$ -	\$ 10,000	\$ 10,000
TOTAL	\$ -	\$ 5,410,000	\$ 5,410,000

Phase 3	Expanded		Total Both Districts
	River District	Atlas District	
Site Work and Roads	\$ 1,300,000	\$ 780,000	\$ 2,080,000
Water System	\$ -	\$ -	\$ -
Sewer System	\$ -	\$ -	\$ -
Planning, Entitlements and Permits	\$ 30,000	\$ 20,000	\$ 50,000
Legal Services	\$ 10,000	\$ 5,000	\$ 15,000
Vacations and Boundry Line Adjustments	\$ 10,000	\$ 10,000	\$ 20,000
TOTAL	\$ 1,350,000	\$ 815,000	\$ 2,165,000

Phase 3-A Park to C-17 Remediation	Expanded		Total Both Districts
	River District	Atlas District	
Site Work and Roads	\$ -	\$ 6,400,000	\$ 6,400,000
Water System	\$ -	\$ -	\$ -
Sewer System	\$ -	\$ -	\$ -
Planning, Entitlements and Permits	\$ -	\$ 10,000	\$ 10,000
Legal Services	\$ -	\$ 5,000	\$ 5,000
Vacations and Boundry Line Adjustments	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 6,415,000	\$ 6,415,000

- Notes:
- Opinions of Cost are based on conceptual plans using 2017 construction cost pricing with a 20% contingency
 - Costs for environmental remediation are not included.
 - Limited geotechnical information was available for the site. Unsuitable site material is anticipated in Phases 2 & 3 only.
 - Community Master Planning and Park Master Planning and Design are not included in the opinions of cost.

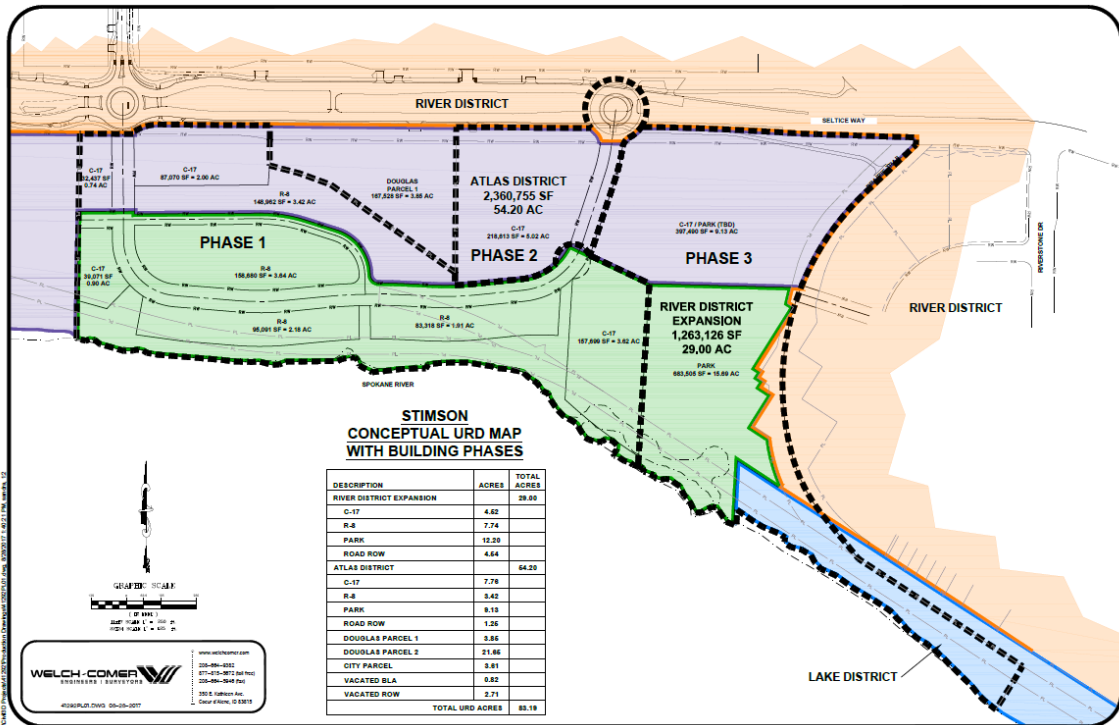


Exhibit Depicting Conceptual Land Uses and Proposed District Boundaries

Final versions of the urban renewal plans, economic forecast modeling effort, and conceptual land use exhibits for the expanded River District and new Atlas District will be presented to the board for approval at the September 20, 2017 **ignite cda** board meeting.

5. ADJOURN

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

The **ignite cda** Board meeting adjourned at 12:53 p.m. Minutes prepared and submitted by Ex. Director Berns.



SPECIAL CALL BOARD MEETING

TUESDAY SEPTEMBER 12, 2017 4:00 PM

COEUR D'ALENE CHAMBER OF COMMERCE

LARGE CONFERENCE ROOM

MEETING MINUTES

1. CALL TO ORDER

Vice-Chair Metts called the **ignite cda** Special Call Board meeting to order at 4:00.

ignite cda board members present: Widmyer, Garcia, Goodlander, Chapkis, English, Metts.

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

2. NEW ATLAS DISTRICT & EXPANDED RIVER DISTRICT INITIATIVES

Ex. Director Berns discussed the following Expanded River District and new Atlas District updated draft conceptual land use exhibits for the Bad Axe portion of the mill site area:

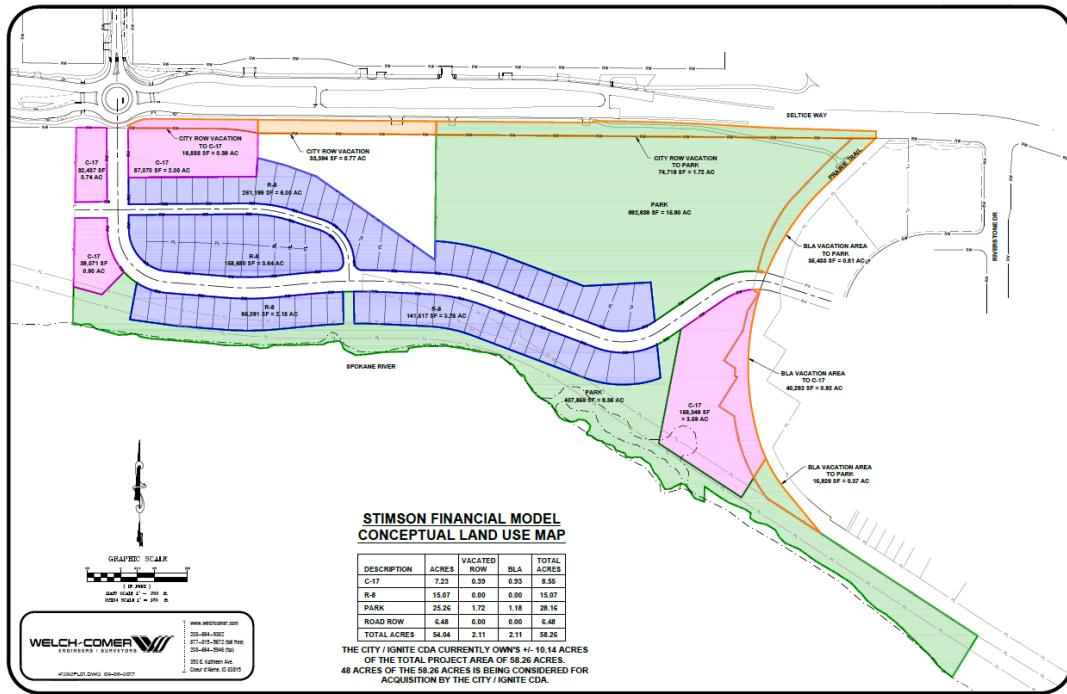


Exhibit 1: Depicting Updated Conceptual Land Uses

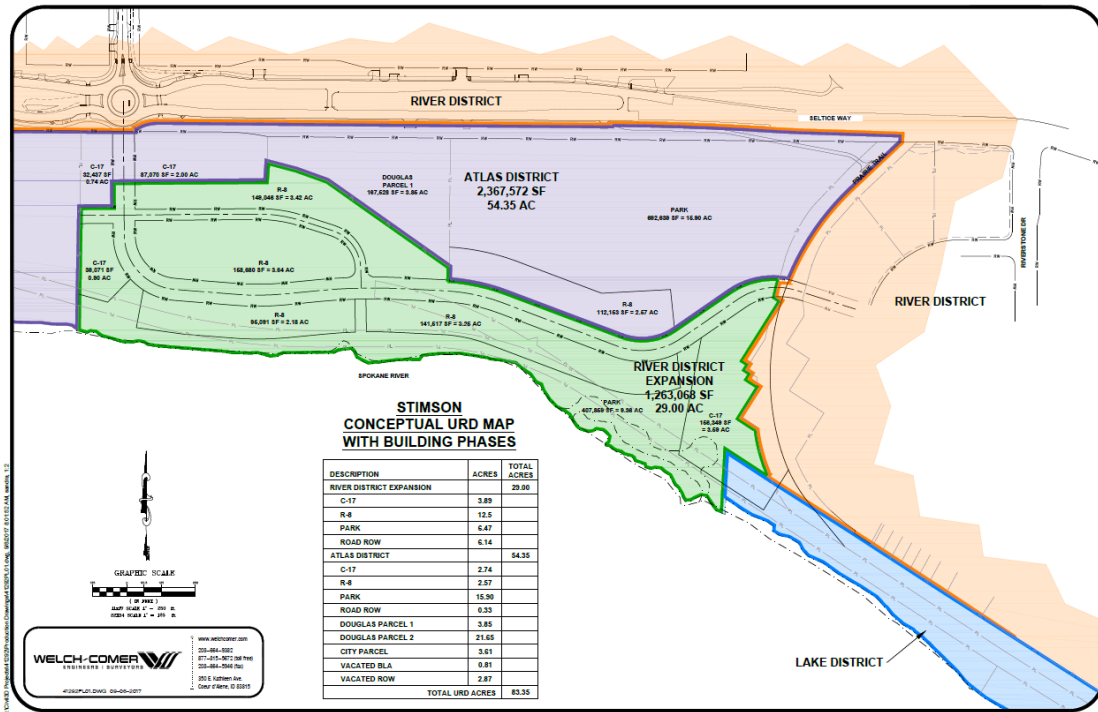


Exhibit 2: Depicting Updated Conceptual Land Uses and Proposed District Boundaries

Stimson Redevelopment Opinion of Costs

	Expanded River District		Atlas District	Total Both Districts
Phase 1 - Residential and Commercial				
Site Work and Roads	\$ 8,200,000	\$ 800,000	\$ 9,000,000	\$ 9,000,000
Water System	\$ 720,000	\$ 160,000	\$ 880,000	\$ 880,000
Sewer System	\$ 730,000	\$ 200,000	\$ 930,000	\$ 930,000
Bank Stabilization Rip Rap	\$ 960,000	\$ -	\$ 960,000	\$ 960,000
Planning, Entitlements and Permits	\$ 280,000	\$ 105,000	\$ 385,000	\$ 385,000
Legal Services	\$ 45,000	\$ 30,000	\$ 75,000	\$ 75,000
Vacations and Boundry Line Adjustments	\$ 20,000	\$ 70,000	\$ 90,000	\$ 90,000
TOTAL	\$ 10,955,000	\$ 1,365,000	\$ 12,320,000	\$ 12,320,000
 Phase 2 - North Park Area				
Remove Unsuitable Stockpiles, Grade Flat	\$ -	\$ 4,100,000	\$ 4,100,000	\$ 4,100,000
Water System	\$ -	\$ -	\$ -	\$ -
Sewer System	\$ -	\$ -	\$ -	\$ -
Bank Stabilization Rip Rap	\$ -	\$ -	\$ -	\$ -
Planning, Entitlements and Permits	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
Legal Services	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Vacations and Boundry Line Adjustments	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL	\$ -	\$ 4,165,000	\$ 4,165,000	\$ 4,165,000
Totals	\$ 10,955,000	\$ 5,530,000	\$ 16,485,000	\$ 16,485,000

1. Opinions of Cost are based on conceptual plans using 2017 construction cost pricing with a 20% contingency

2. Costs for environmental remediation are not included.

3. Limited geotechnical information was available for the site. Unsuitable site material is not anticipated for the entire site.

4. Community Master Planning and Park Master Planning and Design are not included in the opinions of cost.

Exhibit 3: Updated Opinion of Cost

Ex. Director Berns discussed several issues re. the Agency moving forward with the mill site initiative, including:

- Kushlan Associates, the third-party entity brought in by the Agency to review the Atlas Mill Site initiative, has advised the Agency to seek more time to further analyze the development costs and revenue generation opportunities prior to making any formal commitments to the initiative.
- Community input has suggested that no shoreline development or multi-family development be included on the Bad Axe portion of the mill site area. These constraints restrict the Agency's ability to optimize value / revenue generation, thus increasing the Agency's risk of adequately covering development costs and proposed debt obligations.
 - It is the Agency's understanding that the City will/may approach the community for a GO bond to help facilitate the acquisition/development costs of the Bad Axe property. The earliest a GO bond could be run would be May, 2018.

Understanding the community's support and commitment to proposed land uses would be critical to the Agency's success.

- Development costs (e.g. road construction, site work, water / sewer systems) of the Bad Axe property are estimated at this time to be approximately \$16.5 million. These costs do not include any environmental remediation costs.
 - A positive note on this front is that there may be some financial resources available in the future through the Idaho Department of Environment Quality (DEQ) to help address some areas of site remediation and shore line bank stabilization.
 - The estimated costs take advantage of City and ignite cda land ownership in the area (BLM, Prairie Trail), that reduce overall costs and create win/win scenarios on the Stimson and BLM properties.
- Feedback from real estate stakeholders in the area is that the current residential real estate market will hold for the next several years; i.e. no expectation of a near term decline in residential lot demand.
- There is no private development on the mill site area anticipated in the near term. Therefore, there would be minimal risk of the assessed base value for the mill site area changing from January 1, 2017 to January 1, 2018.
- The City of CDA is expecting the Agency to sign an \$8 +/- million promissory note to reimburse the City's acquisition cost of the Bad Axe property. The Agency may want to delay executing such an agreement until development costs are determined based upon a more certain land use development scenario that is developed following public input and further analysis.
- The site redevelopment costs are significant and it appears unlikely the site will develop privately, unless waterfront lots can be platted, which would require selling a portion of the City RR ROW.

Summary: The Atlas Mill Site initiative is a natural fit for ignite cda's business model; it makes sense for the Agency to be a partner in this initiative. As with any partnership project, a clear path to success is needed for the Agency. Given more time for analysis / input, a viable path should be attainable.

Discussion ensued by the board re. the Atlas Mill Site initiative. The board's consensus was that additional time is needed to clearly define a successful path for the Agency.

4. ADJOURN

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

The **ignite cda** Board meeting adjourned at 5:00 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY OCTOBER 18, 2017 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, Goodlander, English, Metts.

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 20, 2017 Board Meeting Minutes

**Motion by Commissioner Goodlander, seconded by Commissioner Chapkis, to approve the September 20, 2017 board meeting minutes.
Motion carried.**

5. DOWNTOWN PARKING STRUCTURE: CONSTRUCTION BIDS DISCUSSION

Dick Stauffer of Miller-Stauffer Architects (MSA), discussed the following downtown parking structure contractor bid information with the board:



Graphic Illustrating Parking Structure Design

BID RESULTS

BASE BID

CONTRACTOR	BASE BID	ADD / DEDUCT	ALTERNATE #1	ADD / DEDUCT	ALTERNATE #2	BASE BID + ALT #1	BASE BID + ALT #2	BASE BID + 1&2
T. LARIVIERE, CDA	\$7,355,800.00	ADD	\$100,000.00	ADD	\$161,600.00	\$7,455,800.00	\$7,517,400.00	\$7,617,400.00
BOUTEN, SPOKANE	\$8,146,000.00	DEDUCT	-\$20,000.00	ADD	\$145,000.00	\$8,126,000.00	\$8,291,000.00	\$8,271,000.00
GINNO CONSTRUCTION, CDA	\$8,325,000.00	ADD	\$64,000.00	ADD	\$270,000.00	\$8,389,000.00	\$8,595,000.00	\$8,659,000.00
RSCI CONSTRUCTION, BOISE	\$8,371,000.00	DEDUCT	-\$60,000.00	ADD	\$210,000.00	\$8,311,000.00	\$8,581,000.00	\$8,521,000.00
NORTHCON, HAYDEN	\$8,578,578.00	DEDUCT	-\$480,000.00	ADD	\$147,600.00	\$8,098,578.00	\$8,726,178.00	\$8,246,178.00
DIVCON, SPOKANE	\$9,110,000.00	DEDUCT	-\$66,600.00	ADD	\$160,000.00	\$9,043,400.00	\$9,270,000.00	\$9,203,400.00

BASE BID + ALTERNATE #1

CONTRACTOR	BASE BID	ADD / DEDUCT	ALTERNATE #1	ADD / DEDUCT	ALTERNATE #2	BASE BID + ALT #1	BASE BID + ALT #2	BASE BID + 1&2
T. LARIVIERE, CDA	\$7,355,800.00	ADD	\$100,000.00	ADD	\$161,600.00	\$7,455,800.00	\$7,517,400.00	\$7,617,400.00
NORTHCON, HAYDEN	\$8,578,578.00	DEDUCT	-\$480,000.00	ADD	\$147,600.00	\$8,098,578.00	\$8,726,178.00	\$8,246,178.00
BOUTEN, SPOKANE	\$8,146,000.00	DEDUCT	-\$20,000.00	ADD	\$145,000.00	\$8,126,000.00	\$8,291,000.00	\$8,271,000.00
RSCI CONSTRUCTION, BOISE	\$8,371,000.00	DEDUCT	-\$60,000.00	ADD	\$210,000.00	\$8,311,000.00	\$8,581,000.00	\$8,521,000.00
GINNO CONSTRUCTION, CDA	\$8,325,000.00	ADD	\$64,000.00	ADD	\$270,000.00	\$8,389,000.00	\$8,595,000.00	\$8,659,000.00
DIVCON, SPOKANE	\$9,110,000.00	DEDUCT	-\$66,600.00	ADD	\$160,000.00	\$9,043,400.00	\$9,270,000.00	\$9,203,400.00

BID RESULTS

BASE BID + ALTERNATE #2

CONTRACTOR	BASE BID	ADD / DEDUCT	ALTERNATE #1	ADD / DEDUCT	ALTERNATE #2	BASE BID + ALT #1	BASE BID + ALT #2	BASE BID + 1&2
T. LARIVIERE, CDA	\$7,355,800.00	ADD	\$100,000.00	ADD	\$161,600.00	\$7,455,800.00	\$7,517,400.00	\$7,617,400.00
BOUTEN, SPOKANE	\$8,146,000.00	DEDUCT	-\$20,000.00	ADD	\$145,000.00	\$8,126,000.00	\$8,291,000.00	\$8,271,000.00
RSCI CONSTRUCTION, BOISE	\$8,371,000.00	DEDUCT	-\$60,000.00	ADD	\$210,000.00	\$8,311,000.00	\$8,581,000.00	\$8,521,000.00
GINNO CONSTRUCTION, CDA	\$8,325,000.00	ADD	\$64,000.00	ADD	\$270,000.00	\$8,389,000.00	\$8,595,000.00	\$8,659,000.00
NORTHCON, HAYDEN	\$8,578,578.00	DEDUCT	-\$480,000.00	ADD	\$147,600.00	\$8,098,578.00	\$8,726,178.00	\$8,246,178.00
DIVCON, SPOKANE	\$9,110,000.00	DEDUCT	-\$66,600.00	ADD	\$160,000.00	\$9,043,400.00	\$9,270,000.00	\$9,203,400.00

BASE BID + ALTERNATE #1 & ALTERNATE #2

CONTRACTOR	BASE BID	ADD / DEDUCT	ALTERNATE #1	ADD / DEDUCT	ALTERNATE #2	BASE BID + ALT #1	BASE BID + ALT #2	BASE BID + 1&2
T. LARIVIERE, CDA	\$7,355,800.00	ADD	\$100,000.00	ADD	\$161,600.00	\$7,455,800.00	\$7,517,400.00	\$7,617,400.00
NORTHCON, HAYDEN	\$8,578,578.00	DEDUCT	-\$480,000.00	ADD	\$147,600.00	\$8,098,578.00	\$8,726,178.00	\$8,246,178.00
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GINNO CONSTRUCTION, CDA	\$8,325,000.00	ADD	\$64,000.00	ADD	\$270,000.00	\$8,389,000.00	\$8,595,000.00	\$8,659,000.00
DIVCON, SPOKANE	\$9,110,000.00	DEDUCT	-\$66,600.00	ADD	\$160,000.00	\$9,043,400.00	\$9,270,000.00	\$9,203,400.00

- T. LaRiviere provided the low base bid for the project @ \$7,355,800. The architect/engineer original cost estimate for the project provided earlier in 2017 was \$6M; prices have risen since this estimate by about 20%. This \$7.3M base bid price reflects the current construction market in the CDA area.
 - Add alternate bid item #1 was designed to provide the contractors additional time to complete the project. The bids received from the contractors indicated that this was not a real cost savings opportunity for the Agency.
 - Add alternate bid item #2 involves “glazing” of the stair areas in the two elevator towers. The premise with this add alternate was to provide the option to have more glass in the structure to provide more visibility thus providing a more safe and aesthetic environment. In order to have more windows in the stair areas, the inside of the interior windows in the stair areas would need to be glazed to meet code requirements; which is a somewhat expensive treatment. This glazing treatment would need to happen on all stair area floors in the structure. Given the bids, MSA suggested decreasing the amount of proposed window area by 2/3 in the stair areas; thus decreasing costs.
 - MSA recommended that the Agency not award add alternate #1, and consider decreasing add alternate #2’s scope by 2/3.
 - MSA has received all of the comments back from City staff re. the parking structure and hope to have a building permit issued by the end of October. If the **ignite cda** board chooses to award the contract today, the contractual paperwork could be in place within 3 weeks, and a notice to proceed with construction could be issued November 6, 2017.
 - The contract does contain a liquidated damages clause that possesses some teeth since this project is a revenue producing project; i.e. each day that goes beyond the contract completion date has financial repercussions to the City in the form of lost parking revenue.
- Commissioner Widmyer asked if during the design process alternatives were reviewed that would decrease the cost of the structure?
 - Mr. Stauffer shared that yes, alternatives discussed during the process were to 1) remove one level of parking which would save the project about \$1M, or 2) remove the architectural upgrades (e.g. brick façade, windows) from the structure that would save about \$1M. The City’s design review committee and the **ignite cda** / City parking team liked both of these options and left them in the design.
 - Commissioner English shared that in his career, it seems that all public buildings have been underbuilt, not overbuilt. He supports having the 360-car park capacity as designed and having the architectural finishes as designed for long-term value to the community.

- Commissioner Jordan echoed Commissioner English’s sentiment in not under-sizing community projects.
- Commissioner Armon shared that this is a judgement call on how to allocate financial resources. Six bids were received for the project indicating the fair market value for this type of structure in today’s market. This is a difficult time for construction, his opinion is to accept the low base bid for this project and proceed.

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to award the construction contract for the downtown parking garage facility to T. LaRiviere for the base bid amount of \$7,355,800.

**Discussion:
Commissioner Goodlander encouraged MSA to work with the contractor to gain more visibility in the stair well areas of the structure. Motion carried.**

6. REPORTS

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

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

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

- Parking – Commissioner Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) shared the following parking facility project updates:

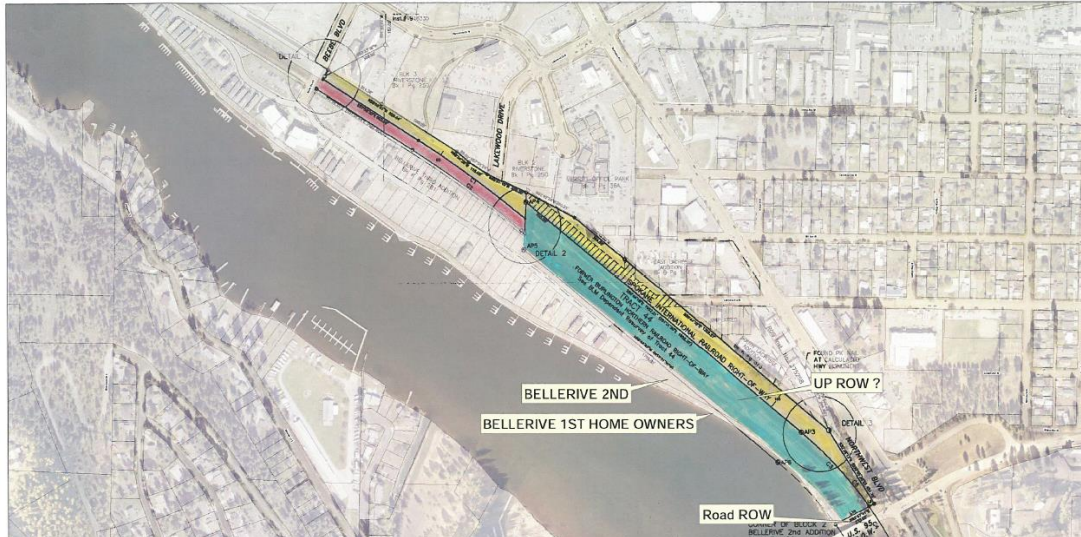
- Cannon Hill has completed most of the demolition work on the parking garage facility site and will complete the demolition work once the general contractor moves on site.

7. EXECUTIVE DIRECTOR’S REPORT

Railroad Right of Way Surplus Property Sale: Sealed Bid Opening

Ex. Director Berns provided a short summary of the proposed sale of Agency owned right of way property located east of Beebe Boulevard. He shared that the board gave approval for the property sale at the August 16, 2017 board meeting, setting a minimum bid price for the property at \$320,000.

The graphic below depicts the property ownership in the area: **ignite cda** owned property is shaded red; Union Pacific [UP] railroad property is shaded yellow; area controlled by the Bureau of Land Management [BLM] is shaded blue.



Chairman Hoskins opened the one sealed bid received for the purchase of the Agency owned property.

Active West Developers was the sole bidder for the property. Active West Developers submitted a bid for \$320,000 with a contingency that Active West Developers be given more time to address title due diligence issues surrounding the boundary lines of the Agency tract.

Dennis Cunningham, owner of Active West Developers, shared with the board that he has been working with title companies to delineate the western portion of the property line separating the Agency property from the Union Pacific RR r-o-w property. The exact location of this portion of the property line is still unknown, but efforts to date have narrowed the property line location to a 3-foot discrepancy. Mr. Cunningham is confident that this issue can be resolved given a little more time.

Motion by Commissioner Armon, seconded by Commissioner Widmyer, accepting the sealed bid provided by Active West Developers in the amount of \$320,000 for the purchase of the Agency's right of way

property located east of Beebe Boulevard, given the following contingencies:

- Immediate deposit of earnest money from Active West Developers in the amount of \$3,200.00,
- Providing a 90-day due diligence period, starting from October 18, 2017, to address title issues,
- Providing a return of the \$3,200.00 earnest money at the end of the due diligence period if the title issues cannot be resolved,
- Closing date to be scheduled 30 days after the 90-day due diligence period ends,
- Entering into a Purchase and Sale Agreement within 10 business days of October 17, 2017.

Motion carried.

N. Park Drive Subdivision & Property Exchange with City of CDA

Property Appraisal / Divestiture Discussion

Ex. Director Berns discussed the N. Park Drive property appraisal report performed by Columbia Valuation. Below is a graphic depicting the 10 lots comprising the N. Park Drive property and the appraisal conclusions:



SUMMARY OF CONCLUSIONS

PROSPECTIVE GROSS SALES FROM
 10 DEVELOPED BUILDING LOTS \$2,101,000
\$210,100 per site average

Lot	Description	SF	AC	Price
1	Triangular, largest site	7,866	0.181	\$209,000
2	Alley on 2 sides, smallest site	5,555	0.128	\$198,000
3	Rectangular with alley behind	5,959	0.137	\$220,000
4	Rectangular with alley behind	6,000	0.138	\$220,000
5	Rectangular with alley behind	6,000	0.138	\$220,000
6	Rectangular with alley behind	6,000	0.138	\$220,000
7	Alley on 2 sides	6,720	0.154	\$198,000
8	Alley on 2 sides	5,757	0.132	\$198,000
9	Irregular with alley behind	5,752	0.132	\$220,000
10	Alley ending	5,639	0.129	\$198,000
Sub-Totals		61,248	1.406	\$2,101,000
PROSPECTIVE GROSS SALES:				\$2,101,000
PROSPECTIVE VALUE PER LOT:				\$210,100

DISCOUNTED VALUE TO A SINGLE PURCHASER: \$1,861,000
\$186,100 per site average

Board discussion ensued re. the appropriate strategy to employ for divesting of the 10 lots: sell the lots individually, or sell the lots as a bulk sale package to a single purchaser.

Resolution FY18-01: Sale of N. Park Drive Surplus Property

Motion by Commissioner Armon, seconded by Commissioner Goodlander, to approve Resolution FY18-01 declaring the N. Park Drive property surplus, and setting a minimum bid for the 10 lots sold as a bulk sale package for \$1,861,000, directing the Ex. Director to pursue sealed bids from a single purchaser for the property.

Discussion:

- **Commissioner Jordan discussed increasing the minimum bid from \$1,861,000 to \$2,101,000.**
- **Commissioner Widmyer shared that selling the lots as a bulk sale limits the number of potential buyers.**
- **Commissioner Armon shared that bids from the bulk sale might exceed the minimum bid price set by the board.**

Roll Call:

Goodlander	Yes	Widmyer	no	Garcia	no
Metts	Yes	Jordan	no	Hoskins	no
Armon	Yes	English	no	Chapkis	no

Motion failed.

Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to approve Resolution FY18-01 declaring the N. Park Drive property surplus, and setting a minimum bid for the 10 lots sold as individual lots at the lot prices listed in the appraisal which total \$2,101,000, directing the Ex. Director to pursue sealed bids for each lot individually.

Discussion:

- **Commissioner Armon philosophically disagrees with the Agency acting as a realtor/developer selling lots individually, and feels that the Agency should not act as a developer in this fashion.**

Roll Call:

Goodlander	no	Widmyer	yes	Garcia	yes
Metts	no	Jordan	yes	Hoskins	yes
Armon	no	English	yes	Chapkis	yes

Motion carried.

Memorial Park Project Update & Memorial Field Grandstand Initiative Discussion

Phil Boyd (Welch-Comer Engineers) shared the following Memorial Park project status update with the board:

Project Status

- Memorial Field is Complete
- Pickleball and Futsal Courts are Paved
- Overhead Power is Removed
- City waterline is relocated (changed condition).
- Retaining Wall will be Complete Tomorrow.
- igniteCDA Park Drive Subdivision Infrastructure is 90% Complete
- Parking lot will be Complete by November 30
- Park Restrooms need Board input



Mr. Boyd shared that the original Memorial Park bathroom building design was estimated to cost \$300,000. The bid for the bathroom came in at \$395,000 and was not awarded. The bathroom building has been redesigned and is estimated to cost \$260,000 without sacrificing use/utility. A bid price in the \$260,000 range would keep the overall project within budget. If the board concurs with this approach, the bathroom building would go out as a separate bid this fall.

Dick Stauffer discussed the new design of the bathroom building (depicted below). Mr. Stauffer shared that it will be a low maintenance building, but a very nice structure.



The board expressed their agreement with the new bathroom design and proposed bidding process.

Bill Greenwood, City of CDA Parks & Recreation Director, reminded the board that the proposed skateboard park element in the Memorial Park project is estimated to cost \$400,000. **Ignite cda** has committed \$200,000 to this initiative. The City and skateboard park stakeholders pursued a grant in early 2017 for the remaining \$200,000 and failed to receive a grant. The next grant window is in 2019. Mr. Greenwood approached the board to see if the Agency would be willing to increase their funding level for the proposed skateboard park from \$200,000 to \$350,000, with the City contributing the remaining \$50,000. Mr. Greenwood shared if this level of funding can be secured, then the skateboard park element of Memorial Park could be built in the spring of 2018.

- Commissioner Widmyer shared that NIC is proposing to contribute \$150,000 to the Memorial Park grandstand initiative which could help offset other project costs for the Agency.

Motion by Commissioner Armon, seconded by Commissioner Goodlander, agreeing to increase the **ignite cda funding level for the skateboard park element of the Memorial Park project from \$200,000 to \$350,000, contingent upon NIC contributing \$150,000 towards the Memorial Park Grandstand initiative.**

Recusal: Commissioner Garcia recused herself from voting on this motion due to her employment at NIC.

Motion carried.

Ex. Director Berns led a discussion with the board re. the Memorial Field grandstand analysis performed by Miller-Stauffer Architects (MSA) that the board received in April 2017. The MSA report stated that the grandstand has significant value and can be remediated to current building code standards for less than half of the cost of starting over. MSA's opinion of preliminary cost for the grandstand rehabilitation was \$958,000. For fiscal year 2018, the board placed \$1 million in the Lake District budget for this potential rehabilitation initiative.

The board directed Ex. Director Berns to work with Bill Greenwood at the City to develop a strategy for moving this initiative forward.

Initiative Updates: Engineering Services RFQ, Midtown RFP, & Ignite @ Riverstone

Ex. Director Berns shared the following initiative updates:

- *Engineering Services RFQ*: Four Submittals of Qualifications (SOQs) were received per the RFQ process. An adhoc committee of the board has been convened to review the SOQs.
- *Midtown RFP*: the notice for the RFP was released on September 29, 2017. Proposal submittals are due to the Agency by January 12, 2018.
- *Ignite @ Riverstone (formerly referred to as the Tilford Lane initiative)*: Project due diligence efforts are underway by Welch-Comer Engineers to determine the viability of the proposed land exchange between the Agency and the City of CDA.

8. BOARD COMMISSIONER COMMENTS:

Commissioner Widmyer shared the City Council member Ron Edinger will be inducted into the State of Idaho Hall of Fame.

9. PUBLIC COMMENT:

No public comment was received.

10. EXECUTIVE SESSION – Idaho Code Section 74-206

Subsection (1) (b): to consider the evaluation of the **ignite cda** executive director
 Subsection (1) (c): to acquire an interest in real property which is not owned by a public agency

Motion by Commissioner Armon, seconded by Commissioner Chapkis, to convene an Executive Session, as provided by Idaho Code Section 74-206:

Subsection (1)(b): to consider the evaluation of the **ignite cda executive director.**

Subsection (1)(c): to acquire an interest in real property which is not owned by a public agency.

Roll Call:

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

Motion carried.

The **ignite cda** board entered Executive Session at 6:00 p.m. Those present were the **ignite cda** Board of Commissioners, legal counsel Quade, and Ex. Director Berns. Deliberations were conducted regarding the evaluation of the executive director and 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 6:39 p.m.

11. PERSONNEL ACTION RELATED TO EXECUTIVE DIRECTOR

Motion by Commissioner Armon, seconded by Commissioner Chapkis, not to increase Ex. Director Berns' salary more than the 2% cost of living increase received per the Employee Personnel Rules of the Agency. Motion carried.

12. ADJOURN

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

The **ignite cda** board meeting adjourned at 6:41 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY NOVEMBER 15, 2017 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, Goodlander, English, Metts.

ignite cda staff present: Berns

ignite cda legal counsel present: Quade

2. PLEDGE OF ALLEGIANCE

Motion by Commissioner Armon, seconded by Commissioner Chapkis, to remove agenda item 7(B) "301 Lakeside Avenue Property: Plumbing Re-Alignment Proposal" from the meeting agenda. Motion carried.

3. PUBLIC COMMENT

No public comment was provided.

4. APPROVAL OF MINUTES

- October 18, 2017 Board Meeting Minutes

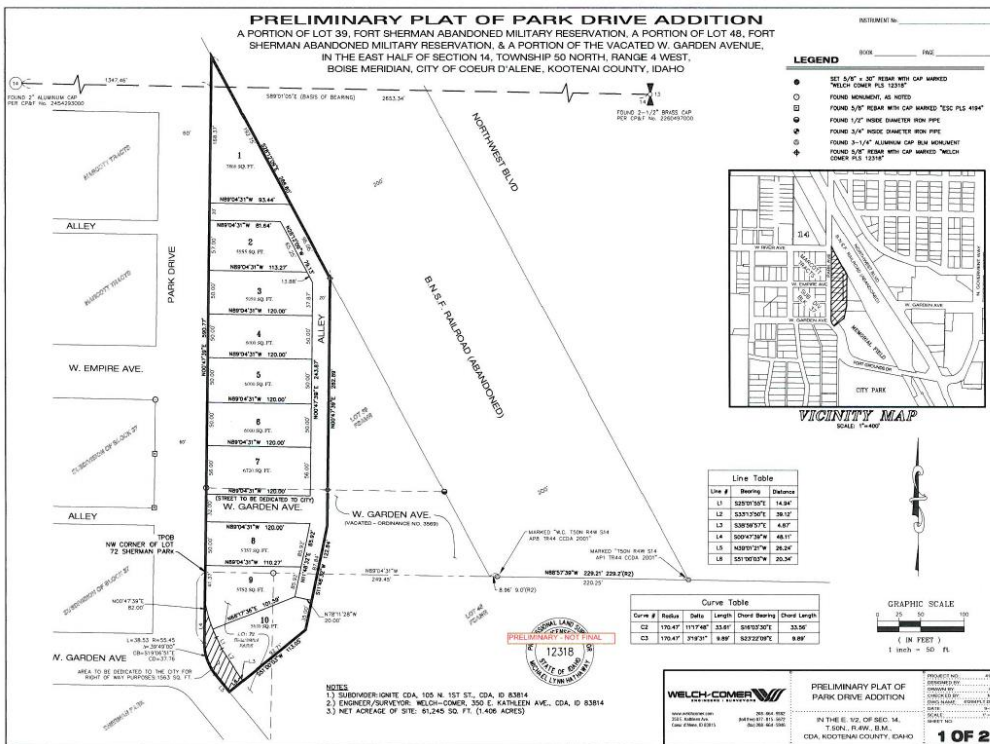
Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the October 18, 2017 board meeting minutes. Motion carried.

5. PUBLIC HEARING: SALE OF N. PARK DRIVE LOTS

Chairman Hoskins called the public hearing to order at 4:05. Ex. Director Berns shared a brief summary of the N. Park Drive Lots initiative, indicating that the board on October 18, 2017 set a minimum bid for the 10 lots sold as individual lots at the lot prices listed in the appraisal which total \$2,101,000. Depictions of the 10 lots on N. Park Drive, as well as the appraisal summary, are shown below.



Memorial Park Overview Graphic (above) / Lot Layout (below)



SUMMARY OF CONCLUSIONS

PROSPECTIVE GROSS SALES FROM
10 DEVELOPED BUILDING LOTS

\$2,101,000
\$210,100 per site average

Lot	Description	SF	AC	Price
1	Triangular, largest site	7,866	0.181	\$209,000
2	Alley on 2 sides, smallest site	5,555	0.128	\$198,000
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9	Irregular with alley behind	5,752	0.132	\$220,000
10	Alley ending	5,639	0.129	\$198,000
Sub-Totals		61,248	1.406	\$2,101,000
PROSPECTIVE GROSS SALES:				\$2,101,000
PROSPECTIVE VALUE PER LOT:				\$210,100

Chairman Hoskins closed the public hearing at 4:15.

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, authorizing Ex. Director Berns to publish the N. Park Drive Lots auction packet soliciting sealed bids for the 10 lots sold as individual lots at the lot prices listed in the appraisal which total \$2,101,000, with sealed bids to be opened at the February 21, 2018 ignite cda board meeting. Motion carried.

6. REPORTS

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

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

Motion by Commissioner Goodlander, seconded by Commissioner English, to approve the October financial statements and the October / November accounts payables for the Lake & River Districts as presented. Motion carried.

- Parking – Commissioner Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) shared that the Parking Commission is looking into other possible locations in the downtown area for bike corrals.

7. EXECUTIVE DIRECTOR’S REPORT

Recusal: Commissioner Metts recused herself from participating in any discussion / decision re. this agenda item because a family member is affiliated with one of the engineering firms who submitted an SOQ.

Engineering Services Request for Qualifications (RFQ): Adhoc Committee
Four Submittals of Qualifications (SOQs) were received per the RFQ process. Adhoc Committee members Hoskins, Garcia and Chapkis reviewed and discussed the four (4) Engineering SOQs received from the following firms:

- Welch-Comer Engineers
- TO Engineers
- HMH Engineering
- JUB Engineers

Committee members utilized the following evaluation criteria, as outlined in the Request for Qualifications (RFQ) document, to rank the top three (3) engineering firms:

- Firm History and Capability to Perform the Project: 20%
- Relevant Project Experience: 20%
- Qualifications of Project Team: 30%
- Familiarity with the Area and Work Scope: 10%
- Project Approach: 20%

The adhoc committee recommended to the full board the following ranking of the top three (3) engineering firms:

- 1) Welch-Comer Engineers
- 2) JUB Engineers
- 3) TO Engineers

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the adhoc committee’s recommended ranking of the three engineering firms as presented. Motion carried.

Initiative Updates:

➤ *Memorial Park & N. Park Drive Subdivision*

Phil Boyd (Welch-Comer Engineers) shared the following project updates with the board:

IgniteCDA Subdivision

Improvements Completed to Date:

- Water & Sewer Services
- Avista Electric & Gas
- Frontier & Spectrum Conduit
- Site Demolition and Grading
- Preliminary Berm Grading

Improvements to be Constructed in 2018:

- Sidewalk
- Alleyway
- Final Berm Grading and Landscaping



IgniteCDA Subdivision

TEN LOTS				
ignite CDA Park Drive Properties Updated November 3, 2017				
Land Sales Revenue				
Lots	# Lots	Avg. Price/Lot**	Revenue	Total
1	1	\$ 209,000	\$ 209,000	
2, 7, 8, 10	4	\$ 198,000	\$ 792,000	
3, 4, 5, 6, 9	5	\$ 220,000	\$ 1,100,000	
Project Total Sales				\$ 2,101,000
Expenditures				
Land Acquisition from 2002 to 2005			\$ 1,345,500	
				\$ 1,345,500
Development Costs				
Site (Alley, Sidewalk) (Includes \$10,000 for Park Dr. Curb Work)			\$ 123,024	
Water Improvements			\$ 30	
Sanitary sewer			\$ 23,750	
Storm sewer			\$ 4,550	
Power			\$ 18,720	
Teledata/network PendingFrontier / Spectrum Contracts			\$ 8,000	
Keri Property Encumbrance Resolution (Museum Donation)			\$ 50,000	
Boundary Line Adjustment, Garden Ave. Vacation and Land Trade			\$ 24,000	
Entitlement, Engineering, and Surveying Fees & permits			\$ 26,100	
Bidding, Construction Phase Services, Construction Staking			\$ 8,500	
Total Development Costs			\$ 286,674	
			Development Cost Subtotal	\$ 286,674
			Total Expenditures	\$ 1,632,174
			Profit	\$ 468,826

Mr. Boyd shared that the subdivision entitlement process is moving forward. City Council will consider the requested zone change at the November 21 council meeting, and if approved, will consider a zone change ordinance at the December 5 council meeting.

Memorial Park

Improvements Completed to date:

- Site Excavation & Grading
- Sport Court Paving
- Memorial Field
- Utility Relocations
- Storm water Utilities
- Retaining Wall
- Electrical System

Improvements to be constructed in 2018:

- Parking Lot & Trail Paving
- Sport Court Surfacing
- Park Hardscape & Landscaping
- Garden Ave Signal Scheduled for December 2017 / January 2018
- Memorial Field Fencing
- Restrooms

➤ *Seltice Way Road Revitalization*

Ex. Director Berns shared that the project is proceeding well and that efforts are underway to complete paving of the north lanes prior to the fall closure of the asphalt plants; paving continues to be weather dependent. Shortly after paving efforts end, installation of the necessary pavement markings will occur that will allow for shifting traffic to the northern lanes. The timing of the pavement markings is very sensitive to temperature and moisture. If weather allows, the contractor will continue paving driveway approaches on the northern side of the Seltice Way roadway area.

➤ *Railroad Right of Way Surplus Property Sale*

Ex. Director Berns shared that the Agency is working with Active West on the Purchase and Sale Agreement (PSA) for the right of way property, focusing on addressing pertinent due diligence issues associated with the sale.

➤ *Ignite @ Riverstone (formerly referred to as the Tilford Lane initiative):*

Project due diligence efforts are underway by Welch-Comer Engineers to determine the viability of the proposed land exchange between the Agency and the City of CDA.

8. BOARD COMMISSIONER COMMENTS:

Commissioner Widmyer shared that the north Government Way road widening initiative will occur in 2018. The City bid the project last spring and the bid came in at \$800,000 over the engineer's cost estimate. The City re-bid the project recently and the City awarded the contract for an amount that came in at \$300,000 under the engineer's cost estimate.

9. PUBLIC COMMENT:

No public comment was received.

10. 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 Armon, 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:

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

Motion carried.

The **ignite cda** board entered Executive Session at 4:50 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.

11. ADJOURN

Motion by Commissioner Goodlander, seconded by Commissioner English, to adjourn. Motion carried.

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



SPECIAL CALL BOARD MEETING

CDA PUBLIC LIBRARY COMMUNITY ROOM

NOVEMBER 30, 2017

MINUTES

1. CALL TO ORDER

Vice-Chairman Metts called the special call board meeting to order at 10:10 a.m.

ignite cda Board members present: Armon, Metts, Garcia, Jordan, Widmyer, English.

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

Community Stakeholder Guests: Gynii Gilliam, Brad Marshall, Hilary Anderson, Nicole Kahler.

2. PRESENTATIONS / DISCUSSIONS

Gynii Gilliam / Brad Marshall / Patty Shea: CdaEDC/Jobs Plus

Mr. Marshall, Ms. Gilliam and Ms. Shea thanked the **ignite cda** Board for the invitation and the opportunity to share some of the organization's thoughts re. economic development and **ignite cda's** potential partnership role on that front. Following are highlights from their visit with the Board:

- Complimented **ignite cda** on all of the past successful Agency projects. Prospective clients are toured around the community and the first stops on the tour are past Agency projects including the Kroc Center, McEuen Park, Higher Education Campus, the CDA Public Library and the Riverstone development. Feedback from clients is always very positive as to the community's value creation efforts.
- CdaEDC Focus Areas:
 - Continued focus on heritage industries (Ag, Timber, Mining).
 - Along with manufacturing (including aerospace & aviation, high tech), distribution & warehousing, trade, and professional services and health.
 - Retail, tourism and construction play a significant role in contributing to our economy, which leads to industry-driver development opportunities.

- New Focus: TECHNOLOGY (right now, the full gamut). We’ve had several leads in the past few months, from data centers to software to cybersecurity firms. Data centers tend to lead an IT sector. We have potential leads with other cybersecurity firms from a company we’re currently helping, along with leads with other data centers from a small company that we just helped locate in Post Falls that works on refurbishing cooling systems for data centers and other related data center systems.
- New Focus: HEALTH/LIFE SCIENCES—beyond the services; informatics, R&D, laboratories, health-related manufacturing, etc.
- Ideas for Atlas Mill Site:
 - Cooperative professional office space.
 - Professional back-office (i.e., accounting and legal offices, partnered with large firms in the coastal cities). We have links with several site-selectors that focus on these opportunities.
 - Small/mid-sized data centers (which could add significant value to a URD).
- Potential links between **ignite cda** and CdaAEDC/Jobs Plus:
 - Medical Corridor:
 - Establish a URD around the hospital,
 - Helps continue to concentrate medical development in the area,
 - Does not necessarily mean properties become “hospital-owned,” we envision encouragement of private development that is affiliated with the hospital, like the Interlake Building and the other private developments in the area.
 - Atlas Stimson Site:
 - Depending on how development will proceed, as shared earlier, we can be very engaged in helping find the companies that could occupy space.
 - East Sherman Revitalization:
 - Continuation of CdA physical/visual improvements –work, live, play areas-- to continue to help with recruiting companies and families to the area.
 - Technology Growth:
 - Work together to determine focus, especially as companies start to come to the area, i.e., is it engineering, software development, cybersecurity, data centers, etc.
- Commissioner Jordan asked if a performing arts center in CDA would add value to their recruiting efforts?
 - Ms. Gilliam shared that yes, cultural venues / events centers do come into play for employers in their site selection process following the cost of doing business and workforce talent variables.
- Commissioner Metts and Ex. Director Berns asked if a potential “tech park” located on the Atlas mill site would help to draw technical jobs to the area, and if so, how large of an area would be needed?
 - Mr. Marshall and Ms. Gilliam shared that yes, a tech park would work in helping to attract tech employers, and as to size of area needed, not sure at this time. A good strategy might be to delineate an area for tech development with established small lot sizes, giving a potential developer the opportunity to combine lots to a desired footprint.

- Commissioner Armon shared that regarding the potential medical corridor, a big opportunity for urban infill opportunities exists south of the main hospital campus. This area could support higher density residential development potentially targeting health care workers. Areas located east and west of the current hospital campus also provide health care expansion opportunities. He sees a role for urban renewal in a possible medical corridor/ health care district. Traffic is, and will continue to be, an issue in that area for quite a while.

Hilary Anderson / Nicole Kahler: East Sherman Avenue Initiative

Hilary Anderson (City of CDA Planning Director) and Nicole Kahler (CDA 2030 Project Manager), thanked the board for the invitation and the opportunity to share insights re. the East Sherman Avenue initiative. Following are the key elements of their presentation:

- East Sherman is a high priority action item in the CDA2030 Implementation Plan.
- Master planning efforts for East Sherman began in May 2015 and included:
 - 2 open houses attended by 300+ citizens
 - 3 PARK(ing) IT ON SHERMAN events with project booths (last event was attended by 1,200 citizens)
 - A community survey with 270+ responses (100 respondents owned a property, business or home, 141 were interested in ownership)
 - 34 stakeholder interviews
 - An existing conditions analysis
 - An Active Transportation Safety Audit of Sherman Avenue by Vitruvian Planning.
 - Over 170 signed up to receive more information and over 40 to volunteer.
- Citizens were asked to help define the project boundary.
- The most popular selection included E. Sherman Avenue from 11th Street east to Fernan Lake Village, and several blocks north and south of E. Sherman (see graphic below). 8th Street to 11th Street could potentially act as a transition zone.



- 34 stakeholders were interviewed so far in the process ranging from business owners to property owners to neighborhood representatives.
- Biggest challenges identified: financing, negative reputation, and the large amount of transitional housing.
- Easy wins identified: landscaping, community events, pocket parks, welcoming signage and reducing the speed limit.
- Creative financing ideas: Urban renewal (most common), neighborhood and business association, grants, state funding, tax breaks and other incentives.

Stakeholder Interview Responses

Q: WHAT ARE THE BIGGEST CHALLENGES?

A: FINANCIAL LIMITATIONS AND RISKS, OVERCOMING NEGATIVE REPUTATION, DISPERSING EXISTING TRANSITIONAL HOUSING.

Q: SHOULD WE KEEP THE NAME "EAST SHERMAN?"

A: A MAJORITY OF STAKEHOLDERS WERE WILLING TO MAINTAIN "EAST SHERMAN". HOWEVER, ABOUT 30% THOUGHT THAT IT SHOULD CHANGE DUE TO ITS REPUTATION.

Q: WHAT ARE "EASY WINS" FOR EAST SHERMAN?

A: BEAUTIFY WITH LANDSCAPING, HOLD LOCAL EVENTS, DEVELOP POCKET PARKS, ADD WELCOMING SIGNAGE, REDUCE THE SPEED LIMIT.

Q: WHAT ARE CREATIVE FINANCING IDEAS?

A: CREATE AN URBAN RENEWAL DISTRICT, ESTABLISH A NEIGHBORHOOD AND BUSINESS ASSOCIATION, IDENTIFY GRANTS, STATE FUNDING, TAX BREAKS AND OTHER INCENTIVES.

Rated Improvements



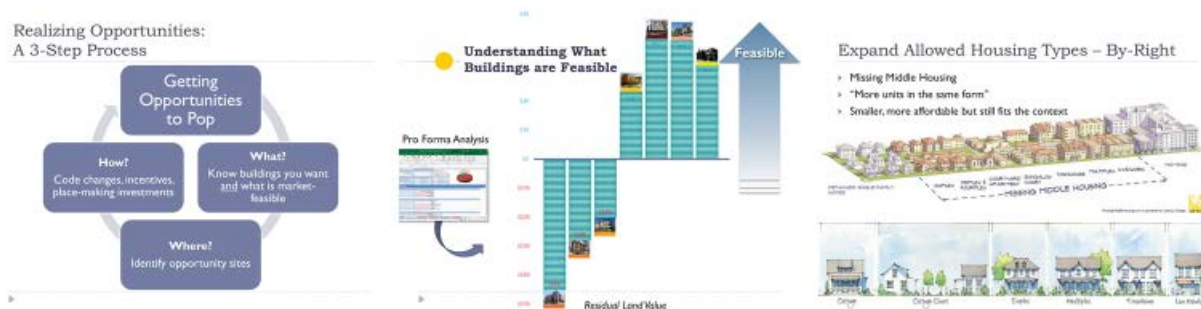
- In June of 2017, City Council identified this project as a planning department work plan priority, and the City received a Community Builders Technical Assistance grant for the E. Sherman project. Earlier this fall, City staff and several local citizens went to Kalispell Montana to work with Community Builders (a nonprofit organization that

works with western communities relating to land use, transportation and economic development) and the planning firm of Cascadia Partners on the E. Sherman project. Following are several slides that depict outcomes of that planning session:

TARGETS	REVITALIZATION OF THE CORRIDOR	SAFETY	COMMUNITY AND COUNCIL SUPPORT	IMPLEMENTATION TOOLS
STRATEGIES	<ul style="list-style-type: none"> More community spaces + destinations Attract private investment that achieves community goals Beautification of the corridor Vibrant + active place A place to live, work, play / the local's downtown A place with a range of housing choices 	<ul style="list-style-type: none"> A place that feels safe to be, walk, bike, etc. A place that feels safe for students Improved streetscape 	<ul style="list-style-type: none"> Shared vision for what revitalization looks like Community + council support for revitalization strategies 	<ul style="list-style-type: none"> Consensus on funding mechanism(s) and support for these Consensus on implementation actions Integrate implementation tools + actions into master plan

ACTIONS	<ul style="list-style-type: none"> Identify + focus in on catalyst sites Identify focus area for East Sherman Ave project Ensure that regs. work to achieve community goals Strategies for using props along corridor Wayfinding Programing events + activities Develop strategies for (unknown word) old buildings Integrate Centennial Trail/ bike routes 	<ul style="list-style-type: none"> Develop a streetscape plan that identifies timing, (unknown word) and funding Better lighting Improved street crossings Traffic calming More eyes on the streets Share PD data on incidents 	<ul style="list-style-type: none"> Establish an implementation group and ensure that plan moves forward Educate the community + council on why this effort benefits CDA Develop a new brand for East Sherman Ave. Develop consistent message - this project benefits CDA because... Develop a simple action plan for council 	<ul style="list-style-type: none"> Develop strategies for public/private partnerships Storefront improvement program (funded by U.R.?) Establish engage neighborhood/business associations Include both communities in U.R. district Identify + pursue grants for streetscape Stormwater demonstration (EPA funds?) Identify + pursue grants for ADA improvements Leverage ITD funds for additional funds ITD funding used for corridor? Identify + engage champions for implementation Urban renewal? TIF? Specific plan for what U.R. funds will be used for
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Next Steps



Actions Items

- The goal is to have an Action Plan – not a plan that sits on the shelf
- The consultant team will help identify catalyst sites and viable catalyst projects
- Develop a streetscape plan
- Identify safety improvements
- Help create a new “brand” for East Sherman
- Identify funding opportunities

Next Steps

- Just received a draft MOU from Community Builders – Nicole and Hilary will work through the MOU
- Begin working on the project in early 2018 and Community Builders could complete their effort as soon as May 2018
- Effort will include multi-day Design Workshops
- Education on housing and best practices
- Zoning Code Audit to identify what needs to change to encourage redevelopment of the corridor and begin working on a new overlay zoning district
- Cascadia Partners has expertise with urban design and economic development, including pro formas. They will help to ensure that catalyst projects and master plan are viable.
- City and CDA 2030 will take Community Builders team materials and finish the Master Plan
- After the Master Plan is completed, then ensure that City Council supports the plan before moving forward with engineering the roadway

Funding Needs & Opportunities

- Funding Needs:
 - “Baseline guesstimate” from City Engineer interviews last year identified a cost ranging from \$6-10 million for roadway and beautification
 - Other costs could include undergrounding overhead powerlines along alleys and possibly rerouting sewer infrastructure out of some alleys to allow consolidation of properties for redevelopment opportunities
 - Other funding needs could include assistance with demolition costs, façade improvements, sidewalk repairs and ADA ramps in residential area within East Sherman District, and possible relocation of group homes
- Funding Opportunities:
 - City, CDA 2030 and Community Builders partners will identify funding opportunities
 - Federal Fund Program (US Department of Transportation): Transportation Investment Generating Economic Recovery (TIGER) grant – could be an option, but likely to take multiple years and require a lot of staff time, and is very competitive
 - Idaho Department of Transportation programs: State Transportation Improvement Program (STIP) & Transportation Alternatives Program (TAP) – take multiple years, very competitive, and wouldn’t cover major costs
 - Community Development Block Grants (CDBG) and other grants could also be options
 - Urban Renewal is the best bet to help realize revitalization of the corridor and provide the type of funding for true revitalization. It would be the quickest and most impactful. There is also support from stakeholders for an Urban Renewal District.

3. BOARD DISCUSSION: STRATEGIC (LONG-TERM) GOALS

Ignite cda Executive Director Tony Berns facilitated the board’s discussion re. **ignite cda** long-term strategic goals for both the Lake and River Districts. The board reviewed the existing list of key thematic **ignite cda** goals, reviewed the input received by the invited guests, and developed the following updated list for fiscal year 2018 (FY18):

(goals are listed in no specific order of importance, updates to goals are highlighted in purple, strikethrough indicates goal achievement or goal removal):

- **Education:**
 - Facilitate the future utilization of the **Higher Education Campus (HEC)** in partnership with the City, UI, NIC, LCSC, Fort Ground Neighborhood, and other community stakeholders.
 - Including possible **ignite cda** partnership efforts focused on the **“Four (4) Corner Area”** (defined as the area of publicly owned property adjoining the Government Way, Northwest Blvd. & Mullan Avenue intersection, north to the Riverstone development).
 - **Support Facilities:** work with NIC, UI, LCSC and other stakeholders to determine the need for possible HEC support facilities both on the HEC and adjacent to the HEC.

- **Collaborative Education Facility:** work with NIC, UI and LCSC to bring the Facility Initiative, located on the HEC, to fruition.
- **Job Creation & Retention**
 - Continue partnership efforts with Jobs Plus, City of CDA, Kootenai Health, HEC partnership institutions and private employers to facilitate job creation and retention in support of emerging industries.
- **Housing:**
 - **Ignite cda** will play a key support role in helping the City achieve its vision for housing in the community, by pursuing housing opportunities in both the Lake and River Districts.
 - Work with The Housing Company and Idaho Housing & Finance Association to evaluate housing opportunities within the Lake and River Districts.
- **Public Space: Create New & Enhance Existing Public Space:**
 - Partner with **HEC** stakeholders to identify and develop public space opportunities within the HEC area.
 - **Four Corner Area** should be explored for public space opportunities.
 - **Ignite cda** will partner with stakeholders to encourage **connectivity** of existing and new public space.
 - **Ignite cda** will continue efforts to secure long-term public access to the lake and river waterfronts (**e.g. Mill River (Johnson) Park**) and continue to leverage public funds to create new public parks (**e.g. Riverstone Park**).
 - ⊖ **Seltice Way Corridor Roadway Improvements**— partner with City and other stakeholders to identify potential development opportunities in the Seltice Way corridor. ~~to improve the Seltice Way Roadway to facilitate continued River District growth opportunities.~~
 - Continuing Commitments:
 - Continue dialogue with pertinent stakeholders regarding railroad right-of-way property development and connectivity opportunities from the Four Corner area to Mill River.
- **Public Parking:**
 - ~~**Ignite cda**, in partnership with the City and the Downtown Association, will help to rationalize and plan for downtown structured parking facilities, possibly including a downtown mixed-use parking facility, and~~ will help in rationalizing overall parking needs for the Central Business District (CBD), HEC and Kootenai County campus areas.
- **Midtown Vitalization:**
 - **Ignite cda** will partner with the City, Midtown property owners, Midtown businesses, Midtown residents, and Midtown stakeholders on opportunities to enhance the vitality of the Midtown area.

- **Downtown Vitalization:**

- **Ignite cda** will partner with the City, Downtown property owners, the Downtown Association, Downtown residents and Downtown stakeholders on continued economic support to enhance the vitality of the Downtown; e.g. establishment of viable downtown pocket parks, LID partnership endeavors where appropriate (e.g. CDA Avenue improvements from 1st Street eastward).

Atlas Mill Site Redevelopment Initiative

- **Ignite cda** will work with the City and other stakeholders on defining the Agency’s role in this redevelopment initiative, via the proposed expansion of the River District and creation of a new urban renewal district.

Medical Corridor Expansion Initiative

- **Ignite cda** will work with the City, Kootenai Health and other stakeholders on defining the Agency’s possible role in this proposed initiative.

East Sherman Avenue Initiative

- **Ignite cda** will work with the City and other stakeholders on defining the Agency’s possible role in this proposed initiative.

4. BOARD DISCUSSION: ESTABLISHMENT OF TACTICAL GOALS

Following the refinement of the **ignite cda** long-term strategic goals, Executive Director Berns reviewed the current short-term tactical goals with the board, and facilitated the board discussion that resulted in updated tactical goals.

Ignite cda Tactical Goals

Theme	Committee Responsible		(District) & Success Measures	Status
Public Space	Acquisition & Ad hoc: TBD	1)	Planning initiated for RR r-o-w acquisitions	Green
		2)	Analyze funding opportunities for public space in both districts	Green
Communication	Communication & Ad hoc: TBD	1)	Community leaders / stakeholders invited regularly to Board meetings	Green
		2)	1 (stretch 2) ULI-Idaho programs held in CDA in FY18	Green
		3)	CDA 2030: partner with other stakeholders to implement action plan	Green
Finance	Finance	1)	Continue frequent review of district economic forecasting models	Green
		2)	(Lake): Conduct land use planning on Agency owned properties	Green
		3)	Analyze Atlas Mill Site, E. Sherman & Medical Corridor opportunities	Green
Parking	Parking	1)	(Lake): Downtown parking facility – complete construction	Green
Housing	Housing	2)	Determine opportunities resulting from City’s housing assessment update	Green
Jobs	Jobs	1)	Continue jobs exploration initiative with partner stakeholders	Green
		2)	(River): job creation opportunities explored along Seltice	Green

Note: Goals with a “green” status are considered progressing well. A “yellow” status would mean a goal may be in jeopardy of not being achieved during the year, and a “red” status would mean that the goal is in definite jeopardy of non-attainment.

The Committee structure employed to achieve the aforementioned goals is as follows (Committee Chair denoted by asterisk):

<u>Committee</u>	<u>Membership</u>
Acquisition	Garcia*, Goodlander, Jordan, English
Finance	Armon*, Hoskins, Metts, Garcia
Housing	Goodlander*, Hoskins, Widmyer, Chapkis
Communication	Metts*, Goodlander, Hoskins, English
Parking	Jordan*, Hoskins, Metts, Chapkis
Jobs	Widmyer*, Hoskins, Armon

5. EXECUTIVE DIRECTOR REPORT

No report was given.

6. ADJOURN

Motion by Armon, seconded by Jordan to adjourn. Motion carried.

The **ignite cda** meeting adjourned at 11:37 a.m.
Minutes prepared and submitted by Ex. Director Berns.

MINUTES OF A CONTINUED MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,
HELD IN THE LIBRARY COMMUNITY ROOM
November 30, 2017

The Mayor and Council of the City of Coeur d'Alene met in a continued session of said Council at the Coeur d'Alene City Library Community Room November 30, 2017 at 12:00 noon, there being present upon roll call the following members:

Steve Widmyer, Mayor

Dan Gookin) Members of Council Present
Kiki Miller)
Dan English)
Woody McEvers)
Loren Ron Edinger)
Amy Evans)

MEMBERS OF EXECUTIVE TEAM PRESENT: Jim Hammond, City Administrator; Sam Taylor, Deputy City Administrator; Troy Tymesen, Finance Director; Mike Gridley City Attorney; and Hilary Anderson, Community Planning Director.

ignite cda BOARD MEMBERS PRESENT: Alivia Metts, Vice Chairman, and Board members , Deanna Goodlander, Mic Armon, Brad Jordan, and Sarah Garcia. Legal Counsel Danielle Quade and Executive Director Tony Berns were also present.

CALL TO ORDER: Mayor Widmyer called the meeting to order. Vice Chairman Metts called the ignite cda meeting to order and conducted a silent roll call.

ATLAS WATERFRONT SITE– Councilmember Miller noted that she has taken the lead in organizing the movement of this project. Her team has created a summary of activity log within the city's website (www.cdaid.org/atlaswaterfront) and that the site has links to history, documents, and meetings to date along with an Activity News Log which chronicles regular progress updates as they occur. She noted that a number of groups are working on concurrent projects related to the Atlas waterfront such as real estate, strategic funding and analysis team, and a planning group. The planning group is under CDA2030 leadership, which will lead the Atlas Core Vision group that will include approximately 25 representatives from area community groups. She noted that there would be various community input opportunities and updates from feasibility planning efforts. Councilmember Miller noted that alternative funding sources are being reviewed and legal timelines must be followed to keep the project moving forward. The next steps within the project include continuous updates to the website activity log and that ignite cda will review the option of hiring a consultant team to conduct a feasibility study. Mayor Widmyer asked if the first step was the CDA 2030 vision group meetings. Councilmember Miller noted that the Core Vision Group would include invites to 25 different organizations to have a representative at the table that will provide a good community cross section. She noted that the vision to action stage will take place after the core values are presented to the feasibility

study partners and community input will be sought at that time. Community Planning Director Hilary Anderson noted that she recently encountered this type of program in City of Ponderay, and there are currently brownfields funds available to pay for this effort. This activity is a charrette wherein citizens draw elements out on a map of the area, which then provides a visual representation of what the community wants on the property. Then the consulting group will fine tune the details and provide more public feedback opportunities. Councilmember Miller noted that her intent is for everyone to be on the same page, eliminate confusion, and have no one excluded. Councilmember McEvers asked if any design features have been decided at this point. Councilmember Miller clarified that there are no decisions made at this time that after public input the City Council will have the final review.

IGNITE CDA LAKE DISTRICT PROJECT UPDATES (DISTRICT SUNSETS IN 2021) – Mr. Berns noted that ignite owns the buildings where the Parking Facility will be built and the City owns the parking lot. He presented the design of the parking facility and noted that the project costs will be \$7.3 Million and T. La Riviere was awarded the construction contract. He hopes to provide the notice to proceed on December 15. Councilmember McEvers asked if it was ignite’s goal to operate and/or maintain the parking facility. Mr. Berns clarified that the facility will be given to the City upon completion.

NORTH IDAHO COLLABORATIVE EDUCATION (NICE) FACILITY (HIGHER EDUCATION CAMPUS) – Mr. Berns noted that the NICE Facility project costs are estimated to be \$8.3 Million and that funding will come from the State Department of Public Works, North Idaho College, University of Idaho, Lewis Clark State College and ignite provided \$2.5 million in funding. He believes the facility should be complete and ready to occupy in July of 2019. Mr. Berns noted that this is the entry point for the education institutions and will house education counselors. Boardmember Garcia noted that the building would be across the street from the Library parking lot where there currently exists a transportation coordination building.

FOUR CORNER MASTER PLAN: MEMORIAL PARK / GRANDSTAND – Mr. Berns presented the design of the Memorial Field plan including the ten lots that will be sold by ignite cda. Boardmember Armon asked if ignite funded the total amount of the skate park. Mr. Berns clarified that the first phase is estimated to be \$400,000 and that ignite plans to fund \$350,000. The City funded \$50,000, and NIC will contribute \$150,000 toward the grandstand project. Mayor Widmyer asked for clarification regarding the land trade. Mr. Berns noted that ignite cda owned land abutting the skate park area and traded it to the City to allow for a continuous parkland piece. He noted that there is an initiative to redevelop the Grandstand, and that the city will be seeking Requests for Qualifications for the project. Cost for the Grandstand project is estimated to be \$960,000, which includes restrooms, ADA, etc. Councilmember McEvers thanked the Board for supporting the Skate Park. Councilmember Gookin has heard community concern about what will happen to the grandstand. Mr. Berns confirmed that the project includes keeping the original grandstand but beefing up the structural supports and making the amenities useable for park and carousal users, with the City Council approving the final design. He clarified that they are not intending for it to be torn down.

MIDTOWN – Mr. Berns noted that ignite is currently seeking proposals for the development of the 813-817 N. 4th Street bare land parcels and the 823 N. 4th Street parcel and clarified that the

parking lots on N. 3rd and N. 4th will remain. The Board left the RFP open to any ideas with a request that some sort of street level interaction is provided. He noted that he has sent out about five RFP packets to date. Councilmember Gookin asked if there has been any feedback from the neighbors. Mr. Berns said that he has not received any additional feedback since the proposed Modern theater project did not materialize.

PERFORMING ARTS CENTER FEASIBILITY STUDY – Mr. Berns noted that the process of reviewing the 11 submittals for the theater feasibility study proposals is underway and being lead by CDA2030. Once the consultant is selected, the study could be done within 3-4 months.

RIVER DISTRICT PROJECT UPDATES (DISTRICT SUNSETS IN 2027) – Mr. Berns noted that they have spent approximately \$2.5 Million of the Agency’s Seltice Way project funding commitment of \$4.56 Million. The major paving is done for the year and the City plans to open both sides of the roadway to the public by December 8. The contractor will be back in the spring for one more lift of asphalt and landscaping will be completed at that time.

Councilmember Gookin noted that there is a district closing in 2021 and wondered how the finances look and if any cash would be coming back to the City. Mr. Berns explained that they can pay off any and all debts and that the cash on hand would most likely be divided amongst the taxing districts, pending legal counsel review. Legal Counsel Danielle Quade noted that the agency would make a plan on how to distribute property, including remaining funds, prior to the Lake District closing.

Councilmember Gookin asked if they plan to create an Atlas District. Mr. Berns noted that they have discussed and received approval from City Council for the expansion of the River District and the creation of a new Atlas District. They look toward the third quarter of next year (2018) as an opportune time to bring a plan forward for review/approval by the ignite Board and City Council. He also noted that he believes there is Council support for the discussion of a new district on East Sherman.

ADJOURN: Motion by Edinger, seconded by McEvers that there being no further business, this meeting of the City Council is adjourned. **Motion carried.**

The meeting adjourned at 12:31p.m.

Steve Widmyer, Mayor

ATTEST:

Renata McLeod, City Clerk



BOARD MEETING MINUTES

WEDNESDAY DECEMBER 20, 2017 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, Goodlander, English, Metts.

ignite cda staff present: Berns

ignite cda legal counsel present: Kling

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Chet Gaede – thanked the board for all of their hard work for the community and wished them all a Merry Christmas. He asked if the city council members on the board are acting as ex-officio of the city council, or are they acting as members of the community? Legal counsel Kling shared that the two council members serving on the **ignite cda** board do not act as ex-officio members of city council, but serve as members of the community.

4. APPROVAL OF MINUTES

- November 15, 2017 Board Meeting Minutes

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the November 15, 2017 board meeting minutes. Motion carried.

- November 30, 2017 Special Call Board Meeting Minutes

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the November 30, 2017 special call board meeting minutes. Motion carried.

- November 30, 2017 **ignite cda** / City Council Workshop Minutes

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the November 30, 2017 ignite cda / City Council workshop minutes. Motion carried.

5. PRESENTATION: KOOTENAI HEALTH INITIATIVES – Jon Ness

Chairman Hoskins welcomed Kootenai Health (KH) CEO Jon Ness to the board meeting. Mr. Ness shared the following thoughts/insights with the board:

- Thanked the board for everything they have done for the community.
 - Compared the growth challenges of KH to those of the Mayo Clinic in Minnesota, and shared how Mayo Clinic addressed those challenges and succeeded. KH is benchmarking off of the successes of Mayo Clinic.
 - KH is an economic engine for the community.
 - Discussed how KH developed a strategic plan in 2011, and how KH has implemented that plan over the ensuing years.
 - KH has grown by 75% since 2011, and will double in size by 2020. KH employs 3,200 with an average annual salary of \$60K. 78% of KH's employees are female.
 - 40% of KH's customers come from outside of Kootenai County; KH is a regional hospital.
 - KH is going to continue to grow, but there are challenges: traffic issues; no master plan for that area of the community; no real identity for the KH area; many vacant buildings are located to the west of the hospital and are for sale (KH is limited as to its ability to assemble property); housing near KH is mostly older single family stock (not multi-family); KH is outgrowing the current hospital campus area; there is a lack of amenities (e.g. restaurants, ped/bike trails, public space) currently located on/near the campus area.
 - In October, KH partnered with Parkwood Properties and CDA2030 to bring in a Urban Land Institute (ULI) technical assistance panel to help address the aforementioned issues. The ULI team is preparing recommendations for the KH area; these recommendations will be available in Q1 2018.
- Commissioner Goodlander shared that it sounds like KH is landlocked in that area.
 - Mr. Ness shared that KH does not have enough land to continue to expand on the existing campus and needs additional land assemblage in that area to allow for further growth.
 - Commissioner English shared that senior housing and transportation issues in the community are a challenge and hopes KH is addressing those issues.
 - Mr. Ness shared that KH expects to see the senior demographic in the area to continue to grow. He shared that some communities are constructing senior housing developments close to hospitals.

- Commissioner Widmyer asked how the Mayo Clinic grew their medical campus – did they grow vertically?
 - Mr. Ness shared that Mayo developed a system of skybridges that connect buildings, thus facilitating functionality of their campus. They also added ped/bike trails, transportation routes and new amenities for visitors.
- Commissioner Jordan thanked the KH team for all of their efforts in the community. He asked how does **ignite cda** help KH?
 - Mr. Ness shared that one scenario / idea is to partner with the city and **ignite cda** on the formation of a medical corridor urban renewal district to assist with creating needed improvements via public/private partnerships.
- Commissioner English asked how do the existing satellite KH clinics in the region tie in to KH’s vision?
 - Mr. Ness shared that a common model for hospitals is the hub and spoke model. KH acts as the hub, and the clinics act as the spokes. This model allows KH to serve customers in a large regional area.

Commissioner Hoskins, on behalf of the board, thanked Mr. Ness for his visit and insights.

6. REPORTS

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

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

Motion by Commissioner Goodlander, seconded by Commissioner Chapkis, to approve the November financial statements and the November / December accounts payables for the Lake & River Districts as presented. Motion carried.

Fiscal Year 2017 Audit – Hoover Accounting

Scott Hoover presented and discussed his firm’s audit report for the Agency’s 2017 fiscal year. Mr. Hoover shared that the Agency’s 2017 fiscal year audit was “clean”; i.e. no issues with the Agency’s financial status/reporting nor internal accounting controls. Mr. Hoover also provided an overview of the accounting standards used in the audit.

- Commissioner Armon shared that the finance committee spent time with Mr. Hoover and reviewed the draft audit report in great detail and discussed numerous topics.
- Commissioner English asked Mr. Hoover if this was his first audit experience with the Agency?
 - Mr. Hoover shared that he helped audit the Agency’s financials in the past when he worked as an auditor with the Magnuson & McHugh accounting firm.

Motion by Commissioner Armon, seconded by Commissioner Widmyer, to accept the Fiscal Year 2017 audit as prepared by Hoover Accounting. Motion carried.

- Parking – Commissioner Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) shared that the parking garage initiative has been delayed for a month due to utility relocation issues. Plans are to have the general contractor begin work the second week of January.

7. EXECUTIVE DIRECTOR’S REPORT

Performing Arts Center Feasibility Study Consultant Recommendation

*Background: Following is an excerpt from the May 2017 **ignite cda** / City Council workshop re. discussion of a potential Performing Arts Center:*

Board member Armon said that it appears that they are spinning their wheels with the performing arts center. He noted that an Auditorium District would be recommended and wondered how the Council felt about that option.

*Councilmember Miller thinks using the CDA 2030 group to pull the community together and conducting a feasibility study funded by **ignite cda** would give the Council a basis to decide on an Auditorium District.*

Councilmember Gookin agreed that an Auditorium District would be needed to fund the center. Mayor Widmyer asked if it was the direction from Council to set the priority to fund a feasibility study and analyze how an Auditorium District would work. Councilmember McEvers asked how the business side of a theater works. Councilmember Miller noted that it could be a job creator as the theater brings people to town during off seasons and fills hotels. She reiterated her request to do a feasibility study.

Councilmember McEvers expressed concern about a government entity running an auditorium but would support a feasibility study. Board Member Metts noted that CDA 2030 could submit for a grant for a feasibility study.

Councilmember English noted that if an Auditorium District were like all other districts, he would support it and a feasibility study. Board Member Metts agreed to check with the CDA 2030 to see their interest. Board

Member Armon said that he would not want to wait for a grant process, due to the short term of the Lake District, so ignite cda should move forward. Board Member Jordan confirmed that they should go forward with a feasibility study.

Nicole Kahler, CDA 2030 Project Manager, shared a summary of CDA 2030’s efforts to solicit proposals for a potential Performing Arts Center, and to ultimately develop a recommendation of a consultant to the ignite cda board. Mrs. Kahler shared the 11 proposals were received and reviewed by a CDA2030 committee. The top three proposals were chosen and additional information from the top three firms was solicited. The CDA2030 committee recommended Chicago-based HVS Convention, Sports & Entertainment Facilities Consulting (“HVS”) to the ignite cda board to perform a market analysis and feasibility study. Following is a summary of HVS’ proposed fee:

PROPOSED FEES

Phase 1 - Market and Demand Assessment	\$29,750
Phase 2 - Financial Projections and Feasibility	\$19,500
Total	\$49,250
Optional Services - Surveys	\$7,500

HVS’ proposal also includes a not to exceed travel expense budget of \$6,000; total proposal cost is \$62,750. The “optional survey” cost of \$7,500 is for a potential survey of facility donors should that service be requested by ignite cda. HVS proposes to complete their study within 12 weeks following contract initiation. If ignite cda accepts the CDA 2030 recommendation for HVS to complete the market analysis and feasibility study, CDA 2030 is willing to act as the project liaison. CDA 2030 requests that ignite cda fully covers the study expenses and provides a legal review of the contract.

- Commissioner Armon shared that this is a great first step in the process to determine the viability of a performing arts center in CDA. He highly recommends moving forward on this initiative.
- Commissioner Widmyer shared that he has heard quite a bit of discussion over the years re. a performing arts center in CDA, and feels that this study will help determine if there is a viable opportunity for such a center, and if so, will provide a roadmap for achieving the development of a center. He too supports moving forward with this initiative.

Motion by Commissioner Armon, seconded by Commissioner English, to accept CDA 2030's recommendation of the consultant for the Performing Arts & Event Center Market Analysis and Feasibility Study, and to enter into a contract with HVS in an amount not to exceed \$62,750 (with the decision to be made at a later time whether or not to employ the optional survey fee of \$7,500), to perform the 12-week feasibility study. Motion carried.

Atlas Mill Site Planning Proposal

Background: Following is an excerpt from the September 12, 2017 ignite cda special call board meeting:

Ex. Director Berns discussed several issues re. the Agency moving forward with the mill site initiative, including:

- *Kushlan Associates, the third-party entity brought in by the Agency to review the Atlas Mill Site initiative, has advised the Agency to seek more time to further analyze the development costs and revenue generation opportunities prior to making any formal commitments to the initiative.*
- *Community input has suggested that no shoreline development or multi-family development be included on the Bad Axe portion of the mill site area. These constraints restrict the Agency's ability to optimize value / revenue generation, thus increasing the Agency's risk of adequately covering development costs and proposed debt obligations.*
 - *It is the Agency's understanding that the City will/may approach the community for a GO bond to help facilitate the acquisition/development costs of the Bad Axe property. The earliest a GO bond could be run would be May 2018. Understanding the community's support and commitment to proposed land uses would be critical to the Agency's success.*
- *Development costs (e.g. road construction, site work, water / sewer systems) of the Bad Axe property are estimated at this time to be approximately \$16.5 million. These costs do not include any environmental remediation costs.*
 - *A positive note on this front is that there may be some financial resources available in the future through the Idaho Department of Environment Quality (DEQ) to help address some areas of site remediation and shore line bank stabilization.*
 - *The estimated costs take advantage of City and ignite cda land ownership in the area (BLM, Prairie Trail), that reduce overall costs and create win/win scenarios on the Stimson and BLM properties.*
- *Feedback from real estate stakeholders in the area is that the current residential real estate market will hold for the next several years; i.e. no expectation of a near term decline in residential lot demand.*
- *There is no private development on the mill site area anticipated in the near term. Therefore, there would be minimal risk of the assessed base value for the mill site area changing from January 1, 2017 to January 1, 2018.*

- *The City of CDA is expecting the Agency to sign an \$8 +/- million promissory note to reimburse the City's acquisition cost of the Bad Axe property. The Agency may want to delay executing such an agreement until development costs are determined based upon a more certain land use development scenario that is developed following public input and further analysis.*
- *The site redevelopment costs are significant and it appears unlikely the site will develop privately, unless waterfront lots can be platted, which would require selling a portion of the City RR ROW.*

Summary: The Atlas Mill Site initiative is a natural fit for ignite cda's business model; it makes sense for the Agency to be a partner in this initiative. As with any partnership project, a clear path to success is needed for the Agency. Given more time for analysis / input, a viable path should be attainable.

Discussion ensued by the board re. the Atlas Mill Site initiative. The board's consensus was that additional time is needed to clearly define a successful path for the Agency.

Given the decision by the **ignite cda** board in September 2017 to seek additional time to further analyze/plan for the mill site acquisition/development, Ex. Director Berns shared that he engaged the Welch-Comer Engineering / Consulting firm to develop a proposal for the **ignite cda** board's consideration pertaining to the next planning steps involving the Atlas mill site acquisition based on their selection as one of three Engineer's pre-qualified to perform engineering tasks pursuant to Idaho Code Section 67-2330(2)(h), such as to analyze the Atlas Mill site.

Phil Boyd of Welch Comer discussed his team approach proposal with the board. Following are key elements of the proposal:

Project Goal

- Prepare a site development scenario and property sales strategy ("Site Development Implementation Plan") that will be the basis for the igniteCDA River District Expansion and the new Atlas District Urban Renewal Plans.

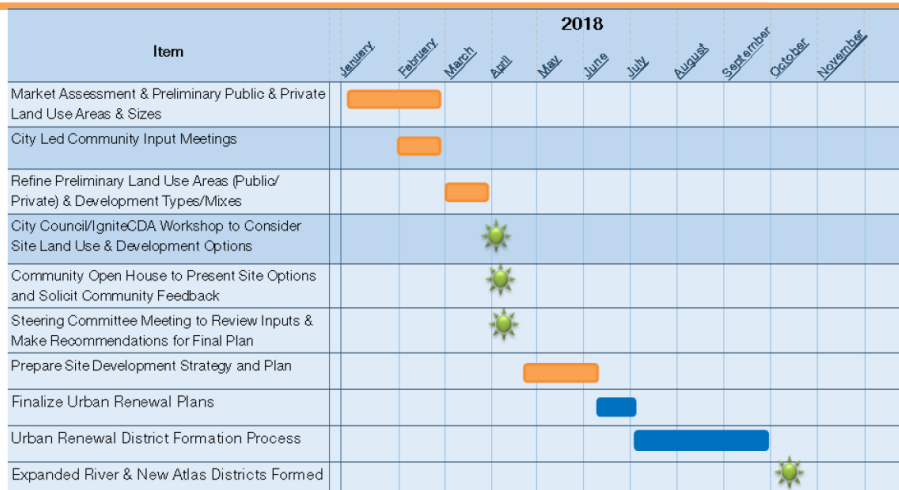
Project Objectives

1. Conduct a market assessment to determine development options.
2. Develop a site land use plan(s) that considers the market assessment, funding sources and community input.
3. Identify site development approach(es) and transaction structure(s).
4. Develop public space improvement concepts and opinions of cost for use in securing funding.

Welch Comer Team Scope of Work

1. Participating in community meetings.
2. Conducting a market assessment.
3. Developing site development scenarios, with financial analysis, that are informed by the market assessment and community values.
4. Identifying and evaluating land development implementation approaches and structures.
5. Developing public space concepts and opinions of costs.
6. Preparing the site development implementation plan.

Project Schedule



Proposed Tasks and Fees

Task 1 - Community Meeting Assistance	\$ 5,000
Task 2 - Site Development, Market Analysis & Financial Review	
Task 2.A Market Assessment	\$ 14,850
Task 2.B Land Development Scenarios & Financial Analysis integrated with igniteCDA Financial Model	\$ 41,000
Task 2.C Public Space Concept Plans and Costs	\$ 11,000
Task 2.D Site Development Charette & Public Open House	\$ 26,800
Task 2 TOTAL	\$ 93,650
Task 3 - Development Implementation Plan	
Task 3.A Financing Source Evaluation and Configuration (URD, Private, Grants, City)	\$ 17,000
Task 3.B Transaction Structure Evaluation (DDA's, Retail Sales, P3, Ground Lease, etc.)	\$ 5,500
Task 3.C Prepare Strategic Implementation Plan	\$ 22,300
Task 3 TOTAL	\$ 44,800
TOTAL	\$143,450

- Commissioner Goodlander asked about the consultant team members?
 - Mr. Boyd shared that the primary consultant on the team will be Heartland, a real estate advisory group located in Seattle. Heartland's specialty is real estate economics. Heartland's expertise is derived from their own development portfolio and their work as a real estate consultant for both the private and public sectors.
- Commissioner Armon asked when will the critical financial analysis occur in the proposed project timeline?
 - Mr. Boyd shared that the key analytical effort will occur in the April 2018 timeframe.
- Commissioner English shared that he views Task 2C (public space concept plan/cost) as critical to the success of the planning effort.
 - Commissioner Jordan agrees with Commissioner English re. the proposed planning effort for public space and is looking forward to having high caliber planning professionals working on this unique site / opportunity.

Motion by Commissioner Goodlander, seconded by Commissioner Armon, to accept the Welch-Comer planning proposal as submitted/presented for the Atlas mill site initiative in an amount not to exceed \$143,450. Motion carried.

Note: Commissioner Chapkis left the board meeting at 5:15

301 Lakeside Avenue Property: Plumbing Re-Alignment Proposal

Background: a building sewer line alignment issue was discovered earlier in the year wherein a portion of the sewer line from the building was routed east under the adjacent building before being routed north to the City sewer line located in the alley. Efforts have been underway to engage a plumbing contractor to re-route the entire building's sewer line to the City's sewer line in the alley.

Ex. Director Berns discussed a \$32,000 proposal from Fish Plumbing to re-align the sewer service/line within the 301 Lakeside Avenue building to flow from the building to the City's sewer line located in the alley. The Fish Plumbing proposal calls for re-routing the sewer service line beginning at the front of the building (Olympia Restaurant space / Total Life Chiropractor space) to the alley. The proposal calls for concrete saw cutting and replacement to re-route the sewer service through the building. The timeframe for this project is planned for mid-January.

Motion by Commissioner Widmyer, seconded by Commissioner Goodlander, to approve the \$32,000 contract proposal as submitted by Fish Plumbing to re-align the 301 Lakeside building's sewer service/line to flow to the City's sewer line located in the alley, with the board determining that this proposal is in the best interest of the Agency to expeditiously procure the services required without the unnecessary cost and delay of formal bidding. Motion carried.

Initiative Updates:

➤ *Memorial Park & N. Park Drive Subdivision*

Ex. Director Berns shared the following N. Park Drive update with the board:

- Reminded the board that the following improvements are to be completed/constructed in 2018: sidewalks, alleyway, final berm grading and landscaping.
- City Council provided final plat approval for the subdivision at the December 19, 2017 Council meeting.
- Welch-Comer and Bernardo-Wills have developed the following communication material for the subdivision. This graphic will be used on a planned 4' x 8' on-site sign and for possible mailers/flyers.

FOR SALE
SINGLE FAMILY HOMES



Commissioner Jordan shared that he feels the graphic is well done, and suggested that the bottom three rows/lines of the table be removed to prevent any confusion from potential bidders. Ex. Director Berns agreed, and will have the bottom three rows/lines of the table removed.

The subdivision lots will be placed on the market in the near term, with sealed bid information material located on the ignite cda website (www.ignitecda.org) Opening of sealed bids for each lot is planned for the February 21, 2018 board meeting.

➤ *Seltice Way Road Revitalization*

Ex. Director Berns shared that all four lanes of the roadway are open to traffic. Project work will re-start in the spring which will include final asphalt overlays, roadway striping, irrigation and landscaping efforts.

➤ *Railroad Right of Way Surplus Property Sale*

Ex. Director Berns shared that the Agency continues to work with Active West on the Purchase and Sale Agreement (PSA) for the right of way property, focusing on addressing pertinent due diligence issues associated with the sale.

➤ *Ignite @ Riverstone (formerly referred to as the Tilford Lane initiative):*

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.

8. BOARD COMMISSIONER COMMENTS:

Commissioner Hoskins thanked fellow board members for all of their hard work, and wished them a Merry Christmas.

9. PUBLIC COMMENT:

Chet Gaede – thanked the board for their continued work on the Atlas mill site project, and is happy to see the board working with CDA 2030.

Ben Weymouth (TO Engineers) – thanked the board for including TO Engineers on the Agency’s three firm engineering roster, and thanked the board for all they are doing in the community.

10. 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 Jordan, 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:

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

Motion carried.

The **ignite cda** board entered Executive Session at 5:36 p.m. Those present were the **ignite cda** Board of Commissioners, legal counsel Kling, 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 6:10 p.m.

11. ADJOURN

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

The **ignite cda** board meeting adjourned at 6:11 p.m. Minutes prepared and submitted by Ex. Director Berns.



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