



Coeur d'Alene's Urban Renewal Agency

# 2020 Meeting Minutes



## BOARD MEETING MINUTES

WEDNESDAY JANUARY 15, 2020 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: Hoskins, Metts, Armon, Chapkis, Jordan, Widmyer, Garcia, Mandel

**ignite cda** staff present: Berns

**ignite cda** legal counsel present: Quade

#### 2. PLEDGE OF ALLEGIANCE

**Motion by Commissioner Garcia, seconded by Commissioner Chapkis, to remove agenda item #6 "PRESENTATION: UNION PACIFIC RAILROAD R-O-W INITIATIVE & PROPOSED PROPERTY ACQUISITION \* - Troy Tymesen" from the original posted agenda. Motion carried.**

#### 3. PUBLIC COMMENT

No public comment provided.

#### 4. APPROVAL OF MINUTES

- December 18, 2019 Board Meeting Minutes

**Motion by Commissioner Chapkis, seconded by Commissioner Widmyer, to approve the December 18, 2019 board meeting minutes. Motion carried.**

#### 5. 2019 DRAFT **ignite cda** ANNUAL REPORT

- Public Comment re. 2019 **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" 2019 annual report to council was posted on the **ignite cda** website's home page a week prior to the January 2020 board meeting,
- A public notice ran in the CDA Press a week prior to the January 2020 board meeting indicating that the **ignite cda** Board will accept public comment on the annual report at the January 2020 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 2020 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 2019 **ignite cda** annual report (audience members and television viewers were also able to view the draft annual report).

Public Comment Re. 2019 **ignite cda** Draft Annual Report

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

**Motion by Commissioner Chapkis, seconded by Commissioner Armon, to approve the 2019 **ignite cda** Annual Report as drafted, authorizing the Executive Director to submit the 2019 **ignite cda** Annual Report to the CDA City Council as required by Idaho statute. Motion carried.**

## 6. REPORTS

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

**Motion by Commissioner Garcia, seconded by Commissioner Mandel, to approve the District financial statements and the December / January Agency accounts payables. Motion carried.**

- Parking – Commissioner Jordan

Commissioner Jordan shared a parking revenue review with the board.

## 7. EXECUTIVE DIRECTOR’S REPORT

### Resolution 20-02: Destruction of Semi-Permanent and Temporary Public Records

Ex. Director Berns discussed Resolution 20-02 which pertains to the destruction of the following public records per the Agency’s public record retention policy:

- Temporary Public Records: documents and statements dated prior to October 1, 2017
- Semi-Permanent Public Records: documents and statements dated prior to October 1, 2014

**Motion by Commissioner Armon, seconded by Commissioner Metts, to approve Resolution 20-02 approving the destruction of semi-permanent and temporary public records as proposed.**

#### Roll Call:

<b>Armon</b>	<b>Yes</b>	<b>Garcia</b>	<b>Yes</b>	<b>Chapkis</b>	<b>Yes</b>
<b>Widmyer</b>	<b>Yes</b>	<b>Metts</b>	<b>Yes</b>	<b>Mandel</b>	<b>Yes</b>
<b>Jordan</b>	<b>Yes</b>	<b>Hoskins</b>	<b>Yes</b>	<b>English</b>	<b>Absent</b>

**Motion carried.**

### Atlas Mill Site Initiative: Update – Phil Boyd

Phil Boyd (Welch-Comer Engineers) shared a Waterfront project update and an Atlas Phase 1 project update with the board. Following are key slides from his Waterfront project presentation:



## Project Progress



- Current Work
  - Mass Grading
  - Shoreline Rockery Wall
  - Sewer Line
  - Irrigation Intake
  - Water Access Steps
- Upcoming Work
  - Waterline Work
  - Restroom and Maintenance Building Foundations
  - ADA Swim Access and Kayak Launch



Waterfront project progress photo: looking west

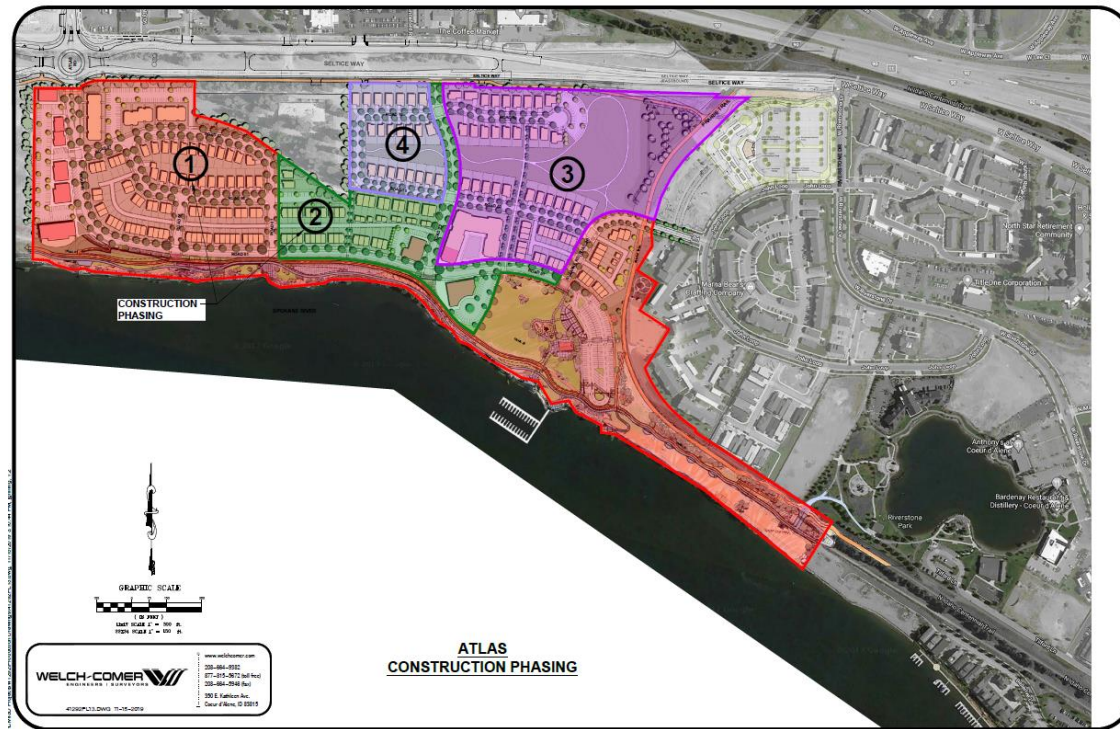


Waterfront project progress photo: looking east

Mr. Boyd shared that the waterfront project is progressing on schedule, with minor slow downs associated with the recent snowstorm.

Following are key slides from Mr. Boyd's presentation, along with background information, pertaining to the Atlas Phase 1 project:

*Background: The Atlas Mill Site Development Opportunity - Request for Proposal (RFP) was released on November 15. The RFP pertains to Phase 1 of the development plan as depicted in the following slide. However, the RFP does allow for proposals from development teams interested in acquiring and developing all four (4) phases of the planned development. Proposals were due on December 20, 2019. Five (5) proposals were received. An ad hoc proposal review team is being assembled comprised of representatives from **ignite cda**, City of CDA, Welch Comer and Heartland Consulting.*



Developer Proposals: Phase 1

## • Schedule

- January 17, 2020 Memo to Selection Committee
- January 21, 2020 Selection Committee Meeting
- January 24, 2020 Selection Committee returns scoring to Heartland



As the previous graphic depicts, **ignite cda** received the following five (5) proposals submitted per the Atlas Mill Site Phase 1 RFP. The entire Atlas Mill Site Development consists of thirteen (13) Areas. The Phase 1 RFP consists of the following Areas: 1,2,6,8,10,12. Several proposals expressed interest in other Areas on the site that are anticipated for development in future project phases.

- Parkwood Business Properties – Area 12
- Dechase-Miksis – Areas 10, 12
- Active West – Areas 1,2,6,8
- Bluegrass Development LLC – Areas 1,2,8,10
- Copper Basin – Areas 1,2,8,10

### Initiative Updates:

Memorial Grandstand Renovation – Ex. Director Berns shared that progress continues on the renovation project. Estimated time of project completion is late spring 2020.

Midtown Ventures LLC Project - Ex. Director Berns shared that the Midtown Ventures project team has reached out to Midtown stakeholders several times re. feedback pertaining to the redesigned project concept. The development team has offered to set up a meeting venue with the stakeholders to discuss the concept redesign. No meeting date has been set at this time.

Health Corridor District Traffic Study - Ex. Director Berns shared that a meeting has been scheduled with representatives from **ignite cda**, City of CDA, Kootenai Health, KMPO, and ITD to discuss a potential traffic study for the Health Corridor district area.

8. BOARD COMMISSIONER COMMENTS:

Commissioner Metts inquired about funding for the proposed Health Corridor traffic study.

- Ex. Director Berns shared that funding for the proposed traffic study will be on the agenda for discussion at the first stakeholder meeting.

9. PUBLIC COMMENT:

Greg Johnson & Art Oliver: midtown stakeholders. Commented on the redesign of the Midtown Ventures LLC project. They expressed concern re. the resolution of the Capone parking easement issue on the south end of the project site. They also expressed concern with the height of the proposed building. The open space element of the project is a big issue for them; will it happen - they are fearful that the open space will not occur.

Lynn Schwindel: Midtown resident. He shared that stakeholders should have been informed earlier of the project's redesign. He shared that he feels parking is more important than green space on the project site; more diagonal parking would be beneficial to Midtown.

10. ADJOURN:

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

The **ignite cda** board meeting adjourned at 5:20 p.m. Minutes prepared and submitted by Ex. Director Berns.





## BOARD MEETING MINUTES

WEDNESDAY FEBRUARY 19, 2020 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: Hoskins, Armon, Chapkis, Jordan, Widmyer, Garcia, Mandel, English

**ignite cda** staff present: Berns

**ignite cda** legal counsel present: Quade

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENT

Attorney Meghan O'Dowd, representing the Capones, submitted a letter to the board concerning the proposed Midtown Ventures project and the Capones easement issue.

#### 4. APPROVAL OF MINUTES

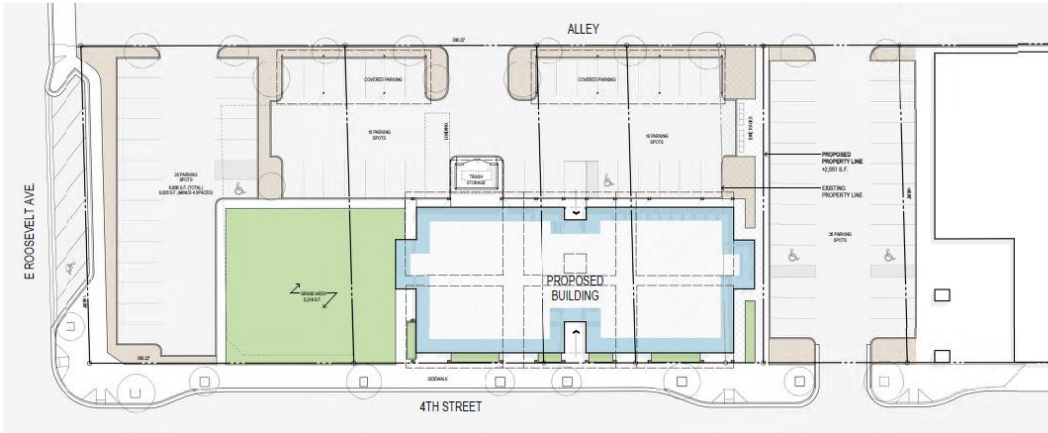
- January 15, 2020 Board Meeting Minutes

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to approve the January 15, 2020 board meeting minutes.  
Motion carried.**

#### 5. PRESENTATION: MIDTOWN VENTURES LLC: PROJECT REVISION

Mr. Beutler and Eric Hedlund (Hedlund Design) shared a Midtown project redesign concept proposal with the board. The genesis of the proposed redesign concept for board consideration stems from addressing building height concerns expressed by Midtown stakeholders and project economic pro-forma issues.

Following are key slides from their presentation:



Revised Project Site Plan



Revised Project Concept View Looking North on 4<sup>th</sup> Street



Revised Project Concept Street Level View from 4<sup>th</sup> Street

The metrics below capture the impact of the current redesign concept proposal as compared to prior developer project submissions.

Buildings:

- Original: 2 three level buildings
- Past Revision: 1 four level building reaching the maximum allowed height in Midtown of 45' (will need a slight variance from the city on height)
- Current Revision: 1 three level building requiring no height variance.

Public space element:

- Original: = 4,300 sq.ft. located in center of project area
- Past Revision = 4,400 sq.ft. located in southern corner of project area
- Current Revision: 5,200 sq.ft. located in south central area of project area

Commercial space:

- Original = 6,000 sq.ft. (\$9,000/month rent)
- Past Revision = 4,676 sq.ft. (\$9,210/month rent)
- Current Revision: 5,579 sq.ft. (\$11,158/month rent)

Original Proposal Apartment Count: 32

- 1 Bedroom: 8 (rents: \$900-\$1050/month)
- 2 Bedroom: 24 (rents: \$1000-\$1050/month)

Revision 1 (June 2019) Apartment Count: 36

- 1 Bedroom: 28 (rents: \$900-\$1050/month)
- 2 Bedroom: 8 (rents: \$1200-\$1250/ month)

Revision 2 (December 2019) Apartment Count: 27

- 1 Bedroom: 24 (rents: \$1,150/ month)
- 2 Bedroom: 3 (rents: \$1,450/ month)

Current Revision (February 2020) Apartment Count: 24

- 1 Bedroom: 16 (782-787 sq.ft.; rents: \$1,250/ month)
- Studios: 8 (530-534 sq.ft.; rents: \$900/ month)

Parking:

- Original: 52 spaces: can park all of the apartments on site. Commercial space parking plan is to use available public parking and on street parking.
- Past Revision: 58 spaces: can park all of the apartments on site. Commercial space parking plan is to use available public parking and on street parking.
- Current Revision: 33 spaces: can park all of the apartments on site. Commercial space parking plan is to use available public parking and on street parking.

New Item: Lot line Adjustment

- Past Revision: Developer will request a 2,500 sq. ft. lot line adjustment from **ignite cda** on the northside of the project area to accommodate the additional onsite parking requirement for the redesigned project concept. This proposed adjustment, if approved by the Agency, will impact the Agency's 4<sup>th</sup> Street parking lot: the 4<sup>th</sup> street parking lot stall count will decrease by 2 stalls; from 26 stalls down to 24 stalls.
- Current Revision: Developer will still request a 2,500 sq. ft. lot line adjustment from **ignite cda** on the northside of the project area. This proposed adjustment, if approved by the Agency, will not impact the Agency's 4<sup>th</sup> Street parking lot: the 4<sup>th</sup> street parking lot stall count will remain at 26 stalls.

Alley:

- Will be paved (this was not in the original proposal) – no change

Board discussion ensued regarding the proposed project redesign.

**Motion by Commissioner Armon, seconded by Commissioner English, to accept the Midtown Ventures LLC Midtown Project design modification as presented, reducing the project's building footprint from four levels to three levels, and moving the public green space from the corner of 4<sup>th</sup> Street and Roosevelt Avenue northward thus retaining a surface parking area footprint on the corner of 4<sup>th</sup> and Roosevelt, directing the Ex. Director to continue with the process of the Agreement to Negotiate Exclusively (ANE) towards effectuating a Disposition & Development Agreement (DDA). Motion carried.**

## 6. REPORTS

- Finance – Commissioner Armon

District Monthly Financials

Agency Payables

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

Commissioner Armon invited Renata McLeod (City of CDA Clerk) and Jeff Crowe (Bunkhouse Media) to visit with the board re. a funding request on the pending Agency payables list re. HD technology upgrades for the Library's Community Room to facilitate broadcasts. Following is the City's funding request of the Agency:

*The City of Coeur d'Alene is currently pursuing an opportunity to upgrade its PEG channel (CdA-TV) to broadcast in High Definition (HD). This opportunity is through TDS who is wishes to carry CdA-TV as part of its local digital TV channel line-up. The City sees this as an excellent opportunity to increase the dissemination of information to the local community. Our hope is to work with Spectrum to upgrade that broadcast to HD as well; however, currently they are not offering that service to local channels. With the upgrade to HD there are several pieces of equipment that will be needed, which will cost up to \$20,000. As the current studio equipment exceeds its useful life, the replacement equipment is all moving toward HD, so it makes sense to make the move now and capitalize on the offer to broadcasting to more viewers. The benefits of HD will include the ability for budget type documents (such as spreadsheets and financial graphs) to be more legible on the TV's for home viewers.*

*The City has regularly partnered with ignite for system upgrades such as the laser projector in 2016 (in the amount of \$1,642) and the two years' worth of capital contributions (in the amount of \$3,332). Additionally, ignite pays \$1,200 production fee annually. The City continues to pay for the studio contract with Bunkhouse Media in the amount of \$102,665, funds \$3,966 in supplies, as well as contributes \$1,666.00 annually toward a capital fund account to match that of our partners. Other CdA-TV partners include the City of Hayden, and North Idaho College, who have also contributed toward the capital account in the amount of \$1,666.00 annually for the past two years. However, these other partners do not receive content creation production or live streaming services that ignite does. Additionally, the City has also made investments into programming capabilities that have benefited all the partners; such as, the switcher update of \$30,055 (2016), the \$17,600 investment in new cameras (2017); and the \$3,000 investment in software that allowed live streaming capabilities (2017/18).*

*The City has and will continue to take on the lion's share of the funding for the studio and production. However, even with all the contributions toward capital funding, the budget is short the estimate total needed for the HD upgrade.*

*The City is seeking gap funding for the HD upgrade and asks ignite, as one of our main partners, to fund 1/3 of the costs of that upgrade, which would be approximately \$6,666.00. Our mission is to complete the upgrade within the next couple of months, so that the studio is ready when TDS completes its installation of fiber throughout the City. We would be happy to address any issues you or your board may have.*

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, approving the City's funding request of the Agency for HD technology improvement funding in an amount not to exceed \$6,666.**

**Motion by Commissioner Chapkis, seconded by Commissioner Garcia, to approve the District financial statements and the January / February Agency accounts payables. Motion carried.**

- Parking – Commissioner Jordan

Commissioner Jordan shared a parking revenue review with the board.

## 7. EXECUTIVE DIRECTOR'S REPORT

Atlas Waterfront Project: Update – Phil Boyd

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



## Project Progress



- Completed
  - Mass Grading
  - Sewer, Storm and Waters Lines
  - Water Lines
- Upcoming Work
  - Buildings
  - Irrigation System
  - Riverstone to Atlas Connecting Trails
  - Landscaping retaining walls
  - Water Access Steps



Project Area: View Looking West



Project Area: View Looking East



Project Area: Shoreline Stabilization Work

Mr. Boyd shared that the waterfront project is progressing on schedule and below budget. Mr. Boyd has also arranged for a tour of the project area for the Agency board on February 20.

Initiative Updates:

Memorial Grandstand Renovation – Ex. Director Berns shared that progress continues on the renovation project. Estimated time of project completion is late spring 2020.

Health Corridor District Traffic Study - Ex. Director Berns shared that a second meeting has been scheduled with representatives from **ignite cda**, City of CDA, Kootenai Health, KMPO, and ITD to discuss a draft Request for Proposals for a traffic study focusing on a geographic area that includes the Health Corridor district.

8. BOARD COMMISSIONER COMMENTS:

Commissioner Widmyer shared that Ex. Director Berns did a fine job of presenting the Agency’s 2019 Annual Report to City Council on Tuesday night.

9. PUBLIC COMMENT:

Gregg Johnson – Midtown Ventures redesign looks good, and he hopes the proposed green space will remain green space in the long-term.

Art Oliver – Midtown Ventures - commented on the roof design of the proposed building. He suggested maybe a more traditional roof design might be considered. He likes the overall revised concept design. He thanked the board for their continued support of Midtown.

10. EXECUTIVE SESSION: 74-206 (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

**Motion by Commissioner Garcia, seconded by Commissioner Mandel, to convene an Executive Session, as provided by Idaho Code Section 74-206(d):**

**To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.**

**Roll Call:**

<b>Mandel</b>	<b>Yes</b>	<b>Widmyer</b>	<b>Yes</b>	<b>Garcia</b>	<b>Yes</b>
<b>Metts</b>	<b>Absent</b>	<b>Jordan</b>	<b>Yes</b>	<b>Hoskins</b>	<b>Yes</b>
<b>Armon</b>	<b>Yes</b>	<b>English</b>	<b>Yes</b>	<b>Chapkis</b>	<b>Yes</b>

**Motion carried.**

The **ignite cda** board entered Executive Session at 5:09 p.m. Those present were the **ignite cda** Board of Commissioners, Counsel Quade, Ex. Director Berns, and Phil Boyd (Welch-Comer Engineers). No action was taken in



Executive Session and the **ignite cda** board returned to regular session at 5:46 p.m.

11. ADJOURN:

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

The **ignite cda** board meeting adjourned at 5:47 p.m. Minutes prepared and submitted by Ex. Director Berns.



## SPECIAL CALL BOARD MEETING MINUTES

THURSDAY FEBRUARY 20, 2020 12:00 PM

WELCH-COMER OFFICE  
330 E. LAKESIDE AVENUE, SUITE 101  
COEUR D'ALENE, IDAHO

### 1. CALL TO ORDER

Chairman Hoskins called the **ignite cda** Special Call Board meeting to order at 12:00.

**ignite cda** board members attending meeting:

Armon, Jordan, Hoskins, Mandel, English, Chapkis, Metts, Garcia, Widmyer.

**ignite cda** staff present:

Berns

**ignite cda** legal counsel present:

Quade (via phone)

### 2. ATLAS PHASE 1 RFP: DEVELOPER PROPOSAL AWARD DISCUSSION

Ex. Director Berns, Counsel Quade, Phil Boyd (Welch-Comer Engineers), and representatives from Heartland Consulting discussed with the board the developer proposals submitted in response to the Atlas Phase 1 Request for Proposals (RFP), as well as the proposal review/scoring committee's recommendation for developer awards by Area. The Atlas Phase 1 RFP requested developer proposals for the following Areas of the Atlas mill site: Areas 1, 2, 6, 8, 10, 12 (see graphic below for Area location).



Following is the list of development teams that submitted proposals per the RFP:

- deChase-Miksis (**DM**): Proposals for Areas 10, 12.
- Active West (**AW**): Proposals for Areas 1, 2, 6, 8.
- Copper Basin (**CB**): Proposals for Areas 1, 2, 8, 10.
- Parkwood Properties (**PP**): Proposal for Area 12.
- Bluegrass Development (**BD**): Proposals for Areas 1, 2, 8, 10.

The proposal review/scoring committee was comprised of the following members:

- Troy Tymesen – City of CDA
- Hilary Anderson – City of CDA
- Christie Wood – City of CDA
- Alivia Metts – ignite cda
- Brinnon Mandel – ignite cda
- Tony Berns – ignite cda

The proposal review/scoring committee scored the submitted proposals per the scoring matrix contained in the RFP document. Following are the committee's recommendations for developer awards by Area:

- Area 1 – BD
- Area 2 – BD
- Area 6 – AW
- Area 8 – CB
- Area 10 – DM
- Area 12 – recommendation is to not award at this time

Board discussion ensued regarding the submitted proposals and the committee's recommendations.

**Motion by Commissioner Armon, seconded by Commissioner Widmyer, to accept the proposal review/scoring committee's recommendations for developer awards by Area for Atlas Phase 1 as follows:**

- **Area 1 – Bluegrass Development**
- **Area 2 – Bluegrass Development**
- **Area 6 – Active West Development**
- **Area 8 – Copper Basin**
- **Area 10 – DeChase-Miksis**
- **Area 12 – recommendation is to not award at this time**

**Also directing the Ex. Director to work on reissuing an RFP for Area 12 and also authorizing the Ex. Director to further engage Heartland Consulting to assist in the:**

- **development team award process,**
- **negotiations of the Agreements to Negotiate Exclusively (ANEs),**
- **development of the Disposition and Development Agreements (DDAs),**  
**in a contractual amount not to exceed \$105,000.**

**Motion Carried.**

3. ADJOURN

**Motion by Commissioner Armon, seconded by Commissioner Metts, to adjourn. Motion carried.**

The **ignite cda** Board meeting adjourned at 12:45. Minutes prepared and submitted by Ex. Director Berns.



## BOARD MEETING MINUTES

WEDNESDAY MARCH 18, 2020 4:00 P.M.

COEUR D'ALENE CHAMBER OF COMMERCE BUILDING

LARGE CONFERENCE ROOM

### VIRTUAL MEETING

#### 1. CALL TO ORDER

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

**ignite cda** board members participating (via phone): Armon, Chapkis, Widmyer, Garcia, Mandel, Metts

**ignite cda** board members present: Hoskins, English, Jordan

**ignite cda** staff present: Berns

**ignite cda** legal counsel present: Quade

#### 2. PUBLIC COMMENT

No public comment was provided.

**Motion by Commissioner Chapkis, seconded by Commissioner English, to remove the Executive Session agenda item from the agenda. Motion carried.**

#### 3. APPROVAL OF MINUTES

- February 19, 2020 Board Meeting Minutes
- February 20, 2020 Special Call Meeting Minutes

**Motion by Commissioner Chapkis, seconded by Commissioner Garcia, to approve the February 19, 2020 Board Meeting Minutes and the February 20, 2020 Special Call Meeting Minutes. Motion carried.**

#### 4. REPORTS

- Finance – Commissioner Armon  
District Monthly Financials  
Agency Payables

Commissioner Armon reviewed and discussed the February District financial statements, and the February/March Agency account payables with the board.

**Motion by Commissioner Garcia, seconded by Commissioner Metts, to approve the District financial statements and the February / March Agency accounts payables. Motion carried.**

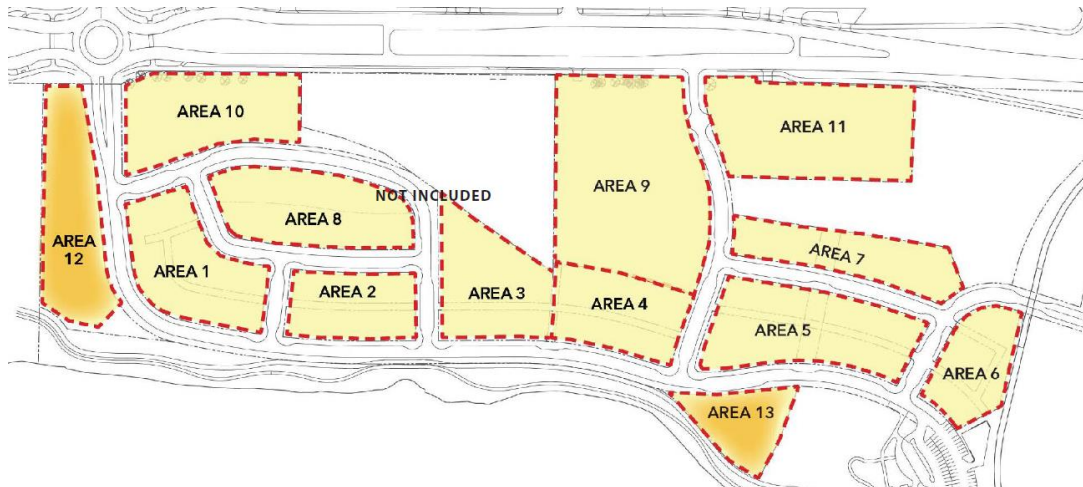
- Parking – Commissioner Jordan

Commissioners Jordan & Chapkis shared that Ann Melbourne, a member of the City’s Parking Commission, was appointed as vice chair of the Commission.

## 5. EXECUTIVE DIRECTOR’S REPORT

### Atlas Project: Areas 12 & 13: Request for Proposals (RFP)

Ex. Director Berns discussed the RFP for Areas 12 & 13 of the Atlas project (Area locations depicted and highlighted below). Area 12 was included in the first RFP issued several months ago but was not awarded by the board. At the City’s and **ignite cda’s** request, the design standards for Areas 12 & 13 were modified by the Planning Commission via the PUD amendment process to include additional development uses.



The RFP will be noticed in the CDA Press and posted on the **ignite cda** website ([www.ignitecda.org](http://www.ignitecda.org)) under the RFP tab. The RFP calls for submission of proposals for Areas 12 & 13 by April 24, 2020.

**Motion by Commissioner Chapkis, seconded by Commissioner Armon, to approve the draft RFP for Atlas Areas 12 & 13 as presented, directing the Ex. Director to issue the RFP. Motion carried.**

Atlas Project: Areas 1, 2, 6, 8 & 10: Agreements to Negotiate Exclusively (ANEs)

Ex. Director Berns discussed the ANEs for Areas 1, 2, 6, 8 & 10 of the Atlas project (Area locations depicted in the preceding graphic). Heartland Real Estate Advisors will lead the ANE negotiations with assistance from **ignite cda** and Welch-Comer. The ANEs will have a time frame of 120 days once executed by both parties (i.e. **ignite cda** and development team). The goal of the ANEs is to work through all issues that pertain to the execution of a Disposition and Development Agreement (DDA) for each Area.

**Motion by Commissioner Armon, seconded by Commissioner Mandel, to approve the draft ANEs for Atlas Areas 1,2,6,8,10 as presented, directing the Ex. Director to issue the ANEs and authorizing the Ex. Director and/or Chairman to sign the ANEs, with the caveat that if material changes (e.g. significant price or time frame changes) are made to the ANEs, that those changes be brought back to the board for review. Motion carried.**

Atlas Project: Welch-Comer Agreement - Amendment #9

Ex. Director Berns discussed Amendment #9 to the Welch-Comer Atlas project agreement. Amendment #9, in the amount of \$112,500, primarily involves the board's engagement of Heartland Real Estate Advisors to negotiate the ANEs and ultimate DDAs for Areas 1, 2, 6, 8 & 10 of the Atlas project.

**Motion by Commissioner Mandel, seconded by Commissioner Chapkis, to approve Amendment #9 to the Welch-Comer Services Agreement in an amount not to exceed \$112,500. Motion carried.**

Atlas Project: Update – Phil Boyd

Phil Boyd (Welch-Comer Engineers) shared the following Atlas Waterfront project update with the board:

- Shoreline stabilization effort has been completed
- Utility installation for the project area is mostly complete
- Contractor is struggling with the installation of the concrete waterfront steps which are massive concrete structures. Problems are occurring with stabilizing the concrete pours on the slope leading down to the water's edge. The contractor and engineers are working on a solution.
- Installation of the irrigation systems are underway
- Looking at a June 30 project completion date

Mr. Boyd shared the following Atlas Phase 1 project update with the board:

- In the process of updating the PUD involving project Areas 12 & 13, the opportunity was identified to increase the size of both Areas to accommodate a larger building envelope that will result in greater sales revenue to the project - i.e. more square feet to sell.

### Ignite cda Support for Emergency Economic Community Needs

Commissioner Mandel led a discussion involving the Agency's potential assistance in the community pertaining to the Covid-19 crisis.

Counsel Quade shared that Idaho Code 50-2008(g) provides the board with latitude to assist with efforts supporting economic development. Any Agency funds provided in assistance efforts would need to remain in the districts from which the funds emanated. A participation avenue that the board may consider using is to enter an agreement with a non-profit to provide assistance that is board approved. Such an agreement could be modeled after the agreements the board has in place with CDA 2030 and the CDA Downtown Association.

Board discussion ensued re. potential avenues for assistance that would focus on economic development providing the best use of Agency funds. The board also discussed the timing of any potential Agency assistance; it might be wise to wait a while to see what other resources (e.g. federal, state or local) are brought to bear on this issue.

The CDAIDE organization (Mission statement below) was discussed as a possible non-profit organization that could address the geographic limitations of any Agency assistance. Although CDAIDE currently focuses on assisting workers in the hospitality and restaurant industries, their scope may be able to be broadened to assist other businesses.

*As a community-wide organization of individuals and entities, representing a variety of backgrounds and perspectives, CDAIDE serves those working in Coeur d'Alene area restaurants and hotels by providing resources and emergency financial assistance, as well as building positive relationships.*

Another topic discussed by the board was leveraging any potential Agency funding with other funding sources (e.g. matching funds). Commissioner Widmyer shared that the City is getting many overtures from folks/organizations in the community who want to help during this crisis period. He is a bit nervous at this time of committing any Agency funds until more clarity is provided re. the best potential venues for Agency assistance. One idea is to possibly hire someone who would help navigate folks needing assistance through the numerous available opportunities for obtaining some assistance.



Board consensus was that the Agency should wait a while to better understand the most viable assistance venues to evaluate/pursue, possibly holding a special call board meeting in a couple weeks.

6. BOARD COMMISSIONER COMMENTS:

No Commissioner comments were provided.

7. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:52 p.m. Minutes prepared and submitted by Ex. Director Berns.



## BOARD MEETING MINUTES

WEDNESDAY APRIL 15, 2020 4:00 P.M.

VIRTUAL MEETING - CITY OF CDA FACEBOOK PAGE

Watch Meeting at: <https://www.facebook.com/CDAGov/>

### 1. CALL TO ORDER

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

**ignite cda** board members participating (via phone/zoom): Armon, Chapkis, Garcia, Mandel, Metts, Jordan, English

**ignite cda** board members present: Hoskins, Widmyer

**ignite cda** staff present: Berns

**ignite cda** legal counsel present: Quade

### 2. PUBLIC COMMENT

No public comment was provided.

### 3. APPROVAL OF MINUTES

- March 18, 2020 Board Meeting Minutes

**Motion by Commissioner Chapkis, seconded by Commissioner Widmyer, to approve the March 18, 2020 Board Meeting Minutes. Motion carried.**

### 4. REPORTS

- Finance – Commissioner Armon  
District Monthly Financials  
Agency Payables

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

**Motion by Commissioner Widmyer, seconded by Commissioner Mandel, to approve the District financial statements and the March/April Agency accounts payables. Motion carried.**

- Parking – Commissioner Jordan

Commissioner Jordan had no report to share.

## 5. EXECUTIVE DIRECTOR’S REPORT

### Midtown Ventures LLC Agreement to Negotiate Exclusively (ANE): Third Amendment

John Beutler (Midtown Ventures LLC) visited with the board requesting that **ignite cda** consider granting an extension to the Midtown Ventures LLC Agreement to Negotiate Exclusively (ANE). Due primarily to uncertainty involving economic/social issues associated with the Covid 19 pandemic, Mr. Beutler asked the **ignite cda** board to consider granting an extension to the ANE, which currently ends on April 17, 2020, until September 1, 2020. Mr. Beutler feels that this time extension will provide the opportunity to better understand the ramifications associated with the pandemic’s impact on the local real estate market, the construction sector and the local economy in general.

- Commissioner Widmyer shared that he thought an extension until September was reasonable.
- Counsel Quade suggested that if the board wishes to grant an extension until September, that a more appropriate date in September would be the board meeting date of September 16.

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, agreeing to extend the Midtown Ventures LLC ANE per this Third ANE Amendment to September 16, 2020. Motion carried.**

### Atlas Project: Update

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

- Recently Completed
  - Water Access Seat Steps
  - Sewer, Storm and Water Lines
- Ongoing and Upcoming Work
  - Buildings
  - Irrigation System and Riparian Landscaping
  - Riverstone to Atlas Connecting Trails
  - Landscaping retaining walls
  - Concrete flatwork
  - Suzanne Road



Project Site: Looking West.



Project Site: Looking East



Project Site: Closeup View of Beach Area, Dog Water Park Area & Water Access Pads (concrete pads usable for water access at summer water levels)

LaRiviere, Inc Waterfront Project Contract Assignment to **ignite cda**

**ignite cda** has been working with City of CDA staff to have the City transfer the Atlas Waterfront Project construction contract to **ignite cda**. Following is a summary of the rationale for such an assignment as provided by Mr. Boyd:

*The purpose of transferring the LaRiviere Atlas Mill Waterfront Park contract from the City to ignite CDA is to provide ignite CDA with opportunity to negotiate with LaRiviere to construct infrastructure improvements in future development areas of the project site (future development areas are depicted in blue in the graphic below, the waterfront park area is depicted in green). LaRiviere and the City negotiated competitive infrastructure pricing for the waterfront park project and LaRiviere has indicated a willingness to negotiate similar, or better pricing for future phase infrastructure. Lariviere's equipment and crews are already on site so there would be no mobilization costs. Additionally, work could start as soon as plans are approved by the City (estimated in May) and the majority of the infrastructure (except the paved surfacing and landscaping) could be complete by August (or sooner) which could provide developers the opportunity to start construction sooner.*

*If ignite CDA receives the City's contract with LaRiviere, the waterfront park project would be completed as planned under the direction of Parks Director Bill Greenwood. No additions or deletions to the waterfront park project would occur without City approval.*



The assignment of the LaRiviere waterfront contract to **ignite cda** will be an action item on the April 21<sup>st</sup> City Council meeting agenda. If the contract assignment is approved by the City, the contract assignment will come forward to the **ignite cda** board for approval.

Atlas Project: Waterfront Park Project: Funding Request for Additional Project Elements

Bill Greenwood, CDA Parks & Rec Director, shared the following funding request for board consideration:



**CITY OF COEUR D'ALENE**

Parks Department

City Hall – 710 E. Mullan Avenue  
Coeur d'Alene, Idaho 83814  
208/769-2250

Mr. Tony Berns  
ignite cda  
105 N. 1<sup>st</sup> Street  
Coeur d'Alene, ID 83814

RE: Atlas Mill Project Costs Summary

The purpose of this letter is to provide you and the Board a summary of the Atlas Mill project costs, including cost increases due to unforeseen conditions and cost savings achieved through use of on-site soils and design revisions. I would also like to request the Board's authorization to confirm the use of the contingency funds and authorize the proposed uses of the project cost savings to construct several key park features not originally awarded and other park enhancements.

Unforeseen Conditions

The Board budgeted \$280,000 in contingency funds to account for unforeseen conditions. As one might expect, most of the unforeseen conditions found at Atlas Mill are related to sub-soil conditions and the others are related to infrastructure modifications requested by City Departments, and additional shoreline stabilization costs.

Unforeseen soil conditions (deep topsoil at the beach, unsuitable soils under the trails, water access stair bulkheads and parking lots. See CO #2 for details)	\$158,950
City Code "Triggered" items (Food truck area water service, additional drywells, colored stair nosings, added amphitheater stairs)	\$ 34,400
Additional rockery wall tonnage (estimated the original tonnage, but project ended up using a higher tonnage)	\$ 59,860
<b>Total</b>	<b>\$253,310</b>

Contingency Fund	\$280,000
Contingency Fund Balance	\$ 26,970

Project Cost Savings

As the Board knows, the Atlas site has a significant stockpile of unsuitable soils (because of their mixture of rock, wood, and topsoil). LaRiviere and Welch Comer Engineers worked together to develop a soil screening and testing program to confirm several types of soils needed for the project that could be manufactured on site, including the shoreline rockery wall foundation and backfill rock and site topsoil resulting in cost savings. Additionally, the City Parks Department along with LaRiviere and Welch Comer developed an alternative topsoil and Coeurdgreen soil mixing process that also reduced costs. The savings from these two items is \$136,000. The soil

material used for backfilling the unsuitable excavations (described in unforeseen conditions) was borrowed (LaRiviere had to search for it) from the Mt. Hink area. Using the Mt. Hink borrowed soils reduced the amount of import borrow material saving \$150,000. LaRiviere also proposed an alternate roofing and siding material for the Park Storage building that is anticipated to save +/- \$15,000,. but we are waiting on final pricing which is being held up by the Covid-19 Pandemic. LaRiviere also proposed constructing the storage building as a conventional framed building instead of a pole building, saving \$20,000.

Summary of Savings and Proposed Additions

Savings

On-site soil borrow	\$150,000
On-site soil screening reuse	\$136,000
Parks storage building metal siding/roofing change	\$ 15,000
Parks storage building conventional framing	\$ 20,000
<b>TOTAL</b>	<b>\$321,000</b>

Proposed Uses of Project Savings

Irrigation Pump Station	\$150,000
Purple irrigation pipe (required for surface water)	\$ 12,000
Misc. Project enhancements (porta potties, etc.)	\$ 15,000
ADA Kayak chute decking, ADA signage	\$ 7,500
Staining the Restroom and Food Truck Wall	\$ 6,000
Adding sand/grass/landscaping to the beach	\$ 75,000
Add swimming area log boom	\$ 40,000
<b>TOTAL</b>	<b>\$305,500</b>

**Balance of Savings \$ 15,500**

I respectfully make the following request of the Board:

1. The Board concur with the proposed use of the contingency fund expenditures for unforeseen conditions.
2. The Board authorize the project savings to be used for the proposed uses outlined above and allow the remaining \$15,500 balance to be used for potential future enhancements, should they arise.

Sincerely,



Bill Greenwood

cc: Phil Boyd, P.E. – Welch Comer Engineers



- Commissioner Jordan asked if the proposed log boom cost is all inclusive?
  - Mr. Greenwood: yes.
- Commissioner Metts asked if the proposed additional project element cost numbers are actual numbers or estimated?
  - Mr. Greenwood shared that the costs are actual costs.
- Commissioner Jordan asked if the current project will address potentially removing some or all of the pilings located in the river adjacent to the project area?
  - Mr. Greenwood shared that there are no current plans (or funds) targeting removal of any of the river pilings, but said piling removal could be addressed if 1) there is project funding available and 2) the project gains approval for piling removal from the appropriate regulatory entity.
- Commissioner Widmyer asked when is the best time of the year to remove river pilings?
  - Mr. Greenwood shared that the best time for removal of pilings is during low water levels.
- Commissioner Widmyer asked if the board could receive a cost estimate for river piling removal?
  - Mr. Greenwood will pursue that request.

**Motion by Commissioner Armon, seconded by Commissioner Widmyer, approving the City's funding request for additional elements of the Atlas Waterfront Park project as outlined in the City's preceding letter, in an amount not to exceed \$305,500. Motion carried.**

**Ignite cda Support for Emergency Economic Community Needs**

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

Board discussion continued on the issue re. potential avenues for Agency assistance that would focus on economic development providing the best use of Agency funds. The board also discussed the timing of any potential Agency assistance.

- Commissioner Widmyer shared that the City has received \$200K of Idaho Community Development Block Grants (CDBG) funds for Covid19 relief efforts. The City is working on a process/plan to distribute these funds to the community.

- Commissioner Jordan shared that he feels we still don't fully understand at this time what level of aid is coming into the community; maybe best to wait a little longer before taking any potential Agency action.
- Commissioner Mandel agreed; it may be prudent to wait a bit longer to see if there is an economic gap identified where **ignite cda** funding could be used that would meet the Agency's charter.

Board consensus was that the Agency should wait a while longer to better understand the most viable assistance venues to evaluate/pursue.

6. BOARD COMMISSIONER COMMENTS:

No Commissioner comments were provided.

7. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:52 p.m. Minutes prepared and submitted by Ex. Director Berns.



## BOARD MEETING MINUTES

WEDNESDAY MAY 20, 2020 4:00 P.M.

### VIRTUAL MEETING - CITY OF CDA FACEBOOK PAGE

Watch Meeting at: <https://www.facebook.com/CDAGov/>

#### 1. CALL TO ORDER

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

**ignite cda** board members participating (via zoom): Armon, Mandel, Metts, Jordan

**ignite cda** board members present: Hoskins, Widmyer, English

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

#### 2. PUBLIC COMMENT

No public comment was provided.

#### 3. APPROVAL OF MINUTES

- April 15, 2020 Board Meeting Minutes

**Motion by Commissioner Widmyer, seconded by Commissioner Mandel, to approve the April 15, 2020 Board Meeting Minutes. Motion carried.**

#### 4. PRESENTATION: CDA 2030 UPDATE – Nicole Kahler

Nicole Kahler, CDA 2030 Executive Director, shared a CDA 2030 initiative update with the board. Following are key slides from her presentation.



**OUR MISSION**

“CDA 2030 seeks to guide the greater Coeur d’Alene community in realizing its vision for a bright future - together. As a nonprofit group, we help local businesses, government, and community organizations carry out the CDA 2030 Vision and Implementation Plan.”

- ## Leadership
- |                 |               |                          |  |
|-----------------|---------------|--------------------------|--|
| <b>Board</b>    |               | <b>Committee Members</b> |  |
| Hilary Anderson | Bobby Meyer   | Katie Marshall           |  |
| James Alexie    | Derek Miller  | Gemma Puddy              |  |
| Amy Evans       | Michael Nail  | Nick Shriner             |  |
| Hayley Gabriel  | JR Norvell    | Mary Vehr                |  |
| Sarah Garcia    | Laura Rumpler | Ben Weymouth             |  |
| Marcee Hartzell | Marie Schmidt | Merle Van Houten         |  |
| Shawny Le       | Ali Shute     |                          |  |
| Jimmy McAndrew  | Keri Stark    | <b>Staff</b>             |  |
| Erin McClatchey | Nick Swope    | Nicole Kahler            |  |
| Scott Maben     | Mike Ward     | Marie Nail               |  |
| Maren Maier     |               |                          |  |

# Sponsors

Avista Foundation	Kootenai Title
Budinger & Associates	Mountain West Bank
CDA 2030 Board of Directors	North Idaho College
Centennial Distributing	North Idaho Title
City of Coeur d'Alene	Northwest Specialty Hospital
Coeur d'Alene Chamber of Commerce	Numerica Credit Union
Coeur d'Alene Casino Resort Hotel	Paddy's Sports Bar
Coeur d'Alene Lake Tribe Management	Panhandle Health District
Coeur Group	Parkwood Business Properties
Commonwealth Associates	PayneWest Insurance
D.A. Davidson & Co - Darin Hayes	Pilgrim's Market
Daft Badger Brewing	Umpqua Bank
Ginno Construction	STCU
Idaho Central Credit Union	STRATA
ignite cda	TitleOne Corporation
Intermax Networks	T-O Engineers
Interstate Concrete & Asphalt	Umpqua Bank
J-U-B Engineers	University of Idaho - Coeur d'Alene
Kootenai Health	Verdis

## Five Key CDA 2030 Current Initiatives



- Commissioner Metts asked Mrs. Kahler to share a summary of the organization's support structure.
  - Mrs. Kahler shared that the City of CDA and **ignite cda** are the largest sponsors of the organization, but as shared in a previous slide, numerous community organizations support CDA 2030. Some of the supporting organizations fund specific projects as well as fund general operation expenses of CDA 2030.

## 5. REPORTS

- Finance – Commissioner Armon

### District Monthly Financials

#### Agency Payables

Commissioner Armon reviewed and discussed the April District financial statements, and the April/May Agency account payables with the board.

**Motion by Commissioner Widmyer, seconded by Commissioner English, to approve the District financial statements and the April/May Agency accounts payables. Motion carried.**

- Parking – Commissioner Jordan

Commissioner Jordan shared that the Parking Commission did not meet in May, but hopes to meet in June. Parking revenues are down as compared to this time last year given the impact of Covid 19.

## 6. EXECUTIVE DIRECTOR’S REPORT

### Atlas Project: Acceptance of LaRiviere, Inc. Contract Assignment from City of CDA

*Background: please refer to the April 15, 2020 board meeting minutes for background on this proposed contract assignment.*

Ex. Director Berns reviewed the following LaRiviere, Inc. Atlas construction contract assignment document from the City to the Agency, noting that the Agency has yet to receive the following:

- a signed copy of the assignment document by both the City and LaRiviere, Inc and
- receipt of an insurance certificate indicating that **ignite cda** is an additionally insured party on LaRiviere’s insurance policy.

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#### ASSIGNMENT OF CITY OF COEUR D’ALENE CONSTRUCTION CONTRACT WITH LARIVIERE, INC. FOR ATLAS WATERFRONT PARK TO IGNITE CDA

On October 15, 2019 the City of Coeur d’Alene, Idaho (the “City”) entered into the Contract for Atlas Waterfront Park (the “Waterfront Park Contract”) with Lariviere, Inc. (the “Contractor”) for construction of the Atlas Waterfront Park (the “Park”).

On November 5, 2019 the City and the Coeur d’Alene Urban Renewal Agency dba ignite cda (“ignite cda”) entered into the Agreement for Financing of Improvements Atlas Waterfront Project: Coeur d’Alene, Idaho (the “Financing Agreement”) whereby ignite cda agreed to contribute funds to finance a portion of the Waterfront Park Contract subject to certain conditions.

On April 21, 2020 the Coeur d’Alene City Council passed Resolution No. 20-025 authorizing the assignment of the Waterfront Park Contract to ignite cda to enable ignite cda to utilize the Contractor to make improvements to the Atlas Mill Site beyond the scope of the Park project.

By this document the City hereby assigns the Waterfront Park Contract to ignite cda, and the Contractor hereby consents to such assignment, subject to the following:

1. All improvements in the Park will be completed and paid for pursuant to the Waterfront Park Contract and the Financing Agreement. The Waterfront Park Contract will not be revised to remove improvements without consent of City Council.
2. Upon completion and payment of all work on the Park, the Financing Agreement shall terminate.
3. For all change orders to the Waterfront Park Contract unrelated to the Park, Ignite cda will ensure that all of the insurance and bonding requirements under the Waterfront Park Contract remain in effect.
4. For all change orders to the Waterfront Park Contract unrelated to the Park, Ignite cda will make all payments due and obtain a release of liability for taxes from the Contractor (Idaho State Tax Commission Form 10-248-79).
5. For all change orders to the Waterfront Park Contract unrelated to the Park, the City agrees to timely review and approve all construction draw requests to enable ignite cda to make timely payment to the Contractor pursuant to the Waterfront Park Contract.

Signatories:

CITY OF COEUR D’ALENE  
ACCEPTED BY IGNITE CDA  
CONSENTED TO BY LARIVIERE, INC.

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**Motion by Commissioner Armon, seconded by Commissioner Metts, accepting the LaRiviere, Inc. Atlas project contract assignment from the City of CDA, conditioned on receiving a signed copy of the assignment document by both the City of CDA and LaRiviere, Inc and receipt of an insurance certificate indicating that **ignite cda** is an additionally insured party on LaRiviere’s insurance policy. Motion carried.**

Atlas Project: Authorization for LaRiviere, Inc. to Perform Phase 1 Mass Grading

Phil Boyd (Welch-Comer Engineers) shared the following rationale for this proposed contractor work authorization with the board:

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Phase 1 infrastructure improvements include both mass earthwork (to remove, replace and recompact unconsolidated fill) and utility infrastructure. However, at this time, the utility infrastructure plans have not been approved by the City and

ignite is just entering the negotiation phase with developers, so Executive Director Berns determined it was financially prudent to proceed with the Phase 1 earthwork only.

Welch Comer negotiated the project costs with LaRiviere using the waterfront project unit pricing for comparison. The table below summarizes the Phase 1 and Waterfront projects unit price comparison.

Description	Unit	Phase 1 Negotiation	Waterfront Park Project Negotiation	Change
Excavation and Embankment	CY	\$ 4.35	\$ 5.00	\$ (0.65)
Excavation Unsuitable and Haul Onsite	CY	\$ 4.00	\$ 4.00	\$ -
Process Mt. Hink Materials	CY	\$ 6.00	\$ 7.00	\$ (1.00)
Borrow and Embank Mt. Hink Processed Materials at PH1	CY	\$ 4.35	\$ 6.00	\$ (1.65)
Imported Borrow	CY	\$ 18.00	\$ 18.00	\$ -
Silt Fence	LF	\$ 5.00	\$ 5.40	\$ (0.40)
Fiber Wattle	LF	\$ 5.40	\$ 5.40	\$ -

While the unit price changes (decreases) may appear small, the quantities are very large, so the total dollar decrease is meaningful.

The following table summarizes the proposed LaRiviere unit quantity contract for the Phase 1 Earthwork. The proposal plans continued reuse of the Mt. Hink soil materials by completing a large materials “exploration” and testing phase to identify suitable structural soils for use in Phase 1. If successful, this will result in two favorable outcomes: 1. Reducing the size of Mt. Hink, making future phases more cost effective. 2. Saving approximately \$165,000 by not having to import structural soils from off-site. The Phase 1 earthwork will initiate in June and be complete within 45 days.

ignite CDA				
ATLAS PHASE 1 EARTHWORK				
LaRiviere Equipment and Excavation				
Description	Unit	Quantity	Unit Price	Total
General Conditions (Bonds and Insurance)	LS	1	\$35,000.00	\$35,000.00
Excavation and Embankment	CY	54000	\$4.35	\$234,900.00
Soils Exploration	HR	80	\$145.00	\$11,600.00
Excavation Unsuitable and Haul Onsite	CY	5000	\$4.00	\$20,000.00
Process Mt. Hink Materials	CY	26000	\$6.00	\$156,000.00
Borrow and Embank Mt. Hink Processed Materials at PH1	CY	24000	\$4.35	\$104,400.00
Imported Borrow	CY	1000	\$18.00	\$18,000.00
Materials Testing	LS	1	\$25,000.00	\$25,000.00
Water Truck	Day	20	\$120.00	\$2,400.00
Silt Fence	LF	1000	\$5.00	\$5,000.00
Temporary Slope Protection as Needed/Directed	SF	5000	\$ 2.00	\$10,000.00
Fiber Wattle	LF	2000	\$ 5.40	\$10,800.00
Construction Surveying	LS	1	\$ 15,000.00	\$15,000.00
			TOTAL	\$ 648,000.00



We recommend the Board authorize a contract amendment with LaRiviere for the Phase 1 Earthwork with a maximum contract value of \$648,000.

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Ex. Director Berns noted that the River District will absorb 60% of this proposed cost, and the Atlas District 40%. Both districts have sufficient funds in the current FY20 budgets to pay for this effort should the board choose to proceed.

Mr. Boyd also shared that there will be no additional Welch-Comer management fees associated with the proposed work since the Welch-Comer team is already on site and can monitor the Phase 1 project work as needed.

- Commissioner Metts asked to confirm that the proposed earthwork will happen in 2020?
  - Mr. Boyd – yes, completed in 2020.
- Commissioner Hoskins asked how much is the Agency saving on mobilization costs since the contractor is already on site performing the waterfront park work?
  - Mr. Boyd estimated a project savings cost of about \$50,000.

**Motion by Commissioner Widmyer, seconded by Commissioner Metts, authorizing the modification of the LaRiviere, Inc. Atlas project contract to allow for Phase 1 mass grading on the Atlas site in an amount not to exceed \$648,000. Motion carried.**

#### Atlas Project: Areas 12 & 13 Proposal Awards

Ex. Director Berns shared the following May 7, 2020 Atlas RFP Committee meeting minutes with the board that capture the committee’s recommendation to the **ignite cda** board to award development of Areas 12 & 13 to the deChase-Miksis development team:

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### **ATLAS PROJECT REQUEST FOR PROPOSALS: AREAS 12 & 13**

#### **PROPOSAL REVIEW / SCORING COMMITTEE MEETING**

#### **VIRTUAL MEETING: ZOOM MEETING**

#### **MINUTES**

**THURSDAY MAY 7, 2020 12:00 P.M.**

#### 1. CALL TO ORDER

Ignite cda Vice-Chair Metts called the committee meeting to order at 12:00 p.m.

Committee Participants:

Alivia Metts – ignite cda	Troy Tymesen – City of CDA
Brinnon Mandel – ignite cda	Tony Berns – ignite cda
Christie Wood – City of CDA	Hilary Anderson – City of CDA
Danielle Quade – ignite cda	Ben Wharton – Heartland
Matt Anderson – Heartland	Phil Boyd – Welch Comer

Public Participants: None

2. Recommendation to ignite cda Board Regarding Proposals for Atlas Project Areas 12 & 13

Committee members discussed the proposals submitted from deChase-Miksis for Areas 12 & 13 and reviewed proposal scoring by the committee (note: deChase-Miksis was the only development team submitting proposals for Areas 12 & 13).

**Motion by Wood, seconded by H. Anderson, recommending the following Area awards per the Atlas Project Areas 12 & 13 RFP to the ignite cda board:**

**Area 12: deChase-Miksis**

**Area 13: deChase-Miksis**

**With a priority placed on the closing of Area 13 in ignite cda’s fiscal year 2021.  
Motion carried.**

3. ADJOURN: Motion by Tymesen to adjourn. Meeting adjourned at 12:24 pm. Minutes prepared by Ex. Director Berns.

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Ex. Director Berns shared the following summary of the deChase-Miksis Area proposals.

**Area 13:** Developer is proposing three buildings with a public courtyard and either 24-30 units of condo or high-end apartment rentals plus 5,000 square feet of ground floor retail. Layout of buildings is sensitive to view corridors. Offer price is \$30 PSF (\$1,450,000). Following are depictions of the proposed development:



VIEW B

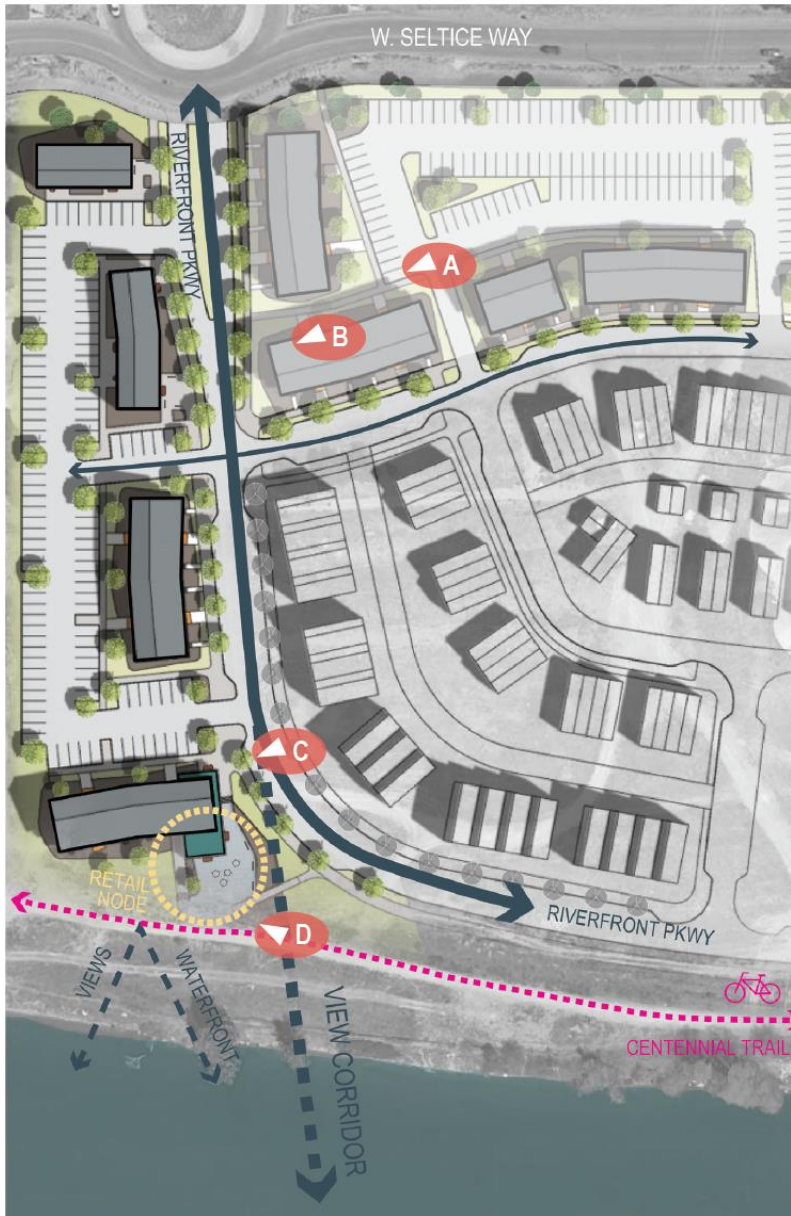


VIEW C



VIEW D

**Area 12:** Developer is proposing four mix-use buildings with residential above ground floor commercial space. Proposal is for 69 residential units (mix of 1 & 2 bedrooms), 4,400 square feet of commercial, and 2,074 square feet of common space. Offer price is \$15 PSF (\$1,250,000). Following are depictions of the proposed development:



Lettered Views (A-D) depicted in previous graphic follow:





- Commissioner Mandel, who participated on the proposal review committee, shared that she felt the developer did a good job of meeting the design standards for both Areas.
- Commissioner Armon shared that the Agency will strive to achieve closing of Area 13, which is located in the Lake District, by the end of fiscal year 2021 since the Lake District's term expires on 12/31/2021.

**Motion by Commissioner Armon, seconded by Commissioner Widmyer, accepting the Atlas RFP Committee's recommendation to award Atlas Areas 12 & 13 to the deChase-Miksis development team, also directing the Ex. Director and Agency Counsel to prepare the necessary Agreement to Negotiate Exclusively (ANEs) documents for Areas 12 & 13. Motion carried.**

#### Health Corridor Traffic Study: Update & Proposed Funding Strategy

*Background: On March 9<sup>th</sup>, KMPO, the organization managing the Traffic Study Request for Proposal (RFP) process, issued the RFP with proposals due April 9. KMPO received three proposals per the Health Corridor traffic study RFP from the following firms:*

- *DOWL Consulting – offices across the country. Project lead person is based out of Portland, OR. Local DOWL rep (Adam Miles) is based in Spokane.*
- *Fehr & Peers – based out of Salt Lake. Project lead person is based out of Salt Lake. Welch-Comer is part of the team - Matt Gillis and Adam Dorsey will be the local W/C staff on the project.*
- *HDR Engineers – offices across the country. Project lead person is based in Spokane. Local HDR rep (Daniel Baker) is based in CDA.*

*The traffic study proposal review team, comprised of representatives from KMPO, City of CDA, **ignite cda**, Kootenai Health (KH) and Idaho Transportation Department (ITD), reviewed and scored the proposals and interviewed all three firms the week of May 4.*

Of the three proposals submitted for the Health Corridor traffic study, the selection committee selected DOWL to perform the study. Contract negotiations are currently underway with DOWL, with an estimated project funding cost of \$250,000.

The proposed funding strategy for the DOWL traffic study by entity follows:

- **ignite cda** 30%
- ITD 30%
- KH 30%
- KMPO 10%
- City of CDA 0%

ITD has agreed to the 30% funding metric. KH has also agreed to the 30% funding metric, but due to the current Covid 19 financial situation, will not be able to contribute funds until 2021. The **ignite cda** finance committee is supportive of the Agency's 30% metric. KMPO has agreed to the 10% metric. All entities need to receive official organization approval before KMPO can finalize a contract with DOWL.

Given KH's current financial situation, the **ignite cda** finance committee is supportive of **ignite cda** covering KH's 30% share of the study with KH reimbursing the Agency in 2021. KH is supportive of that proposed arrangement.

**Motion by Commissioner Mandel, seconded by Commissioner Armon, approving the following Agency funding strategy for the Health Corridor Traffic Study with DOWL:**

- **ignite cda** funding 30% of the traffic study
- **ignite cda** covering KH's 30% share of the traffic study with the understanding that KH will reimburse the Agency for expensed funds in 2021.

**Motion carried.**

#### Atlas Project: Update

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



- Recently Completed
  - Trails and Landscape Retaining Walls
  - Sand Beach
- Ongoing Work
  - Buildings
  - Irrigation System and Riparian Landscaping
  - Concrete flatwork
  - Suzanne Road
  - Parking Lot



Project Site: Looking West.



Project Site: Looking East



Project Site: Closeup View of Beach Area, Dog Water Park Area & Water Access Pads (concrete pads usable for water access at summer water levels)

**ignite cda** Support for Emergency Economic Community Needs

*Background: for background on this issue, please refer to the March 18, 2020 and April 15, 2020 board meeting minutes.*

Commissioner Widmyer shared that the City has Community Development Block Grant funds available for pandemic efforts. Housing and food assistance initiatives are seen as priorities. The City is still seeking community organizations to apply for the available funds.

7. BOARD COMMISSIONER COMMENTS:

Commissioner Widmyer shared that he has been watching home construction continue on N. Park Drive in the Fort Grounds. He shared that a new home is under construction – which makes it the sixth home to be built in the **ignite cda** subdivision. He shared that the Agency should be proud of how this effort is progressing.

8. ADJOURN:

**Motion by Commissioner Widmyer, seconded by Commissioner English, to adjourn. Motion carried.**

The **ignite cda** board meeting adjourned at 5:13 p.m. Minutes prepared and submitted by Ex. Director Berns.



## BOARD MEETING MINUTES

WEDNESDAY JUNE 17, 2020 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: Hoskins, Widmyer, Jordan, Metts, Armon, Chapkis, Garcia, English

**ignite cda** board members attending via zoom: Mandel

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

#### 2. PUBLIC COMMENT

No public comment was provided.

#### 3. APPROVAL OF MINUTES

- May 20, 2020 Board Meeting Minutes

**Motion by Commissioner Chapkis, seconded by Commissioner Widmyer, to approve the May 20, 2020 Board Meeting Minutes. Motion carried.**

#### 4. REPORTS

- Finance – Commissioner Armon  
District Monthly Financials  
Agency Payables

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

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

- Parking – Commissioner Jordan

Commissioner Jordan shared a parking revenue summary with the board indicating that first quarter 2020 revenues were ahead of last year’s first quarter revenues by about \$12,000. As for the second quarter 2020 to date, revenues are down due to the Covid-19 issue. However, downtown activity is picking up so there is optimism that parking revenues will reflect this increased activity.

## 5. EXECUTIVE DIRECTOR’S REPORT

### City of CDA Atlas Mill Property Transfer to [ignite cda](#)

Ex. Director Berns shared an overview of the Atlas mill property transfer with the board. Following is the property transfer agreement as proposed and approved by City Council on June 16, 2020:

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#### AGREEMENT FOR PROPERTY TRANSFER

THIS AGREEMENT OF PROPERTY TRANSFER (“**Agreement**”) is entered into as of the \_\_\_ day of June, 2020, by and between the City of Coeur d’Alene, Kootenai County, Idaho, a body politic and corporate duly organized, operating and existing under the laws of the State of Idaho (the “**City**”) and the Coeur d’Alene Urban Renewal Agency, dba ignite cda, an independent public body corporate and politic of the State of Idaho (the “**Agency**”). The Agency and City may be collectively referred to herein as the “**Parties**” and individually referred to as a “**Party**.”

A. The City owns certain real property in Kootenai County, State of Idaho, situated within the Agency’s Lake, River and Atlas District areas, which real property (collectively known as the “**Atlas Mill Property**”) is more particularly described on Exhibit A attached hereto, and includes both the BNSF RR right of way acquired by the City in 2015 and the property the City purchased from Bad Axe, LLC in 2018.

B. As provided in Section 50-2015, Idaho Code, the City desires to transfer the Atlas Mill Property to the Agency to facilitate the development of the Atlas Mill Property for the benefit of the City. The City will retain ownership of the waterfront portion of the property for public access and park use.

C. The Agency intends to reimburse the City for the City’s acquisition costs for the Atlas Mill Property to the extent that the Agency determines its revenues from development of the Atlas Mill Property exceed the Agency’s costs of development in the appropriate district. The City’s acquisition costs that the Agency will consider for reimbursement for the Atlas Mill Property to the extent the Agency determines revenues are available in the appropriate district are approximately \$9,172,408 (\$7,850,000 for the Bad Axe property, \$1,016,273 for the BNSF railroad property and \$306,135 for fill material to improve the property). The Agency currently anticipates revenues and expenses as described on the Cash Flow Projection attached as Exhibit B.

D. The Agency desires to accept the transfer of the Atlas Mill Property and to use its best efforts to develop the Atlas Mill Property in accordance with the applicable urban renewal plans.

**NOW, THEREFORE**, in consideration of the above recitals, which are incorporated into this Agreement, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Effective Date. The effective date of this Agreement shall be the date when this Agreement has been signed by Agency and the City, and shall continue until completion of all obligations hereunder of each Party.

2. Transfer of Property. The City agrees to transfer the Atlas Mill Property to the Agency by Warranty Deed.

3. Successors. This Agreement shall be binding on the heirs, successors, assigns, and personal representatives of the Parties hereto.

4. Captions and Headings. The captions and headings in this Agreement are for reference only and shall not be deemed to define or limit the scope or intent of any of the terms, covenants, conditions, or agreements contained herein.

5. No Joint Venture or Partnership. The City and Agency agree that nothing contained in this Agreement or in any document executed in connection with this Agreement shall be construed as making Agency and the City a joint venture or partners.

6. Applicable Law/Attorney Fees. This Agreement shall be construed and enforced in accordance with the laws of the State of Idaho. Should any legal action be brought by either Party because of breach of this Agreement or to enforce any provision of this Agreement, the action shall be brought in Kootenai County, Idaho, and the prevailing Party shall be entitled to reasonable attorney fees, court costs, and such other costs as may be found by the court.

7. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the Parties with respect to the Property.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement the day and year written below, to be effective the day and year first above written.

CITY OF COEUR D’ALENE  
KOOTENAI COUNTY, IDAHO

COEUR D’ALENE URBAN RENEWAL  
AGENCY dba ignite cda

By: \_\_\_\_\_  
Steve Widmyer, Mayor

By: \_\_\_\_\_  
Scott Hoskins, Chair

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

Following is a depiction of the property to be transferred from the City to **ignite cda**:

**PRELIMINARY PLAT  
ATLAS WATERFRONT FIRST ADDITION**  
A REPLAT OF ATLAS WATERFRONT LOCATED IN GOV'T LOTS 1, 2, 3, 4 AND THE NORTHEAST  
QUARTER OF SECTION 10, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN,  
CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO



**Motion by Commissioner Chapkis, seconded by Commissioner Armon, to approve the Atlas Mill Property transfer from the City of CDA to *ignite cda* as proposed, authorizing the Chair to sign. Motion carried.**

Health Corridor Traffic Study: Joint Funding Agreement

*Background: On March 9<sup>th</sup>, KMPO, the organization managing the Traffic Study Request for Proposal (RFP) process, issued the RFP with proposals due April 9. KMPO received three proposals per the Health Corridor traffic study RFP from the following firms:*

- *DOWL Consulting – offices across the country. Project lead person is based out of Portland, OR. Local DOWL rep (Adam Miles) is based in Spokane.*
- *Fehr & Peers – based out of Salt Lake. Project lead person is based out of Salt Lake. Welch-Comer is part of the team - Matt Gillis and Adam Dorsey will be the local W/C staff on the project.*
- *HDR Engineers – offices across the country. Project lead person is based in Spokane. Local HDR rep (Daniel Baker) is based in CDA.*

*The traffic study proposal review team, comprised of representatives from KMPO, City of CDA, *ignite cda*, Kootenai Health (KH) and Idaho Transportation Department (ITD), reviewed and scored the proposals and interviewed all three firms the week of May 4.*

For further background, please refer to the May 20, 2020 **ignite cda** board meeting minutes.

Ex. Director Berns discussed the proposed Health Corridor traffic study joint funding agreement with the board. The final cost sharing proposal for the DOWL traffic study engagement is captured below:

ignite cda	\$ 76,500.00
Kootenai Health (KH)	\$ 76,500.00
Idaho Transportation Department	\$ 76,500.00
Kootenai Metropolitan Planning	<u>\$ 26,200.00</u>
<b>Total</b>	<b>\$ 255,700.00</b>

As the board approved last month, **ignite cda** will initially fund KH's contribution, in addition to its own. KH will reimburse **ignite cda** no later than June 30, 2021.

**Motion by Commissioner Armon, seconded by Commissioner Garcia, to approve the Health Corridor Traffic Study Joint Funding Agreement as proposed, authorizing the Ex. Director to sign. Motion carried.**

#### Atlas Project: Update

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



## Project Progress



- Recently Completed
  - Suzanne and Parking Lot Curbs
  - Restroom Roofing
  - Irrigation Mainline
- Ongoing Work
  - Building plumbing and electrical
  - Irrigation Laterals and Landscaping
  - Concrete Flatwork
  - Prairie Trail Crossing at Suzanne



Project Site: Looking West.



Project Site: Looking East





Project Site: Closeup View of Beach Area, Dog Water Park Area & Water Access Pads (concrete pads usable for water access at summer water levels)



## Project Schedule



- Contract Completion Date June 30, 2020
- Contract Schedule Impacts
  - Covid-19
  - Avista Covid-19
  - Sub-Contractors that are heavily “material dependent.” Plumbing, Electrical, Roofing
  - Park Enhancements (e.g. “The Beach.”)
- Tentative Revised Completion Date Pending Board Input
  - July 31, 2020 – Feasible
  - August 14, 2020 – Preferred because of paving window.

The board discussed the desired contract extension request from June 30, 2020 to August 14, 2020 and were supportive of the request. Since this agenda item was not a board action item, a special call board meeting will be scheduled prior to the end of June to officially address the contract extension request.

### **ignite cda Support for Emergency Economic Community Needs**

*Background: for background on this issue, please refer to the March 18, 2020; April 15, 2020; and May 20, 2020 board meeting minutes.*

Commissioner Chapkis, acting in capacity as the President of the CDA Downtown Association (DTA), discussed the following DTA letter to **ignite cda** pertaining to possible Covid-19 funding assistance from the Agency.

June 16<sup>th</sup>, 2020

To: Tony Berns (Executive Director, Ignite CDA)

Attn: Honorable Mayor Widmyer; City Council

Dear Mr. Berns,

I am reaching out to you today, along with the full Ignite Board, Mayor, and City Council, on a matter of urgent concern: the continued Financial health of the CDA Downtown Association. The COVID-19 pandemic has decimated local businesses, so we ask for funding from Ignite CDA to help strengthen the Association and its ability to serve all the businesses in the 22-block downtown core under their jurisdiction.

The continued success of the Downtown Association is part and parcel of the success of our local businesses downtown. I'm sure that you, as well as the many visitors who come to see our beautiful city and attend our events, feel the same way. Keeping the Association well-funded benefits so many stakeholders downtown and has undoubtedly helped contribute to its rapid growth and success. Often we are told directly how amazing downtown is, with visitors citing the beautiful flower baskets, concerts at Pocket Park, frequent events that allow businesses to showcase their food & services, and friendly locals. We also hear from visitors that consider moving to Coeur d'Alene for those reasons and more--I believe some of that sentiment can be credited to the work of our Association, as well as the time and effort put in by the businesses themselves.


Unfortunately, the financial costs of the pandemic have been considerable. We currently do not know the full extent of the revenue losses, especially with many unknowns ahead. We expect significantly lower turnouts at future events due to ongoing issues, such as social distancing, capacity limits, and concerns locals have shared.

The Downtown Association has done an excellent job of managing costs through this revenue downturn, even with the added expense of supplying personal protective equipment (masks, gloves, and sanitizer) to downtown businesses within our 22-block purview. We provided the necessary initial equipment and hand sanitizer for timely re-opening, and continue to supply those items to maintain CDC guidelines. In addition, the high visibility of the sanitation services provided on signs, benches, and other high-traffic areas is one of the reasons locals & visitors feel comfortable shopping downtown and have returned in masses. However, these continued maintenance costs have been harder and harder to replace with our smaller event schedule.

We are not naive to all the demands being placed on the remaining funds in the Ignite purse. We are also aware of the other ongoing initiative under consideration to repair sidewalks and supply civic improvements on Lakeside and Coeur d'Alene Ave, and are very much appreciative of those efforts. We remain steadfast in believing that funding the Downtown Association is most prudent, as it equally benefits all stakeholders in the Core instead of picking and choosing individual businesses to support. Therefore, we ask that you try and direct \$25,000 of any surplus funds to help shore up the balance sheet of the Downtown Association.

Please feel free to contact Terry Cooper or myself to discuss further.

Thank you for your time and consideration,



James M. Chapkis

President, CDA Downtown Association

Terry Cooper

Manager, CDA Downtown Association

- Commissioner Jordan asked why does the DTA find itself in tough economic times?
  - Commissioner Chapkis shared that the DTA is unsure as to how successful the pending summer events will turn out. The DTA has already cancelled a few events to date which has had a negative economic impact. Additionally, the DTA Board has yet to decide how they will address the Business Improvement District (BID) 2020 assessments for the year – the BID assessment notices have not yet been sent. The DTA Board is not sure as to how the downtown businesses will be able to handle the BID assessment in these tough times.
- Commissioner Metts asked, in general, how is the DTA funded?
  - Commissioner Chapkis shared that on an annual basis, the following approximate percentages apply: BID assessments 25%, event revenues 50%, City of CDA contract funding 25%.
- Commissioner Mandel asked how the requested Agency funds would be used by the DTA?
  - Commissioner Chapkis shared that any Agency funds would not be dispersed to individual business. Agency funds would be used for the following purposes: PPE that the DTA supplies to businesses, marketing for the downtown businesses, and for other purposes as deemed important by the DTA Board.
- Commissioner Widmyer shared that this is a good conversation to hold. He suggested that the DTA track the success of the upcoming events through the end of the calendar year to gain a better understanding of the impact of the Covid-19 situation on the DTA’s financial health, and visit with the board again late in the year re. possible assistance.
- Commissioner English shared that he understands there are other avenues for obtaining funds for PPE that the DTA may consider pursuing.
- Commissioner Jordan shared that the DTA has been a great success for CDA and supports doing what the Agency can to keep the downtown healthy.

6. BOARD COMMISSIONER COMMENTS: No Commissioner comments.

7. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:56 p.m. Minutes prepared and submitted by Ex. Director Berns.



**SPECIAL CALL BOARD MEETING MINUTES**

**MONDAY JUNE 29, 2020 10:00 AM**

**CDA CHAMBER OF COMMERCE**

**LARGE CONFERENCE ROOM**

1. CALL TO ORDER

Chairman Hoskins called the **ignite cda** Special Call Board meeting to order at 10:02.

**ignite cda** board members attending meeting:

In person: Armon

Via Zoom: Jordan, Hoskins, Mandel, Chapkis, Metts, Garcia, Widmyer

**ignite cda** staff present:

Berns

**ignite cda** legal counsel present:

Quade

**ignite cda** consultants attending meeting via Zoom: Phil Boyd (Welch-Comer Engineers, Matt Anderson and Ben Wharton (Heartland Real Estate Consulting)

2. LARIVIERE ATLAS CONTRACT EXTENSION

Ex. Director Berns discussed with the board the contractor's request to have his existing contract completion date extended from June 30, 2020 to August 14, 2020. Reasons for the extension request focus on issues related to the Covid-19 pandemic which resulted in contractor labor issues, Avista labor issues, additional park project enhancement work as well as vendor material delivery delays.

**Motion by Commissioner Armon, seconded by Commissioner Chapkis, to extend the completion date of the LaRiviere Atlas contract from June 30, 2020 to August 14, 2020. Motion Carried.**

3. BLUEGRASS LLC – ATLAS PROJECT: ANE EXTENSION – AREAS 1 & 2

Ex. Director Berns shared with the board that Bluegrass LLC has requested an eight-day extension in their Area 1 & 2 ANE to facilitate getting required appraisal data to the appraiser. This eight-day extension request, changing the time frame from 45 days to 53 days, was deemed reasonable given the many

issues associated with development efforts in the community (e.g. Covid-19). An ANE First Amendment document was drafted for this requested time extension. Following is an excerpt from the ANE First Amendment document designed to grant the requested eight-day extension:

**2. Amendment to Section 300:** The first sentence of the third paragraph of Section 300 of the Agreement shall hereby be replaced in entirety with the following, “Within Fifty Three (53) days of the Effective Date, Developer shall submit to Agency Staff any data required by the appraiser ("Reuse Appraiser") who has been selected by Agency, which data ("Reuse Appraisal Data") is needed by the Reuse Appraiser to prepare the Reuse Appraisal for the Site.”

In order to prevent delays in the development effort and to keep Bluegrass LLC in compliance with the ANE, Chairman Hoskins signed the ANE First Amendment document on June 24, 2020 feeling comfortable that the board would support the extension since it represents a de minimus amount of time. Ratification of the First Amendment by the board is requested.

**Motion by Commissioner Armon, seconded by Commissioner Mandel, ratifying the Bluegrass LLC ANE First Amendment as executed. Motion Carried.**

#### 4. ATLAS PROJECT: AREA 8 DISCUSSION

Copper Basin has withdrawn their purchase offer for Area 8 (Area depicted in graphic below). Of the three developer proposals submitted for Area 8, Bluegrass Development LLC submitted the second highest scored proposal followed by Active West Development. Following is a summary of the original purchase offers associated with Area 8:

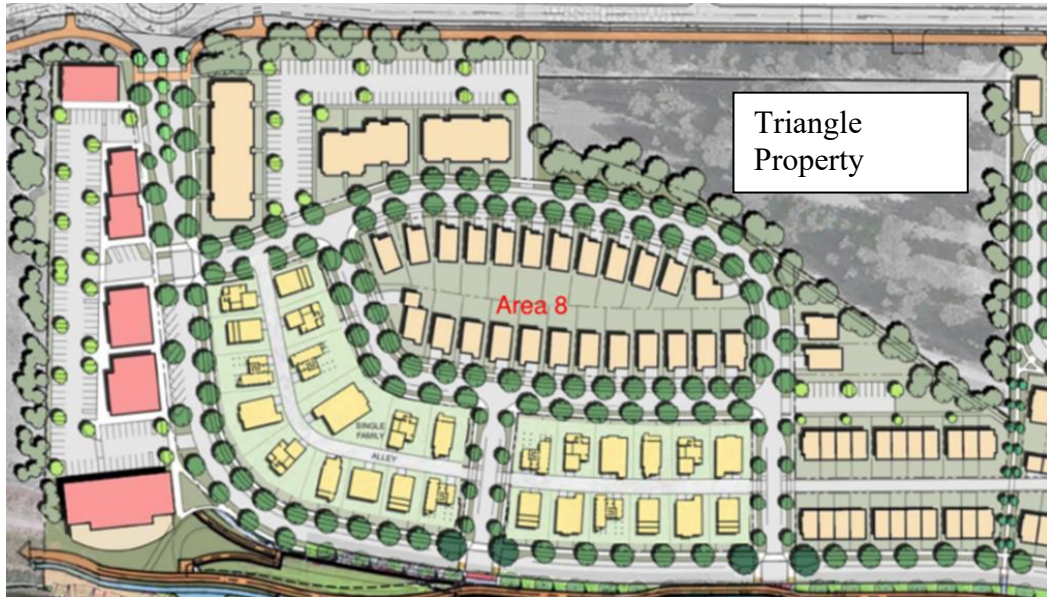
(Heartland Projection Model Value for Area 8: \$1,948,609)  
Copper Basin purchase offer: \$1,870,000  
Active West purchase offer: \$1,278,207  
Bluegrass purchase offer: \$1,224,000

Heartland, **ignite cda's** real estate consultant, has visited with Bluegrass to see if they wished to enhance their original purchase offer given the withdrawal of Copper Basin. Bluegrass has responded with a revised purchase offer of \$1,460,000 (\$236,000 over their original offer price).

Following are possible next steps for board consideration re. Area 8:

- Take no action at this time - continue review/discussions re. next steps.
- Accept Bluegrass' revised purchase offer for Area 8 of \$1,460,000.
- Reject existing offers for Area 8 from Bluegrass and Active West and issue a new RFP with Area 8 “as is”.
- Reject existing offers for Area 8 from Bluegrass and Active West and issue a new RFP with Area 8 enhanced via further **ignite cda** investment to convert Area 8 into finished lots, then divesting of said lots through a “bulk sale” RFP

process. This divestiture option could potentially yield a higher land sale price to **ignite cda** exceeding the revised purchase offer from Bluegrass.



Board discussion ensued re. next steps for Area 8. Commissioner Widmyer shared that the City is pursuing a land exchange with the owner of the “triangle” property (depicted above) that borders Area 8. The triangle property is currently not included in the phased development plan for the Atlas project. If successful, the land exchange would move the triangle property into City ownership, thus making the property available for inclusion into the Atlas project planning process. Inclusion of the triangle property into the Atlas project could result in modification of Area 8’s northeastern boundary and realignment of the proposed road system. Board members felt that waiting for the resolution of the proposed City land exchange would be a prudent next step re. Area 8.

**Motion by Commissioner Armon, seconded by Commissioner Jordan, to place a hold on any further decisions re. Area 8 until September 1, 2020, allowing time for the City to negotiate a land exchange agreement for the privately owned triangle property. Motion carried.**

5. ADJOURN

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

The **ignite cda** Board meeting adjourned at 11:06. Minutes prepared and submitted by Ex. Director Berns.



## BOARD MEETING MINUTES

WEDNESDAY JULY 15, 2020 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: Hoskins, Metts, Armon, Chapkis, English

**ignite cda** board members attending via zoom: Jordan, Widmyer, Mandel

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

### 2. PUBLIC COMMENT

No public comment was provided.

### 3. APPROVAL OF MINUTES

- June 17, 2020 Board Meeting Minutes

**Motion by Commissioner Chapkis, seconded by Commissioner Metts, to approve the June 17, 2020 Board Meeting Minutes. Motion carried.**

- June 29, 2020 Special Call Board Meeting Minutes

**Motion by Commissioner Chapkis, seconded by Commissioner Metts, to approve the June 29, 2020 Special Call Board Meeting Minutes. Motion carried.**

### 4. PRESENTATION - CDA ARTS COMMISSION GRANT PROGRAM

Kiki Miller and Jennifer Drake shared a presentation with the board re. their proposed idea of using **ignite cda** Arts Commission public art funds to support an Arts Commission administered grant program designed to support the performing arts community in CDA. Following is a City staff report to the **ignite cda** board that outlines the proposed grant program:

**ignite cda BOARD MEETING  
STAFF REPORT**

**DATE:** July 15, 2020

**FROM:** City Council Member Miller and Arts Commission Chair Jennifer Drake

**SUBJECT:** APPROVAL OF PERFORMING ARTS GRANT PROGRAM

\*\*\*\*\*  
\*\*\*\*\*

**DECISION POINT:** To approve a one-time Performing Arts Grant program through the Coeur d'Alene Arts Commission, using URD funds set aside for public art.

**HISTORY:**

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

For many years, it has been the practice of the City's urban renewal district Board to contribute a percentage of their revenue to a dedicated Public Art fund, for public art located in the boundaries of the urban renewal districts, with the funds being managed and overseen by the Coeur d'Alene Arts Commission, under the direction of the Coeur d'Alene City Council. The generous contributions of ignite cda have enabled the Coeur d'Alene Arts Commission to commission many iconic, placemaking pieces of art in locations such as Northwest Boulevard, Seltice Way, McEuen Park, Riverstone Park, Midtown, the Education Corridor, and in other locations within the urban renewal districts.

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

**FINANCIAL ANALYSIS:**

The Coeur d'Alene Arts Commission, City Council, and ignite (with further confirmation from the Performing Arts Center Feasibility Study conducted in 2018), agree that performing arts is an economic driver to the region's tourism, and that show attendees frequent other venues near performance locations. Further, paid staff and performers contribute to the jobs and economy of Coeur d'Alene. Recent events have threatened the sustainability of some of these performing arts organizations and potentially losing those valuable community assets would further affect the economic downtown in years to come. One-time grants awards and amounts would be determined through an application process, with review by a selection committee, and approval by the Arts Commission and the City Council. Total grant funds to be distributed would not exceed \$100,000.

**PERFORMANCE ANALYSIS:**

In an effort to bridge the lost season of performance revenue, the Arts Commission is proposing to release a one-time bridge funding grant application process for performing arts entities in Coeur d'Alene. Eligible organizations must demonstrate the following:



- They are an established community contributor with an expected 5+ years in operation
- They are a non-profit or Idaho corporation, with at least one paid staff/manager and compensated performers
- They must be able to demonstrate economic impact generators to/within the URD's
- They must be able to match funding – either in-kind or other, at 25%
- Eligible funding uses would be for documented venue/facility fees or royalties
- The grant funds must be used within the next 36 months, with required annual reporting to the Arts Commission, including a paid staff affidavit

The application deadline would be end of August 2020, with grant awards in September and October. The grant selection committee would consist of members of the Arts Commission, and at least one City elected official. Grant award limits would be from \$1,000 up to \$50,000 per entity, as determined by the selection committee and the Arts Commission, with approval by the City Council.

**DECISION POINT/RECOMMENDATION:**

Approval of a one-time Performing Arts Grant program through the Coeur d'Alene Arts Commission, using URD funds set aside for public art.

- Commissioner Mandel shared that she supports this initiative. The arts community is hurting as a result of the Covid pandemic and have not risen to the top of entities that have received available emergency relief funds.
- Commissioner Aignite 5353
- Armon asked, based on the proposed grant program metrics, how many applicants will qualify for consideration?
  - Mrs. Drake estimated around 10 organizations in the community may qualify.
- Commissioner Armon asked of those potential organizations applying, how many would be physically located within an **ignite cda** district?
  - Mrs. Drake shared that is unknown at this time. Their intent in this proposed grant program is to show how selected organizations economically benefit the **ignite cda** districts.
- Commissioner Hoskins asked what type of decision is expected today from the **ignite cda** board?
  - Mrs. Drake is hopefully looking for approval by the **ignite cda** board to pursue the proposed grant program.
- Commissioner Armon asked if the Arts Commission will use **ignite cda** public arts funds already held in cash reserves by the Arts Commission?
  - Mrs. Drake – yes.
- Commissioner Metts asked what latitude does the board have in considering this grant request?

- Ex. Director Berns shared that if the board supports this proposed grant program, that the board should require the following from organizations that are evaluated for such grants:
  1. The performing arts activity must occur in the **ignite cda** funding district's boundaries or directly relate to the funding district in some clear way.
  2. The performing arts activity must demonstrably impact economic development in that **ignite cda** funding district.
  
- Commissioner English commented that the board needs to be cautious with these types of requests and be comfortable with proposed results. He feels that all grant award nominee organizations need to come back to the **ignite cda** board to make their case for receiving such an award, and that the board needs to be in the loop in making a final decision on potential grant awards.
  
- Commissioner Chapkis supports the grant program idea and agrees that grant nominees need to come back to the board with their proposals.
  
- Commissioner Chapkis asked how will you score the applicants, i.e. who gets a \$1,000 grant and who gets a \$50,000 grant?
  - Mrs. Drake shared that they are still working on the award metrics.
  
- Commissioner Armon asked how is the Arts Commission funded?
  - Mrs. Drake shared that the Commission receives **ignite cda** funds as well as "1% funds" from the City (which represent 1.33% of city-wide capital projects on an annual basis).
  
- Commissioner Jordan asked how will this grant money be used, i.e. used for rent, payroll?
  - Mrs. Miller shared that grant funds would be used for facility fees (rent) and for program royalties. The performing art organizations need to make sure they have a place to hold a show and then make sure they can reserve the rights to a show.
  
- Commissioner Metts asked if **ignite cda** can have a seat at the table re. the grant screening process?
  - Mrs. Drake shared that yes. Her proposed process would be for initial grant approval by the Arts Commission (with **ignite cda** involvement), followed by approval from the **ignite cda** board, then approval from City Council.

**Motion by Commissioner Armon, seconded by Commissioner Metts, to move forward with the Arts Commission grant program as proposed, agreeing to the application screening /approval process as proposed, and requiring that all initially approved grant nominees present to the **ignite cda** board the following elements of their proposals:**

- **How the performing arts activity occurs within the funding district's boundaries and/or how directly the activity relates to the funding district in some clear way.**
- **How the performing arts activity demonstrably impacts economic development in the funding district.**

**Motion carried.**

## 5. REPORTS

- Finance – Commissioner Armon

### District Monthly Financials

#### Agency Payables

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

**Motion by Commissioner Chapkis, seconded by Commissioner Metts, to approve the District financial statements and the June/July Agency accounts payables. Motion carried.**

### Fiscal Year 2021 Draft Budget: Discussion & Publication Approval

Ex. Director Berns shared an overview of the draft FY21 budget with the board (summary table below). Ex. Director Berns also shared that under Idaho urban renewal law, urban renewal agencies are required to prepare and finalize budgets prior to September 1<sup>st</sup> 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 FY2021 DRAFT Budget Summary**

Line		Lake District	River District	Atlas District	HC District	Total
1	<b>Estimated</b> Beginning Fund Balance (10/1/20)	\$ 1,689,632	\$ 2,672,751	\$ 115,061	\$ -	\$ 4,477,444
2						
3	Revenues					
4	<b>Estimated</b> Tax Increment	\$ 5,610,610	\$ 1,645,410	\$ 18,206	\$ 213,923	\$ 7,488,149
5	Property Rental Receipts	\$ 2,100	\$ -	\$ -	\$ -	\$ 2,100
6	Int. & Misc. Funds	\$ 368,670	\$ 160,530	\$ 500	\$ 500	\$ 530,200
7	Note Draws	\$ 623,750	\$ -	\$ -	\$ -	\$ 623,750
8	Property Divestitures	\$ 1,487,500	\$ 4,204,914	\$ 3,332,500	\$ -	\$ 9,024,914
9	Capital Acquisition Financing	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
10	Total	\$ 8,092,630	\$ 6,010,854	\$ 3,851,206	\$ 214,423	\$ 18,169,113
11						
12	Expenses					
13	Administration	\$ 106,516	\$ 85,213	\$ 10,652	\$ 10,652	\$ 213,033
14	Office Expenses	\$ 5,225	\$ 4,181	\$ 523	\$ 523	\$ 10,452
15	Travel	\$ 1,500	\$ 1,200	\$ 150	\$ 150	\$ 3,000
16	Professional Services	\$ 65,600	\$ 42,320	\$ 16,540	\$ 6,540	\$ 131,000
17	Notices	\$ 4,000	\$ 1,000	\$ 2,000	\$ 100	\$ 7,100
18	Communications	\$ 500	\$ 400	\$ 50	\$ 50	\$ 1,000
19	Insurance	\$ 3,524	\$ 2,820	\$ 353	\$ 353	\$ 7,050
20	Meetings	\$ 2,500	\$ 2,000	\$ 250	\$ 250	\$ 5,000
21	Utilities	\$ 600	\$ -	\$ -	\$ -	\$ 600
22	Property Management	\$ 6,865	\$ -	\$ -	\$ -	\$ 6,865
23	Organization Dues	\$ 5,363	\$ 4,290	\$ 536	\$ 536	\$ 10,725
24	Miscellaneous	\$ 500	\$ 400	\$ 50	\$ 50	\$ 1,000
25	Public Art	\$ 56,106	\$ 16,454	\$ 182	\$ 2,139	\$ 74,881
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 125,449	\$ 2,000	\$ 1,250	\$ -	\$ 128,699
28	Debt: Principal (non-OPA,IRA)	\$ 4,583,696	\$ -	\$ -	\$ -	\$ 4,583,696
29	Parking Initiatives	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
30	Planning	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ 150,000
31	Agency Funded Programs	\$ 3,821,696	\$ 3,353,740	\$ 3,084,000	\$ 150,000	\$ 10,409,436
32	Partnership Agreements (OPAs, IRAs)	\$ 34,966	\$ 649,139	\$ -	\$ -	\$ 684,105
33	Midtown Place Making	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
34	Special Project Reserve	\$ 250,000	\$ 350,000	\$ 200,000	\$ -	\$ 800,000
35	Total	\$ 9,227,106	\$ 4,565,157	\$ 3,316,536	\$ 171,343	\$ 17,280,142
36						
37	<b>Estimated</b> Ending Fund Balance (9/30/21)	\$ 555,156	\$ 4,118,448	\$ 649,731	\$ 43,080	\$ 5,366,415

Ex. Berns shared that several of these draft budget values will be updated with July data once said data is available.

**Lake District – key budget item comments**

- ✓ Estimated beginning fund balance (10/1/20) (line 1): \$1,689,632
- ✓ Total Revenues (line 10): \$8,092,630
- ✓ Total Expenses (line 35): \$9,227,106
- ✓ Estimated ending fund balance (9/30/21) (line 37): \$555,156

**Revenues**

- Estimated Tax Increment (line 4): \$5,610,610
- **Ignite cda** properties (line 5): \$2,100
- Line 6 value contains a \$360,270 payment to Lake District from the River District re. the River District’s assumption of Health Corridor District start-up costs (planning/legal)

- Note Draw on \$10M 2017 Note established in FY17 (line 7): \$623,750 (remaining reserve funds available)
- Ignite cda Property Divestitures (line 8): \$1,487,500 (Atlas Project Area 13, and a small percentage of Area 12)

#### Expenses

- Professional Services (line 16): \$65,600. Costs on this budget line item include:
  - External contract accounting services
  - Legal services (Hawley-Troxell, Elam & Burke)
  - FY2020 Audit expense
  - Other professional services
- Public Art (line 25): \$56,106. Transfer to City's Public Arts Commission remains at 1% of increment revenue realized.
- Debt: Interest (line 27): \$125,449. interest payments on the Washington Trust Bank 2016 & 2017 Lake District Notes.
- Debt: Capital (line 28): \$4,583,696. principal payments on the Washington Trust Bank 2016 & 2017 Lake District Notes.
- Planning (line 30): \$100,000. Planning funds for board initiatives.
- Agency Funded Programs (line 31): \$3,821,696
  - Misc. Projects: \$60K
  - CDA 2030 Contract: \$25K
  - Downtown Association Event Contract: \$6,250
  - Atlas Project: City reimbursement for City property acquisition funds \$1,830,446
  - LaCrosse Roadway Extension: \$1,800,000
  - McEuen Park Plaza Shade Elements: \$100,000
- Special Project Reserve (line 34): \$250K. Reserve funds for district / Agency related initiatives.

#### **River District – key budget item comments**

- ✓ Estimated beginning fund balance (10/1/20) (line 1): \$2,672,751
- ✓ Total Revenues (line 10): \$6,010,854
- ✓ Total Expenses (line 35): \$4,565,157
- ✓ Estimated ending fund balance (9/30/21) (line 37): \$4,118,449

#### Revenues

- Estimated Tax Increment (line 4): \$1,645,410
- Proposed 2019 Note Draw (line 7): \$0
- Ignite cda Property Divestitures (line 8): \$4,204,914 (Atlas Project Areas 1 (50%), 6, 8, 10)

#### Expenses

- Professional Services (line 16): \$42,320. Costs on this budget line item include:
  - External contract accounting services
  - Legal services (Hawley-Troxell, Elam & Burke)
  - FY2020 Audit expense
  - Other professional services
- Public Art (line 25): \$16,454. Transfer to City's Public Arts Commission remains at 1% of increment revenue realized.
- Debt (line 27): interest payment associated with funds drawn to date on the \$7.0M 2019 Note.
- Agency Funded Programs: (line 31): \$3,353,740
  - \$610,000 budgeted for Atlas Phase 1 improvements.
  - Atlas Project: City reimbursement for City property acquisition funds \$1,730,402
  - Atlas Project: City reimbursement for City imported fill material costs \$153,068 (50% split with Atlas District)
  - \$360,270: payment to Lake District re. assumption of Health Corridor District start-up costs (planning/legal)
  - \$500,000: loan to Atlas District for capital improvements
- Special Project Reserve (line 34): \$350K. Reserve funds for district / Agency related initiatives.

**Atlas District – key budget item comments**

- ✓ Estimated beginning fund balance (10/1/20) (line 1): \$115,061
- ✓ Total Revenues (line 10): \$3,851,206
- ✓ Total Expenses (line 35): \$3,316,536
- ✓ Estimated ending fund balance (9/30/21) (line 37): \$649,731

Revenues

- Estimated Tax Increment (line 4): \$18,206
- Ignite cda Property Divestitures (line 8): \$3,332,500 (Atlas Project Areas 1 (50%), 2 & 12)
- Capital Financing (line 9): \$500,000: \$500K loan from the River District.

Expenses

- Professional Services (line 16): \$16,540. Costs on this budget line item include:
  - External contract accounting services
  - Legal services (Hawley-Troxell, Elam & Burke)
  - FY2020 Audit expense
  - Other professional services

- Public Art (line 25): \$182. Transfer to City’s Public Arts Commission remains at 1% of increment revenue realized.
- Debt (line 27): interest payment on River District loan; no principal payments on River District loan in FY21.
- Agency Funded Programs: (line 31):
  - \$3,084,000 budgeted for Atlas Phase 1,2 & 3 improvements.
- Special Project Reserve (line 34): \$200K. Reserve funds for district / Agency related initiatives.

**Health Corridor District – key budget item comments**

- ✓ Estimated beginning fund balance (10/1/20) (line 1): \$0
- ✓ Total Revenues (line 10): \$214,423
- ✓ Total Expenses (line 35): \$171,343
- ✓ Estimated ending fund balance (9/30/21) (line 37): \$43,080

Revenues

- Estimated Tax Increment (line 4): \$213,923

Expenses

- Professional Services (line 16): \$6,540. Costs on this budget line item include:
  - External contract accounting services
  - Legal services (Hawley-Troxell, Elam & Burke)
  - FY2020 Audit expense
  - Other professional services
- Public Art (line 25): \$2,139. Transfer to City’s Public Arts Commission remains at 1% of increment revenue realized.
- Agency Funded Programs: (line 31):
  - \$150,000 budgeted for reimbursement to River District for district start-up costs.

**Motion by Commissioner Armon, seconded by Commissioner Metts, to authorize the **ignite cda** Executive Director to publish the draft FY21 budget as presented in the CDA Press prior to the August 19, 2020 budget public hearing date. Motion carried.**

Fiscal Year 2020 Audit: Hoover CPA Engagement

Hoover CPA (Scott Hoover) provided an engagement letter to the Agency to perform the fiscal year 2020 audit. The Hoover CPA proposed audit fee for fiscal year 2020 of \$8,000 is unchanged from last year’s audit fee.

**Motion by Commissioner Chapkis, seconded by Commissioner English, to accept the Fiscal Year 2020 audit engagement proposal from Hoover CPA in the amount of \$8,000. Motion carried.**

- Parking – Commissioner Jordan

Commissioners Jordan & Chapkis shared a parking commission update with the board indicating that parking revenue has been down over the first two quarters of 2020 compared to the same time period in 2019. However, parking trends are improving due to the increased activity in the downtown due to summer weather / visitors.

## 6. EXECUTIVE DIRECTOR'S REPORT

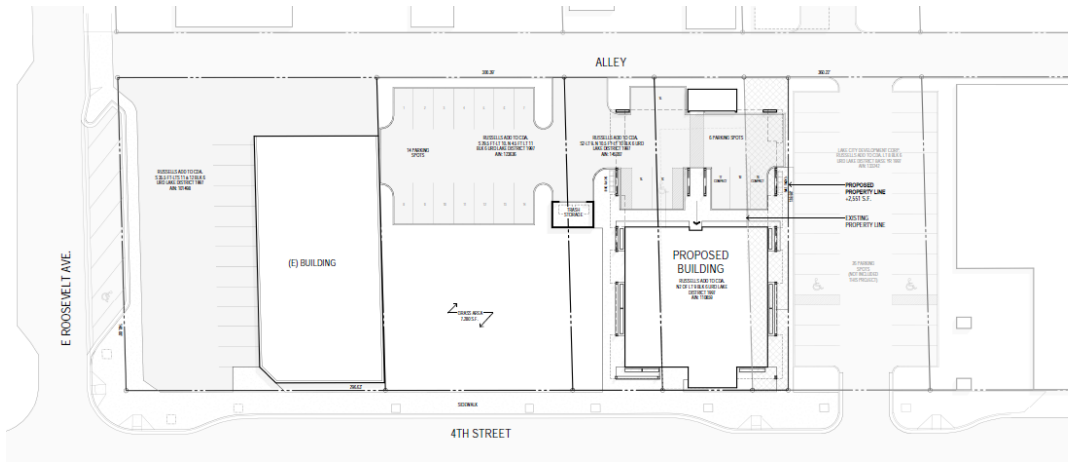
### Midtown Ventures, LLC: Midtown Project Concept – John Beutler

John Beutler visited with the board re. a revised two prong development plan for the Midtown project. Mr. Beutler stated that he feels the original two building concept plan makes the most sense for the site and is what he believes is the highest and best use for the entire property – this concept was only changed due to the parking easement issue on the corner of Roosevelt and 4<sup>th</sup>.

Mr. Beutler's proposal would be to build out the site in basically two phases. Phase 1 would entail building the three story north building on **ignite cda** property as soon as plans could be finished: 16 residential units on two floors, commercial space of approximately 3000 sq.ft. on the main level, green space area and related parking (see graphic depictions below). Mr. Beutler would then seek to get resolution on the parking easement issue: if successful, he would enter phase 2 of the plan and build the twin building on the south end of the project area as depicted below. The south building would be built completely on the "Junk Building" site (Mr. Beutler's ownership) and would not affect the **ignite cda** property. The entire green space area would be located on the **ignite cda** property.

Mr. Beutler shared that if he is not successful in resolving the parking easement issue on the corner of Roosevelt and 4<sup>th</sup>, that he would look to determine another use for the Junk Building site that would be beneficial to Midtown.

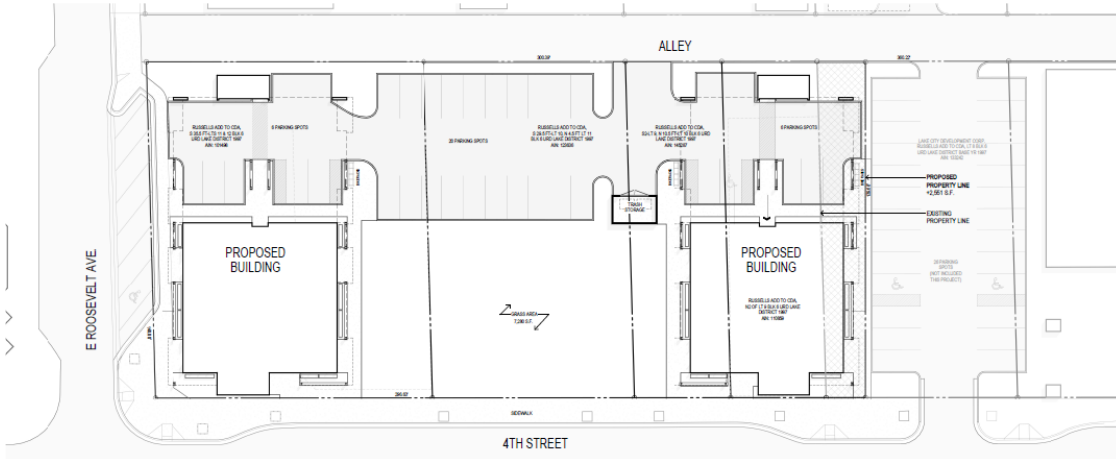




**Phase 1: One building concept site plan: north building on ignite cda property**



**Phase 1: One building concept graphic: north building on ignite cda property**



**Phase 2: Two building concept site plan involving both ignite cda & Beutler property**



**Phase 2: Two building concept graphic involving both ignite cda & Beutler property**

- Board members asked if the Midtown stakeholder group was notified of the revised plan. Chairman Hoskins invited Greg Johnson (Midtown stakeholder group) from the audience to comment.
  - Mr. Johnson shared that he supports this revised approach to the project designed to build two buildings on the site.
  
- Commissioner Metts asked how involved was the Midtown stakeholder group in the design process?
  - Mr. Johnson shared that from his perspective the group has been involved for several years.

- Commissioner Armon asked how soon could construction begin on the north building should the board approve this revised plan?
  - Mr. Beutler shared that he would plan to break ground this year.
- Commissioner Jordan asked how many linear feet of green space will be located on 4<sup>th</sup> Street as part of construction of the north building?
  - Mr. Beutler shared that there will be 120 feet of frontage.
- Commissioner Jordan asked what would occur on the Beutler property if the easement issue cannot be cleared up?
  - Mr. Beutler shared that he would look to utilize the site in a manner that would add value to the Midtown area.

**Motion by Commissioner English, seconded by Commissioner Chapkis, to approve the proposal to develop and construct the north building and green space on ignite cda owned property. Motion carried.**

Atlas Project: ANE Timeline Extensions Amendments: Areas 1,2,6

In order to prevent delays in development efforts and to keep developers in compliance with the ANEs, the following ANE extensions were approved based on previous board support for such extensions. Ratification of the following ANE amendments by the board is requested.

- Bluegrass Development (Areas 1 & 2): second ANE amendment granting an extension until July 17<sup>th</sup> to submit their design plan.
- Active West (Area 6): first ANE amendment granting and extension until July 21 for submittal of the site layout, and an extension until July 31 for the design plan.

**Motion by Commissioner Armon, seconded by Commissioner Metts, ratifying the Bluegrass and Active West ANE Amendments. Motion Carried.**

Atlas Project: ANE Extension Authority

Ex. Director Berns asked the board to consider a motion giving the Ex. Director authority to approve similar ANE extensions that do not materially impact the ANE's ultimate timeline. It is believed that additional requests for extensions will be made, and said extensions are not believed to be worthy of board discussion to the extent the extensions are not material. Perhaps allowing the Ex. Director to approve extensions to ANE timelines that do not extend the ultimate ANE expiration by more than 30 or 60 days would be reasonable.

Ex. Director Berns also asked the board to consider as part of the motion giving the Ex. Director authority to approve other immaterial amendments to the ANEs

for items like funding platting and service infrastructure work which would entail the developers providing monetary deposits with the Agency to initiate consultant / contractor work on the platting and infrastructure work.

**Motion by Commissioner Chapkis, seconded by Commissioner Metts, authorizing the Ex. Director, at his judgment, to extend ANE timelines up to 60 days beyond initial ANE agreement expiration dates, also authorizing the Ex. Director to approve other immaterial amendments to the ANEs for items like funding platting and service infrastructure work involving monetary deposits with the Agency for approved consultant / contractor work. Motion Carried.**

Atlas Project: Update

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



## Project Progress



- Recently Completed
  - Majority of Flatwork
  - Irrigation Mainline
  - Parking and Street Curbs
  - Waterfront Access Boulders and Concrete
- Ongoing Work
  - Building plumbing and electrical
  - Irrigation Laterals and Landscaping
  - Prairie Trail Crossing at Suzanne



Project Site: Looking West.



Project Site: Looking East



Project Site: Closeup View of Beach Area, Dog Water Park Area & Water Access Pads (concrete pads usable for water access at summer water levels)

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Mr. Boyd also shared a proposal with the board re. utilizing some fill material for the Atlas Phase 1 project area that would be obtained from the Agency owned RR r-o-w property located adjacent to Bellerive. Use of this RR r-o-w fill material would save the Atlas Phase 1 project approximately \$25,000. This proposal could also facilitate a parking solution on the RR r-o-w property should the board choose to pursue such a course of action. Mr. Boyd's summary of this proposal follows (note: Mr. Boyd shared during the meeting that the highlighted pink area in his submittal to the board is misplaced – the highlighted pink area representing the Agency's RR r-o-w ownership should have been placed below the tree line adjacent to the Bellerive development).

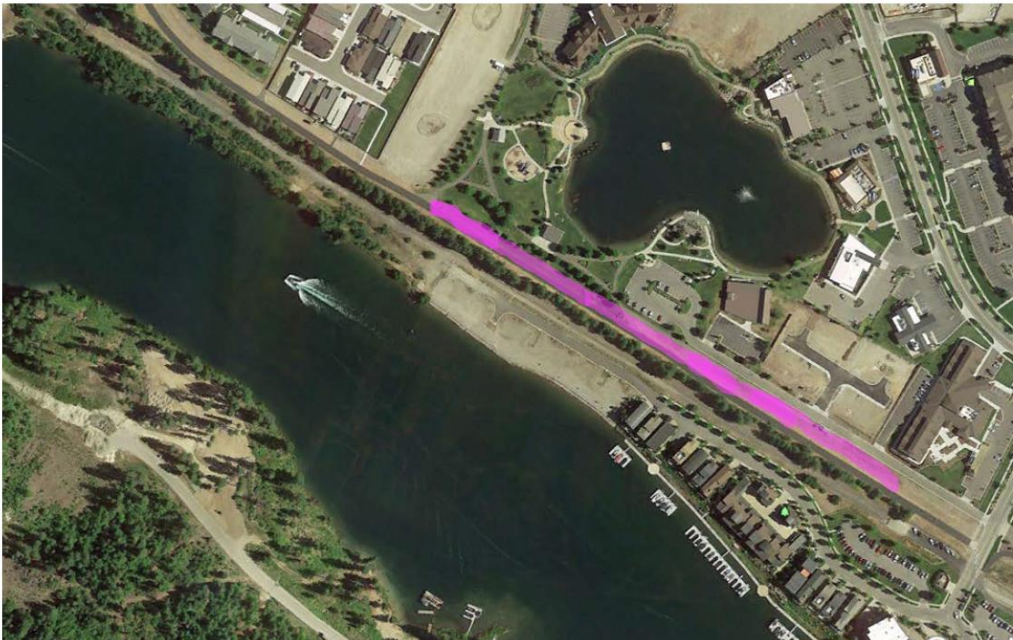
## Memorandum

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TO: TONY BERNS, EXECUTIVE DIRECTOR  
FROM: PHIL BOYD, P.E.  
PRJ. #: 41292.03  
SUBJECT: ATLAS PHASE 1 EARTHWORK  
DATE: JULY 10, 2020

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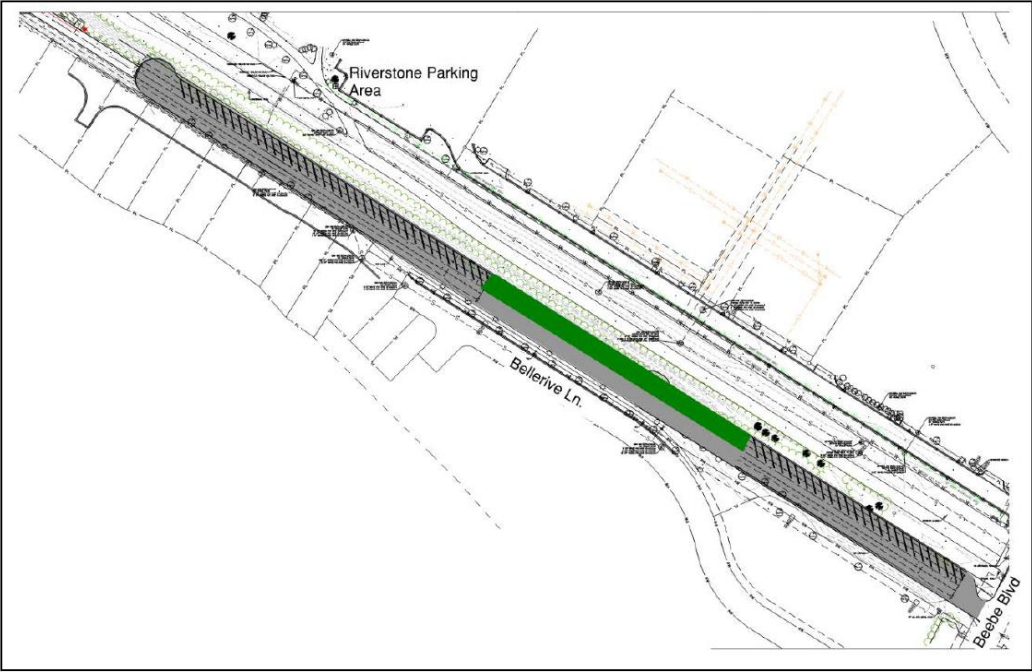
The Phase 1 earthwork project uncovered approximately 18,000 CY of unsuitable soils which is 13,000 CY more than was “guesstimated.” The Mt. Hink investigation has identified some potential structural soils, but they are buried deep beneath unsuitable piles and would be expensive to access in this phase. As we evaluated other potential structural soil borrow sources, we identified the ignite CDA owned land between the dog park and Beebe Boulevard which would yield approximately 3,000 CY of structural soils (See pink highlight in aerial and site photo) by lowering that area +/- 3 feet. Once the structural soils are excavated, the corridor would be resurfaced with a +/- 8-foot-wide gravel trail and dryland grass seed then could be more easily maintained by the City.





Another option for finishing this area would be to create a driveway and parking area that could serve the dog park and other public parking needs near Beebe Boulevard. This work is not currently part of the Atlas Budget and the estimated cost is \$300,000. The exhibit provides a conceptual layout with approximately 75 parking spaces, drive aisle and swale.

As you requested, I will be prepared to present this information at the next ignite CDA Board meeting and answer questions.



Commissioner Jordan shared that he supports this proposal and it makes sense to evaluate possible future uses for this RR r-o-w property, e.g. public surface parking.

**Motion by Commissioner Armon, seconded by Commissioner Metts, to approve the use of fill material obtained from the Agency's RR r-o-w property located adjacent to the Bellerive development for Phase 1 of the Atlas project, which will provide a cost savings of approximately \$25,000 to the Atlas Phase 1 effort. Motion carried.**

**Ignite cda** Support for Emergency Economic Community Needs

*Background: for background on this issue, please refer to the March 18, 2020; April 15, 2020; May 20, 2020 and June 17, 2020 board meeting minutes.*

No board discussion on this agenda item.

7. BOARD COMMISSIONER COMMENTS:

Commissioner English shared that he had an opportunity recently to take a boat ride on the Spokane River past the Atlas mill site project area. He said it was amazing to see the improvements completed to date from the river perspective.

8. ADJOURN:

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

The **ignite cda** board meeting adjourned at 5:41 p.m. Minutes prepared and submitted by Ex. Director Berns.





## BOARD MEETING MINUTES

WEDNESDAY AUGUST 19, 2020 4:00 P.M.

### COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

#### 1. CALL TO ORDER

Commissioner Armon, in Chairman Hoskins stead, called the **ignite cda** board meeting to order at 4:10 p.m.

**ignite cda** board members present: Armon, Chapkis, English, Widmyer, Mandel

**ignite cda** board members attending via zoom:

**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

- July 15, 2020 Board Meeting Minutes

**Motion by Commissioner Chapkis, seconded by Commissioner Mandel, to approve the July 15, 2020 Board Meeting Minutes. Motion carried.**

#### 5. PRESENTATION: BELLERIVE / RAILROAD RIGHT OF WAY DEVELOPMENT CONCEPT- Eric Hedlund

*Background: the **ignite cda** board is considering possible uses for the Agency's remaining RR right of way (row) property located in the Riverstone / Bellerive area. At the July 2020 board meeting, Phil Boyd of Welch-Comer Engineers shared a potential use of the property as a public parking space amenity for the community.*

*Recently, the Agency has been approached by the Bear Waterfront LLC team (new owners of lots located on the Spokane River adjacent to the Agency's RR row ownership) re. purchasing the **ignite cda** RR row ownership.*

Eric Hedlund, representing Bear Waterfront LLC, shared the following concept with the board:

**BEAR WATERFRONT LLC**  
2936 W. DAKOTA AVENUE  
HAYDEN, IDAHO 83835

August 13, 2020

Dear Ignite CDA,

The proposed "Riverpark North" development will include improvements to homeowners of Riverpark and the public (including Bellerive HOA). The 60'-0" wide urban renewal property will allow homeowners to maximize their storage by adding a place for additional garage space, open space and for use of lawned swales. The 60'-0" wide property actually only has 30'-0" wide of usual space (see image #3) without the use of large and expensive retaining walls to retain the 8 feet to 15+ feet of grade between this land and the trail. The use of retaining walls would require the removal of most to all the trees which we would like to retain and thin up to expose views and to have healthy trees along the trail. The trail is a very popular area being close to the park where multiple benches and paving will be added a welcoming and relaxing addition to the trail. Creating a place for community is important and pickle ball courts would be the perfect way to accomplish an outdoor improvement to our area. With this plan there is an access down from the trail to the pedestrian sidewalk at Bellerive (see image #2) as this was natural dirt path that had been being used by the public from above.

Thank you for the opportunity and consideration!

- Project
  - CDA Urban Renewal Agency
  - AIN 339661
- Owner
  - BEAR WATERFRONT LLC
- What is the plan of the property:
  - Total project is around 79,000 sf
    - Area A – Use 31,042 sf for Riverpark for garages and green space since the waterfront lots are so small.
      - Bear Waterfront would provide 4 to 5 "outlook" areas with a bench, paving and opening through trees similar to what is provided on the south side of the Bellerive development.
    - Area B – Use 21,516 sf for Bellerive HOA for possible pickleball courts
    - Area C – Use 26,840 sf
      - **Option A** – for Bellerive Additional Parking and possible 2 apartment or office buildings.
      - **Option B** – donate back to city for possible 40 additional parking spots.
      - **Option C** – Expand parking for Bellerive and community parking.
- Timing of project:
  - Planning on submitting a PUD for the Riverside Park Development of 11 lots by early September.
  - Residences:
    - Start construction of 3 residences by March 2021.
    - Start construction of Pickleball Courts TBD
    - Start construction of Parking TBD



Option A



Option B



### Option C

- Commissioner Widmyer likes the proposed concept. Given that only five board members are present at the meeting, he would like to further discuss this concept with a full board contingent.
- Commissioner English shared similar thoughts, preferring to take some time to consider the different options for this Agency property.
- Commissioner Widmyer asked counsel Quade for a refresher as to how the Agency can divest of property.
  - Counsel Quade shared that the Agency has two venues for divestiture of property: 1) declare the property surplus and sell via sealed bid auction, 2) issue a request for development proposals and divest using the Disposition and Development Agreement (DDA) process.
- Commissioner Armon also shared that he liked this concept and sees no reason why the Agency should not move forward with some type of value adding use on this property. He suggested that the board continue the conversation on this issue at the September board meeting.

## 6. **ignite cda** FISCAL YEAR 2021 BUDGET HEARING

Commissioner Armon called the FY2021 budget public hearing to order at 4:24 p.m.

Ex. Director Berns presented the final draft FY2021 budget to the board (summary table below). Under Idaho urban renewal law, urban renewal agencies are required to prepare and finalize budgets prior to September 1<sup>st</sup> 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.

Ex. Director Berns shared that only one line item of the FY2021 final draft budget has changed from the draft budget as reviewed at the July 15, 2020 **ignite cda** board meeting (more detailed budget comments can be found in the July 2020 **ignite cda** board meeting minutes). The estimated beginning fund balances for the Lake, River and Atlas Districts were updated with June month end data:

	<u>Lake</u>	<u>River</u>	<u>Atlas</u>
Beginning fund balance values (July)	1,689,632	2,672,751	115,061
Beginning fund balance values (Aug.)	1,558,219	2,505,584	114,953

All other revenue and expenditure values were unchanged from the board reviewed July draft budget.

<b>Ignite CDA FY2021 Budget Summary - FINAL</b>						
Line		Lake District	River District	Atlas District	HC District	Total
1	<b>Estimated</b> Beginning Fund Balance (10/1/20)	\$ 1,558,219	\$ 2,505,584	\$ 114,953	\$ -	\$ 4,178,756
2						
3	Revenues					
4	<b>Estimated</b> Tax Increment	\$ 5,610,610	\$ 1,645,410	\$ 18,206	\$ 213,923	\$ 7,488,149
5	Property Rental Receipts	\$ 2,100	\$ -	\$ -	\$ -	\$ 2,100
6	Int. & Misc. Funds	\$ 368,670	\$ 160,530	\$ 500	\$ 500	\$ 530,200
7	Note Draws	\$ 623,750	\$ -	\$ -	\$ -	\$ 623,750
8	Property Divestitures	\$ 1,487,500	\$ 4,204,914	\$ 3,332,500	\$ -	\$ 9,024,914
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10	Total	\$ 8,092,630	\$ 6,010,854	\$ 3,851,206	\$ 214,423	\$ 18,169,113
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20	Meetings	\$ 2,500	\$ 2,000	\$ 250	\$ 250	\$ 5,000
21	Utilities	\$ 600	\$ -	\$ -	\$ -	\$ 600
22	Property Management	\$ 6,865	\$ -	\$ -	\$ -	\$ 6,865
23	Organization Dues	\$ 5,363	\$ 4,290	\$ 536	\$ 536	\$ 10,725
24	Miscellaneous	\$ 500	\$ 400	\$ 50	\$ 50	\$ 1,000
25	Public Art	\$ 56,106	\$ 16,454	\$ 182	\$ 2,139	\$ 74,881
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 125,449	\$ 2,000	\$ 1,250	\$ -	\$ 128,699
28	Debt: Principal (non-OPA,IRA)	\$ 4,583,696	\$ -	\$ -	\$ -	\$ 4,583,696
29	Parking Initiatives	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
30	Planning	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ 150,000
31	Agency Funded Programs	\$ 3,821,696	\$ 3,353,740	\$ 3,084,000	\$ 150,000	\$ 10,409,436
32	Partnership Agreements (OPAs, IRAs)	\$ 34,966	\$ 649,139	\$ -	\$ -	\$ 684,105
33	Midtown Place Making	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
34	Special Project Reserve	\$ 250,000	\$ 350,000	\$ 200,000	\$ -	\$ 800,000
35	Total	\$ 9,227,106	\$ 4,565,157	\$ 3,316,536	\$ 171,343	\$ 17,280,142
36						
37	<b>Estimated</b> Ending Fund Balance (9/30/21)	\$ 423,743	\$ 3,951,282	\$ 649,623	\$ 43,080	\$ 5,067,728

Commissioner Armon asked if there was any public comment re. the proposed FY21 budget. No public comment was provided at the hearing, and no public comment was submitted to the Agency's office prior to the board meeting.

Commissioner Armon closed the FY2021 budget public hearing at 4:27 p.m.

Resolution 20-03: Adoption of **ignite cda** Fiscal Year 2021 Budget

**Motion by Commissioner Widmyer, seconded by Commissioner English, to approve Resolution 20-03 adopting the **ignite cda** FY2021 Budget as proposed.**

**Roll Call:**

<b>Mandel</b>	<b>Yes</b>	<b>Garcia</b>	<b>Absent</b>	<b>Chapkis</b>	<b>Yes</b>
<b>Widmyer</b>	<b>Yes</b>	<b>Metts</b>	<b>Absent</b>	<b>Armon</b>	<b>Yes</b>
<b>Jordan</b>	<b>Absent</b>	<b>Hoskins</b>	<b>Absent</b>	<b>English</b>	<b>Yes</b>

**Motion carried.**

## 7. REPORTS

- Finance – Commissioner Armon

District Monthly Financials

Agency Payables

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

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to approve the District financial statements and the July/August Agency accounts payables. Motion carried.**

- Parking – Commissioner Jordan

Commissioner Chapkis, in Commissioner Jordan's stead, shared a parking commission update with the board indicating that parking revenues are strong due to the summer season.

## 8. EXECUTIVE DIRECTOR'S REPORT

Atlas Project: Update

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

- Recently Completed
  - Parking Lot and Trail Paving
  - Irrigation System
  - Building Roofing, Siding and Trim
- Ongoing Work
  - Interior Building Finish Work
  - Topsoil Placement
  - Hydroseeding and Landscape Installation
  - Concrete Work



Project Site: Looking North & West.



Project Site: Looking from East End to West



Playground Equipment Installation

**Note:** Chairman Hoskins joined the meeting at 4:39.

Bill Greenwood, City Parks Director, addressed the board discussing vandalism and trespassing issues on the project site: contractor equipment has been stolen, park elements are being destroyed, and buildings are being tagged. Board members shared their concern with these issues and discussed possible remedies. One possible remedy discussed was hiring private security to patrol the project



site when the contractor is not working. Another remedy discussed was the addition of more cameras along the waterfront.

Atlas Project: LaRiviere Waterfront Contract Extension

Phil Boyd shared that LaRiviere Inc. has requested a second contract extension to October 1, 2020. The original LaRiviere Inc. contract expired on June 30, 2020 and the board granted a contract extension until August 14, 2020. This second contract extension request, if granted, will extend the contract to October 1, 2020. As part of the contract extension request, Welch-Comer is also submitting a request for the board's consideration to address additional administrative costs associated with the first and second contract time extensions. Following is the rationale for the contract extension request:

1. Additional time for added improvements (e.g. beach area enhancements) and additional landscaping.
2. Managing the unsuitable soils found on site.
3. Avista's delayed response time due to short staffing issues related to the pandemic.
4. Supply chain issues involving landscaping materials, irrigation parts and building components related to the pandemic.

Bill Greenwood, City Parks Director, has indicated the contract time extension is acceptable to the City.

Welch-Comer was contracted with **ignite cda** for 187 working days for construction phase services. The October 1 extension increases the contract working days by 17% to 219 days. Welch-Comer is requesting an increase to contract phase services amendment #7 of \$43,625 (9.6% of contract value) for the additional construction phase services.

**Motion by Commissioner Hoskins, seconded by Commissioner Mandel, to approve the LaRiviere waterfront contract extension request to October 1, 2020. Motion carried.**

**Motion by Commissioner English, seconded by Commissioner Widmyer, to approve the additional Welch-Comer amendment #7 construction phase management fee of \$43,625. Motion carried.**

Atlas Project: Authorization for Final Plat for Areas 1,2,6,8,10,12,13

Phil Boyd shared with the board the following background for authorization of final platting of Atlas Project Areas 1,2,6,8,10,12,13.

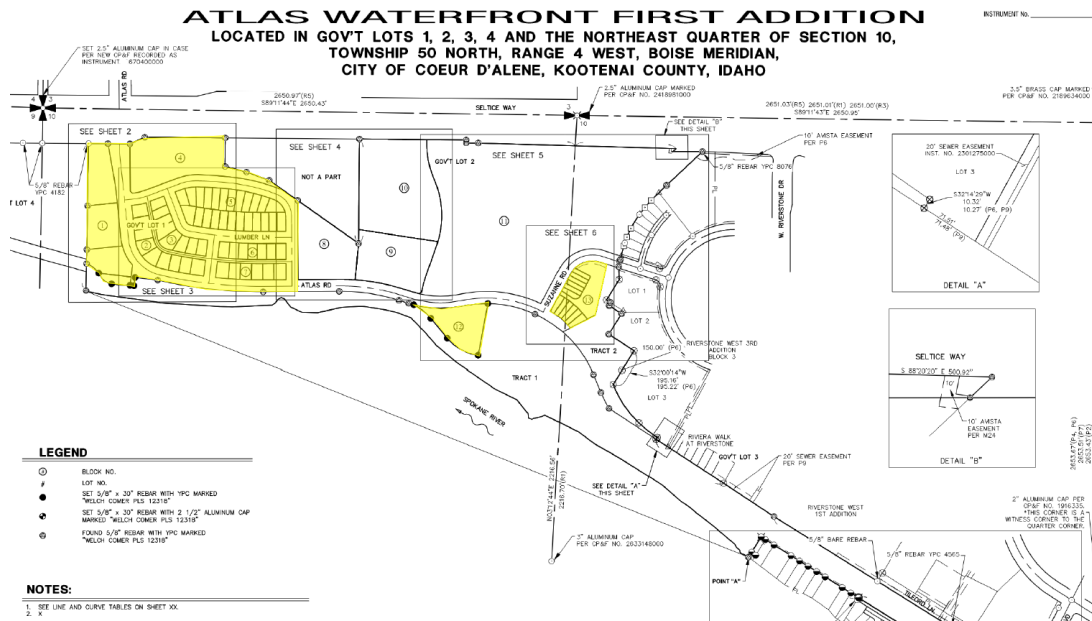
*ignite cda originally planned to final plat the Areas noted above in order to sell the property to the "developers" as Areas, which the developers would then re-plat (at a later time) at the lot level. During ANE discussions, several of the developers desired to move quickly so they can apply for building permits as*

soon as practical. Developers moving quickly to build is advantageous to the project because it triggers full land sale payment and establishes property tax basis and increment sooner. Considering this, the Welch-Comer Team developed a process for **ignite cda** to take the lead platting the areas at the developer's desired lot configuration with the developer paying the cost for this **ignite cda** "added service" through an ANE Amendment process developed by Hawley Troxel. **Ignite cda** is recovering the Welch-Comer Team costs plus a 10% fee from the developers (non-refundable) for this "added service." There is some risk that a developer may not complete the ANE/DDA process and their Area may need to be placed in a future RFP as platted lots or re-platted in a different configuration.

Area 8 can be platted now as 24 lots while the board considers how to dispose of the property. If the triangle parcel is acquired, Area 8 can be reconfigured, if necessary, and re-platted.

The Welch-Comer Team has prepared the draft final plat for the Areas which the developers are reviewing. Welch-Comer will submit the final plat to the City, if so authorized by the **ignite cda** board, on August 21, 2020 with the intent the approved final plat would be on the City Council consent calendar agenda on September 15, 2020.

The question presented to the board for consideration is whether or not to authorize the execution of documents necessary to apply for the Atlas Phase 1 Final Plat as depicted below.



**Motion by Commissioner Chapkis, seconded by Commissioner Widmyer, to authorize final platting of Atlas Project Areas 1,2,6,8,10,12,13. Motion carried.**

**Ignite cda** Public Records Policy – Updated

Ex Director Berns shared a summary of two proposed updates to the Agency’s public records policy resulting from some recent changes in Idaho Code. The following highlighted text captures the proposed updates to the policy:

**“Public Record”** includes, but is not limited to, any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form and characteristics. Provided, however, that personal notes created by a public official solely for his own use shall not be a public record as long as such personal notes are not shared with any other person or entity.

**Records Requests.** Requests must be made in writing by completing and signing Agency’s public record request form and must include a complete and detailed description of the materials requested, including specifically describing the subject matter and records sought, including a specific date range for when the records sought were created. The requesting party shall be as specific as possible when requesting records. A request shall describe records sought in sufficient detail to enable the Agency to locate such records with reasonable effort. The Agency will not author or prepare any new documents in response to a records request. The Agency will accept a completed public records request form submitted in person, by U.S. mail, by email, or by facsimile.

**Motion by Commissioner Chapkis, seconded by Commissioner Widmyer, to approve the updated Agency’s Public Record Policy as proposed. Motion carried.**

**Ignite cda** Support for Emergency Economic Community Needs

*Background: for background on this issue, please refer to the March 18, 2020 thru July 15, 2020 board meeting minutes.*

Commissioner Widmyer shared that on August 17, City Council approved a business grant program for local businesses. The City has set aside \$340,000 that is available to the City from state Covid related funds. Applications for these grant funds will be available within the next few weeks. The City will submit applications for these grant funds to the state for final approval.

9. BOARD COMMISSIONER COMMENTS:

No comments provided.

10. ADJOURN:

**Motion by Commissioner Hoskins, seconded by Commissioner Widmyer, to adjourn. Motion carried.**

The **ignite cda** board meeting adjourned at 5:18 p.m. Minutes prepared and submitted by Ex. Director Berns.



**SPECIAL CALL BOARD MEETING MINUTES**

**TUESDAY AUGUST 25, 2020 2:30 PM**

**CDA CHAMBER OF COMMERCE & ZOOM VENUES**

**LARGE CONFERENCE ROOM**

1. CALL TO ORDER

Chairman Hoskins called the **ignite cda** Special Call Board meeting to order at 2:30.

**ignite cda** board members attending meeting:

In person: Hoskins, Chapkis, Metts, English, Widmyer

Via Zoom: Jordan, Mandel

**ignite cda** staff present:

Berns

**ignite cda** legal counsel present:

Quade, Reed

**ignite cda** consultants attending meeting via Zoom: Phil Boyd (Welch-Comer Engineers)

2. ATLAS PROJECT: MASTER ASSOCIATION DECLARATION DOCUMENT

Counsel Quade and Reed discussed the Declaration document with the board.

Following is a listing of the Articles contained in the Atlas Waterfront Association Master Declaration.

**ARTICLE 1. DECLARATION / PURPOSES**

**ARTICLE 2. CERTAIN DEFINITIONS**

**ARTICLE 3. ATLAS WATERFRONT ASSOCIATION**

**ARTICLE 4. ASSESSMENTS AND OTHER AMOUNTS**

**ARTICLE 5. PROPERTY RIGHTS**

**ARTICLE 6. CERTAIN OBLIGATIONS AND RIGHTS OF  
ATLAS WATERFRONT ASSOCIATION**

**ARTICLE 7. RESTRICTIONS APPLICABLE TO ATLAS WATERFRONT**

**ARTICLE 8. DESIGN REVIEW**

**ARTICLE 9. EASEMENTS**

**ARTICLE 10. ANNEXATION AND WITHDRAWAL OF PROPERTY**

**ARTICLE 11. DECLARANT'S DEVELOPMENT RIGHTS,  
SPECIAL RIGHTS AND RESERVATIONS**

**ARTICLE 12. WATERFRONT PARK**

**ARTICLE 13. STREETS AND ROADS**

**ARTICLE 14. RESERVED.**

**ARTICLE 15. CERTAIN RIGHTS OF DECLARANT AND OWNERS**

**ARTICLE 16. DISPUTE RESOLUTION AND LIMITATION ON LITIGATION**

**ARTICLE 17. MISCELLANEOUS**

3. **ATLAS PROJECT: MASTER ASSOCIATION BYLAWS DOCUMENT**  
Counsel Quade and Reed discussed the Bylaws document with the board.  
Following are the Articles of the Bylaws for the Atlas Waterfront Association,  
Inc.

**BYLAWS  
OF  
ATLAS WATERFRONT ASSOCIATION, INC.**

**ARTICLE 1.  
PLAN OF OWNERSHIP**

**ARTICLE 2. Membership, Voting, Quorum and Proxies**

**ARTICLE 3. Membership Meetings**

**ARTICLE 4. Board of Directors**

**ARTICLE 5. Board Powers & Management of Business**

**ARTICLE 6. Officers and Agents**

**ARTICLE 7. Obligations of the Members**

**ARTICLE 8. Assessments**

**ARTICLE 9. Amendments**

**ARTICLE 10. General Provisions**

4. ATLAS PROEJCT: DISPOSTION AND DEVELOPMENT AGREEMENT  
(DDA)

Counsel Quade discussed the DDA document with the board. Following is the table of contents of the DDA:

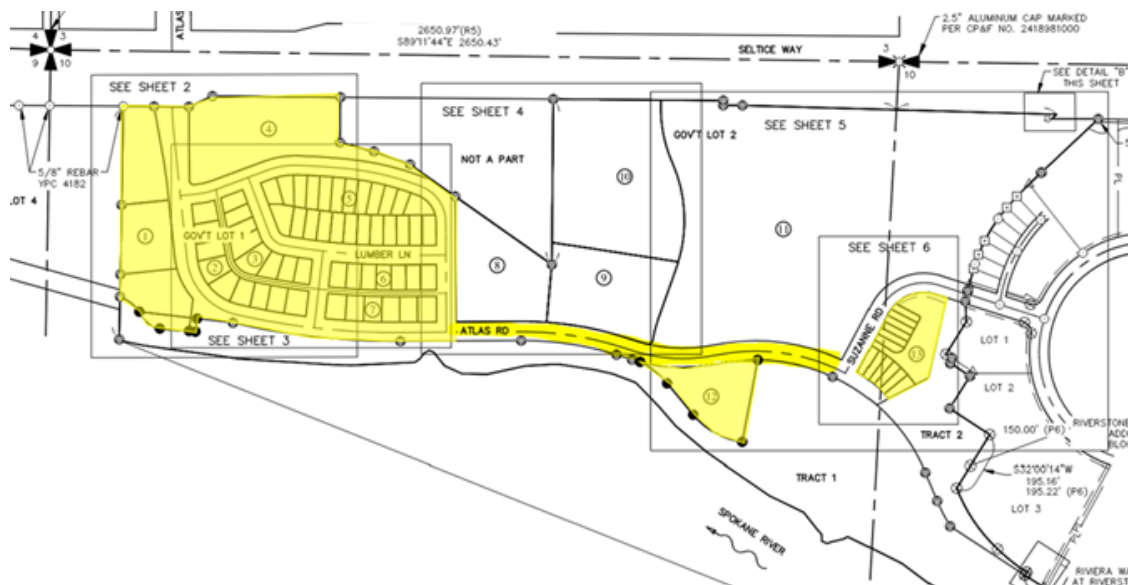
1. DEFINITIONS
2. SUBJECT OF AGREEMENT
3. OF ENTRY/REVIEW OF TITLE
4. EVIDENCE OF PROJECT FINANCING
5. DISPOSITION AND CONVEYANCE OF THE PROPERTY
6. CONDITION OF THE PROPERTY
7. DEVELOPMENT OF THE PROPERTY
8. INSURANCE AND INDEMNIFICATION
9. CERTIFICATE OF COMPLETION
10. DEVELOPER'S POST-DEVELOPMENT AND CONSTRUCTION OBLIGATIONS
11. DEFAULTS, REMEDIES, AND TERMINATION
12. GENERAL PROVISIONS
13. SPECIAL PROVISIONS

**Motion by Commissioner Metts, seconded by Commissioner Widmyer, approving the form of the DDA as presented and also authorizing the Ex. Director, in addition to the Chair, to sign DDA related documents. Motion Carried.**

**Note:** Commissioner Mandel left the meeting at 3:00 p.m.

5. ATLAS PROJECT: LARIVIERE INC. ATLAS PHASE 1 CONTRACT

Phil Boyd (Welch-Comer Engineers) presented Amendment #2 of the LaRiviere Inc. Phase 1 contract to the board. This amendment involves infrastructure improvements to serve the Phase 1 platted Areas (shown below in yellow). This amendment includes **ignite cda** funded “backbone” infrastructure as well as developer funded individual lot water and sewer services, sidewalks and alleys. Since **ignite cda** has not yet received the developer funds for the “developer” improvements, the board may want to consider only authorizing the work for the backbone infrastructure now and allow Chairman Hoskins to authorize the developer funded improvements upon receipt of developer funds for each Area.



Following is the Amendment #2 unit price schedule which totals **\$2,285,908**:  
Agency infrastructure costs: \$1,739,682  
Developer funded costs: \$546,226



ATLAS PHASE 1 INFRASTRUCTURE SCHEDULE C					
Pay Item	Description	Pay Unit	Est. Qty.	Unit Price	Total Price
1	Waterline Tie-In	EA	2	\$4,500.00	\$9,000.00
2	Water Main Pipe - 8 Inch C900 DR18 PVC	LF	2091	\$48.00	\$100,368.00
3	Water Main Pipe - 12 Inch C900 DR18 PVC	LF	2836	\$65.00	\$184,340.00
4	Valve - 8 Inch GATE Valve	EA	8	\$2,400.00	\$19,200.00
5	Valve - 12" BUTTERFLY Valve (Not Gate Valve)	EA	4	\$5,100.00	\$20,400.00
6	Valve - 1" Air Relief	EA	2	\$3,900.00	\$7,800.00
7	Hydrant City	EA	10	\$5,000.00	\$50,000.00
8	Water Service Connection - 1" HDPE /w main tap	LF	1575	\$20.00	\$31,500.00
9	3/4" Water Meter Set - City Standard	LS	54	\$2,500.00	\$135,000.00
10	2" Water Service Connection with main tap	LF	168	\$25.00	\$4,200.00
11	1-1/2" Water Meter Set - City Standard	EA	5	\$5,500.00	\$27,500.00
12	4" Fire Service Connection	LF	168	\$65.00	\$10,920.00
13	Potable Class Casing - _ Inch C900 DR 25 PVC	LF	20	\$79.00	\$1,580.00
14	Gravity Sewer Pipe - 8-inch - ASTM D3034 SDR34	LF	3638	\$50.00	\$181,900.00
15	Gravity Sewer Pipe - 10-inch - ASTM D3034 SDR35	LF	2055	\$53.00	\$108,915.00
16	Sanitary Sewer Manhole - 48" Diameter	EA	28	\$2,800.00	\$78,400.00
17	Connection to Existing Manhole - 48" Diameter	EA	2	\$1,000.00	\$2,000.00
18	MF and Commercial Sewer Service Line - 6 Inch	LF	297	\$65.00	\$19,305.00
19	Individual Lot Sewer Services	LF	1320	\$54.00	\$71,280.00
20	12" Storm Drain Pipe, ASTM 3034 SDR35 PVC	LF	1870	\$45.00	\$84,150.00
21	Storm Drain Manhole	EA	16	\$2,400.00	\$38,400.00
22	Connection to Existing Manhole - 48" Diameter	EA	2	\$1,000.00	\$2,000.00

23	Catch Basin Type 1	EA	21	\$1,800.00	\$37,800.00
24	Double Catch Basin	EA	1	\$3,000.00	\$3,000.00
25	10-inch Island Curb	LF	351	\$21.00	\$7,371.00
26	Standard 6-inch Vertical Curb & Gutter	LF	9135	\$21.00	\$191,835.00
27	Concrete Sidewalk - 4" thick	SF	32940	\$4.40	\$144,936.00
28	Pedestrian Ramp w/Detectable Warning Domes	EA	39	\$840.00	\$32,760.00
29	Crushed Aggregate for Base Type 1 (Trails/Paths)	TON	209	\$24.00	\$5,016.00
30	Crushed Aggregate for Base Type 2 (Alleys)	TON	342	\$24.00	\$8,208.00
31	Crushed Aggregate for Base Type 3 (Roads)	TON	3981	\$24.00	\$95,544.00
32	Superpave HMA, Class SP-2, 3/4" Agg (Trails/Paths)	TON	120	\$110.00	\$13,200.00
33	Superpave HMA, Class SP-2, 3/4" Agg (Alleys)	TON	170	\$110.00	\$18,700.00
34	Superpave HMA, Class SP-3, 3/4" Agg (Roads)	TON	2468	\$110.00	\$271,480.00
35	Urban Approach	EA	7	\$2,000.00	\$14,000.00
36	Stabilized Construction Entrance	EA	2	\$1,500.00	\$3,000.00
37	Temporary Slope Protection as Needed/Directed	SF	5000	\$11.00	\$55,000.00
38	Fiber Wattle	LF	2000	\$5.00	\$10,000.00
39	Install Painted Pavement Markings	LS	1	\$ 3,400.00	\$3,400.00
40	Install Permanent Signing	LS	1	\$11,000.00	\$11,000.00
41	Streets Construction Surveying	LS	1	\$50,000.00	\$50,000.00
42	Dry Utility Trenching, 4' Width	LF	4860	\$10.00	\$48,600.00
43	Retaining Wall	SF	2900	\$21.00	\$60,900.00
44	Temporary Fencing per 1000 LF	Month	12	\$1000.00	\$12,000.00
<b>SCHEDULE C TOTAL</b>					<b>\$2,285,908.00</b>

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to approve the LaRiviere Atlas Phase 1 Contract Amendment #2 with a cost not to exceed \$2,285,908, authorizing spending at this time of \$1,739,682 for Agency infrastructure improvements and authorizing the Chair and Ex.**

**Director to approve contract spending for developer funded improvements (\$546,226) upon receipt of developer funds for each Area. Motion Carried.**

6. ATLAS PROJECT: PROJECT SITE SECURITY PROPOSAL

Per discussion emanating from the August 19, 2020 **ignite cda** board meeting, Bill Greenwood, City of CDA Parks Director, has developed an Atlas project site security proposal utilizing Northern States Security:

- \$19/man hour plus gas for the patrol car,
- At a minimum, the need will be for two-person coverage, one person on foot and one person in the car to cover the entire site, not just the park area,
- Weekday coverage: Mr. Greenwood proposes 12 hours of coverage per night on weekdays from 4:00 PM to 4:00 AM,
- Weekend coverage: Mr. Greenwood proposes 17 hours of coverage from 11:00 AM to 4:00 AM,
- Mr. Greenwood proposes this coverage to run from August 26 until September 18; he believes the project should be far enough along to end security coverage at that time.
- Proposed Costs:
  - Weekdays: 2 people for 12 hours = 24 man hours x \$19 per hour = \$456/day. From August 26 thru September 18 = 18 days @ \$456 = \$8,208
  - Weekends: 2 people for 17 hours = 34 man hours x \$19 per hour = \$646/day. From August 26 thru September 18 = 6 days @ \$646 = \$3,876.
  - Labor Cost: \$12,084 + \$100 in gas costs
  - Total Cost: \$12,184

**Motion by Commissioner Metts, seconded by Commissioner Widmyer, to approve the Atlas Project security proposal as presented with a cost not to exceed \$13,000 with the understanding that LaRiviere Inc. will be providing construction fencing to secure the project site. Motion Carried.**

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

**Roll Call:**

<b>Mandel</b>	<b>Absent</b>	<b>Widmyer</b>	<b>Yes</b>	<b>Garcia</b>	<b>Absent</b>
<b>Metts</b>	<b>Yes</b>	<b>Jordan</b>	<b>Yes</b>	<b>Hoskins</b>	<b>Yes</b>
<b>Armon</b>	<b>Absent</b>	<b>English</b>	<b>Yes</b>	<b>Chapkis</b>	<b>Yes</b>

**Motion carried.**

The **ignite cda** board entered Executive Session at 3:37 p.m. Those present were the **ignite cda** Board of Commissioners, 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 3:47 p.m.

8. PERSONNEL ACTION RELATED TO EXECUTIVE DIRECTOR

No action taken.

9. ADJOURN

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

The **ignite cda** Board meeting adjourned at 3:47. Minutes prepared and submitted by Ex. Director Berns.



## BOARD MEETING MINUTES

WEDNESDAY SEPTEMBER 16, 2020 4:00 P.M.

### COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

#### 1. CALL TO ORDER

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

**ignite cda** board members present: Armon, Chapkis, English, Widmyer, Mandel, Metts, Hoskins, Jordan

**ignite cda** board members attending via zoom:

**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

- August 19, 2020 Board Meeting Minutes

**Motion by Commissioner Mandel, seconded by Commissioner Chapkis, to approve the August 19, 2020 Board Meeting Minutes. Motion carried.**

- August 25, 2020 Special Call Board Meeting Minutes

**Motion by Commissioner Armon, seconded by Commissioner Widmyer, to approve the August 25, 2020 Board Special Call Meeting Minutes. Motion carried.**

#### 5. PRESENTATION: LaCrosse Avenue Extension Project – Chris Bosley, City of CDA

City Engineer Chris Bosley discussed the following staff report with the board and shared a PowerPoint presentation re. the proposed project.

**ignite cda**  
**Staff Report**

**DATE:** September 16, 2020  
**FROM:** Chris Bosley – City Engineer  
**SUBJECT:** Funding request for the design and construction of Lacrosse Ave

=====

**DECISION POINT:**

The City of Coeur d’Alene is requesting funding for the design and construction of Lacrosse Ave.

**HISTORY:**

The Atlas Mill Site traffic study, completed in January of 2019 by Welch Comer and Associates, recommended a third access point to the Riverstone area as a mitigation measure to reduce traffic congestion. Specifically, the recommendation called for Lacrosse Ave to extend from Beebe Boulevard to Northwest Boulevard with a traffic signal installed at Northwest Boulevard. Previously, the Four Corners/BLM Corridor Master Plan also called for Lacrosse Ave to extend from Northwest Boulevard to Lakewood Drive, providing access to future park amenities. And most recently, Active West began construction of a residential subdivision extending east of Beebe Boulevard, connecting to Lakewood Drive, setting the stage for extending the street to Northwest Boulevard and completing the conceptualized connection. This Lacrosse Ave connection is considered a priority transportation project by City Council and City staff. In order to make this project possible, the City has worked with developers and railroads to complete a land trade. If the funding is secured for this project, a follow-up meeting with the Bureau of Land Management will be held to verify acceptance of the parking lot and connection to Bellerive that would be placed on the BLM Corridor land.

**FINANCIAL ANALYSIS:**

The City is asking **ignite cda** for \$1.8M in funding to complete Lacrosse Ave.

**PERFORMANCE ANALYSIS:**

Completion of Lacrosse Avenue will provide another ingress/egress to the Riverstone development, provide future park access, and reduce traffic congestion in the area. This project will help to fulfill a recommendation of the Atlas Mill Site Traffic Study and the Four Corners/BLM Corridor Master Plan.

**DECISION POINT/RECOMMENDATION:**

The City requests that **ignite cda** consider providing \$1.8M in funding to complete the Lacrosse Ave. extension as proposed.

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Following are key slides from Mr. Bosley’s presentation:



Yellow line depicts proposed overall LaCrosse Avenue extension to Lakewood Drive, with a new traffic signal located at LaCrosse Avenue & Northwest Blvd.



Close up view of project highlighting LaCrosse Avenue extension and proposed Bellerive connection, including new public parking areas and trails/sidewalks as depicted.

Description	Pay Unit	Total Quantity	Rounded Quantity	Unit Price	Total Amount
Mobilization	LS	1	1	\$ 240,000.00	\$ 240,000.00
Site Control	LS	1	1	\$ 10,000.00	\$ 10,000.00
Construction Traffic Control	LS	1	1	\$ 10,000.00	\$ 10,000.00
Temporary Stabilized Construction Entrance	EA	2	2	\$ 1,500.00	\$ 3,000.00
Removal of Existing Asphalt	SY	389	390	\$ 10.00	\$ 3,900.00
Removal of Existing Curb	LF	200	200	\$ 10.00	\$ 2,000.00
Removal of Sidewalk	SY	17	20	\$ 15.00	\$ 300.00
Removal of Obstructions	LS	1	1	\$ 20,000.00	\$ 20,000.00
Excavation and Embankment	CY	1,111	1,100	\$ 25.00	\$ 27,500.00
Unsuitable Excavation and Haul	CY	100	100	\$ 30.00	\$ 3,000.00
3/4" Base Rock	TON	4,050	4,050	\$ 25.00	\$ 101,250.00
Asphalt Streets (4" AC)	TON	1,800	1,800	\$ 80.00	\$ 144,000.00
Standard Concrete Sidewalk	SY	833	800	\$ 80.00	\$ 64,000.00
Asphalt Path	TON	188	120	\$ 60.00	\$ 7,200.00
Pedestrian Ramp	EA	4	4	\$ 2,000.00	\$ 8,000.00
Standard Curb and Gutter	LF	3,600	3,600	\$ 30.00	\$ 108,000.00
Concrete Driveway Approach	SY	300	300	\$ 70.00	\$ 21,000.00
Adjust Utilities	LS	1	1	\$ 10,000.00	\$ 10,000.00
Permanent Signing	LS	1	1	\$ 5,000.00	\$ 5,000.00
Permanent Striping	LS	1	1	\$ 5,000.00	\$ 5,000.00
Trees - 3" Cal	EA	60	60	\$ 750.00	\$ 45,000.00
Hydroseed & Irrigation	SF	30,000	30,000	\$ 2.00	\$ 60,000.00
Electrical	LS	1	1	\$ 15,000.00	\$ 15,000.00
Lighting	EA	14	14	\$ 3,000.00	\$ 42,000.00
Traffic Signal	LS	1	1	\$ 300,000.00	\$ 300,000.00
Contingency Amount (20%)	CA	1	1	\$ 252,000.00	\$ 252,000.00
CONSTRUCTION SUBTOTAL					\$ 1,507,150.00
DESIGN PHASE SERVICES					\$ 78,000.00
BIDDING					\$ 5,000.00
CONSTRUCTION PHASE SERVICES					\$ 78,000.00
SURVEY/CONSTRUCTION STAKING					\$ 30,500.00
PUBLIC ART FEE					\$ 20,045.10
WATER CAP FEE (EST.)					\$ 30,000.00
AVISTA RELOCATIONS (EST.)					\$ 20,000.00
"THE UNION" REQUEST					\$ 44,300.00
TOTAL CONSTRUCTION COST					\$ 1,809,000.00
<b>CITY FUNDED IMPROVEMENTS</b>					
Sewer Extension	FT	540	540	\$ 150.00	\$ 81,000.00
Water Extension	FT	1,301	1,300	\$ 75.00	\$ 97,500.00
Storm modifications/swale construction	LS	1	1	\$ 20,000.00	\$ 20,000.00
Drywell	EA	12	12	\$ 3,000.00	\$ 36,000.00
					\$ 234,500.00

Proposed project funding summary

- Commissioner Metts asked for clarification as to what project elements would be achieved via the \$1.8 million effort?
  - Mr. Bosley indicated that the following project elements would be built via the \$1.8 million effort: LaCrosse Avenue roadway extension from Northwest Blvd thru to the Active West Union project (the Union project will provide the connection to Lakewood Drive), new



signalized intersection at LaCrosse Avenue and Northwest Blvd, new sidewalks, new trail segments, new public parking elements and realignment of the Centennial Trail crossing at Beebe Blvd.

- Commissioner Armon asked about the Active West roadway in the Union project – will it be open to the public?
  - Mr. Bosley shared that the road being constructed as part of the Active West Union project will connect the LaCrosse Avenue roadway extension effort to Beebe Blvd. The Active West road will be built as a residential road and will be open to the public. Traffic calming measures will be employed to slow traffic thru this residential area. The hope is to focus the Riverstone bound traffic from Northwest Blvd to Lakewood Drive and not to Beebe Blvd.
- Commissioner Armon asked for clarification of the Centennial Trail connection across Beebe Blvd – will the connection be at 90 degrees?
  - Mr. Bosley shared that yes, there will be 90 degree turns installed on this section of the trail on both sides of the Beebe Blvd crossing to slow down bike traffic and to allow for a straight alignment of the trail crossing of Beebe Blvd.
- Commissioner Widmyer confirmed that Active West will help in constructing the connection of the LaCrosse Avenue extension to Lakewood Drive.
  - Mr. Bosley said yes, Active West will assist with that connection.
- Commissioner Jordan asked if there is an estimated traffic trips per day at the intersection of Northwest Blvd and Lacrosse Avenue – seems like a lot of money to spend on this effort if the need is not warranted.
  - Mr. Bosley shared that he did not have traffic count information to share at this time, but the need for the LaCrosse Avenue roadway extension into the Riverstone area was identified in the Atlas traffic study.
- Commissioner Jordan asked if the City continues to watch for other funding sources (e.g. Covid relief funds) for these type of infrastructure projects so that **ignite cda** funds could be used elsewhere in the district for other projects?
  - Mr. Bosley shared that this type of roadway project would be tough to qualify for any type of Covid related relief funds, but that the City is always monitoring other funding sources for infrastructure projects.
- Commissioner Metts asked if the LaCrosse Avenue roadway extension project is included in the City’s CIP (Capital Improvement Plan) or TIP (Transportation Improvement Plan)?

- Mr. Bosley shared that this project is not identified in those plans but was identified as a needed project in the Atlas traffic study.
- Commissioner Armon asked about the project's timeframe?
  - Mr. Bosley shared that if the **ignite cda** board approves the requested funding, project design will occur this fall, the project will be bid in the spring of 2021 and completed by early fall 2021.

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to approve the requested \$1.8 million in **ignite cda** partnership funding for the LaCrosse Avenue roadway extension as proposed and presented. Motion carried.**

## 6. REPORTS

- Finance – Commissioner Armon  
District Monthly Financials  
Agency Payables

Commissioner Armon reviewed and discussed the August District financial statements, and the August/September Agency account payables with the board.

**Motion by Commissioner Widmyer, seconded by Commissioner Metts, to approve the District financial statements and the August/September Agency accounts payables. Motion carried.**

- Parking – Commissioner Jordan

Commissioner Chapkis, in Commissioner Jordan's stead, shared a parking commission update with the board indicating that parking revenues this past month increased over the same period as last year. Also, a three-person panel was established to address parking signage in the downtown.

## 7. EXECUTIVE DIRECTOR'S REPORT

### Agency's Riverstone/Bellerive Railroad Right-Of-Way Ownership

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

Ex. Director Berns shared the following four courses of action for board consideration re. the RR row property:

- Do nothing and gift the RR row property to the City as the Lake District sunsets.
- Move forward with the proposed public parking amenity concept as presented in July.
- Consider declaring the RR row property surplus, get an appraisal, and sell the property via a sealed bid auction to the open market.
- Consider issuing a Request for Proposals (RFP) for development of the RR row property. The board would then choose a proposal and sell the property to the developer at a fair reuse value that may or may not be at market value.

Board members voiced their support for the RFP venue and suggested that the City's planning and engineering teams be engaged in the RFP development process to assure that key desired elements for this area are identified in the RFP document.

**Motion by Commissioner Widmyer, seconded by Commissioner Armon, to create an RFP document for the Agency's RR right of way property located in the Riverstone/Bellerive area that includes input from the City's engineering and planning departments. Motion carried.**

#### Atlas Project: Update

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



## Project Progress



- Recently Completed
  - 99% of the concrete flatwork
  - Irrigation system
  - Avista power
  - Log boom
- Ongoing Work
  - Building interiors
  - Tree planting
  - Hydroseeding



Project Site: Showing ongoing landscaping work.



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

- Commissioner Armon asked if the Atlas Waterfront Park opening should be delayed until next spring to protect both the ongoing Phase 1 work as well as the fragile landscaping area?
  - Mr. Boyd shared that this conversation is occurring now, and one idea is to open certain portions of the park this fall (e.g. parking area, dog park area) and other elements of the park next year. A decision re. a park opening strategy is expected to be reached by the end of September.

## Welch-Comer Master Plan Update with Triangle Parcel

Phil Boyd shared the following overview of the proposed Amendment 12 to the Welch Comer contract with the board.

The original Atlas land use plan and financial analysis did not include the triangle parcel, recently acquired by the City. In order to make sound decisions, based on accurate information, ignite desires to evaluate two updated conceptual land use options for the area shown below, the related infrastructure improvements and costs, the financial analysis of each concept including residual land value, estimated property values, and tax increment.



### Task 1.A - Triangle Parcel Topographic Survey:

1. Complete a topographic survey of the parcel including locating trees with a DBH greater than 6". This information is necessary to determine where buildable areas can be established and to accurately estimate earthwork and develop preliminary road alignments.
2. Establish property corner witness posts and points online staking in order for ignite CDA and City representatives to evaluate the boundary lines and topography.

### Task 1.B - Prepare preliminary land development scenarios including:

1. Develop two land use concepts that and organize land use types, locations and mixes.
2. Update site development opinions of cost for the two development concepts.
3. Prepare a financial analysis for the land development scenarios and update the financial model.

### 4. PAYMENT MODIFICATIONS:

A. A Lump Sum amount based on the following estimated distribution of compensation:

Task 1.A Triangle Parcel Topographic Survey	\$ 9,200
Task 1.B Master Plan and Financial Analysis Update	\$30,000
<b>TOTAL</b>	<b>\$39,200</b>

**Motion by Commissioner Armon, seconded by Commissioner English, to approve Amendment 12 to the Welch Comer contract in the amount of \$39,200 to perform the proposed land use planning work. Motion carried.**

Welch-Comer Phase 1 Construction Phase Services

Phil Boyd shared the following overview of the proposed Amendment 13 to the Welch Comer contract with the board.

Ignite CDA has awarded LaRiviere Contract Amendment #2 for the Phase 1 Infrastructure Improvements. This amendment is for the Phase 1 Engineering Construction Phase Services (CPS) for the area shown below.



1. Construction Phase Services includes construction administration pay requests, changes, submittals, RFIs, construction observation, construction meetings, and ignite meetings.
2. Construction staking.
3. Record drawings for water, sewer and storm as required by the City including in GIS format.
4. Post construction phase –warranty items.

Task	Method of Payment	Fee
1. Phase 1 - Construction Phase Services	Lump Sum	\$179,000
2. Phase 1 - Wet and Dry Utility Construction Staking and Machine Grading Check	Lump Sum	\$ 55,000
3. Phase 1 - Record Drawings	Lump Sum	\$ 6,500
4. Phase 1 - Post Construction Phase Services	Lump Sum	\$ 4,000
<b>CONTRACT TOTAL</b>		<b>\$244,500</b>

**Motion by Commissioner Armon, seconded by Commissioner Metts, to approve Amendment 13 to the Welch Comer contract in the amount of \$244,500 to perform the construction phase services and record drawings related to Amendment #2 of the LaRiviere contract . Motion carried.**

LaRiviere Amendment #2: Atlas Phase 1 Infrastructure - Contract Milestones

Phil Boyd discussed the following proposed LaRiviere Atlas project Phase 1 infrastructure contract milestones with the board. Board discussion ensued re. how best to ensure that the infrastructure gets completed in a timely manner that does not delay development of the Atlas project site.

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## Phase 1 Infrastructure Contract-LaRiviere

- Current contract completion date is May 1, 2021
- Based on on-going DDA negotiations and recent pipe manufacturing challenges, Welch Comer recommends ignite amend LaRiviere contract to include interim milestones:
  1. Work start date: October 12, 2020
  2. Utility infrastructure complete: February 1, 2021 with a damage provision, to be determined.
  3. Curb, gutter, roads, sidewalks, street signs, complete May 31, 2021

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**Motion by Commissioner Armon, seconded to Commissioner Widmyer, to approve a modification to the LaRiviere Inc. Atlas contract via Amendment #2 (i) to provide a milestone for completion of utility infrastructure of February 1, 2021, with liquidated damages as penalty for nonperformance, and (ii) to provide the most aggressive completion date possible, with an outside date of no later than May 31, 2021, for the remaining infrastructure with LaRiviere Inc. agreeing to pay all actual damages of **ignite cda** and developers purchasing property on the site for any delays of contract completion. Motion carried.**

Midtown Ventures LLC Project: ANE Extension – 4<sup>th</sup> Amendment

*Background: at the April 15, 2020 **ignite cda** board meeting, the board via a third amendment to the Agreement to Negotiate Exclusively (ANE) granted an ANE extension to September 16, 2020.*

Ex. Director Berns shared that an additional ANE extension is needed in order to complete the reuse appraisal process. The suggested timeline extension is from September 16, 2020 to October 21, 2020.

**Motion by Commissioner Widmyer, seconded by Commissioner Armon, to approve the 4<sup>th</sup> Amendment to the Midtown Ventures LLC ANE extending the ANE timeframe from September 16, 2020 to October 21, 2020. Motion carried.**

**Ignite cda Support for Emergency Economic Community Needs**

*Background: for background on this issue, please refer to the March 18, 2020 thru August 19, 2020 board meeting minutes.*

Commissioner English shared that the City is receiving various Covid related relief funding for the community and is working on protocols for getting these funds out in the community. Following is one example of the type of funds available from the City:

*The City of Coeur d'Alene announces that it has reserved \$340,000 in CARES Act funding for Small Business Relief Grants. The grant program is available to businesses and organizations (including non-profits and licensed in-home childcare providers) registered with the State of Idaho and located within the City of Coeur d'Alene jurisdictional boundaries.*

*In the first round of the grant allocation, eligible expenses for businesses will be focused on keeping kids healthy and making Coeur d'Alene safer for residents and visitors.*

8. ELECTION OF **ignite cda** CHAIR & VICE CHAIR

**Motion by Commissioner Armon that Commissioner Hoskins be nominated as **ignite cda** Board Chair, and that Commissioner Metts be nominated as **ignite cda** Vice-Chair, for fiscal year 2021. Commissioner Widmyer seconded the motion. No other nominations were proffered, and no objections to the nomination slate were voiced. Motion carried.**

9. BOARD COMMISSIONER COMMENTS:

Commissioner Armon acknowledged the efforts of Counsel Quade and Ex. Director Berns for their work on the Atlas project.

10. EXECUTIVE SESSION – Idaho Code Section 74-206 \*

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

**Motion by Commissioner Widmyer, seconded by Commissioner Mandel, 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.**



**Roll Call:**

<b>Mandel</b>	<b>Yes</b>	<b>Widmyer</b>	<b>Yes</b>	<b>Garcia</b>	<b>Absent</b>
<b>Metts</b>	<b>Yes</b>	<b>Jordan</b>	<b>Yes</b>	<b>Hoskins</b>	<b>Yes</b>
<b>Armon</b>	<b>Yes</b>	<b>English</b>	<b>Yes</b>	<b>Chapkis</b>	<b>Yes</b>

**Motion carried.**

The **ignite cda** board entered Executive Session at 6:02 p.m. Those present were the **ignite cda** Board of Commissioners and Counsel Quade. Deliberations were conducted regarding the evaluation of the Executive Director. No action was taken in Executive Session and the **ignite cda** board returned to regular session at 6:15 p.m.

**Motion by Commissioner English, seconded by Commissioner Armon, to leave Executive Session at 6:15. Motion carried.**

11. PERSONNEL ACTION RELATED TO EXECUTIVE DIRECTOR

**Motion by Commissioner English, seconded by Commissioner Chapkis, to provide a one-time increase in retirement contribution for Executive Director Berns of \$7,000. Motion carried.**

12. ADJOURN:

**Motion by Commissioner Widmyer, seconded by Commissioner Mandel, to adjourn. Motion carried.**

The **ignite cda** board meeting adjourned at 6:19 p.m. Minutes prepared and submitted by Ex. Director Berns.



## BOARD MEETING MINUTES

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

### COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

#### 1. CALL TO ORDER

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

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

**ignite cda** board members attending via zoom: Widmyer

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

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENT

No public comment was provided.

#### 4. APPROVAL OF MINUTES

- September 16, 2020 Board Meeting Minutes

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

#### 5. PRESENTATION: CDA Arts Commission Performing Arts Grant Program

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

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

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

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

**ignite cda BOARD MEETING  
STAFF REPORT**

**DATE:** October 21, 2020

**FROM:** Troy Tymesen, City Administrator/Arts Commission Liaison

**SUBJECT:** APPROVAL OF GRANT FINALISTS FOR PERFORMING ARTS GRANT PROGRAM

\*\*\*\*\*

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

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

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

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

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

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

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

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

**FINANCIAL ANALYSIS:**

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

**PERFORMANCE ANALYSIS:**

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

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

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

Inland Northwest Opera:

Dawn Wolski, General and Artistic Director

Coeur d'Alene Symphony:

Jeff Crandall, Chairman of the Board

John Bottelli, Secretary

Jack Powers, Advisor

Coeur d'Alene Summer Theatre:

LaDonna Beaumont, President

Chorale Coeur d'Alene

Patricia (Pat) Matson, Chorale Board Vice Chair

Hank Broeckling, Chorale Board Member and Production Manager

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

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

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

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

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

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

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

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

## COEUR D'ALENE ROTARY PARK



### Physical Characteristics of Current Park:

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



## COEUR D'ALENE ROTARY PARK



### Current Park is at Risk:

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

## COEUR D'ALENE ROTARY PARK



### Rare 100-Year Opportunity for the Future:

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

## COEUR D'ALENE ROTARY PARK



### Proposed Acquisition & Improvement Partnership:

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

### Planned Improvements:

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

## COEUR D'ALENE ROTARY PARK



### Management & Civic Partnerships:

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

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

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

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

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

**Motion carried.**

## 7. REPORTS

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

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

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

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

## 8. EXECUTIVE DIRECTOR’S REPORT

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



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

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

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



- The RFP objective and desired project elements follows:

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

The Agency envisions:

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

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

➤ The suggested timeframe for the RFP process follows:

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

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

#### Atlas Project: Update

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

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

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



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



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



Project Site: Showing new restroom and picnic shelter building.

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

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

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

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

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

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



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

**Welch Comer Services**

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

#### HEARTLAND Services

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

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

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

**Commissioner Chapkis voted no.**

**Motion carried.**

#### Atlas Project Contract Amendment 16: Entry Signage / Monuments

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



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

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

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

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

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

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

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

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

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

**Ignite cda** Support for Emergency Economic Community Needs

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

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

9. BOARD COMMISSIONER COMMENTS:

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

10. ADJOURN:

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

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





## SPECIAL CALL BOARD MEETING MINUTES

TUESDAY NOVEMBER 10, 2020 1:30 PM

WELCH-COMER OFFICE  
330 E. LAKESIDE AVENUE, SUITE 101  
COEUR D' ALENE, IDAHO

### LARGE CONFERENCE ROOM

#### 1. CALL TO ORDER

Chairman Hoskins called the **ignite cda** Special Call Board meeting to order at 1:30.

**ignite cda** board members attending meeting:

In person: Hoskins, Chapkis, Jordan, English, Widmyer

Via Zoom: Metts, Mandel, Garcia

**ignite cda** staff present:

Berns

**ignite cda** legal counsel present:

Quade (via Zoom)

**ignite cda** consultants attending meeting via Zoom: Ben Wharton & Matt Anderson (Heartland), Don Vehige (GGLO)

#### 2. ATLAS PROJECT – DEVELOPMENT PLAN UPDATE AND STRATEGIC DIRECTION DISCUSSION

Phil Boyd (Welch-Comer Engineers) led a discussion with the board re. potential revised strategies for approaching future development on the Atlas mill site project. Matt Anderson, Ben Wharton and Don Vehige also shared strategy insights with the board.

The following items/issues were discussed relative to a potential revised development strategy for Phase 2 of the Atlas project site:

- Review and discussion of the Phase 1 development effort which involved releasing Request for Proposals (RFPs) at the Area level: learnings/insights.
- Review and discussion of current real estate market conditions – what has changed from when Phase 1 proposals were submitted.
- Discussion of a new conceptual project site infrastructure and land area development design which includes the “triangle parcel” recently acquired by the City of CDA.

- For the next phase of development, should the Agency “develop” further within the Areas to the lot level to capture more land sale value, which would entail more upfront costs to the Agency.
- If developed to the lot level, for future RFPs, instead of requiring developers to submit proposals on entire Areas, should the Agency consider offerings that contain, for example, a minimum of four lots within an Area.
- If developed to the lot level, should the Agency refine the Agreement to Negotiate Exclusively (ANE) and Disposition and Development Agreement (DDA) process to a simpler format for Agency awards to developers that pertain to smaller lot offerings. For proposals that pertain to Areas that contain larger lot offerings, then the standard ANE/DDA process would be utilized.
- Should the Agency be more prescriptive in the RFPs on the type of project desired on an Area level and adjust scoring of the RFPs to reflect that preference. For example, state a preference for certain Areas for townhomes vs single family detached homes.
- Should the Agency develop architectural design standards that would apply to all future development on the project site.
- As for issuance of future RFPs, should more Areas be included in the offering to the development community, or should the RFPs contain fewer Area offerings – issues of market saturation vs capturing a rising real estate market.

### 3. ADJOURN

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

The **ignite cda** Board meeting adjourned at 3:24. Minutes prepared and submitted by Ex. Director Berns.



## BOARD MEETING MINUTES

WEDNESDAY NOVEMBER 18, 2020 4:00 P.M.

### COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

#### 1. CALL TO ORDER

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

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

ignite cda board members attending via zoom: Garcia

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 CONSENT CALENDAR

- Approval of Board Meeting Minutes for October 21, 2020
- Approval of Board Special Call Board Meeting Minutes for November 10, 2020
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

**Motion by Commissioner Chapkis, seconded by Commissioner Metts, to approve the Consent Calendar. Motion carried.**

#### 5. REPORTS

- Parking – Commissioner Jordan

Commissioner Jordan shared that the Parking Commission did not hold a meeting in November. He also shared that parking revenues were up as compared to the same period as last year.

## 6. EXECUTIVE DIRECTOR'S REPORT

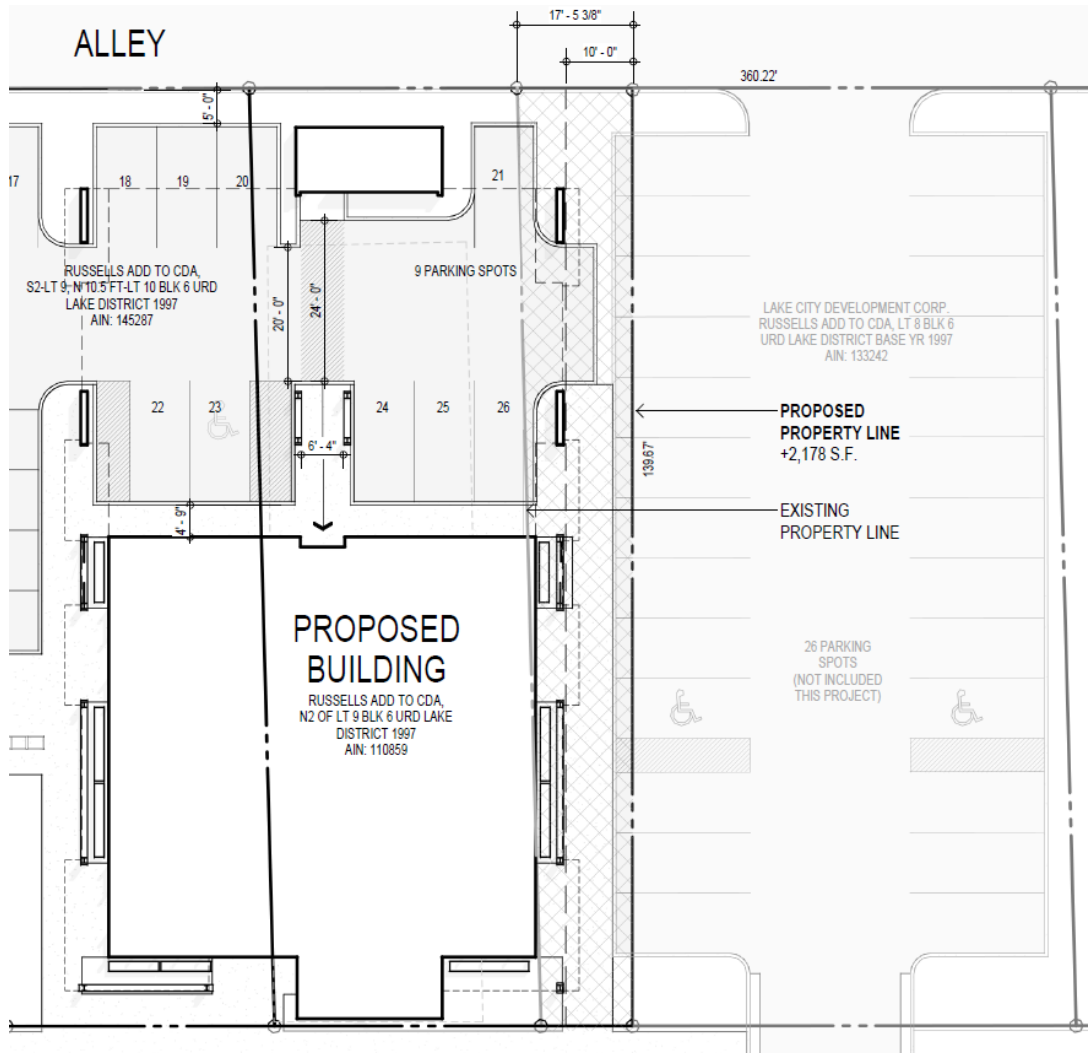
### Midtown Ventures LLC Project: Easement

Ex. Director Berns welcomed Nate Dyk from Hedlund Design to the board meeting. Mr. Dyk represents Midtown Ventures LLC and shared that Midtown Ventures LLC has requested a 10-foot easement on the north end of their project envelope which adjoins the Agency's 4<sup>th</sup> Street public parking lot. The rationale for this request:

- Per City of CDA code, the project needs a 10'-0" setback from neighboring property for any future vertical development.
- If a 10'-0" easement is not available, then the developer would:
  - need to construct the northern façade of the building as a solid wall that would not be attractive to the building nor the Midtown area, or
  - if the developer would just have a 5'-0" easement or even closer the building costs increase dramatically given the need for fire rated materials, or
  - would require the developer to move the entire building footprint to the south thus decreasing both parking stall count and green space.
- If the 4<sup>th</sup> Street parking lot is to remain a parking lot, then there should be no issue since there would be no plans to construct anything on the 10'-0" easement area.

Since the Agency's plan is to transfer ownership of the 4<sup>th</sup> Street parking lot to the City at the termination of the Lake District, City staff was approached to see if they would be agreeable to such an easement. The City was agreeable and drafted the easement document for the project site.

The following graphic highlights the Midtown project area depicting (1) the requested easement area (hatched area) as well as (2) the pending boundary line adjustment (BLA) that has been discussed as well as (3) repositioning of the Agency's 4<sup>th</sup> street parking lot to correlate with the existing property line of the Idaho Youth Ranch building.



**Motion by Commissioner Chapkis, seconded by Commissioner English, to approve the Midtown Ventures LLC project easement document as drafted by the City of CDA. Motion carried.**

Atlas Project: Update

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



Project Site: View from north to south of park area and buildings.



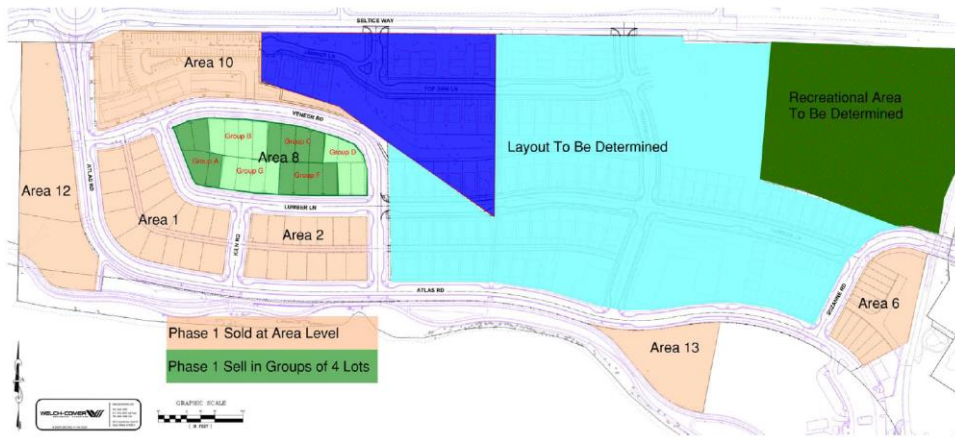
Project Site: View looking east from parking area.



Project Site: Photo of dog water park entrance.

- Does the Board want to consider a refined RFP/ANE/DDA process?
  - Current method
    - Land sold in larger blocks.
    - Developer is responsible for block platting and infrastructure
    - ANE and DDA's are negotiated
  - Potential refinement:
    1. Selling at the lot level in groups of 4 lots, minimum
      - Higher selling price
      - Bigger pool of potential buyers
      - Streamlined development process because lots will be finished (platted & infrastructure)
      - Builders subject to more detailed site and architectural design standards
    2. Using a standardized DDA
      - Less post award administrative time

## Land Area Disposition Process



Graphic depicting possible strategy of selling Area 8 in lots of four.

Option 1		Option 2		Option 1/Option 2 Difference
Sell All 24 Lots to one buyer		Sell 24 Lots in Groups of 4 Lots to one or more buyers		
February 2020 Average RFP Price	\$1,500,000	Lot Sales (Avg Lot Price \$125,000)	\$3,000,000	
10% Market Growth to January 2021	\$ 150,000	10% Developer Discount	\$( 300,000)	
Infrastructure and Platting Cost	Developer Funded	Infrastructure and Platting Cost	\$( 165,000)	
2% RFP/ANE/DDA Administration	\$ (33,000)	1.5% RFP/DDA Process	\$ (38,000)	
<b>Net Revenue to ignite CDA</b>	<b>\$1,617,000</b>	<b>Net Revenue to ignite CDA</b>	<b>\$2,497,000</b>	<b>\$880,000</b>

Graphic depicting value to Agency by developing Area 8 to the lot level.

## Atlas Project Development Strategy Discussion / Next Steps

Board discussion ensued on the topics/issues discussed at the November 10 special call board meeting and by Mr. Boyd's preceding presentation re. a revised strategic approach for future phases of the Atlas project initiative. Areas of discussion included:

- For the next phase of development, should the Agency "develop" further within the Areas to the lot level to capture more land sale value, which would entail more upfront costs to the Agency.
- If developed to the lot level, for future RFPs, instead of requiring developers to submit proposals on entire Areas, should the Agency consider offerings that contain, for example, a minimum of four lots within an Area.
- If developed to the lot level, should the Agency refine the Agreement to Negotiate Exclusively (ANE) and Disposition and Development Agreement (DDA) process to a simpler format for Agency awards to developers that pertain to smaller lot offerings. For proposals that pertain to Areas that contain larger lot offerings, then the standard ANE/DDA process would be utilized.
- Should the Agency be more prescriptive in the RFPs on the type of project desired on an Area level and adjust scoring of the RFPs to reflect that preference. For example, state a preference for certain Areas for townhomes vs single family detached homes.
- Should the Agency develop architectural design standards that would apply to all future development on the project site.

## Refined Developer RFP/ANE/DDA Process Approach

Ex. Director Berns, Counsel Quade and Mr. Boyd discussed a refined approach to the RFP and proposal submittal process. For smaller group lot offerings (i.e. an offering of 4 lots within one Area), the RFP would contain a simplified DDA document that the developer would agree to as part of the proposal submittal process. For proposals that pertain to Areas that contain larger lot offerings, then the standard ANE/DDA process would be utilized.

**Motion by Commissioner Metts, seconded by Commissioner Armon, authorizing the development and use of a refined developer RFP/ANE/DDA process for smaller group lot offerings. Motion carried.**

## Development of Atlas Project Architectural Standards

Phil Boyd presented a proposal from Welch-Comer & GGLO to update the current Atlas project site development standards, to develop architectural design standards and to update the Atlas PUD for the Atlas project initiative. Following are excerpts from the proposal:



## Memorandum

**TO:** TONY BERNS, EXECUTIVE DIRECTOR  
**FROM:** PHIL F. BOYD  
**PRJ. #:** 41292.03.0  
**SUBJECT:** PUD AMENDMENT  
**DATE:** 11/17/2020

Tony, Enclosed, please find Amendment #17 for the development of building architectural standards and updating the existing site development standards. When we started the Atlas Waterfront Development, we discussed the potential need for both architectural and site development standards. Ignite cda made the decision to proceed with only site development standards since the property disposition would be made in larger blocks of lands and the DDA process could allow for evaluating building architecture.

The Board is now considering disposing of property at the lot level, in groups of four, which will likely attract builders as well as developers. Additionally, ignite cda is considering moving to a prescriptive DDA process instead of the negotiated DDA process. These two factors; builders that may not have the staff or time necessary to work through negotiated architectural changes and the elimination of a negotiated DDA, suggest the need for clearer and more definitive standards, including the buildings.

Don Vehige, Principal Architect with GGLO, Welch Comer's sub-consultant, presented a variety of architectural design standards to the Atlas Waterfront Committee on October 30, 2020. Based on the commentary from the Committee, Don recommends an architectural design standard similar to the Rainier Vista example he presented (see enclosure). The architectural standards scope and fee presented in Amendment #17 will produce a similar product for Atlas Waterfront.

Amendment #17 also includes scope and fee to update the site development standards to include the triangle parcel and the overall site modifications the addition of the triangle parcel creates across the Atlas development. Finally, Amendment #17 includes scope and fee to complete Atlas Waterfront PUD Amendment #2, which is necessary to include the triangle parcel and the updated development standards and new architectural standards.

Description of Services	Amount	Basis of Compensation
Update Existing Development Standards	\$ 7,000	Lump Sum
<b>Architectural Design Guidelines</b>		
Townhomes, Duplexes and Single Family	\$ 18,500	Lump Sum
Single Use Multiple Family & Mixed Use (Multiple Family/Commercial/Retail)	\$ 14,000	Lump Sum
Commercial – Office (Single Use Building)	\$ 9,800	Lump Sum
PUD Amendment #2	\$ 5,000	Hourly
<b>Total Compensation</b>	<b>\$54,300</b>	

Mr. Boyd shared that any work involving the triangle parcel would be postponed until the City decides on whether or not to transfer the triangle parcel to the Agency for inclusion in the Atlas project. To that end, a presentation is planned

for the December 1 City Council meeting to discuss various value propositions re. the future use of the triangle parcel.

The City of CDA Planning Director has reviewed this Welch-Comer / GGLO proposal and concurs that the proposed deliverables and fees are in line with this type of product development / effort.

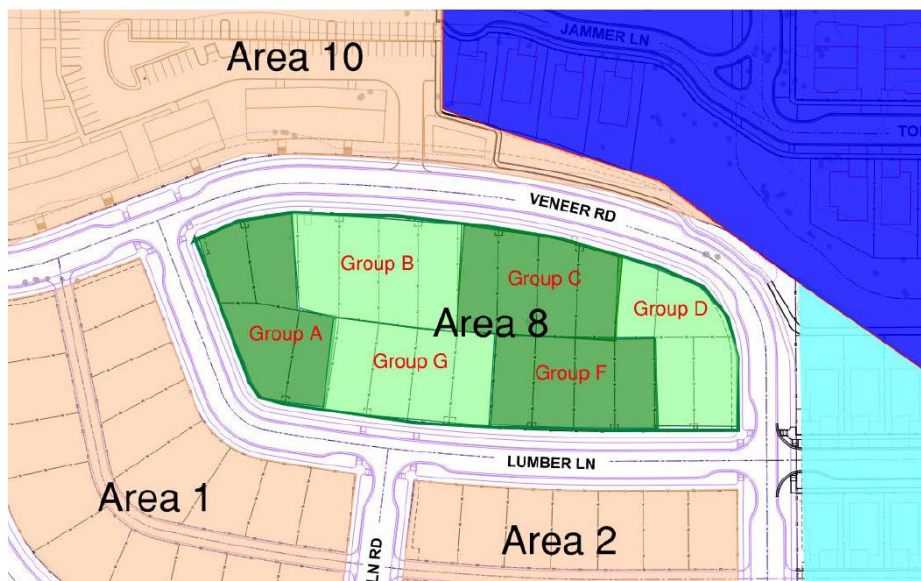
**Motion by Commissioner Armon, seconded by Commissioner Metts, to approve the Welch-Comer/GGLO proposal (Amendment #17 to the Welch-Comer contract) to update the existing site development standards, to develop architectural standards, and update the PUD for the Atlas project initiative at a cost not to exceed \$54,300. Motion carried.**

#### Area 8 RFP Issuance

Ex. Director Berns, Counsel Quade and Mr. Boyd discussed the timing of an RFP issuance for Area 8 and to said form of an RFP, i.e.

- utilize the new strategy of developing Areas down to the lot level
- utilize the new strategy of issuing an RFP with a minimum grouping of four lots and a refined proposal process for proposals containing eight lots or less (i.e. two groupings of four lots)
- issue an RFP that may be more prescriptive in nature calling for a certain product mix
- Incorporate the to be developed architectural standards in the RFP

Area 8 is currently platted at 24 lots as depicted in the graphic below. The lot groupings are preliminary and may change prior to release of the RFP. Given the time needed to develop the architectural standards and to update the PUD, an estimated time for release of an Area 8 RFP is February 1, 2021.



**Motion by Commissioner Armon, seconded by Commissioner Jordan, to approve the strategy of issuing an RFP for Area 8 with 4 lot group offerings on a tentative February 1, 2021 schedule. Motion carried.**

Atlas Project: Entry Signage / Monuments

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



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

Dell Hatch, Bernardo-Wills Architects, shared two entry way concepts with the board including a first overture for a project logo. Mr. Hatch shared that the proposed concepts are designed to be a design for the appropriate level of the scope, scale, and quality of this development initiative.

The first concept combines the history of the mill site with its location adjacent to the river, which includes a proposed logo for the project of a circular saw with a water wave element.



First concept illustration.

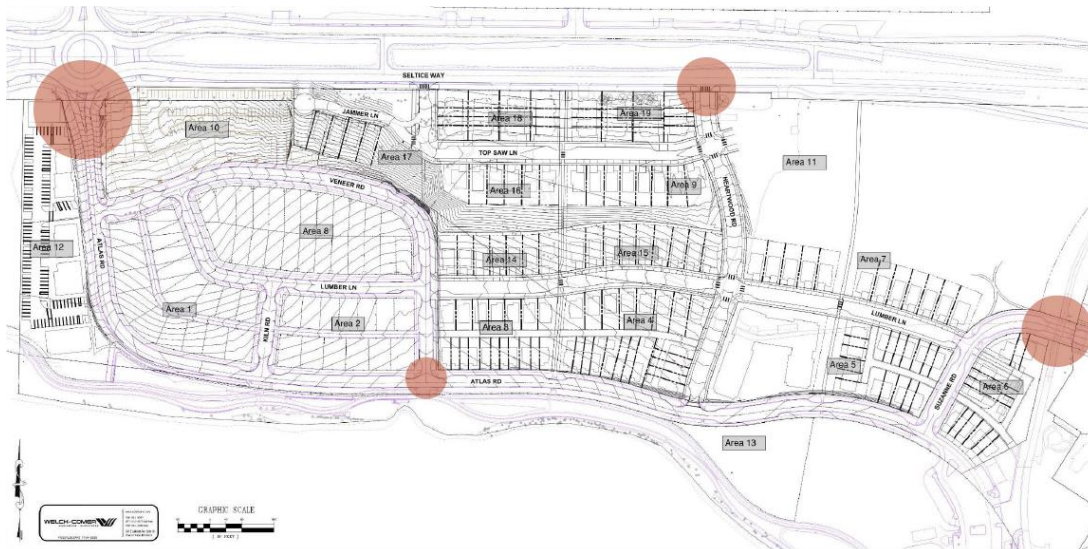


Close up view of first concept with proposed logo.

The second concept focuses on the relationship of the site to the water and includes a single wave element accompanied by boulder/rock elements.



The following graphic depicts the suggested location of entry way signage. Circle size indicates the proposed prominence of the signage, i.e. larger circles denote larger signage.



The following graphic depicts the proposed materials for the signage.



Materials

As for estimated cost of the proposed concepts:

Concept 1:

- Large entry way signage (i.e. largest circle area in above graphic): \$90-\$110K
- Smaller entry way signage: \$40-50K
- Smallest entry way signage: less than \$25K

Concept 2: Costs have not been fully calculated at this time but are estimated to be less expensive vs concept 1.

Board members provided the following suggestions/direction re. the next iteration of concepts:

- Develop a hybrid concept based on the first concept possibly using less concrete and possibly adding some stone/rock elements; make it look less industrial.
- Need a logo for the project that is distinct. Most board members liked the saw blade / wave logo concept.
- Maybe add a bit more color into the concepts for accent.

Atlas Project: Welch-Comer Contract Amendments

- Amendment 10A: Area 10 Site Civil Design Services

A Lump Sum amount based on the following estimated distribution of compensation:

	Professional Services Fee
Task 5 – Topographic Survey	\$ 1,500
<b>Total</b>	<b>\$ 1,500</b>

- Amendment 14: Area 12 Site Civil Design Services

A. Owner shall pay Engineer for Services as follows:

Description of Services	Amount	Basis of Compensation
Task 1 - Concept Layout	\$ 2,250	Lump Sum
Task 2 - Preliminary Design	\$ 5,000	Lump Sum
Task 3 - Stormwater Design and Calculations	\$ 3,800	Lump Sum
Task 4 - Final Design	\$ 6,900	Lump Sum
Task 5 – ROW Mods and PUD Height Adj.	\$ 5,000	Hourly
Task 6 – Topographic Survey	\$ 1,750	Lump Sum
<b>Total Compensation</b>	<b>\$ 24,700</b>	

- Amendment 15: Area 13 Site Civil Design Services

A. Owner shall pay Engineer for Services as follows:

Description of Services	Amount	Basis of Compensation
Task 1 - Concept Layout	\$ 1,850	Lump Sum
Task 2 - Preliminary Design	\$ 4,200	Lump Sum
Task 3 - Stormwater Design and Calculations	\$ 3,800	Lump Sum
Task 4 - Final Design	\$ 6,250	Lump Sum
Task 5 – On Street Parking Evaluation	\$ 5,000	Hourly
Task 6 – Topographic Survey	\$ 1,000	Lump Sum
<b>Total Compensation</b>	<b>\$ 22,100</b>	

All three Amendments deal with engineering work desired by deChase-Miksis to be performed by Welch-Comer. The developer will pay **ignite cda** for these services and **ignite cda** will pay Welch Comer to perform these services.

**Motion by Commissioner Armon, seconded by Commissioner English, approving Welch-Comer Amendments 10A, 14 & 15 as proposed. Motion carried.**

**Ignite cda** Support for Emergency Economic Community Needs

*Background: for background on this issue, please refer to the March 18, 2020 thru October 21, 2020 board meeting minutes.*

Commissioner Chapkis asked if any organizations have approached the Agency for assistance. Ex. Director Berns shared that the CDA Downtown Association is still interested in approaching the Agency and is tentatively scheduled for a visit with the board at the December board meeting.

7. BOARD COMMISSIONER COMMENTS:

Commissioner Metts passed on a message from Commissioner Mandell encouraging everyone to shop local.

8. ADJOURN:

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

The **ignite cda** board meeting adjourned at 5:55 p.m. Minutes prepared and submitted by Ex. Director Berns.



## BOARD MEETING MINUTES

WEDNESDAY DECEMBER 16, 2020 4:00 P.M.

### COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

#### 1. CALL TO ORDER

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

ignite cda board members present: Hoskins, English

ignite cda board members attending via zoom: Garcia, Widmyer, Metts, Mandel, Jordan, Armon, Chapkis

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 CONSENT CALENDAR

- Approval of Board Meeting Minutes for November 18, 2020
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

**Motion by Commissioner Armon, seconded by Commissioner Garcia, to approve the Consent Calendar. Motion carried.**

#### 5. PRESENTATION: CDA DOWNTOWN ASSOCIATION: BRIDGE FUNDING REQUEST

Coeur d'Alene Downtown Association (DTA) Treasurer Maren Scoggins and Executive Director Emily Boyd shared and discussed the following funding request with the board:



**ignite cda BOARD MEETING**

**DATE:** December 11, 2020

**FROM:** Emily Boyd, Coeur d'Alene Downtown Association Executive Director

**SUBJECT:** BRIDGE FUNDING REQUEST BY THE COEUR D'ALENE  
DOWNTOWN ASSOCIATION

\*\*\*\*\*

**DECISION POINT:** Should ignite cda approve a one-time bridge funding request to the Coeur d'Alene Downtown Association (DTA) to assist with operational costs and "seed" the first two large events of 2021 until event revenue is anticipated to be restored in mid-2021.

**HISTORY:** The City of Coeur d'Alene ("City") authorized an agreement with the Coeur d'Alene Downtown Association (DTA) in Resolution No. 90-140 on May 22, 1990 to administer the Downtown Business Improvement District. The City authorized an additional agreement with the DTA in Resolution No. 91-135 on May 7, 1991 so the DTA could assist the City with commercial sidewalk compliance and maintenance of the Downtown Business District. As stated in this Resolution, the City does not have sufficient resources to assure compliance with standards that are safe for the public and aesthetic to the corridor and it was recommended by the City's General Services Committee to enter into an agreement with the DTA. Since 2005 ignite cda has provided funding to the DTA in support of events so the DTA can be self-sufficient and financially sustain their operations of maintaining the Downtown Business District.

The DTA partnership with the City and ignite cda build upon the property owner's investments, made through the Business Improvement District, by providing facade improvement programs, advancing downtown parking projects and management, beautification downtown, maintaining the Downtown public facilities (trees, sidewalks, garbage removal, graffiti removal) and most importantly, hosting events that bring thousands of people downtown. The events not only bring thousands of potential customers downtown into small businesses creating potential customers, but also generate more than 60% of the DTA's funding. The pandemic stopped the events and consequently stopped the DTA's primary funding source.

The DTA took immediate action in March 2020 cutting back expenses by reducing staffing, eliminating marketing outreach, delaying tree pruning and reducing non-essential maintenance expenses. The pandemic caused the cancelation of the St. Patrick's Day Parade, Wine Extravaganza, Car d'Alene, Brewfest, and Street Fair. In an attempt to generate some revenue and foot traffic the DTA launched The Micro-Event Series in August which offers weekly events at a

very small capacity to comply with current health and safety guidelines. The Micro Events have not generated sufficient net revenue despite hosting them more frequently than the large events.

**FINANCIAL ANALYSIS:**

The DTA’s January through October 2020 operating income is a net loss of \$37,446. The lack of events has reduced revenue by approximately \$200,000. The projected net loss for 2021 is (\$104,061).

The DTA is seeking \$103,200 from ignite cda to assist in funding the 2021 DTA operations (downtown maintenance, small business assistance, marketing, events) and \$46,800 in “seed” funding for upfront costs (\$46,800) for the first two large events of 2021 that will occur when health officials determine it is safe to do so. The total \$150,000 “bridge” funding will allow the DTA to span the 2021 projected loss and continue to maintain Downtown, and host events. Once we bridge 2021, we anticipate the DTA will resume its history of annually operating with financial solvency.

**PERFORMANCE ANALYSIS:**

The bridge funding will help to maintain the current (reduced) levels of DTA operations (downtown maintenance, small business assistance, marketing, events) through 2021 and “seed” the first two events of the year (which will generate revenue). Without the additional funding, the DTA anticipates eliminating downtown beautification, marketing, non-essential maintenance and further reducing management, events and general maintenance. The reduced operations will result in a poor quality downtown, less market visibility and missed event opportunities that will be in demand when the pandemic subsides.



**ECONOMIC VITALITY**

- Engage in Business Recruitment & Retention
- Connect Businesses to Grant Funding
- Act as Educational Resource
- Parking Oversight

**DESIGN**

- Sidewalk Cleaning
- Trash Removal
- Flower Baskets
- Banners
- Holiday Lights
- Snow Removal
- Graffiti Removal
- Tree Pruning
- Irrigation
- Sherman Square Park

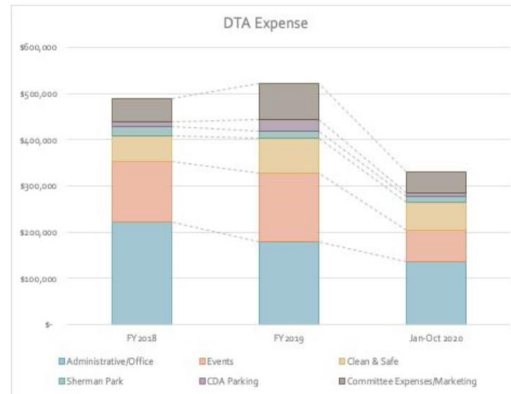
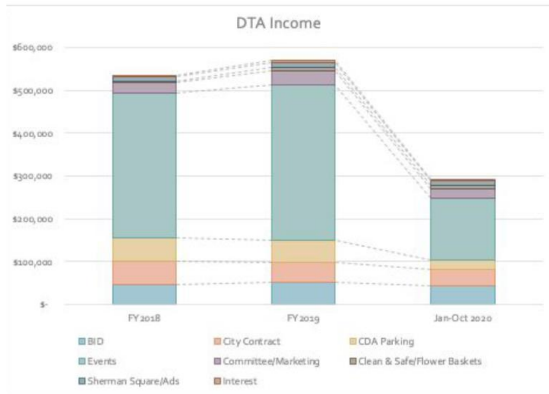
**ORGANIZATION**

- Partnerships
  - City of Coeur d'Alene
  - ignite CDA
  - Coeur d'Alene Regional Chamber
  - Coeur d'Alene Convention and Visitor Bureau (CVB)
- Business Improvement District Engagement
- Sherman Square Park
- Idaho Commerce

**PROMOTION**

- Events
  - Mac & Cheese Festival
  - Car d'Alene
  - Brewfest
  - Street Fair
- Regional Outreach
- Oktoberfest
- Farmers Market
- Wine Extravaganza
- Micro-Event Series

# Income & Expense Detail



# Projected Net Income: Jan–Jun 2021



### Projected January - June 2021 financial needs:

- Projected 2021 Income: \$58,961
- Projected 2021 Expense: \$163,022
- Projected 2021 Net Loss: **(\$104,061)**

Projected expenses up front for Car d'lane & Brewfest: \$20,800 + \$26,000 = **\$46,800** (based on 2019)

Total Request: **\$150,000**

### Assumptions:

- Continued event restrictions due to Covid-19
- No large events until at least summer 2021
- Covid-19 vaccination distribution spring 2021
- Need to advance market for the summer events
- Continue to provide the services to the Downtown area per contracts

Board members asked clarifying questions to the DTA presenters re. the following issues: event planning logistics and costs, PPP grant status, budgeting for events, planned DTA expenses for 2021, status of any CARES funding received, and timing of events for next year.

Also discussed was the role of the DTA's City reserve account which currently has a balance of approximately \$243K. Ms. Boyd shared that although the reserve account currently has a healthy balance, the DTA is drawing about \$40K/month from the reserve account to run the DTA business model.

Board members asked for some additional information re. the DTA's request. The DTA will provide the board with the requested additional information.

Board members commented on the success of the DTA over the years and how the community has greatly benefited from their work in the downtown core. Discussion also involved the hope that there may be additional funding from Congress in 2021 that may be of assistance to entities like the DTA.

Board members thanked the DTA representatives for their presentation and shared that the board will take their funding request under advisement.

## 6. REPORTS

### ▪ Parking – Commissioner Jordan

Commissioner Jordan shared that the Parking Commission met recently and worked on some proposed parking related ordinance modifications that they plan to forward on to City Council for consideration. Commissioner Jordan also shared that parking revenues were up for the most part this fall as compared to the same time period as last year.

## 7. EXECUTIVE DIRECTOR’S REPORT

### Sherman Square Park Property Acquisition: Purchase & Sale Agreement (PSA)

*Background: at the October 21, 2020 **ignite cda** board meeting, Mr. Jack Riggs, on behalf of the CDA Rotary Club & Foundation, visited with the board re. the CDA Rotary Club’s (“Club”) upcoming celebration of its 100-year anniversary in 2021. The Club is looking for a signature project to invest approximately \$300,000 of Club funds. The Club is considering / evaluating three possible projects in the community for said Club investment:*

- 1. a Rotary water feature in City Park,*
- 2. a Rotary exhibit/presence in the new Museum building,*
- 3. a partnership acquisition of the downtown Sherman Park Square property parcel (“Property”).*

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

*The Club has been working with the owner of the Property who resides in Seattle. The owner, who understands the value of Rotary to the community, likes the project and is willing to sell the Property for this proposed use. The seller in October had yet to set a sales price for the Property; a late fall appraisal of the Property came in around \$470K. The Club asked **ignite cda** to consider a partnership contribution for the project of up to \$500K. The Agency agreed to this request with the following motion:*

***Motion by Commissioner Chapkis, seconded by Commissioner English, approving partnership funding in an amount not to exceed \$500,000***

*for the CDA Rotary Park project as proposed, with the following conditions:*

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

*Motion carried.*

Ex. Director Berns and Counsel Quade discussed the Sherman Square Park PSA with the board re. acquisition of the Sherman Square Park parcel (“Property”). The two conditions of the board’s October motion have been met: the Rotary Club did select the park project for its Centennial project and the City has agreed to accept ownership of the Property for the proposed park use.

The owner of the Property shared in early December that he would sell the Property for \$525,000. To fund this acquisition, it is proposed that the Agency contribute \$500,000 and the Rotary Club contribute \$25,000. The PSA calls for a closing by December 31, 2020 with no cash deposits and with cash due at closing of \$525,000. The PSA states that **ignite cda** will be the fee simple owner of the Property. Kootenai Title will be utilized as the title company.

Following a successful acquisition of the Property, **ignite cda** will work with the Rotary Club and the City on potential park improvements in 2021.

**Motion by Commissioner Armon, seconded by Commissioner Garcia, to approve the Sherman Square Park Purchase and Sale Agreement as drafted, with the Agency contributing \$500,000 towards the \$525,000 acquisition cost of the Property, and the Agency paying for its portion of any applicable closing costs. Motion carried.**

#### Lake Apartments Improvement Reimbursement Agreement (IRA)

*Background: the board approved a conditional IRA for this Lake District apartment project in 2016 with public improvements eligible for possible Agency reimbursement totaling \$568,750. The development team (CDA Partners Mullan LLC) re-engaged with the Agency on the IRA process in 2020. As part of the IRA process, a third-party engineer is engaged to perform a cost validation analysis to determine what conditionally approved public improvements are eligible for Agency reimbursement. Welch-Comer Engineers was engaged to perform the cost validation analysis. Their resulting analysis concluded that eligible project reimbursement costs totaled \$95,918.*

Ex. Director Berns discussed the Lake Apartments IRA with the board. Following are the key terms of the IRA:

- IRA Note principal amount: \$95,918
- IRA Note interest rate: 0%

- IRA Note term: 12/16/2020 - 9/30/2022 (termination of the Lake District)
- Agency percent retainage of annual tax increment revenues generated solely from this project area: 0% (i.e., 100% of applicable annual tax increment revenues generated solely by this project area will be applied to the Note)

**Motion by Commissioner Metts, seconded by Commissioner Mandel, to approve the Lake Apartments Improvement Reimbursement Agreement with a principal amount of \$95,918, with a Note interest rate of 0%, with 100% of applicable project related annual tax increment revenues generated solely from the project area paid on the Note, with a Note termination date of 9/30/2022. Motion carried.**

Atlas Project: Update

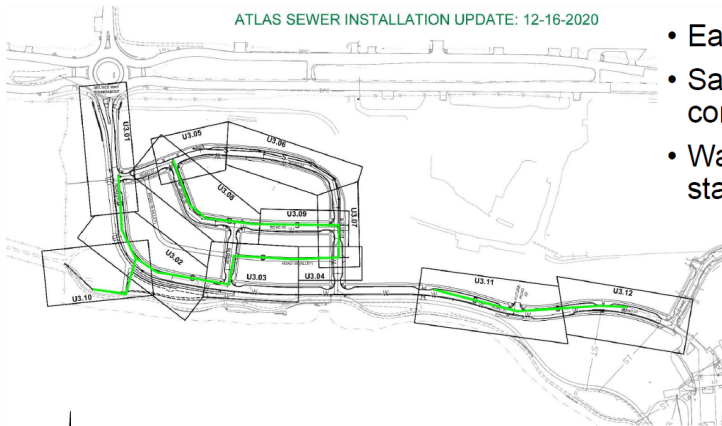
Phil Boyd (Welch-Comer Engineers) shared an Atlas Project update with the board. Following are key slides from his presentation:

Park Project

1. Substantially complete and stabilized
2. Significant punch list work in the spring
3. A lot of people are enjoying the park
4. Several questioning “How do I park closer to the dog park?”

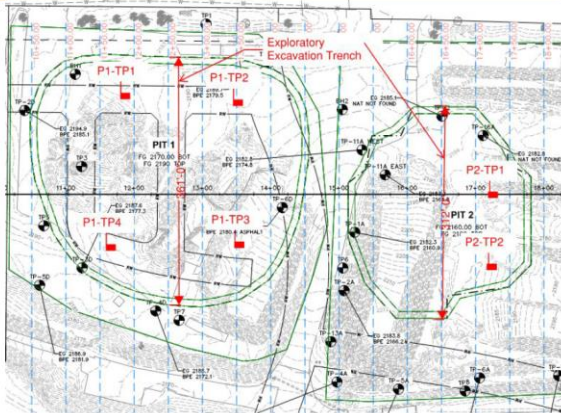


Phase 1 Update



- Earthwork is 99% Complete
- Sanitary sewer work is 95% complete
- Water infrastructure work will start Friday December 18

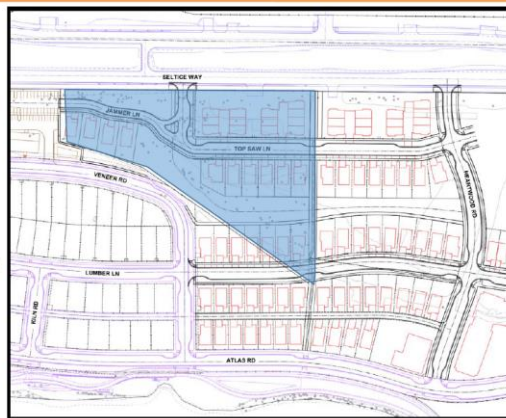
Depiction of Sanitary Sewer and Water Infrastructure Work Area



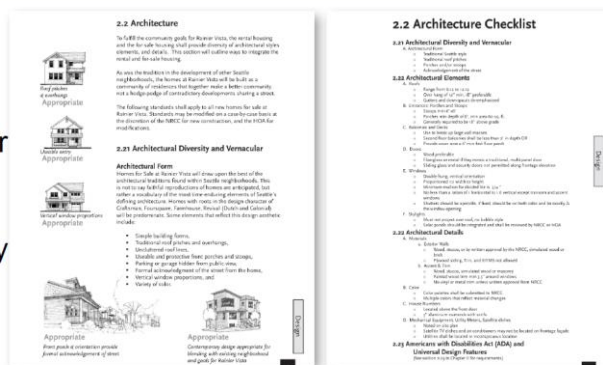
- Pit 1 and 2 exploratory excavation starting December 21, 2020.
- Purpose is to characterize the soil and establish its depth and breadth.
- Triangle parcel integration into Atlas Waterfront will **likely** allow sooner pit remediation than planned.

Depiction of Pit 1 & 2 Exploratory & Excavation Work Areas

- November 11: ignite CDA Board master planning workshop
- December 1: Master plan options with the triangle parcel presented to City Council – Council requested additional analysis.
- January 5, 2021: Additional analysis information presentation to Council so they can consider triangle parcel transfer to ignite cda.
- Restart master planning process after January 5, 2021 Council decision.



- Completed our kickoff meeting
- First draft will be ready for review early January
- Final form ready February



Atlas Project: Entry Signage / Monuments

*Background: Please refer to the November 18, 2020 board meeting minutes for background on this item.*

Dell Hatch, Bernardo-Wills Architects, shared the following refinement of the concept supported by the board showing sign element coloration, a different support structure and the inclusion of a rock element in the base.



Atlas-Seltice Main Entry Concept



Atlas-Seltice West Concept

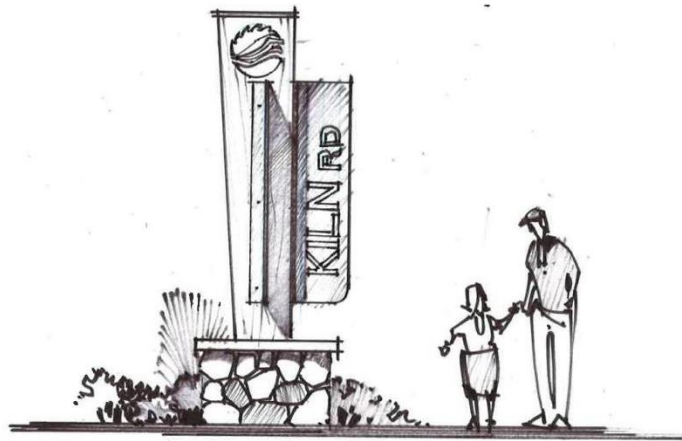




Secondary Entry Concept



Suzanne Entry Concept



Street Sign 2 Concept

The following graphic depicts the suggested location of entry way signage. Circle size indicates the proposed prominence of the signage, i.e., larger circles denote larger signage.



- Commissioner Jordan asked what the street level signs would cost?
  - Mr. Hatch shared that the costs would be approximately \$2,500 to \$3,500 apiece.
- Commissioner Jordan asked if there were any significant cost savings associated with not having rock bases on the street signs?
  - Mr. Hatch shared that yes, there could be some costs savings but the intent is to tie all of the signage together across the project site.
- Commissioner Jordan asked what would be an estimated cost for all of the entry way signage elements as proposed across the project site?
  - Mr. Hatch estimated a cost of \$325K.
- Commissioner Garcia asked how typical is this type of development signage approach around CDA; does it reflect more of an exclusive project?
  - Mr. Hatch shared that given the City's and Agency's desire for a special, well designed development, the intent with the signage is to reflect more of a unique development that sets itself apart from other developments in the community.
- Commissioner English shared that from a City perspective, the City is looking for more of a unique development given that the project will be viewed frequently by the public due to its location adjacent to the new Atlas Waterfront Park.

- Commissioner Jordan shared that he views this project as one of high-quality design, not exclusive.

Board members liked the new design concept and directed that further concept refinement continue with a focus on color schemes more reflective of the northwest environment.

### Project Areas 10 & 12 DDA Status and Direction Moving Forward

Ex. Director Berns, Counsel Quade and **ignite cda** Heartland Real Estate Consultants Matt Anderson & Ben Wharton discussed with the board the current situation re. execution of the Disposition and Development Agreements (DDAs) for Areas 10 & 12 seeking board direction as to how to proceed. Efforts have been ongoing to bring closure on these two DDAs with the deChase-Miksis development team (“Developer”). The Agreement to Negotiate Exclusively (ANE) has been extended multiple times with the latest deadline for DDA execution for these two DDAs being December 18, 2020.

A meeting was held with the Developer on the morning of December 16 wherein the Developer shared that they required a purchase price reduction on Areas 10 & 12 totaling \$500,000. The Developer submitted purchase price offers for the Areas via the RFP process as follows:

- Area 10: purchase offer price: \$1,160,000
- Area 12: purchase offer price: \$1,250,000

The Developer is requesting the Agency consider reducing the purchase offer prices by \$500K based on project financial plan pro-forma issues that are making the project as proposed hard to “pencil”. The Developer shared with the board in an email that the projects, as designed, will not provide the required return on investment to support a successful financial plan. This is a result of the escalating local cost of construction resulting from the demand for home improvement projects and single-family construction projects. To ensure the project’s success the Developer shared they would need to find substantial savings or re-evaluate the project altogether.

Discussion ensued between board members, Agency staff and Heartland re. the Developer’s request for a land purchase price reduction. Board member comments included:

- The Developer has submitted an offer price for the land relative to Areas 10 & 12 via the competitive RFP process that the Agency has accepted
- The timing of the Developer’s request to the Agency for a land cost decrease comes just two days prior to execution of the DDAs
- The CDA real estate market is still very strong and that a land cost reduction at this time does not seem appropriate
- A new RFP process may bring increased land values

**Motion by Commissioner Armon, seconded by Commissioner Widmyer, to adhere to the purchase price offers submitted by deChase-Miksis via the RFP process for Areas 10 & 12 and to have deChase-Miksis execute the DDAs for Areas 10 & 12 by December 18, 2020. If the DDAs for Areas 10 & 12 are not executed by deChase-Miksis by December 18, 2020, then the Agency will terminate the ANE with deChase-Miksis and plan to include Areas 10 & 12 in a new RFP release in early 2021. Motion carried.**

8. BOARD COMMISSIONER COMMENTS:

Commissioner Jordan shared a comment related to an earlier comment made by Mr. Boyd that Atlas Waterfront Park users have been looking for parking located closer to the dog waterpark area. He feels the board may want to keep this issue in mind as the board reviews development proposals that will be arriving in January for the Agency's former railroad right of way property located to the east of the Atlas Waterfront Park.

9. ADJOURN:

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

The **ignite cda** board meeting adjourned at 6:02 p.m. Minutes prepared and submitted by Ex. Director Berns.

END  
2020 Minutes



**REQUEST FOR PUBLIC RECORDS**

➤ I request either to (please √ to indicate) examine \_\_\_\_, or have copies \_\_\_\_ of the following public records:

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Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date Request Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Information Provided By: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

Payment Received: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

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Email Request From to: [tonyb@ignitecda.org](mailto:tonyb@ignitecda.org)  
Mail Request Form to: Ignite cda Executive Director  
105 N. 1<sup>st</sup> Street, Suite 100  
Coeur d’Alene, ID 83814



Coeur d'Alene's Urban Renewal Agency

105 N. 1st, Suite 100  
Coeur d'Alene, ID 83814  
[info@ignitecda.org](mailto:info@ignitecda.org)