



BOARD MEETING MINUTES

WEDNESDAY AUGUST 21, 2024 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, Evans, Jester, Mandel, English, Meyer

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

2. PLEDGE OF ALLEGIANCE

Chairman Hoskins welcomed newly appointed Commissioner Kevin Jester to the board.

3. PUBLIC COMMENT

No public comment provided.

4. APPROVAL OF CONSENT CALENDAR

- Approval of July 17, 2024 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. BUDGET HEARING: **ignite cda** Fiscal Year 2024 Amended Budget

Chairman Hoskins called the FY2024 budget amendment public hearing to order at 4:02 p.m.

Ex. Director Berns shared that the following proposed budget amendments are necessary due to changes in district project costs and timelines. Proposed budget amendments are highlighted in red font in the following table.

Ignite CDA FY2024 Budget Summary - AMENDED									
		Amended		Amended		Amended		Amended	
Line		River District	River District	Atlas District	Atlas District	HC District	HC District	Total	Total
1	Estimated Beginning Fund Balance (10/1/23)	\$ 4,047,088	\$ 4,053,422	\$ 5,670,940	\$ 7,067,660	\$ 763,759	\$ 758,350	\$ 10,481,787	\$ 11,879,432
2									
3	Revenues								
4	Estimated Tax Increment	\$ 1,698,156	\$ 1,731,115	\$ 327,544	\$ 335,427	\$ 588,103	\$ 600,003	\$ 2,613,803	\$ 2,666,545
5	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Int. & Misc. Funds	\$ 14,400	\$ 45,000	\$ 24,000	\$ 76,500	\$ 2,400	\$ 8,200	\$ 40,800	\$ 129,700
7	Note Draws	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Property Divestitures	\$ -	\$ -	\$ 4,870,000	\$ 3,372,872	\$ -	\$ -	\$ 4,870,000	\$ 3,372,872
9	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Total	\$ 1,712,556	\$ 1,776,115	\$ 5,221,544	\$ 3,784,799	\$ 590,503	\$ 608,203	\$ 7,524,603	\$ 6,169,117
11									
12	Expenses								
13	Administration	\$ 115,086	\$ 115,086	\$ 57,542	\$ 57,542	\$ 57,542	\$ 57,542	\$ 230,170	\$ 230,170
14	Office Expenses	\$ 6,301	\$ 6,301	\$ 3,151	\$ 3,151	\$ 3,151	\$ 3,151	\$ 12,602	\$ 12,603
15	Travel	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	\$ 3,000
16	Professional Services	\$ 49,750	\$ 31,600	\$ 113,025	\$ 43,000	\$ 20,025	\$ 14,600	\$ 182,800	\$ 89,200
17	Notices	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ 150	\$ 150	\$ 3,650	\$ 3,650
18	Communications	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	\$ 3,000
19	Insurance	\$ 4,640	\$ 4,640	\$ 2,320	\$ 2,320	\$ 2,320	\$ 2,320	\$ 9,280	\$ 9,280
20	Meetings	\$ 2,561	\$ 2,561	\$ 1,281	\$ 1,281	\$ 1,281	\$ 1,281	\$ 5,122	\$ 5,123
21	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Property Taxes	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ 100	\$ 100
23	Organization Dues	\$ 10,325	\$ 10,325	\$ 5,163	\$ 5,163	\$ 5,163	\$ 5,163	\$ 20,650	\$ 20,651
24	Miscellaneous	\$ 500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000	\$ 1,000
25	Public Art	\$ 16,982	\$ 17,311	\$ 3,275	\$ 3,354	\$ 5,881	\$ 6,000	\$ 26,138	\$ 26,665
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 12,800	\$ 12,800	\$ 1,537	\$ 1,537	\$ 154	\$ 154	\$ 14,491	\$ 14,491
28	Debt: Principal (non-OPA,IRA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Parking Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Planning	\$ 25,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 75,000	\$ -
31	Agency Funded Programs	\$ 1,883,470	\$ 1,963,268	\$ 4,535,000	\$ 4,329,000	\$ -	\$ -	\$ 6,418,470	\$ 6,292,268
32	Partnership Agreements (OPAs, IRA)	\$ 443,463	\$ 443,463	\$ -	\$ -	\$ -	\$ -	\$ 443,463	\$ 443,463
33	Special Project Reserve	\$ 350,000	\$ -	\$ 100,000	\$ -	\$ 50,000	\$ -	\$ 500,000	\$ -
34	Total	\$ 2,924,878	\$ 2,611,855	\$ 4,876,642	\$ 4,450,698	\$ 147,415	\$ 92,111	\$ 7,948,936	\$ 7,154,664
35									
36	Estimated Ending Fund Balance (9/30/24)	\$ 2,834,766	\$ 3,217,682	\$ 6,015,842	\$ 6,401,761	\$ 1,206,847	\$ 1,274,442	\$ 10,057,454	\$ 10,893,885

Chairman Hoskins asked if there was any public comment re. the proposed FY2024 amended budget. No public comment was provided.

Additionally, no public comment was submitted to the Agency's office prior to the board meeting.

Chairman Hoskins closed the FY2024 budget amendment public hearing at 4:03 p.m.

Resolution 24-02: Adoption of **ignite cda** Fiscal Year 2024 Budget Amendment

Motion by Commissioner Mandel, seconded by Commissioner Meyer, to approve Resolution 24-02 adopting the **ignite cda FY2024 Budget Amendment as proposed.**

Roll Call:

Jester	Abstained	Garcia	Absent	Mandel Yes
Armon	Absent	Metts	Yes	English Yes
Evans	Yes	Hoskins	Yes	Meyer Yes

Motion carried.

6. BUDGET HEARING: **ignite cda** Fiscal Year 2025 Budget

Chairman Hoskins called the FY2025 budget public hearing to order at 4:04 p.m.

Ex. Director Berns presented the draft FY2025 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 1st of each year. Therefore, the **ignite cda** board needs to review draft budgets at the July board meeting and authorize publication of the draft budgets prior to the August board meeting where a public hearing is held on the proposed budgets.

Ignite CDA FY2025 Budget Summary					
Line		River District	Atlas District	HC District	Total
1	Estimated Beginning Fund Balance (10/1/24)	\$ 2,923,627	\$ 5,959,706	\$ 1,274,435	\$ 10,157,768
2					
3	Revenues				
4	Estimated Tax Increment	\$ 1,706,578	\$ 394,166	\$ 581,039	\$ 2,681,783
5	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -
6	Int. & Misc. Funds	\$ 48,000	\$ 72,000	\$ 11,400	\$ 131,400
7	Note Draws	\$ -	\$ -	\$ -	\$ -
8	Property Divestitures	\$ -	\$ 3,300,000	\$ -	\$ 3,300,000
9	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -
10	Total	\$ 1,754,578	\$ 3,766,166	\$ 592,439	\$ 6,113,183
11					
12	Expenses				
13	Administration	\$ 118,435	\$ 59,218	\$ 59,218	\$ 236,871
14	Office Expenses	\$ 4,801	\$ 2,401	\$ 2,401	\$ 9,602
15	Travel	\$ 1,750	\$ 875	\$ 875	\$ 3,500
16	Professional Services	\$ 48,000	\$ 80,550	\$ 18,650	\$ 147,200
17	Notices	\$ 1,250	\$ 2,000	\$ 150	\$ 3,400
18	Communications	\$ 1,500	\$ 750	\$ 750	\$ 3,000
19	Insurance	\$ 5,568	\$ 2,784	\$ 2,784	\$ 11,135
20	Meetings	\$ 2,450	\$ 1,225	\$ 1,225	\$ 4,900
21	Utilities	\$ -	\$ -	\$ -	\$ -
22	Property Taxes	\$ -	\$ 100	\$ -	\$ 100
23	Organization Dues	\$ 10,325	\$ 5,163	\$ 5,163	\$ 20,650
24	Miscellaneous	\$ 500	\$ 250	\$ 250	\$ 1,000
25	Public Art	\$ 17,066	\$ 3,942	\$ 5,810	\$ 26,818
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 12,800	\$ 29,403	\$ 3,002	\$ 45,205
28	Debt: Principal (non-OPA,IRA)	\$ -	\$ -	\$ -	\$ -
29	Parking Initiatives	\$ -	\$ -	\$ -	\$ -
30	Planning	\$ 25,000	\$ 50,000	\$ -	\$ 75,000
31	Agency Funded Programs	\$ 162,040	\$ 4,115,960	\$ 20,000	\$ 4,298,000
32	Partnership Agreements (OPAs, IRAs)	\$ 459,538	\$ -	\$ -	\$ 459,538
33	Special Project Reserve	\$ 350,000	\$ 100,000	\$ 50,000	\$ 500,000
34	Total	\$ 1,221,022	\$ 4,454,620	\$ 170,277	\$ 5,845,919
35					
36	Estimated Ending Fund Balance (9/30/25)	\$ 3,457,182	\$ 5,271,252	\$ 1,696,597	\$ 10,425,032

Chairman Hoskins asked if there was any public comment re. the proposed FY2025 budget. No public comment was provided.

Additionally, no public comment was submitted to the Agency's office prior to the board meeting.

Chairman Hoskins closed the FY2025 budget public hearing at 4:05 p.m.

Resolution 24-03: Adoption of **ignite cda** Fiscal Year 2025 Budget

Motion by Commissioner Evans, seconded by Commissioner Metts, to approve Resolution 24-03 adopting the **ignite cda FY2025 Budget as presented.**

Roll Call:

Jester	Abstained	Garcia	Absent	Mandel Yes
Armon	Absent	Metts	Yes	English Yes
Evans	Yes	Hoskins	Yes	Meyer Yes

Motion carried.

7. EXECUTIVE DIRECTOR'S REPORT

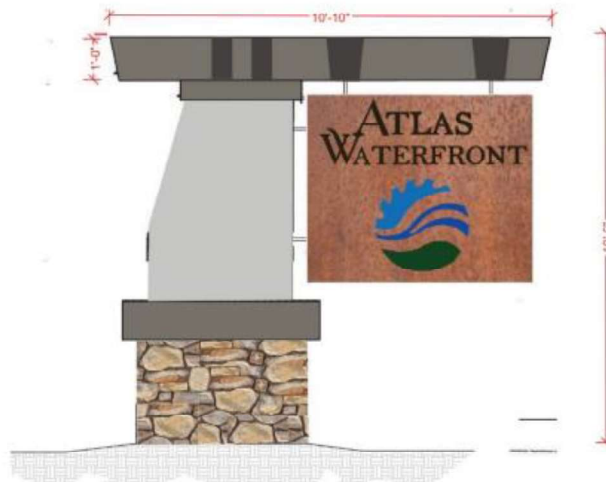
Atlas Project: Monument Signage - Design Update

Following is a memo from Phil Boyd (Welch-Comer Engineers) to the board re. the monument signage discussion. Mr. Boyd discussed the revised signage concept with the board.

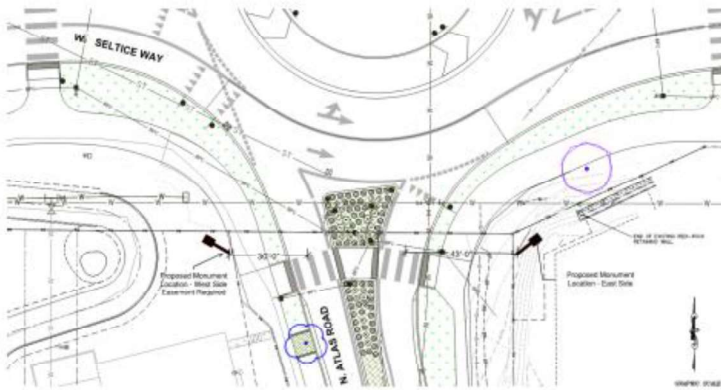
Memorandum

TO: **TONY BERNS**
FROM: **PHIL BOYD, P.E.**
PRJ. #: **41292.03.0**
SUBJECT: **ATLAS ENTRY MONUMENTS**
DATE: **AUGUST 19, 2024**

The Board directed us to scale back the number of entry monuments to just the Atlas Road location and reduce the size of the entry monument(s). We developed a scaled down schematic design of the Atlas Road entry monument, shown below. This monument could be viewed from both sides, so the sign lighting was changed from interior to exterior lit. The lighting will likely be integrated into the support beam and cast downward on the sign. This change will also reduce the signage cost.



If a monument is desired on the west side of Atlas Road, we will need to secure an easement from the property owner. We previously secured an easement for the east side monument and the property owner has indicated they are agreeable to a change from the original monument sign to a scaled down monument sign.



The preliminary estimated sign cost is \$75,000 each. There will be some costs associated with preparing the legal descriptions and easement documents for the west side easement and working with the property owner (~\$2,000). Since the property owner is the same as the east side, we anticipate the property owner will be agreeable to provide the easement at no cost and we can use existing easement documents.



If the Board elects to move forward with the revised sign(s), we will modify the drawings and solicit final pricing from T. LaRiviere for the September Board meeting. If the Board approves T. Lariviere's final pricing, we will apply for City building permits. The signs could be constructed over the fall and winter months.

Board discussion ensued re. the signage proposal. As Mr. Boyd suggested in his memo to the board, given board direction to proceed, following are the next steps in the process:

- Put design specific drawings together to allow pricing of the signs,
- Have the contractor price both signs off of the drawings,
- Bring the design and pricing back to the board in October,
- If the board decides to move forward in October, seek to acquire the needed easements and seek permitting from the city.

Motion by Commissioner English, seconded by Commissioner Jester, authorizing the process outlined by Mr. Boyd as follows:

- Put design specific drawings together to allow pricing of the signs,
- Have the contractor price both signs off of the drawings,
- Bring the design and pricing back to the board in October for further discussion/consideration.

Motion carried.

Atlas Project: Update

Phil Boyd (Welch-Comer Engineers) shared an Atlas Project update with the board. Following is a summary slide discussed with the board:

Project Update

- Phase 2B
 - Infrastructure is substantially complete
 - Waiting to install plants in cooler weather
- Phase 3
 - Atlas Haul is complete.
 - Site is ~ 10,000 CY “short” of structural fill
- Atlas Entry Monument Signs
 - Updated concept for Board Consideration



8. BOARD COMMISSIONER COMMENTS:

Commissioner English shared that the September **ignite cda** board meeting will be his last meeting as a Commissioner on the **ignite cda** board. He feels the time is right for him to resign his position on the board for both personal and professional reasons. He has discussed his replacement on the board with soon to be Mayor McEvers and recommended to the new Mayor that Councilwoman Kiki Miller would be the best choice to fill his seat on the board. Councilwoman Miller, given her background and experience, would bring a much-needed skill set to the board.

9. EXECUTIVE SESSION – Idaho Code Section 74-206

Subsection (1) (b): to consider the evaluation of the **ignite cda** Executive Director

Motion by Commissioner Mandel, seconded by Commissioner Metts, 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:

Jester	Abstained	Garcia	Absent	Mandel Yes
Armon	Absent	Metts	Yes	English Yes
Evans	Yes	Hoskins	Yes	Meyer Yes

Motion carried.

The **ignite cda** board entered Executive Session at 4:21 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 4:51 p.m.

10. ADJOURN:

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

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