



## BOARD MEETING MINUTES

WEDNESDAY FEBRUARY 20, 2013 4:00 P.M.

### COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

#### 1. CALL TO ORDER

Chairman Denny Davis called the LCDC Board meeting to order at 4:00 p.m.

LCDC Board members present: Davis, Hoskins, Colwell, Patzer, Jordan, Elder, Goodlander. LCDC staff present: Berns. LCDC legal counsel present: Quade (Hawley- Troxell).

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENT

Guests Present: Tom Hasslinger, Terry Cooper

#### 4. APPROVAL OF MINUTES

- January 16, 2013 Board Meeting Minutes

**Motion by Commissioner Hoskins, seconded by Commissioner Elder, to approve the January 16, 2013 Board meeting minutes. Motion carried.**

#### 5. COMMITTEE REPORTS

##### ❖ Finance Committee – Commissioner Rod Colwell

Lake & River District Monthly Financials

Lake & River District Payables

Finance Committee Chair Rod Colwell reviewed and discussed the January Lake and River District financial statements, and the January / February account payables sheet, with the Board.

**Motion by Commissioner Patzer, seconded by Commissioner Goodlander, to approve the January financial statements and the January / February**

**accounts payables for the Lake & River Districts as presented. Motion carried.**

McEuen Park Project: Proposed Community Contact Person

*Background: Finance Committee Chair Rod Colwell provided background as to an overture received from the City of CDA re. LCDC's potential partnership funding assistance for the hiring of a community contact person for the McEuen Park 2013 project.*

*A proposal for such a person has been provided to the City of CDA by Welch/Comer (W/C) Engineers. W/C is the engineering firm that is part of Team McEuen which has been the consultant team for the McEuen Park initiative for the past several years. The W/C proposal identifies a W/C employee, Karen Osterdock, as the proposed community contact person. Ms. Osterdock is an engineer in the W/C office who performed all of the McEuen Park utility design work. The W/C proposal states that Ms. Osterdock has a great disposition for this type of proposed work, has extensive construction experience, can write well, and is a good public speaker. Ms. Osterdock would provide the following contract services:*

- *Attending the construction meetings, making property owner contacts, and fielding emails and calls (Cell phone # and email would be on newsletters).*
- *Preparation of a weekly construction newsletter that would provide a general construction update as well as traffic control updates, and addressing issues that come up (e.g. Water will be temporarily shut down on x day for y hours).*
- *Providing "Heads up" notifications to City Leadership for potential issues.*
- *In summary, a project point person to take inquiries from the community so the contractor, technical inspection staff, and city leadership and staff can focus on executing the work.*

*The W/C proposal calls for a 25% discounted hourly rate of \$75/hour. The hourly rate is discounted because Ms. Osterdock will not be doing "pure engineering work", and because W/C believes it is very important that the project has the most effective, knowledgeable and skilled person in this community contact position. W/C estimates that the community contact person will work 10 hours per week for eight months in 2013 resulting in a total estimated cost of \$24,000.*

Commissioner Colwell shared that he sees the need for a contact person for the 2013 McEuen park project because this upcoming project is a more complicated project than the recently completed Midtown place making project, wherein LCDC helped fund a similar community contact position through the Midtown project's general contractor. Commissioner Colwell shared that Team McEuen originally had funds for a community contact person in their budget, but funds for such a person were removed when the project's budget was tightened.

Commissioner Colwell feels it is important that LCDC provide funding for this contact person position since LCDC has such a large investment in this project, i.e. with such a large investment, it is important to assure success of the project. Commissioner Colwell is comfortable in proceeding with the W/C proposal, but is not sure the estimated cost of \$24,000 will be sufficient for this upcoming project.

Commissioner Patzer shared that he supports the concept of a community contact person for the project, but is not sure if the person should be a W/C employee. Will there be enough job duty separation if the person is a W/C employee, is there any potential for a conflict of interest? Commissioner Patzer also feels that \$24,000 may be insufficient to cover the cost of this proposed position.

Commissioner Elder shared that Dennis Spencer, the community contact person hired by the general contractor for the Midtown place making project, did an excellent job connecting with the community during that project's timeframe. Commissioner Elder liked how that arrangement worked in Midtown in providing a community contact person for the project.

Commissioner Jordan does not have a concern with a potential conflict of interest issue if the W/C employee was used for this proposed position. The person hired for this position should be someone that has some type of connection with Team McEuen which will facilitate communication efforts. This person needs to be someone who can work well with people. McEuen will be a bigger project than the Midtown project, thus the cost for such a contact person may be higher.

Commissioner Goodlander likes the duties as outlined in the W/C proposal. A person engaged for this role that is not familiar with the project might not be as good of a fit as the proposed W/C person. Commissioner Goodlander also does not see a conflict of interest if a W/C employee was hired for this position.

Commissioner Davis views the proposed W/C person to be a critical link/conduit to the professionals associated with the project and with members of the public. In addition to LCDC's help in funding a portion of the cost of Dennis Spencer in the Midtown project, LCDC employed another consultant to help out with design interactions with the general contractor and his sub-contractors. LCDC helped fund these additional project resources in Midtown because the City decided they did not have available staff resources to put an employee on the Midtown project. Commissioner Davis sees the same issue with McEuen; a lack of available City resources to staff this critical need. Commissioner Davis is comfortable with the W/C proposal, and supports a \$12,000 LCDC funding contribution for this proposed position.

Commissioner Patzer asked LCDC legal counsel Danielle Quade if she sees any potential conflict of interest with the W/C proposal. Mrs. Quade shared that she sees no conflict of interest.

Commissioner Patzer shared that LCDC should arrange a visit with W/C's Karen Osterdock and discuss how her daily/weekly work priorities will be set by W/C management. The rest of the LCDC Commissioners concurred with Commissioner Patzer's idea for a visit with Ms. Osterdock, and a suggestion was proffered that an adhoc committee be formed to further evaluate the community contact person proposal.

**Motion by Commissioner Elder, seconded by Commissioner Hoskins, authorizing the spending of up to \$12,000 in partnership funding with the City of CDA for the services of a community contact person for the McEuen Park 2013 Project as proposed, with an adhoc committee formed to further evaluate the need for such a position for the McEuen Park 2013 project, and to visit with Ms. Osterdock (the W/C employee proposed for said position).**

**Motion carried.**

Commissioner Davis asked for volunteers to serve on the McEuen park 2013 community contact person adhoc committee. Commissioners Hoskins, Colwell, Goodlander and Patzer volunteered for the adhoc committee. The committee may choose to include City of CDA staff in their evaluation process.

❖ **Housing Committee – Commissioner Jim Elder**

Housing Committee Chair Jim Elder shared that the committee had no report to impart.

❖ **Parking Committee – Commissioner Jim Elder**

Parking Committee Chair Jim Elder shared that planning efforts are underway to develop temporary parking solutions for the upcoming 2013 McEuen Park construction project wherein the remainder of the existing 3<sup>rd</sup> street surface parking lot will be removed for park construction. Commissioner Elder invited Terry Cooper, Downtown Association Manager, to visit with the Board on this matter.

Commissioner Elder asked if there will be any temporary parking available to the public in the McEuen Park construction zone once construction commences this spring?

- Mr. Cooper shared that no temporary public parking will be available on the McEuen construction site once construction commences.

Mr. Cooper shared that he is working on temporary parking solutions for the construction time period, including the use of existing downtown surface parking lots. The City of CDA is looking at temporary parking opportunities adjacent to Memorial Field that would be managed by Diamond Parking. If temporary parking is feasible in the Memorial Field area, then a free passenger shuttle service would

be provided for easy access to the downtown area. Efforts are underway to ascertain the cost of providing a free ride shuttle service from this area to the downtown.

Commissioner Elder asked what type of communication efforts are planned to inform the public of the temporary parking solutions?

- Mr. Cooper shared that parking notices/parking maps will be placed in the CDA Press, placed on downtown social media sites, placed in downtown stores, and there will be very visible road signage on Northwest Boulevard.

Commissioner Jordan asked of the status of the 3<sup>rd</sup> Street boat launch?

- Mr. Cooper shared that plans for the 3<sup>rd</sup> Street boat launch are fluid. Plans at this time call for the closure of the 3<sup>rd</sup> Street boat launch during the summer months when the BLM Spokane River boat launch is open.

Commissioner Patzer shared that communication with the boating public will be critical during construction to make sure the boating public is well informed on boat launch options.

#### ❖ **Communication Committee – Commissioner Dave Patzer**

Communication Committee Chair Dave Patzer shared that the February LCDC newsletter was being distributed today, and that topics covered in this issue of the newsletter include:

- A review of the formation and success to date of the LCDC,
- Temporary parking solutions for the downtown pertaining to the McEuen Park 2013 construction project,
- LCDC board member profile of Commissioner Rod Colwell.

LCDC Video: Commissioner Patzer shared that the committee reviewed the first draft of the video and offered feedback to the video production team. A second draft of the LCDC community education video will be available for review by the end of February. Once finalized, two video products will be available for viewing; a five minute video version, and a shorter two minute video version. Commissioner Patzer also shared that the final versions of the LCDC videos will contain closed captioning.

Commissioner Davis shared that the video has effective animation graphics that help in communicating the LCDC story.

## 6. EXECUTIVE DIRECTOR'S REPORT

Legislative Update: Ex. Director Berns shared that after nearly two hours of testimony on February 14<sup>th</sup>, the House Local Government Committee overwhelmingly rejected Rep. Sims' HB 135; proposed legislation that would require a city-wide or county-wide vote before any urban renewal agency could establish a new revenue allocation area.

During committee testimony, urban renewal officials from Boise, Twin Falls and elsewhere spoke out against the bill, saying it posed serious legal and functional problems for urban renewal districts in their operations. One bill opponent stated that HB135 will be the exact reverse of the incentive Idaho legislators are looking for to build vibrant business communities in Idaho.

The Idaho Chamber Alliance was among those testifying against HB135; the only group speaking in favor of the bill was the Idaho Freedom Foundation. HB135 was killed in committee on a 4-9 vote; the only committee members supporting the bill were Reps. Sims, Barbieri (Dalton Gardens), Harris (Meridian), and Barrett (Challis). LCDC opposed HB135.

Another urban renewal related bill, HB 137 sponsored by Rep. Luke Malek, was passed unanimously by the committee, with no debate. HB 137 as proposed will remove an obscure clause from existing urban renewal law that allows urban renewal agencies to enter private homes & private property within urban renewal districts to make inspections. LCDC's position was neutral on HB137.

#### 7. BOARD COMMISSIONER COMMENTS

Commissioner Patzer complimented Ex. Director Berns on his LCDC 2012 annual report presentation to City Council on February 5<sup>th</sup>. Other Board members seconded Commissioner Patzer's compliment.

#### 8. PUBLIC COMMENT:

No public comment was provided.

#### 9. ADJOURN:

**Motion by Commissioner Goodlander, seconded by Commissioner Colwell, to adjourn. Motion carried.**

The LCDC Board meeting adjourned at 4:50 p.m. Minutes prepared and submitted by Executive Director Berns.