




BOARD MEETING MINUTES

WEDNESDAY AUGUST 19, 2015 4:00 P.M.

COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

1. CALL TO ORDER


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

ignite  cda board members present: Armon, Goodlander, Davis, Jordan, Hoskins, Druffel, Colwell, Widmyer.


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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Amy Lyons – shared that she is not happy with the public's ability to review budget information during the agency's budgeting process. ignite  cda needs to have a better budget communication process with the public.

Ray Writz – shared that today's ignite  cda budget hearing should be postponed until the public has had more time to review the proposed budget.

Terry Godbout – spoke as a citizen, although he is on the Centennial Trail Foundation Board. Shared that he recently visited the Minneapolis-St. Paul area and was impressed with their "parkways", which are city streets that parallel public assets. He shared that a parkway might be a good use for the recently purchased ignite  cda railroad r-o-w down by Riverstone along the Spokane river; could be called the Spokane River Parkway.

- Commissioner Jordan asked if Mr. Godbout was suggesting building a road for two lane car traffic?
 - Mr. Godbout shared that there is little connectivity from the Riverstone area out to Mill River along the river, and that there appears to be an

opportunity to consider a parkway model where car traffic could share a space with bikes and pedestrians along the river corridor.


4. APPROVAL OF MINUTES


- July 15, 2015 Board Meeting Minutes

Motion by Commissioner Druffel, seconded by Commissioner Hoskins, to approve the July 15, 2015 Board meeting minutes. Motion carried.

5. FISCAL YEAR 2016 (FY16) BUDGET HEARING

Resolution 15-05: Adoption of  Fiscal Year 2016 Budget

 Chairman Davis called the FY2016 budget public hearing to order at 4:11 p.m.

Executive Director Berns led the Board through an overview discussion of the draft FY16 budgets for the Lake & River Districts (summary table below). These draft budgets have been reviewed in detail by the Finance Committee. Ex. Director Berns also shared that under Idaho urban renewal law, urban renewal agencies are required to prepare and finalize budgets prior to September 1st of each year. Therefore, the  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.

<u>Ignite CDA FY2016 Budget Overview - Draft</u>				
		<u>Lake District</u>	<u>River District</u>	<u>Total</u>
<u>Estimated</u> Beginning Fund Balance (10/1/15)		\$ 4,403,744	\$ 4,886,010	\$ 9,289,754
Revenues				
	<u>Estimated</u> Tax Increment ¹	\$ 4,295,911	\$ 2,284,457	\$ 6,580,368
	Property Rental Receipts	\$ 124,695	\$ -	\$ 124,695
	Int. & Misc. Funds	\$ 3,960	\$ 4,980	\$ 8,940
	Capital Acquisition Financing	\$ -	\$ -	\$ -
	Total	\$ 4,424,566	\$ 2,289,437	\$ 6,714,003
Expenses				
	Administration	\$ 100,173	\$ 100,173	\$ 200,345
	Office Expenses	\$ 4,770	\$ 4,770	\$ 9,540
	Travel	\$ 3,250	\$ 3,250	\$ 6,500
	Professional Services	\$ 65,880	\$ 44,680	\$ 110,560
	Notices	\$ 2,000	\$ 1,000	\$ 3,000
	Communications	\$ 20,000	\$ 20,000	\$ 40,000
	Insurance	\$ 2,699	\$ 2,699	\$ 5,397
	Meetings	\$ 2,550	\$ 2,550	\$ 5,100
	Utilities	\$ 12,600	\$ -	\$ 12,600
	Property Management	\$ 80,922	\$ -	\$ 80,922
	Organization Dues	\$ 4,855	\$ 4,855	\$ 9,710
	Miscellaneous	\$ 500	\$ 500	\$ 1,000
	Public Art	\$ 85,918	\$ 45,689	\$ 131,607
	Capital Acquisition Expense	\$ -	\$ -	\$ -
	Debt: Interest	\$ 353,657	\$ -	\$ 353,657
	Debt: Principal	\$ 2,480,680	\$ -	\$ 2,480,680
	Parking Initiatives	\$ 25,000	\$ -	\$ 25,000
	Planning	\$ 75,000	\$ 278,000	\$ 353,000
	Grants	\$ 1,722,500	\$ 191,000	\$ 1,913,500
	Partnership Agreements (OPAs, IRAs)	\$ 78,871	\$ 367,373	\$ 446,244
	Midtown Place Making	\$ 12,500	\$ -	\$ 12,500
	Special Project Reserve	\$ 500,000	\$ 350,000	\$ 850,000
	Total	\$ 5,634,324	\$ 1,416,538	\$ 7,050,862
<u>Estimated</u> Ending Fund Balance (9/30/16)		\$ 3,193,986	\$ 5,758,909	\$ 8,952,895




Key FY16 budget issues discussed with the Board:

Revenues:

- 2014 levy rates for applicable taxing entities are used in the draft district budgets to determine estimated tax increment revenues. For 2015, preliminary assessment values show the Lake District experiencing a \$7 million pre-BOE property valuation increase over the previous year, and

the River District a \$34 million pre-BOE property valuation increase over the previous year. These valuation increases result in a Lake District estimated FY16 tax increment (TI) revenue of \$4.3 million, and a River District estimated FY16 TI revenue of \$2.3 million.

Expenses:


- Public Art: 2% of TI revenue transfers to the City Arts Commission for future public art projects located within the ignite  districts: \$85,918 for the Lake District; \$45,689 for the River District.
- Professional Services: The draft budgets include costs for ignite 's professional contract services for accounting (Gourley & Associates), legal counsel (Hawley-Troxell and Elam & Burke), external audit (Magnuson & McHugh), community relations (Range NW, Inc.), and government relations (Molitor & Associates).
- Planning: funds are budgeted for professional planning expenses for potential district-related initiatives (e.g. River District: \$250,000 towards engineering planning for proposed Seltice Way roadway improvements).
- Special Project Reserves:
 - The Lake District budget special project reserve contains funds for potential public space improvements along the Spokane River near Riverstone Park.
 - The River District budget special project reserve contains funds for potential CityLink capital improvements (\$250K) in the Riverstone area, plus funds (\$100K) for potential Johnson Park (Mill River area) capital improvements.
- Lake District: as per the ignite  agreement with WTB, a \$2,080,000 annual bond payment is included as an expense in the FY16 Lake District budget.
- Lake District: budget includes \$1.6 million in grant funding for initial Four Corner Project construction elements (Mullan Road and project elements around the Memorial Field area).
- Lake District: budget includes a \$37,500 grant to the CDA Downtown Association (DTA) to assist in funding the costs associated with the DTA events program.
- River District: budget contains funding for a potential “tech market” initiative in the Riverstone West area involving the Innovation Collective, University of Idaho and Gizmo organizations.

Following the Ex. Director’s overview, board members discussed the budget components, asking clarifying questions re. certain components of the budget.

Chairman Davis asked if there was any public comment re. the proposed FY16 budget.:

Ray Writz – asked why the estimated cash reserves in the districts are not used to pay off existing debt obligations?

- Finance Committee Chair Rod Colwell shared that a large portion of the existing debt is associated with the Washington Trust Bank Lake District bond that matures in 2021. The Board feels that it is important to have cash reserves on hand for potential projects in the districts, especially when the debt obligations have good financing terms. Also, cash reserve funds in the Lake and River districts can only be spent in the district wherein they reside, i.e. River district cash reserves cannot be used to reduce debt obligations in the Lake District.

ignite  cda Chairman Davis closed the FY2016 budget public hearing at 4:29 p.m.

Resolution 15-05: Adoption of ignite  cda Fiscal Year 2016 Budget

Motion by Commissioner Armon, seconded by Commissioner




Goodlander, to approve Resolution 15-05 adopting the ignite  cda FY2016 Budget as proposed.

Roll Call:

Goodlander	Yes	Davis	Yes	Druffel	Yes
Widmyer	Yes	Colwell	Yes	Patzer	Absent
Jordan	Yes	Hoskins	Yes	Armon	Yes

Motion carried.

6. PRESENTATION: ignite  cda PROPERTIES SOUTH OF CITY HALL – CONCEPTUAL LAND USE IDEATION – Jon Mueller, Kevin Jester

Chairman Davis welcomed Jon Mueller and Kevin Jester of Architects West to the board meeting. At the annual spring ignite  cda Board planning session, the Finance Committee was given the assignment to review/analyze potential land use scenarios on ignite  cda owned properties located: south of city hall next to Tubbs Hill, and along Park Avenue adjacent to the Fort Grounds neighborhood. Architects West was engaged to develop conceptual land use scenarios for the ignite  cda owned properties south of city hall (approximate property location depicted below in red outline). The following presentation is designed to just be informational in nature.



A PowerPoint presentation was shared with the Board and viewing audience by Messrs. Mueller and Jester illustrating possible land use alternatives for this property. Following are excerpts from their presentation:

ENTITLEMENTS SUMMARY

- * Ten (10) Lots
- * 46,129.50 s.f. - all parcels
- * Zoning R-12
- * Principal Uses
 - S.F. housing
 - Duplex Housing
 - Pocket housing
 - Home Occupations
 - Civic Administrative Offices
 - Neighborhood Recreation
 - Public Recreation
- DOWNTOWN EAST OVERLAY DISTRICT**
 - * Allowed Base Res. F.A.R. = 23,064.75 s.f.
 - * Max F.A.R. Res. = 46,129.5 s.f.
- w/ Bonuses in Play
 - * Max Res. Height = 35'-0"
- MAJOR COMMERCIAL USES WILL NEED ZONE CHANGE**
 - * Base F.A.R. Commercial Uses = 13,838.85 or 0.3 x Parcel Square Footage
 - * Max. F.A.R. Commercial Uses = 26,677.70 or 0.6 x Parcel Square Footage
 - * Max. Commercial height = 38'-0"

EXISTING CONDITIONS
Ignite Cd/A Properties

ignite cda AN Landmark

DEVELOPMENT SUMMARY

- Four (4) Structures
- ~3,200 s.f. per structure - gross
- ~3,000 s.f. per structure - net
- ~12,000 s.f. total - net
- Off Street Parking
- Alley Access
- Allowed F.A.R. = 46,129 s.f.
- w/ Bonuses
- Proposed F.A.R. = N/A
- No Entitlements Action
- No Design Review

8th STREET
PINE AVENUE

PROPOSED SITE PLAN - Single Family
Ignite Cd'A Properties

DEVELOPMENT SUMMARY

- Three (3) Structures
- ~12,000 s.f. per structure - gross
- ~9,500 s.f. per structure - net
- ~28,500 s.f. total - net
- 56 Parking Spaces
- 26 Units
- Alley Access
- Allowed F.A.R. = 46,129 s.f.
- w/ Bonuses
- Proposed F.A.R. = 28,500 s.f.
- w/ Bonuses
- Access, Materials, Pub Facilities Bonuses will be needed
- No Entitlements Action Necessary
- Subject to Design Review

8th STREET
PINE AVENUE

PROPOSED SITE PLAN - Multi Family
Ignite Cd'A Properties

DEVELOPMENT SUMMARY

- Three (3) Structures
- One (1) @ ~12,000 s.f. per structure - gross; ~9,500 s.f. per structure - net
- ~28,500 s.f. total - net
- 27 Parking Spaces
- 12-15 Units
- Alley Access
- Allowed F.A.R. = 46,129 s.f.
- w/ Bonuses
- Proposed F.A.R. = 9,500 s.f.
- No Entitlements Action Necessary
- Multi Family Subject to Design Review

8th STREET
PINE AVENUE

PROPOSED SITE PLAN - Combo Housing
Ignite Cd'A Properties

DEVELOPMENT SUMMARY

- Eleven (11) Structures
- ~960 s.f. per structure - gross
- 900 s.f. per structure - net
- ~9,900 s.f. total - net
- 34 Parking Spaces
- 11 Units
- Alley Access
- Allowed F.A.R. = 46,129 s.f.
- w/ Bonuses
- Proposed F.A.R. = ~9,900 s.f.
- No Entitlements Action
- Design Review Required

PROPOSED SITE PLAN - Pocket Housing
Ignite Cd'A Properties

ignite cda AW Landmark

DEVELOPMENT SUMMARY

- One (1) Structure
- ~25,000 s.f. - gross
- ~21,110 s.f. - net
- ~28,500 s.f. total - net
- 3 Story - 38' Max
- 72 Parking Spaces
- Alley Access
- Allowed F.A.R. = 27,677 s.f.
- w/ Bonuses
- Proposed F.A.R. = 21,110 s.f.
- w/ Bonuses
- Access, Materials, Pub Facilities, Parking Bonuses will be needed
- Entitlements: Zone Change Required
- Subject to Design Review

PROPOSED SITE PLAN - Commercial
Ignite Cd'A Properties

ignite cda AW Landmark

DEVELOPMENT SUMMARY

- Two (2) Structures
- (1) ~25,000 s.f. - gross
- ~22,110 s.f. - net
- (2) ~7,500 s.f. total - gross
- ~7,000 s.f. net
- 3 Story - 38' Max
- 72 Parking Spaces
- 36 Residential Units
- Alley Access
- Allowed F.A.R. = 73,807 s.f.
- w/ Bonuses
- Proposed F.A.R. = 29,110 s.f.
- w/ Bonuses
- Access, Materials, Pub Facilities Bonuses will be needed
- Entitlements - Zone Change
- Subject to Design Review
- Parking Share Determination

PROPOSED SITE PLAN - Mixed Use
Ignite Cd'A Properties

ignite cda AW Landmark

During and following the presentation, board members asked clarifying questions re. the concepts presented. Questions were also asked re. other potential uses for the site like public space (e.g. extension of Tubbs Hill) or a site for a non-profit organization (e.g. a museum or a performing arts center); both uses the presenters shared could be viable for the site given the right circumstances.

7. COMMITTEE REPORTS

A. Finance Committee – Commissioner Rod Colwell

Lake & River District Monthly Financials Lake & River District Payables

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

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

B. Housing Committee – Commissioner Deanna Goodlander

Housing Committee Chair Deanna Goodlander shared that the investor group that was looking at the Midtown project envelope to see if a potential partnership opportunity might exist do not plan to move forward with a partnership overture to the agency.

C. Parking Committee – Commissioner Brad Jordan


Parking Committee Chair Brad Jordan (who serves as the  representative on the City’s Parking Commission) had no report to share.

D. Communication Committee – Commissioner Dave Patzer

Ex. Director Berns, serving in Communication Committee Chair Dave Patzer’s stead, had no report to share.

E. Jobs Committee – Commissioner Mic Armon

Jobs Committee Chair Mic Armon shared that the 2nd annual “Think Big

Festival” is happening at the end of the week.  is a sponsor of the event that is designed to generate energy around job creation. Following are details of the event:

Friday Aug. 21: 9:00-5:30 at NIC Schuler auditorium
Saturday the 22nd: 9-12:30 at the main street at Riverstone





8. EXECUTIVE DIRECTOR'S REPORT

Ex. Director Berns shared that there is an upcoming opportunity for training regarding the Open Meeting Law. Training will be conducted by Idaho Counties Risk Management Program (ICRMP), and is scheduled for Tuesday, September 1st, in the County Administration building training room 1A. There will be two time slots:




- Session 1: Tuesday, September 1st, 9:00 a.m. to 11:00 a.m. (approximately), County Administration Building
- Session 2: Tuesday, September 1st, 5:30 p.m. to 7:30 p.m., County Administration Building

This training is targeted for committees/commissions/boards/staff who operate in the public sector. An inquiry has been made to the City of CDA to see if one of these sessions could be videotaped and downloaded for viewing on the City's website.

ICRMP Policy: Terrorism Insurance Coverage Declined


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

9. BOARD COMMISSIONER COMMENTS:

- Commissioner Jordan shared that he is hopeful that some movement occurs on the proposed parking facility on the corner of 4th Street and Lakeside Avenue, and that ignite  can begin some planning on that initiative soon.
- Commissioner Widmyer shared that he is happy to join the ignite  Board, and help to be the bridge between ignite  and the City Council. Commissioner Widmyer discussed two city initiatives:

- The city is still having some parking challenges at McEuen Park, and efforts are underway to make this fine facility more user friendly and revenue positive.
 - The city has invited David Bergman, a community planner from California, to visit with city leadership on August 24th re. planning ideation for the Spokane River frontage from the Riverstone area down to Mill River. Mr. Bergman is donating his time for this visit, the city will cover his travel costs.
- Commissioner Armon asked about the status of the 4 corner master planning initiative?
- Commissioner Widmyer shared that City Council will act on adopting the 4 Corner master plan soon, and then send the master plan to the Bureau of Land Management (BLM) for their review of planning elements proposed for BLM controlled property located within the plan’s scope.


10. PUBLIC COMMENT


Lanzce Douglas – shared that he is interested in what the ignite  Board plans to do with the agency’s rail road right of way property located adjacent to his property located just to the west of the Bellerive development.

- Commissioner Davis shared that the Board has yet to reach a decision on the best community value proposition for the agency’s property in that location.

Note: Commissioner Druffel left the board meeting at 5:30.

11. EXECUTIVE SESSION – Idaho Code Section 67-2345(1)




Subsection B: to consider the evaluation of the ignite  executive director.
Subsection C: to conduct deliberations concerning acquiring an interest in real property which is not owned by a public agency.

Motion by Commissioner Goodlander, seconded by Commissioner Colwell, to convene an Executive Session, as provided by Idaho Code Section 67-2345(1) Subsection B: to consider the evaluation of the ignite  executive director, and Subsection C: to conduct deliberations concerning acquiring an interest in real property which is not owned by a public agency.

Roll Call:


Goodlander	Yes	Widmyer	Yes	Druffel	Absent
Colwell	Yes	Patzer	Absent	Jordan	Yes
Armon	Yes	Davis	Yes	Hoskins	Yes

Motion carried.

The ignite  Board entered into Executive Session at 5:31p.m. Those present were the ignite  Board of Commissioners, Ex. Director Berns and legal counsel Quade. 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  Board returned to regular session at 6:31 p.m.

12. ADJOURN

Motion by Commissioner Hoskins to adjourn. Motion carried.

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