



BOARD MEETING MINUTES

WEDNESDAY NOVEMBER 18, 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, Davis, Jordan, Hoskins, Patzer, Colwell, Widmyer, Druffel.

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

- October 21, 2015 Board Meeting Minutes

Motion by Commissioner Colwell, seconded by Commissioner Druffel, to approve the October 21, 2015 Board meeting minutes. Motion carried.

5. PRESENTATION: HIGHER EDUCATION CAMPUS (HEC) COLLABORATION EDUCATION FACILITY – Chris Martin, North Idaho College (NIC)

Chairman Davis welcomed Mr. Martin, VP of Finance at NIC, to the board meeting. Mr. Martin shared a PowerPoint presentation with the Board describing the proposed Collaboration Education Facility (“Facility”) initiative. Following are excerpts from the presentation, as well as an executive summary for the proposed initiative:

North Idaho Collaborative Education Facility



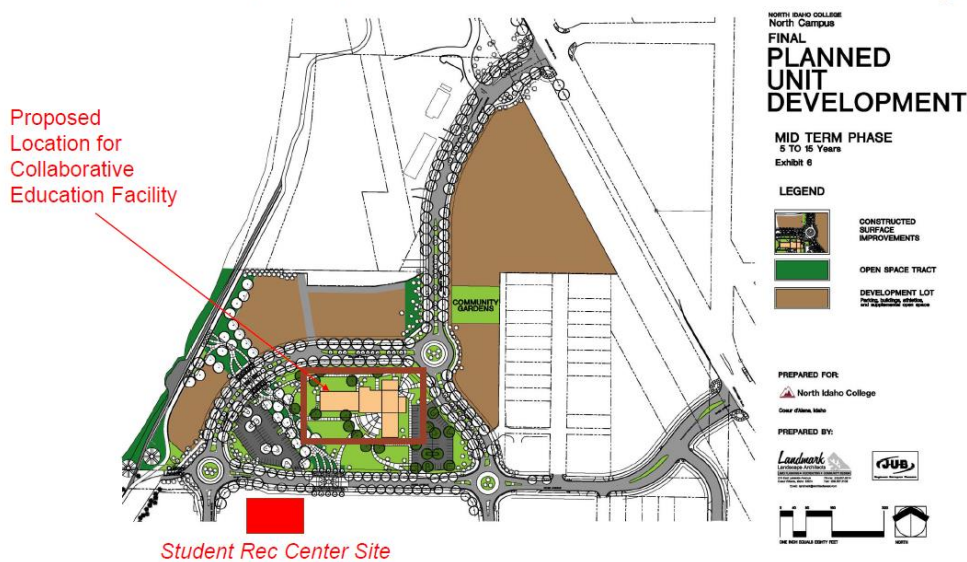
University of Idaho



North Idaho Collaborative Education Facility

- Connects and Advances concept of the Higher Education Campus
- Creates single one-stop student service location for admissions, financial aid, and advising for the institutions
- Expands shared classroom, lecture and lab facilities used between the institutions

North Idaho Collaborative Education Facility



North Idaho Collaborative Education Facility

\$2M Committed by Partner Institutions

\$4M Requested and Received from PBF

\$1M Additional Request from DPW Approved for FY17

\$2.5M Funding Gap

\$9.5M Estimated Project Cost

North Idaho Collaborative Education Facility

Tentative Project Timeline

January 2016: Selection of A&E Firm

March 2017: Selection of General Contractor

April 2017: Notice to Proceed

August 2018: Building Occupancy

Executive Summary, North Idaho Collaborative Education Facility

The North Idaho Collaborative Education Facility is a joint project between Lewis-Clark State College, University of Idaho and North Idaho College to create a single starting point to higher education in Coeur d' Alene. The Collaborative Education Facility will create a joint student service location for admissions, enrollment, financial aid and advising for students from all three institutions. In addition to a one-stop shared student services center, the facility will include shared classroom, lecture and lab space to meet current needs and provide for expanding program offerings to meet workforce and industry demands.

The Collaborative Education Facility project is proposed as a two story facility located at the corner of Hubbard and College Drive, anchoring all future development of the Higher Education Campus and creating a front door to the North Idaho College campus and clear starting point for all students attending Lewis-Clark, University of Idaho or North Idaho College.

While this project has been revised over the years, the current project is anticipated to be approximately 40,000 sq. ft. with an anticipated budget of approximately \$9.5M. Over the past year, this project has gained substantial support and has secured significant funding. Last year, \$4M was provided by the Permanent Building Fund and the partner institutions have committed \$2M to the project. This year, the Permanent Building Fund Advisory Committee has recommended an additional \$1M for the project be included in the state budget request.

We are asking ignite cda to partner with us to close the funding gap and see this collaborative facility become a reality. The Collaborative Education Facility is an investment in education and workforce development to ensure that Coeur d' Alene and the North Idaho Region have access to higher education and are creating a qualified workforce to meet the needs of our city and the region today and for the future. This project will see the vision of the Higher Education Campus come to fruition. It is this commission that had the vision to see a blighted space along the Spokane River redeveloped into a community asset and partnered with the college, the NIC foundation and the city to see what was once a mill site transform into a beautiful expanded college campus that created public access to the riverfront and provided the opportunity for higher education in North Idaho to have room to grow.

Today, we are again asking to partner with ignite cda to see the plan that was put into motion with the development of the mill site come full circle and give Higher Education a space to meet students where they are and create real pathways for students and meet industry needs – in the heart of Coeur d' Alene.

Thank you for your consideration of this request and your partnership and investment in the Higher Education Campus to ensure that infrastructure, higher education, as well as economic and workforce development are a priority in Coeur d' Alene.

Following the presentation, Mr. Martin asked the Board to consider partnership funding for this initiative in fiscal year 2017 in the amount of \$2.5 million; i.e. the anticipated funding gap for the initiative.

- Commissioner Widmyer asked for a breakdown of the partnership funding from the three education institutions, and how will the institutions share the new Facility?
 - Mr. Martin shared that NIC will be contributing the land for the Facility, and that each of the three institutions will supply 1/3 (i.e. \$666,667) of the \$2 million institution funding amount. The Facility space will be shared by all three institutions.

- Commissioner Patzer asked if the \$9.5 million total project cost includes furnishings, etc.
 - Mr. Martin shared that yes, the cost covers all cost elements of the Facility.

- Commissioner Patzer asked what will happen to the building space on the HEC that is freed up by construction of this new Facility?
 - Mr. Martin shared that the institutions are still working through that issue, and that no definitive plans have been developed yet.

- Commissioner Patzer asked if there will be any office space included in the new Facility?
 - Mr. Martin shared that there will be minimal faculty space in the new Facility.

- Commissioner Davis asked if any private fundraising (i.e. capital campaigns) was going to occur to help with the costs for the new Facility?
 - Mr. Martin shared that there are no capital campaigns associated with this Facility initiative.

- Commissioner Davis asked if he was correct in assuming that the Foundations associated with each institution are not participating in any fundraising efforts for this proposed Facility?
 - Mr. Martin shared that yes, no institution Foundations have been approached for funding assistance for this Facility initiative.

- Commissioner Druffel commented that if **ignite cda** funds are appropriated for this Facility initiative, the funds need to be carefully monitored to assure the funds are spent as per the Board's intent.

- Commissioner Jordan asked how long will this new Facility serve the institution's needs?

- Mr. Martin shared that the Facility will benefit the institutions for quite some time, and will mostly help meet the spatial needs of UI & LCSC. The biggest win will be for the HEC students in that all student services will be located in one location.
- Commissioner Patzer asked if Kootenai Health will be included in this Facility partnership initiative?
 - Mr. Martin shared that there are ongoing conversations with other potential funding partners for this Facility initiative. If new partners are brought on board, then the scope and scale of the Facility could change.
- Commissioner Colwell asked when is a funding commitment desired from **ignite cda**?
 - Mr. Martin shared that it would be very beneficial to know a funding commitment by the first of the year.
- Commissioner Jordan asked if **ignite cda** has sufficient funding capacity to meet this request, if the Board should so choose?
 - Commissioner Colwell shared that yes, the Lake District has sufficient funding capacity for this initiative.

Chairman Davis thanked Mr. Martin for his presentation and shared that the **ignite cda** Board will take this funding request under advisement.

6. PRESENTATION: CDA 2030 PROGRESS UPDATE – Nicole Kahler

Commissioner Davis welcomed Mrs. Kahler, CDA 2030 Project Manager, to the board meeting. Mrs. Kahler discussed progress on the CDA 2030 Implementation Plan (included below):

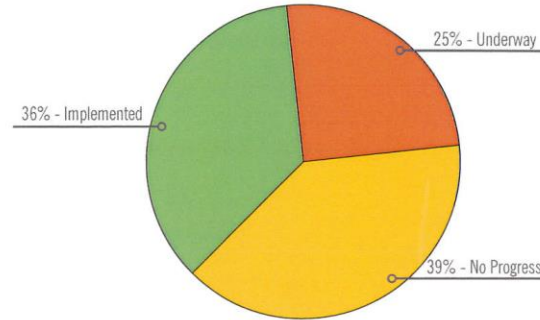
Implementation Plan Progress

NEW ACTIONS

H&S 3.4 Prevention/Public Education - Promote fire prevention through public education programs, new construction plan reviews, fire inspections and enforcement of adopted codes. Seek opportunities to offer free smoke detectors and batteries to needy families and install smoke detectors in homes of the elderly or disabled.

H&S 3.5 Community Preparedness - Promote public, private and learning institution partnerships in First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) training for community members. The City of Coeur d'Alene will encourage all public employees and citizen to be trained and certified annually in First Aid, CPR and AED.

ACTION ITEM PROGRESS



*based from progress information collected from Lead Partner.

NOTABLE ACTIONS

C&D 2.5 Restore the Carousel

On October 20, 2015, the City of Coeur d'Alene Council approved a lease for the carousel to be reestablished in the Memorial Field Plaza as a part of the Four Corners master plan. Bud Ford has challenged the community to match or exceed their \$500,000.00 pledge to sponsor the homecoming of Coeur d'Alene carousel originally featured at Playland Pier by December 31, 2015.

E&L 4.6 Summer Kids Programs

KIDS Camp 2015 served about 60 students who did not meet grade level requirements, almost double from the previous launch year during the summer of 2014. Organizers are working with representatives from the University of Idaho to secure additional funding sources to expand the program to all 10 elementary schools, serving approximately 600 Kindergarten through third grade students who qualify for the program.

ES&I 1.5 Lake Festival and Education Program

Over 200 participants from the Coeur d'Alene Basin attended the initial Our Gem Symposium on November 18, 2014 to learn about the current health of the lake, the economic impacts on the area, and engage in the collaborative effort to preserve the lake for year to come. The next Our Gem Symposium is scheduled for March 22, 2016.

G&D 2.5 East Sherman Avenue Master Plan

Two well attended town hall meetings were held in June 2015 to receive public input about East Sherman, which included an online survey and several interactive stations. The city and CDA 2030 worked with the Coeur d'Alene Association of REALTORS and stakeholders to organize PARK(ing) IT ON SHERMAN! (Better) Block Party, which took place the third weekend in September in conjunction with global PARK(ing) Day where parking spaces are temporarily turned into public spaces. Stakeholder interview are currently take place.

H&S 4.3 Mental Health Services

State lawmakers passed the Behavioral Health Community Crisis Centers Act during the 2014 legislative session. The laws calls for the establishment of three crisis centers throughout the state. The new regional mental health crisis center in Coeur d'Alene will open December 8, 2015 to serve adults who need immediate help with mental health or substance abuse issues.

ES&I 3.2 Encourage Innovation & Entrepreneurialism

As quarter finalist in the America's Best Communities grant program, area leaders and visionaries are encouraging a more diverse, technology-based economy through the development for commercial deployment of autonomous piloted vehicles technologies in the air, in water and on land. The team has already received \$50,000 to develop a strategic plan for implementation.

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Chairman Davis thanked Mrs. Kahler for her visit and update presentation.

7. REPORTS

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

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

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

B. Housing – Commissioner Deanna Goodlander

Ex. Director Berns, in Commissioner Goodlander’s stead, had no report to share.

C. Parking – Commissioner Brad Jordan

Commissioner Jordan (who serves as the **ignite cda** representative on the City’s Parking Commission) shared that the Parking Commission will discuss the issue of updating the 2007 downtown parking study at their December meeting.

D. Communications – Commissioner Dave Patzer

Commissioner Patzer shared that the committee is discussing a few initiatives, but nothing to bring forward to the Board for discussion at this time.

E. Jobs – Commissioner Mic Armon

Commissioner Armon shared that he was very happy to see the long anticipated Collaborative Education Facility becoming a reality. This facility will enhance the HEC’s ability in its efforts to help on the job creation front in the community.

8. EXECUTIVE DIRECTOR’S REPORT

Resolution 16-01: **ignite cda** Public Record Retention Policy

*Background: in 2006, per the advice of legal counsel, the Board approved resolution 07-04 that adopted a record retention schedule which was comprised of a portion of the city of CDA’s record retention schedule. No public record retention policy was created or adopted back in 2006. Seeing a need for a public record retention policy, **ignite cda’s** legal counsel Danielle Quade and Ryan Armbruster were asked to draft a public record retention policy for **ignite cda**.*

As part of this effort, relevant documents from Boise’s Capital City Development Corporation and the Association of Idaho Cities were reviewed.

ignite cda legal counsel Danielle Quade provided an overview of the public record retention policy, discussing key policy elements.

Motion by Commissioner Armon, seconded by Commissioner Druffel, to approve Resolution 16-01 approving and adopting the ignite cda Public Record Retention Policy as presented.

Roll Call:

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

Motion carried.

Rivers Edge Apartments, LLC Sewer Line Easement

*Background: Mr. Lanzce Douglass, a Spokane-based developer, started developing residential lots in the summer of 2015 on property he owns in the Bellerive area near Riverstone under the owner name of Rivers Edge Apartments LLC (“Developer”). As part of the lot development, a public sewer line was installed on the Developer’s property near the railroad right of way property owned by **ignite cda**. An issue arose with the City of CDA in that the City requires all public sewer lines to have ten feet of property on either side of the sewer line for long-term sewer maintenance needs. This ten foot area cannot contain any permanent structures (e.g. retaining walls, buildings). Since the Developer’s sewer line was installed in close proximity to the **ignite cda** property line, the Developer needed to acquire a sewer line easement from **ignite cda** to fulfill the City’s ten foot maintenance requirement. The Developer will pay **ignite cda** \$25,000 for the sewer line easement.*

ignite cda Ex. Director Berns discussed the elements of the proposed sewer line easement with the Board, sharing that the easement will run the length of the property line shared by Rivers Edge Apartments LLC and **ignite cda** (559 feet), with an easement width varying from 6.4 to 8.7 feet on **ignite cda** property.

Motion by Commissioner Colwell, seconded by Commissioner Widmyer, to approve the Rivers Edge Apartments, LLC sewer line easement as proposed, contingent upon **ignite cda receiving the easement fee of \$25,000 from Rivers Edge Apartments, LLC, and providing authority to the **ignite cda** Executive Director to consummate the closure of this easement process prior to the Chairman’s signature. Motion carried.**

Four Corner Master Plan – Mullan Road Project Element: Funding Discussion

*Background: more detailed information re. this agenda item can be found in the minutes of the October 21, 2015 **ignite cda** board meeting (minutes can be viewed online at www.ignitecda.org).*

Ex. Director Berns provided a brief summary of the funding request from the City of CDA for the Mullan Road element of the Four Corner master plan. The request from the City is for \$1.6 million in **ignite cda** partnership funding to be spent primarily on:

- Mullan Road reconstruction and realignment
 - Creation of the Memorial Plaza area next to Memorial Field
 - Creation of new surface parking capacity along Northwest Boulevard near Memorial Field
- Commissioner Davis commented that since the Mullan Road project element contains some improvements to property located in City Park which is outside of the **ignite cda** Lake District, that vigilance will be required to make sure that any **ignite cda** funds dedicated to the Mullan Road project element are spent within the Lake District.
- Commissioner Armon asked if any of the proposed **ignite cda** funding will be used for the proposed carousel to be located in the Memorial Field area?
- Ex. Director Berns shared that no **ignite cda** funds will be spent on the carousel initiative.
- Commissioner Patzer asked how will the requested \$1.6 million in **ignite cda** funds be utilized, and how can the Board assure the funds are spent as intended?
- Phil Boyd, principal with Welch-Comer Engineers (the engineering/design firm for this project), shared that the **ignite cda** funds would be used for project elements such as curbs, gutters, asphalt overlay, burying of power lines, creation of new public parking areas, and consulting fees. The team would welcome a representative from **ignite cda** to participate on the project team once the project is initiated.
- Commissioner Colwell asked if the project cost estimates are firm; i.e. not subject to change?
- Mr. Boyd shared that yes, the team is comfortable with these cost estimates because they have performed some design work supporting these estimates. The team is anxious to let the bid this winter if possible to attract the best bid prices.

Motion by Commissioner Patzer, seconded by Commissioner Hoskins, approving an amount not to exceed \$1.6 million in Lake District partnership funding for the Mullan Road project element of

the Four Corner Master Plan as proposed at the October 21, 2015 ignite cda board meeting, given the following conditions:

- **Ignite cda funds need to be spent within the Lake District,**
- **An ignite cda board member will be invited to participate on the project implementation team,**

Also directing Ex. Director Berns and legal counsel Quade to work with the City of CDA on drafting the necessary agreements for this partnership initiative. Motion carried.

Note: Commissioner Davis left the board meeting at 5:15, and asked Vice Chairman Patzer to chair the remainder of the board meeting.

Seltice Way Road Reconstruction: Funding Discussion

Background: more detailed information re. this agenda item can be found in the minutes of the October 21, 2015 ignite cda board meeting (minutes can be viewed online at www.ignitecda.org).

Ex. Director Berns provided a brief summary of the funding request from the City of CDA for the reconstruction of the portion of Seltice Way located within **ignite cda's** River District, beginning near the Prairie Trail underpass by Riverstone extending west to the City of Huetter. The request from the City is for \$3.5 million in **ignite cda** partnership funding for this initiative.

- Commissioner Widmyer asked City of CDA Engineer Gordon Dobler to provide a brief overview summary of the request that was presented at the October 21, 2015 board meeting.
 - Mr. Dobler shared the requested summary with the Board; said summary is captured in the minutes from the October 21, 2015 **ignite cda** board meeting.
 - Mr. Dobler shared one new update: the City has secured a \$375,000 grant for construction of sidewalks and/or multi-use paths that will be applied to the Seltice Way reconstruction project. The grant will be used to fund said improvements on Seltice Way from Northwest Boulevard to the Prairie trail overpass.
- Commissioner Widmyer shared that he believes an improved Seltice Way roadway will spur development on some for the undeveloped property parcels located along Seltice Way.
- Commissioner Patzer asked if the \$375,000 grant will decrease the \$3.5 million funding ask of **ignite cda**?
 - Mr. Dobler shared that the grant funds could potentially reduce the funding ask of **ignite cda**.

- Commissioner Patzer commented that **ignite cda** is being asked to fund the entire Seltice Way reconstruction effort, i.e. no City of CDA or other funding sources will be utilized.
- Commissioner Patzer asked when does the City need an answer from **ignite cda** re. the funding request?
 - Mr. Dobler shared that a funding decision would be greatly appreciated by the end of the year to facilitate planning and design efforts targeting roadway reconstruction in fiscal year 2017.
- Commissioner Colwell shared that he supports the project, but would like a little more time to think about the amount requested from **ignite cda**.
- Commissioner Widmyer shared that if the City does not receive the \$3.5 million funding level requested from **ignite cda**, then the City would continue to pursue project funding through the KMPO/federal funding route; the City has no funds budgeted to reconstruct Seltice Way in their capital plan.
- Commissioner Armon shared that he does not see the need to wait a month to make a decision on this funding request, and supports agreeing to the City's funding request of \$3.5 million because he feels that it is a needed improvement for that area of the community, and will spur other economic development in the River District.
- Commissioner Jordan asked if **ignite cda** can afford the requested \$3.5 million for the project?
 - Commissioner Colwell shared that yes, the River District has the capacity to fund this level of requested capital improvement.
- Ex. Director Berns asked if other property owners in the Seltice Way corridor (e.g. Rivers Edge Apartments LLC) would be required to contribute funds to the project per requirements of their annexation agreements with the City, thus possibility reducing the funds needed from **ignite cda**?
 - Mr. Dobler shared that yes, a funding path will be pursued and evaluated especially re. roadway improvements and traffic intersection signalization.

Motion by Commissioner Hoskins, seconded by Commissioner Armon, approving an amount not to exceed \$3.5 million in River District partnership funding for the Seltice Way roadway reconstruction initiative, with funding targeted for fiscal year 2017, with the following conditions:

- **Ignite cda funds need to be spent within the River District,**

- **Ignite cda** funding will be reduced, or **ignite cda** will be reimbursed, from other funding sources that may become available (e.g. funding emanating from requirements in annexation agreements),
- The City of CDA will provide an updated, detailed project budget to the **ignite cda** Board by May of 2016 to facilitate **ignite cda** budget planning for fiscal year 2017,

Also directing Ex. Director Berns and legal counsel Quade to work with the City of CDA on drafting the necessary agreements for this partnership initiative. Motion carried.

9. BOARD COMMISSIONER COMMENTS:

No comments were shared.

10. PUBLIC COMMENT

No comments were provided.

11. ADJOURN

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

The **ignite cda** Board meeting adjourned at 5:35 p.m. Minutes prepared and submitted by Ex. Director Berns.