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### MEETING MINUTES

 **MEETING OF THE BOARD OF COMMISSIONERS**

**Wednesday, June 11, 2014, 7:30am**

**Meridian City Hall North Conference Room**

**33 East Broadway Avenue - Meridian, Idaho**

1. **Call Meeting to Order [Escobar]:**

At 7:30am, Chairman Escobar called the meeting to order.

1. **Roll-call Attendance [Escobar]:**

X Jim Escobar – Chairman O Keith Bird – Member

 [Arrived at 8:49am]

X Dan Basalone – Vice-Chairman X Kit Fitzgerald – Member

 [Left at 8:34am]

X Dave Winder– Secretary/Treasurer X Julie Pipal – Member

 X Tammy de Weerd – Member

 X Eric Jensen – Member

 X Callie Novak – Member

 [Left at 8:34am]

 X Todd Lakey – Counsel

 X Ashley Squyres – Administrator

1. **Confirm Agenda [Escobar]:**

A motion was made by Commissioner Winder and seconded by Commissioner Basalone to approve the consent agenda and to move Item Number 5 to the June 25, 2014 board meeting.

ALL AYES.

1. **Approve Consent Agenda [Escobar]:** These items will be approved by a single vote unless a Board member requests to remove an item for specific discussion and/or action.
	* 1. **Approve Minutes of May 14, 2014 Regular Meeting**
		2. **Approval of May 2014 Administrator’s Report**
		3. **Approval of April 2014 Financials and Notice of Bills Paid**

A motion was made by Commissioner Pipal and seconded by Commissioner Fitzgerald to approve the Consent Agenda.

ALL AYES.

**PRESENTATIONS WITH ACTION ITEMS**

1. **2.5-Street Owner Participation Agreement and Corresponding Resolution 14-018 [Milt Erhart]**

This item was moved to the June 25, 2014 board meeting.

1. **Main Street Island Update and Final Decisions [Betsy Roberts]**

Betsy Roberts from CH2M Hill presented the 75% drawings for the Board’s consideration. Betsy discussed coordination with Keller Associates on the lights in the islands and the placement of historical lights on Main Street in the future. Donn Carnahan from Keller Associates was available to answer any questions and stated they would work with CH2M Hill to ensure adequate spacing. Betsy stated that she will be back in front of the board on June 25 with a cost estimate and tentative schedule for the board’s review. She further stated that costs associated with boaring between the islands will be less expensive than originally anticipated. The two planned historic lights will be added in as a bid alternate so if the costs come in higher than anticipated and budgeted for the project, the lights could be installed at a later date. Betsy is working with Legal Counsel Lakey on the advertisement for bids.

A motion was made by Commissioner Pipal and seconded by Commissioner de Weerd to approve the plans that were presented to the Board so that the Administrator and consultant can move forward.

ALL AYES.

1. **Architectural Evaluation Findings for 713 North Main Street with MDC Property Committee Recommendations for the proposed wine cooperative known as The Vault [Walt Lindgren and Dave Winder]**

Walt Lindgren of Johnson Architects discussed his findings for the needed building improvements based upon physical inspection and meetings with the City, ACHD and Central District Health Department. The building is generally in good condition. No ACHD impact fees will be needed due to credit for the prior building use. The cost estimates provided only include numbers for right-of-way improvements along the frontage of the building and do not include 703 North Main. A preliminary parking analysis shows that with a bit of redesign and the removal of the curb between 713 and 703 North Main, that 3 more additional parking spaces could be obtained. The scope of work does not include the removal of the canopies. The ceiling grid will need to be replaced. The mechanical systems appear to be in good condition. The plan calls for removal of the landscape at the front of the building with a hard-scape patio replacing the area. Walt stated that since the initial budget numbers were put together he has found that a dishwasher will be needed and the new building code now requires a hood. This cost would be an additional $5-10k. Walt reviewed the rest of the budget with the board and Ashley reviewed the MDC budget with the board and stated that based on Walt’s cost estimate, MDC does not have the funding in this fiscal year’s budget to complete the project without reallocating dollars. Walt reviewed the project schedule and estimated 8-weeks for design, 4-weeks for plan review at the city and ACHD and 3-4-weeks for a bid. The board discussed options for financing and whether to move forward on the project. Commissioner Pipal stated that most of these improvements would be required for any tenant and as building owners it is important to bring the building up to code.

A motion was made by Commissioner Pipal and seconded by Commissioner Basalone to move forward with the wine cooperative project and have Johnson Architects put together a scope of work for the construction documents to bring back to the June 25, 2014 Board meeting for approval and to have Administrator Squyres investigate short-term lending options.

ALL AYES.

1. **Legislative Update and Proposed Scope of Work with Scott Turlington and Corresponding Resolution 14-019 [Scott Turlington]**

Scott provided an update on the urban renewal legislation working group including meetings with Representatives Youngblood and Moyle. There will be a group moving forward and due to recent primary results, he believes that the house side of the legislature will be more favorable towards URD’s. Scott discussed the two options for his services. One option was through October 2014 and the other option was through the end of the 2015 legislative session. Each option was at a rate of $2,500 per month. He anticipates a meeting with the legislative group once a month, meetings with stakeholders and working with bill writers in preparation for the next legislation session.

A motion was made by Commissioner Pipal and seconded by Commissioner Jensen to approve Scott Turlington’s scope of work through the end of the 2015 legislative session at a rate of $2,500 per month.

ALL AYES.

A motion was made by Commissioner Winder and seconded by Commissioner Basalone to approve the Resolution.

ALL AYES.

1. **Website Hosting Agreement with Tribute Media for Meridian Development Corporation website and Corresponding Resolution 14-020 [Squyres]**

Squyres discussed the options for website hosting options for the new website. She recommended the silver package, which would be $100 per month and would provide one hour of support each month.

A motion was made by Commissioner Basalone and seconded by Commissioner Pipal to approve the silver package of $100 per month.

ALL AYES.

A motion was made by Commissioner Jensen and seconded by Commissioner Winder to approve the resolution.

ALL AYES.

**DISCUSSION ITEMS**

1. **Façade Improvement and Streetscape Committee Update [Jensen]**

Commissioner Jensen reviewed the most recent meeting notes with the board that included the FY2015 budget discussion items.

1. **Wayfinding and Signage Committee Update [Winder]**

Commissioner Winder reviewed the most recent meeting notes with the board that included the FY2015 budget discussion items.

1. **Meridian Chamber’s Leadership Summit Update [Escobar]**

Chairman Escobar discussed the recent leadership meeting between MDC, the City and the Chamber in late May that included the economic development professionals from Twin Falls City and the Chamber. Discussion included looking at potentially expanding the URD in other areas of the city and the intention of elimination of blight versus economic development.

1. **Upcoming Committee Meetings [Squyres]**

Squyres reviewed the upcoming committee meetings with the board.

1. **Counsel’s Report [Lakey]:** Counsel Lakey will review legal topics that need to be brought to the attention of the Board.

No report.

1. **Administrator’s Report [Squyres]:** Administrator Squyres will review topics that need to be brought to the attention of the Board.

No report.

1. **Chairman’s Report**

No report.

1. **Public Comment**

No report.

1. **Adjourn the Meeting [Escobar]:**

A motion was made by Commissioner Bird and seconded by Commissioner Winder to adjourn the meeting.

ALL AYES.

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Jim Escobar, Chairman