



**MEETING MINUTES**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Wednesday, September 11, 2013, 7:30am**  
**Meridian City Hall North Conference Room**  
**33 East Broadway Avenue - Meridian, Idaho**

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

At 7:32am, Chairman Pipal called the meeting to order.

**2. Roll-call Attendance [Pipal]:**

<u>X</u>	Julie Pipal – Chairman	<u>O</u>	Keith Bird – Member [Arrived at 8:06am]
<u>X</u>	Jim Escobar – Vice-Chairman	<u>X</u>	Luke Cavener – Member
<u>X</u>	Dan Basalone– Secretary/Treasurer	<u>X</u>	Dave Winder – Member
		<u>O</u>	Tammy de Weerd – Member [Arrived at 8:06am]
		<u>O</u>	Eric Jensen – Member
		<u>O</u>	Kit Fitzgerald – Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Ford – Project Manager

**3. Confirm Agenda [Pipal]:**

A motion was made by Commissioner Escobar and seconded by Commissioner Winder to confirm the agenda.

ALL AYES.

**4. Approve Consent Agenda [Pipal]:** These items will be approved by a single vote unless a Board member requests to remove an item for specific discussion and/or action.

- a. Approve Minutes of August 28, 2013 Regular Meeting**
- b. Approve Minutes of August 28, 2013 Special Meeting**
- c. Accept Project Manager's Report**

A motion was made by Commissioner Winder and seconded by Commissioner Cavener to approve the consent agenda.

ALL AYES.

## **ACTION ITEMS**

### **5. Emergency Commitment of Funds Policy and corresponding Resolution 13-021 [Lakey]**

Counsel Lakey reviewed the proposed emergency commitment of funds policy with the board which caps the amount at \$2,500 that the Administrator/Project Manager can commit the board to in emergency situations. A motion was made by Commissioner Basalone and seconded by Commissioner Winder to approve the policy and resolution.

ALL AYES.

### **6. Approval of lease with Treasure Valley Children's Theatre, LLC for the lease of 703 North Main Street and corresponding Resolution 13-022 [Lakey]**

Counsel Lakey requested that this item be moved to the September 25, 2013 board meeting. A motion was made by Commissioner Escobar and seconded by Commissioner Winder to move this to the September 25 agenda.

ALL AYES.

### **7. Approval of bids for two wayfinding and signage kiosks to be placed in Old Town and corresponding Resolution 13-023 [Ford]**

Project Manager Ford discussed the bid from Lytle Signs for two new kiosks to be placed within the Old Town district. Each kiosk costs \$3,569 for a total cost of \$7,503.84. A deposit of \$3,751.92 is required prior to manufacturing. A motion was made by Commissioner Escobar and seconded by Commissioner Cavener to approve the bid and resolution.

ALL AYES.

### **8. Approval of bid to remove the wall signage at 703 North Main Street and corresponding Resolution 13-024 [Ford]**

Project Manager Ford discussed the bid from Lytle Signs to remove the Ground Floor wall signage at 703 North Main Street for a cost of \$335.00. Ford stated that the new tenant would like the sign removed and that they are exploring their own signage options. A motion was made by Commissioner Winder and seconded by Commissioner Basalone to approve the bid and resolution.

ALL AYES.

### **9. Approval of bid to remove the freestanding signage at 713 North Main Street and corresponding Resolution 13-025 [Ford]**

Project Manager Ford discussed the bid from Lytle Signs to remove the freestanding sign in front of 713 North Main Street for a cost of \$760.00. A deposit of \$380.00 is required. A motion was made by Commissioner Escobar and seconded by Commissioner Winder to approve the bid and resolution.

ALL AYES.

### **10. Approval of RFP for land brokerage services [Lakey]**

Counsel Lakey reviewed the draft RFP with the board and stated that it would be reviewed with the Property Committee prior to the next meeting. Lakey would like to bring it back for final approval at the September 25, 2013 board meeting.

## **DISCUSSION ITEMS**

### **11. Façade Improvement Committee Update [Bird]**

Project Manager Ford reviewed the committee notes that were included in the board packets.

### **12. Downtown Parking Committee Update [Escobar]**

Commissioner Escobar reviewed the committee notes that were included in the board packets and Commissioner Basalone provided an update as to the worksession with the Meridian City Council the day before on the in-lieu of parking fee revocation. Basalone stated that the Council was receptive to looking at alternative parking options for downtown Meridian.

### **13. Split Corridor Public Art Update [de Weerd]**

This item was skipped due to the absence of Commissioner de Weerd.

### **14. Upcoming Committee Meetings [Ford]**

Project Manager Ford reviewed the upcoming committee meetings.

**15. Counsel's Report [Lakey]:** Counsel Lakey will review legal or legislative topics that need to be brought to the attention of the Board.

No report given.

**16. Project Manager's Report [Ford]:** Project Manager Ford will review topics that need to be brought to the attention of the Board.

No report given.

### **17. Chairman's Report**

Chairman Pipal discussed the extension of Project Manager Ford's contract through mid-January 2014.

### **18. Public Comment**

**19. Executive Session per Idaho State Code 67-2345:** The Board may go into executive session pursuant to Idaho Code Section 67-2345 with the specific applicable code subsection cited as part of the motion to go into executive session.

### **20. Adjourn the Meeting [Pipal]:**

At 8:09am, a motion was made by Commissioner de Weerd and seconded by Commissioner Bird to adjourn the meeting.

ALL AYES.

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Julie Pipal, Chairman