



**MEETING MINUTES  
 MEETING OF THE BOARD OF COMMISSIONERS  
 Wednesday, January 13, 2016, 7:30am  
 Meridian City Hall, Conference Room A  
 33 East Broadway Avenue - Meridian, Idaho**

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

Chairman Escobar called the meeting to order at 7:37am.

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

|          |                                  |          |   |
|----------|----------------------------------|----------|---|
| <u>X</u> | Jim Escobar – Chairman           | <u>X</u> | Keith Bird – Member                           |
| <u>O</u> | Dan Basalone – Vice-Chairman     | <u>X</u> | Kit Fitzgerald – Member                       |
| <u>X</u> | Dave Winder– Secretary/Treasurer | <u>O</u> | Callie Zamzow – Member<br>[Arrived at 7:47am] |
|          |                                  | <u>X</u> | Tammy de Weerd – Member                       |
|          |                                  | <u>O</u> | Eric Jensen – Member                          |
|          |                                  | <u>O</u> | Calvin Barrett – Member                       |
|          |                                  | <u>X</u> | Todd Lakey – Counsel                          |
|          |                                  | <u>X</u> | Ashley Squyres – Administrator                |

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

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

ALL AYES.

**4. 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.

- a. Approve Minutes of the December 09, 2015 Regular Meeting**
- b. Approve December 2015 Administrator’s Report**
- c. Approval November Financials and Notice of Bills Paid**

A motion was made by Commissioner de Weerd and seconded by Commissioner Bird to approve the consent agenda.

ALL AYES.

**ACTION AND PRESENTATION ITEMS**

**5. Legislative Update [Scott Turlington]**

Scott updated the board as to the interim committee meeting that was held the week before and stated that the highlights include: combining the urban renewal and economic development act; a board can be created either through appointments or elections – it will be the city’s decision; if an agency fails to follow their plan and requests a modification through ordinance at the City Council level, the base assessment value for that district will reset upon that approval; if an agency decides to contribute over \$1-million towards a civic project and the contribution is over 50% of the project cost, a public vote will be required; and the creation of a central registry.

Scott will forward the latest draft as soon as it is available.

**6. Consideration of Time Extension Request for Owner Participation Agreement for Waltman-Boise, LLC and Corresponding Resolution 16-001 [Shawn Nickel]**

Shawn Nickel explained the history of the project, which dates back to 2008. The property owner is requesting a third two-year extension in order to work with ACHD on the off-site regional transportation improvements required. The conditions are too onerous for the development community. Shawn is asking that an extension be considered at a later date so that he could work with ACHD to finalize details as it may impact the OPA. A motion was made by Commissioner de Weerd and seconded by Commissioner Bird to table the request until the March 09, 2016 board meeting.

ALL AYES.

**7. Discussion of Pine Avenue:**

**A. Project Update [Cody Homan]**

Cody discussed the overall project and its status including: the challenge of placing bike lanes from 5<sup>th</sup> to Stonehenge; there will be a 10’ sidewalk on the north side of Pine and a 6’ sidewalk on the south side of Pine; it has been determined that continuous street lighting is not needed and all public involvement will be online.

**B. Project Landscaping Discussion [Mike Barton]**

Mike discussed the options for the landscape strip between the detached sidewalk and Pine Avenue. Those options include: 1) Do nothing and allow individual property owners to maintain [not desired] 2) Rock Treatment and 3) Provide landscaping with grass material that the city will maintain. He discussed the scope of work prepared by The Land Group for the design of option #3 in the amount of \$9,850. MDC would be responsible for this cost if this option is desired. As the City has an agreement with The Land Group, MDC would enter into a joint agreement with the City for the reimbursement of these dollars. A motion was made by Commissioner Bird and seconded by Commissioner Fitzgerald to agree to the reimbursement of the \$9,850 for the landscape design.

ALL AYES.

**C. Historical Lighting Discussion [Austin Petersen]**

Squyres reminded the Board of the Historical Lighting Master Plan for the URD. The master plan shows historical lighting only between Main and East Third Street but no further east. Austin Petersen discussed the potential to include historic lighting as a part of the project. The board directed Squyres to work with Keller and Associates to bring back two design options to the next meetings: 1) From Main to East Third and 2) From Main to the District boundary to the east.

**8. Approval of dedication of \$150,000 from the FY16 budget towards Pine Avenue and Corresponding Resolution 16-002 [Squyres]**

Squyres reminded the board that there was a FY16 line-item for the dedication of \$150,000 towards the Pine Avenue project. The Board formally approved \$100,000 in FY15 that was carried over to FY16. If the board approves the resolution, then \$250,000 will be formally dedicated towards Pine Avenue. A motion was made by Commissioner Winder and seconded by Commissioner Zamzow to approve the dedication of \$150,000 from the FY16 budget towards the Pine Avenue project.

ALL AYES.

**9. Consideration of the Approval of the Bid for the Scope of Work for Construction of the Main Street Island Banners and Corresponding Resolution 16-003 [Linda Handlos]**

Linda Handlos from Rizen Creative discussed the additional information that was requested from the previous board meeting. Rizen engaged Forge Signs for an additional bid. The bid included the use of different materials. The board felt that Trademark Signs should have the opportunity to bid based upon the same materials proposed as Forge and requested the following information: 1) A new bid from Trademark Signs 2) Standard warranty information from both companies and 3) Examples of projects from each company.

**10. Consideration of the Approval of the Polling Agreement with Hilltop Public Solutions and Corresponding Resolution 16-004 [Lakey]**

Counsel Lakey reviewed the agreement with the board. This agreement is a formality given the prior approval of the Hilltop Public Solutions proposal through resolution. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve the agreement with Hilltop Public Solutions.

ALL AYES.

**11. Consideration of the Approval of the Bid for Exterior Improvements for 713 North Main Street and Corresponding Resolution 16-005 [Squyres]**

Squyres reviewed the two bids from 208Handyman for the painting of the metal roof and the stripping of the exterior windows for 713 North Main Street. The total of the two bids is in the amount of \$2,589.16. A motion was made by Commissioner Fitzgerald and seconded by Commissioner Winder to approve the bids.

ALL AYES.

**DISCUSSION ITEMS**

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

Squyres reviewed the upcoming committee meetings with the board.

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

No report.

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

Squyres reviewed the downtown Meridian projects she submitted for the 2016 BOMA Symposium next month.

**15. Chairman's Report**

No report.

**16. Public Comment**

Caleb Hood from the City of Meridian reminded the board that there is a joint worksession with the City Council on February 09 to discuss the Pine Avenue project. He would also like to add one other discussion item to the meeting agenda and that is the Idaho Avenue project.

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

At 9:01am, a motion was made by Commissioner Bird and seconded by Commissioner de Weerd to adjourn the meeting.

ALL AYES.

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Jim Escobar, Chairman