



**MEETING MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, February 13, 2013, 7:30am
Meridian City Hall North Conference Room
33 East Broadway Avenue - Meridian, Idaho**

1. Call Meeting to Order (Pipal):

Secretary/Treasurer Basalone called the meeting to order at 7:34am.

2. Roll-call Attendance (Pipal):

<u>O</u>	Julie Pipal – Chairman	<u>X</u>	Keith Bird – Member
<u>O</u>	Jim Escobar – Vice-Chairman	<u>X</u>	Luke Cavener – Member
<u>X</u>	Dan Basalone– Secretary/Treasurer	<u>O</u>	Dave Winder – Member
		<u>X</u>	Tammy de Weerd – Member
		<u>O</u>	Eric Jensen – Member [arrived at 7:36am]
		<u>X</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 Bird and seconded by Commissioner Cavener to approve 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 January 23, 2013 Regular Meeting**
- b. Acceptance of Project Manager's Report for January 2013**

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

ALL AYES.

PRESENTATION

5. Legislative Update by Scott Turlington

Scott Turlington, MDC's lobbyist, provided an overview of two potential forthcoming bills addressing urban renewal districts. As of this board meeting, neither bill is currently scheduled for hearing.

ACTION ITEMS

6. Approval of the Façade Improvement Subrecipient Agreement for Rod and Tami Shaul at 116 East Pine Avenue and corresponding Resolution 13-002 [Lakey]

The board tabled this item from the January 27, 2013 board meeting awaiting the applicant's signature on the agreement. Counsel Lakey explained the agreement has now been signed by the applicant and is ready for board approval. Project Manager Ford stated that the total project cost is \$5,900 with the MDC, through receipt of CDBG funds, providing \$3,175 of those dollars. A motion was made by Commissioner Bird and seconded by Commissioner Jensen to approve the agreement and the resolution.

ALL AYES.

7. Approval of the CH2M HILL Task Order for on-going professional services relating to the Nine Mile Floodplain and corresponding Resolution 13-003. [Ford]

Project Manager Ford explained that per the direction of Chairman Pipal, she worked with CH2M Hill to bring forth a task order for on-going professional services relating to the Nine Mile Floodplain. The task order allows for up \$5,000 in additional services as directed by the Project Manager. Betsy Roberts from CH2M Hill gave an overview of where the Corp of Engineers study stands as of now and the project schedule. A motion was made by Commissioner Bird and seconded by Commissioner Cavener to approve the task order, not to exceed \$5,000, and the corresponding resolution.

ALL AYES.

8. Approval of the Keller Associates Task Order for design services relating to parking along South Broadway Avenue and corresponding Resolution 13-004. [Ford]

Project Manager Ford requested that this item be tabled to the February 27, 2013 meeting as the scope of work and fee came in much higher than expected by Keller Associates. As such, the parking subcommittee directed Ford to obtain scope and fees from the other two on-call engineering firms. A motion was made by Commissioner Bird and seconded by Commissioner Cavener to table this item to February 27, 2013.

ALL AYES.

9. Approval of the YMC Heating and Cooling Maintenance Agreement and corresponding Resolution 13-005. [Ford]

Project Manager Ford stated that due to the age of the Ground Floor building and the HVAC systems, it was recommended that quarterly maintenance be provided in order to avoid the larger issues. YMC has provided a yearly maintenance agreement for an overall cost of \$1,668 annually. A motion was made by Commissioner Jensen and seconded by Commissioner Bird to approve the agreement and resolution.

ALL AYES.

10. Election of Officers, February 2013-February 2014 and corresponding Resolution 13-006. [Pipal]

Secretary/Treasurer Basalone opened up nominations for those interested in being an officer for the next year. He stated that while Chairman Pipal and Vice-Chairman Escobar were not present today, they were both interested in continuing in their positions.

Commissioner Bird nominated Julie Pipal as Chairman. Commissioner de Weerd seconded the nomination. ALL AYES.

Commissioner Jensen nominated Jim Escobar as Vice-Chairman. Commissioner Bird seconded the nomination. ALL AYES.

Commissioner Bird nominated Dan Basalone as Secretary/Treasurer. Commissioner de Weerd seconded the nomination. ALL AYES.

Commissioner Bird made the motion to approve the resolution with Commissioner Fitzgerald seconding the motion. ALL AYES.

DISCUSSION ITEMS

11. Split Corridor Phase II Update [Ford]

Project Manager Ford stated that no new updates had been provided since the last board meeting. The next town hall meeting with ACHD and the general contractor is to be held on February 20 at 6pm at city hall. It is also known that as soon as February 26, the intersections of Meridian Road/Cherry Lane and Main Street/Cherry Lane will begin construction.

12. Downtown Parking Update [Escobar]

Commissioner Basalone briefed the board on the committee work being completed. He stated that Jeff Wolfe of The Car Park will be visiting the next committee meeting to discuss potential parking opportunities for consideration. He also reviewed the conversation had with Gary Benoit, who owns the buildings which house Flatbread Pizza and The Grotto and his parking concerns. The committee is also investigating placing blue public parking signage in downtown to direct visitors to the different public parking options.

13. Façade Improvement Update [Bird]

Commissioner Bird stated that the board just approved the latest façade improvement grant for the Shaul's earlier in the meeting and that the committee is hopeful for more applicants. Project Manager Ford stated that she has fielded a number of calls regarding the program and will be meeting with one of the approved applicants, Bryan Wooddell, to discuss the subrecipient agreement.

14. Bank Building/Ground Floor Update [Basalone]

Commissioner Basalone updated the board on the meetings with the various property owners within the bank block.

15. Meridian Partnership Committee Update [de Weerd]

Commissioner de Weerd updated the board on the committee's discussions which have focused on a joint website for downtown events; the wine cooperative, along with parking and transportation is a priority for the chamber; discussed the streetscape plan and potential opportunities regarding a community center.

16. Nine Mile Floodplain Update [Ford]

Project Manager Ford stated she had nothing further on this topic to add.

17. Wine Roundtable Update [Fitzgerald]

Commissioner Fitzgerald discussed the walk-through of the Washington Federal Savings building she had with local winemaker, Earl Sullivan. Project Manager Ford updated the board on the walk-through with city staff and brought forth the question of potential ACHD impact fees.

18. Streetscape Committee Update [Jensen]

Commissioner Jensen updated the board on efforts with the city to create cross-sections for the blocks within the downtown core. It is anticipated that city staff will provide a presentation to the board the second meeting in March.

19. Upcoming Committee Meetings [Ford]

Project Manager Ford discussed the upcoming meetings for the committees between now and the next board meeting.

20. Counsel's Report (Lakey): Counsel Lakey will review legal or legislative topics that need to be brought to the attention of the Board.

No information discussed.

21. Project Manager's Report (Ford): Project Manager Ford will review topics that need to be brought to the attention of the Board.

Project Manager Ford discussed the upcoming board training with Sara Schmidt and potential timeframe.

22. Chairman's Report

Secretary/Treasurer Basalone pointed out the letter in the board packets that went to house and senate representatives discussing the Nine Mile Floodplain.

23. 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.

24. Adjourn the Meeting (Pipal):

At 9:04am, a unanimous motion was made to adjourn the meeting.

ALL AYES.

Julie Pipal, Chairman