



**MEETING MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
Wednesday, June 26, 2013, 4:00pm
Meridian City Hall North Conference Room
33 East Broadway Avenue - Meridian, Idaho**

1. Call Meeting to Order [Pipal]:

Chairman Pipal called the meeting to order at 4:03pm.

2. Roll-call Attendance [Pipal]:

<u>X</u>	Julie Pipal – Chairman	<u>X</u>	Keith Bird – Member
<u>X</u>	Jim Escobar – Vice-Chairman	<u>O</u>	Luke Cavener – Member [Arrived at 4:04pm]
<u>X</u>	Dan Basalone– Secretary/Treasurer	<u>X</u>	Dave Winder – Member
		<u>O</u>	Tammy de Weerd – Member
		<u>O</u>	Eric Jensen – Member [Arrived at 4:07pm]
		<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 Bird 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 May 22, 2013 Regular Meeting**
- b. Approve Minutes of May 30, 2013 Special Meeting**
- c. Accept Project Manager's Report for May 2013**
- d. Accept Treasurer's Report, May 2013 Financials and Notice of Bills Paid**

A motion was made by Commissioner Escobar and seconded by Commissioner Basalone to approve the consent agenda.

ALL AYES.

PRESENTATION

5. Presentation by Meridian Arts Commission [Mary Jensen]

A presentation was given by Meridian Arts Commission members Mary Jensen and Leslie Mauldin to the MDC Board outlining the Concerts on Broadway series, the overall costs for the production of the concerts, the possibility of a fourth concert and the ability to get downtown businesses involved. The board requested that the MAC make their annual requests for the next fiscal year prior to MDC approving their annual budget in August of each year. Commissioner Bird made a motion with Commissioner Winder seconding to give the Meridian Arts Commission \$7,500 for the 2013 Concerts on Broadway series.

ALL AYES.

6. Presentation by Valley Regional Transit regarding FY2014 [Kelli Fairless]

Mary Barker of Valley Regional Transit [VRT] gave the annual presentation to the MDC board discussing the new due amount of \$3,152 for FY2014 and Meridian-based projects including the new COMPASS/VRT Building, the Go Ride mobility program, the new vehicle-sharing program, the community linked service, the volunteer driver program, the park and ride committee and service route changes. The board expressed concerns with lack of service to downtown Meridian, particularly along the Main Street corridor.

7. Meridian Road Interchange Historic Lighting discussion [Bruce Chatterton]

Bruce Chatterton and Brian Billingsley from the City of Meridian's Community Development Department discussed the willingness of the board to provide historic lighting on or near the new Meridian Road Interchange. It was discussed that ITD will only light the interchange and ACHD will only light the intersections. Bruce discussed that there will be a 10-foot multi-use pathway on the east side of Meridian Road. The board discussed that they would like lights along that section from the Interchange to Central Drive and directed Project Manager Ford to work with Keller and Associates to modify the proposed historical lighting study to include this section.

8. Presentation on MDC By-laws [Lakey]

Counsel Lakey went through the redline changes based upon the May 2013 board training. The Board requested that Counsel bring back the finalized version to the July 10, 2013 meeting along with the needed resolution. The Board also requested that Project Manager Ford attach the June 26, 2013 board minutes to the forthcoming approved by-laws and resolution.

ACTION ITEMS

9. Approval of the Façade Improvement Subrecipient Agreement with the Meridian United Methodist Church and corresponding Resolution 13-011 [Lakey]

Counsel Lakey discussed the on-going conversations and agreement modifications with the Meridian United Methodist Church. The latest version is up for the church board's review on July 16. If approved, this agreement and resolution will be brought back to the July 24, 2013 board meeting. A motion was made by Commissioner Bird and seconded by Commissioner Winder to move this item to the July 24 board meeting.

ALL AYES.

10. Approval and Adoption of MDC Duties and Operating Procedures and corresponding Resolution 13-012 [Pipal]

Agenda for the Meridian Development Corporation Board Meeting – June 26, 2013

Page 2 of 5

All materials presented at public meetings shall become the property of the MDC.

Anyone desiring accommodation for disabilities related to documents and / or hearings, please contact the Meridian City Clerk's Office at 888-4433 at least 48 hours prior to the public meeting.

Chairman Pipal presented the final version MDC Duties and Operating Procedures provided by Summit Business Solutions as a result of the May 2013 board training. A motion was made by Commissioner Basalone and seconded by Commissioner Escobar to approve the document with instructions to Project Manager Ford to post on the website.

ALL AYES.

11. Approval of bid to create and replace on-street striping of parking spaces in downtown Meridian and corresponding Resolution 13-013 [Ford]

Project Manager Ford discussed that three bids had been procured for the on-street striping of parking spaces as per the May 2013 master parking map for downtown Meridian. The parking committee reviewed all three bids and recommended to the board the approval of the PC Maintenance bid. A motion was made by Commissioner Jensen and seconded by Commissioner Bird to approve the PC Harvest bid of \$790.00.

ALL AYES.

12. Approval of downtown public parking signage costs [Ford]

Project Manager Ford discussed the bids procured for the public parking signage by private companies and the cost provided by ACHD for the new public parking signage to be placed in downtown Meridian. The lowest bid by the private company was by Lytle Signs at \$1,771.00. However, ACHD gave an overall cost of \$1,182.00. Ford discussed the concern with the lack of control of timing of implementation with ACHD versus Lytle Signs. A motion was made by Commissioner Bird and seconded by Commissioner Jensen to approve the bid by Lytle Signs in order to have control over implementation and to have Counsel bring back a formal agreement with Lytle at the July 10 board meeting.

AYES – Pipal, Esobar, Basalone, Bird, Jensen
NAY – Cavener

APPROVED.

13. Approval of scope of work and budget for historic lighting study for Main Street and a portion of Pine Avenue and corresponding Resolution 13-014 [Jensen/Ford]

Based upon the conversation with Presentation Item #7, a motion was made by Commissioner Basalone and seconded by Commissioner Jensen to direct Project Manager Ford to bring back a revised scope of work from Keller and Associates for the July 10, 2013 board meeting.

ALL AYES.

14. Approval of revised cost estimate for new on-street parking for South Broadway Avenue between East Second and East Third Streets [Ford]

Project Manager Ford discussed the memo from Forsgren and Associates outlining the storm drainage issues found on-site and the overall new cost estimate. A motion was made by Commissioner Bird and seconded by Commissioner Jensen to approve the new cost estimate of \$27,620.

ALL AYES.

DISCUSSION ITEMS

15. Downtown Parking Committee Update [Ford]

Commissioner Basalone discussed that the July 01 board meeting will focus on visioning and strategies for parking

16. Streetscape Committee Update [Jensen]

Commissioner Jensen discussed latest committee meeting and the estimated costs to complete the streetscape along Main Street between Broadway and Pine and along Pine between Main and East Third Street.

17. Meridian Downtown Partnership Committee Update [Ford]

This item was skipped due to time constraints.

18. Façade Improvement Committee Update [Bird]

Commissioner Bird discussed the recently received application from the Meridian Parks and Recreation Department for the community center on East Second and Idaho Avenue.

19. RFP Update for 703 and 713 North Main Street [Ford/Lakey]

Counsel Lakey updated the Board as to the number of RFP's received for each building and the next steps.

20. Wayfinding and Signage Committee Update [Winder]

This item was skipped due to time constraints.

21. Wine Cooperative Committee Update [Fitzgerald]

This item was skipped due to time constraints.

22. Meridian Split Corridor Phase II Update [Ford/Bird]

Commissioner Bird discussed the presentation as presented in the board packets and that the anticipated completion date is September 15 which is ahead of schedule.

23. Meridian Split Corridor Public Art Update [Cavener]

Commissioner Cavener discussed the three finalists and that there is two more weeks of public voting. All three proposals can be viewed on the main floor of City Hall.

24. Upcoming Committee Meetings [Ford]

This item was skipped due to time constraints.

25. 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.

26. 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 forthcoming budget process.

27. Chairman's Report

Chairman Pipal discussed the recent meeting with the owner of The Grotto and the fact she is looking for a permanent property in downtown Meridian and what specifications she needs for the new location.

28. Public Comment

No public comment received.

29. 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.

30. Adjourn the Meeting [Pipal]:

At 6:07pm, a unanimous motion was made to adjourn the meeting.

ALL AYES.

Julie Pipal, Chairman