



**MEETING MINUTES**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Wednesday, May 08, 2013, 7:30am**  
**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 7:32am.

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

<u>X</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 [Arrived at 7:33am]
		<u>X</u>	Tammy de Weerd – Member
		<u>X</u>	Eric Jensen – Member
		<u>X</u>	Kit Fitzgerald – Member [Left at 8:45am]
		<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 Jensen 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 April 24, 2013 Regular Meeting**
- b. Accept Project Manager’s Report**

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

ALL AYES.

**PRESENTATION**

**5. Review of Draft MDC Summary of Duties and Operating Procedures by Sara Schmidt**

Sara Schmidt reviewed the draft summary of duties and operating procedures for MDC and took comments and questions. This will be brought forth at the May 30, 2013 special board for further discussion and approval.

## **ACTION ITEMS**

### **6. RFP Criteria Weights for 703 and 713 North Main Street [Lakey]**

Legal Counsel Lakey discussed the draft RFP criteria weights for both MDC buildings and answered questions. The board requested that the Ground Floor/Bank Block Committee discuss the various elements and come back to the board on May 22, 2013 with a formal recommendation for criteria weights. Chairman Pipal requested that all criteria comments for the committee's consideration be sent to Commissioner Jensen no later than Monday, May 13.

### **7. Downtown Parking Committee Recommendations [Basalone]**

Commissioner Basalone discussed the parking committee's meeting minutes as summarized in Commissioner Escobar's May 07, 2013 email.

Regarding the two proposed concept plans by the engineering consultant for the additional South Broadway Avenue parking between East Second and East Third Street, Commissioner Basalone made a motion to approve Concept #1 with concrete tire stops, not to exceed \$25,485. If the tire stops bring the cost over the approved amount, Project Manager Ford is to come back to the board for approval.

ALL AYES.

Commissioner Basalone discussed the public parking signage plan and the questions and modifications the committee has for the engineering consultant. Project Manager Ford is to work on a cost estimate with the engineer for all signage. Further, Ford should work with the engineer to ensure there are public parking signs on South Broadway Avenue and ensure all public parking areas are adequately identified by blue signs and to work with Forsgren on finalizing the map.

Commissioner Basalone discussed the parking map for downtown Meridian. As a result of conversations with a downtown property owner, the committee recommends that the two hour parking along the east side of East Second Street, between Idaho Avenue and Pine Avenue are removed and this becomes unrestricted parking. Further discussion was had regarding enlarging the map boundaries. In addition, a discussion was had regarding how to best identify the parking behind the community center. It was determined that this should not be shown as public parking. A motion was made by Commissioner Basalone and seconded by Commissioner Jensen to approve the committee recommendations.

ALL AYES.

## **DISCUSSION ITEMS**

### **8. Streetscape Committee Update [Ford]**

Project Manager Ford discussed the focus of the last committee meeting being primarily on Idaho Avenue and Pine Avenue. Further, Ford disclosed that discussions with the Yanke family representative regarding utilizing façade and streetscape funds for The Flower Shop have fallen through. Ford recommended focusing efforts on completing the streetscape on Main Street between Broadway Avenue and Pine Avenue. The board agreed.

**9. Inventory of Downtown Properties [Winder/Jensen/Ford]**

Commissioners Winder and Jensen discussed what they have been able to provide Project Manager Ford for the MDC website for available properties. Ford confirmed these have been added to the website and that she will continue to work with Commissioners Winder and Jensen to update regularly.

**10. Upcoming Committee Meetings [Ford]**

Project Manager Ford discussed the upcoming meetings.

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

Counsel Lakey did not have anything to add.

**12. 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 status of the two CDBG applications.

**13. Chairman's Report**

Chairman Pipal did not have anything to report.

**14. 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.

**15. Adjourn the Meeting [Pipal]:**

A unanimous motion to adjourn the meeting was made at 9:11am.

ALL AYES.

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Julie Pipal, Chairman