

CAPITAL CITY DEVELOPMENT CORPORATION  
Board of Commissioners Meeting  
Conference Room, Fifth Floor, 121 N. 9th Street  
March 13, 2017 12:00 p.m.

REGULAR MEETING MINUTES

**I. CALL TO ORDER**

Chairman Hale convened the meeting with a quorum at 12:00 p.m.

Present were: Commissioner John Hale, Commissioner Scot Ludwig, Commissioner Pat Shalz, Commissioner Dana Zuckerman, Commissioner Ryan Woodings, Commissioner Gordon Jones, and Commissioner Ben Quintana.

Absent Were: Commissioner Maryanne Jordan, Commissioner Dave Bieter.

Agency staff members present were: John Brunelle, Executive Director; Todd Bunderson, Development Director; Ross Borden, Finance Director, Max Clark, Parking and Facilities Director; Mary Watson, Attorney & Contracts Manager; Kathy Wanner, Contracts Specialist, Shellan Rodriguez, Project Manager; Matt Edmond, Project Manager; Doug Woodruff, Project Manager; Karl Woods, Project Manager; Laura Williams, Executive Assistant/Development Specialist. Also present was Agency legal counsel, Ryan Armbruster.

**II. AGENDA CHANGES/ADDITIONS**

There were no changes/additions to the agenda.

**III. CONSENT AGENDA**

A. Expenses

1. Approval of Paid Invoice Report – February 2017

B. Minutes and Reports

1. Approval of Meeting Minutes from February 13, 2017

C. Other

1. Resolution 1485 Third Amendment to Financial Advisory Services Agreement with Piper Jaffray & Co.
2. Resolution 1487 rescinding and re-enacting the *Board's Public Records Retention Policy and Email Policy*

Chair Hale moved to approve the Consent Agenda.

All said Aye. The motion carried 7-0.

**IV. ACTION ITEMS**

**A. PUBLIC MEETING: 2016 Annual Report**

There being no public comments, Commissioner Hale requested a brief statement on the Annual Report from CCDC Executive Director John Brunelle.

**B. CONSIDER: Approval of the 2016 Annual Report**

John Brunelle, CCDC Executive Director, gave a report.

Commissioner Zuckerman moved to approve the 2016 Annual Report for publication.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried, 7-0

**C. CONSIDER: Approving 2017-2022 Capital Improvement Plan Mid-Year Amendment**

Todd Bunderson, CCDC Development Director, gave a report

Commissioner Zuckerman moved to approve the mid-year CIP Amendment.

Commissioner Shalz seconded the motion.

Commissioner Ludwig recused himself on the River Street District that pertains to Broad Street improvements, as he own real estate on both sides.

All said Aye. The motion carried, 6-0.

**D. CONSIDER: Resolution #1486 Approving Pre-Qualification of Contractors for 2017 Streetscape Improvements Project**

Mary Watson, CCDC Attorney & Contracts Manager, gave a report.

Commissioner Zuckerman moved to adopt Resolution #1486, selecting pre-qualified contractors for the 2017 Streetscape Improvements Project.

Commissioner Shalz seconded the motion.

All said Aye. Motion carried, 7-0.

**E. CONSIDER: The Sturiale Place, LLC Historic Façade Agreement Designation**

Shellan Rodriguez, CCDC Project Manager, and Laura Williams, CCDC Development Specialist, gave a report.

Commissioner Zuckerman moved to direct staff to negotiate a final Historic Façade Agreement with The Sturiale Place, LLC for future board approval.

Commissioner Shalz seconded the motion

All said Aye. Motion carried, 7-0.

**V. INFORMATION/DISCUSSION ITEMS**

**A. Central District Infrastructure Assessment**

Doug Woodruff, CCDC Project Manager, gave a report.

**B. Operations Report**

CCDC Executive Director, John Brunelle, gave a report.

**VI. EXECUTIVE SESSION**

Commissioner Dana Zuckerman moved to enter into executive session to deliberate regarding acquisition of an interest in real property which is not owned by a public agency; consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; and communicate with legal counsel to discuss the legal ramifications and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated [Idaho Code Section 74-206(1)(c),(d) and (f)].

Commissioner Shalz seconded the motion

At 1:02 pm a roll call vote was taken:

Chair Hale Aye  
Commissioner Zuckerman Aye  
Commissioner Shalz Aye  
Commissioner Ludwig Aye  
Commissioner Jones Aye  
Commissioner Woodings Aye  
Commissioner Jordan Absent  
Commissioner Quintana Aye  
Commissioner Bieter Absent

#### **VII. EXECUTIVE SESSION ADJOURNMENT**

A motion was made by Commissioner Zuckerman to adjourn executive session at 1:01 p.m. and return to the public meeting. Commissioner Shalz seconded the motion.

A roll call vote was taken:

Chair Hale Aye  
Commissioner Zuckerman Aye  
Commissioner Shalz Aye  
Commissioner Ludwig Aye  
Commissioner Pearson Aye  
Commissioner Jones Aye  
Commissioner Woodings Aye  
Commissioner Jordan Absent  
Commissioner Quintana Aye  
Commissioner Bieter Absent

#### **VIII. REGULAR MEETING ADJOURNMENT**

There being no further business to come before the Board, a motion was made by Commissioner Zuckerman to adjourn the meeting.


Commissioner Shalz seconded the motion.


All said Aye. The motion carried, 7-0.

The meeting was adjourned at 1:30 p.m.

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ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION  
ON THE 10<sup>th</sup> DAY OF April, 2017.

  
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John Hale, Chair

  
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Ryan Woodings, Secretary/Treasurer