

MINUTES OF MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
Conference Room, Fifth Floor, 121 N. 9th Street
Boise, ID 83702
September 20, 2021

I. CALL TO ORDER:

Board Members appeared remotely, as did John Brunelle Executive Director, Joey Chen, Director of Finance & Administration, Holli Klitsch, Controller, Amy Fimbel, Project Manager - Capital Improvements, Brady Shinn, Project Manager - Property Development, Alexandra Monjar, Project Manager – Property Development, Kathy Wanner, Contracts Specialist, Doug Woodruff, Development Director, Ryan Armbruster, CCDC Legal Counsel and Christine Harrington, GGLO, Project Manager.

Dana Zuckerman, and Sarah Jones, Executive Assistant, were present at the CCDC physical office location.

There were members of the public present at the CCDC physical office, which was open and accessible for public attendance. It was confirmed that the live streaming service (BoxCast) was working properly, enabling the public to view the live stream.

Present: Commissioner Ryan Woodings, Commissioner Gordon Jones, Commissioner David Bieter, Commissioner Lauren McLean, Commissioner Danielle Hurd, Commissioner John Stevens, Commissioner Kate Nelson, Commissioner Latonia Haney Keith, and Commissioner Zuckerman.

Roll call was taken by, Ryan Armbruster, Agency Legal Counsel confirming quorum.

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

II. ACTION ITEM: AGENDA CHANGES/ADDITIONS:

There were no changes to the agenda.

III. WORK SESSION

A. Linen Blocks on Grove Streetscape Improvements Project – Concept Design

Amy Fimbel, Project Manager – Capital Improvements and Christine Harrington, GGLO, Project Manager, gave a report.

B. Block 68 Catalytic Redevelopment Project – Preliminary Finding Report

Brady Shinn, Project Manager - Property Development, gave a report.

IV. ACTION ITEMS: CONSENT AGENDA

A. Expenses

1. Approval of Paid Invoice Report - August 2021

B. Minutes and Reports

1. Approval of August 9, 2021 Meeting Minutes
2. Approval of August 25, 2021 Special Meeting Minutes
3. Approval of August 25, 2021 Special Meeting Minutes with City

C. Other

1. Approve Resolution 1721 - Change Order 4 Authorizing Additional Contingency for the 10th & Front Garage Structural Repairs Project
2. Approve Resolution 1722 - Amendment 2 to Task Order 19-002 with Jensen Belts Associates for 8th & Bannock Streetscape Improvements Project
3. FY2021 Q3 Financial Report (Unaudited)

Commissioner Woodings made a motion to approve the Consent Agenda.

Commissioner McLean seconded.

Roll Call:

Commissioner Bieter - Aye
Commissioner Haney-Keith - Aye
Commissioner Hurd - Aye
Commissioner Jones - Aye
Commissioner Mclean - Aye
Commissioner Nelson - Aye
Commissioner Stevens - Aye
Commissioner Woodings - Aye
Commissioner Zuckerman - Aye

The motion carried 9-0

IV. ACTION ITEMS

A. CONSIDER: Appoint Block 68 Catalytic Redevelopment Project Proposal Review Committee

Chair Zuckerman, gave a report, requesting to appoint Commissioner Woodings, Commissioner Haney-Keith, and Commissioner Zuckerman to a proposal review committee on the Block 68 Catalytic Redevelopment Project.

Commissioner Woodings moved to appoint Block 68 Catalytic Redevelopment Project Proposal Review Committee

Commissioner Nelson seconded.

Roll Call:

Commissioner Bieter - Aye
Commissioner Haney-Keith - Aye
Commissioner Hurd - Aye
Commissioner Jones - Aye
Commissioner Mclean - Aye
Commissioner Nelson - Aye
Commissioner Stevens - Aye
Commissioner Woodings - Aye
Commissioner Zuckerman – Aye

The motion carried 9-0

B. CONSIDER: Designate 113 S. 5th St - 5th & Grove Office for Type 1 Participation Program

Alexandra Monjar, Project Manager – Property Development, gave a report.

Commissioner Woodings moved to direct staff to negotiate a final Type 1 One Time Assistance Agreement with 5th and Grove Beta Office, LLC for future Board approval.

Commissioner Haney-Keith seconded.

Roll Call:

Commissioner Bieter - Aye
Commissioner Haney-Keith - Aye
Commissioner Hurd - Aye
Commissioner Jones - Aye
Commissioner Mclean - Aye
Commissioner Nelson - Aye
Commissioner Stevens - Aye
Commissioner Woodings - Aye
Commissioner Zuckerman – Aye

The motion carried 9-0

C. CONSIDER: Approve Resolution 1720 - Public Works Construction Contract with Track Utilities LLC for Production & Gowen Road Utilities Project

Kathy Wanner, Contracts Specialist and Amy Fimbel, Project Manager – Capital Improvements, gave a report.

Commissioner Woodings moved to adopt Resolution 1720 authorizing the Executive Director to negotiate and execute a construction contract with Track Utilities, LLC to complete the Production and Gowen Road Utilities Project for the total amount of \$522,641.96; and to expend funds as set forth in the resolution.

Commissioner Haney-Keith seconded.

Roll Call:

Commissioner Bieter - Aye
Commissioner Haney-Keith - Aye
Commissioner Hurd - Aye
Commissioner Jones - Aye
Commissioner Mclean - Aye
Commissioner Nelson - Aye
Commissioner Stevens - Aye
Commissioner Woodings - Aye
Commissioner Zuckerman – Aye

The motion carried 9-0

D. CONSIDER: Ratification of 521 W. Grove Street Letter of Intent

Doug Woodruff, Development Director, gave a report.

Commissioner Woodings moved to ratify Executive Committee approval of the Letter of Intent between Artiach Properties LP and Capital City Development Corporation regarding the real property at 521 W. Grove Street.

Commissioner Haney-Keith seconded.

Roll Call:

Commissioner Bieter - Aye
Commissioner Haney-Keith - Aye
Commissioner Hurd - Aye
Commissioner Jones - Aye
Commissioner Mclean - Aye
Commissioner Nelson - Aye
Commissioner Stevens - Aye
Commissioner Woodings - Aye
Commissioner Zuckerman - Aye

The motion carried 9-0

IV. MEETING ADJOURNMENT

There being no further business to come before the Board, a motion was made by Commissioner Woodings to adjourn the meeting. Commissioner McLean seconded the motion. A roll call vote was taken.

Roll Call:

Commissioner Bieter - Aye
Commissioner Haney-Keith - Aye
Commissioner Hurd - Aye
Commissioner Jones - Aye


Commissioner Mclean - Aye
Commissioner Nelson - Aye
Commissioner Stevens - Aye
Commissioner Woodings - Aye
Commissioner Zuckerman – Aye

The motion carried 9-0. The meeting adjourned at 1:08 pm.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 11th DAY OF OCTOBER 2021.

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Dana Zuckerman, Chair

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Lauren McLean, Secretary