

**CAPITAL CITY DEVELOPMENT CORPORATION**

121 N. 9<sup>th</sup> Street  
Conference Room, Fifth Floor  
Boise, ID 83702  
December 12, 2011  
12:00 p.m.

**AGENDA**

1. **CALL TO ORDER:**..... Chair May
2. **CONSIDER:** Changes, Modifications, or Additions to the Agenda ..... Chair May
3. **CONSENT AGENDA:**  
Meeting Minutes from November 14, 2011  
Resolution #1289 Records Disposition  
City Centre Stair Replacement Construction Progress Report  
WaterCooler Parking Lot Construction Progress Report
4. **REPORT:** Resolution #1290 Commending Commissioner Hedemark for Service..... Chair May
5. **REPORT:** Status Report, River 8, ERN with Hosac Company for 620 S. 9<sup>th</sup> Street ..... Mike Hall
6. **CONSIDER:** Proposal to Reestablish Manufacturing of I-Brick Pavers ..... Max Clark
7. **REPORT:** Operations Report ..... Max Clark
8. **REPORT:** Director’s Report .....Anthony Lyons
9. **EXECUTIVE SESSION:** Communicate with Legal Counsel Regarding Pending/Imminently-likely Litigation [Idaho Code § 67-2345(1)(f)]

*This meeting is being conducted in a location accessible to those with physical disabilities. Participants may request reasonable accommodations, including but not limited to a language interpreter, from CCDC to facilitate their participation in the meeting. For assistance with accommodation, contact CCDC at 121 N. 9<sup>th</sup> St, Suite 501 or (208) 384-4264 (TTY Relay 1-800-377-3529)*

MINUTES OF REGULAR MEETING  
OF  
BOARD OF COMMISSIONERS  
CAPITAL CITY DEVELOPMENT CORPORATION

121 N. 9<sup>th</sup> St., Conference Room  
Boise, ID 83702  
November 14, 2011  
12:00 p.m.

Chair May convened the meeting with a quorum at 12:05 a.m.

**ATTENDANCE:** - Present were: Commissioner Pat Shalz, Commissioner Phil Reberger, Commissioner John May, Commissioner Dana Zuckerman, Commissioner John Hale, Commissioner Chuck Hedemark, Commissioner Cheryl Larabee, and Commissioner David Eberle and Commissioner Lauren McLean were absent.

Agency staff members present were: Todd Bunderson, Interim Executive Director; Mike Hall, Planning and Development Director; Max Clark, Parking and Facilities Director; Jane Reed, Project Specialist; Jon Cecil, Planning Manager; Katina Dutton, Development Manager; Morgan Maiolie, Planning and Development Specialist; Megan Larsen, Controller; Scot Oliver, Special Projects Manager; Pam Sheldon, Contracts Manager; and Deah LaFollette, Administrative Assistant; Also present was Agency legal counsel, Ryan Armbruster.

Others in attendance are listed on the attached attendance sheet, which is incorporated and made part of these minutes as of herein set forth in full.

**CONSIDER- CHANGES, MODIFICATIONS, OR ADDITIONS TO THE AGENDA:**

**CORRESPONDENCE:**

Members of the Occupy Boise group were in attendance and asked several questions regarding the 8<sup>th</sup> and Main project.

**CONSENT AGENDA:**

Meeting Minutes from September 12, 2011

Meeting Minutes from September 13, 2011

Meeting Minutes from September 14, 2011

Meeting Minutes from September 26, 2011

Meeting Minutes from October 19, 2011

Paid Invoice Reports

Resolution #1278 Records Disposition

Approve Agreement for Merchant Services with Bank of America and Six Card Solutions

Resolution #1288 Amendment to the Parking Agreement between the County and CCDC

Eastman Waterproofing Construction Progress Report  
City Centre Stair Replacement Construction Progress Report  
WaterCooler Parking Lot Construction Progress Report

Commissioner Shalz moved to approve the Consent Agenda. Commissioner Zuckerman seconded the motion.

All said Aye. The motion carried 6-0.

**REPORT: MACY'S BUILDING PRESENTATION/DISCUSSION**

Dave Wali, Colliers, and Raquel Guglielmetti, Northwest Real Estate Capital Corp., gave a report.

No action required.

**REPORT: SUSTAINABILITY REPORT** Scot Oliver, Special Projects Manager, gave a report.

No action required.

**REPORT: ARTS AND CULTURE REPORT** Scot Oliver, Special Projects Manager, gave a report.

No action required.

**CONSIDER: PUBLIC ART MATCH FOR CITY HALL PLAZA** Scot Oliver, Special Projects Manager, gave a report.

Commissioner Hedemark moved to approve CCDC's investment up to \$100,000.00, with the understanding if the funds were not used, CCDC would get the funds back to use on other art projects. Commissioner Reberger seconded the motion.

Commissioner Zuckerman will serve on the selection committee.

All said Aye. The motion carried. 7-0

**REPORT: PROJECT PREVIEW: 9<sup>TH</sup> STREET IRRIGATION/STREETSCAPE** Katina Dutton, Development Manager, gave a report.

All said Aye. The motion carried 7-0.

**REPORT: VALLEY REGIONAL TRANSIT PARTNERSHIP PROJECT-TRANSIT SHELTER BULB-OUTS & STREETSCAPE IMPROVEMENTS** Jon Cecil, Planning Manager, gave a report.

No action required.

**CONSIDER: RESOLUTION #1287 STREETScape REIMBURSEMENT AGREEMENT WITH ROCKY MOUNTAIN COMPANIES FOR 705 S. 8<sup>TH</sup> STREET** Mike Hall, Planning and Development Director, gave a report.

Commissioner Hedemark moved to adopt Resolution #1287 approving the Streetscape Reimbursement Agreement between CCDC and Rocky Mountain Management and Development LLC for 705 S. 8<sup>th</sup> Street. Commissioner Reberger seconded the motion.

All said Aye. The motion carried 7-0.

**CONSIDER: RESOLUTION #1286 SELECTING CITY CENTRE FIRE SPRINKLER DESIGN/BUILD TEAM** Max Clark, Parking and Facilities Director, gave a report.

Commissioner Larabee moved to approve Resolution # 1286 selecting the firm of Treasure Valley Fire Protection to design and build a full or partial replacement fire sprinkler system for the City Centre Garage. Commissioner Zuckerman seconded the motion.

All said Aye. The motion carried 7-0.

**REPORT: OPERATIONS REPORT** Max Clark, Parking and Facilities Director, gave a report.

**REPORT: QUARTERLY FINANCIAL REPORT** Todd Bunderson, Interim Director, gave a report.

**REPORT: DIRECTORS REPORT** Todd Bunderson, Interim Director, gave a report.

**EXECUTIVE SESSION:** A motion was made by Commissioner Larabee to go into an executive session at 1:35 p.m. to deliberate regarding labor negotiations or acquisition of an interest in a real property [Idaho Code § 67-2345(1)(c)] Communicate with Legal Counsel Regarding Pending/Imminently-likely Litigation [Idaho Code § 67-2345(1)(f)] Commissioner Shalz seconded the motion. A roll call vote was taken;

Commissioner Hale; Aye  
Commissioner Shalz; Aye  
Commissioner Larabee; Aye  
Commissioner May; Aye  
Commissioner Reberger; Aye  
Commissioner Hedemark; Aye  
Commissioner Zuckerman; Aye

The motion carried 7-0.

Communications ensued with legal counsel for CCDC to discuss acquisition of real property and the legal ramifications and legal options for pending litigation or controversies not yet being litigated, but imminently likely to be litigated.

Commissioner Hale left at 1:58 p.m.

**EXECUTIVE SESSION ADJOURNMENT:** A motion was made by Commissioner Larabee to adjourn executive session at 2:25 p.m. and return to the public meeting. Commissioner Reberger seconded the motion. A roll call vote was taken;

Commissioner Shalz; Aye  
Commissioner Larabee; Aye  
Commissioner May; Aye  
Commissioner Reberger; Aye  
Commissioner Hedemark; Aye  
Commissioner Zuckerman; Aye

The motion carried 6-0.

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

All said Aye.

The meeting was adjourned at 2:25 p.m.

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ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE \_\_\_\_ day of \_\_\_\_\_, 2011.

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**John May, Chairman**

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**Cheryl Larabee, Secretary**

**RESOLUTION NO. 1289**

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF  
BOISE CITY, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO,  
APPROVING THE DESTRUCTION OF CERTAIN RECORDS  
ELIGIBLE FOR DESTRUCTION PURSUANT TO THE PUBLIC  
RECORDS RETENTION POLICY APPROVED ON APRIL 14,  
2008, THROUGH THE ADOPTION OF RESOLUTION  
NUMBER 1135; AND AUTHORIZING THE EXECUTIVE  
DIRECTOR TO DESTROY THOSE RECORDS CURRENTLY  
ELIGIBLE FOR DESTRUCTION; AND PROVIDING AN  
EFFECTIVE DATE.

THIS RESOLUTION, Made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code (the "Law"), a duly created and functioning urban renewal agency for Boise City, Idaho, hereinafter referred to as the "Agency."

WHEREAS, the City Council of the City of Boise City, Idaho (the "City"), after notice duly published, conducted a public hearing on the Amended and Restated Urban Renewal Plan for the Boise Central District Project I, Idaho R-4 and Project II, Idaho R-5, (the "Amended Urban Renewal Plan");

WHEREAS, following said public hearing, the City adopted its Ordinance No. 5597 on December 6, 1994, approving the Amended Urban Renewal Plan and making certain findings;

WHEREAS, the City, after notice duly published, conducted a public hearing on the River Street-Myrtle Street Urban Renewal Plan (the "River Street Plan");

WHEREAS, following said public hearing, the City adopted its Ordinance No. 5596 on December 6, 1994, approving the River Street Plan and making certain findings;

WHEREAS, the City, after notice duly published, conducted a public hearing on the First Amended and Restated Urban Renewal Plan, River Street-Myrtle Street Urban Renewal Project (annexation of the Old Boise Eastside Study Area and Several Minor Parcels) and Renamed River Myrtle-Old Boise Urban Renewal Project (the "River Myrtle-Old Boise Plan");

WHEREAS, following said public hearing, the City adopted its Ordinance No. 6362 on November 30, 2004, approving the River Myrtle-Old Boise Plan and making certain findings;

WHEREAS, the City, after notice duly published, conducted a public hearing on the Westside Downtown Urban Renewal Plan (the “Westside Plan”);

WHEREAS, following said public hearing, the City adopted its Ordinance No. 6108 on December 4, 2001, approving the Westside Plan and making certain findings;

WHEREAS, the Amended Urban Renewal Plan, the River Myrtle-Old Boise Plan, and the Westside Plan are collectively referred to as the “Downtown Urban Renewal Plans;”

WHEREAS, the Agency Board finds it in the best public interest to adopt policies and procedures in compliance with Idaho Code Section 50-907;

WHEREAS, the Agency Board on August 9, 2007, approved Agency Resolution No. 1110 which adopted a specific policy (the “CCDC Public Records Retention Policy”) for destruction of records, as set forth in Idaho Code Section 50-907;

WHEREAS, the Agency Board on April 14, 2008, approved Agency Resolution No. 1135 which amended the specific policy (the “CCDC Public Records Retention Policy”) for destruction of records, as set forth in Idaho Code Section 50-907;

WHEREAS, Agency staff believes it to be beneficial to have the CCDC Board approve the destruction of records identified on Exhibit A, attached to this Resolution and incorporated herein by reference as if set forth in total herein, which are currently eligible for destruction pursuant to CCDC’s Public Record Retention Policy;

WHEREAS, Agency staff has notified the Boise City Clerk and the State Archivist in writing that certain records are scheduled for destruction and has invited the City and the State to notify the Agency within 30 days whether they wish to retain all or a portion of said records at their own expense;

WHEREAS, Agency staff recommends approval of the destruction of those records currently eligible for destruction according the Public Record Retention Policy, unless the Boise City Clerk and/or the State Archivist should respond affirmatively within the given time frame that they wish the records to be retained;

WHEREAS, the Board finds it in the best interests of the Agency and the public to approve the destruction of those records currently eligible for destruction, provided that the Boise City Clerk and/or the State Archivist do not indicate that the records should be retained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

Section 1. That the above statements are true and correct.

Section 2. That the Executive Director is authorized and directed to take all action to destroy the records listed on Exhibit A, attached hereto, including providing advance notice to the State Archivist and the Boise City Clerk.

Section 3. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of the City of Boise, Idaho, on December 12, 2011. Signed by the Chairman of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on this 12th day of December, 2011.

APPROVED:

By \_\_\_\_\_  
Chairman of the Board

ATTEST:

By \_\_\_\_\_  
Secretary

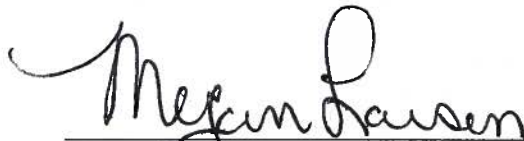


Records Destruction Exhibit Summary Sheet

By my signature below, I certify the following statements.

I have reviewed the list of documents on the attached Exhibit. The listed documents are semi permanent, temporary or transitory records as described in the Public Records Retention Policy adopted by the CCDC Board on August 9, 2007 and amended on April 14, 2008. All of the documents listed on the attached Exhibit are beyond the retention requirement and are therefore eligible for destruction.

The Boise City Clerk and the State Archivist have been notified in writing of CCDC's intent to destroy these documents (see attached letters). CCDC will hold destruction of the documents until the date noted in the letters to provide the City Clerk and the State Archivist an opportunity to request retention of the documents if they wish.

  
Megan Larsen

12/7/11  
Date



December 12, 2011

State Archivist Rod House  
Idaho State Historical Society  
2205 E Old Penitentiary Rd.  
Boise, ID 83712-8250

Re: Public Records destruction

Dear Mr. House:

Attached is CCDC Resolution #1289 which will be presented to our Board for adoption on December 12, 2011. If adopted, this resolution authorizes the destruction of certain transitory, temporary and semi-permanent records.

In compliance with Idaho Code Section 50-907 and the CCDC Public Records Retention Policy (approved on August 9, 2007, through the adoption of CCDC Resolution # 1110), we are notifying you of our intent to destroy these records and have notified the City of Boise as well.

If you would like all or a portion of these documents to be retained, please notify me by January 16, 2012. If CCDC does not hear from you by that date and the Board approves Resolution #1289, we will proceed with the destruction of these records on January 17, 2012.

If you have any questions or require further information, please contact me. My contact information is listed below.

Sincerely,

Megan Larsen  
Controller/Office Manager  
208-319-1216 (Direct)  
208-384-4264 (Office)  
mlarsen@ccdcboise.com



December 12, 2011

Craig Croner  
Interim City Clerk  
PO Box 500  
Boise, ID 83701

Re: Public Records destruction

Dear Mr. Croner,

Attached is CCDC Resolution #1289 which will be presented to our Board for adoption on December 12, 2011. If adopted, this resolution authorizes the destruction of certain transitory, temporary and semi-permanent records.

In compliance with Idaho Code Section 50-907 and the CCDC Public Records Retention Policy (approved on August 9, 2007, through the adoption of CCDC Resolution # 1110), we are notifying you of our intent to destroy these records and have notified the Idaho State Historical Society as well.

If you would like all or a portion of these documents to be retained, please notify me by January 16, 2012. If CCDC does not hear from you by that date and the Board approves Resolution #1289, we will proceed with the destruction of these records on January 17, 2012.

If you have any questions or require further information, please contact me. My contact information is listed below.

Sincerely,

Megan Larsen  
Controller/Office Manager  
208-319-1216 (Direct)  
208-384-4264 (Office)  
mlarsen@ccdcboise.com

Contents	Date	Retention Period	Eligible Destruction		Board Review Date	City Review Date	Historical Review Date
			Date & Review	Date			
COPY OF EIDE BAILLY AUDIT	1/6/10	Transitory	1/6/10	12/12/2011	12/14/2011	12/14/2011	
COPY OF CCDC BUDGET	FY 07	Transitory	FY 07	12/12/2011	12/14/2011	12/14/2011	
COPY OF CCDC BUDGET	FY 10	Transitory	FY 10	12/12/2011	12/14/2011	12/14/2011	
COPY OF BOISE SMART CITY INITIATIVE	2/1/02	Transitory	2/1/02	12/12/2011	12/14/2011	12/14/2011	
COPY OF CCDC BOARD PACKET	2/24/09	Transitory	2/24/09	12/12/2011	12/14/2011	12/14/2011	
COPY OF BOARD AGENDA BILL	7/12/04	Transitory	7/12/04	12/12/2011	12/14/2011	12/14/2011	
COPY OF CCDC 2008 ANNUAL REPORT		Transitory		12/12/2011	12/14/2011	12/14/2011	
COPY OF CCDC FY 2011 BUDGET		Transitory		12/12/2011	12/14/2011	12/14/2011	
COPY OF 2009 ANNUAL REPORT		Transitory		12/12/2011	12/14/2011	12/14/2011	
COPY OF RESOLUTION 1125	3/10/08	Transitory	3/10/08	12/12/2011	12/14/2011	12/14/2011	
COPY OF CCDC PROPOSED FY 2010 BUDGET		Transitory		12/12/2011	12/14/2011	12/14/2011	
COPY OF AGENCY VEHICLE INFORMATION BUDGET WORK PAPERS	12/19/85	Transitory	12/19/85	12/12/2011	12/14/2011	12/14/2011	
BUDGET WORK PAPERS	FY 2008	3 years	FY 2011	12/12/2011	12/14/2011	12/14/2011	
SUSAN REENTS & JANE LLOYD CONSULTANT CONTRACT	10/15/86	Transitory	10/15/86	12/12/2011	12/14/2011	12/14/2011	
SUSAN REENTS & JANE LLOYD CONTRACT	10/15/86	6 years	10/15/92	12/12/2011	12/14/2011	12/14/2011	
COPY OF RESOLUTION 647	4/19/83	Transitory	4/19/83	12/12/2011	12/14/2011	12/14/2011	
CCDC ADVERTISEMENT FOR LEGAL SERVICES	3/22/83	10 years	3/23/03	12/12/2011	12/14/2011	12/14/2011	
HARLAN MANN PROPOSAL FOR SERVICES	4/7/00	5 years	4/7/05	12/12/2011	12/14/2011	12/14/2011	
TECHNICAL SERVICES CONTRACT WITH ERNST & ERNST	1/6/73	6 years	1/6/73	12/12/2011	12/14/2011	12/14/2011	
GENERAL LEGAL CONTRACT WITH HAWLEY TROXELL ENNIS & HAWLEY	12/27/67	6 years	12/27/73	12/12/2011	12/14/2011	12/14/2011	
CONTRACT WITH BOISE CITY FOR DT NEIGHBORHOOD RENEWAL PLAN	1/10/67	6 years	1/10/73	12/12/2011	12/14/2011	12/14/2011	



## Construction Progress Report December 12, 2011

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Project name: City Center Garage Stair Replacement Project

Project schedule: Mid-May 2011 to mid-January 2012

Percent complete: 80%

Project budget: Base Bid amount \$1,106,500.00. The total project budget is \$1,500,000.

Change Orders:

CO #1 for \$3,110.75 approved 7/19/11.

CO #2 for \$92,804.52 approved 8/26/11.

CO #3 for \$13,825.90 approved 11/8/11.

CO #4 for \$7,997.23 approved 12/8/11.

Spent to date: as of 12/8/11, \$874,583, including \$67,955.53 in engineer fees, plus \$52,679.12 in communication, rent, and miscellaneous expenses.

Funding source: Parking Reinvestment Program

Man hours worked: 5,549 hours as of Dec 5th.

Notes and issues: All of the concrete landing have been repaired and are ready for precast stairs. The big push on the concrete repairs was successful in minimizing the additional expense associated with the cold weather protection. The concrete precast stairs are scheduled for install the weekends of Dec. 10<sup>th</sup> and the 17<sup>th</sup>. After the stairs are set hand railing can be installed. We are scheduled to wrap up mid January. There is an option on the table to wait to finish the "coatings" until spring to minimize the additional cost associated with

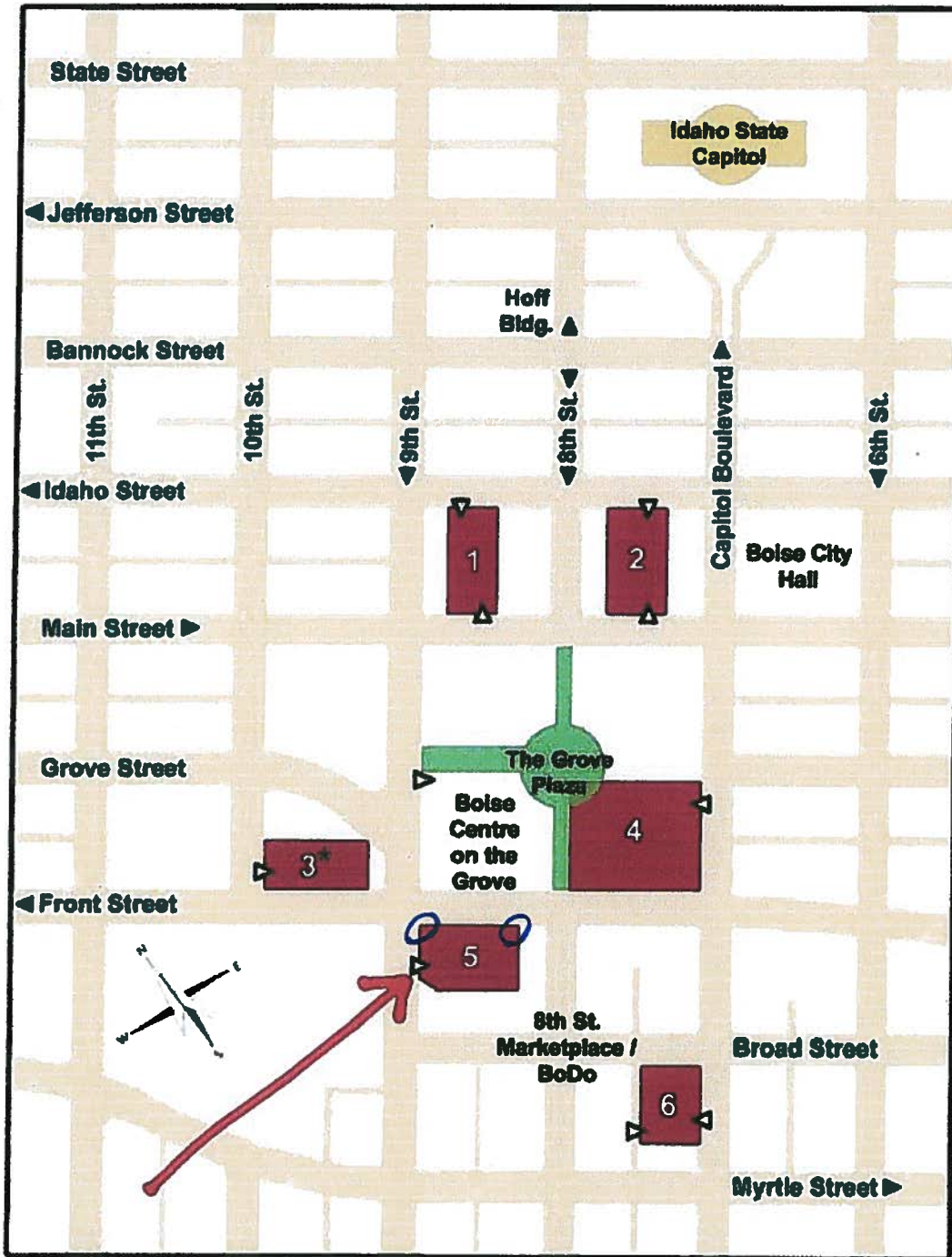
cold weather protection. We are currently weighing the cost of both options to determine the best solution for CCDC.

We continue communicating to stakeholders via email messages every other week or so. Generally folks are patient about the construction inconveniences, however there a few which are frustrated by the construction noise, inability to use Front St. sidewalk and loss of reserved parking on the ground level (staging area). The most recent stakeholder update is attached to this report.

Project site map: see attached.

Images & supporting documents: See attached.

# BOISE DOWNTOWN PUBLIC PARKING SYSTEM



## Boise Downtown Public Parking System

- Public Parking Facility
- Entry Locations
- Indicates direction of one way streets
- \* Garage not part of the First Hour Free Program

## Garage Map Key

① Eastman Garage	385 Spaces
② Capitol Terrace Garage	485 Spaces
③ Grove Street Garage	543 Spaces
④ Boulevard Garage	216 Spaces
⑤ City Centre Garage	584 Spaces
⑥ Myrtle St. Garage	343 Spaces

## Max Clark

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**From:** Jane Reed  
**Sent:** Thursday, December 01, 2011 2:34 PM  
**To:** scott (skimball@cableone.net); Mike Turner <mike@frontstreetbrokers.com> (mike@frontstreetbrokers.com); Pat Rice (pat\_rice@boisecentre.com); John Cunningham (jcunningham@block22llc.com); Justin Vogel (Justin.Vogel@colliers.com); Marcie Lake; dsmith@selectcps.com; CJacobs@republicparking.com; Todd Bunderson; rob@guhocorp.com; Mark Guho (mark@guhocorp.com); Cliff Clinger (CClinger@boisecentre.com); anthony@guhocorp.com; 'dduke@republicparking.com' (dduke@republicparking.com); KAnderson@republicparking.com; gary@z.to; John May (jmay@owyheeplaza.com)  
**Cc:** Max Clark  
**Subject:** City Centre Stair Work Update

### Stakeholders & Interested Parties:

T'was the day before Thanksgiving and all through downtown, not a creature was stirring, or if they were, I wasn't around. The concrete was poured on the platforms with care, in hopes that warm weather would continually be there. You get the idea!

Good news folks, we are just waiting for the concrete to dry (which is more exciting than one generally thinks), and then we will begin to see stairs. The crane work will occur the weekends of December 10/11 and 17/18. In order to get the clearance they need, they will need to close two lanes on 9<sup>th</sup> street during installation, which may be different than what I mentioned in an earlier email. They are aware that those weekends are important for shopping and sports, and will make every attempt to work with us on getting parkers in and out seamlessly. At this point, the lanes will be closed each weekend from Saturday morning to Sunday evening, opening up during the week.

The last of the "noisy" days, we anticipate, will be from the 13<sup>th</sup> to the 16<sup>th</sup> of December between the hours of 8 a.m. and 4 p.m. They need to grind away certain sections of the elevator platforms in order to create ramps near the elevators doors for better water drainage. If you hear ringing in your ears between those hours, it may not be sleigh bells.

As the light at the end of the tunnel gets brighter, we want to thank you for hanging in there. For any questions regarding the construction, please feel free to contact Anthony Guho of Guho Corp. at 850-2055 or email him at [anthony@guhocorp.com](mailto:anthony@guhocorp.com). For questions about the project generally, please contact Max Clark at 384-4264 or email him at [mclark@ccdcboise.com](mailto:mclark@ccdcboise.com).

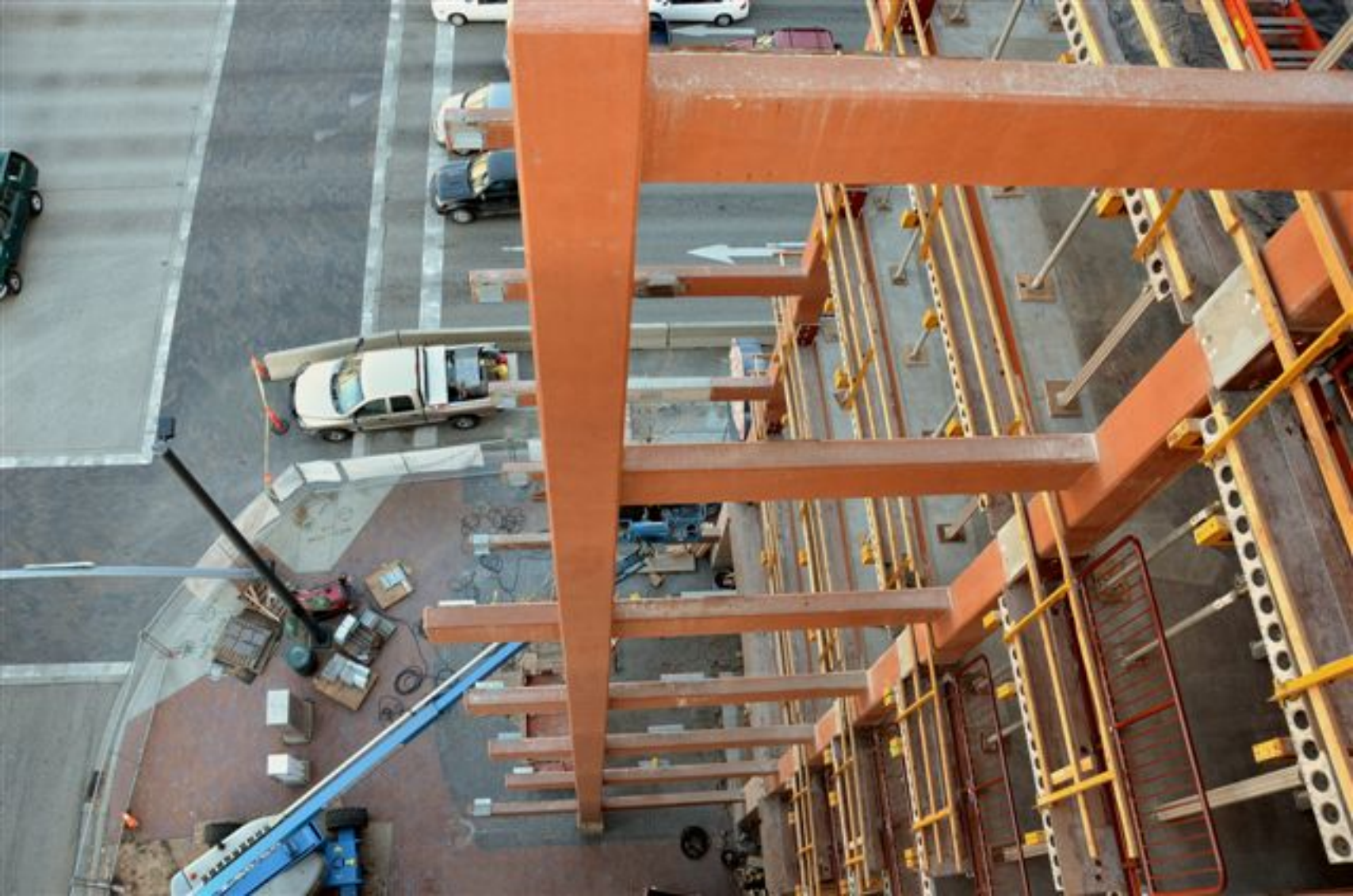
Jane Reed  
Capital City Development Corporation  
121 N. 9<sup>th</sup> Street, Ste. 501  
Boise, ID 83702  
208.384.4264

















## **Construction Progress Report December 12, 2012**

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**Project name:** 1403 W Idaho Street parking lot

**Project schedule:** October 10<sup>th</sup> – November 19<sup>th</sup>

**Percent complete:** 95% (as of December 8<sup>th</sup>)

**Project budget:** \$115K

**Original construction contract amount:** \$75,750

**Design & engineering task order:** \$30,300

**Furnishings:** \$4,390

**Water Meter:** \$4,000

**Total:** \$114,440

**Total adjusted after change orders:** \$111,415

**Change orders:** (\$4,000) from United Water\*, \$975.00 from contractor\*\*

**New construction contract amount:** \$76,725.00\*\*\*

**Spent to date:** \$101,921.43

**Design:** \$29,032.68

**Construction:** \$72,888.75

**Funding source:** Westside RAD

**Man hours worked:** 680

**Notes and issues:**

The remaining punchlist items are expected to be complete by Dec 14<sup>th</sup> after which the 5% retainage will be released.

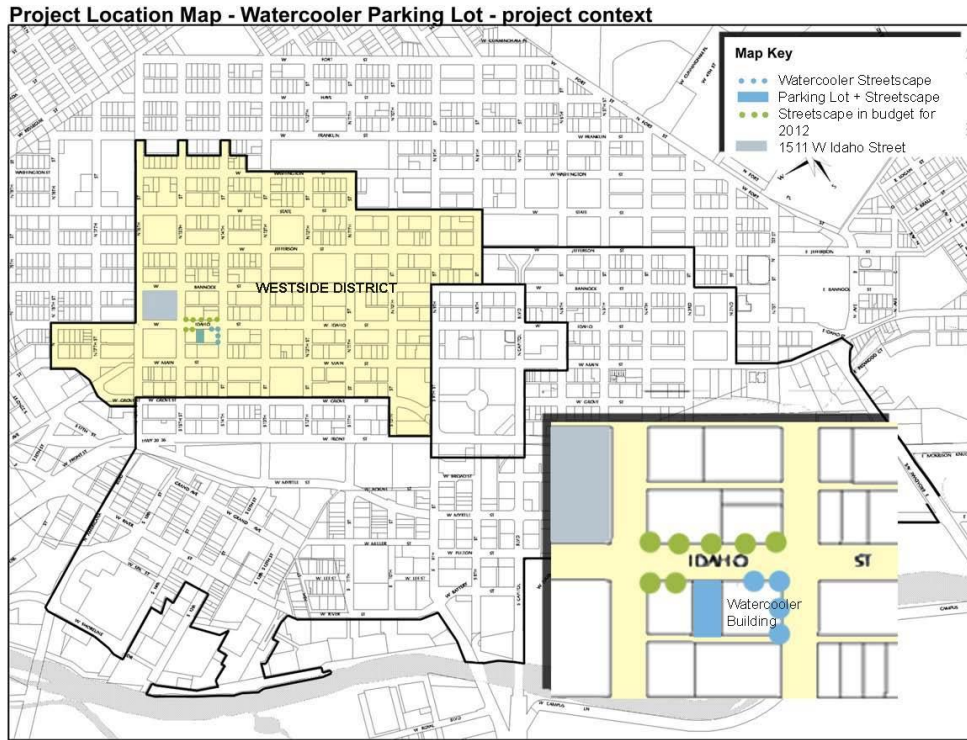
- Drainage swale re-grading
- Tree trimming

\*Untied Water refunded \$4,000 for the relocation of the water meter as it was not needed after all.

\*\*The change order was to remove an old concrete pad from the bike parking area to remove a trip hazard and better accommodate the bike corral.

\*\*\* The cost of water meter relocation was not in the construction contract as it was to be done by United Water.

**Project site map:**



**Images: November 3, 2011**



Idaho Street – looking west



Idaho Street – looking SW



Alley – looking north

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, COMMENDING CHUCK HEDEMARK FOR HIS EXEMPLARY SERVICE TO THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, MAKING PUBLIC THAT COMMENDATION, AND PROVIDING AN EFFECTIVE DATE

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, a duly created and functioning urban renewal agency for Boise City, Idaho, hereinafter referred to as the "Agency."

WHEREAS, Chuck Hedemark was appointed as Board member of the Board of Directors of the Agency in November 2003;

WHEREAS, Chuck Hedemark has served as Vice Chair in 2006 and 2007 and Board member continuously since November 2003;

WHEREAS, Chuck Hedemark served well and faithfully in the capacity of Vice Chair and Board member until his resignation in December of 2011;

WHEREAS, he has served the Agency with distinction in a long list of activities, demonstrating always his willingness to place his concern for the public good ahead of his personal interests;

WHEREAS, throughout his service he has earned the respect of his fellow Board members, Agency staff, consultants, developers and the affection of a host of persons interested in urban renewal;

WHEREAS, his performance of the duties and responsibilities of the Board has been characterized by excellent and constructive contributions to the Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY, OF BOISE CITY, IDAHO, AS FOLLOWS:

Section 1: That Chuck Hedemark be hereby publicly commended for his service to the Urban Renewal Agency of Boise, City, Idaho, and the city of Boise City.

Section 2: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Urban Renewal Agency of the city of Boise, Idaho, on December 12, 2011. Signed by the Chair of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on this 12th day of December 2011.

APPROVED:

By \_\_\_\_\_  
Chair of the Board

ATTEST:

By \_\_\_\_\_  
Secretary



## **MEMORANDUM**

To: CCDC Board of Commissioners  
From: Mike Hall, Planning and Development Director, CCDC  
Date: December 8, 2011 / for December 12, 2011 CCDC Meeting  
Subject: Status Report for River 8, ERN with Hosac Company for 620 S. 9<sup>th</sup> Street

I do not have a written report for the December 12 agenda packet but I will present a brief update of the project regarding design modifications and information about project phasing.



## AGENDA BILL

<b>Agenda Subject:</b> Proposal to Reestablish Manufacturing of I-Brick Pavers	<b>Date:</b> December 12, 2011
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<b>Staff Contact:</b> Max Clark Pam Sheldon	<b>Attachments:</b>
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**Action Requested:**  
 Direct staff to proceed with a pilot project reestablishing the manufacture of red I-brick pavers by Endicott Clay Products Co in Fairbury NE, subject to approval of a sole source procurement by the CCDC Board at its January 9, 2012 meeting.

**Fiscal Notes:**  
 CCDC staff is seeking confirmation that the CCDC Board wants to proceed with a pilot project to reestablish manufacturing of red I-brick pavers by Endicott Clay Products Co. (“Endicott”) so CCDC would have:

- a ready supply of replacement pavers
- the option to use I-brick pavers in new streetscape installations in the downtown core

For years CCDC staff has been discussing with the Masonry Center, who is the authorized distributor for Endicott Clay Products in Southwest Idaho, about resuming the manufacture of I-bricks for some time. The Masonry Center and Endicott have proposed a pilot project as follows:

- Endicott Clay Products would recreate the molds to manufacture the I-bricks for a set-up fee of \$8,000, and produce an initial installment of 3,000 bricks for \$6,750, or a total of \$17,750.
- If the quality was acceptable to CCDC, Endicott would produce three more installments of bricks for \$6,750 each. The total number of bricks produced would be 12,000.
- CCDC and Endicott would each have the right to cancel the pilot project if the quality was not acceptable.
- The total cost of the pilot project would be \$35,000 (or \$2.91 per brick with set-up fee included; \$2.25 with set-up fee excluded). The typical unit cost for rectangular brick is \$1.25 per brick. The FY2012 budget includes \$35,000

**for purchasing I-brick pavers using this pilot project.**

**CCDC staff is seeking confirmation that the CCDC Board desires to proceed with the pilot project prior to bringing a resolution to the CCDC Board approving a sole source purchase of brick pavers from Endicott Clay Products and the Masonry Center at your January 9, 2012 meeting. (This approval is not needed for the set-up charge and initial run, but would be required for the full pilot project since the total cost exceeds \$25,000.)**

**The Background section of this Agenda Bill provides more detailed information on how the standard was established to use Endicott brick pavers in CCDC's streetscape and plaza projects, number of I-brick pavers that have been installed, and the need for re-establishing a ready supply and on criteria for sole source procurement.**

**Background:**

**The specifications for brick pavers used in downtown Boise were originally adopted by the CCDC Board of Commissioners (Resolution No. 527) and the Boise City Council (Ordinance 5026) as part of the 1987 Amended and Restated Urban Renewal Plan for the Boise Central District ("1987 Plan"). The 1987 Plan included an Appendix with five planning documents. The following document is relevant to the I-brick issue.**

**Volume 4, Boise Downtown Urban Design Plan, Design Manual for Surface Improvement Projects, accepted October 1986.**

**This document includes the Elements of Continuity, which provides specifications for streetscape improvements including brick pavers. The specification for the brick pavers states that they should be I-shaped interlocking and rectangular style pavers manufactured by Endicott Clay Products Co. located in Fairbury NE. The diagram on Page 2 is from the 1986 Elements of Continuity.**

**Use of Endicott brick pavers started with construction of The Grove Plaza and its north-south spokes in 1987 and has continued for 23 years with the downtown streetscape program initiated in 1988. Until the mid-1990s, two types of pavers were used for streetscapes: red I-shaped pavers for the pedestrian zone, and black rectangular pavers for the furnishing zone where the street trees, historic street lights and other street furnishings are located (see diagram on page 4 above). A significant portion of the Grove Plaza and its spokes use red I-shaped pavers.**

## 1. PAVING

Two types of paving should be provided; I-shaped unit clay pavers, and rectangular unit clay pavers manufactured by Endicott Clay Products Co., Fairbury, Nebraska, or as approved.

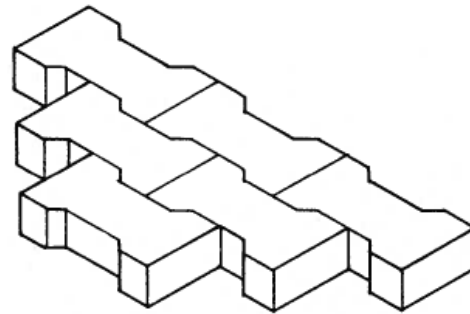
These pavers are used in a variety of ways to define various functional areas of the Major Public Open Space (MPOS) and street improvements. These areas include the following:

Paving abutting building frontages,

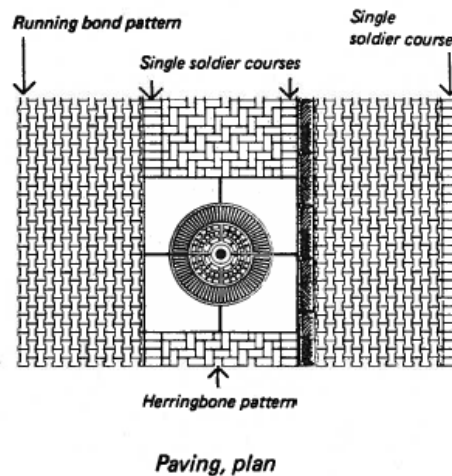
Paving within pedestrian furnishings zones,

Paving at accent borders and inscribed pavers in the MPOS.

In most cases, the unit pavers are sand-set to facilitate their removal for utility work and in the MPOS for inscription.



*Running bond, interlocking paver, detail*



*Paving, plan*

CCDC has a significant investment in the I-brick pavers. There are approximately 271,500 brick pavers in the urban renewal districts, of which 36% are estimated to be red I-brick pavers (97,740) and 64% are red or black rectangular pavers (173,760). CCDC staff regards the I-brick as the preferred red paver type because:

- The interlocking design increases the stability and durability of the walking surface.
- It adds to the uniqueness of the downtown aesthetic and matches the first initial of the state of Idaho's name

By the mid-1990s, Endicott ceased manufacturing the I-brick pavers. Since then, CCDC has been using red and black rectangular brick pavers in new streetscape projects. CCDC has a small stockpile of red I-brick pavers that it uses for repair, but this stockpile is dwindling.

**The most recent revision to the standards for streetscape furnishings was adopted by the CCDC Board and the Boise City Council in 2007. It specifies that Endicott rectangular brick pavers be used because the I-brick pavers have not been available.**

**It is not possible, however, to replace individual I-bricks with rectangular bricks because they are not the same shape. CCDC staff feels it would be prudent to reestablish a source for I-brick so there is a ready supply when I-bricks need to be replaced. If the Agency's supply of extra I-bricks is exhausted, and I-bricks are needed for repair, the only alternative is to harvest existing I-bricks in lower priority locations, repave the lower priority areas with rectangular bricks and use the harvested I-bricks for repairs in higher priority locations. The Grove Plaza would be the highest priority location for I-bricks because of its size.**

**As explained under Fiscal Notes, CCDC staff feels it would be prudent to reestablish a source for the I-brick pavers so CCDC has:**

- a ready supply of replacement pavers**
- the option to use I-brick pavers in new streetscape installations in the downtown core**

**One of the anticipated streetscape projects in the near term is installing brick pavers in the Old Boise historic commercial district. The use of the I-brick would be particularly appropriate in this area.**

**Idaho Code 67-2806 provides rules for purchasing personal property by political subdivisions. These rules apply to CCDC. Usually purchases of personal property in excess of \$25,000 but not to exceed \$50,000 require solicitation of informal bids from no fewer than three vendors, and purchases over \$50,000 require formal competitive sealed bids. Staff has consulted with CCDC's legal counsel, however, on the use of the sole source expenditure provision (Idaho Code 67-2808) because the Elements of Continuity and the manual for implementing these standards - Downtown Boise Streetscape Standards & Specifications Manual (2009) - specifies a manufacturer for the brick pavers, and compatibility between the existing pavers and replacement pavers is an important issue. CCDC staff has done a search on the Internet for "dog bone" pavers and has found no current sources for brick "dog bone" pavers. There are companies that offer concrete "dog bone" pavers but they would not match the brick pavers that CCDC uses.**

**Legal counsel has advised that the sole source provision would apply since there is only one manufacturer/distributor. The most applicable criteria for sole source procurement of brick pavers are noted below:**

**From Idaho Code 67-2808(2):**

**“The governing board of a political subdivision may declare that there is only one (1) vendor if there is only one (1) vendor for the personal property to be acquired. For purposes of this subsection (2), only one (1) vendor shall refer to situations where there is only one (1) source reasonably available and shall include, but not be limited to, the following situations:**

...

**(ii) Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration;**

...

**(viii) Where competitive selection is impractical, disadvantageous or unreasonable under the circumstances.**

**Staff Recommendation:**

**Direct staff to proceed with a pilot project reestablishing the manufacture of red I-brick pavers by Endicott Clay Products Co in Fairbury NE, subject to approval of a sole source procurement by the CCDC Board at its January 9, 2012 meeting.**

**Suggested Motion:**

**I move that staff to proceed with a pilot project reestablishing the manufacture of red I-brick pavers by Endicott Clay Products Co in Fairbury NE, subject to approval of a sole source procurement by the CCDC Board at its January 9, 2012 meeting.**



## MEMORANDUM

Date: December 12, 2011  
To: CCDC Board of Commissioners  
From: Max Clark, Parking & Facilities Director  
Subject: Monthly Operations Report

Below are project updates for your information.

### Pay Parking at the WaterCooler Parking Lot

We recommend that this lot be deemed as a monthly parking lot only. This is because the lot is not readily accessible from Idaho Street and therefore does not lend itself to transient parking. We will charge \$20 for each space per month as per the competitive rate for the area, with an agreement that the private arm of Republic Parking Northwest (RPNW) will oversee the enforcement of the lot. CCDC will offer as many as four spaces for the WaterCooler to specifically be used as visitor parking, and will underwrite these spaces in their entirety. The parking directly behind the WaterCooler building inside the enclosed fencing, which has approximately 9 spaces, and the 2 spaces on the WaterCooler property outside the fence will still be available for use by the tenants of the building free of charge. CCDC will uphold current tenant agreements to supply free parking until the agreement expires (approximately 6 months). As new contracts are created, additional “free” parking in the newly created lot will be transitioned out. Tenants and/or Watercooler management will then have the opportunity to contract directly with RPNW for a monthly rental. The newly created lot will be monitored by NWRP during the hours of 8am and 5pm. After hour events held at the WaterCooler will have free parking in that lot subject to availability. As circumstances change we can adjust this plan.

### Modern Meter Pilot Project

One of the proposed projects included in the 2009 parking rate adjustment was for the agency to fund an on-street pilot program to test “modern” parking meters in the downtown core. The City of Boise and CCDC contacted two different organizations, IPS and Digital, to provide proposals for the trial. IPS supplies single-space meters with the ability to accept coins as well as credit and debit payment. Digital supplies multi-space meters, which also accept coins, debit and credit payments. Both companies have the ability to offer the initial 20 minutes for free, and both provide centralized data for the use of the meters. IPS’s meters will replace the current single space meters on Bannock between Capitol and 9th, and on 8th between Bannock and Main. The test will include between 50-75 individual meters, with a small percentage of those also having sensors in the pavement that give us additional information on actual length of stay. We are considering offering two hours of parking, with the cost of the second hour making the stay more expensive than a two hour garage stay. Note: the City and CCDC equally split meter revenues. Digital’s multi-space meters are intended to go into Bodo, replacing the individual meters on Broad between Capitol and 9th, and on 8th between Front and Broad. The trial period will begin

sometime in March and last for three months. Costs for the pilot project are expected to run less than \$10,000.

#### Saturday Market License Agreement

Our license agreement with the Capital City Public Market (the Market) expires at the end of this calendar year. CCDC staff met briefly with Dana Zuckerman on November 17<sup>th</sup> to review the history, outstanding issues, and 2010 budget for the Market. We are currently formulating how we best envision our relationship with the Market moving forward, and hope to have an agreement available for Board approval in February. As a courtesy to the Board, the Market would like to give a short presentation at the January Board Meeting.

#### PARCS Installation

The installation of our new Parking Access & Revenue Control System (PARCS) equipment is on hold pending installation of a network connection and the successful testing & operation of the equipment in the Capitol Terrace Garage. What we've discovered was that neither DSL nor T-1 lines perform well enough to allow the computers to communicate, and after some exploration we are pursuing leasing an Ethernet network between our offices and the garages. We will either "piggyback" on a State of Idaho contract with Time Warner Communications, or put it out for formal bid (as the fiscal total of a multi year agreement exceeds \$100,000). While there were a number of installation challenges early in the process, we believe most of them have been satisfactorily resolved and future installations will proceed much smoother than happened in Capitol Terrace. After meeting with the Executive Committee last week, the attached letter was sent to the President of Protection Tech regarding project issues. We expect completion of the project in the early summer.

#### Parking Operator RFP

The selection process for a parking operator is well underway. The attached schedule from the RFP articulates the steps leading to the Board ranking the respondents at your February 2012 meeting. As of the day of this writing (December 7<sup>th</sup>) we will be meeting with the six known interested operators to review the RFP and conduct a tour of our six facilities. Commissioner Reberger is representing the Board on the evaluation panel, which includes Karen Sander of the DBA, Casey Jones of BSU, Controller Megan Larsen and myself. The new Operator contract will be in effect April 1, 2012.

#### No Smoking Ordinance Implementation

CCDC and other affected stakeholders have met with City officials to discuss how to implement the City's ban on smoking in most public places. The major impact to CCDC will be an ban on smoking along the entire length of 8<sup>th</sup> Street from Bannock to Main, as well as most of the Grove Plaza. We are discussing the implementation of a designated smoking area on the east end of the west spoke, but plans have yet to be finalized.



December 2, 2011

Wade Brossow, President  
Protection Technologies, Inc.  
2891 152nd Ave NE  
Redmond, WA 98052

Subject: Boise PARCS Installation

Dear Mr. Brossow:

The Capital City Development Corporation (“CCDC”) Board of Directors has asked that this letter be sent to you, making CCDC’s position clear on the status of the PARCS installation in Boise’s Downtown Public Parking System (“DPPS”). I have already conversed with regional manager Damon Kessler about most of these points, and I understand that you’ve spoken with Matt Inman of Carl Walker, Inc., CCDC’s parking advisor (the “Parking Advisor”) on many of them.

CCDC believes issues associated with on-site work have been resolved. These include communicating with CCDC’s Parking Operator (currently Republic Parking Northwest) when commencing work in a facility; establishing a two day limit for manual fee collection during equipment exchanges (one day to remove existing equipment and one day to install the new equipment), and a model “implementation plan” for addressing each facility. Capitol Terrace was a learning experience for all of us, and I trust we’ve all learned from it. However, in the future, CCDC expects there will be no more than two days of manual fee collection in its garages. If additional manual collection time is necessary as a result of installation delays, CCDC reserves the right to withhold payment to PTI to account for any lost revenue as a result of not being able to collect revenue.

The project is on hold pending acquisition of a network capable of handling the communications needed between equipment at the various garages. The solution we have the most confidence in is likely to cost between \$35,000-\$50,000 annually, and will have to be formally bid. The agency has lost \$660 in ordering, then cancelling, DSL lines per Protection Technologies, Inc’s (“PTI”) direction. We reserve the right to be reimbursed by PTI for those expenses.

You may or may not be aware that Section 1.4 of the contract specifies that hotel parkers in the Hampton Inn be able to use hotel keycards when using the Myrtle



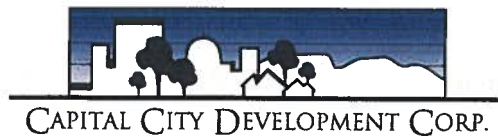
Street Garage. We expect that you will find a solution at your expense for the Hampton Inn access issue. Conversely, if CCDC pursues alternate solutions other than AVI for the two remaining hotels, it would be at CCDC's expense.

We expect that AVI tag holders are included in the cost of the tags as per Section 111500 – Parking Control Equipment Specifications, Subsection 1.2, Item A (1) and Subsection 2.2, item C (1&2). Section 111500 is part of the General and Technical Specifications dated July 6, 2011, which appear as Exhibit A to the Agreement between CCDC and Protection Technologies Inc, and have been made a part of the Agreement by Section 3. Exhibits. Total expense so far has been \$6,000 for 1,500 holders. There remain 3,250 AVI cards without holders, for an outstanding balance of \$13,000. We reserve the right to be compensated fully for these by PTI.

CCDC would also like to clarify when CCDC will pay PTI for work completed. Section 013100 – Project Management and Coordination, Subsection 1.4.E.1 states that “installation of the PARCS equipment will occur in one garage at a time sequentially (rather than concurrently), with the order being determined at the Preconstruction Conference.” Section 012900 – Payment Procedures, Subsection 1.5.B. states that “Application for Progress Payment shall occur after installation and successful testing of PARCS equipment in a parking garage included in the Contract-Defined PARCS Project. Submit the Application for Payment on the first business day following written notice of Owner's acceptance of test results.” Section 1.5.C. states that “Use Application for Payment form provide at the end of this section. This form Application for Payment includes a schedule of values.”

These provisions indicate that the payment is upon completion of the PARCS equipment in a garage and after the PARCS equipment has been tested and the test results are accepted by the Owner. The Application for Payment can only be submitted after notice from the Owner that the test results are accepted. The schedule of values included with the Application for Payment would show the Contractor's expenditures for purchase and installation of PARCS equipment in the specific garage for which payment is being requested. This application would be reviewed by the Parking Advisor, and if accepted by the Parking Advisor and approved by the Owner, would be paid by CCDC (Section 012900, Subsections 1.5.A. 1-3).

At this point in time, CCDC has advanced 44% of the total contract value (\$307,409) to PTI in the form of a deposit to the equipment manufacturer. This type of deposit is not envisioned by the contract. CCDC agreed to pay this deposit in the interest of advancing the project. Final installation of equipment in the first garage, Capitol Terrace, has not been completed and tested, and we have not accepted any test results for this installation. Furthermore, if an application for payment were made, we would expect any such application to



credit what we have already paid in the form of the deposit against the payment requested.

Regarding ongoing maintenance, Section 111500 – Parking Control Equipment Specifications in Exhibit A to the Agreement states the service standard for maintenance and repair in two locations: Subsection 1.6.A and Subsection 3.7.B. This standard states:

“Contractor shall have an Owner-approved equipment service center located and staffed such that on-site maintenance and repair service is available at DPPS parking garages within four hours of problem notification, twenty-four hours a day, seven days a week.” CCDC requests your plan to meet this requirement.

Finally, there is a possibility that CCDC may have a new parking operator in April, and if that is the case we need a commitment from PTI that PTI will invest whatever time is necessary to train the new operator in the operation and maintenance of the new equipment. CCDC may select the current operator to continue to provide the operational services for the DPPS. We will know in February if this is the case.

As noted above, CCDC may have to formally bid the project. If that is the case, CCDC expects a bid to be accepted at the January 9th meeting of the CCDC Board, with installation as soon as possible thereafter. CCDC will make sure that Capitol Terrace is wired first so that CCDC and PTI can assess the state of equipment and proceed from there. CCDC expects this to be in February at the earliest, though possibly March.

If you have any questions about these or any other matters on this project, I'd like to discuss them with you. I ask that you respond to the concerns and issues discussed above. I would like to close by saying that, despite some problems, I have been impressed with the function of the equipment once the installation glitches were fixed and I have been pleased with the steps taken by Damon Kessler to attend to problems.

Sincerely,

Max Clark  
Parking & Facilities Director  
Capital City Development Corp.  
Boise, Idaho

Key steps and dates in the DPPS Operator RFP process are noted below. More information is available for each step in the section noted in the right hand column.

STEPS	DATE / TIME <sup>2</sup>	PART 1 – SECT. NO.
Request for Proposals (“RFP”) issued.	November 23, 2011	Face Page Contents Page
Last day for prospective Respondents to register	December 7, 2011, at 5:00 p.m.	Section D
Mandatory pre-submittal conference & site tour	December 7, 2011, at 1:30 p.m.	Section E
Due date / time for written questions or requests for clarification re: RFP	December 14, 2011, at 5:00 p.m.	Section F
Last day for addenda	December 16, 2011	Section F
Due date / time for submissions	December 23, 2011, at 3:00 p.m.	Section H
Evaluation of submissions by review panel; Respondents selected for interviews	Week of January 2, 2012	Section I, J
Interviews of selected Respondents	Week of January 9, 2012	Section I, J
Last day for written objections re: RFP process	February 7, 2012, at 5:00 p.m.	Section F
CCDC Board Meeting – Board of Commissioners’ ranking of Respondents; contract award	February 13, 2012. CCDC Board meeting commences at 12:00 noon at CCDC offices.	Section J
Notice of CCDC Board decision to Respondents	By February 14, 2012.	Section J
Due date and time for appeal of CCDC Board decision	February 21, 2012, at 5:00 p.m.	Section J
Complete contract negotiations	By March 1, 2012	Section J
New operator contract in effect.	By April 1, 2012	Section C

**D. REQUIRED REGISTRATION**

**Prospective Respondents are required to register in writing with CCDC no later than December 7, 2011, at 5:00 p.m. MST.** A sample Notice of Intent to Submit Proposal Form is included as **Attachment E**. Written notice may be submitted:

1. In person at CCDC offices
2. By U.S. Mail or courier to Capital City Development Corp., ATTN: Michele Corral, 121 N. 9<sup>th</sup> St., Suite 501, Boise, ID, 83702
3. By email to [mcorral@ccdcboise.com](mailto:mcorral@ccdcboise.com) or
4. By Fax ATTN: Michele Corral (208-384-4267).

Written notice shall include the party’s name, company name, address, telephone number, fax number and email address.

<sup>2</sup> All times referenced in this RFP are Mountain Standard Time unless otherwise noted.

NO PACKET MATERIAL