



Notice is hereby given  
THAT A REGULAR MEETING OF THE  
NAMPA DEVELOPMENT CORPORATION  
OF THE CITY OF NAMPA, IDAHO  
IS SCHEDULED FOR  
**February 21, 2023 at 8:00 am @**  
Nampa City Hall  
City Council Chambers  
411 3rd Street South

### **Call meeting to order – Roll call**

Board: Jeff Cornilles (absent), Darl Bruner (arrived 8:06 during staff report), Claudia Dina, Wendy Rhodes, Adam Hutchings, Randy Haverfield and Kenton Lee.

Staff/Presenters: Robyn Sellers, Bill Nichols, Cliff Long, Catherine Keys, Amber Bothwell, Mayor Debbie Kling, Nathan Cleaver, Daniel Badger

### **Minutes**

Approve minutes for the January 17, 2023 meeting - **Action Item**

***Motion:** Commissioner Haverfield motioned to approve the minutes as presented. Commissioner Lee seconded. The motion passed unanimously.*

Approve minutes for the February 2, 2023 special joint meeting – **Action Item**

***Motion:** Commissioner Haverfield motioned to approve the minutes as presented. Commissioner Lee seconded. The motion passed unanimously.*

### **Agenda Items**

#### **Staff Report**

##### **1. Downtown report – Honey Goodman**

Strategic board meeting was held in January where they formulated their 2023 action plan. There are four active committees with the DNCA. Organizational committee – goal is to maintain and ensure staffing of all four committees. Also assisting with assimilating the BID and DNCA and assisting with sponsors. Design committee is working on beautification for downtown including flowers. Also looking for a place to put a public art mural that can be monetized and to create a gateway to downtown. Promotions committee is working on rebranding and bringing in sponsors. The economic vitality committee is working on creating and maintain a list of available space and rates downtown. They are receiving more calls directly to the DNCA with businesses that want to locate downtown. They are

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working with Economic Development to create more incentives downtown and to create a business incubator downtown.

Nathan Cleaver with Keller Associates presented about the downtown master plan. The master plan is being 50% funded by COMPASS and 50% by City of Nampa. There are three study areas – Front St between 12<sup>th</sup> and 13<sup>th</sup> near the train depot. Area 2 is 1<sup>st</sup> St. South between 12<sup>th</sup> and 13<sup>th</sup>. The plan is to create a masterplan between these two areas. A third area was also identified, to add a bike lane on 2<sup>nd</sup> St S. and 3<sup>rd</sup> St S. downtown.

Area 1 –Right now, there is a plan for a pedestrian foot bridge over the tracks on 14<sup>th</sup>. How that will look is yet to be determined. Several examples were presented to the commission. Feedback received from the meeting with BID and DNCA was to focus on pedestrian accessibility on Front St from 14<sup>th</sup> and east past 11<sup>th</sup> Ave.

Nest steps are to reach out to the public for feedback and then put together a draft concept.

Cleaver asked if area 3 should be brought to the public for consideration. Lee responded that he is not aware of any of the public requesting a bike lane on 2<sup>nd</sup> St S. and 3<sup>rd</sup> St S. and that it would not make sense to fix the one small area when there are a lot of surrounding bike access issues.

Mayor Kling stated that the City does have a bike and ped committee and a large survey going out within the next couple weeks and that it is important to coordinate the multiple efforts and work being done. Mayor Kling also stated the SH-45 alignment is being addressed and to keep that in mind.

Haverfield asked if the 50% funding was from the City of Nampa or NDC. Cleaver answered that it is coming from the City of Nampa. NDC is currently being presented to in an advisory capacity only.

Dina asked if the pedestrian bridge would connect the north and south. Cleaver stated that is correct and that the city received a \$5M grant to complete the design on the north side of the bridge and to help connect people on the north and south of the railroad tracks.

## 2. Parking garage update – Catherine Keys

Keys presented on the status of the downtown parking garage. Keys stated that there have been issues encountered in the garage in the past. The first was the maintenance technicians regularly responding to bill jams. Eventually the equipment completely broke and cannot be utilized. Cash can no longer be accepted. This is going well with very few complaints from the public. Vandalism was a large issue prior to the installation of the security cameras. The cameras have greatly reduced the vandalism issues. Another recent problem since January's meeting is that the parking validation machine is no longer working. The solution is to move to a one-time use code system which is tedious and time consuming, but it offers a temporary solution. Moving forward, it would be ideal to install a camera right outside the elevator as this is a blind spot and continues to be vandalized. It is requested with the RFP regarding replacement of the equipment to include pay-on-foot stations, available spots display, and a validation system.

Rhodes asked if a camera was supposed to be in the elevator.

Sellers stated that we can get a cost estimate for adding a camera outside the elevator from Alex Wade in facilities.

## 3. District 208 update – Robyn Sellers

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The project is at 60% completion. Irrigation began installation last month. They are looking at opening the first units starting in June. They have submitted for the permits for the storage space.

Rhodes asked if we know the length of the leases for the commercial spaces. Sellers stated that on March 8<sup>th</sup> staff will have a check in meeting with District 208.

#### 4. Adler Infrastructure update – Robyn Sellers

Adler is near completion and will complete end of March 2023. Sellers has been working with Adler and the Stow company regarding reimbursement and how receipts will be received in public works. The \$3M reimbursement will be issued once completion has been verified. There is an upcoming site visit to the industrial park. Rhodes asked if a tour could be arranged for the commission. Sellers stated that yes, she can do so and that a ribbon cutting ceremony would be planned.

#### 5. Half Block update – Robyn Sellers

Today staff will be visiting Mussell Construction's CPA office to verify receipts for investment into the half block. They need to meet \$2.7M per the agreement with NDC. There have been some hiccups in the development of the area in regard to what was said would be developed in the area. Mussell is currently renovating the church to be an event center and med spa and is working on permitting with the City. The intent for the church was to be a restaurant or a brewery, but the agreement states that other commercial use can be put in the church. Mussell has until Sep 2024 to complete the \$2.7M investment. Haverfield stated that church needed to be a for-profit, not non-profit. Sellers confirmed.

#### 6. Lloyd Square Sculpture update – Amber Bothwell

Bothwell stated that the final design work has been received from McCall Studios and will be presented at the next AHPC meeting. Bothwell also stated that the verbiage to be included in the sculpture has not yet been finalized but is near completion.

#### 7. Update on the Canyon County retention of penalties and interest on delinquent tax payments – Bill Nichols

Nichols checked with Caldwell's attorney on the status of this issue and there has not been any movement. Nichols requested the total amount of delinquent fees and interest during the life of the current Nampa URD and the amount is approximately \$310,000. Nichols stated that it is up to the will of the commission whether they want to push harder for these fees. Canyon County has currently been remitting these delinquent fees to other entities, but the only entities they have not been distributing to is URD's.

### **New Business**

#### 1. Presentation of FY2022 NDC Audit Report – **Action Item** – Morgan Browning/Kristin Diggs

**Motion:** *Commissioner Haverfield moved to accept the audit report as presented. Commissioner Dina seconded. Motioned passed unanimously.*

Morgan Browning – Audit manager with Eide Bailey - presented the FY2022 NDC Audit Report to the board. NDC received a clean opinion, the highest it can receive, and always has since auditing has been done by Eide Bailey. There were no findings in the FY2022 audit report.

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2. Authorize request from the Red Cross to place a clothing collection bin outside the Nampa Public Library – **Action Item** – Robyn Sellers

**Motion:** Commissioner Bruner motioned to table request as presented. Commissioner Dina seconded. Motion passed unanimously.

A representative from the Red Cross requested that a clothing collection bin be placed outside the Nampa Public Library. Consensus was to table discussion until a representative could be present to answer questions and present further detail.

3. Authorize funding of full-time contracted NDC Administrator – **Action Item** – Robyn Sellers

**Motion:** Commissioner Haverfield motioned to table the discussion until the next NDC meeting. Commissioner Hutchings seconded. Commissioner Rhodes, Hutchings, and Lee voted no. Commissioner Bruner, Dina, and Haverfield voted yes. Motion fails.

**Motion:** Commissioner Lee motioned to approve moving forward with the contract position. Commissioner Dina seconded. Motion passed. Commissioner Haverfield voted no.

Sellers presented data on how urban renewal agencies are staffed in Caldwell, Meridian, Boise, Twin Falls, and Nampa. Sellers is requesting a contracted NDC administrator be funded by NDC and housed in the Economic Development offices. She described what the role would look like and how it could be funded. Discussion was had between the commission and staff. Sellers stated that Economic Development staff will not have the time available to manage any future projects that NDC moves forward with.

4. Review and authorize the process for public engagement for the 2022 calendar year NDC Annual Report – **Action Item** – Robyn Sellers

**Motion:** Commissioner Bruner moved to review and authorize the process for public engagement for the 2022 calendar year NDC Annual Report. Commissioner Hutchings seconded. Motion passed unanimously.

The commission was provided with the 2022 calendar year NDC annual report for review in their packet. Sellers stated that a public hearing is required at the next meeting on March 21, 2023.

5. Authorize funding of recommended projects – **Action Item** – Robyn Sellers

- 5.1 Remainder of downtown design work being done by Paragon - \$182,000

**Motion:** Commissioner Bruner moved to approve the funding request of \$182,000 for the downtown Paragon master design plan. Commissioner Lee seconded. Motion passed unanimously.

Sellers shared the downtown project funding PowerPoint with the commission, presenting the scope of the project to the commission. CDBG, due to HUD regulations, cannot contribute the originally anticipated \$182,000. NDC approved funding in the amount of \$150,000 for the design work in December 2022. The commission is now being asked to authorize the remaining funding amount of \$182,000 to proceed with the design work.

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Rhodes asked Badger if the infrastructure needing replaced downtown would be included in this design. Badger stated that yes, the design work would include the infrastructure needing replaced. Badger stated that the scope of the design work would include construction ready design work – preliminary design to 75%. The funding is currently not available to construct all at once. Haverfield asked if the construction funding is grant funding. Badger stated that they will look for funding where they can and that NDC will most likely be approached at some point to assist.

Lee asked how long the design work would last and still be 75% ready. Badger stated that as long as the streetscape plan is not changed the design work should last.

Rhodes asked if he is working with Nathan Cleaver. Badger stated there is collaboration between Paragon and Keller. Keller's work is just design work.

Rhodes asked if Nathan's (Keller's) work could include change to the streetscape design. Badger stated that he does not believe that is the intention of the study.

Sellers stated that given the planning between Paragon and Keller it would be best to wait on the Wallstreet beautification funding until FY2024.

#### 5.2 Wayfinding - \$40,000 - \$70,000

**Motion:** Commissioner Bruner moved to deny the funding request at this point in time. Commissioner Dina seconded. Lee voted no. All others voted yes. Motion carries.

**Motion:** Commissioner Lee motioned to approve the wayfinding funding request as presented. No second was received. Motion failed.

Bids were received by JUB and Kimley-Horn in regard to pricing for wayfinding design. Sellers presented that wayfinding provides an easy way to physically orientate people downtown, is a safety factor to help people not look at their phones while driving and is a welcoming factor when people arrive in an area, especially at a pedestrian level. The BID has expressed a strong desire for wayfinding in the downtown and budgeted funds for this.

Lee stated that any changes downtown would be nice to include in the wayfinding and asked if the funding would include design or design and implementation. Sellers stated that the funding request would be just for design work. Sellers also stated that signage can be designed to be interchangeable.

#### 5.3 Parking management audit - \$38,300 - \$100,000

**Motion:** Commissioner Bruner motioned to approve the funding of a Downtown Nampa Parking Audit Management Plan not to exceed \$50,000 with the understanding that a board approved RFP will be published, and proposal chosen by the Commission. Commissioner Lee seconded. Motion passed unanimously.

Sellers stated the need for a parking management audit downtown and what the scope of work would entail.

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#### 5.4 Traffic box art - \$50,000

**Motion:** *Commissioner Haverfield motioned to deny the funding for traffic box art. Commissioner Bruner seconded. Hutchings and Lee voted no. Bruner, Dina, Rhodes, and Haverfield voted in favor. Motion passed.*

Sellers presented the funding of a traffic box art program as a funding option for NDC to consider. Bruner asked if the art on the traffic boxes might distract drivers and be a safety hazard. Badger stated that there is no evidence of traffic box art being a contributing cause to an accident.

#### 5.5 Downtown art incentive/grant program - \$20,000

**Motion:** *Commissioner Bruner motioned to approve the downtown art incentive grant program up to \$20,000. Commissioner Dina seconded. The motion passed unanimously.*

Sellers presented a funding request in the amount of \$20,000 for a downtown art incentive/grant program. Several building owners downtown have shown a desire to add murals to their buildings.

Bruner asked if building owners would contribute funds to the art. Sellers stated that they could, but the program has yet to be drafted and does not know at this time what it will look like.

#### 5.6 Property Acquisition

**Motion:** *None made.*

Sellers stated that property acquisition will be discussed in executive session.

#### 5.7 Downtown Economic Development incentive(s) - \$ TBD

**Motion:** *None made.*

Sellers presented the desire to create downtown economic development incentives to decrease risk to developers and increase development. Sellers stated that she is looking for feedback from the board on how they want staff to proceed, whether they would like further research done or have ideas on incentives. Rhodes stated that while she is in favor, she does not feel staff has the time capacity to commit to developing an incentive.

#### 5.8 Publish RFP for NDC property at 12<sup>th</sup> and 3<sup>rd</sup> - \$0

**Motion:** *None made.*

Sellers stated a new RFP for the NDC property at 12<sup>th</sup> and 3<sup>rd</sup> will be brought before the board at the March 21 NDC meeting for approval. Rhodes requested that on-site parking be included in the RFP.

Sellers presented several FY24 project considerations from the project funding PowerPoint including new equipment in parking garage, downtown Wallstreet beautification, lakeview park amphitheater, franklin interchange beautification, downtown economic development incentives, and risk reduction to

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the NDC property at 12<sup>th</sup> and 3<sup>rd</sup>.

6. Finance Report and Payables– **Action Item** – Amber Bothwell

**Motion:** Commissioner Haverfield motioned to approve the financials as presented. Commissioner Lee seconded. The motion passed unanimously.

Bothwell stated that there was nothing significant to note.

7. Motion to adjourn into executive session under 74-206(1)(d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code and 74- 206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations – **Action Item**– Robyn Sellers

**Motion:** Commissioner Lee motioned to adjourn into executive session. Commissioner Haverfield seconded. Motion passed unanimously.

**Motion:** Commissioner Bruner motioned to adjourn out of executive session. Commissioner Lee seconded. Motion passed unanimously.

8. Discuss need and possible agenda topics for upcoming NDC special meeting scheduled for March 2, 2022 – **Action Item** – Robyn Sellers

There is currently not a need for a special meeting on March 2, 2023.

Adjourn: 10:42am

Commissioner Lee motioned to adjourn the meeting at 10:42a.m. Commissioner Hutchings seconded. The motion passed unanimously.

Approved this 21<sup>st</sup> day of March, 2023

  
Chairman

ATTEST: 

Secretary

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