

CHRONOLOGICAL RECORD

| Subject or Event GLACIER/PARKWOOD PROPERTIES – CONSOLIDATED FREE LIBRARY DISTRICT (DBA: KSAL) | | | |
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| Event Type: Codes and Colors | | | |
| A = Significant Action Taken N/A = No Significant Action Taken C = Comment of Interest | | | |
| Event # | Date | Event Type | Information |
| 1 | 11/02/94 | A | Guest: Steve Meyer, Parkwood Business Properties The Board discussed the Parkwood Business Properties proposal to lower a portion of the newly acquired land to the west of the existing parking lot in exchange for parking privileges on the new land until a time when the library would need the land for expansion. The Board accepted the proposal with the deletion of the following ... “when the library building is expanded.” And with the understanding that there would be no connection to the existing library parking area. M,C, Day. Meyer recused herself from the discussion and vote. |
| 2 | 12/07/94 | A | Minutes of 11/02/94 corrected to reflect Meyer recusal. |
| 3 | 04/05/95 | C | The land recently acquired west of the Library parking lot has seen an increase of use by the tenants of the mobile home park. Lee and John reported on their contact with Freeman Duncan about notifying Bud Ford that the use must be curtailed. |
| 4 | 05/03/95 | C | Lee reported that a letter from Mr. Alvin G. Vogt who was acting representative for the residents of the Hayden Pines Mobile Home Park, had been received. The residents requested the Board allow the use of the land to the west of the Hayden Branch for the storage of motor homes, boats, etc. The Board determined that there cannot be storage of any vehicle, boat, motor home, camper, etc. on the land owned by the Library west of the existing building. M, Joy. |
| 5 | 06/06/95 | A | Parkwood Letter (added to agenda) A Lease Agreement between Parkwood Business Properties and the Consolidated Free Library District was presented for discussion. The Board requested that the lease period be two (2) years with one (1) 12-month cancellation period for a total lease period of three years. M, C, Joy. Meyer recused herself. The Board requested John to contact Steve Meyer and present the above changes for consideration. |
| 6 | 07/12/95 | A | John reported that he met with Steve Meyer in mid-June regarding the Parkwood Lease of the Library property. A new proposal was presented for Board consideration: Parkwood would lease the west end of the property and the Library would use the eastern portion (adjacent to the existing parking lot). The term of the lease would be 10 years with a minimum of five years before cancellation. Parkwood would excavate all the property to the level of Franklin Street. Meyer recused herself. The proposal was accepted as presented and the Board directed staff to proceed with the implementation. M, C, Day. |
| 7 | 04/09/96 | N/A | Guest: Steve Meyer Steve Meyer arrived and asked to present a follow-up report on the status of the property to the south of the library. He discussed the development possibilities for the entire area including the widening of Prairie Avenue and the installation of a traffic light at the Government Way/Prairie intersection due to the location of a new Albertson’s store on the property. The trustees asked several questions about earth moving and street relocation with respect to the western portion of the library property. After discussing these issues, the Board thanked Steve for his presentation. Steve left the meeting. |
| 8 | 11/04/96 | N/A | Judy updated the board on the Albertson’s project south of the Hayden Branch. Albertson’s will be built by summer 1997 and the roads around the project will be redesigned. Staff reported that cars are now going through the library’s west parking lot and over the landscaping. The board will wait until next spring to assess the traffic patterns and then talk about connecting the west library property with Centa. There will be a Government Way and Prairie Avenue traffic light next spring. |

CHRONOLOGICAL RECORD

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| 9 | 06/04/97 | A | <p>Guest: Steve Meyer, Parkwood Business Properties Steve Meyer of Parkwood Business Properties presented a review of the development going in on the south side of the Hayden Branch. The Albertson's store is expected to open in July. The conversion of the Keystone Lighting building is proceeding and a movie theater is expected to open in several months. To that end, Steve asked if the Board would be willing to re-open the discussion of the unpaved, overflow parking lot on the west library property. The Board agreed that a parking lot on the site was a good idea, and general discussion of the issue continued. Points that were raised included removing the dirt from all of the library property, paving and lighting a portion (the western-most) for theater parking, negotiating an agreement for use (suggested term of 15 years) and future plans. It was suggested that since the library doors face the development that almost certainly library patrons will use the development parking lot when visiting the library. A cross-usage agreement might be a good way to avoid future problems. (Motion to extend the meeting 10 minutes. M, C, Joy.) After further discussion, the board and Steve agreed that a phased approach to the issue could be implemented. The only concern needing a timely action was the issue of removal of dirt/gravel from the library property. (Motion to extend the meeting 5 minutes. M, C, Joy.) It was moved that the Board authorize Parkwood Business Properties to remove topsoil and gravel from the western area of the library property after a review of a sketch provided by Parkwood Business Properties and the approval of the Directors, in anticipation that the Board will enter into a fifteen year parking agreement with Parkwood Business Properties. M, C, Blank. Meyer abstained. The parking lot issue will be placed on the July agenda. The Board briefly discussed meeting at the site to examine the possibilities for parking options. The Board agreed to reschedule the July meeting to Tuesday, 8 July. A special meeting will be held at 5:30 p.m. at the Hayden Branch to review the parking lot situation, with the regular meeting to start at the Rathdrum Branch at 6:30 p.m.</p> |
| 10 | 07/08/97 | A | <p>Guest: Steve Meyer The Board meeting was called to order at the Hayden Branch at 5:45 p.m. by Chairman Richard Carson. Steve Meyer reviewed parking lot plans for the Prairie Shopping Center that included some property owned by KSAL. The board moved the meeting outside of the Hayden Branch to the west side of the library's parking lot to view the impacted property. Steve left and the meeting was recessed at 6:30 p.m. in order for the board to move to the Rathdrum Branch. The minutes of the 4 June board meeting were discussed. It was moved to make the addition to the minutes indicating Judy Meyer's abstention from the vote on the issue of Hayden's west parking lot and then accept the rest of the minutes as presented. M, C, Blank.</p> <p>The Hayden Branch property west of the library parking lot was discussed. Steve Meyer has requested approval to pave and light the library property that goes onto Centa, adding approximately 35 parking spaces. A little more light will probably spill into the existing parking areas. Parkwood Properties will pay for the lighting and maintenance of the parking area. A path through the berm, for the convenience of library patrons walking from the west, was reviewed. Issues concerning the cross-use agreement were covered. The cross-use agreement will be discussed at the August board meeting. It was moved to approve Parkwood Business Property's proposal, as drawn, to pave, light, paint and maintain the parking area to the west of the Hayden Branch. M, C, Blank. Meyer abstained.</p> |
| 11 | 08/05/97 | A | <p>Guest: Steve Meyer, Parkwood Business Properties The Hayden Branch parking lot issue was discussed. Specific issues included the pathway between the existing lots and the cross-use agreement. The pathway through the berm at the western edge of the Hayden parking lot was discussed in detail. Timing of the work was raised as an issue, to take advantage of equipment on site at the shopping center. Other pathway issues included paving, gravel, signage and landscaping. It was reported the library could hire a landscaper to finish the entire western edge of the berm as well as the path. Steve Meyer reported that there had been no progress on the cross-use agreement, that he would work on the agreement, and that he would continue to monitor the project. After further discussion, Ed Joy moved that the staff be authorized to spend up to \$750.00 for a diagonal walkway through the bermed area to the new overflow parking lot to the west. M, C, Joy. Staff will discuss the issue of additional trees on the bermed area with the landscaper.</p> |

CHRONOLOGICAL RECORD

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| 12 | 09/03/97 | N/A | Under branch reports, John reported that Steve Meyer had not developed a cross-use agreement for the west parking lot on the District's property. Ed recommended that the District examine any long term land use agreement closely and pay to have competent legal expertise in any review. The Board discussed patron access, both walking to the library from the shopping center and driving. Katie reported that she would use a straight through driving connection between the Albertson's lot and the library. John reported on the completed landscaping project and the walkway cut through the berm. All agreed that direct driving access through the parking lot was an issue that needed much more discussion and review. After further discussion, the trustees agreed that the present situation was adequate. |
| 13 | 10/08/97 | N/A | Judy reported that the cross-use agreement is presently on hold. She asked that it be included as a November agenda item. The bookmobile would like to have the board consider creating another entrance into the driveway through the property to the west. It is becoming more difficult for them on some afternoons to drive into the Hayden parking lot against traffic. |
| 14 | 11/05/97 | A | Absent: Judy Meyer The cross-use agreement with Parkwood Properties was discussed. Issues covered included length of the agreement, maintenance and liability. The board moved that the co-directors contact attorney Freeman Duncan to review the project and to initiate the drafting of a suitable cross-use agreement with Parkwood Properties for the use of the parking lot to the west of the Hayden Branch. M, C, Joy. |
| 15 | 12/04/97 | A | Guest: Steve Meyer, Glacier Properties Under branch reports, the Board reviewed the letter of 4 December from Freeman Duncan on the issues of the cross-use agreement with Glacier Properties. A major concern raised in the letter was the issue of maintaining the District's liability protections under Idaho Code, while entering into an agreement with a private, for-profit organization. Steve Meyer arrived at 7:00 and discussion continued. All agreed that the issue of liability needed to be clarified. Staff reported that they had informed ICRMP about the situation, but that no response was expected until the week of 8 – 12 December. Steve Meyer reported on his experiences with licenses and the Kootenai Medical Center property/Interlake Medical Building. He stated that he would like to try to use Ken Elliot of Albertson's Inc. as an attorney to draft the agreement, since Mr. Elliot has much experience in this area. Areas of concern were the questions of license versus easement, fixed time limits, maintenance and liability. Steve stated that he would get KSAL added to the Glacier Properties insurance as an additional named party. The Board agreed with Steve that the language of the agreement needed to be carefully crafted to cover all the discussed issues. On the issue of the length of time for the agreement, John read the minutes of the June 1997 Board meeting concerning the original discussion about the west parking lot. Fifteen years was the length of time discussed. A term sheet of bullet points covering items of concern was discussed. Steve agreed to draft the sheet to use as an introduction to drafting an agreement. KSAL staff will follow up with the ICRMP agents to obtain their advise and possible language to cover KSAL. The board agreed to consider a fifty year agreement with provisions for review after fifteen years and annually thereafter, so as not to tie the hands of future board members. The term sheet and agreement as well as the KSAL minutes will document the genesis of the parking agreement. Both parties expect that the agreement will be mutually beneficial. The library will look to future growth potential and the need for building expansion with a resulting need for increased parking. Glacier Properties will have access to overflow parking now and in the near future for its operation of the shopping center complex. Steve left the meeting at 8:20. |
| 16 | 01/07/98 | N/A | The cross-use agreement with Glacier Properties was discussed. Input from the Board has been given to Glacier Properties and the agreement is now in the hands of their attorney. March is probably a realistic date by which to receive the agreement from Glacier. ICRMP, as well as the KSAL attorney, would like to review the draft document when it is ready. The cross-use agreement will be put on the February agenda. |
| 17 | 03/04/98 | N/A | Judy reported that the cross use agreement was still in the attorney's hands and a further report would be made in April. |
| 18 | 04/08/98 | N/A | The cross-use agreement with Glacier Properties was discussed. The legal description and map of the properties was received from JUB Engineers. The cross-use agreement will be put on the May agenda. |

CHRONOLOGICAL RECORD

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| 19 | 06/03/98 | N/A | Judy reported that the cross-use agreement for the west parking lot is at the attorney's office in Boise. The item will be placed on the July agenda. |
| 20 | 07/01/98 | N/A | Judy reported that the cross-use agreement was still at the attorney's office in Boise. |
| 21 | 08/05/98 | N/A | The Hayden Branch cross-use agreement was moved to the September agenda. |
| 22 | 09/02/98 | N/A | Judy reported that the cross-use agreement was still at the attorney's office in Boise. |
| 23 | 09/30/98 | N/A | The cross-use agreement will be put on the November agenda. |
| 24 | 11/04/98 | N/A | Judy reported that the cross-use agreement was still at the attorney's office in Boise and asked that the item be placed on the December agenda. |
| 25 | 12/02/98 | N/A | Judy reported that the cross-use agreement was still at the attorney's office in Boise and asked that the item be placed on the January agenda. |
| 26 | 02/11/99 | N/A | Absent: Judy Meyer No further information about the cross-use agreement was available. The item will be placed on the March agenda. |
| 27 | 03/03/99 | N/A | Judy reported that Albertson's attorney will be able to give his full attention to the cross-use agreement in the near future. She will keep the Board updated on the progress. Ed discussed the need for the Board and legal council to review the document when it is received. Associated expenses were also discussed. |
| 28 | 04/07/99 | N/A | Judy reported that the cross-use agreement was still at the attorney's office in Boise and asked that the item be placed on the May agenda. |
| 29 | 05/03/99 | N/A | The HL cross-use agreement will be put on the June agenda. |
| 30 | 06/03/99 | N/A | The HL cross-use agreement will be put on the July agenda. |
| 31 | 07/07/99 | N/A | Judy reported that the cross-use agreement for the west parking lot is at the attorney's office in Boise. The item will be placed on the August agenda. |
| 32 | 08/04/99 | N/A | The HL cross-use agreement will be put on the September agenda. |
| 33 | 09/08/99 | N/A | Judy reported that the cross-use agreement for the west parking lot is at the attorney's office in Boise. The item will be placed on the October agenda. |
| 34 | 10/19/99 | N/A | The HL cross-use agreement will be put on the November agenda. |
| 35 | 11/10/99 | N/A | Judy reported that the cross-use agreement for the west parking lot has slipped in priority and may need to be sent to a different attorney's office. The item will be placed on the December agenda. |
| 36 | 12/08/99 | N/A | The HL cross-use agreement will be placed on the January agenda. |
| 37 | 01/12/00 | N/A | Judy reported that the cross-use agreement for the west parking lot might need to be sent to a different attorney's office. The item will be placed on the February agenda. |
| 38 | 02/09/00 | N/A | Judy reported that the cross-use agreement for the west parking lot would need to be sent to a different attorney's office. The item will be placed on the March agenda. |
| 30 | 03/08/00 | N/A | The HL cross-use agreement draft has been drawn up and the issue will be put on the April agenda. |
| 40 | 04/17/00 | N/A | The Hayden cross-use agreement will be put on the May agenda. |
| 41 | 05/10/00 | N/A | The HL cross-use agreement will be put on the June agenda. |
| 42 | 06/14/00 | N/A | The HL cross-use agreement will be put on the July agenda. |
| 43 | 07/12/00 | N/A | The Hayden Branch cross-use agreement will be put on the August agenda. |
| 44 | 08/09/00 | N/A | Judy reported that the cross use agreement will be given to a different attorney for consideration. She suggested Freeman Duncan, which was acceptable to the trustees. |
| 45 | 09/06/00 | N/A | Judy reported that the cross use agreement will be given to Freeman Duncan and that the cost will be paid by Parkwood Properties. The item will be put on the October Board agenda. |
| 46 | 10/11/00 | N/A | The Hayden Branch cross-use agreement will be put on the November agenda. |
| 47 | 11/08/00 | N/A | Judy reported no progress on the cross use agreement and it will be put on the December Board agenda. |
| 48 | 12/13/00 | N/A | The Hayden Branch cross-use agreement will be put on the January agenda. |
| 49 | 01/10/01 | N/A | Judy reported no progress on the cross use agreement and it will be put on the December February Board agenda. |
| 50 | 02/14/01 | N/A | The minutes of the 10 January meeting were corrected to read, "Judy reported no progress on the cross use agreement and it will be put on the February Board agenda." |

CHRONOLOGICAL RECORD

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| | | C | Ed (Joy) explained that it was the Board's ultimate responsibility to the taxpayers to oversee the District's finances. |
| | | N/A | The Hayden Branch cross-use agreement will be put on the March agenda. |
| 51 | 03/14/01 | N/A | Judy reported no progress on the cross use agreement and it will be put on the April Board agenda. |
| 52 | 04/11/01 | N/A | The Hayden Branch cross-use agreement will be put on the May agenda. |
| 53 | 05/10/01 | N/A | Absent: Meyer Judy had requested that the cross use agreement discussion be postponed until the June meeting. The trustees asked that the item be placed on the June agenda. |
| 54 | 06/13/01 | N/A | The Hayden Branch cross-use agreement will be put on the July agenda. |
| 55 | 07/11/01 | N/A | Absent: Meyer The cross use agreement will be discussed at the August meeting. John reported that the City of Hayden had asked that the trustees discuss the possibility of providing a second ingress/egress point for the library parking lot that did not access Government Way. The trustees briefly reviewed the information concerning the property on the west side of the library and the need to preserve safety in the parking lot. The item will be placed on the August agenda. |
| 56 | 08/08/01 | A | Guest: Steve Meyer Steve Meyer joined the board at 5:00 p.m. He will be asking attorney Freeman Duncan to draw up a cross-use agreement between KSAL and Parkwood Properties. Steve and board members discussed the issue of additional access to the parking lot other than Government Way. The issue of the need for a left turn lane in front of the Hayden Branch was reiterated. Currently there is gridlock both north and south on Government Way. Issues discussed included future traffic patterns, speed management and possible connections to the west. Steve reviewed the history of the adjoining property and John reviewed the agreement with Bud Ford. Steve said that there was no reluctance on the part of Parkwood Properties if the board wanted to explore a connecting road near the theater parking. The trustees will walk the area under discussion at the September meeting. Steve left the meeting at 5:50 p.m. |
| 57 | 09/05/01 | N/A | The cross use agreement will be discussed at the October meeting. John and Lee reported on their conversations with Lila Truesdale, Hayden City Clerk. It is unlikely that the developers working on the east side of Government Way will be proceeding in the near future. The City of Hayden does not have the money to construct a left turn bubble in front of the library. The trustees discussed the possibility of providing a second ingress/egress point for the library parking lot that would access Centa avenue without providing a street-like atmosphere. The trustees briefly reviewed the information concerning the property on the west side of the library and the need to preserve safety in the parking lot. Judy reported on the WalMart store location just south of Aqua Avenue. Ed asked that exploring a second ingress/egress be put on the agenda for October. Topics for discussion would include what we can do, a wish list for wanted features and a list of possible "don't do" actions. |
| 58 | 10/10/01 | N/A | The Hayden Branch cross-use agreement will be put on the November agenda. The Parking lot access issue at the Hayden Branch will be put on the agenda in the spring. |
| 59 | 11/14/01 | N/A | The cross use agreement discussion was postponed until Judy arrived. (hand entry) Judy arrived @ |
| 60 | 12/12/01 | N/A | The Hayden Branch cross-use agreement will be put on the January agenda. |
| 61 | 01/09/02 | N/A | The cross use agreement discussion was postponed until February. |
| 62 | 02/13/02 | N/A | The Hayden Branch cross-use agreement will be put on the March agenda. |
| 63 | 03/20/02 | N/A | The Hayden Branch cross-use agreement will be put on the April agenda. Dan asked about a deadline for the legal work to be completed. The board discussed ways to promote the use of the Albertson's parking lot area with a sign or handouts. Judy will continue to work on the issue. |
| 64 | 04/10/02 | N/A | Judy reported that the discussion of the cross use agreement would need to be postponed until the June meeting. |
| 65 | 06/12/02 | N/A | Judy reported that the discussion of the cross-use agreement would need to be postponed until the July meeting. |
| 66 | 07/10/02 | N/A | The HL cross use agreement will be moved to the September agenda. |

CHRONOLOGICAL RECORD

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| 67 | 08/28/02 | N/A | The Goals, Objectives, Activities timeline and the HL cross use agreement will be moved to the 4 September meeting. |
| | | C | Roadwork is beginning north of the HL Branch on Government Way. This is the first phase of a three-phase project. There will be new roads off of and a fifth lane added to Government Way. The fifth lane will not extend to the part of the road in front of the library. Judy reported on her meeting with Lila Truesdale and council member Jeri Delange. She expressed the board's concern about sidewalks and access for library patrons. Staff were asked to stay in touch with the Hayden City Council and to arrange a fall meeting with Lila, Charlie Gay and the Hayden City Attorney. |
| 68 | 12/11/02 | N/A | The Cross-use agreement will be on the January agenda. |
| 69 | 01/08/03 | N/A | The Cross-use agreement will be placed on the February agenda. |
| 70 | 02/19/03 | N/A | The Cross-use agreement, USA Patriot Act and the Foundation report will be on the March agenda. |
| 71 | 03/12/03 | N/A | The cross-use agreement will be placed on the April agenda. Trustees agreed that the strategic planning process would necessitate discussion of the cross use agreement at some near-future date. |
| 72 | 04/09/03 | N/A | The cross-use agreement will be put on the May agenda. Staff will contact the City of Hayden concerning drainage issues at the street entrance to the Hayden Branch. |
| 73 | 05/14/03 | N/A | The cross-use agreement will be placed on the June agenda. Trustees agreed that the strategic planning process would include discussion of the cross use agreement. |
| 74 | 06/11/03 | N/A | Judy arrived at the meeting at 2:35 p.m. The cross-use agreement will be put on the July agenda. Staff will provide a written narrative of the current arrangement and the future plans for the property. |
| 75 | 07/09/03 | N/A | The cross-use agreement will be placed on the August agenda. |
| 76 | 08/25/03 | N/A | Guest: Steve Meyer Steve Meyer joined the meeting at 3:40 p.m. to report that language has been drafted concerning the Cross Use Agreement. He expects to present the document to the board at the October meeting. |
| | | | The cross-use agreement agenda item was moved to follow the executive session. |
| 77 | 10/08/03 | A | The Board discussed the cross-use agreement for the Hayden property and discussed ways to develop language for a final document. It was moved to have Ed meet with a Parkwood Property representative cross-use language to bring to the Board and then to an attorney. M, C, Blank. |
| 78 | 02/11/04 | A | Guests: Steve Meyer, Freeman Duncan Freeman Duncan was introduced and he began by reviewing the terminology pertinent to the proposed Reciprocal Easement Agreement. The agreement would be a non-exclusive easement so that KSAL would still have rights to land use. The only change in the draft document is the inclusion of language covering liability (paragraph 3) suggested by ICRMP. Steve Meyer described the area of KSAL property that is now paved and lighted. He said that the use of the paved area by library patrons as well as Prairie Shopping patrons would allow KSAL to use more of its property for building instead of parking spaces. There was a discussion clarifying the piece of property included in the agreement. It was decided that the only area included in this agreement is the paved section of the KSAL property as noted in the legal description attached to the draft agreement. Freeman concluded that the cross-use agreement documents something that historically exists and provides for future parking and traffic flow. He sees the document as an advantage to both property owners and it could provide alternative access potential for Hayden Library patrons. Freeman left the meeting at 4:55 p.m. and Steve left the meeting at 5:05 p.m. |
| 79 | 03/10/04 | A | The Board reviewed the cross-use agreement, which had been presented at the February meeting. A lengthy discussion ensued. Each member of the trustees explained his or her position regarding the agreement. Dan spoke in opposition to the agreement. Ed addresses issues of longevity and the need for foresight, Katie spoke in favor of the agreement, Judy described the situation leading to the present time. After continued discussion, Judy recused herself and left the meeting at 4:15 p.m. It was moved and carried that the KSAL Board accept the cross-use agreement as presented (revised document 2/11/2004). M, C, Blank, Carson, Joy in favor, Rix in opposition. Judy returned to the meeting at 4:25 p.m. The Board thanked Dan for his efforts in bringing the issue to conclusion. |

CHRONOLOGICAL RECORD

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| 80 | 11/09/05 | C | (Note: Excerpted from minutes): Wendell Wardell (KSAL financial advisor), discussing the library body investment options, "...recommended that the KSAL Board put 3 million into Jumbo CDs..." After further discussion the board decided to accept Wendell's investment recommendations and invest the bond money as soon as possible. M, C. Blank. Judy informed the board that her husband was a member of the Board of Mountain West Bank, where the CDs will be deposited. |
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