

**MINUTES**  
**URBAN RENEWAL AGENCY**  
**April 24, 2008**

Commissioner McCabe called the Moscow Urban Renewal Agency meeting to order at 7:08 a.m. Thursday, 24<sup>th</sup> April in the Moscow City Council Chambers.

***Attendance:***

<b>Commission Members</b>	<b>City Staff Present</b>	<b>Others Present</b>
John McCabe, Chair	Gary J. Riedner, City Supervisor	Janice McMillan
Robin Woods	Jen Pffifner, Asst. City Supervisor	
Brandy Sullivan	Don Palmer, Finance Director	
Tom Lamar	Ramon Nunez, Finance Department	
Jack Nelson	Henrienne Westberg, Finance	
John Weber	Stephanie Kalasz, City Clerk	
Steve Drown		

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**1. Approval of Minutes - April 10, 2008**

Weber moved and Drown seconded approval of the minutes. Motion carried unanimously.

**2. Accounts Payable and Finance Report - Don Palmer**

Palmer presented the accounts payable. Weber moved to accept the April disbursement report and Drown seconded the motion. Motion carried unanimously.

Palmer explained the finance report (distributed at the meeting). He said the budget is in good shape and the Board can decide if additional payments should be made to the Thompsons.

**3. Update on Legacy Crossing Urban Renewal Plan -Gary J. Riedner**

Riedner explained that the updated Plan contains the new language proposed at the last meeting and he distributed copies. He said the Planning and Zoning Commission considered their recommendations last night. It was originally anticipated that the public hearing at Council would be May 19 but it has been moved forward to June 2.

Riedner went through the calendar. There is a proposed work meeting on May 7 at 7:00 p.m. between the City Council and the URA Board. Information will be distributed at that meeting. He discussed the public information workshops to be held May 1, 8 and 15.

Riedner said there have been questions regarding how much money has been spent on Legacy Crossing. He discussed the resolutions passed by the Board to borrow money from Alturas to fund the Feasibility Study by Harlan Mann, the Legacy Crossing Plan by Pat Raffee and Mike Cady for the Economic Feasibility Study. \$24,153.83 has been spent on the Legacy Crossing Plan to date. There will be additional funds expended for Raffee because she will come to Moscow for a few more meetings. We will probably spend very close to the \$30,000 authorized. There is another \$4,000 authorized but a Resolution would need to be drafted and approved to use it. As Legacy Crossing pays out, the Alturas Project will be paid back with interest. There is a risk to Alturas if Legacy Crossing is not approved.

Lamar said he is used to looking at a financial statement that separates out each project and wondered if it would be possible to have something similar for the URA. Riedner said when Legacy Crossing gets funded, it would be a possibility. Palmer said when Legacy Crossing is

officially formed, then it can be placed on the balance sheet. He explained what can be included on the financial statement. Riedner discussed the idea of splitting up administration costs between projects.

Weber asked if the Board should expect an increased bill from the City to cover City staff time. Riedner said that issue will be discussed in strategic planning and the budget process. It is anticipated that the City will request a larger amount this year.

Woods asked what will happen if there is money left over at the end of the project. Riedner said if there are no new projects anticipated or amendments to the Plan, there is no need to continue. He said his recommendation would likely be to rebate excess funds back to the taxing districts. Woods confirmed that the money could be used to make improvements on the project sight. There was discussion about other ways the money could be used and when tax increment would be available.

Riedner asked for a report for expenditures for Legacy Crossing. Palmer said he would prepare the report so it can be emailed to the Board. There was discussion about providing information to the public.

There was discussion about the calendar and finding a different day for the regular URA meetings.

Sullivan verified that all of the money spent on Legacy Crossing is on loan from Alturas.

#### **4. Update on Alturas Technology Park – Gary J. Riedner**

Riedner displayed a map and aerial view of Alturas and explained who owns the lots. He said EcoAnalysts has moved to the Eastside Marketplace as a temporary solution because their building was too expensive to construct at this time. There is an issue of time that the lot can be owned before the URA will have the opportunity to buy it back. There is a company interested in the possible purchase of one to three lots in Alturas II. Woods asked about amending the plan to add lots. Riedner said it is a possibility but it could also be done as a new urban renewal area so Alturas could still be retired in 2016. He mentioned some of the project ideas that have been discussed in the past.

Riedner said a discussion is necessary in regard to maintenance at Alturas and original construction. As a property owner in Alturas, Woods withdrew from the discussion. Riedner explained that irrigation was installed as a part of the Alturas project. There have been some issues with the irrigation systems which have been fixed several times. He said John Walker had water in the basement of his building last year. There were leaks in the irrigation system that were fixed and the water has lessened in his basement. Roger Blanchard looked at the system and said it wasn't very good from the start. There has been discussion about the cost of redoing the sprinkler system. The proposal from Raindrop Sprinklers is \$18,000 to redo all of the irrigation. There are a few factors involved. The question is whether the URA has an obligation to help with this; if the City has an obligation to do something; and if the property owners have an obligation to do something. If it is causing harm to someone's property, then something should be done about it. Lamar confirmed that the irrigation water will not be turned on until the problem is fixed.

Riedner said the Thompson Family has platted Indian Hills 6<sup>th</sup> which is just below Alturas. He discussed the sewer main that goes through this area. He said from a gravity standpoint, all of the Alturas II property is gravity flow sewer. The City of Moscow has a policy that a developer put

utilities all the way through to the end of the property. He said the City pays to oversize pipes if necessary in accordance with policy. For some reason, the sewer in Alturas II was not taken to the far east end of the Alturas property. He said he thinks that the property was not required to extend the service because other properties could not hook in to this location due to the gravity flow. However, according to City Engineering Staff, there is an area of about five acres in size that would drain by gravity so there needs to be consideration given to installing the additional sewer line. Weber asked where the main would be for the properties to connect and Riedner explained.

#### **5. Strategic Planning Presentation – Gary J. Riedner**

Riedner explained that strategic planning is the focus of resources on agreed upon identified needs. He discussed the process for planning. He discussed the reason for having a strategic plan; the list of strategies for planning; characteristics of the strategic planning process; and the strategic planning process which includes information gathering, mission statement, objectives, sub-objectives, strategies, tactics and output. He discussed the process for information gathering and what information is needed as well as where information can be obtained. He explained development of a mission statement. He said objectives are goals for the organization. He displayed an issue analysis flow chart and explained how it is used. He discussed changing or adding objectives. There are things that happen and require change.

Lamar confirmed that the strategic planning is for the whole URA not an individual project. Riedner referred to the Lake City URA Strategic Plan example for the Board to review.

#### **6. Other Business**

None.

The meeting adjourned at 8:46 a.m.