

**MINUTES
URBAN RENEWAL AGENCY
June 19, 2008**

Commissioner McCabe called the Moscow Urban Renewal Agency meeting to order at 7:00 a.m. Thursday, 19th June in the Moscow City Council Chambers.

Attendance:

Commission Members	City Staff Present	Others Present
John McCabe, Chair	Gary J. Riedner, City Supervisor	Paul Kimmell
Robin Woods	Don Palmer, Finance Director	
Brandy Sullivan	Ramon Nunez, Finance Department	
Tom Lamar	Stephanie Kalasz, City Clerk	
Jack Nelson		
John Weber		

Absent: Steve Drown

1. Approval of Minutes - May 8, 2008

The minutes were approved as presented with two abstentions (Woods and Weber).

2. Accounts Payable - Don Palmer

Lamar moved and Weber seconded approval of the accounts payable. Motion carried unanimously.

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

Riedner said we are in the process of the final Plan. The Plan will be finalized and go out to the taxing districts after Jen Pfiffner returns to the office next week. The University of Idaho has some ideas about what they want to happen in the area. There has been some discussion about the railroad right-of-way but it has not been vacated yet. We would like to preserve that right-of-way. Lamar asked if the URA could be informed if property is bought/sold. Riedner said yes but he will need to find out how to monitor those sales. Lamar asked about the Sharpe Oil building being taken down across from Sweet Avenue. Riedner said Ted Sharpe owns the building and is taking down the office.

4. Interim Director Position - Gary J. Riedner

Riedner said the Legacy Crossing Urban Renewal Plan is in need of services because City Staff will not be able to do everything necessary for this project. He said Pat Raffee has submitted a proposal to provide Interim Director services to the URA and would be available 2.5 days per week. The City would continue to provide administrative services and Riedner would act in an administrative/managerial role. Raffee would go out and make contact with property owners, etc.

Sullivan confirmed that the additional duties listed on page 2 are things that Raffee felt that she could accomplish during the 2.5 days per week that she would be working. Woods confirmed that Raffee has acted as Executive Director for the Post Falls Urban Renewal Agency. Riedner said with City oversight, he is comfortable with this proposal. Initially, this will primarily involve setting up networks and to start having conversations. We want the URA to be involved as early as possible.

Weber said he has been involved with the URA for a long time. There were some stumbling blocks early on but it is now successful. This Project is different than Alturas because the tax increment district is the same as the URA District. He said Raffee's work has already been seen and the money she is charging is reasonable so he is comfortable with this proposal. Riedner said Raffee has been fair with expenses, she charges for mileage but not for time on the road. The contract amounts to about \$5000 per month which is reasonable. Sullivan verified what would be included in the contract. Riedner said Raffee is very pragmatic about the relationship. He said she understands that the fact that she lives in Post Falls makes this a little unusual and unless she decided to move down, she has indicated that she would probably not be a candidate for the permanent position.

Woods said having someone that is experienced and up to speed on everything is valuable. Lamar confirmed that Raffee would just do this until the end of the budget year and then a permanent executive director would be hired.

Woods moved and Weber seconded to approve the proposal of Pat Raffee for the 2.5 days per week Interim Executive Director position. Nelson asked who would pay for the services. Riedner said the URA will pay. He said Raffee will be doing work for Legacy Crossing and Alturas. It isn't one specific project. The motion carried unanimously.

5. Proposed FY 2009 Budget – Gary J. Riedner

Riedner said the increase in the budget this year has to do with the hiring of an executive director. He said it is probably more aptly named URA Manager or Director. He said the City has discussed the idea of having an Economic Development Director for the past several years. The idea is that the City would pay half of the cost of this position because there are several economic development issues going on at this time. If the overlay zone and rezone in the Legacy Crossing area are approved, there won't be much inventory of industrial zoning in the City and it is anticipated that industrial and business type zoning are needed. The last time this came before the City Council, the Economic Development Director position was termed as being downtown coordinator but the City rejected that proposal. This position may have a lot of duties including supporting the arts and other programs as economic development. There is a real need for a manager for the URA. At this point, the URA probably doesn't need a full time manager or executive director. Having a person half time at the City and half time for the URA was done in Twin Falls and worked out well. It works out to about \$43,000 per year for each agency. The amount of time the position spends on each agency will be monitored to make sure that it is fairly even or if it is apparent that the person needs to spend more time in a certain area, then an adjustment will be considered.

Palmer presented the proposed budget. Riedner said the budget is not finalized and the URA will see it at least one more time prior to publication and the public hearing. Palmer said two years of actual numbers have been outlined. He explained how the numbers were determined and went through the budget. He said they need to go back through and contact the Assessor's office to get more information prior to the numbers being finalized. He discussed the revenues and expenses. He said there is a proposed increase of \$5000 in the fees paid to the City for administrative, financial and support services. Riedner said this is the first proposed increase in the fees. There was further discussion on the proposed budget and the Board was invited to provide comments.

6. Alturas Phase I Irrigation System - Gary J. Riedner

Riedner said the Board was briefed previously on the problem with the irrigation system at Alturas Phase I. He said it would be about \$18,295 to replace the irrigation system. The City does not maintain the system. He said he has talked to the Alturas Property Owners Association about the issue. The Association has indicated that they will pay for half of the system and have requested that the URA pay the other half. The City would pursue any options they have against the fiber optics contractor if that is how the system was damaged.

Nelson said he needed to leave to attend a meeting but he is against paying for the irrigation system because it has been in place for 12 years and the tax payers should not pay for it. Riedner said the URA is not under any legal obligation to pay but this is part of Alturas and the URA supports the project. Lamar asked if there needs to be grass. Riedner said even if there is xeriscape, some irrigation would be expected and the infrastructure would be needed regardless. Lamar said it should be done and the fiber optic contractor should be pursued for reimbursement if possible.

Lamar moved to pay for half of the irrigation system and pursue reimbursement from the fiber optic contractor if appropriate. Weber said 12 years is a long warranty. Woods said there have been problems with the irrigation system for years. Additionally, the Property Owners Association was supposed to be given money when lots sold to be added to their fund but it didn't happen with some of the properties. McCabe said the URA can't warrant a 12 year old system but things may cost more later if they are not taken care of now. Weber asked if the cost could be recouped through the sale of the next lot. Woods said the Association has already lost a few \$1000 trees due to lack of irrigation. Weber said if the Board members would be willing to divide the cost off in the last five lots, he would be willing to recommend approval. Riedner said that consideration could be given to add a little to the price of a lot. Sullivan said it is worth contributing if it makes it more likely that the other lots would be sold. Weber seconded the motion. Roll Call Vote: Ayes: 4. Nays: None. Abstentions: Woods. Motion carried.

7. Alturas Phase II - Gary J. Riedner

A. Sewer Main Installation

Riedner said this issue was discussed last time. Engineering didn't require the connection to the road because they didn't think anyone else would be able to connect to that sewer main but they did not take the northwest portion of the property across Mountain View Road into account.

B. Monumentation

For some reason, monuments were not set and he is in the process of working that out with Hodge and Associates. He will report back to the Board after he meets with Larry Hodge.

Other Business

Riedner said he received a letter from EMSI and will report information at the next meeting.

The meeting concluded at 8:24 a.m.