

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

Commissioner McCabe called the Moscow Urban Renewal Agency meeting to order at 7:00 a.m. Wednesday, the 24<sup>th</sup> of September in the Moscow City Council Chambers.

***Attendance:***

<u>Commission Members</u>	<u>Staff Present</u>	<u>Others Present</u>
John McCabe, Chair	Pat Raffee, Interim Agency Director	Walter Steed
Robin Woods	Jen Pfiffner, Asst to the City Supervisor	B.J. Swanson
Steve Drown	Don Palmer, Finance Director (7:50)	Steve Gill
Tom Lamar	Sue Nelson, Accounting Supervisor	
Brandy Sullivan	Alisa Stone, Grants Coordinator	
Jack Nelson	Stephanie Kalasz, City Clerk	
John Weber		

1. Consent Agenda

- Minutes of September 10, 2008 regular meeting
- Accounts payable

Lamar moved and Nelson seconded approval of the minutes. No accounts payable were brought forward for approval. Motion carried unanimously.

2. Public Comment for items not on agenda: 3 minute limit

None given.

3. Announcements (including conflict of interest disclosures, if necessary)

None necessary.

4. Unfinished Business:

- Revised Agency By-laws

Raffee offered one change to the Government Relations Committee. She said it is actually three commissioners and two community members so it should be changed. She reviewed changes made since the last meeting. Weber said he did not attend the last meeting and asked how supervision of the executive director would work. Raffee said the executive committee wants direct contact in supervising the executive director to ensure that the Agency's unique desires and goals are addressed. Nelson asked about the authority of the executive committee. McCabe indicated that the executive committee would work with the City Supervisor to direct the executive committee. There was discussion about the authority of the executive committee. Raffee explained matrix management and said it is becoming more common. There was discussion about how the executive director would be terminated if deemed appropriate. Raffee mentioned that the Board would always have the option of discontinuing funding for the position.

Sullivan moved and Lamar seconded approval of the By-laws as amended. Weber said his only concern is the direct management of the paid position by volunteer board members that meet every two weeks instead of on a daily basis. There would not be someone there if the person has questions. The URA Chair, Vice Chair and Secretary would be the people that would say that they want the executive director to put a certain amount of time into something but someone supervising on a daily basis can better evaluate how to allocate time. He said the City Supervisor can find plenty of work for this person to do. Sullivan said everyday oversight could be with the City Supervisor and she suggested a change. Woods said she wants to be able to direct the executive director in the event that there is a conflict with asking something of a city employee. She asked about the possibility of the URA having a conflict with the City. Raffee said there is always a potential for a conflict.

Lamar said he voted against the job description at the last meeting. He said he understands that the board needs to have influence in what the executive director is doing but he has concerns about the supervision of this person. He is concerned about the lack of clarity to the employee, having two bosses and no one to sort things out.

Drown said the words working with and through the City Supervisor are important. He said there needs to be a level of ambiguity. The board is not providing the benefits and the employee has to function through the city. He said there should be emphasis in working with and through. Starting with some level of foundation is important and this is a good starting place. Nelson said the URA is paying for half of the benefits. Woods said the executive committee doesn't want to spend an extra few hours per week overseeing someone but she would like to have the option available in the event that there is a conflict. She wants to ensure that there is an advocate for the URA.

Lamar said he is willing to support the By-laws now but would like to review it to ensure there is clarity for the employee. He doesn't want to generate conflict but wants to ensure that the person has clear direction.

Weber said when the Search Committee meets, the issue can be discussed with the candidates to see if it seems to be a problem. Drown said he has worked with joint appointments but a 50/50 situation is difficult. Usually, it is a 60/40 appointment so the employee knows that his/her home is someplace.

Nelson said if the board goes through Riedner then the executive director will have two supervisors but if the board deals directly with the executive director, then there is one supervisor for the Urban Renewal Agency part of the job and one supervisor for the city portion of the job.

Roll Call Vote: Ayes: 6. Nays: Weber. Abstentions: None. Motion carried.

- Agency Administrative Support

Sullivan said she has many notes and questions about administrative support. She said she wants to know which items are included in the administrative costs. Knowing the responsibilities would allow the Agency to know what the services are in the event that the board wants to find out if someone else could provide the services at a lower cost.

Woods said she thinks that Parks are City of Moscow not URA. She is interested in knowing a general number of hours that people are spending on URA tasks. She would like to have that information from the executive director as well. Nelson said this is a city project so it may be the responsibility of the city to provide some services to the URA. McCabe said the information is intended to clarify what services the city provides to the URA. Sullivan said she would like clarification on which services are covered in the \$30,000 that the URA is providing to the city. She said then the URA could get a bid to see if it makes sense to stay with the city to provide those services.

Raffee said she will make a note that clarification needs to be made. McCabe explained that Riedner felt that the URA did not appreciate the work that has been done for the URA. For example, Riedner attended about 20 after hours meetings for the URA. Lamar said he thinks that \$30,000 is reasonable for administrative services. Weber said he thinks \$30,000 is a fair deal. Prices continue to go up. Sullivan said she is thinking of the \$73,000 total since there is additional funding for an executive director and it is much more than the \$25,000 spent last year. Nelson said he isn't against the services but thinks that the city should provide some of the services at no cost because it is a city project.

Swanson said the URA should focus on the outcome instead of the process. There needs to be something accomplished. There shouldn't be day to day management necessary for the executive director position. If there are results, people won't care how much is spent. McCabe said that will be a consideration in the next budget year. The board can decide how to proceed based on results. Drown agreed that the URA can decide on the future of this based on the outcome received.

## 5. New Business:

- Brownfield Grant presentation (Steve Gill, DEQ)

Gill distributed information on Revitalizing Idaho's Brownfields. He said there are changes being made in the Brownfield Grant Program this year which he explained. He said a map was included in the packet. He said there are 65 brownfield sites in Moscow. The driving force with brownfields is lenders. The idea is to take open sites forward so the listing can be closed. He discussed which agencies might be the lead force in this endeavor. He went through what could be considered a brownfield, as well as considerations and the process. This is being used in other cities in Idaho with success. This year, there is about \$6,000,000 to \$10,000,000 available in Idaho.

Nelson asked how the list is obtained and Gill said it is compiled by their agency based on incidents or locations that have been reported to them for various reasons.

McCabe asked about timing. Gill said a letter of support would be needed by November 14 and then a Memorandum of Understanding would be necessary by next June. He discussed the aspects that are handled by DEQ and explained how the program works.

Lamar said it might be helpful for the board to have information on the two codes and the difference between them. Stone encouraged the board to send questions to her and she has ideas that she will email out to everyone. Raffee said the city has not yet decided how to approach this and it is unknown how it will apply to Legacy Crossing. There are many things that still need to be determined. Stone said there is one public process that will need to be completed prior to the November deadline. Sullivan asked if a private property owners can apply for the funds and Gill said that they can't do it in a process that will be this fast.

There was further discussion on the nature of the sites. Steed listed where some of the areas exist (which include Gritman and the U of I Golf Course) and asked if any of the entities would have a problem getting funding for their projects. Gill said it depends and listed some of the considerations. Stone said some of the properties may just need the final letter of closure.

- Friend of the Court proposal

Raffee explained that Friend of the Court proposal is in regard to whether the URA can fund a project longer than one year. She said it is in essence impossible to do URA work without long term financing. The issue is the risk to the agency. She said the Friend of the Court would be providing legal services. She said so far the court has upheld the URA's rights but it has been appealed. Sullivan asked the cost. Raffee said there is a cap of \$5000 and it may be less depending on how many agencies contribute to the Friend of the Court. Woods verified the amount.

McCabe said he thinks it is important to support this proposal because of the projects currently being done by the URA. He said there won't be any financing available for URA to fund the economic development projects if the ability to fund long-term is lost. An economic tool will be lost. Nelson said it can still be done but it must go to a vote of the people. Swanson said she would object to the Board spending \$5000 to be a Friend of the Court. She mentioned projects that she didn't believe taxpayers would have approved. Raffee explained that bond levies usually fail because of the supermajority required. A URA would have a difficult time trying to complete the types of jobs that they do. Currently, URAs are empowered by State Code and other areas. There are a variety of financing options available. The tools are necessary to effect the types of changes to reach mission statement.

Drown moved to proceed and have Riedner appointed as the representative and Weber seconded the motion. [Approve entering into agreement with Holden, Kidwell, Hahn & Crapo, naming Riedner as the Agency's administrator, for up to \$5000 for legal services associated with the Rexburg Friend of the Court State Supreme Court appeal.]

Woods said she doesn't believe that the taxpayers would have approved Alturas I but it has been a good project. She is not sure that providing \$5000 for this cause will really make a difference. Weber said it might not but it is good for the URA to make this statement of support. Lamar said he is not excited about spending \$5000 but he hopes that by stepping forward and demonstrating leadership on this that other agencies will step forward and it won't cost as much. Maybe spending this now will prevent the board from spending more later.

Nelson suggested that the law could be changed to a simple majority rather than a supermajority. He said he would lobby for a simple majority rather than a supermajority. He said he has a difficult time not giving the public an opportunity to give input on things like this. Swanson said she would challenge the board that even though they are not elected by the public, they can choose to spend taxpayer money wisely. She said the board is not exhibiting prudent financial management. McCabe said the URA is being prudent because of foresight for Legacy Crossing and being able to provide assistance. He said he doesn't like spending taxpayer money either but it is an important thing to do.

Woods discussed being asked last year to support a lobbyist. She wants to see a return for the \$5000. She discussed possible downfall. Drown said there are always those risks. Sullivan said there are five URAs listed that have agreed to participate.

Roll Call Vote: Ayes: Lamar, Weber, Drown, McCabe. Nays: Sullivan, Woods, Nelson.

Drown left at 8:33 a.m.

6. Committee Reports: Chairman McCabe – postponed

- Finance
- Marketing
- Legislative & Government Relations

7. Staff Reports: Jen Pfiffner & Pat Raffee – postponed

- Alturas Technology Park update
- Legacy Crossing update
- General Agency update (incl. job posting for ED role)
- Legacy Crossing: Some Potential Short-term Actions

Weber moved to adjourn to executive session and Nelson seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Meeting concluded at 8:35 a.m. and the board went into executive session.

8. Executive Session: Pursuant to Idaho Code Section 67-2345, subsection 1C, *to conduct labor negotiations and deliberations concerning acquiring an interest in real property which is not owned by a public agency*

9. Adjournment - Executive session was attended by McCabe, Weber, Woods, Sullivan, Nelson and Lamar. Session concluded at 8:52 a.m.