

MINUTES
URBAN RENEWAL AGENCY
February 11, 2009

Commissioner McCabe called the Moscow Urban Renewal Agency meeting to order at 7:08 a.m. Wednesday, the 11th of February 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 Executive Director	
Robin Woods	Gary J. Riedner, City Supervisor	
Brandy Sullivan	Don Palmer, Finance Director	
Steve Drown	Ramon Nunez, Finance Department	
Tom Lamar	Jen Pfiffner, Asst. to the City Supervisor	
John Weber	Travis Cary, Econ Dev Spec/URA Exec Director - starting 2/17	
	Bill Belknap, Community Development Director	
	Mike Ray, City Planner	
	Stephanie Kalasz, City Clerk	

Absent: Jack Nelson

1. Consent Agenda

- Minutes of January 28, 2009 meeting
- January Payables
- January/February Interim Executive Director Staff Report

Weber moved to accept the consent agenda and Sullivan seconded the motion. Motion carried unanimously.

2. Public Comment for items *not on agenda*: 3 minute limit
No comments were offered.

3. Announcements (including conflict of interest disclosures if any)
No announcements were made.

4. Unfinished Business:
▪ Authorize \$15,000 Payment for City Services Agreement

Weber moved to authorize the payment of \$15,000 for City services. Sullivan seconded the motion. Motion carried unanimously.

- Legacy Crossing Overlay Zone Update (Bill Belknap)

Belknap said there have been meetings regarding the overlay zone and minor edits have been made. He discussed some of the items addressed in the document. He said they will mail the draft document out to the property owners for them to review. Riedner said Community Development has done a good job including the concerns of

the URA Board in the document. He said he is interested in hearing what the property owners have to say. It should be well received. Raffee asked if it is possible to invite realtors to the meeting with the property owners. Belknap said he would like to do a smaller meeting directly with the property owners first. McCabe asked about the process. Belknap said there will be public hearings before the Planning and Zoning Commission and the City Council. An ordinance and resolution will be necessary but staff wants to get input from the property owners first. Lamar said there are conceptual developments included but those aren't the final plan. He asked about the opportunity for roads to be shifted. Belknap said shifting roads is possible where the space is available. Drown asked if the guidelines would have an effect in the development process. Belknap said yes it should have a strong effect but there is flexibility built in.

- Legacy Crossing Debt to Alturas Status (Pat Raffee, Don Palmer)

Raffee said Legacy Crossing was less expensive than what was planned so it will not need to pay back Alturas the full amount. She said the interest earnings will be adjusted year by year. A resolution was distributed which confirms the legalities for paying back the money.

- Resolution: Legacy Crossing Origination Debt (Pat Raffee, Don Palmer)

Weber moved to adopt Resolution 2009-01 and Drown seconded the motion. McCabe asked the ending amount and was told that it is \$29,383.97. Palmer explained the how the interest would be calculated. Sullivan asked if this is the final number and no further funding will be provided from Alturas for Legacy Crossing. Riedner said yes unless the Board authorizes more funding to be loaned to Legacy Crossing. Motion carried unanimously.

5. New Business:

- Logo Usage Standards Guide (Jen Pfiffner, Pat Raffee)

Pfiffner said that Melissa Rockwood put together a logo usage standards guide which she explained. Lamar asked how the logo would be controlled. Pfiffner said there are a limited number of people who have access to the logo and for anyone outside of City staff, if use is authorized, the standards guide would go along with it. Raffee said it was a good investment to do a logo standards manual. She said it has also been useful in the design of the website. There was discussion about when the logos that include Idaho might be used.

6. Committee Reports:

- Finance Committee: No report.
- Marketing Committee: No report.
- Legislative & Government Relations Committee: Riedner said he received a letter regarding the amicus brief that the MURA participated in. The governmental relations committee will meet and discuss the brief.

7. Staff Reports:

- District Updates (Pat Raffee) – None

- General Agency, Audit and Website updates (Pat Raffee) – Raffee said she will have a conversation with Cary today so she can answer any questions that he has. She said she is a fan of the Agency and what it is doing.

McCabe and Riedner presented Raffee with some tokens of appreciation for her work with the URA.

Woods moved and Lamar seconded to adjourn to executive session. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

8. Executive Session: Pursuant to Idaho Code Section 67-2345, sub-section (1)(c) - to *conduct deliberations concerning acquiring an interest in real property not owned by a public agency* -

The session began at 7:45 a.m. Present for session: McCabe, Lamar, Weber, Woods, Drown, Sullivan, Riedner, Raffee, Cary, Palmer, Pfiffner, Belknap, Kalasz.

The session concluded at 8:36 a.m.