

MINUTES
URBAN RENEWAL AGENCY
March 11, 2009

Commissioner McCabe called the Moscow Urban Renewal Agency meeting to order at 7:07 a.m. Wednesday, the 11th of March in the Moscow City Council Chambers.

Attendance:

Commission Members	Staff Present	Others Present
John McCabe, Chair	Travis Cary, Executive Director	
Jack Nelson	Gary J. Riedner, City Supervisor	
Brandy Sullivan	Don Palmer, Finance Director	
John Weber	Stephanie Kalasz, City Clerk	
Tom Lamar (7:09)		
Robin Woods		
Steve Drown (left at 8:47)		

1. Consent Agenda - Any item will be removed from the consent agenda at the request of any member of the Board and that item will be considered separately later.

- Minutes of February 25, 2009 meeting
- February Payables

Weber moved and Nelson seconded approval of the consent agenda. Roll Call Vote: Ayes: 5. Nays: None. Abstentions: Woods. The Board signed the payable report.

2. Public Comment for items *not on agenda*: 3 minute limit
No public comment was offered.

3. Announcements (including conflict of interest disclosures if any) - None.

4. Unfinished Business:

- Strategic Planning (Tenative Date set for April 8th) (Travis Cary)

Cary said a conference room has been arranged at the La Quinta for April 8th beginning at 7:00 a.m. for strategic planning. It will be an all day event and lunch will be catered.

5. New Business:

- Audited Financial Statements Presentation (Don Palmer, Presnell & Gage)

A copy of the audit and hardcopy of the audited financial statement presentation were distributed. Mitch Marks from Presnell Gage introduced himself and Nick Nicholson and said there were only minor changes made to the financial report. He said there are two opinion letters in the report and both are considered clean. Palmer said the biggest change on the statements is the land held for resale. Marks explained the change. Palmer explained how unrestricted funds have changed. Nelson asked about infrastructure amounts. Riedner said a subdivision is required to dedicate streets to the city for maintenance, etc. the streets belong to the City but in terms of finance, they are

included with the URA report. A pie chart was displayed to show the net assets for FY2008. A statement of net assets, activity and balance sheets were discussed. Palmer pointed out some changes in the accounting practices.

Marks discussed the statement of revenues, expenditures and changes in fund balances as well as budget to actual revenues. A graph of property tax and investment income revenue trend was shown and he discussed budget to actual expenses. Charts were shown regarding governmental activities expenses and trends in net assets. There were some general questions about the presentation.

Palmer said Sue Nelson and Ramon Nunez worked very hard on this and he acknowledged everyone who worked on the report.

Lamar moved and Weber seconded to approve the Audit. Motion carried unanimously.

6. Committee Reports:

- Finance Committee - Cary said there weren't any Finance Committee meetings. There is a plan to meet in preparation of the budget and to line up with the strategic planning session.
- Marketing Committee - Cary said the Marketing Committee will meet on March 23rd at 9:00 a.m. and they will discuss the website and marketing for Alturas.
- Legislative & Government Relations Committee - Cary said he and Riedner had a teleconference with Ryan Armbruster and there was only one small piece of legislation regarding personal property tax exemptions that may need to be discussed but it probably wouldn't have an effect on Moscow.

7. Executive Director Report:

- Agency Update (website and business cards) - Cary said Pfiffner has been working on the website which will go to the Marketing Committee for final review and it will be brought to the Board for the next meeting. He said he and Pfiffner will be going to training this week on updating the website. The website will go live after the next meeting. He said a draft of the business card was left for the Board to look at for approval before being printed.
- Annual Report Update - Cary said the majority of the Annual Report has been drafted and will probably be sent to the Board this week for review and to obtain input. He said he would like to put more information in the report this year and he explained what will be included. It will be a good way to get a quick view of what the URA does and it can be a good marketing tool.
- Alturas Sign Repair Update - Cary said the Alturas sign is still burried in snow and it will be about \$150 to fix. He will discuss updating the sign and possibly changing the location with the Marketing Committee.
- Legacy Crossing Increment Update - Cary said he met with the County Assessor and there may be some possibility for increment in Legacy Crossing this year.

Overall, there is no indexing this year so no overall increase. Any increment would be from properties that were improved.

- Executive Director Activity Report – Cary said he will be attending the Palouse Knowledge Corridor meeting and he is trying to set up regular meetings with the LEDC and Chamber of Commerce. He will also be going to Coeur d’Alene to meet with their director.
- Open Discussion with Executive Director – Lamar said an overlay zone report was given to the Administrative Committee recently and he asked if it would be coming back to the Board. Cary said yes, he believes that it is very critical to the URA. Staff is currently getting feedback from the property owners. Riedner explained how the overlay process would be implemented. He explained some of the discussion that has occurred with property owners. Sullivan asked what area the overlay covers and Riedner explained the boundaries which are generally the agricultural core. Lamar discussed a place that he would like to see the boundary extend. Riedner discussed some technical items that are still being discussed. Weber asked about the road. Riedner said unless the URA wants to propose and fund a design, it would be a discussion between the property owners and the City with the URA facilitating.

Lamar moved to adjourn to executive session and not reconvene. Weber seconded the motion. Motion carried unanimously.

The meeting concluded at 7:55 a.m.

Attendance at the executive session: Nelson, Weber, McCabe, Woods, Lamar, Sullivan, Cary, Riedner, Palmer, Kalasz.

The session began at 7:57 a.m.

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*
9. Adjournment – The meeting adjourned at 8:49 a.m.