



City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843

McCabe called the meeting to order at 7:04 a.m.

Attendance:

| Commission Members | Staff Present | Others Present |
|--------------------|--------------------------------|--------------------------|
| John McCabe, Chair | Jeff Jones, Executive Director | Tim Brown, Councilmember |
| Sue Scott | Don Palmer, Finance Director | Garrett Thompson |
| Tom Lamar | Stephanie Kalasz, City Clerk | |
| Steve McGeehan | | |
| Dave McGraw | | |
| Brandy Sullivan | | |

Absent: Steve Drown

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.
 - A. Minutes from January 23, 2013 Meeting
 - B. January Payables
 - C. January Financials

ACTION: Approve the consent agenda or take such action deemed appropriate.

McGeehan moved and McGraw seconded approval of the consent agenda. Motion carried unanimously.

2. Public Comment for items *not on agenda*: 3 minute limit – No public comment was offered.
3. Announcements
 - o CEDA's 2012 Annual Meeting, Thursday, February 21, 2013 at the Red Lion Hotel in Lewiston, 4:00pm-8:00pm
 - o Inland NW Partners Spring Meeting, March 27, 2013, Hayden Lake Country Club, 9:00am-2:15pm

Jones reviewed the announcements listed above. He explained that at the February 27th meeting, the Board will need to elect its officers. It is hoped that the audit presentation will occur on that date as well.

4. Legislative Update – Jeff Jones

Jones said two bills related to urban renewal have been introduced. He explained what each bill would do. It is anticipated that other bills will be introduced as well. There was some discussion. McGraw asked about removing personal property tax and there was discussion about how that may be handled.

5. Project Proposal Application – Jeff Jones

Jones said there will likely be a number of Agency assisted projects this year. He said there has never been an application for requests from property owners so he has drafted one for the Board to look at. He anticipates that there will be three requests for participation this year. Scott asked if the application would be used for the brownfield grant as well and was told no. Jones said there are different requirements for the brownfield grant. There was discussion about the application. Lamar moved and McGraw seconded to approve the project proposal application form. Motion carried unanimously.

6. Trip Report – Commissioner Steve Drown

Drown was out ill so this report was not given.

7. Legacy Crossing Update – Jeff Jones

Jones said he has talked to City Engineer Kevin Lilly to help design some alternatives for the design of the 6th and Jackson Street intersection. They are currently in the process of researching accidents at that location. He said a University of Idaho class has started work on design projects for the Hello Walk. There was discussion about the timeline and what will be included in the project.

8. Alturas Update – Jeff Jones

o Marketing: Available Lots (Signage)

Jones said marketing needs to be more aggressive for Alturas so he would like to purchase some signs. There was discussion about the best way to market the lots. McGraw asked about using a broker to market the property. Jones said that build-to-suit activity was so slow in previous years and access to project financing so challenging that there was little need for brokerage services over the past few years but that market conditions were improving and that the Board should consider tasking the Executive Director to prepare an RFQ /RFP for brokerage services. There was some discussion. Palmer said the commission on a sale was very low previously so there was not much incentive. McGraw moved to have Jones move forward with the RFP process to identify a commercial brokerage to assist with selling the Alturas lots. Sullivan seconded the motion. Scott asked if the price of the property would have to be raised to cover the cost of the broker. Jones said the contract terms were all negotiable.

Adjournment – The meeting adjourned at 7:37 a.m. The March 13th meeting will be cancelled because several Board members will be out of town.