



Minutes: September 11, 2013, 7:00 a.m.

City of Moscow Council Chambers • 206 E 3<sup>rd</sup> Street • Moscow, ID 83843

McCabe called the meeting to order at 7:05 a.m.

**Attendance:**

| Commission Members | Staff Present                  | Others Present |
|--------------------|--------------------------------|----------------|
| John McCabe, Chair | Jeff Jones, Executive Director |                |
| Dave McGraw        | Gary Riedner, City Supervisor  |                |
| Tom Lamar          | Stephanie Kalasz, City Clerk   |                |
| Steve Drown        |                                |                |
| Brandy Sullivan    |                                |                |
| Sue Scott          |                                |                |
| Steve McGeehan     |                                |                |

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 August 14, 2013 Meeting
  - B. July Financials
  - C. August Payables

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

It was moved by McGraw and seconded by McGeehan to approve 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 Moscow Farmers Market, Saturday, September 14, 2013, 8:00 a.m. - 1:00 p.m.
  - o Inland NW Partners, Tuesday, September 17, 2013, 9:00 a.m. - 2:00 p.m., Clearwater River Casino & Lodge Lewiston, ID
  - o Redevelopment Association of Idaho (RAI), Annual Membership Meeting, Thursday, September 19, 2013, 9:00 a.m. – 11:00 a.m. (MST), 121 N. 9th Street, Suite 501, Boise, ID
  - o Idaho Economic Summit 2013, Tuesday, October 1, 2013, 8:00 a.m. – 4:00 p.m., 850 West Front Street, Boise, ID
  - o Palouse Knowledge Corridor (PKC) – Business Showcase, Thursday, October 17, 2013, 2:00 p.m. – 5:00 p.m., 125 SE Spring Street, Pullman, WA

Jones reported on the Seed Analysis on the Farmers Market for economic impact of the market. He asked for volunteers to help take the surveys. This is part of a three-phase project. It is not related to the Farmers Market Strategic Plan but is a good tool.

Jones discussed each of the events listed under announcements.

4. Legacy Crossing Update – Jeff Jones
  - o EPA Cleanup Grant Work Plan – 6<sup>th</sup> and Jackson
    1. Cooperative Agreement

Jones said the Cooperative Agreement with the EPA for clean-up of the 6<sup>th</sup> and Jackson property was included in the packets. He explained that he will utilize the existing brownfield grant as much as possible first. He discussed the tasks that need to be done to accomplish the clean-up.

- o 409 S. Jackson Street, Wintz & Company
  1. City of Moscow Gem Grant Application

Jones said he contacted the Department of Commerce to express an interest in getting the Director's Discretionary Economic Development Funding but was told to wait until the next budget year (July 1) and apply for the Business Opportunity Fund Grant instead. The timing did not work out for that so plans changed and they said they would fast-track a Gem Grant which will have to be obtained by the City. The population requirement threshold will be waved. He said he would like to give a tour of the building to anyone who might be interested in seeing it.

5. Alturas Update – Jeff Jones
  - o ADA Compliant Pedestrian Drops
  - o Alturas Drive – Mountain View Sewer Extension
  - o Public Sewer Easement
  - o Brokerage Services RFP

Jones said the RFP for brokerage services will be advertised in October and a broker will be selected. There will be a requirement of reporting to the Board one time per month with a goal of two lots being sold in 2014. A dispensation and development agreement will need to be developed for the 6<sup>th</sup> and Jackson Property. There was discussion about the process. Selection will be based on the quality of the applicant. Jones discussed the desired qualities for the broker. There was further discussion and Jones said two years is a standard contract. He said the contract will be handled on a task-order basis and he explained how tasks for the EPA Brownfield Assessment grant are being handled.

Scott said she was told that someone who wanted to develop a three story building north of the Alehouse was told that it could not be done due to the Fire Code requirements and the street being too narrow. Only two stories would be allowed. Jones was not aware of the specific code issues impacting that project, but said that other jurisdictions, such as Boulder, CO had found ways of providing fire protection services for developments in support of narrower street standards. Scott said she was worried that the vision for this area of town would not be possible due to the standards.

**7:38 a.m.**

Lamar moved to adjourn to Executive Session per Idaho Code 67-2345(1)(f) and not to reconvene the meeting. Drown seconded the motion. Motion carried unanimously. McGraw recused himself and left.

**Executive Session:**

The meeting started at 7:40 a.m.

Attendance: John McCabe, Sue Scott, Brandy Sullivan, Tom Lamar, Steve Drown, Steve McGeehan, Jeff Jones, Gary Riedner, Stephanie Kalasz, Ryan Armbruster via telephone

A legal issue was discussed pursuant to Idaho Code 67-2345(1)(f).

The meeting concluded at 8:23 a.m.