



Minutes: December 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  
John McCabe, Chair  
Dave McGraw  
Steve Drown  
Sue Scott  
Brandy Sullivan

Staff Present  
Jeff Jones, Executive Director  
Don Palmer, Treasurer  
Stephanie Kalasz, City Clerk

Others Present  
Shelley Bennett  
Garrett Thompson  
Jerry Lee  
Robin Woods

Absent: Steve McGeehan, Tom Lamar

---

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 November 13, 2013
  - B. October 2013 Financials
  - C. November Payables

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

Scott moved and Sullivan seconded approval of the consent agenda. Motion carried unanimously.

2. Public Comment for items *not on agenda*: 3 minute limit  
Scott offered comments regarding a mixed-use development located in Fremont, California as an idea for the development in Legacy Crossing.
3. Announcements
  - Palouse Knowledge Corridor (PKC) "Be the Entrepreneur," Saturday - Tuesday, June, 21-24, 2014 (Save the Date)
  - City of Moscow Newly Elected Officials Take Office January 6, 2014

Jones went through the announcements and since it was Sue Scott's last meeting, offered her a card and token of thanks for her service to the URA.

4. General Agency Update – Jeff Jones
  - Brokerage Services RFP (Update)

**ACTION:** Staff recommends that RFP#11-2013 (Commercial Real Estate Services) be awarded to Palouse Commercial Real Estate on a Task Order basis, subject to a final contract and compliance with all bonding and insurance requirements.

Jones discussed the Brokerage Services RFP and how it was handled. McGraw moved to approve staff recommendation that RFP#11-2013 (Commercial Real Estate Services) be awarded to Palouse Commercial Real Estate on a Task Order basis, subject to a final contract and compliance with all bonding and insurance requirements. McGraw said hopefully this is a giant step forward in getting the lots sold. Motion carried unanimously.

5. Legacy Crossing Update – Jeff Jones

- EPA Assessment /Cleanup Grant Work Plan – 6<sup>th</sup> and Jackson
  - ✓ Jerry Lee, President, TerraGraphics Environmental Engineering, Inc.
  - ✓ Analysis of Brownfield Cleanup Alternatives (ABCA)

Jones said the 6<sup>th</sup> and Jackson site owned by the URA is part of the brownfield portfolio. He explained the goal of the clean-up on the property. He introduced Jerry Lee to give the report. Lee said they just got data back from the sampling that was done on the site. He displayed an aerial photo of the property and pointed out the area of most concern. He explained what testing was done and what was preventing the property from residential use. He discussed the cost of getting rid of the affected soil and displayed photos of the work. He said in two quadrants DDT was found down to 18 inches. He explained what needs to be done next and the options available.

Jones said the clean-up grant is \$115,000 and the URA has budgeted \$25,000 for the clean-up. He discussed some possible mixed uses for the property and options available. He said he prefers to get the material off of the site. A table with the sample results was displayed. There was discussion about the layout and how the property will be divided. Scott asked about any digging for utilities and there was some discussion. Sullivan asked about having part of the property cleaned up and available for residential use and have the other part separate. Jones said it would be better to clean-up the entire property. The state may have some funding available to help with this as well. He discussed possible restrictions for the site.

- 409 S. Jackson Street, 409 s. Jackson Street, LLC (Wintz and Company)
  - ✓ Project Update
    - Sidewalk and Streetscape Improvements
    - Owner Participation Agreement (OPA) (Project Status)

Jones explained that the 409 S. Jackson Street project is moving forward. The Gem Grant contract will be considered by the City Council on Monday. The Idaho Transportation Department is still reviewing the revised plan and once that is approved, it will be included in the owner agreement to come before the Board.

6. Alturas Update – Jeff Jones

- Zoning and Covenants, Conditions and Restrictions
  - ✓ Robin Woods, Alturas Analytics, Inc.
  - ✓ Shelley Bennett, Palouse Commercial Real Estate

Jones reviewed the discussion about zoning and covenants, conditions and restrictions. He explained what should have happened with Phase II and the Phase I owners association. He has discussed the best way to resolve the issue with the Agency's attorney. The URA needs to set up a corporation to handle the Phase II section of the property. Arrangements need to be made for property maintenance. He said Robin Woods (owner in both phases of Alturas) has requested to address the Board.

Woods said the owners only meet once a year so she appreciates that Jones brought this forward. She said she is not in favor of loosening the restrictions on the property at this point. She explained that we are just coming out of a recession. More work can be done with the University and having businesses come out of the incubator. She said many businesses have to come inspect their business. The park needs to have a tech look and feel to it and she wants to keep that impression for the clients. It is early to make a decision to change things. It would be different if we were denying a lot of applications. She is happy that Bennett will be marketing the lots. If nothing is happening in a certain amount of time

then changing things can be considered again in the future. There was some discussion. Woods said she would like to protect her investment. We can think about things in a more creative way. McGraw said he would like to hear from the broker as well.

Shelley Bennett said Woods has a valid point. She said they are looking for the right people. This was intended to be a tech park and it needs the attention of a commercial real estate company. After doing some research she can decide if any changes would be recommended. The number one growth factor in the country is industrial and then medical. There was some discussion about what would be allowed.

Jones had the attorney review the bonds to see if changes would be allowed. The bond holders would only be an issue if the Alturas Technology Park Urban Renewal Plan were to be amended. He asked Bennett to comment on Potlatch Corporation's move. Bennett explained Potlatch Corporation's move and said they looked at every possible property. She said the value of the building in Lewiston was great and \$3000 per month less than anything else they looked at and since most of the employees lived in that area they were happy with the location. There was some discussion. Bennett thanked the Board for approving the contract. She said she was in on this project at the beginning and she is excited to be a part of it again. She looks forward to bring tech companies here or generating businesses out of the University. Jones explained where advertising can be done. Bennett said her company will get the word out to everyone.

Jones informed the Board that the audit is going on now. Palmer said he hopes to have the URA audit draft done in January.

McCabe thanked people for attending the meeting. He said the Alturas investors went into the projects knowing what it was and public money was used for the project so it should be considered carefully before any changes are made. He thanked the Board for their work over the last year and well as staff and other attendees.

7. Adjourn – The meeting adjourned at 7:59 a.m.