



Minutes: February 12, 2014, 7:00 a.m.

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

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

Attendance:

Commission Members
John McCabe, Chair
John Weber
Brandy Sullivan
Dave McGraw

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

Others Present
Patrick Vaughan, County Assessor
Bill Goesling, State Board of Education

Absent: Steve Drown, Steve McGeehan, Art Bettge

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 22, 2014
 - B. January 2014 Payables
 - C. January 2014 Financials

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

Weber moved and Sullivan 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
 - Palouse Knowledge Corridor (PKC) "Be the Entrepreneur," Saturday - Tuesday, June, 21-24, 2014
 - MURA Report to City Council - Monday, March 3, 2014, City Hall, 7:00 p.m.
 - MURA Draft Audit Presentation, Wednesday - March 12, 2014, 7:00 a.m.
 - MURA Draft Annual Report (Public Comment Period), Wednesday - March 12, 2014, 7:00 a.m.
 - MURA Annual Report (Final Adoption) - March 26, 2014, 7:00 a.m.
 - Amanda Argona, Moscow Farmers Market to present marketumbrella SEED data to MURA Board of Commissioners – March 26, 2014, 7:00 a.m.

Jones went through the list of announcements and discussed each item.

4. General Agency Updates
 - Election of Officers – John McCabe
 - Standing Committees – John McCabe
 - Meeting Schedule – Jeff Jones

- URA Web Page – Jeff Jones
- Potential Legislation

The Board agreed to table election of officers since members were missing. There was discussion about meeting times and finding members for the standing committees. McCabe said typically the Legislative Committee has consisted of the two Councilmembers and the County Commissioner. Jones suggested having a young person on a committee since there are so many college students in the city. Goesling suggested having a University representative.

Jones discussed the meeting schedule. He said it was recommended that instead of changing the Bylaws, it would be better to just say that only one meeting per month will be held with the exception that both meetings will be necessary in March. The Board agreed to the schedule.

Jones explained that the URA webpage is contracted through First Step Internet and is difficult to edit. He would like to explore some alternatives to bring the page up to standard and make it more user-friendly when information needs to be allocated. He will bring back bids to the Board for consideration. The Board agreed.

Jones displayed a list of bills currently being brought before the Legislature. He explained some of them and the effect they could have in Moscow. There was some discussion.

5. Legacy Crossing Update – Jeff Jones

- EPA Assessment /Cleanup Grant Work Plan – 6th and Jackson
 - ✓ Project Update
 - Quarterly Reports
 - Analysis of Brownfield Cleanup Alternatives (ABCA)
 - A. Open Comment Period
 - Draft Public Involvement Plan
 - RFP Environmental Consulting /Contracting Firm
 - Market Absorption Study /Strategy
 - ✓ Project Update
 - Sidewalk and Streetscape Improvements
 - Owner Participation Agreement

Jones said many of the EPA Brownfield documents have been posted to the webpage. The goal is to have the 6th and Jackson property cleaned up by July. The estimate is \$70,000 to \$90,000 for the cleanup. He discussed the public meetings required for the project. There may not be a lot of community interest in the site cleanup since it is relatively small but they will be given the opportunity. Transporting the fill is the largest part of the cost. He explained the cleanup process. He said there have been a number of people who are interested in the site primarily for student housing. There has been some interest in the property for restaurants as well. He said he met with the Anderson Group and they discussed a converted silos project in Sacramento and he gave them the contact information for the developer to discuss the possibilities for their property. He displayed photos and discussed the Sacramento project which is called Globe Mills. He discussed the timeline for the cleanup and how staff will proceed. He said staff has been in on discussions about the Legacy Crossing property recently acquired by the University. He said the Urban Renewal Agency expressed a willingness to provide \$5,000 toward a Market Analysis and Absorption Study if the City and University are each willing to provide \$10,000 toward it.

Jones gave an update on the Wintz and Company project. He indicated that they are still waiting for approval from the Idaho Transportation Department.

6. Alturas Update – Jeff Jones
 - Real Estate Brokerage Contract
 - ✓ Project Update
 - Executed Task Order
 - CC&Rs
 - ✓ Project Update
 - Business Recruitment /Prospect Packages

Jones said the contract with Palouse Commercial Real Estate has been executed and the first task order issued so the property is now being marketed by them.

Jones discussed the Covenants, Conditions and Restrictions (CC&Rs) at Alturas and he explained the formula for calculating maintenance costs for the properties. He will bring the CC&Rs forward to the Board at the next meeting.

He said he has been sending prospect packages out to companies that would fit in Alturas Park and he explained how he chooses the companies he sends information.

7. Adjourn

There being no further business, the meeting adjourned at 7:57 a.m.