



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

McCabe called the meeting to order at 7:06 a.m.

Attendance:

Commission Members

Staff Present

Others

John McCabe, Chair

Gary J. Riedner, Interim Exec. Director/City Supervisor

Bill Lambert, Mayor

John Weber

Don Palmer, Finance Director

Walter Steed, City Council

Dave McGraw

Laurie Lewis, Deputy City Clerk

Shelley Bennett

Steve Drown

Steve McGeehan

Brandy Sullivan

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 September 24, 2014
- B. August 2014 Financials
- C. September Payables/Financials
- D. October Payables

**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 comments were offered.

3. **Distribution of Budgets – Gary J. Riedner**

Riedner distributed the budgets.

4. **Announcements – Gary J. Riedner**

Riedner announced the search for Executive Director will begin next week and will run for four weeks.

5. **Update on Owner Participation Agreement with Moscow Investments LLC – Gary J. Riedner**

Riedner said ITD looked at the south bound turn lane at 6<sup>th</sup> and Jackson. ITD does not support taking the turn lane out. The City had a traffic engineer look at the intersection and determined it does not get full usage. A traffic operations engineer has been retained to look at the safety of the turn lane. Once a report is received, the City will contact ITD again.

## **6. URA Property Sales Process – Gary J. Riedner/Don Palmer**

Riedner went over each step of the RFP process, including publishing the notice, response, selection, negotiation, appraisal, acceptance and transfer of title. The review process will be done in an open meeting.

## **7. 6th and Jackson Property**

- 6th Street Turn Lane
- Draft RFP for 6th & Jackson Property

Riedner showed a map of a preliminary design updating the eastbound turn lane on the southwest corner of Sixth and Jackson Streets. It is a confusing intersection with eastbound traffic being straight across from westbound traffic. This new design impacts about 2,400 square feet of the URA property and maintains a separate turn lane to the south. A formal proposal will be brought forward after City of Moscow Public Works submits a formal proposal.

Riedner went through the RFP highlighting each section. DEQ has indicated there are just a couple things to do prior to environmental cleanup in the Spring. To encourage optional thinking, the RFP allows proposals for the entire lot or a portion of the lot provided it is not less than half. Riedner asked for permission to publish the RFP. Sullivan was concerned about the “not less than a contiguous one-half” and would like to be to consider all options. The MURA could at least look at all options and then determine whether the remainder is undevelopable or not. Riedner said he can draft new language and email it out prior to next meeting for feedback. Bettge moved and Weber seconded to give the Executive Director authority to prepare the RFP with broader language regarding the minimum size of the lot and appropriate language on the time line. Motion carried unanimously. Riedner will bring back alternate language next week at the special URA meeting.

## **8. General Agency Updates– Gary J. Riedner**

- Standing Committees
- Redevelopment Association of Idaho

The Finance Committee met during budget preparation. There is one community member vacancy. The Marketing Committee hasn't met recently and so far no nominations yet for the community positions. The Legislative Policy and Governmental Relations Committee has two vacancies and the chair is reviewing nominations. The RAI is gearing up for the legislative season by asking for statements of successes from URA agencies.

## **9. Legacy Crossing Update – Gary J. Riedner**

- Update on Absorption/Market Study
- EPA Assessment/Cleanup Grant

There have been two meetings with the consultant. The economic health in Moscow is improving but by a slower rate than other areas of the country. Final study should be complete the end of December. EPA Assessment has been done but needs to be approved by DEQ before cleanup can begin. Currently comments are being put together to send back to DEQ and next month we should know where we are at. Once the cleanup plan is complete, it will go out for public comment. Active cleanup should begin Spring 2015.

## **10. Alturas Update – Gary J. Riedner**

- Marketing Campaign and Strategy Update/Palouse Commercial Real Estate

Bennett reported billboard options were not available in Moscow and others were extremely expensive, thus not the best marketing option. Bennett listed the locations of where the Alturas lots are being marketed. Bennett sent a marketing email to a list of biotech companies as well but hasn't heard anything yet. However, website hits have gone up quite a bit. Bennett proposed an Alturas Tech Park website and estimates the cost at \$1000. She also suggests an ad in the Horizon Air magazine. Bettge said he liked the ad option in the Horizon Air magazine. Riedner suggested filling the marketing committee and have them meet with Bennett to talk about the ad and have the recommendation back to the full Board at the first meeting in December.

With the Thanksgiving holiday and the RFP changes, the Board agreed to change their next meeting to the 19<sup>th</sup> of November.

The meeting adjourned at 8:27 a.m.