



Minutes: January 21, 2015, 7:00 a.m.

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

McCabe called the meeting to order at 7:02 a.m.

Attendance:

Commission Members	Staff Present	Others
John McCabe, Chair	Gary J. Riedner, Interim Exec. Director/City Supervisor	Mayor Lambert
John Weber	Don Palmer, Finance Director	Members of the Public
Steve McGeehan	Bill Belknap, Community Development Director	
Brandy Sullivan	Stephanie Kalasz, City Clerk	
Art Bettge		
Steve Drown		
Dave McGraw		

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 December 10, 2014
- B. November Financials
- C. December 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 comment was offered.

3. **Announcements – Gary J. Riedner**

Riedner said there are no announcements but Drown was reappointed by the Mayor at the Council meeting last night.

4. **Update on Public Improvements at 6th & Jackson Intersection – Gary J. Riedner**

Staff will report on the status of the proposed intersection improvements and impacts on adjacent properties.

Riedner displayed an aerial photo of the URA property at 6th and Jackson and distributed diagrams of proposed improvements to the 6th and Jackson intersection. He said if cash is not accepted as part of the

agreement between the City and the URA, there is the possibility of some in-kind work to move utilities at an approximate cost of \$50,000. He discussed the improvements that are proposed for the area which include wider sidewalks to create more of an urban pedestrian friendly landscape. There was discussion about when ITD will make a determination on improvements next to Jimmy John's. McGraw asked if the proposers are aware of these issues. Riedner said that information was included in the RFP.

5. 6th and Jackson Property - Gary J. Riedner

Proposals were received in response to the RFP issued for the development of the MURA's property located at the southwest corner of the intersection of 6th & Jackson streets in Moscow. The attached memo describes the proposed process for assessing the proposals for review by the MURA Board.

ACTION: Review attached memo and approve assessment process.

Riedner said the URA issued an RFP for use of the 6th and Jackson property and three responses were received. He distributed an amended memo due to a change in the timeline. The cleanup should be complete by midsummer. He explained what information was included in the RFP. The responses were from Gritman Hospital, Sangria Development and the Anderson Group. He said staff and the URA attorney need to review the proposals to ensure that all requirements have been met initially before proceeding. He explained the process for determining which group will be selected. He listed the members of the review group (Steve McGeehan was listed on the memo but it is Steve Drown so a revised memo will be sent) and said an assessment will be made by mid-February for consideration. The Board can decide at that time if they would like to have interviews or if there is one group that stands out from the others. There was discussion.

McGeehan moved and Bettge seconded to approve assessment process. McGraw said he thinks review of all of the proposals is the job of all of the commissioners. Riedner said the full proposals will still be distributed and decided on by the Board. After further discussion, the motion carried with six ayes and one nay from McGraw.

6. Approval of Task Order for Commercial Real Estate Services – Gary J. Riedner

Palouse Commercial Real Estate was the successful proposer to an RFP issued by the MURA for Commercial Real Estate Services issued in 2013. Palouse Commercial Real Estate has been providing listing services for the MURA's lots in Alturas Technology Park for the past year, pursuant to an Agreement for Commercial Real Estate Services which specified that the term for such services was for a period not to exceed two years from January 22, 2014. A Task Order was issued for the first year of services, which is set to expire February 5, 2015. The attached Task Order #1-2015 is for such services to be provided for the next year.

ACTION: Approve Task Order #1-2015 for Commercial Real Estate Services to be provided by Palouse Commercial Real Estate for 365 days from the date of execution, but no later than January 22, 2016, or take such other action deemed appropriate.

Riedner provided background information regarding the agreement for real estate services and said staff is proposing a new task order to go until January of next year. McGraw verified that Bennett was they only one to submit a proposal. Sullivan asked if the monthly reports have been received. Riedner said Bennett has given reports and although they have not been monthly, she does let him know about any activity. He said he can arrange for Bennett to come in to give a report. Bettge moved and McGeehan seconded to approve

Task Order #1-2015 for Commercial Real Estate Services to be provided by Palouse Commercial Real Estate for 365 days from the date of execution. There was discussion. Motion carried unanimously. Weber said there has been no action on the Alturas lots in some time so the Board may need to look at why it isn't selling as well as what can be done to increase the chances of a sale. A representative from Palouse Commercial Real Estate said for tech companies it will need to be a long-term thing if the requirements are not tweaked a little. It would be good to know who looked at it and why they didn't fit. Riedner said staff has been approached by the owner of the empty building to change the criteria. They were advised to discuss their proposal with the other property owners in the area and then any request can be considered by the URA Board. He discussed some of the allowed and not allowed uses and changes that might be considered.

7. General Agency Updates– Gary J. Riedner

- Standing Committee Appointments
 - Legislative Committee
 - Marketing Committee
 - Finance Committee
- Redevelopment Association of Idaho

Riedner gave an update on committee activities. He explained that he serves on the Legislative Committee for the Redevelopment Association of Idaho. He discussed legislation being proposed this year and said he will keep the Board updated.

7. Legacy Crossing Update – Gary J. Riedner

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

Riedner said a draft of the Absorption/Market Study will be ready at the end of January. He distributed a timeline that has the dollar amounts that have been used for cleanup, most of it in Legacy Crossing. He gave background information about the grant. He said all but \$85,000 has been used to assess properties. Staff is trying to find uses for the funds before the grant expires. He explained that 317 W. 6th Street is the lot that is for sale and final assessment is in the process. A cleanup grant was received for over \$100,000. He said soil and groundwater issues need to be addressed. It is not pesticide which is good. Staff is waiting for DEQ approval. There will likely be soil that needs to be removed from the site.

8. Alturas Update – Gary J. Riedner

The Alturas Update was given with the task order item above.

9. Adjourn

After some discussion, it was decided that the URA will meet next on February 18, 2015.

There were questions from the audience and discussion regarding the ability of the public to give input regarding the proposals. Riedner explained that it is important that the process be followed and remain fair and defensible.

The meeting adjourned at 8:15 a.m.