



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

McCabe called the meeting to order at 7:03 a.m.

Attendance:

Commission Members	Staff Present	Others
John McCabe, Chair	Gary J. Riedner, Interim Exec. Director/City Supervisor	Gina Tarusio, ED Chamber
John Weber	Bill Belknap, Community Development Director	Victoria Seever
Steve Drown	Stephanie Kalasz, City Clerk	
Brandy Sullivan		
Art Bettge		

Absent: Steve McGeehan, 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 April 8, 2015
 - B. March 2015 Financials
 - C. April 2015 Payables

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

Weber moved and Bettge seconded approval of the consent agenda. Motion carried unanimously.

2. **Public Comment for items *not on agenda*:** Three minute limit – No comment was offered
3. **Announcements** – Riedner said the Executive Director position is being restructured and the City of Moscow will take a different approach to economic development. The City is a member of the Latah Economic Development Council (LEDC) among other economic development organizations. The City decided to follow the Southern Idaho Economic Development Organization example taking a more regional approach to economic development. They want to form an organization that will be called Partnership for Economic Prosperity (PEP). It will have a different organizational setup than the LEDC. The City is also working with the University of Idaho on having some incubator space. Likely the PEP will manage that space.

4. Executive Director Administration Transition – Gary J. Riedner

Riedner said he combined items 4-7 for the presentation. He said Belknap will officially start executive director (ED) duties in July. The ED duties will be added to the URA/City Agreement. He discussed the changes that will be made to the Agreement which is currently for \$30,000. He said the cost will likely go up to about \$45,000 or \$50,000 which will still be a cost savings to the URA since the executive director position will be added to it as well.

5. Agency Annual Work Plan/Priorities Review – Gary J. Riedner/Bill Belknap

Staff will review current and upcoming Agency projects and priorities for the next 12 months for Board review and discussion including:

- Alturas Urban Renewal District Revenue Allocation Area Closure
- 6th and Jackson Property
 - Environmental Remediation and Development
 - Disposition and Development Agreement (DDA)
- Southeast Moscow Urban Renewal District Study
- Alturas Technology Park Zoning and Covenant Review
- Website Redesign
- Transition to Agenda Management System

ACTION: Approve the proposed list of annual Agency projects and priorities; or take such other action deemed appropriate.

Riedner discussed the list of tasks that need to be completed in the next six months. He discussed the Alturas closure. The closure of the revenue allocation area is of the most concern to the taxing districts. He explained how the allocation area works and said staff met with County officials who would like to know when the closure will happen. They would like the information prior to July so they have the information when they send new construction numbers to the taxing districts. He discussed factors to consider and listed the tasks that need to be completed to close the district.

Riedner said the 6th and Jackson Property is moving forward and the Exclusive Negotiation Agreement has been signed. Belknap discussed environmental remediation for the property which has an impact on when the property will be available. He said DEQ has changed the plan so staff is scheduling a meeting to get more information because it is important that the work be done this year so the title will be cleared.

The improvements to the 6th Street turn lane will wait until the issue with the property has been cleared up. The utilities being moved to underground will happen with those improvements. Staff anticipates that the easement to the Anderson property will likely be cleared up by July.

There was some discussion about the property cleanup and the possibility of revising the Exclusive Negotiation Agreement.

Riedner said Southeast Moscow Urban Renewal District Study is something that needs to be done although a preliminary study has been completed. He explained some of the considerations for another district to be opened and he discussed the process. There was discussion about the revenue allocation area. Belknap explained that some land will need to be annexed if it is included in the area.

Riedner went through other tasks listed and provided an overview of each. He said if there are any items on the list that the Board does not want staff to work on to let them know. The Board informally asked staff to move forward with all items.

There was some discussion about the cost of moving utilities underground.

Belknap discussed the meetings he has had with Sangria and explained the next steps.

6. Alturas Sidewalk/Pathway Repair Project Cost Proposal – Bill Belknap

Staff will present the final cost proposal to repair three sidewalk failure locations and reconstruct a deteriorating pedestrian pathway within the Alturas Technology Park to be completed under the 2015 annual City Sidewalk program.

ACTION: Approve the cost proposal and authorize Staff to proceed; or take such other action deemed appropriate.

Belknap explained that the URA can take advantage of the City Sidewalk Program to repair three sidewalk failure locations and reconstruct a deteriorating pedestrian pathway within the Alturas Technology Park. Riedner displayed an aerial photo of the area to be worked on. Weber moved to approve the cost proposal and authorized staff to proceed with completion of the work. Sullivan seconded the motion. Motion carried unanimously.

7. Alturas District Closure Discussion – Gary J. Riedner

The Alturas Research and Technology Park Urban Renewal District was established in July of 1996 and subsequently amended in June of 2005 to allow for the development of Phase II of the Alturas Research and Technology Park. The restated plan of 2005 provided for the termination of the Plan no later than December 31, 2015, with the exception of revenues that may be received in 2016 or otherwise, if the Agency determines an earlier termination date in consideration of Agency financial obligations. Staff will review the procedures and requirements related to the closure of the Alturas Research and Technology Park Urban Renewal District and seek Board direction regarding District closure.

ACTION: Authorize Staff to proceed with the development of a District closure plan and budget for closure of the Alturas Research and Technology Park Urban Renewal District by December 31, 2015; or take such other action deemed appropriate.

This was discussed with item 5 above and staff was directed to proceed with the development of a District closure plan.

8. Preliminary Budget Discussion – Gary J. Riedner/Bill Belknap

Riedner informed the Board that staff is working on a budget and will provide it to the Board for review prior to the budget hearing in August.

9. General District Updates – Gary J. Riedner

- Legacy Crossing District
 - Meeting with Idaho Transportation Department (ITD) regarding Jackson Street streetscape improvements

- Stubbs seed warehouse site activity
- 6th and Jackson property updates
- Alturas District

Riedner said staff continues to have discussions with ITD about the the Jackson Street streetscape improvements. Belknap explained that the City would like to have the same style of improvement down to College Street. ITD has basically consented to the design but the one concern is still by Jimmy John's and removal of the substandard turn lane.

Belknap said there have been more development inquiries in Legacy Crossing and around the City. He said an offer has been accepted for Stubbs seed warehouse so it looks like things will be happening there. Some changes are anticipated but there are some challenges that need to be dealt with regarding public infrastructure so the URA may get a request. There was some discussion.

10. Summer Meeting Schedule Discussion – Gary J. Riedner

Riedner said staff would like to have a two hour meeting on May 27th because there is business that needs to be discussed. Riedner said a meeting will be held on June 10 and likely June 24 as well. He will be out of town on June 10 but Bill will be here to run the meeting.

11. Adjourn

The meeting concluded at 8:13 a.m.