



Minutes: June 10, 2015, 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 7:08 a.m.

Attendance:

Commission Members

John McCabe, Chair  
Steve Drown  
Brandy Sullivan  
Art Bettge

Staff Present

Bill Belknap, Community Development Director  
Laurie Lewis, Deputy City Clerk

Absent: Steve McGeehan, Dave McGraw, John Weber

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 May 27, 2015
  - B. May 2015 Payables

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

Bettge moved, Sullivan seconded approval of the consent agenda. McGraw had sent an email regarding legal fees being high. McCabe said the extra billings were for early closure questions to Armbruster. Belknap added that the extra expenses are both Armbruster as well as Hawley Troxell. Motion carried unanimously.

2. **Public Comment for items *not on agenda*:** No public comment was offered.
3. **Announcements** – Belknap said there are no announcements.
4. **Draft Administration Agreement with the City of Moscow – Gary J. Riedner/Bill Belknap**  
The City of Moscow currently provides administrative and executive director services to the Moscow Urban Renewal Agency (URA) pursuant to an existing Agreement for Services. The agreement currently includes 50% cost sharing of the prior Economic Development Specialist/ Executive Director position that has been vacant for nearly a year following a failed recruitment effort. It has been determined that the duties of Executive Director can be provided under an amended services agreement rather than the cost sharing situation of the existing agreement. Administration is now proposing a reconfiguration of

this position to assign the MURA Executive Director duties to the City Community Development Director. The services agreement has been amended to reflect this change in services and the new administrative cost reimbursement amount which is proposed to be increased from \$30,000 to \$45,000 annually. This new reimbursement amount has been incorporated within the City's draft FY2016 budget and the MURA's draft FY2016 budget, both of which are currently under development. The draft Agreement for Services has been amended since the Board last saw it to include an annual inflationary adjustment and a five year timeline (it can still be cancelled with a 60 day notice). It was approved by the Moscow City Council on June 1, 2015. The effective date of the revised Agreement for Services is October 1, 2015, coincidental with both the City and MURA fiscal years.

**ACTION:** Review draft Agreement for Services to be provided to the MURA by the City of Moscow and approve Agreement effective October 1, 2015 or take such other action deemed appropriate.

Belknap went through the main points of the agreement for services with the City of Moscow. Sullivan asked if the 3% is consistent with the City. Belknap described the step and grade for police and the AMPS system for the rest of the employees and discussion ensued. Bettge moved, Drown seconded to approve the agreement effective Octo 1, 2015. Motion carried unanimously.

**5. Authorization to Prepare Closure of Alturas Revenue Allocation Area and to Provide Notice to Idaho State Tax Commission, Latah County Assessor and Latah County Taxing Districts- Gary J. Riedner/Bill Belknap**

At the Agency's May 26 meeting, staff provided information regarding the potential for closure of the Alturas Revenue Allocation Area prior to FY2016 and without taking receipt of tax increment in the FY2016 budget. This information was considered and presented in the first presentation of the FY2016 MURA budget. A Memo has been prepared and is attached outlining the relevant Alturas Technology Park Plan sections and Idaho statutes.

**ACTION:** Review Memo and attached information and direct staff to implement early closure of Alturas Technology Park Plan and Revenue Allocation Area; review draft closure budget and direct staff accordingly; and authorize staff to send a letter to the Idaho State Tax Commission, Latah County Assessor and Latah County taxing districts stating the MURA's intent not to take tax increment in the FY2016 budget or take such other action deemed appropriate..

Belknap said the final debt service payment of \$115,175 will be paid towards the end of the fiscal year. Fund balance of \$902,369 will remain at the end of FY2015 for Alturas. All plan activities have been completed. Belknap went through the closure procedures including details on transitioning the general agency expenses from Alturas to Legacy. Total expenditures are \$90,325 with an unallocated residual increment of \$767,044. Belknap went through a proposed schedule for the closure of Alturas with a completion date of February 2016. Discussion on splitting the administrative expenses between Alturas and Legacy took place. Drown moved, Bettge seconded to authorize staff to proceed with the early closure of Alturas Technology Park Plan and to send a letter to the Idaho State Tax Commission, Latah County Assessor and Latah County taxing districts stating the MURA's intent not to take tax increment in the FY2016 budget. Motion carried unanimously.

**6. Second Review FY2016 MURA Budget/Alturas District Closure and Budget Impact Discussion – Gary Riedner/Don Palmer/Bill Belknap**

Attached is the draft of the proposed FY2016 MURA budget for consideration by the Agency Board. The draft budget assumes the early closure of Alturas Research and Technology Park Revenue Allocation Area (RAA). The Alturas 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 presented the draft FY2016 MURA Budget and reported on the impacts of the potential closure of Alturas Research and Technology Park RAA at the last meeting of the Agency on May 26, 2015. The Agency Board gave direction to continue to develop the FY2016 budget including termination of Alturas RAA in the current fiscal year.

**ACTION:** Consider draft FY2016 MURA Budget and provide staff further direction. If the draft budget is acceptable, direct staff to present the draft budget at the public hearing set for July 12, 2015 or further direct staff.

Belknap said this is to provide more time for questions/answers and give any further direction on the budget. Belknap went through the budget process/schedule. The Board was in consensus to move forward with the budget as proposed.

#### 7. General District Updates – Gary J. Riedner/Bill Belknap

- **Legacy Crossing District** – The draft Analysis of Brownfield Cleanup Alternatives (ABCA) document has been completed and reviewed by staff. The recommended alternative includes targeted soil removals, groundwater extraction and treatment system installation and amendment injections to expedite nitrate remediation. The ABCA will be transmitted to DEQ and EPA for review by end of this week. After DEQ and EPA review, it will go out for 30 day public comment period. Development of cleanup plan and specifications and be ready to place the work to bid/quotes by mid-July for August/September construction. The remediation construction has three phases: 1) Soil exaction, backfill, and sanitary sewer connection construction (\$90,192.35); 2) Pumping and treat and injection system installation (\$23,740.13); 3) Amendment injection monitoring and reporting closeout (\$11,664.00). Preliminary cost estimates total \$125,596.48. Staff is hoping to convey property in January. If the quotes come in high, the Board will need to decide whether to use MURA funds for the difference or utilize the additional grant funding that could delay the property transfer. Discussion ensued regarding concerns on timeline and other property contamination.
- **Alturas District** – Sidewalk and walkway repairs are complete. Staff has completed research on the RTO district and will report findings at the upcoming meeting in July. The University of Idaho is going forward with the purchase of the old EMSI building.
- **General Update** – Drown asked about a potential housing project he heard about. Belknap confirmed there are two investors interested in the Stubb property for a joint commercial/residential project. It is proposed to be an urban project similar to The Grove.

The meeting adjourned at 8:10 a.m.