



Sullivan called the meeting to order at 7:03 a.m. Sullivan arrived a moment later and chaired the remainder of the meeting.

| Commissioners Present       | Commissioners Absent  | Also in Attendance                    |
|-----------------------------|-----------------------|---------------------------------------|
| Brandy Sullivan, Vice Chair | Steve McGeehan, Chair | Bill Belknap, MURA Executive Director |
| Art Bettge                  |                       | Anne Peterson, MURA Clerk             |
| Steve Drown                 |                       | Gary Riedner, Acting Treasurer        |
| Dave McGraw                 |                       |                                       |
| Ron Smith                   |                       |                                       |
| 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 June 1, 2017*
  - B. *May 2017 Payables*
  - C. *May 2017 Financials*

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

Bettge moved approval of the consent agenda, seconded by Smith. Motion carried.

2. **Public Comment for items *not on agenda***

No comments.

3. **Announcements**

Art Walk opens tomorrow afternoon.

4. **Review of 6<sup>th</sup> and Jackson Turn Lane Project Bid Results– Bill Belknap**

*At the board's meeting on December 15, 2016, the Board approved the dedication of public right of way and a Memorandum of Understanding (MOU) related to the Sixth and Jackson turn lane improvement project. The project was advertised for bid with bid opening on May 2<sup>nd</sup> of this year. A single bid was received from M.L. Albright and Sons that exceeded the project estimated cost by approximately \$60,000. The City rejected the bid received from M.L. Albright and rebid the project which was opened on June 6<sup>th</sup>. Staff will provide an update on the process and potential considerations as it relates to the development of the 6<sup>th</sup> and Jackson property.*

**ACTION:** *Receive report and provide staff with direction as deemed appropriate.*

Second round of bids opened on June 6 resulted in the same single bidder. The lighting and street tree costs came in better but other expenses went up. City staff presented the bid to Public Works Finance Committee and recommended acceptance of the City's portion. Agency's portion includes underground utility and Hello Walk brick plaza for \$146,702, plus an additional \$56,000 for Avista to reroute power underground once the turn lane work is complete. Staff has reviewed the Agency budget and -- assuming the sale of at least a portion of the property and the associated bond debt payoff -- this project and others already in the FY19 capital improvement plan can all be funded. McGraw asked if there would be any remainder for unanticipated costs and Belknap said about \$5,000 for

FY2017. He added if the Sangria project does not move forward, the \$200,000 earmarked for payment of the bond debt would become available. Reimbursements under Gritman's OPA will all come from tax revenues. Bettge thought the work should proceed because costs continue to rise and Drown thought it was critical to complete because the 6<sup>th</sup> and Jackson corner becomes more important as time goes on. Sullivan asked about the Art commitment and Belknap said it's built into the strategic budget but could be deferred to provide budget flexibility. Staff was directed to proceed with the project.

**5. State Highway 8 Pullman Road Sidewalk Participation Request Amendment– Bill Belknap**

*The Idaho Department of Transportation (ITD) is currently planning a large paving project that will be completed during the upcoming summer season which will include the grinding and repaving of all State Highway asphalt roadways within the City. ITD staff had made an inquiry regarding a possible partnership to replace curbing and sidewalk along the frontage of the current Quad Cities Nissan auto dealership located on Third Street/Pullman Highway. The subject property frontage contains several abandoned driveway approaches that have been paved in and currently are substandard and non-ADA compliant. ITD proposed to fund new curbing installation if the City of Moscow and MURA would fund the sidewalk installation. The estimated cost of the sidewalk installation was \$12,000 which was proposed to be split equally between the City and MURA. On April 6<sup>th</sup> and Board approved a contribution to the project not to exceed \$6,500. ITD opened bids on the project on May 24<sup>th</sup> and the proposed sidewalk work cost was bid at \$19,702. The City has requested that the Board consider increasing the project contribution \$3,351 to a total of \$9,851 to allow the sidewalk work to proceed with ITD's project.*

**ACTION:** *Approve the additional \$3,351 in project assistance for a total not to exceed \$9,851.00; or take such other action deemed appropriate.*

Bettge said it won't be less expensive to put it off. Riedner stated a labor shortage has driven construction costs up 7% and contractors are booked six months out. Drown moved approval of the additional \$3,351 in project assistance for a total not to exceed \$9,851. Bettge seconded the motion which carried with an abstention by Weber.

**6. Salvation Army Driveway and ADA Parking Space Alteration Costs – Bill Belknap**

*On October 6<sup>th</sup>, 2016 the Board approved an Owner Participation Agreement with Larry Swanger to reimburse the cost of sidewalk and streetscape reconstruction along Jackson and Third Streets to extend the sidewalk improvements that were completed in front of the EMSI property north to Third Street. The design that was prepared for that project by Hodge and Associates did not adequately consider the impact of the elevation of the driveway approach and the transition into the Salvation Army parking lot. During construction this issue was identified, and without taking any corrective action it would have rendered Salvation Army's ADA parking space non-compliant with ADA requirements pertaining to surface grades. City Public Works staff identified a resolution which involved relocation of the ADA stall within Salvation Army's parking lot, installation of a pedestrian ramp at the building entrance and additional concrete work to make the transition from the driveway into the parking lot, and after consultation between City and Agency Staff, the contractor was directed to make those alterations to allow the work to continue at that time and get the driveway approach reopened and work completed. This work resulted an additional cost to Mr. Swanger's contractor in the amount of \$4,757 which has been invoiced to the City. The current proposal is that the City and MURA equally share this cost as an ancillary cost to the sidewalk reconstruction work.*

**ACTION:** *Approve payment in the amount of \$2,378.50 to Quality Contractors LLC; or take such other action deemed appropriate.*

Belknap explained the situation as outlined above. Bettge acknowledged the project has put Salvation Army into a noncompliant status so he felt the Agency was obligated to help correct the problem. McGraw moved to authorize payment of \$2,378.50 to Quality Contractors, seconded by Smith and carried unanimously.

**7. Review of Draft FY 2018 Agency Budget – Bill Belknap**

*During the Agency’s recent strategic planning process a 5 year capital improvement plan (CIP) was developed that was intended to set a framework for long-term financial planning related to capital public investments within the Legacy Crossing District. This has necessitated the establishment of a capital fund in the Agency’s annual budget to account for the accumulation of funding for future capital projects as shown within the CIP. Staff also restructured the budget document to more clearly delineate general fund and district specific funds to allow for the enhance ability to track all revenues and expenditures. Staff will present the draft budget document for the Board’s review and direction.*

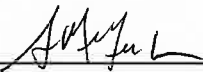
**ACTION:** Review draft FY2018 Agency Budget and provide staff with direction as deemed appropriate.

Belknap reviewed a draft of the new budget format including the Capital Fund and several new line items to track revenue and expenses more transparently. Print copies will be provided for more in-depth review and discussion on July 20<sup>th</sup> in preparation for the August 3<sup>rd</sup> budget hearing. Bettge asked if the budget includes moving forward with the South District. Belknap replied “No” because it doesn’t exist yet, and stated the City has allocated funds to support its creation. Riedner said there shouldn’t be many set-up expenses prior to the next fiscal year but if unanticipated increment occurs the budget could be opened for reallocation. Sullivan asked about projected revenues from Sangria and Belknap said it has not been budgeted yet but would be discussed as soon as the Sangria transaction proceeds. He added the Agency’s land assets are not shown in the general budget.

**8. General Agency Updates – Bill Belknap**

- Legacy Crossing District
  - Anderson Group is moving forward on their frontage design.
  - Staff have had several meetings with outside developers in the past couple of weeks.
- Alturas District
  - Professional Services Agreement with Palouse Commercial has been executed.
  - Continuing discussions with PEP for marketing efforts.
- General Agency Business
  - New website has gone live.
  - The Agency received a letter from the Board of Latah County Commissioners stating that the Latah County Prosecuting Attorney’s office believes that the transfer of power ordinance is prohibited under the Idaho Constitution so the County is encouraging the Agency and City to proceed with annexation of the area proposed for district formation. Conversations need to occur with adjacent land owners and Belknap said the primary concern he’s heard to date pertains to the tax consequences so he plans to work closely with the County and landowners to help everyone understand that better. Drown complimented Belknap on his conscientious approach to all of this.

The meeting adjourned at 8:04 a.m.

  
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Steve McGeehan, Agency Chair

7-20-17  
\_\_\_\_\_  
Date