



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

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 15, 2016

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

2. **Public Comment for items *not on agenda*:** Three minute limit

3. **Announcements**

4. **3rd and Jackson Owner Participation Agreement – Bill Belknap**

Larry Swanger is the current owner of the property located at the southwest corner of 3rd and Jackson Streets which was the prior location of Vern’s Chevron service station. Mr. Swanger is planning to redevelop the site including the demolition of the existing structure, construction of a new diner restaurant and associated site and parking improvements. In discussions with Mr. Swanger, staff has expressed the desire to extend the street frontage improvements installed in front of the EMSI project along Mr. Swanger’s frontage on Jackson and 3rd Street. The proposed improvements along Jackson Street would include the installation of curbing, new expanded sidewalks, tree wells, grates and new street trees and decorative light fixtures. The 3rd Street frontage improvements would include new curbing, sidewalks and driveway approach. The estimated cost of the frontage improvements is \$118,096. The City of Moscow would contribute \$28,000 to fund the public lighting improvements leaving \$90,096 in remaining project expenses. An agreement has been reached with Mr. Swanger that would include the Agency funding 50% of the frontage improvement expenses upon completion with the remainder of the cost to be paid by Mr. Swanger. The Agency would then reimburse Mr. Swanger for his contribution over time through an Owner Participation Agreement (OPA). At the Board’s September 15 meeting, the Board agreed to participate in the public improvements and directed staff to prepare an Owner Participation Agreement for the Board’s review and approval.

ACTION: Approve the proposed Resolution and Owner Participation Agreement with Larry Swanger; or take other action as deemed appropriate.

5. **Dawson’s Corner Owner Participation Agreement – Bill Belknap**

Darold Bingham is current redeveloping his property located at the northwest corner of 6th and Asbury Street (former Stax location) with a new three-story, mixed-use development including two ground floor commercial spaces and six apartment units. The developer is seeking assistance with the cost of removal and replacement of a portion of the adjacent sidewalks, curbing, ADA pedestrian drops, and the installation of tree wells and tree

gates around the two existing trees on 6th street. The estimated cost of the proposed improvements is currently being developed and will be presented to the Board during the meeting. Under the proposed Owner Participation Agreement (OPA) the Agency would reimburse the owner for 50% of the certified costs upon completion and acceptance of the improvements and would reimburse the owner for the remaining 50% through the allocation of 50% of the future tax increment revenue to the repayment of the remaining half of the certified expenses through a limited recourse promissory note.

ACTION: Approve the proposed Resolution and Owner Participation Agreement with Darold L. Bingham and Ann D. Bingham Living Trust; or take other action as deemed appropriate.

6. Request to Issue Letter of Support for the Idaho Department of Environmental Quality Brownfield Assessment Program for 316, 318 & 320 East Third Street – Bill Belknap

Johnathon and Deanne Billing own the property currently addressed as 316,318 & 320 East Third Street which is the current location of Archer Photography and Advanced Auto Glass. Many years ago the subject property was the location of a gas station and the Billings have recently listed the property for sale. The Billings desire to complete an environmental assessment to facilitate the future property sale and recently approached the City to seek assessment assistance through the EPA Brownfield Assessment Grant. The City has exhausted the EPA grant funding, however the Idaho Department of Environmental Quality (IDEQ) maintains a Brownfield Assessment Program where IDEQ contractors will perform environmental assessments and cleanup plans for eligible applicants. Generally, eligible applicants are local government, redevelopment agencies and similar public entities, however private property owners can be eligible where they are sponsored by an eligible public entity as evidenced by a letter of support of the application. The Agency will have no financial or administrative responsibilities beyond the letter of support. The subject property is located within the Legacy Crossing Urban Renewal District.

ACTION: Approve the proposed letter of support for the Idaho Department of Environmental Quality Brownfield Assessment Program for 316, 318 & 320 East Third Street; or take other action as deemed appropriate.

7. Downtown Restroom Request for Project Assistance – Bill Belknap

The City of Moscow has been working toward development of a downtown public restroom to support the variety of activities that occur in the area from parades to Farmers Market and other events. The bathroom is proposed to be located in the northeast corner of the South Jackson Street parking lot and would be wood frame construction with a weathered brick veneer. The City budgeted \$170,000 for the project based upon the architect's cost estimates. The City opened bids on the project on March 15th and the lowest bid received was \$191,600. At that time, the City Council chose to reject the bids and directed City Staff to make revisions to the project design intended to reduce the project cost and rebid the project in the fall. Shortly after the Council's action the Agency Board committed to support the project with a funding commitment of \$20,000 in support of the project design as developed by the steering committee. The project was rebid with a base project with several elements including the weathered brick finish (as compared to new brick), ceramic tile interior wall finish, skylights, and copper and cast iron plumbing as add alternates. Bids were opened on September 20th and the lowest bid received was \$198,500 for the base project with add alternate costs of \$15,000 for the weathered brick, \$5,000 for the ceramic tile, \$2,000 for the skylights and \$4,000 for the plumbing upgrades. The potential bid award or rejection will be considered by the City Council at their October 3rd meeting. Staff will provide a report on the project status and any additional consideration the Board may have regarding the project.

ACTION: Receive report and provide direction as deemed appropriate.

8. General Agency Updates – Bill Belknap

- Legacy Crossing District
- Alturas District
- General Agency Business

9. Executive Session: Pursuant to Idaho Code Section §67-2345(c)

NOTICE: Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.



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

Commissioners Present	Commissioners Absent	Also in Attendance
Steve McGeehan, Chair	Dave McGraw	Bill Belknap, MURA Executive Director
Art Bettge	John Weber	Anne Peterson, MURA Clerk
Steve Drown		Gary Riedner, MURA Interim Treasurer
Ron Smith		
Brandy Sullivan		

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 1, 2016

B. August 2016 Payables

C. August 2016 Financials

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

Bettge moved approval of the consent agenda, seconded by Smith. Motion passed unanimously with addition of "Main Street" in the first full paragraph on page 2.

2. Public Comment for items not on agenda: Three minute limit

No comments.

3. Announcements

None.

4. Gritman Medical Park LLC Owner Participation Agreement for South Main Street Improvements – Bill Belknap

Gritman Medical Center is currently in the process of constructing a 54,000 square foot medical office building at 803 S. Main Street. Gritman is investing over \$10 million in the facility and recently approached Agency Staff regarding potential financial assistance in public infrastructure improvements (include street replacement, curbing, sidewalks, street trees, decorative lighting and public art installations) on Main Street between 7th Street and Jackson, and 8th Street between Jackson and Main Street. The existing roadway and sidewalks are in poor condition and Gritman is seeking to improve the condition of public infrastructure surrounding their facility to improve vehicular and pedestrian circulation, increase ADA accessibility, and improve the physical appearance of the area. The Board reviewed the request at the Agency's September 1st meeting where the Board directed staff to prepare an Owner Participation Agreement (OPA) for the Board's review and approval. The proposed OPA would allow for the reimbursement of up to \$483,102.00 in certified expenses related to the public infrastructure improvements located within the Legacy Crossing District.

ACTION: *Approve the proposed Resolution and Owner Participation Agreement with Gritman Medical Park LLC; or take other action as deemed appropriate.*

Belknap explained since this proposal was presented at the last meeting, the City has identified the need to extend public fiber optics infrastructure within the construction area at the cost of \$46,026; additional curb and sidewalk work on 8th Street estimated at \$17,888 to remove the "hump" in the road where an old railroad line previously existed; and Gritman has proposed additional expenses of \$37,630 for a concrete sealant to extend the life of the new street surface and the addition of a public sidewalk on the west side of Jackson/US95 estimated at \$32,116.22 for use by people utilizing the new parking lot Gritman in constructing. Belknap said these additional figures became available late last night so the proposed OPA has not been updated to reflect the additional \$133,660 which brings the Agency's grand total for the project to \$616,762. Legal reviews have not been completed so Belknap suggested any motion on the matter be contingent on staff coming to agreement with Gritman and their legal staff on Section III.E. of the Agreement.

Bettge asked about street trees and other frontage improvements along the proposed sidewalk on Jackson. Belknap anticipated that ITD would require a 12-foot clear zone, so trees would be behind the sidewalk. Bettge asked if Public Works or Engineering had any comment on the concrete sealant product. Belknap said since the proposal just came in staff had not had time to research it. Bettge asked if it could be included in the OPA and Resolution contingent upon the City's decision that it's a worthwhile expense. Belknap said yes, and added that the OPA only reimburses actual expenses incurred.

Bettge moved to approve the OPA, Resolution and overall project as presented, including the additional expenses and the portion of the fiber optics within the District, not to exceed \$600,000, with the stipulation that the indemnification be worked out between the parties. Drown seconded the motion which carried unanimously.

5. 3rd and Jackson Frontage Improvement Proposal – Bill Belknap

Larry Swanger is the current owner of the property located at the southwest corner of 3rd and Jackson Streets which was the prior location of Vern's Chevron service station. Mr. Swanger is planning to redevelop the site including the demolition of the existing structure, construction of a new diner restaurant and associated site and parking improvements. In discussions with Mr. Swanger, staff has expressed the desire to extend the street frontage improvements installed in front of the EMSI project along Mr. Swanger's frontage on Jackson and 3rd Street. The proposed improvements along Jackson Street would include the installation of curbing, new expanded sidewalks, tree wells, grates and new street trees and decorative light fixtures. The 3rd Street frontage improvements would include new curbing, sidewalks and driveway approach. The estimated cost of the frontage improvements is \$90,000. An agreement has been reached with Mr. Swanger that would include the Agency funding 50% of the frontage improvement expenses upon completion with the remainder of the cost to be paid by Mr. Swanger. The Agency would then reimburse Mr. Swanger for his contribution over time through an Owner Participation Agreement (OPA). Due to the quickly approaching fall weather and desire to facilitate completion of the proposed project this year, Staff is seeking general board approval of the proposed assistance with the formal OPA to be prepared for approval at the Board's October 6th meeting. This will allow Mr. Swanger to finalize the project scope and proceed with design and construction in the interim.

ACTION: *Approve the proposed financial assistance and direct staff to prepare an OPA for the Board's consideration on October 6th; or take other action as deemed appropriate.*

Belknap presented the above proposal and indicated a conservative estimate of annual project increment of \$10,000 over 8-9 years. He said the upcoming budget anticipated these expenses so public improvement funds have already been appropriated.

Bettge asked when the improvements would occur. Scott Becker approached and explained the modular building will arrive this fall. They originally expected to get the business running first and wait until spring to finish improvements, but the contractor thinks it can all be completed before winter. Sullivan asked if there would be Board or public opportunity to comment on the parking layout and traffic flow. Belknap explained the project will be reviewed for conformance with all applicable standards, but any concerns the Board may have could certainly be discussed. Drown asked if the project met the Legacy Crossing Design Guidelines and Belknap replied those

To: Moscow Urban Renewal Agency
From: Deann and Jonathan Billing
Date: September 30, 2016
RE: Sponsorship for DEQ Brownfields Assessment

Dear Moscow Urban Renewal Agency:

I am writing to ask the Moscow Urban Renewal Agency to sponsor my husband and I for Brownfields assessment on our commercial property in Moscow.


My husband and I own Archer Photography, a commercial property located at 320 W. Third Street in Moscow. We purchased the property in 2003 as a photo processing lab and have continued with similar use. Recently we have decided to either sell the property or remodel sometime over next 6 to 12 months. Either option will most likely require commercial loan involvement.

Prior use of our property, as a Phillips 66 gas station, automatically designates our property as a Brownfields site. We have verbal history from a prior owner that existing underground gas tanks were removed. There are newer concrete pads on our lot that show where the work was done. A note on DEQ's historical site refers to tanks being removed, but we don't have any paper records of the work being done, or record of site clean-up that may have occurred. Any commercial financing, either for purchase or remodel of the building, is going to require that if we don't have records, we have at minimum the Phase I and Phase II Brownfields Assessment done on the property to determine if any site clean-up will be required.

We have checked in with Steve Gill to initiate the Phase I of the Department of Environmental Quality. He has told us, as private owners of the commercial location, we will be able to apply through DEQ to have the assessment(s) done, but will need to supply a sponsorship/support letter from an eligible local governmental entity. Bill Belknap, Community Development Director with the City of Moscow recommended we ask the Moscow Urban Renewal Agency to provide that letter of support. This letter is our written request to the Moscow Urban Renewal Agency asking for sponsorship in our endeavor to provide clear documentation on our property and make it usable for further development.

Thank you very much for your consideration, we look forward to hearing from you.

Sincerely,


Deann and Jonathan Billing

