

MINUTES
URBAN RENEWAL AGENCY
September 10, 2008

Commissioner McCabe called the Moscow Urban Renewal Agency meeting to order at 7:00 a.m. Wednesday, the 10th of September in the Moscow City Council Chambers.

Attendance:

Commission Members	Staff Present	Others Present
John McCabe, Chair	Pat Raffee, Interim Agency Director	Margaret Howlett, LEDC
Robin Woods	Jen Pfiffner, Asst to the City Supervisor	Tara Roberts, Moscow-
Steve Drown	Don Palmer, Finance Director	Pullman Daily News
Tom Lamar		
Brandy Sullivan		
Jack Nelson		

Absent: John Weber

1. Consent Agenda

- Minutes of August 13, 2008 regular meeting
- Minutes of August 26, 2008 strategic planning workshop
- Accounts payable

Tom Lamar moved to approve the consent agenda as presented including the minutes of the August 13, 2008 regular meeting, the minutes of the August 26, 2008 strategic planning workshop and accounts payable report. Brandy Sullivan seconded the motion. The motion carried unanimously.

2. Public Comment for items not on agenda: 3 minute limit

None

3. Announcements (including conflict of interest disclosures, if necessary)

None

4. Unfinished Business:

- Approval of URA ED/Economic Development Job Description

Commissioner Robin Woods felt the job description should be explicit that person should spend 50% of their time with the City and 50% of their time with the URA and that it should be clearly stated the Agency is able to provide direction directly to the Executive Director. Interim Executive Director Pat Raffee noted that is could be very difficult to measure and logistically difficult to implement. Commissioner Brandy Sullivan suggested a bullet to read the position is to serve both entities in an equal manner dividing their time appropriately. Woods reiterated her desire to have the information explicitly outlined. Commissioner Tom Lamar explained the management of the position could be difficult by increasing the number of individuals who direct the Executive Director as it could complicate things. Commissioner Jack Nelson agreed with Woods. Woods explained her comment further noting there could be issues such as with the recent discussion to install a

sewer line and the Agency's request to ask the City of Moscow pay for a portion of that installation, whereby City Supervisor Gary Riedner felt would be placed in a conflict of interest position there could be conflicts. Raffee explained that by having several points of contact it creates a large responsibility for the Agency in taking on those management duties. Commissioner Steve Drown felt there is a need to ensure a clear path, appreciate what Woods is saying, but feels the result could provide a mixed message. Drown felt a situation by which the Agency is responsible for direct management of the Executive Director could get muddled and could create a problem. Raffee noted she appreciates concern from commission and is happy that the Agency 's Executive Committee will be involved is included in the hiring process as finding the right person with the tolerance for ambiguity and maturity of judgment to succeed in the position will be key.

Sullivan suggested an annual performance review to track the Agency's investment in this person. Raffee suggested one year was too long, and that the first 90 days mastering such a complex role were critical. Lamar felt that it should be noted that the Executive Director is a ½ time position and that the activities as outlined in the job description should reflect that, but reiterated that the mechanics of including the Agency as a direct supervisor could be problematic. Woods explained again the sewer issue that the Executive Director should be able to be directed to take something to the City Council that the Council might not readily agree with.

Raffee explained that everyone on the URA team is consistently demonstrating flexibility fluxing and adjusting to meet the Agency's needs. City Finance Director and URA Treasurer Don Palmer echoed those sentiments. Raffee explained the level of maturity and sophistication of the person hired will be key to the success of the position. Lamar explained he continues to struggle with the Executive Director having two supervisors in essence and suggested direction be given to the City Supervisor who would be charged with directing the Executive Director. Assistant to the City Supervisor Jen Pfiffner noted that this would be similar to the manner in which the City Council directs staff through the City Supervisor.

Under the basic function category the following changes were suggested:

BASIC FUNCTION:

Under the direction and supervision of the City Supervisor, manage and coordinate the City's economic development activities. Under the direction of the Moscow Urban Renewal Agency Executive Committee and the City Supervisor, act as the Executive Director of the MURA, providing staff support and executive leadership to the MURA Commissioners. Responsibilities and time use are to be split approximately equally between the two roles.

Woods made a motion to approve the job description with the noted amendments, Nelson seconded the motion. Ayes - Sullivan, McCabe, Woods, Nelson. Nays - Lamar, Drown. Motion carried.

Assistant to the City Supervisor Jen Pfiffner also reported that Margaret Howlett, LEDC Executive Director and Darrell Keim, Moscow Chamber of Commerce Executive Director have reviewed the job description. Pfiffner also noted that once the job description was finalized it could be advertised.

- Washington CEO Insert by Margaret Howlett, LEDC Executive Director

Margaret Howlett, LEDC Executive Director presented the recently published sponsored report for Washington CEO magazine. The URA contributed \$3,100 towards the advertisement. Howlett said copies will be distributed was noted that copies will be distributed at the LEDC and Chamber of Commerce in Moscow as well as a variety of areas on the Palouse. Additional copies are available in Jen Pfiffner's office for Commissioners to distribute as they would like.

5. New Business:

- Draft revisions to Agency by-laws circulated for consideration. Raffee described the process by which she had evaluated the 13-year-old original bylaws, and drew attention to the items she had added (Purpose, headings, Staff details), and those she deleted (individual legal provisions, substituting two Idaho Code sections dealing with urban renewal and economic development laws; historical items related to the Agency's founding). Commissioners were asked to review the changes and forward any comment via email with a copy to all Commissioners in order to move the revised bylaws forward for potential adoption at the September 24, 2008 MURA meeting.

6. Committee Reports: Chairman McCabe

- Finance - Members have been identified and confirmed, the committee will meet within a week to review a proposal which has been received. Marketing - Several at large members have been contacted and asked to serve on this committee. Chair John McCabe and City Supervisor Gary Riedner will follow up with those who have not responded to fill the at large seats for this committee as soon as possible.
- Legislative & Government Relations - There are several appointments for this committee that have not been filled McCabe and Riedner will follow up with potential members for this committee as soon as possible.

7. Staff Reports: Jen Pfiffner & Pat Raffee

- Alturas Technology Park update
 1. Raffee described various Park-related items the Commissioners had requested in the 8/26 meeting, and that she was meeting with Parks Director Roger Blanchard immediately following the Commission meeting. She drew the Commissioners' attention to the fact that the EcoAnalyst parcel at Alturas had been repurchased successfully, and title transferred back to the Agency.
- Legacy Crossing update
 1. No updates on Legacy Crossing

- General Agency update

1. Jen Pfiffner briefly mentioned potential opportunity for Brownfield assessment funding for the Legacy Crossing Urban Renewal District area is being researched by the City of Moscow Grants Coordinator. More information will be shared at the September 24, 2008 MURA meeting.

8. Executive Session:

None

9. Adjournment - Meeting was adjourned at 8:45 a.m.