



Minutes: May 13, 2009 - 7 a.m.

City of Moscow Council Chambers • 206 E 3<sup>rd</sup> Street • Moscow, ID 83843

Commissioner McCabe called the Moscow Urban Renewal Agency meeting to order at 7:07 a.m. Wednesday, the 13th of May, 2009 in the City of Moscow Council Chambers.

**Attendance:**

Commission Members	Staff Present	Others Present
John McCabe, Chair	Travis Cary, MURA Executive Director	Eric Ivers, Architect
John Weber	Jesse Flowers, City of Moscow IS Director	
Brandy Sullivan		
Tom Lamar		
Jack Nelson		
Steve Drown		

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.
  - Minutes of April 22, 2009 meeting
  - April Payables

It was moved, seconded and mutually agreed upon to approve the consent agenda.

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

No public comment was offered.

3. Announcements (including conflict of interest disclosures if any) – None

For staff time considerations the website discussion agenda item was addressed early to allow Flowers to attend another appointment. Flowers said that the City would need to purchase new software and licenses in order to host the URA website and that additional training would be required. In addition, some training would be required. This will delay the introduction of the website. For these reasons Flowers recommended that First Step host the website. Flowers added that the City will be switching to a new system soon and the website could be hosted at that time without having to purchase licenses. Cary also suggested using First Step so that there would not be any more delays. Lamar moved and Weber seconded to have First Step to host the website. Motion carried unanimously.

4. Unfinished Business:

- Strategic Plan Update (Travis Cary)

Cary discussed general progress on the strategic plan document and presented a draft revision to the organizational chart as discussed in the strategic planning session that was held on April 8, 2009. Changes that were presented included: adding new duties for the Executive Director, rewording some of the duties for the committees, moving finance and accounting under the City functions, and adding John Weber as interim member to replace Robin Woods on the Finance Committee. Several additional changes were suggested including: 1) Add "appointed by mayor" and "approved by city council" under the Commissioners box, 2) eliminate City box and place functions under Executive Director duties. Cary said he will make those changes to the chart.

#### 5. New Business:

- Uniquely Palouse Magazine Advertisement (Travis Cary)

Cary presented a draft of a proposed half-page advertisement for Uniquely Palouse Magazine. The Commissioners unanimously agreed that the advertisement was a good use of marketing funds. Several changes to the wording were suggested and agreed on.

#### 6. Executive Director Report (Travis Cary):

- Budget Update

Cary said that he has been in weekly contact with the Assessor's office. There is some indication that tax increment revenue will increase in both Legacy and Alturas. He said that actual estimates may be available as early as next week.

- Website Update – this item moved to beginning of meeting.
- Alturas Update: Signs, Appraisal, Marketing

Cary said that the property for sale signs have been posted on all the Alturas lots. The appraisal for Alturas is now over three years old and should be updated. An appraisal update can be done by the original appraiser within 4-6 weeks.

- Dumas Seed Property Update

Cary said that he has been in regular contact with Jason Arthur from Sustainable Timbers and said that they are continuing to market the property for adaptive reuse.

- Anderson Group, LLC, Project Update

Cary said that the Anderson project will be moving toward the 30 day comment period. Cleanup will begin after the comment period.

- Future Meeting Schedule

Topics for the next meeting on May 27<sup>th</sup> will be: Anderson Project Presentation (to be confirmed), Steve Gill from DEQ, and Financial Update specifically related to Alturas debt service, and the relationship between Alturas and Legacy Crossing.

Cary said that he would be out of town on the regular meeting date of June 10<sup>th</sup>. After other schedule conflicts were discussed it was noted that there may not be a quorum. It was mutually agreed to cancel the regularly scheduled meeting on June 10<sup>th</sup>.

- Additional Items added to Agenda:

Cary reported that the URA has been named as a co-defendant with the City of Moscow in a Tort Claim filed by John Walker relating to drainage issues in Alturas. Cary said that the claim has been sent to ICRMP and URA Legal Counsel for review. No further action is required at this time.

Cary also reported that the EPA Brownfield Grant has been denied but that efforts are continuing to receive support for brownfield projects in the URA. There will be a grant debrief meeting to review the application

and some additional assistance has been offered to perform assessment work which may lead to some site specific project support.

Lamar moved to adjourn to executive session and not reconvene. Drown seconded the motion. Motion carried unanimously.

Attendance at the executive session: Drown, Nelson, Weber, McCabe, Lamar, Sullivan, Cary.

The session began at 8:17 a.m.

7. Executive Session: Pursuant to Idaho Code Section 67-2345, sub-section (1)(c) - to *conduct deliberations concerning acquiring an interest in real property not owned by a public agency*

8. Adjournment – the meeting concluded at 8:57 a.m.