



Minutes: July 8, 2014, 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 7:02 a.m.

Attendance:

Commission Members

John McCabe, Chair

John Weber

Brandy Sullivan

Art Bettge

Staff Present

Gary J. Riedner, Interim Exec. Director/City Supervisor

Don Palmer, Finance Director

Jen Pfiffner, Assistant to the City Supervisor

Stephanie Kalasz, City Clerk

Absent: Steve Drown, Dave McGraw, Steve McGeehan

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 4, 2014
  - B. May 2014 Payables and Financials
  - C. June 2014 Payables

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

Weber moved and Bettge seconded approval of the consent agenda. Motion carried.

2. Public Comment for items *not on agenda*: 3 minute limit – No comment was offered.
3. Announcements
  - o Report on Palouse Knowledge Corridor (PKC) “Be the Entrepreneur,” – Jen Pfiffner

This was heard as item 4. Pfiffner said there was a keynote event on the first night of the “Be the Entrepreneur” Bootcamp. She discussed the bootcamp schedule and the sessions that were offered. She said the event came together well. The group has voted to have another bootcamp in 2015. It was time intensive this year for the volunteers so there was discussion about whether a grant might be available to hire someone to be in charge of the event. She explained what is being considered to be changed next year.

4. Funding for Executive Director Search – Gary J. Riedner

**ACTION:** Approve payment of one-half of the expenses associated with the Executive Director search or take such other action deemed appropriate.

This was heard as item 3. Riedner said the City has received six responses so far for the Executive Director position. He said a week and a half ago only two applications had been received so the ad was sent to some sites that the City has to

pay for. The proposed budget for advertising is \$2,000. Depending on how the search goes, a reception may be held for the candidates which would be about \$500. Reimbursement for interview travel is generally about \$6,000. He discussed other expenses which he said totals about \$8,600 which would be divided between the URA and the City. He indicated that it would be based on actual expenses not estimated expenses. He discussed the process and said generally staff tries to bring in five candidates.

Bettge moved and Weber seconded approval of the URA covering half of the expenses related to the Executive Director position. Motion carried. Riedner explained how the search committee is formed and the process that will be followed. There was discussion about who from the URA Board will serve on the search committee.

5. Budget Workshop – Gary J. Riedner/Don Palmer

**ACTION:** Approve proposed budget to be published and presented at the budget hearing or direct staff as deemed appropriate.

A revised budget and two new pages were distributed to the Board. Riedner introduced the item went through the proposed budget. He offered a correction on page 4. He went through the proposed budget, offered explanations of the line items in detail and answered questions. There was some discussion. Palmer went through the debt service. He said there is one last remaining payment for Alturas before it is closed. There was further presentation and discussion about the proposed budget. Weber moved to approve the proposed budget to be published and presented at the budget hearing and Bettge seconded the motion. Motion carried.

6. General Agency Updates– Gary J. Riedner

- Standing Committees
- Status of Executive Director Search
- RAI Update

Riedner reported on what happened at the last RAI meeting. He said he has taken Jones' place on the Board and he distributed an agenda from that meeting.

7. Legacy Crossing Update – Gary J. Riedner

- EPA Assessment /Cleanup Grant Work Plan – 6<sup>th</sup> and Jackson

Riedner distributed two aerial photos of a proposed traffic adjustment to the corner of 6<sup>th</sup> and Jackson. He said the second option seems to be the better choice from the point of the URA. A decision needs to be made prior to selling the lot. He discussed the options of the URA Board. If the property needed is not extreme, then the Board could consider giving the land to the City and if it is extreme, then something else should be considered.

Riedner distributed the ALTA survey and said Kyle Steele will assist with the EPA clean-up grant. He discussed that process. He said staff is working with Terragraphics.

- Market Absorption RFP

Riedner gave an update on the Market Absorption RFP.

8. Alturas Update – Gary J. Riedner

- Palouse Commercial Activity Report

Riedner gave an update on selling the Alturas lots. He said he had a discussion with Shelley Bennett who indicated she does not believe price is a problem. He said the idea behind the lots was for businesses that come out of the Business Technology Incubator which is no longer functioning so he is talking to the University about getting it going again. There was discussion about the purpose of the URA. There was discussion about Legacy Crossing and the entrance to the University on 6<sup>th</sup> Street.

9. Adjourn

The meeting concluded at 8:23 a.m.