



Minutes: May 27, 2015, 7:00 a.m.

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

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McCabe called the meeting to order at 7:00 a.m.

Attendance:

Commission Members

Staff Present

Others

John McCabe, Chair	Gary J. Riedner, Interim Exec. Director/City Supervisor	Gina Tarusio, ED Chamber
John Weber	Bill Belknap, Community Development Director	Victoria Seever
Steve McGeehan	Don Palmer, Finance Director	
Brandy Sullivan	Stephanie Kalasz, City Clerk	
Art Bettge		
Dave McGraw		

Absent: 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.
 - A. Minutes from May 13, 2015
 - B. April 2015 Financials

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

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

2. **Public Comment for items *not on agenda*:** Three minute limit – No public comment was offered.
3. **Announcements** – Riedner said there are no announcements.
4. **Draft Administration Agreement with the City of Moscow – Gary J. Riedner**
 The City of Moscow currently provides administrative and executive director services to the Moscow Urban Renewal Agency (URA) pursuant to an existing Agreement for Services. The agreement currently includes 50% cost sharing of the prior Economic Development Specialist/ Executive Director position that has been vacant for nearly a year following a failed recruitment effort. It has been determined that the duties of Executive Director can be provided under an amended services agreement rather than the

cost sharing situation of the existing agreement. Administration is now proposing a reconfiguration of this position to assign the MURA Executive Director duties to the City Community Development Director. The services agreement has been amended to reflect this change in services and the new administrative cost reimbursement amount which is proposed to be increased from \$30,000 to \$45,000 annually. This new reimbursement amount has been incorporated within the City's draft FY2016 budget and the MURA's draft FY2016 budget, both of which are currently under development. The draft Agreement for Services has been provided to the Moscow City Council Administrative Committee on May 25, 2015. The effective date of the revised Agreement for Services is October 1, 2015, coincidental with both the City and MURA fiscal years.

ACTION: Review draft Agreement for Services to be provided to the MURA by the City of Moscow and approve Agreement effective Consider draft FY2016 MURA Budget and provide staff further direction.

Riedner provided background information regarding the services that the City has supplied to the Moscow Urban Renewal Agency and the half-time URA Executive Director/Economic Development Specialist position that was shared by the City and URA. He said the City has been providing an executive director for the last year. He said the City can continue to supply executive director services in addition to the other administrative services. He discussed URA finances and explained that it is proposed that adding the executive director services will raise the contract to \$45,000 which will be a cost saving to the URA. He explained that the contract will be revised as duties increase. The contract continues until cancelled. He said he presented this to the City's Administrative Committee and it will be considered by the City Council on Monday. There may be one change proposed to include CPI to cover inflation which is an item included in most City contracts.

Sullivan asked if the City can change who will serve as executive director. Riedner said yes but the URA will need to consent to the change. Weber asked about the current financials for the executive director position and Riedner and Palmer explained how much is budgeted for salary and benefits.

There was general consensus to have staff move forward with the contract.

5. First Review FY2016 MURA Budget/Alturas District Closure and Budget Impact Discussion – Gary J. Riedner/Don Palmer/Bill Belknap

Attached is the draft of the proposed FY2016 MURA budget for consideration by the Agency Board. The draft budget considers the early closure of Alturas Research and Technology Park Revenue Allocation Area (RAA). The Alturas District was established in July of 1996 and subsequently amended in June of 2005 to allow for the development of Phase II of the Alturas Research and Technology Park. The restated plan of 2005 provided for the termination of the Plan no later than December 31, 2015, with the exception of revenues that may be received in 2016 or otherwise, if the Agency determines an earlier termination date in consideration of Agency financial obligations. Staff will present the draft FY2016 MURA Budget and report on the impacts of the potential closure of Alturas Research and Technology Park RAA.

ACTION: Consider draft FY2016 MURA Budget and provide staff further direction.

Riedner reviewed the URA work plan. He listed tasks included with Alturas Revenue Allocation Area closure and explained them. He discussed possible closing dates. He said there is one payment left on the Series A bonds. He discussed the 6th and Jackson Property and the tasks associated with that project. He said the Southeast Moscow Urban Renewal District Study will likely be the next project. The City Council will likely budget for another study to be done. He explained that the URA could not have Alturas, Legacy Crossing and the Southeast Moscow Urban Renewal District at the same time because it cannot have more than 10% of the taxable value in the City at one time. Alturas will have to be closed prior to opening another district. He listed other tasks that need to be addressed including Alturas zoning and Covenant review, MURA website redesign, transition to new agenda management system, access to a revised records management system and budget.

Riedner reviewed the proposed budget for FY2016. He said the budget workshop will be on July 22, 2015 and the budget hearing on August 12, 2015. Public notices will be on July 25, and August 1, 2015. He discussed some of the factors affecting the budget. He said there are six remaining lots for sale in Alturas. He indicated that staff anticipates that legislative challenges will continue. Riedner said he will remain on the RAI. He discussed items included in the budget. He explained what has been done at the Alturas Technology Park. He displayed an aerial photo with the revenue allocation area drawn over it. He listed Alturas successes which included an almost 13% annual growth rate. He discussed Legacy Crossing and its objectives and challenges. He reviewed the budget numbers proposed and explained the reasoning behind them. There was discussion about the 6th and Jackson property. Riedner said the budget is based on the closure of Alturas. Belknap explained the expenses associated with the closeout of Alturas. There was discussion about the Alturas closure date and there was discussion.

Belknap reviewed the budget numbers associated with Legacy Crossing. He discussed URA participation in Legacy Crossing projects currently in the planning stage. Riedner said staff has tried to keep as much flexibility as possible. Sullivan asked if the Anderson Owner Participation Agreement continues with the property or the owner or just goes away. Riedner will check on it.

Riedner discussed debt service. Payment for Alturas will be complete in August and payments for the 6th and Jackson property will continue. He said there is a sources and uses statement included in the budget. If the Agency agrees staff will move forward with closing Alturas in this budget year.

6. General District Updates – Gary J. Riedner

- Legacy Crossing District
 - 6th and Jackson property updates – Belknap said Sangria is working on the final plan for the site. Weber said Maialina took longer than anticipated will this project be the same? Belknap said no they are looking like a \$4,000,000 project and they will need to obtain all of the funding at once. It is anticipated that it will take 12 months to complete. Belknap said the URA cannot convey the property until it is cleaned up which will be next year. The grant must be complete and closed out before the property can be conveyed. Weber asked about moving the power lines underground and who would pay for it. Belknap said typically the developer does but if there will be an increased load then Avista will cost share. Riedner said something could be done when the turn lane is improved. Belknap said once the public improvements are known then the URA can decide how it may want to assist. There was some discussion which included detailed information about the required remediation on the 6th and Jackson property.

- Alturas District
No further information was discussed about Alturas.

7. Adjourn

The meeting adjourned at 8:41 a.m.