



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

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

Attendance:

Commission Members	Staff Present	Others
Steve McGeehan, Chair	Bill Belknap, MURA Executive Director	Victoria Seever
Steve Drown	Gary Riedner, MURA Interim Treasurer	Gina Taruscio
Dave McGraw	Anne Peterson, Deputy City Clerk	Brenda VonWondruska
Brandy Sullivan		Samantha Mallott, Daily News
John Weber		
Absent: Art Bettge, Ron Smith		

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 February 4th, 2016
- B. January 2016 Payables
- C. January 2016 Financials

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

Weber moved acceptance as presented, seconded by Sullivan. Motion passed with four votes and one abstention by McGraw. Belknap explained that due to an administrative error, Commissioner McGraw wasn't reappointed at the end of 2015 as he should have been. Until he can be officially reappointed by the Mayor at the March 7 Council meeting, McGraw will participate in an ex-officio status. Review of 2016 minutes indicates that McGraw's presence to date has not affected quorum or the result of any motions.

2. **Public Comment for items *not on agenda*.** None.

3. **Announcements.** None.

4. **Redevelopment Association of Idaho Report – Gary Riedner**

Riedner reported the utilities relocation bill discussed at the last meeting is currently being held in committee. AIC and RAI have both expressed opposition. The Interim Committee draft report has not yet been presented to legislature. Main issues remain the election vs. appointment of Board members and the

resetting of the tax base upon urban renewal plan amendment. With regard to the potential resetting of tax base, Sullivan asked if obligations under previously-executed Owner Participation Agreements would remain in place. Riedner said OPAs take the generated increment based on improvements and half is paid back to the owner. He believes that obligation would remain even if the tax base is reset. Belknap said the draft bill reads that when a district is amended and the tax base reset, the agency cannot take on any other debt until the district is closed. It is unclear whether that means debt just in that district, or additional debt by the agency as a whole.

5. Owner Participation Agreement and Limited Promissory Note for 1014 S. Main Street – Bill Belknap

At the Agency's December 3rd meeting, Staff provided a report regarding a project being proposed for a 5.5 acre property currently addressed as 1014 S. Main Street and an adjacent 24,000 sf parcel property addressed as 1104 S. Main, which was most recently the location of Domino's Pizza. The proposed project would include the construction of 154 residential units and 3,000 sf of retail space. The 1014 S. Main property has limited access and the 1104 S. Main property is heavily contaminated from prior petroleum tanks and associated petroleum releases that occurred upon the property that have resulted in significant contamination to the soils on the site and groundwater under the site and other adjacent properties. The Owner inquired regarding potential assistance from the Agency with environmental remediation and intersection improvement expenses to clean up the contamination and facilitate the redevelopment of the property and the Agency directed Staff to prepare an Owner Participation Agreement (OPA) to assist with the project. Staff has prepared an OPA for the project for the Board's review.

ACTION: Review and approved the proposed Owner Participation Agreement and associated Resolution 2016-01 for 1014 S. Main Street; or take such other action deemed appropriate.

Belknap provided the second consideration by the Agency of a request for financial assistance, including the draft OPA. The Agreement provides assistance for remediation and lane improvement expenses up to \$350,000. Such payments will occur over a multi-year period as increment occurs. Upon completion, the expected annual project increment is \$284,000 with a net income to the Agency of \$142,000. Staff recommended approval of the Agreement and accompanying Resolution. Following a brief discussion, Sullivan moved to approve the OPA and associated Resolution, seconded by Drown. Motion passed with four votes and one abstention (McGraw).

6. Proposed Extension of Agreement for Real Estate Marketing and Brokerage Services – Bill Belknap

In December of 2013 the Agency entered into a professional services agreement with Palouse Commercial for real estate marketing and brokerage services related to the Agency-owned lots within Alturas Technology Park. At that time, Palouse Commercial was the sole respondent to a request for proposals to furnish these services. The agreement was initially drafted for a period of two years and expired on January 22, 2016. Staff is recommending that the Agency extend this agreement for an additional 12 months to allow the Agency time to evaluate how it desires to secure these services in the future.

ACTION: Approve an extension to the existing professional services agreement with Palouse Commercial Real Estate for an additional 12 months, to expire January 22, 2017; or take other action as deemed appropriate.

Drown moved approval, seconded by Weber. Passed with four votes and one abstention (McGraw).

7. MURA Draft Annual Report Review – Bill Belknap

In Accordance with State Statute, all urban renewal agencies are required to file an annual report describing the activities of the agency for the preceding year with the local governing body by March 31st of each year. Agencies are required to hold a public meeting to report the findings of the annual report and to take comments from the public prior to filing the report with the governing body. Staff has prepared the initial draft of the annual report and proposes to conduct the public meeting on the final report at the Agency's upcoming March 3rd meeting. After approval of the Annual Report it will be presented to the City Council at their March 21st meeting.

ACTION: Receive report and provide direction as deemed appropriate.

Belknap reviewed the major components of the report and the Board had no comments or questions. The final document will be presented on March 3.

8. Discussion Regarding Agency Website Update – Bill Belknap

Over the last several years the Agency's website has become outdated, lacks functionality and has become difficult to update and maintain in its current form. In the effort to increase transparency of Agency activities, increasing public access to Agency documents and information and efficiency of website maintenance, Staff believes it is necessary to revamp the Agency's web presence. Staff would like to solicit proposals from local website developers to rebuild the Agency's website on a new, easy-to-maintain platform. Funding is available within the Agency's Professional Services line item to support this work.

ACTION: Receive report and provide direction as deemed appropriate.

Sullivan asked how potential developers will be solicited. Belknap said through advertising and word of mouth. Staff will handle the process through an abbreviated RFP and bring a recommendation to the Board for selection. The Board directed Staff to proceed.

9. Discussion Regarding March Meeting Schedule – Bill Belknap

The Agency's second March meeting falls on March 17th which is during the local school and university spring break period when many community members may be out of town. Staff is recommending that the Board cancel the March 17th meeting. The next meeting would then be on April 7th.

ACTION: Receive report and provide direction as deemed appropriate.

Board members agreed to cancel the March 17 meeting. Belknap will advise if anything occurs in the interim that would require Board action via a special meeting on March 24.

10. General Agency Updates – Bill Belknap

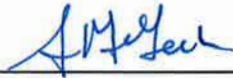
- Legacy Crossing District
 - Sangria Group is making good progress on their project design. Belknap anticipates receiving the plan on February 22.
 - Conference call scheduled with DEQ tomorrow to discuss issuance of Certificate of Completion and the Covenant Not to Sue.
 - Cleanup planning continues on the South Main site. The small amount of remaining Brownfields grant money will be

- Latah Federal Credit Union is proceeding with their renovation project on the Washington/Troy Highway corner. Staff expects to receive a request for Agency assistance on some of the frontage improvements and landscape enhancements.
- Andersons are re-evaluating the possible Agency assistance for engineering services on Sixth Street. A decision about the easement issue will need to be made at the March 3 meeting in order to clear the title for the Sangria project.

McGeehan asked if there are plans for signage on the South Main projects to give the Agency some visibility. Belknap indicated a sign similar to what was erected for the 6th and Jackson remediation work would be appropriate. Future annual reports will also highlight the investments the Agency has made to the community.

- Alturas District
 - Last expenses for the District will be replacement of a couple damaged trees and installation of a new water meter to separate the private irrigation system from the park system.
 - The Board will be asked to approve final payments of excess increment to taxing districts as soon as final audited numbers are received. That should occur at the March 3 meeting.
- Strategic Plan
 - No report.

McGeehan declared the meeting adjourned at 8:01am.



Steve McGeehan, Agency Chair

3-3-16

Date