



Agenda: Thursday, February 18, 2016, 7:00 a.m.

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

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.

2. **Public Comment for items *not on agenda*:** Three minute limit
3. **Announcements**
4. **Redevelopment Association of Idaho Report – Gary Riedner**
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.

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.

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.

8. Discussion Regarding Agency Website Update – Bill Belknap

Over that 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.

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.

10. General Agency Updates – Bill Belknap

- Legacy Crossing District
- Alturas District
- Strategic Plan

NOTICE: Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.