



Minutes: Thursday, August 17, 2017, 7:00 a.m.

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

Chair McGeehan called the meeting to order at 7:01a.m.

Commissioners Present	Commissioners Absent	Also in Attendance
Steve McGeehan, Chair	Steve Drown	Bill Belknap, MURA Executive Director
Art Bettge	John Weber	Anne Peterson, MURA Clerk
Dave McGraw		
Ron Smith		
Brandy Sullivan		

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 August 3, 2017*

B. *July 2017 Payables*

C. *July 2017 Financials*

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

Smith moved approval of the consent agenda, seconded by Bettge. Motion passed unanimously.

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

None.

3. Announcements

None.

4. Request to Issue Letter of Support for the Idaho Department of Environmental Quality Brownfield Assessment Program for 213 Spotswood, 225 Spotswood & 222 Troy Road – Bill Belknap

Thompson Development is negotiating to purchase three properties currently addressed as 213 Spotswood, 225 Spotswood and 222 Troy Road, all located within the Legacy Crossing District and just east of the South Couplet. Prior to purchase of the property, Thompson Development wishes to complete an environmental assessment through the Idaho Department of Environmental Quality (IDEQ) Brownfield Assessment Program where IDEQ contractors will perform environmental assessments and cleanup plans for eligible applicants. Generally, eligible applicants are local government, redevelopment agencies and similar public entities, however private property owners can be eligible when they are sponsored by an eligible public entity as evidenced by a letter of support of the application. The Agency will have no financial or administrative responsibilities beyond the letter of support. The subject property is located within the Legacy Crossing Urban Renewal District and the environmental assessment would help facilitate the potential redevelopment of the subject property.

ACTION: *Approve the proposed letter of support for the Idaho Department of Environmental Quality Brownfield Assessment Program for 213 Spotswood, 225 Spotswood and 222 Troy Road; or take other action as deemed appropriate.*

Belknap presented the item as described above and recommended approval. Garrett Thompson said they had plans for a better and higher use for the properties and he hopes remediation needs will be minimal. Preliminary

research on the historical use of the properties doesn't indicate any huge issues. Belknap said most banks require a Phase I study for any commercial funding. McGraw moved approval and Bettge seconded the motion which carried unanimously.

5. Discussion Regarding Agency Subcommittees – Bill Belknap

In 2008 during an early strategic planning discussion the Agency established three different standing subcommittees including the Marketing Committee, Governmental Relations Committee, and the Finance Committee. The Agency Bylaws as most recently adopted in 2015 names the standing committees but does not specifically define the scope of their work or purpose. Other than the Finance Committee, which has generally met at least once a year to review the proposed Agency budget, the committees have been inactive for the last seven years. Staff will provide an overview of the history of the committees and their work and facilitate a discussion regarding future subcommittee need and organization.

ACTION: Accept report and provide Staff with direction regarding the MURA standing subcommittees.

Belknap said the Agency's membership and representation in the Redevelopment Association of Idaho (RAI) has supplanted the role of the Government Relations Committee, and the professional commercial real estate services by Palouse Commercial fulfills the Marketing Committee's previous focus on the Alturas lots. Only the Finance Committee meets regularly and likely has the greatest continuing benefit as an additional public voice in financial activities of the Agency. Belknap recommended the Bylaws be revised to remove the Governmental Relations and Marketing Committees, and to add specific responsibilities for the Finance Committee. Sullivan recalled that when the Committees were established it was to handle all the new Agency tasks that needed to be addressed, but agreed other processes have addressed that need. McGraw valued the expertise on the Finance Committee to review of the budget prior to coming the full Board. Belknap cited the advantage of additional members of the public learning about the Agency's activities and having them review details and ask questions. There was discussion about which items would automatically go to the committee and the process for appointing members. McGeehan said community member input was important for Agency diversity and transparency. Agency members were in agreement with staff's recommendation so Belknap will work on draft revisions to the Bylaws.

6. Agency Policy Development Discussion – Bill Belknap

During the recent strategic planning process it was identified that the Agency has not adopted formal policies that address and direct many of the Agency's activities. It is Staff's recommendation that the Agency establish and adopt formal policies that address a number of specific areas including various elements of general Agency administration, financial controls, and development project participation. Staff will review the suggested areas of policy development and seek Board direction.

ACTION: Accept report and provide Staff with direction regarding the MURA policy development.

Belknap suggested formalizing policies to assist anyone attempting to learn how the Agency functions and to assist with continuity of operations. His recommendations covered three general categories:

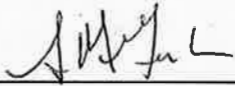
- General Agency Administration: conflicts of interest; public meetings; role of Executive Director; standing committees; record retention; City service reimbursement; and the allocation of administrative and legal costs to the Districts.
- Financial Controls: general principles, annual budget process; annual audit process; revenue; operating expenditures; capital expenditures; fund balances; capital assets; fund/cash management and payables.
- Development Project Participation: determining participation; owner participation agreements; reimbursement schedule of values; soft cost and financing cost reimbursement.

McGraw said any policies should retain flexibility because each project is different. McGeehan said it would be important to identify the fine line between providing continuity and clarity without making policies too rigid. Bettge said it helps with transparency and the audit process to show that the Board's procedures are being followed. Belknap was most concerned with documenting processes to ensure consistency and he was directed to proceed.

7. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - Belknap attended an on-site meeting regarding a project in the works at the former Stubbs seed property on the Troy Road and said the current owner Steve Vachon will want to work with the Agency on street improvements. Belknap anticipates quite a bit of upcoming activity in that area of the District.
 - An offer has been made on the Dumas site.
 - 6th & Jackson construction is ongoing for the turn lane realignment, utility undergrounding, sidewalks, trees and Hello Walk terminus.
- Alturas District
 - None.
- General Agency Business
 - None.

The meeting adjourned at 7:59am.



Steve McGeehan, Agency Chair

9-7-17

Date