

**MINUTES  
URBAN RENEWAL AGENCY  
October 22, 2008**

Commissioner McCabe called the Moscow Urban Renewal Agency meeting to order at 7:00 a.m. Wednesday, the 22<sup>nd</sup> of October in the Moscow City Council Chambers.

***Attendance:***

Commission Members	Staff Present	Others Present
John McCabe, Chair	Pat Raffee, Interim Agency Director	
Robin Woods	Gary J. Riedner, City Supervisor	
John Weber	Don Palmer, Finance Director	
Jack Nelson	Ramon Nunez, Finance Department	
Brandy Sullivan	Alisa Stone, Grants Coordinator	
Tom Lamar	Jen Pfiffner, Assistant to the City Supervisor	
	Stephanie Kalasz, City Clerk	

Absent: Steve Drown

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1. Consent Agenda

- Minutes of October 8, 2008 meeting

Weber moved and Sullivan seconded approval of the minutes. Motion carried unanimously by acclamation.

2. Public Comment for *items not on agenda*: 3 minute limit – No one was present to speak.

3. Announcements (including conflict of interest disclosures) – None.

4. Unfinished Business:

- DEQ Brownfield Grant Participation

Stone said the URA is being asked whether they are interested in being a part of the coalition to obtain a brownfield grant. Woods said she attended the meeting last week and verified that she heard that the City would process the applications for funding if a grant is obtained.

Nelson noted that it was his understanding that the grant money would be used for assessment not for cleanup. Stone said DEQ and EPA have funding available for clean-up which is a 70 percent rebate program.

Lamar said he attended the meeting last week and he supports the application. He moved to approve, in principle, the URA being a part of a coalition to apply for a brownfield grant. Weber seconded the motion. Sullivan asked if there were members other than the City and URA. Nelson said Latah County is involved as well. Stone said a minimum of three governmental entities is required.

Motion was approved unanimously via acclamation.

- City Admin Services Contract

Riedner discussed the purpose of the City Administrative Services Contract and went through its contents. He said it will be brought back in final form after it is reviewed by Ryan Armbruster, the URA's attorney. He said it is very similar to the 2000 document with just a few changes.

Raffee said it is possible that the Agency might prefer to pay the fee in two lump sums after receiving their two large sum checks from the increment it receives. Lamar asked when the contract would take effect and was told that it will take effect when it is signed. He asked about the issue of the executive director. Riedner said that portion of the contract won't be in effect until an executive director is hired. He suggested language that might be added to address that issue. Weber asked if there would be some overlap between Raffee and the new director. Riedner said yes but it will probably only be about two weeks.

Riedner discussed some of the changes made to the document. Woods asked that the contract be emailed to the Board after it is reviewed by Armbruster. Riedner said suggestions can be sent to staff and he cautioned the Board to avoid "virtual meetings" due to the open meeting law.

Sullivan asked about financial services being duplicated since financial reports are listed as City and executive director duties. Riedner explained that they are complementary to each other. Sullivan said she doesn't want duplication of services with the City and executive director.

#### 5. New Business:

- Commissioner terms clarified (Gary Riedner)

Riedner discussed new expiration dates for a few of the members and the reasoning behind the changes.

- Staff recommendation to revise November meeting dates to 11/6 (workshop/field trip) & 11/12; *cancel 11/26 meeting*

Raffee explained the revised meeting dates and the Board agreed to the change. She discussed planning for the field trip to Coeur d'Alene. Riedner went through what sites the Board visited on a field trip up there a few years ago. He said the trip must be noticed as a meeting. Raffee asked what the Board would like to know or see. She discussed some of the new projects that are happening in the area. Riedner said one of the big values from the previous trip was learning about financing options. Weber said he would like to have information about the financing options. Riedner said he has a sample agreement that Lake City uses for developer financing.

Nelson asked about the chance to go to Post Falls. He said some of the County Commissioners like what is going on in Post Falls but don't agree with everything going on in Coeur d'Alene.

Woods said she would like to see financing options but she also wants to compare Kootenai County with Latah County because she isn't sure how the tax base compares. Raffee said there are before and after photos on the LCDC website.

Lamar said it is too bad that the executive director won't be hired in time to take the trip with the Board. Raffee asked who will be attending the trip. Nelson said he would need to check but others indicated that they will be attending. Riedner and Palmer will attend as well.

6. Committee Reports: *(if needed)*

- Finance: John McCabe, Robin Woods
- Marketing: Steve Drown, Brandy Sullivan
- Legislative & Government Relations: Tom Lamar, Jack Nelson, John Weber

Pfiffner said the Marketing Committee will meet this afternoon. Riedner said the Legislative Committee will meet to discuss the Rexburg case. He said Hart's attorney has requested an extension. He said there are eight or nine other entities involved in the Amicus Brief which should make the contribution much less than the \$5000 maximum approved.

7. Staff Reports: Don Palmer

- Presentation: Internal Financial Controls

Palmer said staff started applying internal controls with approval of the budget and explained how the financial operations are handled. He said staff recommends that the URA follow the City travel guidelines. He displayed some of the forms to be used for URA financial requests. He discussed the timing of when reports will be brought to the Board. He said they are trying to follow the general accounting principles that the City follows which include local investment pool and petty cash. He said the policies will be included in the packet at the next meeting for the Board to consider for approval. Woods said she would like to have a budget workshop to discuss finances. Riedner said the policy decisions being considered by the Board are general accepted accounting principles that are professional standards required by a governmental entity and those will be separate from other policies that the Board will consider for approval.

Raffee said Palmer and the staff have been very good with ensuring that the URA is following legal guidelines. She said she discussed with the Board the role of the new executive director and what their share of the fiduciary responsibilities will be so expectations will be clear. She discussed the bill from ICRMP and said the liabilities and coverage page ensures that there is no deductible. She listed the limited amounts covered.

Lamar asked about the practical nature of a petty cash account. Raffee said it was deemed appropriate because so many people needed to handle small things like the refreshment service prior to meetings.

Staff Reports: Gary Riedner & Pat Raffee

- District updates

Raffee said regarding Legacy Crossing, staff is continuing to talk to property owners or their representatives. She said they are staying in touch with realtors as well. She said regarding Alturas, she will meet with Frank Hill this afternoon to discuss the Exclusive Negotiation Agreement. It is hoped that the DDA will be completed by the end of the year. Riedner said the University of Idaho is keeping up on properties that are available for purchase. He said there needs to be a policy decision on the way that the URA wants to handle Legacy Crossing. He said there was a meeting with Ted Thompson to talk about the property outside of Alturas and possible expansion. The discussions have resulted in a gentleman's agreement so the URA will be contacted if there is interest in lots in that area. Unless the Agency is willing to proceed with purchase or expansion of the project area or plan, then nothing can be done because there has been some other interest in property in that area. He said there is significant lead time to expanding the boundaries of Alturas.

Sullivan asked if any of the Legacy Crossing landowners have seen what is going on in Coeur d'Alene. Raffee said lack of inspiration has not been a problem. Most of the concerns have been price. Riedner said staff hasn't been approached by any developer. Raffee said there was one developer who wanted the URA to buy property for him to develop but there isn't any on the market.

Woods said it would be good to know how the Coeur d'Alene group developed their risk tolerance and how they go about decision making. She said in regard to Alturas, it doesn't help to be reactive. The Agency should be proactive. Riedner said staff will react to the direction of the Agency. He said another strategy session will be necessary. Realtors say that property is not moving. He said the City typically has a goal setting session in February or March to assist in setting the budget and staff will probably recommend something similar to the Agency. Woods said if the Agency is not forward thinking, it will miss out. She said she doesn't think Alturas should be boxed in. Weber asked if Woods was suggesting that the URA buy the property to the south. Woods explained some of the options available to keep Alturas open. Riedner said Alturas Phase I and II were deliberate actions of the agency. If the Agency has an interest in expansion of the Alturas area then it is helpful to be proactive. McCabe asked that this be placed on a future agenda.

- General Agency update - None given

8. Executive Session: Pursuant to Idaho Code Section 67-2345

Weber moved and Lamar seconded to adjourn to executive session. The meeting will reconvene afterward. The meeting adjourned at 8:20 and the executive session began at 8:22 a.m. Riedner, Nelson, Woods, McCabe, Weber, Lamar and Sullivan were in attendance. The Executive session ended at 8:40 a.m.

The meeting reconvened at 8:40 a.m.

Woods moved to increase Raffee's hours by 5 hours (to 25 hours) and to have staff negotiate an agreement. Lamar seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

#### 9. Adjournment

The meetings adjourned at 8:45 a.m.