



Minutes: May 22, 2013, 7:00 a.m.

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

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

Attendance:

Commission Members	Staff Present	Others Present
John McCabe, Chair	Jeff Jones, Executive Director	Pat Vaughan, County Assessor
Dave McGraw	Don Palmer, Finance Director	Mark Wintz, Wintz & Company
Tom Lamar	Sue Nelson, Finance	
Brandy Sullivan	Jen Pfiffner, Asst. to the City Supervisor	
Steve Drown		

Absent: Sue Scott, Steve McGeehan

1. Consent Agenda - Any item will be removed from the consent agenda at the request of any member of the Agency and that item will be considered separately later.
 - A. Minutes from April 24, 2013 Meeting
 - B. April Payables and Financials

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

Lamar moved to approve the consent agenda, Sullivan seconded the motion. Motion carried unanimously.

2. Public Comment for items *not on agenda*: 3 minute limit
None.
3. Announcements
 - Moscow Farmers Market, May 25, 2013
 - Artwalk, June 14, 2013
 - Association of Idaho Cities, Boise, ID, June 18-21, 2013
4. Project Proposal Application, 409 S. Jackson Street, LLC
 - Project Overview /Presentation by Mark Wintz, Wintz & Company
 - Other Potential Funding Sources

ACTION: Direct Staff to review the Project Proposal Application and prepare a staff report and associated recommendation for the meeting scheduled for June 26, 2013.

Wintz and Company have purchased and are remodeling the previously owned Moscow-Pullman Daily News building, with EMSI as the confirmed tenant. Wintz is here to present his project to the agency.

Wintz, explained he is a real estate developer and gave overview of EMSI, the client he is working with on the project. Purchase price of the building was \$1 million with renovation estimated at \$1 million. Renovations will include restoring windows, updating the entrance, back façade renovation, including large light well, bringing in a lot of natural light, and including good office layout and fixtures.

Wintz is working with the City on the sidewalk and trees in the right of way as well. Jones noted a challenge of the site is the trees that are in the middle of sidewalk, making it difficult to travel along that sidewalk. Wintz explained the sycamore trees are perhaps not a good fit for the sidewalk space.

Wintz and Jones displayed a concept of a broadening the sidewalk which would require collaborating with the State to manage the effect on Jackson Street in removing the parking to accommodate the larger sidewalk.

The URA is being asked to participate in the redesign of the sidewalk and in providing broadband service to the building.

Lamar asked about burying the wires in the alley behind the building when broadband would be installed.

Jones noted through the Department of Commerce Business Opportunity Fund, there is a positive feedback that \$50,000 would be available should the MURA be able to match those funds for this particular project and develop an owner participation agreement. This is a great project that provides economic development, job creation with living wage jobs.

Completion of the remodeled and occupancy of the building is schedules for November 2013. Jones will continue to work with the State and the developer to stay ahead of deadlines and believes the project can be moved forward meeting the timelines.

Parking for the building is served by two lots and should be addressed adequately. The building will also include indoor bike storage.

Lamar moved to direct staff to review the Project Proposal Application and prepare a staff report and associated recommendation for the meeting scheduled for June 26, 2013. McGraw seconded. Motion carried unanimously.

5. Permanent Public Sewer Easement between the Moscow Urban Renewal Agency and the City of Moscow (Alturas Technology Park)

Jones gave an overview of the public sewer easement proposal in Alturas, outlining the inclusion of a public sewer easement to serve the development and bordering properties more efficiently.

The required documents are needed in order to meet the timing necessary to allow installation of the new public sewer easement before allowing the existing private sewer easement to be abandoned. The agency was asked to correct a prior motion to better reflect the needed documentation.

ACTION: Correct prior motion. A motion should be made directing staff to prepare a Grant of Easement between the Agency and ~~Thompson Development, LLC~~ the City of Moscow, authorizing the use of a 20.00' foot wide underground public utility easement for the construction and future maintenance of a sanitary sewer across a portion of Lots 2 and 3, Block 2, in Alturas Technology Park Phase II (Exhibit 1); and, that such approval is to be subject to the abandonment of the existing private sewer easement across Lot 3, Block 2.

Lamar moved to correct the prior motion as stated. Drown seconded the motion. Motion carried.

Further, Jones asked that commissioners please replace the next action originally listed in the agenda and with the latter listed here:

ACTION: Approve the Permanent Underground Public Sewer Utility Easement between the Moscow Urban Renewal Agency and the City of Moscow subject to the abandonment of the existing private sewer easement across Lot 3, Block 2 and a new private sewer easement between Thompson Development, LLC and the City of Moscow.

ACTION: Approve the Permanent Underground Public Sewer Utility Easement between the Moscow Urban Renewal Agency and the City of Moscow subject. To the abandonment of the existing private sewer easement across Lot 3, Block 2, and authorize the Chairman of the Agency to execute the easement agreement when necessary public and private easement documents have been recorded to the satisfaction of the Agency and the City of Moscow Public Works Department.

Lamar moved to approve the Permanent Underground Public Sewer Utility Easement between the Moscow Urban Renewal Agency and the City of Moscow subject. To the abandonment of the existing private sewer easement across Lot 3, Block 2, and authorize the Chairman of the Agency to execute the easement agreement when necessary public and private easement documents have been recorded to the satisfaction of the Agency and the City of Moscow Public Works Department. Drown seconded the motion. Motion carried unanimously.

6. Alturas Update – Jeff Jones

- Sewer Extension, Alturas Drive to Mountain View Road - Cost Estimate
 1. Looking forward to finalizing this project.
- Request for Proposal (RFP) - Real Estate Brokerage Services
 1. Scheduled to be published on June 7.
- Weed spraying and mowing will be addressed; Jones will follow up with Tom Grundin in the City Parks and Recreation Department.
- The path section that needs to be addressed will be reviewed, the first step is developing a more detailed map of the phases of Alturas based on the actual legal description to determine if the path section in question is the responsibility of the URA, if not, that discussion should be forwarded to the City.

7. Legacy Crossing Update – Jeff Jones

- EPA Cleanup Grant Award
 1. Proposal submitted last fall, Alisa Stone, Grants Manager and Jones submitted the project through a very competitive process, and were successful. There is still some

unclear direction from EPA on the potential for waiving the match. Match dollars, should they be needed have been budgeted for in the Hello Walk development line item should that full match for that grant be required. Other options for low interest loans could be considered as well.

- Request for Proposal (RFP) – Environmental/Remediation Consultant
 1. This agreement would occur in July of 2013. We'll be looking for an RFP to hire the consultant and will manage the project as a whole. The project should take about a year.

Updates:

Palmer noted the budget draft should be provided to the agency at the next URA meeting. Budget includes some optimistic assumptions but should be a good planning document for the agency.

The meeting adjourned at 8:00 a.m.