



## Meeting Minutes: January 17, 2019, 7:00 a.m.

City of Moscow Council Chambers • 206 E 3<sup>rd</sup> Street • Moscow, ID 83843

Commissioners Present	Commissioners Absent	Also in Attendance
Steve McGeehan, Chair		Bill Belknap, Executive Director
Art Bettge		Anne Peterson, Clerk
Trent Bice		Brittany Gunderson, Treasurer
Steve Drown		
Dave McGraw		
Ron Smith		
Brandy Sullivan		

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

- 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 December 20, 2018*

*B. December 2018 Financials and Payables*

Bettge moved approval, seconded by Smith. Motion carried.

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

Victoria Seever, 121 Lilly, speaking as a citizen rather than a member of the Planning & Zoning Commission, commented on the parking problems caused by the Identity project on South Main, the Evolve project in downtown Pullman, and downtown residents in general whose use of public parking impacts commerce and customers. Given all those already-existing problems, she didn't want to see another student-centered project on the 6<sup>th</sup> and Jackson lot that would adversely impact town mobility and business.

- Election of Officers for 2019 (A) – Chairperson McGeehan**

*Per the Agency's bylaws, annual officer elections are to be held at the first meeting in January. The Agency will need to elect and appoint officers for the positions of Chairperson, Vice Chairperson and Secretary.*

**ACTION:** *Elect and appoint the 2019 officers for the positions of Chairperson, Vice Chairperson and Secretary.*

Smith moved to elect the incumbents to another term, seconded by McGraw. All incumbents were willing to continue serving. Motion carried unanimously. (McGeehan, Chair; Sullivan, Vice-Chair; Bettge, Secretary)

- Amendment to the Schedule of Performance for the Needham Exclusive Negotiation Agreement (A) – Bill Belknap**

*On July 19th, 2018 the Board approved an Exclusive Negotiation Agreement (ENA) with Shane and Janet Needham for the disposition and development of Lots 2 and 3, Block 1, Alturas Business Park Phase II. On September 6th, the Board approved Mr. Needham's request to*

*amend the schedule of performance under the ENA, extending the date for submission of his development plans from November 15, 2018 to January 15, 2019. On December 26, 2018, Staff received an additional extension request from Mr. Needham, requesting the extension of that date to April 15, 2019 due to unavailability of local design professionals and required facility design research. The proposed Second Amended ENA is attached for the Board's review and approval.*

**ACTION:** *Approve the proposed Second Amended ENA and associated schedule of performance; or take such other action deemed appropriate.*

Following the above introduction by Belknap, Bettge commented that planning a laboratory is not a speedy endeavor and needs to be done correctly. McGraw said specialized architects are difficult to contract right now. McGeehan agreed that Needham's due diligence is important. Smith moved approval of the Seconded Amended ENA. Bettge seconded the motion and it carried unanimously.

#### **5. Sixth and Jackson Request for Proposal Report and Discussion (A) – Bill Belknap**

*On September 8, 2018 the Agency published a request for proposals for the disposition and development of the portions of the Sixth and Jackson property that would remain after the development of Hello Walk. Three proposals were received by the submission deadline of December 21, 2018. Staff will provide an overview of the anticipated review and selection process for the Board's discussion and direction, which is anticipated to include proposal presentations at the Board's February 7<sup>th</sup> meeting and final selection at the Board's February 21<sup>st</sup> meeting.*

**ACTION:** *Receive report and provide Staff with direction; or take other action as deemed appropriate.*

Belknap reviewed how the 2014/15 RFP review process was done, and recommended following a similar process but this time allow presentations by each respondent, each Board member would conduct an individual review of each proposal, and time would be allotted for public input. Bettge thought this high-profile project deserved public input but cautioned about not letting it carry on for hours. Belknap suggested the public input should follow the respondent presentations and Agency Q&A, by which time most comments and questions will likely have already been addressed. Sullivan suggested it would also help to have staff's design review made available to the public ahead of time. McGraw was interested in knowing the number of new jobs each proposal will add to the community. Belknap said that wasn't requested in the RFP but could be asked during the presentations. Board members agreed to the suggested selection process and schedule (attached). Belknap will provide the RFP instructions and scoring matrix to Agency members by the end of next week.

#### **6. Strategic Plan Update Review (A) - Bill Belknap**

*In 2017 the Board adopted the current strategic plan intended to establish goals and objectives to guide and direct the activities of the Agency. It was anticipated that the plan would be updated on a biennial basis. Staff began the discussion regarding the 2019 plan update with the Board at the December 20th meeting and will continue the discussion with a review of the draft capital improvement plan.*

**ACTION:** *Discuss the anticipated 2019 Strategic Plan update and provide Staff with direction as deemed appropriate.*

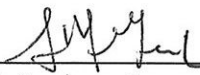
Belknap reviewed all the projects identified to date on the attached spreadsheet. Designed to provide a basis for planning and scheduling project funding, Belknap cautioned that things come up unexpectedly so this framework will help identify which projects could be rescheduled and which contributions the Agency won't be able to participate in. Belknap reminded the Board

that a "pinch year" is already anticipated when the 6<sup>th</sup> & Jackson property is sold (currently estimated in FY2020) because the bond debt payment and Hello Walk contribution will occur the same year. Belknap encouraged Agency members to review the CIP for further discussion.

**7. General Agency Updates – Bill Belknap**

- Alturas
  - Belknap received one proposal for the four remaining lots which he will present to the Board at the next meeting.
- General
  - Belknap is continuing discussions regarding the South Industrial District and thinks property owners will be more interested in annexation as soon as a specific project is identified.

The meeting adjourned at 7:52 AM.

  
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Steve McGeehan, Agency Chair

2-7-19  
\_\_\_\_\_  
Date

# Review Process

- The 2014/2015 RFP the review and selection process included:
  - *Design guideline compliance review and report prepared by Community Development Staff*
  - *Review and scoring of the proposals by a subcommittee made up of two Board members, Treasurer, Executive Director and Community Development Director, and a community member at large*
  - *Deliberation and selection by the Board*
- Staff would suggest a similar, but slightly different, review process that would include the following:
  - *Design guideline compliance review and report prepared by Community Development Staff*
  - *Presentations by the respondents to the Board*
  - *Review and scoring of the proposals by the Board utilizing the prior evaluation and scoring rubric*
  - *Deliberation and selection by the Board*

# Proposed Schedule

- January 23 - Design guideline compliance review completed
- February 7 – Respondent presentations (15 minute presentations with Board Q & A to follow)
- February 8 - 13 – Board completes proposal review and scoring and transmits to Staff
- February 13 – 15 – Staff compiles Board member scores and ranking for full Board consideration
- February 21 – Board deliberation and selection



Legacy Crossing District Capital Improvement Plan - Operating Draft												
Community Infrastructure Projects												
Project Name	Project Description	Project Cost	Agency Contribution	Construction Year	Status	2017	2018	2019	2020	2021	2022	2023
Almon and First Street Repaving	Grind and inlay of Almon Street between 3rd Street and A Street and First between Almon and Jackson	\$ 400,000.00	\$ 150,000.00	2020	Planned			\$ -	\$ 150,000.00	\$ -		
District Pavement Improvements	General Roadway/Alley Improvements within District	Varies	Varies	Various	Planned		\$ -	\$ -	\$ -	\$ 35,000.00	\$ 50,000.00	\$ 100,000.00
Community Infrastructure Projects Total		\$ 400,000.00	\$ 150,000.00			\$ -	\$ -	\$ -	\$ 150,000.00	\$ 35,000.00	\$ 50,000.00	\$ 100,000.00
Streetscape Enhancement Projects												
Project Name	Project Description	Project Cost	Agency Contribution	Construction Year	Status	2017	2018	2019	2020	2021	2022	2023
6th and Jackson Turn Lane Realignment	Right-of-way acquisition, curbing, paving, sidewalks and intersection improvements to shift the east bound right turn lane southward to improve intersection alignment	\$ 320,000.00	\$ 229,758.63	2017	Completed	\$ 172,375.00	\$ 57,383.63					
3rd and Jackson Streetscape	Sidewalk repair 50% OPA upfront payment	\$ 45,048.00	\$ 45,048.00	2017	Completed	\$ 45,048.00						
3rd Street sidewalk ITD participation	Partnership with City and ITD for sidewalk replacement Nissan Dealer	\$ 5,542.00	\$ 5,542.00	2017	Completed	\$ 5,542.00						
Dawson's Corner Streetscape Repair	Sidewalk repair 50% OPA upfront payment	\$ 19,083.50	\$ 19,083.50	2017	Completed	\$ 19,083.50						
3rd Street Corridor Lighting & Sidewalk Improvements	Sidewalk reconstruction on Third Street between Lieuallen and Jackson Street	\$ 887,000.00	\$ 87,000.00	2020	Committed					\$ 87,000.00		
Turnstone Flats Streetscape Project	ADA Improvements Sidewalk replacement, pavers and lights	\$ 95,000.00	\$ 34,000.00	2018	Planned		\$ 34,000.00					
Sixth Street Corridor Lighting	Decorative lighting fixture installations on Sixth Street Deakin and Jackson Street	\$ 650,000.00	\$ 75,000.00	2022	Planned					\$ -	\$ 50,000.00	
General Streetscape Improvements	General Streetscape enhancement projects within the District	\$ 500,000.00	\$ 150,000.00	Various	Planned		\$ -	\$ 45,000.00	\$ 30,000.00	\$ 75,000.00	\$ 150,000.00	\$ 125,000.00
Streetscape Enhancement Projects Total		\$ 2,521,673.50	\$ 645,432.13			\$ 242,048.50	\$ 91,383.63	\$ 45,000.00	\$ 30,000.00	\$ 162,000.00	\$ 200,000.00	\$ 125,000.00
Community Placemaking Projects												
Project Name	Project Description	Project Cost	Agency Contribution	Construction Year	Status	2017	2018	2019	2020	2021	2022	2023
Lieuallen and Third Beautification Project	Streetscape and landscape enhancements per the 2015 City Beautification Plan	\$ 150,000.00	\$ 25,000.00	2019	Planned						\$ 25,000.00	
South Couplet Beautification Project	Streetscape and landscape enhancements per the 2015 City Beautification Plan	\$ 150,000.00	\$ 75,000.00	2018	Planned		\$ -				\$ 75,000.00	
Public Art Installation	Public Art Installations in various locations	\$ 100,000.00	\$ 45,000.00	Various	Planned		\$ -	\$ 15,000.00		\$ 15,000.00		\$ 15,000.00
Community Placemaking Projects Total		\$ 400,000.00	\$ 145,000.00			\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 100,000.00	\$ 2,023.00
Special Projects												
Project Name	Project Description	Project Cost	Agency Contribution	Construction Year	Status	2017	2018	2019	2020	2021	2022	2023
Downtown Restroom Project	Financial contribution toward construction of public restroom near Friendship Square	\$ 200,000.00	\$ 27,000.00	2017	Completed	\$ 27,000.00						
Paradise Creek Floodplain Study	Study of floodplain near South Couplet to promote redevelopment in area	\$ 20,200.00	\$ 10,850.00	2018	Completed		\$ 10,850.00					
South Main Underpass Study	Study of pedestrian underpass of South Main at Paradise Creek	\$ 14,000.00	\$ 7,000.00	2018	Completed		\$ 7,000.00					
Styner/White Pedestrian Underpass Project	Financial contribution toward the construction of pedestrian underpass of State Highway 8 at the Styner/White intersection	\$ 500,000.00	\$ 15,000.00	2018	Completed		\$ 15,000.00					
Sixth and Jackson Property Development	Hello Walk construction at Sixth and Jackson Property	\$ 185,000.00	\$ 185,000.00	2020	Committed	\$ -			\$ 185,000.00			
South Main Underpass Construction	Construction of pedestrian underpass of South Main at Paradise Creek	\$ 650,000.00	\$ 125,000.00	2022	Planned						\$ 125,000.00	
First to Lieuallen Pathway Project	Construction of pedestrian/bicycle pathway along First Street alignment between Almon and Lieuallen Street to Crossing at Highway 8 Phase I includes Almon to Asbury, Phase II Lilly to Lieuallen	\$ 60,000.00	\$ 85,000.00	2019/2021	Planned			\$ 25,000.00	\$ -	\$ 60,000.00		
Special Projects Total		\$ 1,629,200.00	\$ 454,850.00			\$ 27,000.00	\$ 32,850.00	\$ 25,000.00	\$ 185,000.00	\$ 60,000.00	\$ 125,000.00	\$ -
Annual Investments												
Projected District Investment Portfolio						2017	2018	2019	2020	2021	2022	2023
Community Infrastructure Projects			\$ 185,000.00			\$ -	\$ -	\$ -	\$ 150,000.00	\$ 35,000.00	\$ 50,000.00	\$ 100,000.00
Streetscape Enhancement Projects			\$ 561,057.13			\$ 232,673.50	\$ 91,383.63	\$ 45,000.00	\$ 30,000.00	\$ 162,000.00	\$ 200,000.00	\$ 125,000.00
Community Placemaking Projects			\$ 30,000.00			\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 100,000.00	\$ 2,023.00
Special Projects			\$ 329,850.00			\$ 27,000.00	\$ 32,850.00	\$ 25,000.00	\$ 185,000.00	\$ 60,000.00	\$ 125,000.00	\$ -
Total			\$ 1,105,907.13			\$ 259,673.50	\$ 124,233.63	\$ 85,000.00	\$ 365,000.00	\$ 272,000.00	\$ 475,000.00	\$ 227,023.00