



Meeting Minutes: January 5, 2023, 7:30 a.m.

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

Commissioners Present	Commissioners Absent	Staff in Attendance
Steve McGeehan, Chair	Vacancy	Cody Riddle, Executive Director
Mark Beauchamp		Jennifer Fleischman, Clerk
Sandra Kelly		Renee Tack, Treasurer
Maureen Laflin		
Alison Tompkins		
Nancy Tribble		

McGeehan called the meeting to order at 7:48 a.m.

1. Consent Agenda (A)

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 1, 2022
- B. November 2022 Payables
- C. November 2022 Financials

Laflin moved for approval of the consent agenda as presented, seconded by Tribble. Roll Call Vote; Ayes: Kelly, Laflin, McGeehan, Tribble (4). Nays: None. Abstentions: Tompkins (1). Motion carried.

2. Public Comment

Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.

None.

3. Election of Officers for 2023 (A) – Chair McGeehan

Per the Agency's bylaws, elections for officers for the year 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.

This agenda item was seen as item 5.

McGeehan expressed interest in serving as Chair again, if the Board desired. Tribble was willing to serve as Secretary again, and Beauchamp was also agreeable to serve as Vice Chair. There was a brief explanation of each elected officers' duties.

Laflin moved to elect Steve McGeehan as Chair, Mark Beauchamp as Vice Chair, and Nancy Tribble as Secretary. Kelly seconded the motion for the 2023 election of officers for the Agency. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

4. Request for Proposals for the Sixth and Jackson Property (A) – Cody Riddle

After termination of further negotiations with Roderick Olps for the development of the Sixth and Jackson property, the Board directed Staff to prepare a Request for Proposals (RFP) to solicit private development interest in the remnant parcels that will remain after the development of Hello Walk. Staff has prepared the RFP noticing

the opportunity for developers to submit proposals for either or both parcels. The draft RFP anticipates advertising the request beginning on January 14th, with proposals due by March 24th. Staff is seeking Board approval to proceed with the RFP.

This agenda item was seen as item 3.

Riddle went over the draft Request for Proposals (RFP) and recommended advertisement beginning January 14, 2023, with proposals due March 24th. The Board discussed a proposal evaluation subcommittee briefly.

Kelly moved to proceed with the Legacy Crossing RFP as presented, seconded by Laflin. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

5. Evaluation of Proposals Process for the Sixth and Jackson Property (A) – Cody Riddle

Staff will present a recommended process for the evaluation of proposals received for development of the Sixth and Jackson Property. This will include an approximate timeline and recommendation to enlist the assistance of a subcommittee to provide a recommendation to the Board.

This agenda item was seen as item 4.

Riddle recommended an evaluation subcommittee be created to review the RFP submissions, which would make a recommendation to the Board for approval. Prospective members of the subcommittee were suggested, including some from the Board as well as outside community members. The University of Idaho has been somewhat involved in the Legacy Crossing process and it would be good to continue that conversation with them. A representative from the University, either staff or faculty, would be good to have on the subcommittee. All subcommittee meetings would be open to the public. Staff will look into inviting Nels Reese to give a presentation on the history of Moscow and University of Idaho architecture.

Riddle will contact potential subcommittee members and provide an update to the Board at the first meeting in February. There was a tentative RFP process timeline over the next couple months that was shown. The final selection of a development team is estimated to occur by May 18, 2023. Some different advertising publications was discussed and suggested for increasing the number of proposals received.

The Board continued to talk about who would represent the URA on the subcommittee. The review process timeline was discussed some more and clarified.

Mark Beauchamp arrived at 8:07 am.

The subcommittee would provide a ranking recommendation that the Board could consider and make a final decision before proceeding. Having a proposal evaluation subcommittee has been a common practice for previous RFPs. The Board talked some more about possible subcommittee members. The previous RFP process for the subject property had a subcommittee review the submissions. There was a conversation about the ranking of the proposals and how they subcommittee would make recommends to the Board. The subcommittee would not meet with the developers, but would review the submitted materials and recommend who could provide a presentation to the Board.

Intellectual property rights were discussed briefly and how that applies to the submissions. Riddle was directed to speak with legal counsel regarding intellectual property liability from the City's Legal Department. There continued to be discussion about who would be on the subcommittee and asked that Riddle come back with the recommended members for Board approval before implementation. The Board talked about whether a business

owner is necessary to have on the subcommittee. The Board requested a signed document from any member of the subcommittee attesting that they will not have a conflict of interest, either personally or professionally. The Board continued to debate who should be on the subcommittee.

6. General Agency Updates – Cody Riddle

- *General Agency Business*


Alison Tompkins was introduced as a new Board member and provided a brief overview of her professional history. The current Board members then presented their own backgrounds and how long they had been with the URA. The Latah County Commissioners will nominate their representative for the Board on January 9th.

The Board talked about doing something to honor past members McGraw and Drown.

McGeehan declared the meeting adjourned at 8:43 a.m.



Mark Beauchamp, Agency Vice Chair



Date