



Agenda: Thursday, January 19, 2017, 7:00 a.m.

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

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 January 5, 2017
 - B. December 2016 Financials
 - C. December 2016 Payables

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

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

3. **Announcements**

4. **Third Street Corridor Lighting and Sidewalk Improvement Project – Bill Belknap**

At the Board's October 20, 2016 meeting Staff briefed the Board regarding three different pedestrian safety improvement projects located within the Legacy Crossing Urban Renewal District that the City of Moscow was seeking grant funding to complete. The projects were not selected for the special one-time funding that was available at that time, however the City is preparing new applications for two of the three projects in the upcoming FY2019 grant application cycle. The City wishes to confirm the Agency's commitment for local grant match funding for the remaining two projects. Staff will provide an overview for the Board's consideration.

ACTION: Review the proposed grant projects and prior funding commitment and provide staff with direction.

5. **Agency Draft Strategic and Capital Improvement Plan Review – Bill Belknap**

The Board has been working on development of a strategic plan to help guide and provide direction to the activities of the Agency. The Board reviewed the discussion draft of the strategic plan during the January 5th meeting and provided input and direction. Staff has prepared a preliminary draft of the capital improvement plan component for the Board's review and comment.

ACTION: Review the draft capital improvement plan and provide staff with direction.

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

- Legacy Crossing District
- Alturas District
- General Agency Business

NOTICE: Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.



Balance Sheet
December 31, 2016

	Total Funds
ASSETS	
Cash	39,098
Investments-LGIP	502,375
Investments-Zions Debt Reserve	44,312
Accounts Receivable	4,513
Land Held For Resale	531,256
Land	656,256
Total Assets	1,777,810
 LIABILITIES	
Accounts Payable	-
Deposits Payable	5,000
Series 2010 Bond - due within one year	27,000
Latah County payback agreement - due within one year	2,000
Series 2010 Bond - due after one year	347,000
Latah County payback agreement - due after one year	106,537
Total Liabilities	487,537
 FUND BALANCES	
Net Assets Invest. Cap Assets	326,568
Restricted Fund Balance	44,312
Unrestricted Fund Balance	941,644
Total Fund Balance	1,312,525
Retained Earnings:	22,252
Total Fund Balance and Retained Earnings:	1,290,273
Total Liabilities, Fund Balance and Retained Earnings:	\$1,777,810

Checks by Date - Detail By Check Date

User: jspellman
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December 2016

			Check Amount
4440	UACTUSI MoscowURA.Com	Cactus International, Inc. MURA domain renewal	12/15/2016 <u>19.95</u>
Total for Check Number 4440:			19.95
4441	UCITYMOS December 2016 November 2016	City of Moscow Administration Service December 2016 Utility Bill Nov 1 - Nov 30 2016	12/15/2016 3,862.50 <u>188.95</u>
Total for Check Number 4441:			4,051.45
4442	UELAMBUR Nov 2016	Elam & Burke Legacy RPA for November 2016	12/15/2016 <u>32.00</u>
Total for Check Number 4442:			32.00
4443	UFIRSTST 161130-0137	First Step Internet Virtual Server Package 12/13/2016 - 1/13/2017	12/15/2016 <u>30.00</u>
Total for Check Number 4443:			30.00
4444	UInlandC 2083	Inland Cellular Digital Solutions 2nd installment website redesign project	12/15/2016 <u>1,087.50</u>
Total for Check Number 4444:			1,087.50
4445	UVISAADM 27703425	Cardmember Service Survey Monkey Subscription 11/16/16 - 12/15/16	12/15/2016 <u>26.00</u>
Total for Check Number 4445:			26.00
Total Bills for December 2016			<u><u>5,246.90</u></u>

Checks for Approval

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December 2016



Check	Check Date	Account Name	Vendor	Void	Amount
4440	12/15/2016	Professional Services-Computer	Cactus International, Inc.		19.95
4441	12/15/2016	Administrative Services	City of Moscow		3,862.50
4441	12/15/2016	Heat, Lights & Utilities	City of Moscow		188.95
4442	12/15/2016	Professional Services-Legacy	Elam & Burke		32.00
4443	12/15/2016	Professional Services-Computer	First Step Internet		30.00
4444	12/15/2016	Professional Services-Computer	Inland Cellular Digital Solutions		1,087.50
4445	12/15/2016	Professional Services-Computer	Cardmember Service		26.00
				Report Total:	<u>5,246.90</u>

Steve McGeehan, Chairperson

Accounts payable expenditures as contained herein were made in compliance with the duly adopted budget for the current fiscal year and according to Idaho law.

Bill Belknap, Executive Director

Gary J Riedner, Treasurer

General Ledger Exp to Bud

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Period 01 - 03
Fiscal Year 2017

December 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890	Moscow Urban Renewal Agency						
880	URA - General Agency						
890-880-10-642-00	Administrative Services	\$ 46,350.00	\$ 3,862.50	\$ 11,587.50	\$ 34,762.50	\$ 34,762.50	25.00%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 6,000.00	\$ -	\$ 850.00	\$ 5,150.00	\$ 5,150.00	14.17%
890-880-10-642-20	Professional Services-Auditing	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
890-880-10-642-30	Professional Services-Computer	\$ 1,000.00	\$ 1,163.45	\$ 1,219.45	\$ (219.45)	\$ (219.45)	121.95%
890-880-10-644-10	Marketing Expense-General	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-668-10	Liability Insurance-General	\$ 1,650.00	\$ -	\$ 1,507.00	\$ 143.00	\$ 143.00	91.33%
E02	Contractual	\$ 61,000.00	\$ 5,025.95	\$ 15,163.95	\$ 45,836.05	\$ 45,836.05	24.86%
890-880-10-631-10	Postage Expense	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
890-880-10-631-20	Printing and Binding	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
890-880-10-647-10	Travel & Meetings-General	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-649-10	Professional Development	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-669-10	Misc. Expense-General	\$ 500.00	\$ -	\$ 26.96	\$ 473.04	\$ 473.04	5.39%
E03	Commodities	\$ 3,000.00	\$ -	\$ 26.96	\$ 2,973.04	\$ 2,973.04	0.90%
880	URA - General Agency	\$ 64,000.00	\$ 5,025.95	\$ 15,190.91	\$ 48,809.09	\$ 48,809.09	23.74%
890	Urban Renewal Agency						
890-890-10-642-10	Professional Services-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-642-12	Land Sale Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-644-10	Marketing Expense-Alturas	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	0.00%
E02	Contractual	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	0.00%
890-890-10-647-10	Travel & Meetings-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-658-10	Repairs & Maintenance	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
890-890-10-669-10	Misc. Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E03	Commodities	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%

General Ledger Exp to Bud

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Period 01 - 03
Fiscal Year 2017

December 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-890-10-770-73	Improvements-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-800-00	Termination Plan	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E20	Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-699-74	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-699-99	Amortization Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E81	Depreciation & Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-900-01	Contingency - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E90	Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890	Urban Renewal Agency	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	0.00%
895	URA - Legacy Crossing						
890-895-10-642-10	Professional Services-Legacy	\$ 10,000.00	\$ 32.00	\$ 601.00	\$ 9,399.00	\$ 9,399.00	6.01%
890-895-10-642-12	Land Sale Expense-Legacy	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
890-895-10-644-10	Marketing Expense-Legacy	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
E02	Contractual	\$ 22,000.00	\$ 32.00	\$ 601.00	\$ 21,399.00	\$ 21,399.00	2.73%
890-895-10-647-10	Travel & Meetings-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-895-10-652-10	Heat, Lights & Utilities	\$ 2,000.00	\$ 188.95	\$ 377.90	\$ 1,622.10	\$ 1,622.10	18.90%
890-895-10-658-10	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-669-10	Misc. Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-895-10-675-00	Fiscal Agent Trustee fees	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	\$ 1,750.00	0.00%
890-895-10-676-15	Latah County Reimb. Agreement	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
890-895-10-676-17	Jackson St Owner Part. Agr.	\$ 8,300.00	\$ -	\$ -	\$ 8,300.00	\$ 8,300.00	0.00%
890-895-10-676-20	Agreement Cost	\$ 40.00	\$ -	\$ -	\$ 40.00	\$ 40.00	0.00%
E03	Commodities	\$ 16,090.00	\$ 188.95	\$ 377.90	\$ 15,712.10	\$ 15,712.10	2.35%

General Ledger Exp to Bud

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Period 01 - 03
Fiscal Year 2017

December 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-895-10-770-35	1% Public Art	\$ 1,825.00	\$ -	\$ -	\$ 1,825.00	\$ 1,825.00	0.00%
890-895-10-770-71	Land-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-73	Improvements-Legacy	\$ 500,000.00	\$ -	\$ 19,083.50	\$ 480,916.50	\$ 480,916.50	3.82%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ 501,825.00	\$ -	\$ 19,083.50	\$ 482,741.50	\$ 482,741.50	3.80%
890-895-10-676-10	Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E05	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-900-01	Contingency - Legacy	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
E90	Contingency	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
895	URA - Legacy Crossing	\$ 554,915.00	\$ 220.95	\$ 20,062.40	\$ 534,852.60	\$ 534,852.60	3.62%
899	Dept						
890-899-11-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-11-791-01	Bond Interest-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-790-01	Bond Principal - Legacy	\$ 374,000.00	\$ -	\$ -	\$ 374,000.00	\$ 374,000.00	0.00%
890-899-12-791-01	Bond Interest - Legacy	\$ 17,286.00	\$ -	\$ -	\$ 17,286.00	\$ 17,286.00	0.00%
E05	Debt Service	\$ 391,286.00	\$ -	\$ -	\$ 391,286.00	\$ 391,286.00	0.00%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 56,461.00	\$ -	\$ -	\$ 56,461.00	\$ 56,461.00	0.00%
890-899-11-990-00	End Fund Bal Assigned-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-11-990-01	End Fund Bal Res-Alturas	\$ 41,900.00	\$ -	\$ -	\$ 41,900.00	\$ 41,900.00	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 160,217.00	\$ -	\$ -	\$ 160,217.00	\$ 160,217.00	0.00%
890-899-12-990-01	End Fund Bal Res-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E95	Ending Fund Balance	\$ 258,578.00	\$ -	\$ -	\$ 258,578.00	\$ 258,578.00	0.00%
899	Dept	\$ 649,864.00	\$ -	\$ -	\$ 649,864.00	\$ 649,864.00	0.00%
890	Moscow Urban Renewal Agency	\$ 1,277,779.00	\$ 5,246.90	\$ 35,253.31	\$ 1,242,525.69	\$ 1,242,525.69	2.76%

General Revenue

User: jspellman
 Printed: 01/09/17 11:25:56
 Period 01 - 03
 Fiscal Year 2017

DECEMBER 2016



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
890	Moscow Urban Renewal Agency							
890-000-00-410-00	Property Taxes - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
890-000-00-410-01	Property Taxes - Legacy	\$ 182,500.00	\$ 12,462.27	\$ 12,462.27	\$ 170,037.73	\$ 170,037.73	93%	7%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
890-000-00-471-00	Investment Earnings	\$ 1,000.00	\$ 534.67	\$ 534.67	\$ 465.33	\$ 465.33	47%	53%
890-000-00-478-10	Sale of Land - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
890-000-00-478-11	Sale of Land - Legacy	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	100%	0%
890	Moscow Urban Renewal Agency	\$ 683,500.00	\$ 12,996.94	\$ 12,996.94	\$ 670,503.06	\$ 670,503.06	98%	2%
Revenue Total		\$ 683,500.00	\$ 12,996.94	\$ 12,996.94	\$ 670,503.06	\$ 670,503.06	98%	2%



City of Moscow Council Chambers • 206 E 3rd

Street • Moscow, ID 83843

McGeehan called the meeting to order at 7:02 a.m.

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

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 December 15, 2016

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

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

2. Public Comment for items *not on agenda*

No comments.

3. Announcements

Belknap reported that Sullivan, Bettge and Weber have been reappointed by City Council.

4. Election of Officers for 2017 – Chairperson 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.

ACTION: Elect and appoint of the 2017 officers for the positions of Chairperson, Vice Chairperson and Secretary.

Weber nominated the same officers continue for this year if they are willing to serve. Smith seconded the motion and McGeehan, Sullivan and Bettge said they were willing to serve in the same positions (Chair, Vice Chair and Secretary, respectively). Motion carried unanimously.

5. Agency Draft Strategic Plan Review – Bill Belknap

The Board has been working on development of a strategic plan to help guide and provide direction to the activities of the Agency. Staff has prepared a preliminary discussion draft of the strategic plan for the Board’s review and input.

ACTION: Review discussion draft of the strategic plan and provide staff with direction.

Board members liked the draft in general. There was discussion about whether “allocation area” needed better explanation but the conclusion was a strategic plan should be more general. Discussion of vision statements ended with Belknap offering to wordsmith the general idea of “a collaborator with partner entities as a vehicle to assist

them in achieving community desires and needs, goals and objectives.” Sullivan suggested words such as “evolving, responding to, being receptive, flexibility to take opportunities, becoming a partner in other entity visions.” Belknap explained the public investment portfolio described the types of investments the Agency can make and the intended outcomes of the investments, with the goal being to allocate revenues above and beyond operational expenses to create capital for future projects. Sullivan recommended adding language about funding designated to public art. Belknap reviewed draft goals, objectives and actions/strategies for each District, including an expanded Legacy Crossing that would allow Agency participation in infrastructure updates on Main Street. The Capital Improvement portion will be discussed at the next meeting, as well as the appropriate distribution mechanism and identification of public locations where the strategic plan document should be made available. Belknap emphasized that the strategic plan and website update are both part of the process of 1) providing transparency, 2) ensuring the public has knowledge of the Agency’s activities and reasons for its investments, and 3) increasing collaboration with partner entities in meeting community needs and desires.

6. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - Will report at the next meeting on 6th& Jackson remediation and status of the Sangria project.
- Alturas District
 - There have been a couple recent inquiries Belknap hopes to be able to discuss at the next meeting.
- General Agency Business
 - Recent inquiries regarding industrial properties may push the SE Industrial District sooner than otherwise anticipated.

7. Executive Session: Pursuant to Idaho Code Section §67-2345(c)

At 7:54am Bettge moved to adjourn to Executive Session pursuant to Idaho Code § 67-2345(c). Weber seconded the motion which carried unanimously. The executive session started at 7:56 am with the following in attendance: Steve Drown, Art Bettge, Steve McGeehan, Ron Smith, Brandy Sullivan, John Weber, Bill Belknap, Gary Riedner and Anne Peterson. The Executive Session concluded at 8:34 a.m.

Steve McGeehan, Agency Chair

Date