



Agenda: February 18, 2015, 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 21, 2014
- B. January 2015 Financials

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

2. **Public Comment for items *not on agenda*:** 3 minute limit

3. **Announcements – Gary J. Riedner**

4. **Update on Public Improvements at 6th & Jackson Intersection – Gary J. Riedner**

Staff will report on the status of the proposed intersection improvements and impacts on adjacent properties.

5. **6th and Jackson Property - Gary J. Riedner**

Proposals were received in response to the RFP issued for the development of the MURA's property located at the southwest corner of the intersection of 6th & Jackson streets in Moscow and have been assessed by the Review Committee. Staff will present an overview of the proposals and distribute the individual proposals to the Agency Board.

ACTION: Receive presentation and proposals and set date for discussion of selection of successful proposal or take such other action deemed appropriate.

6. **Request for Additional Funding for Legal Services for Redevelopment Association of Idaho (RAI) Legislative Support – Gary J. Riedner**

Due to two-prong legislative action this year on efforts to restrict/change/update current urban renewal legislation, a significant amount of time for all RAI Board members and for the RAI legal team at Elam & Burke has been necessary. Because of this, there will be substantially more legal expense than prior years. As such, a request is being made for members to approve an increased amount of funding for the 2015 legal legislative fund. The Moscow Urban Renewal Agency is being requested to consider increasing its contribution.

ACTION: Discuss increase and provide staff direction.

7. General Agency Updates– Gary J. Riedner

- Standing Committee Appointments
 - Legislative Committee
 - Marketing Committee
 - Finance Committee
- Redevelopment Association of Idaho

8. Legacy Crossing Update – Gary J. Riedner

- Update on Absorption/Market Study
- EPA Assessment/Cleanup Grant

9. Alturas Update – Gary J. Riedner

10. Adjourn

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.



Minutes: January 21, 2015, 7:00 a.m.

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

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

Attendance:

Commission Members

Staff Present

Others

John McCabe, Chair

Gary J. Riedner, Interim Exec. Director/City Supervisor

Mayor Lambert

John Weber

Don Palmer, Finance Director

Members of the Public

Steve McGeehan

Bill Belknap, Community Development Director

Brandy Sullivan

Stephanie Kalasz, City Clerk

Art Bettge

Steve Drown

Dave McGraw

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 10, 2014

B. November Financials

C. December Financials

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

Weber moved and Sullivan seconded approval of the consent agenda. Motion carried unanimously.

2. **Public Comment for items *not on agenda*:** 3 minute limit

No comment was offered.

3. **Announcements – Gary J. Riedner**

Riedner said there are no announcements but Drown was reappointed by the Mayor at the Council meeting last night.

4. **Update on Public Improvements at 6th & Jackson Intersection – Gary J. Riedner**

Staff will report on the status of the proposed intersection improvements and impacts on adjacent properties.

Riedner displayed an aerial photo of the URA property at 6th and Jackson and distributed diagrams of proposed improvements to the 6th and Jackson intersection. He said if cash is not accepted as part of the

agreement between the City and the URA, there is the possibility of some in-kind work to move utilities at an approximate cost of \$50,000. He discussed the improvements that are proposed for the area which include wider sidewalks to create more of an urban pedestrian friendly landscape. There was discussion about when ITD will make a determination on improvements next to Jimmy John's. McGraw asked if the proposers are aware of these issues. Riedner said that information was included in the RFP.

5. 6th and Jackson Property - Gary J. Riedner

Proposals were received in response to the RFP issued for the development of the MURA's property located at the southwest corner of the intersection of 6th & Jackson streets in Moscow. The attached memo describes the proposed process for assessing the proposals for review by the MURA Board.

ACTION: Review attached memo and approve assessment process.

Riedner said the URA issued an RFP for use of the 6th and Jackson property and three responses were received. He distributed an amended memo due to a change in the timeline. The cleanup should be complete by midsummer. He explained what information was included in the RFP. The responses were from Gritman Hospital, Sangria Development and the Anderson Group. He said staff and the URA attorney need to review the proposals to ensure that all requirements have been met initially before proceeding. He explained the process for determining which group will be selected. He listed the members of the review group (Steve McGeehan was listed on the memo but it is Steve Drown so a revised memo will be sent) and said an assessment will be made by mid-February for consideration. The Board can decide at that time if they would like to have interviews or if there is one group that stands out from the others. There was discussion.

McGeehan moved and Bettge seconded to approve assessment process. McGraw said he thinks review of all of the proposals is the job of all of the commissioners. Riedner said the full proposals will still be distributed and decided on by the Board. After further discussion, the motion carried with six ayes and one nay from McGraw.

6. Approval of Task Order for Commercial Real Estate Services – Gary J. Riedner

Palouse Commercial Real Estate was the successful proposer to an RFP issued by the MURA for Commercial Real Estate Services issued in 2013. Palouse Commercial Real Estate has been providing listing services for the MURA's lots in Alturas Technology Park for the past year, pursuant to an Agreement for Commercial Real Estate Services which specified that the term for such services was for a period not to exceed two years from January 22, 2014. A Task Order was issued for the first year of services, which is set to expire February 5, 2015. The attached Task Order #1-2015 is for such services to be provided for the next year.

ACTION: Approve Task Order #1-2015 for Commercial Real Estate Services to be provided by Palouse Commercial Real Estate for 365 days from the date of execution, but no later than January 22, 2016, or take such other action deemed appropriate.

Riedner provided background information regarding the agreement for real estate services and said staff is proposing a new task order to go until January of next year. McGraw verified that Bennett was they only one to submit a proposal. Sullivan asked if the monthly reports have been received. Riedner said Bennett has given reports and although they have not been monthly, she does let him know about any activity. He said he can arrange for Bennett to come in to give a report. Bettge moved and McGeehan seconded to approve

Task Order #1-2015 for Commercial Real Estate Services to be provided by Palouse Commercial Real Estate for 365 days from the date of execution. There was discussion. Motion carried unanimously. Weber said there has been no action on the Alturas lots in some time so the Board may need to look at why it isn't selling as well as what can be done to increase the chances of a sale. A representative from Palouse Commercial Real Estate said for tech companies it will need to be a long-term thing if the requirements are not tweaked a little. It would be good to know who looked at it and why they didn't fit. Riedner said staff has been approached by the owner of the empty building to change the criteria. They were advised to discuss their proposal with the other property owners in the area and then any request can be considered by the URA Board. He discussed some of the allowed and not allowed uses and changes that might be considered.

7. General Agency Updates– Gary J. Riedner

- Standing Committee Appointments
 - Legislative Committee
 - Marketing Committee
 - Finance Committee
- Redevelopment Association of Idaho

Riedner gave an update on committee activities. He explained that he serves on the Legislative Committee for the Redevelopment Association of Idaho. He discussed legislation being proposed this year and said he will keep the Board updated.

7. Legacy Crossing Update – Gary J. Riedner

- Update on Absorption/Market Study
- EPA Assessment/Cleanup Grant

Riedner said a draft of the Absorption/Market Study will be ready at the end of January. He distributed a timeline that has the dollar amounts that have been used for cleanup, most of it in Legacy Crossing. He gave background information about the grant. He said all but \$85,000 has been used to assess properties. Staff is trying to find uses for the funds before the grant expires. He explained that 317 W. 6th Street is the lot that is for sale and final assessment is in the process. A cleanup grant was received for over \$100,000. He said soil and groundwater issues need to be addressed. It is not pesticide which is good. Staff is waiting for DEQ approval. There will likely be soil that needs to be removed from the site.

8. Alturas Update – Gary J. Riedner

The Alturas Update was given with the task order item above.

9. Adjourn

After some discussion, it was decided that the URA will meet next on February 18, 2015.

There were questions from the audience and discussion regarding the ability of the public to give input regarding the proposals. Riedner explained that it is important that the process be followed and remain fair and defensible.

The meeting adjourned at 8:15 a.m.

Checks by Date - Detail By Check Date

User: jdinubilo
 Printed: 02/10/2015 4:05 P.M.



Jan 2015

Check Amount

Check No: 4295	Check Date: 01/09/2015	
Vendor: UCITYMOS	City of Moscow	
Invoice: Jan-15	Executive Director Salary	4,285.00
		<u>4,285.00</u>
Check No: 4296	Check Date: 01/09/2015	
Vendor: UELAMBUR	Elam & Burke	
Invoice: 155647	Legal Fees - Alturas Termination Plan	203.50
155648	Legal Fees - Legacy RFP & Anderson Group	222.00
		<u>425.50</u>
	Date Total:	<u><u>4,710.50</u></u>
Check No: ACH	Check Date: 01/27/2015	
Vendor: UCITYMOS	City of Moscow	
Invoice: Monthly Bill	Water, Sewer, Street Light	168.45
		<u>168.45</u>
Check No: 4297	Check Date: 01/27/2015	
Vendor: UTEMP	Stephanie Kalasz	
Invoice: 8771	Meeting Supplies	16.13
		<u>16.13</u>
	Date Total:	<u><u>184.58</u></u>
	Report Total:	<u><u>4,895.08</u></u>

Checks for Approval

User: jdinubilo
Printed: 02/10/2015 - 4:03 PM

Jan 2015



Check	Check Date	Account Name	Vendor	Amount
0	01/27/2015	Heat, Lights & Utilities	City of Moscow	168.45
4295	01/09/2015	Professional Services-Exec Dir	City of Moscow	4,285.00
4296	01/09/2015	Professional Services-Alturas	Elam & Burke	203.50
4296	01/09/2015	Professional Services-Legacy	Elam & Burke	222.00
4297	01/27/2015	Travel & Meetings-General	Stephanie Kalasz	16.13

Report Total: 4,895.08

John McCabe, Chairperson

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

Gary Riedner, Interim Executive Director

Donald L. Palmer, Treasurer

General Ledger Revenue Analysis

User: jDinubilo
Printed: 02/10/15
Period 04 - 04
Fiscal Year 2015

Jan 2015



Account Number	Description	Budgeted Revenue		Period Revenue	YTD Revenue	Uncollected Bal	% Received			
890	Moscow Urban Renewal Agency									
890-000-00-410-00	Property Taxes - Alturas	\$	394,000.00	\$	195,377.61	\$	234,825.57	\$	159,174.43	59.60%
890-000-00-410-01	Property Taxes - Legacy	\$	100,000.00	\$	23,719.98	\$	30,663.64	\$	69,336.36	30.66%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$	111,757.00	\$	-	\$	-	\$	111,757.00	0.00%
890-000-00-471-00	Investment Earnings	\$	1,000.00	\$	119.24	\$	349.09	\$	650.91	34.91%
890-000-00-478-10	Sale of Land - Alturas	\$	157,380.00	\$	-	\$	-	\$	157,380.00	0.00%
890-000-00-478-11	Sale of Land - Legacy	\$	467,965.00	\$	-	\$	-	\$	467,965.00	0.00%
890-000-00-910-00	Beg Fund Bal Unassigned	\$	46,349.00	\$	-	\$	-	\$	46,349.00	0.00%
890-000-00-911-00	Beg Fund Bal Assigned-Alturas	\$	617,250.00	\$	-	\$	-	\$	617,250.00	0.00%
890-000-00-911-01	Beg Fund Bal Res-Alturas	\$	115,175.00	\$	-	\$	-	\$	115,175.00	0.00%
890-000-00-912-00	Beg Fund Bal Assigned-Legacy	\$	183,194.00	\$	-	\$	-	\$	183,194.00	0.00%
890-000-00-912-01	Beg Fund Bal Res-Legacy	\$	68,312.00	\$	-	\$	-	\$	68,312.00	0.00%
890	Moscow Urban Renewal Agency	\$	2,262,382.00	\$	219,216.83	\$	265,838.30	\$	1,996,543.70	11.75%
Revenue Total		\$	2,262,382.00	\$	219,216.83	\$	265,838.30	\$	1,996,543.70	12.00%

General Ledger Expense vs Budget

User: jDinubilo
Printed: 02/10/15
Period 04 - 04
Fiscal Year 2015

Jan 2015



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	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%
890-880-10-642-10	Professional Services-Exec Dir	\$ 51,420.00	\$ 4,285.00	\$ 17,140.00	\$ 34,280.00	\$ 34,280.00	33.33%
890-880-10-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 1,250.00	\$ 3,750.00	\$ 3,750.00	25.00%
890-880-10-642-20	Professional Services-Auditing	\$ 4,700.00	\$ -	\$ -	\$ 4,700.00	\$ 4,700.00	0.00%
890-880-10-642-30	Professional Services-Computer	\$ 2,000.00	\$ -	\$ 19.95	\$ 1,980.05	\$ 1,980.05	1.00%
890-880-10-644-10	Marketing Expense-General	\$ 1,000.00	\$ -	\$ 300.00	\$ 700.00	\$ 700.00	30.00%
890-880-10-668-10	Liability Insurance-General	\$ 1,540.00	\$ -	\$ 1,492.00	\$ 48.00	\$ 48.00	96.88%
E02	Contractual	\$ 95,660.00	\$ 4,285.00	\$ 20,201.95	\$ 75,458.05	\$ 75,458.05	21.12%
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	\$ 16.13	\$ 31.09	\$ 968.91	\$ 968.91	3.11%
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	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
E03	Commodities	\$ 3,000.00	\$ 16.13	\$ 31.09	\$ 2,968.91	\$ 2,968.91	1.04%
880	URA - General Agency	\$ 98,660.00	\$ 4,301.13	\$ 20,233.04	\$ 78,426.96	\$ 78,426.96	20.51%
890	Urban Renewal Agency						
890-890-10-642-10	Professional Services-Alturas	\$ 40,000.00	\$ 203.50	\$ 203.50	\$ 39,796.50	\$ 39,796.50	0.51%
890-890-10-642-12	Land Sale Expense-Alturas	\$ 23,000.00	\$ -	\$ -	\$ 23,000.00	\$ 23,000.00	0.00%
890-890-10-644-10	Marketing Expense-Alturas	\$ 10,000.00	\$ -	\$ 129.20	\$ 9,870.80	\$ 9,870.80	1.29%
E02	Contractual	\$ 73,000.00	\$ 203.50	\$ 332.70	\$ 72,667.30	\$ 72,667.30	0.46%
890-890-10-647-10	Travel & Meetings-Alturas	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%
890-890-10-658-10	Repairs & Maintenance	\$ 10,750.00	\$ -	\$ -	\$ 10,750.00	\$ 10,750.00	0.00%
890-890-10-669-10	Misc. Expense-Alturas	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
E03	Commodities	\$ 12,750.00	\$ -	\$ -	\$ 12,750.00	\$ 12,750.00	0.00%

General Ledger Expense vs Budget

User: jDinubilo
Printed: 02/10/15
Period 04 - 04
Fiscal Year 2015

Jan 2015



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-890-10-770-73 E04	Improvements-Alturas Capital Outlay	\$ 40,000.00 \$ 40,000.00	\$ - \$ -	\$ - \$ -	\$ 40,000.00 \$ 40,000.00	\$ 40,000.00 \$ 40,000.00	0.00% 0.00%
890-890-10-699-74 890-890-10-699-99 E81	Depreciation Expense Amortization Expense Depreciation & Amortization	\$ - \$ - \$ -	\$ - \$ - \$ -	\$ - \$ - \$ -	\$ - \$ - \$ -	\$ - \$ - \$ -	0.00% 0.00% 0.00%
890-890-10-900-01 E90	Contingency - Alturas Contingency	\$ 157,380.00 \$ 157,380.00	\$ - \$ -	\$ - \$ -	\$ 157,380.00 \$ 157,380.00	\$ 157,380.00 \$ 157,380.00	0.00% 0.00%
890	Urban Renewal Agency	\$ 283,130.00	\$ 203.50	\$ 332.70	\$ 282,797.30	\$ 282,797.30	0.12%
895	URA - Legacy Crossing						
890-895-10-642-10 890-895-10-642-12 890-895-10-644-10 E02	Professional Services-Legacy Land Sale Expense-Legacy Marketing Expense-Legacy Contractual	\$ 12,500.00 \$ 40,000.00 \$ 3,000.00 \$ 55,500.00	\$ 222.00 \$ - \$ - \$ 222.00	\$ 6,266.50 \$ - \$ - \$ 6,266.50	\$ 6,233.50 \$ 40,000.00 \$ 3,000.00 \$ 49,233.50	\$ 6,233.50 \$ 40,000.00 \$ 3,000.00 \$ 49,233.50	50.13% 0.00% 0.00% 11.29%
890-895-10-647-10 890-895-10-652-10 890-895-10-669-10 890-895-10-675-00 890-895-10-676-15 890-895-10-676-17 890-895-10-676-20 E03	Travel & Meetings-Legacy Heat, Lights & Utilities Misc. Expense-Legacy Fiscal Agent Trustee fees Latah County Reimb. Agreement Jackson St Owner Part. Agr. Agreement Cost Commodities	\$ 1,000.00 \$ 1,925.00 \$ 500.00 \$ 1,750.00 \$ 2,000.00 \$ 9,000.00 \$ 1,200.00 \$ 17,375.00	\$ - \$ 168.45 \$ - \$ - \$ - \$ - \$ - \$ 168.45	\$ - \$ 505.35 \$ - \$ - \$ - \$ - \$ - \$ 505.35	\$ 1,000.00 \$ 1,419.65 \$ 500.00 \$ 1,750.00 \$ 2,000.00 \$ 9,000.00 \$ 1,200.00 \$ 16,869.65	\$ 1,000.00 \$ 1,419.65 \$ 500.00 \$ 1,750.00 \$ 2,000.00 \$ 9,000.00 \$ 1,200.00 \$ 16,869.65	0.00% 26.25% 0.00% 0.00% 0.00% 0.00% 0.00% 2.91%
890-895-10-770-35 890-895-10-770-71	1% Public Art Land-Legacy	\$ 1,000.00 \$ -	\$ - \$ -	\$ - \$ -	\$ 1,000.00 \$ -	\$ 1,000.00 \$ -	0.00% 0.00%

General Ledger Expense vs Budget

User: jDinubilo

Printed: 02/10/15

Period 04 - 04

Fiscal Year 2015

Jan 2015



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-895-10-770-73	Improvements-Legacy	\$ 142,457.00	\$ -	\$ -	\$ 142,457.00	\$ 142,457.00	0.00%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ 143,457.00	\$ -	\$ -	\$ 143,457.00	\$ 143,457.00	0.00%
890-895-10-676-10	Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E05	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-900-01	Contingency - Legacy	\$ 16,500.00	\$ -	\$ -	\$ 16,500.00	\$ 16,500.00	0.00%
E90	Contingency	\$ 16,500.00	\$ -	\$ -	\$ 16,500.00	\$ 16,500.00	0.00%
895	URA - Legacy Crossing	\$ 232,832.00	\$ 390.45	\$ 6,771.85	\$ 226,060.15	\$ 226,060.15	2.91%
899	Dept						
890-899-11-790-01	Bond Principal - Alturas	\$ 109,950.00	\$ -	\$ -	\$ 109,950.00	\$ 109,950.00	0.00%
890-899-11-791-01	Bond Interest-Alturas	\$ 5,225.00	\$ -	\$ -	\$ 5,225.00	\$ 5,225.00	0.00%
890-899-12-790-01	Bond Principal - Legacy	\$ 423,000.00	\$ -	\$ -	\$ 423,000.00	\$ 423,000.00	0.00%
890-899-12-791-01	Bond Interest - Legacy	\$ 19,490.00	\$ -	\$ -	\$ 19,490.00	\$ 19,490.00	0.00%
E05	Debt Service	\$ 557,665.00	\$ -	\$ -	\$ 557,665.00	\$ 557,665.00	0.00%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 47,349.00	\$ -	\$ -	\$ 47,349.00	\$ 47,349.00	0.00%
890-899-11-990-00	End Fund Bal Assigned-Alturas	\$ 786,840.00	\$ -	\$ -	\$ 786,840.00	\$ 786,840.00	0.00%
890-899-11-990-01	End Fund Bal Res-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 186,594.00	\$ -	\$ -	\$ 186,594.00	\$ 186,594.00	0.00%
890-899-12-990-01	End Fund Bal Res-Legacy	\$ 69,312.00	\$ -	\$ -	\$ 69,312.00	\$ 69,312.00	0.00%
E95	Ending Fund Balance	\$ 1,090,095.00	\$ -	\$ -	\$ 1,090,095.00	\$ 1,090,095.00	0.00%
899	Dept	\$ 1,647,760.00	\$ -	\$ -	\$ 1,647,760.00	\$ 1,647,760.00	0.00%
890	Moscow Urban Renewal Agency	\$ 2,262,382.00	\$ 4,895.08	\$ 27,337.59	\$ 2,235,044.41	\$ 2,235,044.41	1.21%



Balance Sheet
January 31, 2015

	<u>Total Funds</u>
ASSETS	
Cash	33,064
Investments-LGIP	1,260,100
Investments-Zions Debt Reserve	42,606
Land Held For Resale	531,256
Land	505,803
Infrastructure Assets	1,186,207
Accumulated Depreciation	<u>(694,989)</u>
Total Assets	<u><u>2,864,046</u></u>
LIABILITIES	
Accounts Payable	-
Bonds Payable-Current	133,948
Series 2010A Bonds Payable Long Term	<u>399,000</u>
Total Liabilities	<u><u>532,948</u></u>
FUND BALANCES	
Net Assets Invest. Cap Assets	508,385
Restricted Fund Balance	133,948
Unrestricted Fund Balance	<u>1,450,264</u>
Total Fund Balance	<u><u>2,092,597</u></u>
Retained Earnings:	<u><u>238,501</u></u>
Total Fund Balance and Retained Earnings:	<u><u>2,331,098</u></u>
Total Liabilities, Fund Balance and Retained Earnings:	<u><u>\$2,864,046</u></u>