



Agenda: Thursday, August 18, 2016, 7:00 a.m.

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

Joint Meeting of Moscow Urban Renewal Agency and Moscow City Council

Agency Business

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 June 16th, 2016
 - B. June 2016 Payables
 - C. June 2016 Financials

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

Joint Meeting with Moscow City Council

1. **Introductions – Chair McGeehan and Mayor Lambert**
2. **Review of Recent Agency Activities and Projects – Bill Belknap**
3. **Overview of City's Strategic Plan and Progress – Gary J. Riedner**
4. **Agency Strategic Plan Development Report – Bill Belknap**
5. **Discussion of Potential Future Projects and Priorities – Bill Belknap**
6. **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.



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

Commissioners Present	Commissioners Absent	Also in Attendance
Art Bettge	Steve McGeehan, Chair	Bill Belknap, MURA Executive Director
Steve Drown	Brandy Sullivan	Gary Riedner, MURA Interim Treasurer
Dave McGraw		Anne Peterson, MURA Clerk
Ron Smith		
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 July 21, 2016

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

Smith moved approval of the consent agenda, seconded by McGraw. Motion passed unanimously.

2. Public Comment for items not on agenda: Three minute limit
No comments.

3. Announcements
None.

4. Public Hearing Proposed Moscow Urban Renewal Agency Budget for the 2017 Fiscal Year – Bill Belknap
The proposed FY2017 Moscow Urban Renewal Agency annual budget has been prepared for consideration by the Agency Board. The proposed budget was reviewed and recommended for approval by the Finance Committee on July 19th, 2016, and reviewed and approved to proceed to public hearing by the MURA Board on July 21, 2016. The proposed budget has been noticed for public hearing in accordance with Idaho Code and is before the Board for review and approval.
ACTION: After considering public testimony, adopt FY2017 Budget and the corresponding Budget Resolution 2016-04; or take such other action deemed appropriate.

Belknap briefly reviewed the history, purpose and charge of the Agency as well as basic ongoing operations. During 2015, the closure of the Alturas District returned over \$20 million of assessed valuation to the taxing districts a year ahead of time. In FY16 the Agency completed environmental remediation of the 6th and Jackson site, and Sangria Downtown was selected as the future developer for the site. Highlights of the proposed budget include:

- Anticipated reduction of tax increment revenues as a result of Alturas closure;
- Completion of 6th & Jackson remediation clears the path for Sangria development;
- Anticipated sale of 6th & Jackson and retirement of remaining Agency Dept. (was budgeted in FY16 but may not happen until FY17);
- Anticipated financial participation in 6th & Jackson frontage, utility undergrounding and Hello Walk, as well as downtown restrooms and the Styner/White pedestrian underpass;

- Legacy Crossing District increments are conservatively anticipated at \$182,500 for FY17 and the most significant change in expenses is \$500,000 for improvements within the District;
- Overall fund balance is projected to be \$258,578 at the end of FY17.

Bettge opened the public hearing at 7:31am by inviting testimony from the public.

Victoria Seever, 121 N Lilly, presented the attached written testimony. Bettge closed the public hearing at 7:32.

McGraw thanked Belknap for a thorough and detailed budget presentation. Bettge expressed appreciation for the conservative nature of the budget. Drown moved acceptance of the FY17 budget and its associated resolution. Weber seconded the motion which passed unanimously.

5. Agency Website Development Consultant Selection – Bill Belknap

At the Board's May 19th meeting, the Board directed staff to proceed with the advertisement of a request for qualifications for website development services for the update to the Agency's website. Three responses were received from Wovax, First Step Internet, and Inland Solutions. A three-Board Member selection committee reviewed the proposals received and recommended the selection of Inland Digital Solutions.

ACTION: *Accept the proposal from Inland Digital Solutions and authorize the Executive Director to negotiate a professional services agreement for the Agency website design and development services not to exceed \$4,500.*

Subcommittee reviewed the proposals and recommended selection of Inland Digital Solutions, pending reference checks. Belknap reported that staff received very favorable feedback from references so he recommended acceptance of the subcommittee's recommendation that Inland Digital Solutions be selected for website development services. Drown moved acceptance of the proposal from Inland Digital Solutions and authorize the Executive Director to negotiate a professional services agreement for the Agency website design and development services not to exceed \$4,500, seconded by Smith. Motion carried with 4 ayes and 1 abstention (McGraw).

6. General Agency Updates – Bill Belknap

- General Agency Business
 - Agency strategic planning questionnaire has been evaluated and will be presented at the joint Agency/City Council meeting scheduled for August 18, 7am-9am. At that meeting the City Supervisor will also outline City objectives and participants will discuss where the two plans might dovetail. McGraw indicated he will be out of town but will send Commissioner Lamar in his stead.
- Alturas District
 - Continuing conversations with GeneShifters regarding acquisition of property.
- Legacy Crossing District
 - Identity on Main project is moving into remediation with Agency participation not to exceed \$275,000. Remediation is only occurring on the commercial portion of the project so the residential section can proceed without environmental delay.
 - Belknap expects DEQ's Certificate of Completion and Covenant Not To Sue by early September for the 6th & Jackson property.
 - Montana/Idaho CDC visited yesterday and reported that availability of new market tax credit funds will be nearly double next year, which could be significant for additional projects within Legacy Crossing.
 - Belknap reported he has been contacted regarding the Agency's participation in frontage improvements for a potential project on the Third & Jackson corner.
 - The owner of the Dumas Seed site is attempting to get it into more marketable condition. Environmental remediation will be complete when the contaminated soil is removed to a suitable disposal location. Compacted structural fill needs to be placed in the holes left from foundation removal and the owner is moving forward with that work.

- Belknap said development at the old Stax sandwich shop site will provide room for a new Stax restaurant plus another commercial space on the ground, and two more stories with six total housing units. The owner did not request any Agency assistance but the City has helped the owner and neighboring owner coordinate a joint driveway approach from 6th Street.
- There has been no action on the Anderson Property although there have been a few exploratory meetings with potential developers. The Agency commitment on frontage design and remediation still stands.

Bettge declared the meeting adjourned at 7:53 am.

Steve McGeehan, Agency Chair

Date

DRAFT



Balance Sheet
July 31, 2016

	Total Funds
ASSETS	
Cash	63,539
Investments-LGIP	501,142
Investments-Zions Debt Reserve	44,312
Taxes Receivable	(1,624)
Accounts Receivable	4,513
Land Held For Resale	531,256
Land	509,402
Infrastructure Assets	1,186,207
Accumulated Depreciation	(753,478)
Total Assets	2,085,269
 LIABILITIES	
Accounts Payable	
Deposits Payable	5,000
Series 2010 Bond - due within one year	25,000
Latah County payback agreement - due within one year	2,000
Series 2010 Bond - due after one year	374,000
Latah County payback agreement - due after one year	108,537
Total Liabilities	514,537
 FUND BALANCES	
Net Assets Invest. Cap Assets	587,443
Restricted Fund Balance	44,312
Unrestricted Fund Balance	1,729,670
Total Fund Balance	2,361,425
Retained Earnings:	790,692
Total Fund Balance and Retained Earnings:	1,570,732
Total Liabilities, Fund Balance and Retained Earnings:	\$2,085,269

Checks by Date - Detail By Check Date

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July 2016

				Check Amount
4406	UVISAADM	Cardmember Service	7/20/2016	
	July - Aug	Survey Monkey Subscription July 16, 2016 - Aug. 15, 2016		26.00
Total for Check Number 4406:				<u>26.00</u>
4407	UCITYMOS	City of Moscow	7/20/2016	
	July 2016	Administrative Services for July 2016		3,750.00
	June 2016	City Utility Billing for 06/01/2016 - 06/30/2016		179.25
Total for Check Number 4407:				<u>3,929.25</u>
4408	UELAMBUR	Elam & Burke	7/20/2016	
	July 12	Alturas Park Plan Termination		80.00
Total for Check Number 4408:				<u>80.00</u>
4409	UROSAUER	Rosauers	7/20/2016	
	01-394720	MURA Finance Committee meeting refreshments		4.53
Total for Check Number 4409:				<u>4.53</u>
Total for 7/20/2016:				<u>4,039.78</u>
Total Bills for July 2016				<u><u>4,039.78</u></u>

Checks for Approval

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JULY 2016



Check	Check Date	Account Name	Vendor	Void	Amount
4406	07/20/2016	Professional Services-Computer	Cardmember Service		3,750.00
4407	07/20/2016	Administrative Services	City of Moscow		179.25
4407	07/20/2016	Heat, Lights & Utilities	City of Moscow		75.00
4408	07/20/2016	Professional Services-Alturas	Elam & Burke		8.26
4409	07/20/2016	Misc. Expense-General	Rosauers		18.50
				Report Total:	<u>4,031.01</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 10 - 10

Fiscal Year 2016

July 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	\$ 45,000.00	\$ 3,750.00	\$ 37,500.00	\$ 7,500.00	\$ 7,500.00	83.33%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 6,000.00	\$ -	\$ 2,750.00	\$ 3,250.00	\$ 3,250.00	45.83%
890-880-10-642-20	Professional Services-Auditing	\$ 5,000.00	\$ -	\$ 4,600.00	\$ 400.00	\$ 400.00	92.00%
890-880-10-642-30	Professional Services-Computer	\$ 1,000.00	\$ 26.00	\$ 146.95	\$ 853.05	\$ 853.05	14.70%
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	\$ 1,650.00	\$ -	\$ 1,507.00	\$ 143.00	\$ 143.00	91.33%
E02	Contractual	\$ 59,650.00	\$ 3,776.00	\$ 46,803.95	\$ 12,846.05	\$ 12,846.05	78.46%
890-880-10-631-10	Postage Expense	\$ 100.00	\$ -	\$ 24.00	\$ 76.00	\$ 76.00	24.00%
890-880-10-631-20	Printing and Binding	\$ 400.00	\$ -	\$ 39.80	\$ 360.20	\$ 360.20	9.95%
890-880-10-647-10	Travel & Meetings-General	\$ 1,000.00	\$ -	\$ 839.22	\$ 160.78	\$ 160.78	83.92%
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	\$ 4.53	\$ 288.64	\$ 211.36	\$ 211.36	57.73%
E03	Commodities	\$ 3,000.00	\$ 4.53	\$ 1,191.66	\$ 1,808.34	\$ 1,808.34	39.72%
880	URA - General Agency	\$ 62,650.00	\$ 3,780.53	\$ 47,995.61	\$ 14,654.39	\$ 14,654.39	76.61%
890	Urban Renewal Agency						
890-890-10-642-10	Professional Services-Alturas	\$ 10,000.00	\$ 80.00	\$ 154.00	\$ 9,846.00	\$ 9,846.00	1.54%
890-890-10-642-12	Land Sale Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-644-10	Marketing Expense-Alturas	\$ 4,000.00	\$ -	\$ 107.92	\$ 3,892.08	\$ 3,892.08	2.70%
E02	Contractual	\$ 14,000.00	\$ 80.00	\$ 261.92	\$ 13,738.08	\$ 13,738.08	1.87%
890-890-10-647-10	Travel & Meetings-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-658-10	Repairs & Maintenance	\$ 5,000.00	\$ -	\$ 2,151.00	\$ 2,849.00	\$ 2,849.00	43.02%
890-890-10-669-10	Misc. Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E03	Commodities	\$ 5,000.00	\$ -	\$ 2,151.00	\$ 2,849.00	\$ 2,849.00	43.02%

General Ledger Exp to Bud

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Period 10 - 10
Fiscal Year 2016

July 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-890-10-770-73 E04	Improvements-Alturas Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-800-00 E20	Termination Plan Other Financing Uses	\$ 767,044.00	\$ -	\$ 849,956.00	\$ (82,912.00)	\$ (82,912.00)	110.81%
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	\$ 40,000.00 \$ 40,000.00	\$ - \$ -	\$ - \$ -	\$ 40,000.00 \$ 40,000.00	\$ 40,000.00 \$ 40,000.00	0.00% 0.00%
890	Urban Renewal Agency	\$ 826,044.00	\$ 80.00	\$ 852,368.92	\$ (26,324.92)	\$ (26,324.92)	103.19%
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	\$ 10,000.00 \$ 10,000.00 \$ 2,000.00 \$ 22,000.00	\$ - \$ - \$ - \$ -	\$ 2,666.30 \$ - \$ - \$ 2,666.30	\$ 7,333.70 \$ 10,000.00 \$ 2,000.00 \$ 19,333.70	\$ 7,333.70 \$ 10,000.00 \$ 2,000.00 \$ 19,333.70	26.66% 0.00% 0.00% 12.12%
890-895-10-647-10 890-895-10-652-10 890-895-10-658-10 890-895-10-669-10 890-895-10-675-00 890-895-10-675-15 890-895-10-676-17 890-895-10-676-20 E03	Travel & Meetings-Legacy Heat, Lights & Utilities Repairs & Maintenance Misc. Expense-Legacy Fiscal Agent Trustee fees Latah County Reimb. Agreement Jackson St Owner Part. Agr. Agreement Cost Commodities	\$ 1,000.00 \$ 2,000.00 \$ - \$ 1,000.00 \$ 1,750.00 \$ 2,000.00 \$ 9,000.00 \$ 600.00 \$ 17,350.00	\$ - \$ 179.25 \$ - \$ - \$ - \$ - \$ - \$ - \$ 179.25	\$ - \$ 1,613.25 \$ - \$ (0.45) \$ - \$ 2,000.00 \$ 10,925.66 \$ 40.47 \$ 14,578.93	\$ 1,000.00 \$ 386.75 \$ - \$ 1,000.45 \$ 1,750.00 \$ - \$ (1,925.66) \$ 559.53 \$ 2,771.07	\$ 1,000.00 \$ 386.75 \$ - \$ 1,000.45 \$ 1,750.00 \$ - \$ (1,925.66) \$ 559.53 \$ 2,771.07	0.00% 80.66% 0.00% -0.05% 0.00% 100.00% 121.40% 6.75% 84.03%

General Ledger Exp to Bud

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Period 10 - 10
Fiscal Year 2016

July 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-895-10-770-35	1% Public Art	\$ 1,210.00	\$ -	\$ -	\$ 1,210.00	\$ 1,210.00	0.00%
890-895-10-770-71	Land-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-73	Improvements-Legacy	\$ 193,675.00	\$ -	\$ 116,680.22	\$ 76,994.78	\$ 76,994.78	60.25%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ 194,885.00	\$ -	\$ 116,680.22	\$ 78,204.78	\$ 78,204.78	59.87%
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	\$ 249,235.00	\$ 179.25	\$ 133,925.45	\$ 115,309.55	\$ 115,309.55	53.73%
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	\$ 399,000.00	\$ -	\$ 7,869.15	\$ 391,130.85	\$ 391,130.85	1.97%
890-899-12-791-01	Bond Interest - Legacy	\$ 18,435.00	\$ -	\$ -	\$ 18,435.00	\$ 18,435.00	0.00%
E05	Debt Service	\$ 417,435.00	\$ -	\$ 7,869.15	\$ 409,565.85	\$ 409,565.85	1.89%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 49,705.00	\$ -	\$ -	\$ 49,705.00	\$ 49,705.00	0.00%
890-899-11-990-00	End Fund Bal Assigned-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-11-990-01	End Fund Bal Res-Alturas	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 261,405.00	\$ -	\$ -	\$ 261,405.00	\$ 261,405.00	0.00%
890-899-12-990-01	End Fund Bal Res-Legacy	\$ 69,315.00	\$ -	\$ -	\$ 69,315.00	\$ 69,315.00	0.00%
E95	Ending Fund Balance	\$ 425,425.00	\$ -	\$ -	\$ 425,425.00	\$ 425,425.00	0.00%
899	Dept	\$ 842,860.00	\$ -	\$ 7,869.15	\$ 834,990.85	\$ 834,990.85	0.93%
890	Moscow Urban Renewal Agency	\$ 1,980,789.00	\$ 4,039.78	\$ 1,042,159.13	\$ 938,629.87	\$ 938,629.87	52.61%

General Revenue

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 Period 10 - 10
 Fiscal Year 2016

July 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	\$ 141,000.00	\$ 57,890.21	\$ 174,075.18	\$ (33,075.18)	\$ (33,075.18)	-23%	123%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ 108,235.00	\$ -	\$ 74,210.57	\$ 34,024.43	\$ 34,024.43	31%	69%
890-000-00-471-00	Investment Earnings	\$ 1,000.00	\$ 230.20	\$ 3,130.98	\$ (2,130.98)	\$ (2,130.98)	-213%	313%
890-000-00-478-10	Sale of Land - Alturas	\$ -	\$ -	\$ 50.00	\$ (50.00)	\$ (50.00)	0%	0%
890-000-00-478-11	Sale of Land - Legacy	\$ 450,000.00	\$ -	\$ -	\$ 450,000.00	\$ 450,000.00	100%	0%
890	Moscow Urban Renewal Agency	\$ 700,235.00	\$ 58,120.41	\$ 251,466.73	\$ 448,768.27	\$ 448,768.27	64%	36%
Revenue Total		\$ 700,235.00	\$ 58,120.41	\$ 251,466.73	\$ 448,768.27	\$ 448,768.27	64%	36%