



Agenda: Thursday, May 18, 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 May 4, 2017
 - B. April 2017 Payables
 - C. April 2017 Financials

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. **Sixth and Jackson Turn Lane Improvement Project Report – Bill Belknap**

At the board's meeting on December 15, 2016, the Board approved the dedication of public right of way and a Memorandum of Understanding (MOU) related to the Sixth and Jackson turn lane improvement project. The project was advertised for bid with bid opening on May 2nd of this year. A single bid was received from M.L. Albright and Sons that exceeded the project estimated cost by approximately \$60,000. The City has decided to reject the bid received from M.L. Albright and rebid the project at a later date. Staff will provide an update on the process and potential considerations as it relates to the development of the 6th and Jackson property.

ACTION: Receive report and provide staff with direction as deemed appropriate.

5. **Discussion Regarding Proposed New South District and Legacy Crossing District Amendment – Bill Belknap**

The Board has recently discussed the proposals to establish a new South Moscow District to support commercial and industrial development along with the potential amendment of the Legacy Crossing District to include the adjacent portions of Main Street. Both of these projects were identified in the Agency's Strategic Plan as adopted in February of this year. Staff will provide an update on status as well as an overview of the process and anticipated next steps.

ACTION: Receive report and provide staff with direction as deemed appropriate.

6. **Agency Website Update Project Report – Bill Belknap**

Staff has been working with the selected website consultant to complete the website update work. Substantial progress has been made and Staff will share the current draft website for the Board's review, comment, and direction.

ACTION: Receive report and provide staff with direction as deemed appropriate.

7. 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.



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		Bill Belknap, MURA Executive Director
Art Bettge		Anne Peterson, MURA Clerk
Steve Drown		
Dave McGraw		
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 April 20, 2017

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

Bettge moved approval of the consent agenda, seconded by Smith. Motion carried.

2. Public Comment for items *not on agenda*

No comments.

3. Announcements

No announcements.

4. Sixth and Jackson Turn Lane Improvement Project Report – Bill Belknap

At the board's meeting on December 15, 2016, the Board approved the dedication of public right and a Memorandum of Understanding (MOU) related to the Sixth and Jackson turn lane improvement project. Under the MOU, the Agency dedicated the necessary public right-of-way at no cost and in exchange the City would construct frontage improvements including a 10 foot wide sidewalk with street trees and decorative light fixtures. In addition, the Agency retained the responsibility to fund the undergrounding of the existing overhead utility lines as that is typically not required of City roadway projects. Through the design process, Staff identified the need to incorporate the beginning of the Hello Walk public walkway in order to ensure the integration of the design of the frontage improvements and the Hello Walk. Staff will provide an overview of the proposed project and anticipated Agency costs.

ACTION: Receive report and provide staff with direction as deemed appropriate.

As follow-up to the last discussion, Drown stated that students are currently finishing up a design project on the Hello Walk corner but he thought the current plan provided enough flexibility. Single bid was \$297,732 with all elements consistent with or below estimates. Lighting, street trees, tree wells and grates were significantly higher so staff will explore how those elements were priced and whether negotiation is possible prior to accepting the bid.

Other options include rebidding the project or postponing. Under the current bid the MURA share of the project is \$95,000--about \$20,000 over anticipated--but Belknap said it still worked in the budget model. Agency members were most interested in moving forward so directed staff to proceed with cost negotiations but also gave approval for the additional amount if it was necessary.

5. Legacy Crossing District Boundary Amendment Discussion – Bill Belknap

During the recent Strategic Planning process and associated joint meetings with the City Council, there was discussion regarding the expansion of the Legacy Crossing District Boundary approximately one-half block to the east to include Main Street that was excluded from the District when it was formed in 2008. Within the City's recently adopted strategic plan, the City Council identified the deteriorating public infrastructure within the Downtown as a major challenge area. Amending the boundary would allow the Agency to partner with the City in future downtown streetscape and public infrastructure improvements. Staff will introduce the topic and request direction from the Board.

ACTION: Receive report and provide staff with direction as deemed appropriate.

Key intersections along Main Street have been identified for beautification and safety upgrades. Belknap shared early concept designs for hardscape improvements at various locations that MURA could participate in if the Legacy Crossing District was expanded about 20 acres to include Main Street. Belknap reminded Agency members that no more than 10% of the city's total assessed value can be within urban renewal district designation. The base valuation of Legacy Crossing (\$51 million) is 4.7% of the City's \$1.1 billion valuation. It is assumed that properties in the South district that are outside City limits would also count toward that percentage. Drown thought expanding Legacy Crossing to include Main Street demonstrated MURA's support of the entire downtown, rather than creating competition for downtown businesses by developing the main portion on South Jackson/Main Street. Bettge offered that MURA participation in Main Street improvements, particularly North Main, fit nicely with the City Council's beautification plan. McGraw cautioned against tarnishing the MURA's strong, conservative reputation around the City and State by over-reaching so wanted to consider these ideas carefully. Weber agreed, saying the cost/benefit analysis of projects on the north end of Main Street would be high and wanted to ensure MURA had strong defensible reasons before taking on projects. Sullivan said hardscape enhancements wouldn't result in much tax increment so other portions of the district would have to cover those expenses. Drown countered that although there might not be direct return on investment from the exact property improved, the investment would likely increase the potential for additional development within the district. Belknap offered to provide a breakdown of valuations and assessments for various sections of the proposed Main Street addition. Bettge preferred to reserve as much area as possible for the South Moscow District because it had a greater potential for the tax increment.

6. Agency Website Update Project Report – Bill Belknap

Staff has been working with the selected website consultant to complete the website update work. Substantial progress has been made and Staff will share the current draft website for the Board's review, comment, and direction.

ACTION: Receive report and provide staff with direction as deemed appropriate.

Item deferred.

7. Upcoming Summer Meeting Schedule – Bill Belknap

Staff will discuss scheduled meetings for the upcoming summer season.

ACTION: Receive report and provide staff with direction as deemed appropriate

Regular July meetings would fall on July 6th and 20th. Based on the July 4th holiday and the Executive Director's vacation schedule, he recommended cancelling July 6th and holding the July 20th date "as needed." Agency members concurred.

8. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - Received Covenant Not to Sue from DEQ for the 6th & Jackson property, which officially concludes the remediation program!
- General Agency Business
 - Belknap held a preliminary meeting with a development group looking at Legacy Crossing and will advise further as the idea progresses.
 - Identity on Main grading and environmental remediation are underway, and MURA obligations under the OPA may be somewhat less than estimated as project costs are coming in a bit less than expected.

The meeting adjourned at 8:00 a.m.

Steve McGeehan, Agency Chair

Date

DRAFT



Balance Sheet
April 30, 2017

	Total Funds
ASSETS	
Cash	9,610
Investments-LGIP	535,140
Investments-Zions Debt Reserve	44,318
Accounts Receivable	-
Land Held For Resale	531,256
Land	656,256
Total Assets	1,776,580
 LIABILITIES	
Accounts Payable	-
Deposits Payable	5,000
Series 2010 Bond - due within one year	27,000
Latah County payback agreement - due within one year	3,500
Series 2010 Bond - due after one year	347,000
Latah County payback agreement - due after one year	105,037
Total Liabilities	487,537
 FUND BALANCES	
Net Assets Invest. Cap Assets	326,568
Restricted Fund Balance	44,312
Unrestricted Fund Balance	937,137
Total Fund Balance	1,308,017
Retained Earnings:	-18,975
Total Fund Balance and Retained Earnings:	1,289,042.69
Total Liabilities, Fund Balance and Retained Earnings:	\$1,776,580

Checks for Approval

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April 2017

Check	Check Date	Account Name	Vendor	Void	Amount
4464	04/12/2017	Improvements-Legacy	Idaho Transportation Dept.		5,542.00
4465	04/19/2017	Printing and Binding	Allegra Print & Imaging		29.85
4466	04/19/2017	Heat, Lights & Utilities	Avista		15.41
4467	04/19/2017	Administrative Services	City of Moscow		3,862.50
4467	04/19/2017	Heat, Lights & Utilities	City of Moscow		188.95
4468	04/19/2017	Professional Services-Legacy	Elam & Burke		1,461.50
4469	04/19/2017	Professional Services-Computer	First Step Internet		30.00
4470	04/19/2017	Professional Services-Auditing	Presnell Gage, PLLC		4,700.00
4471	04/19/2017	Misc. Expense-General	Rosauers		4.52
4472	04/19/2017	Improvements-Legacy	Terra Graphics Inc.		7,731.83
				Report Total:	<u>23,566.56</u>

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.

Steve McGeehan, Chairperson

Bill Belknap, Executive Director

Gary J Riedner, Treasurer

Checks by Date - Detail By Check Date

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April 2017

				Check Amount
ACH	UITD	Idaho Transportation Dept.	4/12/2017	
	18848	Latah County Paving Project Key No 18848, used check No: 4464		5,542.00
Total for this ACH Check for Vendor UITD:				5,542.00
Total for 4/12/2017:				5,542.00
<hr/>				
4465	UALLEGRA	Allegra Print & Imaging	4/19/2017	
	78061	Binding 2016 Financial Statcmnts		29.85
Total for Check Number 4465:				29.85
4466	UAVISTA	Avista	4/19/2017	
	March 2017	6th and Jackson Service		15.41
Total for Check Number 4466:				15.41
4467	UCITYMOS	City of Moscow	4/19/2017	
	April 2017	Administrative Service		3,862.50
	March 2017	Utilities March 2017		188.95
Total for Check Number 4467:				4,051.45
4468	UELAMBUR	Elam & Burke	4/19/2017	
	4/11/2017	Legal Service Legacy Bond Discussion		1,461.50
Total for Check Number 4468:				1,461.50
4469	UFIRSTST	First Step Internet	4/19/2017	
	170330-0062	Virtual Server Package		30.00
Total for Check Number 4469:				30.00
4470	UPRESNEL	Presnell Gage, PLLC	4/19/2017	
	374357	2016 URA Audit		4,700.00
Total for Check Number 4470:				4,700.00
4471	UROSAUER	Rosauers	4/19/2017	
	4/5/2017	Meeting Materials		4.52
Total for Check Number 4471:				4.52
4472	Uterragr	Terra Graphics Inc.	4/19/2017	
	05742	6th & Jackson Environmental Remediation		7,731.83
Total for Check Number 4472:				7,731.83
Total for 4/19/2017:				18,024.56
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Total Bills for April 2017				<u>23,566.56</u>

General Revenue

User: jspellman
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 Period 01 - 07
 Fiscal Year 2017



April 2017

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	\$ 112,385.33	\$ 112,385.33	\$ 70,114.67	\$ 70,114.67	38%	62%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
890-000-00-471-00	Investment Earnings	\$ 1,000.00	\$ 1,826.30	\$ 1,826.30	\$ (826.30)	\$ (826.30)	-83%	183%
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	\$ 114,211.63	\$ 114,211.63	\$ 569,288.37	\$ 569,288.37	83%	17%
Revenue Total		\$ 683,500.00	\$ 114,211.63	\$ 114,211.63	\$ 569,288.37	\$ 569,288.37	83%	17%

General Ledger Exp to Bud

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 Period 01 - 07
 Fiscal Year 2017

April 2017



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890	Moscow Urban Renewal Agency						
880	URA - General Agency	\$ 46,350.00	\$ 3,862.50	\$ 27,037.50	\$ 19,312.50	\$ 19,312.50	58.33%
890-880-10-642-00	Administrative Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-10	Professional Services-Exec Dir	\$ 6,000.00	\$ -	\$ 850.00	\$ 5,150.00	\$ 5,150.00	14.17%
890-880-10-642-15	Professional Services-Other	\$ 5,000.00	\$ 4,700.00	\$ 4,700.00	\$ 300.00	\$ 300.00	94.00%
890-880-10-642-20	Professional Services-Auditing	\$ 1,000.00	\$ 30.00	\$ 1,339.45	\$ (339.45)	\$ (339.45)	133.95%
890-880-10-642-30	Professional Services-Computer	\$ 1,000.00	\$ -	\$ 30.40	\$ 969.60	\$ 969.60	3.04%
890-880-10-644-10	Marketing Expense-General	\$ 1,650.00	\$ -	\$ 1,507.00	\$ 143.00	\$ 143.00	91.33%
890-880-10-668-10	Liability Insurance-General	\$ 61,000.00	\$ 8,592.50	\$ 35,464.35	\$ 25,535.65	\$ 25,535.65	58.14%
E02	Contractual						
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	\$ 29.85	\$ 29.85	\$ 370.15	\$ 370.15	7.46%
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	\$ 4.52	\$ 258.51	\$ 241.49	\$ 241.49	51.70%
E03	Commodities	\$ 3,000.00	\$ 34.37	\$ 288.36	\$ 2,711.64	\$ 2,711.64	9.61%
880	URA - General Agency	\$ 64,000.00	\$ 8,626.87	\$ 35,752.71	\$ 28,247.29	\$ 28,247.29	55.86%
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 - 07
 Fiscal Year 2017

April 2017



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-890-10-770-73 E04	Improvements-Alturas Capital Outlay	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	0.00% 0.00%
890-890-10-800-00 E20	Termination Plan Other Financing Uses	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	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	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	0.00% 0.00%
890	Urban Renewal Agency	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	0.00%
895	URA - Legacy Crossing						
890-895-10-642-10 890-895-10-642-12 890-895-10-644-10 E02	Professional Services-Legacy Land Sale Expense-Legacy Marketing Expense-Legacy Contractual	\$ 10,000.00 \$ 10,000.00 \$ 2,000.00 \$ 22,000.00	\$ 1,461.50 \$ - \$ - \$ 1,461.50	\$ 3,482.50 \$ - \$ - \$ 3,482.50	\$ 6,517.50 \$ 10,000.00 \$ 2,000.00 \$ 18,517.50	\$ 6,517.50 \$ 10,000.00 \$ 2,000.00 \$ 18,517.50	34.83% 0.00% 0.00% 15.83%
890-895-10-647-10 890-895-10-652-10 890-895-10-658-10 890-895-10-669-10 890-895-10-675-00 890-895-10-676-15 890-895-10-676-17 890-895-10-676-20 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 \$ 8,300.00 \$ 40.00 \$ 16,090.00	\$ - \$ 204.36 \$ - \$ - \$ - \$ - \$ - \$ - \$ 204.36	\$ - \$ 1,165.13 \$ - \$ - \$ - \$ 3,500.00 \$ 8,019.11 \$ 8.51 \$ 12,692.75	\$ 1,000.00 \$ 834.87 \$ - \$ 1,000.00 \$ 1,750.00 \$ (1,500.00) \$ 280.89 \$ 31.49 \$ 3,397.25	\$ 1,000.00 \$ 834.87 \$ - \$ 1,000.00 \$ 1,750.00 \$ (1,500.00) \$ 280.89 \$ 31.49 \$ 3,397.25	0.00% 58.26% 0.00% 0.00% 0.00% 175.00% 96.62% 21.28% 78.89%

General Ledger Exp to Bud

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 Period 01 - 07
 Fiscal Year 2017

April 2017



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	\$ 13,273.83	\$ 73,966.22	\$ 426,033.78	\$ 426,033.78	14.79%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ 501,825.00	\$ 13,273.83	\$ 73,966.22	\$ 427,858.78	\$ 427,858.78	14.74%
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	\$ 14,939.69	\$ 90,141.47	\$ 464,773.53	\$ 464,773.53	16.24%
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	\$ -	\$ 7,296.65	\$ 9,989.35	\$ 9,989.35	42.21%
E05	Debt Service	\$ 391,286.00	\$ -	\$ 7,296.65	\$ 383,989.35	\$ 383,989.35	1.86%
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						
890-899-11-990-00	Ending Fund Balance	\$ 649,864.00	\$ -	\$ 7,296.65	\$ 642,567.35	\$ 642,567.35	1.12%
890	Moscow Urban Renewal Agency	\$ 1,277,779.00	\$ 23,566.56	\$ 133,190.83	\$ 1,144,588.17	\$ 1,144,588.17	10.42%