



Meeting Agenda: Thursday, December 20, 2018, 7:00

City of Moscow Council Chambers • 206 E 3<sup>rd</sup> Street • Moscow, ID 83843  
(A) = Board Action Item

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 November 15, 2018
  - B. November 2018 Financials and 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. **FY2018 Year End Financial Report – Brittany Gunderson**  
The Treasurer will provide a preliminary year end financial report for the recently concluded 2018 fiscal year.

**ACTION:** Receive report.

4. **Alturas Lot Sale RFP Report – Bill Belknap**  
Staff will provide a report on the current Alturas lot sale RFP process.

**ACTION:** Received report.

5. **Strategic Plan Update Review (A) - Bill Belknap**  
In 2017 the Board adopted the current strategic plan intended to establish goals and objectives and guide and direct the activities of the Agency. It was anticipated that the plan would be updated on a biennial basis. Staff would like to begin the discussion regarding the 2019 plan update with the Board.

**ACTION:** Discuss the anticipated 2019 Strategic Plan update and provide Staff with direction as deemed appropriate.

6. **South District Development Review (A) – Bill Belknap**  
The establishment of a new South Moscow Urban Renewal District has been identified as a priority project by both the Moscow City Council and the Board. Staff will provide an overview of the district development steps and anticipated schedule to complete the formation process.

**ACTION:** Receive report and provide direction as deemed appropriate.

**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 TIDD 883-7019, as soon as possible so that arrangements may be made.

**7. Upcoming January Meeting Schedule (A) – Bill Belknap**

The first regularly scheduled meeting of the Agency falls on January 3<sup>rd</sup> next year. That meeting date is very close to the New Years Holiday period and therefore staff is recommending that the Board cancel the January 3<sup>rd</sup> meeting. The next regularly scheduled meeting date would be on January 17<sup>th</sup>.

**ACTION:** Approve the cancellation of the January 3, 2019 meeting; or take other action as deemed appropriate.

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

- Legacy Crossing District
- Alturas District
- General Agency Business



City of Moscow Council

Chambers • 206 E 3<sup>rd</sup> Street • Moscow, ID 83843

Commissioners Present	Commissioners Absent	Also in Attendance
Steve McGeehan, Chair	Art Bettge	Bill Belknap, MURA Executive Director
Trent Bice		Anne Peterson, MURA Clerk
Steve Drown		Brittany Gunderson, Treasurer
Dave McGraw		
Ron Smith		
Brandy Sullivan		

McGeehan called the meeting to order at 7:01 a.m.

- 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.

- Minutes from October 4, 2018
- September 2018 Financials and Payables
- October 2018 Financials and Payables

Smith moved approval, seconded by Drown. Motion carried.

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

Brenda von Wandruszka made the observation that with the exception of Brandy Sullivan, the URA membership is a homogeneous group of middle class gentlemen.

- Idaho Central Credit Union Project Report (A) – Bill Belknap**

*The Idaho Central Credit Union (ICCU) has purchased the prior Ambassador Auto (most recently Quad Cities Nissan) dealership property and intends to demolish the existing structures this fall and construct a new approximately 5,000 square foot branch upon the property this spring. The property is located within the area of the upcoming Third Street Corridor Pedestrian Safety Project that the Agency previously committed \$87,000 towards and which is scheduled for construction in 2021. Staff has discussed the concept of advancing some of the anticipated lighting improvements in conjunction with the ICCU project to take advantage of the anticipated sidewalk removals and reconstruction to get the lighting system installed and avoid disruption to the ICCU site in 2021. Staff will provide a report and is seeking general Board direction regarding exploration of the potential advancement of the streetscape improvements.*

Belknap mentioned some overhead utility conflicts may be undergrounded to eliminate conflicts with street lighting. Drown was very supportive of the project but had questions about setbacks of the proposed ICCU project, which doesn't appear to follow the desired "gateway" look of street-front buildings rather than street-front parking lots. Belknap said a 10-foot setback is required within the Motor Business District since the Agency is not providing financial assistance to the bank construction there's no way to incentivize that design. McGeehan asked about the crosswalk near Papa Murphy's and Belknap said there are plans for more lighting and revised landscaping to improve that crossing. Seever commented from the audience that flags have been added on both sides of the street which is helpful.

Belknap said he didn't have a formal proposal for the Board's action but was looking for confirmation that the Board was agreeable to participation in the lighting project. There was full support.

**4. Discussion Regarding Work Plan and Projects for 2019 Calendar Year (A) - Bill Belknap**

*Staff would like to discuss anticipated Board projects and priorities for the upcoming calendar year so that Staff can plan accordingly.*

Belknap outlined his suggested priorities including continued effort to dispose and develop the 6<sup>th</sup> & Jackson property, joint meeting with Council, Strategic Plan update, FY2020 Budget development, South District discussion (which may be accelerated due to Opportunity Zone funding), and discussion of expending some of the committed public art funds. McGraw thought the South District should take priority. Sullivan suggested also focusing on disposition of the Alturas lots. McGeehan asked Sullivan and Taruscio if they thought the joint meeting being every two years was sufficient and they both thought it was.

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

- General Agency Business
  - Von Wandruszka suggested the Board consider moving the public comment period to the end of the meeting so audience members aren't as inclined to want to interrupt. Belknap said for meeting efficiency, the Board can choose to take public comment prior to any decision making. The Board just shouldn't take action on any public comment that isn't on the agenda.
  - The Flood Plan study is continuing with FEMA.
  - McGeehan mentioned the underpass has already been tagged with graffiti and asked who's responsibility that is to clean up. Belknap said it falls to ITD but the City has been discussing that location as a perfect location for a public art mural.

The meeting adjourned at 8:04 AM.

---

Steve McGeehan, Agency Chair

---

Date



**Balance Sheet**  
**November 30, 2018**

	<u>Total Funds</u>
<b>ASSETS</b>	
Cash	8,552
Investments - LGIP	329,014
Investments-Zions Debt Reserve	44,437
Other Assets	5,260
Land Held For Resale	531,256
Land	679,420
Total Assets	<u>1,597,939</u>
<b>LIABILITIES</b>	
Deposits Payable	5,000
Series 2010 Bond - due within one year	29,000
Latah County payback agreement - due within one year	3,500
Series 2010 Bond - due after one year	290,000
Latah County payback agreement - due after one year	98,037
Total Liabilities	<u>425,537</u>
<b>FUND BALANCES</b>	
Net Investment in capital assets	376,732
Restricted Fund Balance	44,312
Unrestricted Fund Balance	757,939
Total Fund Balance	<u>1,178,983</u>
<b>Retained Earnings:</b>	<u>-6,581</u>
<b>Total Fund Balance and Retained Earnings:</b>	<u>1,172,402</u>
<b>Total Liabilities, Fund Balance and Retained Earnings:</b>	<u>\$1,597,939</u>

November-18  
Checks by Date



<u>Check Number</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Amount</u>
4597	UAVISTA 10/1/2018	Avista 6th & Jackson Service	11/2/2018	13.39
Total for Check Number 4597:				<u>13.39</u>
4598	UROSAUER 10-1770546	Rosauers Meeting Materials	11/2/2018	26.97
Total for Check Number 4598:				<u>26.97</u>
4599	UCITYMOS Oct 2018 Oct 2018 Nov 2018	City of Moscow City Admin Services - October 2018 City Utilities - October 2018 City Admin Services - November 2018	11/21/2018	4,097.75 214.90 4,097.75
Total for Check Number 4599:				<u>8,410.40</u>
4600	UROSAUER 10-1830964	Rosauers Meeting Materials	11/21/2018	5.95
Total for Check Number 4600:				<u>5.95</u>
<b>Total bills for November 2018:</b>				<b><u>\$ 8,456.71</u></b>

November-18  
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4597	11/02/2018	Moscow Urban Renewal Agency	Avista	-	13.39
4598	11/02/2018	Moscow Urban Renewal Agency	Rosauers	-	26.97
4599	11/21/2018	Moscow Urban Renewal Agency	City of Moscow	-	4,097.75
4599	11/21/2018	Moscow Urban Renewal Agency	City of Moscow	-	214.90
4599	11/21/2018	Moscow Urban Renewal Agency	City of Moscow	-	4,097.75
4600	11/21/2018	Moscow Urban Renewal Agency	Rosauers	-	5.95
Report Total:				\$ -	8,456.71

\_\_\_\_\_  
 Steve McGeehan, Chairperson

\_\_\_\_\_  
 Bill Belknap, Executive Director

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.

\_\_\_\_\_  
 Brittany Gunderson, Treasurer

General Ledger  
Revenue Analysis

November 2018



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollec	% Received
<b>890</b>	<b>Moscow Urban Renewal Agency</b>							
890-000-00-410-01	Property Taxes - Legacy	\$ 325,000.00	\$ 3,645.63	\$ 3,645.63	\$ 321,354.37	\$ 321,354.37	98.88%	1.12%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
890-000-00-471-00	Investment Earnings	\$ 1,500.00	\$ 659.05	\$ 661.56	\$ 838.44	\$ 838.44	55.90%	44.10%
890-000-00-478-10	Sale of Land - Alturas	\$ 135,210.00	\$ -	\$ -	\$ 135,210.00	\$ 135,210.00	100.00%	0.00%
890-000-00-478-11	Sale of Land - Legacy	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00	100.00%	0.00%
<b>890</b>	<b>Moscow Urban Renewal Agency</b>	<b>\$ 611,710.00</b>	<b>\$ 4,304.68</b>	<b>\$ 4,307.19</b>	<b>\$ 607,402.81</b>	<b>\$ 607,402.81</b>	<b>99.30%</b>	<b>0.70%</b>
<b>Revenue Total</b>		<b>\$ 611,710.00</b>	<b>\$ 4,304.68</b>	<b>\$ 4,307.19</b>	<b>\$ 607,402.81</b>	<b>\$ 607,402.81</b>	<b>99.30%</b>	<b>0.70%</b>



General Ledger  
Expense vs. Budget

November-18



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
880	URA - General Agency						
890-880-10-642-00	Administrative Services	\$ 49,173.00	\$ 8,195.50	\$ 8,195.50	\$ 40,977.50	\$ 40,977.50	16.67%
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	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-644-10	Marketing Expense-General	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-644-16	Land Sale Expenses	\$ 10,210.00	\$ -	\$ -	\$ 10,210.00	\$ 10,210.00	0.00%
890-880-10-668-10	Liability Insurance-General	\$ 1,700.00	\$ -	\$ 1,582.00	\$ 118.00	\$ 118.00	93.06%
E02	Contractual	\$ 74,083.00	\$ 8,195.50	\$ 10,627.50	\$ 63,455.50	\$ 63,455.50	14.35%
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%
890-880-10-644-15	Alturas Marketing/Maintenance	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	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	\$ 32.92	\$ 32.92	\$ 467.08	\$ 467.08	6.58%
890-880-10-669-11	Dist. of Net Prop. Sale Procee	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ 125,000.00	0.00%
E03	Commodities	\$ 131,500.00	\$ 32.92	\$ 32.92	\$ 131,467.08	\$ 131,467.08	0.03%
880	URA - General Agency	\$ 205,583.00	\$ 8,228.42	\$ 10,660.42	\$ 194,922.58	\$ 194,922.58	5.19%

<b>Sort Level</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Variance</b>	<b>Avail/Uncollect</b>	<b>% Expend/Collect</b>
895	URA - Legacy District						
890-895-10-642-10	Professional Services-Legacy	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	0.00%
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	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
E02	Contractual	\$ 36,000.00	\$ -	\$ -	\$ 36,000.00	\$ 36,000.00	0.00%
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	\$ 1,800.00	\$ 228.29	\$ 228.29	\$ 1,571.71	\$ 1,571.71	12.68%
890-895-10-658-51	Development Participation	\$ 215,000.00	\$ -	\$ -	\$ 215,000.00	\$ 215,000.00	0.00%
890-895-10-669-10	Misc. Expense-Legacy	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
890-895-10-675-00	Fiscal Agent Trustee fees	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	0.00%
890-895-10-676-15	Latah County Reimb. Agreement	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	0.00%
890-895-10-676-17	Owner Participation Agreements	\$ 86,367.00	\$ -	\$ -	\$ 86,367.00	\$ 86,367.00	0.00%
E03	Commodities	\$ 309,967.00	\$ 228.29	\$ 228.29	\$ 309,738.71	\$ 309,738.71	0.07%
890-895-10-770-35	1% Public Art	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-71	Land-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-73	Improvements-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-890-00	Transfer To: General Fund	\$ 58,950.00	\$ -	\$ -	\$ 58,950.00	\$ 58,950.00	0.00%
890-895-10-890-01	Transfer To: Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E10	Transfers To	\$ 58,950.00	\$ -	\$ -	\$ 58,950.00	\$ 58,950.00	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	\$ 419,917.00	\$ 228.29	\$ 228.29	\$ 419,688.71	\$ 419,688.71	0.05%

<b>Sort Level</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Variance</b>	<b>Avail/Uncollect</b>	<b>% Expend/Collect</b>
899	Dept						
890-899-12-790-01	Bond Principal - Legacy	\$ 319,000.00	\$ -	\$ -	\$ 319,000.00	\$ 319,000.00	0.00%
890-899-12-791-01	Bond Interest - Legacy	\$ 14,590.00	\$ -	\$ -	\$ 14,590.00	\$ 14,590.00	0.00%
E05	Debt Service	\$ 333,590.00	\$ -	\$ -	\$ 333,590.00	\$ 333,590.00	0.00%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 25,290.00	\$ -	\$ -	\$ 25,290.00	\$ 25,290.00	0.00%
890-899-10-990-01	Ending Fund Balance Alturas	\$ 22,926.00	\$ -	\$ -	\$ 22,926.00	\$ 22,926.00	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 17,136.00	\$ -	\$ -	\$ 17,136.00	\$ 17,136.00	0.00%
890-899-12-990-01	End Fund Bal Res-Legacy	\$ 5,260.00	\$ -	\$ -	\$ 5,260.00	\$ 5,260.00	0.00%
E95	Ending Fund Balance	\$ 70,612.00	\$ -	\$ -	\$ 70,612.00	\$ 70,612.00	0.00%
899	Dept	\$ 404,202.00	\$ -	\$ -	\$ 404,202.00	\$ 404,202.00	0.00%
890	Moscow Urban Renewal Agency	\$ 1,029,702.00	\$ 8,456.71	\$ 10,888.71	\$ 1,018,813.29	\$ 1,018,813.29	1.06%