



Agenda: Thursday June 27, 2019, 7:00am a.m.

City of Moscow Council Chambers • 206 E 3<sup>rd</sup> 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 May 16, 2019
  - B. May 2019 Payables
  - C. May 2019 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. Update of City Strategic Plan, Current and Future Projects – Gary J. Riedner
3. Review of Agency Strategic Plan and Recent Projects – Bill Belknap
4. Discussion of Potential Future Projects and Priorities – Chair McGeehan and Mayor Lambert
5. 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.



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

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

- 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 April 18, 2019*

*B. April 2019 Payables*

*C. April 2019 Financials*

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

Bettge moved approval, seconded by Drown. Motion carried unanimously.

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

None.

- 3. Request for Amendment to the Schedule of Performance for the Needham Exclusive Negotiation Agreement (A) – Bill Belknap**

*On July 19<sup>th</sup>, 2018 the Board approved an Exclusive Negotiation Agreement (ENA) with Shane and Janet Needham for the disposition and development of Lots 2 and 3, Block 1, Alturas Business Park Phase II. On September 6<sup>th</sup>, the Board approved Mr. Needham's request to amend the schedule of performance under the ENA, extending the date for submission of his development plans from November 15, 2018 to January 15, 2019. On December 26, 2018, Staff received an additional extension request from Mr. Needham, requesting the extension of that date to April 15, 2019 due to unavailability of local design professionals and required facility design research. On January 17, 2019 the Board approved the requested extension to April 15, 2019. The Needham's did not submit their development plans by April 15<sup>th</sup>, and on May 9<sup>th</sup> Staff received a third extension request, requesting to extend the development plan submission date by an additional six months.*

**ACTION:** *Consider the extension request and take action as deemed appropriate.*

Belknap presented the item as described above. Mr. Needham said they continue to research other labs for design ideas, but explained he and his wife are in the process of separating assets which this project is part of, thus the extension. Agency members were not concerned with another extension. Smith moved approval, seconded by Drown, and the motion carried unanimously. Belknap will prepare an extension for the Needham's signature.

**4. Request to Participate in Tree Grate Installation for the Gritman Medical Office Project (A) – Bill Belknap**

*The Board has previously approved a development agreement with Gritman Medical Park to reimburse \$600,000 of expenses related to the reconstruction of portions of 8<sup>th</sup> Street and Main Street in association with their medical office development project located at 803 S. Main Street. The reimbursement included the installation of tree grates for the 10 tree wells that were constructed on Main Street. The project was completed shortly after the City's tree grate supplier had ceased operation and as a result tree grates were not available to be installed with the project. During the expense certification, it was confirmed that Gritman had expended over \$600,000 in eligible public improvements even without the tree grates, and the limited promissory note was approved and issued. Since completion of Gritman's project, many portions of the building have been deemed to be tax exempt and therefore repayment of the note has been slower than anticipated at approximately \$9,700 per year. The City has now secured a new tree grate supplier and has grates available for installation. In light of the limited reimbursement of the original \$600,000 public investment, Staff is proposing that the Board consider funding one-third (\$4,250) of the total \$12,750 cost for 10 tree gates. The remaining \$8,500 would be funded by the City and Gritman.*

**ACTION:** Review the proposed MURA tree grate contribution in the amount of \$4,250 and provide Staff with direction as deemed appropriate.

Belknap explained the funding request outlined above, stating this would be an additional reimbursement outside the Limited Promissory Note. The tree grates will match the lenticular design recently installed in other City locations. Bice thought it was a good expense aesthetically and Bettge agreed, moving approval of the expenditure in the amount of \$4,250. Smith seconded the motion and it carried unanimously.

**5. Upcoming Joint City Council Meeting Discussion – Bill Belknap**

Meeting date has been set for June 27<sup>th</sup> at 7am. Belknap anticipates providing an update of recent projects with the biggest points of discussion being the strategic plan and capital improvement plan updates, and how to approach the downtown improvement projects. Belknap displayed an online project map that describes all existing and proposed projects within Legacy Crossing. Belknap has been studying the capital plan to project out how to make the desired projects feasible over the next 12 years of the District. Drown inquired what the specific goal is for the upcoming joint meeting. Belknap said he would be suggesting a potential capital improvement plan for the next five year and confirm the identified projects reflect the priorities of both the Agency and the City Council. Sullivan especially liked how the project map showed the extent and variety of MURA projects. Drown was interested in having an extended conversation about downtown improvements and parking concerns. Belknap said he expected that would dominate the meeting, and added it will be important to start work within the next

two years in order to have enough time within the life of the District to amortize the investment. Sullivan asked that an update on the remaining Alturas lots be provided at the joint meeting.

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

- Legacy Crossing District
  - Tomorrow is deadline for Phase I Development Plans on the 6<sup>th</sup> & Jackson project.
- Alturas District
  - Association meeting occurred last week to establish a design review committee for vonWondruska’s project, which was subsequently approved.
- General Agency Business
  - June 6<sup>th</sup> meeting will be cancelled due to Board member absences.

Smith announced this was his last meeting due to moving to Lewiston. He thanked the Agency for the experience and wished them well. He was thanked for his dedication and financial expertise.

The meeting adjourned at 7:27 AM.

\_\_\_\_\_  
Steve McGeehan, Agency Chair

\_\_\_\_\_  
Date



**Balance Sheet**  
**May 31, 2019**

	Total Funds
<b>ASSETS</b>	
Cash	5,117
Investments - LGIP	501,765
Investments-Zions Debt Reserve	44,437
Other Assets	5,260
Land Held For Resale	531,256
Land	679,420
<b>Total Assets</b>	<b>\$ 1,767,255</b>
 <b>LIABILITIES</b>	
Deposits Payable	15,000
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	435,537
 <b>FUND BALANCES</b>	
Net Investment in Capital Assets	376,732
Restricted Fund Balance	44,312
Unrestricted Fund Balance	910,674
Total Fund Balance	1,331,718
 <b>Total Liabilities and Fund Balance</b>	 <b>\$ 1,767,255</b>

May-19  
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4630	UROSAUER 10-2035437	Rosauers Supermarkets, Inc. Meeting materials	5/2/2019	8.48
Total for Check Number 4630:				<u>8.48</u>
4631	UALTASCI A1974	Alta Science & Engineering 6th and Jackson monitoring	5/15/2019	705.35
Total for Check Number 4631:				<u>705.35</u>
4632	UAVISTA April 2019	Avista 6th and Jackson service	5/15/2019	13.39
Total for Check Number 4632:				<u>13.39</u>
4633	UCITYMOS 4716609 April 2019	City of Moscow City admin. services City utilities	5/15/2019	4,097.75
Total for Check Number 4633:				<u>214.90</u> <u>4,312.65</u>
4634	UGROPP 79566	City of Moscow Otness pathway lighting	5/15/2019	1,847.60
Total for Check Number 4634:				<u>1,847.60</u>
<b>Total bills for May 2019:</b>				<b><u>\$ 6,887.47</u></b>

May-19  
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4630	05/02/2019	Moscow Urban Renewal Agency	Rosauers Supermarkets, Inc.		8.48
4631	05/15/2019	Moscow Urban Renewal Agency	Alta Science & Engineering		705.35
4632	05/15/2019	Moscow Urban Renewal Agency	Avista		13.39
4633	05/15/2019	Moscow Urban Renewal Agency	City of Moscow		4,097.75
4633	05/15/2019	Moscow Urban Renewal Agency	City of Moscow		214.90
4634	05/15/2019	Moscow Urban Renewal Agency	Gropp LLC		1,847.60
			Report Total:	<u>\$0.00</u>	<u>\$ 6,887.47</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

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

General Ledger  
Revenue Analysis

May 2019



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	\$ 4,062.68	\$ 219,127.30	\$ 105,872.70	\$ 105,872.70	32.58%	67.42%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
890-000-00-471-00	Investment Earnings	\$ 1,500.00	\$ 1,075.07	\$ 5,918.13	\$ (4,418.13)	\$ (4,418.13)	-294.54%	394.54%
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>\$ 5,137.75</b>	<b>\$ 225,045.43</b>	<b>\$ 386,664.57</b>	<b>\$ 386,664.57</b>	<b>63.21%</b>	<b>36.79%</b>
<b>Revenue Total</b>		<b>\$ 611,710.00</b>	<b>\$ 5,137.75</b>	<b>\$ 225,045.43</b>	<b>\$ 386,664.57</b>	<b>\$ 386,664.57</b>	<b>63.21%</b>	<b>36.79%</b>



General Ledger  
Expense vs. Budget

May-19



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expnd/Collect
890	Moscow Urban Renewal Agency						
880	URA - General Agency						
890-880-10-642-00	Administrative Services	\$ 49,173.00	\$ 4,097.75	\$ 32,782.00	\$ 16,391.00	\$ 16,391.00	66.67%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 6,000.00	\$ -	\$ 879.00	\$ 5,121.00	\$ 5,121.00	14.65%
890-880-10-642-20	Professional Services-Auditing	\$ 5,000.00	\$ -	\$ 4,900.00	\$ 100.00	\$ 100.00	98.00%
890-880-10-642-30	Professional Services-Computer	\$ 1,000.00	\$ -	\$ 19.95	\$ 980.05	\$ 980.05	2.00%
890-880-10-644-10	Marketing Expense-General	\$ 1,000.00	\$ -	\$ 28.12	\$ 971.88	\$ 971.88	2.81%
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	\$ 4,097.75	\$ 40,191.07	\$ 33,891.93	\$ 33,891.93	54.25%
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	\$ -	\$ 119.92	\$ 3,380.08	\$ 3,380.08	3.43%
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	\$ 8.48	\$ 75.65	\$ 424.35	\$ 424.35	15.13%
890-880-10-669-11	Dis. Of Net Prop. Sale Proceeds	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ 125,000.00	0.00%
E03	Commodities	\$ 131,500.00	\$ 8.48	\$ 195.57	\$ 131,304.43	\$ 131,304.43	0.15%
880	URA - General Agency	\$ 205,583.00	\$ 4,106.23	\$ 40,386.64	\$ 165,196.36	\$ 165,196.36	19.64%



General Ledger  
Expense vs. Budget

May-19



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Moscow Urban Renewal Agency						
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	\$ 2,781.24	\$ 26,368.19	\$ 393,548.81	\$ 393,548.81	6.28%
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	\$ -	\$ 5,555.44	\$ 9,034.56	\$ 9,034.56	38.08%
E05	Debt Service	\$ 333,590.00	\$ -	\$ 5,555.44	\$ 328,034.56	\$ 328,034.56	1.67%
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	\$ -	\$ 5,555.44	\$ 398,646.56	\$ 398,646.56	1.37%
890	Moscow Urban Renewal Agency	\$ 1,029,702.00	\$ 6,887.47	\$ 72,310.27	\$ 957,391.73	\$ 957,391.73	7.02%