



Meeting Agenda: Thursday, December 12, 2019, 7:00

City of Moscow Council Chambers • 206 E 3rd 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 7, 2019
 - B. November 2019 Payables
 - C. November 2019 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. **Welcome to New Board Member – Chair McGeehan**

4. **Request for Amendment to the Schedule of Performance From Roderick Olps (A) – Bill Belknap**

On March 7, 2019 the Board approved an Exclusive Negotiation Agreement (ENA) with Roderick Olps for the disposition and development of the Agency's Sixth and Jackson property. Under the ENA, Mr. Olps was required to submit the Phase I development plans by May 15th. Mr. Olps submitted his Phase I plans on May 17th. On June 13th Mr. Olps submitted a request for an extension to the schedule of performance to allow an additional 90 days for Mr. Olps to refine his proposed development plans for the property. Mr. Olps's extension request was approved by the Board on July 11, 2019. Mr. Olps submitted his Phase I development plans which were approved by the Board on October 3rd. Mr. Olps is requesting an additional extension to submit his Phase II development plans which is before the Board for consideration.

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

5. **2019 Strategic Plan Update Final 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. The Board began the discussion regarding the 2019 plan update in December of 2018 and reviewed draft updates to the goals, objectives and action/implementation strategies and the capital improvement plan over several meetings in 2019. Staff has prepared the draft updated document for the Board's final review.

ACTION: Review the draft 2019 MURA Strategic Plan and provide staff with direction as deemed appropriate.

6. **2019 and 2020 Project Review – Bill Belknap**

Staff will provide a report on the status of projects within the Legacy Crossing District.

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.

ACTON: Accept report and provide direction as deemed appropriate.

7. General Agency Updates – Bill Belknap

- Legacy Crossing District
- Alturas District
- General Agency Business



Commissioners Present	Commissioners Absent	Also in Attendance
Steve McGeehan, Chair		Bill Belknap, Executive Director
Steve Drown		Renee Tack, Treasurer
Dave McGraw		
Brandy Sullivan		
Nancy Tribble		

McGeehan called the meeting to order at 7:05 a.m. by welcoming new member Nancy Tribble.

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 October 3, 2019

B. September 2019 Payables

C. September 2019 Financials

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

Sullivan moved approval of the consent agenda as presented, seconded by McGraw. Motion carried unanimously.

2. Public Comment for items *not on agenda*: Three-minute limit
None.

3. Termination of Exclusive Negotiation Agreement with Shane and Janet Needham (A) – Bill Belknap

- *On July 19th, 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 6th, 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 15th, and on May 9th Staff received a third extension request, requesting to extend the development plan submission date by an additional six months which was approved by the Board and extended the plan submissions deadline to October 15, 2019.*
- *The Needham's did not submit their project development plans by October 15th, and in response to Staff's inquiry regarding the status of their project and potential intent to request an additional extension, Mr. Needham responded that they are unwilling to request an additional extension at this time. Staff is recommending that the Board terminate the exclusive negotiation agreement with Shane and Janet Needham and invite them to resubmit when they are in a position to advance their*

project. In accordance with the agreement, upon termination of the ENA the Needham's \$5,000 deposit will be refunded.

ACTION: *Approve the termination of the Exclusive Negotiation Agreement with Shane and Janet Needham; or take other action as deemed appropriate.*

Sullivan thought it made sense to terminate the ENA. She mentioned the desire for a future conversation regarding whether or when these ENA deposits should be refunded. McGraw said since the Agency invests marketing expense and staff time getting to the ENA stage he agreed it was worth discussing. Belknap added that the ENA is a simple template document that doesn't require legal review, so it's not as time intensive or expensive to develop as the DDA, so he suggested that might be the time the deposit becomes non-refundable. Tribble discussed how deposits work within the real estate process. Sullivan suggested perhaps the deposit should become nonrefundable at the time any extension is approved.

Sullivan moved approval of termination of the ENA with the Needhams, including refund of their deposit. Drown seconded the motion which carried by acclamation.

4. 2019 Strategic Plan Update Final Review – 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. The Board began the discussion regarding the 2019 plan update in December of 2018 and reviewed draft updates to the goals, objectives and action/implementation strategies and the capital improvement plan over several meetings in 2019. Staff has prepared the draft updated document for the Board's final review.

ACTION: *Review the draft 2019 MURA Strategic Plan and provide staff with direction as deemed appropriate.*

Belknap reviewed the updated document as outlined above. There was a lengthy discussion about the potential change in value for Alturas lots if the covenants and restrictions are revised. New project highlights will be added to the updated plan. Some projected expenses on the current CIP budget have been delayed and will be updated on the revised CIP in advance of the document's final approval at the December 5 meeting.

5. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - ICCU project has been delayed.
 - Agency participation in the Almon Street pathway and frontage improvements under the Blum ENA is proceeding.
 - RFQ for downtown streetscape plan will get underway in early 2020.
 - Stubbs Seed property at Highways 8/95 will probably see some development within the next year.
 - The Parks Department has approached Belknap about partnering with some Paradise Path lighting upgrades.
 - Draft grant application for the South Main Underpass is being finalized.
- Alturas District
 - Covenant revisions will be discussed in early 2020.
- General Agency Business
 - Belknap said he will be asking the Executive Board for feedback on his performance.

The meeting adjourned at 7:55 a.m.

Steve McGeehan, Agency Chair

Date

DRAFT



Balance Sheet
November 30, 2019

	Total Funds
ASSETS	
Cash	3,123
Investments - LGIP	584,115
Investments-Zions Debt Reserve	44,463
Other Assets	5,260
Land Held For Resale	531,256
Land	679,420
Total Assets	<u><u>\$ 1,847,637</u></u>
LIABILITIES	
Deposits Payable	5,000
Series 2010 Bond - due within one year	31,000
Latah County payback agreement - due within one year	3,500
Series 2010 Bond - due after one year	259,000
Latah County payback agreement - due after one year	94,537
Total Liabilities	<u>393,037</u>
FUND BALANCES	
Net Investment in Capital Assets	376,732
Restricted Fund Balance	44,312
Unrestricted Fund Balance	1,033,556
Total Fund Balance	<u>1,454,600</u>
Total Liabilities and Fund Balance	<u><u>\$ 1,847,637</u></u>

November-19
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
	4667 UAVISTA October 2019	Avista Utilities 6th and Jackson service	11/08/2019	36.90
Total for Check Number 4667:				<u>36.90</u>
	4668 UBLUM 15959 Item #36	Blum Construction, LLC Dumas Property Public Pathway reimb. per owner particip. w/ Blum	11/08/2019	29,616.75
Total for Check Number 4668:				<u>29,616.75</u>
	4669 UCITYMOS 7416995 October 2019	City of Moscow City Admin. Services City Utilities @ 6th and Jackson lot	11/18/2019	4,220.67
Total for Check Number 4669:				<u>4,442.98</u>
	4670 UROSAUER 10-2339692	Rosauers Supermarkets, Inc. Meeting refreshments	11/18/2019	3.99
Total for Check Number 4670:				<u>3.99</u>
	4671 UCITYMOS FY2019 FY2019	City of Moscow Legacy Crossing Weed Control Alturas Mowing & Weeding	11/25/2019	132.75
Total for Check Number 4671:				<u>1,938.75</u>
	4672 ZNEEDHAM Refund 11/2019	Shane & Janet Needham ENA Deposit Refund	11/25/2019	5,000.00
Total for Check Number 4672:				<u>5,000.00</u>
Total bills for November 2019:				<u>\$ 41,172.12</u>

November-19
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4667	11/08/2019	Moscow Urban Renewal Agency	Avista Utilities		36.90
4668	11/08/2019	Moscow Urban Renewal Agency	Blum Construction, LLC		29,616.75
4669	11/18/2019	Moscow Urban Renewal Agency	City of Moscow		4,220.67
4669	11/18/2019	Moscow Urban Renewal Agency	City of Moscow		222.31
4670	11/18/2019	Moscow Urban Renewal Agency	Rosauers Supermarkets, Inc.		3.99
4671	11/25/2019	Moscow Urban Renewal Agency	City of Moscow		132.75
4671	11/25/2019	Moscow Urban Renewal Agency	City of Moscow		1,938.75
4672	11/25/2019	Moscow Urban Renewal Agency	Shane & Janet Needham		5,000.00
Report Total:				\$ -	<u>41,172.12</u>

 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.

 Renee Tack, Treasurer

General Ledger
Expense vs. Budget

November-19



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Moscow Urban Renewal Agency						
880	URA General Fund						
890-880-10-642-00	Administrative Services	\$ 50,648.00	\$ 4,220.67	\$ 8,441.34	\$ 42,206.66	\$ 42,206.66	16.67%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 1,050.00	\$ 3,950.00	\$ 3,950.00	21.00%
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	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
890-880-10-644-10	Ad. & Marketing Expense-GF	\$ 750.00	\$ -	\$ -	\$ 750.00	\$ 750.00	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	\$ 1,550.00	\$ -	\$ 1,614.00	\$ (64.00)	\$ (64.00)	104.13%
E02	Contractual	\$ 73,658.00	\$ 4,220.67	\$ 11,105.34	\$ 62,552.66	\$ 62,552.66	15.08%
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	\$ 3,600.00	\$ 1,938.75	\$ 1,938.75	\$ 1,661.25	\$ 1,661.25	53.85%
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	\$ 3.99	\$ 10.27	\$ 489.73	\$ 489.73	2.05%
890-880-10-669-11	Dist. of Net Prop. Sale Procee	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ 125,000.00	0.00%
E03	Commodities	\$ 131,600.00	\$ 1,942.74	\$ 1,949.02	\$ 129,650.98	\$ 129,650.98	1.48%
880	URA General Fund	\$ 205,258.00	\$ 6,163.41	\$ 13,054.36	\$ 192,203.64	\$ 192,203.64	6.36%

Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
895	URA Legacy District						
890-895-10-642-10	Professional Services-Legacy	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	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	Ad. & Marketing Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
E02	Contractual	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	\$ 16,000.00	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	\$ 3,200.00	\$ 259.21	\$ 259.21	\$ 2,940.79	\$ 2,940.79	8.10%
890-895-10-658-51	Development Participation	\$ 365,000.00	\$ -	\$ -	\$ 365,000.00	\$ 365,000.00	0.00%
890-895-10-669-10	Misc. Expense-Legacy	\$ 500.00	\$ 132.75	\$ 132.75	\$ 367.25	\$ 367.25	26.55%
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	\$ 12,961.00	\$ 29,616.75	\$ 29,616.75	\$ (16,655.75)	\$ (16,655.75)	228.51%
E03	Commodities	\$ 387,961.00	\$ 30,008.71	\$ 30,008.71	\$ 357,952.29	\$ 357,952.29	7.73%
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	\$ 60,718.00	\$ -	\$ -	\$ 60,718.00	\$ 60,718.00	0.00%
890-895-10-890-01	Transfer To: Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E10	Transfers To	\$ 60,718.00	\$ -	\$ -	\$ 60,718.00	\$ 60,718.00	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 District	\$ 479,679.00	\$ 30,008.71	\$ 30,008.71	\$ 449,670.29	\$ 449,670.29	6.26%

Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
899	Dept						
890-899-11-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-790-01	Bond Principal - Legacy	\$ 290,000.00	\$ -	\$ -	\$ 290,000.00	\$ 290,000.00	0.00%
890-899-12-791-01	Bond Interest - Legacy	\$ 13,056.00	\$ -	\$ -	\$ 13,056.00	\$ 13,056.00	0.00%
E05	Debt Service	\$ 303,056.00	\$ -	\$ -	\$ 303,056.00	\$ 303,056.00	0.00%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 42,931.00	\$ -	\$ -	\$ 42,931.00	\$ 42,931.00	0.00%
890-899-10-990-01	Ending Fund Balance Alturas	\$ 19,297.00	\$ -	\$ -	\$ 19,297.00	\$ 19,297.00	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 46,941.00	\$ -	\$ -	\$ 46,941.00	\$ 46,941.00	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	\$ 114,429.00	\$ -	\$ -	\$ 114,429.00	\$ 114,429.00	0.00%
899	Dept	\$ 417,485.00	\$ -	\$ -	\$ 417,485.00	\$ 417,485.00	0.00%
890	Moscow Urban Renewal Agency	\$ 1,102,422.00	\$ 36,172.12	\$ 43,063.07	\$ 1,059,358.93	\$ 1,059,358.93	3.91%

General Ledger
Revenue Analysis

November 2019



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
890	Moscow Urban Renewal Agency							
890-000-00-410-01	Property Taxes - Legacy	\$ 485,000.00	\$ 462.42	\$ 462.42	\$ 484,537.58	\$ 484,537.58	99.90%	0.10%
890-000-00-471-00	Investment Earnings	\$ 3,500.00	\$ 1,144.75	\$ 1,148.14	\$ 2,351.86	\$ 2,351.86	67.20%	32.80%
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%
890	Moscow Urban Renewal Agency	\$ 773,710.00	\$ 1,607.17	\$ 1,610.56	\$ 772,099.44	\$ 772,099.44	99.79%	0.21%
Revenue Total		\$ 773,710.00	\$ 1,607.17	\$ 1,610.56	\$ 772,099.44	\$ 772,099.44	99.79%	0.21%