



Meeting Agenda: Thursday, November 5, 2020, 7:00 a.m.

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 October 1, 2020
  - B. September 2020 Payables
  - C. September 2020 Financials

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

2. **Alturas Lot Sale Process Proposal (A) – Bill Belknap**

Following the closure of the Alturas Urban Renewal District in 2015, the Agency has continued to own and market the six remaining lots within Phase II for development. The lots within Phase II had private use restrictions which could not be removed until 2019. Following the failure of several development proposals, the Agency amended the covenants to remove the use restrictions this year and pursued a new appraisal of the market value of the lots without the use restrictions. The property appraisal is scheduled to be completed by mid November and Staff wanted to prepare the disposal process for the Board's consideration.

**ACTION:** Review the proposed land sale process proposal and provide Staff with direction as deemed appropriate.

3. **Gateway Project Assistance Request (A) – Bill Belknap**

Mr. Jim Stephens is preparing for the development of a 2.49-acre area generally located to the north of the intersection of Sixth Street and Deakin Avenue. The proposed development includes twenty-seven (27) townhouse dwellings and a 4-story multi-family building containing eighteen (18) dwelling units with enclosed parking on the ground floor along with three (3) commercial lots ranging from 0.20 to 0.29 acres in size. Mr. Stephens is working with Avista to place the existing overhead powerlines underground through the development site. Mr. Stephens is requesting assistance from the Agency to fund an approximately 150-foot extension of the utility underground work across the adjacent Sixth Street public right-of-way to allow the project's Sixth Street frontage to be free of overhead utility poles. Avista has provided an estimate of \$15,000 for the additional work within the public right-of-way. The scale of the request likely does not warrant the preparation of an owner participation agreement. Staff would recommend that if approved, the request be treated as a Streetscape Grant request in accordance with the Agency's Development Participation Policies.

**ACTION:** Review request and provide direction as deemed appropriate.

4. **General Agency Updates – Bill Belknap**
  - General Agency Business
  - 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.



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		Bill Belknap, Executive Director
Art Bettge		Jennifer Fleischman, Clerk
Steve Drown		Renee Tack, Treasurer
Dave McGraw		
Nancy Tribble		
Mark Beauchamp		
Brandy Sullivan		

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

**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 August 20, 2020
- B. August 2020 Payables
- C. August 2020 Financials

Bettge moved for approval of the consent agenda, seconded by Drown. Motion carried unanimously.

**2. New South Moscow District Discussion – Bill Belknap**

*The MURA Board has discussed the potential creation of a new urban renewal district in south Moscow to improve public infrastructure necessary to support and encourage industrial and manufacturing development in Moscow. Over the last 2 years, the Board reviewed the existing substandard public infrastructure and anticipated utility and roadway improvements to identify an approximately district boundary study area. The formation of the new district was temporarily placed on hold pending a project within the district area. With the recently announced Schweitzer Engineering Laboratories (SEL) property acquisition, Staff wanted to revisit the district discussion and begin the process of formation of the South District.*

Belknap reviewed the background of the City of Moscow’s need for a South Moscow District, touching on the reception of the Gem Grant needed to create a master plan. Current status is that there are no industrial land parcels available for new business development. He covered the strategies used in the 2016 and 2020 Strategic Plans, and reviewed a topographical map explaining possible locations of an industrial park with overview of water, sewer, and drainage infrastructure. In addition, it was touched on about the City project to create a playfield on the southwest side of the City as well as a greenbelt/pathway proposed along the Palouse River. Hwy-95 will be relocated in next two years, according to ITD’s Thorncreek Project. Roadway improvement is a necessary addition to any project approved in this area, as the roadways need to be updated.

Belknap continued with the Schweitzer Engineering Laboratories recent acquisition to the south of town, directly west of Hwy-95. He proposed a possible change to shift the southern boundary of the proposed

South District down to encompass all of the SEL purchased property. Belknap went over the statutory limitations of not allowing an Urban District to include more than 10% of the assess valuation. The base valuation of total URA, including the proposed plan to expand Legacy District, as well as covering the South District, is approximately 6.88%.

Belknap went over the steps needed to form a new district. Tribble asked about the power infrastructure to support new improvements and Belknap responded that that is up to the power companies to continue to update their own equipment and infrastructure. Belknap then continued the presentation noting that the next steps include contacting property owners regarding inclusion within the proposed district , confirming direction with the City Council, and then preparation of the Eligibility Study. The goal would be to have the plan before the Council for adoption by July or August of next year.

Sullivan asked about the possibility of expanding boundaries more than what was looked into in the 2018 study instead of keeping the amount to 6.88% of the City. Belknap thought that it would be prudent to leave some room just in case there is a need for another District within the next 10 years. Sullivan also brought up the possibility of a solar farm being instigated by URA. There followed some discussion about the utilization of solar farms and the limitations of publicly versus privately owned utility systems.

McGeehan asked about the costs for proceeding with an Eligibility Study and Belknap said everything is expected be done in house except for the legal review and possibly hiring engineers for some of the legwork. All Board members agreed with moving forward.

### **3. General Agency Updates – Bill Belknap**

Belknap reported that the Alturas property appraisal should be completed by mid November and that he had received several inquires about the lots in the last month. Belknap also reported the it appeared that the cost of the Third Street Local Highway Safety Improvement Project appear to be increasing, especially with respect to the cost to underground the overhead utilities. Staff will provide a report on the project once the cost estimates are updated in the next six weeks.

McGeehan declared the meeting adjourned at 7:53 a.m.

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Steve McGeehan, Agency Chair

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Date



**Balance Sheet**  
**September 30, 2020**

	<u>Total Funds</u>
<b>ASSETS</b>	
Cash	17,387
Investments - LGIP	1,093,704
Investments-Zions Debt Reserve	44,463
Other Assets	5,260
Taxes Receivable	2,020
Interest Receivable	528
Land Held For Resale	531,256
Land	679,420
<b>Total Assets</b>	<u><u>\$ 2,374,037</u></u>
<b>LIABILITIES</b>	
Accounts Payable	58,227
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
<b>Total Liabilities</b>	<u><u>451,264</u></u>
<b>FUND BALANCES</b>	
Net Investment in Capital Assets	433,732
Restricted Fund Balance	44,312
Unrestricted Fund Balance	1,444,729
<b>Total Fund Balance</b>	<u><u>1,922,773</u></u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 2,374,037</u></u>

September-20  
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4708	UAVISTA August 2020	Avista Utilities 6th and Jackson utility service	9/8/2020	41.69
Total for Check Number 4708:				<u>41.69</u>
4709	UCITYMOS FY2020	City of Moscow Legacy crossing snow removal	9/8/2020	247.50
Total for Check Number 4709:				<u>247.50</u>
4710	USUMMIT 12/17/1921	Summit Utility Contractors, LLC ICCU/Third St Lighting Utility Work (split with City)	9/16/2020	23,973.50
Total for Check Number 4710:				<u>23,973.50</u>
4711	UCITYMOS FY2020 FY2020 Sept FY2020	City of Moscow 6th & Jackson Lawn Care Alturas Lawn Care City admin. services	9/25/2020	312.51 1,253.06 4,220.67
Total for Check Number 4711:				<u>5,786.24</u>
4712	UMOSPULD 159144	Tribune Publishing Company NP FY21 Proposed Budget Aug 1st - Aug 8th	9/28/2020	193.50
Total for Check Number 4712:				<u>193.50</u>
<b>Total bills for September 2020:</b>				<b><u>\$ 30,242.43</u></b>

September-20  
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4708	09/08/2020	Moscow Urban Renewal Agency	Avista Utilities		41.69
4709	09/08/2020	Moscow Urban Renewal Agency	City of Moscow		247.50
4710	09/16/2020	Moscow Urban Renewal Agency	Summit Utility Contractors, LLC		23,973.50
4711	09/28/2020	Moscow Urban Renewal Agency	City of Moscow		312.51
4711	09/28/2020	Moscow Urban Renewal Agency	City of Moscow		1,253.06
4711	09/28/2020	Moscow Urban Renewal Agency	City of Moscow		4,220.67
4712	09/28/2020	Moscow Urban Renewal Agency	Tribune Publishing Company		<u>193.50</u>
Report Total:				<u>0.00</u>	<u>30,242.43</u>

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Steve McGeehan, Chairperson

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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.

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Renee Tack, Treasurer

General Ledger  
Expense vs. Budget

September-20



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	\$ 50,648.04	\$ (0.04)	\$ (0.04)	100.00%
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	\$ -	\$ -	100.00%
890-880-10-642-30	Professional Services-Computer	\$ 500.00	\$ -	\$ 400.00	\$ 100.00	\$ 100.00	80.00%
890-880-10-644-10	Ad. & Marketing Expense-GF	\$ 750.00	\$ 193.50	\$ 243.66	\$ 506.34	\$ 506.34	32.49%
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	\$ 4,414.17	\$ 58,955.70	\$ 14,702.30	\$ 14,702.30	80.04%
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	\$ 2,469.58	\$ 4,408.33	\$ (808.33)	\$ (808.33)	122.45%
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	\$ -	\$ 363.12	\$ 136.88	\$ 136.88	72.62%
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	\$ 2,469.58	\$ 4,771.45	\$ 126,828.55	\$ 126,828.55	3.63%
880	URA General Fund	\$ 205,258.00	\$ 6,883.75	\$ 63,727.15	\$ 141,530.85	\$ 141,530.85	31.05%

General Ledger  
Expense vs. Budget

September-20



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expnd/Collect
895	URA Legacy District						
890-895-10-642-10	Professional Services-Legacy	\$ 5,000.00	\$ -	\$ 2,584.02	\$ 2,415.98	\$ 2,415.98	51.68%
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	\$ -	\$ 2,584.02	\$ 13,415.98	\$ 13,415.98	16.15%
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	\$ 521.99	\$ 3,224.25	\$ (24.25)	\$ (24.25)	100.76%
890-895-10-658-51	Development Participation	\$ 365,000.00	\$ 23,973.50	\$ 28,386.30	\$ 336,613.70	\$ 336,613.70	7.78%
890-895-10-669-10	Misc. Expense-Legacy	\$ 500.00	\$ 560.01	\$ 692.76	\$ (192.76)	\$ (192.76)	138.55%
890-895-10-675-00	Fiscal Agent Trustee fees	\$ 1,800.00	\$ -	\$ 1,500.00	\$ 300.00	\$ 300.00	83.33%
890-895-10-676-15	Latah County Reimb. Agreement	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	100.00%
890-895-10-676-17	Owner Participation Agreements	\$ 12,961.00	\$ 56,530.17	\$ 187,718.05	\$ (174,757.05)	\$ (174,757.05)	1448.33%



General Ledger  
Expense vs. Budget

September-20



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
E03	Commodities	\$ 387,961.00	\$ 81,585.67	\$ 225,021.36	\$ 162,939.64	\$ 162,939.64	58.00%
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	\$ 63,727.15	\$ 63,727.15	\$ (3,009.15)	\$ (3,009.15)	104.96%
890-895-10-890-01	Transfer To: Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E10	Transfers To	\$ 60,718.00	\$ 63,727.15	\$ 63,727.15	\$ (3,009.15)	\$ (3,009.15)	104.96%
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%

General Ledger  
Expense vs. Budget

September-20



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
895	URA Legacy District	\$ 479,679.00	\$ 145,312.82	\$ 291,332.53	\$ 188,346.47	\$ 188,346.47	60.73%
899	Dept						
890-899-11-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-790-01	Bond Principal - Legacy	\$ 290,000.00	\$ -	\$ 31,000.00	\$ 259,000.00	\$ 259,000.00	10.69%
890-899-12-791-01	Bond Interest - Legacy	\$ 13,056.00	\$ -	\$ 10,004.26	\$ 3,051.74	\$ 3,051.74	76.63%
E05	Debt Service	\$ 303,056.00	\$ -	\$ 41,004.26	\$ 262,051.74	\$ 262,051.74	13.53%
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	\$ -	\$ 41,004.26	\$ 376,480.74	\$ 376,480.74	9.82%
890	Moscow Urban Renewal Agency	\$ 1,102,422.00	\$ 152,196.57	\$ 396,063.94	\$ 706,358.06	\$ 706,358.06	35.93%

General Ledger  
Revenue Analysis

September 2020



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
<b>890</b>	<b>Moscow Urban Renewal Agency</b>							
890-000-00-410-01	Property Taxes - Legacy	\$ 485,000.00	\$ 2,466.13	\$ 747,641.67	\$ (262,641.67)	\$ (262,641.67)	-54.15%	154.15%
890-000-00-471-00	Investment Earnings	\$ 3,500.00	\$ 1,160.48	\$ 11,405.52	\$ (7,905.52)	\$ (7,905.52)	-225.87%	325.87%
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%
890-000-00-498-95	Transfer in: Legacy	\$ 60,718.00	\$ 63,727.15	\$ 63,727.15	\$ (3,009.15)	\$ (3,009.15)	-4.96%	104.96%
<b>890</b>	<b>Moscow Urban Renewal Agency</b>	<b>\$ 834,428.00</b>	<b>\$ 67,353.76</b>	<b>\$ 822,774.34</b>	<b>\$ 11,653.66</b>	<b>\$ 11,653.66</b>	<b>1.40%</b>	<b>98.60%</b>
<b>Revenue Total</b>		<b>\$ 834,428.00</b>	<b>\$ 67,353.76</b>	<b>\$ 822,774.34</b>	<b>\$ 11,653.66</b>	<b>\$ 11,653.66</b>	<b>1.40%</b>	<b>98.60%</b>



# Memorandum

**To:** MURA Board  
**From:** Bill J. Belknap, Executive Director BB  
**Date:** October 30, 2020  
**Re:** Proposed Alturas Lot Sale Process

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Following the closure of the Alturas Urban Renewal District in 2015, the Agency has continued to own and market the six remaining lots within Phase II for development. The lots within Phase II had private-use restrictions which could not be removed until 2019. Following the failure of several development proposals, the Agency amended the covenants to remove the use restrictions this year and pursued a new appraisal of the market value of the lots without those use restrictions.

The disposal of real property by the agency must be done pursuant to I.C. § 50-2011, within which subsection b states that, "(b) An urban renewal agency may dispose of real property in an urban renewal area to private persons only under such reasonable competitive bidding procedures as it shall prescribe or as hereinafter provided in this subsection." That section continues on to describe the process, should the Agency not prescribe an alternative competitive bidding procedure, as follows:

*"An urban renewal agency may, by public notice by publication in a newspaper having a general circulation in the community (thirty (30) days prior to the execution of any contract to sell, lease or otherwise transfer real property and prior to the delivery of any instrument of conveyance with respect thereto under the provisions of this section) invite proposals from and make available all pertinent information to private redevelopers or any persons interested in undertaking to redevelop or rehabilitate an urban renewal area, or any part thereof. Such notice shall identify the area, or portion thereof, and shall state that proposals shall be made by those interested within thirty (30) days after the date of publication of said notice, and that such further information as is available may be obtained at such office as shall be designated in said notice. The urban renewal agency shall consider all such redevelopment of rehabilitation proposals and the financial and legal ability of the persons making such proposals to carry them out, and may negotiate with any persons for proposals for the purchase, lease or other transfer of any real property acquired by the agency in the urban renewal area. The urban renewal agency may accept such proposal as it deems to be in the public interest and in furtherance of the purposes of this act. The agency may execute such contract in accordance with the provisions of subsection (a) and deliver deeds, leases and other instruments and take all steps necessary to effectuate such contract."*

The Agency has historically followed the process as outlined in I.C. § 50-2011(b) and has not chosen to prescribe an alternate competitive bidding process, as prior property disposals have been within active districts and the Agency has desired to ensure that the development proposals furthered the goals and objectives of the district plan. As a result, prior proposals have been required to provide development plans including; architectural drawings, proposed land uses, project proformas, and been evaluated, scored and ranked upon predefined criteria. Once a developer has been selected the Agency has entered into Disposition and Development Agreements to contractually bind the developer to construct the project as approved by the Agency, with the ability for the Agency to repurchase the property prohibit speculation and ensure the project proceeds in a timely fashion. This selection and negotiation process has been time and labor intensive and incurred significant legal expenses.

The Agency currently retains ownership of 6 lots within the Alturas Technology Park. The Alturas District was closed in 2015 and the Agency's role has largely ceased within the area. Additionally, with the removal of the land use restrictions, it is anticipated that the lots would now be sold at the fair market value, rather than a lower fair use value, in consideration of restrictions placed upon the developer. As such, there is no longer the need for the Agency to direct future development, land uses, or limit speculation.

In consideration of these factors, Staff is recommending that the Board prescribe an alternate reasonable competitive bidding procedure, as provided for under I.C. § 50-2011(b), to guide the future sale and disposal of the Alturas lots including the following;

- The lots would be advertised for sale by public auction
- For the initial auction, the minimum bid price would be set at the fair market value of the lots as established by appraisal
- The advertisement would be published within the local paper of record no less than 30 days prior to when bids are due
- The Agency would accept sealed written bids which would be publicly opened and read at an appointed time
- The Agency would accept the highest bid at, or above, the minimum advertised bid price for each individual lot
- If the Agency receives tie bids, the tied bidders would be allowed 48 hours to submit a revised bid to the Agency
- Successful bidders will be required to execute the purchase and sale agreement and submit an earnest deposit of \$5,000 within 2 business days of the bid opening and shall be required to close upon the property purchase within 45 days of the date of the bid opening
- The Agency would repeat the bidding advertisement every 60 days until all lots have been sold and the Board may choose to adjust future minimum bid requirements based upon responses received

Staff is seeking the Board's review and approval of the proposed disposal process.