



Meeting Agenda: Thursday, May 19, 2022, 7:00 a.m.

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 April 21, 2022
 - B. April 2022 Payables
 - C. April 2022 Financials**ACTION:** Approve the consent agenda or take such other action deemed appropriate.
2. **Public Comment**

Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.
3. **Update on Alturas Technology Park (A) – Cody Riddle**

Staff will provide an update on the recent request for bids associated with Lot 2, Block 2 in Alturas Technology Report.

ACTION: Receive report.
4. **Update on the Agency's Sixth and Jackson Property (A) – Cody Riddle/Rusty Olps**

Mr. Olps will provide a report on the status of the Sixth and Jackson Project.

ACTION: Receive report.
5. **General Agency Updates – Cody Riddle**
 - 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 TIDD 883-7019, as soon as possible so that arrangements may be made.



Meeting Minutes: April 21, 2022, 7:00 a.m.

City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843

Commissioners Present	Commissioners Absent	Staff in Attendance
Steve McGeehan, Chair	Mark Beauchamp	Cody Riddle, <i>incoming</i> Executive Director
Steve Drown	Nancy Tribble	Jennifer Fleischman, Clerk
Sandra Kelly		Renee Tack, Treasurer
Maureen Laflin		
Dave McGraw		

McGeehan 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 March 17, 2022*
- B. *March 2022 Payables*
- C. *March 2022 Financials*

McGraw moved for approval of the consent agenda as written, seconded by Laflin. Motion carried unanimously.

2. Public Comment

Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.

None.

3. FY2023 MURA Budget Hearing Date Determination (A) – Cody Riddle

In accordance with state law, the Agency must notify the County Clerk’s office of the date of the Agency’s public hearing on its annual budget by no later than April 30 each year. To allow adequate time for the budget development and review process, Staff is proposing the Agency set the hearing date for its FY2023 budget on Thursday, August 4, 2022, and seeks the Board’s approval to notify the County Clerk accordingly.

Riddle reviewed the legislation requiring Urban Renewal Agency’s (URA) to notify the County when the annual budget hearing will take place, as described above. Staff recommended that the Budget Hearing date be set for August 4, 2022.

Laflin moved to set the FY2023 Annual Budget Hearing for Thursday August 4th, 2022, seconded by Kelly. Motion carried unanimously.

4. Update on Alturas Technology Park (A) – Cody Riddle

Staff will provide an update on the recent request for bids associated with Lot 2, Block 2 in Alturas Technology Report.

Riddle reviewed the single remaining lot that was out to bid in February 2022, and was also sent out for bid again at the beginning of April. Staff sent the bid documents to local real estate agents to try and achieve more

exposure. The topography of the last lot is more challenging than the previous lots, and is a hurdle to lure potential developers. Staff will report back after the May 17th bid opening date. There were several interested parties inquiring the last time it was bid. The Board could vote to lower the minimum price again to make it more desirable.

5. Update on the Agency's Sixth and Jackson Property (A) – Cody Riddle/Rusty Olps

Mr. Olps will provide a report on the status of the Sixth and Jackson Project.

Riddle gave a brief review of the Exclusive Negotiation Agreement (ENA) that the Agency has with Roderick Olps and the previous progression of the Sixth and Jackson development plans. Olps gave an update on some changes in his plans, including the recent purchase of University Pointe which is adjacent to the Sixth and Jackson Property. That property goes all the way to the University of Idaho Human Resource Services building to the west. He plans to develop the south side of that property in order to extend Hello Walk, as well as combining parking from both properties to increase the overall number of spaces. Olps went into more detail his University Pointe project, and the business partner he has for that. The bids for Flatiron construction came back extremely high, but commercial property is becoming more popular and is currently in demand. The Flatiron project will undergo a minor design modification to accommodate the requests of potential commercial tenants.

The Board discussed potential parking issues regarding the residential units. Permits are available for purchase, with a parking lot across the street that goes mostly unused. Olps insisted that the Sixth and Jackson property is still a top priority, and he is actively working to solicit potential tenants to help offset the construction costs. Tenants could potentially move occupy the space, if everything proceeded as planned, by May 2023. Commercial tenants would be varied, but inquiries are suggesting service providers, offices, and medical.

The updated design plans would need to be reviewed by the Planning and Zoning Commission before going to the Board to update the ENA schedule. Board members discussed the option of continuing with this proposal or move on to something else. The updated plans and proposal would be presented at a meeting in May. The Board and Olps talked about building materials and ways to bring down costs by using modules. Olps gave a review of the overall plan for the Sixth and Jackson property and the properties next to it, focusing on the food trucks and commercial space inside the silos. The southern corner of the Agency property is currently set to be a green space until a commercial tenant has something specific in mind.

6. General Agency Updates – Cody Riddle

- *Legacy Crossing District*

None.

- *Alturas District*

None.

- *General Agency Business*

The Downtown Streetscape Design project has a draft agreement ready. The Agency had previously budgeted \$60,000 for that project, but will need to increase it to \$80,500.

Highway 95 Underpass grant was awarded more than anticipated, so match funding from the Agency will be less than was budgeted.

The Third Street Pedestrian Improvement project is currently underway.

McGeehan declared the meeting adjourned at 7:51 a.m.

Steve McGeehan, Agency Chair

Date



Balance Sheet
April 30, 2022

	<u>Total Funds</u>
ASSETS	
Cash	57,784
Investments - LGIP	2,018,965
Investments-Zions Debt Reserve	44,313
Other Assets	5,260
Land Held For Resale	353,870
Land	679,420
Total Assets	<u><u>\$ 3,159,611</u></u>
 LIABILITIES	
Deposits Payable	5,000
Series 2010 Bond - due within one year	34,000
Latah County payback agreement - due within one year	5,000
Series 2010 Bond - due after one year	193,000
Latah County payback agreement - due after one year	84,537
Total Liabilities	<u>321,537</u>
 FUND BALANCES	
Net Investment in Capital Assets	353,870
Restricted Fund Balance	44,312
Unrestricted Fund Balance	2,439,892
Total Fund Balance	<u>2,838,074</u>
 Total Liabilities and Fund Balance	 <u><u>\$ 3,159,611</u></u>

April-22
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4803	UMOSPULD 168051	Tribune Publishing Company Annual Report '21 Filing	04/07/2022	23.56
Total for Check Number 4803:				<u>23.56</u>
4804	UAVISTA 1563734669-04182022	Avista Utilities 6th & Jackson Service	04/14/2022	71.67
Total for Check Number 4804:				<u>71.67</u>
4805	UCITYMOS 2100000744	City of Moscow City Admin Fees Apr '22	04/14/2022	4,477.67
Total for Check Number 4805:				<u>4,477.67</u>
4806	UCITYMOS 115911-03312022	City of Moscow Mar '22 Utilities 6th & Jackson	04/14/2022	319.34
Total for Check Number 4806:				<u>319.34</u>
Total bills for April 2022:				<u>\$ 4,892.24</u>

April-22
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4803	04/07/2022	Moscow Urban Renewal Agency	Tribune Publishing Company		23.56
4804	04/14/2022	Moscow Urban Renewal Agency	Avista Utilities		71.67
4805	04/14/2022	Moscow Urban Renewal Agency	City of Moscow		4,477.67
4806	04/14/2022	Moscow Urban Renewal Agency	City of Moscow		319.34
			Report Total:	\$ -	4,892.24

 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

April-22



Sort Level	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
890	Moscow Urban Renewal Agency					
880	URA General Fund					
890-880-642-00	Administrative Services	\$ 53,733.00	\$ 4,477.67	\$ 31,343.69	\$ 22,389.31	58.33%
890-880-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ (2,723.40)	\$ 1,250.00	\$ 3,750.00	25.00%
890-880-642-20	Professional Services-Auditing	\$ 5,200.00	\$ -	\$ -	\$ 5,200.00	0.00%
890-880-642-89	Professional Services	\$ 500.00	\$ -	\$ 19.95	\$ 480.05	3.99%
890-880-644-10	Advertising & Publishing	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-644-16	Land Sale Expenses	\$ 5,000.00	\$ 23.56	\$ 454.69	\$ 4,545.31	9.09%
890-880-668-10	Liability Insurance-General	\$ 1,780.00	\$ -	\$ 1,780.00	\$ -	100.00%
E02	Contractual	\$ 71,713.00	\$ 1,777.83	\$ 34,848.33	\$ 36,864.67	48.59%
890-880-631-10	Postage Expense	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
890-880-631-20	Printing and Binding	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
890-880-644-15	Alturas Marketing/Maintenance	\$ 2,750.00	\$ -	\$ -	\$ 2,750.00	0.00%
890-880-647-10	Travel & Meetings-General	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-649-10	Professional Development	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-669-10	Misc. Expense-General	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-669-11	Dist. of Net Prop. Sale Proceeds	\$ -	\$ -	\$ 229,775.53	\$ (229,775.53)	0.00%
E03	Commodities	\$ 4,750.00	\$ -	\$ 229,775.53	\$ (225,025.53)	4837.38%
880	URA General Fund	\$ 76,463.00	\$ 1,777.83	\$ 264,623.86	\$ (188,160.86)	346.08%

General Ledger
Expense vs. Budget

April-22



Sort Level	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
895	URA Legacy District					
890-895-642-10	Professional Services-Legacy	\$ 5,000.00	\$ 2,723.40	\$ 2,723.40	\$ 2,276.60	54.47%
890-895-642-12	Land Sale Expenses	\$ -	\$ -	\$ 1,506.50	\$ (1,506.50)	0.00%
890-895-652-10	Heat, Lights & Utilities	\$ -	\$ 391.01	\$ 2,356.35	\$ (2,356.35)	0.00%
890-895-644-10	Ad. & Marketing Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
E02	Contractual	\$ 6,000.00	\$ 3,114.41	\$ 6,586.25	\$ (586.25)	109.77%
890-895-647-10	Travel & Meetings-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
890-895-658-51	Development Participation	\$ 1,078,750.00	\$ -	\$ -	\$ 1,078,750.00	0.00%
890-895-669-10	Misc. Expense-Legacy	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-895-675-00	Fiscal Agent Trustee fees	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
890-895-676-15	Latah County Reimb. Agreement	\$ 6,500.00	\$ -	\$ 5,000.00	\$ 1,500.00	76.92%
890-895-676-17	Owner Participation Agreements	\$ 62,335.00	\$ -	\$ 30,098.34	\$ 32,236.66	48.28%
E03	Commodities	\$ 1,150,585.00	\$ -	\$ 35,098.34	\$ 1,115,486.66	3.05%
890-895-770-35	1% Public Art	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-770-71	Land-Legacy	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-770-73	Improvements-Legacy	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-890-00	Transfer To: General Fund	\$ 73,713.00	\$ -	\$ -	\$ 73,713.00	0.00%
890-895-890-01	Transfer To: Capital Fund	\$ -	\$ -	\$ -	\$ -	0.00%

General Ledger
Expense vs. Budget

April-22



Sort Level	Description	Amended		End Bal	Variance	% Budget Used
		Budget	Period Amt			
E10	Transfers To	\$ 73,713.00	\$ -	\$ -	\$ 73,713.00	0.00%
890-895-900-11	Contingency - Legacy	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.00%
E90	Contingency	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.00%
895	URA Legacy District	\$ 1,245,298.00	\$ 3,114.41	\$ 41,684.59	\$ 1,203,613.41	3.35%
899	Dept					
890-891-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	0.00%
890-892-790-01	Bond Principal - Legacy	\$ 34,000.00	\$ -	\$ -	\$ 34,000.00	0.00%
890-892-791-01	Bond Interest - Legacy	\$ 9,965.00	\$ -	\$ 2,256.34	\$ 7,708.66	22.64%
E05	Debt Service	\$ 43,965.00	\$ -	\$ 2,256.34	\$ 41,708.66	5.13%
890-892-900-01	Ending Fund Bal - Assigned	\$ 718,400.00	\$ -	\$ -	\$ 718,400.00	0.00%
890-892-990-05	Ending Fund Bal - Restricted	\$ 5,260.00	\$ -	\$ -	\$ 5,260.00	0.00%
890-899-990-00	Ending Fund Bal - Unassigned	\$ 52,683.00	\$ -	\$ -	\$ 52,683.00	0.00%
890-899-990-05	Ending Fund Bal - Restricted	\$ 13,047.00	\$ -	\$ -	\$ 13,047.00	0.00%
E95	Ending Fund Balance	\$ 789,390.00	\$ -	\$ -	\$ 789,390.00	0.00%
899	Dept	\$ 833,355.00	\$ -	\$ 2,256.34	\$ 831,098.66	0.27%
890	Moscow Urban Renewal Agency	\$ 2,155,116.00	\$ 4,892.24	\$ 308,564.79	\$ 1,846,551.21	14.32%

General Ledger
Revenue Analysis

April 2022



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
890	Moscow Urban Renewal Agency							
890-000-410-01	Property Taxes - Legacy	\$ 845,500.00	\$ 6,275.33	\$ 488,717.56	\$ 356,782.44	\$ 356,782.44	42.20%	57.80%
890-000-471-00	Investment Earnings	\$ 4,500.00	\$ 389.00	\$ 1,490.93	\$ 3,009.07	\$ 3,009.07	66.87%	33.13%
890-000-478-10	Gain/Loss on Sale of Assets	\$ -	\$ -	\$ 230,097.00	\$ (230,097.00)	\$ (230,097.00)		
890-000-498-96	Transfer In: Legacy	\$ 73,713.00	\$ -	\$ -	\$ 73,713.00	\$ 73,713.00	100.00%	0.00%
890	Moscow Urban Renewal Agency	\$ 923,713.00	\$ 6,664.33	\$ 720,305.49	\$ 203,407.51	\$ 203,407.51	22.02%	77.98%
Revenue Total		\$ 923,713.00	\$ 6,664.33	\$ 720,305.49	\$ 203,407.51	\$ 203,407.51	22.02%	77.98%