



Meeting Agenda: Thursday, November 3, 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 a member of the Board and that item will be considered separately later.
 - A. Minutes from October 6, 2022
 - B. September 2022 Payables
 - C. September 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. **Legacy Crossing Update and Next Steps (A) – Cody Riddle**

On March 7, 2019 the Agency entered into an Exclusive Negotiation Agreement (ENA) with Moscow Flatiron LLC to acquire and develop the property at Sixth and Jackson. Construction efforts remain stalled and the ENA has expired. On August 25, 2022 the Agency established a deadline of October 24, 2022 for the developer to submit a draft Disposition and Development Agreement (DDA). The draft was to be presented for the Board's consideration on November 3, 2022. The developer has been unable meet this deadline. Staff will present a recommendation to terminate further negotiations and begin the process to seek alternative proposals for the property.

ACTION: Terminate further negotiations with Moscow Flatiron LLC and direct Staff to return with alternative approaches to developing the property; or take other action as deemed appropriate.
4. **Downtown Streetscape Study (A) – Cody Riddle**

Staff will provide an update on the Downtown Streetscape Study project.

ACTION: Receive report and provide general direction as appropriate.
5. **General Agency Updates – Cody Riddle**
 - Discussion of future meeting times
 - General agency business

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.



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

McGeehan called the meeting to order at 7:03 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 August 25, 2022
- B. August 2022 Payables
- C. August 2022 Financials

Laflin moved for approval of the consent agenda as presented, seconded by Kelly. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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. Resolution for Disbursement of Alturas Lot Sale Proceeds to Taxing Districts (A) – Cody Riddle

The Agency Board previously determined the net proceeds from all lot sales in Alturas should be distributed to the taxing districts. The Agency has successfully completed the sale of the one remaining lot. The sale proceeds totaled \$92,538.50, while the Agency incurred publication expenses of \$610.74, leaving net proceeds in the amount of \$91,927.76. Staff has prepared a Resolution for the Board's consideration directing the disbursement of the net proceeds to the Latah County Treasurer for distribution to the taxing districts on a pro-rate basis in accordance with the current property tax levy allocation.

Riddle informed the Board that the last lot for Alturas was successfully sold and the proceeds of approximately \$91,000.00 needs to be disbursed back to the taxing districts.

Drown moved to disburse the proceeds from the Alturas Lot Sales to the taxing districts, seconded by Laflin. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

The Board talked about who purchased the last lot and the subsequent business that would be added to the Alturas Technology Park. There was also some discussion about additions, modifications, and upkeep of the current buildings. The management of the buildings and Park is not the Urban Renewal Agency's responsibility.

Laflin moved to adopt the corresponding Resolution 2022-03 as presented, seconded by Kelly. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

4. Finance Committee Appointments (A) – Cody Riddle

Article IV, Section 2 of the Agency’s bylaws establishes the structure and responsibilities of a Finance Committee. This group has been inactive in recent years. It is to be comprised of two board members and three individuals from the general community. The Committee has historically provided recommendations on the capital improvement plan, annual budget, and agency contributions to projects exceeding fifty-thousand dollars (\$50,000). Staff is recommending the addition of Jenny Ford, Business Relationship Officer with Idaho Central Credit Union, to the Committee. Jon Kimberling, with Kimberling Insurance, has agreed to continue serving. Staff is seeking a third community member, and will ask the board for two members.

Riddle provided a review of the conversations regarding the bylaws and policies around the URA’s Finance Committee. Three individuals from the general public have been recruited for the Committee. Staff recommended appointing all five (5) members today for a two-year term. McGeehan had requested Tribble and Beauchamp participate on the Finance Committee as Board representatives and they agreed to serve in that capacity. The Board talked about the structure and flexible meeting times for the Committee.

Kelly moved to confirm the appointments for the Urban Renewal Agency’s Finance Committee as Jon Kimberling, Jenny Ford, Dave Kiblen, Mark Beauchamp, Nancy Tribble, and Steve McGeehan. Motion seconded by Laflin. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. General Agency Updates – Cody Riddle

- *General Agency Business*

Riddle reminded the Board on the action dates and items needed to move forward with Olps as the developer for the Sixth and Jackson Legacy District property. The meeting scheduled for October 20th may be cancelled, but the meeting to discuss the Legacy property next steps will be held on November 3rd, 2022.

The Board continued to discuss the Alturas district buildings, businesses, and potential.

McGeehan declared the meeting adjourned at 7:27 a.m.

Steve McGeehan, Agency Chair

Date



Balance Sheet
September 30, 2022

	Total Funds
ASSETS	
Cash	21,889
Investments - LGIP	2,398,278
Investments-Zions Debt Reserve	44,391
Other Assets	5,260
Taxes Receivable	322
Interest Receivable	4,054
Land	679,420
Total Assets	<u><u>\$ 3,153,614</u></u>
LIABILITIES	
Accounts Payable	92,316
Deposits Payable	5,000
Series 2010 Bond - due within one year	35,000
Latah County payback agreement - due within one year	5,000
Series 2010 Bond - due after one year	158,000
Latah County payback agreement - due after one year	79,537
Total Liabilities	<u>374,853</u>
FUND BALANCES	
Net Investment in Capital Assets	486,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	2,248,029
Total Fund Balance	<u>2,778,761</u>
Total Liabilities and Fund Balance	<u><u>\$ 3,153,614</u></u>

September-22
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4831	UAVISTA 1563734669-09152022	Avista Utilities Aug '22 electric for 6th & Jackson	09/01/2022	66.92
Total for Check Number 4831:				66.92
4832	UCITYMOS 2200001024 15911-08312022	City of Moscow City Admin Fees Setp '22 Aug '22 Utilities 6th & Jackson	09/15/2022	4,477.67 319.34
Total for Check Number 4832:				4,797.01
4833	UCITYMOS PRFY22-2 PRFY22-1 PRFY22-1	City of Moscow Alturas Lot Lawn Care FY22 6th & Jackson Snow Removal FY22 6th & Jackson Lawn Care FY22	09/22/2022	137.00 247.50 102.75
Total for Check Number 4833:				487.25
4834	WELCHCOM 46016040-003 2/2	Welch-Comer Engineers Phase 2,3,4,5 & 6	09/29/2022	25,775.75
Total for Check Number 4834				25,775.75
ACH	UZIONI 5854650-8/1/22	Zions Bank Corporate Trust Annual Trustee Fee	09/01/2022	1,500.00
Total for ACH:				1,500.00
Total bills for September 2022:				\$ 32,626.93

September-22
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4831	09/01/2022	Moscow Urban Renewal Agency	Avista Utilities		66.92
4832	09/15/2022	Moscow Urban Renewal Agency	City of Moscow		4,797.01
4833	09/22/2022	Moscow Urban Renewal Agency	City of Moscow		487.25
4834	09/29/2022	Moscow Urban Renewal Agency	Welch-Comer Engineers		25,775.75
ACH	09/01/2022	Moscow Urban Renewal Agency	Zion's Bank Corporate Trust		1,500.00
Report Total:				<u>0.00</u>	<u>32,626.93</u>

 Steve McGeehan, Chairperson

 Cody Riddle, 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

September-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	\$ 53,732.04	\$ 0.96	100.00%
890-880-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 1,520.00	\$ 3,480.00	30.40%
890-880-642-20	Professional Services-Auditing	\$ 5,200.00	\$ -	\$ 5,200.00	\$ -	100.00%
890-880-642-89	Professional Services	\$ 500.00	\$ -	\$ 419.95	\$ 80.05	83.99%
890-880-644-10	Advertising & Publishing	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-644-16	Land Sale Expenses	\$ 5,000.00	\$ -	\$ 1,059.85	\$ 3,940.15	21.20%
890-880-668-10	Liability Insurance-General	\$ 1,780.00	\$ -	\$ 1,780.00	\$ -	100.00%
E02	Contractual	\$ 71,713.00	\$ 4,477.67	\$ 63,711.84	\$ 8,001.16	88.84%
890-880-631-10	Postage Expense	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
890-880-631-20	Printing and Binding	\$ 400.00	\$ -	\$ 45.91	\$ 354.09	11.48%
890-880-644-15	Alturas Marketing/Maintenance	\$ 2,750.00	\$ 137.00	\$ 137.00	\$ 2,613.00	4.98%
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	\$ -	\$ 91,927.76	\$ 321,703.29	\$ (321,703.29)	0.00%
E03	Commodities	\$ 4,750.00	\$ 92,064.76	\$ 321,886.20	\$ (317,136.20)	6776.55%
880	URA General Fund	\$ 76,463.00	\$ 96,542.43	\$ 385,598.04	\$ (309,135.04)	504.29%

General Ledger
Expense vs. Budget

September-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	\$ 2,276.60	54.47%
890-895-642-12	Land Sale Expenses	\$ -	\$ -	\$ 1,506.50	\$ (1,506.50)	0.00%
890-895-652-10	Heat, Lights & Utilities	\$ -	\$ 707.43	\$ 4,705.08	\$ (4,705.08)	0.00%
890-895-644-10	Ad. & Marketing Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
E02	Contractual	\$ 6,000.00	\$ 707.43	\$ 8,934.98	\$ (2,934.98)	148.92%
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	\$ 25,775.75	\$ 47,407.00	\$ 1,031,343.00	4.39%
890-895-669-10	Misc. Expense-Legacy	\$ 500.00	\$ 350.25	\$ 350.25	\$ 149.75	70.05%
890-895-675-00	Fiscal Agent Trustee fees	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	100.00%
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	\$ -	\$ 59,127.72	\$ 3,207.28	94.85%

General Ledger
Expense vs. Budget

September-22



Sort Level	Description	Amended		End Bal	Variance	% Budget Used
		Budget	Period Amt			
E03	Commodities	\$ 1,150,585.00	\$ 27,626.00	\$ 113,384.97	\$ 1,037,200.03	9.85%
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	\$ 62,697.90	\$ 62,697.90	\$ 11,015.10	85.06%
890-895-890-01	Transfer To: Capital Fund	\$ -	\$ -	\$ -	\$ -	0.00%
E10	Transfers To	\$ 73,713.00	\$ 62,697.90	\$ 62,697.90	\$ 11,015.10	85.06%
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	\$ 91,031.33	\$ 185,017.85	\$ 1,060,280.15	14.86%

General Ledger
Expense vs. Budget

September-22



Sort Level	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
899	Dept					
890-891-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	0.00%
890-892-790-01	Bond Principal - Legacy	\$ 34,000.00	\$ -	\$ 34,000.00	\$ -	100.00%
890-892-791-01	Bond Interest - Legacy	\$ 9,965.00	\$ -	\$ 4,514.99	\$ 5,450.01	45.31%
E05	Debt Service	\$ 43,965.00	\$ -	\$ 38,514.99	\$ 5,450.01	87.60%
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	\$ -	\$ 38,514.99	\$ 794,840.01	4.62%
890	Moscow Urban Renewal Agency	\$ 2,155,116.00	\$ 187,573.76	\$ 609,130.88	\$ 1,545,985.12	28.26%

General Ledger
Revenue Analysis

September 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	\$ 5,402.98	\$ 876,059.97	\$ (30,559.97)	\$ (30,559.97)	-3.61%	103.61%
890-000-471-00	Investment Earnings	\$ 4,500.00	\$ 7,885.00	\$ 15,034.98	\$ (10,534.98)	\$ (10,534.98)	-234.11%	334.11%
890-000-478-10	Gain/Loss on Sale of Assets	\$ -	\$ (261,331.21)	\$ (31,234.21)	\$ 31,234.21	\$ 31,234.21		
890-000-498-96	Transfer In: Legacy	\$ 73,713.00	\$ 62,697.90	\$ 62,697.90	\$ 11,015.10	\$ 11,015.10	14.94%	85.06%
890	Moscow Urban Renewal Agency	\$ 923,713.00	\$ (185,345.33)	\$ 922,558.64	\$ 1,154.36	\$ 1,154.36	0.12%	99.88%
Revenue Total		\$ 923,713.00	\$ (185,345.33)	\$ 922,558.64	\$ 1,154.36	\$ 1,154.36	0.12%	99.88%