



Meeting Agenda: Thursday, February 2, 2023, 7:30 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 January 5, 2023
 - B. December 2022 Payables
 - C. December 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. **Interim Budget Change (A) – Cody Riddle**

Staff will seek Board authorization to reallocate \$125,000 in capital spending to support street, sidewalk, and infrastructure improvements along First, Lieuallen, and Lilly Streets. The City of Moscow is planning to complete the improvements in the summer of 2023. The agency previously committed \$275,000 to the project, but additional contribution is needed to assist the City of Moscow in offsetting construction costs that have escalated more than \$400,000 from initial estimates. The additional funding can be accommodated within the existing budget by reallocating a portion of funds from the South Couplet Beautification Project that will not begin in the current fiscal year.

ACTION: Approve reallocation of capital expense; or take other action as deemed appropriate.

4. **FY2024 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 30th each year. To allow adequate time for the budget development and review process, Staff is proposing the Agency set the hearing date for its FY2024 budget on Thursday, August 3, 2023, and seeks the Board's approval to notify the County Clerk accordingly.

ACTION: Set the FY2024 Budget hearing for August 3, 2023, or take such other action deemed appropriate.

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.

5. **Subcommittee Members for the Sixth and Jackson Property (A) – Cody Riddle**
Staff will present a list of potential members to serve on the subcommittee that will conduct a preliminary review of proposals and provide a recommendation to the Board.
ACTION: Approve makeup of the subcommittee; or take other action as deemed appropriate.

6. **History of Legacy Crossing Presentation (A) – Cody Riddle and Nels Reese**
Nels Reese, retired architecture professor and long-time Moscow resident, will provide a presentation on the history of Legacy Crossing, including previous design efforts.
ACTION: Receive report.

7. **General Agency Updates – Cody Riddle**
 - General agency business

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

McGeehan called the meeting to order at 7:48 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 December 1, 2022
- B. November 2022 Payables
- C. November 2022 Financials

Laflin moved for approval of the consent agenda as presented, seconded by Tribble. Roll Call Vote; Ayes: Kelly, Laflin, McGeehan, Tribble (4). Nays: None. Abstentions: Tompkins (1). 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. Election of Officers for 2023 (A) – Chair McGeehan

Per the Agency’s bylaws, elections for officers for the year are to be held at the first meeting in January. The Agency will need to elect and appoint officers for the positions of Chairperson, Vice Chairperson and Secretary.

This agenda item was seen as item 5.

McGeehan expressed interest in serving as Chair again, if the Board desired. Tribble was willing to serve as Secretary again, and Beauchamp was also agreeable to serve as Vice Chair. There was a brief explanation of each elected officers’ duties.

Laflin moved to elect Steve McGeehan as Chair, Mark Beauchamp as Vice Chair, and Nancy Tribble as Secretary. Kelly seconded the motion for the 2023 election of officers for the Agency. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

4. Request for Proposals for the Sixth and Jackson Property (A) – Cody Riddle

After termination of further negotiations with Roderick Olps for the development of the Sixth and Jackson property, the Board directed Staff to prepare a Request for Proposals (RFP) to solicit private development interest in the remnant parcels that will remain after the development of Hello Walk. Staff has prepared the RFP noticing

the opportunity for developers to submit proposals for either or both parcels. The draft RFP anticipates advertising the request beginning on January 14th, with proposals due by March 24th. Staff is seeking Board approval to proceed with the RFP.

This agenda item was seen as item 3.

Riddle went over the draft Request for Proposals (RFP) and recommended advertisement beginning January 14, 2023, with proposals due March 24th. The Board discussed a proposal evaluation subcommittee briefly.

Kelly moved to proceed with the Legacy Crossing RFP as presented, seconded by Laflin. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

5. Evaluation of Proposals Process for the Sixth and Jackson Property (A) – Cody Riddle

Staff will present a recommended process for the evaluation of proposals received for development of the Sixth and Jackson Property. This will include an approximate timeline and recommendation to enlist the assistance of a subcommittee to provide a recommendation to the Board.

This agenda item was seen as item 4.

Riddle recommended an evaluation subcommittee be created to review the RFP submissions, which would make a recommendation to the Board for approval. Prospective members of the subcommittee were suggested, including some from the Board as well as outside community members. The University of Idaho has been somewhat involved in the Legacy Crossing process and it would be good to continue that conversation with them. A representative from the University, either staff or faculty, would be good to have on the subcommittee. All subcommittee meetings would be open to the public. Staff will look into inviting Nels Reese to give a presentation on the history of Moscow and University of Idaho architecture.

Riddle will contact potential subcommittee members and provide an update to the Board at the first meeting in February. There was a tentative RFP process timeline over the next couple months that was shown. The final selection of a development team is estimated to occur by May 18, 2023. Some different advertising publications was discussed and suggested for increasing the number of proposals received.

The Board continued to talk about who would represent the URA on the subcommittee. The review process timeline was discussed some more and clarified.

Mark Beauchamp arrived at 8:07 am.

The subcommittee would provide a ranking recommendation that the Board could consider and make a final decision before proceeding. Having a proposal evaluation subcommittee has been a common practice for previous RFPs. The Board talked some more about possible subcommittee members. The previous RFP process for the subject property had a subcommittee review the submissions. There was a conversation about the ranking of the proposals and how they subcommittee would make recommends to the Board. The subcommittee would not meet with the developers, but would review the submitted materials and recommend who could provide a presentation to the Board.

Intellectual property rights were discussed briefly and how that applies to the submissions. Riddle was directed to speak with legal counsel regarding intellectual property liability from the City's Legal Department. There continued to be discussion about who would be on the subcommittee and asked that Riddle come back with the recommended members for Board approval before implementation. The Board talked about whether a business owner is necessary to have on the subcommittee. The Board requested a signed document from any member of the subcommittee attesting that they will not have a conflict of interest, either personally or professionally. The Board continued to debate who should be on the subcommittee.

6. General Agency Updates – Cody Riddle

- *General Agency Business*

Alison Tompkins was introduced as a new Board member and provided a brief overview of her professional history. The current Board members then presented their own backgrounds and how long they had been with the URA. The Latah County Commissioners will nominate their representative for the Board on January 9th.

The Board talked about doing something to honor past members McGraw and Drown.

McGeehan declared the meeting adjourned at 8:43 a.m.

Steve McGeehan, Agency Chair

Date

DRAFT



Balance Sheet
December 31, 2022

	<u>Total Funds</u>
ASSETS	
Cash	33,044
Investments - LGIP	2,312,768
Investments-Zions Debt Reserve	44,391
Other Assets	5,260
Land	679,420
Total Assets	<u><u>\$ 3,074,883</u></u>
 LIABILITIES	
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>282,537</u>
 FUND BALANCES	
Net Investment in Capital Assets	486,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	2,261,614
Total Fund Balance	<u>2,792,346</u>
 Total Liabilities and Fund Balance	 <u><u>\$ 3,074,883</u></u>

December-22
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4845	UALTASCI A4067	Alta Science & Engineering Legacy November 2022	12/08/2023	381.00
Total for Check Number 4845:				<u>381.00</u>
4846	UAVISTA 1563734669-12192022	Avista Utilities Nov'22 Electric for Legacy Property	12/08/2023	74.37
Total for Check Number 4846:				<u>74.37</u>
4847	UCITYMOS 2200001272 15911-11302022	City of Moscow City Admin Fees Dec'22 Nov '22 Utilities 6th & Jackson	12/08/2023	4,612.08 328.56
Total for Check Number 4847:				<u>4,940.64</u>
4848	WELCHCOM 46016040-005 2/2	Welch-Comer Engineers Phase 2 & 5	12/15/2023	2,242.50
Total for Check Number 4848:				<u>2,242.50</u>
Total bills for December 2022:				<u>\$ 7,638.51</u>

December-22
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4845	12/08/2023	Moscow Urban Renewal Agency	Alta Science & Engineering		381.00
4846	12/08/2023	Moscow Urban Renewal Agency	Avista Utilities		74.37
4847	12/08/2023	Moscow Urban Renewal Agency	City of Moscow		4,940.64
4848	12/15/2023	Moscow Urban Renewal Agency	Welch-Comer Engineers		<u>2,242.50</u>
			Report Total:	<u>\$ -</u>	<u>7,638.51</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

December-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	\$ 55,345.00	\$ 4,612.08	\$ 13,836.24	\$ 41,508.76	25.00%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ 381.00	\$ 1,631.00	\$ 3,369.00	32.62%
890-880-642-20	Professional Services-Auditing	\$ 5,356.00	\$ -	\$ -	\$ 5,356.00	0.00%
890-880-642-89	Professional Services	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-644-10	Advertising & Publishing	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-644-16	Land Sale Expenses	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
890-880-668-10	Liability Insurance-General	\$ 1,833.00	\$ -	\$ 1,889.00	\$ (56.00)	103.06%
E02	Contractual	\$ 73,534.00	\$ 4,993.08	\$ 17,356.24	\$ 56,177.76	23.60%
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	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	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	\$ 15.00	\$ 15.00	\$ 485.00	3.00%
890-880-669-11	Dist. of Net Prop. Sale Procee	\$ 89,302.00	\$ -	\$ -	\$ 89,302.00	0.00%
E03	Commodities	\$ 92,802.00	\$ 15.00	\$ 15.00	\$ 92,787.00	0.02%
880	URA General Fund	\$ 166,336.00	\$ 5,008.08	\$ 17,371.24	\$ 148,964.76	10.44%
895	URA Legacy District					
890-895-642-10	Professional Services-Legacy	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
890-895-642-12	Land Sale Expense-Legacy	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%

890-895-644-10	Ad. & Marketing Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
E02	Contractual	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	0.00%
890-895-647-10	Travel & Meetings-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
890-895-652-10	Heat, Lights & Utilities	\$ 3,500.00	\$ 402.93	\$ 794.75	\$ 2,705.25	22.71%
890-895-658-51	Development Participation	\$ 1,025,500.00	\$ 2,242.50	\$ 12,415.37	\$ 1,013,084.63	1.21%
890-895-669-10	Misc. Expense-Legacy	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-895-675-00	Fiscal Agent Trustee fees	\$ 1,545.00	\$ -	\$ -	\$ 1,545.00	0.00%
890-895-676-15	Latah County Reimb. Agreement	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
890-895-676-17	Owner Participation Agreements	\$ 62,926.00	\$ -	\$ -	\$ 62,926.00	0.00%
E03	Commodities	\$ 1,099,971.00	\$ 2,645.43	\$ 13,210.12	\$ 1,086,760.88	1.20%
890-895-890-00	Transfer To: General Fund	\$ 70,984.00	\$ -	\$ -	\$ 70,984.00	0.00%
E10	Transfers To	\$ 70,984.00	\$ -	\$ -	\$ 70,984.00	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	\$ 1,193,955.00	\$ 2,645.43	\$ 13,210.12	\$ 1,180,744.88	1.11%
899	Dept					
890-892-790-01	Bond Principal - Legacy	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	0.00%
890-892-791-01	Bond Interest - Legacy	\$ 8,472.00	\$ -	\$ -	\$ 8,472.00	0.00%
E05	Debt Service	\$ 43,472.00	\$ -	\$ -	\$ 43,472.00	0.00%
890-892-900-01	Ending Fund Bal - Assigned	\$ 1,096,507.00	\$ -	\$ -	\$ 1,096,507.00	0.00%
890-892-990-05	Ending Fund Bal - Restricted	\$ 49,752.00	\$ -	\$ -	\$ 49,752.00	0.00%
890-899-990-00	Ending Fund Bal - Unassigned	\$ 80,678.00	\$ -	\$ -	\$ 80,678.00	0.00%
890-899-990-05	Ending Fund Bal - Restricted	\$ 11,547.00	\$ -	\$ -	\$ 11,547.00	0.00%
E95	Ending Fund Balance	\$ 1,238,484.00	\$ -	\$ -	\$ 1,238,484.00	0.00%
899	Dept	\$ 1,281,956.00	\$ -	\$ -	\$ 1,281,956.00	0.00%
890	Moscow Urban Renewal Agency	\$ 2,642,247.00	\$ 7,653.51	\$ 30,581.36	\$ 2,611,665.64	1.16%

General Ledger
Revenue Analysis

December 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	\$ 865,000.00	\$ 32,528.17	\$ 33,707.01	\$ 831,292.99	\$ 831,292.99	96.10%	3.90%
890-000-471-00	Investment Earnings	\$ 4,500.00	\$ 5,355.90	\$ 10,459.40	\$ (5,959.40)	\$ (5,959.40)	-132.43%	232.43%
890-000-478-10	Gain/Loss on Sale of Assets	\$ 89,302.00	\$ -	\$ -	\$ 89,302.00	\$ 89,302.00	100.00%	0.00%
890-000-498-96	Transfer In: Legacy	\$ 70,984.00	\$ -	\$ -	\$ 70,984.00	\$ 70,984.00	100.00%	0.00%
890	Moscow Urban Renewal Agency	\$ 1,029,786.00	\$ 37,884.07	\$ 44,166.41	\$ 985,619.59	\$ 985,619.59	95.71%	4.29%
Revenue Total		\$ 1,029,786.00	\$ 37,884.07	\$ 44,166.41	\$ 985,619.59	\$ 985,619.59	95.71%	4.29%