



Meeting Agenda: Thursday, March 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 February 2, 2023
 - B. January 2023 Payables
 - C. January 2023 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. **Sixth and Jackson Request for Proposals Timing (A) – Cody Riddle**

Staff has received a number of inquiries regarding the RFP for developing the Agency's property at Sixth and Jackson. Interested parties have indicated the current deadline of March 24, 2023 presents a challenge in generating complete submittals. To accommodate as many proposals as possible, staff is recommending the deadline be extended to May 5, 2023.

ACTION: Approve the extension; or take other action as deemed appropriate.
4. **Sixth and Jackson Proposal Review Process (A) – Cody Riddle**

Staff will present a recommended review process and evaluation criteria for use by the subcommittee in evaluating proposals for development of the Agency's property at Sixth and Jackson.

ACTION: Approve the review process and evaluation criteria; or take other action as deemed appropriate.
5. **General Agency Updates – Cody Riddle**

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
Mark Beauchamp, Vice Chair	Sandra Kelly	Cody Riddle, Executive Director
Maureen Laflin	Tom Lamar	Jennifer Fleischman, Clerk
Alison Tompkins	Steve McGeehan	Renee Tack, Treasurer
Nancy Tribble		

Beauchamp called the meeting to order at 7:36 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 January 5, 2023
- B. December 2022 Payables
- C. December 2022 Financials

Laflin moved for approval of the consent agenda as presented, seconded by Tribble. Roll Call Vote; Ayes: Unanimous (4). 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. 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.

Riddle presented the proposed budget change as described above, and recommended reallocating \$125,000, from projects that will not be started before the end of the fiscal year, to the Lilly Street project. The rest of the increased project costs would be covered by the City Capital Projects funds. The project will start after school is out of session, and would continue into the fall of 2023. This would be a simple reallocation of the current fiscal year budget and the FY2024 budget will be considered separately in August.

Laflin moved to reallocate the capital funds as Staff recommended, seconded by Beauchamp. Roll Call Vote; Ayes: Unanimous (4). Nays: None. Abstentions: None. Motion carried.

A rapid flashing beacon will be installed at the corner of Third Street and Lieuallen Street. The intersection will need to be evaluated in the future for realignment consideration.

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.

Riddle reviewed the legislation requiring urban renewal agencies 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 3, 2023. The draft budget will be reviewed by the Board before the public hearing date.

Tribble moved to set the FY2024 Annual Budget Hearing for Thursday August 3rd, 2023, seconded by Laflin. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

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.

Riddle provided a list of potential subcommittee members and recommended the Board discuss and decide on the members. Of the original proposed members, one declined and another was not interested after being approached. There was a discussion about who would be the best to represent businesses on the subcommittee. Sandra Kelly would be the City Council representative for the subcommittee. There are two slots for members to represent downtown businesses.

Beauchamp moved to proceed with the Sixth and Jackson RFP subcommittee as Staff recommended, seconded by Tompkins.

Several other community members that were suggested at the previous meeting were approached but they indicated they might want to submit a design and would have a conflict of interest. Legal counsel can advise on a conflict of interest declaration for each subcommittee member. Staff will look into it and provide more information at the next meeting.

Roll Call Vote; Ayes: Unanimous (4). Nays: None. Abstentions: None. Motion carried.

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.

Riddle introduced Nels Reese, as described above, who gave a presentation on the history of the Legacy Crossing property. There was a discussion about planning for a mini-greenbelt along Paradise Creek.

7. General Agency Updates – Cody Riddle

- *General Agency Business*

None.

Beauchamp declared the meeting adjourned at 8:42 a.m.

Steve McGeehan, Agency Chair

Date



Balance Sheet
January 31, 2023

	<u>Total Funds</u>
ASSETS	
Cash	28,469
Investments - LGIP	2,818,835
Investments-Zions Debt Reserve	44,391
Other Assets	5,260
Land	679,420
Total Assets	<u><u>\$ 3,576,375</u></u>
 LIABILITIES	
Accounts Payable	53
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><u>282,590</u></u>
 FUND BALANCES	
Net Investment in Capital Assets	486,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	2,763,054
Total Fund Balance	<u><u>3,293,786</u></u>
 Total Liabilities and Fund Balance	 <u><u>\$ 3,576,375</u></u>

January-23
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4849	UCITYMOS 15911-12312022	City of Moscow Dec '22 Utilities 6th & Jackson	01/05/2023	328.56
Total for Check Number 4849:				328.56
4850	UALTASCI A4151	Alta Science & Engineering Legacy December 2022	01/12/2023	2,118.15
Total for Check Number 4850:				2,118.15
4851	UAVISTA 1563734669-01172023	Avista Utilities Dec'22 Electric for Legacy Property	01/12/2023	55.16
Total for Check Number 4851:				55.16
4852	UACTUSI 56201-15536 FY23	Cactus International, Inc. URA Website Registration FY23	01/12/2023	19.95
Total for Check Number 4852:				19.95
4853	UCITYMOS 2300001329	City of Moscow City Admin Fees Jan'23	01/12/2023	4,612.08
Total for Check Number 4853:				4,612.08
4854	UENOTICE 8BFCFB70-0001	Column Software, PBC 2023 RFP 6th & Jackson - Statesman	01/19/2023	61.26
Total for Check Number 4854:				61.26
4855	WELCHCOM 46016040-006 2/2	Welch-Comer Engineers Phase 2, 3, 4, 5, & 6	01/19/2023	14,375.75
Total for Check Number 4855:				14,375.75
4856	USPOKESRE 192709	The Spokesman-Review Legacy RFP 01.22.23 Acct#146347	01/26/2023	322.25
Total for Check Number 4856:				322.25
Total bills for January 2023:				\$ 21,893.16

January-23
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4849	01/05/2023	Moscow Urban Renewal Agency	City of Moscow		328.56
4850	01/12/2023	Moscow Urban Renewal Agency	Alta Science & Engineering		2,118.15
4851	01/12/2023	Moscow Urban Renewal Agency	Avista Utilities		55.16
4852	01/12/2023	Moscow Urban Renewal Agency	Cactus International, Inc.		19.95
4853	01/12/2023	Moscow Urban Renewal Agency	City of Moscow		4,612.08
4854	01/19/2023	Moscow Urban Renewal Agency	Column Software, PBC		61.26
4855	01/19/2023	Moscow Urban Renewal Agency	Welch-Comer Engineers		14,345.75
4856	01/26/2023	Moscow Urban Renewal Agency	The Spokesman-Review		322.25
Report Total:				\$ -	21,863.16

 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

January-23



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	\$ 18,448.32	\$ 36,896.68	33.33%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ 2,118.15	\$ 3,749.15	\$ 1,250.85	74.98%
890-880-642-20	Professional Services-Auditing	\$ 5,356.00	\$ -	\$ -	\$ 5,356.00	0.00%
890-880-642-89	Professional Services	\$ 500.00	\$ 19.95	\$ 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	\$ -	\$ -	\$ 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	\$ 6,750.18	\$ 24,106.42	\$ 49,427.58	32.78%
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	\$ 52.50	\$ 67.50	\$ 432.50	13.50%
890-880-669-11	Dist. of Net Prop. Sale Procees	\$ 89,302.00	\$ -	\$ -	\$ 89,302.00	0.00%
E03	Commodities	\$ 92,802.00	\$ 52.50	\$ 67.50	\$ 92,734.50	0.07%
880	URA General Fund	\$ 166,336.00	\$ 6,802.68	\$ 24,173.92	\$ 142,162.08	14.53%

General Ledger
Expense vs. Budget

January-23



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	\$ -	\$ -	\$ 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	\$ 383.51	\$ 383.51	\$ 616.49	38.35%
E02	Contractual	\$ 8,000.00	\$ 383.51	\$ 383.51	\$ 7,616.49	4.79%
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	\$ 383.72	\$ 1,178.47	\$ 2,321.53	33.67%
890-895-658-51	Development Participation	\$ 1,025,500.00	\$ 14,345.75	\$ 26,761.12	\$ 998,738.88	2.61%
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	\$ 14,729.47	\$ 27,939.59	\$ 1,072,031.41	2.54%
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	\$ 15,112.98	\$ 28,323.10	\$ 1,165,631.90	2.37%
899	Dept					

General Ledger
Expense vs. Budget

January-23



Sort Level	Description	Amended		End Bal	Variance	% Budget Used
		Budget	Period Amt			
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	\$ 21,915.66	\$ 52,497.02	\$ 2,589,749.98	1.99%

General Ledger
Revenue Analysis

January 2023



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	\$ 517,285.16	\$ 550,992.17	\$ 314,007.83	\$ 314,007.83	36.30%	63.70%
890-000-471-00	Investment Earnings	\$ 4,500.00	\$ 6,070.17	\$ 16,529.57	\$ (12,029.57)	\$ (12,029.57)	-267.32%	367.32%
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	\$ 523,355.33	\$ 567,521.74	\$ 462,264.26	\$ 462,264.26	44.89%	55.11%
Revenue Total		\$ 1,029,786.00	\$ 523,355.33	\$ 567,521.74	\$ 462,264.26	\$ 462,264.26	44.89%	55.11%