



Agenda: July 8, 2015, 7:00 a.m.

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

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 June 10, 2015
 - B. June Payables
 - C. May Financials

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

2. **Public Comment for items *not on agenda*:** Three minute limit
3. **Announcements**
4. **Review of Draft Alturas Technology Park Urban Renewal Plan Termination Plan and Resolution – Bill Belknap**

On June 10th the MURA Board directed staff to proceed with the process for the early closure of the Alturas Technology Park Plan and Revenue Allocation Area and issue a letter to the Idaho State Tax Commission, Latah County Assessor and Latah County taxing districts stating the MURA's intent not to take tax increment in the FY2016 budget. Staff has transmitted the letter and prepared the termination plan and accompanying resolution for the Board's review. It is anticipated that the Board will formally approve the termination plan, resolution and termination budget at the MURA's upcoming July 22nd Meeting.

ACTION: Review draft termination plan, resolution and budget and provide staff direction as deemed appropriate.

5. **Review of Proposed Revised Moscow Urban Renewal Agency By-Laws – Bill Belknap**

On January 27th, 2010, the MURA Board reviewed and approved proposed revised by-laws for the organization. The previously proposed changes were fairly minor and related to public meetings law requirements for standing committee meetings, reducing the number of monthly regular meetings to one per month, and a few other minor clarifications. Due to the departure of the then Executive Director, it appears that the revised by-laws were never signed for execution. Due to the length of time since the Board's last review, staff is bring the previously proposed by-laws back for the Board's review, consideration and approval.

ACTION: Approved proposed Moscow Urban Renewal Agency by-laws; or take other action as deemed appropriate.

6. Local Economic Indicators Review – Bill Belknap

Staff will provide a presentation of local and regional economic indicators.

7. General District Updates – Bill Belknap

- Legacy Crossing District
- Alturas District
 - Common area irrigation meter installation

8. Adjourn

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 TDD 883-7019, as soon as possible so that arrangements may be made.



Minutes: June 10, 2015, 7:00 a.m.

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

McCabe called the meeting to order at 7:08 a.m.

Attendance:

Commission Members

John McCabe, Chair
Steve Drown
Brandy Sullivan
Art Bettge

Staff Present

Bill Belknap, Community Development Director
Laurie Lewis, Deputy City Clerk

Absent: Steve McGeehan, Dave McGraw, John Weber

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 May 27, 2015
 - B. May 2015 Payables

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

Bettge moved, Sullivan seconded approval of the consent agenda. McGraw had sent an email regarding legal fees being high. McCabe said the extra billings were for early closure questions to Armbruster. Belknap added that the extra expenses are both Armbruster as well as Hawley Troxell. Motion carried unanimously.

2. **Public Comment for items *not on agenda*:** No public comment was offered.
3. **Announcements** – Belknap said there are no announcements.
4. **Draft Administration Agreement with the City of Moscow – Gary J. Riedner/Bill Belknap**

The City of Moscow currently provides administrative and executive director services to the Moscow Urban Renewal Agency (URA) pursuant to an existing Agreement for Services. The agreement currently includes 50% cost sharing of the prior Economic Development Specialist/ Executive Director position that has been vacant for nearly a year following a failed recruitment effort. It has been determined that the duties of Executive Director can be provided under an amended services agreement rather than the cost sharing situation of the existing agreement. Administration is now proposing a reconfiguration of

this position to assign the MURA Executive Director duties to the City Community Development Director. The services agreement has been amended to reflect this change in services and the new administrative cost reimbursement amount which is proposed to be increased from \$30,000 to \$45,000 annually. This new reimbursement amount has been incorporated within the City's draft FY2016 budget and the MURA's draft FY2016 budget, both of which are currently under development. The draft Agreement for Services has been amended since the Board last saw it to include an annual inflationary adjustment and a five year timeline (it can still be cancelled with a 60 day notice). It was approved by the Moscow City Council on June 1, 2015. The effective date of the revised Agreement for Services is October 1, 2015, coincidental with both the City and MURA fiscal years.

ACTION: Review draft Agreement for Services to be provided to the MURA by the City of Moscow and approve Agreement effective October 1, 2015 or take such other action deemed appropriate.

Belknap went through the main points of the agreement for services with the City of Moscow. Sullivan asked if the 3% is consistent with the City. Belknap described the step and grade for police and the AMPS system for the rest of the employees and discussion ensued. Bettge moved, Drown seconded to approve the agreement effective Octo 1, 2015. Motion carried unanimously.

5. Authorization to Prepare Closure of Alturas Revenue Allocation Area and to Provide Notice to Idaho State Tax Commission, Latah County Assessor and Latah County Taxing Districts- Gary J. Riedner/Bill Belknap

At the Agency's May 26 meeting, staff provided information regarding the potential for closure of the Alturas Revenue Allocation Area prior to FY2016 and without taking receipt of tax increment in the FY2016 budget. This information was considered and presented in the first presentation of the FY2016 MURA budget. A Memo has been prepared and is attached outlining the relevant Alturas Technology Park Plan sections and Idaho statutes.

ACTION: Review Memo and attached information and direct staff to implement early closure of Alturas Technology Park Plan and Revenue Allocation Area; review draft closure budget and direct staff accordingly; and authorize staff to send a letter to the Idaho State Tax Commission, Latah County Assessor and Latah County taxing districts stating the MURA's intent not to take tax increment in the FY2016 budget or take such other action deemed appropriate..

Belknap said the final debt service payment of \$115,175 will be paid towards the end of the fiscal year. Fund balance of \$902,369 will remain at the end of FY2015 for Alturas. All plan activities have been completed. Belknap went through the closure procedures including details on transitioning the general agency expenses from Alturas to Legacy. Total expenditures are \$90,325 with an unallocated residual increment of \$767,044. Belknap went through a proposed schedule for the closure of Alturas with a completion date of February 2016. Discussion on splitting the administrative expenses between Alturas and Legacy took place. Drown moved, Bettge seconded to authorize staff to proceed with the early closure of Alturas Technology Park Plan and to send a letter to the Idaho State Tax Commission, Latah County Assessor and Latah County taxing districts stating the MURA's intent not to take tax increment in the FY2016 budget. Motion carried unanimously.

6. Second Review FY2016 MURA Budget/Alturas District Closure and Budget Impact Discussion – Gary Riedner/Don Palmer/Bill Belknap

Attached is the draft of the proposed FY2016 MURA budget for consideration by the Agency Board. The draft budget assumes the early closure of Alturas Research and Technology Park Revenue Allocation Area (RAA). The Alturas District was established in July of 1996 and subsequently amended in June of 2005 to allow for the development of Phase II of the Alturas Research and Technology Park. The restated plan of 2005 provided for the termination of the Plan no later than December 31, 2015, with the exception of revenues that may be received in 2016 or otherwise, if the Agency determines an earlier termination date in consideration of Agency financial obligations. Staff presented the draft FY2016 MURA Budget and reported on the impacts of the potential closure of Alturas Research and Technology Park RAA at the last meeting of the Agency on May 26, 2015. The Agency Board gave direction to continue to develop the FY2016 budget including termination of Alturas RAA in the current fiscal year.

ACTION: Consider draft FY2016 MURA Budget and provide staff further direction. If the draft budget is acceptable, direct staff to present the draft budget at the public hearing set for July 12, 2015 or further direct staff.

Belknap said this is to provide more time for questions/answers and give any further direction on the budget. Belknap went through the budget process/schedule. The Board was in consensus to move forward with the budget as proposed.

7. General District Updates – Gary J. Riedner/Bill Belknap

- **Legacy Crossing District** – The draft Analysis of Brownfield Cleanup Alternatives (ABCA) document has been completed and reviewed by staff. The recommended alternative includes targeted soil removals, groundwater extraction and treatment system installation and amendment injections to expedite nitrate remediation. The ABCA will be transmitted to DEQ and EPA for review by end of this week. After DEQ and EPA review, it will go out for 30 day public comment period. Development of cleanup plan and specifications and be ready to place the work to bid/quotes by mid-July for August/September construction. The remediation construction has three phases: 1) Soil exaction, backfill, and sanitary sewer connection construction (\$90,192.35); 2) Pumping and treat and injection system installation (\$23,740.13); 3) Amendment injection monitoring and reporting closeout (\$11,664.00). Preliminary cost estimates total \$125,596.48. Staff is hoping to convey property in January. If the quotes come in high, the Board will need to decide whether to use MURA funds for the difference or utilize the additional grant funding that could delay the property transfer. Discussion ensued regarding concerns on timeline and other property contamination.
- **Alturas District** – Sidewalk and walkway repairs are complete. Staff has completed research on the RTO district and will report findings at the upcoming meeting in July. The University of Idaho is going forward with the purchase of the old EMSI building.
- **General Update** – Drown asked about a potential housing project he heard about. Belknap confirmed there are two investors interested in the Stubb property for a joint commercial/residential project. It is proposed to be an urban project similar to The Grove.

The meeting adjourned at 8:10 a.m.

Checks by Date - Detail By Check Date

User: jdinubilo
 Printed: 07/01/2015 3:37 P.M.



June 2015

			Check Amount
Check No: 4322	Check Date: 6/8/2015		
Vendor: UCITYMOS	City of Moscow		
Invoice: Jun-15	Executive Director Salary		4,285.00
			<u>4,285.00</u>
Check No: 4323	Check Date: 6/8/2015		
Vendor: UTEMP	Stephanie Kalasz		
Invoice: 4881&8235	Meeting Supplies 5/13 & 5/27/2015		21.48
			<u>21.48</u>
Check No: 4324	Check Date: 6/8/2015		
Vendor: UMOSPULD	News Review Publishing Co.		
Invoice: 108867	Alturas Lots		64.60
			<u>64.60</u>
	Date Total:		<u>4,371.08</u>
Check No: 4325	Check Date: 6/18/2015		
Vendor: UVISAADM	Cardmember Service		
Invoice: 781707	Budget Finance Committee- Breakfast Meeting		71.00
			<u>71.00</u>
Check No: 4326	Check Date: 6/18/2015		
Vendor: UCITYMOS	City of Moscow		
Invoice: KNOX 15-199	Alturas Sidewalk & Pathway Repair - Reimb. City		14,870.40
			<u>14,870.40</u>
	Date Total:		<u>14,941.40</u>
Check No: ACH	Check Date: 6/23/2015		
Vendor: UCITYMOS	City of Moscow		
Invoice: Monthly Bill	Water, Sewer, Street Light		168.45
			<u>168.45</u>
Check No: 4327	Check Date: 6/23/2015		
Vendor: UELAMBUR	Elam & Burke		
Invoice: 157767	Leal Fees - Alturas		367.50
157768	Legal Fees - Legacy		111.00
			<u>478.50</u>
	Date Total:		<u>646.95</u>
	Report Total:		<u>19,959.43</u>

Checks for Approval

User: jdinubilo
Printed: 7/1/2015 - 3:38 P.M.

June 2015



Check	Check Date	Account Name	Vendor	Amount
0	06/23/2015	Heat, Lights & Utilities	City of Moscow	168.45
4322	06/08/2015	Professional Services-Exec Dir	City of Moscow	4,285.00
4323	06/08/2015	Travel & Meetings-General	Stephanie Kalasz	21.48
4324	06/08/2015	Marketing Expense-Alturas	News Review Publishing Co.	64.60
4325	06/18/2015	Travel & Meetings-General	Cardmember Service	71.00
4326	06/18/2015	Improvements-Alturas	City of Moscow	14,870.40
4327	06/23/2015	Professional Services-Alturas	Elam & Burke	367.50
4327	06/23/2015	Professional Services-Legacy	Elam & Burke	111.00
Report Total:				<u>19,959.43</u>

John McCabe, Chairperson

Accounts payable expenditures as contained herein were made in compliance with the dually adopted budget for the current fiscal year and according to Idaho law.

Bill Belknap, Interim Executive Director

Donald L. Palmer, Treasurer

General Ledger Revenue Analysis

User: jDinubilo
Printed: 05/19/15 11:14:54
Period 07 - 07
Fiscal Year 2015

May 2015



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
890	Moscow Urban Renewal Agency					
890-000-00-410-00	Property Taxes - Alturas	\$ 394,000.00	\$ -	\$ 244,881.27	\$ 149,118.73	62.15%
890-000-00-410-01	Property Taxes - Legacy	\$ 100,000.00	\$ 441.27	\$ 115,294.33	\$ (15,294.33)	115.29%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ 111,757.00	\$ -	\$ -	\$ 111,757.00	0.00%
890-000-00-471-00	Investment Earnings	\$ 1,000.00	\$ 181.30	\$ 1,656.39	\$ (656.39)	165.64%
890-000-00-478-10	Sale of Land - Alturas	\$ 157,380.00	\$ -	\$ -	\$ 157,380.00	0.00%
890-000-00-478-11	Sale of Land - Legacy	\$ 467,965.00	\$ -	\$ -	\$ 467,965.00	0.00%
890-000-00-910-00	Beg Fund Bal Unassigned	\$ 46,349.00	\$ -	\$ -	\$ 46,349.00	0.00%
890-000-00-911-00	Beg Fund Bal Assigned-Alturas	\$ 617,250.00	\$ -	\$ -	\$ 617,250.00	0.00%
890-000-00-911-01	Beg Fund Bal Res-Alturas	\$ 115,175.00	\$ -	\$ -	\$ 115,175.00	0.00%
890-000-00-912-00	Beg Fund Bal Assigned-Legacy	\$ 183,194.00	\$ -	\$ -	\$ 183,194.00	0.00%
890-000-00-912-01	Beg Fund Bal Res-Legacy	\$ 68,312.00	\$ -	\$ -	\$ 68,312.00	0.00%
890	Moscow Urban Renewal Agency	\$ 2,262,382.00	\$ 622.57	\$ 361,831.99	\$ 1,900,550.01	15.99%
Revenue Total		\$ 2,262,382.00	\$ 622.57	\$ 361,831.99	\$ 1,900,550.01	16.00%

General Ledger Expense vs Budget

User: jDinubilo

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Period 08 - 08

Fiscal Year 2015

May 2015



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890	Moscow Urban Renewal Agency						
880	URA - General Agency						
890-880-10-642-00	Administrative Services	\$ 30,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	50.00%
890-880-10-642-10	Professional Services-Exec Dir	\$ 51,420.00	\$ 4,285.00	\$ 34,280.00	\$ 17,140.00	\$ 17,140.00	66.67%
890-880-10-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 2,808.00	\$ 2,192.00	\$ 2,192.00	56.16%
890-880-10-642-20	Professional Services-Auditing	\$ 4,700.00	\$ -	\$ 4,500.00	\$ 200.00	\$ 200.00	95.74%
890-880-10-642-30	Professional Services-Computer	\$ 2,000.00	\$ -	\$ 19.95	\$ 1,980.05	\$ 1,980.05	1.00%
890-880-10-644-10	Marketing Expense-General	\$ 1,000.00	\$ -	\$ 350.16	\$ 649.84	\$ 649.84	35.02%
890-880-10-668-10	Liability Insurance-General	\$ 1,540.00	\$ -	\$ 1,492.00	\$ 48.00	\$ 48.00	96.88%
E02	Contractual	\$ 95,660.00	\$ 4,285.00	\$ 58,450.11	\$ 37,209.89	\$ 37,209.89	61.10%
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	\$ -	\$ 60.00	\$ 340.00	\$ 340.00	15.00%
890-880-10-647-10	Travel & Meetings-General	\$ 1,000.00	\$ -	\$ 138.41	\$ 861.59	\$ 861.59	13.84%
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	\$ -	\$ 34.97	\$ 465.03	\$ 465.03	6.99%
E03	Commodities	\$ 3,000.00	\$ -	\$ 233.38	\$ 2,766.62	\$ 2,766.62	7.78%
880	URA - General Agency	\$ 98,660.00	\$ 4,285.00	\$ 58,683.49	\$ 39,976.51	\$ 39,976.51	59.48%
890	Urban Renewal Agency						
890-890-10-642-10	Professional Services-Alturas	\$ 40,000.00	\$ 1,065.50	\$ 2,207.00	\$ 37,793.00	\$ 37,793.00	5.52%
890-890-10-642-12	Land Sale Expense-Alturas	\$ 23,000.00	\$ -	\$ -	\$ 23,000.00	\$ 23,000.00	0.00%
890-890-10-644-10	Marketing Expense-Alturas	\$ 10,000.00	\$ -	\$ 387.60	\$ 9,612.40	\$ 9,612.40	3.88%
E02	Contractual	\$ 73,000.00	\$ 1,065.50	\$ 2,594.60	\$ 70,405.40	\$ 70,405.40	3.55%
890-890-10-647-10	Travel & Meetings-Alturas	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%
890-890-10-658-10	Repairs & Maintenance	\$ 10,750.00	\$ -	\$ 98.58	\$ 10,651.42	\$ 10,651.42	0.92%
890-890-10-669-10	Misc. Expense-Alturas	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
E03	Commodities	\$ 12,750.00	\$ -	\$ 98.58	\$ 12,651.42	\$ 12,651.42	0.77%

General Ledger Expense vs Budget

User: jDinubilo

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Period 08 - 08

Fiscal Year 2015

May 2015



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-890-10-770-73	Improvements-Alturas	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
E04	Capital Outlay	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
890-890-10-699-74	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-699-99	Amortization Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E81	Depreciation & Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-900-01	Contingency - Alturas	\$ 157,380.00	\$ -	\$ -	\$ 157,380.00	\$ 157,380.00	0.00%
E90	Contingency	\$ 157,380.00	\$ -	\$ -	\$ 157,380.00	\$ 157,380.00	0.00%
890	Urban Renewal Agency	\$ 283,130.00	\$ 1,065.50	\$ 2,693.18	\$ 280,436.82	\$ 280,436.82	0.95%
895	URA - Legacy Crossing						
890-895-10-642-10	Professional Services-Legacy	\$ 12,500.00	\$ 949.00	\$ 7,738.00	\$ 4,762.00	\$ 4,762.00	61.90%
890-895-10-642-12	Land Sale Expense-Legacy	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
890-895-10-644-10	Marketing Expense-Legacy	\$ 3,000.00	\$ -	\$ 198.27	\$ 2,801.73	\$ 2,801.73	6.61%
E02	Contractual	\$ 55,500.00	\$ 949.00	\$ 7,936.27	\$ 47,563.73	\$ 47,563.73	14.30%
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	\$ 1,925.00	\$ 168.45	\$ 1,179.15	\$ 745.85	\$ 745.85	61.25%
890-895-10-669-10	Misc. Expense-Legacy	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
890-895-10-675-00	Fiscal Agent Trustee fees	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	\$ 1,750.00	0.00%
890-895-10-676-15	Latah County Reimb. Agreement	\$ 2,000.00	\$ -	\$ 4,000.00	\$ (2,000.00)	\$ (2,000.00)	200.00%
890-895-10-676-17	Jackson St Owner Part. Agr.	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	0.00%
890-895-10-676-20	Agreement Cost	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00	0.00%
E03	Commodities	\$ 17,375.00	\$ 168.45	\$ 5,179.15	\$ 12,195.85	\$ 12,195.85	29.81%
890-895-10-770-35	1% Public Art	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-895-10-770-71	Land-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

General Ledger Expense vs Budget

User: jDinubilo

Printed: 06/15/15 10:15:20

Period 08 - 08

Fiscal Year 2015

May 2015



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-895-10-770-73	Improvements-Legacy	\$ 142,457.00	\$ -	\$ -	\$ 142,457.00	\$ 142,457.00	0.00%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ 143,457.00	\$ -	\$ -	\$ 143,457.00	\$ 143,457.00	0.00%
890-895-10-676-10	Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E05	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-900-01	Contingency - Legacy	\$ 16,500.00	\$ -	\$ -	\$ 16,500.00	\$ 16,500.00	0.00%
E90	Contingency	\$ 16,500.00	\$ -	\$ -	\$ 16,500.00	\$ 16,500.00	0.00%
895	URA - Legacy Crossing	\$ 232,832.00	\$ 1,117.45	\$ 13,115.42	\$ 219,716.58	\$ 219,716.58	5.63%
899	Dept						
890-899-11-790-01	Bond Principal - Alturas	\$ 109,950.00	\$ -	\$ -	\$ 109,950.00	\$ 109,950.00	0.00%
890-899-11-791-01	Bond Interest-Alturas	\$ 5,225.00	\$ -	\$ -	\$ 5,225.00	\$ 5,225.00	0.00%
890-899-12-790-01	Bond Principal - Legacy	\$ 423,000.00	\$ -	\$ -	\$ 423,000.00	\$ 423,000.00	0.00%
890-899-12-791-01	Bond Interest - Legacy	\$ 19,490.00	\$ -	\$ 9,742.75	\$ 9,747.25	\$ 9,747.25	49.99%
E05	Debt Service	\$ 557,665.00	\$ -	\$ 9,742.75	\$ 547,922.25	\$ 547,922.25	1.75%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 47,349.00	\$ -	\$ -	\$ 47,349.00	\$ 47,349.00	0.00%
890-899-11-990-00	End Fund Bal Assigned-Alturas	\$ 786,840.00	\$ -	\$ -	\$ 786,840.00	\$ 786,840.00	0.00%
890-899-11-990-01	End Fund Bal Res-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 186,594.00	\$ -	\$ -	\$ 186,594.00	\$ 186,594.00	0.00%
890-899-12-990-01	End Fund Bal Res-Legacy	\$ 69,312.00	\$ -	\$ -	\$ 69,312.00	\$ 69,312.00	0.00%
E95	Ending Fund Balance	\$ 1,090,095.00	\$ -	\$ -	\$ 1,090,095.00	\$ 1,090,095.00	0.00%
899	Dept	\$ 1,647,760.00	\$ -	\$ 9,742.75	\$ 1,638,017.25	\$ 1,638,017.25	0.59%
890	Moscow Urban Renewal Agency	\$ 2,262,382.00	\$ 6,467.95	\$ 84,234.84	\$ 2,178,147.16	\$ 2,178,147.16	3.72%



Balance Sheet
May 31, 2015

	<u>Total Funds</u>
ASSETS	
Cash	5,484
Investments-LGIP	1,326,775
Investments-Zions Debt Reserve	42,606
Land Held For Resale	531,256
Land	505,803
Infrastructure Assets	1,186,207
Accumulated Depreciation	<u>(694,989)</u>
Total Assets	<u><u>2,903,142</u></u>
LIABILITIES	
Series 2007 Bond - due within one year	109,948
Series 2010 Bond - due within one year	24,000
Latah County payback agreement - due within one year	4,000
Series 2010 Bond - due after one year	399,000
Latah County payback agreement - due after one year	<u>110,537</u>
Total Liabilities	<u>647,485</u>
FUND BALANCES	
Net Assets Invest. Cap Assets	508,385
Restricted Fund Balance	159,483
Unrestricted Fund Balance	<u>1,310,192</u>
Total Fund Balance	<u>1,978,060</u>
Retained Earnings:	<u><u>277,597</u></u>
Total Fund Balance and Retained Earnings:	<u><u>2,255,657</u></u>
Total Liabilities, Fund Balance and Retained Earnings:	<u><u>\$2,903,142</u></u>

RESOLUTION NO. __-2015

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF MOSCOW, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF MOSCOW, IDAHO, AN URBAN RENEWAL AGENCY ORGANIZED UNDER THE LAWS OF THE STATE OF IDAHO, MAKING CERTAIN FINDINGS THAT REVENUES ARE SUFFICIENT TO COVER ALL ESTIMATED AGENCY EXPENSES FOR FUTURE YEARS FOR THE URBAN RENEWAL AREA AND REVENUE ALLOCATION AREA COMMONLY KNOWN AS THE ALTURAS TECHNOLOGY PARK URBAN RENEWAL PROJECT; ESTIMATING THE REMAINING PROJECT OBLIGATIONS AND COSTS; RECOMMENDING TO THE CITY COUNCIL THAT THE REVENUE ALLOCATION PROVISION FOR THE ALTURAS TECHNOLOGY PARK URBAN RENEWAL PROJECT BE TERMINATED; RECOMMENDING FURTHER THAT THE CITY COUNCIL PASS AN ORDINANCE TERMINATING THE REVENUE ALLOCATION PROVISION FOR THE ALTURAS TECHNOLOGY PARK URBAN RENEWAL PLAN AND RETURNING THE REVENUE ALLOCATION AREA TO THE REGULAR TAX ROLL EFFECTIVE TAX YEAR 2015; PROVIDING FOR THE PAYMENT OF DELINQUENT PROPERTY TAXES FOLLOWING TERMINATION; PROVIDING FOR PAYMENT OF CERTAIN EXPENSES FOR FISCAL YEARS 2016 AND BEYOND; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Urban Renewal Agency of the City of Moscow, Idaho (the “Agency”), an independent public body, corporate and politic, is an urban renewal agency created by and existing under the authority of and pursuant to the Idaho Urban Renewal Law of 1965, Idaho Code, Title 50, Chapter 20, as amended, and the Economic Development Act, Idaho Code, Title 50, Chapter 29, as amended (the “Law”);

WHEREAS the City Council of the City of Moscow, Idaho (the “City”), after notice duly published, conducted a public hearing on the City of Moscow, Idaho Research and Technology Park Urban Renewal/Competitively Disadvantaged Border Community Area Plan 1996 (the “Alturas Technology Park Plan”);

WHEREAS, following said public hearing, the City adopted its Ordinance No. 96-12 on July 1, 1996, approving the Alturas Technology Park Plan and making certain findings;

WHEREAS the City, after notice duly published, conducted a public hearing on the Second Amended and Restated City of Moscow, Idaho Research and Technology Park Urban Renewal/Disadvantaged Border Community Area Plan 2005 (the “Amended and Restated Alturas Technology Park Plan”);

WHEREAS, following said public hearing, the City adopted its Ordinance No. 2005-18 on June 20, 2005, approving the Amended and Restated Alturas Technology Park Plan and making certain findings;

RESOLUTION NO. __-2015

WHEREAS, the termination date for the revenue allocation area was set forth in the Amended and Restated Alturas Technology Park Plan, as December 31, 2015;

WHEREAS, the identified physical improvements and/or projects have been completed in the Amended and Restated Alturas Technology Park Plan;

WHEREAS, it appears there are remaining maintenance and marketing expenses related to the maintenance and sale of six building lots owned and held for sale/improvement by the Agency, ownership and sale as contemplated by the Amended and Restated Alturas Technology Park Plan, which will not be completed by the end of the Agency's current fiscal year ending September 30, 2015;

WHEREAS, most of the expenses from any remaining improvements to be completed under the Amended and Restated Alturas Technology Park Plan, are to be incurred and satisfied by the Agency's current fiscal year ending September 30, 2015, with the exception of the expenses of maintenance and marketing of the remaining six building lots owned by the Agency, which expenses will continue until such building lots are sold for private development. An estimate of the remaining project costs and other administrative fees and costs are set forth in the Termination Plan attached hereto as Exhibit A. A preliminary Termination Budget is attached hereto as Exhibit B;

WHEREAS, the Agency intends to receive current or delinquent property taxes due to the Agency that were levied for calendar year 2014, or earlier;

WHEREAS, the Agency will have sufficient funds on deposit for payment of all final project costs and administrative fees;

WHEREAS, the Agency has reviewed the remaining improvements and/or projects and based on projected revenues and expenses of the Amended and Restated Alturas Technology Park Plan, has determined there are sufficient funds for payment of all final improvement costs and Agency expenses and has further determined the revenue allocation area can be terminated early, on or before October 1, 2015;

WHEREAS, pursuant to Exhibit A, the Agency estimates a surplus will be available for distribution on or before September 30, 2016, and which will be included in the Agency's 2016 fiscal year budget;

WHEREAS, a copy of the boundary map and legal description of the revenue allocation area are attached hereto as Exhibit C and Exhibit D, respectively.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF MOSCOW, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

RESOLUTION NO. __-2015

Section 2: That the Termination Plan attached hereto as Exhibit A is hereby approved and adopted by the Agency Board.

Section 3: That the revenue allocation area contained in the Amended and Restated Alturas Technology Park Plan and as more particularly described in Exhibits C and D, shall be terminated on or before October 1, 2015, consistent with the termination provisions set forth in the Act, allowing certain taxing entities to use the 2015 estimated assessed values above the adjusted base assessment roll for the Amended and Restated Alturas Technology Park Plan, for their budgetary purposes, and further, those certain taxing entities may, for their budgetary purposes, take into account the difference between the increment value as of December 31, 2006, and the 2015 increment value for the Amended and Restated Alturas Technology Park Plan, which difference shall be added to the 2015 new construction roll, pursuant to section 63-301A(3)(g), Idaho Code.

Section 4: That the Agency does not intend to take revenue allocation funds in calendar year 2016, generated from the 2015 assessed values, and the allocation of revenues under section 50-2908, Idaho Code, shall cease effective January 1, 2016.

Section 5: That all financial obligations have been provided for, and the outstanding obligations, if any, will be paid in full on or before September 30, 2015.

Section 6: That any current or delinquent property taxes due to the Agency that were levied for calendar year 2014, or earlier, whenever collected, shall be paid to the Agency;

Section 7: That any surplus will be distributed prior to the end of the Agency's 2016 fiscal year on or before September 30, 2016. Any surplus funds will be remitted to the Latah County Treasurer to be distributed to the taxing districts in the same manner and proportion as the most recent distribution to the taxing districts of the taxes on the taxable property located within the revenue allocation area. *See* I.C. 50-2909(4). Further, any other remaining funds in subsequent fiscal years received by the Agency from delinquent taxes after September 30, 2015, shall be disbursed in the same manner each fiscal year less any funds necessary for administrative expenses.

Section 8: That the Agency does hereby request that the Moscow City Council, pursuant to 50-2903(5), Idaho Code, adopt an Ordinance providing for the termination of the revenue allocation area in the Amended and Restated Alturas Technology Park Plan, to be effective on or before September 30, 2015, and declare that the tax year 2015 revenues from the increment value as levied upon within the revenue allocation area are not needed for the payment of any Agency indebtedness or Agency projects to be completed before September 30, 2015, and should flow to the respective taxing districts pursuant to Idaho law.

Section 9: That a copy of this Resolution be sent to the Latah County Assessor's Office, the County Auditor/Recorder (together with a boundary map) and the Idaho State Tax Commission to provide notice of termination of the revenue allocation area in the Amended and Restated Alturas Technology Park Plan, as amended.

Section 10: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Urban Renewal Agency of the City of Moscow, Idaho, on _____, 2015. Signed by the Chair of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on this ____ day of _____ 2015.

APPROVED;

By: _____
John McCabe, Chair

ATTEST:

By: _____
Secretary

DRAFT

EXHIBIT A

URBAN RENEWAL AGENCY OF THE CITY OF MOSCOW, IDAHO TERMINATION PLAN FOR THE REVENUE ALLOCATION AREA SET FORTH IN THE CITY OF MOSCOW, IDAHO RESEARCH AND TECHNOLOGY PARK URBAN RENEWAL/COMPETITIVELY DISADVANTAGED BORDER COMMUNITY AREA PLAN 1996, AS AMENDED AND RESTATED IN 2005 BY THE SECOND AMENDED AND RESTATED CITY OF MOSCOW, IDAHO RESEARCH AND TECHNOLOGY PARK URBAN RENEWAL/DISADVANTAGED BORDER COMMUNITY AREA PLAN 2005.

The Moscow City Urban Renewal Agency (the "Agency") intends to terminate the revenue allocation area adopted at the time of the original adoption of the City of Moscow, Idaho Research and Technology Park Urban Renewal/Competitively Disadvantaged Border Community Area Plan 1996, as amended and restated in 2005 by the Second Amended and Restated City of Moscow, Idaho Research and Technology Park Urban Renewal/Disadvantaged Border Community Area Plan 2005. Urban Renewal Plan for the Alturas Technology Park Project Area in the city of Moscow, effective retroactively to January 1, 1996, and currently referred to as the Alturas Technology Park Urban Renewal Plan (the "Plan"). The termination date for the revenue allocation area was set forth in the Plan as December 31, 2015; however, the Agency has reviewed the projected revenues and expenses of the Plan and has determined the revenue allocation area can be terminated early, by October 1, 2015, effective retroactively to January 1, 2015, as it relates to assessed values within the revenue allocation area. As a result, the Agency does not intend to take revenue allocation funds in calendar year 2016, generated from the 2015 assessed values, and the allocation of revenues under section 50-2908, Idaho Code, shall cease effective January 1, 2016. The Agency will continue to receive revenue allocation funds from delinquency tax payments in calendar year 2016 and beyond, generated from the 2014 assessed values, or earlier, and the tax payment due in July 2015, from 2014 assessed values.

The Agency expects most of the expenses from any remaining improvements to be completed under the Plan to be incurred and satisfied by the Agency's current fiscal year ending September 30, 2015, with the exception of expenses related to the maintenance and marketing of the remaining six building lots owned by the Moscow Urban Renewal Agency located in Alturas Technology Park. Additionally, there are administrative fees and costs due to termination that will be incurred during the Agency's next fiscal year. An estimate of the remaining expenses for maintenance, marketing and administrative fees and costs, including contingency is \$135,325.00. The Agency will have sufficient funds on deposit for payment of all anticipated final expenses, including any cost overruns, and administrative fees.

At this point, the Agency is anticipating there will be a surplus to be distributed prior to the end of the Agency's 2015-2016 fiscal year, September 30, 2016. An estimate of the total surplus funds to be available for distribution on or before September 30, 2016, is \$767,044.00. Any available funds will be remitted to the Latah County Treasurer to be distributed to the Latah County taxing districts in the same manner and proportion as the most recent distribution to the taxing districts of the taxes on the taxable property located within the revenue allocation area.

EXHIBIT B

Moscow Urban Renewal Agency			
Alturas Technology Park Urban Renewal District			
FY2016 District Termination Budget			
REVENUES			
Beginning Fund Balance Assigned		\$	902,369
Tax Increment Revenue		\$	-
Total Revenues		\$	902,369
EXPENDITURES			
Current			
Professional Services		\$	10,000
Advertising and Marketing		\$	4,000
Repairs and Maintenance		\$	5,000
Other Administrative Expenses		\$	31,325
Debt Service			
Principal Retirement		\$	-
Interest		\$	-
Capital Outlay			
Improvements		\$	-
Contingency		\$	40,000
Total Expenditures		\$	90,325
FUND BALANCES			
Ending Fund Balance Restricted*		\$	45,000
		\$	45,000
UNALLOCATED RESIDUAL INCREMENT		\$	767,044
*Ending fund balance restricted represents five years of anticipated maintenance (\$5,000 annually) and marketing (\$4,000 annually) service expenses for the remaining 6 Agency owned lots within Alturas Technology Park. Any unutilized funds will be distributed to the taxing districts upon sale of the lots.			

EXHIBIT C

BOUNDARY MAP OF THE TERMINATING REVENUE ALLOCATION AREA

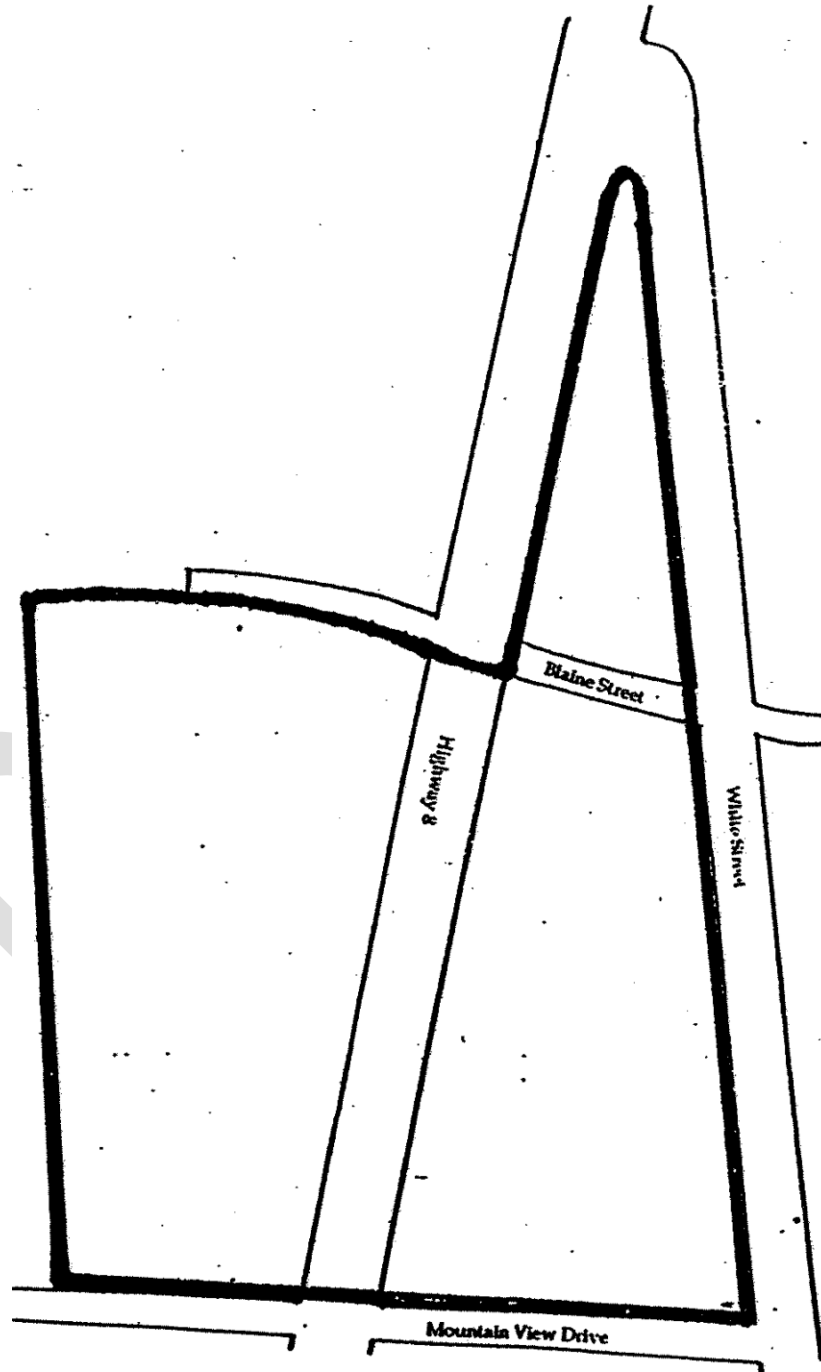


EXHIBIT D

LEGAL DESCRIPTION OF THE TERMINATING REVENUE ALLOCATION AREA

A parcel of land located in the southeast quarter of Section 17, Township 39 North, Range 5 West, Boise Meridian, Latah County, Idaho, and being more particularly described as follows:

Beginning at the southeast corner of said southeast quarter of Section 17; thence N0°53'45"E 969.03 feet along the east line of said southeast quarter to the TRUE POINT OF BEGINNING; thence N89°06'15"W 321.63 feet; thence westerly 308.18 feet, along a curve concave to the north, said curve having a radius of 1441.41 feet, a central angle of 12°15'00", and a chord bearing N82°58'45"W 307.59 feet; thence N76°51'15"W 178.16 feet; thence westerly 139.00 feet along a curve concave to the south, said curve having a radius of 744.05 feet, a central angle of 10°42'14", and a chord bearing N82°12'22"W 138.80 feet; thence S02°26'31"W 30.00 feet radially from said curve; thence westerly 147.01 feet along a curve concave to the south, said curve having a radius of 714.05 feet, a central angle of 11°47'46", and a chord bearing S86°32'38"W 146.75 feet; thence S80°38'45"W 392.99 feet to a point on the easterly right-of-way line of Blaine Street extended; thence N09°22'25"W 280.01 feet along said extended right-of-way line to the southeast corner of the Indian Hills Fourth Addition to the City of Moscow as shown on Instrument No.389444 on file with the Recorder's office of said Latah County; thence continuing N09°22'25"W 190.90 feet along the easterly right-of-way line of Blaine Street; thence northerly 299.50 feet along said right-of-way line and along a curve concave to the east, said curve having a radius of 547.95 feet, a central angle of 31°19'00", and a chord bearing N06°17'05"E 295.78 feet; thence N21°56'35"E 132.40 feet along said right-of-way line to the south right-of-way line of Travois Way as shown on said plat; thence N23°05'39"E 60.00 feet along said Blaine Street right-of-way line to a point on the northerly right-of-way line of said Travois Way; thence N23°05'39"E 190.63 feet to the intersection point of the northerly right-of-way line of State Highway 8 and the easterly right-of-way line of Blaine Street; thence N66°54'15"W 1329.30 feet along said northerly highway right-of-way line to the southwest corner of Lot 9, Block 1 of the Arrowhead Addition No.1 to the City of Moscow as shown on the recorded plat thereof, said point also being on the southerly right-of-way line of White Avenue; thence northeasterly along said White Avenue right-of-way line, along a curve concave to the southeast, said curve having a radius of 160.00 feet, a central angle of 47°23'08", and a chord bearing N67°07'36"E 128.59 feet; thence S89°10'50"E 2464.23 feet along said southerly right-of-way line to the westerly right-of-way line of Mountain View Road; thence S0°53'45"W 1302.07 feet along said westerly right-of-way line of Mountain View Road, said right-of-way line being parallel to and 36.00 feet westerly of (as measured perpendicularly) the easterly line of said Section 17, to a point on the southerly right-of-way line of the Burlington Northern Railroad; thence southeasterly 37.40 feet along said railroad right-of-way line, along a curve concave to the northeast, said curve having a radius of 1954.88 feet, a central angle of 01°05'46", and a chord bearing S73°22'13"E 37.40 feet to the point of intersection with said easterly line of Section 17; thence S0°53'45"W 334.86 feet along said easterly line to the TRUE POINT OF BEGINNING.

Said parcel contains 62.1 acres, more or less.



Bylaws of the Moscow Urban Renewal Agency

As approved by the MURA Commissioners on January 27, 2010

Article I: Purpose

Section 1. The purpose of the Moscow Urban Renewal Agency is to promote and support projects within the urban renewal districts that achieve sustainable economic growth, vitality and which enhance the community.

Section 2. The Agency will exercise the powers and authority, and assume the responsibilities delegated to it, according to the provisions of Chapters 20 & 29, Section 50 of the Idaho Code, as amended.

Article II: Commission Membership

Section 1. The Moscow Urban Renewal Agency is comprised of seven Commissioners appointed by the Mayor, and confirmed by the City Council, with terms as specified by the Mayor, as authorized by Moscow City Council Resolution 2008-17.

Section 2. Commission vacancies are filled by appointment of the Mayor, with confirmation by the City Council, and filled for the remainder of the unexpired term.

Article III: Commission Officers

Section 1. The officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. The Chairperson, Vice-Chairperson and Secretary shall be members of the Commission; the Treasurer office may be filled by Commissioners or by staff appointments made by the Commission.

Section 2. Officer terms shall be for one year. Elections will be held at the Agency's first January meeting, with appointments made at that meeting or the following meeting.

Section 3. The Chairperson shall preside over Agency meetings, and shall execute all Agency deeds, bonds, contracts, accounts payable and other legal documents as authorized by the Commission. The Chairperson shall have the power to vote on any matter under consideration by the Commission.

Section 4. The Vice Chairperson shall perform all duties in the absence of the Chairperson. Duties of the Secretary and the Treasurer may vary, as directed by the Commission.

Article IV: Committees

Section 1. An Executive Committee shall be comprised of the Chairperson, the Vice Chairperson and the Secretary, whose collective responsibilities shall include but not be limited to, the selection, direction and evaluation of Agency staff and support providers.

Section 2. Standing Committees of the Agency shall include the following:

- a. Finance Committee: Membership to be comprised of two Commissioners and three Community members, whose names shall be forwarded to the Agency by the Chairperson and confirmed by the Agency as a whole.
- b. Marketing Committee: Membership to be comprised of two Commissioners and three Community members, whose names shall be forwarded to the Agency by the Chairperson and confirmed by the Agency as a whole.
- c. Governmental Relations Committee: Membership to be comprised of three Commissioners and two Community members, whose names shall be forwarded to the Agency by the Chairperson and confirmed by the Agency as a whole.

Section 3. Other Committees shall be convened as needed, with duties, members and duration guided by the Commission and directed through the Chairperson.

Section 4. All standing committee meetings, or other committee meetings that make recommendations to the Agency, shall comply with the public notice and proceedings requirements of Article V of these bylaws.

Article V: Meetings

Section 1. One regular meeting per month will be held each month at a day and time as determined by the Commission.

Section 2. Special meetings may be called by the Chairperson or at the request of a majority of the Commission.

Section 3. Public Notice in compliance with Idaho's Open Public Meeting Law shall be required for all regular, special, and committee meetings.

Section 4. A quorum for the transaction of business at any regular or special meeting shall consist of four Commission members.

Section 5. Proceedings will comply with Idaho's Open Meeting Law, and will generally be guided by the customary parliamentary rules, such as Roberts Rules of Order Newly Revised.

Section 6. The order of business for regular meetings shall be at the discretion of the Chairperson.

Article VI: Staff

Section 1. The Agency may employ an Executive Director as its primary staff. The Executive Director shall have a specific job description, goals which are adjusted as needed, and performance standards which are reviewed regularly. Direct management of the Executive Director shall be provided by the Agency's Executive Committee working with and through the City Supervisor. Performance evaluation of the Executive Director shall be provided by the City Supervisor utilizing input and direction from the Executive Committee.

Section 2. City staff may be asked to provide services to the Agency from time to time. Such services will be requested by and coordinated through the Agency's Executive Director. Reimbursement will be made to the City as set forth in the most current Agreement for Services between the City of Moscow and the Moscow Urban Renewal Agency.

Section 3. Other services, such as, professional services, liability insurance, website hosting, audits, and legal counsel, shall be utilized as needed by the Agency. When required by any adopted Agency policy, the scope of such service agreements shall be in writing, authorized by the signature of the Chairperson, and implemented under the oversight of the Agency's Executive Director.

These bylaws may be repealed, amended or new bylaws adopted at any regular or special meeting for such purpose of the Board of Commissioners by a majority vote of all members of said Board.

We, the undersigned, representing all of the members of the Board of Commissioners of the Moscow Urban Renewal Agency, do hereby certify that the foregoing bylaws were duly adopted as the bylaws of said Agency on the 27th day of January, 2010.

John McCabe, Chairperson

Tom Lamar, Vice-Chairperson

I, the undersigned, Secretary of the Moscow Urban Renewal Agency, hereby certify that the foregoing bylaws were duly adopted as the bylaws of said Agency on the 27th day of January, 2010.

Steven McGeehan, Secretary

**By-laws of the
Moscow Urban Renewal Agency**

As approved by the MURA Commissioners September 24, 2008

Article I: Purpose

Section 1. The purpose of the Moscow Urban Renewal Agency is to promote and support projects within the urban renewal districts which achieve sustainable economic growth, vitality and community enhancement.

Section 2. The Agency will exercise the powers and authority, and assume the responsibilities delegated to it, according to the provisions of Chapters 20 & 29, Section 50 of the Idaho Code.

Article II: Commission Membership

Section 1. The Moscow Urban Renewal Agency is comprised of seven Commissioners appointed by the Mayor, and confirmed by the City Council, with terms as specified by the Mayor, as authorized by Moscow City Council Resolution 2008-17.

Section 2. Commission vacancies are filled by appointment of the Mayor, with confirmation by the City Council, and filled for the remainder of the unexpired term.

Article III: Commission Officers

Section 1. The officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. The Chairperson, Vice Chairperson and Secretary shall be members of the Commission; the Treasurer office may be filled by Commissioners or by staff appointments made by the Commission.

Section 2. Officer terms shall be for one year. Elections will be held at the Agency's first January meeting, with appointments made at that meeting or the following meeting.

Section 3. The Chairperson shall preside over Agency meetings, and shall execute all Agency deeds, bonds, contracts and other legal documents as authorized by the Commission. The Chairperson shall have the power to vote on any matter under consideration by the Commission.

Section 4. The Vice Chairperson shall perform all duties in the absence of the Chairperson. Duties of the Secretary and the Treasurer may vary, as directed by the Commission.

Article IV: Committees

Section 1. An Executive Committee shall be comprised of the Chairperson, the Vice Chairperson and the Secretary, whose collective responsibilities shall include but not be limited to, the selection, direction and evaluation of Agency staff and support providers.

Section 2. Standing Committees of the Agency shall include the following:

- a. Finance Committee: Membership to be comprised of two Commissioners and three Community members, whose names shall be forwarded to the Agency by the Chairperson and confirmed by the Agency as a whole.
- b. Marketing Committee: Membership to be comprised of two Commissioners and three Community members, whose names shall be forwarded to the Agency by the Chairperson and confirmed by the Agency as a whole.
- c. Governmental Relations Committee: Membership to be comprised of three Commissioners and two Community members, whose names shall be forwarded to the Agency by the Chairperson and confirmed by the Agency as a whole.

Section 3. Other Committees shall be convened as needed, with duties, members and duration guided by the Commission and directed through the Chairperson.

Article V: Meetings

Section 1. Two regular meetings per month will be held, on the second and fourth Wednesdays at 7:00 AM, at Moscow City Hall.

Section 2. Special meetings may be called by the Chairperson or at the request of a majority of the Commission. Notice stating the time, place and purpose of any special meeting shall be given to each Commission member at least two days in advance of the meeting. No business other than that stated in the notice shall be transacted at the special meeting.

Section 3. A quorum for the transaction of business at any meeting shall consist of four Commission members.

Section 4. Proceedings will comply with Idaho's Open Meeting Law, and will generally be guided by the customary parliamentary rules, such as Roberts Rules of Order Newly Revised.

Section 5. The order of business for regular meetings shall be at the discretion of the Chairperson.

Article VI: Staff

Section 1. The Agency may employ an Executive Director as its primary staff. The Executive Director shall have a specific job description, goals which are adjusted as needed, and performance standards which are reviewed regularly. Direct management of the Executive Director shall be provided by the Agency's Executive Committee working with and through the City Supervisor. Performance evaluation of the Executive Director shall be provided by the City Supervisor utilizing input and direction from the Executive Committee.

Section 2. City staff may be asked to provide services to the Agency from time to time. Such services will be requested by and coordinated through the Agency's Executive Director. Reimbursement will be made to the City as agreed in an annual contract negotiated with the City Supervisor.

Section 3. Other services, such as audits, consulting, liability insurance, website hosting, and legal counsel, shall be utilized as needed by the Agency. The scope of such service agreements shall be in writing, authorized by the signature of the Chairperson, and implemented under the oversight of the Agency's Executive Director.

MOSCOW



Building a Brighter Future for Moscow

MOSCOW
URBAN RENEWAL AGENCY
206 E THIRD STREET
MOSCOW ID 83843

Pat Raffee
Interim Executive Director

Jen Piffner
Assistant to the City Supervisor

Phone: 208-883-7123
Fax: 208-883-7018
E-mail: jpiffner@ci.moscow.id.us
Web: www.ci.moscow.id.us/ura

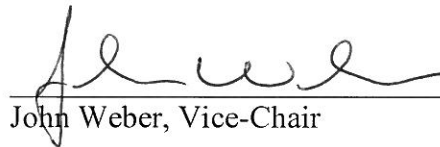
BOARD

John McCabe, Chair
John Weber, Vice Chair
Robin Woods, Secretary
Brandy Sullivan, Member
Steve Drown, Member
Jack Nelson, Member
Tom Lamar, Member


These bylaws may be repealed, amended or new bylaws adopted at any regular or special meeting for such purpose of the Board of Commissioners by a majority vote of all members of said Board.

We, the undersigned, representing all of the members of the Board of Commissioners of the Moscow Urban Renewal Agency, do hereby certify that the following bylaws were duly adopted as the bylaws of said Agency on the 24th day of September, 2008.


John McCabe, Chairperson


John Weber, Vice-Chair

I, the undersigned, Secretary of the Moscow Urban Renewal Agency, hereby certify that the following bylaws were duly adopted as the bylaws of said Agency on the 24th day of September, 2008.


Robin Woods, Secretary



Minutes: January 27, 2010, 7:00 a.m.

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

Commissioner McCabe called the Moscow Urban Renewal Agency meeting to order at 7:05 a.m. Wednesday, the 27th of January, 2009 in the City of Moscow Council Chambers.

Attendance:

Commission Members	Staff Present	Others Present
John McCabe, Chair	Travis Cary, MURA Executive Director	
Jack Nelson	Vim Braak, Intern	
Steve McGeehan	Don Palmer, Treasurer	
Steve Drown	Stephanie Kalasz, City Clerk	

Absent: Tom Lamar, Brandy Sullivan

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.

- Minutes from December 9, 2009 Meeting
- November Financials
- December Payables
- December Financials

Nelson moved McGeehan seconded approval of the consent agenda. Motion carried unanimously.

2. Public Comment for items *not on agenda*: 3 minute limit – No public comment was offered.
3. Announcements (including conflict of interest disclosures if any) – No announcements were given.
4. Officer Elections

Actions Required: Nomination, election and appointment of Commission Officers to include Chair, Vice-Chair, Secretary, and Treasurer.

Cary explained that this is required in the by-laws that at the first meeting in January, officers must be elected. Nelson moved to nominate the existing Board and Tom Lamar as Vice Chair. Drown seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Revised By-Laws

Action Required: Motion regarding adoption of revised by-laws.

Cary explained that the By-Laws are included in the packet with suggested changes. He went through the document and discussed the changes that are proposed. The Board recommended approval of the By-law changes. Drown moved to adopt the By-laws as revised and McGeehan seconded the motion. Motion carried unanimously.

6. Committee Appointments

Action Required: Appoint and/or reassign Committee positions.

Cary explained the duty of each URA committee and how often they meet. He said the committees will meet only to work on specific projects. He has not heard about the appointment of anyone to the vacant position on the URA Board. McCabe said that in the past the County Commissioner and City Council members have been on the Legislative Committee because they are in the position of knowing more than others. Nelson discussed having a conflict of interest because county government may be on the opposite side of city government on URA legislation. Cary said it makes sense to know what the county position is on the issue. The purpose of the legislation is to attempt to resolve some of the issues that currently exist with urban renewal agencies. There is a good mix of citizens and officials on Moscow's URA. McGeehan said he would serve on the Finance Committee and the other Board members will remain on the committees where they are currently. Drown moved to add McGeehan to the Finance Committee and Nelson seconded the motion. Motion carried unanimously.

7. Thompson Note Payment Authorization

Action Required: Motion to authorize regularly scheduled annual payment on Thompson Note.

Cary said this item is the regularly scheduled payment for the Thompson note which is due February 1st. Nelson moved and Drown seconded approval of the payment on the Thompson note. Motion carried unanimously.

8. Executive Director Report

a. Alturas Lot Sales Update – Cary said he met with Biketronics last week and the owner is still concerned and cautious about the national economic situation and isn't willing to move forward but doesn't want to let it go either. Cary said the business grew again last year and the owner is still working on a design. There was an idea of a multi-tenant facility. The Department of Commerce and CEDA don't want to move forward with the project if there is a private project as well. But given the current circumstances, it might be worth moving forward with Biketronics being the anchor tenant. He discussed grant possibilities. He will meet with the Department of Commerce this afternoon. Biketronics is interested in partnering with other companies. Nelson asked where Biketronics is now and was told that it is a light industrial building in the Robinson Development. Cary said he did a little marketing with a company that helps relocate companies out of California but he hasn't received much information. He has gotten responses from a similar company in San Diego as well. The economy is very slow and commercial credit is difficult.

Cary said he did an interview with EMSI last week because he wants to do an article on them and their spinoff company. They are bringing in money from outside of the state which is good. Drown asked if EMSI is doing business globally and was told yes. Cary said the international work is focusing on employment issues in rapidly growing companies. Drown said growth occurs where you are innovative. That type of business will do well in Moscow. Cary said a business like EMSI can locate wherever they want. The main impediment is air travel.

b. Legacy Crossing Projects Updates – Cary said there are several potential projects in Legacy Crossing. One of the most likely is quite large and involves the University. However the project is not moving forward as fast as we might like. There is difficulty with commercial tenant commitments and financing. The price on the Dumas Seed site has been going down. The current owner, Sustainable Timbers, has dissolved their business and is just selling the property. There is a pending sale on the property at the corner of 6th and Jackson. That sight is of interest to the URA for the Hello Walk. He is unsure who the purchaser is but he was told that it has something to do with food services. The Anderson Group has not been contacted yet but will let him know if they are. Drown confirmed that all the URA can do is provide incentives for the property to be developed a certain way. Cary said that is correct. The URA doesn't have control over land use. The City's overlay project is moving forward and may restrict zoning in some areas. There may not be any specific land use regulations. It will depend on what is approved by the City Council. Many of the design elements are desirable for developers. Cary said the Planning and Zoning Commission will be reviewing the rezone project in the southern part of Legacy Crossing that would become Motor Business. The Community Development Department is pursuing rezoning along the Troy Highway to be made more compatible with properties in the area. Cary said Braak has finished is work on Alturas and will be addressing properties in Legacy Crossing to determine which parcels are providing the most increment which will assist with increment projections.

c. URA Legislation Update – Cary said changes to the URA rules are being considered. He said Riedner is at the Association of Idaho Cities meeting at the Legislature this week and will gather more information. Information is getting out on the draft and comments are now coming in for or against the changes. He isn't sure when it will be considered by the Legislature.

d. URA Association Update – Cary said he spoke to others about having a meeting between all of the URAs in the state. It is a bit of a chore to get everyone in one group but it might make things more efficient. The Idaho Economic Development Association may have a sub-committee to address URA issues. He will keep the Board posted on the issue.

9. Adjournment – There being no further business, the meeting adjourned at 8:00 a.m.