



Meeting Minutes: December 20, 2018, 7:00 a.m.

City of Moscow Council Chambers • 206 E 3<sup>rd</sup> Street • Moscow, ID 83843

Commissioners Present	Commissioners Absent	Also in Attendance
Brandy Sullivan, Vice Chair	Steve McGeehan	Bill Belknap, Executive Director
Steve Drown	Art Bettge	Anne Peterson, Clerk
Dave McGraw	Trent Bice	Brittany Gunderson, Treasurer
Ron Smith		

Sullivan called the meeting to order at 7:00 a.m. and announced that Item #6 would be deferred to a future meeting.

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 November 15, 2018*

*B. November 2018 Financials and Payables*

McGraw moved approval, seconded by Smith. Motion carried.

2. **Public Comment for items *not on agenda*:** Three minute limit

Victoria Seever, 121 N Lilly, reiterated her opposition to student apartment units on the 6<sup>th</sup> & Jackson property.

Garrett Thompson, 1024 Pine Crest Rd, wished the Board members happy holidays and strongly urged them to think about the word "collaboration" in the upcoming year.

3. **FY2018 Year End Financial Report – Brittany Gunderson**

*The Treasurer will provide a preliminary year-end financial report for the recently concluded 2018 fiscal year. ACTION: Receive report.*

Gunderson reported the FY18 audit is underway but the audited financial statements aren't expected for a couple months so she provided a broad overview. (Attached) Favorable variances were seen in general fund expenditures and revenue. The unexpected overage in professional services expense for the Legacy Crossing Fund was largely from the floodplain study. From the audience, Thompson suggested increasing the Legacy Crossing advertising budget and recommended ads in the regional airline magazine or something similar to attract outside investors. Sullivan asked if Palouse Commercial would be providing a report on their efforts to market 6<sup>th</sup> & Jackson. Belknap said the lot has been marketed broadly and all the contacts he was aware of have said the parcel is too small for their purposes. He pointed out that since the Agency doesn't own anything within Legacy besides that parcel and no other parcels within the District are on the market, he didn't see anything the Agency could propose as development opportunity. He agreed that promotion of the region is a good idea and offered to explore coordination with the City, Chamber, PEP, University, et al. McGraw said if it becomes obvious that no private party is ever going to be able to develop the parcel, is there a point when the Agency should shift gears with that parcel. Belknap stated there are any number of public projects that could be done there, but said he knows of three entities planning to submit in response to the current RFP which closes tomorrow at 5pm. Drown continues to believe there are creative options out there.

#### **4. Alturas Lot Sale RFP Report – Bill Belknap**

*Staff will provide a report on the current Alturas lot sale RFP process.*

*ACTION: Received report.*

Belknap reminded the Board that two of the six lots are currently under an ENA with Shane and Janet Needham, and that since the last meeting he had received an inquiry about the remaining four lots. Another RFP was issued with a submission deadline of January 11, 2019, after which Belknap will report back to the Agency.

#### **5. Strategic Plan Update Review (A) - Bill Belknap**

*In 2017 the Board adopted the current strategic plan intended to establish goals and objectives and guide and direct the activities of the Agency. It was anticipated that the plan would be updated on a biennial basis. Staff would like to begin the discussion regarding the 2019 plan update with the Board.*

*ACTION: Discuss the anticipated 2019 Strategic Plan update and provide Staff with direction as deemed appropriate.*

Belknap reported the goals adopted in 2017 are all either complete or ongoing, with the exception of a new South Moscow district which is currently in progress awaiting the right time for further action. Belknap presented the following suggested two-year objectives and actions/strategies:

#### **General Agency**

##### Objectives:

- Ensure public access to information related to the activities of the Agency to promote transparency and public awareness
- Conduct biennial joint meetings with partner entities to increase communication, cooperation and coordination
- Continue to explore the creation of a new urban renewal district to assist with the City's desire to facilitate future industrial development in South Moscow

##### Actions/Strategies:

- Maintain the Agency's website to provide current and accurate information regarding Agency activities and community investment
- Maintain the electronic records center repository for all Agency records to provide public access and transparency of Agency activities
- Maintain the Agency's five-year strategic and capital improvement plan to organize Agency activities, document Agency public investments, and communicate them to the public
- Conduct a joint meeting with the Moscow City Council by August 31, 2021

#### **Legacy Crossing**

##### Objectives:

- Complete the disposition and development of the Sixth and Jackson property
- Support the continued redevelopment of brownfield sites within the District
- Assist in the development of a plan for the repair and replacement of the deteriorating infrastructure on Main Street

#### Actions/Strategies:

- Complete the exclusive negotiation process and execute a Disposition and Development Agreement of the Sixth and Jackson property by July 1, 2019
- Identify and inventory public infrastructure improvements intended to support the redevelopment of brownfield sites by August 1, 2019
- Assist with the development of a streetscape improvement plan for Main Street in the downtown area by June 1, 2020

### **Alturas**

#### Objectives:

- Maintain real estate marketing and listing services to market and promote the sale of Alturas Lots
- Collaborate with regional and state economic development organizations to identify and promote development opportunities for Alturas Technology Park

#### Actions/Strategies:

- Complete an assessment of the current Phase II private restrictive covenants and restrictions with existing Phase II property owners to identify opportunities to expand appropriate allowable uses by October 1, 2019
- Collaborate with the newly formed Partnership for Economic Prosperity (PEP) economic development organization to develop a strategy to market and recruit appropriate businesses to Alturas Technology Park by July 1, 2019

Belknap suggested a discussion of updates to the capital improvement plan should come next. Sullivan and Drown both commented on the importance of doing something to bring all the partner agencies together to discuss the "big picture."

### **6. South District Development Review (A) – Bill Belknap**

*The establishment of a new South Moscow Urban Renewal District has been identified as a priority project by both the Moscow City Council and the Board. Staff will provide an overview of the district development steps and anticipated schedule to complete the formation process.*

*ACTION: Receive report and provide direction as deemed appropriate.*

Item deferred.

### **7. Upcoming January Meeting Schedule (A) – Bill Belknap**

*The first regularly scheduled meeting of the Agency falls on January 3<sup>rd</sup> next year. That meeting date is very close to the New Year's Holiday period and therefore staff is recommending that the Board cancel the January 3<sup>rd</sup> meeting. The next regularly scheduled meeting date would be on January 17<sup>th</sup>.*

*ACTION: Approve the cancellation of the January 3, 2019 meeting; or take other action as deemed appropriate.*

Board members concurred.

### **8. General Agency Updates – Bill Belknap**

- Legacy Crossing
  - Continuing discussions with Noel Blum regarding the Dumas site frontage, roadway surfaces, and pedestrian easement to Otness Park.
  - Working with Idaho Central Credit Union and the utility companies regarding improvements near the former Nissan dealership building.

- General Agency Business
  - Belknap reported on upcoming construction at the former Jack in the Box site, which will leave an additional lot facing A Street open for future development.
  - Drown asked for an update on the Opportunity Zone census tracts and what that designation does for Moscow. Belknap reviewed the geographic areas selected and explained the tax savings/deferral available to private developers. He added that the same census tracts are also eligible for New Market Tax Credits. Belknap said the guidelines are still being developed at the federal level but the City has begun receiving inquiries from multiple developers.

The meeting adjourned at 8:06 AM.

  
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Steve McGeehan, Agency Chair

1-17-19  
\_\_\_\_\_  
Date



## General Fund

### Sources and Uses Budget to Actual Statement

	2018	2018	Budget vs. Actual
	Budget	Actual	Positive (Negative)
Sources			
Revenue	\$ 1,000	\$ 7,113	\$ 6,113
Transfers In	65,391	61,147	(4,244)
<b>Total Sources</b>	<b>\$ 66,391</b>	<b>\$ 68,260</b>	<b>\$ 1,869</b>
Uses			
Expenditures	\$ 69,891	\$ 61,147	\$ 8,744
Transfers Out	-	-	-
<b>Total Uses</b>	<b>\$ 69,891</b>	<b>\$ 61,147</b>	<b>\$ 8,744</b>
Total Excess (Deficiency) of Sources Over Uses	(3,500)	7,113	10,613
Beginning Fund Balance	48,581	57,388	8,807
<b>Ending Fund Balance</b>	<b>\$ 45,081</b>	<b>\$ 64,501</b>	<b>\$ 19,420</b>

## General Fund

	2018	2018	Budget vs. Actual
	Budget	Actual	Positive (Negative)
<b>General Agency Revenues</b>			
Investment Earnings	\$ 1,000	\$ 7,113	\$ 6,113
Transfer In: Legacy	65,391	61,147	(4,244)
<b>Total General Agency Revenues</b>	<b>\$ 66,391</b>	<b>\$ 68,260</b>	<b>\$ 1,869</b>
<b>General Agency Expenditures</b>			
Postage Expense	\$ 100	\$ -	\$ 100
Printing and Binding	400	-	400
Administrative Services	47,741	47,741	-
Professional Services - Other	6,000	2,350	3,650
Professional Services - Auditing	5,000	4,800	200
Professional Services - Computer	1,000	300	700
Advertising & Marketing Expense	1,000	783	217
Alturas Marketing/Maintenance	4,500	3,529	971
Travel & Meetings	1,000	-	1,000
Professional Development	1,000	-	1,000
Liability Insurance	1,650	1,507	143
Miscellaneous Expense	500	137	363
<b>Total General Agency Expenditures</b>	<b>\$ 69,891</b>	<b>\$ 61,147</b>	<b>\$ 8,744</b>
<b>Total General Agency Revenues Over (Under) Expenditures</b>	<b>\$ (3,500)</b>	<b>\$ 7,113</b>	<b>\$ 10,613</b>



## Legacy Crossing Fund

### Sources and Uses Budget to Actual Statement

	2018	2018	Budget vs. Actual
	Budget	Actual	Positive (Negative)
Sources			
Revenue	\$ 228,980	\$ 228,436	\$ (544)
Transfers In	-	-	-
<b>Total Sources</b>	<b>\$ 228,980</b>	<b>\$ 228,436</b>	<b>\$ (544)</b>
Uses			
Expenditures	\$ 57,635	\$ 262,267	\$ (204,632)
Transfers Out	297,701	61,147	236,554
<b>Total Uses</b>	<b>\$ 355,336</b>	<b>\$ 323,414</b>	<b>\$ 31,922</b>
Total Excess (Deficiency) of Sources Over Uses	(126,356)	(94,978)	31,378
Beginning Fund Balance	149,746	419,321	269,575
<b>Ending Fund Balance</b>	<b>\$ 23,390</b>	<b>\$ 324,343</b>	<b>\$ 300,953</b>



## Legacy Crossing Fund

	2018	2018	Budget vs. Actual
Legacy Crossing Revenues	Budget	Actual	Positive (Negative)
Property Taxes-Legacy	\$ 228,980	\$ 228,176	\$ (804)
Investment Earnings - Legacy	-	260	260
<b>Total Legacy Crossing Revenues</b>	<b>228,980</b>	<b>228,436</b>	<b>(544)</b>
<b>Legacy Crossing Expenditures</b>			
Professional Services	\$ 10,000	\$ 32,573	(22,573)
Advertising & Marketing Expense	2,000	1,665	335
Travel & Meetings	1,000	-	1,000
Heat, Lights & Utilities	2,000	2,942	(942)
Development Participation	-	112,254	(112,254)
Miscellaneous Expense	1,000	423	577
Fiscal Agent Trustee Fees	1,750	1,500	250
Owner Participation Agreements	21,385	66,253	(44,868)
Latah County Reimbursement Agreement	3,500	3,500	-
Bond Principal-Legacy	-	28,000	(28,000)
Bond Interest-Legacy	-	13,157	(13,157)
Transfer To: General Agency Fund	65,391	61,147	4,244
Transfer To: Capital Fund	232,310	-	232,310
Contingency	15,000	-	15,000
<b>Total Legacy Crossing Expenses</b>	<b>\$ 355,336</b>	<b>\$ 323,414</b>	<b>\$ 31,922</b>
<b>Total Legacy Crossing Revenues Over (Under) Expenditures</b>	<b>(126,356)</b>	<b>(94,978)</b>	<b>31,378</b>