



Meeting Agenda: Thursday, April 18, 2019, 7:00 a.m.

City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843
(A) = Board Action Item

1. **Consent Agenda (A)**- Any item will be removed from the consent agenda at the request of any member of the Board and that item will be considered separately later.
 - A. Minutes from March 21, 2019
 - B. March 2019 Payables
 - C. March 2019 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. **ICCU and Highway 8 Pedestrian Crossing Lighting Project (A) – Bill Belknap**

In 2017 the City was awarded a grant for a pedestrian safety project on the Third Street corridor from Lieuallen to Jackson Street Project includes the installation of new sidewalks throughout the corridor and the installation of new decorative light fixtures. The project cost is estimated at \$900,000 and the Agency committed to contribute \$97,000 toward the local match and to fund unqualified existing light replacements in the Agency's FY2021 fiscal year. The Project is currently programmed for design in 2020 and construction in 2021. Idaho Central Credit Union (ICCU) recently purchased the prior Nissan Dealership property and is currently redeveloping the site for the construction on a new branch.

On November 15, 2018 staff received direction to approach ICCU to explore the installation of the sidewalk and light improvements in conjunction with their project for efficiency and to eliminate disruption of their site shortly after the completion of their project. Concurrently, there have been safety concerns expressed by ASUI regarding the Highway 8 pedestrian crossing at Lieuallen Street. City and Agency staff have developed a proposed lighting improvement project that would include installation of the ICCU frontage lighting and two additional lights at the pedestrian crossing location. The total estimated cost of the project is approximately \$75,000. Staff is proposing that the Agency fund 50% of the project cost with the City funding the remaining 50%. There is adequate funding within the Agency's current fiscal year budget within the Development Participation line item to provide the project funding. Staff is seeking Board approval to contribute up to \$37,500 toward the project this fiscal year.

ACTION: Approve contributing \$37,500 toward the project; or take other action as deemed appropriate.

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

4. A Street Water Main Participation Request (A) – Bill Belknap

The City has recently determined that in light of the current Blum condominium project on A Street, it would be desirable to replace the adjacent 8 inch water main in A Street with a new 16 inch main to enhance water and fire flow to the Blum project and surrounding area. The replacement of that water main is identified in the Legacy Crossing infrastructure needs assessment and a planned public infrastructure project that the Agency would contribute 50% funding toward. The total cost of the subject water main section is \$60,000. The City is requesting that the Agency contribute \$30,000 to the project. There is adequate funding within the Agency's current fiscal year budget within the Development Participation line item to provide the project funding. Staff is seeking Board approval to contribute up to \$30,000 toward the project this fiscal year.

ACTION: Approve contributing \$30,000 toward the project; or take other action as deemed appropriate.

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

In 2017 the Board adopted the current strategic plan intended to establish goals and objectives to guide and direct the activities of the Agency. It was anticipated that the plan would be updated on a biennial basis. Staff began the discussion regarding the 2019 plan update with the Board at the December 20th meeting and will continue the discussion with a review of the draft capital improvement plan.

ACTION: Review the draft Capital Improvement Plan and provide Staff with direction as deemed appropriate.

6. Upcoming Summer Meeting Schedule Discussion – Bill Belknap

7. General Agency Updates – Bill Belknap

- Legacy Crossing District
- Alturas District
- General Agency Business



Meeting Minutes: March 21, 2019, 7:00 a.m.

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

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

Sullivan called the meeting to order at 7:07 a.m.

- 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 March 7, 2019

B. February 2019 Payables

C. February 2019 Financials

Bettge moved approval, seconded by Smith. Motion carried.

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

None.

- Agency FY2018 Audit Presentation – Brittany Gunderson**

The draft 2018 MURA audit is attached and will be presented by MURA Treasurer Brittany Gunderson and the auditors, Presnell Gage PLLC.

ACTION: *Receive report and accept the 2018 MURA audit; or take such other action deemed appropriate.*

Gunderson introduced Nick Nicholson from Presnell Gage for the presentation. Nicholson said the risk-based audit earned an opinion on financial statements as "Clear", which is the highest assurance possible. Review of internal control structure design and operation was also "Clear." The net position carry-over to next fiscal year is \$1,178,983. Major expenditure differences from last year came from outstanding Owner Participation Agreements. Sullivan asked about the Land for Sale category and Nicholson said that represents the remaining Alturas lots. Upon sale, those proceeds will return to the taxing districts. Sullivan asked how closely the FY18 tax revenues were compared to budget and Belknap said it was within \$800. Hearing no further discussion, Bettge moved approval of the audit, seconded by Drown. Motion carried unanimously.

4. 2018 MURA Annual Report – Bill Belknap

In Accordance with State Statute, all urban renewal agencies are required to file an annual report describing the activities of the agency for the preceding year with the local governing body by March 31st of each year. Agencies are required to hold a public meeting to report the findings of the annual report and to take comments from the public prior to filing the report with the governing body. Staff has prepared the 2018 Annual Report which has been available for public review since March 9th. The Board is now considering the annual report and providing an opportunity to accept any public comment. After approval of the Annual Report it will be transmitted to the City Council.

ACTION: *Approve the 2018 Annual Report; or take other action as deemed appropriate.*

Belknap introduced the item as described above and walked through the document with Board members. He highlighted the significant achievements for 2018, increases in district valuations, and that all MURA owned properties are under current ENAs. Sullivan invited public comment. Victoria Seever, 121 N Lilly, read the attached written testimony. Given no further comment or questions, Smith moved approval of the annual report as presented and directed staff to submit it to City Council. Bettge seconded the motion which carried unanimously.

5. General Agency Updates – Bill Belknap

- General Agency Business
 - Belknap updated the status of HB217 which passed the House Revenue and Taxation Committee and the full House on March 11. It is on the Senate committee agenda today at 2pm.
- Legacy Crossing District
 - The Blum condo project on the former Dumas site is getting underway, as is the ICCU project on the former Nissan dealer site. Washington Trust Bank is moving forward on the triangle piece near South Main at the former carwash location.
 - Sullivan asked when negotiations will begin regarding parking, design, etc. on the Flatiron project. Belknap said he should have updates for the next meeting.
- Alturas District
 - None.

The meeting adjourned at 7:42 AM.

Steve McGeehan, Agency Chair

Date



Balance Sheet
March 1, 2019

	<u>Total Funds</u>
ASSETS	
Cash	6,381
Investments - LGIP	509,602
Investments-Zions Debt Reserve	44,437
Other Assets	5,260
Land Held For Resale	531,256
Land	<u>679,420</u>
Total Assets	<u><u>\$ 1,776,356</u></u>
LIABILITIES	
Deposits Payable	15,000
Series 2010 Bond - due within one year	29,000
Latah County payback agreement - due within one year	3,500
Series 2010 Bond - due after one year	290,000
Latah County payback agreement - due after one year	<u>98,037</u>
Total Liabilities	<u>435,537</u>
FUND BALANCES	
Net Investment in Capital Assets	376,732
Restricted Fund Balance	44,312
Unrestricted Fund Balance	<u>757,939</u>
Total Fund Balance	<u>1,178,983</u>
Retained Earnings:	<u>161,836</u>
Total Fund Balance and Retained Earnings:	<u>1,340,819</u>
Total Liabilities, Fund Balance and Retained Earnings:	<u><u>\$ 1,776,356</u></u>

March-19
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4617	UROSAUER 02-977654	Rosauers Meeting Materials	3/5/2019	5.41
Total for Check Number 4617:				5.41
4618	UALTASCI A1808 A1809	Alta Science & Engineering 6th and Jackson sampling and annual report 6th and Jackson sampling and annual report	3/8/2019	656.95 854.60
Total for Check Number 4618:				1,511.55
4619	UAVISTA February 2019	Avista 6th and Jackson Service	3/8/2019	13.39
Total for Check Number 4619:				13.39
4620	UCITYMOS 4716505 Feb. 2019	City of Moscow City admin. services City utilities	3/8/2019	4,097.75 214.90
Total for Check Number 4620:				4,312.65
4621	UELAMBUR 178114	Elam & Burke Legal counsel Re: public records of agency	3/11/2019	29.00
Total for Check Number 4621:				29.00
4622	UROSAUER 10-1975396	Rosauers Meeting Materials	3/11/2019	6.99
Total for Check Number 4622:				6.99

March-19
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4626	UMOSPULD	News Review Publishing Co.	3/21/2019	
	150457	Legal notice Re: annual report public comment period		28.12
Total for Check Number 4626:				28.12
Total bills for March 2019:				<u>\$ 5,907.11</u>

March-19
Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4617	03/05/2019	Moscow Urban Renewal Agency	Rosauers	-	5.41
4618	03/08/2019	Moscow Urban Renewal Agency	Alta Science & Engineering	-	656.95
4618	03/08/2019	Moscow Urban Renewal Agency	Alta Science & Engineering	-	854.60
4619	03/08/2019	Moscow Urban Renewal Agency	Avista	-	13.39
4620	03/11/2019	Moscow Urban Renewal Agency	City of Moscow	-	4,097.75
4620	03/11/2019	Moscow Urban Renewal Agency	City of Moscow	-	214.90
4621	03/11/2019	Moscow Urban Renewal Agency	Elam & Burke	-	29.00
4622	03/11/2019	Moscow Urban Renewal Agency	Rosauers	-	6.99
4626	03/21/2019	Moscow Urban Renewal Agency	News Review Publishing Co.	-	28.12
			Report Total:	<u>\$ -</u>	<u>5,907.11</u>

Steve McGeehan, Chairperson

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.

Bill Belknap, Executive Director

Brittany Gunderson, Treasurer

General Ledger
Revenue Analysis

March 2019



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollec	% Received
890	Moscow Urban Renewal Agency							
890-000-00-410-01	Property Taxes - Legacy	\$ 325,000.00	\$ 10,608.60	\$ 213,517.14	\$ 111,482.86	\$ 111,482.86	34.30%	65.70%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
890-000-00-471-00	Investment Earnings	\$ 1,500.00	\$ 1,001.52	\$ 3,753.57	\$ (2,253.57)	\$ (2,253.57)	-150.24%	250.24%
890-000-00-478-10	Sale of Land - Alturas	\$ 135,210.00	\$ -		\$ 135,210.00	\$ 135,210.00	100.00%	0.00%
890-000-00-478-11	Sale of Land - Legacy	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00	100.00%	0.00%
890	Moscow Urban Renewal Agency	\$ 611,710.00	\$ 11,610.12	\$ 217,270.71	\$ 394,439.29	\$ 394,439.29	64.48%	35.52%
Revenue Total		\$ 611,710.00	\$ 11,610.12	\$ 217,270.71	\$ 394,439.29	\$ 394,439.29	64.48%	35.52%

General Ledger
Expense vs. Budget

March-19



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Moscow Urban Renewal Agency						
880	URA - General Agency						
890-880-10-642-00	Administrative Services	\$ 49,173.00	\$ 4,097.75	\$ 24,586.50	\$ 24,586.50	\$ 24,586.50	50.00%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 6,000.00	\$ 29.00	\$ 879.00	\$ 5,121.00	\$ 5,121.00	14.65%
890-880-10-642-20	Professional Services-Auditing	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%
890-880-10-642-30	Professional Services-Computer	\$ 1,000.00	\$ -	\$ 19.95	\$ 980.05	\$ 980.05	2.00%
890-880-10-644-10	Marketing Expense-General	\$ 1,000.00	\$ 28.12	\$ 28.12	\$ 971.88	\$ 971.88	2.81%
890-880-10-644-16	Land Sale Expenses	\$ 10,210.00	\$ -	\$ -	\$ 10,210.00	\$ 10,210.00	0.00%
890-880-10-668-10	Liability Insurance-General	\$ 1,700.00	\$ -	\$ 1,582.00	\$ 118.00	\$ 118.00	93.06%
E02	Contractual	\$ 74,083.00	\$ 4,154.87	\$ 27,095.57	\$ 46,987.43	\$ 46,987.43	36.57%
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	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
890-880-10-644-15	Alturas Marketing/Maintenance	\$ 3,500.00		\$ 119.92	\$ 3,380.08	\$ 3,380.08	3.43%
890-880-10-647-10	Travel & Meetings-General	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
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	\$ 12.40	\$ 65.18	\$ 434.82	\$ 434.82	13.04%
890-880-10-669-11	Dis. Of Net Prop. Sale Proceeds	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ 125,000.00	0.00%
E03	Commodities	\$ 131,500.00	\$ 12.40	\$ 185.10	\$ 131,314.90	\$ 131,314.90	0.14%

General Ledger
Expense vs. Budget

March-19



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Moscow Urban Renewal Agency						
880	URA - General Agency	\$ 205,583.00	\$ 4,167.27	\$ 27,280.67	\$ 178,302.33	\$ 178,302.33	13.27%
895	URA - Legacy Crossing						
890-895-10-642-10	Professional Services-Legacy	\$ 25,000.00	\$ 1,511.55	\$ 1,634.05	\$ 23,365.95	\$ 23,365.95	6.54%
890-895-10-642-12	Land Sale Expense-Legacy	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
890-895-10-644-10	Marketing Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
E02	Contractual	\$ 36,000.00	\$ 1,511.55	\$ 1,634.05	\$ 34,365.95	\$ 34,365.95	4.54%
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	\$ 1,800.00	\$ 228.29	\$ 1,141.45	\$ 658.55	\$ 658.55	63.41%
890-895-10-658-51	Development Participation	\$ 215,000.00	\$ -	\$ -	\$ 215,000.00	\$ 215,000.00	0.00%
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	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	0.00%
890-895-10-676-15	Latah County Reimb. Agreement	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	100.00%
890-895-10-676-17	Owner Participation Agreements	\$ 86,367.00	\$ -	\$ 16,322.91	\$ 70,044.09	\$ 70,044.09	18.90%
E03	Commodities	\$ 309,967.00	\$ 228.29	\$ 20,964.36	\$ 289,002.64	\$ 289,002.64	6.76%
890-895-10-770-35	1% Public Art	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-71	Land-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-73	Improvements-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

General Ledger
Expense vs. Budget

March-19



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Moscow Urban Renewal Agency						
890-895-10-890-00	Transfer To: General Fund	\$ 58,950.00	\$ -	\$ -	\$ 58,950.00	\$ 58,950.00	0.00%
890-895-10-890-01	Transfer To: Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E10	Transfers To	\$ 58,950.00	\$ -	\$ -	\$ 58,950.00	\$ 58,950.00	0.00%
890-895-10-900-01	Contingency - Legacy	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
E90	Contingency	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
895	URA - Legacy Crossing	\$ 419,917.00	\$ 1,739.84	\$ 22,598.41	\$ 397,318.59	\$ 397,318.59	5.38%
899	Dept						
890-899-12-790-01	Bond Principal - Legacy	\$ 319,000.00	\$ -	\$ -	\$ 319,000.00	\$ 319,000.00	0.00%
890-899-12-791-01	Bond Interest - Legacy	\$ 14,590.00	\$ -	\$ 5,555.44	\$ 9,034.56	\$ 9,034.56	38.08%
E05	Debt Service	\$ 333,590.00	\$ -	\$ 5,555.44	\$ 328,034.56	\$ 328,034.56	1.67%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 25,290.00	\$ -	\$ -	\$ 25,290.00	\$ 25,290.00	0.00%
890-899-10-990-01	Ending Fund Balance Alturas	\$ 22,926.00	\$ -	\$ -	\$ 22,926.00	\$ 22,926.00	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 17,136.00	\$ -	\$ -	\$ 17,136.00	\$ 17,136.00	0.00%
890-899-12-990-01	End Fund Bal Res-Legacy	\$ 5,260.00	\$ -	\$ -	\$ 5,260.00	\$ 5,260.00	0.00%
E95	Ending Fund Balance	\$ 70,612.00	\$ -	\$ -	\$ 70,612.00	\$ 70,612.00	0.00%

General Ledger
Expense vs. Budget

March-19



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Moscow Urban Renewal Agency						
899	Dept	\$ 404,202.00	\$ -	\$ 5,555.44	\$ 398,646.56	\$ 398,646.56	1.37%
890	Moscow Urban Renewal Agency	\$ 1,029,702.00	\$ 5,907.11	\$ 55,434.52	\$ 974,267.48	\$ 974,267.48	5.38%

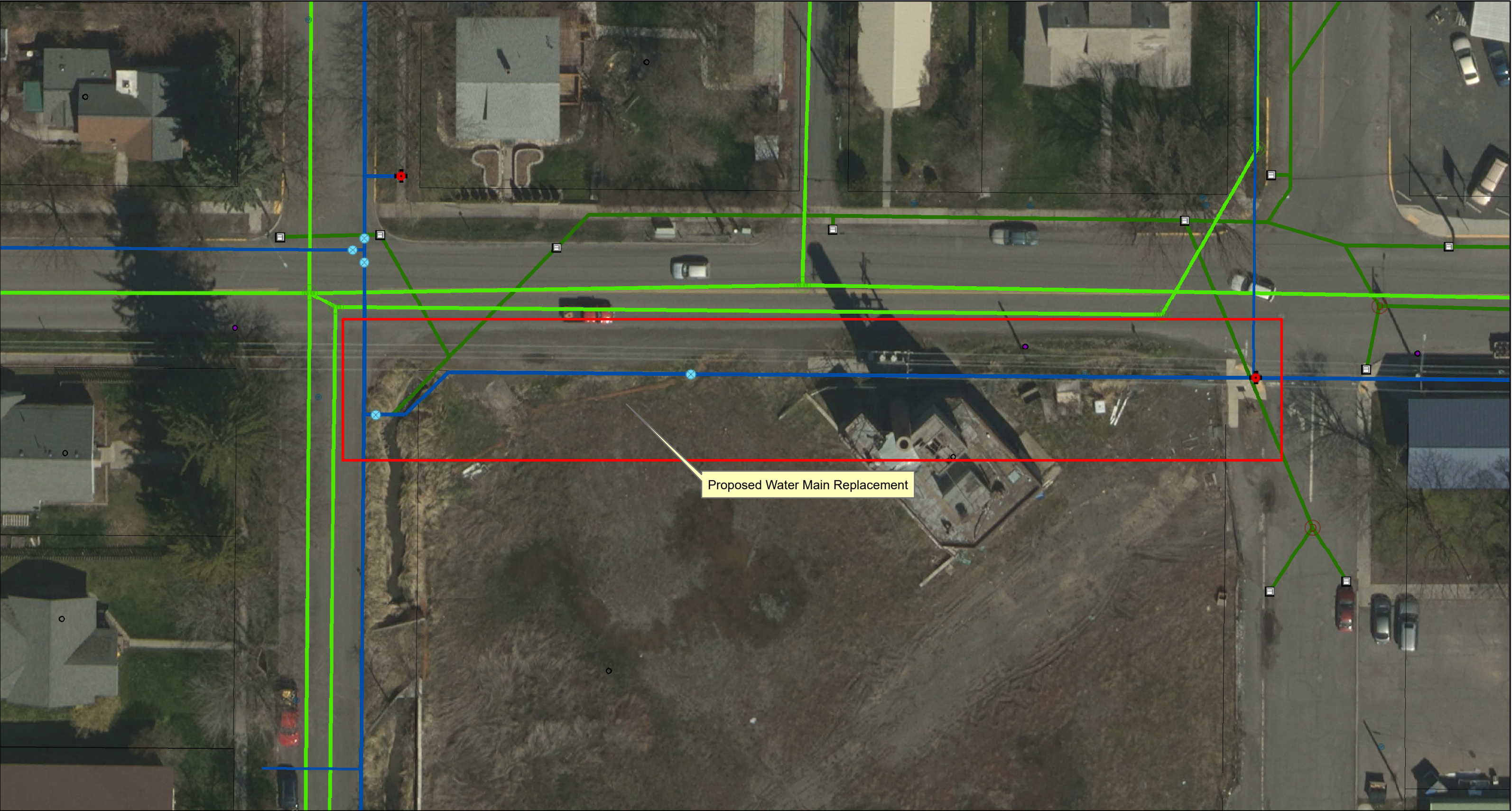
Proposed ICCU/State Highway 8 Pedestrian Safety Lighting Project

ICCU/Highway 8 Pedestrian Crossing Lighting Project				
Item	Quantity	Unit	Cost	Total
Light Poles (City Procurement)	9	EA	\$4,500.00	\$40,500.00
Bases and Conduit (ICCU Contractor Installation)	7	EA	\$1,500.00	\$10,500.00
Bore/Conduit Highway Crossing	150	LF	\$ 25.00	\$ 3,750.00
Base Installation Highway Crossing	2	EA	\$1,200.00	\$ 2,400.00
Electrical/Installation (City Contractor)	9	EA	\$ 800.00	\$ 7,200.00
			Total Cost	\$64,350.00
Contingency (15%)				\$ 9,652.50
				\$74,002.50
Proposed Funding				
			City	\$37,001.25
			URA	\$37,001.25

Power Source

0 5 10 20 Feet
1 inch = 30 feet

A Street Waterline Replacement Project



0 5 10 20 Feet
1 inch = 30 feet

Attachment 4
Legacy Crossing Infrastructure Needs Assessment Cost Estimates

PROJECT	LOCATION	FROM	TO	DESCRIPTION	UNITS	QUANTITY	UNIT COST	ESTIMATED COST	URA PARTICIPATION	
									Percentage	Estimated Cost
New Fire Hydrants Installation	Throughout URA area	N/A	N/A	Installation of new fire hydrants in areas currently lacking in adequate fire protection.	EA	20	\$5,000	\$100,000	50%	\$50,000
A Street Watermain	A Street	Lieuallen Street	Jackson Street	Installation of new 12" water main to provide sufficient fire flow to URA area and conveyance to storage facilities.	LF	1,450	\$225	\$326,250	50%	\$163,125
Railroad Street Watermain	Railroad Street	College Street	Deakin Street	Replacement of existing 4" diameter water main with 8" diameter main.	LF	500	\$90	\$45,000	50%	\$22,500
Fire Hydrants Replacement	Throughout URA area	60% of Fire Hydrants	N/A	Replacement of fire hydrants in excess of 50 years old.	EA	30	\$5,000	\$150,000	50%	\$75,000
SANITARY SEWER PROJECTS										
Sanitary Sewer Manhole Replacements	Throughout URA area	50% of manholes	N/A	Replacement of aged brick or block sewer manholes with new precast manholes to reduce amount of infiltration and inflow.	EA	60	\$3,000	\$180,000	50%	\$90,000
Clay Sewer Mains Replacement - High Priority Areas	Throughout URA area	95% of mains	N/A	Replacement of clay sewer mains in excess of 50 years old.	LF	17,220	\$65	\$1,119,300	20%	\$223,860
Clay Sewer Mains Replacement - Moderate Priority Areas	Throughout URA area	95% of mains	N/A	Replacement of clay sewer mains in excess of 50 years old.	LF	34,440	\$65	\$2,238,600	20%	\$447,720
Lilly/Asbury Sewer Main Replacement	Alley between Lilly and Asbury Streets	Third Street	Sixth Street	Repair/Replacement of deteriorating main with flat grade, and roots.	LF	750	\$65	\$48,750	20%	\$9,750