



Meeting Agenda: Thursday, May 16, 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 April 18, 2019
 - B. April 2019 Payables
 - C. April 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. **Request for Amendment to the Schedule of Performance for the Needham Exclusive Negotiation Agreement (A) – Bill Belknap**

On July 19th, 2018 the Board approved an Exclusive Negotiation Agreement (ENA) with Shane and Janet Needham for the disposition and development of Lots 2 and 3, Block 1, Alturas Business Park Phase II. On September 6th, the Board approved Mr. Needham's request to amend the schedule of performance under the ENA, extending the date for submission of his development plans from November 15, 2018 to January 15, 2019. On December 26, 2018, Staff received an additional extension request from Mr. Needham, requesting the extension of that date to April 15, 2019 due to unavailability of local design professionals and required facility design research. On January 17, 2019 the Board approved the requested extension to April 15, 2019. The Needham's did not submit their development plans by April 15th, and on May 9th Staff received a third extension request, requesting to extend the development plan submission date by an additional six months.

ACTION: Consider the extension request and take action as deemed appropriate.

4. **Request to Participate in Tree Grate Installation for the Gritman Medical Office Project (A) – Bill Belknap**

The Board has previously approved a development agreement with Gritman Medical Park to reimburse \$600,000 of expenses related to the reconstruction of portions of 8th Street and Main Street in association with their medical office development project located at 803 S. Main Street. The reimbursement included the installation of tree grates for the 10 tree wells that were constructed on Main Street. The project was completed shortly after the City's tree grate supplier had ceased operation and as a result tree grates were not available to be installed with the project. During the expense

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.

certification, it was confirmed that Gritman had expended over \$600,000 in eligible public improvements even without the tree grates, and the limited promissory note was approved and issued. Since completion of Gritman's project, many portions of the building have been deemed to be tax exempt and therefore repayment of the note has been slower than anticipated at approximately \$9,700 per year. The City has now secured a new tree grate supplier and has grates available for installation. In light of the limited reimbursement of the original \$600,000 public investment, Staff is proposing that the Board consider funding one-third (\$4,250) of the total \$12,750 cost of the 10 tree gates. The remaining \$8,500 would be funded by the City and Gritman.

ACTION: Review the proposed MURA tree grate contribution in the amount of \$4,250 and provide Staff with direction as deemed appropriate.

5. Upcoming Joint City Council Meeting Discussion – Bill Belknap

6. General Agency Updates – Bill Belknap

- Legacy Crossing District
- Alturas District
- General Agency Business



Meeting Minutes: April 18, 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	Ron Smith	Anne Peterson, Clerk
Trent Bice		Brittany Gunderson, Treasurer
Steve Drown		
Dave McGraw		

Sullivan called the meeting to order at 7:00 a.m.

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 March 21, 2019*

B. *March 2019 Payables*

C. *March 2019 Financials*

Bettge moved approval, seconded by Drown. Motion carried.

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

None.

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 \$87,000 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 of a new branch.

On November 15, 2018 staff received Agency 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 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 in 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.

Belknap reviewed the topic as described above. Drown moved approval of contributing \$37,500 to the project, seconded by Bettge. McGraw asked if Belknap knew of any other potential project requests coming up, and whether the money budgeted for art would need to be expended this fiscal year or could it provide a buffer within the budget. Belknap said he hadn't heard of any upcoming projects, and replied that the Arts Commission will likely not be ready to select and install art this year. He added there is already a significant buffer in the budget since the Hello Walk development won't occur in FY19 and District revenues are projected to exceed budgeted revenues by at least \$50,000. The motion carried unanimously.

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.

Belknap said this anticipated expense was not budgeted within the FY19 budget because Public Works initially didn't think there would be funding for it this year. Bettge said it made sense to do this work now while construction is already underway. McGraw moved approval of contributing \$30,000 to the project, seconded by Bice. Sullivan said the upgraded size of the water main was fairly standard. Motion carried unanimously.

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.

Belknap reviewed the next steps in the update process:

- Review 2018 Legacy Crossing District Public Infrastructure Needs Assessment
- Meetings with partner agencies to review capital plans to align public investments
- Prepare draft updated Strategic and Capital Improvement Plan and review by Finance Committee
- Share with the Board and City Council for review
- Conduct Joint meeting of Council and MURA Board to discuss the draft and revise as necessary

Belknap has already reviewed the District infrastructure needs assessment and is in discussion with partner agencies. He proposed June 6th, 20th, or July 11th as possible dates for the joint meeting with Council.

6. Upcoming Summer Meeting Schedule Discussion – Bill Belknap

Belknap pointed out the regular July meeting dates fall on a holiday and during his vacation, so he proposed one July meeting on the 11th. He also proposed cancelling the August 1 meeting and holding just one August meeting on August 15th. Board members concurred with both recommendations. Special meeting(s) could be called if needed.

7. General Agency Updates – Bill Belknap

- General Agency Business
 - Bill 217 passed the legislature. Belknap thought it wouldn't have much impact on MURA but he will provide more update once the analysis is complete.
 - Belknap recently provided the annual Agency update to City Council and will forward that presentation to the Board.
 - Annual Report has been filed with City Council and the state repository.
- Alturas District
 - Brenda vonWondruszka has a client building within Phase I where the Covenants and Restrictions require design review prior to construction. She asked if anyone from the Agency wished to be on the review committee. McGraw and Drown expressed interest if the meetings fit into their schedules.
 - Belknap will report the status of ENA activity with EMSI and the Needhams at the next meeting.

The meeting adjourned at 7:43 AM.

Steve McGeehan, Agency Chair

Date



Balance Sheet
April 1, 2019

	<u>Total Funds</u>
ASSETS	
Cash	7,941
Investments - LGIP	500,691
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>\$ 1,769,005</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>154,485</u>
Total Fund Balance and Retained Earnings:	<u>1,333,468</u>
Total Liabilities, Fund Balance and Retained Earnings:	<u><u>\$ 1,769,005</u></u>

April-19
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4623	VOID	VOID - Printing Error	VOID	VOID
4624	UAVISTA March 2019	Avista 6th and Jackson Service	4/5/2019	13.39
Total for Check Number 4624:				13.39
4625	UROSAUER 01-1311062	Rosauers Supermarkets, Inc. Meeting materials	4/5/2019	1.99
Total for Check Number 4625:				1.99
4627	UALTASCI A1933	Alta Science & Engineering 6th and Jackson sampling	4/23/2019	760.25
Total for Check Number 4627:				760.25
4628	UCITYMOS 4716552 March 2019	City of Moscow City admin. services City utilities	4/23/2019	4,097.75
Total for Check Number 4628:				214.90
				4,312.65
4629	UPRESNEL 384459	Presnell Gage, PLLC FY18 audit fee	4/23/2019	4,900.00
Total for Check Number 4629:				4,900.00
Total bills for April 2019:				\$ 9,988.28

April-19

Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4623	04/05/2019	Moscow Urban Renewal Agency	VOID - Printing Error	0.00	VOID
4624	04/05/2019	Moscow Urban Renewal Agency	Avista		13.39
4625	04/05/2019	Moscow Urban Renewal Agency	Rosauers Supermarkets, Inc.		1.99
4627	04/23/2019	Moscow Urban Renewal Agency	Alta Science & Engineering		760.25
4628	04/23/2019	Moscow Urban Renewal Agency	City of Moscow		4,097.75
4628	04/23/2019	Moscow Urban Renewal Agency	City of Moscow		214.90
4629	04/23/2019	Moscow Urban Renewal Agency	Presnell Gage, PLLC		4,900.00
Report Total:				<u>\$0.00</u>	<u>\$ 9,988.28</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

April 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	\$ 1,547.48	\$ 215,064.62	\$ 109,935.38	\$ 109,935.38	33.83%	66.17%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
890-000-00-471-00	Investment Earnings	\$ 1,500.00	\$ 1,089.49	\$ 4,843.06	\$ (3,343.06)	\$ (3,343.06)	-222.87%	322.87%
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	\$ 2,636.97	\$ 219,907.68	\$ 391,802.32	\$ 391,802.32	64.05%	35.95%
Revenue Total		\$ 611,710.00	\$ 2,636.97	\$ 219,907.68	\$ 391,802.32	\$ 391,802.32	64.05%	35.95%

General Ledger
Expense vs. Budget

April-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	\$ 28,684.25	\$ 20,488.75	\$ 20,488.75	58.33%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 6,000.00	\$ -	\$ 879.00	\$ 5,121.00	\$ 5,121.00	14.65%
890-880-10-642-20	Professional Services-Auditing	\$ 5,000.00	\$ 4,900.00	\$ 4,900.00	\$ 100.00	\$ 100.00	98.00%
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	\$ 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	\$ 8,997.75	\$ 36,093.32	\$ 37,989.68	\$ 37,989.68	48.72%
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	\$ 1.99	\$ 67.17	\$ 432.83	\$ 432.83	13.43%
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	\$ 1.99	\$ 187.09	\$ 131,312.91	\$ 131,312.91	0.14%
880	URA - General Agency	\$ 205,583.00	\$ 8,999.74	\$ 36,280.41	\$ 169,302.59	\$ 169,302.59	17.65%

General Ledger
Expense vs. Budget

April-19



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Moscow Urban Renewal Agency						
895	URA - Legacy Crossing						
890-895-10-642-10	Professional Services-Legacy	\$ 25,000.00	\$ 760.25	\$ 2,394.30	\$ 22,605.70	\$ 22,605.70	9.58%
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	\$ 760.25	\$ 2,394.30	\$ 33,605.70	\$ 33,605.70	6.65%
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	\$ 1,369.74	\$ 430.26	\$ 430.26	76.10%
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	\$ 21,192.65	\$ 288,774.35	\$ 288,774.35	6.84%
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%
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%

General Ledger
Expense vs. Budget

April-19



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Moscow Urban Renewal Agency						
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	\$ 988.54	\$ 23,586.95	\$ 396,330.05	\$ 396,330.05	5.62%
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%
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	\$ 9,988.28	\$ 65,422.80	\$ 964,279.20	\$ 964,279.20	6.35%

Volk Law, PLLC
Peter Volk, attorney
P.O. Box 9264
Moscow, Idaho 83843
(208) 882-5982

May 9, 2019

Bill Belknap
221 E 2nd Street
Moscow, ID 83843

Delivered by e-mail to: bbelknap@ci.moscow.id.us

Subject: Exclusive Negotiation Agreement ("ENA") Moscow URA and Needham

Dear Bill,

Shane and Janet Needham desire to move forward with the project. However, they will not be able to meet all of the dates in the ENA by April 15, 2019. (submission of development plan, draft DDA and DDA consideration).

I am sorry to report that Shane and Janet Needham are currently in the process of a divorce action and this ENA between the Moscow URA and Shane and Janet Needham, husband and wife, is a contract matter which is subject to the divorce action. This contract opportunity is viewed as an asset of the marital estate and must be administered by the cause of action to know which of the spouses will complete the construction.

Please consider this a formal request to amend the ENA to provide for a six months of additional time. Please call or write with any questions you may have.

Best wishes,

//Peter Volk//

Peter Volk, attorney