



Meeting Agenda: Thursday, June 18, 2020, 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 May 21, 2020
 - B. May 2020 Payables
 - C. May 2020 Financials

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

2. **Alturas Phase II Covenant Amendments and Fair Use Value Assessment (A) – Bill Belknap**

As discussed at the recent March 5th meeting, when the Agency developed Phase II of the Alturas Technology Park, the Agency imposed additional land use covenant restrictions that were prohibited from being amended until January of 2019. As of January of 2019, all six lots were under exclusive negotiation agreements for sale, therefore Staff did not pursue a covenant amendment at that time. Since that time, the exclusive negotiation agreements have been terminated. Staff prepared an amendment to the covenants to remove the land use restrictions which has now been signed by all Phase II lot owners and recorded with the Latah County Recorder. In light of the removal of the land use restrictions, the Agency will need to establish a new fair use value for the sale of the lots which was previously reduced due to the prior restrictions. Staff is seeking authorization to engage appraisal services in the amount not to exceed \$2,500 to assist the agency in establishing a new fair use value.

ACTION: Authorize Staff to pursue Alturas property appraisal in the amount not to exceed \$2,500; or take other action as deemed appropriate.

3. **Review of Preliminary FY2021 MURA Budget (A) – Bill Belknap**

Through the Agency's strategic planning process, a 5-year capital improvement plan (CIP) is developed to set a framework for long-term financial planning related to capital public investments within the Legacy Crossing District. The CIP is updated each year to reflect new and projects that have been identified, and to keep the CIP current. Staff has prepared an update to the CIP for the 2021-2025 fiscal years along with the draft FY2021 budget document for the Board's review and direction. The public hearing on the Agency's FY2021 budget has been set for the Agency's upcoming August 20th meeting and the Finance Committee will meet to review the proposed CIP and draft budget in July.

ACTION: Review draft CIP and FY2020 Agency budget and provide staff with direction as deemed appropriate.

4. **General Agency Updates – Bill Belknap**
 - Legacy Crossing District
 - Alturas District
 - General Agency Business

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.



Commissioners Present	Commissioners Absent	Also in Attendance
Steve McGeehan, Chair		Bill Belknap, Executive Director
Mark Beauchamp		
Art Bettge		
Steve Drown		
Dave McGraw		
Brandy Sullivan		
Nancy Tribble		

McGeehan called the meeting to order at 7:01 a.m. Due to ongoing Covid-19 concerns, the meeting was conducted electronically and recorded.

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 5, 2020
 - B. February 2020 Payables
 - C. February 2020 Financials
 - D. March 2020 Payables
 - E. March 2020 Financials
 - F. April 2020 Payables
 - G. April 2020 Financials

Bettge moved approval of the consent agenda, seconded by Sullivan. Motion carried unanimously.

2. **Request for Amendment to the Schedule of Performance from Roderick Olps (A) – Bill Belknap**
On March 7, 2019 the Board approved an Exclusive Negotiation Agreement (ENA) with Roderick Olps for the disposition and development of the Agency’s Sixth and Jackson property. On March 5th, the Board approved an extension to the ENA schedule of performance to allow additional time to have his development plans reviewed by the Moscow Planning and Zoning Commission for conformance with the City’s design guidelines before submitting the final Phase II plans for the Board’s approval. As a result of the extension approval the date for submission of the Phase II development plans was extended to April 16th. Shortly after the March 5th meeting, the COVID-19 pandemic expanded significantly within the United States and resulted in a number of local and state emergency orders which resulted in the cancellation of Commission meetings and largely yet unknown adverse economic impacts to the national and regional economies. On May 15, 2020, Mr. Olps submitted a request to extend the current ENA schedule to the end of this calendar year to allow time to assess the impact of the COVID-19 pandemic upon the local economy and viability of his proposed development project.

Belknap recapped the history of action to date with the project, which currently stands at the “Submission of Phase II Plans” stage. Due to cancellation of most City meetings over the past two

months, the Planning & Zoning Commission just completed its design review approval this past week. This delay was out of Mr. Olps' control, as are unknown economic impacts from virus-related shutdowns. Extension of the current ENA to the end of the year would change the remaining project deadlines as follows:

- December 15, 2020 - Submission of Phase II Plans
- January 30, 2021 - Agency Approval of Phase II Plans
- March 1, 2021 - Submittal of Draft DDA
- April 1, 2021 - DDA Consideration

Olps said he's been slow to accept the impact of the virus on the local economy. He's heard discouraging messages regarding University of Idaho fall enrollment, and with so many other things up in the air he considered it foolhardy to commit to a project whose viability is in question. Although the residential real estate market is doing ok, he said the commercial market is experiencing an unprecedented slowdown. The economic impact of enrollment drops and other ripple effects from the University's health is entirely unknown, adding that the University was already grappling with a \$22 million problem before the virus. If there's a resurgence of the virus in the fall or the University decides to remain all on-line in the fall, it will be a real test to Moscow's economy.

Steve McGeehan said he was disappointed but appreciated the situation Olps is in. As a University employee, he hadn't heard anything positive and therefore wasn't comfortable with Olps moving forward either. Sullivan echoed those thoughts and said it was wise of Olps to wait. Tribble said it was a responsible decision which she fully supported, particularly since most economic downturns reach Moscow more slowly. Bettge and McGraw were also supportive of the request. Beauchamp said the encouraging news in all this is that Olps isn't giving up altogether. Drown thought Olps had been thoughtful throughout the entire process and was wise to wait. McGraw moved approval of the extension of the Schedule of Performance as presented, seconded by Sullivan. She encouraged Olps to remain flexible and open to potentially modifying his vision as needed as more information comes to light over the next few months. The motion carried unanimously by roll-call vote.

3. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - Almon Street reconstruction is underway.
 - Idaho Central Credit Union construction has commenced. The Agency is participating in frontage improvements.
 - Third Street Corridor grant project is in design.
- Alturas District
 - Staff is working on amendments to the use restrictions and covenants on Phase II lots. When that is complete, the lots will be reappraised and relisted for sale.
 - Conversations continue regarding common area landscaping.

The meeting adjourned at 7:38 a.m.

Steve McGeehan, Agency Chair

Date



Balance Sheet
May 31, 2020

	Total Funds
ASSETS	
Cash	15,356
Investments - LGIP	855,579
Investments-Zions Debt Reserve	44,463
Other Assets	5,260
Land Held For Resale	531,256
Land	679,420
Total Assets	<u><u>\$ 2,131,333</u></u>
LIABILITIES	
Deposits Payable	5,000
Series 2010 Bond - due within one year	31,000
Latah County payback agreement - due within one year	3,500
Series 2010 Bond - due after one year	259,000
Latah County payback agreement - due after one year	94,537
Total Liabilities	<u>393,037</u>
FUND BALANCES	
Net Investment in Capital Assets	433,732
Restricted Fund Balance	44,312
Unrestricted Fund Balance	1,260,252
Total Fund Balance	<u>1,738,296</u>
Total Liabilities and Fund Balance	<u><u>\$ 2,131,333</u></u>

May-20
Checks by Date



<u>Check Number</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Amount</u>
4698	UCITYMOS	City of Moscow	5/12/2020	
	April 2020	City Utilities @ 6th Jackson Lot		222.31
	May 2020	City Admis Services		4,220.67
Total for Check Number 4698:				<u>4,442.98</u>
Total bills for May 2020:				<u>\$ 4,442.98</u>

May-20
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4698	05/12/2020	Moscow Urban Renewal Agency	City of Moscow		4,220.67
4698	05/12/2020	Moscow Urban Renewal Agency	City of Moscow		222.31
Report Total:				<u>\$0.00</u>	<u>\$ 4,442.98</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

 Renee Tack, Treasurer

General Ledger
Expense vs. Budget

May-20



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expnd/Collect
890	Moscow Urban Renewal Agency						
880	URA General Fund						
890-880-10-642-00	Administrative Services	\$ 50,648.00	\$ 4,220.67	\$ 33,765.36	\$ 16,882.64	\$ 16,882.64	66.67%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 1,050.00	\$ 3,950.00	\$ 3,950.00	21.00%
890-880-10-642-20	Professional Services-Auditing	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	100.00%
890-880-10-642-30	Professional Services-Computer	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
890-880-10-644-10	Ad. & Marketing Expense-GF	\$ 750.00	\$ -	\$ 50.16	\$ 699.84	\$ 699.84	6.69%
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	\$ 1,550.00	\$ -	\$ 1,614.00	\$ (64.00)	\$ (64.00)	104.13%
E02	Contractual	\$ 73,658.00	\$ 4,220.67	\$ 41,479.52	\$ 32,178.48	\$ 32,178.48	56.31%
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	\$ 3,600.00	\$ -	\$ 1,938.75	\$ 1,661.25	\$ 1,661.25	53.85%
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	\$ -	\$ 67.62	\$ 432.38	\$ 432.38	13.52%
890-880-10-669-11	Dist. of Net Prop. Sale Procee	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ 125,000.00	0.00%
E03	Commodities	\$ 131,600.00	\$ -	\$ 2,006.37	\$ 129,593.63	\$ 129,593.63	1.52%
880	URA General Fund	\$ 205,258.00	\$ 4,220.67	\$ 43,485.89	\$ 161,772.11	\$ 161,772.11	21.19%

General Ledger
Expense vs. Budget

May-20



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	\$ 60,718.00	\$ -	\$ -	\$ 60,718.00	\$ 60,718.00	0.00%
890-895-10-890-01	Transfer To: Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E10	Transfers To	\$ 60,718.00	\$ -	\$ -	\$ 60,718.00	\$ 60,718.00	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 District	\$ 479,679.00	\$ 222.31	\$ 143,645.70	\$ 336,033.30	\$ 336,033.30	29.95%
899	Dept						
890-899-11-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-790-01	Bond Principal - Legacy	\$ 290,000.00	\$ -	\$ -	\$ 290,000.00	\$ 290,000.00	0.00%
890-899-12-791-01	Bond Interest - Legacy	\$ 13,056.00	\$ -	\$ 4,822.81	\$ 8,233.19	\$ 8,233.19	36.94%
E05	Debt Service	303056	0	4822.81	298233.19	298233.19	0.0159
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 42,931.00	\$ -	\$ -	\$ 42,931.00	\$ 42,931.00	0.00%
890-899-10-990-01	Ending Fund Balance Alturas	\$ 19,297.00	\$ -	\$ -	\$ 19,297.00	\$ 19,297.00	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 46,941.00	\$ -	\$ -	\$ 46,941.00	\$ 46,941.00	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	\$ 114,429.00	\$ -	\$ -	\$ 114,429.00	\$ 114,429.00	0.00%
899	Dept	\$ 417,485.00	\$ -	\$ 4,822.81	\$ 412,662.19	\$ 412,662.19	1.16%
890	Moscow Urban Renewal Agency	\$ 1,102,422.00	\$ 4,442.98	\$ 191,954.40	\$ 910,467.60	\$ 910,467.60	17.41%

General Ledger
Revenue Analysis

May 2020



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	\$ 485,000.00	\$ 10,913.25	\$ 426,559.62	\$ 58,440.38	\$ 58,440.38	12.05%	87.95%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
890-000-00-471-00	Investment Earnings	\$ 3,500.00	\$ 1,054.03	\$ 7,638.34	\$ (4,138.34)	\$ (4,138.34)	-118.24%	218.24%
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	\$ 773,710.00	\$ 11,967.28	\$ 434,197.96	\$ 339,512.04	\$ 339,512.04	43.88%	56.12%
Revenue Total		\$ 773,710.00	\$ 11,967.28	\$ 434,197.96	\$ 339,512.04	\$ 339,512.04	43.88%	56.12%