



Meeting Agenda: Thursday, September 16, 2021, 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 August 19, 2021
 - B. August 2021 Payables
 - C. August 2021 Financials**ACTION:** Approve the consent agenda or take such other action deemed appropriate.
2. **Public Comment**

Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.
3. **Public Hearing: Proposed Amendment to FY 2021 Agency Budget (A) – Bill Belknap**

The Agency has either closed on, or will close on, the sale of 5 lots within Alturas Technology Park which was not anticipated when the FY2021 budget was adopted. In accordance with State Law, the Agency is required to conduct a public hearing to amend the adopted FY2021 Budget to receive these additional revenues that were previously unanticipated. In accordance with prior Board direction, once the Agency has received the funds from the two lots currently pending closing, the Agency will disburse the net proceeds to the Latah County Treasurer for distribution to the taxing districts.

ACTION: After considering public testimony, approve the FY2021 Budget amendment and the corresponding Resolution 2021-03; or take such other action as deemed appropriate.
4. **Alturas Lot Sale Request for Bids Results (A) – Bill Belknap**

On July 17th, the Agency published a request for bids for the Agency's remaining three lots within Phase II of the Alturas Technology Park. Two bids were received that met the minimum bid price, therefore two of the three remaining lots are now advancing to closing. The agency will be left with one remaining lot (Lot 2 of Block 2) which has some grade challenges that will likely result in increased development cost. Staff is recommending that the Agency publish a new request for bids for the last remaining lot and lower the minimum bid price for Lot 2, Block 2 by twenty-five percent to increase the likelihood of the sale of that lot.

ACTION: Review the proposal 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.



Meeting Minutes: August 19, 2021, 7:00 a.m.

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

Commissioners Present	Commissioners Absent	Staff in Attendance
Brandy Sullivan, Vice Chair	Steve McGeehan	Bill Belknap, Executive Director (virtual)
Art Bettge		Jennifer Fleischman, Clerk
Mark Beauchamp		Renee Tack, Treasurer
Steve Drown (virtual)		
Dave McGraw		
Nancy Tribble		

Sullivan called the meeting to order at 7:02 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 July 15, 2021
- B. July 2021 Payables
- C. July 2021 Financials

Bettge moved for approval of the consent agenda as presented, seconded by McGraw. Motion carried unanimously.

2. Public Comment

Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.

None.

3. Public Hearing: Proposed FY 2022 Agency Budget – Bill Belknap

Staff has prepared the draft FY2022 budget document which includes anticipated Agency revenues and expenditures for the upcoming FY2022 fiscal year. The draft budget was reviewed the Agency Board on June 3, 2021 and recommended forwarding the budget to public hearing. In accordance with State Law, the Agency is required to conduct a public hearing upon the annual appropriations budget to allow for public comment and testimony.

Belknap presented the proposed budget as described above, recommending approval with no changes after public comment and testimony. Payment to Latah County for FY2022 will be adjusted from \$6,500 to \$5,000, per the repayment schedule. The sale of the Sixth and Jackson property is projected to close before the end of FY2021, but the revenue from the sale is calculated in the FY2022 budget because of how close the closing will occur to the end of the year.

Public Hearing opened at 7:20 AM

Victoria Seever, Moscow, talked about the Urban Renewal Agency's participation in upgrading the downtown streetscapes in regards to the entertainment district that is developing. Moscow's assets are being highlighted by the current development projects. Gave praise for keeping a balanced budget and spending funds in a responsible way.

Public Hearing closed at 7:23 PM

Board members discussed the fiscal responsibility shown by the draft budget and agreed to keep it conservative and well-rounded. There was some talk about upcoming projects in FY2022 in regards to the proposed spending plan. The administrative costs are significantly lower than what they used to be; \$80,000, annually, down to approximately \$50,000 after streamlining the position and services of the Executive Director, Clerk, and Treasurer.

Bettge moved for approval of the FY2022 Budget and corresponding Resolution 2021-02 as presented, seconded by Tribble. Motion carried unanimously.

4. General Agency Updates

- *Legacy Crossing District*

The DDA for the Sixth and Jackson property currently being developed. Appraisal has concluded and the information gained will be used to set a sale price. There was some discussion about the URA's work on this development project over the years.

- *Alturas District*

Another Request for Bids advertisement was published. All the lots that were previously bid on have closed sale. Two parties have communicated interest in two of the remaining lots.

- *General Agency Business*

None.

Sullivan declared the meeting adjourned at 7:32 a.m.

Steve McGeehan, Agency Chair

Date



Balance Sheet
August 31, 2021

	<u>Total Funds</u>
ASSETS	
Cash	21,800
Investments - LGIP	2,082,098
Investments-Zions Debt Reserve	44,313
Other Assets	5,260
Land Held For Resale	531,256
Land	679,420
Total Assets	<u><u>\$ 3,364,146</u></u>
LIABILITIES	
Deposits Payable	5,000
Series 2010 Bond - due within one year	32,000
Latah County payback agreement - due within one year	5,000
Series 2010 Bond - due after one year	227,000
Latah County payback agreement - due after one year	89,537
Total Liabilities	<u><u>358,537</u></u>
FUND BALANCES	
Net Investment in Capital Assets	433,732
Restricted Fund Balance	44,312
Unrestricted Fund Balance	2,527,565
Total Fund Balance	<u><u>3,005,609</u></u>
Total Liabilities and Fund Balance	<u><u>\$ 3,364,146</u></u>

August-21
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4757	UCLAYTON	Clayton B. Anderson	8/12/2021	
	8/02/2021	Anderson OPA payment - 2nd half 2020		441.55
Total for Check Number 4757:				441.55
4758	UBRINGTR	Bringham Living Trust	8/12/2021	
	8/2/2021	Bringham OPA payment - 2nd half 2020		1,430.42
Total for Check Number 4758:				1,430.42
4759	UGRITMAN	Gritman Medical Park LLC	8/12/2021	
	8/2/2021	Gritman OPA payment - 2nd half 2020		25,436.96
Total for Check Number 4759:				25,436.96
4763	UAVISTA	Avista Utilities	8/19/2021	
	1563734669-08162021	July 2021 electric for 6th & Jackson		48.25
Total for Check Number 4763:				48.25
4764	UCITYMOS	City of Moscow	8/19/2021	
	115911-07312021	City Utilities for 6th & Jackson		229.17
	2100000338	City Admin Services		4,347.25
Total for Check Number 4764:				4,576.42
4765	UMOSPULD	Tribune Publishing Company	8/19/2021	
	164539	FY2022 Budget NPH MURA		184.50
	164446	Request for Bids: Alturas Lots 4th Pub		187.34
Total for Check Number 4765:				371.84
ACH	UZIONS	Zions Bank Corporate Trust	8/27/2021	
	5854650	Legacy Bond Principal		32,000.00
	5854650	Legacy Bond Interest		2,577.05
	5854650	Less: Escrow Interest Earnings		(1.85)
Total for ACH payment:				34,575.20
Total bills for August 2021:				\$ 66,880.64

August-21

Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4757	08/12/2021	Moscow Urban Renewal Agency	Clayton B. Anderson		441.55
4758	08/12/2021	Moscow Urban Renewal Agency	Brigham Living Trust		1,430.42
4759	08/13/2020	Moscow Urban Renewal Agency	Gritman Medical Park LLC		25,436.96
4760	08/19/2021	Moscow Urban Renewal Agency	Avista Utilities	x	
4761	08/19/2021	Moscow Urban Renewal Agency	City of Moscow	x	
4762	08/19/2021	Moscow Urban Renewal Agency	Tribune Publishing Company	x	
4763	08/19/2021	Moscow Urban Renewal Agency	Avista Utilities		48.25
4764	08/19/2021	Moscow Urban Renewal Agency	City of Moscow		4,576.42
4765	08/19/2021	Moscow Urban Renewal Agency	Tribune Publishing Company		371.84
ACH	08/27/2021	Moscow Urban Renewal Agency	Zions Bank Corporate Trust		34,575.20
Report Total:				<u>0.00</u>	<u>66,880.64</u>

Steve McGeehan, Chairperson

Bill Belknap, Executive Director

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.

Renee Tack, Treasurer

General Ledger
Expense vs. Budget

August-21



Sort Level	Description	Budget	Period Amt	End Bal	Variance	% Budget Used
890	Moscow Urban Renewal Agency					
880	URA General Fund					
890-880-642-00	Administrative Services	\$ 52,168.00	\$ 4,347.25	\$ 47,819.75	\$ 4,348.25	91.66%
890-880-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 3,489.80	\$ 1,510.20	69.80%
890-880-642-20	Professional Services-Auditing	\$ 5,150.00	\$ -	\$ 5,100.00	\$ 50.00	99.03%
890-880-642-89	Professional Services	\$ 500.00	\$ -	\$ 419.95	\$ 80.05	83.99%
890-880-644-10	Ad. & Marketing Expense-GF	\$ 750.00	\$ 184.50	\$ 217.18	\$ 532.82	28.96%
890-880-644-16	Land Sale Expenses	\$ 10,000.00	\$ 187.34	\$ 4,249.36	\$ 5,750.64	42.49%
890-880-668-10	Liability Insurance-General	\$ 1,575.00	\$ -	\$ 1,695.00	\$ (120.00)	107.62%
E02	Contractual	\$ 75,143.00	\$ 4,719.09	\$ 62,991.04	\$ 12,151.96	83.83%
890-880-631-10	Postage Expense	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
890-880-631-20	Printing and Binding	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
890-880-644-15	Alturas Marketing/Maintenance	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00	0.00%
890-880-647-10	Travel & Meetings-General	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-649-10	Professional Development	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-669-10	Misc. Expense-General	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-669-11	Dist. of Net Prop. Sale Procee	\$ -	\$ -	\$ -	\$ -	0.00%
E03	Commodities	\$ 5,750.00	\$ -	\$ -	\$ 5,750.00	0.00%
880	URA General Fund	\$ 80,893.00	\$ 4,719.09	\$ 62,991.04	\$ 17,901.96	77.87%
895	URA Legacy District					
890-895-642-10	Professional Services-Legacy	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%

General Ledger Expense vs. Budget

August-21



890-895-642-12	Land Sale Expense-Legacy	\$	10,000.00	\$	-	\$	-	\$	10,000.00	0.00%
890-895-644-10	Ad. & Marketing Expense-Legacy	\$	1,000.00	\$	-	\$	-	\$	1,000.00	0.00%
E02	Contractual	\$	16,000.00	\$	-	\$	-	\$	16,000.00	0.00%
890-895-647-10	Travel & Meetings-Legacy	\$	1,000.00	\$	-	\$	-	\$	1,000.00	0.00%
890-895-652-10	Heat, Lights & Utilities	\$	3,400.00	\$	277.42	\$	2,845.77	\$	554.23	83.70%
890-895-658-51	Development Participation	\$	741,000.00	\$	-	\$	7,832.50	\$	733,167.50	1.06%
890-895-669-10	Misc. Expense-Legacy	\$	500.00	\$	-	\$	-	\$	500.00	0.00%
890-895-675-00	Fiscal Agent Trustee fees	\$	1,800.00	\$	-	\$	-	\$	1,800.00	0.00%
890-895-676-15	Latah County Reimb. Agreement	\$	5,000.00	\$	-	\$	5,000.00	\$	-	100.00%
890-895-676-17	Owner Participation Agreements	\$	64,135.00	\$	27,308.93	\$	56,358.69	\$	7,776.31	87.88%
E03	Commodities	\$	816,835.00	\$	27,586.35	\$	72,036.96	\$	744,798.04	8.82%
890-895-770-35	1% Public Art	\$	-	\$	-	\$	-	\$	-	0.00%
890-895-770-71	Land-Legacy	\$	-	\$	-	\$	-	\$	-	0.00%
890-895-770-73	Improvements-Legacy	\$	-	\$	-	\$	-	\$	-	0.00%
E04	Capital Outlay	\$	-	\$	-	\$	-	\$	-	0.00%
890-895-890-00	Transfer To: General Fund	\$	62,541.00	\$	-	\$	-	\$	62,541.00	0.00%
890-895-890-01	Transfer To: Capital Fund	\$	-	\$	-	\$	-	\$	-	0.00%
E10	Transfers To	\$	62,541.00	\$	-	\$	-	\$	62,541.00	0.00%
890-895-900-11	Contingency - Legacy	\$	15,000.00	\$	-	\$	-	\$	15,000.00	0.00%
E90	Contingency	\$	15,000.00	\$	-	\$	-	\$	15,000.00	0.00%
895	URA Legacy District	\$	910,376.00	\$	27,586.35	\$	72,036.96	\$	838,339.04	7.91%

General Ledger Expense vs. Budget

August-21



899	Dept							
890-891-790-01	Bond Principal - Alturas	\$	-	\$	-	\$	-	0.00%
890-892-790-01	Bond Principal - Legacy	\$	259,000.00	\$	32,000.00	\$	227,000.00	12.36%
890-892-791-01	Bond Interest - Legacy	\$	11,370.00	\$	2,577.05	\$	6,218.59	45.31%
E05	Debt Service	\$	270,370.00	\$	34,577.05	\$	233,218.59	13.74%
890-899-990-00	Ending Fund Bal Unassigned	\$	50,772.00	\$	-	\$	50,772.00	0.00%
890-899-990-01	Ending Fund Balance Alturas	\$	19,047.00	\$	-	\$	19,047.00	0.00%
890-892-990-01	End Fund Bal Assigned-Legacy	\$	577,212.00	\$	-	\$	577,212.00	0.00%
890-892-990-05	End Fund Bal Res-Legacy	\$	5,260.00	\$	-	\$	5,260.00	0.00%
E95	Ending Fund Balance	\$	652,291.00	\$	-	\$	652,291.00	0.00%
899	Dept	\$	922,661.00	\$	34,577.05	\$	885,509.59	4.03%
890	Moscow Urban Renewal Agency	\$	1,913,930.00	\$	66,882.49	\$	1,741,750.59	9.00%

General Ledger
Revenue Analysis

August 2021



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
890	Moscow Urban Renewal Agency							
890-000-410-01	Property Taxes - Legacy	\$ 795,000.00	\$ 3,116.07	\$ 781,455.41	\$ 13,544.59	\$ 13,544.59	1.70%	98.30%
890-000-471-00	Investment Earnings	\$ 6,500.00	\$ 185.97	\$ 2,900.79	\$ 3,599.21	\$ 3,599.21	55.37%	44.63%
890-000-478-10	Gain/Loss on Sale of Assets	\$ -	\$ 267,786.00	\$ 436,309.00	\$ (436,309.00)	\$ (436,309.00)	NA	NA
890-000-478-11	Sale of Land - Legacy	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00	100.00%	0.00%
890-000-498-95	Transfer In: Legacy	\$ 62,541.00	\$ -	\$ -	\$ 62,541.00	\$ 62,541.00	100.00%	0.00%
890	Moscow Urban Renewal Agency	\$ 1,014,041.00	\$ 271,088.04	\$ 1,220,665.20	\$ (206,624.20)	\$ (206,624.20)	-20.38%	120.38%
Revenue Total		\$ 1,014,041.00	\$ 271,088.04	\$ 1,220,665.20	\$ (206,624.20)	\$ (206,624.20)	-20.38%	120.38%

MEMORANDUM



To: Bill Belknap, Executive Director
From: Renee Tack, Treasurer
Date: August 27, 2021
Re: Open Budget FY2021

This year, we are recommending a change totaling \$670,295 to the Moscow Urban Renewal Agency FY2021 Budget.

The URA expects to complete the sale of 5 Alturas lots for a total of \$670,295 before the end of FY2021. The revenue will be receipted into Gain/Loss on Sale of Assets (890-000-478-10) and will flow through to Ending Fund Balance (890-000-990-00).

Repayment of the estimated proceeds of \$670,295 will be returned to the taxing district by the end of calendar year 2021.

**NOTICE OF PUBLIC HEARING
MOSCOW URBAN RENEWAL AGENCY (MURA)
PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2020-2021(FY2021)**

A PUBLIC HEARING, PURSUANT TO IDAHO CODE 50-1002, 50-2001 et seq. and 50-2903 will be held for consideration of amending the budget for the Fiscal Year from October 1, 2020 to September 30, 2021. The hearing will be held at Moscow City Hall Council Chambers, 206 East Third Street, Moscow, Idaho, on **September 16, 2021 at 7:00 a.m.** for the purposes of considering and amending the budget and making amended appropriations to funds for the stated fiscal year, at which time all interested persons are invited to appear and show cause, if any, why such budget appropriations amendment should or should not be adopted. City Hall is accessible to persons with disabilities. Anyone desiring accommodations for disabilities please call the MURA Clerk's office at 208-883-7035 at least 48 hours prior to the public hearing. Detailed copies of the proposed budget are available at the MURA Clerk's office, 221 East Second Street, Moscow, Idaho during regular office hours (8:00 a.m. to 5:00 p.m. weekdays). You may also call the MURA Executive Director's office at 208-883-7011, or submit written comments or questions to MURA Executive Director, 221 E. Second Street, Moscow, ID 83843. The proposed Amended Budget for FY2021 is shown below.

REVENUES:

Account Description	2021 Adopted	2021 Amended
Total Tax Increment	\$ 795,000	\$ 795,000
Total Intergovernmental Revenue	\$ -	\$ -
Total Interfund Transfers	\$ 62,541	\$ 62,541
Total Miscellaneous Income	\$ 156,500	\$ 826,795
Total Revenue	\$ 1,014,041	\$ 1,684,336
Beginning Fund Balance	\$ 899,889	\$ 899,889
Total Resources Available	\$ 1,913,930	\$ 2,584,225

EXPENDITURES:

Account Description	2021 Adopted	2021 Amended
Total Expenses	\$ 923,727	\$ 923,727
Total Debt Service	\$ 275,370	\$ 275,370
Total Other Financing Uses	\$ -	\$ -
Total Interfund Transfers	\$ 62,541	\$ 62,541
Total Capital Outlay	\$ -	\$ -
Total Expenditures	\$ 1,261,638	\$ 1,261,638
Ending Fund Balance	\$ 652,292	\$ 1,322,587
Total Expenditures	\$ 1,913,930	\$ 2,584,225

Publication Dates: September 4th & 11th, 2021

**MOSCOW URBAN RENEWAL AGENCY
RESOLUTION NO. 2021-03**

A RESOLUTION OF THE MOSCOW URBAN RENEWAL AGENCY, AUTHORIZING THE AMENDMENT OF THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021 TO APPROPRIATE MONIES IN THE SUM OF TWO MILLION FIVE HUNDRED EIGHTY-FOUR THOUSAND TWO HUNDRED TWENTY-FIVE DOLLARS (\$2,584,225) FILING WITH THE LOCAL GOVERNING BODY, FOR INFORMATIONAL PURPOSES, PURSUANT TO IDAHO CODE 50-2006; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the Moscow Urban Renewal Agency (Agency) was duly created pursuant to Idaho law by the Moscow City Council via Resolution 95-13; and

WHEREAS, the Agency is required to adopt an annual budget for filing with the local governing body, the City of Moscow; pursuant to Idaho Code 50-2006(3)(d); and

WHEREAS, the Agency is further required to comply with the open meetings law pursuant to Chapter 23, Title 67, Idaho Code, and as such set an annual budget hearing, noticed for August 19, 2021; and

WHEREAS, the Agency conducted a public hearing and approved budget Resolution 2021-02 on August 19, 2021; and

WHEREAS, the Agency has receipted unanticipated revenues through the sale of real property and hereby amends the annual budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

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

Section 1: There is hereby appropriated out of any monies in the treasury of the Urban Renewal Agency of Latah County, City of Moscow, Idaho, not otherwise appropriated, and out of any revenue which said Urban Renewal Agency may acquire between the first day of October, 2020, and the thirtieth day of September, 2021, in the amount of two million, five hundred eighty-four thousand, two hundred twenty-five dollars (\$2,584,225) for the purpose of defraying all necessary expenses and liabilities of such agency for the fiscal year beginning the first day of October, 2020, and ending the thirtieth day of September, 2021.

Section 2: The following provides the total revenues, beginning fund balance, total resources, total expenditures, ending fund balance, and total budget for the Moscow Urban Renewal Agency for the fiscal year beginning the first day of October, 2020, and ending the thirtieth day of September, 2021:

REVENUES:		
Account Description	2021 Adopted	2021 Amended
Total Tax Increment	\$ 795,000	\$ 795,000
Total Intergovernmental Revenue	\$ -	\$ -
Total Interfund Transfers	\$ 62,541	\$ 62,541
Total Miscellaneous Income	\$ 156,500	\$ 826,795
Total Revenue	\$ 1,014,041	\$ 1,684,336
Beginning Fund Balance	\$ 899,889	\$ 899,889
Total Resources Available	\$ 1,913,930	\$ 2,584,225
EXPENDITURES:		
Account Description	2021 Adopted	2021 Amended
Total Expenses	\$ 923,727	\$ 923,727
Total Debt Service	\$ 275,370	\$ 275,370
Total Other Financing Uses	\$ -	\$ -
Total Interfund Transfers	\$ 62,541	\$ 62,541
Total Capital Outlay	\$ -	\$ -
Total Expenditures	\$ 1,261,638	\$ 1,261,638
Ending Fund Balance	\$ 652,292	\$ 1,322,587
Total Expenditures	\$ 1,913,930	\$ 2,584,225

Section 3: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Moscow Urban Renewal Agency, this 16th day of September, 2021.

Steve McGeehan, Chair

ATTEST:

Renee Tack, Treasurer