



Meeting Agenda: Thursday, April 21, 2022, 7:00 a.m.

City of Moscow Council Chambers • 206 E 3<sup>rd</sup> 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 17, 2022
  - B. March 2022 Payables
  - C. March 2022 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. **FY2023 MURA Budget Hearing Date Determination (A) – Cody Riddle**

In accordance with state law, the Agency must notify the County Clerk's office of the date of the Agency's public hearing on its annual budget by no later than April 30 each year. To allow adequate time for the budget development and review process, Staff is proposing the Agency set the hearing date for its FY2023 budget on Thursday, August 4, 2022, and seeks the Board's approval to notify the County Clerk accordingly.

**ACTION:** Set the FY2023 Budget hearing for August 4, 2022, or take such other action deemed appropriate.
4. **Update on Alturas Technology Park (A) – Cody Riddle**

Staff will provide an update on the recent request for bids associated with Lot 2, Block 2 in Alturas Technology Report.

**ACTION:** Receive report.
5. **Update on the Agency's Sixth and Jackson Property (A) – Cody Riddle/Rusty Olps**

Mr. Olps will provide a report on the status of the Sixth and Jackson Project.

**ACTION:** Receive report.
6. **General Agency Updates – Cody Riddle**
  - 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.



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

Commissioners Present	Commissioners Absent	Staff in Attendance
Mark Beauchamp, Vice Chair	Steve McGeehan	Cody Riddle, <i>incoming</i> Executive Director
Steve Drown		Jennifer Fleischman, Clerk
Sandra Kelly		Renee Tack, Treasurer
Maureen Laflin		
Dave McGraw		
Nancy Tribble		

Beauchamp called the meeting to order at 7:03 a.m.

**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 January 27, 2022
- B. January 2022 Payables
- C. January 2022 Financials
- D. February 2022 Payables
- E. February 2022 Financials

Laflin moved for approval of the consent agenda as provided, seconded by Tribble. 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. Agency FY2021 Audit Presentation (A) – Renee Tack**

*The 2021 MURA audit is attached and will be presented by MURA Treasurer Renee Tack and the auditors, Presnell Gage PLLC.*

Nick Nicholson, Presnell Gage, and Tack reviewed the process that the independent auditors use to compile their report and the resulting opinion that the URA's finances are accurate. The internal controls were also reviewed and were not found to be significantly lacking. Nicholson covered in detail the financial statements that were audited. The Board was pleased that there were no inconsistencies and that the URA's finances were satisfactory to the auditors.

Drown made a motion to accept the FY2021 Audited Financial Statements, seconded by Tribble. Motion carried unanimously.

**4. 2021 MURA Annual Report Review (A) – Cody Riddle**

*In accordance with State Statute, all urban renewal agencies are required to file with the local governing body by March 31st of each year an annual report describing the activities of the agency for the preceding 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 draft 2021 Annual Report for public comment and the Board’s review and approval.*

Riddle reviewed the draft Annual Report, as required by state law, and the information provided as seen above. There was no negative feedback regarding the bidding process of the last remaining Alturas Lot. The best course of action would be to try and sell the last lot as soon as possible as opposed to holding onto it as an investment opportunity. The Legacy Crossing project at Sixth and Jackson was discussed in regards to the changes that have gone through state legislature and how that would affect possible future plans. There continued to be discussion about the benefits the URA provides by taking blighted properties and making it beneficial to residents and the community.

The legal agreement with Rusty Olps, proposed developer of the Sixth and Jackson property, has expired and there will be action taken by the Board soon. The Downtown Streetscape Project has begun with the design and consulting phase. The Parks Commission and the Sustainable Environment Commission will be involved with design process. The Lilly Street Reconstruction project has been delayed because of a lack of feasible bids from contractors. The publishing of the draft annual report received one public comment, which was included in the packet for the Board members to review.

Public Hearing opened at 7:41 AM

Victoria Seever, Moscow, presented her written comment and thanked the Agency for their work in Moscow. She applauded the Board’s work on the Lilly Street project, the Alturas lot bidding process, and the Sixth and Jackson.

Public Hearing closed at 7:45 AM

McGraw moved for approval of the FY2021 Annual Report and associated Resolution 2022-01, seconded by Drown. Motion carried unanimously.

**5. General Agency Updates – Cody Riddle**

- Legacy Crossing District

None.

- Alturas District

None.

- General Agency Business

None.

Beauchamp declared the meeting adjourned at 7:47 a.m.

\_\_\_\_\_  
Steve McGeehan, Agency Chair

\_\_\_\_\_  
Date



**Balance Sheet**  
**March 31, 2022**

	<u>Total Funds</u>
<b>ASSETS</b>	
Cash	56,399
Investments - LGIP	2,018,577
Investments-Zions Debt Reserve	44,313
Other Assets	5,260
Land Held For Resale	353,870
Land	679,420
<b>Total Assets</b>	<u><u>\$ 3,157,839</u></u>
<b>LIABILITIES</b>	
Deposits Payable	5,000
Series 2010 Bond - due within one year	34,000
Latah County payback agreement - due within one year	5,000
Series 2010 Bond - due after one year	193,000
Latah County payback agreement - due after one year	84,537
Total Liabilities	<u>321,537</u>
<b>FUND BALANCES</b>	
Net Investment in Capital Assets	353,870
Restricted Fund Balance	44,312
Unrestricted Fund Balance	2,438,120
Total Fund Balance	<u>2,836,302</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 3,157,839</u></u>

March-22  
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4797	UCITYMOS 2200000688	City of Moscow Mar 2022 URA Admin Services	03/03/2022	4,477.67
Total for Check Number 4797:				<u>4,477.67</u>
4798	UALTASCI A3596	Alta Science & Engineering Professional Services	03/10/2022	1,640.90
Total for Check Number 4798:				<u>1,640.90</u>
4799	UMOSPULD 544209 02282022	Tribune Publishing Company Alturas Lot RFP & Annual Report '21 Hearing	03/10/2022	241.02
Total for Check Number 4799:				<u>241.02</u>
4800	UAVISTA 1563734669-03142022	Avista Utilities 6th & Jackson Service	03/24/2022	232.57
Total for Check Number 4800:				<u>232.57</u>
4801	UCITYMOS 115911-02282022	City of Moscow Feb '22 Utilities 6th & Jackson	03/24/2022	319.34
Total for Check Number 4801:				<u>319.34</u>
4802	UELAMBUR 194901	Elam & Burke Flatiron - Land Sale Expense	03/24/2022	904.50
Total for Check Number 4802:				<u>904.50</u>
<b>Total bills for March 2022:</b>				<b><u><u>\$ 7,816.00</u></u></b>

March-22  
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4797	03/03/2022	Moscow Urban Renewal Agency	City of Moscow		4,477.67
4798	03/10/2022	Moscow Urban Renewal Agency	Alta Science & Engineering		1,640.90
4799	03/10/2022	Moscow Urban Renewal Agency	Tribune Publishing Company		241.02
4800	03/24/2022	Moscow Urban Renewal Agency	Avista Utilities		232.57
4801	03/24/2022	Moscow Urban Renewal Agency	City of Moscow		319.34
4802	03/24/2022	Moscow Urban Renewal Agency	Elam & Burke		904.50
			Report Total:		<u>7,816.00</u>
				\$ -	<u>7,816.00</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

March-22



Sort Level	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
890	Moscow Urban Renewal Agency					
880	URA General Fund					
890-880-642-00	Administrative Services	\$ 53,733.00	\$ 4,477.67	\$ 26,866.02	\$ 26,866.98	50.00%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ 1,640.90	\$ 3,973.40	\$ 1,026.60	79.47%
890-880-642-20	Professional Services-Auditing	\$ 5,200.00	\$ -	\$ -	\$ 5,200.00	0.00%
890-880-642-89	Professional Services	\$ 500.00	\$ -	\$ 19.95	\$ 480.05	3.99%
890-880-644-10	Advertising & Publishing	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-644-16	Land Sale Expenses	\$ 5,000.00	\$ 241.02	\$ 431.13	\$ 4,568.87	8.62%
890-880-668-10	Liability Insurance-General	\$ 1,780.00	\$ -	\$ 1,780.00	\$ -	100.00%
E02	Contractual	\$ 71,713.00	\$ 6,359.59	\$ 33,070.50	\$ 38,642.50	46.12%
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	\$ 2,750.00	\$ -	\$ -	\$ 2,750.00	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 Proceeds	\$ -	\$ -	\$ 229,775.53	\$ (229,775.53)	0.00%
E03	Commodities	\$ 4,750.00	\$ -	\$ 229,775.53	\$ (225,025.53)	4837.38%

General Ledger  
Expense vs. Budget

March-22



Sort Level	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
890	Moscow Urban Renewal Agency					
880	URA General Fund	\$ 76,463.00	\$ 6,359.59	\$ 262,846.03	\$ (186,383.03)	343.76%
895	URA Legacy District					
890-895-642-10	Professional Services-Legacy	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
890-895-642-12	Land Sale Expenses	\$ -	\$ 904.50	\$ 1,506.50	\$ (1,506.50)	0.00%
890-895-652-10	Heat, Lights & Utilities	\$ -	\$ 551.91	\$ 1,965.34	\$ (1,965.34)	0.00%
890-895-644-10	Ad. & Marketing Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
E02	Contractual	\$ 6,000.00	\$ 1,456.41	\$ 3,471.84	\$ 2,528.16	57.86%
890-895-647-10	Travel & Meetings-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
890-895-658-51	Development Participation	\$ 1,078,750.00	\$ -	\$ -	\$ 1,078,750.00	0.00%
890-895-669-10	Misc. Expense-Legacy	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-895-675-00	Fiscal Agent Trustee fees	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
890-895-676-15	Latah County Reimb. Agreement	\$ 6,500.00	\$ -	\$ 5,000.00	\$ 1,500.00	76.92%
890-895-676-17	Owner Participation Agreements	\$ 62,335.00	\$ -	\$ 30,098.34	\$ 32,236.66	48.28%
E03	Commodities	\$ 1,150,585.00	\$ -	\$ 35,098.34	\$ 1,115,486.66	3.05%
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	\$ 73,713.00	\$ -	\$ -	\$ 73,713.00	0.00%
890-895-890-01	Transfer To: Capital Fund	\$ -	\$ -	\$ -	\$ -	0.00%



General Ledger  
Expense vs. Budget

March-22



	<b>Sort Level</b>	<b>Description</b>	<b>Amended Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Variance</b>	<b>% Budget Used</b>
890		Moscow Urban Renewal Agency					
E10		Transfers To	\$ 73,713.00	\$ -	\$ -	\$ 73,713.00	0.00%

General Ledger  
Expense vs. Budget

March-22



Sort Level	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
890	Moscow Urban Renewal Agency					
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	\$ 1,245,298.00	\$ 1,456.41	\$ 38,570.18	\$ 1,206,727.82	3.10%
899	Dept					
890-891-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	0.00%
890-892-790-01	Bond Principal - Legacy	\$ 34,000.00	\$ -	\$ -	\$ 34,000.00	0.00%
890-892-791-01	Bond Interest - Legacy	\$ 9,965.00	\$ -	\$ 2,256.34	\$ 7,708.66	22.64%
E05	Debt Service	\$ 43,965.00	\$ -	\$ 2,256.34	\$ 41,708.66	5.13%
890-892-900-01	Ending Fund Bal - Assigned	\$ 718,400.00	\$ -	\$ -	\$ 718,400.00	0.00%
890-892-990-05	Ending Fund Bal - Restricted	\$ 5,260.00	\$ -	\$ -	\$ 5,260.00	0.00%
890-899-990-00	Ending Fund Bal - Unassigned	\$ 52,683.00	\$ -	\$ -	\$ 52,683.00	0.00%
890-899-990-05	Ending Fund Bal - Restricted	\$ 13,047.00	\$ -	\$ -	\$ 13,047.00	0.00%
E95	Ending Fund Balance	\$ 789,390.00	\$ -	\$ -	\$ 789,390.00	0.00%
899	Dept	\$ 833,355.00	\$ -	\$ 2,256.34	\$ 831,098.66	0.27%
890	Moscow Urban Renewal Agency	\$ 2,155,116.00	\$ 7,816.00	\$ 303,672.55	\$ 1,851,443.45	14.09%

General Ledger  
Revenue Analysis

March 2022



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
<b>890</b>	<b>Moscow Urban Renewal Agency</b>							
890-000-410-01	Property Taxes - Legacy	\$ 845,500.00	\$ 22,362.12	\$ 482,442.23	\$ 363,057.77	\$ 363,057.77	42.94%	57.06%
890-000-471-00	Investment Earnings	\$ 4,500.00	\$ 297.71	\$ 1,101.93	\$ 3,398.07	\$ 3,398.07	75.51%	24.49%
890-000-478-10	Gain/Loss on Sale of Assets	\$ -	\$ -	\$ 230,097.00	\$ (230,097.00)	\$ (230,097.00)		
890-000-498-96	Transfer In: Legacy	\$ 73,713.00	\$ -	\$ -	\$ 73,713.00	\$ 73,713.00	100.00%	0.00%
<b>890</b>	<b>Moscow Urban Renewal Agency</b>	<b>\$ 923,713.00</b>	<b>\$ 22,659.83</b>	<b>\$ 713,641.16</b>	<b>\$ 210,071.84</b>	<b>\$ 210,071.84</b>	<b>22.74%</b>	<b>77.26%</b>
<b>Revenue Total</b>		<b>\$ 923,713.00</b>	<b>\$ 22,659.83</b>	<b>\$ 713,641.16</b>	<b>\$ 210,071.84</b>	<b>\$ 210,071.84</b>	<b>22.74%</b>	<b>77.26%</b>