



Meeting Agenda: Thursday, August 25, 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 August 4, 2022
  - B. July 2022 Payables
  - C. July 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. **Downtown Streetscape Design Study (A) – Cody Riddle**

Staff and the consultant team will provide an update on the Downtown Streetscape Study project.

**ACTION:** Receive report and provide general direction as appropriate.
4. **Legacy Crossing Update and Next Steps (A) – Cody Riddle**

On March 7, 2019 the Agency entered into an Exclusive Negotiation Agreement (ENA) with Moscow Flatiron LLC to acquire and develop the property at Sixth and Jackson. Construction efforts remain stalled and the ENA has expired. Staff will provide an update and recommended course of action with a timeline for key benchmarks. In part, this includes a requirement to for the developer to submit a draft Disposition and Development Agreement (DDA) for the Board’s consideration within 60 days.

**ACTION:** Approve the recommended course of action presented by staff; or take other action as deemed appropriate.
5. **General Agency Updates – Cody Riddle**
  - 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 4, 2022, 7:00 a.m.

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

Commissioners Present	Commissioners Absent	Staff in Attendance
Nancy Tribble, Secretary	Mark Beauchamp	Cody Riddle, Executive Director
Steve Drown	Sandra Kelly	Jennifer Fleischman, Clerk
Maureen Laflin	Steve McGeehan	Renee Tack, Treasurer
Dave McGraw		

Tribble 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 July 7, 2022

**B.** June 2022 Payables

**C.** June 2022 Financials

Laflin moved for approval of the consent agenda as written, seconded by Drown. 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. Downtown Streetscape Study (A)

*Staff and the consultant team will provide an update on the Downtown Streetscape Study project.*

Riddle informed the Agency that the consultants will provide a presentation at the next meeting on August 25<sup>th</sup>, as they weren't able to make this meeting. The Board briefly talked about some of the things they had heard about the way that Welch-Comer was proceeding with the study. The consultants have been tasked with designing a conceptual plan that can be utilized in whole or in part for an update to the downtown streetscape.

#### 4. Public Hearing: Proposed FY2023 Agency Budget (A) – Cody Riddle

*Staff has prepared the draft FY2023 budget document which includes anticipated Agency revenues and expenditures for the upcoming fiscal year. The draft budget was reviewed by the Agency Board on July 7, 2022 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.*

Riddle provided a review of the proposed URA Budget, pointing out the change what was recommended and approved for the final budget by the Board at the first meeting in July. Staff reviewed some of the budget highlights as well as the upcoming projects that will be included in FY2023. The Almon Street and Asbury Street Alley Pavement project does not have speed bumps as part of the current design, but it could be considered. There were delays procuring an easement with the property owners of Identity for the South Main Underpass

project, but the paperwork has now been drafted and is in review. A discussion regarding the Legacy Crossing property will be included as part of the next meeting agenda.

Public Hearing opened at 7:19 AM

Victoria Seever, Moscow, spoke on the past and future revitalization projects that the URA has been a major contributing factor of.

Public Hearing closed at 7:23 PM

Laflin moved to adopt the FY2023 Budget and corresponding Budget Resolution 2022-02, as recommended by Staff. The motion was seconded by McGraw. Motion carried unanimously.

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

- *Legacy Crossing District*

Riddle will provide a review and recommendation for next steps of the Sixth and Jackson Property at the meeting on August 25<sup>th</sup>.

- *General Agency Business*

A successful bid was received for the last lot of Alturas Phase II and the Agency has a Purchase Agreement with the buyer. Alturas Analytics had a ground-breaking ceremony for one of the parcels to the north of the last lot a couple weeks ago. BT-Altius is the company that is pursuing purchasing the final lot.

The next meeting has been rescheduled from August 18<sup>th</sup> to August 25<sup>th</sup>, 2022.

Tribble declared the meeting adjourned at 7:29 a.m.

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Steve McGeehan, Agency Chair

Date



**Balance Sheet**  
**July 31, 2022**

	Total Funds
<b>ASSETS</b>	
Cash	28,490
Investments - LGIP	2,372,207
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>\$ 3,483,559</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
<b>Total Liabilities</b>	<u><u>321,537</u></u>
<b>FUND BALANCES</b>	
Net Investment in Capital Assets	353,870
Restricted Fund Balance	44,312
Unrestricted Fund Balance	2,763,841
<b>Total Fund Balance</b>	<u><u>3,162,022</u></u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 3,483,559</u></u>

July-22  
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4815	UINLACED 0009156	Inland Cellular Annual website hosting 2022	07/07/2022	400.00
Total for Check Number 4815:				400.00
4816	WELCHCOM 46016040-001 2/2	Welch-Comer Engineers Pahse 1,2 & 4	07/07/2022	5,775.00
Total for Check Number 4816:				5,775.00
4817	UAVISTA 1563734669-07122022	Avista Utilities June ' 22 electric for 6th & Jackson	07/14/2022	82.38
Total for Check Number 4817:				82.38
4818	UCITYMOS 2200000888	City of Moscow City Admin Fees July ' 22	07/14/2022	4,477.67
Total for Check Number 4818:				4,477.67
4819	UCITYMOS 15911-06302022	City of Moscow June '22 Utilities for 6th & Jackson	07/14/2022	319.34
Total for Check Number 4819:				319.34
4820	UPRESNEL 402617	Presnell Gage, PLLC Audit of Financial Statements for FY2021	07/28/2022	5,200.00
Total for Check Number 4820:				5,200.00
4821	UMOSPULD 169464 07162022	Tribune Publishing Company Alturas Lot RFB June/July '22	07/28/2022	203.58
Total for Check Number 4821:				203.58
<b>Total bills for July 2022:</b>				<b><u>\$ 16,457.97</u></b>

July-22

## Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4815	07/07/2022	Moscow Urban Renewal Agency	Inland Cellular		400.00
4816	07/07/2022	Moscow Urban Renewal Agency	Welch-Comer Engineers		5,775.00
4817	07/14/2022	Moscow Urban Renewal Agency	Avista Utilities		82.38
4818	07/14/2022	Moscow Urban Renewal Agency	City of Moscow		4,477.67
4819	07/14/2022	Moscow Urban Renewal Agency	City of Moscow		319.34
4820	07/28/2022	Moscow Urban Renewal Agency	Presnell Gage, PLLC		5,200.00
4821	07/28/2022	Moscow Urban Renewal Agency	Tribune Publishing Company		203.58
Report Total:				<u>0.00</u>	<u>16,457.97</u>

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Steve McGeehan, Chairperson

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Cody Riddle, 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.

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Renee Tack, Treasurer

General Ledger  
Expense vs. Budget

July-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	\$ 44,776.70	\$ 8,956.30	83.33%
890-880-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 1,520.00	\$ 3,480.00	30.40%
890-880-642-20	Professional Services-Auditing	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ -	100.00%
890-880-642-89	Professional Services	\$ 500.00	\$ 400.00	\$ 419.95	\$ 80.05	83.99%
890-880-644-10	Advertising & Publishing	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-644-16	Land Sale Expenses	\$ 5,000.00	\$ 203.58	\$ 861.85	\$ 4,138.15	17.24%
890-880-668-10	Liability Insurance-General	\$ 1,780.00	\$ -	\$ 1,780.00	\$ -	100.00%
E02	Contractual	\$ 71,713.00	\$ 10,281.25	\$ 54,558.50	\$ 17,154.50	76.08%
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%
880	URA General Fund	\$ 76,463.00	\$ 10,281.25	\$ 284,334.03	\$ (207,871.03)	371.86%

General Ledger  
Expense vs. Budget

July-22



Sort Level	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
895	URA Legacy District					
890-895-642-10	Professional Services-Legacy	\$ 5,000.00	\$ -	\$ 2,723.40	\$ 2,276.60	54.47%
890-895-642-12	Land Sale Expenses	\$ -	\$ -	\$ 1,506.50	\$ (1,506.50)	0.00%
890-895-652-10	Heat, Lights & Utilities	\$ -	\$ 401.72	\$ 3,541.43	\$ (3,541.43)	0.00%
890-895-644-10	Ad. & Marketing Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
E02	Contractual	\$ 6,000.00	\$ 401.72	\$ 7,771.33	\$ (1,771.33)	129.52%
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	\$ 5,775.00	\$ 5,775.00	\$ 1,072,975.00	0.54%
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	\$ 5,775.00	\$ 40,873.34	\$ 1,109,711.66	3.55%
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%



General Ledger  
Expense vs. Budget

July-22



Sort Level	Description	Amended		Period Amt	End Bal	Variance	% Budget Used			
		Budget								
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%
E10	Transfers To	\$	73,713.00	\$	-	\$	-	\$	73,713.00	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	\$	1,245,298.00	\$	6,176.72	\$	48,644.67	\$	1,196,653.33	3.91%
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	\$	16,457.97	\$	335,235.04	\$	1,819,880.96	15.56%

General Ledger  
Revenue Analysis

July 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	\$ 319,583.54	\$ 836,083.01	\$ 9,416.99	\$ 9,416.99	1.11%	98.89%
890-000-471-00	Investment Earnings	\$ 4,500.00	\$ 1,490.11	\$ 4,743.93	\$ (243.93)	\$ (243.93)	-5.42%	105.42%
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>\$ 321,073.65</b>	<b>\$ 1,070,923.94</b>	<b>\$ (147,210.94)</b>	<b>\$ (147,210.94)</b>	<b>-15.94%</b>	<b>115.94%</b>
<b>Revenue Total</b>		<b>\$ 923,713.00</b>	<b>\$ 321,073.65</b>	<b>\$ 1,070,923.94</b>	<b>\$ (147,210.94)</b>	<b>\$ (147,210.94)</b>	<b>-15.94%</b>	<b>115.94%</b>