



Meeting Agenda: Thursday, April 18, 2024, 7:30 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 a member of the Board and that item will be considered separately later.
  - A. Minutes from March 21, 2024
  - B. March 2024 Payables
  - C. March 2024 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. **FY2025 MURA Budget Schedule Review (A) – Cody Riddle**

The Agency has scheduled the FY 2025 Budget Hearing for August 1, 2024. Staff is recommending the following meeting dates to develop the budget and capital improvement plan in preparation for the August hearing:

  - June 20, 2024 Board Review of Draft Budget and Capital Improvement Plan
  - July 3, 2024 Finance Subcommittee Review of Final Draft Budget and Capital Improvement Plan
  - July 18, 2024 Board Review of Final Draft Budget and Capital Improvement Plan (if needed)**ACTION:** Approve the overall budget schedule, or take other action as deemed appropriate.
  
4. **FY2025 Finance Subcommittee Membership (A) – Cody Riddle**

Article IV, Section 2 of the Agency’s bylaws establishes the structure and responsibilities of a Finance Committee. This group is to be comprised of two board members and three individuals from the general community. The Committee provides recommendations on the capital improvement plan, annual budget, and agency contributions to projects exceeding fifty-thousand dollars (\$50,000). Jenny Ford, Jon Kimberling, and Dave Kiblen have agreed to continue serving as community members. Staff is seeking two board members to complete the committee.

**ACTION:** Appoint two board members and confirm community representatives of the Finance Committee, or take other action as deemed appropriate.
  
5. **General Agency Updates – Cody Riddle**
  - General agency business

**NOTICE:** It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City’s ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at [adacoordinator@ci.moscow.id.us](mailto:adacoordinator@ci.moscow.id.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.



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Commissioners Present	Commissioners Absent	Staff in Attendance
Nancy Tribble, Secretary	Steve McGeehan	Cody Riddle, Executive Director
Drew Davis	Mark Beauchamp	Jennifer Fleischman, Clerk
Sandra Kelly		Renee Tack, Treasurer
Tom Lamar		
Alison Tompkins		

Tribble called the meeting to order at 7:33 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 March 7, 2024
- B. February 2024 Payables
- C. February 2024 Financials

Kelly moved for approval of the consent agenda as written, seconded by Lamar. Vote by Acclamation: Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

**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. FY2025 MURA Budget Hearing Date Determination (A) – Cody Riddle**

*In accordance with state law, the Agency must notify the County Clerk’s office the date of the Agency’s public hearing of its annual budget by no later than April 30<sup>th</sup> each year. To allow adequate time for the Budget development and review process, Staff is proposing the Agency set the hearing date for its FY2025 budget on Thursday, August 1, 2024, and seeks the Board’s approval to notify the County Clerk accordingly.*

Riddle reviewed the code requiring urban renewal agencies to notify the county when the annual budget hearing will take place, as described above. Staff recommended that the Budget Hearing date be set for August 1, 2024. The hearing would be during a regularly scheduled meeting. There was a brief discussion about the date and Board member availability.

Kelly moved to set the FY2025 Annual Budget Hearing for Thursday August 1st, 2024, seconded by Davis. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

**4. Agency FY2023 Audit Presentation (A) – Renee Tack**

*The 2023 MURA audit is attached and will be presented by MURA Treasurer Renee Tack and the auditors, Presnell Gage PLLC.*

Tack began the presentation with a general review of the audit process and introduced Nick Nicholson from Presnell Gage. Nicholson explained how the independent auditors compiled the financial report and the resulting official opinion.

Lamar moved to accept the FY2023 Audited Financial Statements as presented, seconded by Tompkins. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

**5. 2023 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 2023 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 public improvement projects that were completed in 2023, or are pending contribution in coordination with the City of Moscow. The future contributions towards the downtown streetscape project include necessary infrastructure replacements. General pathway replacement and repairs are the responsibility of the City Parks department.

Public Hearing opened at 8:07 AM

Victoria Seever, Moscow, read her written comment (attached) and thanked the Agency for all their hard work.

Public Hearing closed at 8:11 AM

It was pointed out that the map on page 6 of the Annual Report is no longer accurate and Staff will provide an updated map before publishing.

Tompkins moved for approval of the FY2023 Annual Report as corrected, and the associated Resolution 2024-01, seconded by Kelly. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

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

- *General agency business*  
None.

**The meeting adjourned at 8:14 a.m.**

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Steve McGeehan, Agency Chair

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Date



**Balance Sheet**  
**March 31, 2024**

	Total Funds
<b>ASSETS</b>	
Cash	24,433
Investments - LGIP	3,329,966
Investments-Zions Debt Reserve	44,536
Other Assets	5,260
Land	679,420
<b>Total Assets</b>	<b>\$ 4,083,616</b>
 <b>LIABILITIES</b>	
Deposits Payable	5,000
Series 2010 Bond - due within one year	37,000
Latah County payback agreement - due within one year	5,000
Series 2010 Bond - due after one year	121,000
Latah County payback agreement - due after one year	74,537
Total Liabilities	<b>242,537</b>
 <b>FUND BALANCES</b>	
Net Investment in Capital Assets	521,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	3,275,347
Total Fund Balance	<b>3,841,079</b>
 <b>Total Liabilities and Fund Balance</b>	 <b>\$ 4,083,616</b>

March-24  
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4928	UAVISTA 1563734669-03202024	Avista Utilities Feb'24 Electric for Legacy Property	03/07/2024	54.72
Total for Check Number 4928:				54.72
4929	UCITYMOS 15911-02292024	City of Moscow Feb'24 Utilities 6th & Jackson	03/07/2024	331.47
Total for Check Number 4929:				331.47
4930	UCITYMOS 2400002089	City of Moscow City Admin Fees Mar'24	03/07/2024	4,750.42
Total for Check Number 4930:				4,750.42
4931	UMOSPULD 177581	Tribune Publishing Company NPH MURA Annual Report '23	03/14/2024	47.44
Total for Check Number 4931:				47.44
<b>Total bills for March 2024</b>				<b>\$ 5,184.05</b>

March-24  
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4928	03/07/2024	Moscow Urban Renewal Agency	Avista Utilities		54.72
4929	03/07/2024	Moscow Urban Renewal Agency	City of Moscow		331.47
4930	03/07/2024	Moscow Urban Renewal Agency	City of Moscow		4,750.42
4931	03/14/2024	Moscow Urban Renewal Agency	Tribune Publishing Company		47.44
			Report Total:	<u>\$ -</u>	<u>5,184.05</u>

\_\_\_\_\_  
 Steve McGeehan, Chairperson

\_\_\_\_\_  
 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.

\_\_\_\_\_  
 Renee Tack, Treasurer

General Ledger  
Expense vs. Budget

March-24



<b>Account</b>	<b>Description</b>	<b>Amended Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Variance</b>	<b>% Budget Used</b>
	URA General Fund					
890-880-642-00	Administrative Services	\$ 57,005.00	\$ 4,750.42	\$ 28,502.52	\$ 28,502.48	50.00%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 1,275.00	\$ 3,725.00	25.50%
890-880-642-20	Professional Services-Auditing	\$ 5,871.00	\$ -	\$ -	\$ 5,871.00	0.00%
890-880-642-89	Professional Services	\$ 525.00	\$ -	\$ 19.95	\$ 505.05	3.80%
890-880-644-10	Advertising & Publishing	\$ 500.00	\$ 47.44	\$ 47.44	\$ 452.56	9.49%
890-880-668-10	Liability Insurance-General	\$ 1,950.00	\$ -	\$ 2,172.00	\$ (222.00)	111.38%
	Contractual	\$ 70,851.00	\$ 4,797.86	\$ 32,016.91	\$ 38,834.09	45.19%
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%
890-880-647-10	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	\$ -	\$ 22.50	\$ 477.50	4.50%
	Commodities	\$ 2,000.00	\$ -	\$ 22.50	\$ 1,977.50	1.13%

General Ledger  
Expense vs. Budget

March-24



Account	Description	Amended		Period Amt	End Bal	Variance	% Budget Used
		Budget					
	URA General Fund - Total	\$ 72,851.00	\$	4,797.86	\$ 32,039.41	\$ 40,811.59	43.98%
	URA Legacy District						
890-895-642-10	Professional Services-Legacy	\$ 5,150.00	\$	-	\$ -	\$ 5,150.00	0.00%
890-895-642-12	Land Sale Expense-Legacy	\$ 2,060.00	\$	-	\$ -	\$ 2,060.00	0.00%
890-895-644-10	Ad. & Marketing Expense-Legacy	\$ 1,030.00	\$	-	\$ -	\$ 1,030.00	0.00%
	Contractual	\$ 8,240.00	\$	-	\$ -	\$ 8,240.00	0.00%
890-895-647-10	Travel & Meetings-Legacy	\$ 515.00	\$	-	\$ -	\$ 515.00	0.00%
890-895-652-10	Heat, Lights & Utilities	\$ 4,635.00	\$	386.19	\$ 1,930.52	\$ 2,704.48	41.65%
890-895-658-51	Development Participation	\$ 870,000.00	\$	-	\$ -	\$ 870,000.00	0.00%
890-895-669-10	Misc. Expense-Legacy	\$ 515.00	\$	-	\$ -	\$ 515.00	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	\$ 5,000.00	\$	-	\$ -	\$ 5,000.00	0.00%
890-895-676-17	Owner Participation Agreements	\$ 63,490.00	\$	-	\$ 22,712.62	\$ 40,777.38	35.77%
	Commodities	\$ 945,655.00	\$	386.19	\$ 24,643.14	\$ 921,011.86	2.61%
890-895-890-00	Transfer To: General Fund	\$ 72,851.00	\$	-	\$ -	\$ 72,851.00	0.00%
	Transfers To	\$ 72,851.00	\$	-	\$ -	\$ 72,851.00	0.00%



General Ledger  
Expense vs. Budget

March-24



Account	Description	Amended		End Bal	Variance	% Budget Used
		Budget	Period Amt			
890-895-900-11	Contingency - Legacy	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.00%
	Contingency	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.00%
	URA Legacy District - Total	\$ 1,041,746.00	\$ 386.19	\$ 24,643.14	\$ 1,017,102.86	2.37%
890-892-790-01	Bond Principal - Legacy	\$ 37,000.00	\$ -	\$ -	\$ 37,000.00	0.00%
890-892-791-01	Bond Interest - Legacy	\$ 6,936.00	\$ -	\$ 415.48	\$ 6,520.52	5.99%
	Debt Service - Total	\$ 43,936.00	\$ -	\$ 415.48	\$ 43,520.52	0.95%
890-892-900-01	Ending Fund Bal - Assigned	\$ 999,103.00	\$ -	\$ -	\$ 999,103.00	0.00%
890-892-990-05	Ending Fund Bal - Restricted	\$ 49,752.00	\$ -	\$ -	\$ 49,752.00	0.00%
890-899-990-00	Ending Fund Bal - Unassigned	\$ 190,391.00	\$ -	\$ -	\$ 190,391.00	0.00%
	Ending Fund Balance - Total	\$ 1,239,246.00	\$ -	\$ -	\$ 1,239,246.00	0.00%
TOTAL	Moscow Urban Renewal Agency	\$ 2,397,779.00	\$ 5,184.05	\$ 57,098.03	\$ 2,340,680.97	2.38%

General Ledger  
Revenue Analysis

March 2024



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	\$ 988,278.00	\$ 33,979.01	\$ 663,951.47	\$ 324,326.53	\$ 324,326.53	32.82%	67.18%
890-000-471-00	Investment Earnings	\$ 45,000.00	\$ 13,833.83	\$ 62,665.50	\$ (17,665.50)	\$ (17,665.50)	-39.26%	139.26%
890-000-498-96	Transfer In: Legacy	\$ 72,851.00	\$ -	\$ -	\$ 72,851.00	\$ 72,851.00	100.00%	0.00%
<b>890</b>	<b>Moscow Urban Renewal Agency</b>	<b>\$ 1,106,129.00</b>	<b>\$ 47,812.84</b>	<b>\$ 726,616.97</b>	<b>\$ 379,512.03</b>	<b>\$ 379,512.03</b>	<b>34.31%</b>	<b>65.69%</b>
<b>Revenue Total</b>		<b>\$ 1,106,129.00</b>	<b>\$ 47,812.84</b>	<b>\$ 726,616.97</b>	<b>\$ 379,512.03</b>	<b>\$ 379,512.03</b>	<b>34.31%</b>	<b>65.69%</b>