



Meeting Agenda: Thursday, February 20, 2025, 7:30 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 a member of the Board and that item will be considered separately later.
 - A. Minutes from February 6, 2025
 - B. January 2025 Payables
 - C. January 2025 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. **Planning for Community Meeting for Sixth and Jackson Street Property (A) – Cody Riddle**

Through the review of the Strategic Plan, and as a follow-up to the recent joint workshop with Moscow City Council, the Board has directed Staff to prepare a framework for a community meeting to gather input on the future of the Agency's property located on the southwest corner of Sixth and Jackson Streets. Staff will present an outline for the Board's consideration and direction.

ACTION: Review outline and provide direction as deemed appropriate.
4. **General Agency Updates – Cody Riddle**
 - Moscow State of the City will be February 19, 2025 at the Best Western University Inn.
 - The next regular meeting of the Urban Renewal Agency is scheduled for March 6, 2025.
 - 2024 Annual Report and Audit Presentation posted for March 20, 2025.
 - 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 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.



Meeting Minutes: Thursday, February 6, 2025, 7:30 a.m.

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

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

McGeehan called the meeting to order at 7:32 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 9, 2025
- B. December 2024 Payables
- C. December 2024 Financials

Tompkins moved for approval of the consent agenda as presented, seconded by Tribble. Vote by Acclamation: Ayes: Beauchamp, McGeehan, Tompkins, Tribble (4). Nays: None. Abstentions: Davis (1). 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.

Victoria Seever, Moscow, mentioned that the workshop with City Council on January 13th went well.

3. FY 2026 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 for its annual budget no later than April 30th each year. To allow adequate time for the budget development and review process, Staff is proposing the Agency set the hearing date for its FY2026 budget on Thursday, August 7, 2025, and seeks the Board’s approval to notify the County Clerk accordingly.

Riddle reviewed the process for creating and approving the annual budget and recommended the Hearing date be set for the meeting occurring on August 7, 2025. The Board members discussed their availability at the beginning of August.

Beauchamp moved to set the FY2026 Budget Hearing date for August 7, 2025, seconded by Tompkins. Roll Call Vote: Ayes: Beauchamp, McGeehan, Tompkins, Tribble (4). Nays: None. Abstentions: Davis (1). Motion carried.

Davis arrived at 7:36 AM

4. Follow-Up Discussion of the Joint Workshop with City Council – Cody Riddle

The Board met with Moscow City Council on January 13, 2025 to discuss historic, current, and future activities of the Agency. This included a discussion on the Legacy Crossing District and the potential of a new district in south Moscow.

Staff suggested the Board meet with City Council once or twice a year moving forward, and then started a discussion about some of the topics that were brought up at the recent workshop. The Board had an extensive conversation about the Sixth & Jackson Street property and possible solutions for development. Riddle will investigate potential next steps and create an outline for moving forward to bring back to the Board for review at the next meeting.

Beauchamp left at 8:14 AM

The Board members would like to have another conversation about creating a new urban renewal district in South Moscow over the next year.

5. 2025 Strategic Plan Update (A) – Cody Riddle

In 2020, the Board adopted the current, five-year Strategic Plan that includes goals and objectives to guide the activities of the Agency. The plan will expire in the coming year and the community has evolved since its adoption. The Board reviewed draft language and provided staff with direction on December 5, 2024 and January 9, 2025. Staff will present updated language for consideration by the Board.

This item was tabled until the next meeting.

6. General Agency Updates – Cody Riddle

- *2024 Annual Report and Audit Presentation on March 20, 2025*
- *The next regular meeting is scheduled for February 20, 2025.*
- *General Agency Business*

The meeting adjourned at 8:36 a.m.

Steve McGeehan, Agency Chair

Date



Balance Sheet
January 31, 2025

	<u>Total Funds</u>
ASSETS	
Cash	23,161
Investments - LGIP	4,238,589
Investments-Zions Debt Reserve	44,524
Other Assets	5,260
Land	679,420
Total Assets	<u>\$ 4,990,954</u>
LIABILITIES	
Series 2010 Bond - due within one year	39,000
Latah County payback agreement - due within one year	5,000
Series 2010 Bond - due after one year	82,000
Latah County payback agreement - due after one year	69,537
Total Liabilities	<u>195,537</u>
FUND BALANCES	
Net Investment in Capital Assets	558,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	4,192,685
Total Fund Balance	<u>4,795,417</u>
Total Liabilities and Fund Balance	<u>\$ 4,990,954</u>

January-25
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4970	UCITYMOS 15911-12312024	City of Moscow Dec '24 Utilities 6th & Jackson	01/08/2025	342.28
Total for Check Number 4970:				342.28
4971	UCITYMOS 2500002514	City of Moscow City Admin Fees Jan'25	01/08/2025	4,893.00
Total for Check Number 4971:				4,893.00
4972	UAVISTA 1563734669-01212025	Avista Utilities Dec'24 Electric for 6th & Jackson	01/15/2025	20.60
Total for Check Number 4972:				20.60
4973	UCACTUSI 56201-15536 FY25	Cactus International, Inc. URA Website Registration FY25	01/15/2025	19.95
Total for Check Number 4973:				19.95
Total bills for January 2025:				\$ 5,275.83

January-25
 Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4970	01/08/2025	Moscow Urban Renewal Agency	City of Moscow		342.28
4971	01/08/2025	Moscow Urban Renewal Agency	City of Moscow		4,893.00
4972	01/15/2025	Moscow Urban Renewal Agency	Avista Utilities		20.60
4973	01/15/2025	Moscow Urban Renewal Agency	Cactus International, Inc.		19.95
				_____	_____
Report Total:				<u>\$ -</u>	<u>5,275.83</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

January-25



Account	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
	URA General Fund					
890-880-642-00	Administrative Services	\$ 58,716.00	\$ 4,893.00	\$ 19,572.00	\$ 39,144.00	33.33%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 1,250.00	\$ 3,750.00	25.00%
890-880-642-20	Professional Services-Auditing	\$ 6,047.00	\$ -	\$ -	\$ 6,047.00	0.00%
890-880-642-89	Professional Services	\$ 541.00	\$ 19.95	\$ 19.95	\$ 521.05	3.69%
890-880-644-10	Advertising & Publishing	\$ 515.00	\$ -	\$ -	\$ 515.00	0.00%
890-880-668-10	Liability Insurance-General	\$ 2,650.00	\$ -	\$ 2,612.00	\$ 38.00	98.57%
	Contractual	\$ 73,469.00	\$ 4,912.95	\$ 23,453.95	\$ 50,015.05	31.92%
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	\$ -	\$ -	\$ 500.00	0.00%
	Commodities	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
	URA General Fund - Total	\$ 75,469.00	\$ 4,912.95	\$ 23,453.95	\$ 52,015.05	31.08%
	URA Legacy District					
890-895-642-10	Professional Services-Legacy	\$ 5,305.00	\$ -	\$ -	\$ 5,305.00	0.00%
890-895-642-12	Land Sale Expense-Legacy	\$ 2,122.00	\$ -	\$ -	\$ 2,122.00	0.00%
890-895-644-10	Ad. & Marketing Expense-Legacy	\$ 1,061.00	\$ -	\$ -	\$ 1,061.00	0.00%
	Contractual	\$ 8,488.00	\$ -	\$ -	\$ 8,488.00	0.00%
890-895-647-10	Travel & Meetings-Legacy	\$ 530.00	\$ -	\$ -	\$ 530.00	0.00%
890-895-652-10	Heat, Lights & Utilities	\$ 4,774.00	\$ 362.88	\$ 1,128.08	\$ 3,645.92	23.63%
890-895-658-51	Development Participation	\$ 798,000.00	\$ -	\$ -	\$ 798,000.00	0.00%
890-895-669-10	Misc. Expense-Legacy	\$ 530.00	\$ -	\$ -	\$ 530.00	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	\$ 5,000.00	\$ -	100.00%

General Ledger
Expense vs. Budget

January-25



Account	Description	Amended		End Bal	Variance	% Budget Used
		Budget	Period Amt			
890-895-676-17	Owner Participation Agreements	\$ 59,500.00	\$ -	\$ -	\$ 59,500.00	0.00%
	Commodities	\$ 869,834.00	\$ 5,362.88	\$ 6,128.08	\$ 863,705.92	0.70%
890-895-890-00	Transfer To: General Fund	\$ 75,468.00	\$ -	\$ -	\$ 75,468.00	0.00%
	Transfers To	\$ 75,468.00	\$ -	\$ -	\$ 75,468.00	0.00%
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	\$ 968,790.00	\$ 5,362.88	\$ 6,128.08	\$ 962,661.92	0.63%
890-892-790-01	Bond Principal - Legacy	\$ 39,000.00	\$ -	\$ -	\$ 39,000.00	0.00%
890-892-791-01	Bond Interest - Legacy	\$ 5,312.00	\$ -	\$ -	\$ 5,312.00	0.00%
	Debt Service - Total	\$ 44,312.00	\$ -	\$ -	\$ 44,312.00	0.00%
890-892-990-01	Ending Fund Bal - Assigned	\$ 1,559,514.00	\$ -	\$ -	\$ 1,559,514.00	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	\$ 427,205.00	\$ -	\$ -	\$ 427,205.00	0.00%
	Ending Fund Balance - Total	\$ 2,036,471.00	\$ -	\$ -	\$ 2,036,471.00	0.00%
TOTAL	Moscow Urban Renewal Agency	\$ 3,125,042.00	\$ 10,275.83	\$ 29,582.03	\$ 3,095,459.97	0.95%

General Ledger
Revenue Analysis

January 2025



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	\$ 980,000.00	\$ 531,102.86	\$ 539,806.37	\$ 440,193.63	\$ 440,193.63	44.92%	55.08%
890-000-471-00	Investment Earnings	\$ 100,001.00	\$ 14,811.88	\$ 44,991.01	\$ 55,009.99	\$ 55,009.99	55.01%	44.99%
890-000-498-96	Transfer In: Legacy	\$ 75,468.00	\$ -	\$ -	\$ 75,468.00	\$ 75,468.00	100.00%	0.00%
890	Moscow Urban Renewal Agency	\$ 1,155,469.00	\$ 545,914.74	\$ 584,797.38	\$ 570,671.62	\$ 570,671.62	49.39%	50.61%
Revenue Total		\$ 1,155,469.00	\$ 545,914.74	\$ 584,797.38	\$ 570,671.62	\$ 570,671.62	49.39%	50.61%