



Meeting Agenda: Thursday, **September 25**, 2025, 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 September 4, 2025
  - B. August 2025 Payables
  - C. August 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. **Procurement and Installation of Street Trees at Sixth and Jackson (A) - Cody Riddle**

As directed by the Board, Staff has obtained a bid for the installation of street trees in the existing planters abutting the Agency's property along Sixth Street. North Country Landscaping submitted a proposal to plant six trees for a total cost of \$3,409.00. Installation is anticipated later in October and will include soil amendments, fertilizer, and staking. The proposal, including specific species, has been reviewed and has the support of the Moscow City Forester.

**ACTION:** Authorize the expenditure and installation of street trees as proposed; or take other action deemed appropriate
4. **General Agency Updates – Cody Riddle**
  - The next regular meeting of the Urban Renewal Agency set for October 2, 2025 will be cancelled.
  - 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.



Meeting Minutes: Thursday, September 4, 2025, 7:30 a.m.

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

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

McGeehan called the meeting to order at 7:35 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 August 7, 2025

B. July 2025 Payables

C. July 2025 Financials

Tompkins moved for approval of the consent agenda as presented, seconded by Tribble. Roll Call Vote: Ayes: Unanimous (4). 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 offered.

### 3. Sixth and Jackson Street Property Groundwater Monitoring Report (A) – Cody Riddle

*Elevated ammonia and nitrate concentrations at the Agency's property at Sixth and Jackson have been monitored since 2016. The Board approved a pilot project that involved a microbial injection into site groundwater to evaluate the effectiveness of breaking down ammonia and nitrates in the soil. Staff will provide an update of the project and potential next steps, including a request to authorize an expenditure of approximately \$9,000 to install two downgradient monitoring wells in the public right-of-way. The purpose of these wells would be to determine ammonia and nitrate levels off-site. If at acceptable levels, the on-site injection and monitoring systems could be removed.*

Riddle provided a brief review of the work Alta has been doing and the proposed next steps, which would cost the Agency an additional approximate \$9,000. The work would satisfy all requirements for Department of Environmental Quality (DEQ) and so the wells could then potentially be removed completely. The testing would prove that off-site nitrate and ammonia levels are at, or below, an acceptable level. There continued to be a discussion about the requirements for DEQ satisfaction.

Tompkins moved to accept the Alta Groundwater Monitoring Report and authorize the use of additional funds for the proposed project, as recommended by Staff. The motion was seconded by Davis. Roll Call Vote; Ayes: Unanimous (4). Nays: None. Abstentions: None. Motion carried.

#### 4. **Tabling Opportunity at the Farmers Market (A) - Cody Riddle**

*The Board has expressed an interest in tabling at the Moscow Farmers Market. The last available date this season is October 18, 2025. Staff will lead a discussion to gauge interest in tabling this year, or if it is more appropriate to look for a date during the next season.*

Riddle informed the Board that there are dates available for tabling at the Moscow Farmers Market, as described above. The Board discussed different handouts that could be designed and ordered and decided to wait to do the tabling early next season. Staff will begin work on producing the documents that the Board requested.

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

- *The date of the next regular meeting of the Urban Renewal Agency is September 18, 2025, but Staff will reschedule it to occur on Thursday, September 25 instead.*

Staff has gathered more information about the street trees for Sixth and Jackson Street property and will share at the next meeting.

- *General Agency Business*

**The meeting adjourned at 7:57 a.m.**

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Steve McGeehan, Agency Chair

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Date



**Balance Sheet**  
**August 31, 2025**

	Total Funds
<b>ASSETS</b>	
Cash	82,318
Investments - LGIP	4,641,933
Investments-Zions Debt Reserve	44,524
Other Assets	5,260
Land	679,420
<b>Total Assets</b>	<u><u>\$ 5,453,455</u></u>
<b>LIABILITIES</b>	
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
<b>Total Liabilities</b>	<u>195,537</u>
<b>FUND BALANCES</b>	
Net Investment in Capital Assets	558,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	4,655,186
<b>Total Fund Balance</b>	<u>5,257,918</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 5,453,455</u></u>

August-25  
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4999	UAVISTA 1563734669-08202025	Avista Utilities July'25 Electric for Legacy Property	08/06/2025	21.19
Total for Check Number 4999:				21.19
5000	UCITYMOS 115911-07312025	City of Moscow July'25 Utilities 6th & Jackson	08/06/2025	342.28
Total for Check Number 5000:				342.28
5001	UCLAYTON 6/20/2025	Clayton B. Anderson Anderson OPA payment - 2nd half 2024	08/06/2025	1,194.24
Total for Check Number 5001:				1,194.24
5002	UGRITMAN 6/20/2025	Gritman Medical Park LLC Gritman OPA payment - 2nd half 2024	08/06/2025	19,724.60
Total for Check Number 5002:				19,724.60
5003	UIDTAXCOM IDSTC 07/20/2025	Idaho State Tax Commission Professional Development - JFleischman	08/06/2025	50.00
Total for Check Number 5003:				50.00
5004	JFLEISCHMA 07282024TRA-R 07282024TRA-R	Jennifer Mylan URA Prof Dev: Mileage URA Prof Dev: Lodging & Per Diem	08/06/2025	468.88 450.00
Total for Check Number 5004:				918.88
5005	UCITYMOS 2500002798	City of Moscow City Admin Fees Aug'25	08/13/2025	4,893.00
Total for Check Number 5005:				4,893.00
5006	UMOSPULD 201910	Tribune Publishing Company Hearing: URA FY26 Budget	08/27/2025	156.25
Total for Check Number 5006:				156.25
ACH	UZIONS 3291	Zions Bank Corporate Trust Principal & Interest for Series 2010A Bonds	08/27/2025	40,203.95
Total for ACH:				40,203.95
<b>Total bills for August 2025:</b>				<b>\$ 67,504.39</b>

August-25

Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4999	08/06/2025	Moscow Urban Renewal Agency	Avista Utilities		21.19
5000	08/06/2025	Moscow Urban Renewal Agency	City of Moscow		342.28
5001	08/06/2025	Moscow Urban Renewal Agency	Clayton B. Anderson		1,194.24
5002	08/06/2025	Moscow Urban Renewal Agency	Gritman Medical Park LLC		19,724.60
5003	08/06/2025	Moscow Urban Renewal Agency	Idaho State Tax Commission		50.00
5005	08/06/2025	Moscow Urban Renewal Agency	Jennifer Mylan		918.88
5006	08/13/2025	Moscow Urban Renewal Agency	City of Moscow		4,893.00
5007	08/27/2025	Moscow Urban Renewal Agency	Tribune Publishing Company		156.25
ACH	08/27/2025	Moscow Urban Renewal Agency	Zions Bank Corporate Trust		40,203.95
Report Total:				<u>0.00</u>	<u>67,504.39</u>

\_\_\_\_\_  
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.

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

General Ledger  
Expense vs. Budget

August-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	\$ 53,823.00	\$ 4,893.00	91.67%
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	\$ -	\$ 6,050.00	\$ (3.00)	100.05%
890-880-642-89	Professional Services	\$ 541.00	\$ -	\$ 669.95	\$ (128.95)	123.84%
890-880-644-10	Advertising & Publishing	\$ 515.00	\$ 156.25	\$ 242.37	\$ 272.63	47.06%
890-880-668-10	Liability Insurance-General	\$ 2,650.00	\$ -	\$ 2,612.00	\$ 38.00	98.57%
	Contractual	\$ 73,469.00	\$ 5,049.25	\$ 64,647.32	\$ 8,821.68	87.99%
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	\$ 468.88	\$ 468.88	\$ 31.12	93.78%
890-880-649-10	Professional Development	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	100.00%
890-880-669-10	Misc. Expense-General	\$ 500.00	\$ 15.00	\$ 15.00	\$ 485.00	3.00%
	Commodities	\$ 2,000.00	\$ 983.88	\$ 983.88	\$ 1,016.12	49.19%
	URA General Fund - Total	\$ 75,469.00	\$ 6,033.13	\$ 65,631.20	\$ 9,837.80	86.96%
	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	\$ 363.47	\$ 3,838.83	\$ 935.17	80.41%
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	\$ -	100.00%

General Ledger  
Expense vs. Budget

August-25



Account	Description	Amended					
		Budget	Period Amt	End Bal	Variance	% Budget Used	
890-895-676-17	Owner Participation Agreements	\$ 59,500.00	\$ 20,918.84	\$ 42,808.76	\$ 16,691.24	71.95%	
	Commodities	\$ 869,834.00	\$ 21,282.31	\$ 51,647.59	\$ 818,186.41	5.94%	
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	\$ 21,282.31	\$ 51,647.59	\$ 917,142.41	5.33%	
890-892-790-01	Bond Principal - Legacy	\$ 39,000.00	\$ 39,000.00	\$ 39,000.00	\$ -	100.00%	
890-892-791-01	Bond Interest - Legacy	\$ 5,312.00	\$ 1,203.95	\$ 1,529.55	\$ 3,782.45	28.79%	
	Debt Service - Total	\$ 44,312.00	\$ 40,203.95	\$ 40,529.55	\$ 3,782.45	91.46%	
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	\$ 67,519.39	\$ 157,808.34	\$ 2,967,233.66	5.05%	

General Ledger  
Revenue Analysis

August 2025



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
	<b>Moscow Urban Renewal Agency</b>							
890-000-410-01	Property Taxes - Legacy	\$ 980,000.00	\$ 24,975.35	\$ 1,021,298.56	\$ (41,298.56)	\$ (41,298.56)	-4.21%	104.21%
890-000-471-00	Investment Earnings	\$ 100,001.00	\$ 17,297.33	\$ 154,226.94	\$ (54,225.94)	\$ (54,225.94)	-54.23%	154.23%
890-000-498-96	Transfer In: Legacy	\$ 75,468.00	\$ -	\$ -	\$ 75,468.00	\$ 75,468.00	100.00%	0.00%
	<b>Moscow Urban Renewal Agency</b>	<b>\$ 1,155,469.00</b>	<b>\$ 42,272.68</b>	<b>\$ 1,175,525.50</b>	<b>\$ (20,056.50)</b>	<b>\$ (20,056.50)</b>	<b>-1.74%</b>	<b>101.74%</b>
<b>Revenue Total</b>		<b>\$ 1,155,469.00</b>	<b>\$ 42,272.68</b>	<b>\$ 1,175,525.50</b>	<b>\$ (20,056.50)</b>	<b>\$ (20,056.50)</b>	<b>-1.74%</b>	<b>101.74%</b>

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