



Meeting Agenda: Thursday, October 16, 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 September 25, 2025
 - B. September 2025 Payables
 - C. September 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. **General Agency Updates – Cody Riddle**
 - The next regular meeting of the Urban Renewal Agency is scheduled for November 6, 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, **September 25**, 2025, 7:30 a.m.

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

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Tompkins called the meeting to order at 7:30 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 September 4, 2025

B. August 2025 Payables

C. August 2025 Financials

Kelly moved for approval of the consent agenda as presented, seconded by Tribble. Roll Call Vote; Ayes: Unanimous (6). 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. 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.

Riddle informed the Board that Staff has been working on procuring a bid for trees for the Sixth and Jackson Street property right-of-way, as described above. North Country Landscaping can install trees towards the end of October, with the Boards approval. There was a short discussion about the variety of trees proposed. The trees have a warranty for a year after planting, and City Parks will provide supplemental watering for two years. The Board suggested a particular layout of the trees based on size and impact for the intersection.

Lamar moved to approve the expenditure and authorize the installation of trees as proposed, seconded by Kelly. Roll Call Vote; Ayes: Unanimous (6). Nays: None. Abstentions: None. Motion carried.

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*
- Riddle will be stepping down from the Agency and City, effective December 5th, 2025.
- A draft Request for Proposals for the Sixth and Jackston Street property is tentatively planned to be brought before the Board later in the Fall.

The meeting adjourned at 7:57 a.m.

Steve McGeehan, Agency Chair

Date



Balance Sheet
September 30, 2025

	Total Funds
ASSETS	
Cash	9,694
Investments - LGIP	4,534,228
Investments-Zions Debt Reserve	44,524
Other Assets	5,260
Taxes Receivable	2,254
Land	679,420
Total Assets	\$ 5,275,380
LIABILITIES	
Series 2010 Bond - due within one year	40,000
Latah County payback agreement - due within one year	10,000
Series 2010 Bond - due after one year	42,000
Latah County payback agreement - due after one year	59,537
Total Liabilities	151,537
FUND BALANCES	
Net Investment in Capital Assets	558,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	4,521,111
Total Fund Balance	5,123,843
Total Liabilities and Fund Balance	\$ 5,275,380

September-25
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
5007	UAVISTA 1563734669-09192025	Avista Utilities Aug'25 Electric for Legacy Property	09/10/2025	20.60
Total for Check Number 5007:				20.60
5008	UCITYMOS URA20250909 PRFY25-1	City of Moscow Alley W of Main ST Dev Participation 6th & Jackson St Snow Removal	09/10/2025	190,000.00 52.10
Total for Check Number 5008:				190,052.10
5009	UCITYMOS 2400002327	City of Moscow City Admin Fees Sept'25	09/10/2025	4,893.00
Total for Check Number 5009:				4,893.00
5010	UCITYMOS 115911-08312025	City of Moscow Aug'25 Utilities 6th & Jackson	09/10/2025	342.28
Total for Check Number 5010:				342.28
5011	USWANGER 6/20/2025	Larry Swanger Swanger OPA payment - 2nd half 2024	09/10/2025	728.40
Total for Check Number 5011:				728.40
5012	UCITYMOS ENG2025-0204	City of Moscow ALTA Well Install ROW Permit	09/24/2025	90.00
Total for Check Number 5012:				90.00
ACH		Zion's Bank Annual Bond Trustee Fee	09/24/2025	1,500.00
Total for ACH:				1,500.00
Total bills for September 2025:				<u>\$ 197,626.38</u>

September-25
Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
5007	09/10/2025	Moscow Urban Renewal Agency	Avista Utilities		20.60
5008	09/10/2025	Moscow Urban Renewal Agency	City of Moscow		190,052.10
5009	09/10/2025	Moscow Urban Renewal Agency	City of Moscow		4,893.00
5010	09/10/2025	Moscow Urban Renewal Agency	City of Moscow		342.28
5011	09/10/2025	Moscow Urban Renewal Agency	Larry Swanger		728.40
5012	09/24/2025	Moscow Urban Renewal Agency	City of Moscow		90.00
ACH	09/24/2025	Moscow Urban Renewal Agency	Zion's Bank		1,500.00
Report Total:				<u>0.00</u>	<u>197,626.38</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.

Cody Riddle, Executive Director

Renee Tack, Treasurer

General Ledger
Expense vs. Budget

September-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	\$ 58,716.00	\$ -	100.00%
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	\$ -	\$ 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	\$ 4,893.00	\$ 69,540.32	\$ 3,928.68	94.65%
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	\$ 31.12	93.78%
890-880-649-10	Professional Development	\$ 500.00	\$ -	\$ 500.00	\$ -	100.00%
890-880-669-10	Misc. Expense-General	\$ 500.00	\$ -	\$ 15.00	\$ 485.00	3.00%
	Commodities	\$ 2,000.00	\$ -	\$ 983.88	\$ 1,016.12	49.19%
	URA General Fund - Total	\$ 75,469.00	\$ 4,893.00	\$ 70,524.20	\$ 4,944.80	93.45%
	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	\$ 4,201.71	\$ 572.29	88.01%
890-895-658-51	Development Participation	\$ 798,000.00	\$ 190,000.00	\$ 190,000.00	\$ 608,000.00	23.81%
890-895-669-10	Misc. Expense-Legacy	\$ 530.00	\$ 142.10	\$ 142.10	\$ 387.90	26.81%
890-895-675-00	Fiscal Agent Trustee fees	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	100.00%
890-895-676-15	Latah County Reimb. Agreement	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	100.00%

General Ledger
Expense vs. Budget

September-25



Account	Description	Amended					
		Budget	Period Amt	End Bal	Variance	% Budget Used	
890-895-676-17	Owner Participation Agreements	\$ 59,500.00	\$ 728.40	\$ 43,537.16	\$ 15,962.84	73.17%	
	Commodities	\$ 869,834.00	\$ 192,733.38	\$ 244,380.97	\$ 625,453.03	28.10%	
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	\$ 192,733.38	\$ 244,380.97	\$ 724,409.03	25.23%	
890-892-790-01	Bond Principal - Legacy	\$ 39,000.00	\$ -	\$ 39,000.00	\$ -	100.00%	
890-892-791-01	Bond Interest - Legacy	\$ 5,312.00	\$ -	\$ 1,529.55	\$ 3,782.45	28.79%	
	Debt Service - Total	\$ 44,312.00	\$ -	\$ 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	\$ 197,626.38	\$ 355,434.72	\$ 2,769,607.28	11.37%	

General Ledger
Revenue Analysis

September 2025



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
	Moscow Urban Renewal Agency							
890-000-410-01	Property Taxes - Legacy	\$ 980,000.00	\$ 2,253.79	\$ 1,023,552.35	\$ (43,552.35)	\$ (43,552.35)	-4.44%	104.44%
890-000-471-00	Investment Earnings	\$ 100,001.00	\$ 17,296.96	\$ 171,523.90	\$ (71,522.90)	\$ (71,522.90)	-71.52%	171.52%
890-000-498-96	Transfer In: Legacy	\$ 75,468.00	\$ -	\$ -	\$ 75,468.00	\$ 75,468.00	100.00%	0.00%
	Moscow Urban Renewal Agency	\$ 1,155,469.00	\$ 19,550.75	\$ 1,195,076.25	\$ (39,607.25)	\$ (39,607.25)	-3.43%	103.43%
Revenue Total		\$ 1,155,469.00	\$ 19,550.75	\$ 1,195,076.25	\$ (39,607.25)	\$ (39,607.25)	-3.43%	103.43%