



**Moscow City Council
Regular Meeting**

Laurie M. Hopkins

~Agenda~

City Clerk

www.ci.moscow.id.us

208.883.7015

Tuesday

Council Chambers

7:00 PM

February 20, 2018

206 E. Third St.

1. Consent Agenda

1.A. Approval Of City Council Minutes February 5, 2018 Minutes - Laurie M. Hopkins

Documents:

[MINUTES 02-05-2018.PDF](#)

1.B. Approval Of City Council February 6, 2018 Minutes - Laurie M. Hopkins

Documents:

[MINUTES 02-06-2018.PDF](#)

1.C. Disbursement Report For January 2018 - Gary J. Riedner

Staff will present the Accounts Payable Report for the month ending January 2018. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on February 12, 2018.

ACTION: Approve the Disbursements Report for the month of January 2018.

Documents:

[CCSR DISBURSEMENT REPORT JAN 2018.PDF](#)
[DISBURSEMENT REPORT JAN 2018.PDF](#)
[REVENUE JAN 2018.PDF](#)

1.D. Salary Survey - Gary J. Riedner

In order to remain competitive in attracting and retaining quality employees, the City has committed to conducting a total compensation study (salary and all benefits) at least every four years. The most recent studies were conducted in 2006 and 2014. The cost of the survey is dependent upon the number of entities surveyed for comparison, the number of benchmarked positions and types of benefits to be surveyed. Jan Mason Rauk conducted the 2006 salary survey and is proposed to conduct the proposed survey.

Staff proposes to utilize Administration Professional Services 101-030-10-520-26 in an amount not to exceed \$15,000. This was reviewed and recommended for approval by the Administrative Committee on February 12, 2018.

ACTION: Approve Jan Mason Rauk to conduct a salary survey at a cost not to exceed \$15,000.

Documents:

[CCSR SALARY SURVEY.PDF](#)

1.E. Request Authorization For Beer Garden For 2018 Moscow Renaissance Fair - Dwight Curtis

Moscow Renaissance Fair 2018 is requesting authorization to have a beer garden at their annual event in East City Park. The event is open to the public and is scheduled to take place from May 5 - May 6, 2018. This will be the event's third year requesting a beer garden and there have been no issues related to the request in the past two years. A resolution is attached for Council approval per City policy. This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for approval.

ACTION: Approve beer garden request for 2018 Moscow Renaissance Fair per the attached Resolution.

Documents:

[CCSR BEER GARDEN FOR 2018 RENAISSANCE FAIR.PDF](#)
[BEER-WINE RENDEZVOUS IN THE PARK RESOLUTION.PDF](#)
[RENDEZVOUS IN THE PARK 2018 HOLD HARMLESS AGREEMENT.PDF](#)
[MEMO-RENDEZVOUS IN THE PARK 2018 REQUEST FOR ALCOHOL.PDF](#)

1.F. Authorization To Purchase Playground Equipment For Morgan's Orchard Park - Dwight Curtis

Staff is requesting authorization to purchase tot lot playground equipment and safety tiles from Buell Recreation LLC, slated for Morgan's Orchard Park in the amount of \$36,400. The funding source is the Hamilton Fund, and was approved through the FY18 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects will be authorized through the annual budget authorization. This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for approval.

ACTION: Authorize staff to purchase playground equipment for Morgan's Orchard Park in the amount of \$36,400 from Buell Recreation LLC; funding source from the Hamilton Fund.

Documents:

[CCSR AUTHORIZATION TO PURCHASE PLAYGROUND EQUIPMENT FOR MORGANS ORCHARD PARK.PDF](#)

EQUIPMENT RENDERING - MORGANS ORCHARD PARK 2-7-18.PDF
QUOTE R012218B MORGANS ORCHARD.PDF
PROPOSAL 907-103866-1_ MORGANS ORCHARD.PDF
MORGANS ORCHARD SITE PLAN.PDF

1.G. Idaho Community Development Block Grant Award Requirements - Fire Truck - Alisa Anderson

On November 17, 2017, City Staff submitted a grant application for purchase of a fire engine to the Idaho Department of Commerce (IDOC) under the Idaho Community Development Block Grant (ICDBG) Public Facilities funding category. On January 27, 2018, the City received a letter stating the IDOC Economic Advisory Council (EAC) approved the advancement of the request to the addendum stage which requires additional information and requirements to be met in order to move forward to the final round for funding approval. A copy of the letter is attached to this report.

The letter from IDOC requested the City provide an updated bid for the purchase of the fire engine, a recently adopted Fair Housing Resolution, and a Limited English Proficiency (LEP) Four Factor Analysis. Staff has obtained a new bid from the purchasing consortium for the fire engine, prepared a new Fair Housing Resolution for approval, and completed the LEP Four Factor Analysis for the City. The documentation for the requested information is attached to this report. This was reviewed and recommended for approval by the Administrative Committee on February 12, 2018.

ACTION: Approve updated Fair Housing Resolution to replace Resolution 2001-16 and approve the Limited English Proficiency Four Factor Analysis and determination that a Language Assistance Plan is not required to be developed at this time based upon current statistical information.

Documents:

CCSR IDAHO COMM DEV BLOCK GRANT AWARD
REQUIREMENTS - FIRE TRUCK.PDF
ICDBG APP FIRE ENGINE ADDENDUM LETTER AND
CHECKLIST.PDF
FIRE ENGINE PRICE QUOTE HGACBUY 2.1.18.PDF
FAIR HOUSING RESOLUTION DRAFT.PDF
LIMITED ENGLISH PROFICIENCY FOUR FACTOR ANALYSIS
2018.PDF
LIMITED ENGLISH PROFICIENCY FOUR FACTOR ANALYSIS 2018
STATISTICS.PDF

1.H. 433 And 421 N Main Street Lot Line Adjustment - Ryan Cash

Shelley Bennett is requesting a lot line adjustment between two parcels of land currently addressed as 433 and 421 N Main Street in order to accommodate setback requirements for a proposed building at 433 N Main Street. 433 N Main is currently 18,933 square feet in size and 421 N Main is currently 181,092 square feet in size. The applicant is proposing to adjust the common lot line between the two parcels in order to convey a 9 ft by 180 ft area from 421 N Main St to the southern parcel line of 433 N Main St. The subject properties are located in the Motor Business (MB) Zoning District which has no minimum lot area requirement for non-residential uses, and a

minimum lot width of 50 feet. Both parcels will meet all requirements for the MB Zoning District. This was reviewed and recommended for approval by the Public Works/Finance Committee on February 12, 2018.

ACTION: Approve the lot line adjustment request with no conditions.

Documents:

CCSR 433 AND 421 N MAIN ST LOT LINE ADJUSTMENT.PDF
REQUEST LETTER-PLAT MAP-LEGAL DESCRIPTION 433 AND 421
N MAIN ST LLA.PDF

2. Staff Recognition Report - Gary J. Riedner

3. Mayors Appointments

4. Confirmation Of Appointment Of Mia Vowels - Gary J. Riedner

After conducting a search, Mia Vowels has been selected as City Attorney filling the position vacated by the resignation of Rod Hall. Ms. Vowels is the current Senior Deputy Prosecuting Attorney for Latah County Pursuant to Moscow City Code, after appointment by the Mayor, the appointment must be confirmed by the City Council. Ms. Vowels is scheduled to start with the City on March 19, 2018 and will be sworn in as City Attorney at the March 19 City Council meeting.

PROPOSED ACTIONS: Confirm Mia Vowels as Moscow City Attorney, or take other such action deemed appropriate.

Documents:

CCSR CONFIRMATION OF APPOINTMENT OF MIA VOWELS.PDF

5. Public Comment And Mayor's Response Period (Limit 15 Minutes)

6. Public Hearing: C Street Alley ROW Vacation - Les MacDonald

The City has received an application requesting the vacation of a portion of the public right-of-way (ROW) located south of C Street and west of Home Street. A copy of the application is included in the packet. The request was made by Mr. Eric Lee Mittelstaedt, who is the owner of the property at 807 East C Street which abuts the property which is the subject of the vacation request. A vicinity map showing the proposed vacation area is shown on the attached public notice. A public hearing will be held at the February 20th Council Meeting to hear the petitioner's request and receive testimony pertaining to the request. Public notice of the hearing was advertised in the newspaper of record and mailed to properties within 600 feet of the subject ROW. The franchised utilities were notified of the application for the vacation. A copy of a draft ordinance vacating the ROW is attached. This item was presented to the Public Works/Finance Committee on February 12, 2018, which recommended advancing the item to a public hearing.

PROPOSED ACTIONS: Hold a public hearing to accept public testimony on the matter of the C Street Alley ROW Vacation request, consider such testimony, and approve the vacation request by adoption of the draft ordinance under suspension of the rules requiring three complete and separate readings

and that the ordinance be read by title and published by summary; or deny the vacation request; or take other action deemed appropriate.

Documents:

[CCSR PUBLIC HEARING C STREET ALLEY ROW VACATION.PDF](#)
[06 PUBLIC HEARING C STREET ALLEY ROW VACATION.PDF](#)
[PUBLIC HEARING NOTICE C STREET ALLEY ROW VACATION.PDF](#)
[ORDINANCE C STREET ALLEY ROW VACATION.PDF](#)

7. Public Hearing: Rayburn Street ROW Vacation - Les MacDonald

The City has received an application requesting the vacation of the remaining portion of the Rayburn Street public right-of-way (ROW) in the vicinity of State Highway 8 east of Stadium Way. A copy of the application is included in the packet. The request was made by Dan Ewart, Vice President for Infrastructure, on behalf of the Regents of the University of Idaho, which is the owner of the property on three sides of the property which is the subject of the vacation request. The remaining side is bounded by the right-of-way for State Highway 8. A vicinity map showing the proposed vacation area is shown on the attached public notice. A public hearing will be held at the February 20th Council Meeting to hear the petitioner's request and receive testimony pertaining to the request. Public notice of the hearing was advertised in the newspaper of record and mailed to properties within 600 feet of the subject ROW. The franchised utilities were notified of the application for the vacation. This item was presented to the Public Works/Finance Committee on February 12, 2018, which recommended advancing the item to a public hearing.

PROPOSED ACTIONS: Hold a public hearing to accept public testimony on the matter of the Rayburn Street ROW Vacation request, consider such testimony, and approve the vacation request by adoption of the draft ordinance under suspension of the rules requiring three complete and separate readings and that the ordinance be read by title and published by summary; or deny the vacation request; or take other action deemed appropriate.

Documents:

[CCSR PUBLIC HEARING RAYBURN STREET ROW VACATION.PDF](#)
[APPLICATION PACKET RAYBURN STREET ROW VACATION.PDF](#)
[ORDINANCE RAYBURN STREET ROW VACATION.PDF](#)

8. Public Hearing: Lande Lane Lot Division Request - Ryan Cash/Les MacDonald

Mr. Tom Golis is requesting a lot division to establish four lots from the two platted lots which are currently legally described as Lot 1 and Lot 2 of Block B, Christopher's Crossing Addition. The subject lots were originally platted within the Christopher's Crossing Subdivision and were to be served by the extension of Lande Lane which terminated with a standard cul-de-sac. The plat also included a pedestrian easement which provided a pedestrian connection from Hirschi Road to Lande Lane. The sidewalk in this easement has been constructed from Hirschi Road to the northern boundary of the subject property. During development of the subdivision, the developer ran into financial difficulties and all of the public improvements and building lots within the subject subdivision were completed and developed, with the exception of the Lande Lane cul-de-sac and the subject lots. Since that time (approximately 2001) the subject property has sat undeveloped due to construction impediments (grades, utility poles, and off-site sewer service extensions) which several developers report has made it

financially infeasible to develop the property in the original platted configuration.

On March 19, 2007 the City Council approved a lot division proposal to create three lots from the original two lots, relocate the pedestrian easement on the property, and allow for the construction of an alternate cul-de-sac design. Additional right-of-way was dedicated as part of this proposal to allow for the construction of the alternate cul-de-sac design, and a portion of right-of-way was vacated since the cul-de-sac had been relocated further to the north. Although the lot division was approved in 2007, no further action has been taken to develop the subject property.

Mr. Golis' lot division proposal requires several separate actions including the approval of the proposed lot division, approval of the variance from the street standards to allow the hammerhead turnaround, and the vacation of the excess public right-of-way that would no longer be necessary if the hammerhead turnaround is allowed. The vacation of the public right-of-way does require that the City Council conduct a public hearing to receive public testimony upon the request and to make a determination that vacation of the right-of-way is expedient for the public good. These actions are further described in the Council Committee Staff Report included in the packet. These items were reviewed by the Public Works/Finance Committee on February 12, 2018.

PROPOSED ACTIONS:

A. Approve the lot division request with the conditions that the vacation of right-of-way and engineering variance are approved, dedication of additional right of way is made, a Deed of Dedication is made for the 15' wide pedestrian easement between lots 3 and 4, and all public improvements are constructed, or the developer enters into a development agreement and security is posted to secure such improvements prior to any building permits being issued upon the subject property; or deny the lot division request; or take other such action deemed appropriate.

B. Approve the variance request to build a permanent Type III Turnaround per Standard Construction Drawing #5, or deny the variance request, or take other such action deemed appropriate.

C. Hold a public hearing to accept public testimony on the matter of the Lande Lane ROW vacation request, consider such testimony, and approve the vacation request by adoption of the draft ordinance under suspension of the rules requiring three complete and separate readings and that the ordinance be read by title and published by summary; or take other such action deemed appropriate.

Documents:

CCSR PUBLIC HEARING LANDE LANE LOT DIVISION REQUEST.PDF
2003 LANDE LANE LOTLINE CONSOLIDATION REQUEST 2007 LD
REQUEST.PDF
2003-2007 APPLICATION SITEMAPS.PDF
2007 PWF STAFF REPORT-MINUTES.PDF
2007 CITY COUNCIL MINUTES.PDF

2018 PUBLIC HEARING NOTICE MAP.PDF
2018 OWNER LETTER-ORIGINAL AND PROPOSED PLAT MAPS-
LEGAL DESCRIPTION.PDF
1333 LANDE LAND LOT DIVISION REQUEST.PDF
LANDE LANE PRELIM UTILITY AND LAYOUT.PDF
STANDARD DRAWING 4 CUL-DE-SAC.PDF
STANDARD DRAWING 5 HAMMERHEAD.PDF
LANDE LANE ROW APPLICATION REQUEST.PDF
PUBLIC HEARING NOTICE LANDE LANE ROW.PDF
ORDINANCE LANDE LANE ROW VACATION.PDF

9. Sanitation System Planning Services - Tim Davis

The City of Moscow issued a Request for Qualifications for development of a Comprehensive Sanitation System Master Plan on November 28, 2017. A selection committee, consisting of four staff members, a City Council member, a Sustainable Environment Commission member and a Latah Sanitation/Moscow Recycling representative, interviewed and selected Great West Engineering of Boise, Idaho. Key elements of the planning process include recycling program and facility evaluation, development of a recycle center layout concept including concept level cost estimates, solid waste program review and assessment and a local material recovery facility feasibility analysis. This project will also involve considerable public engagement by means of an advisory stakeholder group, three focus group interviews and a citizen survey to better understand the community needs in the development of a new convenience recycling and yard waste facility. Staff has negotiated the attached agreement with Great West Engineering for Sanitation System Planning Services in the amount of \$63,641.00. Funding is proposed from Sanitation Professional Services, line item 240-240-50-642-10 in the amount of \$35,000, with the balance from Solid Waste Development, line item 240-255-50-662-14. The planning project is expected to be completed by September 2018.

PROPOSED ACTIONS: Approve Sanitation System Planning Services Agreement with Great West Engineering, Inc., or take such other action deemed appropriate.

Documents:

CCSR SANITATION SYSTEM PLANNING SERVICES.PDF
PROFESSIONAL SERVICES CONTRACT SANITATION MASTER
PLAN.PDF

10. Request Hamilton Funds For Purchase And Installation Of Wheelchair Swing In East City Park - Dwight Curtis

Staff is requesting authorization to utilize funds from the Hamilton Fund for the purchase and installation of a specialized wheelchair swing in East City Park. There are presently no swings in any playground in the City of Moscow that are wheelchair accessible. The purchase cost, shipping and installation is \$34,000, and was not anticipated in the FY18 adopted budget. Moscow City Council Resolution 2017-07 authorizes Hamilton Funds to be utilized for the purchase and installation of playgrounds in Moscow's parks. As the purchase of the wheelchair swing was not authorized in the FY2018 budget, if approved, the funding could be appropriated by City Council in the open budget process in August, 2018. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76.

This request was considered by the Parks and Recreation Commission at its January 25, 2018 meeting and recommended to forward to City Council for its consideration and approval. This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for approval.

PROPOSED ACTIONS: Approve purchase and installation of the wheelchair accessible “iSwing” in East City Park, using an estimated \$3,000 funds donation from the Moscow High School Buddy Club and the remaining funds from the Hamilton Fund for a total of \$34,000, or take other such action deemed appropriate.

Documents:

CCSR REQUEST HAMILTON FUNDS FOR PURCHASE AND
INSTALLATION OF WHEELCHAIR SWING IN EAST CITY PARK.PDF
WERNER LETTER MHS BUDDY CLUB.PDF
ISWING IMAGES.PDF
ISWING QUOTE IP15.PDF
WHEELCHAIR SWING COST.PDF

11. General Obligation Bond Discussion - Gary J. Riedner

In the FY2018 budget, the City Council contemplated a May 2018 general obligation bond election for the siting and construction of a new Police facility. On November 20, 2017, City Council directed that staff develop and prepare a public facilities bond election in May, 2018 to fund the siting and construction of a Police Facility on the site of the current Moscow Recycling Center facility, re-purposing of the current police facility and minimal renovations to the Mann Building. Staff is proposing rescheduling the bond election from May 2018 to May 2019 for reasons contained in the accompanying Council Committee Staff Report included in the packet.

PROPOSED ACTIONS: Direct staff to reschedule the public facilities bond election authorized at the November 20, 2017 City Council meeting from May 2018 to May 2019; or take such other action deemed appropriate.

Documents:

CCSR GENERAL OBLIGATION BOND DISCUSSION AND REQUEST
FOR DIRECTION.PDF
MEMO REGARDING GO BOND.PDF

Reports

City Council
Mayor
Staff

Adjourn

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. 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 TDD 883-7019, as soon as possible so that arrangements may be made.

