



**Moscow City Council  
Regular Meeting**

Laurie M. Hopkins

~Agenda~

City Clerk

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208.883.7015

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**Tuesday**

**Council Chambers**

**7:00 PM**

**February 20, 2018**

**206 E. Third St.**

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**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, repurposing 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.





## Moscow City Council

**Regular Meeting**  
~Minutes~

Laurie M. Hopkins  
City Clerk

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

208.883.7015

**Monday**  
**February 5, 2018**

**7:00 PM**

**Council Chambers**  
**206 E. Third St.**

**The meeting was called to order at 7:00 PM**

**PRESENT:** Kathryn Bonzo Council President, Gina Taruscio Council Vice President, Art Bettge Councilmember, Brandy Sullivan Councilmember, Anne Zabala Councilmember, Bill Lambert Mayor

**ABSENT:** Jim Boland Councilmember

**STAFF:** Gary J. Riedner, Bill Blknap, Kevin Lilly, DJ Scallorn, Jen Pfiffner, Laurie M. Hopkins

**Pledge of Allegiance**

Mayor Lambert led the Pledge of Allegiance.

**1. Consent Agenda**

**A. Approval of Moscow City Council January 16, 2018 Minutes – Laurie M. Hopkins**

**B. Mountain View Road, 6Th to Joseph Street Design Agreement - Kevin Lilly**

The Mountain View Road, 6th to Joseph Street Federal Aid Project is the next phase of the City's efforts to improve the full length of one of our most important arterial roadways. The project is being funded (92.66% federal aid/7.34% local match) through the Local Highway Technical Assistance Council's (LHTAC) Local Urban Program and will improve the road from an existing two lane rural section to a 36 ft.-wide urban section with sidewalks, curb and gutter, green strips, turn lanes where warranted, upgraded illumination, and a roundabout at the intersection of 6th and Mountain View.

The Concept Report for the project was prepared by JUB Engineering, Inc. (JUB) and was approved by the City Council on July 21, 2014. Since that time, the project has been delayed due to funding issues within the Local Urban program, but it is now on track for construction in FY2023 or FY2024 with \$2.6M allotted for construction. Right-of-way funding in the amount of \$102,000 will become available in FY2019 and the project is expected to be "shovel ready" by FY2021 should early funding become available.

The attached agreement to complete the roadway design, geotechnical studies, and environmental clearance has been negotiated with JUB in the amount of \$261,500.00. This item was reviewed and recommended for approval by Public Works/Finance Committee at the January 22, 2018 meeting.

**PROPOSED ACTIONS:** Approve the attached agreement with JUB Engineering, Inc. or take such other action deemed appropriate.

Minutes Acceptance: Minutes of Feb 5, 2018 7:00 PM (Consent Agenda)



|                  |                                              |
|------------------|----------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b> |
| <b>MOVER:</b>    | Gina Taruscio, Council Vice President        |
| <b>SECONDER:</b> | Art Bettge, Councilmember                    |
| <b>AYES:</b>     | Bonzo, Taruscio, Bettge, Sullivan, Zabala    |
| <b>ABSENT:</b>   | Jim Boland                                   |

## **2. Staff Recognition Report - Gary J. Riedner**

None offered.

## **3. Mayors Appointments**

None offered.

## **4. Public Comment and Mayor's Response Period (limit 15 minutes)**

Joann Muneta, 203 S Howard St, Moscow, thanked the mayor for reinstituting the poverty forum. She complimented Council and staff for getting the information out on the Third Street corridor but didn't understand how Plan D came about. Riedner responded the memorandum in the packet for the meeting tomorrow explains the origin of Plan D.

Amy Ball, 601 E 3rd St, Moscow, representing Citizens for a Livable Community (CLC), hoped the Mayor and Council read the Daily News article by Dr. Ayad Rahmani. He volunteered to organize and conduct a Saturday workshop that could result in ideas for the intersection of Third Street and Paradise Creek to make the creek a source for unity and community, rather than a conduit for the other side of the city. The CLC hopes the City will sponsor such a workshop.

David Hall, 1334 Wallen Road, justification for motorized vehicle bridge over Paradise Creek at Third Street. He created statistics from the public comment period and shared them as well as a few of the comments. He proposes making a paradise park with a modest bicycle bridge.

Garrett Thompson, 1010 Pine Crest Rd, Moscow, appreciate the staff work on the 3rd St Bridge and will be happy when construction begins.

## **5. Moscow Arts Commission Annual Report - Kathleen Burns / Lauren McCleary**

Lauren McCleary listed the members of the Commission and described the working groups. Projects the Commission will focus on for 2018 will be continuing the strategic planning process, the public art library installation, vinyl wraps, a new bus shelter art piece, and the change of the Intermodal Transit Center sculpture.

## **6. Website Update - Jen Pfiffner**

Pfiffner opened the City's website and went through the new features and described the menu's.

## **7. Paradise Creek Floodplain Study Project - Bill Belknap**

The Moscow Urban Renewal Agency (MURA) has been working with a developer to potentially redevelop three properties currently addressed as 213 Spotswood, 225 Spotswood and 222 Troy Road, all located within the Legacy Crossing District Urban Renewal District and just east of the South Couplet. Through the course of completing its due diligence work, the developer identified that the subject property is located within the mapped 100 year floodplain and any new structures placed upon the property would be required to be elevated approximately three feet above current property elevation. Further examination appears to indicate that the current floodplain boundary may be the result of outdated Federal Emergency Management Agency (FEMA) map data which includes three bridge crossings that no longer exist and which previously presented an obstruction to flood waters. The MURA has completed an initial assessment and is requesting the City to advance the

study to the next phase in partnership with the MURA, which has approved partial funding of the study.

**PROPOSED ACTIONS:** Approve City project contribution of \$5,000 from line item #101-120-10-642-40 and \$3,000 from Non-Prioritized Projects, line item 101-010-10-670-16 for Phase II of the floodplain study; or take such other action deemed appropriate.

Belknap introduced the item as written above, described the property and floodplain insurance requirements. Belknap detailed the previous floodplain maps and remapping through the years. There are 29 parcels impacted and located in this current boundary. Fourteen of those parcels are located within the Legacy Crossing district. When the MURA considered funding a study to assess the current floodplain map, it was broken out in three phases. Phase I takes the old model into the new modeling software, removes the bridges no longer in existence and adds the US95 bridge back in the map to see if there would be significant reductions. If Phase I indicates substantial reductions, Phase II would be field surveys. Phase III would include assistance and support in preparation and processing of the letter of map revision application to FEMA.

Alta Science and Engineering completed Phase I which did show large revisions were needed. Alta felt there would be some reductions but to determine the extent of those would require Phase II. Belknap showed initial model results at each station moving upstream and explained the numbers.

From the Agency's perspective and trying to promote redevelopment of properties within the District, they felt Phase II is necessary and appropriate to pursue. Alta provided an estimate for Phase II of \$15,891. MURA funded Phase I and is seeking a partnership with the City to share the cost of Phase II. Staff has identified \$5,000 within the Community Development budget that could be utilized and Riedner provided a memo recommending \$3,000 could be used from Council Non-prioritized. The timeline Belknap estimates would be approximately four weeks for Phase II. Council can then review results and determine whether sponsoring a letter of map revision and if so, FEMA needs four months for review. Gary explained non-prioritized projects in the Legislative budget is for City Council discretion for projects not anticipated at the beginning of the budget year.

City contribution of \$5,000 from line item #101-120-10-642-40 and \$,000 from Non-prioritized Projects, line item #101-010-10-670-16 for Phase II of the floodplain study was approved by roll call vote.

|                  |                                           |
|------------------|-------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | Kathryn Bonzo, Council President          |
| <b>SECONDER:</b> | Anne Zabala, Councilmember                |
| <b>AYES:</b>     | Bonzo, Taruscio, Bettge, Sullivan, Zabala |
| <b>ABSENT:</b>   | Jim Boland                                |

#### 8. Change in Meeting Schedule Due to Presidents Day - Gary J. Riedner

Due to the Presidents Day holiday falling on a Monday, per Moscow City Code Title 2, Section 2-1, the next City Council meeting is scheduled for Tuesday, February 20, 2017.

**ACTION:** Confirm February 20, 2017 Council meeting date.

Riedner explained the schedule for Council meetings and asked for acknowledgement by the City Council. The Council members confirmed.

## Reports

### *City Council*

*Parks & Recreation Commission* - Bonzo reported the Commission received reports on the Indian Hills Park, a pamphlet for pool education and a master plan update. The MHS buddy club presented regarding a wheel chair swing in East City Park.

*Palouse Knowledge Corridor* - Bettge reported the group is planning another bootcamp and bringing forth a list of deliverables for both Moscow City Council and Pullman City Council.

*Moscow Urban Renewal Agency* - Bettge - Sangria development agreement has been signed which indicates construction towards end of July; working on annual report; appointed new treasurer Brittany Gunderson, replacing Riedner.

*Planning & Zoning Commission* - Zabala discussed Comprehensive Plan updates from SEC and Tree.

*Fair and Affordable Housing Commission* - Zabala said the Commission talked about Syringa and workshops.

Other meetings and events were discussed.

### *Mayor*

Mayor Lambert said many elected officials attended the Association of Idaho Cities (AIC) City Officials Day at the Capitol. He has AIC board meetings every Friday during the legislative session. The Poverty on the Palouse session had a ton of energy and next meeting will be March 1<sup>st</sup>.

### *Staff*

Riedner reminded the Council of the monthly breakfast meeting Wednesday morning. There is a general health and wellness fair February 15<sup>th</sup>, jointly sponsored with Latah County and Moscow Chamber of Commerce, and will include a blood drive. There is also a fund raiser for Sojourners February 9<sup>th</sup>.

## Adjourn

The meeting was closed at 8:12 PM

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Bill Lambert, Mayor

ATTEST:

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Laurie M. Hopkins, City Clerk

Minutes Acceptance: Minutes of Feb 5, 2018 7:00 PM (Consent Agenda)



## Moscow City Council

### Special Meeting ~Minutes~

Laurie M. Hopkins  
City Clerk

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208.883.7015

**Tuesday  
February 6, 2018**

**7:00 PM**

**Council Chambers  
206 E. Third St.**

#### **The meeting was called to order at 7:00 PM**

**PRESENT:** Kathryn Bonzo Council President, Gina Taruscio Council Vice President, Art Bettge Councilmember, Jim Boland Councilmember, Brandy Sullivan Councilmember, Anne Zabala Councilmember, Bill Lambert Mayor

**STAFF:** Gary J. Riedner, Les MacDonald, Steve Schulte, Laurie M. Hopkins

#### **Pledge of Allegiance**

Council Vice President Taruscio led the Pledge of Allegiance.

#### **1. Third Street Corridor Traffic Management – Les MacDonald**

The planned installation of a new multi-modal bridge across Paradise Creek at Third Street is anticipated to cause a change in traffic patterns within the Third Street corridor and surrounding area. An assessment of potential traffic management and traffic calming methods was requested by the Mayor and City Council to address the anticipated changes. With the assistance of the Transportation Commission and a task focused subcommittee, four alternative traffic management plans have been developed for consideration by the Council. The Council Workshop Memo included in the packet provides an overview of the development of the four plans along with the public input process undertaken to gather input on potential changes within the corridor.

**PROPOSED ACTIONS:** Receive the report on the development of the four alternative traffic management plans for the Third Street corridor, consider and select alternatives and direct staff to proceed with the Third Street corridor improvements project or take such other action deemed appropriate.

MacDonald began the presentation by going through the timeline for the project and the Transportation Commission Subcommittee members. Priority issues identified were safety, multimodal access and limiting impacts and speeds. Review of the corridor characteristics such as traffic volumes, accident history, lighting, etc. was the next step in the process. MacDonald went through the public input timeline. The public comment resulted in preference of Plan C by about 2/3 of the total comments. Some of the issues given in the comments included herringbone catch basin grates, truck routes/signage, garbage can placement, lighting, parking removal, congestion at high school, and maintenance concerns. Common corridor components through all of the proposed plans included speed limits of 25 mph from Washington Street to Mountain View Road; time activated warning lights on school zone signage; and raised pedestrian crossings. MacDonald described specifics to each proposed plan. Cost estimates were shown for all three plan options with Plan C being the least expensive. The Children Pedestrian Safety Project Ranking from the Surplus Eliminator Grant Funding which we applied for had a total of 71 funding applications totaling approximately \$12 million and the Third Street Corridor is ranked number one. If approved, it will supplement the funding already budgeted. Staff recommends proceeding with design of the common features found in all plans and to hire a consultant to review the safety of Plan C if that is the plan Council decides to proceed with. If Plan C is found not to be feasible, staff recommends the Council proceed with Plan D.

Minutes Acceptance: Minutes of Feb 6, 2018 7:00 PM (Consent Agenda)

Mayor Lambert opened the meeting up for public comment.

Michael Kyte, 1009 E 7<sup>th</sup> St Moscow, thanked staff for the great public input process. Strongly support the critical elements for traffic control and calming. Transportation Commission spent a lot of time to think through and they struggled to make sure goals were met. Two way separated bike lanes examples can work. For him, Plan D doesn't exist as the elements were spoke on briefly and to formalize it is not a fair characterization as it was not fully vetted. If staff feels outside consultant is needed to review Plan C, he is supportive and feels it can be done quickly.

Amy Ball, 601 E 3<sup>rd</sup> St Moscow, was part of the subcommittee and thanked Council and staff for listening to the community and including public input in the process. She felt there was an excellent job done on the public displays. She was dismayed to see a Plan D and echoes the previous comment to not consider it as a possibility unless it is fully vetted. She would prefer to go with Plan C before proceeding with another.

Amy Mazur, 1415 Pine Cone Rd Moscow, thanked the various people on this process. She is disappointed these plans do not include a pedestrian bridge. The plan options are premised on a vehicular bridge. She desires a community that supports smart growth which means bike-able and walkable passages. She gave four reasons for a pedestrian bridge.

David Pimentel, 123 N Hayes St Moscow, said he bikes to work and kids bike to school and they take Third St. He feels Plan C will have issues but not charting new territory with the issues. If the most bike friendly option isn't used, that sends a message. Transportation Commission had a final vote that was unanimous for Plan C and he doesn't see how the Council can pick a different plan.

David Hall, 1334 Wallen Rd Moscow, motorized bridge catalyst for this traffic calming, want to hear each Council Member's justification for such a bridge.

Mark Solomon 722 S Jefferson Moscow, and owns property on 704 E Third Street, complimented staff, council members and the Transportation Commission on the public process. He feels this is following through on policies established 20-30 years ago and not revisited. He would suggest revisiting those. If that is not an option, he would support Plan C for the corridor improvements. The primary reason he doesn't live on his Third Street property is the large traffic on it already and questions whether Third Street needs to be a vehicular street.

Susan Wilson, 2780 N Mountain View Rd Moscow, thanked the Council for staying the course as this project is long overdue. She loves all the plans so whatever the Council chooses will be an improvement including the motor bridge. Her concerns is removal of parking, especially around the high school. It may exacerbate the rest of the neighborhood. Additional cost and labor for snow removal is also a concern. She appreciates the timeline for the project and encourages Council to stay the course. She complimented staff on the process.

Dean Pittenger 1017 D St Moscow, said he appreciates the work on the plans. He is concerned that traffic calming won't have a lot of impact if you open all the way to Mountain View because traffic will increase.

Tina Hilding 411 N Howard Moscow, said this was a wonderful public process but perhaps should have been done last spring before the bridge was decided. She is an avid bike rider and uses Third Street. She suggests finding a way to encourage biking and walking.

Garrett Thompson, 1010 Pine Crest Rd Moscow, thanked City staff, especially MacDonald and the subcommittee. He said unfortunately this issue has been controversial. We all live in Moscow because it

is special. He is supportive of the bridge, supportive of Plan C, and wants everyone to work together and see it get done. He also hopes Plan D does not gain traction.

Joann Muneta, 203 S Howard Moscow, pointed out Plan D has not been vetted and she feels it is not traffic calming rather it encourages traffic. Painted lines make the street look wider. She feels hiring a consultant is a great idea and hopes they can show how to make this work for our population and safety.

Mike Lowry, 123 S Monroe St Moscow, said he was impressed with the process and feels there is a lesson to be learned about the order of items. He agrees with Muneta that hiring a consultant can help make it work which is a good approach.

Bonzo pointed out where the bridge was proposed in the FY2018 budget summary, the Comprehensive Plan, the Multi-modal Plan, Strategic Plan and she read exempts. She felt the way the Council and staff was treated is not fair. The process was followed as it has been in the past. Bonzo said she did loads of research on this corridor and it follows the plans that staff is following. She supports Plan C because it does make it bike friendly.

Taruscio appreciated putting together a subcommittee and likes Plan C. She had concerns about the intersection of Third and Mountain View Rd and MacDonald said there is not a proposal to modify that intersection at this time but it is something that can be discussed. Taruscio approves of a consultant.

Palmer said the Street Division reviewed all the plans for maintenance issues and the packet includes a memo from Steve Schulte addressing concerns on maintenance issues. Infrastructure improvements between Blaine and Hayes will be an issue. Plan C is the most challenging from a maintenance perspective and will require a larger maintenance investment. It will take more staff time but it can be done. It will be based on equipment and staff and there are ways staff can work around the challenges. Boland thought perhaps the savings in the Plan can provide funds to more equipment.

Sullivan asked which elements are covered in the grant and MacDonald replied the common elements such as raised crosswalks, lighting on speed zone sizes, center medians refuge islands, and sidewalk work, with the possibility to add treatments in side streets such as bulb outs. Sullivan agrees the public process has been outstanding. She appreciates the history of all the documents, she feels the public experience in this process was different than when the bridge was approved. She would like to know if the Council would be open to discuss the option to receive input to reconsider the multimodal bridge now that we have information on the corridor. It would be less funds if the bridge was only pedestrian/bicycle and perhaps less corridor improvements needed.

Bettge asked how many parking spaces lost with Plan C and MacDonald replied the estimate is 120 spaces along the entire corridor, with Polk to Blaine losing all parking. Hayes and Blaine raised the most parking concern. He also agrees with Plan C and a consultant review. He would also like to see a report on the additional cost and time on employees for maintenance. Bettge suggested proceeding with the common elements directly so they coincide with the completion of the bridge.

Zabala asked when the City will receive funding. MacDonald said the Legislature authorized funding but not the expenditure. Staff is waiting for LHTAC will make announcement, which MacDonald thinks will be any day. Zabala echoed Sullivan's sentiment due to the overwhelming comments from the public to provide another public input process for the bridge.

Mayor said the bridge is budgeted and the process is moving forward. Change is difficult but Moscow solves issues.

Boland favors Plan C and once it is in place, will there be any metrics to see how traffic has changed,

such as how many bikes, pedestrians and vehicles the change has attracted so that it can be applied to other areas in the city. MacDonald said staff does traffic counts on a consistent basis and this spring can get a pedestrian/bicycle count before anything has begun. Boland said the counts can determine whether it was the right decision.

Bonzo moved to accept Plan C for the Third Street corridor and direct staff to proceed with those improvements in that project. Taruscio seconded. Bettge suggested amendment to include consultant review to provide feedback on bike lanes and include impacts of staff maintenance and costs. Bonzo and Taruscio accepted the amendment. Sullivan asked about review of the parking. Parking discussion ensued regarding adding a component to see parking usage today and after improvements. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lambert thanked everyone involved.

### **Adjourn**

The meeting was closed at 9:10 PM

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Bill Lambert, Mayor

ATTEST:

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Laurie M. Hopkins, City Clerk

Minutes Acceptance: Minutes of Feb 6, 2018 7:00 PM (Consent Agenda)

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Disbursement Report for January 2018**Responsible Staff:** Gary J. Riedner

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***Information***

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**DESCRIPTION:** Presentation of the Accounts Payable Report for the month ending January 31, 2018. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of \$2,771,098.25. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on February 12, 2018.

|                             |                |
|-----------------------------|----------------|
| Payroll                     | \$1,018,654.00 |
| Professional Services       | 128,486.00     |
| Sanitation                  | 283,352.00     |
| ACH Wells Fargo             | 40,838.00      |
| Supplies                    | 80,126.00      |
| Contractual Payments        | 565,836.00     |
| Capital Outlay-Vehicles     | 21,635.00      |
| Utilities                   | 84,260.00      |
| Capital Outlay              | 360,587.00     |
| Capital Outlay-Improvements | 14,315.00      |
| Insurance                   | 50,050.00      |
| Total                       | \$2,648,139.00 |

**STAFF RECOMMENDATION:** Approve report.

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

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***Necessary Resources/Impacts***

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\$2,648,139.07

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***Attachments***

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Cash & Investments Balances 2018  
 Disbursements Report FY18  
 Revenue 2018



## DISBURSEMENTS REPORT FOR JANUARY 2018

| DATE      | FUND NAME               | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE                                                                      | VOID CHECKS                    | PAYROLL       | PAYROLL       | GRAND TOTALS |
|-----------|-------------------------|------------------|------------------|------------------|------------------|---------------------------------------------------------------------------------------|--------------------------------|---------------|---------------|--------------|
|           |                         | 1/4/2018         | 1/12/2018        | 1/19/2018        | 1/25/2018        | 1/5/2018<br>1/24/2018<br>1/31/2018<br>00002.01.2018<br>00005.01.2018<br>00007.01.2018 | 1/18/2018                      | 1/5/2018      | 1/19/2018     |              |
| BATCH #   |                         | 00001.01.2018    | 00002.01.2018    | 00004.01.2018    | 00006.01.2018    |                                                                                       | 00002.01.2018<br>00003.01.2018 | 00100.01.2018 | 00200.01.2018 |              |
| CHECK #'s |                         | 86123-86169      | 86170-86272      | 86273-86325      | 86326-86392      | January CC ACHS                                                                       | 86261,86352                    | 20637-20644   | 20645-20653   |              |
| Fund #    |                         |                  |                  |                  |                  |                                                                                       |                                |               |               |              |
| 101       | GENERAL                 | 15,995.48        | 29,060.59        | 106,229.90       | 555,934.04       | 21,538.07                                                                             |                                | 309,207.48    | 309,606.59    | 1,347,572.15 |
| 105       | STREETS                 | 5,060.34         | 23,967.72        | 10,341.19        | 5,761.70         | 657.97                                                                                |                                | 22,925.06     | 22,435.75     | 91,149.73    |
| 120       | RECREATION AND CULTURE  | 2,087.17         | 7,139.46         | 2,302.80         | 26,454.76        | 3,558.06                                                                              | (48.00)                        | 45,458.33     | 48,328.01     | 135,280.59   |
| 121       | MSD COMM. PLAY FIELDS   |                  |                  |                  | 657.34           |                                                                                       |                                | 1,507.68      | 1,674.36      | 3,839.38     |
| 123       | 1912 CENTER             |                  | 7,916.67         |                  |                  |                                                                                       |                                |               |               | 7,916.67     |
| 128       | TRANSIT CENTER          |                  | 518.40           |                  | 936.57           |                                                                                       |                                |               |               | 1,454.97     |
| 220       | WATER                   | 8,962.91         | 30,905.08        | 7,348.75         | 31,988.08        | 6,035.15                                                                              | (51.96)                        | 45,183.01     | 48,441.72     | 178,812.74   |
| 230       | SEWER                   | 4,607.13         | 49,857.98        | 18,096.26        | 4,821.14         | 1,921.14                                                                              | (45.00)                        | 53,555.36     | 45,226.92     | 178,040.93   |
| 240       | SANITATION              | 70,804.88        | 196,525.99       | 350.00           |                  |                                                                                       |                                | 3,681.79      | 3,837.19      | 275,199.85   |
| 290       | FLEET                   | 27,709.26        | 11,854.77        | 24,908.47        | 294.08           |                                                                                       |                                | 11,898.46     | 12,142.26     | 88,807.30    |
| 295       | INFORMATION SYSTEMS     | 5,127.06         | 40,702.94        | 2,411.12         |                  | 2,452.74                                                                              |                                | 16,376.63     | 17,167.10     | 84,237.59    |
| 320       | WATER CAPITAL PROJECTS  | 87,664.65        |                  | 169,354.81       | 2,609.87         | 1,714.26                                                                              |                                |               |               | 261,343.59   |
| 330       | SEWER CAPITAL PROJECTS  | 63,501.00        |                  |                  |                  |                                                                                       |                                |               |               | 63,501.00    |
| 340       | SANITATION CAPITAL PROJ |                  |                  |                  |                  |                                                                                       |                                |               |               | 0.00         |
| 350       | CAPITAL PROJECTS        | 21,097.50        | 3,095.38         | 65.00            | 26,723.15        | 2,960.73                                                                              |                                |               |               | 53,941.76    |
| 355       | LID CONSTRUCTION        |                  |                  |                  |                  |                                                                                       |                                |               |               | 0.00         |
| 380       | HAMILTON - PARKS & REC  |                  |                  |                  |                  |                                                                                       |                                |               |               | 0.00         |
| 590       | BONDS & INTEREST        |                  |                  |                  |                  |                                                                                       |                                |               |               | 0.00         |
|           | TOTAL                   | 312,617.38       | 401,544.98       | 341,408.30       | 656,180.73       | 40,838.12                                                                             | (144.96)                       | 509,793.80    | 508,859.90    | 2,771,098.25 |

WIRE Transfers:

Kathryn Bonzo, Chair

Gary J. Riedner, Acting Finance Director

Brandy Sullivan, Vice Chair

Jim Boland

Attachment: Disbursements Report FY18 (1653 : Disbursement Report for January 2018)

# RECEIPTS REPORT FOR JANUARY 2018

| Fund # | FUND NAME                   | Taxes               | Franchise Fees    | Licenses & Permits | Intergovernmental | Charges for Services | Fines & Penalties | Investment Income | Refunds & Reimbursements | Contributions & Donations | Other           | Grand Total         |
|--------|-----------------------------|---------------------|-------------------|--------------------|-------------------|----------------------|-------------------|-------------------|--------------------------|---------------------------|-----------------|---------------------|
|        |                             |                     |                   |                    |                   |                      |                   |                   |                          |                           |                 |                     |
| 101    | GENERAL                     | 2,603,023.36        | 129,857.37        | 52,133.62          | 114,565.00        | 128,454.52           | 7,782.69          | 15,891.23         | 847.15                   | 1,600.00                  | 4,439.64        | 3,058,594.58        |
| 105    | STREETS                     | 335,861.41          | 0.00              | 0.00               | 0.00              | 26,897.53            | 0.00              | 0.00              | 150.00                   | 0.00                      | 0.00            | 362,908.94          |
| 120    | RECREATION AND CULTURE      | 0.00                | 0.00              | 300.00             | 4,883.00          | 14,078.11            | 0.00              | 0.00              | 15.42                    | 15,517.00                 | 0.00            | 34,793.53           |
| 121    | MSD COMMUNITY PLAY FIELDS   | 0.00                | 0.00              | 0.00               | 6,631.55          | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 6,631.55            |
| 123    | 1912 CENTER                 | 0.00                | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 128    | TRANSIT CENTER              | 0.00                | 0.00              | 0.00               | 0.00              | 67,394.98            | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 67,394.98           |
| 220    | WATER                       | 0.00                | 0.00              | 0.00               | 0.00              | 391,243.79           | 0.00              | 26,924.21         | 0.00                     | 0.00                      | 0.00            | 418,168.00          |
| 230    | SEWER                       | 0.00                | 0.00              | 0.00               | 0.00              | 814,916.63           | 0.00              | 0.00              | 350.10                   | 0.00                      | 0.00            | 815,266.73          |
| 240    | SANITATION                  | 0.00                | 0.00              | 0.00               | 0.00              | 375,714.39           | 0.00              | 0.00              | 2,000.00                 | 0.00                      | 0.00            | 377,714.39          |
| 290    | FLEET                       | 0.00                | 0.00              | 0.00               | 0.00              | 72,671.44            | 0.00              | 0.00              | 7,019.00                 | 0.00                      | 0.00            | 79,690.44           |
| 295    | INFORMATION SYSTEMS         | 0.00                | 0.00              | 0.00               | 0.00              | 97,568.34            | 0.00              | 0.00              | 3.36                     | 0.00                      | 0.00            | 97,571.70           |
| 320    | WATER CAPITAL PROJECTS      | 0.00                | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 330    | SEWER CAPITAL PROJECTS      | 0.00                | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 340    | SANITATION CAPITAL PROJECTS | 0.00                | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 350    | CAPITAL PROJECTS            | 0.00                | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 510.00                    | 0.00            | 510.00              |
| 355    | LID CONSTRUCTION            | 0.00                | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 380    | HAMILTON P&R                | 0.00                | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 2,853.30          | 0.00                     | 0.00                      | 0.00            | 2,853.30            |
| 590    | BOND & INTEREST             | 82,846.76           | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 82,846.76           |
| 595    | LID FUNDS                   | 0.00                | 0.00              | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
|        | <b>TOTAL</b>                | <b>3,021,731.53</b> | <b>129,857.37</b> | <b>52,433.62</b>   | <b>126,079.55</b> | <b>1,988,939.73</b>  | <b>7,782.69</b>   | <b>45,668.74</b>  | <b>10,385.03</b>         | <b>17,627.00</b>          | <b>4,439.64</b> | <b>5,404,944.90</b> |

Attachment: Revenue 2018 (1653 : Disbursement Report for January 2018)

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Salary Survey**Responsible Staff:** Gary J. Riedner

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***Information***

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**DESCRIPTION:** 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 purpose of performing a classification and compensation plan study is to determine if the City's current compensation plan is both internally equitable and externally competitive. The recommended consultant, Jan Mason Rauk, conducted the 2006 salary survey and is proposed to conduct the proposed survey. The survey would benchmark a variety of positions in each pay grade representing all City departments. The labor market surveyed would include regional cities and counties which are competitors with the City of Moscow in a number of recruitments. Being competitive leads to lower turnover, higher morale and lower costs.

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. 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.

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

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

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***Necessary Resources/Impacts***

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<Type your fiscal/personnel/miscellaneous impacts here or N/A>

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***Attachments***

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**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Request Authorization for Beer Garden for 2018 Moscow Renaissance Fair**Responsible Staff:** Dwight Curtis

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**Information**

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**DESCRIPTION:** 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. Beer garden hours of operation will be May 5<sup>th</sup>, from 12:00 p.m. to 8:00 p.m. and May 6<sup>th</sup>, from 12:00 p.m. to 5:00 p.m. local time.

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.

The location of the beer garden will be the same as last year. (Location map attached).

A Chief of Police-approved security company will provide security services; vendor still to be determined. No City police officers are required once security company is approved. The Chief of Police has reviewed the request, as well as the safety requirements addressed in the agreement, and had no issue with this request. 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.

**STAFF RECOMMENDATION:** Approve beer garden request for 2018 Moscow Renaissance Fair and attached Resolution.

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

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**Necessary Resources/Impacts**

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<Type your fiscal/personnel/miscellaneous impacts here or N/A>

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**Attachments**

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Beer-WineRendezvousInThePark-Resolution-2018 w att  
RenFair 2018 Beer-Wine Hold Harmless Agreement 1-29-18  
memo-RenFair;alcohol 2018

**RESOLUTION NO. 2018 -**

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE IN EAST CITY PARK UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS, PURSUANT TO MOSCOW CITY CODE 5-13-4(B); PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Moscow City Code 5-13-4(B) prohibits the possession of alcoholic beverages while present in a public park in the City of Moscow, Idaho (hereinafter “City” or “the City”) except in accordance with specific regulations adopted by Council by Resolution; and

WHEREAS, East City Park in Moscow is a City park as defined at Moscow City Code 5-13-3(D) (hereinafter “the Park”); and

WHEREAS, Moscow Renaissance Fair (hereinafter “the Permitted Event(s)”) is an event or series of events sponsored by Moscow Renaissance Fair (hereinafter “the Event Sponsor”), intended to promote family and community fellowship; and

WHEREAS, Council wishes to allow for the vending and responsible consumption of beer and/or wine under certain conditions, contained herein and during limited hours during the Permitted Event(s); and

WHEREAS, the Event Sponsor has paid the fee associated with the consideration of this Resolution; and

WHEREAS, Council wishes to prohibit the sale and/or consumption of liquor during the Permitted Event(s); and

WHEREAS, Council believes the regulations contained herein are appropriate; and

WHEREAS, Council believes that the specific regulations contained herein balance health and safety concerns of citizens with the desire to promote responsible use of beer and wine; and

WHEREAS, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within City limits; and

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of the Event Sponsor or of the Permitted Event(s), and/or its affiliates, associations, contributors, supporters, participants, etc.;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Moscow, Idaho as follows:

**SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING MOSCOW RENAISSANCE FAIR 2018:**

**Intent:**

This Resolution is intended to allow the sale and consumption of beer and wine only (and not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event(s). Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event(s) held on the 5th day of May 2018, from 12:00 p.m. to 8:00 p.m. and on the 6th day of May, 2018 from 12:00 p.m. to 5:00 p.m. local time.

**Liability, Insurance and Safety:**

1. No less than ten (10) days prior to the Permitted Event(s) at which the licensed vendor will sell beer and wine, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the licensed vendor has current, paid up, off-premise alcoholic beverage liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits.
2. No less than ten (10) days prior to the first activity of the Permitted Event(s) herein described, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the Permitted Event(s) has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event(s).
3. City shall be named as an additional insured on the insurance policy of the licensed vendor.
4. No less than ten (10) days prior to the Permitted Event(s), the Event Sponsor shall deliver to the City Clerk the signed original of the Agreement, attached as Exhibit "A", with City to defend, hold harmless and indemnify City of Moscow, Idaho, its agents, servants, employees, officers and contractors from any and all claims, causes of action or damages which may arise from the Event Sponsor use of the Park premises.
5. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time he/she reasonably determines that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his/her designee to terminate all or part of the Permitted Event(s).

**Vendor:**

1. There shall be only one (1) licensed vendor of beer and/or wine at the Permitted Event(s);
2. All alcoholic beverages shall be sold only by a licensed vendor;
3. Every licensed vendor shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a catering permit;
4. The name, address, telephone number, alcohol license permit number of every licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the City Clerk no less than ten (10) days prior to the Permitted Event(s) at which such licensed vendor shall sell alcoholic beverages;
5. The City shall play no role in determining which vendor shall be selected to sell beer/wine beverages in the Park during the Permitted Event(s); described herein
6. The vendor shall provide at least two (2) persons to check proper identification for those who shall be sold beer and wine during the Permitted Event(s). These persons shall be clearly identified and shall be stationed at the entrance to the designated sales and consumption area and no less than ten feet (10') from any sales or dispensing counter;

7. There shall be at least two (2) security officers from a City-approved security firm, clearly identified as such, providing security on duty at all times whenever beer/wine is being served. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event(s), including, but not limited to, every police officer required by this Agreement.

### **Sales and Consumption:**

1. No less than ten (10) days prior to the Permitted Event(s) at which the licensed vendor will sell beer/wine, the Event Sponsor shall deliver to the City Clerk three (3) copies of a site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer/wine garden within the Park; (b) the barricade, sales and/or dispensing area, consumption area, entry and exit points; (c) identification checking station; and (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by Moscow City Parks and Recreation Director or his/her designee, and by the Moscow Chief of Police prior to the Permitted Event(s).
2. All beer/wine sales and consumption shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution;
3. The designated sales and service area(s) shall be physically separated from the rest of the Park by a barricade which is no less than forty four inches (44") tall and which is constructed so no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map required by this Resolution. All sales, dispensing, service, and consumption shall take place inside the approved barricade;
4. All food sales and service shall be located outside the approved barricade and have a space of no less than ten feet (10') between the approved barricade and food sales or service area;
5. No person shall be allowed to purchase, consume or possess alcohol other than within the area designated for beer/wine sales and consumption as shown on the map required by this Resolution;
6. There shall be no more than one (1) entrance and one (1) exit to each area designated for beer/wine consumption, as shown on the map required by this Resolution;
7. All beer/wine shall be dispensed in and consumed from its original container. Such container shall be a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a non-alcoholic beverage;
8. Every occupant within the area(s) designated for beer/wine consumption shall provide identification to law enforcement officers or City employees who request it.
9. No person under twenty one (21) years of age shall be present in the area(s) designated for beer/wine sales or consumption at any time beer/wine is being served.
10. A sign shall be prominently posted at or near the entrance and exit to each area designated for beer/wine sales or consumption stating that entrance by persons under twenty one (21) years of age is prohibited.
11. Beer/wine shall be sold only within the designated areas at the Park only between the hours of 12:00 p.m. and 8:00 p.m. local time on the 5th day of May, 2018 and between the hours of 12:00 p.m. and 5:00 p.m. local time on the 6th day of May, 2018.
12. Beer/wine shall be consumed only within the designated area at the Park only between the hours of 12:00 p.m. and 8:00 p.m. local time on the 5th day of May, 2018 and between the hours of 12:00 p.m. and 5:00 p.m. local time on the 6th day of May, 2018, during the Permitted Event(s);
13. No person shall carry or consume an alcoholic beverage within the Park which is not purchased or dispensed from the licensed vendor at the Permitted Event(s) and consumed within the approved consumption area. Consumption of alcohol within the Park and outside of the approved consumption area shall be considered a violation of the City's open container ordinance.

**Failure To Comply:**

Failure to comply with this Resolution shall expose any such person to all relevant civil and criminal consequences and may result in denial of subsequent applications for alcohol permits in public parks for a period of no less than five (5) years.

**PASSED AND APPROVED** by the Mayor of the City of Moscow, Idaho, this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Bill Lambert, Mayor

ATTEST:

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

Attachment: Hold Harmless Agreement

Attachment: Beer-WineRendezvousInThePark-Resolution-2018 w att (1649 : Request Authorization for Beer Garden for 2018 Moscow



**EXHIBIT “A”**

## Renn Fair Beer Garden Map 2018



AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY  
BETWEEN CITY OF MOSCOW, IDAHO AND  
MOSCOW RENAISSANCE FAIR  
FOR THE MOSCOW RENAISSANCE FAIR EVENT

THIS AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY, between City of Moscow, Idaho (hereinafter "CITY") and the sponsor of the event, Moscow Renaissance Fair (hereinafter "RENFAIR"), is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

WHEREAS, Resolution No. 2018-\_\_\_\_\_ of the City of Moscow, Idaho passed and approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 provides, in part, for the person(s) and or group holding the approved event to enter into an agreement with CITY to defend, hold harmless and indemnify CITY, its agents, servants, employees, officers and contractors from any and all claims, causes of action, or damages which may arise from the sponsor's use of CITY park premises for the approved event; and

WHEREAS, this Agreement meets such requirement;

NOW, THEREFORE, CITY and RENFAIR agree as follows:

AGREEMENT TO DEFEND, HOLD HARMLESS, AND INDEMNIFY;

RENFAIR, through its duly and specifically authorized agents, hereby releases CITY and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by RENFAIR's own agents, officers, employees and representatives to which RENFAIR might otherwise be immune, arising from the Moscow Renaissance Fair event scheduled to occur May 5, 2018 through May 6, 2018, permitted under the terms of Resolution No. 2018-\_\_\_\_\_, except for claims based upon the sole negligent, intentional acts of CITY.

RENFAIR expressly agrees that this indemnity provision extends to any and all claims for injury, sickness, or death of any person, including officers, employees, agents and representatives arising out of, related to, or caused by the presence, dispensing, sale, gift, or ingestion of alcohol by RENFAIR or its officers, employees, agents and representatives including, but not limited to, the caterer and/or vendor of alcohol during the Moscow Renaissance Fair event.

Inspection, review and/or acceptance by the City of any activity performed by or during Moscow Renaissance Fair or any activity or non-activity by CITY police officers or other officers, employees, agents or representatives of CITY shall not be grounds for avoidance of

any of the covenants of defense, indemnification or hold harmless by RENFAIR in behalf of CITY contained in this Agreement.

**SIGNED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

RENFAIR

CITY OF MOSCOW, IDAHO

\_\_\_\_\_  
Willow Falcon, President

\_\_\_\_\_  
Bill Lambert, Mayor

ATTEST:

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

#### ACKNOWLEDGMENT

STATE OF IDAHO            )  
                                          ) ss.  
COUNTY OF LATAH        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, a Notary Public in and for said State, appeared Willow Falcon, known to me to be the person named above and acknowledged that she executed the foregoing document as having been specifically authorized and having authority to bind Moscow Renaissance Fair to this Agreement.

\_\_\_\_\_  
Notary Public for the State of Idaho  
Residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

2/7/18

## MEMORANDUM

To: Dwight Curtis, Director  
City of Moscow Parks and Recreation Department

From: Dean Pittenger, Beer Garden Coordinator  
Willow Falcon, President  
Moscow Renaissance Fair  
P.O. Box 8848, Moscow, ID 83843  
208-874-7144

Re: Request for Alcohol Permit for 2018 Moscow Renaissance Fair

The sole mission of the Moscow Renaissance Fair (MRF) is to produce Moscow's annual celebration of spring. Always held the weekend of the first Sunday in May, the two-day craft and music festival provides a venue for area artists, craftspeople and musicians, and a fundraising opportunity for local non-profit groups, which run all the food booths. There is no charge for admission and many free activities for children. Held outdoors in East City Park, our main motivation is to encourage the community to get outside and throw off winter – dance, have fun with kids and meet up with friends to enjoy great music, exceptional shopping and fantastic food.

Given the moderate success of the first two MRF Beer Gardens in 2016 and 2017, we have decided to sponsor another beer garden at this year's fair and hope to make this a regular feature of the fair. We will work with a new vendor this year (Hunga Dunga Brewing Company of Moscow). The beer garden will remain in the same location as last year - just north of, and adjacent to, the Peter Basoa Stage in East City Park. A map of the park showing the location of the approximately 50' x 30' area is attached. A portion of this area will be covered by an awning and the entire area will be fenced as per the standard Resolution conditions. The beverages will be vended from a tent erected along the pavement at the NE corner of the asphalt apron adjacent to the stage.

In keeping with the policy of the Moscow Renaissance Fair that crafters, artisans and food providers create what they sell, we are pleased to work with another local brewer - Moscow's Hunga Dunga Brewing Company. We are working closely with Owner Graham Lilley and Sales Manager Eric Bjerkestrand to ensure a safe, enjoyable weekend for all. Their catering permit request has been filed with Moscow City Clerk, Laurie Hopkins. Both Hunga Dunga Brewing Company and Moscow Renaissance Fair have purchased insurance policies as per the Resolution conditions and will file proof of such with the City Clerk as soon as possible.

The 2018 Moscow Renaissance Fair will take place Saturday, May 5th, and Sunday, May 6th. The fair starts up at 10:00 a.m. both days. Music ends at dusk on Saturday and the fair closes at 5:30 p.m. on Sunday. The beer garden will be open 12:00-8:00 p.m. on Saturday and 12:00-5:00 p.m. on Sunday.

Attachment: memo-RenFair;alcohol 2018 (1649 : Request Authorization for Beer Garden for 2018 Moscow Renaissance Fair)

Moscow Renaissance Fair has engaged Bitterroot Security Services to provide security in the beer garden as recommended by Moscow Police Department Chief James Fry. Two Bitterroot Security professionals will be present at all times while alcohol is being served. Hunga Dunga will provide staff to check IDs at the entrance to the beer garden. There will be a single opening in the fence on the south side of the area for both entrance and exit posted with an "Over 21 Only" sign. Only beer and wine will be sold in the beer garden and only by Rants and Raves Brewery staff.

### Summary

Event: 45<sup>th</sup> Annual Moscow Renaissance Fair

Dates/hours of event: Saturday, May 5, 2017, 10:00 a.m. to dusk (beer garden 12:00-8:00 p.m.)  
Sunday, May 6, 2017, 10:00 a.m. to 5:30 p.m. (beer garden 12:00-5:00 p.m.)

Event sponsor: Moscow Renaissance Fair

P.O. Box 8848

Moscow, ID 83843

Contacts:

Dean Pittenger, Beer Garden coordinator, 208-874-7144, dpitt@moscow.com

Willow Falcon, MRF President, 208-596-0639, president@moscowrenfair.org

Vendor: Hunga Dunga Brewing Company

333 N. Jackson

Moscow, ID 83843

208-596-4855

Contact: Eric Bjerkestrand

509 496-5051

Proposed changes to standard Resolution:

1. Beer and wine may be dispensed from taps and thus not in original containers.

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Authorization to Purchase Playground Equipment for Morgan's Orchard Park**Responsible Staff:** Dwight Curtis

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***Information***

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**DESCRIPTION:** 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 purchase takes advantage of an equipment sale saving the City 27% off the regular purchase price. The purchase includes the playground equipment, safety tiles, and installation supplies. The project installation will be handled in-house by certified installer parks staff. The City saved an estimated \$14,000 by installing the Indian Hills Park playground this past year. The quote, site plan, and equipment specifications are attached.

This item was reviewed by the Administrative Committee on February 12, 2018 and recommended for approval.

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

**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.

---

***Necessary Resources/Impacts***

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<Type your fiscal/personnel/miscellaneous impacts here or N/A>

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***Attachments***

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Equipment Rendering - Morgan's Orchard Park 2-7-18  
 Quote R012218B Morgan's Orchard  
 Proposal 907-103866-1\_ MorgansOrchard  
 Morgan's Orchard Site Plan





Attachment: Equipment Rendering - Morgan's Orchard Park 2-7-18 (1652 :

**Buell Recreation LLC**

Fax 866-597-0033

Business Office:

7327 SW Barnes Rd. #601

Portland, OR 97225

(503) 922-1650

jeannie@buellrecreation.com

**Quote****ADDRESS**

Moscow City  
Accounts Payable  
PO Box 9203  
Moscow, ID 83843

**SHIP TO**

Moscow City  
Moscow, ID 83843

| QUOTE #  | DATE       | EXPIRATION DATE |
|----------|------------|-----------------|
| R012218B | 01/22/2018 | 02/22/2018      |

**TERMS OR P.O. #****SALES REP**

Rachel

**PROJECT**

Moran's Orchard

| DESCRIPTION                                                                                                                                                                                                                                           | QTY | RATE      | AMOU   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|--------|
| <b>Play Structure</b><br>BCI Burke Structure as per proposal #907-103866-2 a Nucleus-Intensity Structure recommended for ages 2-5.                                                                                                                    | 1   | 20,911.00 | 20,911 |
| <b>560-2573</b><br>KidForce Spinner                                                                                                                                                                                                                   | 1   | 679.00    | 679    |
| <b>Discount</b><br>Special Pricing Discount                                                                                                                                                                                                           | 1   | -6,148.00 | -6,148 |
| <b>Freight</b><br>Shipping -does not include off loading<br>Forklift generally required for offloading                                                                                                                                                | 1   | 1,757.00  | 1,757  |
| <b>Surface Mount</b><br>Additional cost for Surface Mount<br>*Please note that we may recommend that one or two posts be in-ground mounted if necessary to keep the structure stable.<br>*Please note the KidForce Spinner cannot be surface mounted. | 1   | 1,000.00  | 1,000  |
| <b>RB Tiles</b><br>360- 2.5" Rubber Tiles to cover approximately 32x44 area with tapered edges. This quote includes adhesive and freight.                                                                                                             | 1   | 16,200.00 | 16,200 |
| <b>Materials Only</b><br>This quote is for materials only and does not include installation or unloading of product.                                                                                                                                  | 1   | 0.00      | 0      |
| <b>Buell Billing</b><br>Please make payment to Buell Recreation and fax to 866-597-0033                                                                                                                                                               | 1   | 0.00      | 0      |

Attachment: Quote R012218B Morgan's Orchard (1652 : Authorization to Purchase Playground Equipment for Morgan's Orchard Park)



| DESCRIPTION                                                                                                                                                                                                                                                                                                                         | QTY | RATE | AMOUNT |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|--------|
| <b>Terms Govt.</b><br>Govt. Purchase Order with payment due 30 days from product shipment and services due upon completion. Equipment may be invoiced separately from other services and are payable in advance of project/supply or completion. No retainage.<br>A 3% charge will be added to all credit card orders over \$5,000. | 1   | 0.00 | 0      |
| <b>TAX</b><br>Taxes are subject to state laws and regulations. Taxes will be applied unless a tax exemption or resale certificate is provided at time of sale.                                                                                                                                                                      | 1   | 0.00 | 0      |

PLACING AN ORDER: Upon ordering please review and return this signed quote with a copy of your purchase order and tax exempt certificate, if applicable. Please mark any changes on the quote such as billing/shipping address, drivers contact and color selection.

TOTAL

**\$34,399.1**

Accepted By

Accepted Date

Attachment: Quote R012218B Morgan's Orchard (1652 : Authorization to Purchase Playground Equipment for Morgan's Orchard Park)

# City of Moscow Morgan's Orchard

Proposal # 907-103866-1  
September 20, 2017

Presented by  
**Buell Recreation**



# Burke®



September 20, 2017

David Schott  
City of Moscow  
206 East Third Street  
Moscow, ID 83843

Dear David Schott:

Buell Recreation is delighted to provide City of Moscow with this playground equipment proposal.

This design was developed with your specific needs in mind, and we look forward to discussing this project further with you to ensure your complete satisfaction. Buell Recreation is confident that this proposal will satisfy City of Moscow's functional, environmental, and safety requirements -- and most importantly -- bring joy and excitement to the children and families directly benefiting from your new playground.

You have our personal commitment to support this project and your organization in every manner possible, and we look forward to continue developing a long-standing relationship with City of Moscow. We appreciate your consideration and value this opportunity to earn your business.

Sincerely,

Rachel Gora  
Buell Recreation  
7327 SW Barnes Rd. #601  
Portland, OR 97225

## **Design Summary**

Buell Recreation is very pleased to present this Proposal for consideration for the Morgan's Orchard located in Moscow. BCI Burke Company, LLC has been providing recreational playground equipment for over 90 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of City of Moscow. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our Proposal:

- Project Name: Morgan's Orchard
- Project Number: 907-103866-1
- User Capacity: 52
- Age Groups: Ages 2-5 years
- Dimensions: 31' 3" x 42' 6"
- Designer Name: Cara Osborne

Buell Recreation has developed a custom playground configuration based on the requirements as they have been presented for the Morgan's Orchard playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 907-103866-1 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the Morgan's Orchard playground project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.

INFORMATION  
MINIMUM FALL ZONE  
SURFACED WITH  
RESILIENT MATERIAL  
AREA

933 SQ.FT.

PERIMETER

152 FT.

STRUCTURE SIZE

31' 3" x 42' 6"

STRUCTURE IS DESIGNED  
FOR CHILDREN AGES:

- ☐ 6-23 MONTH OLDS  
☒ 2-5 YEAR OLDS  
☐ 5-12 YEAR OLDS  
☐ 13 + YEAR OLDS



To verify product certification,  
visit [www.ipema.org](http://www.ipema.org)

The play components identified  
in this plan are IPEMA  
certified. The use and layout of  
these components conform to the  
requirements of ASTM F1487.  
To verify product certification,  
visit [www.ipema.org](http://www.ipema.org)

The space requirements shown  
here are to ASTM standards.  
Requirements for other standards  
may be different.

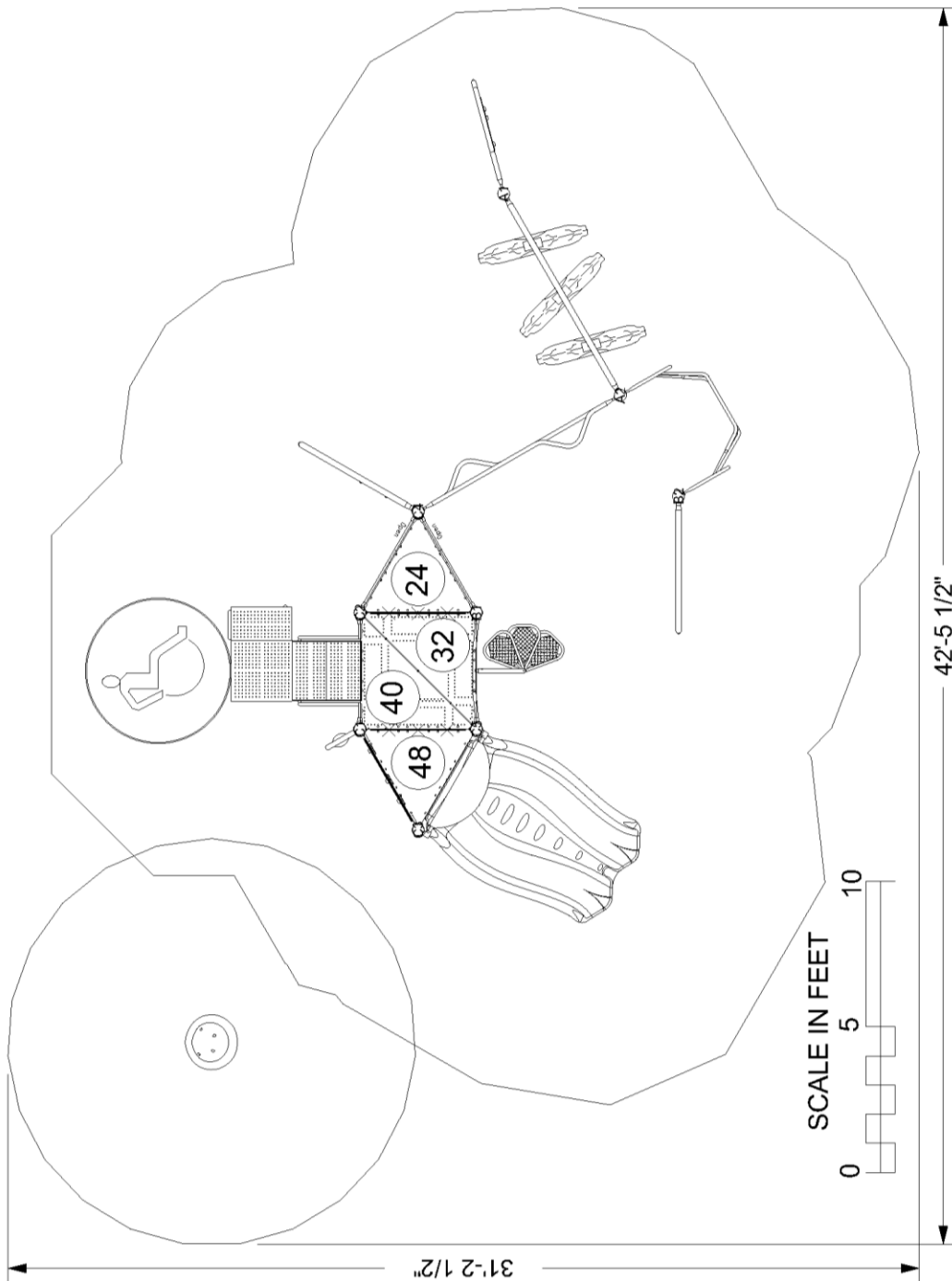
The use and layout of play  
components identified in this plan  
conform to the CPSC guidelines.  
U.S. CPSC recommends the  
separation of age groups in  
playground layouts.

## WARNING!

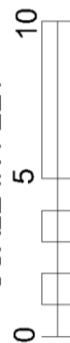
ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH  
AND AROUND THIS EQUIPMENT.  
FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for  
Public Playground Safety.

## ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

| NUMBER OF PLAY EVENTS                                                     | 11          |
|---------------------------------------------------------------------------|-------------|
| NUMBER OF ELEVATED PLAY EVENTS:                                           | 5           |
| NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:                        | PROVIDED: 0 |
| NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:             | PROVIDED: 5 |
| NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:     | RECD: 3     |
| NUMBER OF GROUND LEVEL PLAY EVENTS:                                       | RECD: 2     |
| NUMBER OF GROUND LEVEL PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM: | PROVIDED: 6 |

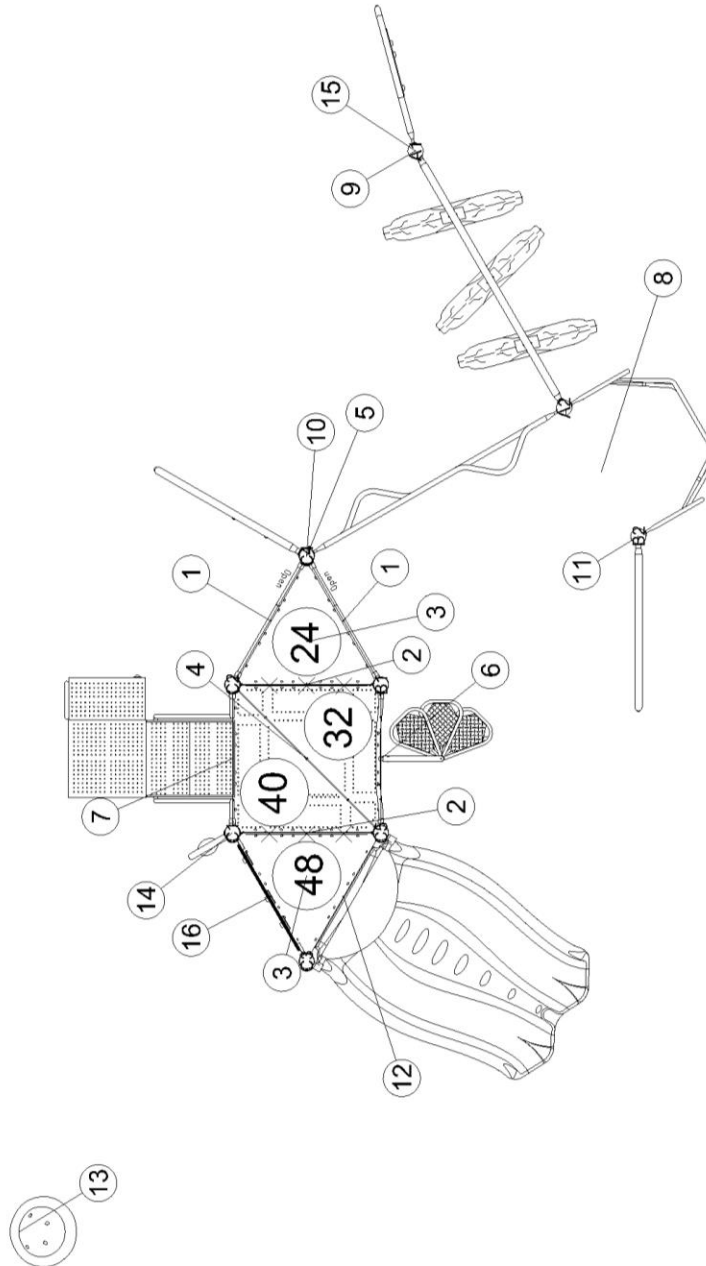


SCALE IN FEET



42'-5 1/2"

| ITEM | COMP.    | DESCRIPTION                  |
|------|----------|------------------------------|
| 1    | 270-0001 | OFFSET ENCLOSURE             |
| 2    | 270-0050 | 8" CLOSURE PLATE             |
| 3    | 270-0129 | TRIANGLE PLATFORM            |
| 4    | 270-0136 | SPLIT SQUARE PLATFORM        |
| 5    | 370-0031 | POWER PIPES CLIMBER 2-5      |
| 6    | 370-0383 | FAN CLIMBER 32"              |
| 7    | 370-0719 | TRANSFER STATION, HANDRAIL   |
| 8    | 370-0763 | ODYSSEY DECK LINK            |
| 9    | 370-0835 | TRIGON ARCH, GL              |
| 10   | 370-0841 | APEX NET CLIMBER 2-5         |
| 11   | 370-0843 | APEX ARCH CLIMBER 2-5        |
| 12   | 470-0755 | LUGE SLIDE, 48"-56"          |
| 13   | 560-2573 | KIDFORCE SPINNER             |
| 14   | 570-0719 | BUBBLE MIRROR ACTIVITY PANEL |
| 15   | 570-0814 | PROPELLER RING PANEL         |
| 16   | 570-1683 | PARATROOP PANEL, ABOVE PL    |



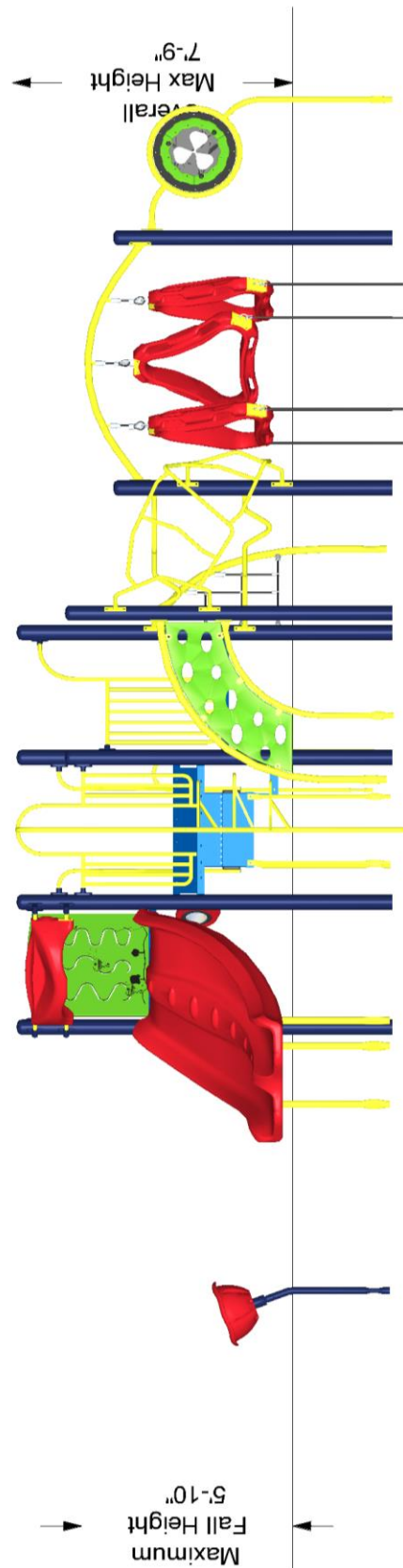
**Burke**

SERIES: Basics, Intensity, Nucleus  
 COMPONENT PLAN  
 DRAWN BY: Cara Osborne

Morgan's Orchard  
 Orchard Avenue and Highland Drive  
 Moscow, ID 83843

September 20, 2017

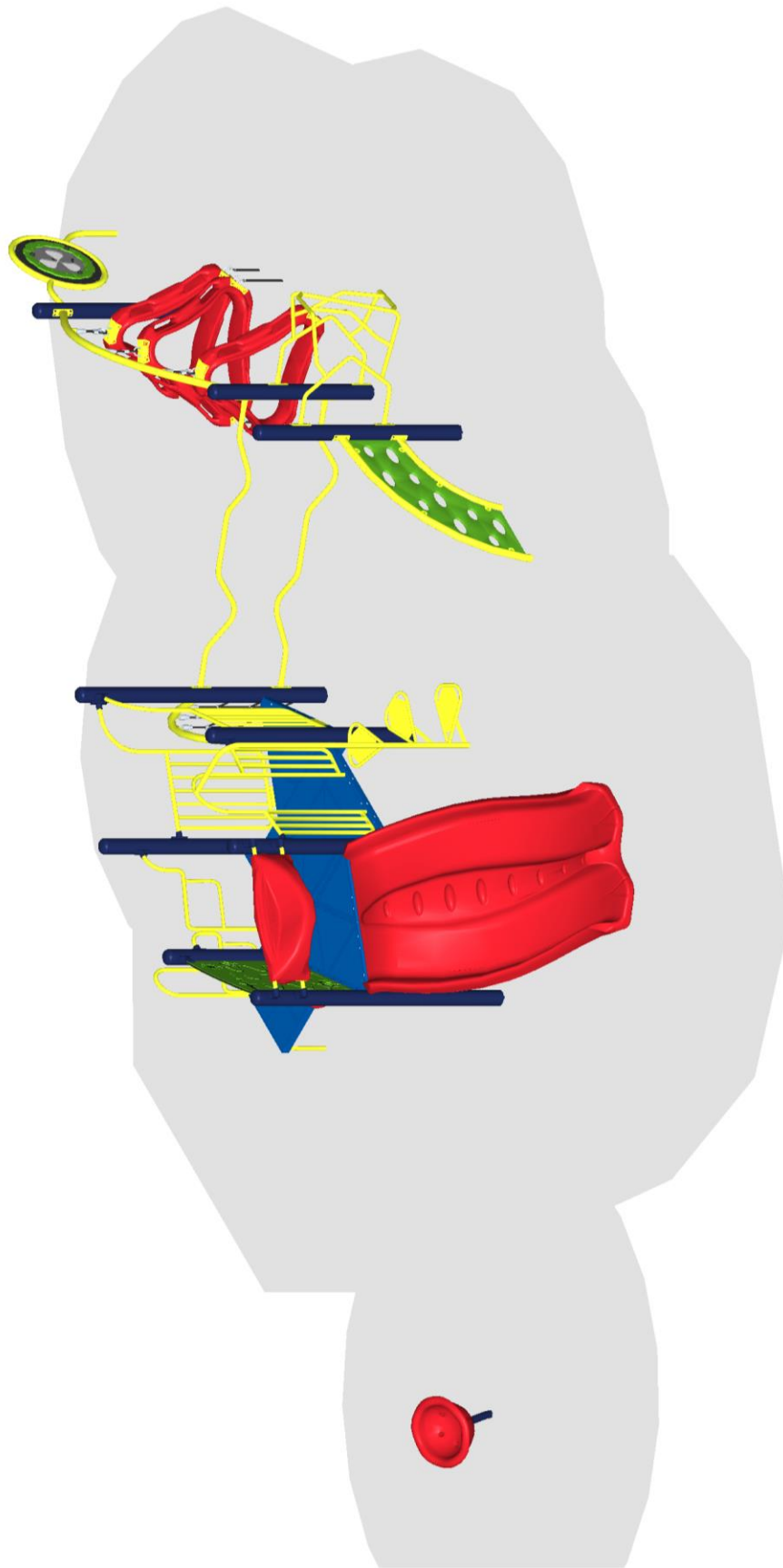
Buell Recreation  
 907-103866-1



The protective surfacing for this design must accomodate the critical fall height.

Attachment: Proposal 907-103866-1\_MorgansOrchard (1652 : Authorization to Purchase Playground Equipment for Morgan's Orchard Park)





**Burke**

SERIES: Basics, Intensity, Nucleus

ISOMETRIC PLAN

DRAWN BY: Cara Osborne

Morgan's Orchard

Orchard Avenue and Highland Drive

Moscow, ID 83843

September 20, 2017

Buell Recreation

907-103866-1



# Proposal # 907-103866-1

September 20, 2017  
2017 Pricing

**Proposal Prepared for:**

David Schott  
City of Moscow  
206 East Third Street  
Moscow, ID 83843  
Phone:

**Project Location:**

Morgan's Orchard  
Orchard Avenue and Highland Drive  
Moscow, ID 83843

**Proposal Prepared by:**

Buell Recreation  
7327 SW Barnes Rd. #601  
Portland, OR 97225  
Phone: 503-922-1650  
Fax: 866-597-0033  
doug@buellrecreation.com

Rachel Gora  
Phone: 503-922-1650  
Fax: 866-597-0033  
Rachel@buellrecreation.com

| Component No. | Description                      | Qty. | User Cap. | Ext. User Cap. | Weight | Ext. Weight |
|---------------|----------------------------------|------|-----------|----------------|--------|-------------|
| Burke Basics  |                                  |      |           |                |        |             |
| 560-2573      | KIDFORCE SPINNER                 | 1    | 1         | 1              | 43     | 43          |
| Intensity     |                                  |      |           |                |        |             |
| 370-0031      | POWER PIPES CLIMBER 2-5          | 1    | 6         | 6              | 33     | 33          |
| 370-0835      | TRIGON ARCH, GL                  | 1    | 9         | 9              | 151    | 151         |
| 370-0841      | APEX NET CLIMBER 2-5             | 1    | 2         | 2              | 44     | 44          |
| 370-0843      | APEX ARCH CLIMBER 2-5            | 1    | 2         | 2              | 104    | 104         |
| 570-0814      | PROPELLER RING PANEL             | 1    | 2         | 2              | 66     | 66          |
| Nucleus       |                                  |      |           |                |        |             |
| 270-0001      | OFFSET ENCLOSURE                 | 2    | 1         | 2              | 30     | 60          |
| 270-0050      | 8" CLOSURE PLATE                 | 2    | 0         | 0              | 10     | 20          |
| 270-0129      | TRIANGLE PLATFORM                | 2    | 2         | 4              | 48     | 96          |
| 270-0136      | SPLIT SQUARE PLATFORM            | 1    | 4         | 4              | 103    | 103         |
| 370-0383      | FAN CLIMBER 32"                  | 1    | 2         | 2              | 85     | 85          |
| 370-0719      | TRANSFER STATION, HANDRAIL 40"   | 1    | 5         | 5              | 199    | 199         |
| 370-0763      | ODYSSEY DECK LINK                | 1    | 4         | 4              | 40     | 40          |
| 470-0755      | LUGE SLIDE, 48"-56"              | 1    | 4         | 4              | 198    | 198         |
| 570-0719      | BUBBLE MIRROR ACTIVITY PANEL     | 1    | 2         | 2              | 7      | 7           |
| 570-1683      | PARATROOP PANEL, ABOVE PLATFO... | 1    | 3         | 3              | 54     | 54          |
| 600-0104      | NPPS SUPERVISION SAFETY KIT      | 1    | 0         | 0              | 3      | 3           |
| 670-0001      | POST ASSEMBLY 5" OD X 91"        | 2    | 0         | 0              | 49     | 98          |
| 670-0002      | POST ASSEMBLY 5" OD X 107"       | 2    | 0         | 0              | 58     | 116         |
| 670-0099      | INSTALLATION KIT, INTENSITY      | 1    | 0         | 0              | 2      | 2           |
| 670-0103      | MAINTENANCE KIT, INTENSITY       | 1    | 0         | 0              | 0      | 0           |
| 670-0165      | POST ASSEMBLY 5" OD X 123"       | 5    | 0         | 0              | 66     | 330         |

Total User Capacity: 52  
Total Weight: 1,852 lbs.

Attachment: Proposal 907-103866-1\_ Morgan's Orchard (1652 : Authorization to Purchase Playground Equipment for Morgan's Orchard Park)

## BCI BURKE GENERATIONS WARRANTY®

### The Longest and Strongest warranty in the industry

BCI Burke Company, LLC ("Burke") warrants that all standard products are warranted to be free from defects in materials and workmanship, under normal use and service, for a period of one (1) year from the date of invoice.

#### We stand behind our products.

In addition, the following products are warranted, under normal use and service from the date of invoice as follows:

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts (including Intensity®, Voltage®, Nucleus® and Little Buddies®) against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on KoreKonnnect® clamps against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers)
- One Hundred (100) Year Limited Warranty on bolt-through fastening and clamp systems (Voltage®, Intensity®, Nucleus® and Little Buddies®).
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on main structure platforms and decks, metal roofs, table tops, bench tops, railings, loops and rungs.
- Fifteen (15) Year Limited Warranty on all plastic components including StoneBorders against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on ShadePlay Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on NaturePlay® Boulders and GFRC products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty.
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on Intensity® and RopeVenture™ cables against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on swing seats and hangers; Kid Koaster® Trolleys and other moving parts against structural failure due to materials or workmanship.
- Three (3) Year Limited Warranty on electronic panel speakers, sound chips and circuit boards against electronic failure caused by manufacturing defects.

The warranty stated above is valid only if the equipment is erected in conformity with the layout plan and/or installation instructions furnished by BCI Burke Company, LLC using approved parts; have been maintained and inspected in accordance with BCI Burke Company, LLC instructions. Burke's liability and your exclusive remedy hereunder will be limited to repair or replacement of those parts found in Burke's reasonable judgment to be defective. Any claim made within the above stated warranty periods must be made promptly after discovery of the defect. A part is covered only for the original warranty period of the applicable part. Replacement parts carry the applicable warranty from the date of shipment of the replacement from Burke. After the expiration of the warranty period, you must pay for all parts, transportation and service charges.

Burke reserves the right to accept or reject any claim in whole or in part. Burke will not accept the return of any product without its prior written approval. Burke will assume transportation charges for shipment of the returned product if it is returned in strict compliance with Burke's written instructions.

**THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF THE FOREGOING DISCLAIMER OF ADDITIONAL WARRANTIES IS NOT GIVEN FULL FORCE AND EFFECT, ANY RESULTING ADDITIONAL WARRANTY SHALL BE LIMITED IN DURATION TO THE EXPRESS WARRANTIES AND BE OTHERWISE SUBJECT TO AND LIMITED BY THE TERMS OF BURKE'S PRODUCT WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.**

**Warranty Exclusions:** The above stated warranties do not cover: "cosmetic" defects, such as scratches, dents, marring, or fading; damage due to incorrect installation, vandalism, misuse, accident, wear and tear from normal use, exposure to extreme weather; immersion in salt or chlorine water, unauthorized repair or modification, abnormal use, lack of maintenance, or other cause not within Burke's control; and

**Limitation of Remedies:** Burke is not liable for consequential or incidental damages, including but not limited to labor costs or lost profits resulting from the use of or inability to use the products or from the products being incorporated in or becoming a component of any other product. If, after a reasonable number of repeated efforts, Burke is unable to repair or replace a defective or nonconforming product, Burke shall have the option to accept return of the product, or part thereof, if such does not substantially impair its value, and return the purchase price as the buyer's entire and exclusive remedy. Without limiting the generality of the foregoing, Burke will not be responsible for labor costs involved in the removal of products or the installation of replacement products. Some states do not allow the exclusion of incidental damages, so the above exclusion may not apply to you.

Contact your local Burke Representative for warranty information regarding Burke Turf® and Burke Tile products.

## TERMS OF SALE

**Pricing:** Prices published in this catalog are in USD, are approximate and do not include shipping & handling, surfacing, installation nor applicable taxes. All prices are subject to change without notice. Contact your Burke representative for current pricing. Payments are to be made in USD.

**Weights:** Weights are approximate and may vary with actual orders.

**Installation:** All equipment is shipped unassembled. For a list of factory-certified installers in your area, please contact your Burke representative.

**Specifications:** Product specifications in this catalog were correct at the time of publication. However, product improvements are ongoing at Burke, and we reserve the right to change or discontinue specifications without notice.

**Loss or Damage in Transit:** A signed bill of lading is our receipt from a carrier that our shipment to you was complete and in good condition upon arrival. Before you sign, please check the Bill of Lading carefully when the shipment arrives to make sure nothing is missing and there are no damages. Once the shipment leaves our plant, we are no longer responsible for any damage, loss or shortage.

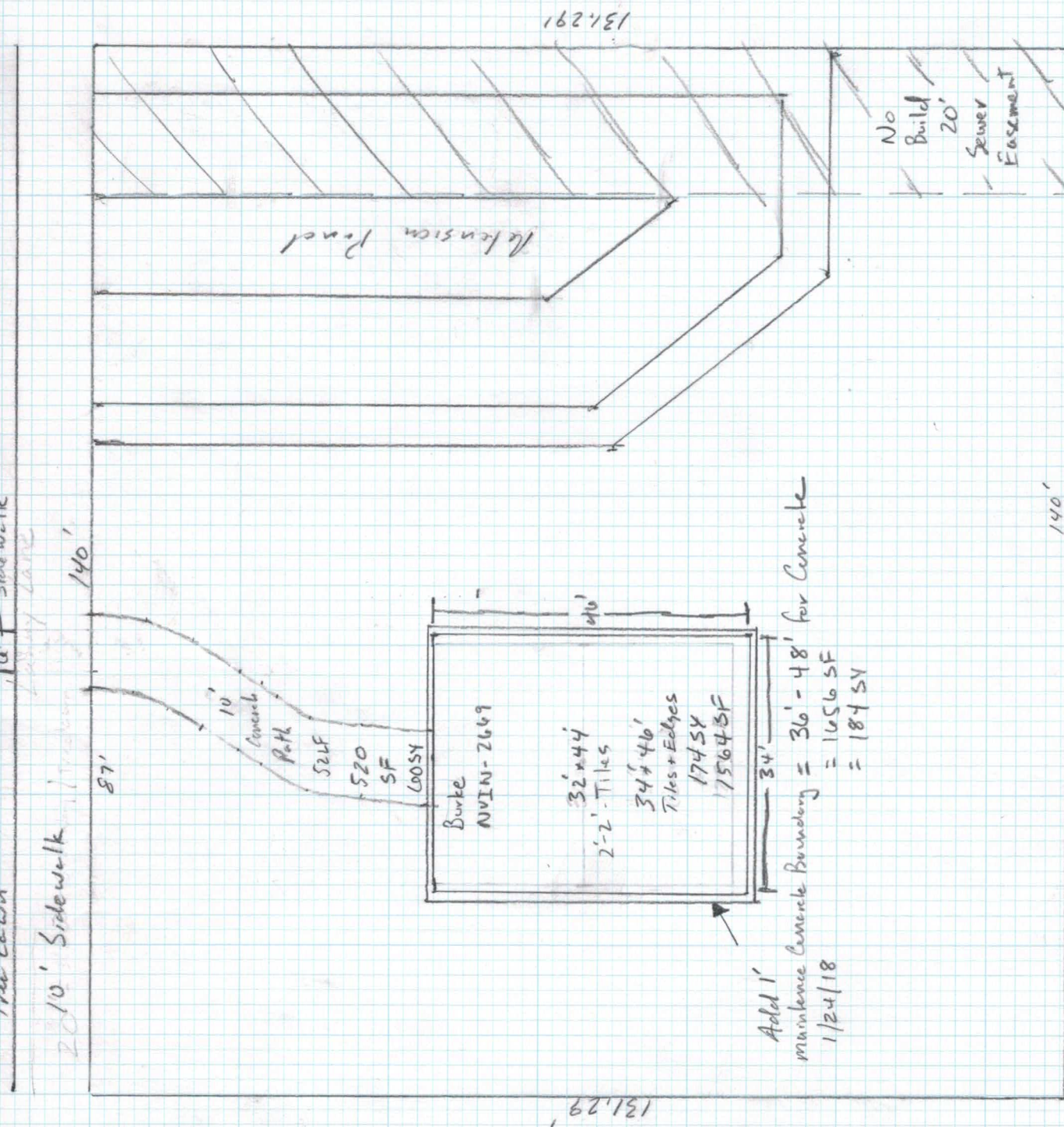
For more information regarding the warranty, call Customer Service at 920-921-9220 or 1-800-356-2070.

01/2017



Morgan's Orchard Park Site Plan

1 the town



**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Idaho Community Development Block Grant Award Requirements - Fire Truck**Responsible Staff:** Alisa Anderson

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**Information**

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**DESCRIPTION:** 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.

Staff completed the LEP Four Factor Analysis based on historical information and also current information provided by the U.S. Census Bureau regarding LEP populations in the City of Moscow. Latah County currently has a 1.7 LEP population. The City has a 2% LEP population for Language Spoken at Home - Other than English, "Speaks English less than "very well" as shown and highlighted on Page 4 of the 2012-2016 American Community Survey for the Social Characteristics for the City of Moscow. The Household Limited English Speaking Status report states 85 people or 1% of the Asian and Pacific Island languages are "Limited English Speaking" households. As stated in the Four Factor Analysis guidelines, a City with less than 5% LEP population is not required to prepare and implement a Language Assistance Plan. The documentation supporting this information is attached to this report.

This was reviewed and recommended for approval by the Administrative Committee on February 12, 2018.

**STAFF RECOMMENDATION:** 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.

**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.

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**Necessary Resources/Impacts**

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N/A

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**Attachments**

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1. ICDBG App Fire Enging Addendum Letter & Checklist
2. Fire Engine Price Quote HGACBuy 2.1.18
3. City of Moscow Res 2018-\_\_ Fair Housing
4. City of Moscow LEP Four Factor Analysis 2018
5. LEP Support Statistics



C.L. "Butch" Otter, Governor  
 Bobbi-Jo Meuleman, Director

January 26, 2018

The Honorable Bill Lambert  
 Mayor, City of Moscow  
 206 E. Third Street  
 P.O. Box 9203  
 Moscow, ID 83843

Re: Idaho Community Development Block Grant (ICDBG) Application – New Pumper Fire Engine Project

Dear Mayor Lambert:

The Economic Advisory Council (EAC) has approved the advancement of your application to the addendum stage which requires that you submit a written and electronic addendum to your application by March 2, 2018. Note: Electronic Addendums need to be sent to [ICDBG.Community@commerce.idaho.gov](mailto:ICDBG.Community@commerce.idaho.gov).

Submittal instructions are identified in the ICDBG Application Handbook, Chapter 4, page 1 and the enclosed sheet, "Addendum Checklist." Ensure you provide the updated information and documentation as per the Addendum Checklist.

In addition to the information described in the enclosed Addendum Checklist, you will need to answer the following items in your addendum:

- Proposal price dated March 30, 2017 varies between \$507,573 with discounts and \$545,731 without. Cost of truck in CDBG budget is \$570,000. Clarify cost estimates.

Invitation to submit an addendum does not guarantee that your application will receive ICDBG funding. Please contact Tony Tenne, Community Development Specialist, at (208) 780-5147, with any addendum preparation questions.

Sincerely,

Dennis J. Porter  
 Manager, Community Development

Enclosure

cc: Robin Woods, EAC  
 Alisa Anderson, City of Moscow



## Addendum Checklist

Information and Documentation that is required  
to be submitted with the Addendum

✓ if completed.

- ☐ Answer the questions and/or provide documentation to the items addressed on the cover letter.
- ☐ Identify in writing any changes to the project's scope of work from the original application.
- ☐ Updated: All pages must be submitted regardless if the information has changed or not.
  - ☐ Application Information Page.
  - ☐ Budget Page.
  - ☐ EAC Briefing Page.
  - ☐ Design Professional Cost Estimate. Cost Estimate should be within four weeks of the addendum due date.
  - ☐ Project Schedule Page. Re-examine the project schedule to ensure all actions, permits, winter shutdown, acquisition and reviews have been determined and scheduled.
- ☐ Provide written evidence of the community's ability to secure local and other match funds committed to the project. Evidence must be a commitment letter or executed loan / grant agreement from the agency providing the matching funds.  
**Note:** Match amount should be the same as reported on the budget page.
- ☐ If the project involves a building provide documentation of ownership and title to the subject building.
- ☐ Provide pro forma or underwriting assessment by the lending or independent agency on how:
  - ☐ Rates were determined for a sewer and water system project. Clearly state whether or not the new rates have already been adopted. If they have not been adopted, include a timeline for implementing them. Show the difference in the rate with ICDBG funding and without ICDBG funding. – OR –
  - ☐ Loan amounts were determined for a fire station or infrastructure to housing projects.
- ☐ Provide documentation that a Fair Housing Resolution has been adopted before the addendum deadline of March 2, 2018.
- ☐ Has the city or county completed a Limited English Proficiency (LEP) Four Factor Analysis? If yes, and it was determined that a Language Access Plan be developed, submit a copy of the plan.
- ☐ Submit city or county's most current audited financial statements. Can be sent either electronically or hard copy. Both formats not required.





February 1, 2018

City of Moscow, Idaho  
One (1) Saber Pumper AS694  
Build Location: Bradenton, Florida

|                                                                                                                                                                                                                                                                       |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Proposal Price                                                                                                                                                                                                                                                        | 573,885.00        |
| Less chassis progress payment discount                                                                                                                                                                                                                                | (8,233.00)        |
| The chassis progress payment in the amount of \$274,426.00 will be due three (3) months prior to the ready for pick up from the factory date.                                                                                                                         |                   |
| Less payment upon completion @ factory discount                                                                                                                                                                                                                       | (5,200.00)        |
| * Deduct for 100% pre-payment with contract                                                                                                                                                                                                                           | (16,717.00)       |
| If this option is elected, the discount is in addition to the chassis progress payment discount and the payment upon completion at the factory discount.                                                                                                              |                   |
| Subtotal including all pre-pay discounts                                                                                                                                                                                                                              | <u>543,735.00</u> |
| Less customer drive-out discount                                                                                                                                                                                                                                      | (5,850.00)        |
| If this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements including the driver possessing a valid CDL license. |                   |
| Less performance bond                                                                                                                                                                                                                                                 | (1,545.00)        |
| Proposal price including discounts                                                                                                                                                                                                                                    | <u>536,340.00</u> |

**Terms:**

Based on Pierce's current delivery schedule the unit would be ready for delivery from factory within 12 to 15 months after contract execution. Delivery is subject to change pending Pierce's delivery schedule at time of order.

The above quote is subject to change.

An invoice will be provided 30 days prior to the chassis payment due date if elected.

The purchasing documents will be between Hughes Fire Equipment and the customer.

If payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the unit leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

An invoice will be provided upon order processing for the 100% prepayment if elected.

The proposal price is based on the unit being purchased through HGAC. This pricing is only valid for an HGAC purchase on contract FS12-17.

Transportation of the unit to be driven from the factory is included in the pricing. However, if we are unable to obtain necessary permits, due to the weight of the unit, and the unit must be transported on a flat bed, additional transportation charges will be the responsibility of the purchaser. We will provide pricing at that time if necessary.

Two (2) factory inspection trips for three (3) fire department customer representatives is included in the above pricing. The inspection trips will be scheduled at times mutually agreed upon between the manufacture's representative and the customer. Airfare, lodging and meals while at the factory are included. If the Department elects to forgo an inspection trip \$1,850.00 per traveler (per trip) will be deducted from the final invoice.



**COOPERATIVE PURCHASING PROGRAM**  
 Houston-Galveston Area Council of Governments  
 3555 Timmons, Suite 120, Houston, TX 77027  
 Phone: 800-926-0234 Fax: 713-993-4548  
[www.hgacbuy.org](http://www.hgacbuy.org)

INVITATION TO SUBMIT COMPETITIVE:

☒ **BIDS**

☐ **PROPOSALS**

INVITATION NO.: **FS12-17**

ISSUE DATE: **July 6, 2017**

CATEGORY: **Fire Service Apparatus (All Types)**

#### PURPOSE OF THIS INVITATION

The Cooperative Purchasing Program (HGACBuy) of the Houston-Galveston Area Council of Governments is soliciting offerings for the furnishing of products/services as described herein. These products/services may be purchased by any of more than 7,000 member local governments, districts, agencies in 49 states across the nation.

Responses must be submitted in an original and one (1) copy, and shall be subject to the terms, conditions, requirements and specifications detailed in the documents comprising this Invitation. Responses are scheduled to be opened publicly at H-GAC offices on the date indicated. For Bid Invitations, responses will be available for public review until 4:00 p.m. CT that day, and on subsequent days by appointment only. Any Responses submitted later than 1:00 p.m. on the due date will be returned unopened to the bidder/proposer.

#### PROCUREMENT SCHEDULE & DETAILS

|                                                                                                                                                       |                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| DRAFT SPECIFICATION / INVITATION:                                                                                                                     | May 4, 2017                                                 |
| PRE-BID/PROPOSAL CONFERENCE:                                                                                                                          | June 1, 2017 @ 9:00 a.m. CT; Conference Room A              |
| FINAL SPECIFICATION / INVITATION:                                                                                                                     | July 6, 2017                                                |
| BID/PROPOSAL RESPONSES DUE:                                                                                                                           | August 10, 2017 @ 1:00 p.m. CT; H-GAC Clock                 |
| PUBLIC RESPONSE OPENING:                                                                                                                              | August 10, 2017 @ 2:00 p.m. CT; H-GAC Clock                 |
| RECOMMENDATIONS TO BOARD:                                                                                                                             | October 17, 2017                                            |
| CONTRACT START DATE & TERM:                                                                                                                           | December 1, 2017 thru November 30, 2019                     |
| The documents comprising this Invitation are available via web download at: <a href="https://www.hgacbuy.org/bids/">https://www.hgacbuy.org/bids/</a> |                                                             |
| For assistance regarding this Invitation, please contact:                                                                                             |                                                             |
| Name: <b>Bill Burton</b>                                                                                                                              | Phone: <b>832-681-2514</b> E-mail: <b>wburton@h-gac.com</b> |

#### CONTENTS OF THIS INVITATION

**SECTION A** - General Terms & Conditions

**SECTION B** - Product/Service Specific Requirements & Specifications (Final)

**SECTION C** - **HGACBuy** FORMS (Final)

**SECTION D** - Pro-Forma (Sample) Contract

**This procurement conforms to government requirements for Competitive Procurement.**

**RESOLUTION NO. 2018 - \_\_**

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ENCOURAGE EQUAL OPPORTUNITY IN HOUSING FOR ALL PERSONS REGARDLESS OF RACE, COLOR, RELIGION, GENDER OR NATIONAL ORIGIN; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, discrimination on the basis of race, color, religion, gender or national origin in the sale, rental, leasing or financing of housing or land to be used for construction of housing or in the provision of brokerage services is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law); and

WHEREAS, it is the policy of the CITY to encourage equal opportunity in housing for all persons regardless of race, color, religion, gender or national origin. The Fair Housing Amendments Act of 1988 expands coverage to include disabled persons and families with children;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Moscow as follows:

1. That within available resources the CITY will assist all persons who feel they have been discriminated against because of race, color, religion, gender, national origin, disability or familial status to seek equity under federal and state laws by referring them to the U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, Compliance Division.
2. That the CITY shall publicize this Resolution and through this publicity shall encourage owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and amendments and any applicable state or local laws or ordinances.
3. SAID PROGRAM will, at a minimum, include:
  - a. publicizing this Resolution;
  - b. posting applicable fair housing information in prominent public areas;
  - c. providing fair housing information to the public;
  - d. preparing a fair housing assessment; and
  - e. declaring April as "Fair Housing Month".
4. That this Resolution shall become effective as of \_\_\_\_ day of \_\_\_\_\_, 2018.

**PASSED AND APPROVED** by the Mayor of the City of Moscow, Idaho, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Bill Lambert, Mayor

ATTEST:

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

## City of Moscow

### Limited English Proficiency (LEP) Four Factor Analysis

As a recipient of Idaho Community Development Block Grant (ICDBG) funds, the City of Moscow is required to conduct a Limited English Proficiency (LEP) Four Factor Analysis, and employ a Language Access Plan (LAP) for LEP individuals if it is determined by the assessment of your community. The four factors for consideration when deciding what reasonable steps should be taken to ensure meaningful access for LEP persons are as follows:

1. **Demographics, or the number or proportion of LEP persons served or encountered in the eligible service population;**
2. **Frequency with which LEP individuals come in contact with your services and programs;**
3. **Importance of Contact, or the nature of your programs, activities, or services provided; and**
4. **Resources available to the City and the costs.**

Failure to ensure LEP persons can effectively participate in or benefit from federally funded activities and programs may result in National Origin Discrimination under Title VI of the Civil Rights Act of 1964.

#### Performing the Four Factor Analysis

**Demographics** – The act of providing language assistance services should include an assessment of the number or proportion of LEP persons from a particular language group served or encountered in the surrounding community area. The greater the number or proportion of a particular group is served or encountered, the more likely prearranged language services are needed. Generally, identifying any community where the LEP population equals five (5) percent or more in a given language automatically triggers providing language assistance services as a mandatory and normal part of your program operation. In Idaho, the largest LEP population is Hispanic.

There are a variety of sources for demographic information. The Census Bureau is only one potential source. The City of Moscow may determine the linguistic characteristics of an LEP population in a service area by reviewing available data from federal, state, and local government agencies, as well as local school districts (see attached table for county-specific data from the ACS 2007-2011).

1. What percentage of the City of Moscow’s population speaks English “less than very well”? 2% or less (see attached U.S. Census Bureau – American Community Survey 2012-2016, Language Spoken at Home, Page 4 of 5).
2. Does the City of Moscow currently have a language access plan (LAP)? Yes, adopted in 2008, however this new LEP Four Factor Analysis determines one is not needed at this time.

If yes, is the plan specific to just certain funding sources (ex: ITD, HUD etc.) or is it inclusive of municipal wide services? Prior 2008 Plan was specific to FTA and ITD requirements for infrastructure related projects; however, implementation included Emergency Response Services, i.e. Fire, Police, Ambulance.

3. Aside from census data, how does the City of Moscow identify LEP individuals? (Select all that apply.)

- ☐ Assume limited English proficiency if communication seems impaired.
- ☒ Respond to individual requests for language assistance services.
- ☐ Self-identification by the non-English speaker or LEP individual.
- ☐ Ask open-ended questions to determine language proficiency on the telephone or in person.
- ☐ Use of "I Speak" language identification cards or posters.
- ☒ Based on written material submitted to the city/county (e.g., complaints).
- ☒ We have not identified non-English speakers or LEP individuals.
- ☐ Other (please specify)

**Frequency of Contact** – The more frequent the contact with a particular language group, the more likely that enhanced services in that language are needed. It is also important to consider the frequency of different types of language contacts. For example, frequent contacts with Spanish-speaking people who are LEP may require bilingual staffing. Less frequent contact with other language groups may suggest a different and less intense approach.

For programs where public outreach or public involvement is central to the mission, staff should consider whether appropriate outreach to LEP persons could increase the frequency of contact with those groups, triggering a higher level of language assistance.

- |                                                                                                                                                                                                         |                         |                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------|
| 1. Specify the top three most frequently encountered non-English languages by your program and how often these encounters occur (e.g., 2-3 times a year, once a month, once a week, daily, constantly). | <u>Language*</u>        | <u>Frequency of Encounters</u> |
|                                                                                                                                                                                                         | 1. Spanish              | 1. <u>None in last year.</u>   |
|                                                                                                                                                                                                         | 2. Other Indo-European  | 2. <u>None in last year.</u>   |
|                                                                                                                                                                                                         | 3. Asian/Pacific Island | 3. <u>None in last year.</u>   |

\*See Attached Household Limited English Speaking Status

2. Does the City of Moscow, or individuals therein, interact or communicate with LEP individuals? No, very rarely.

- ☒ In-Person
- ☐ Telephonically
- ☐ Electronically (e.g., email or website)
- ☐ Via Correspondence
- ☐ Prearranged Translation Services
- ☒ Other (please specify): Emergency Services – Police, Fire, and Ambulance Services

**Importance of Contact** – Once the City of Moscow has assessed what languages to consider by looking at demography and frequency of contact, look at the nature and importance of your

programs, activities and services that you provide to that population. As a general rule, the more important the activity, information, service or program, or the greater the possible consequences of the contact to the LEP individuals, the more likely language services will be needed. If the denial or delay of access to services or information could have serious implications for the LEP individual, procedures should be in place to provide language assistance to LEP persons as part of standard business practices.

1. Does the City of Moscow identify and translate vital documents into the non-English languages of the communities in your service area? Yes, upon request.

2. Which vital written documents has the City of Moscow translated into non-English languages?

- ☐ Consent forms
- ☐ Complaint forms
- ☐ Intake forms
- ☐ Notices of rights
- ☐ Notice of denial, loss or decrease in benefits or services
- ☐ Notice of Utility Payment
- ☐ Utilities shut-off or disrupted
- ☐ Applications to participate in programs or activities or to receive benefits or services
- ☐ Municipal Signage
- ☐ Notice of Public Hearing
- ☐ Notice of Council/Planning/Zoning Meetings
- ☐ Access to Emergency Services, Police/Fire/EMT
- ☐ Maintenance/Construction Notice
- ☒ Other (please specify): Any of the above upon request.

**Resources** – Identify the resources available to ensure that the City of Moscow will be able to provide language assistance to LEP persons participating in the City of Moscow programs or activities. Your own particular demographics, frequency and importance of contacts will dictate the level of language services you should commit to provide. Some language services can be provided at little or no cost, such as using community volunteers or bilingual staff as interpreters. Using a telephone language line is less expensive than hiring an interpreter. You should carefully explore the most cost-effective means of delivering competent and accurate language services before deciding to limit services due to resource concerns.

Smaller municipalities with limited budgets are not expected to have the same resources available as larger municipalities with greater budgets.

1. What types of language assistance services does the City of Moscow provide?

- ☐ Bilingual staff
- ☐ In-house interpreters (oral)
- ☐ In-house translators (documents)
- ☐ Contracted interpreters
- ☐ Contracted translators
- ☐ Telephone interpretation services



- ☐ Video interpretation services  
☐ Language bank or dedicated pool of interpreters or translators  
☐ Volunteer interpreters or translators  
☐ Interpreters or translators borrowed from another agency (school district, State Health and Welfare, university/college etc.)  
☒ Other (please specify): Professional On-Demand Phone Interpreting Services – Contractual
2. Does the City of Moscow ask or allow LEP individuals to provide their own interpreters or have family members or friends interpret? Yes
3. Does the City of Moscow provide staff with a list of available interpreters and non-English languages they speak, or information on how to access qualified interpreters? Yes
4. Does the City of Moscow's website have content in non-English languages, or allow for language transition? Yes
5. Who receives staff training on working with LEP individuals? (Select all that apply.)
- ☒ Management or senior staff  
☐ New employees  
☐ All employees  
☐ Volunteers  
☒ First responders (Fire, Police, EMT, etc.)  
☐ Public works superintendent  
☐ Building inspector  
☐ Commissioners  
☐ Mayor  
☐ Others (please specify)
6. How does the City of Moscow inform member of the public about availability of language assistance services? (Select all that apply.)
- ☐ Frontline and outreach multilingual staff  
☐ Posters in public areas  
☐ "I Speak" language identification cards distributed to frontline staff  
☒ Website  
☐ Social networking website (e.g., Facebook, Twitter)  
☐ Email to individuals or a list service  
☒ Other (please specify): Public meeting notices.
7. Does the City of Moscow translated program outreach material to inform LEP individuals about the availability of free language assistance services? No, it has not been requested.
8. Does the City of Moscow regularly advertise on non-English media (television, radio, newspaper, and website)? No

9. Does the main page of the City of Moscow website include non-English information that would be easily accessible to LEP individuals? Yes
10. Do you publish citizen participation documents and public notices with a statement that the LEP language identified is available upon request? Yes

Based on the four factor analysis, the City of Moscow has determined that a LAP **is not required** to be developed at this time. However, the City will make all reasonable attempts to accommodate the language access needs of individuals requesting assistance. The City of Moscow will, at a minimum, provide or ensure the following:

- “I Speak” cards for frontline staff
  - <http://www.lep.gov/ISpeakCards2004.pdf>
- Awareness of, and access to, available translation services
  - <http://www.lep.gov/>
- Staff knowledge of readily available LEP services through Language Line Solutions.

Since the demography of the City of Moscow can change, staff will conduct a Limited English Proficiency Four Factor Analysis update on an as needed basis.

**PASSED AND APPROVED** by the Mayor of the City of Moscow, Idaho, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Bill Lambert, Mayor

ATTEST:

Signature: \_\_\_\_\_  
Laurie M. Hopkins, City Clerk

\_\_\_\_\_  
Date

**City of Moscow**

**Limited English Proficiency (LEP) Four Factor Analysis**

**Supporting Documentation**

**U.S. Census Bureau Statistics**

**American Community Survey Information**

**For**

**Latah County**

**And**

**City of Moscow**

**Idaho**

**February 2018**

**Alisa J. Anderson, Grants Manager**

| Geographic Area          | Total         | Population 5 years and over -<br>other than English at home |                                     | Percent who speak a language<br>other than English at home |
|--------------------------|---------------|-------------------------------------------------------------|-------------------------------------|------------------------------------------------------------|
|                          |               | Percent of Total                                            | Speak English less than "very well" | Percent                                                    |
| <b>Idaho</b>             | 1,429,948     | 10.2                                                        |                                     | 4.                                                         |
| <b>COUNTY</b>            |               |                                                             |                                     |                                                            |
| Ada County               | 359,794       | 8.9                                                         |                                     | 3.                                                         |
| Adams County             | 3,821         | 1.4                                                         |                                     | 0.                                                         |
| Bannock County           | 74,883        | 6.3                                                         |                                     | 1.                                                         |
| Bear Lake County         | 5,614         | 3.2                                                         |                                     | 0.                                                         |
| Benewah County           | 8,717         | 3.4                                                         |                                     | 0.                                                         |
| <b>Bingham County</b>    | 40,753        | 16.0                                                        |                                     | <b>6.</b>                                                  |
| <b>Blaine County</b>     | 19,913        | 18.7                                                        |                                     | <b>10.</b>                                                 |
| Boise County             | 6,789         | 3.6                                                         |                                     | 1.                                                         |
| Bonner County            | 38,728        | 3.3                                                         |                                     | 0.                                                         |
| Bonneville County        | 92,586        | 9.9                                                         |                                     | 3.                                                         |
| Boundary County          | 10,193        | 4.7                                                         |                                     | 0.                                                         |
| Butte County             | 2,668         | 4.0                                                         |                                     | 2.                                                         |
| Camas County             | 1,164         | 11.7                                                        |                                     | 4.                                                         |
| <b>Canyon County</b>     | 169,363       | 18.4                                                        |                                     | <b>7.</b>                                                  |
| Caribou County           | 6,327         | 4.2                                                         |                                     | 2.                                                         |
| <b>Cassia County</b>     | 20,390        | 18.2                                                        |                                     | <b>9.</b>                                                  |
| <b>Clark County</b>      | 741           | 40.8                                                        |                                     | <b>28.</b>                                                 |
| Clearwater County        | 8,421         | 4.8                                                         |                                     | 1.                                                         |
| Custer County            | 4,084         | 2.3                                                         |                                     | 1.                                                         |
| <b>Elmore County</b>     | 24,266        | 13.6                                                        |                                     | <b>5.</b>                                                  |
| Franklin County          | 11,456        | 6.4                                                         |                                     | 3.                                                         |
| <b>Fremont County</b>    | 11,978        | 12.2                                                        |                                     | <b>6.</b>                                                  |
| Gem County               | 15,730        | 8.0                                                         |                                     | 3.                                                         |
| <b>Gooding County</b>    | 14,049        | 14.8                                                        |                                     | <b>9.</b>                                                  |
| Idaho County             | 15,264        | 2.8                                                         |                                     | 0.                                                         |
| Jefferson County         | 22,625        | 9.1                                                         |                                     | 3.                                                         |
| <b>Jerome County</b>     | 19,706        | 19.7                                                        |                                     | <b>10.</b>                                                 |
| Kootenai County          | 128,376       | 3.6                                                         |                                     | 0.                                                         |
| <b>Latah County</b>      | <b>34,959</b> | <b>6.1</b>                                                  |                                     | <b>1.</b>                                                  |
| Lemhi County             | 7,475         | 1.9                                                         |                                     | 0.                                                         |
| Lewis County             | 3,579         | 4.1                                                         |                                     | 1.                                                         |
| <b>Lincoln County</b>    | 4,677         | 20.5                                                        |                                     | <b>9.</b>                                                  |
| Madison County           | 33,541        | 9.9                                                         |                                     | 2.                                                         |
| <b>Minidoka County</b>   | 18,118        | 25.0                                                        |                                     | <b>10.</b>                                                 |
| Nez Perce County         | 36,868        | 4.6                                                         |                                     | 1.                                                         |
| Oneida County            | 3,884         | 3.6                                                         |                                     | 0.                                                         |
| <b>Owyhee County</b>     | 10,583        | 21.5                                                        |                                     | <b>11.</b>                                                 |
| Payette County           | 20,854        | 9.8                                                         |                                     | 4.                                                         |
| <b>Power County</b>      | 7,010         | 24.7                                                        |                                     | <b>12.</b>                                                 |
| Shoshone County          | 12,232        | 2.0                                                         |                                     | 0.                                                         |
| <b>Teton County</b>      | 8,872         | 15.5                                                        |                                     | <b>8.</b>                                                  |
| <b>Twin Falls County</b> | 69,935        | 13.2                                                        |                                     | <b>5.</b>                                                  |
| Valley County            | 9,345         | 3.3                                                         |                                     | 1.                                                         |
| <b>Washington County</b> | 9,617         | 15.5                                                        |                                     | <b>7.</b>                                                  |

U.S. CENSUS BUREAU STATISTICS – American Community Survey 2007-2011 5 Year Estimate, Idaho County LEP Populations

<http://factfinder2.census.gov>

Attachment: 5. LEP Support Statistics (1654 : Idaho Community Development Block Grant Award Requirements - Fire Truck)



DP02

## SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES

2012-2016 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

**Tell us what you think.** Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

| Subject                                              | Moscow city, Idaho |                 |         |                         |
|------------------------------------------------------|--------------------|-----------------|---------|-------------------------|
|                                                      | Estimate           | Margin of Error | Percent | Percent Margin of Error |
| <b>HOUSEHOLDS BY TYPE</b>                            |                    |                 |         |                         |
| Total households                                     | 9,606              | +/-304          | 9,606   | (X)                     |
| Family households (families)                         | 4,457              | +/-272          | 46.4%   | +/-2.8                  |
| With own children of the householder under 18 years  | 1,939              | +/-203          | 20.2%   | +/-2.3                  |
| Married-couple family                                | 3,713              | +/-294          | 38.7%   | +/-2.9                  |
| With own children of the householder under 18 years  | 1,528              | +/-181          | 15.9%   | +/-2.0                  |
| Male householder, no wife present, family            | 134                | +/-81           | 1.4%    | +/-0.8                  |
| With own children of the householder under 18 years  | 43                 | +/-36           | 0.4%    | +/-0.4                  |
| Female householder, no husband present, family       | 610                | +/-167          | 6.4%    | +/-1.8                  |
| With own children of the householder under 18 years  | 368                | +/-134          | 3.8%    | +/-1.4                  |
| Nonfamily households                                 | 5,149              | +/-346          | 53.6%   | +/-2.8                  |
| Householder living alone                             | 2,983              | +/-359          | 31.1%   | +/-3.4                  |
| 65 years and over                                    | 643                | +/-163          | 6.7%    | +/-1.7                  |
| Households with one or more people under 18 years    | 1,995              | +/-199          | 20.8%   | +/-2.3                  |
| Households with one or more people 65 years and over | 1,570              | +/-183          | 16.3%   | +/-1.8                  |
| Average household size                               | 2.24               | +/-0.06         | (X)     | (X)                     |
| Average family size                                  | 2.96               | +/-0.11         | (X)     | (X)                     |
| <b>RELATIONSHIP</b>                                  |                    |                 |         |                         |
| Population in households                             | 21,549             | +/-304          | 21,549  | (X)                     |
| Householder                                          | 9,606              | +/-304          | 44.6%   | +/-1.3                  |
| Spouse                                               | 3,768              | +/-304          | 17.5%   | +/-1.4                  |
| Child                                                | 4,475              | +/-312          | 20.8%   | +/-1.5                  |
| Other relatives                                      | 489                | +/-300          | 2.3%    | +/-1.4                  |
| Nonrelatives                                         | 3,211              | +/-422          | 14.9%   | +/-2.0                  |
| Unmarried partner                                    | 685                | +/-190          | 3.2%    | +/-0.9                  |

| Subject                                                                  | Moscow city, Idaho |                 |         |                         |
|--------------------------------------------------------------------------|--------------------|-----------------|---------|-------------------------|
|                                                                          | Estimate           | Margin of Error | Percent | Percent Margin of Error |
| <b>MARITAL STATUS</b>                                                    |                    |                 |         |                         |
| Males 15 years and over                                                  | 10,897             | +/-217          | 10,897  | (X)                     |
| Never married                                                            | 6,237              | +/-370          | 57.2%   | +/-3.0                  |
| Now married, except separated                                            | 3,961              | +/-313          | 36.3%   | +/-3.0                  |
| Separated                                                                | 38                 | +/-35           | 0.3%    | +/-0.3                  |
| Widowed                                                                  | 207                | +/-107          | 1.9%    | +/-1.0                  |
| Divorced                                                                 | 454                | +/-173          | 4.2%    | +/-1.6                  |
| Females 15 years and over                                                | 10,586             | +/-245          | 10,586  | (X)                     |
| Never married                                                            | 5,251              | +/-332          | 49.6%   | +/-2.5                  |
| Now married, except separated                                            | 3,862              | +/-269          | 36.5%   | +/-2.8                  |
| Separated                                                                | 24                 | +/-35           | 0.2%    | +/-0.3                  |
| Widowed                                                                  | 545                | +/-138          | 5.1%    | +/-1.3                  |
| Divorced                                                                 | 904                | +/-189          | 8.5%    | +/-1.7                  |
| <b>FERTILITY</b>                                                         |                    |                 |         |                         |
| Number of women 15 to 50 years old who had a birth in the past 12 months | 227                | +/-95           | 227     | (X)                     |
| Unmarried women (widowed, divorced, and never married)                   | 30                 | +/-30           | 13.2%   | +/-12.1                 |
| Per 1,000 unmarried women                                                | 6                  | +/-6            | (X)     | (X)                     |
| Per 1,000 women 15 to 50 years old                                       | 29                 | +/-12           | (X)     | (X)                     |
| Per 1,000 women 15 to 19 years old                                       | 10                 | +/-13           | (X)     | (X)                     |
| Per 1,000 women 20 to 34 years old                                       | 26                 | +/-16           | (X)     | (X)                     |
| Per 1,000 women 35 to 50 years old                                       | 59                 | +/-43           | (X)     | (X)                     |
| <b>GRANDPARENTS</b>                                                      |                    |                 |         |                         |
| Number of grandparents living with own grandchildren under 18 years      | 79                 | +/-72           | 79      | (X)                     |
| Grandparents responsible for grandchildren                               | 0                  | +/-21           | 0.0%    | +/-30.6                 |
| Years responsible for grandchildren                                      |                    |                 |         |                         |
| Less than 1 year                                                         | 0                  | +/-21           | 0.0%    | +/-30.6                 |
| 1 or 2 years                                                             | 0                  | +/-21           | 0.0%    | +/-30.6                 |
| 3 or 4 years                                                             | 0                  | +/-21           | 0.0%    | +/-30.6                 |
| 5 or more years                                                          | 0                  | +/-21           | 0.0%    | +/-30.6                 |
| Number of grandparents responsible for own grandchildren under 18 years  | 0                  | +/-21           | 0       | (X)                     |
| Who are female                                                           | 0                  | +/-21           | -       | **                      |
| Who are married                                                          | 0                  | +/-21           | -       | **                      |
| <b>SCHOOL ENROLLMENT</b>                                                 |                    |                 |         |                         |
| Population 3 years and over enrolled in school                           | 11,856             | +/-553          | 11,856  | (X)                     |
| Nursery school, preschool                                                | 322                | +/-126          | 2.7%    | +/-1.1                  |
| Kindergarten                                                             | 83                 | +/-56           | 0.7%    | +/-0.5                  |
| Elementary school (grades 1-8)                                           | 1,765              | +/-225          | 14.9%   | +/-1.8                  |
| High school (grades 9-12)                                                | 637                | +/-166          | 5.4%    | +/-1.4                  |
| College or graduate school                                               | 9,049              | +/-522          | 76.3%   | +/-1.9                  |
| <b>EDUCATIONAL ATTAINMENT</b>                                            |                    |                 |         |                         |
| Population 25 years and over                                             | 11,870             | +/-298          | 11,870  | (X)                     |
| Less than 9th grade                                                      | 65                 | +/-58           | 0.5%    | +/-0.5                  |
| 9th to 12th grade, no diploma                                            | 129                | +/-100          | 1.1%    | +/-0.8                  |
| High school graduate (includes equivalency)                              | 1,498              | +/-290          | 12.6%   | +/-2.4                  |
| Some college, no degree                                                  | 2,225              | +/-347          | 18.7%   | +/-2.9                  |
| Associate's degree                                                       | 990                | +/-223          | 8.3%    | +/-1.9                  |
| Bachelor's degree                                                        | 4,033              | +/-409          | 34.0%   | +/-3.4                  |
| Graduate or professional degree                                          | 2,930              | +/-327          | 24.7%   | +/-2.6                  |
| Percent high school graduate or higher                                   | (X)                | (X)             | 98.4%   | +/-1.0                  |
| Percent bachelor's degree or higher                                      | (X)                | (X)             | 58.7%   | +/-3.5                  |



| Subject                                                                      | Moscow city, Idaho |                 |         |                         |
|------------------------------------------------------------------------------|--------------------|-----------------|---------|-------------------------|
|                                                                              | Estimate           | Margin of Error | Percent | Percent Margin of Error |
| <b>VETERAN STATUS</b>                                                        |                    |                 |         |                         |
| Civilian population 18 years and over                                        | 20,885             | +/-237          | 20,885  | (X)                     |
| Civilian veterans                                                            | 1,145              | +/-206          | 5.5%    | +/-1.0                  |
| <b>DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED POPULATION</b>     |                    |                 |         |                         |
| Total Civilian Noninstitutionalized Population                               | 24,696             | +/-92           | 24,696  | (X)                     |
| With a disability                                                            | 2,376              | +/-386          | 9.6%    | +/-1.6                  |
| Under 18 years                                                               | 3,957              | +/-224          | 3,957   | (X)                     |
| With a disability                                                            | 154                | +/-97           | 3.9%    | +/-2.5                  |
| 18 to 64 years                                                               | 18,666             | +/-245          | 18,666  | (X)                     |
| With a disability                                                            | 1,512              | +/-322          | 8.1%    | +/-1.7                  |
| 65 years and over                                                            | 2,073              | +/-200          | 2,073   | (X)                     |
| With a disability                                                            | 710                | +/-167          | 34.2%   | +/-6.7                  |
| <b>RESIDENCE 1 YEAR AGO</b>                                                  |                    |                 |         |                         |
| Population 1 year and over                                                   | 24,704             | +/-91           | 24,704  | (X)                     |
| Same house                                                                   | 15,780             | +/-687          | 63.9%   | +/-2.7                  |
| Different house in the U.S.                                                  | 8,489              | +/-679          | 34.4%   | +/-2.8                  |
| Same county                                                                  | 3,733              | +/-630          | 15.1%   | +/-2.5                  |
| Different county                                                             | 4,756              | +/-673          | 19.3%   | +/-2.7                  |
| Same state                                                                   | 2,208              | +/-361          | 8.9%    | +/-1.5                  |
| Different state                                                              | 2,548              | +/-568          | 10.3%   | +/-2.3                  |
| Abroad                                                                       | 435                | +/-225          | 1.8%    | +/-0.9                  |
| <b>PLACE OF BIRTH</b>                                                        |                    |                 |         |                         |
| Total population                                                             | 24,855             | +/-49           | 24,855  | (X)                     |
| Native                                                                       | 23,094             | +/-290          | 92.9%   | +/-1.1                  |
| Born in United States                                                        | 22,853             | +/-314          | 91.9%   | +/-1.2                  |
| State of residence                                                           | 9,302              | +/-740          | 37.4%   | +/-3.0                  |
| Different state                                                              | 13,551             | +/-736          | 54.5%   | +/-3.0                  |
| Born in Puerto Rico, U.S. Island areas, or born abroad to American parent(s) | 241                | +/-120          | 1.0%    | +/-0.5                  |
| Foreign born                                                                 | 1,761              | +/-284          | 7.1%    | +/-1.1                  |
| <b>U.S. CITIZENSHIP STATUS</b>                                               |                    |                 |         |                         |
| Foreign-born population                                                      | 1,761              | +/-284          | 1,761   | (X)                     |
| Naturalized U.S. citizen                                                     | 399                | +/-148          | 22.7%   | +/-8.1                  |
| Not a U.S. citizen                                                           | 1,362              | +/-276          | 77.3%   | +/-8.1                  |
| <b>YEAR OF ENTRY</b>                                                         |                    |                 |         |                         |
| Population born outside the United States                                    | 2,002              | +/-309          | 2,002   | (X)                     |
| Native                                                                       | 241                | +/-120          | 241     | (X)                     |
| Entered 2010 or later                                                        | 67                 | +/-107          | 27.8%   | +/-37.2                 |
| Entered before 2010                                                          | 174                | +/-88           | 72.2%   | +/-37.2                 |
| Foreign born                                                                 | 1,761              | +/-284          | 1,761   | (X)                     |
| Entered 2010 or later                                                        | 869                | +/-243          | 49.3%   | +/-11.2                 |
| Entered before 2010                                                          | 892                | +/-244          | 50.7%   | +/-11.2                 |
| <b>WORLD REGION OF BIRTH OF FOREIGN BORN</b>                                 |                    |                 |         |                         |
| Foreign-born population, excluding population born at sea                    | 1,761              | +/-284          | 1,761   | (X)                     |
| Europe                                                                       | 222                | +/-116          | 12.6%   | +/-6.0                  |
| Asia                                                                         | 884                | +/-183          | 50.2%   | +/-9.6                  |

| Subject                                        | Moscow city, Idaho |                 |         |                         |
|------------------------------------------------|--------------------|-----------------|---------|-------------------------|
|                                                | Estimate           | Margin of Error | Percent | Percent Margin of Error |
| Africa                                         | 161                | +/-98           | 9.1%    | +/-5.4                  |
| Oceania                                        | 23                 | +/-27           | 1.3%    | +/-1.5                  |
| Latin America                                  | 341                | +/-169          | 19.4%   | +/-8.7                  |
| Northern America                               | 130                | +/-88           | 7.4%    | +/-4.8                  |
| LANGUAGE SPOKEN AT HOME                        |                    |                 |         |                         |
| Population 5 years and over                    | 23,551             | +/-182          | 23,551  | (X)                     |
| English only                                   | 21,525             | +/-446          | 91.4%   | +/-1.7                  |
| Language other than English                    | 2,026              | +/-394          | 8.6%    | +/-1.7                  |
| Speak English less than "very well"            | 477                | +/-171          | 2.0%    | +/-0.7                  |
| Spanish                                        | 674                | +/-215          | 2.9%    | +/-0.9                  |
| Speak English less than "very well"            | 70                 | +/-61           | 0.3%    | +/-0.3                  |
| Other Indo-European languages                  | 481                | +/-255          | 2.0%    | +/-1.1                  |
| Speak English less than "very well"            | 74                 | +/-52           | 0.3%    | +/-0.2                  |
| Asian and Pacific Islander languages           | 654                | +/-179          | 2.8%    | +/-0.8                  |
| Speak English less than "very well"            | 304                | +/-163          | 1.3%    | +/-0.7                  |
| Other languages                                | 217                | +/-115          | 0.9%    | +/-0.5                  |
| Speak English less than "very well"            | 29                 | +/-30           | 0.1%    | +/-0.1                  |
| ANCESTRY                                       |                    |                 |         |                         |
| Total population                               | 24,855             | +/-49           | 24,855  | (X)                     |
| American                                       | 1,338              | +/-488          | 5.4%    | +/-2.0                  |
| Arab                                           | 189                | +/-135          | 0.8%    | +/-0.5                  |
| Czech                                          | 72                 | +/-49           | 0.3%    | +/-0.2                  |
| Danish                                         | 395                | +/-176          | 1.6%    | +/-0.7                  |
| Dutch                                          | 718                | +/-221          | 2.9%    | +/-0.9                  |
| English                                        | 4,045              | +/-692          | 16.3%   | +/-2.8                  |
| French (except Basque)                         | 717                | +/-178          | 2.9%    | +/-0.7                  |
| French Canadian                                | 252                | +/-146          | 1.0%    | +/-0.6                  |
| German                                         | 6,428              | +/-770          | 25.9%   | +/-3.1                  |
| Greek                                          | 22                 | +/-24           | 0.1%    | +/-0.1                  |
| Hungarian                                      | 142                | +/-105          | 0.6%    | +/-0.4                  |
| Irish                                          | 2,990              | +/-452          | 12.0%   | +/-1.8                  |
| Italian                                        | 1,155              | +/-246          | 4.6%    | +/-1.0                  |
| Lithuanian                                     | 14                 | +/-20           | 0.1%    | +/-0.1                  |
| Norwegian                                      | 1,687              | +/-449          | 6.8%    | +/-1.8                  |
| Polish                                         | 384                | +/-178          | 1.5%    | +/-0.7                  |
| Portuguese                                     | 44                 | +/-66           | 0.2%    | +/-0.3                  |
| Russian                                        | 291                | +/-269          | 1.2%    | +/-1.1                  |
| Scotch-Irish                                   | 342                | +/-130          | 1.4%    | +/-0.5                  |
| Scottish                                       | 928                | +/-279          | 3.7%    | +/-1.1                  |
| Slovak                                         | 14                 | +/-21           | 0.1%    | +/-0.1                  |
| Subsaharan African                             | 286                | +/-112          | 1.2%    | +/-0.4                  |
| Swedish                                        | 893                | +/-236          | 3.6%    | +/-0.9                  |
| Swiss                                          | 73                 | +/-56           | 0.3%    | +/-0.2                  |
| Ukrainian                                      | 40                 | +/-43           | 0.2%    | +/-0.2                  |
| Welsh                                          | 332                | +/-153          | 1.3%    | +/-0.6                  |
| West Indian (excluding Hispanic origin groups) | 32                 | +/-31           | 0.1%    | +/-0.1                  |
| COMPUTERS AND INTERNET USE                     |                    |                 |         |                         |
| Total households                               | (X)                | (X)             | (X)     | (X)                     |
| With a computer                                | (X)                | (X)             | (X)     | (X)                     |
| With a broadband Internet subscription         | (X)                | (X)             | (X)     | (X)                     |

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data).

The effect of nonsampling error is not represented in these tables.

Ancestry listed in this table refers to the total number of people who responded with a particular ancestry; for example, the estimate given for Russian represents the number of people who listed Russian as either their first or second ancestry. This table lists only the largest ancestry groups; see the Detailed Tables for more categories. Race and Hispanic origin groups are not included in this table because official data for those groups come from the Race and Hispanic origin questions rather than the ancestry question (see Demographic Table).

Data for year of entry of the native population reflect the year of entry into the U.S. by people who were born in Puerto Rico, U.S. Island Areas or born outside the U.S. to a U.S. citizen parent and who subsequently moved to the U.S.

Fertility data are not available for certain geographic areas due to problems with data collection. See Errata Note #92 for details.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using 2013 data or multi-year data containing data from 2013. For more information, see: Language User Note.

The Census Bureau introduced a new set of disability questions in the 2008 ACS questionnaire. Accordingly, comparisons of disability data from 2008 or later with data from prior years are not recommended. For more information on these questions and their evaluation in the 2006 ACS Content Test, see the Evaluation Report Covering Disability.

While the 2012-2016 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

#### Explanation of Symbols:

1. An '\*\*\*' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '\*\*\*\*' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '\*\*\*\*\*' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.

**HOUSEHOLD LANGUAGE BY **HOUSEHOLD** LIMITED ENGLISH SPEAKING STATUS**  
**2011-2015 American Community Survey Selected Population Tables**

| <b>City of Moscow, Idaho</b>             | <b>Total<br/>Population</b> | <b>% of Total<br/>Population</b> |
|------------------------------------------|-----------------------------|----------------------------------|
| <b>Total:</b>                            | <b>9,590</b>                | <b>100%</b>                      |
| English Only                             | 8,670                       | 90%                              |
| Spanish:                                 | 261                         | 3%                               |
| Limited English Speaking household       | -                           | 0%                               |
| Not a limited English speaking household | 261                         | 3%                               |
| Other Indo-European languages:           | 229                         | 2%                               |
| Limited English Speaking household       | -                           | 0%                               |
| Not a limited English speaking household | 229                         | 2%                               |
| Asian and Pacific Island languages:      | 294                         | 3%                               |
| Limited English Speaking household       | 85                          | 1%                               |
| Not a limited English speaking household | 209                         | 2%                               |
| Other languages:                         | 136                         | 1%                               |
| Limited English Speaking household       | -                           | 0%                               |
| Not a limited English speaking household | 136                         | 100%                             |



B16002

## HOUSEHOLD LANGUAGE BY HOUSEHOLD LIMITED ENGLISH SPEAKING STATUS

Universe: Households

2011-2015 American Community Survey Selected Population Tables

**Note:** This is a modified view of the original table.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

**Tell us what you think.** Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

|                                          | Moscow city,<br>Idaho<br>Total population |
|------------------------------------------|-------------------------------------------|
|                                          | Estimate                                  |
| Total:                                   | 9,590                                     |
| English only                             | 8,670                                     |
| Spanish:                                 | 261                                       |
| Limited English speaking household       | 0                                         |
| Not a limited English speaking household | 261                                       |
| Other Indo-European languages:           | 229                                       |
| Limited English speaking household       | 0                                         |
| Not a limited English speaking household | 229                                       |
| Asian and Pacific Island languages:      | 294                                       |
| Limited English speaking household       | 85                                        |
| Not a limited English speaking household | 209                                       |
| Other languages:                         | 136                                       |
| Limited English speaking household       | 0                                         |
| Not a limited English speaking household | 136                                       |

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

A "limited English speaking household" is one in which no member 14 years old and over (1) speaks only English or (2) speaks a non-English language and speaks English "very well." In other words, all members 14 years old and over have at least some difficulty with English. By definition, English-only households cannot belong to this group. Previous Census Bureau data products have referred to these households as "linguistically isolated" and "Households in which no one 14 and over speaks English only or speaks a language other than English at home and speaks English 'very well'." This table is directly comparable to tables from earlier years that used these labels.

The household language assigned to the housing unit is the non-English language spoken by the first person with a non-English language. This assignment scheme ranks household members in the following order: householder, spouse, parent, sibling, child,

grandchild, other relative, stepchild, unmarried partner, housemate or roommate, and other nonrelatives. If no member of the household age 5 and over speaks a language other than English at home then the household language is English only.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.

While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

#### Explanation of Symbols:

1. An '\*\*\*' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '\*\*\*' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '\*\*\*\*\*' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** 433 and 421 N Main Street Lot Line Adjustment**Responsible Staff:** Ryan Cash

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***Information***

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**DESCRIPTION:** 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.

**STAFF RECOMMENDATION:** Approve the lot line adjustment request with no conditions.

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

---

***Necessary Resources/Impacts***

---

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

---

***Attachments***

---

Letter, Plat Map, Legal Descriptions



# PALOUSE COMMERCIAL REAL ESTATE

(208) 882-3800  
213 S. Main Street, Moscow, ID 83843  
102 W Main Street Suite #9, Pullman, WA 99163  
[www.palousecommercial.com](http://www.palousecommercial.com)

**RECEIVED**

**FEB 05 2018**

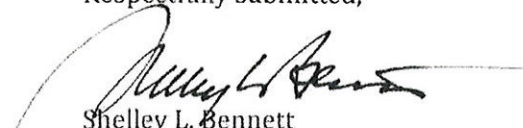
**City of Moscow**

~~December 19, 2017~~

CITY OF MOSCOW  
Community Development Department  
MOSCOW, ID 83843

I am hereby requesting a boundary line adjustment for the parcels, owned by North Main Moscow, LLC at the corner of Highway 95 and E street in Moscow, ID 83843. The legal descriptions for the NEW North Pad site and the NEW legal for the remainder Parcel (Rosauers), as proposed to be modified are attached, herewith.

Respectfully submitted,

  
Shelley L. Bennett  
Owner/Broker

Attachment: Letter, Plat Map, Legal Descriptions (1650 : 433 and 421 N Main Street Lot Line Adjustment)



# Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS

JOHN L. DUNN, PLS / ID, WA / CFeds  
DUANE E. PRIEST, PLS / ID, CA, NV, AZ

## PROPERTY DESCRIPTION FOR NORTH MAIN MOSCOW LLC NORTHEAST PARCEL BLA

A parcel of land located in the northeast quarter of Section 7, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

**COMMENCING** at a point on the south line of the northeast quarter of Section 7, South  $87^{\circ}33'18''$  West, 30.00 feet from the east quarter corner of said section; thence along the west right of way line of Main Street (Highway 95), North  $00^{\circ}57'07''$  East, 75.07 feet to an angle point on the East line of a parcel of land conveyed to Korn, Inc., described in Recorder's instrument number 348391; thence continuing along the west right of way line of Main Street and along the East line of said parcel, North  $00^{\circ}57'07''$  East, 254.56 feet to the **POINT OF BEGINNING**:

Thence North  $89^{\circ}41'43''$  West, 180.00 feet to the southwest corner of a parcel of land described in Recorder's instrument number 569567;

Thence South  $01^{\circ}00'18''$  West, 9.00 feet;

Thence South  $89^{\circ}41'43''$  East, 180.01 feet to the west right of way line of Main Street and the East line of the parcel of land described in Recorder's instrument number 348391;

Thence along the west right of way line of Main Street and the East line of said parcel,

North  $00^{\circ}57'07''$  East, 9.00 feet to the **POINT OF BEGINNING**.

Containing 1620 square feet, more or less.

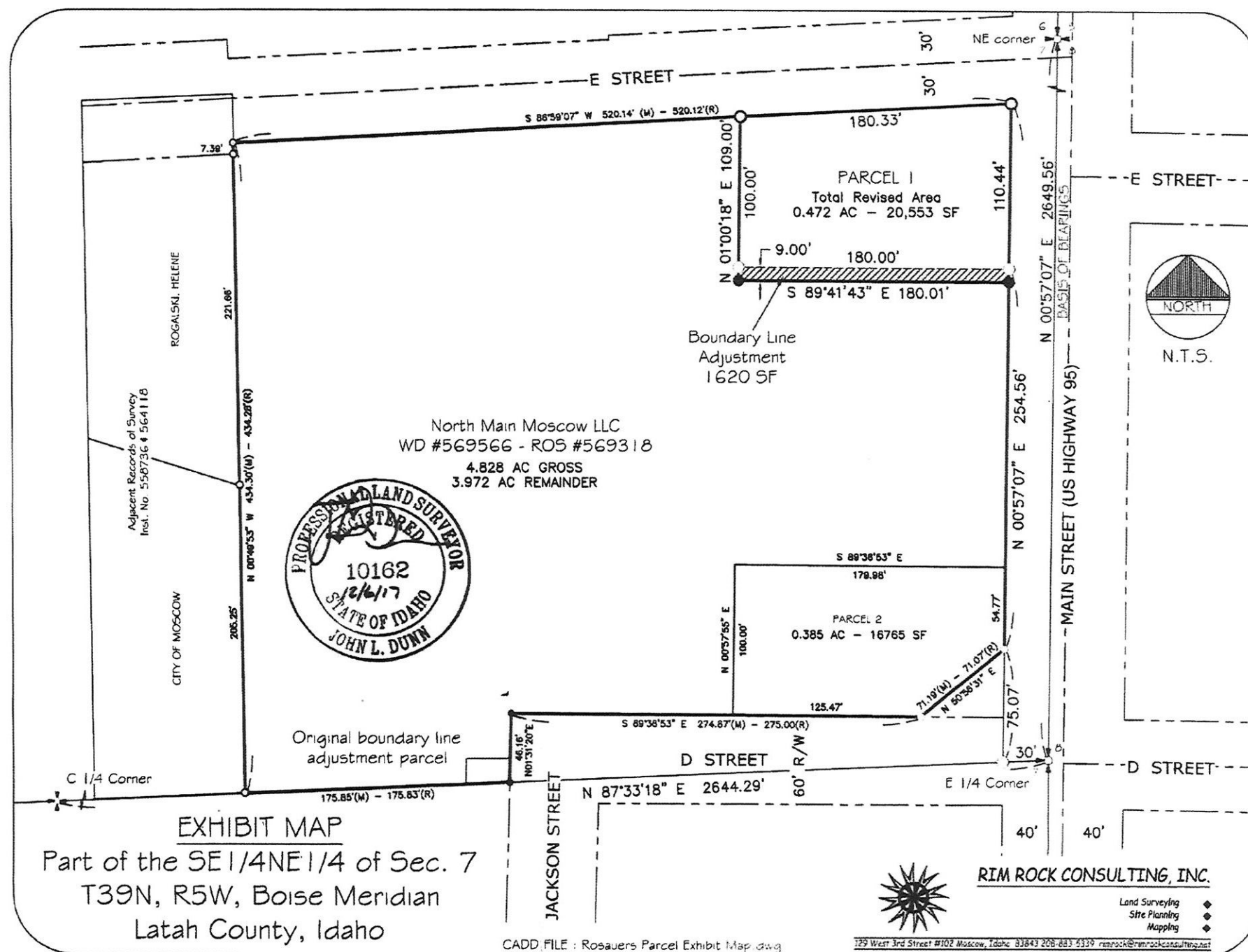
This description was prepared by John L. Dunn on December 6, 2017.



129 West 3<sup>rd</sup> Street, #102 • Moscow, ID 83843  
(208) 883-5339 phone • (208) 883-4309 fax  
[rimrock@rimrockconsulting.net](mailto:rimrock@rimrockconsulting.net)



Attachment: Letter, Plat Map, Legal Descriptions (1650 : 433 and 421 N Main Street Lot Line Adjustment)



Attachment: Letter, Plat Map, Legal Descriptions (1650 : 433 and 421 N Main Street Lot Line Adjustment)





# Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS

JOHN L. DUNN, PLS / ID, WA / CFeds  
DUANE E. PRIEST, PLS / ID, CA, NV, AZ

## PROPERTY DESCRIPTION FOR NORTH MAIN MOSCOW LLC NORTHEAST PARCEL (PARCEL 1)

A parcel of land located in the northeast quarter of Section 7, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

COMMENCING at a point on the south line of the northeast quarter of Section 7, South  $87^{\circ}36'18''$  West, 30.00 feet from the east quarter corner of said section; thence along the west right of way line of Main Street (Highway 95), North  $00^{\circ}57'07''$  East, 75.07 feet to an angle point on the East line of a parcel of land conveyed to Korn, Inc., described in Recorder's instrument number 348391; thence continuing along the west right of way line of Main Street and along the East line of said parcel, North  $00^{\circ}57'07''$  East, 254.56 feet to the POINT OF BEGINNING;

Thence continuing along said East line, North  $00^{\circ}57'07''$  East, 110.44 feet to the northeast corner thereof, said point also being on the south right of way line of E Street;

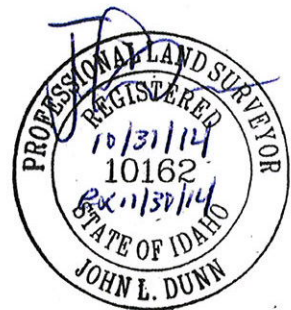
Thence along the said south right of way line and the north line of said parcel, South  $86^{\circ}59'07''$  West, 180.33 feet;

Thence leaving said south right of way line, South  $01^{\circ}00'18''$  West, 100.00 feet;

Thence South  $89^{\circ}41'43''$  East, 180.00 feet to the POINT OF BEGINNING.

Containing 18,933 square feet, more or less.

This description was prepared by John L. Dunn on October 31, 2014.



129 West 3<sup>rd</sup> Street, #102 • Moscow, ID 83843  
(208) 883-5339 phone • (208) 883-4309 fax  
[rimrock@rimrockconsulting.net](mailto:rimrock@rimrockconsulting.net)





# Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS

JOHN L. DUNN, PLS / ID, WA / CFeds  
DUANE E. PRIEST, PLS / ID, CA, NV, AZ

## PROPERTY DESCRIPTION FOR NORTH MAIN MOSCOW LLC REMAINDER PARCEL

A parcel of land located in the northeast quarter of Section 7, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

That parcel of land conveyed to Korn, Inc. as described in a Correction Deed, Recorder's Instrument Number 348391, Records of Latah County.

**EXCEPTING THEREFROM:** A parcel of land located in the northeast quarter of Section 7, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

**COMMENCING** at a point on the south line of the northeast quarter of Section 7, South 87°33'18" West, 30.00 feet from the east quarter corner of said section; thence along the west right of way line of Main Street (Highway 95), North 00°57'07" East, 75.07 feet to an angle point on the East line of a parcel of land conveyed to Korn, Inc., described in Recorder's instrument number 348391; thence continuing along the west right of way line of Main Street and along the East line of said parcel, North 00°57'07" East, 254.56 feet to the **POINT OF BEGINNING**:

Thence continuing along said East line, North 00°57'07" East, 110.44 feet to the northeast corner thereof, said point also being on the south right of way line of "E" Street;

Thence along the said south right of way line and the north line of said parcel, South 86°59'07" West, 180.33 feet;

Thence leaving said south right of way line, South 01°00'18" West, 100.00 feet;

Thence South 89°41'43" East, 180.00 feet to the **POINT OF BEGINNING**.

**ALSO EXCEPTING THEREFROM:** A parcel of land located in the northeast quarter of Section 7, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

**COMMENCING** at a point on the south line of the northeast quarter of Section 7, South 87°33'18" West, 30.00 feet from the east quarter corner of said section; thence along the west right of way line of Main Street (Highway 95), North 00°57'07" East, 75.07 feet to an angle point on the East line of a parcel of land conveyed to Korn, Inc., described in Recorder's instrument number 348391; thence continuing along the west right of way line of Main Street and along the East line of said parcel, North 00°57'07" East, 254.56 feet to the **POINT OF BEGINNING**:

129 West 3<sup>rd</sup> Street, #102 • Moscow, ID 83843  
(208) 883-5339 phone • (208) 883-4309 fax  
[rimrock@rimrockconsulting.net](mailto:rimrock@rimrockconsulting.net)



Attachment: Letter, Plat Map, Legal Descriptions (1650 : 433 and 421 N Main Street Lot Line Adjustment)



Thence North  $89^{\circ}41'43''$  West, 180.00 feet to the southwest corner of a parcel of land described in Recorder's instrument no. 569567;

Thence South  $01^{\circ}00'18''$  West, 9.00 feet;

Thence South  $89^{\circ}41'43''$  East, 180.01 feet to the west right of way line of Main Street and the East line of the parcel of land described in Recorder's instrument number 348391;

Thence along the west right of way line of Main Street and the East line of said parcel,

North  $00^{\circ}57'07''$  East, 9.00 feet to the POINT OF BEGINNING.

**ALSO EXCEPTING THEREFROM:** A parcel of land located in the northeast quarter of Section 7, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

**COMMENCING** at a point on the south line of the northeast quarter of Section 7, South  $87^{\circ}33'18''$  West, 30.00 feet from the east quarter corner of said section; thence along the west right of way line of Main Street (Highway 95), North  $00^{\circ}57'07''$  East, 75.07 feet to an angle point on the East line of a parcel of land conveyed to Korn, Inc., described in Recorder's instrument number 348391, said point being the **POINT OF BEGINNING**:

Thence along the Southeasterly line of said parcel, South  $50^{\circ}56'31''$  West, 71.19 feet to a point on the north right of way line of D Street;

Thence along said north right of way line and along the South line of said parcel, North  $89^{\circ}36'53''$  West, 125.47 feet;

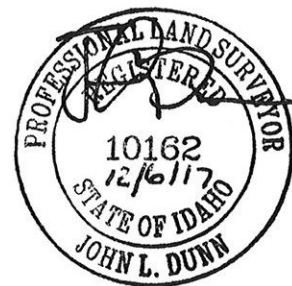
Thence leaving said north right of way line, North  $00^{\circ}57'55''$  East, 100.00 feet;

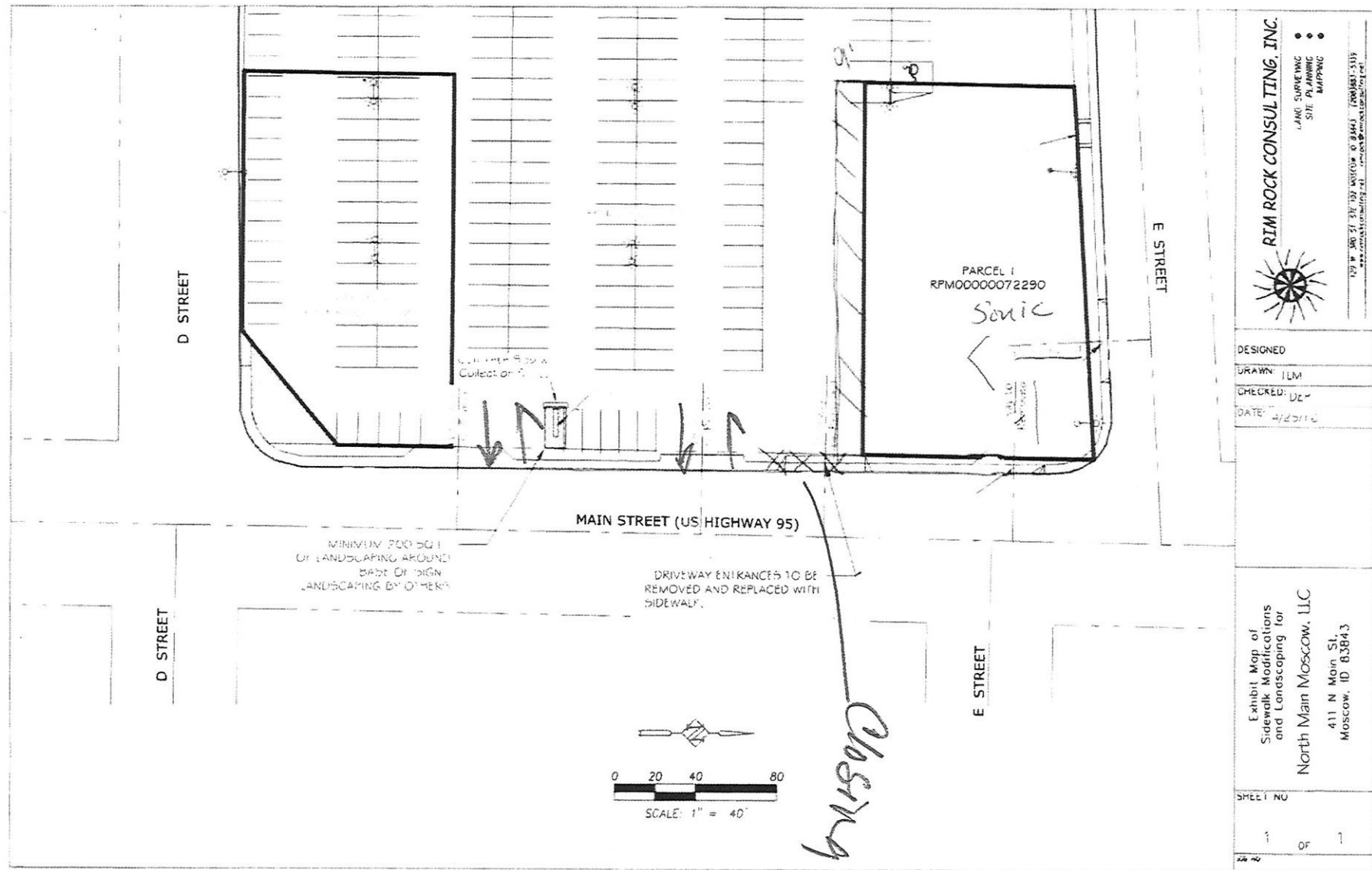
Thence South  $89^{\circ}36'53''$  East, 179.98 feet to the west right of way line of Main Street (Highway 95) and to East line of said parcel;

Thence along said west right of way line and along the East line of said parcel, South  $00^{\circ}57'07''$  West, 54.77 feet to the **POINT OF BEGINNING**.

All containing 3.97 acres, more or less.

This description was prepared by John L. Dunn on December 6, 2017.







# Untitled Map

Write a description for your map.

## Legend

-  A lucky detour
-  Anytime Fitness
-  Feature 1
-  Feature 10
-  Feature 2
-  Feature 3
-  Feature 4
-  Feature 5
-  Feature 6
-  Feature 7
-  Feature 8
-  Feature 9
-  How Big is this?
-  Measure
-  Moscow Recycling Center
-  Path Measure
-  Potlatch No.1 Federal Credit Union
-  Rosauers Pad site
-  Rosauers Supermarkets Inc
-  The underpass
-  W.V

© 2017 Google

W E St

W.D. St  
+  
1 CVD

CLOSED

W D St

Rosauers Pad site

2

95

N

200 ft

Packet Pg. 73

Received 2/1/18

Attachment: Letter, Plat Map, Legal Descriptions (1650 : 433 and 421 N Main Street Lot Line Adjustment)

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Confirmation of Appointment of Mia Vowels**Responsible Staff:** Gary J. Riedner

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***Information***

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**DESCRIPTION:** 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.

**STAFF RECOMMENDATION:** Confirm Mia Vowels as Moscow City Attorney.

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

---

***Necessary Resources/Impacts***

---

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

---

***Attachments***

---

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Public Hearing: C Street Alley ROW Vacation**Responsible Staff:** Les MacDonald

---

***Information***

---

**DESCRIPTION:** 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 20<sup>th</sup> 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.

**STAFF RECOMMENDATION:** 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.

**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.

---

***Necessary Resources/Impacts***

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N/A

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***Attachments***

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Application 807 W. C Street ROW Vacation 1.23.18  
 Public Hearing Notice - 807 W. C Street - ROW Vacation  
 'C'StAlleyVacation(2018)pm2

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Public Hearing: C Street Alley ROW Vacation**Responsible Staff:** Les MacDonald

---

***Information***

---

**DESCRIPTION:** 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 20<sup>th</sup> 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.

**STAFF RECOMMENDATION:** 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.

**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.

---

***Necessary Resources/Impacts***

---

N/A

---

***Attachments***

---

Application 807 W. C Street ROW Vacation 1.23.18  
 Public Hearing Notice - 807 W. C Street - ROW Vacation  
 'C'StAlleyVacation(2018)pm2



December 22, 2017

To: Les MacDonald, P.E., Public Works Director

Subject: Request for vacation of 14-inch wide portion of city right of way on West C Street.

Good Morning Mr. MacDonald;

We are writing you today in order to request a vacation of a portion of a city right-of-way (16 ft wide) located along the western edge of our property at 807 W C St. in Moscow (Figure 1). We are making this request because we wish to convert the 807 W C St. property from a single family home to a duplex, in keeping with the R3 designation of the neighborhood. This conversion would restore the property to its original configuration with two generous living spaces (~1300 ft<sup>2</sup> upstairs and ~1600 ft<sup>2</sup> downstairs). The property at 807 W C was originally built in 1947 as a duplex. Subsequently, previous owners added a garage (1977) and an art studio (1983-4), and converted the duplex to a single family home by adding interior stairs and removing one of the two electrical meters. The lower portion of the house then served as a daycare facility for approximately 40 years. In May of 2017 the daycare facility moved to a new location and we purchased the property in September of 2017.

Our lot currently measures 6875 ft<sup>2</sup>, just 125 ft<sup>2</sup> shy of the modern city square footage requirements for duplexes (7,000 ft<sup>2</sup> as per City of Moscow Ordinances: Title 4, Sec. 2-7, Part G). We are requesting a vacation of the city right of way that measures 14-inches (1.17 ft) by the length of our property (110 ft), adding a total of 128 ft<sup>2</sup> to the property (Figures 2 & 3). This vacation would bring our property into compliance with current city regulations and provide high quality, affordable housing in this desirable residential neighborhood.

Currently there is an electrical easement for overhead powerlines on this right of way (Figure 4). We do not feel that the requested vacation, if granted, will significantly impact this easement or any access needed to service the overhead lines. In addition, we are happy to inherit the electrical easement with the vacated property. Please let us know if there is any additional information we can provide.

Sincerely,

Eric Mittelstaedt and Mary Engels

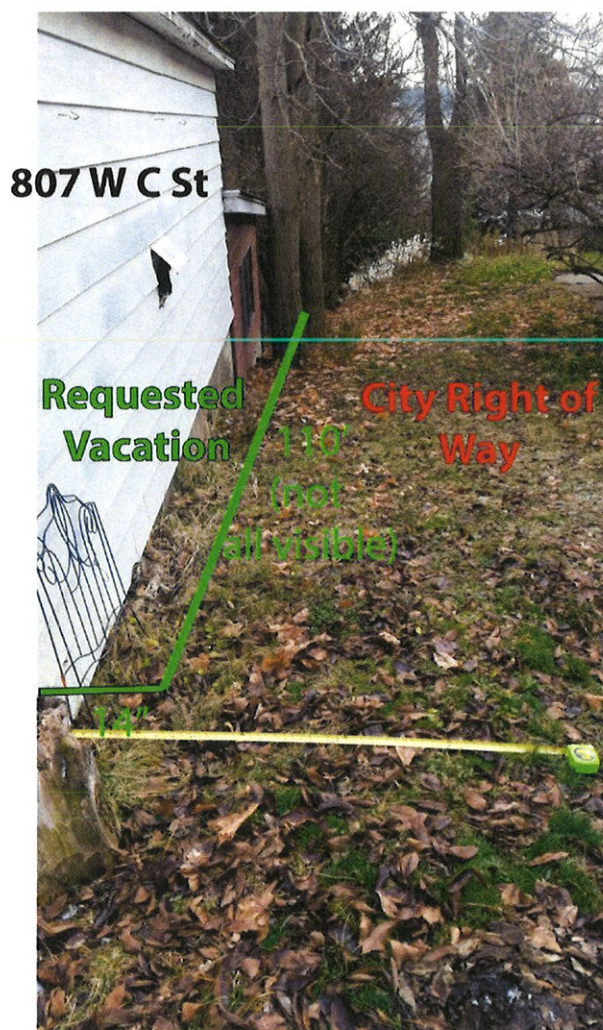
**ATTACHEMENT 1: PHOTOS**

**Figure 1:** 2012 (most recent on file) plat map from Latah County Assessor's office.



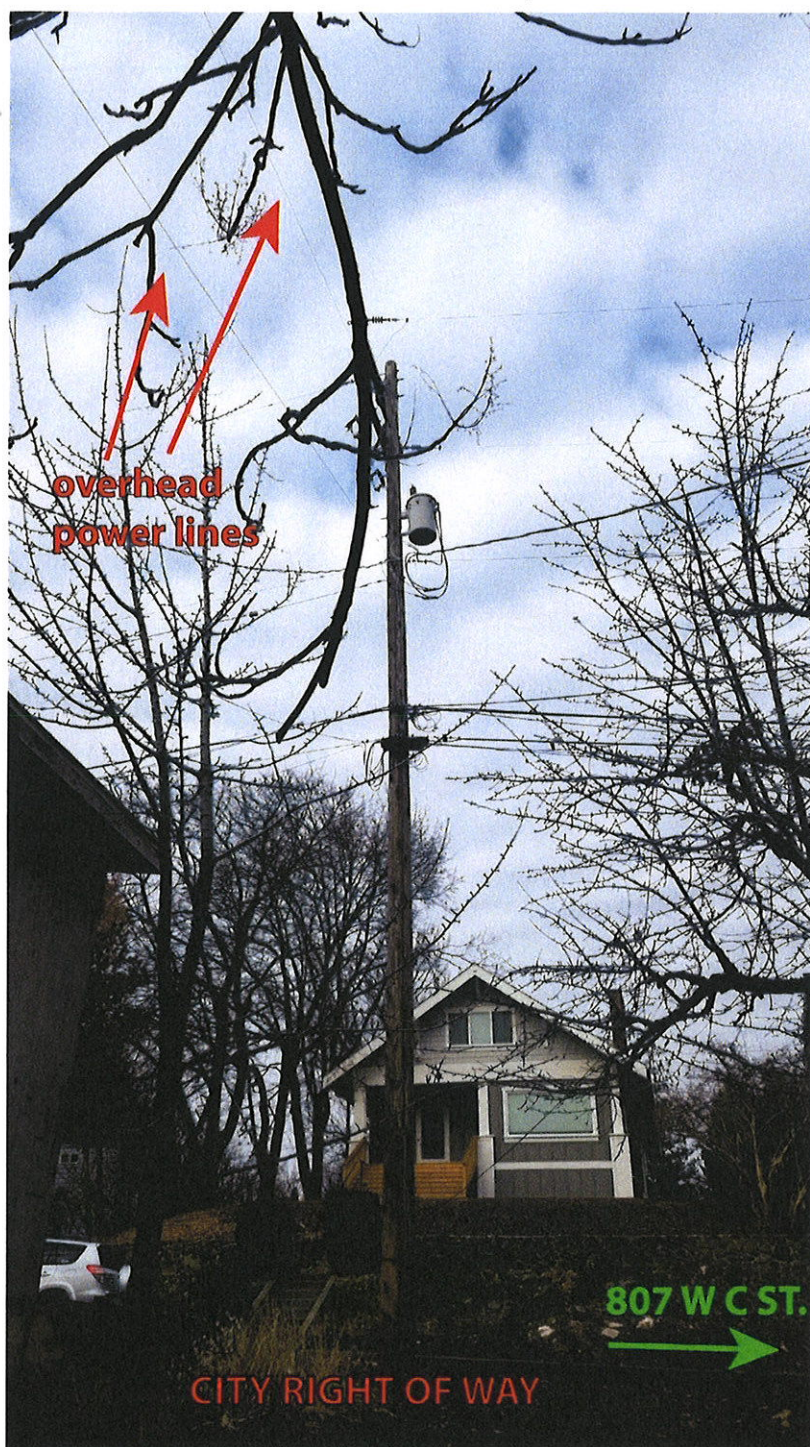


**Figure 2:** View of the City right of way (red line) and the requested vacation (green line) from West C Street.



**Figure 3:** Close up image (facing south, from street) of the requested vacation (green) of the city right of way (red letters). Note that the full 110 foot length of the 807 W C lot is not visible in this image due to a steep slope after the trees in the background.





**Figure 4.** View from City Right of Way (facing North, toward W C street) of the overhead power lines that traverse the city right of way. Note that the overhead lines occupy the west side of the right of way and our requested vacation is on the east side of the right of way.



## City of Moscow

221 E Second St  
Moscow ID 83843  
Phone (208) 883-7022  
Fax (208) 883-7033

**Permit Number: ENG2018-0005**

### FEES / RECEIPT

Date: Thursday, January 18, 2018

OWNER: ERIC LEE MITTELSTAEDT  
822 KENNETH  
MOSCOW, ID 83843

Type: Engineering

Water Meter Size:

Site Address: 807 W C ST, MOSCOW

### FEE SUMMARY

| Date              | Description          | Fee Amount      | Paid              | Balance Due   |
|-------------------|----------------------|-----------------|-------------------|---------------|
| 01/18/2018        | ROW Vacation Request | \$630.00        | (\$630.00)        | \$0.00        |
| <b>Total Due:</b> |                      | <b>\$630.00</b> | <b>(\$630.00)</b> | <b>\$0.00</b> |

NOTICE: Fee charges at submittal are partial payments only. Final fees will be assessed after review of plans and other project data is completed.

### PAYMENT TRANSACTIONS

| DATE       | RECEIPT # | METHOD                           | PAYEE/COMMENT                | AMOUNT     |
|------------|-----------|----------------------------------|------------------------------|------------|
| 01/18/2018 | REC009073 | TRN: AR0AF4538FEE<br>APR: 018730 | ERIC LEE MITTELSTAEDT / 8580 | (\$630.00) |
|            |           | 101-000-00-421-18                | ROW Vacation Request         | (\$630.00) |

Attachment: Application 807 W. C Street ROW Vacation 1.23.18 (1658 : Public Hearing: C Street Alley ROW Vacation)





## NOTICE OF PUBLIC HEARING

Proposed Vacation of 1.17 Feet of Public Alley Right-of-Way  
Located at 807 W. C Street, Moscow, ID 83843

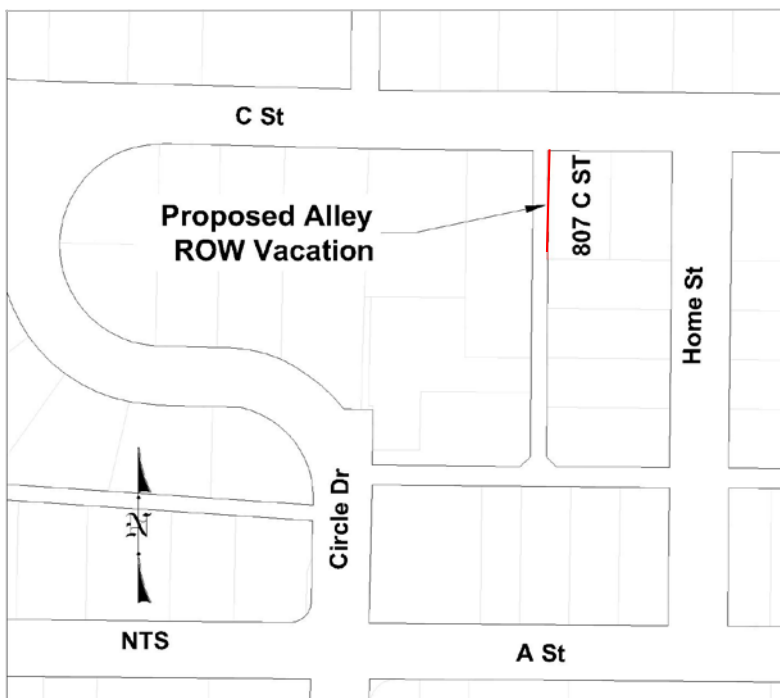
A public hearing at which you may be present and speak will be conducted before the Mayor and City Council of the City of Moscow at which time the following proposal will be considered for property shown on the vicinity map below:

Vacation of a 1.17 foot wide portion of the 16 foot wide Alley Right-of-Way, abutting the 110 foot long western boundary of Lots 17 & 18, Block 4 of the Highland View Addition to the City of Moscow, as shown on the vicinity map below.

**HEARING DATE AND TIME:** Tuesday, February 20, 2018 @ 7:00 p.m.

**HEARING LOCATION:** Council Chambers, Second Floor, Moscow City Hall  
206 East Third Street, Moscow, Idaho

The file containing information on this matter is available for public review (an appointment may be necessary) at the Public Works Department located in the Paul Mann Building, 221 East Second Street, Moscow, Idaho. You may also call 208-883-7034 to get further information about the application, the public hearing process, and/or to request a meeting with City Staff. Additionally, you may obtain further information about the public hearing process and procedures on the City's Website at: <http://www.ci.moscow.id.us/505/Public-Hearing-Notices> (Or from main City Page go to Government>Records Center>Public Hearing Notices)



Laurie Hopkins,  
Moscow City Clerk

*Laurie Hopkins*

Sandra Collins, Deputy City Clerk

Publish: 1/27/18 and 2/3/18

***This is a vicinity map only.*** A legal description of the subject property is in the file at the Public Works Department.

Attachment: Public Hearing Notice - 807 W. C Street - ROW Vacation (1658 : Public Hearing: C Street Alley ROW Vacation)

## ORDINANCE NO. 2018 - \_\_\_\_\_

AN ORDINANCE OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE VACATION OF A PORTION OF PUBLIC ALLEY RIGHT-OF-WAY LOCATED WITHIN THE CITY OF MOSCOW AND LEGALLY DESCRIBED IN SECTION 1 OF THIS ORDINANCE; PROVIDING THAT TITLE TO SAID VACATED PUBLIC RIGHT-OF-WAY SHALL VEST WITH THE OWNERS OF THE PROPERTY AS SPECIFIED IN SECTION 3 OF THIS ORDINANCE; AND PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the public right-of-way described in Section 1 of this Ordinance currently exists as platted by the Highland View Addition to the City of Moscow and dedicated to the City of Moscow, as recorded under Records Fee No. 64689 in the official records of Latah County, Idaho; and

WHEREAS, it is currently proposed that such public right-of-way be vacated; and

WHEREAS, the owner of the property located adjacent to the proposed area of vacation described in Section 1 of this Ordinance, Eric Lee Mittelstaedt ("Petitioner"), has petitioned for vacation of said public right-of-way; and

WHEREAS, Idaho Code Section 50-311 provides that a vacated property will revert to the owners of adjacent real property, one half (1/2) to each, or as the Council deems to be in the best interest of the adjoining properties; and

WHEREAS, Petitioner is the only adjoining property owner to the proposed public right-of-way to be vacated; and

WHEREAS, the public right-of-way described in Section 1 of this Ordinance was originally received by the City from the adjoining property to the east; and

WHEREAS, on the 20<sup>th</sup> day of February, 2018, the Mayor and City Council conducted a public hearing on this matter and determined that vacating said public right-of-way is expedient for the public good as required by Idaho Code Section 50-311; and

WHEREAS, the Council deems it to be in the best interests of the adjoining properties to have the vacated public right-of-way revert to the property owner of the properties from which the original dedication of public right-of-way was received by the City; and

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Moscow as follows:

Attachment: 'C'StAlleyVacation(2018)pm2 (1658 : Public Hearing: C Street Alley ROW Vacation)

**SECTION 1: VACATION.** The following described public right-of-way be, and the same hereby is, vacated as of the effective date of this Ordinance:

That portion of platted dedicated public alley right-of-way extending south from “C” Street located within the City of Moscow, Latah County, Idaho, more particularly described as follows:

A portion of Alley Right-of-Way located in the SE ¼ of Section 7, T.39N., R.5W., B.M., Block 4 of Highland View Addition to the City of Moscow, Latah County, Idaho, more particularly described as follows:

The East one and seventeen one hundredths feet (1.17') of the public Alley Right of Way adjacent to Lots 17 and 18 of Block 4.

Said portion contains 128.7 sq. ft., more or less.

**SECTION 2: EXCEPTIONS FROM VACATION.** Vacation of property described in Section 1 of this Ordinance and shown in Exhibit “A” attached hereto shall not include existing franchise rights and utilities, or existing public utilities as of the effective date of this Ordinance, or the use of the property for existing or future public utilities.

**SECTION 3: RIGHT-OF-WAY VACATION.** The Council finds it expedient for the public good and deems it to be in the public interest of the adjoining properties that Eric Lee Mittelstaedt, 822 Kenneth Street, Moscow, Idaho, 83843, as the current owner of all adjoining property to the east of the property described in Section 1, receive the property described in Section 1 at the time of vacation, with said property assigned to the adjacent west half of Lots 17 and 18 of Block 4 of Highland View Addition to the City of Moscow, commonly known as 807 East “C” Street.

**SECTION 4: EFFECTIVE DATE.** This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED by the Mayor and City Council and APPROVED by the Mayor the \_\_\_\_\_ day of February, 2018.

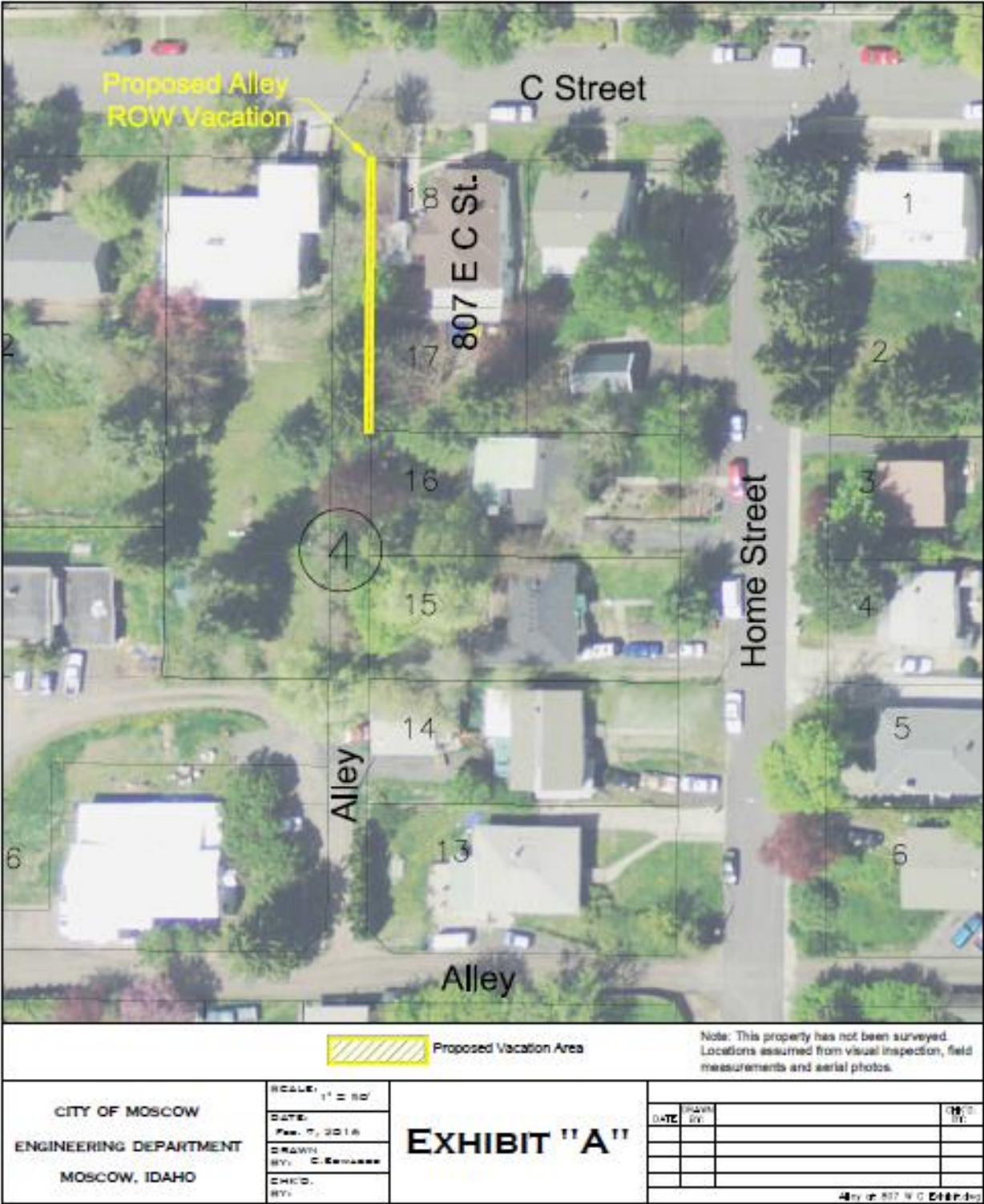
\_\_\_\_\_  
Bill Lambert, Mayor

ATTEST

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

Attachment: 'C'StAlleyVacation(2018)pm2 (1658 : Public Hearing: C Street Alley ROW Vacation)

EXHIBIT "A"  
"C" STREET ALLEY RIGHT-OF-WAY VACATION



Attachment: 'C'StAlleyVacation(2018)pm2 (1658 : Public Hearing: C Street Alley ROW Vacation)



## NOTICE OF PUBLIC HEARING

Proposed Vacation of 1.17 Feet of Public Alley Right-of-Way  
Located at 807 W. C Street, Moscow, ID 83843

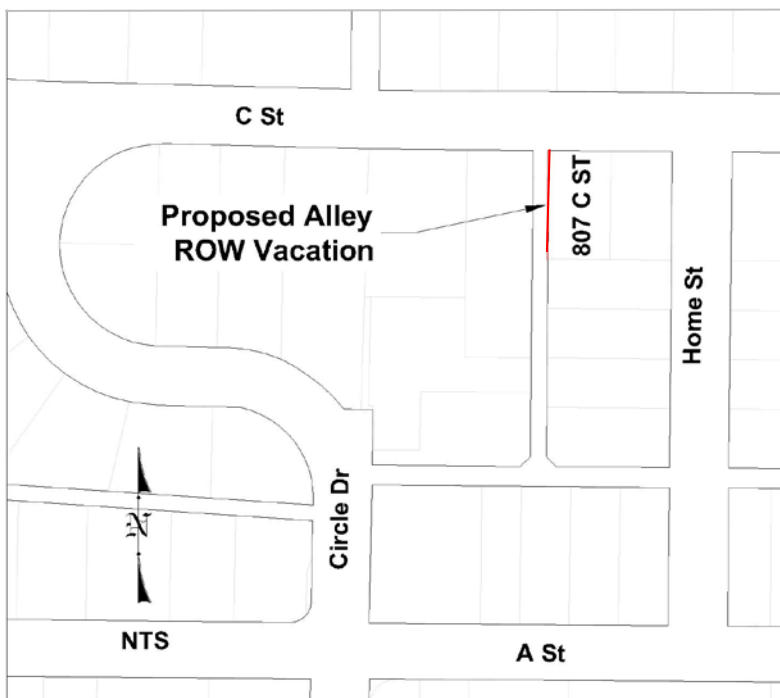
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Vacation of a 1.17 foot wide portion of the 16 foot wide Alley Right-of-Way, abutting the 110 foot long western boundary of Lots 17 & 18, Block 4 of the Highland View Addition to the City of Moscow, as shown on the vicinity map below.

**HEARING DATE AND TIME:** Tuesday, February 20, 2018 @ 7:00 p.m.

**HEARING LOCATION:** Council Chambers, Second Floor, Moscow City Hall  
206 East Third Street, Moscow, Idaho

The file containing information on this matter is available for public review (an appointment may be necessary) at the Public Works Department located in the Paul Mann Building, 221 East Second Street, Moscow, Idaho. You may also call 208-883-7034 to get further information about the application, the public hearing process, and/or to request a meeting with City Staff. Additionally, you may obtain further information about the public hearing process and procedures on the City's Website at: <http://www.ci.moscow.id.us/505/Public-Hearing-Notices> (Or from main City Page go to Government>Records Center>Public Hearing Notices)



Laurie Hopkins,  
Moscow City Clerk

*Laurie Hopkins*

Sandra Collins, Deputy City Clerk

Publish: 1/27/18 and 2/3/18

***This is a vicinity map only.*** A legal description of the subject property is in the file at the Public Works Department.



## ORDINANCE NO. 2018 - \_\_\_\_\_

AN ORDINANCE OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE VACATION OF A PORTION OF PUBLIC ALLEY RIGHT-OF-WAY LOCATED WITHIN THE CITY OF MOSCOW AND LEGALLY DESCRIBED IN SECTION 1 OF THIS ORDINANCE; PROVIDING THAT TITLE TO SAID VACATED PUBLIC RIGHT-OF-WAY SHALL VEST WITH THE OWNERS OF THE PROPERTY AS SPECIFIED IN SECTION 3 OF THIS ORDINANCE; AND PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the public right-of-way described in Section 1 of this Ordinance currently exists as platted by the Highland View Addition to the City of Moscow and dedicated to the City of Moscow, as recorded under Records Fee No. 64689 in the official records of Latah County, Idaho; and

WHEREAS, it is currently proposed that such public right-of-way be vacated; and

WHEREAS, the owner of the property located adjacent to the proposed area of vacation described in Section 1 of this Ordinance, Eric Lee Mittelstaedt ("Petitioner"), has petitioned for vacation of said public right-of-way; and

WHEREAS, Idaho Code Section 50-311 provides that a vacated property will revert to the owners of adjacent real property, one half (1/2) to each, or as the Council deems to be in the best interest of the adjoining properties; and

WHEREAS, Petitioner is the only adjoining property owner to the proposed public right-of-way to be vacated; and

WHEREAS, the public right-of-way described in Section 1 of this Ordinance was originally received by the City from the adjoining property to the east; and

WHEREAS, on the 20<sup>th</sup> day of February, 2018, the Mayor and City Council conducted a public hearing on this matter and determined that vacating said public right-of-way is expedient for the public good as required by Idaho Code Section 50-311; and

WHEREAS, the Council deems it to be in the best interests of the adjoining properties to have the vacated public right-of-way revert to the property owner of the properties from which the original dedication of public right-of-way was received by the City; and

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Moscow as follows:

Attachment: 'C'StAlleyVacation(2018)pm2 (1658 : Public Hearing: C Street Alley ROW Vacation)

**SECTION 1: VACATION.** The following described public right-of-way be, and the same hereby is, vacated as of the effective date of this Ordinance:

That portion of platted dedicated public alley right-of-way extending south from “C” Street located within the City of Moscow, Latah County, Idaho, more particularly described as follows:

A portion of Alley Right-of-Way located in the SE ¼ of Section 7, T.39N., R.5W., B.M., Block 4 of Highland View Addition to the City of Moscow, Latah County, Idaho, more particularly described as follows:

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Said portion contains 128.7 sq. ft., more or less.

**SECTION 2: EXCEPTIONS FROM VACATION.** Vacation of property described in Section 1 of this Ordinance and shown in Exhibit “A” attached hereto shall not include existing franchise rights and utilities, or existing public utilities as of the effective date of this Ordinance, or the use of the property for existing or future public utilities.

**SECTION 3: RIGHT-OF-WAY VACATION.** The Council finds it expedient for the public good and deems it to be in the public interest of the adjoining properties that Eric Lee Mittelstaedt, 822 Kenneth Street, Moscow, Idaho, 83843, as the current owner of all adjoining property to the east of the property described in Section 1, receive the property described in Section 1 at the time of vacation, with said property assigned to the adjacent west half of Lots 17 and 18 of Block 4 of Highland View Addition to the City of Moscow, commonly known as 807 East “C” Street.

**SECTION 4: EFFECTIVE DATE.** This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED by the Mayor and City Council and APPROVED by the Mayor the \_\_\_\_\_ day of February, 2018.

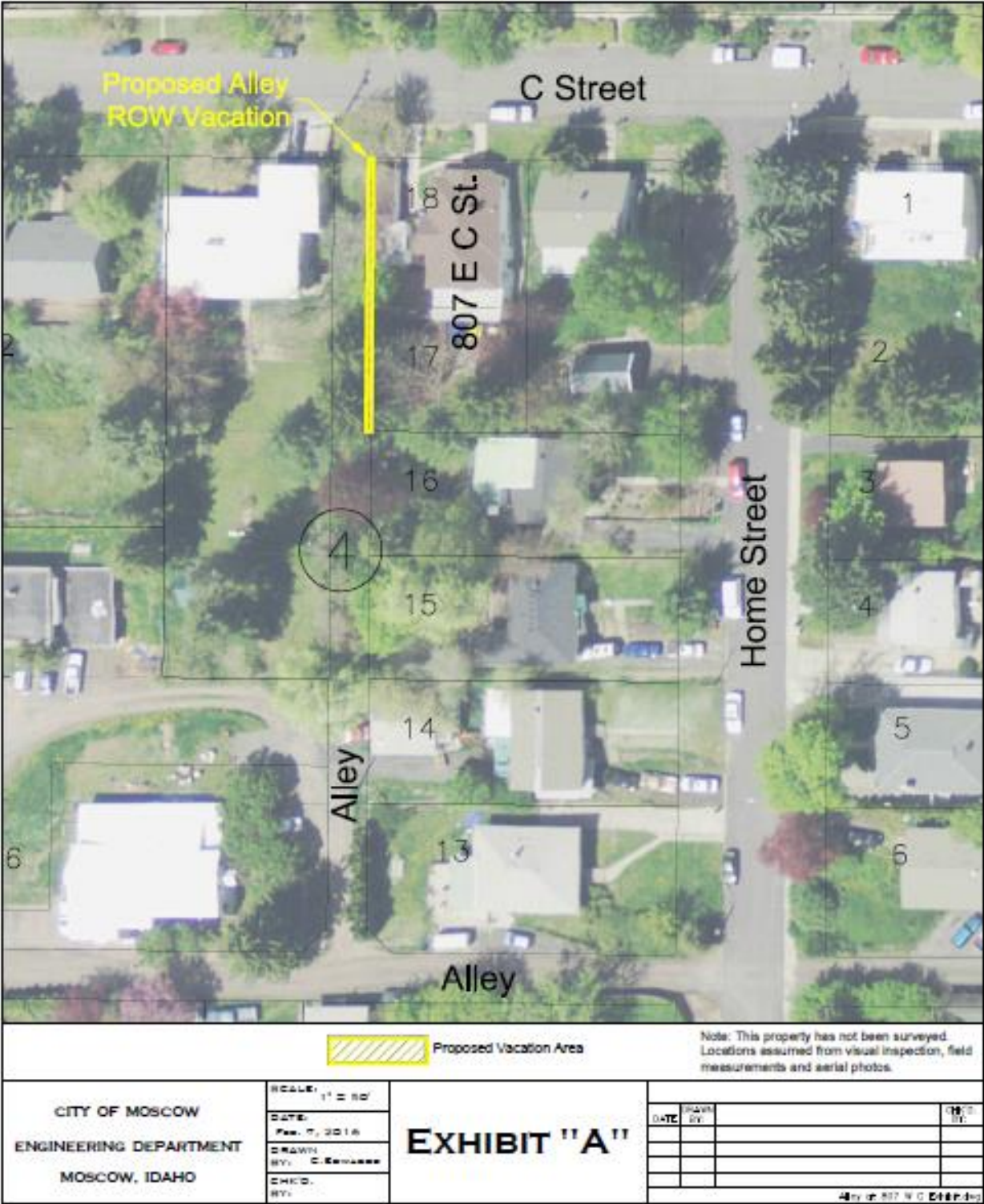
\_\_\_\_\_  
Bill Lambert, Mayor

ATTEST

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

Attachment: 'C'StAlleyVacation(2018)pm2 (1658 : Public Hearing: C Street Alley ROW Vacation)

EXHIBIT "A"  
"C" STREET ALLEY RIGHT-OF-WAY VACATION



Attachment: 'C'StAlleyVacation(2018)pm2 (1658 : Public Hearing: C Street Alley ROW Vacation)

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Public Hearing: Rayburn Street ROW Vacation**Responsible Staff:** Les MacDonald

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**Information**

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**DESCRIPTION:** 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 Mr. Daniel 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 20<sup>th</sup> 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.

**STAFF RECOMMENDATION:** 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.

**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.

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**Necessary Resources/Impacts**

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N/A

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**Attachments**

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ROW Vacation Request packet from U of I - Rayburn St\_  
 ROW Vacation Rayburn St. 1.23.18  
 RayburnStROW;Vacation(2018)pm2



# University of Idaho

Division of Infrastructure

Administration Bldg. 209  
875 Perimeter Drive MS 3162  
Moscow ID 83844-3162

Phone: 208-885-2127  
Fax: 208-885-7539

November 6, 2017

RE: Request to vacate portion of Rayburn Street

Moscow City Council,

The University of Idaho requests the City of Moscow vacate the remnant portion of street right of way for that approximately 200 foot segment of Rayburn Street lying immediately south of Hwy 8 and running through the recently restored stream channel for Paradise Creek (see attachment). This formerly developed street was removed at the time the new Stadium Drive intersection to Hwy 8 was constructed and as part of a federally funded stream restoration project between campus and Hwy 8. The City of Moscow and University of Idaho cooperated with the US Army Corps of Engineers to improve these natural riparian and flood control features of Paradise Creek (see attached easement from City allowing the permanent use of this property for stream restoration). The University had previously acquired the surrounding property from the former railroads, and the City had previous to that acquisition vacated the segment of Rayburn immediately to the south of the subject segment (creating a segment of an existing easement currently held by the City of Moscow for Paradise Path that is maintained by the University). The University intends to leave the subject segment of Rayburn right of way in its current condition as an undeveloped riparian and open space area rather than for any future street redevelopment. Such redevelopment would threaten the purposes of the permanent stream restoration project and likely create an intrusion to the more functional Stadium Dr/Hwy 8 intersection recently constructed by cooperation between the City, University and Idaho Transportation Department.

Because the road does not currently exist, and at least part has been obligated to other land uses, it serves no current purpose as public right of way. Because of the surrounding infrastructure and land uses and the long term land development plans, it serves no future purpose for potential street redevelopment. Consequently, the University of Idaho as the only surrounding land owner requests vacation of this street right of way segment by the City of Moscow.

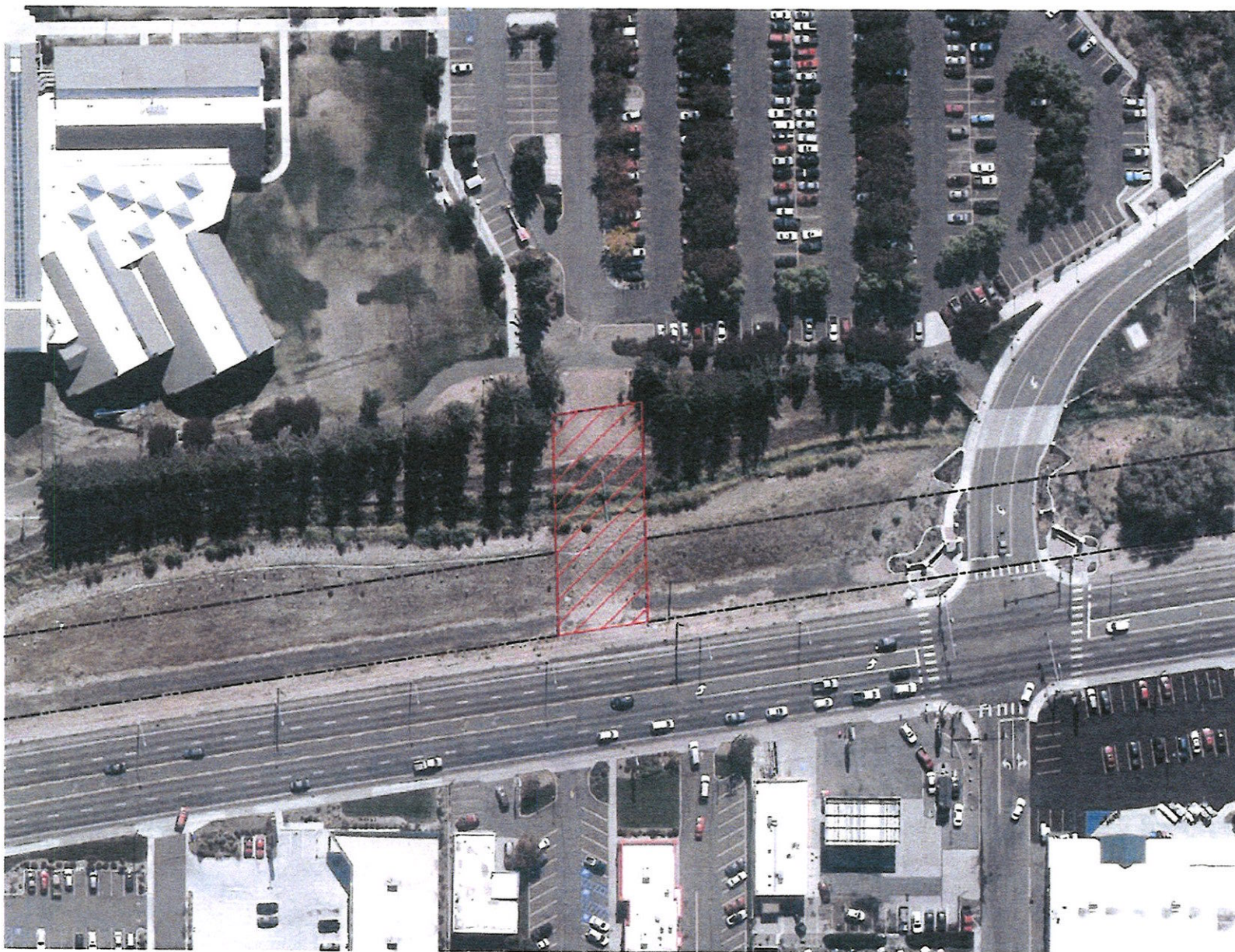
Sincerely,



Daniel Ewart,  
University of Idaho  
Vice President for Infrastructure

Attached: 1) Diagram of subject ROW, 2) Copy of easement from City for Paradise Ck restoration, 3) Application fee of \$630







537195

## PERMANENT ECOSYSTEM RESTORATION EASEMENT (RAYBURN STREET)

KNOW ALL MEN BY THESE PRESENTS, that City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "GRANTOR") and its successors and assigns, grants to The Regents of the University of Idaho, a public corporation, state educational institution, and a body politic and corporate organized and existing under the Constitution and laws of the State of Idaho (hereinafter "GRANTEE"), and in consideration of ONE DOLLAR (\$1) and other valuable consideration in hand paid, receipt of which is hereby acknowledged, GRANTOR does hereby grant and convey to GRANTEE, its successors and assigns, a Permanent Ecosystem Restoration Easement, together with attendant customary uses as further described more particularly in Section A, hereinbelow, on that certain lot, tract or parcel of land situated in the County of Latah, State of Idaho, shown in Exhibit "A" attached hereto and more particularly described as follows:

Legal Description for Rayburn Street

Commencing at the Southwest corner of Section 7, Township 39 North, Range 5 West, Boise Meridian, Latah County, Idaho from which the west one quarter corner of said Section bears North 01°01'08" East; Thence North 01°01'08" East 974.25 feet along the west line of the southwest quarter of said Section to the southerly line of the former Northern Pacific Railway Company (NPRR) right of way; Thence North 89°36'44" East 746.96 feet to the beginning of a curve; Thence 763.06 feet along said curve to the left with a radius of 5779.58 feet and a chord which bears North 85°51'46" East; Thence North 82°06'48" East 402.59 feet to Point of Beginning; Thence North 00°27'12" West 100.85 feet to the northerly line of said NPRR right-of-way; Thence North 82°06'48" East 66.56 feet along said right of way; Thence South 00°27'12" East 100.85 feet to the southerly line of the NPRR right of way; Thence along said right of way South 82°06'48" West 66.56 feet to the Point of Beginning. Containing 6,656 square feet, more or less.

- A. Such Permanent Ecosystem Restoration Easement is made and shall allow GRANTEE and to construct, operate, maintain, repair, alter, rehabilitate, remove, replace and monitor features of the Paradise Creek Section 206 Ecosystem Restoration Project implemented pursuant to Section 206 of the Water Resources Development Act of 1996, Public Law 104-303, as amended (33 U.S.C. 2330) (hereinafter the "PROJECT") including the following rights for the purposes of restoring fish and wildlife habitat and ecological resource values: reshaping of the Paradise Creek channel including construction of a low flow channel; vegetative plantings with native riparian plants and trees; modifications and improvements within and adjacent to the channel or shore for grade control, or bank stabilization purposes including placement of erosion control fabric, coir fiber logs and mats, straw blankets, root wads and other bioengineering materials; fish and wildlife habitat or other ecosystem restoration improvements including placement of materials or structures in the bed, banks, or shorelines that influence stream velocity or channel form and; removal or placement of gravels, cobbles, boulders, woody debris, and other structures

537195

in the bed, banks, or shoreline to improve in-stream fish and wildlife habitat; together with the right to clear, cut, fell, remove and dispose of any and all timber, trees, underbrush, structures or obstructions.

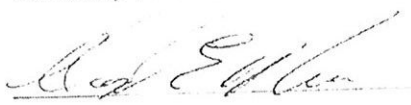
- B. GRANTOR reserves, however, to itself, its heirs and assigns, all other rights and privileges that may be used without interfering with or abridging the purposes of the PROJECT or the enumerated rights and Permanent Ecosystem Restoration Easement hereby conveyed and acquired
- C. GRANTEE hereby releases and will protect, defend, indemnify, and save harmless GRANTOR, its heirs, successors or assigns from and against all claims, liabilities, demands, actions at law and equity (including without limitation claims and actions under the Federal Employer's Liability Act), judgments, settlements, losses, damages, and expenses of every character whatsoever for injury or death of any person or persons whomsoever and for damage to or loss or destruction of property of any kind by whomsoever owned, caused by, resulting from, arising out of, or occurring in connection with GRANTEE's PROJECT, as described hereinabove.
- D. This Permanent Ecosystem Restoration Easement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, successors and assigns with the understanding that GRANTEE may permit use of all of the rights granted herein by the United States Army Corps of Engineers for the purpose of constructing the PROJECT and such use shall not be considered an assignment or transfer of these rights.
- E. The permission hereby afforded shall be the personal privileges of GRANTEE, and no assignment or transfer thereof by operation of law or voluntary act of GRANTEE shall be made, or other use of the Permanent Ecosystem Restoration Easement be permitted as herein provided, without the prior consent of GRANTOR, its heirs, successors or assigns. It is agreed that any transfer or assignment of this Permanent Ecosystem Restoration Easement, whether voluntary, by operation of law or otherwise, without such consent in writing shall be absolutely void and, at the option of GRANTOR, its heirs, successors or assigns, shall terminate this Permanent Ecosystem Restoration Easement.
- F. In addition to rights herein granted, such grant of Permanent Ecosystem Restoration Easement conveys to GRANTEE and its assigns, the right to demolish without replacement the existing public road at Rayburn Street and relocate any permitted utilities within the Permanent Ecosystem Restoration Easement, as described hereinabove.
- G. Following completion of the PROJECT, and its acceptance by GRANTOR, GRANTOR and GRANTEE agree that GRANTOR shall own and GRANTEE shall be legally responsible for the maintenance and repair of any improvements which are part of the PROJECT and which are within the Permanent Ecosystem Restoration Easement.
- H. All rights, privileges, or responsibilities granted by GRANTOR to GRANTEE in this Permanent Ecosystem Restoration Easement are subject to existing easements for public roads and highways, public utilities and pipelines.



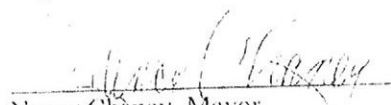
537185

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 21  
day of May, 2010.

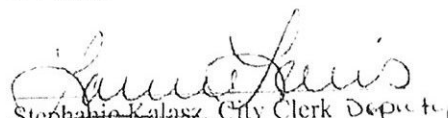
GRANTEE  
University of Idaho

  
Vice President for Finance and Administration

GRANTOR  
City of Moscow, Idaho

  
Nancy Chaney, Mayor

ATTEST

  
Stephanie Kalasz, City Clerk Deputy,  
Laurie Lewis

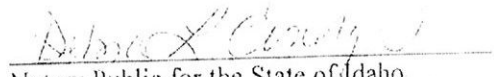


STATE OF IDAHO  
COUNTY OF LATAH )

On this 19 day of May, 2010, before me, the undersigned, a Notary in and for said State, personally appeared Theresa Mues, an Agent for the University of Idaho, Board of Regents, known to me to be the person whose name is subscribed to the foregoing Permanent Ecosystem Restoration Easement and acknowledged to me that he/she executed the same in behalf of and as the duly authorized representative of University of Idaho, and has the authority to bind University of Idaho to this Agreement.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year hereinabove written.



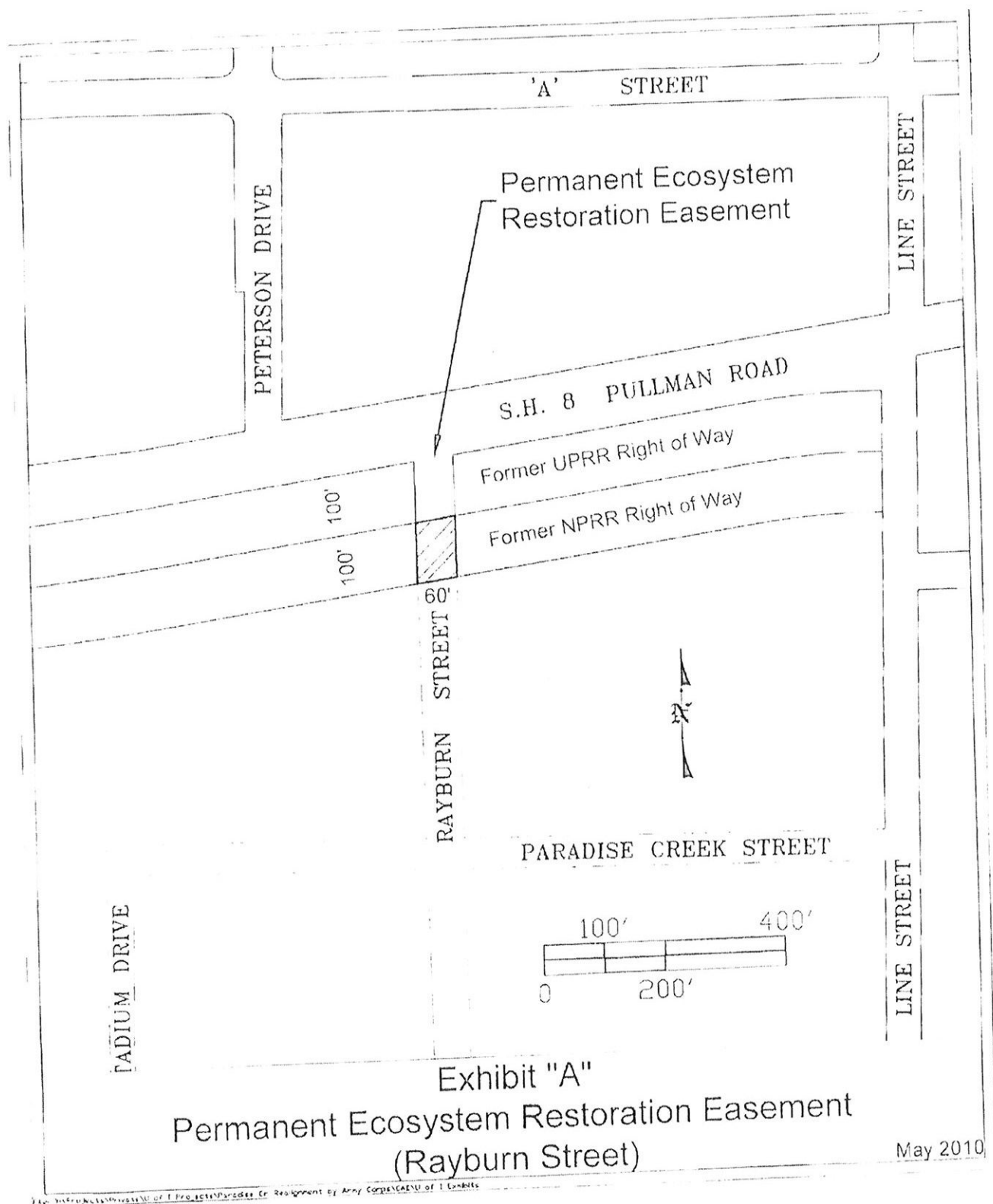
  
Notary Public for the State of Idaho  
Residing at Moscow, Idaho  
My commission expires: 7/31/2012

PERMANENT ECOSYSTEM RESTORATION EASEMENT  
U1 - CITY, RAYBURN STREET

PAGE 3 OF 3

Attachment: ROW Vacation Request packet from U of I - Rayburn St. (1657 : Public Hearing: Rayburn Street ROW Vacation)

537155





## ORDINANCE NO. 2018 - \_\_\_\_\_

AN ORDINANCE OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE VACATION OF A PORTION OF PUBLIC STREET RIGHT-OF-WAY LOCATED WITHIN THE CITY OF MOSCOW AND LEGALLY DESCRIBED IN SECTION 1 OF THIS ORDINANCE; PROVIDING THAT TITLE TO SAID VACATED PUBLIC RIGHT-OF-WAY SHALL VEST WITH THE OWNERS OF THE PROPERTY AS SPECIFIED IN SECTION 3 OF THIS ORDINANCE; AND PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the public right-of-way described in Section 1 of this Ordinance currently exists as conveyed to the City of Moscow in Quit Claim Deed No. 495434 (dated 4-27-2005) as recorded in the official records of Latah County, Idaho; and

WHEREAS, it is currently proposed that such public right-of-way be vacated; and

WHEREAS, the owner of the property located adjacent to the proposed area of vacation described in Section 1 of this Ordinance, the Regents of the University of Idaho ("Petitioner"), a public corporation, state educational institution, and body politic and corporate organized and existing under the Constitution and laws of the State of Idaho, has petitioned for vacation of said public right-of-way; and

WHEREAS, Idaho Code Section 50-311 provides that a vacated property will revert to the owners of adjacent real property, one half (1/2) to each, or as the Council deems to be in the best interest of the adjoining properties; and

WHEREAS, Petitioner is the only adjoining property owner to the proposed public right-of-way to be vacated; and

WHEREAS, the public right-of-way described in Section 1 of this Ordinance was originally received by the City from the adjoining properties; and

WHEREAS, on the 20<sup>th</sup> day of February, 2018, the Mayor and City Council conducted a public hearing on this matter and determined that vacating said public right-of-way is expedient for the public good, as required by Idaho Code Section 50-311; and

WHEREAS, the Council deems it to be in the best interests of the adjoining properties to have the vacated public right-of-way revert to the property owner of the properties from which the original dedication of public right-of-way was received by the City; and

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Moscow as follows:

**SECTION 1: VACATION.** The following described public right-of-way be, and the same hereby is, vacated as of the effective date of this Ordinance:

That portion of platted dedicated public right-of-way formerly known as Rayburn Street located within the City of Moscow, Latah County, Idaho, described as follows:

Attachment: RayburnStROW;Vacation(2018)pm2 (1657 : Public Hearing: Rayburn Street ROW Vacation)

Street Right-of-Way located in the SW ¼ of Section 7, T.39N., R.5W., B.M., in the City of Moscow, Latah County, Idaho, more particularly described as follows:

Commencing at the southwest corner of section 7, Township 39 North, Range 5 West, Boise Meridian, Latah County, Idaho from which the west one quarter corner of said section bears North 01°01'08" East; Thence North 01°01'08" East 974.25 feet along the west line of the southwest quarter of said section to the southerly line of the NPRR right of way; Thence North 89°36'44" East 746.96 feet to the beginning of a curve; Thence 763.06 feet along said curve to the left with a radius of 5779.58 feet and a chord which bears North 85°51'46" East; Thence North 82°06'48" East 402.59 feet to **Point of Beginning**; Thence North 00°27'12" West 201.70 feet to the northerly line of the UPRR right of way; Thence North 82°06'48" East 66.56 feet along said right of way; Thence South 00°27'12" East 201.70 feet to the southerly line of the NPRR right of way; Thence along said right of way South 82°06'48" West 66.56 feet to the **Point of Beginning**.

Said portion contains 0.31 acres, more or less.

**SECTION 2: EXCEPTIONS FROM VACATION.** Vacation of property described in Section 1 of this Ordinance and shown in Exhibit "A" attached hereto, shall not include existing franchise rights and utilities, or existing public utilities as of the effective date of this Ordinance, or the use of the property for existing or future public utilities.

**SECTION 3: RIGHT-OF-WAY VACATION.** The Council finds it expedient for the public good and deems it to be in the public interest of the adjoining properties that the Regents of the University of Idaho, 875 Perimeter Drive, MS 3162, Moscow, Idaho, 83844-3162, as the current owner of all property adjoining the property described in Section 1, receive the property described in Section 1 at the time of vacation.

**SECTION 4: EFFECTIVE DATE.** This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED by the Mayor and City Council and APPROVED by the Mayor the \_\_\_\_\_ day of February, 2018.

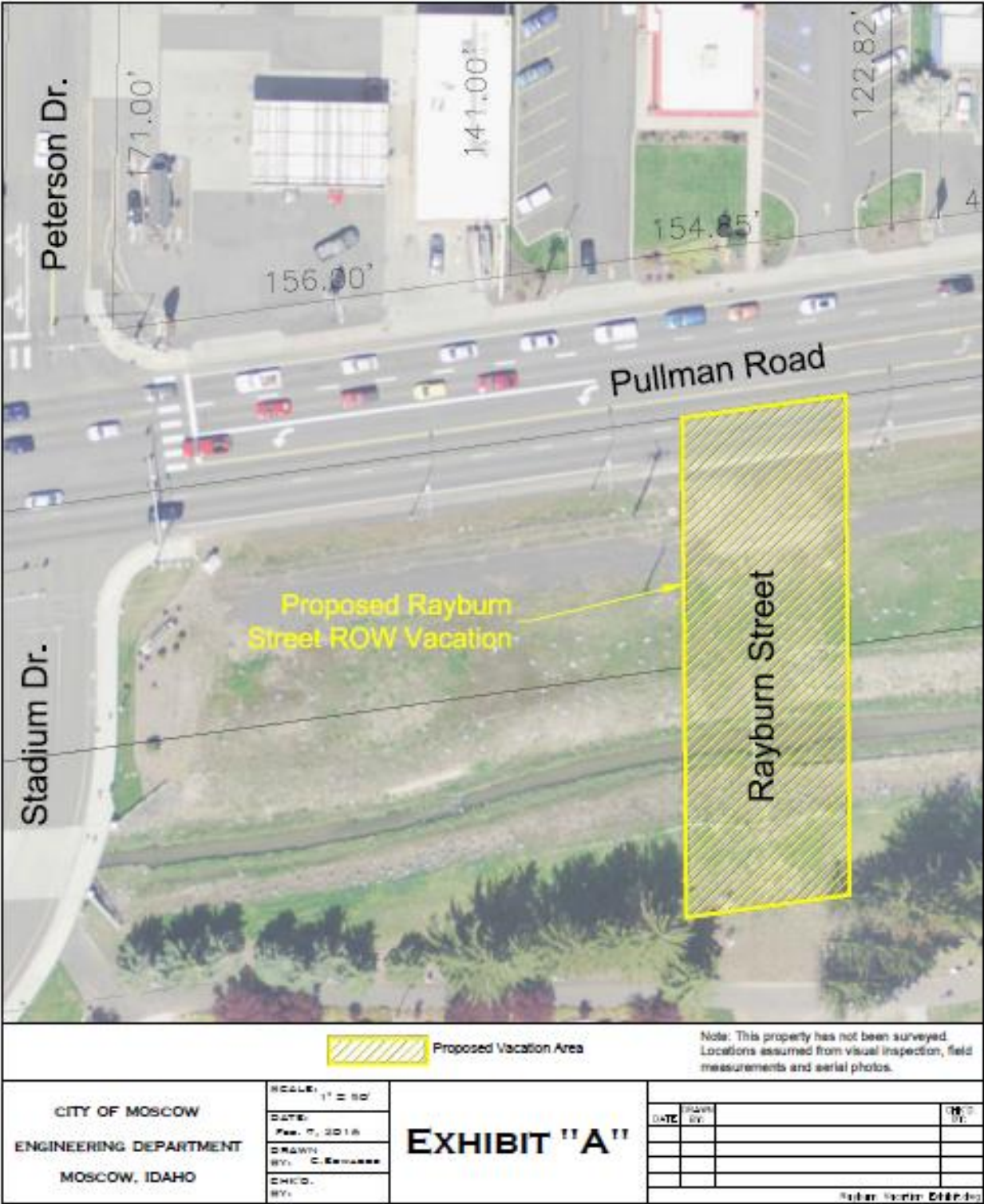
\_\_\_\_\_  
Bill Lambert, Mayor

ATTEST

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

Attachment: RayburnStROW;Vacation(2018)pm2 (1657 : Public Hearing: Rayburn Street ROW Vacation)

EXHIBIT "A"  
RAYBURN STREET RIGHT OF WAY VACATION



Attachment: RayburnStROW;Vacation(2018)pm2 (1657 : Public Hearing: Rayburn Street ROW Vacation)

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Public Hearing: Lande Lane Lot Division Request**Responsible Staff:** Ryan Cash

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**Information**

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**DESCRIPTION:** 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 financial 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. Each of these three items are discussed in more detail below.

**A. Lot Division Request:**

The applicant is presenting a new lot division proposal to establish four lots ranging in size from 14,427 to 8,381 square feet from the original three lots created in 2007. The applicant is proposing to construct an alternate hammerhead design for the termination of Lande Lane instead of a cul-de-sac, and the pedestrian easement is proposed to be partially relocated. The subject property is located within the Moderate Density, Single Family Residential (R-2) Zone where the minimum lot area is 7,000 sf and the minimum lot width is 60 feet. The four proposed lots will meet all minimum lot area and lot width requirements for the R-2 Zone. This was reviewed and recommended for approval by the Public Works/Finance Committee on February 12, 2018.

**B. Variance From Street Standards to Allow Hammerhead Turnaround**

As the subject property is located at the dead end of Lande Lane, development would require construction of a turnaround for emergency vehicles and the general public. The City of Moscow standard for dead end streets (Standard Drawing #4) requires the construction of an eighty (80) foot diameter cul-de-sac. Due to the challenging topography of the site, the shape of the parcel, and in order to create a fourth buildable lot on the property, Mr. Golis is requesting approval to construct a "Type III Turnaround" as depicted in City of Moscow Standard Drawing #5 rather than the City-standard cul-de-sac. This was reviewed and recommended for approval by the Public Works/Finance Committee on February 12, 2018.

C. Mr. Golis has applied for the vacation of a portion of the Lande Lane public right-of-way (ROW) in relation to a proposed lot division. Mr. Golis, is the owner of the property on both sides of 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 has been scheduled for the February 20<sup>th</sup> 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.

#### **STAFF RECOMMENDATIONS:**

- A. Approve the lot division request with the conditions that the vacation of right-of-way and variance from street standards 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.
- B. Approve the variance request to build a permanent Type III Turnaround per Standard Construction Drawing #5.
- 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.

#### **PROPOSED ACTIONS:**

- A. Approve the lot division request with the conditions that the vacation of right-of-way and variance from street standards 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.

---

#### ***Necessary Resources/Impacts***

---

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

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#### ***Attachments***

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2003 Lot Line Consolidation Request 2007 LD Request  
2003 - 2007 Application Sitemaps



2007 PWF Staff Report - Minutes  
2007 City Council Minutes  
2018 PH Notice  
2018 Owner Letter, Original and Proposed Plat Maps, Legal Descriptions  
1333 Lande Lot Division Request  
1333 Lande Prelim Utility and Layout  
Standard Dwg 4 cul-de-sac  
Standard Dwg 5 hammerhead  
Lande ROW Application\_001\_Final  
Lande ROW Public Notice\_001  
LandeLaneROWVacation(2018)pm3



204 S. Main  
Moscow, ID 83843  
Phone: (208) 882-9500  
Fax: (208) 883-3812  
www.moscowrealestate.com

# FAX

To: Dean Weyen From: Susan  
Fax: 883-7033 Pages: 3 4  
Phone: \_\_\_\_\_ Date: 5/24/04  
Re: Lande Lane CC: \_\_\_\_\_

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

● Comments:

Dean,  
Thank you for your assistance -  
Hopefully, we can make this work.

Susan  
Wilson

RECEIVED

MAY 24 2004

CITY OF MOSCOW

Packet Pg. 100

Attachment: 2003 Lot Line Consolidation Request 2007 LD Request (1662 : Public Hearing: Lande Lane Lot Division Request)

October 10, 2003

Debbie Loaiza  
Bennett and Associates  
204 South Main Street  
Moscow ID 83843

Dear Debbie,

This correspondence is in response to your letter dated September 17<sup>th</sup> regarding the possible lot consolidation and waiver of public improvements, including a waiver from the construction of the culdesac and paving of Lande Lane, for Lots 1 & 2, Block B of Christopher's Crossing Addition to the City of Moscow.

Dean Weyen, Mike McGahan and I visited the site on September 30<sup>th</sup> and concluded that staff could support such a request with the following conditions:

1. The applicant would develop Lande Lane to full width with a gravel surface to the location of the existing rail road ties, including the construction of any required retaining wall on the west side and curbing along the east side to extend from the terminus of the existing curb on the east side of Lande Lane to the south property line of the subject property (providing any necessary curb cuts for the residence to the east).
2. The applicant would develop no more than a single, 20 foot wide private driveway from the northern terminus of the above described improvements to the subject property to allow access for the development of a single residence.
3. The applicant will provide a fire truck turn around upon their property per Fire Department standards and subject to Fire Department approval.
4. The applicant could relocate the existing 20 foot wide utility and access easement subject to staff approval, but would need to construct the walkway with a 4 foot wide concrete sidewalk to the terminus of the improvements described in condition #1.
5. Staff would recommend retaining the cul-de-sac right-of-way for potential future need to construct a public turnaround should the subject property be further subdivided in the future.
6. The applicant would furnish engineering design plans for the extension of Lande Land, curbing and any retention walls as described under #1 above.

Staff believes that the above listed conditions would minimize impacts upon adjacent properties while making the subject property economically feasible to develop. However, City Council will make the final decision regarding the lot consolidation and waiver of public improvements.

COPY

If you wish to proceed with the consolidation and public improvement waiver request, please provide a letter addressed to the Mayor and City Council specifying the details and reason for the request, a map identifying the subject property and detailing all utilities, easements, structures upon the subject property and any other relevant information regarding the request and the \$50 application fee. As per Council's recent direction, public notice of the request will be mailed to all property owners with 300 feet of the subject property and posted on site 15 days prior to the meeting at which the request will be considered.

Additionally, as you may be aware, the City Attorney has determined that there may be significant legal and procedural problems with the lot division/creation process contained in Title 7, Chapter 1 of the Moscow City Code. As such, this letter and the attached document serve as notification to you that these problems exist, and should you choose to proceed with your lot division/creation request, you do so at your own risk.

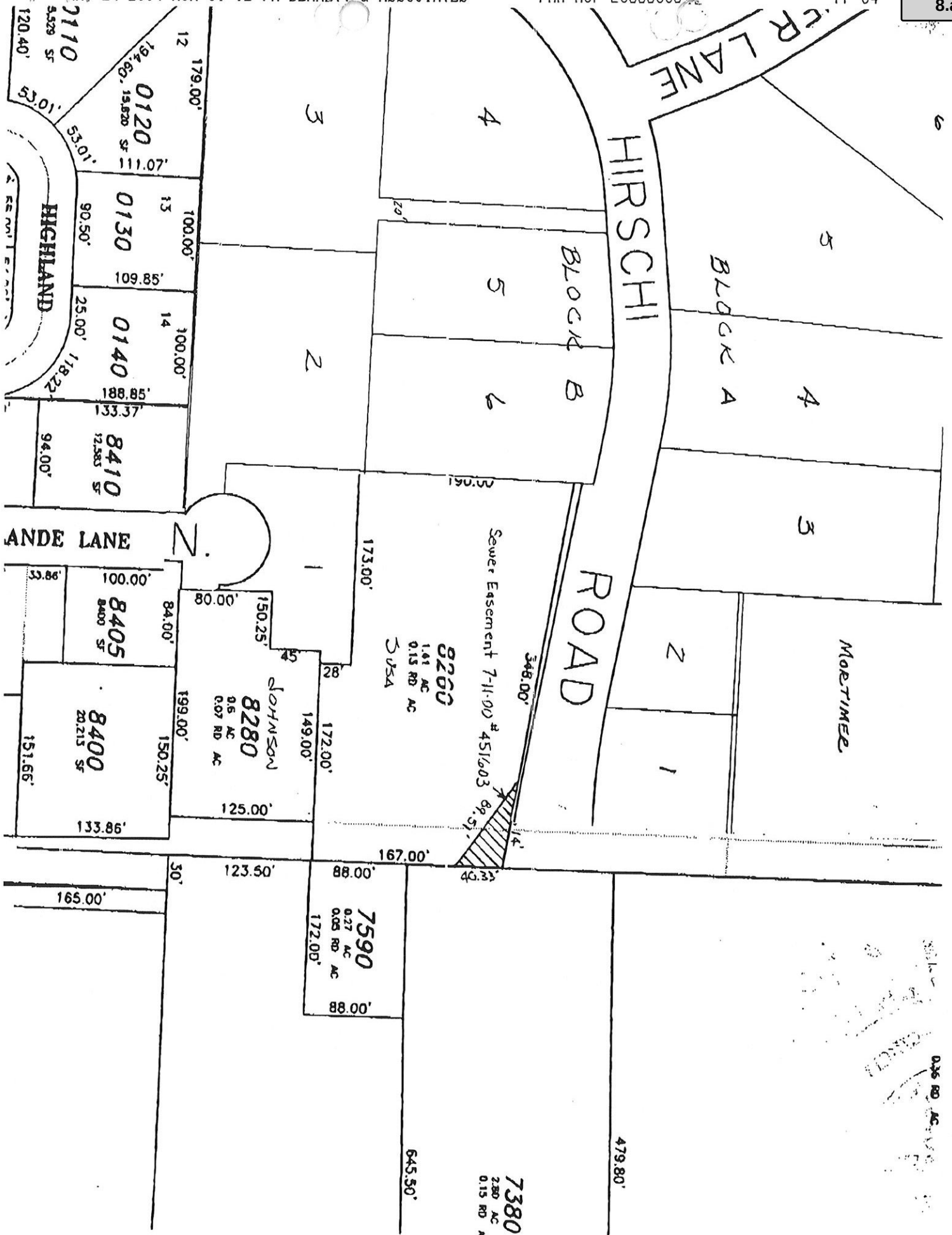
Please feel free to contact me should you have any further questions, or if I can be of any further assistance.

Sincerely,

Bill Belknap  
Assistant City Planner

COPY







**COMMUNITY DEVELOPMENT/ PUBLIC  
WORKS/ENGINEERING DEPARTMENTS**

**SUBMITTAL CHECK IN SHEET**



Heart of the Arts

Nancy J. Chaney  
Mayor

Linda Pall  
Council President

John Dickinson  
Council Vice President

Aaron Ament  
Council Member

Bill Lambert  
Council Member

Bob Stout  
Council Member

John Weber  
Council Member

Gary J. Riedner  
City Supervisor

P.O. Box 9203  
Moscow, ID 83843-1703  
Website: www.ci.moscow.id.us

City Hall  
206 East 3rd Street  
Phone (208) 883-7000  
Fax (208) 883-7018

Paul Mann Building  
221 East 2nd Street  
Phone (208) 883-7022  
Fax (208) 883-7033

Hearing Impaired (208) 883-7019

SITE ADDRESS: Lande Lane Lot Adjustme

PROJECT NAME: Lande Lane Lot Adjustmen

DELIVERED BY: Tony Loeser

APPLICANT NAME: Colin Johnson

CONTACT PERSON: Tony Loeser

CONTACT PHONE/FAX/E-MAIL: 208 882 3520

CONTACT ADDRESS: PO Box 8728, Moscow ID

TYPE PERMIT APPLYING FOR: BLDG ☒ DISCRET ☐ ENGIN ☐

SUBMITTING -1-

NUMBER OF PLAN COPIES SUBMITTED: -1-

NEW SUBMITTAL ☐ REVISION ☒ PRELIMINARY ☐

RECEIVED BY/STAFF SIGNATURE: [Signature]

RECEIVED

MAR 09 2007

DATE

CITY OF MOSCOW

OFFICE USE ONLY

**ROUTE PLANS TO**

☐ BUILDING JIM JOHNSON ADAM KAMPENHOUT  
☐ ZONING JOEL PLASKON ANDREW WACKERMAN ANNE CLAPPERTON  
☐ FIRE ED BUTTON  
☐ PUBLIC WORKS LES MacDONALD DEAN WEYEN EVAN LAUBACH  
☐ HEALTH DEPARTMENT NANCY BECKER  
☐ PARKS ROGER BLANCHARD DWIGHT CURTIS

REMEMBER THAT ROGER WANTS TO SEE ALL NEW COMMERCIAL PROJECTS

## LETTER OF TRANSMITTAL

MARCH 9, 2007

*Hodge & Associates, Inc.*

ENGINEERS • PLANNERS • LANDSCAPE ARCHITECTS

405 South Washington Street  
P.O. Box 8728  
Moscow, Idaho 83843

208 882-3520  
208 882-2622 fax

Attention: Dean WeyenEngineering DepartmentCity of Moscow

WE ARE SENDING YOU THE FOLLOWING:



Attached



Under separate cover via \_\_\_\_\_

☐ Plans☐ Prints☐ Shop Drawings☐ Specifications☐ Copy of Letter☐ Change Order☐ Samples☒ Other (see below)

| COPIES | DATE    | NO.   | DESCRIPTION               |
|--------|---------|-------|---------------------------|
| 1      | 03/9/07 | 2 pgs | Lande Lane Lot Adjustment |
|        |         |       |                           |
|        |         |       |                           |

THESE ARE TRANSMITTED:

☐ For your approval☐ Approved as submitted☐ Resubmit \_\_ copies for approval☐ For your use☐ Approved as noted☐ Resubmit \_\_ copies for distrib.☒ As requested☐ Returned for corrections☐ Return \_\_ corrected prints☐ For review and comments☐ Other \_\_\_\_\_☐ FOR BIDS DUE ON \_\_\_\_\_☐ RETURNED AFTER LOAN TO US

COMMENTS:

Dean:

Attached is the Lande Lane Lot Division alterations as per your request 9 MAR 07. I have added the bearings and distances to the lots and right of way parcel.

Thank you,

Tony Loeser  
Hodge & Associates  
882-3520

COPY TO: FileSIGNED: Tony Loeser EIT

## LETTER OF TRANSMITTAL

FEBRUARY 15, 2007

*Hodge & Associates, Inc.*

ENGINEERS • PLANNERS • LANDSCAPE ARCHITECTS

405 South Washington Street  
P.O. Box 8728  
Moscow, Idaho 83843

208 882-3520  
208 882-2622 fax

Attention: Dean WeyenEngineering DepartmentCity of Moscow

WE ARE SENDING YOU THE FOLLOWING:



Attached



Under separate cover via \_\_\_\_\_

☐ Plans☐ Prints☐ Shop Drawings☐ Specifications☐ Copy of Letter☐ Change Order☐ Samples☒ Other (see below)

| COPIES | DATE     | NO.   | DESCRIPTION               |
|--------|----------|-------|---------------------------|
| 1      | 02/15/07 | 2 pgs | Lande Lane Lot Adjustment |
|        |          |       |                           |
|        |          |       |                           |

THESE ARE TRANSMITTED:

☐ For your approval☐ Approved as submitted☐ Resubmit \_\_ copies for approval☐ For your use☐ Approved as noted☐ Resubmit \_\_ copies for distrib.☒ As requested☐ Returned for corrections☐ Return \_\_ corrected prints☐ For review and comments☐ Other \_\_\_\_\_☐ FOR BIDS DUE ON \_\_\_\_\_☐ RETURNED AFTER LOAN TO US

COMMENTS:

Dean:

Attached is the Lande Lane Lot Division alterations as per your request 14 FEB 07. We've now provided two sheets, one of which shows the existing condition of lots 1 and 2 Block B; the second shows the proposed lot division.

Thank you,

Tony Loeser  
Hodge & Associates  
882-3520

COPY TO: FileSIGNED: Tony Loeser EIT



# COMMUNITY DEVELOPMENT/ PUBLIC WORKS/ENGINEERING DEPARTMENTS

## SUBMITTAL CHECK IN SHEET



Heart of the Arts

Nancy J. Chaney  
Mayor

Linda Pall  
Council President

John Dickinson  
Council Vice President

Aaron Ament  
Council Member

Bill Lambert  
Council Member

Bob Stout  
Council Member

John Weber  
Council Member

Gary J. Riedner  
City Supervisor

P.O. Box 9203  
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Fax (208) 883-7033

Hearing Impaired (208) 883-7019

SITE ADDRESS: Lande Lane Adjustment

PROJECT NAME: Lande Lane Adjustment

DELIVERED BY: Tony Loeser EIT

APPLICANT NAME: Colin Johnson

CONTACT PERSON: Tony Loeser EIT

CONTACT PHONE/FAX/E-MAIL: 208 882 3520

CONTACT ADDRESS: PO Box 8728 Moscow ID

TYPE PERMIT APPLYING FOR: BLDG ☒ DISCRET ☐ ENGIN ☒

SUBMITTING 2 pages

NUMBER OF PLAN COPIES SUBMITTED: -1-

NEW SUBMITTAL ☐ REVISION ☒ PRELIMINARY ☐

RECEIVED BY/STAFF SIGNATURE: [Signature]

DATE

CITY OF MOSCOW

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FEB 15 2007

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### ROUTE PLANS TO

da BUILDING JIM JOHNSON ADAM KAMPENHOUT  
ZONING JOEL PLASKON ANDREW ACKERMAN ANNE CLAPPERTON  
FIRE ED BUTTON  
PUBLIC WORKS LES MacDONALD DEAN WEYEN EVAN LAUBACH RON  
HEALTH DEPARTMENT NANCY BECKER  
PARKS ROGER BLANCHARD DWIGHT CURTIS

REMEMBER THAT ROGER WANTS TO SEE ALL NEW COMMERCIAL PROJECTS



Heart of the Arts

Nancy J. Chaney  
MayorLinda Pall  
Council PresidentJohn Dickinson  
Council Vice PresidentAaron Ament  
Council MemberBill Lambert  
Council MemberBob Stout  
Council MemberJohn Weber  
Council MemberGary J. Riedner  
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Website: www.ci.moscow.id.usCity Hall  
206 East 3rd Street  
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Fax (208) 883-7018Paul Mann Building  
221 East 2nd Street  
Phone (208) 883-7022  
Fax (208) 883-7033

tearing Impaired (208) 883-7019

# COMMUNITY DEVELOPMENT/ PUBLIC WORKS/ENGINEERING DEPARTMENTS SUBMITTAL CHECK IN SHEET

SITE ADDRESS: Lot Division, Lots 1+2, BlockPROJECT NAME: ↓ ↓DELIVERED BY: Susan WilsonAPPLICANT NAME: Colin JohnsonCONTACT PERSON: Sean WilsonCONTACT PHONE/FAX/E-MAIL: 882-9500CONTACT ADDRESS: Bennett'sTYPE PERMIT APPLYING FOR: BLDG DISCRET + ENGIN XSUBMITTING Lot Division, Lots 1+2, Block 13NUMBER OF PLAN COPIES SUBMITTED: -1-NEW SUBMITTAL REVISION ✓ PRELIMINARYRECEIVED BY/STAFF SIGNATURE: [Signature]

DATE

RECEIVED

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FEB 01 2007

## ROUTE PLANS TO

|                   |                 |                 |                |
|-------------------|-----------------|-----------------|----------------|
| BUILDING          | JIM JOHNSON     | ADAM KAMPENHOUT | CITY OF MOSCOW |
| ZONING            | JOEL PLASKON    | ANDREW ACKERMAN |                |
| FIRE              | ED BUTTON       | ANNE CLAPPERTON |                |
| PUBLIC WORKS      | LES MacDONALD   | DEAN WEYEN      |                |
| HEALTH DEPARTMENT | NANCY BECKER    | EVAN LAUBACH    |                |
| PARKS             | ROGER BLANCHARD | DWIGHT CURTIS   |                |

Packet Pg. 108

Attachment: 2003 Lot Line Consolidation Request 2007 LD Request (1662 : Public Hearing: Lande Lane Lot Division Request)

REMEMBER THAT ROGER WANTS TO SEE ALL NEW COMMERCIAL PROJECTS



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OCT 23 2006

CITY OF MOSCOW

October 18, 2006

ANDREW ACKERMAN  
Community Development Dept.  
Moscow, Idaho

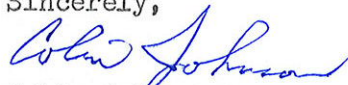
Dear Mr. Ackerman:

I am requesting of the city of Moscow, Idaho, a waiver of the public improvements and also a lot consolidation of 1333 and 1335 Lande Lane, Moscow, Idaho.

My agent, SEAN WILSON, of Bennett & Assoc. Real Estate, is authorized to act on my behalf for this process.

Enclosed, please find my check for \$50.00. Thank you.

Sincerely,



Colin Johnson  
PROPERTY OWNER  
of 567-3rd. Ave. W.N.  
Kalispell, MT. 59901  
(406) 752-2485

Attachment: 2003 Lot Line Consolidation Request 2007 LD Request (1662 : Public Hearing: Lande Lane Lot Division Request)

ROUTING SHEET FOR DISCRETIONARY PERMIT  
ATTACH TO SUBMITTAL SHEET

Colin Johnson  
Lot Line Adjustment  
1333-1335 Lande Li'  
8.a

CONDITIONAL AND SPECIAL USE PERMIT

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VARIANCE

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ANNE  
LES  
EVAN  
ROGER  
DWIGHT

APPEALS CITY BOARD

☐  
☐

ANNE  
JOEL

ANNEXATION, DE-ANNEXATION, ZONING,  
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ANNE  
JOEL OR ANDREW  
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EVAN  
ROGER  
RON  
DWIGHT  
ED

BUILDING BOARD OF APPEALS

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ANNE  
JOEL  
JIM

PLANNED UNIT DEVELOPMENTS

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ANNE  
ANDREW  
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EVAN  
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FLOOD PLAIN/FLOODWAY DEVELOPMENT AGREEMENT

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ANNE  
ANNE OR ANDREW  
DWIGHT  
DEAN OR EVAN

PARKING LOT REVIEW APPROVAL

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☐

ANNE  
JIM

STREET NAME CHANGE

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LES  
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CAREY  
ROGER

ADDRESS CHANGE

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SUBDIVISION PLAT PRELIM & FINAL

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LOT DIVISION & LOT LINE ADJUST

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RIGHT OF WAY DEDICATION OR VAC

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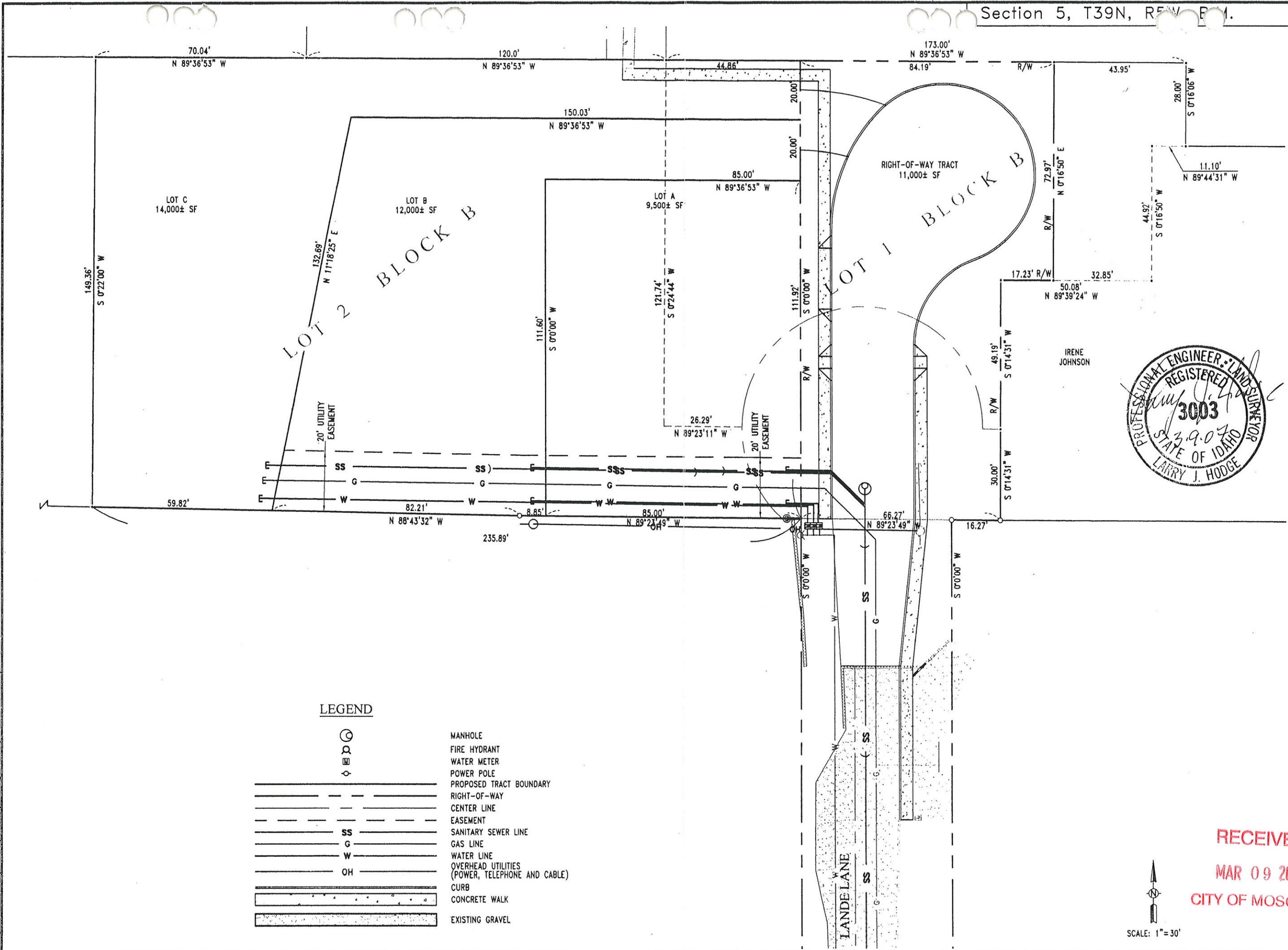
LES  
ROGER  
RON  
EVAN  
DWIGHT

Attachment: 2003 Lot Line Consolidation Request 2007 LD Request (1662 : Public Hearing: Lande Lane Lot Division Request)

10-23-06  
Submitted

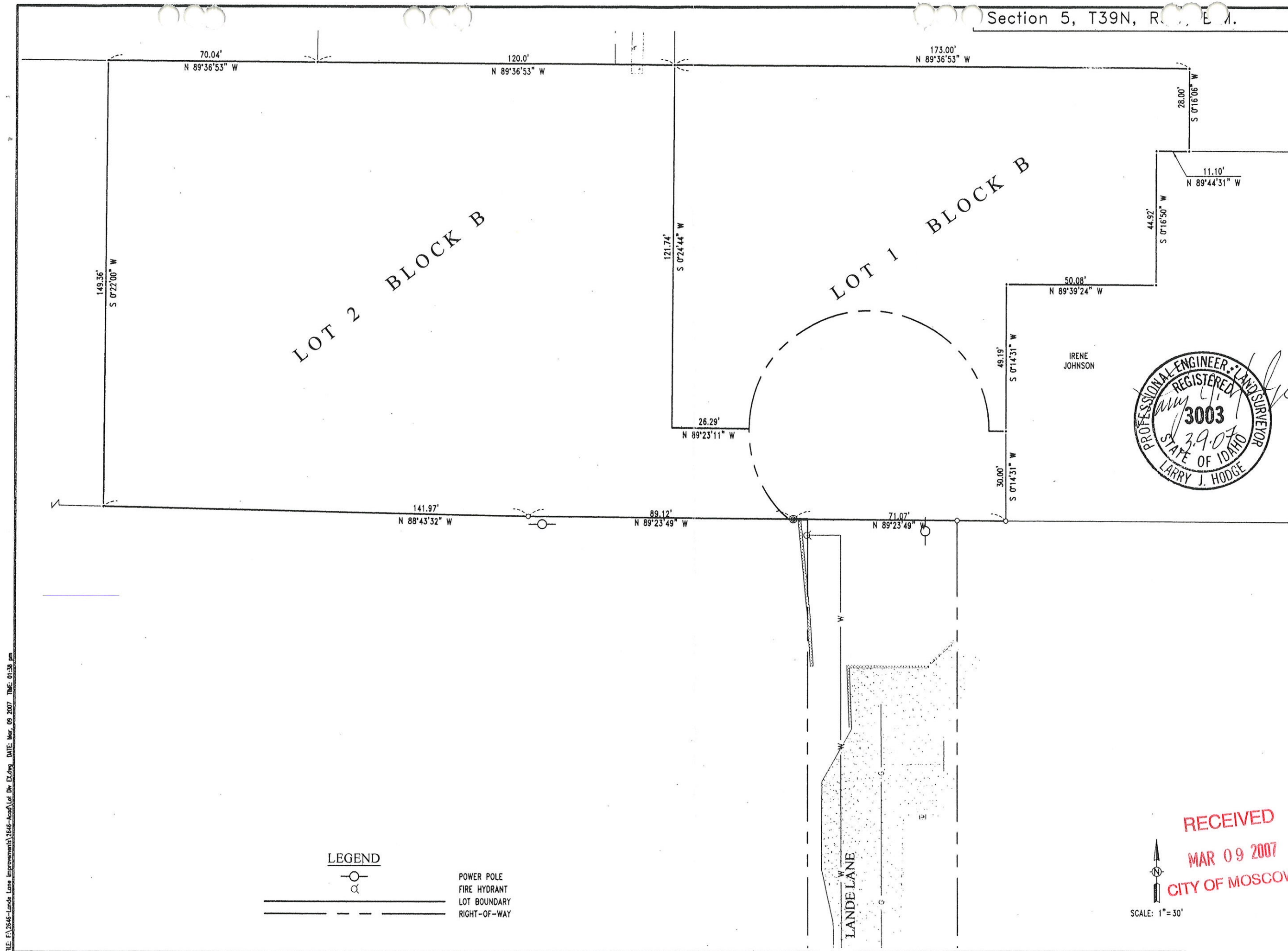


FILE: F:\2646-Lande Lane Improvements\2646-Acad\Lot Div.dwg DATE: Mar, 09 2007 TIME: 01:41 PM



Christopher's Crossing  
Lot Division - Lots 1 and 2, Block B  
Colin Johnson  
567 3rd Ave NW Kalispell, MT 59901  
(406) 752-2485

Designed By:  
TL  
Drafted By:  
SW  
File Name:  
Lot Div.dwg  
Checked By:  
Revisions:  
Project:  
2646-05-05  
Date: 3/9/2007



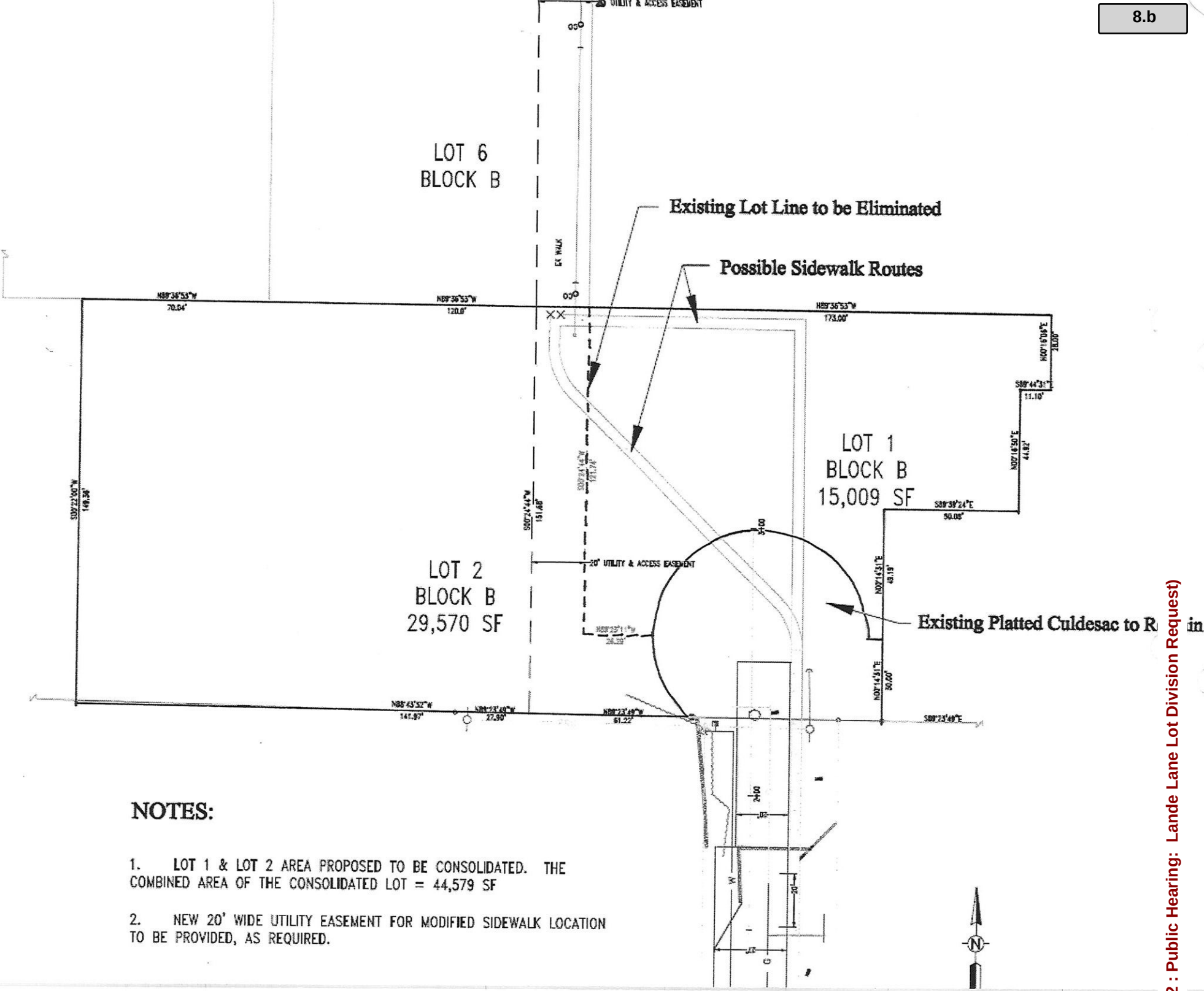
P.O. Box 8728  
405 S. Washington Street  
Moscow, Idaho 83843  
(208) 882-3520

**Bridge & Associates, Inc.**  
Engineers • Planners • Landscape Architects

**Christopher's Crossing**  
 Lot Division - Existing Lots 1 and 2, Block B  
 Collin Johnson  
 567 3rd Ave NW Kalispell, MT 59901  
 (406) 752-2485

|                |
|----------------|
| Designed By:   |
| TL             |
| Drafted By:    |
| SW             |
| File Name:     |
| Lot Div EX.dwg |
| Checked By:    |
|                |
| Revisions:     |
| Project:       |
| 2646-05-05     |
| Date: 3/9/2007 |

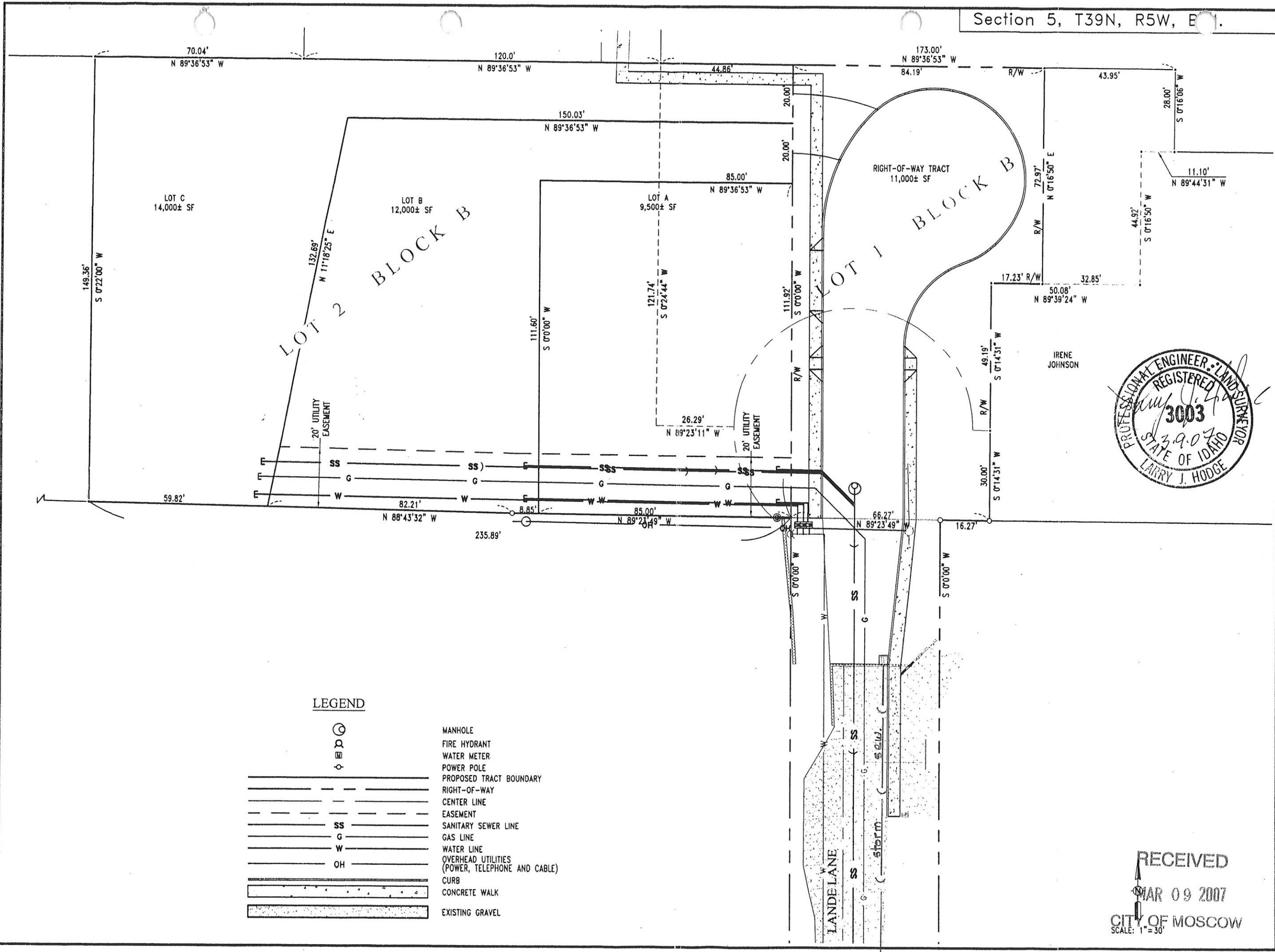




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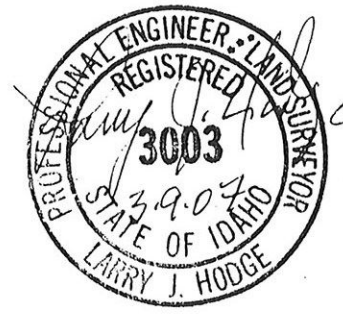
Section 5, T39N, R5W, E1.

8.b



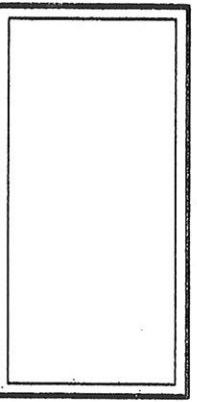
LEGEND

|  |                                                 |
|--|-------------------------------------------------|
|  | MANHOLE                                         |
|  | FIRE HYDRANT                                    |
|  | WATER METER                                     |
|  | POWER POLE                                      |
|  | PROPOSED TRACT BOUNDARY                         |
|  | RIGHT-OF-WAY                                    |
|  | CENTER LINE                                     |
|  | EASEMENT                                        |
|  | SANITARY SEWER LINE                             |
|  | GAS LINE                                        |
|  | WATER LINE                                      |
|  | OVERHEAD UTILITIES (POWER, TELEPHONE AND CABLE) |
|  | CURB                                            |
|  | CONCRETE WALK                                   |
|  | EXISTING GRAVEL                                 |



RECEIVED  
MAR 09 2007  
CITY OF MOSCOW  
SCALE: 1"=30'

P.O. Box 8728  
405 S. Washington Street  
Moscow, Idaho 83843  
(208) 882-3520  
*Hodge & Associates, Inc.*  
Engineers - Planners - Landscape Architects



Christopher's Crossing  
Lot Division - Lots 1 and 2, Block B  
Colin Johnson  
567 3rd Ave NW Kalispell, MT 59901  
(406) 752-2485

|              |             |
|--------------|-------------|
| Designed By: | TL          |
| Drafted By:  | SW          |
| File Name:   | Lot Div.dwg |
| Checked By:  |             |
| Revisions:   |             |
| Project:     | 2646-05-05  |
| Date:        | 3/9/2007    |

2 of 2  
Packet Pg. 114



Section 5, T39N, R5W, B.1

TRACT C  
14,000± SF

TRACT B  
12,000± SF

TRACT A  
9,500± SF

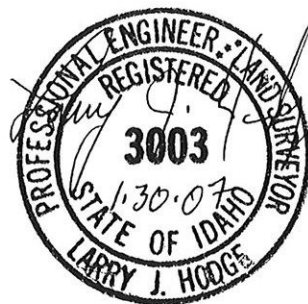
LOT 2  
BLOCK B

LOT 1  
BLOCK B

RIGHT-OF-WAY TRACT  
14,000± SF

UTILITY LEGEND

|  |                                                    |
|--|----------------------------------------------------|
|  | MANHOLE                                            |
|  | CATCH BASIN                                        |
|  | FIRE HYDRANT                                       |
|  | WATER METER                                        |
|  | POWER POLE                                         |
|  | PROPOSED TRACT BOUNDARY                            |
|  | EXISTING LOT BOUNDARY                              |
|  | PROPOSED RIGHT-OF-WAY                              |
|  | EXISTING RIGHT-OF-WAY                              |
|  | CENTER LINE                                        |
|  | EASEMENT                                           |
|  | SANITARY SEWER LINE                                |
|  | GAS LINE                                           |
|  | WATER LINE                                         |
|  | OVERHEAD UTILITIES<br>(POWER, TELEPHONE AND CABLE) |
|  | CURB                                               |
|  | CONCRETE WALK                                      |
|  | NEW ROAD SURFACE                                   |
|  | EXISTING GRAVEL                                    |

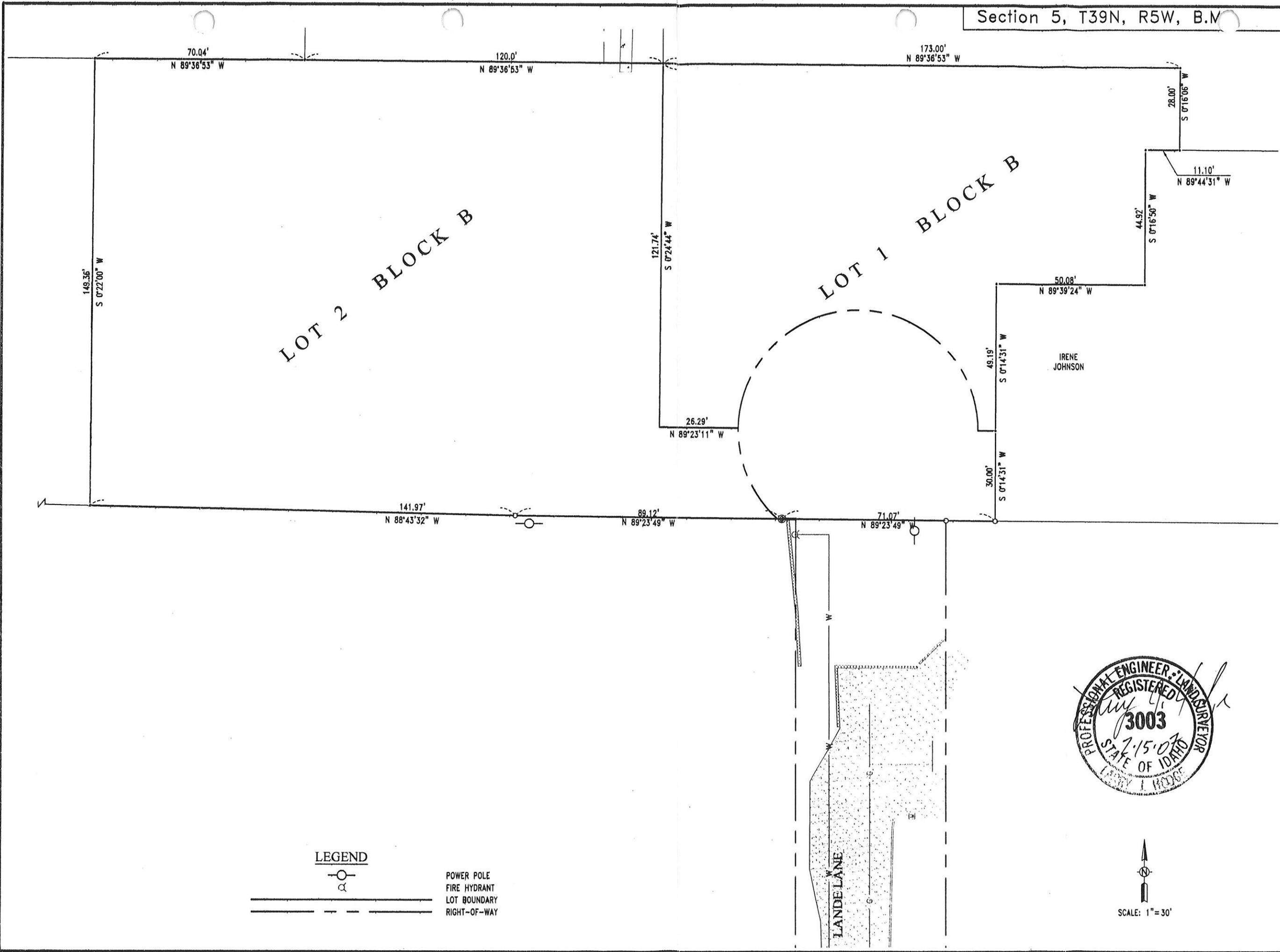


RECEIVED  
FEB 01 2007  
CITY OF MOSCOW  
SCALE: 1"=30'

Christopher's Crossing  
Lot Division - Lots 1 and 2, Block B  
Colin Johnson  
567 3rd Ave NW Kalispell, MT 59901  
(406) 752-2485

|              |             |
|--------------|-------------|
| Designed By: | TL          |
| Drafted By:  | SW          |
| File Name:   | Lot Div.dwg |
| Checked By:  |             |
| Revisions:   |             |
| Project:     | 2846-05-05  |
| Date:        | 1/30/2007   |

FILE: E:\2006-Land-Lane-Improvements\2006-Access\Lot Div EX.dwg DATE: Feb, 15 2007 TIME: 08:37 am



8.b

Hydrex & Associates, Inc.  
P.O. Box 8728  
405 S. Washington Street  
Moscow, Idaho 83843  
(208) 882-3520

Christopher's Crossing  
Lot Division - Existing Lots 1 and 2, Block B  
Colin Johnson  
567 3rd Ave NW Kalispell, MT 59901  
(406) 752-2485

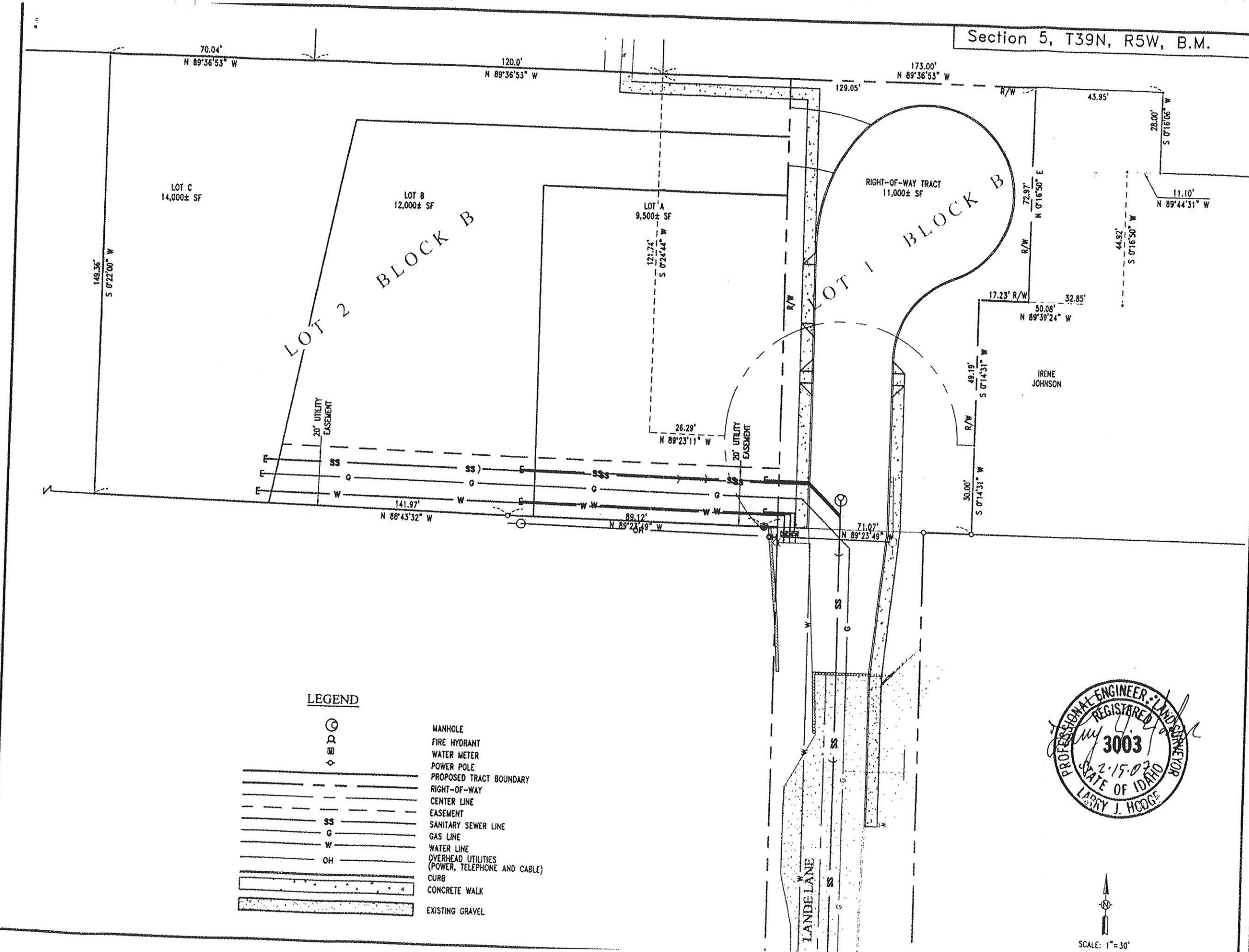
Designed By:  
TJ  
Drafted By:  
SW  
File Name:  
Lot Div EX.dwg  
Checked By:  
Revisions:  
Project:  
2006-09-09  
Date: 2/15/2007

1

Packet Pg. 116

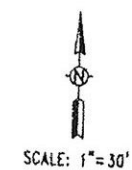
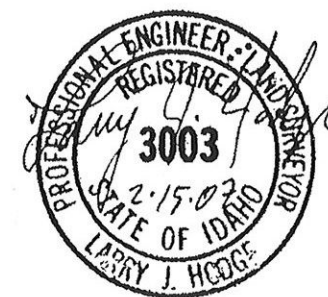


FILE: F:\2646-Lande Lane Improvement\2646-Lande Lane\Lot Div.dwg DATE: Feb. 15 2007 TIME: 08:41 am



# LEGEND

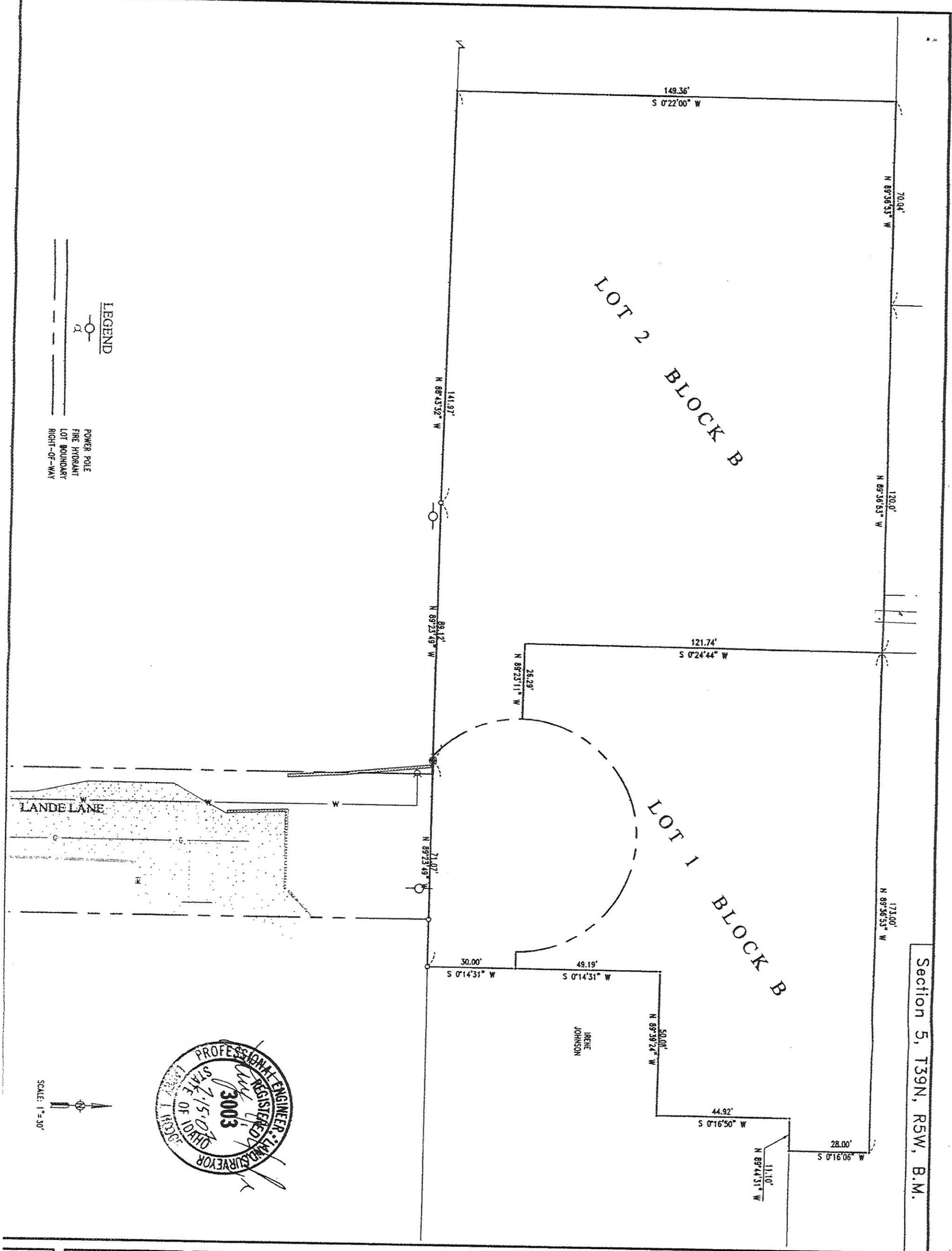
|  |                                                 |
|--|-------------------------------------------------|
|  | MANHOLE                                         |
|  | FIRE HYDRANT                                    |
|  | WATER METER                                     |
|  | POWER POLE                                      |
|  | PROPOSED TRACT BOUNDARY                         |
|  | RIGHT-OF-WAY                                    |
|  | CENTER LINE                                     |
|  | EASEMENT                                        |
|  | SANITARY SEWER LINE                             |
|  | GAS LINE                                        |
|  | WATER LINE                                      |
|  | OVERHEAD UTILITIES (POWER, TELEPHONE AND CABLE) |
|  | CURB                                            |
|  | CONCRETE WALK                                   |
|  | EXISTING GRAVEL                                 |



Christopher's Crossing  
Lot Division - Lots 1 and 2, Block B  
Collin Johnson  
567 3rd Ave NW Kalispell, MT 59901  
(406) 752-2485

|              |             |
|--------------|-------------|
| Designed By: | TL          |
| Drafted By:  | SW          |
| File Name:   | Lot Div.dwg |
| Checked By:  |             |
| Revisions:   |             |
| Project:     | 2646-05-05  |
| Date:        | 2/15/2007   |

FILE: FA 2646-Lande Lane Improvements\2646-Acad\Lot Div EX.dwg DATE: Feb, 15 2007 TIME: 08:37 am



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|--------------|-------------|-----------------|-----------|
| Designed By: | Checked By: | Project:        | Date:     |
| Drafted By:  | File Name:  | Lot Div. EX.dwg | 7/15/2007 |
| 3W           |             |                 |           |

**Christopher's Crossing**  
Lot Division - Existing Lots 1 and 2, Block B  
Colin Johnson  
567 3rd Ave NW Kalispell, MT 59901  
(406) 752-2485

*Hodge & Associates, Inc.*  
P.O. Box 8728  
405 S. Washington Street  
Moscow, Idaho 83843  
(208) 882-3520



FILE: F:\2546-Lande Lane Improvements\2546-Lande Lot Division.dwg DATE: Feb. 15 2007 TIME: 08:41 am

Section 5, T39N, R5W, B....

8.b

LOT C  
14,000± SF

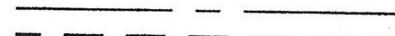
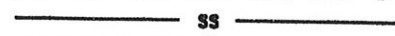
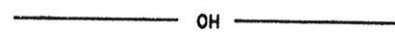
LOT B  
12,000± SF

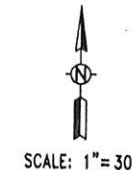
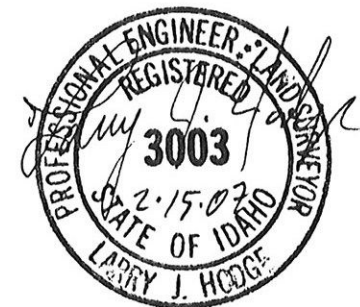
LOT A  
9,500± SF

RIGHT-OF-WAY TRACT  
11,000± SF

IRENE  
JOHNSON

# LEGEND

|                                                                                      |                                                    |
|--------------------------------------------------------------------------------------|----------------------------------------------------|
|   | MANHOLE                                            |
|   | FIRE HYDRANT                                       |
|   | WATER METER                                        |
|   | POWER POLE                                         |
|  | PROPOSED TRACT BOUNDARY                            |
|  | RIGHT-OF-WAY                                       |
|  | CENTER LINE                                        |
|  | EASEMENT                                           |
|   | SANITARY SEWER LINE                                |
|   | GAS LINE                                           |
|   | WATER LINE                                         |
|   | OVERHEAD UTILITIES<br>(POWER, TELEPHONE AND CABLE) |
|  | CURB                                               |
|  | CONCRETE WALK                                      |
|  | EXISTING GRAVEL                                    |



P.O. Box 87728  
405 S. Washington Street  
Moscow, Idaho 83843  
(208) 882-3520

Christopher's Crossing  
Lot Division - Lots 1 and 2, Block B  
Colin Johnson  
567 3rd Ave NW Kalispell, MT 59901  
(406) 752-2485

Designed By:  
TL  
Drafted By:  
SW  
File Name:  
Lot Div.dwg  
Checked By:  
  
Revisions:  
Project:  
2846-05-03  
Date: 2/15/2007

Deliver this form to the City Clerk by noon, Wednesday for the following meeting date.

Deliver backup material by noon Thursday for the following meeting date.

**POWERPOINT PRESENTATIONS MUST BE SAVED ON THE M DRIVE IN THE CLERK/PUBLIC/PRESENTATION FOLDER IN**

## COUNCIL/COMMITTEE STAFF REPORT

**AGENDA ITEM:** (Check all that apply)      ☒ PowerPoint Presentation      ☐ Overhead  
☐ Admin      ☒ PW/Finance      ☐ Council Regular Agenda Item      ☐ Council Consent Agenda

Meeting Date: March 12, 2007

Name of Responsible Staff: Andrew W. Ackerman

### **AGENDA ITEM TITLE: Lande Lane Lot Division and Adjustment**

**DESCRIPTION:** This proposal is revised from the originally submitted Lot Division that was presented to Public Works/Finance on December 11, 2006. The newly proposed division would create three (3) building lots from the existing two (2) and dedicate additional right-of-way allowing Lande Lane to be extended northward on the property, including construction of a City standard cul-de-sac, paved roadway with curb and sidewalk, and public pathway within the easement that bisects the property in a north-south alignment. The property is located in the Moderate Density Single Family Residential (R-2) Zoning District that has a minimum lot size of 7,000 sq. ft. The new lots would exceed the minimum lot size and allow for adequately sized building envelopes as well as creating a paved cul-de-sac at the north end of Lande Lane allowing for adequate emergency and service truck turn-a-around. Finally a portion of the original Lot 1, Blk B (approx. 2,800 sq. ft.) would become, through the adjustment of the eastern lot line, part of the Irene Johnson property. The reconfiguration of the original lots would not result in any non-conformities with either the Zoning Code or the Subdivision Code and permit much needed public improvements.

**STAFF RECOMMENDATION:** Recommend to the Council that the lot adjustment be approved subject to future approval of the required vacation and dedication of public right-of-way.

**ACTION TO BE TAKEN:** Schedule as March 19, 2007 Council consent agenda item or take other action deemed appropriate.

### **SUPPORTING MEMO/DOCUMENTATION:**

1. Notice of Public Meeting
2. Letter from property owner requesting lot division and adjustment
3. Hodge & Associates site plan of existing lots & ROW and proposed lots, ROW, and public improvements

**NECESSARY IMPACTS:** None

**A: Fiscal**

**B: Personnel**

**C: Other**

### **Resources Used in Staff Conclusion:**

Reviewed By:

- ☐ Administrative
- ☒ Parks and Recreation
- ☒ Engineering
- ☐ Police
- ☒ Community Development
- ☐ Water/Sewer
- ☐ Fire
- ☐ Street
- ☐ Legal
- ☐ Finance
- ☐ Human Resources
- ☐ Other

(All checked Departments have attached written comments or are

required to attend meeting to answer questions.)

- ☒ Backup material attached
- ☐ Backup material will be sent separately
- ☐ No backup material necessary

Other Resources:

- ☐ Transportation Comm.
- ☐ Health & Environment Comm.
- ☐ Bicycle Advisory Committee
- ☐ Planning & Zoning Commission
- ☐ Zoning Bd of Adj

- ☐ Parks & Rec Comm.
- ☐ Historic Preservation Comm.
- ☐ Tree Committee
- ☐ Arts Commission
- ☐ Fair Housing Commission

Other: \_\_\_\_\_

Other Non-City Resources:

- ☐ Latah County
- ☐ Id Transportation Depart.
- ☐ Div. of Environmental Quality
- ☐ University of Idaho

Other: \_\_\_\_\_

Attachment: 2007 PWF Staff Report - Minutes (1662 : Public Hearing: Lande Lane Lot Division Request)



# NOTICE OF PUBLIC MEETING

Public Input Session for Lot Division and Lot Line Adjustment at 1333 & 1335 Lande Lane

A public meeting at which you may be present and speak will be conducted by the Public Works Finance Committee of the Moscow City Council at which time public input on the following topic will be discussed:

1. Dividing Lots 1 & 2 into three (3) lots
2. Constructing street improvements consisting of a 28' wide paved road, curb and sidewalk, a City standard cul-de-sac at the north end of Lande Lane, and pedestrian pathway
3. Adjustment of the easterly most lot line resulting in addition of approximately 3,000 sq. ft. to the Irene Johnson parcel to the east.

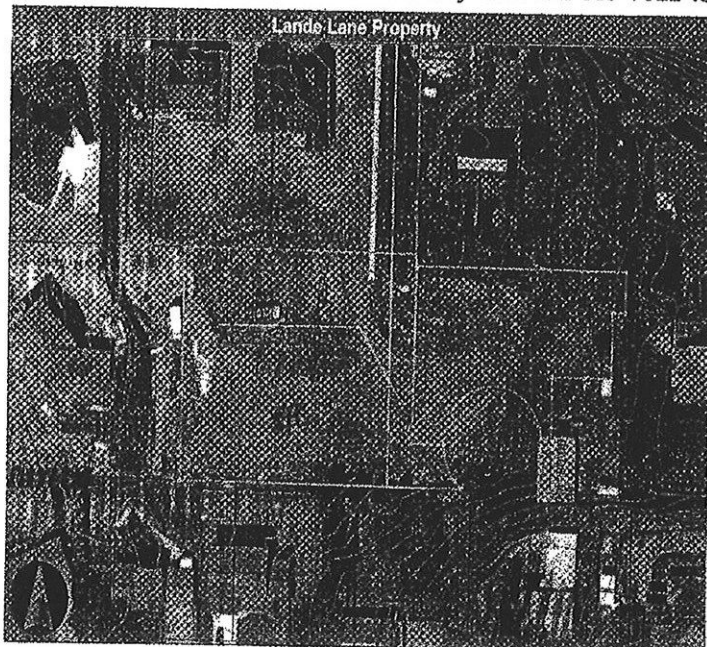
**MEETING DATE:** Public Works/Finance Committee: March 12, 2007

**MEETING LOCATION:** Council Chambers, Second Floor, Moscow City Hall  
206 East Third Street, Moscow, Idaho

**MEETING TIME:** Public Works/Finance Committee: 3:00 p.m.

*Note:* Meeting start time is not necessarily indicative of start time for the proposal advertised in this notice. Multiple agenda items may make it difficult to determine this agenda item start time, which could occur late in the meeting.

The file containing information on this matter is available for public review (an appointment may be necessary) at the Community Development Department located in the Paul Mann Building, 221 East Second Street Moscow, Idaho. You may also call 883-7022 to get a meeting agenda, further information



about the matter, the public hearing process and/or to request an appointment to review the file or a meeting with City staff. Additionally, you may obtain further information about the legislative public hearing process and procedures on the City's Website at:

<http://www.ci.moscow.id.us/PublicNotices/PubNotice.asp>

*Merrilie Larsen*  
Merrilie Larsen, Deputy City Clerk



# NOTICE OF PUBLIC MEETING

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2. Constructing street improvements consisting of a 28' wide paved road, curb and sidewalk, a City standard cul-de-sac at the north end of Lande Lane, and pedestrian pathway
3. Adjustment of the easterly most lot line resulting in addition of approximately 3,000 sq. ft. to the Irene Johnson parcel to the east.

**MEETING DATE:** Public Works/Finance Committee: March 12, 2007

**MEETING LOCATION:** Council Chambers, Second Floor, Moscow City Hall  
206 East Third Street, Moscow, Idaho

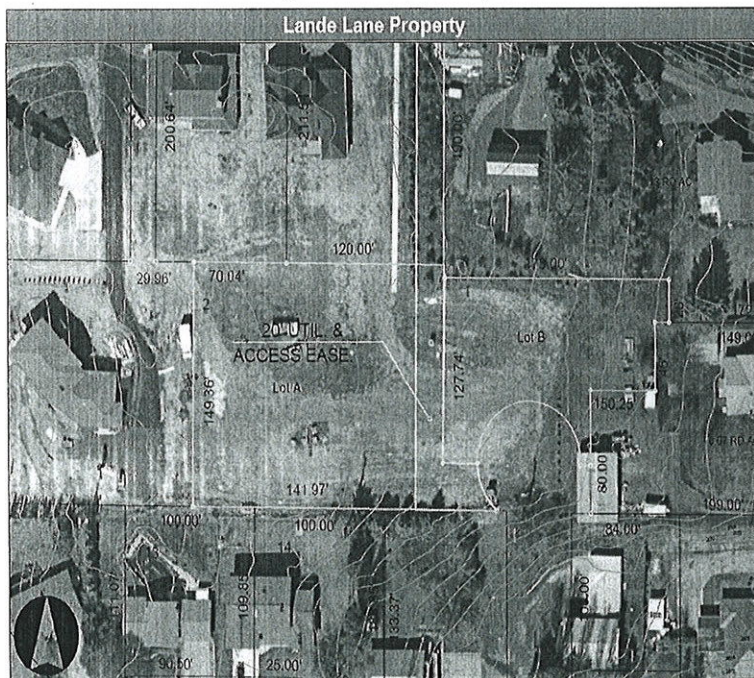
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<http://www.ci.moscow.id.us/legal/PublicHearings.asp>.



*Merrilie Larsen*  
Merrilie Larsen, Deputy City Clerk

Andrew

This is the old address  
I have changed it. *Jeff*



**MINUTES  
CITY OF MOSCOW  
PUBLIC WORKS/FINANCE COMMITTEE  
Monday, December 11, 2006**

**Attendance:**

Council Members: John Dickinson, Bill Lambert, Bob Stout

Staff: Gary J. Riedner, Bill Belknap, Les MacDonald, Don Palmer, Dean Weyen, Tom Scallorn, Andrew Ackerman, Stephanie Kalasz

Others Present: Mayor Chaney, Aaron Ament

**1. Approval of Minutes November 27, 2006 – Stephanie Kalasz**

The minutes were approved as presented.

**2. Disbursement Report for November 2006 – Don Palmer**

Palmer said the disbursement report is closer to what the normal average is than the last two months have been. He explained some of the expenditures. The Committee signed the disbursement report.

**3. Waiver of Public Improvements – Lande Lane – Dean Weyen**

Colin Johnson is the owner of Lots 1 & 2, Block 'B' of Christopher's Crossing Addition. A cul-de-sac was originally platted at the north end of Lande Lane which was to access these two lots. The original development phase of Christopher's Crossing included all of the public improvements of the subdivision except this cul-de-sac and these two lots. Once development of the cul-de-sac proceeded with serious consideration, it became apparent that the topography in its vicinity precluded reasonable design and economical construction. In 2003, City staff reviewed the property owners request to consolidate the two lots into one, waive the construction of the platted cul-de-sac and to allow access to the one new lot with a driveway from the end of the existing Lande Lane. Public Works and Community Development offered some general support of the request and wrote a letter setting forth staff requirements of that proposal. The letter is attached hereto. An alternate engineering design for improvements to the northerly end of Lande Lane as set forth in the 2003 letter has been approved by City Engineering. Mr. Johnson is requesting waiver of the requirement to construct a standard cul-de-sac.

**ACTION:** Recommend approval of waiver or take such other action deemed appropriate.

Weyen displayed a map of the area and explained the issue as written above. He discussed the letter written by Bill Belknap. He said a cul-de-sac would be very expensive due to all of the retaining walls necessary. Stout said the letter refers to legal problems with a lot division and wanted more information on that issue. Ackerman discussed the fact that some people believe the lot division process was not legal. Riedner said it had to do with the State's platting process. Dickinson asked when Lande Lane was platted. Weyen said he didn't know but it was quite a long time ago. He said a design for the cul-de-sac was not required when the plan was approved. Dickinson asked about the topography preventing the installation of a cul-de-sac. Weyen explained that the grade is too steep. Dickinson asked if it was impossible to put in a cul-de-sac. He said there are many large vehicles such as garbage trucks that need room to turn around. Weyen said he has tried for years to figure out an option and several people have been interested in purchasing the property but there was no way to deal with the cul-de-sac issue.

Stout expressed concern about waiving public improvements just because they are expensive for the land owner. Weyen said this is an extreme case and the lot will go unsold if nothing is done to improve the situation. Lambert asked about the City retaining the right-of-way for the cul-de-sac. Weyen said the City would retain the right-of-way in the event that a cul-de-sac is necessary in the future due to a change in the development.

Art Bettge, 241 Highland, said he is on the Planning and Zoning Commission but it should not be a conflict of interest. He said the lot will be over one acre which is a very large lot. He said a lot this large would invite future development and could be subdivided. He encouraged that walkability and access be addressed.



Dickinson asked about how construction of the improvements is done. Weyen said it is usually done in phases.

Sean Wilson said he has helped Mr. Johnson with his real estate listing. He said this property has been listed for quite some time and there hasn't been anyone that could make it work. He said this is kind of a last effort to make the land useable.

Hodge said he drew the plans (although he was not the engineer of the original cul-de-sac drawing). He said this property has a steep bank which also goes up to the west so he doesn't think an acceptable driveway can be built. They will run out of lot space. There was discussion about what could be built. Dickinson said he is not convinced that a cul-de-sac is not possible. He said normal access is hindered. Hodge said the street is a block long now and it already exists and the garbage and fire trucks use the street now. He doesn't think a snow plow would be able to plow up a 12% grade to the cul-de-sac. He said the sidewalk is important for connectivity reasons because the kids have to walk through to get to the school bus.

Jeanne Steinhoff said she agrees with the letter written by Mr. Nickels which was included in the packet. She lives across from the lots. She said the developers said in a public meeting that they would take care of the springs that come up in this area. She said Moscow has not planned well for getting kids to school safely. She doesn't think that there should be special consideration for this one person. She wanted to make sure that the neighborhood residents would not have to pay for the improvements. Weyen explained that the developer has to pay but only for improvements on his own property. Steinhoff said she thinks the sidewalk should be continued down to Highland for safety reasons.

Wilson said Mr. Johnson has never set foot on the property and was just one of the original investors. He said they are just looking for some way to make the property workable. Lambert said the City needs to be able to fill in and although that isn't necessarily a reason to do this, if it can be arranged to be developed and it will suffice for other needs, it should be done. It is a problem if there is property in the City limits that can't be utilized.

Dickinson asked if a cul-de-sac would be possible elsewhere. Weyen said he has spent hours on this but the issue becomes the cost again. Dickinson asked about other stubs like this one. Riedner said occasionally, there is a stub because streets don't meet up. MacDonald said an example of a stubbed street is Linda Lane. He said there is an LID possible at that location. He said they are working on the topographical challenge now. He said Weyen spent a lot of time working on options. He explained some of the difficulties and said the cul-de-sac would have to be pushed way down into the ground and walls would be necessary. This is a very challenging lot.

Stout asked if the lot consolidation was needed to make this proposal work and Weyen said no but that is the only way that staff would recommend it. Riedner asked if a public hammerhead would fit and Weyen said it didn't seem to pencil out because of the topography. Weyen said the intent is to find a way for fire turn-around. Dickinson said he would like to have some type of public turn-around. There was further discussion about who would use the turn-around.

Lambert said this has been discussed for three years and a number of different avenues have been considered. He said the six restrictions mentioned in Belknap's letter should make the situation work. Stout said he would like the full Council to consider the issue. Dickinson said as a City, we would like to be proud of what we suggest. He said we need to figure out some way of making it so that this particular Lane works and if that can be decided, we don't have to worry about consolidating these lots into something that is larger than a larger lot should be. He said it would be nice if the City had enough money to buy it to make a pocket park. He doesn't want to just tell people to go away though. The full Council should decide.

This will be forwarded to the regular Council agenda.



### **Johnson Lot Consolidation – Lande Lane – Andrew Ackerman**

Colin Johnson owns two parcels of property, Lots 1 & 2, Block B of Christopher Crossings Subdivision. The proposed lot consolidation would rectify the fact that the two lots are currently not accessible and are platted in such a manner as to require future development on the lots to extend Lande Lane and construct a standard cul-de-sac per engineering requirements. Based on review in the field by both the Community Development Department and Engineering Department, it was determined that in order to make the lots economically viable, the best alternative was to require a lot consolidation in exchange for a partial waiver of the public improvements (specifically the requirement for the owner to construct the cul-de-sac). The consolidation would achieve the objective of limiting future development beyond a single residential structure, allow for the public access pathway to be constructed, and would meet all the minimum zoning requirements for lot dimensions and street frontage in the Moderate Density Single-Family Residential (R-2) Zoning District.

**ACTION:** Recommend approval of the lot consolidation or take such other action deemed appropriate.

Ackerman presented the issue as written above. He said his recommendation would be that no more than one building be allowed to be developed on the property in perpetuity. Dickinson said it is hard to imagine that there will always be gravel leading up to this lot and he doesn't think only one lot is a good idea because there could be more development if the access problem is solved. This item will be postponed until the previous item is decided.

### **Reports**

#### Biosolids Disposal Contract with EKO Systems – Les MacDonald

MacDonald said the City had a contract with EKO Systems to dispose of biosolids and that the City requested an extension of that contract through December. He read the CCSR information Riedner explained what the City might do to take advantage of the successful pilot program conducted by LSI. He said there may be an option to go through the compost section of the current LSI contract in order to work with them on biosolids. He said it is a multi-faceted project. He said the pilot project used a small quantity of biosolids compared to what the City actually generates. He said a lot of filler would be required for the program. He said once the technical issues are resolved, then the price needs to be negotiated and we can see how it fits in with our Franchise Agreement. It will take some time to do which is why we want to have a flexible extension agreement with EKO to keep our options open. Lambert said he doesn't see any way around a 6 month contract extension. Stout agreed and said LSI sounds promising. Dickinson said we need to keep our options open. Riedner said part of the reason the City didn't have a long term contract initially is because EKO was not sure that they would continue with their permit.

Traffic Flow on First Street – Les MacDonald – This item was postponed.

#### WWTP Update – Les MacDonald

MacDonald said he has been able to complete a history which outlined the City's activities in the last decade. He has provided the information to the EPA and they have postponed the conference call since their questions may be answered. Riedner said issues of the City being out of compliance have come up since the beginning and any possible penalties need to be discussed. MacDonald said DEQ indicated that they need more information regarding the loan application so he will compile the information for them. He said there is a meeting scheduled with CH2M Hill regarding the engineering analysis.

#### Public Transit – Gary J. Riedner

Riedner said he met with stakeholders to discuss how public transit in Moscow can be enhanced and continuing the Wheatland Express. If the Wheatland contract is not renewed, the soft-match would be lost and Moscow could lose funding for fixed transit service. There will be a meeting of more stakeholders to discuss the issue and possible alternatives. He said there has been talk of the potential for students to participate in the cost of public transit. Dickinson asked if UI considered using the WSU model and Riedner said it will be discussed.

The meeting concluded at 4:30 p.m.



## NOTICE OF PUBLIC MEETING

## Public Input Session for Lot Consolidation and Waiver of Public Improvements

A public meeting at which you may be present and speak will be conducted by the Public Works Finance Committee of the Moscow City Council at which time public input on the following topic will be discussed:

1. Consolidating Lots 1 & 2 into one lot.
2. Waiving the public improvements necessary to construct a City standard cul-de-sac at the north end of Lande Lane.
3. Constructing street improvements consisting of gravel widening plus curb and sidewalk along the east side of the northerly end of Lande Lane.
4. Allowing one additional driveway off of the north end of the 'improved' Lande Lane for the purpose of accessing the consolidated lot.

**MEETING DATE:** Public Works/Finance Committee: December 11, 2006

**MEETING LOCATION:** Council Chambers, Second Floor, Moscow City Hall  
206 East Third Street, Moscow, Idaho

**MEETING TIME:** Public Works/Finance Committee: 3:00 p.m.

*Note:* Meeting start time is not necessarily indicative of start time for the proposal advertised in this notice. Multiple agenda items may make it difficult to determine this agenda item start time, which could occur late in the meeting.

The file containing information on this matter is available for public review (an appointment may be necessary) at the Community Development Department located in the Paul Mann Building, 221 East Second Street Moscow, Idaho. You may also call 883-7022 to get a meeting agenda, further information



about the matter, the public hearing process and/or to request an appointment to review the file or a meeting with City staff. Additionally, you may obtain further information about the legislative public hearing process and procedures on the City's Website at: <http://www.ci.moscow.id.us/legal/PublicHearings.asp>.

  
Patricia K. Mink, Deputy City Clerk



**City of Moscow**  
**PO Box 9203**  
**221 E SECOND**  
**Moscow ID 83843**

**Discretionary Charges**  
**APPLICATION Number:000000004439**  
**Issue Date:02/16/2007**

Receipt for application described below:

Address: 1333-1335 LANDE LN  
Activity: lot line adjustment

Owner: COLIN JOHNSON  
Address: 567 THIRD AVE WN  
KALISPELL MT 59901  
Phone:

52.00 DISCRETION LOT DIVISION

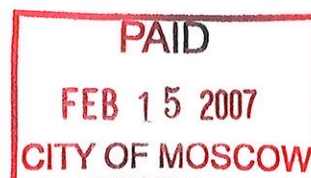
**TOTAL FEES**  
**\$52.00**

This document is a receipt only for application fee(s) paid. It is not a permit or approval for construction or land use.

Staff:

*[Signature]* *[Signature]* *[Signature]*

Date: 2-16-07





**City of Moscow**  
**PO Box 9203**  
**221 E SECOND**  
**Moscow ID 83843**

**Discretionary Charges**  
**APPLICATION Number:000000003985**  
**Issue Date:10/26/2006**

Receipt for application described below:

Address: 1333-1335 LANDE LN  
Activity: LOT LINE ADJUSTMENT

Owner: COLIN JOHNSON  
Address: 567 THIRD AVE WN  
KALISPELL MT 59901  
Phone:

\$50.00 DISCRETION LOT DIVISION

**TOTAL FEES**  
**\$50.00**

This document is a receipt only for application fee(s) paid. It is not a permit or approval for construction or land use.

Staff:

*Laura L. Felt*

Date: *10-26-06*

Attachment: 2007 PWF Staff Report - Minutes (1662 : Public Hearing: Lande Lane Lot Division Request)



MINUTES  
CITY OF MOSCOW  
CITY COUNCIL SPECIAL MEETING  
March 19, 2007

Mayor Chaney called the meeting to order at 7:00 p.m. in the Council Chambers.

**Attendance:**

Councilmembers: Linda Pall, John Weber, Aaron Ament, Bill Lambert, Bob Stout  
Staff Present: Gary J. Riedner, City Supervisor  
Bill Belknap, Assistant City Supervisor/Acting Community Development Director  
Randy Fife, City Attorney  
Les MacDonald, Public Works Director  
David Duke, Assistant Police Chief  
Andrew Ackerman, Assistant City Planner  
Anne Clapperton, Community Development  
Roger Blanchard, Parks and Recreation  
Todd Davis, Parks and Recreation  
Stephanie Kalasz, City Clerk  
Absent: John Dickinson

**RENEWING OUR FOCUS** – Weber lead the Pledge of Allegiance.

Mayor Chaney introduced the new Executive Director of the Heart of the Arts, Jenny Shenaman. Kenton Bird explained that the Heart of the Arts is going through a transition period in preparing for taking over the 1912 Center. He said Shenaman has been on the job for 6 weeks now. Shenaman said she is thrilled about working with the 1912 Center and wants to be a steward for the future. She explained what her background is in regard to this type of project. Bird said they will send their first quarterly report at the end of March. He expressed his appreciation to City staff in regard to the 1912 Center transition. He said Sunday, May 20<sup>th</sup>, there will be grand opening under new management festivities.

1. Consent Agenda: Any item will be removed from the consent agenda at the request of any member of the Council and that item will be considered separately later. Approval by roll call vote.

A. Approval of Minutes of March 5, 2007 – Stephanie Kalasz

B. Disbursement Report for February 2007 – Don Palmer

The Public Works Finance Committee reviewed the accounts payable for February 2007 and recommend approval of the following:

|                        |            |
|------------------------|------------|
| General                | 686,311.13 |
| Street                 | 102,578.90 |
| HUD Reserve            |            |
| Parks & Rec            | 109,893.39 |
| 1912 Center            | 8,448.13   |
| Arts                   | 479.72     |
| Water Fund             | 132,574.87 |
| Sewer Fund             | 116,953.71 |
| Sanitation             | 195,964.41 |
| Fleet Mgmt Fund        | 49,056.03  |
| Water Capital          | 49,135.32  |
| Sewer Capital Projects |            |
| Capital Projects       | 7,954.84   |
| LID Construction       |            |

|                        |                       |
|------------------------|-----------------------|
| Hamilton P&R           |                       |
| Bond & Interest        |                       |
| LID Special Assessment |                       |
| LID Guaranty           |                       |
| <b>TOTAL</b>           | <b>\$1,476,407.19</b> |

C. Saucony Grant Request – Todd Davis

Staff is requesting approval to proceed with the application of \$10,000 grant from Saucony Shoe Company. Application deadline is March 30<sup>th</sup>, 2007 for the May award cycle. If awarded, the grant will provide funds for a youth triathlon event and club. This Grant is a Gift Awarded Grant. No matching funds required. Reviewed by the Administrative Committee on March 19, 2007.

ACTION: Approve grant application.

D. Surplus Items for Auction

Auction found/surplus items to be sold at auction or destroyed. Reviewed by the Administrative Committee on March 19, 2007.

ACTION: Declare items on attached list surplus.

E. Energy Efficiency Agreement with Avista for City Hall Window Replacement – Roger Blanchard

This winter 31 windows are being replaced on the third floor of City Hall. Staff coordinated with Avista Utilities on the replacement of the windows insuring that we would qualify for their incentive program for implementing energy efficiency measures. Staff recently received an energy efficiency agreement that would entitle the City to an incentive payment of approximately \$751 for the window work. Reviewed by the Administrative Committee on March 19, 2007.

ACTION: Approve the Agreement with Avista.

F. Tiempo Commons Monumentation Agreement – Les MacDonald

Another Way Enterprises, L.L.C., a Washington State Corporation, is the owner of the recently approved Tiempo Commons Subdivision. The interior lot corners will not be set until after the earthwork has been completed, most likely late next year. An agreement obligating the establishment of these interior corners is necessary as per State Code. Both the final plat and the Development Agreement were previously approved by Council. Reviewed by the Public Works/Finance Committee on March 12, 2007.

ACTION: Approve Monumentation Agreement.

G. Taylor Lot Line Adjustment – Andrew Ackerman

Mark & Joanna Taylor own two adjacent properties at 714 Mabelle St. and 715 E. Lewis St. and wish to adjust the lot lines such that the Mabelle St. property would extend north, taking in an existing garage that faces Lewis St. The adjustment would increase the Mabelle lot by 3,358 sq. ft. and reduce the Lewis St. lot by the same amount. The property is located in the Medium Density Residential (R-3) Zoning District that has a minimum lot size of 6,000 sq. ft. The new lots would exceed the minimum lot size and meet setbacks of the R-3 District. The reconfiguration of the two lots would not result in any non-conformities with either the Zoning Code or the Subdivision Code. Reviewed by the Public Works/Finance Committee on March 12, 2007.

ACTION: Approve lot line adjustment.

Pall moved and Stout seconded approval of the consent agenda. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.



2. Public Comment and Mayor's Response Period (limit 15 minutes) - For members of the Public to speak to the Council regarding matters **NOT on the Agenda and not currently pending before the Planning and Zoning Commission or Board of Adjustment**, please state your name and address for the record and limit remarks to three minutes. Mayor will respond to comments from previous meeting.

Christina Trana spoke on behalf of Andrew Becker. She read a letter to Bob Stout and the Council thanking the Council for recognizing the efforts of the Special Olympic athletes and for the contributions that the City makes to the Special Olympics. Mayor Chaney and Bob Stout thanked the Becker for the letter.

Tony Driver, 2322 Concord Street, said he wanted to discuss Mountain View Road. He said the four-way stop sign at 'D' Street is wonderful. He said the congestion at that location has gone and the traffic cleans out in a timely manner. He asked that the Council now address the intersection at F Street because it gets very busy as soon as school is out because of the pool and HIRC. He said staff is appreciated but instead of spending a lot of time studying this, the stop signs should just be installed so F Street is a four way stop as well. Stout thanked Driver for his comments.

Mayor Chaney thanked everyone for their input.

3. Lande Lane Lot Adjustment and Division – Andrew Ackerman

This proposal is a revised from the originally submitted lot division that was presented to Public Works/Finance on December 11, 2006. The newly proposed division would create three (3) building lots from the existing two (2) and dedicate additional right-of-way allowing Lande Lane to be extended northward on the property, including construction of a City standard cul-de-sac, paved roadway with curb and sidewalk, and public pathway within the easement that bisects the property in a north-south alignment. The property is located in the Moderate Density Single Family Residential (R-2) Zoning District that has a minimum lot size of 7,000 sq. ft. The new lots would exceed the minimum lot size and allow for adequately sized building envelopes as well as creating a paved cul-de-sac at the north end of Lande Lane allowing for adequate emergency and service truck turn-a-around. Finally a portion of the original Lot 1, Blk B (approx. 2,800 sq. ft.) would become, through the adjustment of the eastern lot line, part of the Irene Johnson property. The reconfiguration of the original lots would not result in any non-conformities with either the Zoning Code or the Subdivision Code and permit much needed public improvements. The Public Works/Finance Committee reviewed this on March 12, 2007 and recommended approval of the plans to the full Council. The water drainage issue that was determined to be a concern of neighbors during the Public Works/Finance Committee's review of this subject matter has been resolved by the addition of a storm drain system along the east side of Lande Lane connecting to Highland Drive storm drain system. It is anticipated that the area drainage will actually be improved with the inclusion this storm drain system.

**ACTION:** Approve the lot line adjustment and division; or reject the lot line adjustment and division; or take such other action deemed appropriate.

Ackerman presented the issue as written above and explained that a storm drain system had been added to the proposal. He displayed an aerial view of the property. Pall asked about tree lawns and standard streets being installed. MacDonald said there is not a tree lawn on this proposal because it would require the use of personal property and it is not something that fit with the topography. Lambert said there was discussion at the Public Works/Finance Committee meeting about whether any deals were made previously when the Christopher's Crossing Subdivision came to the Council and staff was going to look back into the minutes. Ackerman said mention of the large lots was made but no deals were made about how many lots would be allowed. He said the lots are still over the minimum lot size for the area. Lambert said the two biggest issues were stormwater and lot size and it looks like both of those issues have been addressed.



Weber said there was a fire lane and turn-around in lot C and he confirmed that it only reduced the lot to 12,500 square feet. Ackerman explained the plan for the hammerhead turnaround.

Stout said he lives at 1311 Lande Lane but only rents the property and there is no conflict of interest but he wanted to disclose the fact that he lives in the area.

Weber said the Public Works Finance Committee reviewed this and it appears that the issues have been addressed.

Stout asked Shaun Wilson how this has changed since the last time he saw it. Shaun Wilson, 2780 N. Mountain View Road, said he represents the applicant. Wilson said the original proposal was to waive some of the public improvements and the Committee did not want to approve that proposal. He explained what changes were made. Stout asked about the elevation and MacDonald said there is a 12% grade for a portion of the drive and in this case they feel it is okay to be flexible. MacDonald said a 12% grade also exists in other areas of the community. Wilson said neighbors were concerned about stormwater and problems it may cause to the street so they added a storm drain system to the plan. Stout asked if staff will make sure that the developer does what they say they will and was told yes. Riedner said as with any subdivision, improvements will have to be installed prior to building permits being issued or a development agreement with a bond will be required.

Pall said she is concerned about how easy it is for someone who is developing in the community to get around the street standards. She said the idea is to put some type of separation between the sidewalk and the street. She said if it does take additional portions of the lot to do that then the developer should expect to accommodate that standard.

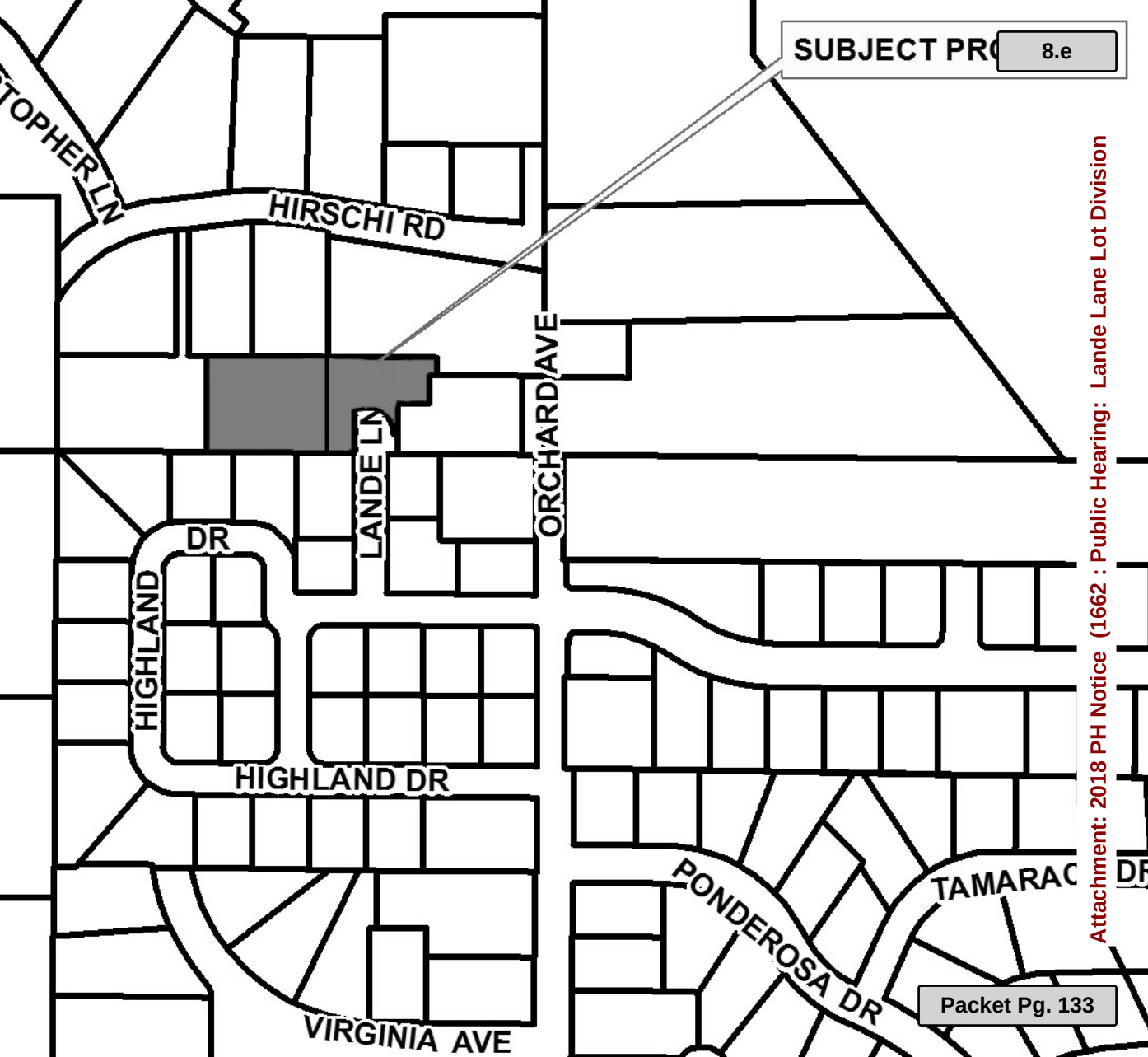
Pall moved to approve the lot division and adjustment provided that the 8 foot tree lawns are installed along Lande Lane. Stout seconded the motion. Wilson asked if that is on both sides of the street or only one side. MacDonald said the current standard is for both sides of the street but the City Engineer can waive that condition when topographic conditions don't allow it. MacDonald said it is a very low volume dead end street that only serves three homes. His main concern is at the south end of the plat because in order for the project to construct that at the south end, it would include property that is not a part of the plat. He explained what might be done. He said the right-of-way to the south is less than the standard and would not facilitate a full width street standard. He said on the east side there is a substantial drop to the front yard of the property to the east. Stout asked Wilson to respond to the motion. Wilson asked for a definition of a tree lawn. MacDonald said it is a landscaped area between the curb and sidewalk and it could be different types of ground cover. He said the trees themselves are handled through the Parks Department. Wilson said he thinks it is probably a reasonable request. Pall said she would be amenable to an amendment to transition the sidewalk and tree lawn from the south end of the project area so that could transition in as reasonable as possible. She moved that the tree lawn be subject to a short distance of transition at the discretion of the City Engineer. Stout seconded the motion.

Ament asked for something to be pointed out on the aerial view and MacDonald explained. Ament asked if there is any kind of policy regarding flag lots. Ackerman said there is a standard for a flag pole set forth in the Subdivision Code. He said there is an informal policy to discourage them because there would be houses stacked behind each other. He said in a situation where there is a cul-de-sac and a dead end, it allows infill development.

Roll call vote on the amendment: Ayes: 5. Nays: None. Abstentions: None. Motion carried.

Roll call vote on the original amended motion which included all of the previous conditions: Aye: 5. Nays: None. Abstentions: None. Motion carried.





SUBJECT PRO

8.e

December 20, 2017

Mayor Lambert and Moscow City Council  
City Hall  
Moscow, ID 83843

Re: 1415 Lande Lane  
Lot Division

Dear Mayor Lambert and City Council:

Tom Golis is the owners of a lot located at 1415 Land Lane. He wishes vacate the existing Right of Way at the north end of Lande Lane and subsequently dedicate new right of way for a vehicle turn around. The owner is also requesting a lot division to create 4 newly configured lots.

The existing lots are is 12,889 square feet. The proposed lot sizes would be:

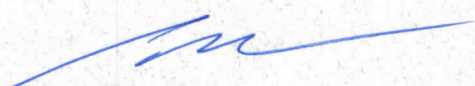
1. Lot 1 – 14,427 SF
2. Lot 2 – 11,211 SF
3. Lot 3 – 8,381 SF
4. Lot 4 – 10,299 SF

Attached are the following:

1. Existing Record of Survey
2. Proposed Record of Survey
3. Existing overlaid with proposed survey lines
4. Proposed public improvements
5. Legal descriptions for existing and proposed Right of Way

Please do not hesitate to contact me if you have questions regarding the lot division request

Sincerely,



Scott Becker, PE  
Principal  
Hodge and Associates Inc.

Enc  
Cc: Tom Golis

12/8/2017

**Legal Description by Hodge & Associates  
For George Tom Golis  
Right-of-way Vacation**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the southwest corner of Lot 2, Block B of Christopher's Crossing Subdivision, thence along the south line of said subdivision, S88°43'32"E, 141.97 feet, thence, continuing along said south line, S89°23'49"E, 93.92 feet to the intersection of said south line with the west right-of-way of Lande Lane and the **Point of Beginning**:

Thence North, 151.92 feet, to a point on the north line of Lot 1 of Block B of Christopher's Crossing Subdivision;

Thence along said north line, S89°36'53"E, 84.19 feet;

Thence, departing said line, S0°16'50"W, 72.97 feet, to a point a point on the south line of said Lot 1;

Thence along said south line, N89°39'24"W, 17.23 feet, to an angle point on the east line of Christopher's Crossing Subdivision;

Thence along said east line, S0°14'51"W, 79.19, to the southeast corner of said subdivision;

Thence, along the south line of said subdivision N89°23'49"W, 16.27 feet to the intersection of said south line with the east right-of-way of Lande Lane;

Thence, continuing along said south line, N89°23'49"W, 50.00 feet, to the **Point of Beginning**.

Parcel contains 11,382 square feet, more or less.



12/7/2017

**Legal Description by Hodge & Associates  
For George Tom Golis  
Right-of-way Dedication**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the southwest corner of Lot 2 of Christopher's Crossing Subdivision, thence along the south line of said subdivision, S88°43'32"E, 141.97 feet, thence, continuing along said south line, S89°23'49"E, 83.92 feet to the **Point of Beginning**:

Thence North, 88.21 feet;

Thence East, 60.00 feet;

Thence south, 88.84 feet, to the intersection of the south line of Christopher's Crossing Subdivision with the east right-of-way of Lande Lane;

Thence, along said south line, N89°23'49"W, 50.00 feet, to the intersection of said south line with the west right-of-way of Lande Lane

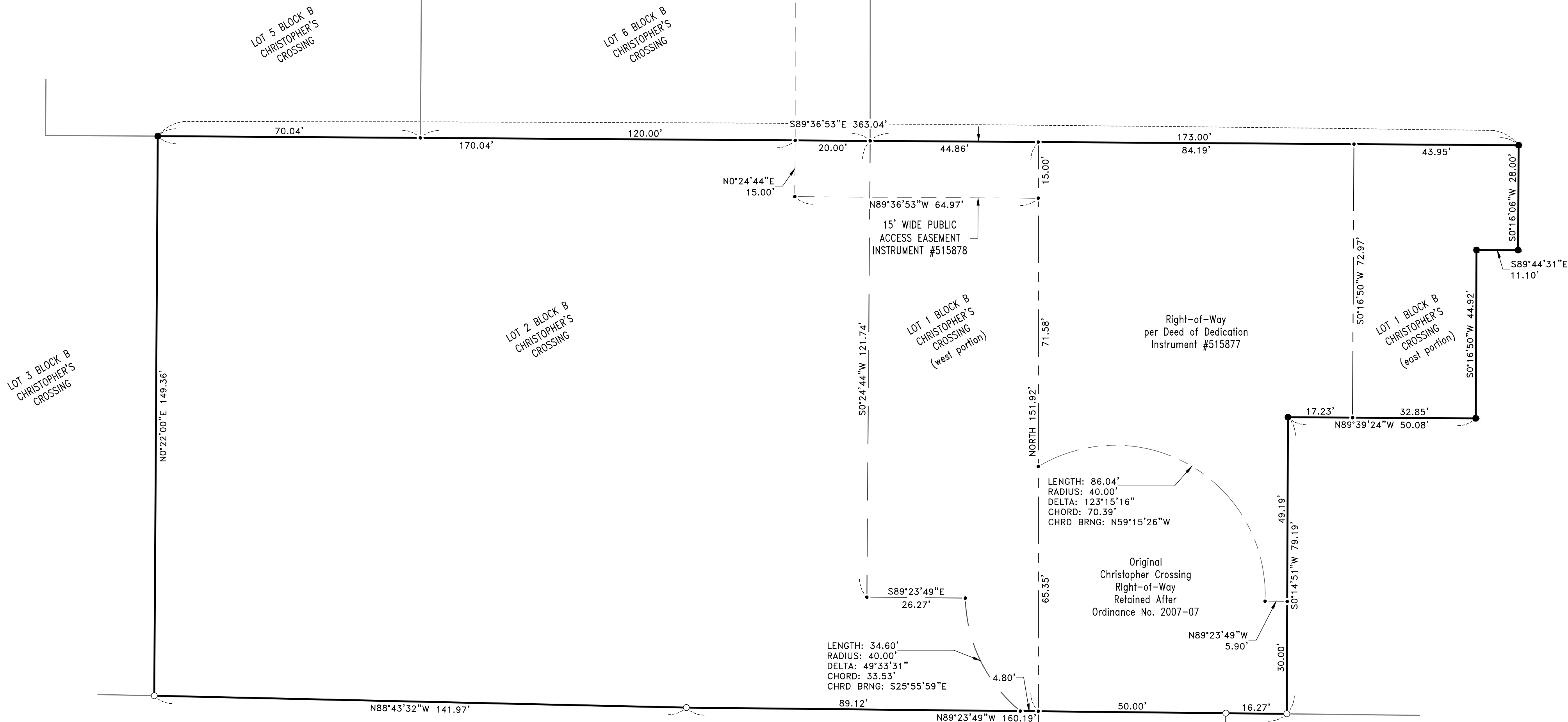
Thence, continuing along said south line, N89°23'49"W, 10.00 feet, to the **Point of Beginning**.

Parcel contains 5,312 square feet, more or less.



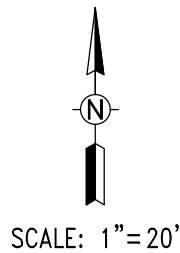


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LEGEND

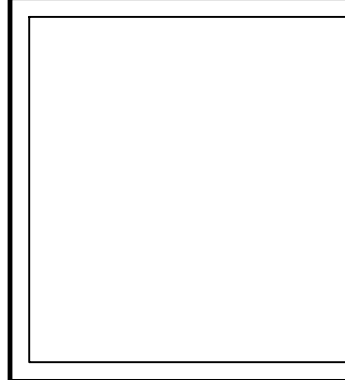
- FOUND IRON PIN
- CALCULATED LOCATION
- SUBJECT PROPERTY BOUNDARY
- ORIGINAL CHRISTOPHER'S CROSSING LOT LINE
- RIGHT-OF-WAY
- - - EASEMENT



LANDE LANE DEVELOPMENT  
EXISTING BOUNDARY, LOTS, RIGHT-OF-WAY & EASEMENTS  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 3843  
SECTION 5, T39N, R5W, BM

|              |                   |
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| Checked by:  | SB                |
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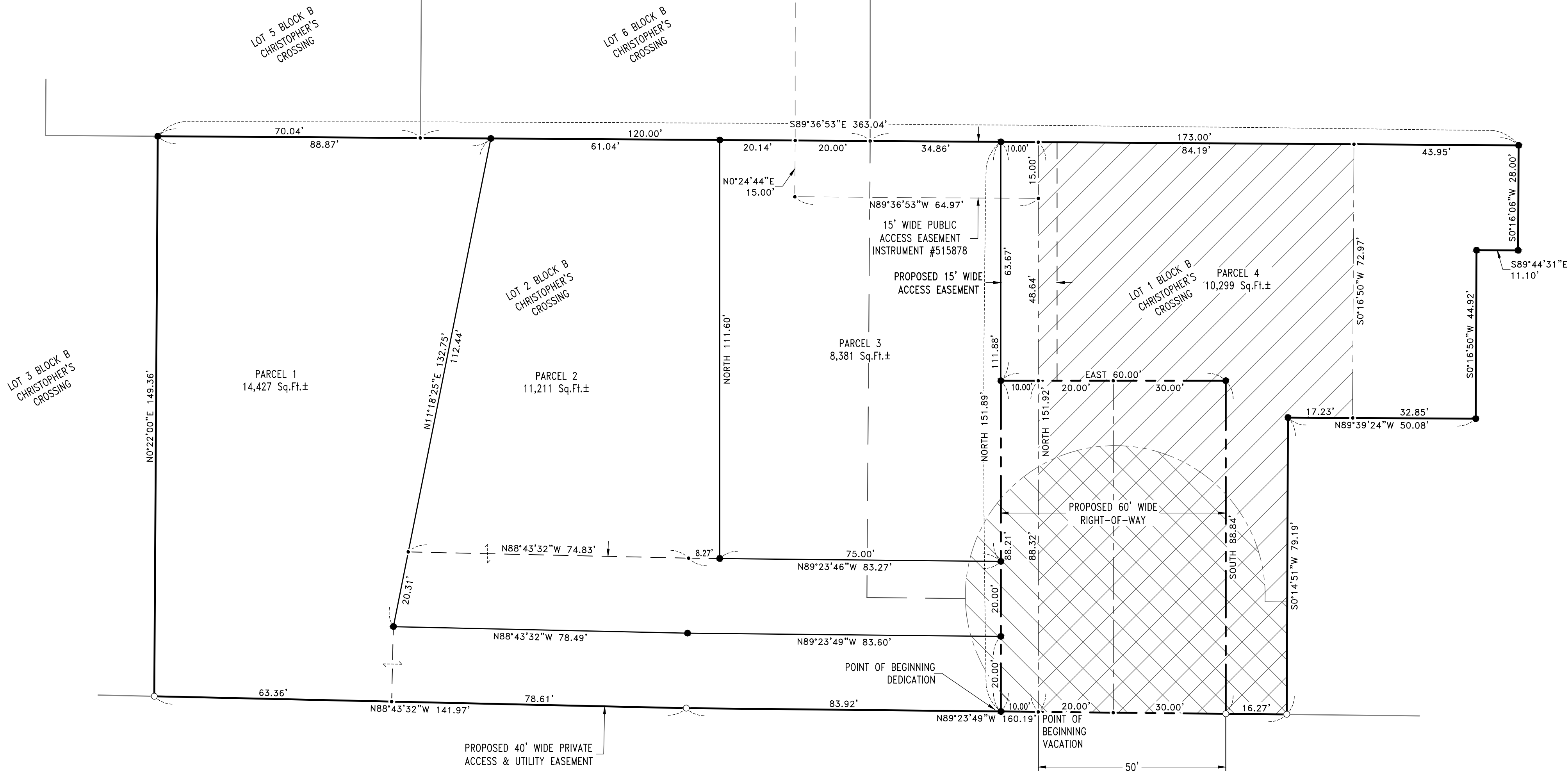
PRELIMINARY  
NOT FOR  
CONSTRUCTION



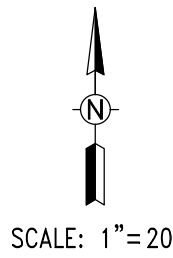
*Bladys & Associates, Inc.*  
Engineers • Planners • Landscape Architects  
P.O. Box 8728  
405 S. Washington Street  
Moscow Idaho 83843  
(208) 882-3520



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- LEGEND**
- IRON PIN - TO BE SET
  - FOUND IRON PIN
  - CALCULATED LOCATION
  - SUBJECT PROPERTY BOUNDARY
  - PROPOSED PARCEL BOUNDARY
  - ORIGINAL CHRISTOPHER'S CROSSING LOT LINE
  - PROPOSED RIGHT-OF-WAY
  - EXISTING RIGHT-OF-WAY
  - EXISTING RIGHT-OF-WAY - TO BE VACATED
  - RIGHT-OF-WAY - VACATED BY ORDINANCE #2007-07
  - RIGHT-OF-WAY - RETAINED BY ORDINANCE #2007-07
  - RIGHT-OF-WAY - DEDICATED BY DEED OF DEDICATION #515877
  - CENTER LINE
  - PROPOSED EASEMENT
  - EXISTING EASEMENT



8.f

PRELIMINARY  
NOT FOR  
CONSTRUCTION

LANDE LANE DEVELOPMENT  
PRELIMINARY LAND DIVISION  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 3843  
SECTION 5, T39N, R5W, BM

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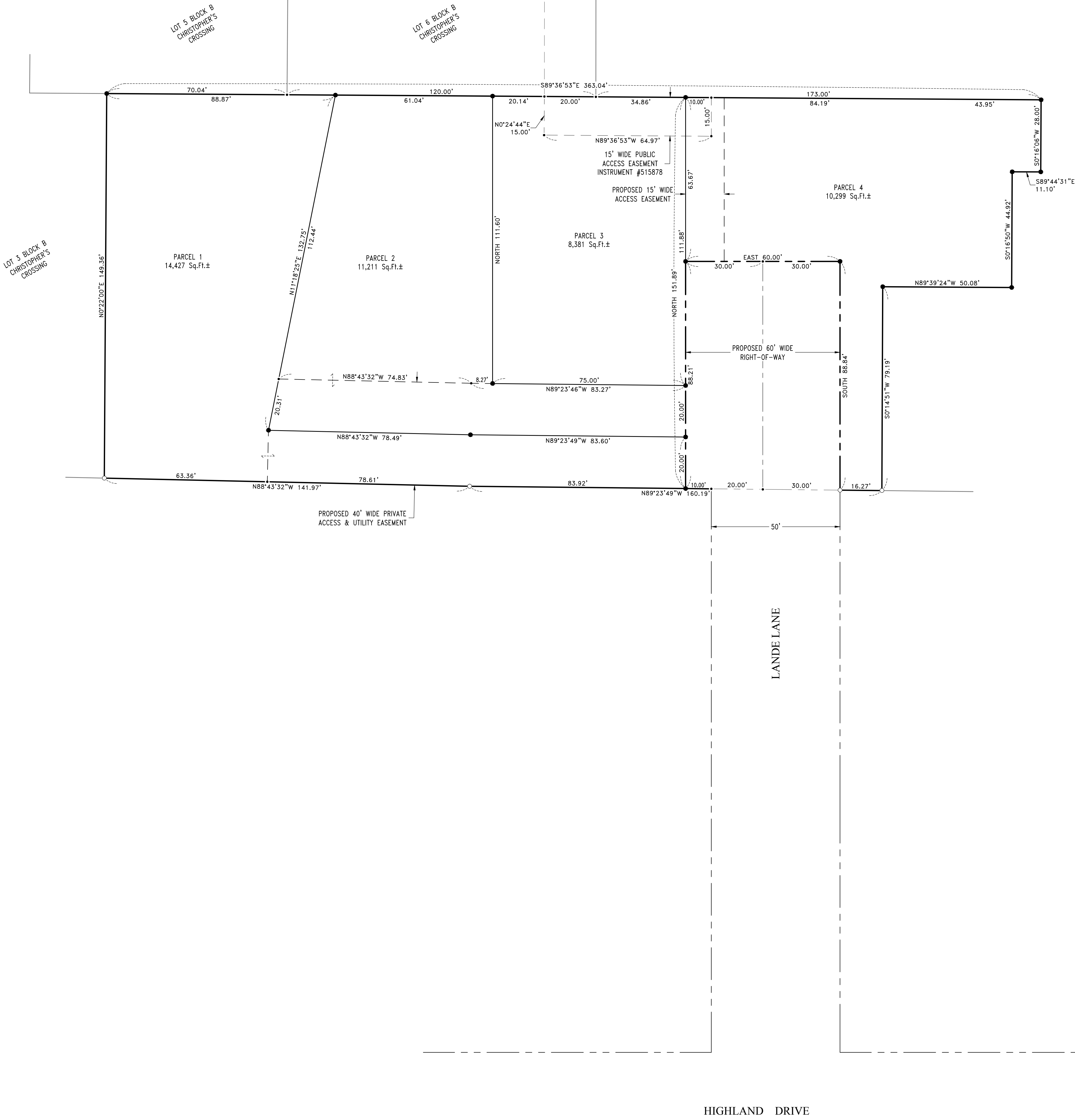
2 OF 4

Packet Pg. 138

Attachment: 2018 Owner Letter, Original and Proposed Plat Maps, Legal Descriptions (1602 : Public Hearing: Lande Lane Lot Division Request)



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**LEGEND**

|     |                           |
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| ○   | FOUND IRON PIN            |
| •   | CALCULATED LOCATION       |
| —   | SUBJECT PROPERTY BOUNDARY |
| —   | PROPOSED PARCEL BOUNDARY  |
| --- | PROPOSED RIGHT-OF-WAY     |
| --- | EXISTING RIGHT-OF-WAY     |
| --- | CENTER LINE               |
| --- | PROPOSED EASEMENT         |
| --- | EXISTING EASEMENT         |

SCALE: 1"=20'

8.f

PRELIMINARY  
NOT FOR  
CONSTRUCTION

LANDE LANE DEVELOPMENT  
PROPOSED FINAL BOUNDARY, LOTS, RIGHT-OF-WAY AND EASEMENTS  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 3843  
SECTION 5, T39N, R5W, BM

|              |                   |
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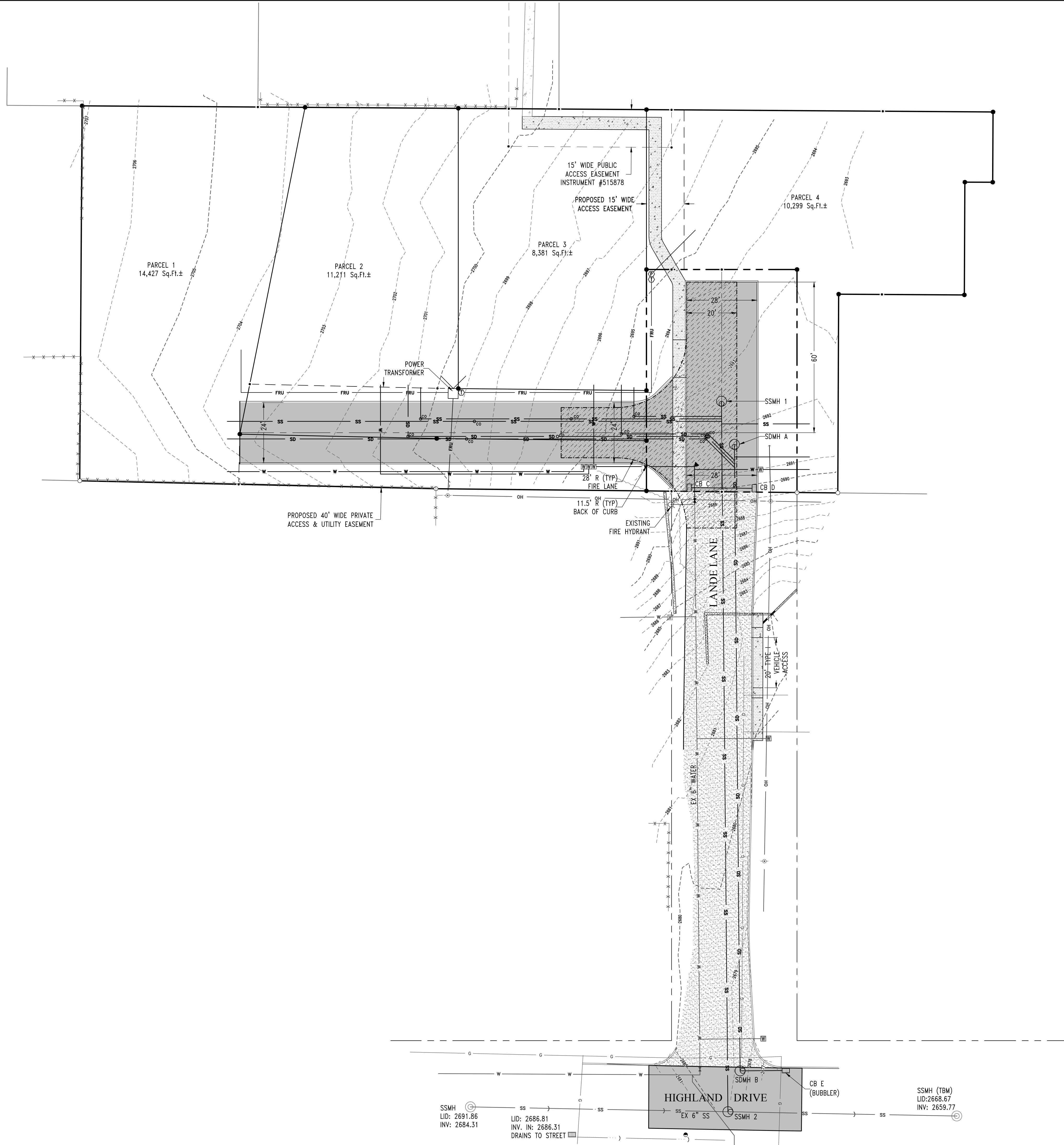
3 OF 4

Packet Pg. 139

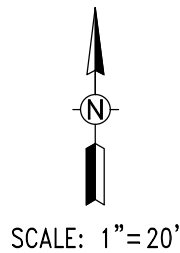
Attachment: 2018 Owner Letter, Original and Proposed Plat Maps, Legal Descriptions (1662 : Public Hearing: Lande Lane Lot Division Request)



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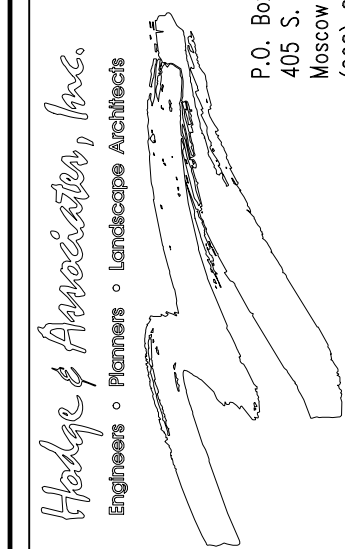
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|--------|--------------------------------------------------------|
|        | FRANCHISE UTILITY PEDESTAL (POWER, TELECOMMUNICATIONS) |
|        | MAN HOLE                                               |
|        | CATCH BASIN                                            |
|        | CLEAN OUT                                              |
|        | UTILITY POLE                                           |
|        | SUBJECT PROPERTY BOUNDARY                              |
|        | PROPOSED PARCEL BOUNDARY                               |
|        | RIGHT-OF-WAY                                           |
|        | CENTER LINE                                            |
|        | EASEMENT                                               |
|        | WATER LINE                                             |
|        | SANITARY SEWER LINE                                    |
|        | STORM DRAIN LINE                                       |
|        | GAS LINE                                               |
|        | FRANCHISE UTILITY TRENCH (POWER, TELECOMMUNICATIONS)   |
|        | OVERHEAD UTILITY LINES                                 |
|        | ASPHALT PAVING                                         |
|        | CONCRETE PAVING                                        |
|        | GRAVEL                                                 |
|        | FIRE TRUCK TURN-AROUND                                 |



LANDE LANE DEVELOPMENT  
PRELIMINARY UTILITY AND LAYOUT PLAN  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 3843  
SECTION 5, T39N, R5W, BM

|              |                 |
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| Designed By: | SB              |
| Drafted by:  | SW              |
| Checked by:  | SB              |
| File Name:   | 3986 Design.dwg |
| Tab:         | LAYOUT          |
| Layer Style: | TOPO            |
| Plot Style:  | OCE.ctb         |
| Project:     | 3986-10-17      |
| Date:        | 12/20/17        |

PRELIMINARY  
NOT FOR  
CONSTRUCTION





1/5/2018

**Legal Description by Hodge & Associates  
For Tom Golis  
Parcel 1**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Beginning at the northwest corner of Lot 2, Block B of Christopher's Crossing Subdivision, being the **Point of Beginning**:

Thence along the north line of said Lot 2, S89°36'53"E, 76.92 feet;

Thence departing said line, South, 130.57 feet;

Thence S88°43'32"E, 64.40 feet;

Thence S89°23'49"E, 43.60 feet;

Thence South, 20.00 feet to a point on the south line of Lot 2 of Christopher's Crossing Subdivision;

Thence along said south line, N89°23'49"W, 43.92 feet;

Thence, continuing along said south line, N88°43'32"W, 141.97 feet to the southwest corner of said Lot 2;

Thence along the west line of said Lot 2, N0°22'00"E, 149.36 feet to the **Point of Beginning**.

Parcel contains 13,767 square feet, more or less.

1/5/2018

**Legal Description by Hodge & Associates  
For Tom Golis  
Parcel 2**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the northwest corner of Lot 2, Block B of Christopher's Crossing Subdivision, thence along the north line of said Lot 2, S89°36'53"E, 76.92 feet to the **Point of Beginning**:

Thence, continuing along said north line, S89°36'53"E, 72.98 feet;  
Thence departing said line, South 111.60 feet;  
Thence S89°23'49"E, 35.00 feet;  
Thence South, 20.00 feet;  
Thence N89°23'49"W, 43.60 feet;  
Thence N88°43'32"W, 64.40 feet;  
Thence North, 130.57 feet to the **Point of Beginning**.

Parcel contains 10,271 square feet, more or less.

1/5/2018

**Legal Description by Hodge & Associates  
For Tom Golis  
Parcel 3**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the northwest corner of Lot 2, Block B of Christopher's Crossing Subdivision, thence along the north line of said Lot 2, S89°36'53"E, 149.90 feet to the **Point of Beginning**:

Thence, continuing along said north line, S89°36'53"E, 40.14 feet to the northwest corner of Lot 1, Block B of Christopher's Crossing Subdivision;  
Thence along the north line of said Lot 1, S89°36'53"E, 34.86 feet;  
Thence departing said line, South 111.88 feet;  
Thence N89°23'49"W, 75.00 feet;  
Thence North, 111.60 feet to the **Point of Beginning**.

Parcel contains 8,381 square feet, more or less.

1/5/2018

**Legal Description by Hodge & Associates  
For Tom Golis  
Parcel 4**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the northwest corner of Lot 1, Block B of Christopher's Crossing Subdivision; Thence along the north line of said Lot 1, S89°36'53"E, 34.86 feet to the **Point of Beginning**:

Thence, continuing along said north line, S89°36'53"E, 134.14 feet to the northeast corner of said Lot 1;

Thence along the easterly boundary of Block B of Christopher's Crossing Subdivision the following courses;

Thence S0°16'06"W, 28.00 feet;

Thence S89°44'31"E, 11.10 feet;

Thence S0°16'50"W, 44.92 feet;

Thence N89°39'24"W, 50.08 feet;

Thence S0°14'51"W, 79.19 feet to the southeast corner of said Block B;

Thence along the south line of Christopher's Crossing Subdivision, N89°23'49"W, 16.27 feet to the intersection of said south line with the east right-of-way of Lande Lane;

Thence departing said south line, North, 88.84 feet;

Thence East, 60.00 feet;

Thence North, 63.67 feet to the **Point of Beginning**.

Parcel contains 10,299 square feet, more or less.



1/5/2018

**Legal Description by Hodge & Associates  
For Tom Golis  
Right-of-way Dedication**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the southwest corner of Lot 2, Block B of Christopher's Crossing Subdivision, thence along the south line of said subdivision, S88°43'32"E, 141.97 feet, thence, continuing along said south line, S89°23'49"E, 43.92 feet to the **Point of Beginning**:

Thence North, 40.00 feet;  
Thence S89°23'49"E, 40.00 feet;  
Thence North, 48.21 feet;  
Thence East, 60.00 feet;  
Thence south, 88.84 feet, to the intersection of the south line of Christopher's Crossing Subdivision with the east right-of-way of Lande Lane;  
Thence along said south line, N89°23'49"W, 50.00 feet, to the intersection of said south line with the west right-of-way of Lande Lane  
Thence, continuing along said south line, N89°23'49"W, 50.00 feet to the **Point of Beginning**.

Parcel contains 6,912 square feet, more or less.

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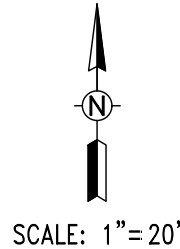


HIGHLAND DRIVE

LANDE LANE

LEGEND

- FOUND IRON PIN
- CALCULATED LOCATION
- SUBJECT PROPERTY BOUNDARY
- ORIGINAL CHRISTOPHER'S CROSSING LOT LINE
- RIGHT-OF-WAY
- - - EASEMENT

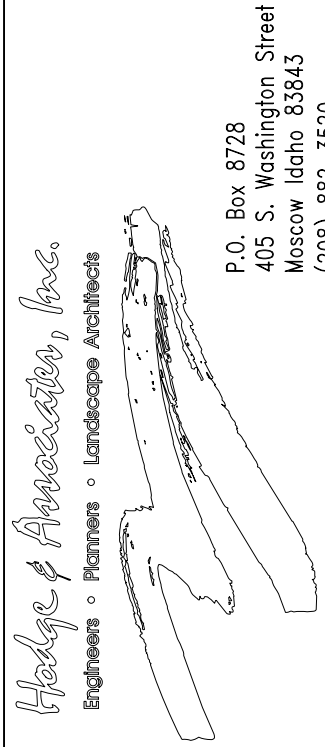


LANDE LANE DEVELOPMENT  
EXISTING BOUNDARY, LOTS, RIGHT-OF-WAY & EASEMENTS  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 3843  
SECTION 5, T39N, R5W, BM

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| Drafted by:  | SW                |
| Checked by:  | SB                |
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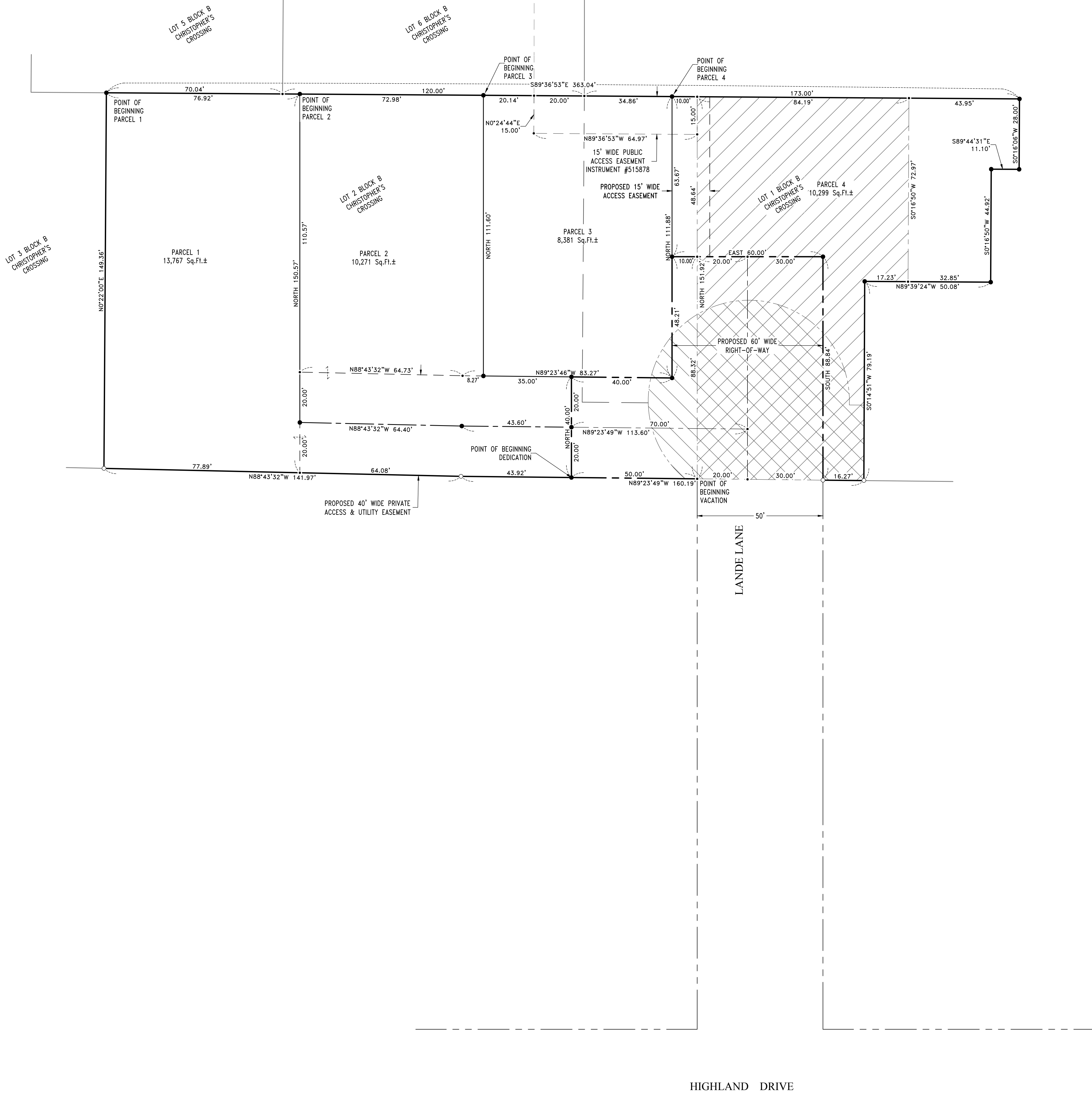
1 OF 4

PRELIMINARY  
NOT FOR  
CONSTRUCTION

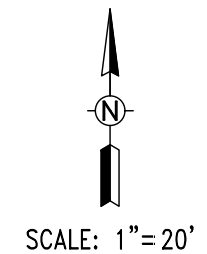




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- LEGEND**
- IRON PIN - TO BE SET
  - FOUND IRON PIN
  - CALCULATED LOCATION
  - SUBJECT PROPERTY BOUNDARY
  - PROPOSED PARCEL BOUNDARY
  - ORIGINAL CHRISTOPHER'S CROSSING LOT LINE
  - PROPOSED RIGHT-OF-WAY
  - EXISTING RIGHT-OF-WAY
  - EXISTING RIGHT-OF-WAY - TO BE VACATED
  - RIGHT-OF-WAY - VACATED BY ORDINANCE #2007-07
  - RIGHT-OF-WAY - RETAINED BY ORDINANCE #2007-07
  - RIGHT-OF-WAY - DEDICATED BY DEED OF DEDICATION #515877
  - CENTER LINE
  - PROPOSED EASEMENT
  - EXISTING EASEMENT



8.f

*Hedge & Associates, Inc.*  
Engineers • Planners • Landscape Architects  
P.O. Box 8728  
405 S. Washington Street  
Moscow, Idaho 83843  
(208) 882-3520

**PRELIMINARY**  
**NOT FOR**  
**CONSTRUCTION**

LANDE LANE DEVELOPMENT  
PRELIMINARY LAND DIVISION  
TOM GOLIS  
LANDE LANE  
MOSCOW, IDAHO, 83843  
SECTION 5, T39N, R5W, BM

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| Drafted by:  | SW              |
| Checked by:  | SB              |
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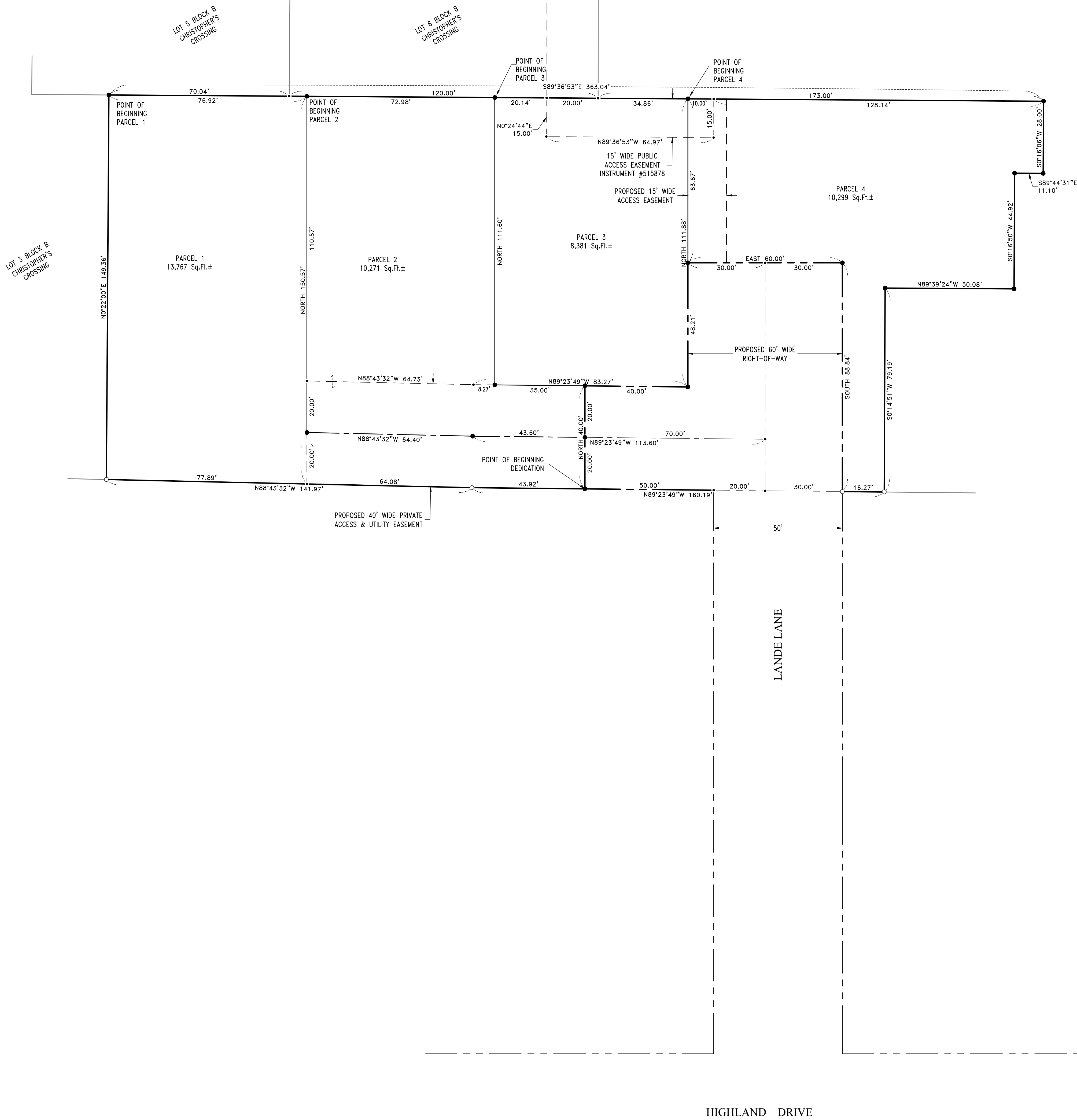
2 OF 4

Packet Pg. 147

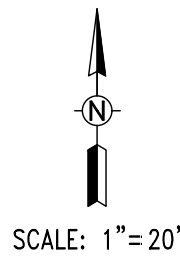
Attachment: 2018 Owner Letter, Original and Proposed Plat Maps, Legal Descriptions (1602 : Public Hearing: Lande Lane Lot Division Request)



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- LEGEND**
- IRON PIN - TO BE SET
  - FOUND IRON PIN
  - CALCULATED LOCATION
  - SUBJECT PROPERTY BOUNDARY
  - PROPOSED PARCEL BOUNDARY
  - PROPOSED RIGHT-OF-WAY
  - EXISTING RIGHT-OF-WAY
  - CENTER LINE
  - - - PROPOSED EASEMENT
  - - - EXISTING EASEMENT

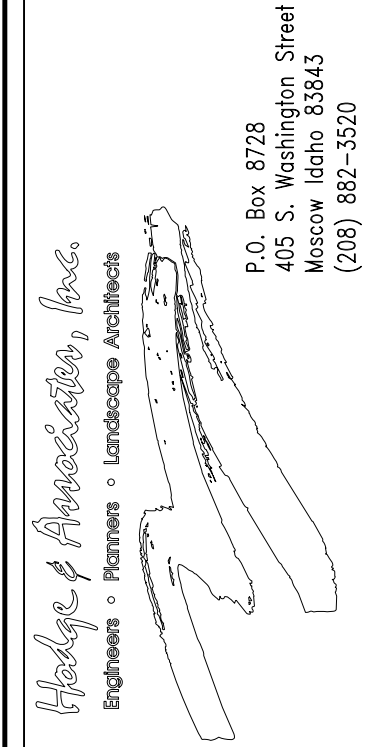


LANDE LANE DEVELOPMENT  
PROPOSED FINAL BOUNDARY, LOTS, RIGHT-OF-WAY AND EASEMENTS  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 83843  
SECTION 5, T39N, R5W, BM

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| Drafted by:  | SW                |
| Checked by:  | SB                |
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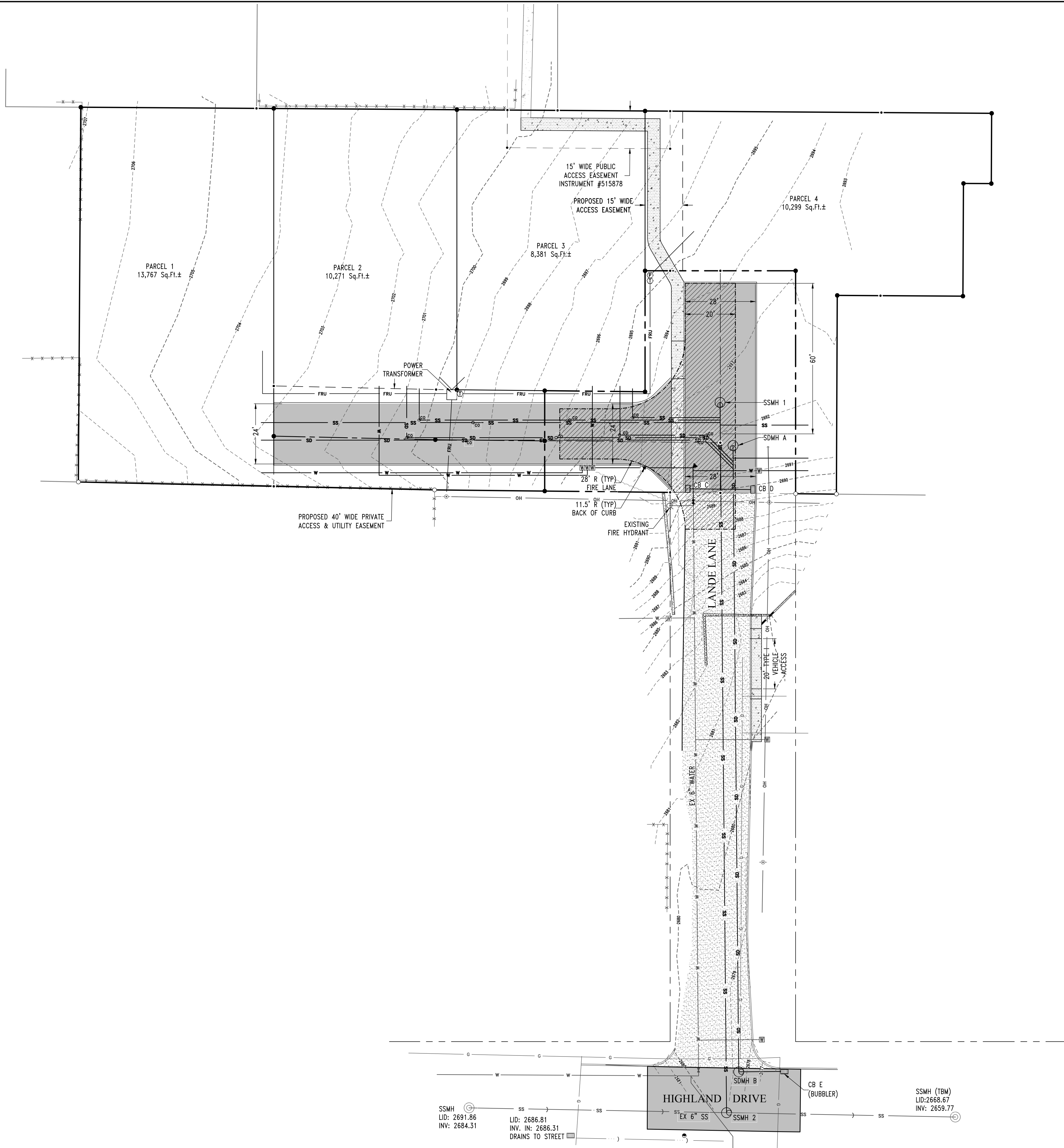
3 OF 4

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**



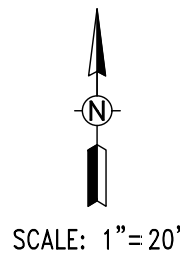


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#### LEGEND

- FRANCHISE UTILITY PEDESTAL (POWER, TELECOMMUNICATIONS)
- MAN HOLE
- CATCH BASIN
- CLEAN OUT
- UTILITY POLE
- SUBJECT PROPERTY BOUNDARY
- PROPOSED PARCEL BOUNDARY
- RIGHT-OF-WAY
- CENTER LINE
- EASEMENT
- WATER LINE
- SANITARY SEWER LINE
- STORM DRAIN LINE
- GAS LINE
- FRANCHISE UTILITY TRENCH (POWER, TELECOMMUNICATIONS)
- OVERHEAD UTILITY LINES
- ASPHALT PAVING
- CONCRETE PAVING
- GRAVEL
- FIRE TRUCK TURN-AROUND



LANDE LANE DEVELOPMENT  
PRELIMINARY UTILITY AND LAYOUT PLAN  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 3843  
SECTION 5, T39N, R5W, BM

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| Designed by: | SB              |
| Drafted by:  | SW              |
| Checked by:  | SB              |
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| Plot Style:  | OCE.ctb         |
| Project:     | 3986-10-17      |
| Date:        | 1/4/18          |

4 OF 4

PRELIMINARY  
NOT FOR  
CONSTRUCTION

1/5/2018

**Legal Description by Hodge & Associates  
For Tom Golis  
Right-of-way Vacation**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the southwest corner of Lot 2, Block B of Christopher's Crossing Subdivision, thence along the south line of said subdivision, S88°43'32"E, 141.97 feet, thence, continuing along said south line, S89°23'49"E, 93.92 feet to the intersection of said south line with the west right-of-way of Lande Lane and the **Point of Beginning**:

Thence North, 151.92 feet, to a point on the north line of Lot 1 of Block B of Christopher's Crossing Subdivision;

Thence along said north line, S89°36'53"E, 84.19 feet;

Thence, departing said line, S0°16'50"W, 72.97 feet, to a point a point on the south line of said Lot 1;

Thence along said south line, N89°39'24"W, 17.23 feet, to an angle point on the east line of Christopher's Crossing Subdivision;

Thence along said east line, S0°14'51"W, 79.19, to the southeast corner of said subdivision;

Thence, along the south line of said subdivision N89°23'49"W, 16.27 feet to the intersection of said south line with the east right-of-way of Lande Lane;

Thence, continuing along said south line, N89°23'49"W, 50.00 feet, to the **Point of Beginning**.

Parcel contains 11,382 square feet, more or less.



December 20, 2017

Mayor Lambert and Moscow City Council  
City Hall  
Moscow, ID 83843

Re: 1415 Lande Lane  
Lot Division

Dear Mayor Lambert and City Council:

Tom Golis is the owners of a lot located at 1415 Land Lane. He wishes vacate the existing Right of Way at the north end of Lande Lane and subsequently dedicate new right of way for a vehicle turn around. The owner is also requesting a lot division to create 4 newly configured lots.

The existing lots are is 12,889 square feet. The proposed lot sizes would be:

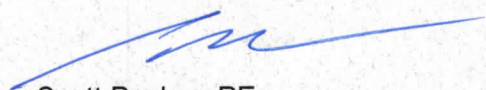
1. Lot 1 – 14,427 SF
2. Lot 2 – 11,211 SF
3. Lot 3 – 8,381 SF
4. Lot 4 – 10,299 SF

Attached are the following:

1. Existing Record of Survey
2. Proposed Record of Survey
3. Existing overlaid with proposed survey lines
4. Proposed public improvements
5. Legal descriptions for existing and proposed Right of Way

Please do not hesitate to contact me if you have questions regarding the lot division request

Sincerely,



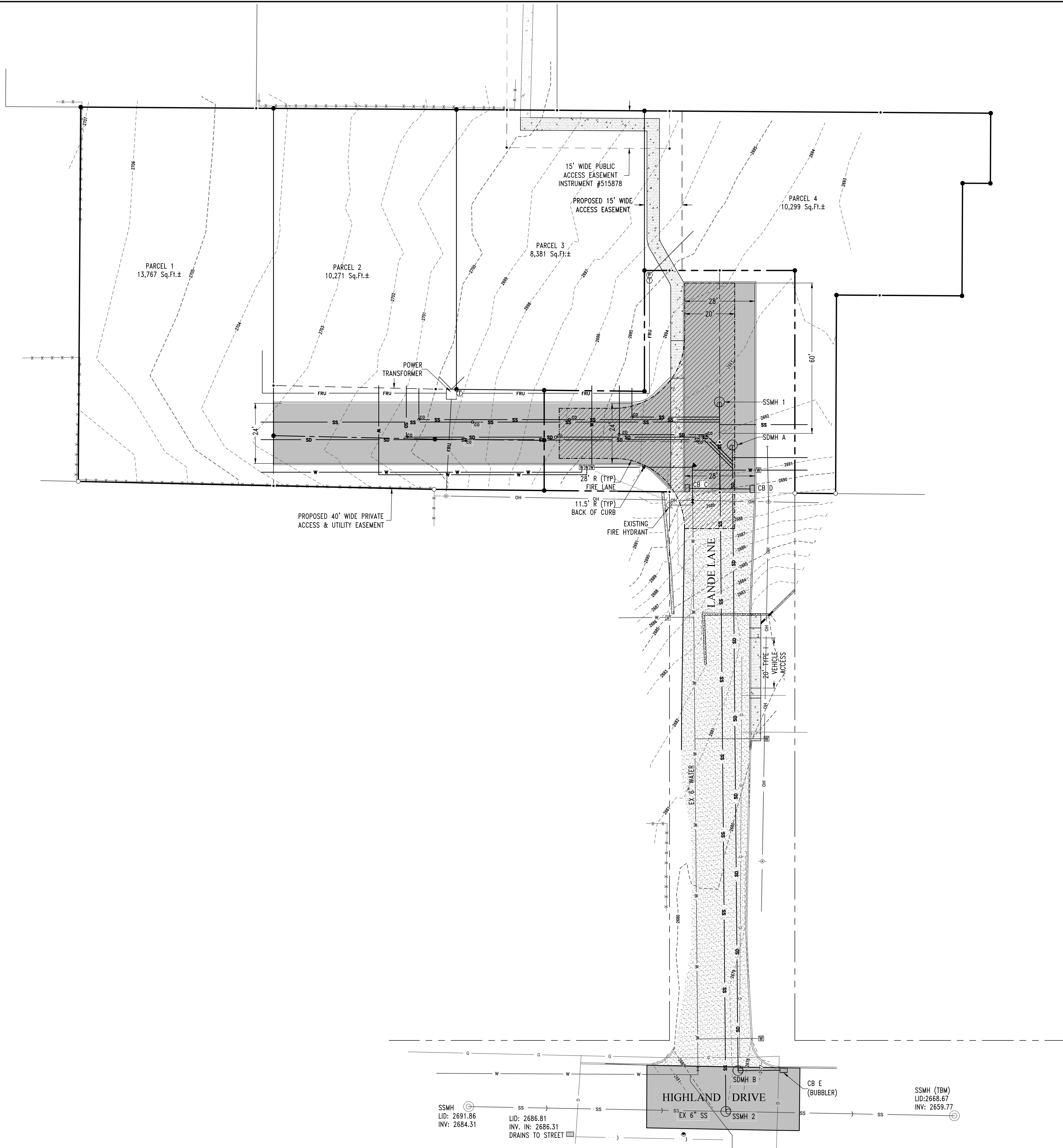
Scott Becker, PE  
Principal  
Hodge and Associates Inc.

Enc  
Cc: Tom Golis

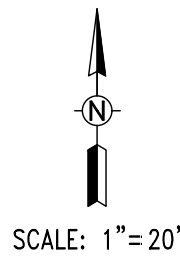
Attachment: 1333 Lande Lot Division Request (1662 : Public Hearing: Lande Lane Lot Division Request)



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| LEGEND |                                                        |
|--------|--------------------------------------------------------|
|        | FRANCHISE UTILITY PEDESTAL (POWER, TELECOMMUNICATIONS) |
|        | MAN HOLE                                               |
|        | CATCH BASIN                                            |
|        | CLEAN OUT                                              |
|        | UTILITY POLE                                           |
|        | SUBJECT PROPERTY BOUNDARY                              |
|        | PROPOSED PARCEL BOUNDARY                               |
|        | RIGHT-OF-WAY                                           |
|        | CENTER LINE                                            |
|        | EASEMENT                                               |
|        | WATER LINE                                             |
|        | SANITARY SEWER LINE                                    |
|        | STORM DRAIN LINE                                       |
|        | GAS LINE                                               |
|        | FRANCHISE UTILITY TRENCH (POWER, TELECOMMUNICATIONS)   |
|        | OVERHEAD UTILITY LINES                                 |
|        | ASPHALT PAVING                                         |
|        | CONCRETE PAVING                                        |
|        | GRAVEL                                                 |
|        | FIRE TRUCK TURN-AROUND                                 |



LANDE LANE DEVELOPMENT  
PRELIMINARY UTILITY AND LAYOUT PLAN  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 83843  
SECTION 5, T39N, R5W, BM

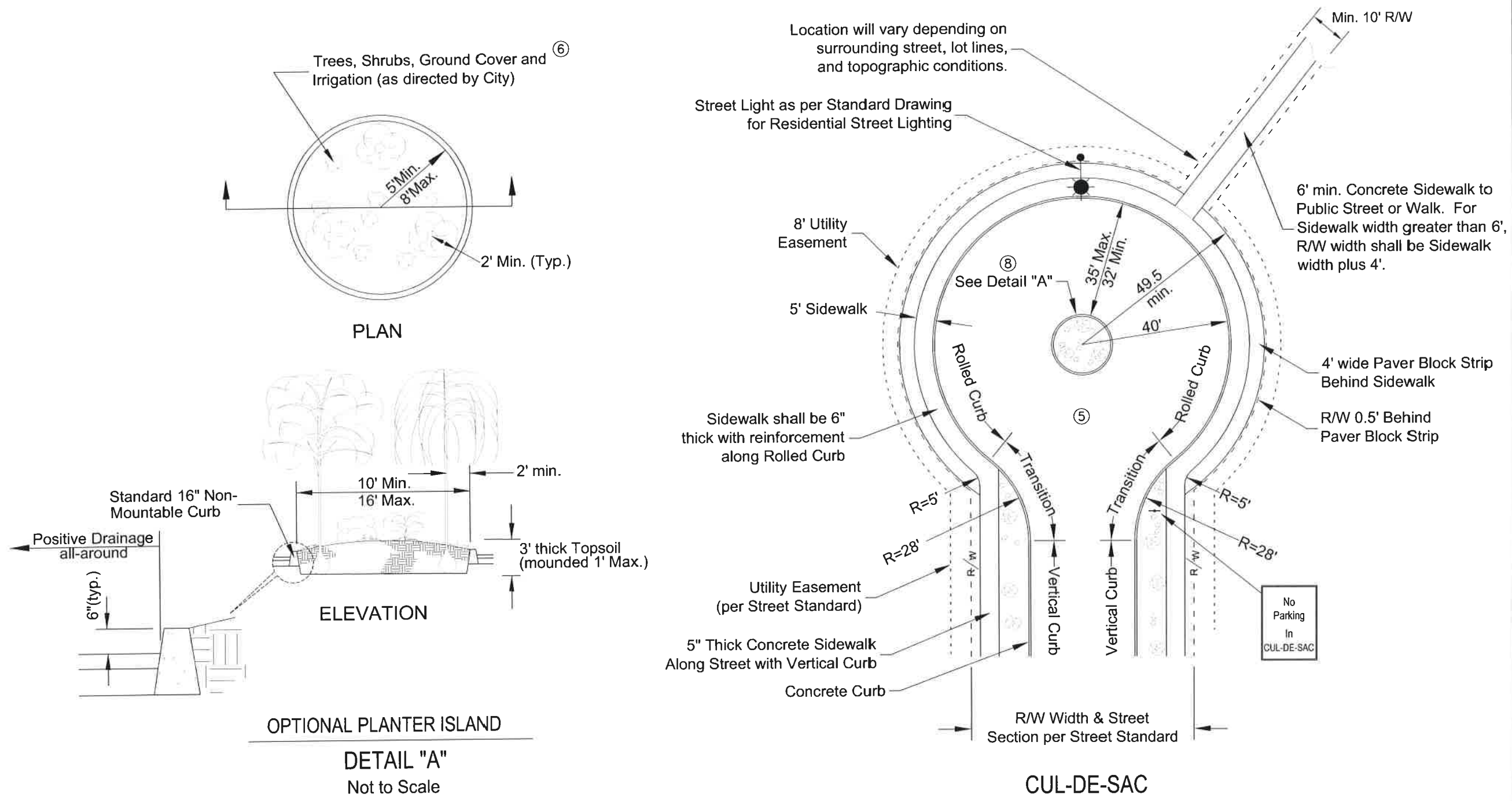
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| Plot Style:  | OCE.ctb         |
| Project:     | 3986-10-17      |
| Date:        | 1/4/18          |

4 OF 4

PRELIMINARY  
NOT FOR  
CONSTRUCTION

Hedge & Associates, Inc.  
Engineers • Planners • Landscape Architects  
P.O. Box 8728  
405 S. Washington Street  
Moscow Idaho 83843  
(208) 882-3520





NOTES:

1. Use of cul-de-sac and 'dead end' streets shall be limited to promote street connectivity and emergency vehicle access. Cul-de-sacs shall only be allowed when topographic conditions or other factors prohibit reasonable extension of the street.
2. Center cul-de-sacs and turnarounds in platted right-of-way unless otherwise approved by the City Engineer.
3. All signs to be furnished and installed by 'Developer'. Signs and installation to be in accordance with MUTCD and City Specifications.
4. Tree selection and planting shall comply with the City's Arboricultural Standards and Specification Guide.

5. All cul-de-sacs to be constructed with a minimum of 1.0% sloping surface to drain.
6. All curb radii dimensions are measured as per the Standard Drawing for Curbs.
7. Seed all cut/fill slopes and green strips per city specifications.
8. Installation of optional Planter Island as per approval by the City Engineer.
9. 'Not A Through Street' sign required at the entrance of cul-de-sac streets.
10. No utility poles, light standards, mailboxes, fire hydrants, or other vertical features allowed in sidewalk or paver block strip within cul-de-sac.
11. Geotechnical Engineering assessment of soil conditions may be required by City Engineer to determine if additional asphalt pavement and aggregate base depth will be required.

| REVISIONS |             |
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| DATE      | DESCRIPTION |
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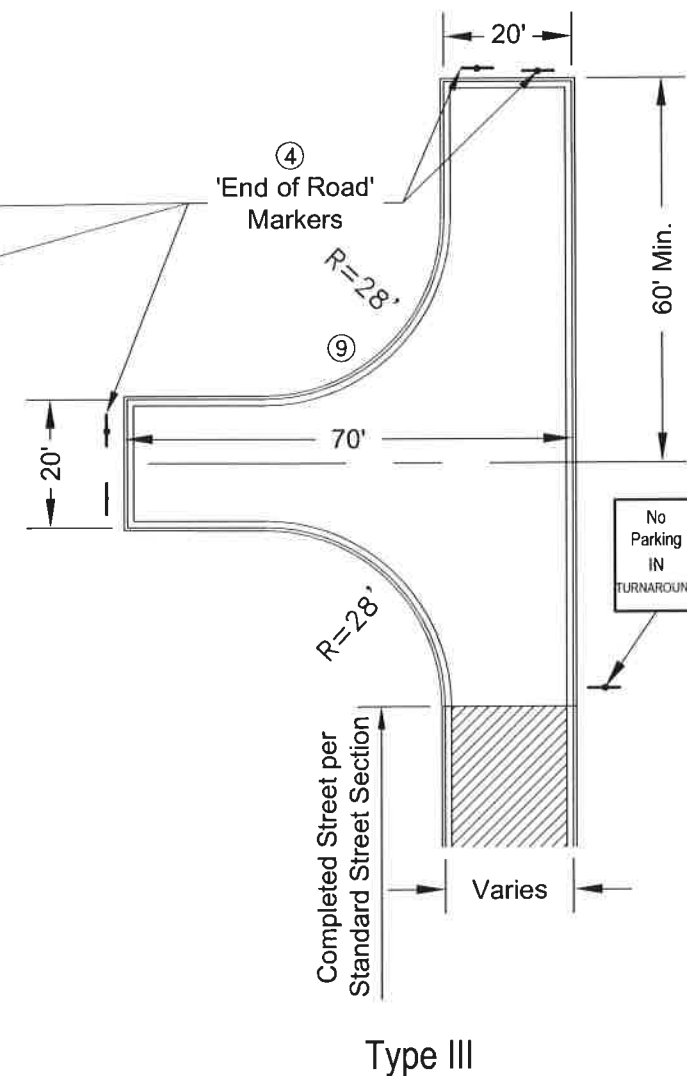
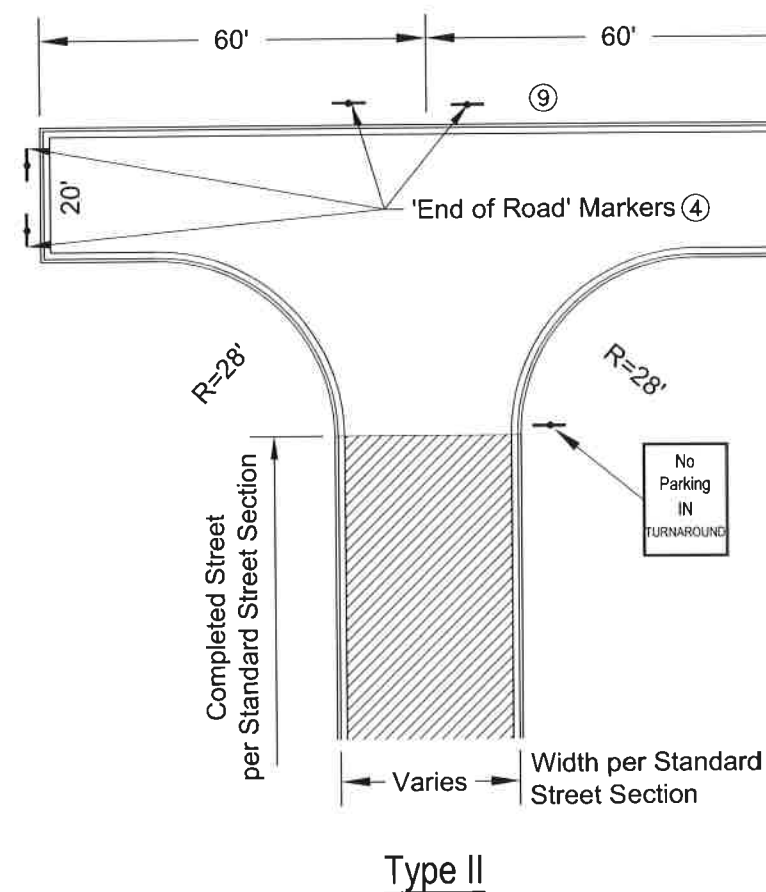
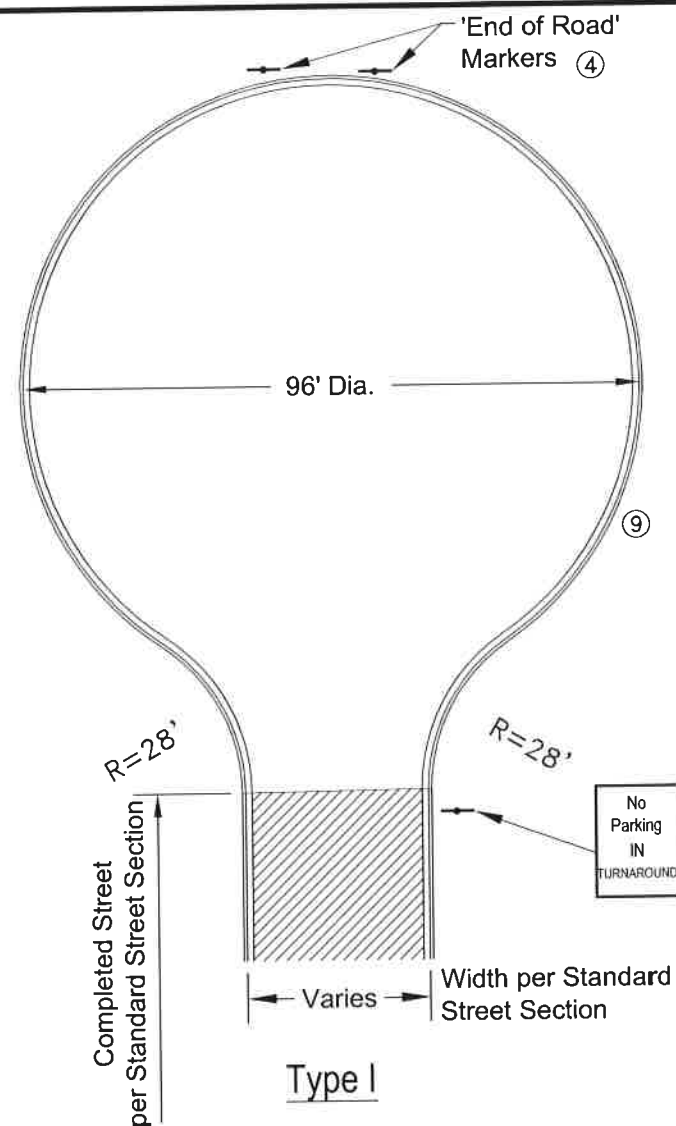
PROFESSIONAL ENGINEER  
KEVIN LILLY  
8832  
5-19-14  
STATE OF IDAHO

|                                   |                        |                       |                    |
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| DRAFTED BY:<br>K.Kipp / C.Edwards | CHECKED BY:<br>K.Lilly | DRAWING SCALE:<br>NTS | DATE:<br>2-26-2014 |
|-----------------------------------|------------------------|-----------------------|--------------------|

**CUL-DE-SAC DETAILS**

**CITY OF MOSCOW**  
ENGINEERING DEPARTMENT

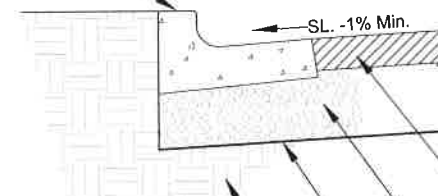
DRAWING NUMBER:  
**4**



NOTES:

1. Other configurations may be approved by the City Engineer and Fire Marshal; basic dimensional criterion shown herein must be satisfied.
2. Temporary easements must be granted for those portions of temporary turnarounds outside of platted public utility easements and rights-of-way.
3. Temporary turnarounds may be designed to include driveways; public easement required.
4. 'End of Roadway' markers per Standard Drawing for End of Road Marker & Dead End Signs must be placed as shown.
5. All signs to be furnished and installed by 'Developer.' Signs and installation to be in accordance with MUTCD and City Specifications.
6. One street light required. Locate as per Standard Drawing for Residential Street Lighting.
7. Temporary turnarounds with steep embankments exceeding three feet (3') in height must have guardrail or barrier protection; as required and/or approved by the City Engineer.
8. Temporary turnarounds shall be designed to provide a minimum drainage slope of 1% to an approved public storm drainage system; including catch basins and piping, as required.
9. Curb, Type 'B' required all-around or as approved by the City Engineer.

Type 'B' Curb



Typical Section

- 4" Min. Thick Bituminous Pavement Surface in 2 lifts, 2.5" Base Course and 1.5" Top Course
- 8" of 3/4"(-) Base Aggr. (95% Compaction)
- Subgrade Separation Geotextile Fabric (ITD Type II, Woven or Nonwoven)
- Compact Subgrade

| REVISIONS |             |
|-----------|-------------|
| DATE      | DESCRIPTION |
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PROFESSIONAL ENGINEER  
REGISTERED  
8832  
5-19-14  
STATE OF IDAHO  
KEVIN LILLY

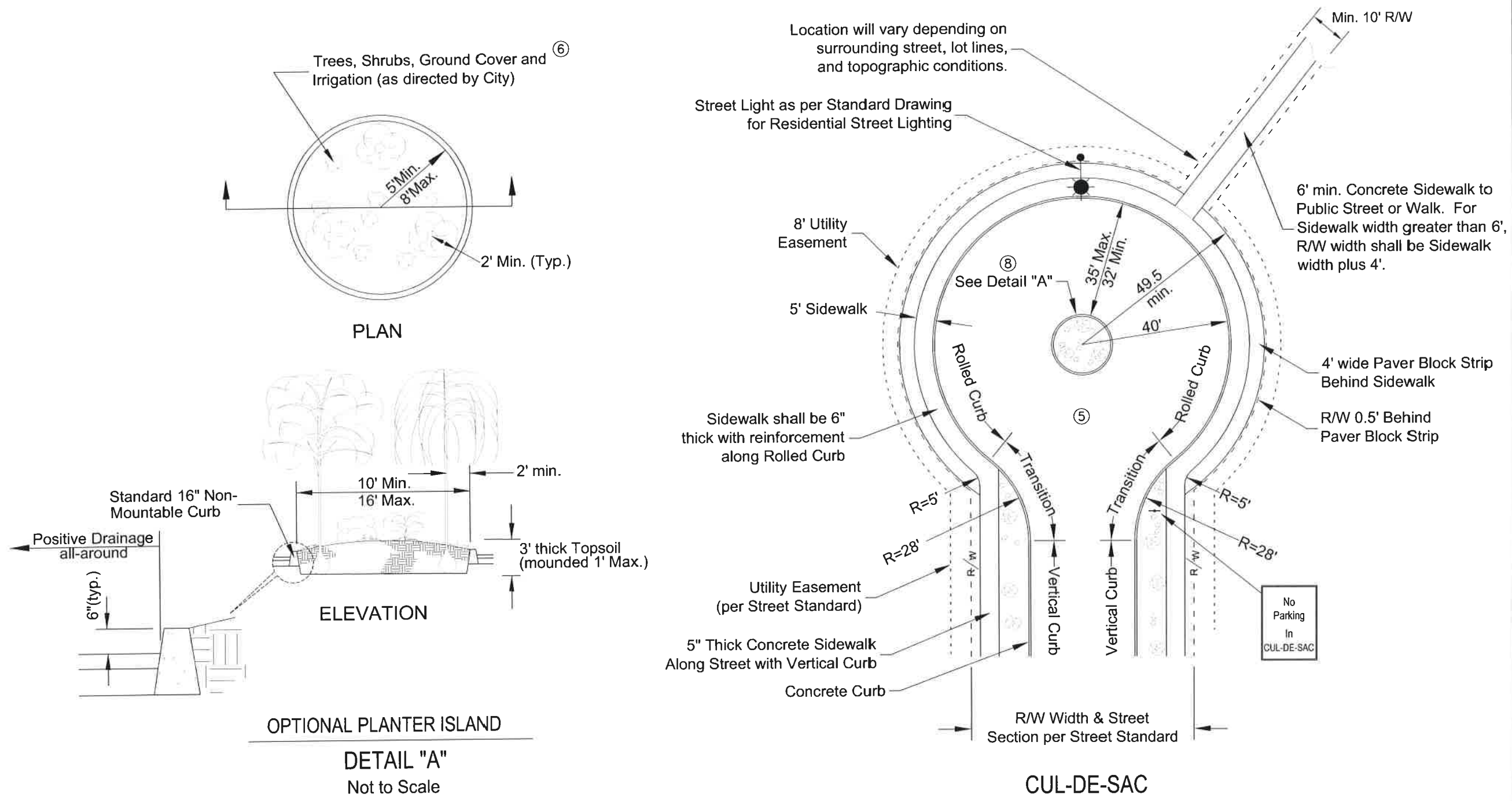
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| DRAFTED BY:<br>C. Edwards | CHECKED BY:<br>K. Lilly | DRAWING SCALE:<br>NTS | DATE:<br>3-5-2014 |
|---------------------------|-------------------------|-----------------------|-------------------|

**TEMPORARY TURNAROUND**

**CITY OF MOSCOW**  
ENGINEERING DEPARTMENT

DRAWING NUMBER:  
**5**





NOTES:

1. Use of cul-de-sac and 'dead end' streets shall be limited to promote street connectivity and emergency vehicle access. Cul-de-sacs shall only be allowed when topographic conditions or other factors prohibit reasonable extension of the street.
2. Center cul-de-sacs and turnarounds in platted right-of-way unless otherwise approved by the City Engineer.
3. All signs to be furnished and installed by 'Developer'. Signs and installation to be in accordance with MUTCD and City Specifications.
4. Tree selection and planting shall comply with the City's Arboricultural Standards and Specification Guide.

5. All cul-de-sacs to be constructed with a minimum of 1.0% sloping surface to drain.
6. All curb radii dimensions are measured as per the Standard Drawing for Curbs.
7. Seed all cut/fill slopes and green strips per city specifications.
8. Installation of optional Planter Island as per approval by the City Engineer.
9. 'Not A Through Street' sign required at the entrance of cul-de-sac streets.
10. No utility poles, light standards, mailboxes, fire hydrants, or other vertical features allowed in sidewalk or paver block strip within cul-de-sac.
11. Geotechnical Engineering assessment of soil conditions may be required by City Engineer to determine if additional asphalt pavement and aggregate base depth will be required.

| REVISIONS |             |
|-----------|-------------|
| DATE      | DESCRIPTION |
|           |             |
|           |             |
|           |             |
|           |             |

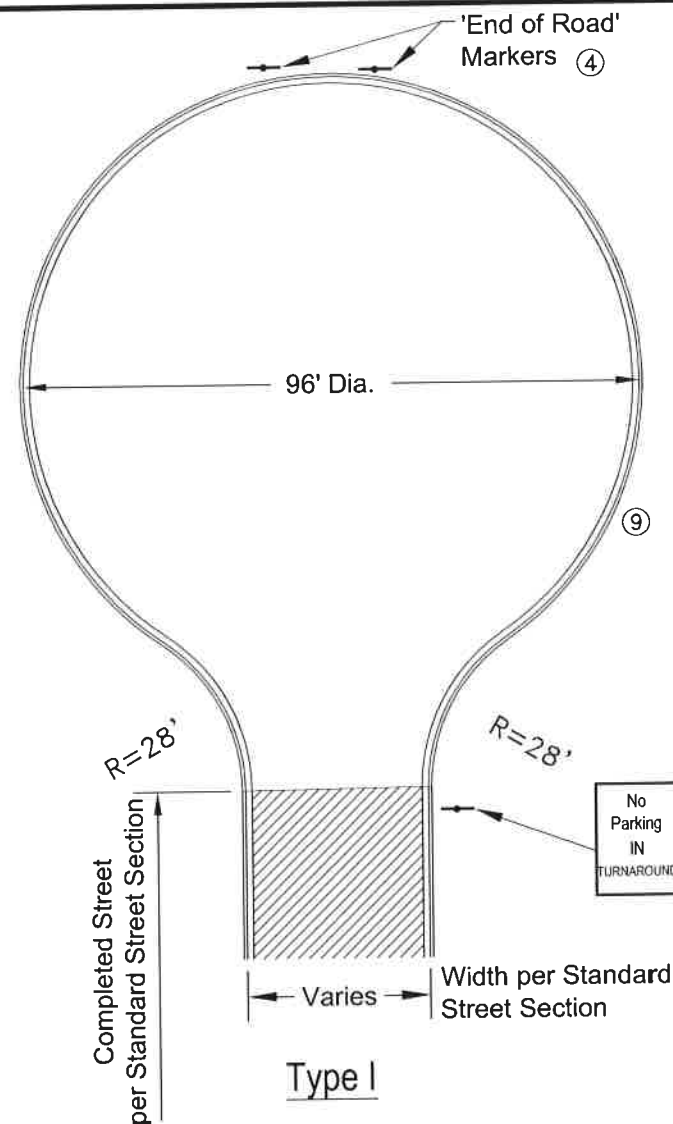
PROFESSIONAL ENGINEER  
REGISTERED  
8832  
5-19-14  
STATE OF IDAHO  
KEVIN LILLY

DRAFTED BY: K.Kipp / C.Edwards  
CHECKED BY: K.Lilly  
DRAWING SCALE: NTS  
DATE: 2-26-2014

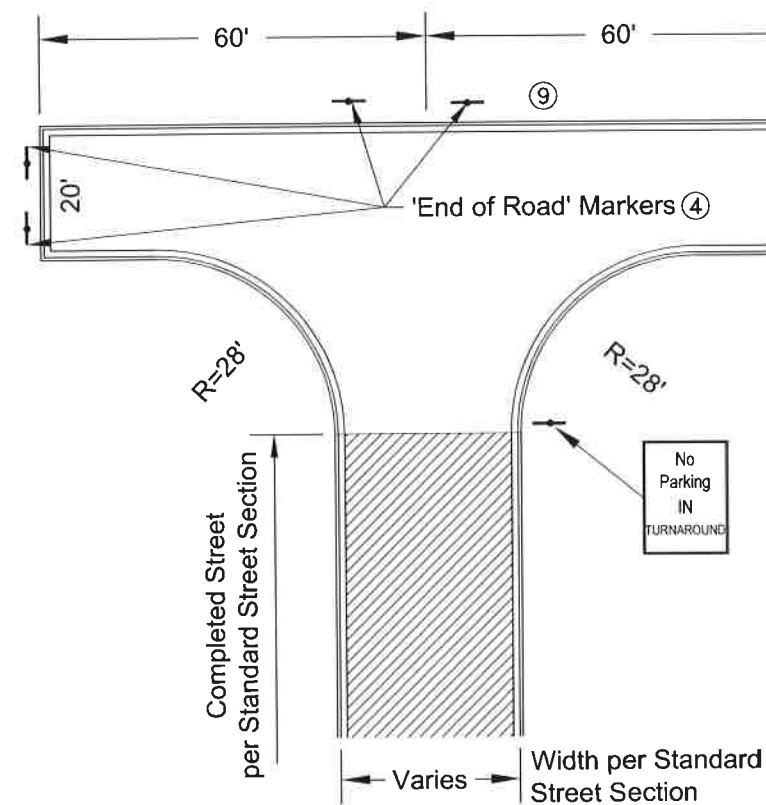
**CUL-DE-SAC DETAILS**

**CITY OF MOSCOW**  
ENGINEERING DEPARTMENT

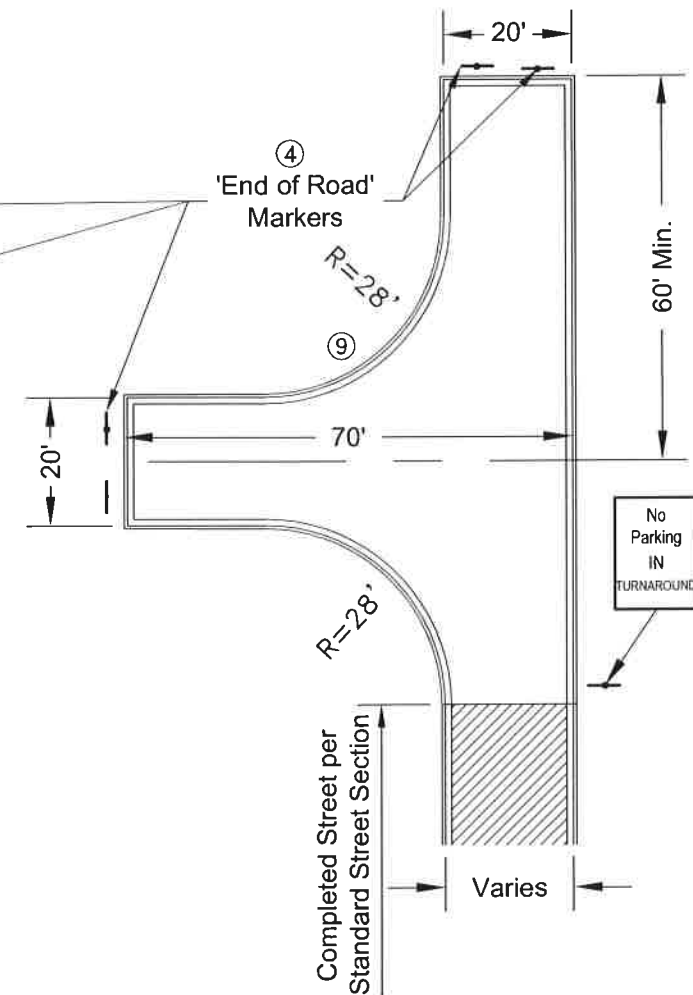
DRAWING NUMBER:  
**4**



Type I



Type II

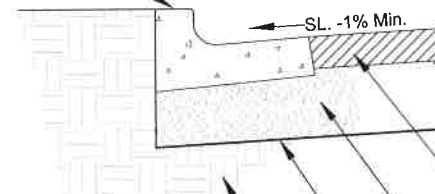


Type III

**NOTES:**

- Other configurations may be approved by the City Engineer and Fire Marshal; basic dimensional criterion shown herein must be satisfied.
- Temporary easements must be granted for those portions of temporary turnarounds outside of platted public utility easements and rights-of-way.
- Temporary turnarounds may be designed to include driveways; public easement required.
- 'End of Roadway' markers per Standard Drawing for End of Road Marker & Dead End Signs must be placed as shown.
- All signs to be furnished and installed by 'Developer.' Signs and installation to be in accordance with MUTCD and City Specifications.
- One street light required. Locate as per Standard Drawing for Residential Street Lighting.
- Temporary turnarounds with steep embankments exceeding three feet (3') in height must have guardrail or barrier protection; as required and/or approved by the City Engineer.
- Temporary turnarounds shall be designed to provide a minimum drainage slope of 1% to an approved public storm drainage system; including catch basins and piping, as required.
- Curb, Type 'B' required all-around or as approved by the City Engineer.

Type 'B' Curb



Typical Section

4" Min. Thick Bituminous Pavement Surface in 2 lifts, 2.5" Base Course and 1.5" Top Course

8" of 3/4"(-) Base Aggr. (95% Compaction)

Subgrade Separation Geotextile Fabric (ITD Type II, Woven or Nonwoven)

Compact Subgrade

| REVISIONS | DESCRIPTION |
|-----------|-------------|
| DATE      |             |



DRAFTED BY:  
C. Edwards

CHECKED BY:  
K. Lilly

DRAWING SCALE:  
NTS

DATE:  
3-5-2014

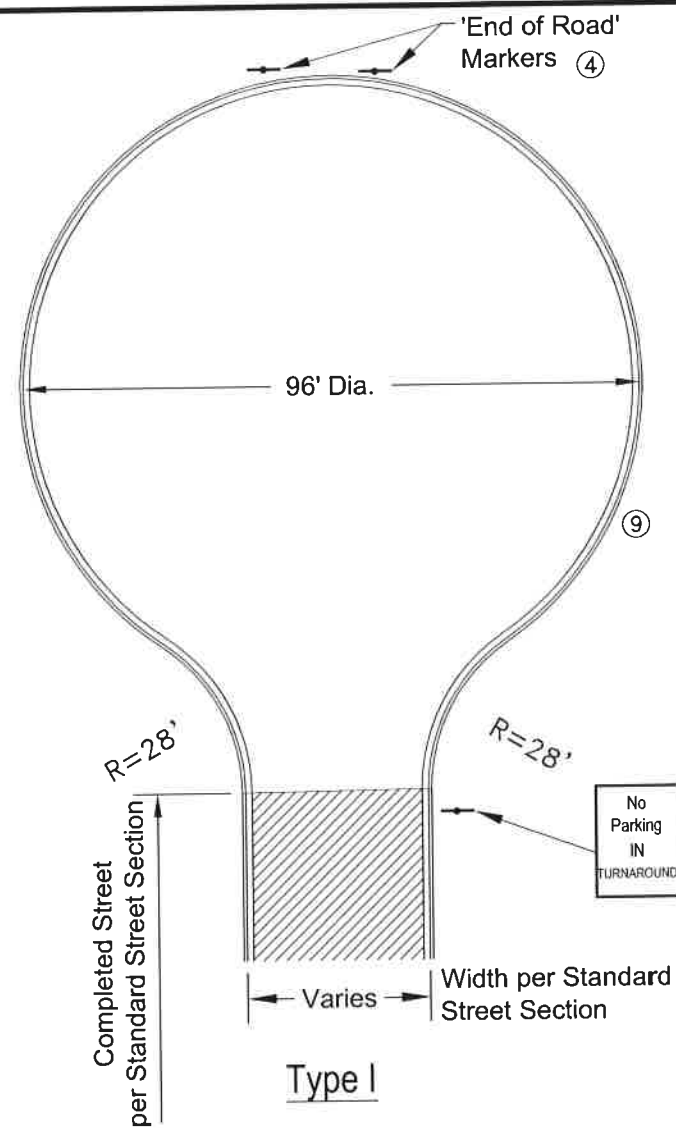
**TEMPORARY  
TURNAROUND**

**CITY OF MOSCOW**  
ENGINEERING DEPARTMENT

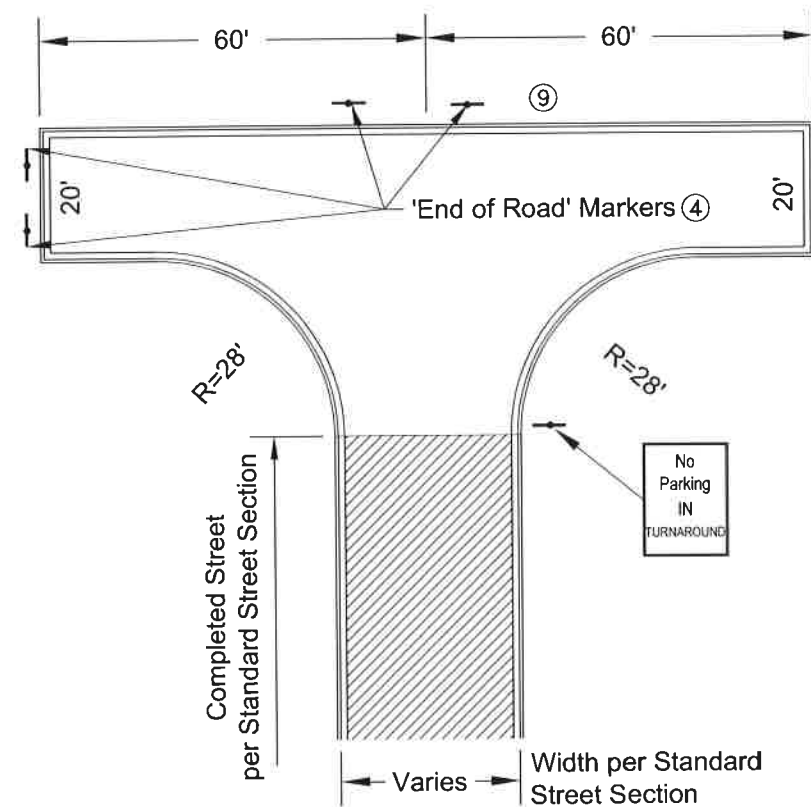
DRAWING NUMBER:

**5**

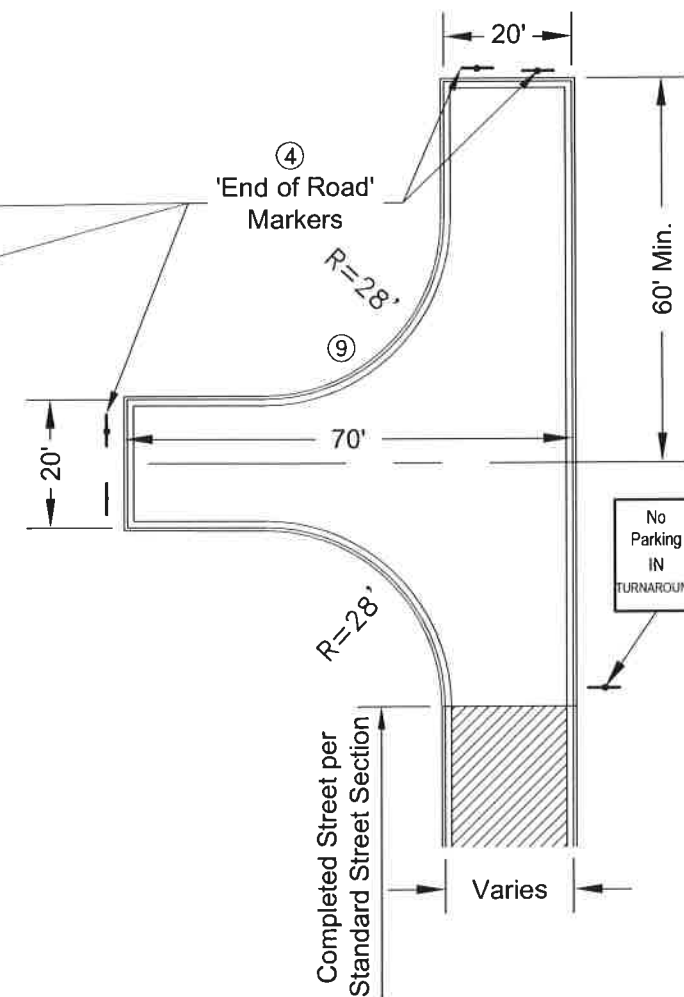




Type I



Type II

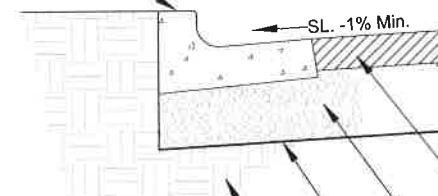


Type III

NOTES:

1. Other configurations may be approved by the City Engineer and Fire Marshal; basic dimensional criterion shown herein must be satisfied.
2. Temporary easements must be granted for those portions of temporary turnarounds outside of platted public utility easements and rights-of-way.
3. Temporary turnarounds may be designed to include driveways; public easement required.
4. 'End of Roadway' markers per Standard Drawing for End of Road Marker & Dead End Signs must be placed as shown.
5. All signs to be furnished and installed by 'Developer.' Signs and installation to be in accordance with MUTCD and City Specifications.
6. One street light required. Locate as per Standard Drawing for Residential Street Lighting.
7. Temporary turnarounds with steep embankments exceeding three feet (3') in height must have guardrail or barrier protection; as required and/or approved by the City Engineer.
8. Temporary turnarounds shall be designed to provide a minimum drainage slope of 1% to an approved public storm drainage system; including catch basins and piping, as required.
9. Curb, Type 'B' required all-around or as approved by the City Engineer.

Type 'B' Curb



Typical Section

4" Min. Thick Bituminous Pavement Surface in 2 lifts, 2.5" Base Course and 1.5" Top Course

8" of 3/4"(-) Base Aggr. (95% Compaction)

Subgrade Separation Geotextile Fabric (ITD Type II, Woven or Nonwoven)

Compact Subgrade

| REVISIONS |             |
|-----------|-------------|
| DATE      | DESCRIPTION |
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |

PROFESSIONAL ENGINEER  
REGISTERED  
8832  
5-19-14  
STATE OF IDAHO  
KEVIN LILLY

|                           |                         |                       |                   |
|---------------------------|-------------------------|-----------------------|-------------------|
| DRAFTED BY:<br>C. Edwards | CHECKED BY:<br>K. Lilly | DRAWING SCALE:<br>NTS | DATE:<br>3-5-2014 |
|---------------------------|-------------------------|-----------------------|-------------------|

**TEMPORARY TURNAROUND**

**CITY OF MOSCOW**  
ENGINEERING DEPARTMENT

DRAWING NUMBER:  
**5**

*Hodge & Associates, Inc.*

ENGINEERS • PLANNERS • LANDSCAPE ARCHITECTS • SURVEYORS

December 20, 2017

Mayor Lambert and Moscow City Council  
City Hall  
Moscow, ID 83843

Re: **1333** Lande Lane  
Lot Division

Dear Mayor Lambert and City Council:

Tom Golis is the owners of a lot located at 1415 Land Lane. He wishes vacate the existing Right of Way at the north end of Lande Lane and subsequently dedicate new right of way for a vehicle turn around. The owner is also requesting a lot division to create 4 newly configured lots.

The existing lots are is 12,889 square feet. The proposed lot sizes would be:

1. Lot 1 – 14,427 SF
2. Lot 2 – 11,211 SF
3. Lot 3 – 8,381 SF
4. Lot 4 – 10,299 SF

Two existing parcels (RPM012900B0020 and RPM012900B001A) are over 38,400 SF

Attached are the following:

1. Existing Record of Survey
2. Proposed Record of Survey
3. Existing overlaid with proposed survey lines
4. Proposed public improvements
5. Legal descriptions for existing and proposed Right of Way

Please do not hesitate to contact me if you have questions regarding the lot division request

Sincerely,

  
Scott Becker, PE  
Principal  
Hodge and Associates Inc.

Enc  
Cc: Tom Golis

1/5/2018

**Legal Description by Hodge & Associates  
For Tom Golis  
Right-of-way Dedication**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the southwest corner of Lot 2, Block B of Christopher's Crossing Subdivision, thence along the south line of said subdivision, S88°43'32"E, 141.97 feet, thence, continuing along said south line, S89°23'49"E, 43.92 feet to the **Point of Beginning**:

Thence North, 40.00 feet;  
Thence S89°23'49"E, 40.00 feet;  
Thence North, 48.21 feet;  
Thence East, 60.00 feet;  
Thence south, 88.84 feet, to the intersection of the south line of Christopher's Crossing Subdivision with the east right-of-way of Lande Lane;  
Thence along said south line, N89°23'49"W, 50.00 feet, to the intersection of said south line with the west right-of-way of Lande Lane  
Thence, continuing along said south line, N89°23'49"W, 50.00 feet to the **Point of Beginning**.

Parcel contains 6,912 square feet, more or less.

Attachment: Lande ROW Application\_001\_Final (1662 : Public Hearing: Lande Lane Lot Division Request)

1/5/2018

**Legal Description by Hodge & Associates  
For Tom Golis  
Right-of-way Vacation**

A legal description for a parcel of land, located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision, in the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the southwest corner of Lot 2, Block B of Christopher's Crossing Subdivision, thence along the south line of said subdivision, S88°43'32"E, 141.97 feet, thence, continuing along said south line, S89°23'49"E, 93.92 feet to the intersection of said south line with the west right-of-way of Lande Lane and the **Point of Beginning**:

Thence North, 151.92 feet, to a point on the north line of Lot 1 of Block B of Christopher's Crossing Subdivision;

Thence along said north line, S89°36'53"E, 84.19 feet;

Thence, departing said line, S0°16'50"W, 72.97 feet, to a point a point on the south line of said Lot 1;

Thence along said south line, N89°39'24"W, 17.23 feet, to an angle point on the east line of Christopher's Crossing Subdivision;

Thence along said east line, S0°14'51"W, 79.19, to the southeast corner of said subdivision;

Thence, along the south line of said subdivision N89°23'49"W, 16.27 feet to the intersection of said south line with the east right-of-way of Lande Lane;

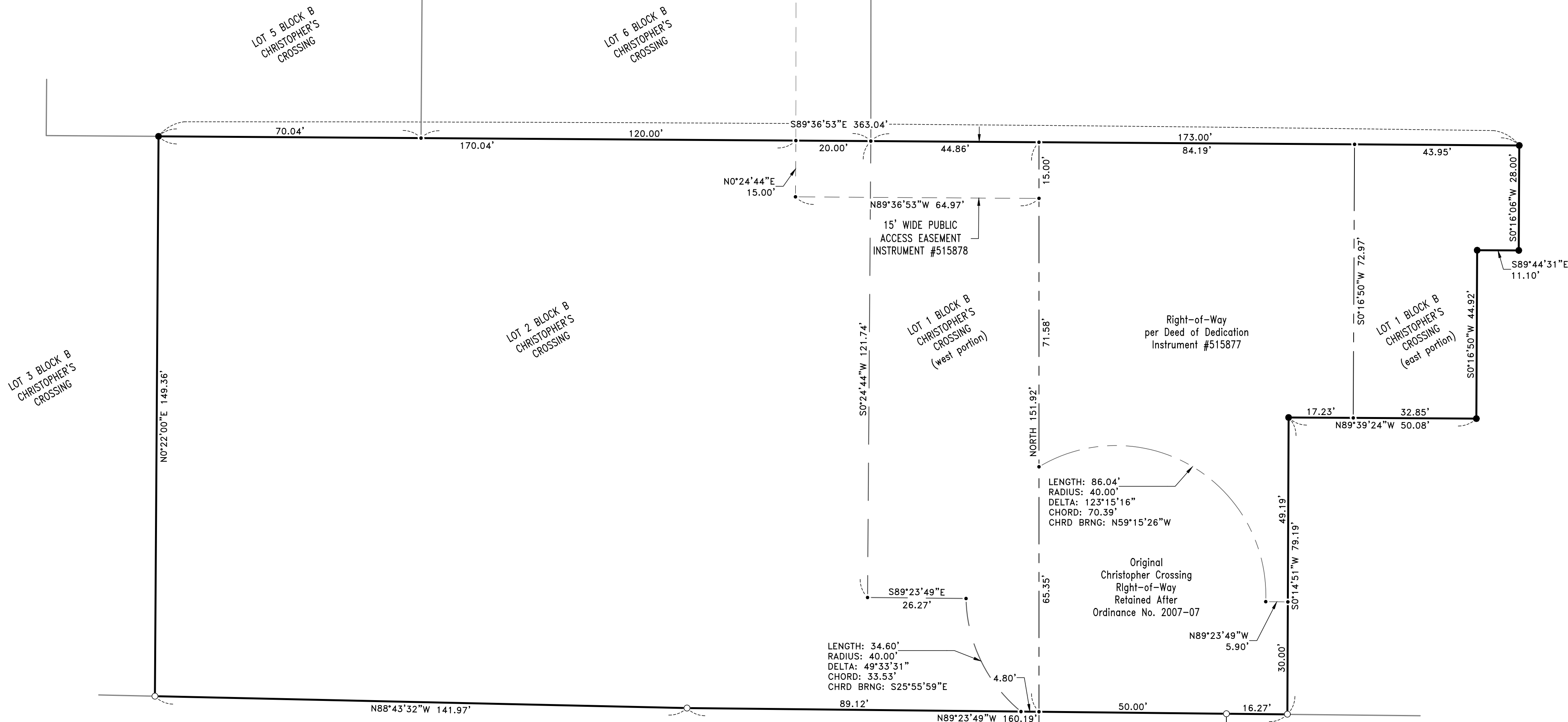
Thence, continuing along said south line, N89°23'49"W, 50.00 feet, to the **Point of Beginning**.

Parcel contains 11,382 square feet, more or less.

Attachment: Lande ROW Application\_001\_Final (1662 : Public Hearing: Lande Lane Lot Division Request)

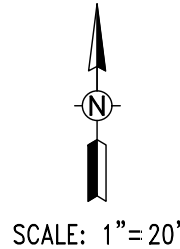


P:\3986-Lande Lane.dwg 3/9/18 AutoCAD 2018 existing.dwg 1/2/2018 8:15 AM



LEGEND

- FOUND IRON PIN
- CALCULATED LOCATION
- SUBJECT PROPERTY BOUNDARY
- ORIGINAL CHRISTOPHER'S CROSSING LOT LINE
- RIGHT-OF-WAY
- - - EASEMENT



LANDE LANE DEVELOPMENT  
EXISTING BOUNDARY, LOTS, RIGHT-OF-WAY & EASEMENTS  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 3843  
SECTION 5, T39N, R5W, BM

|              |                   |
|--------------|-------------------|
| Designed by: | SB                |
| Drafted by:  | SW                |
| Checked by:  | SB                |
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| Date:        | 1/3/18            |

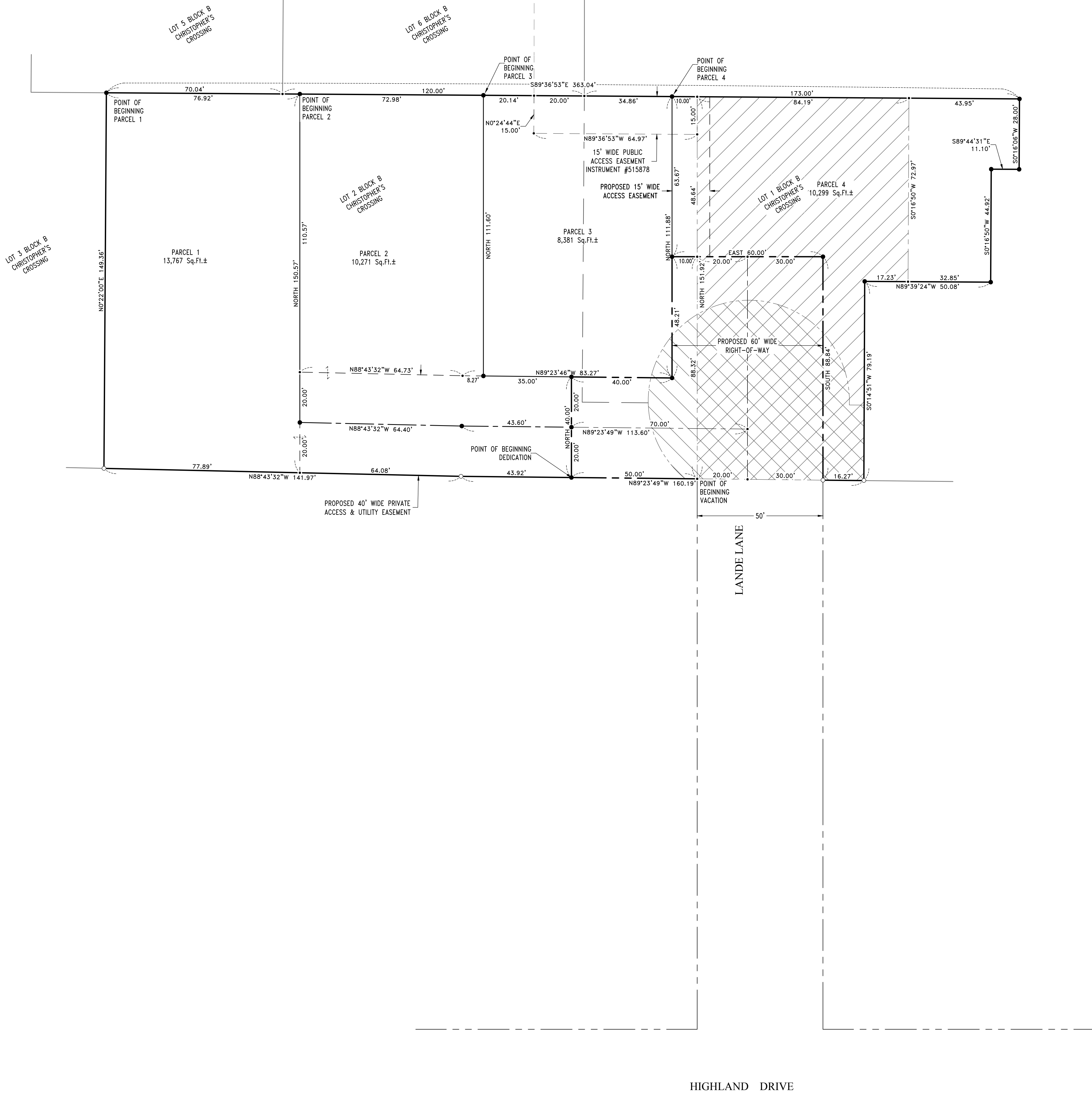
1 OF 4

PRELIMINARY  
NOT FOR  
CONSTRUCTION

Hedge & Associates, Inc.  
Engineers • Planners • Landscape Architects  
P.O. Box 8728  
405 S. Washington Street  
Moscow, Idaho 83843  
(208) 882-3520

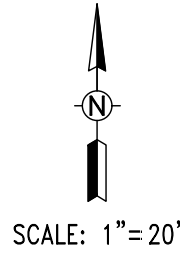


P:\3986-Lande Lane.dwg 3986-ACD 3986 Design.dwg 12/2018 8:14 AM



LEGEND

- IRON PIN - TO BE SET
- FOUND IRON PIN
- CALCULATED LOCATION
- SUBJECT PROPERTY BOUNDARY
- PROPOSED PARCEL BOUNDARY
- ORIGINAL CHRISTOPHER'S CROSSING LOT LINE
- PROPOSED RIGHT-OF-WAY
- EXISTING RIGHT-OF-WAY
- EXISTING RIGHT-OF-WAY - TO BE VACATED
- RIGHT-OF-WAY - VACATED BY ORDINANCE #2007-07
- RIGHT-OF-WAY - RETAINED BY ORDINANCE #2007-07
- RIGHT-OF-WAY - DEDICATED BY DEED OF DEDICATION #515877
- CENTER LINE
- PROPOSED EASEMENT
- EXISTING EASEMENT

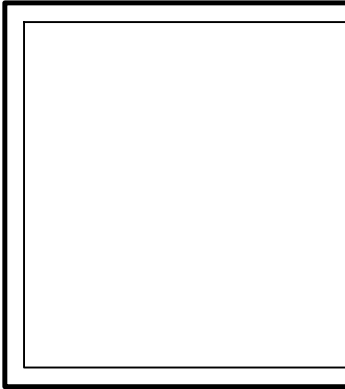


LANDE LANE DEVELOPMENT  
PRELIMINARY LAND DIVISION

TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 83843  
SECTION 5, T39N, R5W, BM

|              |                 |
|--------------|-----------------|
| Designed by: | SB              |
| Drafted by:  | SW              |
| Checked by:  | SB              |
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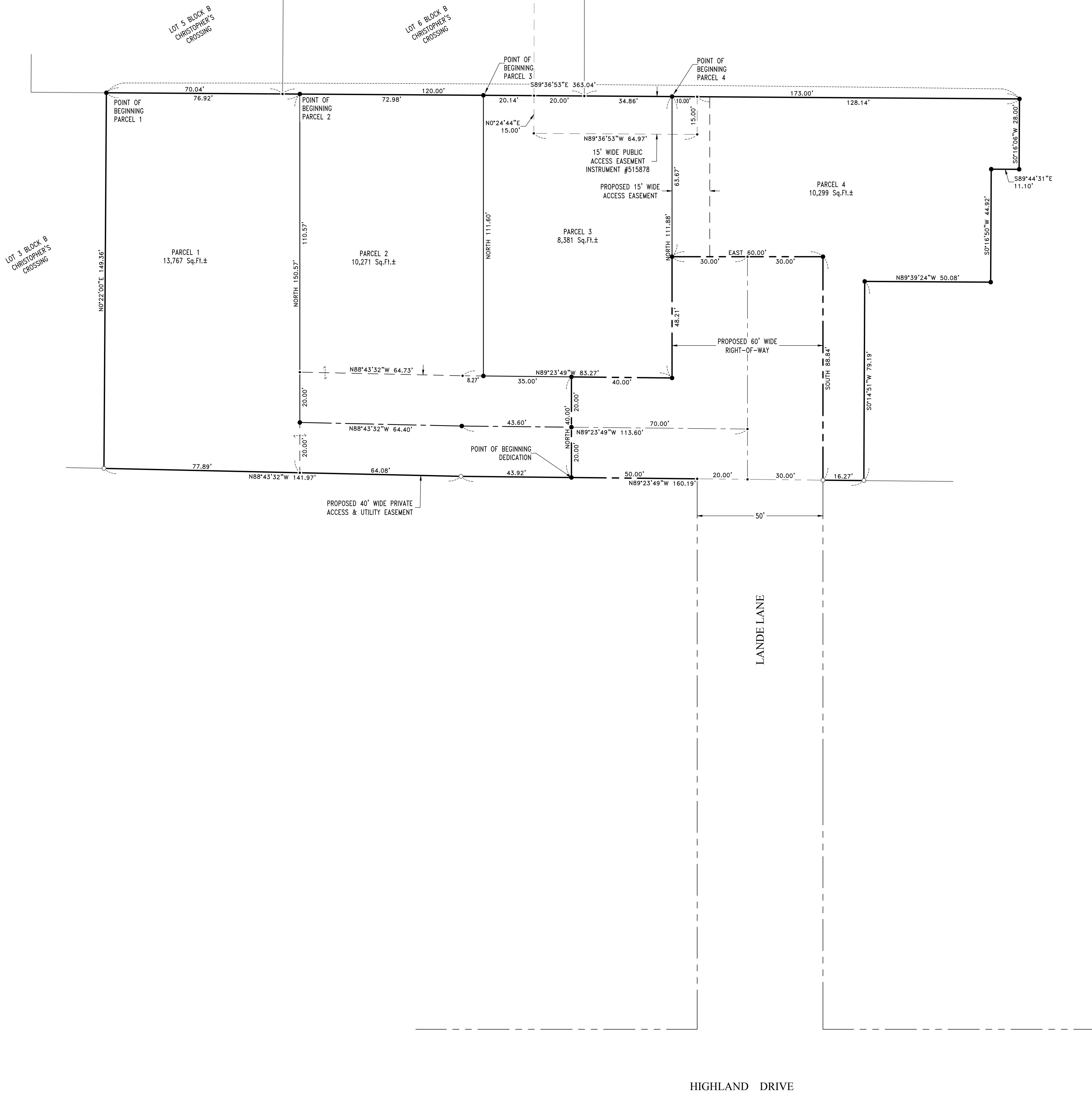
PRELIMINARY  
NOT FOR  
CONSTRUCTION



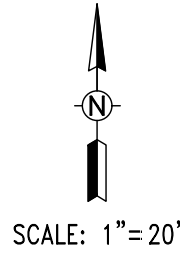
Hedge & Associates, Inc.  
Engineers • Planners • Landscape Architects  
P.O. Box 8728  
405 S. Washington Street  
Moscow Idaho 83843  
(208) 882-3520



P:\3986-Lande Lane.dwg 6/16/2018 10:15 AM



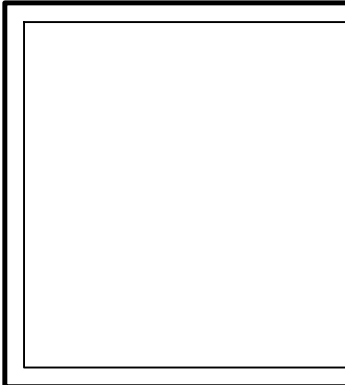
- LEGEND**
- IRON PIN - TO BE SET
  - FOUND IRON PIN
  - CALCULATED LOCATION
  - SUBJECT PROPERTY BOUNDARY
  - PROPOSED PARCEL BOUNDARY
  - PROPOSED RIGHT-OF-WAY
  - EXISTING RIGHT-OF-WAY
  - CENTER LINE
  - PROPOSED EASEMENT
  - EXISTING EASEMENT



LANDE LANE DEVELOPMENT  
PROPOSED FINAL BOUNDARY, LOTS, RIGHT-OF-WAY AND EASEMENTS  
TOM GOLIS  
LANDE LANE  
MOSCOW IDAHO, 83843  
SECTION 5, T39N, R5W, BM

|              |                   |
|--------------|-------------------|
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| Drafted by:  | SW                |
| Checked by:  | SB                |
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| Plot Style   | OCE.ctb           |
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| Date:        | 1/4/18            |

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**



Attachment: Lande ROW Application\_001\_Final (1662 : Public Hearing: Lande Lane Lot Division Request)

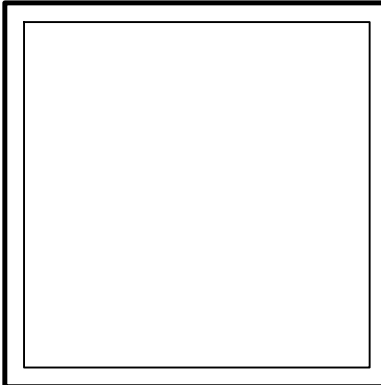
Hedge & Associates, Inc.  
Engineers • Planners • Landscape Architects  
P.O. Box 8728  
405 S. Washington Street  
Moscow Idaho 83843  
(208) 882-5520



Hedge & Associates, Inc.  
Engineers • Planners • Landscape Architects

P.O. Box 8728  
405 S. Washington Street  
Moscow, Idaho 83843  
(208) 882-3520

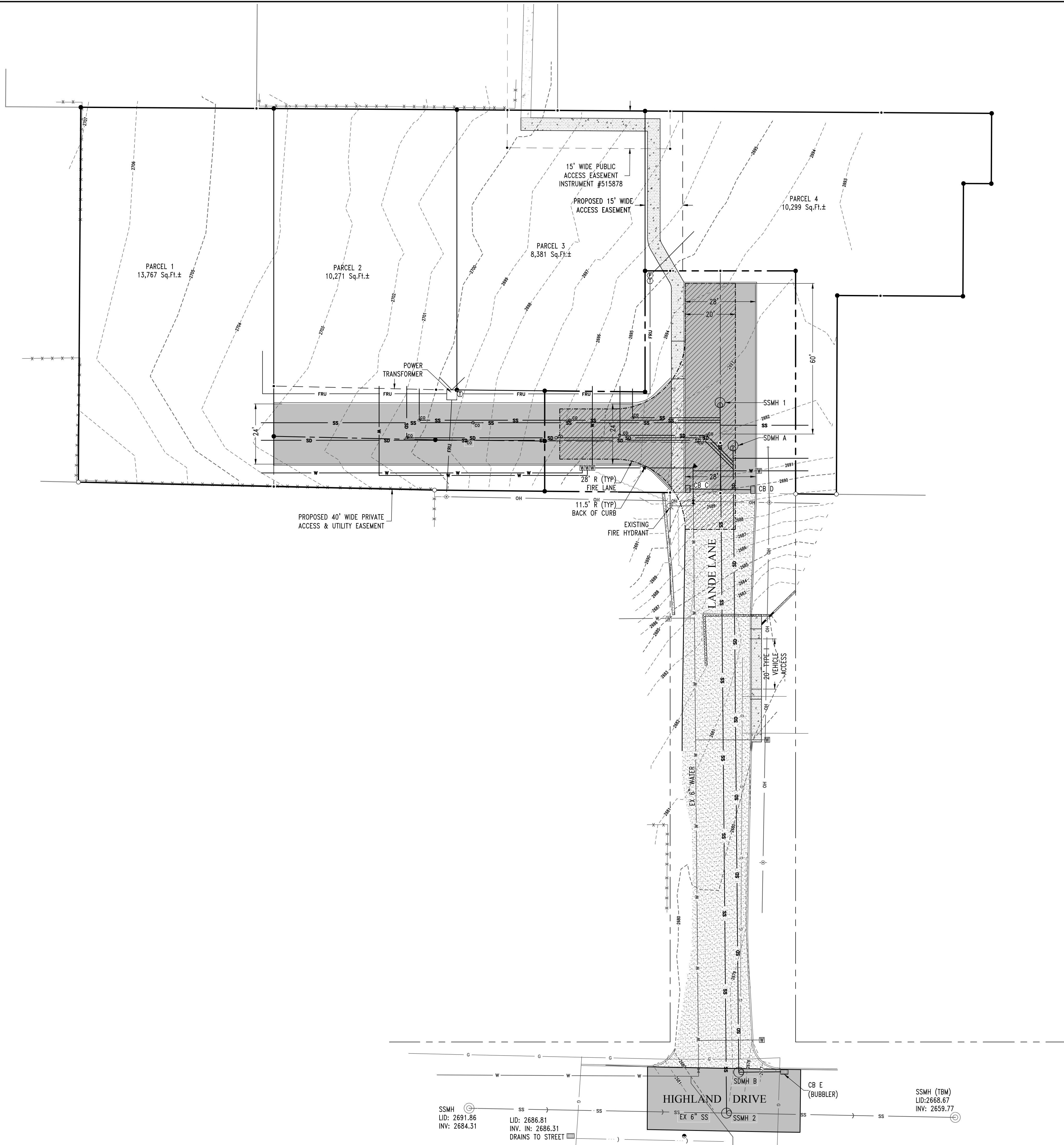
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NOT FOR  
CONSTRUCTION



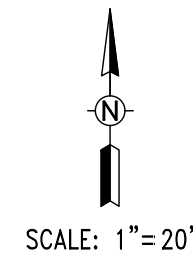
LANDE LANE DEVELOPMENT  
PRELIMINARY UTILITY AND LAYOUT PLAN

TOM GOLIS  
LANDE LANE  
MOSCOW, IDAHO, 83843  
SECTION 5, T39N, R5W, BM

|              |                 |
|--------------|-----------------|
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| Drafted by:  | SW              |
| Checked by:  | SB              |
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| Plot Style:  | OCE.ctb         |
| Project:     | 3986-10-17      |
| Date:        | 1/4/18          |



| LEGEND |                                                        |
|--------|--------------------------------------------------------|
|        | FRANCHISE UTILITY PEDESTAL (POWER, TELECOMMUNICATIONS) |
|        | MAN HOLE                                               |
|        | CATCH BASIN                                            |
|        | CLEAN OUT                                              |
|        | UTILITY POLE                                           |
|        | SUBJECT PROPERTY BOUNDARY                              |
|        | PROPOSED PARCEL BOUNDARY                               |
|        | RIGHT-OF-WAY                                           |
|        | CENTER LINE                                            |
|        | EASEMENT                                               |
|        | WATER LINE                                             |
|        | SANITARY SEWER LINE                                    |
|        | STORM DRAIN LINE                                       |
|        | GAS LINE                                               |
|        | FRANCHISE UTILITY TRENCH (POWER, TELECOMMUNICATIONS)   |
|        | OVERHEAD UTILITY LINES                                 |
|        | ASPHALT PAVING                                         |
|        | CONCRETE PAVING                                        |
|        | GRAVEL                                                 |
|        | FIRE TRUCK TURN-AROUND                                 |







## NOTICE OF PUBLIC HEARING

Proposed Vacation of a Portion of the Lande Lane Public Right-of-Way  
Located at 1333 Lande Lane, Moscow, ID 83843

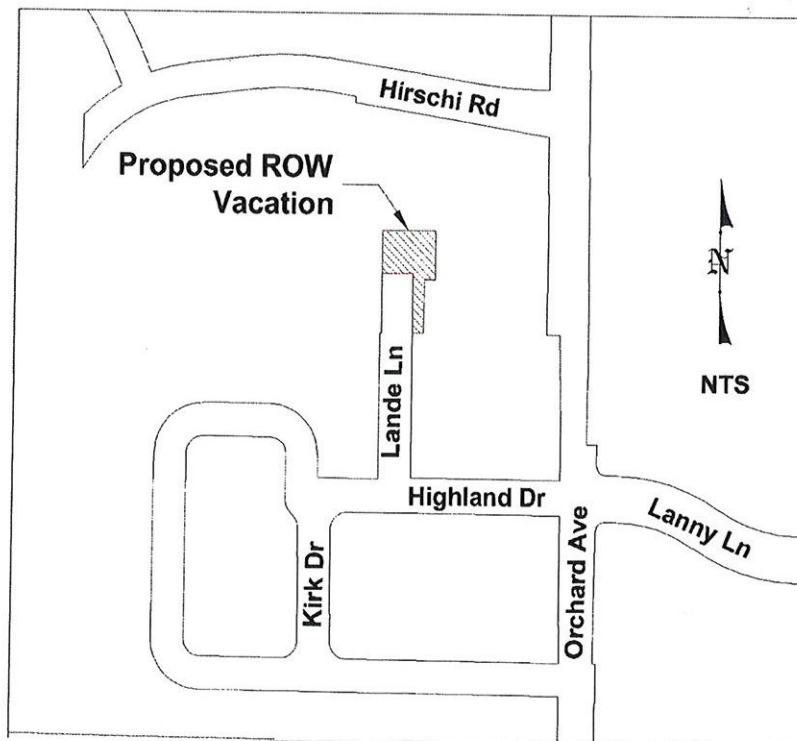
A public hearing at which you may be present and speak will be conducted before the Mayor and City Council of the City of Moscow at which time the following proposal will be considered for property shown on the vicinity map below:

Vacation of a portion of the Lande Lane Right-of-Way, located along 1333 Lande Lane, Moscow, ID 83843, as shown on the vicinity map below.

**HEARING DATE AND TIME:** Tuesday, February 20, 2018 @ 7:00 p.m.

**HEARING LOCATION:** Council Chambers, Second Floor, Moscow City Hall  
206 East Third Street, Moscow, Idaho

The file containing information on this matter is available for public review (an appointment may be necessary) at the Public Works Department located in the Paul Mann Building, 221 East Second Street, Moscow, Idaho. You may also call 208-883-7034 to get further information about the application, the public hearing process, and/or to request a meeting with City Staff. Additionally, you may obtain further information about the public hearing process and procedures on the City's Website at:  
<http://www.ci.moscow.id.us/505/Public-Hearing-Notices> (Or from main City Page go to Government>Records Center>Public Hearing Notices)



Laurie Hopkins,  
Moscow City Clerk

*Laurie Hopkins*

Sandra Collins, Deputy City Clerk

Publish: 1/27/18 and 2/3/18

***This is a vicinity map only.*** A legal description of the subject property is in the file at the Public Works Department.

## NOTICE OF PUBLIC HEARING

[Save](#)
[Share](#)

### Details for NOTICE OF PUBLIC HEARING

Jan 26, 2018

#### NOTICE OF PUBLIC HEARING

Proposed Vacation of a Portion

of the Lande Lane Public Right-of-Way

Located at 1333 Lande Lane, Moscow, ID 83843

A public hearing at which you may be present and speak will be conducted before the Mayor and City Council of the City of Moscow at which time the following proposal will be considered for property shown on the vicinity map below:

Vacation of a portion of the Lande Lane Right-of-Way, located along 1333 Lande Lane, Moscow, ID 83843, as shown on the vicinity map below.

**HEARING DATE AND TIME:** Tuesday, February 20, 2018

@ 7:00 p.m.

**HEARING LOCATION:** Council Chambers,

Second Floor,

Moscow City Hall

206 East Third Street,

Moscow, Idaho

The file containing information on this matter is available for public review (an appointment may be necessary) at the Public Works Department located in the Paul Mann Building, 221 East Second Street, Moscow, Idaho. You may also call 208-883-7034 to get further information about the application, the public hearing process, and/or to request a meeting with City Staff. Additionally, you may obtain further information about the public hearing process and procedures on the City's Website at: <http://www.ci.moscow.id.us/505/Public-Hearing-Notices> (Or from main City Page go to Government>Records Center>Public Hearing Notices)

Laurie Hopkins,

Moscow City Clerk

/s/Sandra Collins

Sandra Collins, Deputy City Clerk

Publish: 1/27/18 and 2/3/18

This is a vicinity map only. A legal description of the subject property is in the file at the Public Works Department.

Attachment: Lande ROW Public Notice\_001 (1662 : Public Hearing: Lande Lane Lot Division Request)

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| ARTHUR, MARLY L              | 1149 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| ATWOOD, ROY                  | 1123 HIGHLAND          |            | MOSCOW     | ID         | 83843.000000 |
| BAILEY, PAUL                 | 1205 ORCHARD AVE       |            | MOSCOW     | ID         | 83843.000000 |
| BALEMB, ONESMO B             | 1206 KIRK DR           |            | MOSCOW     | ID         | 83843.000000 |
| BEHRE, WALTER L              | 1259 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| BEUTLER, ROBERT L            | 1217 KIRK DR           |            | MOSCOW     | ID         | 83843.000000 |
| BLOUNT, GARY P JR            | 1148 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| BOYLAN, RYAN                 | 1200 ORCHARD AVE       |            | MOSCOW     | ID         | 83843.000000 |
| BRUTSMAN, BRYAN L            | 1311 LANDE LN          |            | MOSCOW     | ID         | 83843.000000 |
| BULL, RICHARD C              | 1229 KIRK DR           |            | MOSCOW     | ID         | 83843.000000 |
| CAMIS, CHERILYNNE R          | 1159 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| CAPAWANA, BRAD J             | 1614 CHRISTOPHER LANE  |            | MOSCOW     | ID         | 83843.000000 |
| CAPAWANA, BRAD J             | 1614 CHRISTOPHER LANE  |            | MOSCOW     | ID         | 83843.000000 |
| CARSCALLEN, WESLEY J         | 1317 ORCHARD AVE       |            | MOSCOW     | ID         | 83843.000000 |
| CINKOVICH, KRIS ALLEN        | 1272 HIGHLAND DRIVE    |            | MOSCOW     | ID         | 83843.000000 |
| CITY OF MOSCOW               |                        |            | MOSCOW     | ID         | 83843.000000 |
| CITY OF MOSCOW               | 206 E 3RD              |            | MOSCOW     | ID         | 83843.000000 |
| CROYLE, JASON                | 1124 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| DAWKINS, HOLLY V             | 1297 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| DEMING, SARAH                | 1237 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| DESANTIS, MARK E             | 1221 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| EALY, NETHANIEL R            | PO BOX 9746            |            | MOSCOW     | ID         | 83843.000000 |
| EROSCHENKO, VICTOR P TRUSTEE | 1590 N SUNDOWN WAY     |            | EAGLE      | ID         | 83843.000000 |
| EWERS, JENNIFER A W/H        | 980 HIRSCHI RD         |            | MOSCOW     | ID         | 83843.000000 |
| FENLEY, JAMES T              | 1249 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| FULLERTON, DENNIS R          | 1510 ORCHARD AVE       |            | MOSCOW     | ID         | 83843.000000 |
| GOLIS CONSTRUCTION INC       | 320 NELSON AVE         |            | MOSCOW     | ID         | 83843.000000 |
| GOLIS CONSTRUCTION INC       | 320 NELSON AVE         |            | MOSCOW     | ID         | 83843.000000 |
| GORMLEY, GINA                | 1231 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| GORMLEY, GINA                | 1231 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| GRIEB, TERRANCE P            | 921 HIRSCHI RD         |            | MOSCOW     | ID         | 83843.000000 |
| HOWARD, CHRISTOPHER G        | 21381 N THATCHER COURT |            | RATHDRUM   | ID         | 83843.000000 |
| KIMBLE, ROBERT D             | 1279 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| KINGSLAND, KELLY C           | 810 EMPIRE LN          |            | MOSCOW     | ID         | 83843.000000 |
| KLEFFNER, MATTHEW B          | 1213 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| LUM, ARON CHEUNG-SUM         | 1546 CHRISTOPHER LANE  |            | MOSCOW     | ID         | 83843.000000 |
| LUND, WILLIAM R              | 1220 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| MANSON, STEPHANIE L          | 1580 CHRISTOPHER LANE  |            | MOSCOW     | ID         | 83843.000000 |
| MATTOON, MARY ELIZABETH      | 1601 ORCHARD AVE       |            | MOSCOW     | ID         | 83843.000000 |
| MAURIN, JOHN D L             | 1326 ORCHARD AVE       |            | MOSCOW     | ID         | 83843.000000 |
| MORTIMER, MICHAEL W          | 1507 ORCHARD AVE       |            | MOSCOW     | ID         | 83843.000000 |
| NICKELS, LINDA               | 1312 LANDE LANE        |            | MOSCOW     | ID         | 83843.000000 |
| NIELSON, STEVE D             | 1601 CHRISTOPHER LN    |            | MOSCOW     | ID         | 83843.000000 |
| O'BRYAN, JOHN W              | 1412 ORCHARD AV        |            | MOSCOW     | ID         | 83843.000000 |
| OWINGS, CAROL                | 1406 ORCHARD AVENUE    |            | MOSCOW     | ID         | 83843.000000 |
| PALOUSE-CLEARWATER           | PO BOX 8596            |            | MOSCOW     | ID         | 83843.000000 |
| PICA, MARK                   | 10393 N IDAHO ROAD     |            | POST FALLS | ID         | 83843.000000 |
| PICA, MARK                   | 10393 N IDAHO ROAD     |            | POST FALLS | ID         | 83843.000000 |
| PICA, MARK                   | 10393 N IDAHO ROAD     |            | POST FALLS | ID         | 83843.000000 |
| RAYNER, KRISTINE L           | 1141 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| REECE, JOANNE R              | 1400 ORCHARD AVENUE    |            | MOSCOW     | ID         | 83843.000000 |
| RICE, MATTHEW L              | 1673 CHRISTOPHER LN    |            | MOSCOW     | ID         | 83843.000000 |
| RINALDI, JILL K              | 943 HIRSCHI RD         |            | MOSCOW     | ID         | 83843.000000 |
| ROSE, ALAN                   | 1114 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| RUDD, JOHN W                 | 1292 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| SCHROEDER, GARY J            | 1289 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| SMISEK, STACY W              | PO BOX 10001           |            | MOSCOW     | ID         | 83843.000000 |
| STANLEY, FORREST G           | 958 HIRSCHI ROAD       |            | MOSCOW     | ID         | 83843.000000 |
| STEINHOFF, JEANNE J          | 1218 KIRK DR           |            | MOSCOW     | ID         | 83843.000000 |
| STODICK, DAVID               | 936 HIRSCHI ROAD       |            | MOSCOW     | ID         | 83843.000000 |
| STODICK, LEROY               | 875 HIRSCHI RD         |            | MOSCOW     | ID         | 83843.000000 |
| SUSA, WAYNE E                | 1415 ORCHARD AVE       |            | MOSCOW     | ID         | 83843.000000 |
| SWIFT, JAMES B               | 899 HIRSCHI ROAD       |            | MOSCOW     | ID         | 83843.000000 |
| THOMPSON, WILLIAM W          | 1113 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| VIERLING, LEE ALEXANDER      | 1243 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
| ZABRISKIE, BRIAN S           | 1227 HIGHLAND DRIVE    |            | MOSCOW     | ID         | 83843.000000 |
| ZABRISKIE, BRIAN S           | 1227 HIGHLAND DR       |            | MOSCOW     | ID         | 83843.000000 |
|                              |                        |            |            |            | 83843.000000 |
|                              |                        |            |            |            | 83843.000000 |
|                              |                        |            |            |            | 83843.000000 |
|                              |                        |            |            |            | 83843.000000 |



## ORDINANCE NO. 2018 - \_\_\_\_\_

AN ORDINANCE OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE VACATION OF A PORTION OF PUBLIC STREET RIGHT-OF-WAY LOCATED WITHIN THE CITY OF MOSCOW AND LEGALLY DESCRIBED IN SECTION 1 OF THIS ORDINANCE; PROVIDING THAT TITLE TO SAID VACATED PUBLIC RIGHT-OF-WAY SHALL VEST WITH THE OWNERS OF THE PROPERTY AS SPECIFIED IN SECTION 3 OF THIS ORDINANCE; AND PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the public right-of-way described in Section 1 of this Ordinance currently exists as platted by the Christopher's Crossing Subdivision Addition and dedicated to the City of Moscow under Recorders Fee No. 452053, in the official records of Latah County, Idaho, and as dedicated to the City of Moscow by separate deed, under Recorders Fee No. 515877 with Latah County; and

WHEREAS, it is currently proposed that such public right-of-way be vacated; and

WHEREAS, the owner of the property located adjacent to the proposed area of vacation described in Section 1 of this Ordinance, Golis Construction, Inc. ("Petitioner"), has petitioned for vacation of said public right-of-way; and

WHEREAS, Idaho Code Section 50-311 provides that a vacated property will revert to the owners of adjacent real property, one half (1/2) to each, or as the Council deems to be in the best interest of the adjoining properties; and

WHEREAS, Petitioner is the only adjoining property owner to the proposed public right-of-way to be vacated; and

WHEREAS, the public right-of-way described in Section 1 of this Ordinance was originally received by the City from the adjoining properties; and

WHEREAS, on the 20<sup>th</sup> day of February, 2018, the Mayor and City Council conducted a public hearing on this matter and determined that vacating said public right-of-way is expedient for the public good, as required by Idaho Code Section 50-311; and

WHEREAS, the Council deems it to be in the best interests of the adjoining properties to have the vacated public right-of-way revert to the property owner of the properties from which the original dedication of public right-of-way was received by the City; and



NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Moscow as follows:

**SECTION 1: VACATION.** The following described public right-of-way be, and the same hereby is, vacated as of the effective date of this Ordinance:

That portion of platted and otherwise dedicated public right-of-way known as Lande Lane located within the City of Moscow, Latah County, Idaho, described as follows:

A portion of Street Right-of-Way located in Section 5, T39N, R5W, B.M., in Block B of Christopher's Crossing Subdivision Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the southwest corner of Lot 2, Block B of Christopher's Crossing Subdivision, thence along the south line of said subdivision, S88°43'32"E, 141.97 feet, thence, continuing along said south line, S89°23'49"E, 93.92 feet to the intersection of said south line with the west right-of-way line of Lande Lane, thence S89°23'49"E, 50.00 feet to the intersection of said south line with the east right-of-way line of Lande Lane and the Point of Beginning:

Thence, departing said south line, North, 88.84 feet; Thence West, 50.00 feet; Thence North, 63.61 feet to the north line of Lot 1, Block B of Christopher's Crossing Subdivision; Thence, along said north line S89°36'53"E, 84.19 feet; Thence, departing said north line, S0°16'50"W, 72.97 feet to the south line of Lot 1, Block B of Christopher's Crossing Subdivision; Thence, along said south line N89°39'24"W, 17.23 feet to a corner of Lot 1, Block B of Christopher's Crossing Subdivision; Thence, along the east line of Christopher's Crossing Subdivision, S0°14'51"W, 79.19 feet to the south line of Christopher's Crossing Subdivision; Thence, along said south line N89°23'49"W, 16.27 feet, to the Point of Beginning.

Said portion contains 6,955 sq. ft., more or less.

**SECTION 2: EXCEPTIONS FROM VACATION.** Vacation of property described in Section 1 of this Ordinance and shown in Exhibit "A" attached hereto, shall not include existing franchise rights and utilities or existing public utilities as of the effective date of this Ordinance.

**SECTION 3: RIGHT-OF-WAY VACATION.** The Council finds it expedient for the public good and deems it to be in the public interest of the adjoining properties that Golis Construction, Inc., 320 Nelson Avenue, Moscow, Idaho, 83843, as the current owner of all property from which the vacated property originated which adjoins the property described in Section 1, receive the property described in Section 1 at the time of vacation, with said property assigned to the

adjacent Lot 1 of Block B of Christopher's Crossing Subdivision Addition to the City of Moscow.

**SECTION 4: EFFECTIVE DATE.** This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED by the Mayor and City Council and APPROVED by the Mayor the \_\_\_\_\_ day of February, 2018.

\_\_\_\_\_  
Bill Lambert, Mayor

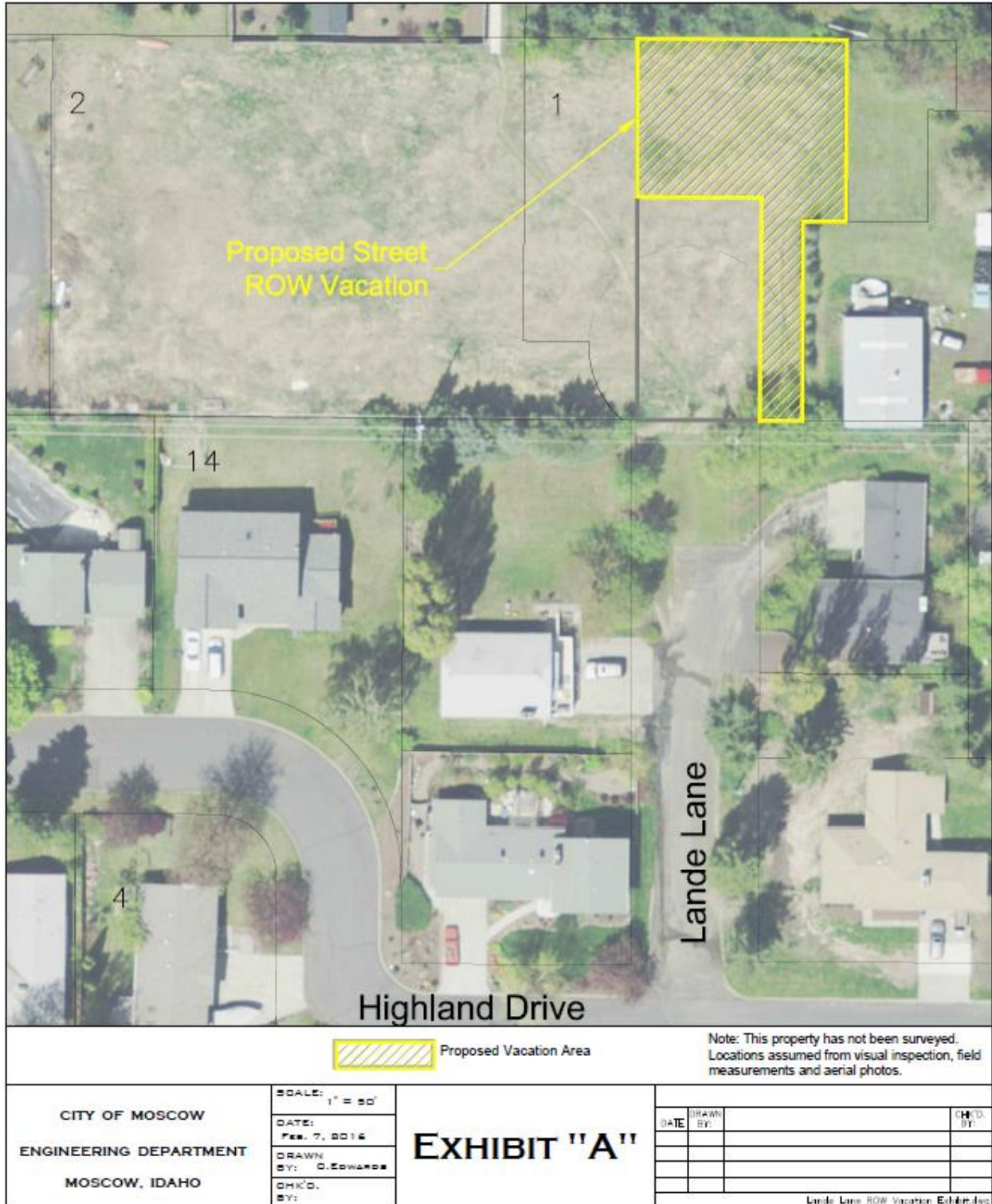
ATTEST

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

DRAFT

Attachment: LandeLaneROWVacation(2018)pm3 (1662 : Public Hearing: Lande Lane Lot Division Request)

EXHIBIT "A"  
LANDE LANE RIGHT OF WAY VACATION



Attachment: LandeLaneROWVacation(2018)pm3 (1662 : Public Hearing: Lande Lane Lot Division Request)

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Sanitation System Planning Services**Responsible Staff:** Tim Davis

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***Information***

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**DESCRIPTION:** 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.

**STAFF RECOMMENDATION:** Approve Sanitation System Planning Agreement with Great West Engineering, Inc.

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

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***Necessary Resources/Impacts***

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Sanitation fund and Sanitation/Administration staff time

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***Attachments***

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ProfessionalServices-SanitationMasterPlan;GreatWestEngineering(2018)(pm3)



**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN CITY OF MOSCOW, IDAHO AND GREAT WEST ENGINEERING, INC.  
FOR COMPREHENSIVE SANITATION SYSTEM MASTER PLAN SERVICES**

THIS AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN CITY OF MOSCOW, IDAHO AND GREAT WEST ENGINEERING, INC. FOR COMPREHENSIVE SANITATION SYSTEM MASTER PLAN SERVICES (hereinafter "Agreement"), is made this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY") and Great West Engineering, Inc. 3050 North Lake Harbor Lane, Suite 201, Boise, Idaho, 83703 (hereinafter "CONSULTANT").

WITNESSETH:

WHEREAS, CITY wishes to complete a Comprehensive Sanitation System Plan (hereinafter "PROJECT"); and

WHEREAS, it is CITY's intent to hire CONSULTANT to provide professional consulting services for the PROJECT; and

NOW, THEREFORE, be it agreed, for and in consideration of the mutual covenants and promises between the Parties hereto, as follows;

### **SECTION I: THE PROJECT**

CONSULTANT shall provide professional services for PROJECT as outlined and in accordance with the terms and conditions of this Agreement for the research, analysis and development of a Comprehensive Sanitation System Master Plan for CITY. The final Master Plan of the study shall be presented in written and graphical form as acceptable to CITY, based on CONSULTANT's experience to maximize the ease of reading and understanding by all Parties.

### **SECTION II: SCOPE OF WORK**

The Scope of Work and level of effort for PROJECT is detailed in Exhibit "A" attached hereto, and by this reference made a part of this AGREEMENT.

### **SECTION III: COMPENSATION**

#### **A. Compensation and Term.**

For the services performed pursuant to this Agreement, CONSULTANT shall be compensated in a stipulated sum not to exceed Sixty Three Thousand Six Hundred Forty One Dollars (\$63,641) in accordance with the professional services fee schedule as shown in Exhibit "C". The term of this Agreement shall continue until the Scope of Work is completed

and accepted by CITY, but in no case shall the term exceed twelve (12) months from the date of its execution.

**B. Payment.**

Payment for services rendered by CONSULTANT shall be in accordance with the following:

1. CONSULTANT shall submit invoices to CITY for proportional work completed within the billing period. CITY shall ensure that CITY's respective funds are available and in an account designated for PROJECT prior to and for the duration of PROJECT.
2. Payments for invoices prepared by CONSULTANT shall be due and payable net thirty (30) days by CITY.

#### **SECTION IV: PROJECT SCHEDULE**

CONSULTANT shall perform the services specified under this AGREEMENT in accordance with the PROJECT schedule shown in Exhibit "B" attached hereto, and by this reference made a part of this AGREEMENT.

#### **SECTION V: OTHER TERMS AND CONDITIONS**

**A. Independent Contractor**

The contracting Parties warrant by their signature that no employer/employee relationship is established between CONSULTANT and CITY by the terms of this Agreement. It is understood by the Parties hereto that CONSULTANT is an independent contractor and as such, neither it nor its employees, if any, are employees of CITY for purposes of tax, retirement system, or social security (FICA) withholding. Any sub-consultant used in PROJECT is the sole responsibility of CONSULTANT and is not considered to have an employer/employee relationship with CITY by the terms of this Agreement.

**B. Termination of Agreement**

This Agreement may be terminated by CONSULTANT upon thirty (30) days' written notice, should CITY fail to substantially perform in accordance with its terms through no fault of CONSULTANT. CITY may terminate this Agreement upon thirty (30) days' written notice without cause and without further liability to CONSULTANT except as designated by this Agreement. All working documents and drawings shall become the property of, and shall be surrendered to CITY.

CONSULTANT shall cease all work immediately upon receipt of notice of termination and shall not be entitled to payment for any work performed after receipt of notice of termination, absent an express written agreement from CITY.

**C. Extent of Agreement**

This Agreement may be amended only by written instrument signed by all Parties hereto.

#### D. Data of Record

CITY shall make available to CONSULTANT all technical data of record in CITY possession, including maps, surveys, borings, and other information required by CONSULTANT relating to the PROJECT. All reports, and other data, furnished to CONSULTANT by CITY shall be returned to CITY. All designs, drawings, specifications, documents, and other work product prepared by CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for PROJECT and are property of CITY which shall be delivered to CITY by CONSULTANT upon completion of PROJECT. CONSULTANT shall be entitled to rely on the completeness and accuracy of all information provided to it by the CITY.

#### E. Standards of Work

CONSULTANT agrees that the performance of work described in this Agreement, including attachments and exhibits and pursuant to this Agreement, shall be done in a professional manner and shall conform to professional standards, and CONSULTANT shall use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession. CONSULTANT shall perform services as expeditiously as possible as is consistent with professional skill and care and the orderly progress of the work. Unless approved by CITY, CONSULTANT shall not exceed the time limits established by the schedule, except for circumstances out of CONSULTANT's control.

#### F. Insurance

CONSULTANT shall maintain through this Agreement the following insurances:

1. Worker's compensation and employer's liability insurance as required by the State of Idaho.
2. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with one million dollars (\$1,000,000) combined single limits;
3. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of CONSULTANT or of any of its employees, agents, or subcontractors, with one million dollars (\$1,000,000) per occurrence and in the aggregate;

#### G. Indemnity and Hold Harmless

1. CONSULTANT waives any and all claims and recourse against CITY including rights of contribution for loss or damage to persons or property arising from, or growing out of, or in any way connected with or incident to CONSULTANT's performance of this Agreement, except for liability arising out of the negligence of CITY or its officers, agents or employees.

2. CONSULTANT agrees to indemnify and hold harmless CITY and its officers, agents and employees against all losses and damages of any nature whatsoever resulting from any injury or damages sustained by any person(s) or property to the extent resulting from any negligent act, error or omission of CONSULTANT or its agents, employees, subcontractors or consultants. This indemnity and hold harmless Agreement shall not be limited by reason of the specification of any particular insurance coverage required under the terms of this Agreement.
3. It is understood and agreed that this Agreement does not contemplate handling of, or design services including use of, asbestos or any hazardous material or any toxic substance. Therefore, CITY agrees to hold harmless, defend and indemnify CONSULTANT for all claims, lawsuits, expenses or damages arising from or related to the handling, use, treatment, purchase, sale, storage or disposal of asbestos, asbestos products or any hazardous material or any toxic substance (or hazardous materials or toxic substances in general) other than for CONSULTANT's sole negligence.

#### H. Costs and Attorney Fees

In the event either Party incurs legal expenses to enforce the terms and conditions of this Agreement, the prevailing Party is entitled to recover reasonable attorney's fees and other costs and expenses, as determined by a court or through alternate dispute resolution.

#### I. Jurisdiction and Venue

It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah.

#### J. Binding of Successors

CITY and CONSULTANT each bind themselves, their partners, successors, assigns, and legal representatives to the other Parties to this Agreement and to the partners, successors, assigns, and legal representatives of such other Parties with respect to all covenants of this Agreement.

#### K. CITY Representatives

CITY's Representative shall be Tim Davis, Sanitation Operations Manager. City's Representative may, upon providing notice to CONSULTANT, designate additional CITY Representatives. City's Representative shall examine the documents of the work as necessary, and shall render decisions related thereto in a timely manner so as to avoid unreasonable delays.



#### L. Conflict of Interest

CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in PROJECT, which would conflict in any manner or degree with the performance of its services hereunder. CONSULTANT further covenants that, in performing this Agreement, it shall employ no person who has any such interest.

#### M. Special Provisions

1. **Ownership and Publication of Materials.** All reports, information, data, and other materials prepared by CONSULTANT pursuant to this Agreement shall be the property of CITY, which shall be the exclusive and unrestricted authority to release, publish, or otherwise use them, in whole or in part. All such materials developed under this Agreement shall not be subject to copyright or patent in the United States or in any other country without the prior written approval and express authorization of CITY. It is mutually understood that any alterations made to documents without CONSULTANT's direction shall void CONSULTANT's liability under this subsection.
2. **Disclosure of Materials.** It is expressly understood by CITY and CONSULTANT that all reports, information, data and other materials prepared by CONSULTANT pursuant to this Agreement, may be subject to disclosure under Idaho Code Title 9, Chapter 3, commonly known as the Idaho Public Writings Law.
3. **Americans With Disabilities Act.** With specific respect to design requirements of the Americans with Disabilities Act of 1990 (ADA), CITY understands that legal interpretation of ADA is not a design professional issue to be addressed by CONSULTANT and, accordingly, CITY agrees to waive any action against CONSULTANT and agrees to indemnify and defend CONSULTANT against any claim arising out of legal interpretation of the ADA other than for CONSULTANT's sole negligence.

#### N. PROJECT Confidentiality:

CONSULTANT shall maintain confidentiality of PROJECT information, including sensitive information about CITY. All PROJECT communications and reports for PROJECT shall be handled in a professional manner. After PROJECT, CONSULTANT shall return to CITY all documents obtained from CITY or generated during the course of this PROJECT. CITY may modify this approach prior to finalizing PROJECT contract documents, if so desired.

#### O. Qualified Estimates of Cost

The estimates of cost for PROJECT herein are to be prepared by CONSULTANT through exercise of their professional experience and judgment in applying presently available cost data; but it is recognized that CONSULTANT has no control over cost of labor and materials, or over competitive bidding procedures and market conditions. Nothing in this paragraph shall serve to release or relieve CONSULTANT from exercising the skill, care, and

professional judgment exercised by similarly situated profession organization. The CITY acknowledges that CONSULTANT makes no warranty, express or implied, as to the accuracy of such opinions as compared to bid or actual costs.

P. Modification and Assignability of Agreement

This Agreement contains the entire agreement between the Parties concerning PROJECT, and no statements, promises, or inducements made by either Party, or agents of either Party, are valid or binding unless contained herein. This Agreement may not be enlarged, modified, or altered except upon written agreement signed by the Parties hereto. CONSULTANT may not subcontract or assign its rights (including the right to compensation) or duties arising hereunder without the prior written consent and express authorization of CITY. Any such subcontractor or assignee shall be bound by all of the terms and conditions of this Agreement as if named specifically herein.

Q. Non-discrimination.

CONSULTANT shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, political ideals, sex, age, marital status, physical or mental handicap, genetic information, or national origin.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date indicated above.

CONSULTANT

CITY

Great West Engineering, Inc.

City of Moscow, Idaho

By \_\_\_\_\_  
Daniel M. McCauley

By \_\_\_\_\_  
Bill Lambert, Mayor

ATTEST:

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

## ACKNOWLEDGMENT

STATE OF \_\_\_\_\_)  
 ) ss.  
 County of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, a Notary Public in and for said State, appeared \_\_\_\_\_, known to me to be the person named above and acknowledged that he executed the foregoing document as the duly authorized representative for Great West Engineering, Inc., with authority to bind CONSULTANT to the terms of this Agreement.

\_\_\_\_\_  
 Notary Public for the State of \_\_\_\_\_  
 Residing at \_\_\_\_\_  
 My commission expires \_\_\_\_\_

## Exhibit A – SCOPE OF SERVICES

### City of Moscow

### Sanitation System Planning Services

#### Task 1 – Project Management and Coordination

**Description:** Task 1 consists of a project kickoff meeting and site tour and management of technical and administrative aspects of the project, including monitoring of project scope, schedule, deliverables, and budget throughout the duration of the project. Great West will work closely and collaboratively with the City's Project Manager, provide monthly progress reports, and inform the City of project developments. Great West will provide information concerning progress of the project, and/or impediments encountered, emerging issues, and information flow requirements occurring between project participants. Formal communications and interactions between the City and Great West will occur in the form of written communications, phone calls, and meetings.

Decisions and action items that are a result of verbal communications will be documented in writing (memorandum or email) and provided to City for review and concurrence. The Project Team will prepare draft materials and deliver them for timely review. Whenever it is appropriate and possible, the parties will use electronic transmission to decrease waste and expedite the project schedule. These materials will include revisions based on staff and Advisory group input.

Great West will attend and participate in a project kickoff meeting with City staff followed by site tours (observations and interviews). The purpose of the kickoff meeting is to (re-) introduce the team; establish protocols for the exchange of information and the resolution of issues that may arise during the course of the engagement; review the scope, schedule and budget; and revisit and review project goals. A data needs letter will be prepared in advance of the kickoff meeting and amended after the meeting if additional data/information is identified.

#### Task 1 Subtasks/Deliverables:

- **1.1: Project Kickoff Meeting Agenda and Meeting Notes** – documents to be prepared to plan and document the kickoff meeting and site tours. The portion of the kickoff meetings associated with the public engagement (Advisory Group and Focus Group interviews will be documented separately – see Task 6).
- **1.2: Data Needs Letter / Data Gathering** – a letter will be prepared in advance of the kickoff meeting and amended following the kickoff meeting, if needed, that lists the data and information that is required for the project.
- **1.3: Various Project Management Communications** – Emails, communication logs, and meeting agendas and notes.
- **1.4: Monthly Progress Reports and Invoices** – progress summary letters for work accomplished during the billing period and invoices will be submitted to the City on a monthly-basis.

#### Task 1 Assumptions:

- Project duration (from contract execution to project closeout) is 7 months. See Project Timeline (Exhibit B).
- The project kickoff meeting and the site tours (observations) will take up to 2 days and will be attended by Great West's Project Manager (Travis Pyle) The City will provide data/information and review project deliverables in a timely manner in so it does not delay the project schedule.



Data needs may require the City to coordinate with past consultant(s) to request necessary information.

- Periodic project management (milestone) meetings will be held by phone call between the Great West PM (Travis Pyle) and the City's PM (Tim Davis). Assumes up to one 1-hr call per month.

## **Task 2—Recycling Program & Recycling Facility Evaluation and Planning**

**Description:** The City desires to relocate the recycling processing/baling facility to the current Solid Waste Processing Facility location, provide a new convenience recycling center in town, and repurpose the current recycling center property for a different City use.

Task 2 consists of a review and assessment of the City's current recycling program, services, and facilities to understand the current program and facility performance, identify opportunities for expanded services of programs (such as curbside yard waste collection), and functional needs. The new recycling center building size, drop-off access requirements, traffic flow patterns, and queueing space will be used in the development of a prototypical layout concept that can be utilized by the City in conducting future site suitability assessments. Concept-level cost estimates (order of magnitude) will be provided with the prototypical layout concept. Costs will include allowances for site work and utilities and a cost per building square foot for the building and other infrastructure improvements.

The City will complete a public outreach survey of sanitation system users to collect public input regarding use and satisfaction with the current recycling center facility and curbside collection services, including the identification of any desired expanded programs or service needs. Refer to Task 6 for public engagement.

### **Task 2 Subtasks/Deliverables:**

- **2.1: Technical Memorandum #1** – documenting the current recycling center physical and operational characteristics, as collected by field observation and assessment, including current facility age, condition, capacity, observed facility deficiencies, and analysis of recycling program service levels and performance.
- **2.2: Recycling Facility and Program Matrix Summary Table** – summarizing the key components of the City's current recycling program and facilities with recommended alternatives and changes for consideration.
- **2.3: Technical Memorandum #2** – building on Technical Memo #1 and the Matrix Summary Table, this memo will document the recycling program and facility modifications, including new recycling facility programmatic and operational needs, the prototypical concept layout, and an order of magnitude cost estimate.

### **Task 2 Assumptions:**

- One prototypical layout concept of the recycling center with an order of magnitude engineer's cost opinion will be developed for the City to use as a basis of selecting a suitable site for the new recycling center.
- The contracting needs and costs for Latah Sanitation, Inc. (LSI) to operate and manage the new convenience drop-off center will be provided by the City.
- The City will complete a public outreach survey and tabulate the results for public input on use and satisfaction of the current facilities and programs.
- Comments received from the City staff, Advisory group, if solicited for comments, will be provided to Great West by the City in consolidate list with those noted by the City's PM to be incorporated.

### Task 3– Solid Waste Program Review

**Description:** In 2015, the City granted a franchise agreement extension with Latah Sanitation Inc. (LSI) for an additional 20-year term for: (1) solid waste and recyclable collection within the City; and (2) operation of the transfer station, recycling center, and associated solid waste facilities. LSI owns, operates, and is responsible for all capital assets and equipment utilized in the solid waste and recycling collection and transfer station operations, with the exception of the recycling center. The recycling center is owned by the City of Moscow. It is anticipated that the City will continue to receive solid waste collection services under the current franchise agreement with LSI until the end of the agreement term. Additionally, the City currently contracts with Waste Connections for solid waste transport and disposal at their Finley Buttes Landfill in Boardman, Oregon. The City is currently conducting Request for Proposals (RFP) for transport and disposal services in the effort to seek the most cost effective services. It is anticipated that the RFP, respondent selection, and contract execution will be completed by May 31, 2018.

Task 3 is intended to include a general review and limited assessment of the current solid waste collection and disposal system, waste reduction/prevention programs and efforts, projected future solid waste volumes in the City. The task will provide relative cost comparisons to other solid waste systems in the Pacific Northwest.

#### Task 3 Subtasks/Deliverables:

- **3.1: Technical Memorandum #3** – documenting solid waste program components, system service levels, projected future solid waste volumes and solid waste collection and disposal relative cost effectiveness within the Pacific Northwest region.

#### Task 3 Assumptions:

- Comments received from the City staff, Advisory group, if solicited for comments, will be provided to Great West by the City in consolidate list with those noted by the City's PM to be incorporated.

### Task 4– Material Reuse / Sorting Facility Feasibility Assessment

**Description:** Task 4 includes the preparation of a feasibility study to evaluate the viability of the City investing in a local Material Recovery Facility (MRF) based on the City's single-stream recycling tonnages and also regional quad-city (Moscow, Pullman, Lewiston, and Clarkston) single-stream recycling tonnages. The feasibility study will be conducted in the following seven steps:

- **Step 1:** Estimate current and future recyclable tonnages for the City and quad-city area. Using 2016 data as the base year, recycling tonnages will be projected over the next 10 years, based on the expected changes in population. Estimated changes in population will be provided to Great West by the City. Gather data on existing recycling programs in the quad-city area and forecast recycling tonnages for new or expanded programs in those areas. Identify potential markets (including local markets) for recyclables, including materials specifications and potential quantities, and determine price that market is willing to pay for materials.
- **Step 2:** Identify existing or planned local facilities that can accept materials collected from a City-sponsored recycling program. Research local and regional recycling companies that have accepted/processed recyclable materials in the past.
- **Step 3:** Assess whether the markets and volumes can sustain a local MRF. Develop a cost estimate for a local MRF for City residential and commercial materials only, and for a maximum potential amount. Utilizing expected material tonnage ranges, determine the operational requirements for a local processing facility to include building size, processing equipment,

planning-level layout, and daily processing capacity. Develop planning-level costs for a processing facility, including:

- Facility – site improvements, building, supporting infrastructure, and utilities
- Processing, sorting, and baling equipment
- Labor requirements
- **Step 4:** Estimate service fees and rates based upon processing fees and level of service. Utilizing information collected/developed in previous tasks, the rate and financial impacts will be calculated for City users as well as external customers. External customer impacts will be calculated on a per-ton basis.
- **Step 5:** Explore ownership and operation alternatives for a MRF, including public/private partnerships, and collaborative partnerships with neighboring cities and solid waste jurisdictions. Compare the reasons for and against a publicly-owned MRF. Research other jurisdictions that have operated a similar facility and list the accomplishments and/or failures. Consider a joint operating arrangement where the City contributes to the construction of the facility or assists with the bonding of the facility. Calculate the annual cost and rate impacts to the City rate payers.
- **Step 6:** Explore contracting options for providing services to the City, including public/private partnerships, and collaborative partnerships with neighboring cities and solid waste jurisdictions. Research comparable jurisdictions/situations where local government partnered with a company to provide long-term solutions to the processing of recyclable materials. Develop a table of the various contacts between each entity to compare details such as revenue/cost sharing, or pay stipulations, and materials restrictions. Research past procurements and recycling processing contracts to determine what approach provided the best responses.
- **Step 7:** Final analysis and reporting. Utilizing information developed in the previous steps a draft memorandum will be prepared for review by City staff. Based on comments received, a final technical memorandum will be provided and included as an appendix to the Comprehensive Sanitation System Master Plan.

**Task 4 Subtasks/Deliverables:**

- 4.1: Material Reuse / Sorting Facility Feasibility Study (Technical Memorandum)

**Task 4 Assumptions:**

- The City desires to relocate the recycling processing/baling facility to the current Solid Waste Processing Facility location (in a newly purchased property area adjacent to the current facility).
- The contracting needs and costs for Latah Sanitation, Inc. (LSI) to operate and manage the new facility will be provided to Great West by the City.
- Site information, topographic survey, property lines, City/County and/or Highway District approach requirements, easements, accesses, utilities, etc. will be provided to Great West by the City. No geotechnical or environmental studies are included.
- Comments received from the City staff, Advisory group, and public on the Draft study will be provided to Great West by the City in a consolidate list with those noted by the City's PM to be incorporated.

**Task 5– Comprehensive Sanitation System Master Plan (CSSMP)**

**Description:** Task 5 consists of preparing the Comprehensive Sanitation System Master Plan (CSSMP) based upon the recommended and selected recycling program and recycling facility alternatives, current solid waste program operations, Advisory Group and public engagement, and MRF Feasibility Study. The



CSSMP will be a narrative and illustrative report detailing the work completed under the other work tasks and technical memos, survey results, supporting analysis and deliverables from the previous work tasks will be included as appendices.

**Task 5 Subtasks/Deliverables:**

- 5.1: Draft CSSMP
- 5.2: Final CSSMP

**Task 5 Assumptions:**

- It is understood that the City's solid waste collection, processing, transportation and disposal functions are currently being performed under both Franchise and contractual agreements until 2035. As such, the "CSSMP" is anticipated to be less extensive with respect to those specific functions as is common within the sanitation planning industry and will only include the depth of analysis and assessment as detailed under Task 3.
- Comments received from the City staff and Advisory group will be provided to Great West by the City in a consolidate list with those noted by the City's PM to be incorporated.

**Task 6 – Advisory Group/Public Engagement**

**Description:** Task 6 consists of the public engagement component of the project to optimize community feedback and input into the Plan. Engagement will be done through a variety of tolls including written surveys, focus group interviews, intercept surveys and participation from stakeholders through the City's Advisory Group.

The public engagement process will be conducted as follows:

- **Step 1:** In preparation for the project kick-off meeting and initial Advisory Group meeting the City will:
  - Confirm the intention of the public engagement process and the roles and responsibilities of the Advisory and Focus Groups;
  - Confirm Advisory and Focus Group members;
  - Develop the draft City survey and finalize with input from Great West; and
  - Establish interview questions for the Focus Group interviews.
- **Step 2:** During the project kick-off meeting (Task 1), Great West will meet with City to assist in finalizing survey and interview questions.
- **Step 3:** City will summarize all interviews and incorporate City survey analysis to share with Great West and the Advisory Group.
- **Step 4:** City will facilitate and lead Advisory Group meetings by preparing the agendas and needed exercises or training materials for each meeting. The City will take notes during the Advisory Group meetings, and support Advisory Group members in follow-up activities. Three Advisory Group meetings are anticipated for the project for the following purposes:
  - **1st teleconference:** Advisory Group will be presented themes from interviews/surveys (e.g., how public interacts with recycling and what services are wanted in the future). Great West will be available to participate in the teleconference meeting.
  - **2nd teleconference:** Great West will provide an update on work to date. City will facilitate discussion to incorporate feedback into options. Advisory Group will be asked to provide feedback into anything they feel needs additional attention. City will organize and provide feedback to Great West as necessary.



- **3rd teleconference:** Great West will present to the Advisory Group the design/layout criteria for the prototypical concept for the new recycling center, including technical considerations based on public feedback (as provided to Great West by the City).
- **Step 5:** Great West will present the findings and results of the work and CSSMP to the Advisory Group and City Council.

**Task 6 Subtasks/Deliverables:**

- **6.1: Initial Advisory Group Kickoff Meeting**
- **6.2: City to provide survey findings to Advisory Group – Teleconference #1**
- **6.3: Updates to Advisory Group Meetings – Teleconference #2**
- **6.4: Presentation of design/layout criteria to Advisory Group – Teleconference #3**
- **6.5: Presentation to Advisory Group and City Council**

**Task 6 Assumptions:**

- The initial kickoff meeting with the Advisory Group will occur in-person and attended by Great West as part of the project kickoff and site tour visit. The City will identify and confirm all Advisory Group and Focus Group members.
- Great West will be involved in up to three Advisory Group meetings (by teleconference or video conference call) following the initial in-person Advisory Group meeting that will occur during the same trip as the project kickoff meeting. The City will facilitate and lead each Advisory Group meeting.
- City will conduct three in-person focus group interviews on design thinking elements for the planning process.
- City will summarize and provide analysis of survey results from Focus Group interviews, written survey for all topics, and intercept survey for Recycling Center.
- City will host all workshops and meetings, including AV equipment, if needed; sign-in sheets and methodology and tracking; methods for capturing public comments (such as written comment forms or online capture tool).
- City will disseminate notification materials for all meetings.
- City will consistently monitor news, media and editorial coverage to ensure accuracy of reporting as well as any other communications and notify the Great West the moment anything inconsistent, negative, or detrimental arises.
- One trip to Moscow for Great West's PM presentation to the City Council and Advisory Group.

**Exhibit B – SCHEDULE**  
**City of Moscow**  
**Sanitation System Planning Services**

The following is the estimated milestone schedule for the Project. These dates are subject to change as the project progresses. Great West will work closely with the City to meet deadlines and communicate changes to the schedule as the work progresses.

| Task | Milestone/Deliverable                     | Date (2018)             |
|------|-------------------------------------------|-------------------------|
|      | Contract Execution                        | February 20             |
| 1.1  | Project Kickoff Meeting                   | February 27/28          |
| 1.2  | Data Needs Letter/Data Gathering          | February 20 – March     |
| 1.3  | Various PM Communications                 | February 20 – September |
| 1.4  | Monthly Progress Reports and Invoices     | March – September       |
| 2.1  | Technical Memo #1                         | May/June                |
| 2.2  | Matrix Summary Table                      | June                    |
| 2.3  | Technical Memo #2                         | June/July               |
| 3.1  | Technical Memo #3                         | June/July               |
| 4.1  | MRF Feasibility Study Report (Tech Memo)  | April-May               |
| 5.1  | CSSMP (Draft)                             | July/August             |
| 5.2  | CSSMP (Final)                             | August/September        |
| 6.1  | Initial AG Meeting/Focus Group Interviews | February 27/28          |
| 6.2  | AG Meeting #1                             | April                   |
| 6.3  | AG Meeting #2                             | May                     |
| 6.4  | AG Meeting #3/Recycling Center Prototype  | August/September        |
| 6.5  | Presentation to AG and/or City Council    | September               |
|      | Project Closeout                          | September               |

**Exhibit C – COMPENSATION**  
**City of Moscow**  
**Sanitation System Planning Services**

The following table summarizes the labor and expenses for each task of the Project. The estimate assumes that services will be performed in 2018. Labor and expenses will be billed on a time-and-materials basis and will not exceed the estimated budget unless prior written authorization is received from the City. The fee for these services was estimated using the 2018 Schedule of Billing Rates (attached). Rates are subject to change in 2019 if work carries over into next year.

| <b>Task/Description</b>                                          | <b>Labor</b>    | <b>Expenses*</b> | <b>Subs*</b>    | <b>Total</b>    |
|------------------------------------------------------------------|-----------------|------------------|-----------------|-----------------|
| 1-Project Management & Coordination                              | \$8,938         | \$775            | \$1,023         | \$10,736        |
| 2-Recycling Program & Recycling Facility Evaluation and Planning | \$12,188        | \$55             | \$2,728         | \$14,971        |
| 3-Solid Waste Program Review                                     | \$4,791         | \$55             | \$2,365         | \$7,211         |
| 4-Material Reuse/Sorting Facility Feasibility Study              | \$10,394        | \$55             | \$7,755         | \$18,204        |
| 5-Comprehensive Sanitation System Master Plan                    | \$3,569         | \$55             | \$2,904         | \$6,528         |
| 6-Advisory Group/Public Engagement                               | \$5,216         | \$775            | \$0.00          | \$5,991         |
| <b>Total</b>                                                     | <b>\$45,096</b> | <b>\$1,770</b>   | <b>\$16,775</b> | <b>\$63,641</b> |

\*Includes 10% markup



## ATTACHMENT

## 2018 SCHEDULE OF BILLING RATES\*

|                                 | Hourly Rate |
|---------------------------------|-------------|
| Clerical Support .....          | \$61        |
| Project Assistant .....         | 71          |
| Project Coordinator .....       | 82          |
| Engineering Tech .....          | 76          |
| Ecologist .....                 | 91          |
| GIS Specialist .....            | 95          |
| Geologist .....                 | 100         |
| Grant Administrator .....       | 115         |
| Construction Inspector 1 .....  | 109         |
| Construction Inspector 2 .....  | 115         |
| Survey Party Chief .....        | 92          |
| Land Surveyor .....             | 113         |
| Designer .....                  | 100         |
| Senior Designer .....           | 111         |
| Senior Technician/Planner ..... | 115         |
| Senior Hydrogeologist .....     | 123         |
| Engineer 1 .....                | 105         |
| Engineer 1 .....                | 111         |
| Engineer 2 .....                | 111         |
| Engineer 3 .....                | 115         |
| Engineer 4 .....                | 127         |
| Associate Project Manager ..... | 114         |
| Project Manager 1 .....         | 130         |
| Project Manager 1 .....         | 139         |
| Project Manager 2 .....         | 140         |
| Project Manager 3 .....         | 161         |
| Project Manager 4 .....         | 165         |
| Project Manager 4 .....         | 175         |
| Senior Project Manager .....    | 178         |
| Principal/Project Manager ..... | 184         |

**Reimbursable Expenses** include but are not limited to:

Auto Mileage ..... \$.65/mile

Outside Consultants, Fees, Shipping, Supplies, Travel and Per Diem ..... 1.10xcost

\*These rates are effective **January 1, 2018**. They are subject to update in January 2019.



**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** Request Hamilton Funds for Purchase and Installation of Wheelchair Swing in East City Park**Responsible Staff:** Dwight Curtis

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**Information**

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**DESCRIPTION:** In January 2018, City Councilmember Sullivan was initially contacted by Moscow High School student, Lena Werner, with a request to have a wheelchair accessible swing installed in East City Park (email letter attached). Lena is the President of the Moscow High School's Buddy Club and the request is on behalf of the club. Councilmember Sullivan guided her request to Parks and Recreation. The Buddy Club advisor is Cory Voss, Special Education Department Chair at the Moscow School District. Staff met with Ms. Werner and Ms. Voss regarding the request. The Buddy Club estimates they can donate \$3,000 toward the project. As part of the Parks and Recreation Master Plan 2013 accessibility needs, staff had anticipated this purchase sometime in the future; this proposal merely moves it to the present. The proposal of using Hamilton Funds to complete the project is also in line with Moscow City Council Resolution 2017-07, authorizing use of Hamilton funds for playground development. A project cost breakdown worksheet is attached. 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.

Staff recommends the purchase of the wheelchair swing known as the "iSwing." It is durable and user friendly. An image of the iSwing is attached. If approved, the iSwing will be located with the other playground equipment in East City Park for inclusivity and will utilize safety surface tiles.

If approved, the project would be completed this summer in-house by parks and recreation staff.

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.

**STAFF RECOMMENDATION:** 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.

**PROPOSED ACTIONS:** Approve purchase and installation 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.

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**Necessary Resources/Impacts**

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<Type your fiscal/personnel/miscellaneous impacts here or N/A>

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**Attachments**

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Werner email letter - Moscow High School Buddy Club 1-10-18

iSwing images 2-6-18

Quote - IP15 iSwing City of Moscow 2-6-18

Wheelchair Swing Cost - East City Park 2-6-18

**Laurie M. Hopkins**

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**From:** Lena <lenawerner00@gmail.com>  
**Sent:** Tuesday, January 09, 2018 10:01 PM  
**To:** Parks & Recreation Commission  
**Subject:** Moscow High School Buddy Club

Dear members of the Parks and Recreation Commission,

My name is Lena Werner and I am currently the president of Moscow High School's Buddy Club. This club works on inclusion and focuses on integrating students with disabilities into the school environment. Throughout the year we have put on events ranging from festive holiday parties, to community wide events such as Let Everyone Play Day, a baseball game for people of all ages and abilities. Buddy Club also strives to create a more accepting environment at our school altogether. It has fostered friendships among people of all abilities, and promotes the mindset that people with disabilities should not be separated in society.

Our club has thought about various ways that we could give back to our community and make a lasting impact on the city of Moscow. One of our ideas was to build a wheelchair accessible swing at East City Park. As you are part of the Moscow Parks and Recreation Commission, I was wondering whether you have any thoughts on where we would need to start in order to begin this process.

Moscow's community is exceptionally accepting and inclusionary. We believe that a wheelchair accessible swing will only add to these characteristics, and make it possible for people of all abilities to enjoy East City Park. Thank you for your time and feedback!

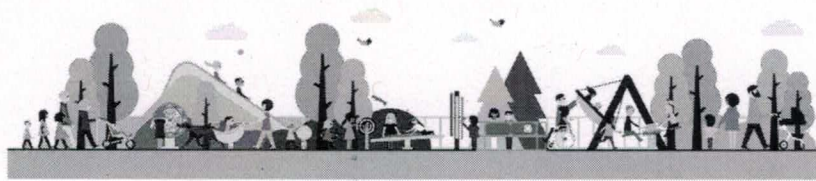
Sincerely,

Lena Werner

Attachment: Werner email letter - Moscow High School Buddy Club 1-10-18 (1651 : Request Hamilton Funds for Purchase and Installation of

## Inclusive Play (IP)15 iSwing





Quote Number 00000591  
Created Date 06/02/2018

Contact Name David Schott  
Company Name City of Moscow Parks and Recreation

Quote Name IP - IP15 iSwing City of Moscow  
Account Name City of Moscow Parks and Recreation

| Product                   | Product Code | Sales Price | Quantity | Total Price |
|---------------------------|--------------|-------------|----------|-------------|
| iSwing (Supervised Space) | IP15         | £6,420.00   | 1.00     | £6,420.00   |

Total Price £6,420.00 = \$ 8,923.80  
Delivery £2,775.00 = \$ 3,857.25  
Quotation Total (ex VAT) £9,195.00 = \$ 12,781.05

#### Terms & Conditions

Please note Terms & Conditions attached

#### Contact Information

Prepared By Jo Davie

Area Manager Joanna Davie

Phone 0131 214 1180



|                                            |             |                 |                   |                    |                                                 |
|--------------------------------------------|-------------|-----------------|-------------------|--------------------|-------------------------------------------------|
| Wheelchair Swing East City Park            |             |                 |                   |                    |                                                 |
| 01.30.18                                   |             |                 |                   |                    |                                                 |
|                                            | <b>Unit</b> | <b>Quantity</b> | <b>Unit Price</b> | <b>Amount</b>      |                                                 |
| <b>Site work</b>                           |             |                 |                   |                    |                                                 |
| Erosion control, silt fence                | 100 LF      | 1.00            | 57.50             | \$57.50            |                                                 |
| Erosion control, waddles                   | 25 FT       | 5.00            | 33.95             | \$169.75           |                                                 |
| Fencing                                    | LS          | 1.00            | 3475.00           | \$3,475.00         | Quote from Ceder Ridge Construction             |
| <b>Subtotal:</b>                           |             |                 |                   | <b>\$3,702.25</b>  |                                                 |
| <b>Concrete</b>                            |             |                 |                   |                    |                                                 |
| Mobilization                               | LS          | 1.00            | 602.00            | \$631.00           | 10% concrete total                              |
| Clear and grub path and pad                | ACRE        | 0.015           | 5000.00           | \$75.00            | Quote based on Dwight's trail spreadsheet       |
| Excavation                                 | CY          | 29.00           | 10.00             | \$290.00           | Quote based on Dwight's trail spreadsheet       |
| Concrete slab                              | SY          | 43.00           | 61.50             | \$2,644.50         | Quote based on Indian Hills Park                |
| Concrete path                              | SY          | 25.00           | 76.50             | \$1,912.50         | Quote based on Indian Hills Park                |
| Concrete border                            | SY          | 5.00            | 76.50             | \$382.50           | Quote based on Indian Hills Park                |
| Pedestrian control                         | LS          | 1.00            | 500.00            | \$500.00           | Quote based on Indian Hills Park                |
| Misc. demo and excavation                  | LS          | 1.00            | 500.00            | \$500.00           | Quote based on Indian Hills Park                |
| <b>Subtotal:</b>                           |             |                 |                   | <b>\$6,935.50</b>  |                                                 |
| <b>Playgrounds and tile installation</b>   |             |                 |                   |                    |                                                 |
| Swing, Frame                               | LS          | 1.00            | 8923.80           | \$8,923.80         | Quote from Inclusive Play; Exchange Rate = 1.39 |
| Shipping                                   | LS          | 1.00            | 3857.25           | \$3,857.25         | Quote from Inclusive Play; Exchange Rate = 1.39 |
| 2.5" tiles, shipping, adhesive             | LS          | 1.00            | 3888.00           | \$3,888.00         | Buell Quote                                     |
| Signage                                    | ALLOW       | 1.00            | 250.00            | \$250.00           |                                                 |
| <b>Subtotal:</b>                           |             |                 |                   | <b>\$16,919.05</b> |                                                 |
| <b>Seeding, irrigation, fill and mulch</b> |             |                 |                   |                    |                                                 |
| Rehab                                      | ALLOW       | 1.00            | 500.00            | \$500.00           |                                                 |
| <b>Subtotal:</b>                           |             |                 |                   | <b>\$500.00</b>    |                                                 |
| <b>Project Subtotal:</b>                   |             |                 |                   | <b>\$28,056.80</b> |                                                 |
| <b>Contingency 20%:</b>                    |             |                 |                   | <b>\$5,611.36</b>  |                                                 |
|                                            |             |                 |                   | <b>\$33,668.16</b> |                                                 |

**MOSCOW CITY COUNCIL AGENDA****Meeting Date:** 02/20/2018**Title:** General Obligation Bond Discussion and Request for Direction**Responsible Staff:** Gary J. Riedner

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***Information***

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**DESCRIPTION:** 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, repurposing 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.

**STAFF RECOMMENDATION:** Direct staff to reschedule the public facilities bond election authorized at the November 20, 2017 City Council meeting from May 2018 to May 2019.

**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.

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***Necessary Resources/Impacts***

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<Type your fiscal/personnel/miscellaneous impacts here or N/A>

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***Attachments***

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memo-MayorCouncil;2018 to 2019 Bond Recommendation 0218

# MEMORANDUM



**To:** Mayor Lambert and City Council  
**From:** Gary J. Riedner, City Supervisor   
**Date:** February 20, 2018  
**Re:** Bond Election for Proposed Replacement of Police Station and Repurposing of Current Police Station

As part of its Strategic Planning process, in 2015, the City completed the Facilities Master Plan, a study of anticipated City facility and office space needs for the next 20 years. The Facilities Plan study analyzed the condition and adequacy of the City's current buildings, projected anticipated future staff growth within all of the City Departments and provided recommendations and cost estimations for facility projects and improvements that would accommodate the anticipated future demand. The Facilities Master Plan recommended that the Police Services facility be considered the highest priority project due to the extent of deficiencies with the current City Police Services facility which included inadequate space, inefficient configuration, and limited access for emergency response.

This information was considered and integrated into the development of the City's Strategic Plan, which identified many challenges facing the community, the most significant of which were termed Major Challenge Areas. The Strategic Plan identified the "Deteriorating and Substandard Police Facility" as a Tier 1 Internal Major Challenge Area (the highest priority needs), specifically due to lack of a secure location, limited access due to the current police station location on a cul-de-sac, with direct street access to a one-way street, lack of sufficient space and insufficient storage and evidence space.

In addition, the Strategic Plan also addressed issues relating to the City's Solid Waste Sanitation System, specifically at the current location of the Recycling Center located on Jackson Street. Because of increased volumes received at the Center, as well as the City Council implemented change from curbside recycling to roll-cart single-stream recycling, and the lack of capacity and safety concerns of the yard waste drop-off facility, the current Recycling Center does not meet the needs of the system.

As a result of the implementation of the Strategic Plan, in the development of its FY2017 budget, the City Council directed staff to explore the potential of a general obligation bond election to be held in May of 2017 for the purpose of addressing several community needs including:

- New Police Services Facility;
- Fire Truck Replacement;
- Incremental Park Development;
- Improvement of Downtown Infrastructure;
- Supplemental Street Repair and Maintenance;
- City Shop upgrades/replacement.

Attachment: memo-MayorCouncil;2018 to 2019 Bond Recommendation 0218 (1664 : General Obligation Bond Discussion)

The City formed the following Technical Advisory Committees (TAC) to review individual project components and prepare proposals for inclusion in the final bond package:

- Police Facilities TAC
- Fire Truck Replacement TAC
- Parks Development TAC
- Street Improvements TAC
- Downtown/Arts TAC
- Public Works Facility TAC
- Recycle Center TAC (due to potential Police Facilities location)
- Finance TAC
- Public Relations/Communications TAC

In the FY2017 City budget, the funding for these projects (to be provided through a General Obligation Bond) was limited to \$10 million. The City then retained Eric Heringer of Piper Jaffray as Financial Advisor and Danielle Quade of Hawley Troxell law firm to act as Bond Counsel for the bond election process.

As the TAC work proceeded, several issues arose which impacted the direction of the project:

- In FY2017, pursuant to City Council direction, a fire truck was purchased out of accumulated general funds, and further direction that purchase of fire trucks would be made within the annual fiscal budget. This direction removed the necessity of including fire truck purchases in the bond issue.
- The second situation occurred when the City Council passed Resolution 2017-07, which directed that the remaining Hamilton Trust Funds would be restricted for use for construction and replacement of playgrounds and accessible paths to those playgrounds. This funding, along with an innovative Parks initiative of incremental park development by Parks staff, provides a means to address incremental park development.
- During the FY2017 and FY2018 budgets, the City Council approved \$741,770 and \$870,000 in the Streets Maintenance Program, representing an increase of over \$350,000 from FY2016. This increase was due to both an increase in the state's fuel tax revenues and prioritized budgeting.
- The Moscow Urban Renewal Agency is considering expansion of the Legacy Crossing Urban Renewal District to the east side of the Main Street right-of-way, which, if accomplished, will provide additional options for partnership with the City relating to downtown improvements and renovations.
- The initial conceptual work relating to renovation/replacement of the City Shop and Public Works Facility has been ongoing, but due to the large scope of the project and potential costs, is currently being evaluated to consider other options and alternatives.
- Police Facilities TAC worked with the Police Department and LCA Architects to identify a location for a replacement police facility and develop a concept and proposal for City Council consideration. That process yielded a preferred site location on Jackson Street, in the location of the current Recycling Center. The site met the necessary criteria of central location, close to downtown, site accessibility, adequate size and availability for construction. This coincides with the Strategic Plan



MCA for the Recycling Center, which has been deemed inadequate for the current and future needs of the community. That concept and proposal was completed in December 2016, but was not distributed, due to the fact that the City began discussions with Gritman Medical Center to determine whether the former Moscow Federal Building & Post Office site (now owned by Gritman) would be available for repurposing as the City's Police Facility, as well as to house other City operations, such as Community Development, Engineering and Information Systems. Those discussions and evaluation of the Federal Building to determine its suitability continued throughout the winter, spring and late summer of 2017, when it was determined that the project would not go forward.

- The Sanitation Department budgeted funds to engage in a master planning process during FY2018, for which a proposed contract with the successful consultant will be brought to Council on February 20, 2018. That process will include evaluation of the current operations of the recycling program, as well as impacts of recently implemented programs, including the roll-cart garbage program, single-stream recycling program, alternatives for the inadequate and potentially unsafe yard waste drop-off (including the potential for a yard waste collection program). The Planning process will engage the community in a broad discussion and assessment of the current recycling program, as well as exploring the potential for new and enhanced services, including a re-envisioned Moscow Recycling and Convenience Center. The City will engage a Sanitation Master Plan Advisory Group to include members of the City of Moscow Sustainable Environment Commission, community members and technicians to assist with the master planning effort. Data and opinion gathering will include a written survey of the entire community, focus groups including rate payers, and a survey of Recycling Center drop off location users.

After consultation with the City's Bond Counsel and Financial Advisor, due to state law requiring that bond measures be separated on the ballot according to the proposed expenditure of bond funds, a multiple-purpose bond election would require several individual voter authorizations for the different projects. In order to reduce confusion and provide for the best bond election process, their advice was to limit the bond election to one question if possible.

As was reported at that November 20, 2017 City Council meeting, the City engaged a structural engineer to assess the condition of the Mann Building. The assessment concluded that exterior cracking did not constitute a structural failure of the building and was the result of the lack of expansion joints within the original construction. The report recommended that only relatively minor masonry repairs were necessary to ensure water intrusion did not lead to future building damage.

In light of these findings, staff recommended that if Community Development and Engineering were to relocate to the current Fourth Street Police Services facility, the Mann Building would be available for use by Information Systems which was temporarily relocated to the Eggan Youth Center to address their immediate space needs. It is anticipated that the Mann Building would require fairly minor renovation to accommodate the Information Systems Department. Excess space within the Mann Building basement could be utilized for City record storage.

According to the City's Bond Counsel, the construction of the new Police Services Facility and remodel of the Fourth Street and Mann Buildings would all be considered the construction of city facilities and

all three projects could be included within a single bond election and not require separate ballot questions.

At the November 20, 2017 City Council meeting, the Council directed that staff proceed with preparation of a bond election to finance the siting and construction of a new Police Services facility on the site of the current Recycling Center site, as well as to repurpose the existing Fourth Street Police facility and Mann Building to meet the space needs of the Community Development and Engineering Departments and other needs as identified within the Facilities Master Plan.

As the City moves forward with the Comprehensive Sanitation Master Planning effort, it is clear that it will not be completed in sufficient time to provide guidance to the City Council in advance of the proposed May 2018 bond election date.

Because of the advancing time constraints relating to the May, 2018 bond election date, staff is recommending that Council move the bond election to a May 2019 bond election date. The revised schedule will allow time for the City to work to engage citizens to determine the community's desires for services to be provided in a new recycling convenience center to further support and enhance the community's waste diversion and conservation efforts.

Rescheduling of the bond election will also allow the City to better inform the community about the new Police services facility and the challenges currently faced by the Moscow Police Department.