Moscow City Council

Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday June 18, 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 (Excused)

OTHERS: County Commissioner Tom Lamar

STAFF: Jen Pfiffner, Mia Vowels, Bill Belknap, Dwight Curtis, Mike Ray, Bob Buvel, Leah Carlson, Laurie M. Hopkins

Pledge of Allegiance
Mayor Lambert led the Pledge of Allegiance.

1. Consent Agenda

A. Approval of Moscow City Council June 4, 2018 Minutes – Laurie M. Hopkins

B. Disbursement Report for May 2018 - Sarah Banks
Staff will present the Accounts Payable Report for the month ending May 2018. This was reviewed and recommended for approval by the Public Works/Finance Committee on June 11, 2018.

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

C. 1912 Center Roofing System Replacement - Change Order No. 1 - David Schott
The Parks and Recreation Department is requesting approval of Change Order No. 1 for the 1912 Center Roofing System Replacement Project. The Change Order No. 1 request is to replace the five (5) existing skylights with five (5) new Kalwall skylights in the amount of $53,000. Heart of the Arts, Inc. (HAI) has pledged to fund Alternate #2 ($53,000) after receiving a gift of $53,000 that is a restricted donation for the replacement of the skylights. The existing wire glass skylights have deteriorated to a point they are leaking rain water into the building. If Change Order No. 1 is approved, the contract amount of $189,732 will be increased to $242,732. In addition, the contract completion time will be increased by fifteen (15) calendar days. The revised date of Substantial Completion will be August 21, 2018 rather than August 6, 2018. The Public Works / Finance Committee reviewed the proposal on June 11, 2018 and recommended approval.

ACTION: Approve Change Order No. 1 in the amount of $53,000 for the replacement of the existing skylights on the 1912 Center roof.

D. Itani Park Playground Equipment Selection - David Schott
The Parks and Recreation Department is requesting authorization to purchase playground equipment and safety tiles from Buell Recreation at a cost of $67,000 to be installed in Itani Park. A Request for Proposals (RFP) was issued on May 3, 2018 to twenty (20) playground suppliers.

Nine (9) proposals were received. Public voting on the proposals occurred May 14th to May 21st. Buell Recreation with Burke playground equipment received 146 of the 333 total votes. The Parks and Recreation Commission is recommending Buell Recreation to provide the playground equipment and tile safety surfacing for Itani Park. The Public Works/Finance Committee reviewed the proposal on June 11, 2018 and recommended approval.

ACTION: Approve the purchase of playground equipment for Itani Park in the amount of $67,000 from Buell Recreation with funding source from the Hamilton Fund.

E. 109 N Almon St Lot Division - Michael Ray

Garrett Thompson is requesting a lot division of a 1.89 acre parcel of land located at 109 N Almon Street. The applicant proposed to establish two parcels of 13,033 sf and 1.59 acres from the original 1.89 acre parcel. The subject property is currently located within the Multiple Family Residential (R-4) Zoning District which has a minimum lot size of 5,000 sf and a minimum lot width of 50 feet. The two proposed parcels will meet all minimum lot requirements for the R-4 Zone. The proposed 13,033 sf parcel currently contains a brick building that was formerly used as the Dumas Seed powerhouse building and is proposed to be remain. The existing powerhouse building will meet all setback requirements of the R-4 Zone, with the exception of the front setback which is currently legal nonconforming. In accordance with City of Moscow requirements, property owners within 600 ft of the property have been notified of the proposed division and the site had been posted seven (7) days prior to the meeting date. This was reviewed and recommended for approval by the Public Works/Finance Committee on June 11, 2018.

ACTION: Approve the lot division request.

F. 708 and 714 S. Jefferson Line Adjustment Request - Bill Belknap

The owners of 708 and 714 S. Jefferson Street are requesting a lot line adjustment between the two parcels to shift the common lot line between the two properties 15 feet to the south. 708 S. Jefferson is currently 5,000 square feet in size with a lot width of 40 feet and depth of 125 feet. 714 S. Jefferson is currently 9,375 square feet in size with a lot width of 75 feet and depth of 125 feet. Both properties are located within the Multiple Family Residential (R4) Zoning District which has a minimum lot are of 5,000 square feet and minimum lot width of 50 feet for single family, two family and multiple family residential uses. After the proposed lot line adjustment, 708 S. Jefferson would have a lot are of 6,875 and width of 55 feet, and 714 S. Jefferson would have a lot area of 7,500 square feet and lot width of 60 feet and would therefore comply with all current lot and setback requirements. This matter was received by the Public Works Finance Committee on June 11th and was recommended for approval with no conditions.

ACTION: Approve the proposed lot line adjustment request.

RESULT:	**ADOPTED CONSENT AGENDA IN FULL [UNANIMOUS]**
MOVER:	Art Bettge, Councilmember
SECONDER:	Gina Taruscio, Council Vice President
AYES:	Bonzo, Taruscio, Bettge, Sullivan, Zabala
EXCUSED:	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)
None offered.

5. Palouse Knowledge Corridor Report – Gary J. Riedner / Tom Lamar
Pfiffner gave a brief history of the inception of the Palouse Knowledge Corridor and introduced Francis Benjamin and Tom Lamar. The PKC brings in economic development to Moscow with collaboration with other entities. The PKC markets this area similar to Silicon Valley nationally and internationally for a place to live and grow their business. Lamar said at the Be the Entrepreneur Bootcamp, awards were given: non-profit business - Backyard Harvest; exiting established business - Allegra; growing business - Sams Apothecary.

Benjamin said the PKC website has lots of information on how to start a business. Over the last five Bootcamps, 116 people have attended. Attendees are asked for feedback: 40% expressed the Bootcamp has helped expand sales; 16% have gone on to start a new business (some attendees already have a business); 50% are on track for starting a business in the next four years. The Bootcamp is four days of intense information with customer discovery as a high focus. The other focus is on community input and community connection. Many attendees come back as speakers. The average number of attendees is 25. The biggest barrier seems to be that it is four days long. However, attendees do not think it is too long. The Bootcamp is intended to excelerate businesses and hand off back to the economic development organizations. Attendees have been as far away as California. There are a number of blogs that highlight endorsements from businesses. A survey is sent out in the fall/winter asking how the Bootcamp impacted their business sales, growth of employees, etc. The Council would like to see testimonials from attendees.

6. Third Street Corridor Status Report - Les MacDonald

A report on the status of the multiple projects within the Third Street Corridor between Washington Street and Mountain View Road. These include the Third Street Reconstruction - Phase II project, the Third Street Corridor Improvements - Phase I Project, the Third Street Corridor Improvements - Phase II project, and the Third Street Bridge project. The report will also address the recent Transportation Commission Third Street Subcommittee discussion on the corridor improvements assessment performed by Alta Planning.

PROPOSED ACTIONS: Receive report and discuss upcoming project actions, or take other action deemed appropriate.

Pfiffner said on June 4th Council received the report from Alta and directed it go to the subcommittee for review. The Subcommittee suggested Option 1 including contacting ITD for approval of the Washington Street update. The Child Pedestrian Safety grant can be used for some of the items. Reconstruction of Third Street Phase 2 includes curb bulbs and is currently in construction. Adams to Mountain View Road design is nearing completion and should go out to bid soon. First step is to contact ITD. Approval from ITD could take several months and could have to look at 2019. Possible options for the Adams Street intersection is to do a change order to current Third Street reconstruction project or look at a new contract as a smaller project. Either option allows for completion by mid-August prior to school starting. The HAWK signal does fit within the CPS grant and purchasing it now would allow the project to get underway now. The Third Street Bridge project had bid solicitation on June 16 with a bid opening and construction in July.

Mayor Lambert said many items can be done this summer with the CPS grant while waiting for an ITD approval and the bridge solicitation has an alternative for construction in Spring 2019. Bonzo said the subcommittee consensus was everything Alta recommended.

Phil Cook, 804 Eisenhower St Moscow, said the staff report is accurate and hopes the City will pursue Option one and that ITD will come along.

Joann Muneta, 203 S Howard St Moscow, asked what the HAWK signal is. She also confirmed the median at Jefferson is moving to the north and that the raised sidewalks would be part of the project moving ahead.

Bettge moved receipt of the report, proceed with asking ITD for approval of the lane change on Washington, and proceed with the project up to Jefferson Street. Taruscio seconded.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Art Bettge, Councilmember
SECONDER:	Gina Taruscio, Council Vice President
AYES:	Bonzo, Taruscio, Bettge, Sullivan, Zabala
EXCUSED:	Jim Boland

7. Indian Hills 9th Final Plat - Michael Ray

The Planning & Zoning Commission conducted a public hearing on March 28, 2018 to consider the request by Sally Powers for a Preliminary subdivision plat (Indian Hills 9 Addition) for a 21.73 acre area of land generally located east of Main Street and north of Palouse River Drive. After considering public testimony and the relevant criteria and standards, the Planning and Zoning Commission recommended approval of the Preliminary subdivision plat with two conditions. City Council then conducted a public hearing on April 16, 2018 and approved the Indian Hills 9 preliminary plat with two conditions.

On May 8, 2018 the applicant submitted the final subdivision plat to be reviewed by the Planning and Zoning Commission and City Council. Staff has reviewed the final plat for conformance with City and State Code requirements, as well as the conditions of approval and found the final plat to be in conformance. Planning and Zoning Commission reviewed the final plat on May 23, 2018 and recommended approval to City Council.

PROPOSED ACTIONS: Approve the Indian Hills 9 Addition Final Plat; or take such other action deemed appropriate.

Ray introduced the item adding Palouse Prairie Charter School has been taken out of the final plat. There is one recommended condition of a 15 foot dedication that was missed on the preliminary plat. Palouse River Drive requires a 90 foot ROW and the plat only has 30 feet. The change wasn't able to be made prior to packet preparation thus it is suggested as a condition. The path beside the school is still in the plat as right-of-way. The Indian Hills 9th Addition final plat with the condition was approved by roll call vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Art Bettge, Councilmember
SECONDER:	Anne Zabala, Councilmember
AYES:	Bonzo, Taruscio, Bettge, Sullivan, Zabala
EXCUSED:	Jim Boland

8. Indian Hills 9th Development Agreement - Bob Buvel

The Indian Hills Trading Company LLC has submitted to the City a final plat for the development of their property abutting US 95 and the terminus of Southview Drive. The City Council has approved a preliminary plat for this property. The final plat is titled the Indian Hills 9th Addition Subdivision and will be presented for City Council approval on June 18, 2018. If the final plat is approved by City Council, a development agreement is necessary to address construction of public improvements, parkland dedication, and as-constructed drawings. The attached agreement covers these items. The parkland dedication requirement for the Indian Hills 9th Addition to the City of Moscow, Idaho was fulfilled via the Parkland Exchange Agreement 2018-020 which was approved by the Moscow City Council on April 2, 2018. There is no proposed phasing of the Indian Hills 9th Addition Subdivision.

The proposed development agreement was not prepared in time for consideration at Public Works/Finance Committee, and is proceeding to Council directly concurrently with the final plat of the subdivision and monumentation agreement in order to avoid delay.

PROPOSED ACTIONS: Conditioned upon approval of the Final Plat, approve the Development Agreement with The Indian Hills Trading Company LLC for Indian Hills 9th Addition Subdivision, or take such other action deemed appropriate.

Buvel introduced the item saying with the approval of the final plat, a development agreement is necessary to address the construction of public improvement, parkland dedication and as-constructed drawings. This is a standard agreement but does include some requirements left over from Indian Hills 8th Addition. The development agreement was approved by roll call vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Art Bettge, Councilmember
SECONDER:	Kathryn Bonzo, Council President
AYES:	Bonzo, Taruscio, Bettge, Sullivan, Zabala
EXCUSED:	Jim Boland

9. Indian Hills 9th Addition Monumentation Agreement - Bob Buvel

The Indian Hills Trading Company L.L.C. is the owner and developer of the proposed Indian Hills 9th Addition Subdivision abutting US 95 and at the terminus of Southview Drive. The subdivision has received preliminary plat approval and the final plat is being presented for City Council consideration at the June 18, 2018 City Council meeting. If Council approves the final plat, the interior property corners will not be set until after the final plat has been filed, the earthwork has been completed, and the utilities have been installed. In such instances, an agreement obligating the establishment of these interior corners is required by Idaho Code.

The proposed monumentation agreement was not prepared in time for consideration at Public Works/Finance Committee, and is proceeding to Council directly concurrently with the final plat of the subdivision and development agreement in order to avoid delay.

PROPOSED ACTIONS: Conditioned upon approval of the final plat, recommend approval of the monumentation agreement for Indian Hills 9th Addition Subdivision with The Indian Hills Trading Company LLC or take such other action deemed appropriate.

Buvel explained this agreement facilitates the contractor to file the plat, begin selling lots, and set pins later so that they do not get destroyed during construction. The agreement was approved by roll call vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Gina Taruscio, Council Vice President
SECONDER:	Brandy Sullivan, Councilmember
AYES:	Bonzo, Taruscio, Bettge, Sullivan, Zabala
EXCUSED:	Jim Boland

10. Cancellation of July 2 City Council Meeting - Gary J. Riedner

Due to the fact that Independence Day is a federal holiday observed by the City of Moscow and falls on a Wednesday, Mayor Lambert has proposed cancellation of the July 2, 2018 regular City Council meeting due to expected low attendance. Per Moscow City Code 2-2-3, the City Council has discretion to cancel Council meetings.

PROPOSED ACTIONS: Cancel the regular City Council meeting scheduled for July 2, 2018, or take such other deemed appropriate.

Pfiffner explained as written above. Mayor reminded the Council the budget workshop would take place on July 9, 2018. The cancellation was approved by roll call vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Art Bettge, Councilmember
SECONDER:	Kathryn Bonzo, Council President
AYES:	Bonzo, Taruscio, Bettge, Sullivan, Zabala
EXCUSED:	Jim Boland

Reports

City Council
Moscow Arts Commission - Bonzo reported the Commission discussed the poet laureate, Artwalk, and the process for the match of 1% for art on the bridge and discussed the process for call for artist.

Farmers Market Commission - Bonzo said they discussed the oral history project.

Moscow Urban Renewal Agency - Bettge reported the Agency discussed the amended Legacy Crossing border and the 6th and Jackson redevelopment proposals went out June 9th due back August 10th.

Moscow Volunteer Fire Department - Taruscio said they discussed the brick work on station one and the remodel as well as consideration of a change to the bylaws regarding the number of voting members.

Moscow Pathways Commission - Sullivan reported the Commission is planning the venue for the September 11th bike tour and want to include the underpass and Blackbird Station. The Commission also heard a report on the Highway 95 underpass study and exercise stations on the path.

Mayor
Mayor Lambert said he attended the airport board meeting and other events.

Staff
Pfiffner reminded the Council the Association of Idaho Cities conference is taking place this week and many staff and council members are attending.

Adjourn
The meeting was closed at 8:22 PM

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

ENTREPRENEUR OF THE PALOUSE

CELEBRATING THE 2018 AWARD WINNERS

BACKYARD HARVEST

Non-Profit Organization Award

SAM'S APOTHECARY

Rising Star Award

ALLEGRA PRINTING and IMAGE 360

Business Award

The Entrepreneur of the Palouse Awards are presented by Palouse Knowledge Corridor.

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Written By Stone

ALTURAS ANALYTICS • AVISTA • FAIRFIELD INN, MOSCOW

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2018 Be The Entrepreneur Bootcamp Agenda
June 11-14, 2018

Day 1 Monday, June 11, 2018

	All of Today's Sessions are at: University of Idaho: Iddings Ag Science Building, corner of W 6th Street and S Rayburn Street, Room 204
8:00am – 8:30am	**Registration**
8:30am – 9:00am	**1: Bootcamp Overview** Revealing the Bootcamp roadmap
9:00am – 10:00am	**2: Is it an Opportunity?** Internal and external factors which go into making a business opportunity
10:00am – 1:00pm	**3: Business Model Development** The process of developing a business model – instruction of online tools
	4: Working Lunch
1:00pm – 2:00pm	**5: Competitive Analysis/ Customer Discovery** Evaluating your idea – Analysis, Library Resources, why & how to use resources to be competitive
2:15pm – 3:45pm	**6: Lean Startup Strategies** Bootstrapping strategies – launching with limited funds
3:45pm – 4:45pm	**7: Building Your Team** Who do you need on your team to be successful
5:00pm – 6:20pm	**8: Specialized Mentoring**
6:30pm – 8:30pm	**9: Dinner/ Exploration: Telling Your Story** Communicating your business idea to others

Day 2 Tuesday, June 12, 2018

	All of Today's Sessions are at: University of Idaho: Idaho Commons, the corner of W University Ave and S Line St, Summit Conference Space on 4th Floor Today's evening event is at Integrated Research and Innovation Center (IRIC) on UI campus
8:00am – 8:10am	**BTE Update**
8:10am –10:30am	**10: Art of the Pitch** Pitching your business
10:30am –11:00am	**11: Selling Your Idea** Developing and using a pitch deck
11:00am – 11:20am	**12: Business Model To Business Plan** Overview of moving from a business model to a business plan
11:20am – 1:00pm	**13: Breakout Session: Business Models Review**
	14: Working Lunch: Business Models Review noon-1pm
1:15pm – 2:30pm	**15: Creating a Successful Startup** Steps to success – real stories & tips from business leaders
2:30pm – 3:00pm	**16: Specialized Mentoring - Application/ Practice**
3:00pm – 6:00pm	**17: Tours**

7:00pm – 9:00pm	**18: Palouse Pitch – Hosted at Integrated Research and Innovation Center (IRIC) on UI campus**

Day 3 Wednesday, June 13, 2018

	All of Today's Sessions are at: SEL Event Center Teaching sessions are in: Tesla
8:00am – 8:10am	**BTE Update**
8:10am – 9:00am	**19: Trademarks**
9:15am – 10:15am	**20: Social Media Marketing** A Crash Course in Social Media for Entrepreneurs
10:30am – 12:00pm	**21: Marketing, Advertising, and Sales** How they are connected, how they're different
12:00pm – 1:00pm	**22: Working Lunch**
1:15pm – 2:00pm	**23: Practical Applications from I-Corp** Customer discovery, lead identification, prospecting, product validation
2:00pm – 2:45pm	**24: Sales/ Negotiation** Closing the deal
2:45pm – 4:00pm	**25: Specialized Mentoring & Crucible Prep**
4:00pm – 7:00pm	**26:Industry Track Crucible – part 1 & 2**
5:30pm – 6:30pm	**27: Working Dinner: SEL Event Center**

Day 4 Thursday, June 14, 2018

	All of Today's Sessions are at: SEL Event Center Teaching sessions are in: Tesla Palouse Challenge: Faraday
9:00am – 9:10am	**BTE Update**
9:10am–10:00am	**28: Capturing Entrepreneurial Success :**
10:00am– 11:00am	**29: Dollars & Cents: Swimming with the Sharks** The financial realities of your business
11:00am – 12:00pm	**30: Intellectual Property:** Copyright & IP
12:00pm – 1:00pm	**31: Working Lunch**
1:00pm – 2:00pm	**32: International Markets/Ecommerce**
2:00pm – 2:30pm	**32a. Company Killers**
2:30pm – 3:30pm	**33: Legal: Structure**
3:30pm – 4:30pm	**34: Bringing It All Together**
5:30pm– 8:00pm	**30: Palouse Challenge**