

Moscow City Council



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday, November 18,
2019**

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

PROCLAMATION - FOOD DRIVE DAY PROCLAMATION

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council November 4, 2019 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

B. Disbursement Report October 2019 - Sarah Banks

Staff will present the Accounts Payable Report for the month ending October 2019. An updated September report with final FY2019 revenue figures is also attached. This was reviewed by the Public Works/Finance Committee on November 11, 2019 and recommended for approval.

ACTION: Approve the Disbursements Report for the month of October, 2019.

C. Lot Line Adjustment 2312 and 2306 Third Street - Bill Belknap

The applicant, Rafik Itani, is requesting a lot line adjustment between two properties located at 2312 and 2306 Third Street. The proposed lot line adjustment would reduce the lot addressed as 2306 Third Street from 8,015 sf to 7,328 sf and expand the lot addressed 2312 Third Street from 8,473 sf to 9,160 sf. The applicant is requesting the lot line adjustment in order to conform to side yard setback requirements for future construction of single family dwellings upon the subject properties. Each lot is currently vacant. The

subject properties are located within the Moderate Density, Single-Family Residential Zoning District (R-2). Within the R-2 Zoning District, lots with single-family dwellings require a minimum area of 7,000 sf and a minimum lot width of 60 feet. The proposed lot line adjustment meets both of these standards. This was reviewed by the Public Works/Finance Committee on November 12, 2019 and recommended for approval.

ACTION: Approve the lot line adjustment at 2312 Third Street and 2306 East Third Street with no conditions.

D. Update to Fee Resolution for Water and Sewer GFC's in accordance with Construction Cost Index – Tyler Palmer

The City has worked to identify the most equitable way to apply cost increases to our General Facilities Charges associated with new water and sewer service installations. The Engineering News-Record (ENR) Construction Cost Index History is broadly used as a reliable source for tracking costs related to materials and labor required for the installation of infrastructure. The use of this index results in a 3.03% adjustment to the rates in the FY2020 Fee Schedule. This was reviewed by the Public Works/Finance Committee on November 12, 2019 and recommended for approval.

ACTION: Approve the amended FY2020 fee resolution.

E. Master Services Agreement with Hodge and Associates - Bill Belknap

In 2017 the City conducted a design professional prequalification process to prepare a professional services consultant roster. Hodge and Associates, Inc. of Moscow were deemed to be qualified to provide general civil engineering services at that time. Staff wishes to execute the attached Master Agreement to allow Hodge and Associates to provide design services on a task order basis in accordance with the recently passed Resolution 2019-20 which established to process for the development of a preapproved list of qualified professional service providers. This agreement will be effective through December 31, 2020 at which time the City anticipates conducting the re-qualification process in accordance with the Resolution. This was reviewed by the Public Works/Finance Committee on November 12, 2019 and recommended for approval.

ACTION: Approve the Master Services Agreement with Hodge and Associates.

F. Memorandum of Understanding with Moscow Rural Fire District – Gary J. Riedner / Brian Nickerson

The Moscow Rural Fire District (MRFD), the Moscow Volunteer Fire Department (MVFD) and the City of Moscow have worked together for many decades, without a formal agreement. The MRFD is a Fire Protection District and shares many of the same volunteers as the MVFD. The Moscow Fire Chief also serves as the Chief of the MRFD, providing fire command and administrative support services to the MRFD. Both the MRFD and the City of Moscow provide mutual support to the other entity in times of need. The City and the Commissioners of the MRFD desire to memorialize the relationship through the attached Memorandum of Understanding for Council consideration. This was reviewed by the Administrative Committee on November 12, 2019 and recommended for approval.

ACTION: Approve the Memorandum of Understanding between the City of Moscow and the Moscow Rural Fire District.

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

3. Mayors Appointments (ACTION ITEM)

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

5. Moscow Chamber of Commerce Annual Report – Jenny Ford / Mike O'Brien

6. ERP Financial Software Purchase Approval (ACTION ITEM) - Gary J. Riedner

The City has been utilizing Springbrook software as its financial software for the past sixteen years. Staff has determined that Springbrook no longer meets the current needs of the City, as explained in the accompanying memo from the City Supervisor. Staff is seeking City Council authorization to issue a Request for Proposals for Enterprise Resource Planning software to replace the City's financial software. As funds for the purchase of replacement software was not budgeted in FY2020, staff is requesting authorization from City Council to appropriate funding in the City's open budget process to allow purchase of replacement software in the current fiscal year in accordance with the accompanying memo. A report was given to both City Council Committees on November 12, 2019 and staff was directed to proceed to City Council on November 18, 2019.

PROPOSED ACTIONS: Authorize staff to issue a Request for Proposals for enterprise resource planning software and the funds for such purchase will be appropriated in the City's open budget process in accordance with the attached memo from the City Supervisor, or take such other action deemed appropriate.

7. Sustainability Update – Kyle Steele / Tyler Palmer

8. Strategic Planning – Gary Riedner / Jen Pfiffner / Jesse Flowers

REPORTS

City Council

Mayor

Staff

ADJOURN

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