

Moscow City Council



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 2, 2020

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Bill Lambert, Art Bettge, Sandra Kelly, Maureen Laflin, Brandy Sullivan, Anne Zabala

ABSENT: Gina Taruscio

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Brian Nickerson, Debby Carscallen, Mike Ray, David Schott, Dan Ellinwood, Scott Williams, Tyler Palmer, Jen Pfiffner, Laurie M. Hopkins and numerous volunteer firefighters

PLEDGE OF ALLEGIANCE

Council Member Laflin led the Pledge of Allegiance.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council February 18, 2020 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes as presented.

B. Lot Line Adjustment for 1122 S Mountain View Road - (Heron's Hideout Park) – Aimee Hennrich

The City of Moscow is requesting a lot line adjustment to the property adjacent to the City's Heron's Hideout Park and addressed as 1122 S. Mountain View Road. At the December 16, 2019 City Council meeting, the Council voted to approve the purchase of a 1.22-acre portion of the 1.87-acre parcel. The proposed lot line adjustment will increase the size of Heron's Hideout Park by 1.22 acres and result in a remnant parcel of 0.64 acres which currently contains a single-family dwelling. The subject property is within the Low Density, Single Family Residential (R-1) Zone, which requires a minimum lot size of 9,600 square feet and a minimum lot width of 80 feet. The proposed lot line adjustment would meet both of these standards and the existing home will meet all setback requirements. This was reviewed by Public Works/Finance Committee on February 24, 2020 and recommended for approval.

ACTION: Approve lot line adjustment request with no conditions.

C. Electronic Signature Policy – Mia Bautista / Gary J. Riedner

Idaho Code allows the use of electronic signatures and specifically allows cities to utilize electronic signatures as long as due consideration is given to the security of those processes. Currently the City of Moscow has no policy regarding electronic signatures, nor other electronic

records used to conduct the official business of the City. The attached policy provides the parameters of the use of these processes in conducting the City's business. This was reviewed by the Public Works/Finance Committee on February 24, 2020 and recommended for approval.

ACTION: Approve the City of Moscow Electronic Signature Policy.

Bettge moved and Kelly seconded approval of the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

None offered.

3. Mayors Appointments (ACTION ITEM)

Mayor Lambert presented Ryan Lazo to the Farmers Market Commission. Bettge moved and Sullivan seconded approval of the appointment. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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

Ben Aiman, 407 N Monroe St, introduced himself. He is the new Executive Director at SMART Transit. SMART plays an important roll in the city and he appreciates the support from the City and community.

Patty Brehm, Kitchen Counter owner, wanted to bring an issue with sewer classification to the Council's attention. She spoke on her high water bill and being designated "restaurant". There was a rate study in 2013 that suggested a three tier system but the classifications have not changed. She requests a change from "restaurant" to "commercial". Brehm requested a list of food businesses on Main Street, First to Seventh, which totaled nineteen. Eight of those businesses were designed restaurant, and all were larger than her business. She feels there is inequity in the billing of sewer and businesses are closing due to the high bills. Riedner responded saying the City Council did not accept the 2013 rate study recommendations. A new rate study is in the works and a committee will be established. Part of the inequality in rates is that the city does not have a business registration/licensing program to determine the exact type of business.

Troy Zakariasen, PACT EMS said the EMS services seem to be a politically and emotionally charged subject. He wants to work alongside the MFVD and build the Moscow we know into the great community it is.

5. Citizen Commission Report – Planning and Zoning Commission – Mike Ray / Wendy McClure

Ray introduced Wendy McClure, Chair of the P&Z. McClure listed the Commission members and recent/current projects: ADU ordinance revisions, use table amendments, manufactured home and recreational vehicles park update and changes, subdivision code updates; 5G federal regulations, and sign code amendments.

6. 2019 Weed Monitoring Report – David Schott

Schott explained in April of 2019, the Parks and Recreation Department began general observations and established photopoints at Lillian Otness Park and Almon Asbury Lieuallen Park in regards to

weeds. Response to concerns of pesticide use in parks, both parks were then used as a pilot project whereas the weeds were not managed with pesticides for the 2019 season. General observations were made ranking the type of weed as: not observed, low infestation, moderate infestation, and heavy infestation. Overall, findings found a slight increase in weeds and an increase in staff time controlling weeds through mechanical means. Schott detailed the observations of each weed in different locations using a 0-3 scale. Staff recommends monitoring both parks for the 2020 season to gain more data regarding pesticide use.

7. Moscow Volunteer Fire Department EMS Report – Brian Nickerson / Debby Carscallen

Carscallen has been a member of the MVFD since 2002, and then hired by the City in June 2017 as the Division Chief / EMS Operations Manager. The MVFD has three fire stations, three fire engines, one ladder engine, four ambulances and two paramedic vehicles. The paramedic vehicles are supported by 46 EMT members with Basic Life Support (BLS) certification, and an additional State of Idaho optional modules certification. Fifteen of the members have Advanced Life Support (ALS) certification. Carscallen explained what it takes to become a paramedic. The MVFD covers 24 hours, 7 days a week, 365 days a year. Besides Moscow, they also cover the surrounding towns in busy times, which allows more experience for ALS calls. Processes for dispatching EMS personnel begins with Whitcom. Whitcom uses an Alpha through Echo call level designation, with the most life-threatening ALS level being Echo. Whitcom dispatches what is necessary for the designated level, all determined by the information of the call. As resources arrive, members can activate more resources and add additional response levels as the scene is assessed. The Moscow Police Department also go to calls and are invaluable to the response team. Personnel is organized into shifts. Off-call personnel are utilized in other areas such as drivers. The department is always working on quality improvement and looks to the future to improve. They review past calls for feedback; encourage debriefs after a call; talk with the crews about needed equipment, training and other suggestions. Training sessions are provided to all the brigades so that if someone cannot make it to their training, they can attend another. This allows crews to interact with each other for inter-crew collaboration. The MVFD has a close relationship with Dr. Garrett, trauma ER doctor at Gritman. The Department does not have an adopted standard for response times but uses the National Fire Protection Association as a guideline, and the Washington Administrative Code allows for more goals. Moscow's response times include transfers, medical rendezvous, and rural fire districts responses. Carscallen provided response time statistics.

Dr. Garrett read a letter from the Moscow Emergency Physicians (see attached). Information regarding the patient is gathered from the EMS personnel, family and others that were at the scene. For patients that need transport, Gritman will call the company that best fits the situation. Garrett said he has witnessed many ambulance companies including paid, volunteers, east coast, west coast and Moscow is second to none for this small community.

Currently, during breaks, a survey goes out to assess how many will be around. A new scheduling software will assist with vacations and school breaks. Carscallen spoke on the larger emergencies in Moscow where assistance was requested from Pullman. There are mutual aid agreements with some of the surrounding communities. Questions were asked regarding the NFPA guidelines. Carscallen explained if you adopt the NFPA guidelines, you must follow every rule, and for a volunteer entity, it is difficult to meet some requirements, such as the high training requirements. Nickerson explained not many of the organizations adopt all the standards but use them as guidelines to shoot for. Filtering the response information within the software is difficult. The information within the software includes the rural district calls which can skew the Moscow information.

Mayor Lambert called a recess at 8:24 p.m.

The meeting was reconvened at 8:31 p.m.

8. Downtown Parking Study Request for Qualifications (ACTION ITEM) - Bill Belknap

During the preparation of the FY2020 budget, the City Council included \$45,000 in funding to hire a consulting firm to conduct an assessment and prepare recommendations related to the utilization, operation and management of the public parking system within the downtown area. Staff has prepared a Request for Qualifications (RFQ) for the Council's review and approval. This item was reviewed by the Public Works Finance Committee on February 24, 2020.

PROPOSED ACTIONS: Approve publication of the Downtown Parking Study Request for Qualifications; or take such other actions deemed appropriate.

Belknap introduced the item as written above and explained the area includes C Street south to Lewis Street, and Jefferson west to the alley between Almon and Jackson Streets. The study approach will include understanding and evaluating the existing conditions, estimating the future demand for parking in downtown, identifying best practices for parking solutions in downtown, and study recommendations. A working group will be put together to assist during the development of the study and will include representatives from the Transportation Commission, Planning and Zoning Commission, Moscow Chamber of Commerce, several downtown business owners, a council member, members at large, a possible Gritman representative, a citizen with accessibility issues, and staff in supporting roles.

Eliza Landis shared some observations including holding the parking study off until EMSI does their first hiring, as it will contribute to the study significantly.

Bettge moved approval and Laflin seconded to approve the publication of the Downtown Parking Study Request for Qualifications. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

9. Phase 5 of the Runway Realignment Project and Terminal Design Grant Application Approval (ACTION ITEM) - Gary J. Riedner

The Pullman-Moscow Regional Airport has applied for grants from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program for the purpose of completing Phase 5 of the Runway Realignment Project and Terminal Design. The amount of the grants is up to \$8,000,000 with a local match of \$649,600.00 from multiple sources, which includes a possible ITD Aviation Division state grant. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached resolution has been prepared for that purpose. The resolution also authorizes the execution of related assurances and certifications. This was reviewed by the Public Works/Finance Committee on February 24, 2020 and recommended for approval.

PROPOSED ACTIONS: Adopt the resolution preauthorizing the acceptance of grant offer AIP 3-53-0051-051 from the FAA Airport Improvement Program, or take such other action deemed appropriate.

Riedner introduced the item as written about and answered questions posed at the committee meeting regarding specific match funding. An overrun requiring a match of \$491,000 will need to be raised. The airport will solicit other entities and will continue to do so, but if unsuccessful, Moscow and Pullman are ultimately responsible but could match with the bridge loan from Pullman and pay back over time by passenger boarding's.

Bettge moved and Kelly seconded to adopt the resolution preauthorizing the acceptance of grant offer AIP 3-53-0051-051 from the FAA Airport Improvement Program. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

10. Investment Policy Resolution (ACTION ITEM) - Gary J. Riedner

On February 18, 2020, the City Council approved the agreement with Moreton Asset Management to act as the City's investment consultants. One of the questions posed to responders in the Request for Qualifications for investment consultants was to review the City's current investment policy (adopted by Resolution 2010-02) and make recommendations for any perceived changes. Virtually all of the responders suggested that the length of time to maturity for investments should be reduced from the current maximum length of fifteen years and that the number of competitive bids from brokers for purchase of investment instruments on the secondary market should be increased from the current minimum requirement of two bids. The attached Resolution makes those changes, decreasing the length of investment to maturity from fifteen (15) years to five (5) years, and increasing the minimum number of bids from brokers from two (2) to three (3). Other minor housekeeping changes include referencing statutory regulations in the Idaho Code by citation, rather than including the actual language in the Resolution. This will assure that the Investment Policy will remain current with current Idaho law now and into the future, without having to amend the Resolution. The attached Resolution replaces Resolution 2010-02.

PROPOSED ACTIONS: Approve the Investment Policy as stated in the attached Resolution and adopt the Resolution, or take such other action deemed appropriate.

Riedner introduced the item as written above. Sullivan moved, Laflin seconded approval of the investment policy as stated in the resolution and adopt the resolution. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

Historic Preservation Commission – Bettge said the Commission chose to skip the annual newspaper insert and instead do a trifold on historic walking tours. They are also looking at the potential of another historic district and discussing interpretive signs.

1912 Facilities Committee – Kelly reported the HVAC installations and pocket doors were on schedule.

Clearwater Economic Development Association – Kelly said the organization running the youth core is no longer able to. CEDA will be taking it over

Everyone attended the Capital Improvement Plan and Strategic Planning workshop.

Mayor

Mayor Lambert said the State of the City was on February 19th; participated in an AIC legislative call regarding HB 408 and 409; AIC hired an executive director but the candidate chose not to accept; attended the coffee with legislatures; held a MYAC meeting that included a presentation regarding Good Samaritan. The Airport Board is working on a flight to Boise and Denver.

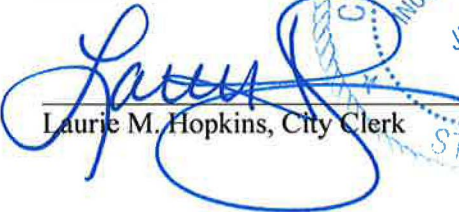
Staff

Riedner said the Mayor, Art and himself would be attending the NLC conference next week; he thanked the Council for attending the CIP/SP workshop; and the budget calendar is being put together. Riedner said he spoke with Carol Moerhle, Public Health, and she indicate at this point, she suggests washing hands, using disinfectant, covering your cough, the same steps as preventing colds and flus. The department head meeting will include a discussion regarding continuity of service and precautionary measures. cdc.gov has many resources and information.

ADJOURN

The meeting adjourned at 9:06 p.m.

ATTEST:


Laurie M. Hopkins, City Clerk





Bill Lambert, Mayor

Moscow Emergency Physicians, PLLC

700 S. Main Street
Moscow, ID 83843
(208) 882 - 4511

February 16, 2020

Dear Moscow City Council,

Moscow Emergency Physicians, PLLC (MEP) is the group of dedicated emergency physicians that provides 24 hour coverage to Gritman Medical Center's Emergency Department (ED). As a group, we have provided emergency services to Gritman for over 20 years. In addition to providing walk-in emergency care to our community, we also receive and care for all emergency transfers from the community via the Moscow Ambulance Company. Our group became aware recently that Debby Carscallen will be presenting to the Moscow City Council regarding the operations of the Moscow Ambulance Company on March 2, 2020 during a regularly scheduled council meeting. The purpose of this letter is to support and defend the Moscow Ambulance Company with regards to their preparedness, professionalism, and dedication to our community.

For the past 22 years, MEP has served alongside the dedicated volunteers of the Moscow Ambulance Company and we are honored to have the opportunity to work with such amazing people every day. As a professional organization of physicians, we have never doubted the capability, responsiveness, or professionalism of the dedicated volunteers. As accepting physicians working in the ED, we have the highest expectations for the EMS personnel working in our community. Patient care, timely transport, and professionalism are our utmost priorities. The Moscow Ambulance Company has never given us any reason to doubt their capabilities and we are continually impressed with their responsiveness and patient-centered focus.

Behind any great organization is a great leader, and we couldn't be more impressed with the dedicated work and tireless ambition of EMS Chief Debby Carscallen. Much more important than winning national awards for her efforts, she is singularly focused on the prehospital patient care of our community and developing a sustainable volunteer force of highly trained staff. Her efforts have created a volunteer agency that can compete nationally for their expertise in medical knowledge, fiscal responsibility, and dedication to our community.

We hope you receive this letter of support with the intent it was written. We look forward to working with the Moscow Ambulance Company for years to come.

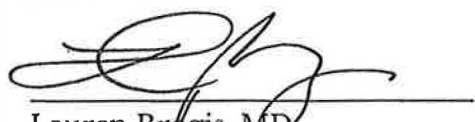
Sincerely,

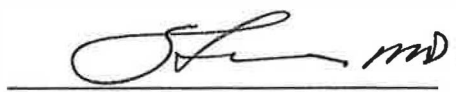
MOSCOW EMERGENCY PHYSICIANS, PLLC

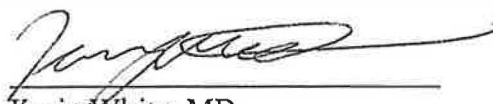

Randal Kloepper, MD

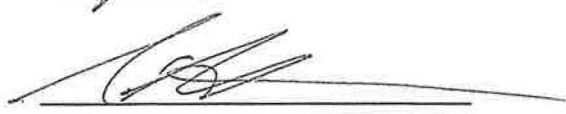

Guillermo Modad, MD


John Brown, MD


Lauren Brogis, MD


Sarah Lawrence, MD


Kraig White, MD


Nicholas Garrett, DO