

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, February 10, 2020

4:30 PM

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

REGULAR AGENDA

The meeting was called to order at 4:30 p.m.

PRESENT: Art Bettge, Maureen Laflin, Anne Zabala

OTHERS: Mayor Bill Lambert, Council President Brandy Sullivan

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Sarah Banks, Mia Bautista, Bill Belknap, Laurie M. Hopkins

1. Approval of January 13, 2020 Administrative Committee Minutes (ACTION ITEM) - Laurie M. Hopkins

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

Minutes were approved as presented.

2. Kenworthy Request for Waiver of Prohibition of Serving Beer and/or Wine for On-Premises Consumption Within 300 Feet of a School or Church per Idaho Code 23-1011B. and 23-1307A. (ACTION ITEM) - Gary J. Riedner

Christine Gilmore, Executive Director of Kenworthy Performing Arts Centre, is in the process of obtaining a beer and wine license through the State of Idaho. Idaho Code § 23-1011B and 23-1307A, prohibits any business from selling beer and/or wine for on-premises consumption within three hundred feet (300') of any church, school or any other place of worship, unless the City Council approves waiver of the requirement. The Kenworthy Performing Arts Centre is located within 300 feet of a place of worship, Christ Church, Nuart Theater. Attached is the request for waiver from the Kenworthy Performing Arts Centre, a copy of Idaho Code § 23-1011B and 23-1307, a map of the area, as well as support letters from Christ Church and the Pritchard Gallery.

PROPOSED ACTIONS: Consider applicant's request for City Council to waive the prohibition from selling beer and/or wine for on-premises consumption within three hundred feet (300') of any church, school or any other place of worship and recommend approval or denial of the waiver, or provide staff further direction.

Riedner introduced the item as written above. Christine Gilmore, Executive Director of the Kenworthy, said because of a change to the state code, historic theaters are now allowed to have alcohol licenses. The Committee is supportive of the waiver and recommended approval and that it be placed on the Council consent agenda.

3. Investment RFP Contract Acceptance (ACTION ITEM) - Sarah Banks / Gary J. Riedner

On November 16, 2019 the City published a solicitation for Statements of Qualifications (SOQ's) from investment firms to provide investment management services for the City of Moscow. The attached memo from the City Supervisor provides a background of the City's investment policy, and the process of selecting an investment consultant, including the participation of the City's Investment Advisory Committee in recommending Moreton Asset Management as the City's investment consultant. The Statement of Qualifications, Agreement for Discretionary Asset Management and Resolution 2010-02 (the City's Investment Policy), are presented for Administrative Committee review and recommendation.

PROPOSED ACTIONS: Review the attached Agreement for Discretionary Asset Management and recommend for approval, or provide staff further direction.

Riedner introduced the item giving a background of the City's investment policy and previous processes, which included the Finance Director worked with brokers to invest. Banks explained the City was looking for someone who not only would do the investing, but someone that could teach staff the processes and would include staff in the investing. Moreton Asset Management has software that the City can have access to in order to assist with that involvement. On top of investing, the consultant will review the City's investment policy and give recommendations to update the policy. They will look at cash flows and review the amount the City has decided to invest, and be able to make recommendations on long range investing. The investment horizon is reducing from 15 years to 5 years. Operating and reserve funds will remain in LGIP so they are available quickly. The City staff already has a good rapport with Moreton. The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

Police Services Facility Project Update - Bill Belknap

Belknap gave the project background that began in 2016 with a police services facility master plan and a successful bond election in May 2019. LCA Architects was selected for construction design work to begin in August 2019. The master plan indicated a need for a primary building size of 15,300 square feet and outbuilding of 3,000 square feet. In reviewing the needs for the City and future 50 year growth, the principal building grew to 17,682 square feet and the outbuilding grew to 4,200 square feet. With the growth in square footage and increase of construction costs, the project estimate grew to \$10.5 million. Staff took 45 days to review every space of the building to determine what was necessary, yet not compromising the long-term functionality. This led to a reduction of the building size to 16,500 and 2,700 square footage for the outbuilding. The building structural design, site layout and exterior finish materials were also modified to reduce the project cost. The building was initially envisioned and priced as a full masonry on both floors and staff shifted to masonry on first floor and cement fiber on the second. Some of the exterior finishes were also switched to reduce costs. The current estimate is now \$8.49 million, about \$600,000 beyond the bond estimate. There is a contingency of \$340,000. The building design remained substantially the same and Belknap presented schematics of the building, described the specific rooms and provided a project schedule. The project was scheduled to bid in January but the 45 days of review delayed the bid, which is now scheduled for the week of February 20, 2020, with bids due March 26, 2020. The building will still be solar ready and a solar array will be a bid alternate so that the council can see the pricing on the project and assess the project budget at that point. EV charging conduit will be roughed in as well as

solar infrastructure to the outbuilding for future expansion. Other add alternates will include enhanced building insulation, enhanced glazing, addition to outbuilding.

ADJOURN

The meeting closed at 5:05 p.m.

