Public Works / Finance Committee

	Regular Meeting **~Minutes~**	Laurie M. Hopkins City Clerk
	www.ci.moscow.id.us	208.883.7015

Monday, February 24, 2020	**3:00 PM**	**Council Chambers** **206 E. Third St.**

REGULAR AGENDA

The meeting was called to order at 3:00 p.m.
PRESENT: Sandra Kelly, Brandy Sullivan, Gina Taruscio
OTHERS: Mayor Bill Lambert, Councilmember Art Bettge
STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Aimee Henrich, Laurie M. Hopkins, Tyler Palmer (3:24 p.m.)

1. **Approval of February 10, 2020 Public Works / Finance Committee Minutes (ACTION ITEM) - Laurie M. Hopkins**

   Minutes provided for approval.

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

Minutes were approved as presented.

2. **Electronic Signature Policy (ACTION ITEM) – 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.

   PROPOSED ACTIONS: Recommend approval of the attached "City of Moscow Electronic Signature Policy", or provide staff further direction.

Riedner introduced the item as written above. Having no concerns, the Committee recommended approval and that it be placed on the Council consent agenda.

3. **Phase 5 of the Runway Realignment Project and Terminal Design Grant Application Approval - 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.

   PROPOSED ACTIONS: Recommend adoption of the resolution preauthorizing the acceptance of grant offer AIP 3-53-0051-051 from the FAA Airport Improvement Program, or provide staff further direction.

Bean said this is the last grant from the FAA for the runway project. The funds were supposed to be issued last year but were carried into this year, and the FAA allowed us to keep the $1 million for entitlement for the terminal. This grant is asking for $8 million in case another airport does use their entitlement. The airport is short $491,000, which is due in 2021. He will be asking the other partners for cover the shortfall but as the sponsors of the airport, the City of Pullman and City of Moscow are ultimately responsible for it. There are other funding opportunities such as passenger facilities charges. Whitman County has already committed $600,000, which is what brought the shortfall down to $491,000. Bean provided additional details on match for the terminal. The Committee recommended approval and that it be placed on the Council regular agenda with a breakdown of monies to help clarify.

4. Lot Line Adjustment for 1122 S Mountain View Road - (Heron's Hideout Park) (ACTION ITEM) – 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.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

Hennrich introduced the item as written above. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Downtown Parking Study Request for Proposals (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.

PROPOSED ACTIONS: Recommend approval and publication of the Downtown Parking Study Request for Qualifications; or provide staff further direction

Belknap described the details of the RFQ which included understanding and evaluating existing conditions, estimating future demand for parking, identifying best practices for parking solutions, and recommendations. Meetings will take place regularly with the consultant, beginning with an initial meeting to outline the approach and process that will be used. A working group consisting of representatives from Transportation Commission, Planning and Zoning Commission, Chamber of Commerce, downtown businesses, staff, council, and a community member. Kelly suggested included a senior citizen as they have particular parking needs. Belknap went through the estimated project schedule. As this was a Council initiative, Staff wanted to ensure that the proposed project scope met the Council's objectives and ask for any additional direction from the Council prior to publishing the RFQ. The Committee recommended approval and that it be placed on the Council regular agenda.

ADJOURN

The meeting closed at 3:34 p.m.

Minutes Approved On

March 9, 2020

(Clerk Signature)