

Moscow City Council



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 16, 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 (by phone), Gina Taruscio, Anne Zabala (by phone at 7:08 p.m.)

ABSENT: Brandy Sullivan

STAFF: Jen Pfiffner, Mia Bautista, Sarah Banks

PLEDGE OF ALLEGIANCE

Mayor Lambert led the Pledge of Allegiance

Pfiffner explained an amended agenda was being proposed. Since Wednesday, the State of Idaho and Federal government have issued declarations in regards to the coronavirus. Mayor Lambert issued a declaration of emergency for Moscow on March 13. A resolution to continue the proclamation was added to the agenda for Council consideration, items involving the public and not a priority were removed and the amended agenda was published according to law with the good faith reason of the new information over the last week regarding coronavirus. Bettge moved and Sandra seconded to accept the amended agenda. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lambert said the public comment item will be removed from the agenda and no comments will be taken on action items for the next six weeks in order to assist in the prevention of spreading germs.

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council March 2, 2020 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes as presented.

B. Disbursement Report February 2020 - Sarah Banks

Accounts Payable Report for the month ending February 2020. This was reviewed and signed by the Public Works/Finance Committee on March 9, 2020 and recommended for approval.

ACTION: Confirm approval of the Disbursements Report for the month of February 2020.

C. Fourth Quarter Financial Report July 1, 2019 to September 30, 2019 for FY2019 - Sarah Banks

Financial report for the fourth quarter of Fiscal Year 2019 (July 1, 2019 to September 30, 2019).

ACTION: Approve the FY2019 Fourth Quarter Report.

D. Request Authorization for Beer Garden for Renaissance Fair 2020 - Dwight Curtis

In accordance with Moscow City Code 5-13-4(B), Renaissance Fair 2020 is requesting that the City Council approve a Resolution allowing them to have a beer garden catered by a licensed vendor in East City Park for Renaissance Fair on May 2, 2020 between 11:00 a.m. and 7:30 p.m., and May 3, 2020, from 11:00 a.m. and 5:30 p.m. The event is open to the public and there have been no issues related to this request since the first beer garden request was approved in 2016. This was reviewed by the Administrative Committee on March 9, 2020 and recommended for approval.

ACTION: Approve the resolution authorizing the beer garden request for 2020 Moscow Renaissance Fair.

E. Request Authorization for Beer Garden for Rendezvous in the Park 2020 - Dwight Curtis

In accordance with Moscow City Code 5-13-4(B), Rendezvous in Moscow, Inc. is requesting that the City Council approve a Resolution allowing them to have a beer garden catered by a licensed vendor in East City Park for Rendezvous in the Park 2020 on July 16th, 17th and 18th, 2020, between 4:00 p.m. and 10:00 p.m. The event is open to the public and there have been no issues related to this request since the first beer garden request was approved. This was reviewed by the Administrative Committee on March 9, 2020 and recommended for approval.

ACTION: Approve the resolution authorizing the beer garden request for Rendezvous in the Park 2020.

F. Law Enforcement Mutual Assistance Agreements with Multiple Agencies - James Fry

The City of Moscow benefits from having mutual aid agreements with surrounding law enforcement agencies. These agreements provide that when assistance is needed for a mutual aid partner to meet the need of an emergency, another partner may render that assistance. The Moscow Police Department would like to enter into mutual aid agreements with the Clarkston, Washington Police Department, the Whitman County, Washington Sheriff's Office, and the Asotin County, Washington Sheriff's Office. Each agency has determined that cooperative provision of law enforcement assistance across jurisdictional lines will enhance the ability of the agency to preserve the safety and welfare of the entire geographic area. This was reviewed by the Administrative Committee on March 9, 2020 and recommended for approval.

ACTION: Approve the three individual Mutual Assistance Compact Agreements between the City of Moscow, Whitman County, Washington Sheriff's Office, Asotin County, Washington Sheriff's Office, and the City of Clarkston, Washington.

G. 2020 Moscow Farmers Market Handbook - Amanda Argona

In 2018, the Moscow Farmers Market implemented the first iteration of the Moscow Farmers Market Vendor Handbook. The Handbook is an expanded policy document meant to provide increased clarity and serve as a resource for current and future Market Vendors. At the end of each season, the policies that make up the Handbook are considered in depth by staff and the Farmers Market Commission. The Commission reviewed the updated document on February 4, 2020, and moved unanimously to forward the Handbook on to the Council with a

recommendation for approval and adoption for the 2020 Market Season. This was reviewed by the Public Works/Finance Committee on March 9, 2020 and recommended for approval.

ACTION: Approve the 2020 Moscow Farmers Market Handbook.

Taruscio moved and Laflin seconded to approve the consent agenda. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. ~~Staff Recognition Report—Gary J. Riedner~~ (REMOVED)

3. Mayors Appointments (ACTION ITEM)

Mayor Lambert presented Cassandra Goodmansen to the Sustainable Environment Commission. Bettge moved and Taruscio seconded to approve the appointment. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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

5. ~~Heart of the Arts Annual Report on the 1912 Center—Dwight Curtis / Jenny Kostroff~~ (REMOVED)

6. Comprehensive Annual Financial Report Presentation (ACTION ITEM) - Sarah Banks / Mitch Marx

Presnell Gage PLLC, the City's auditors, will be presenting the City's FY2019 Comprehensive Annual Financial Report (CAFR) and reporting significant changes to City Council regarding the annual audit and outlining comparative changes compared to the FY2018 CAFR. The City has received the Certificate of Achievement for Excellence in Financial Reporting for the CAFR for 16 consecutive years. After approval, staff will submit the FY2019 CAFR for consideration for the award. The accompanying final draft of the FY2019 CAFR is submitted for City Council review.

PROPOSED ACTIONS: Accept the City of Moscow audited Comprehensive Annual Financial Report for FY2019 as presented; or take such other action deemed appropriate.

Banks said staff has been working with Presnell Gage since September on the audit and introduced Mitch Marx. Marx explained responsibility of the auditor as well as the City. The City's net position increased by \$7.9 million (6.64%). Issued debt for the new police facility but it was on hand in FY2019 and is reflected in debt service. Marx described the different funds. Enterprise funds act as business funds and include depreciation of infrastructure and equipment. The net position of both the water fund and sewer fund have been rising due to capital expenditures not expensed but capitalized. General Fund revenues have a slow growth which is good. An unmodified opinion from the auditor means no issues. Bettge moved to accept the City of Moscow audited Comprehensive Annual Financial Report for FY2019 as presented. Taruscio seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

7. Jim Lyle Rotary Park Playground Equipment Selection (ACTION ITEM) - David Schott

The Parks and Recreation Department is requesting authorization to purchase playground equipment and rubber tile safety surfacing at the cost of \$58,000 from Allplay Systems for Jim Lyle Rotary Park. In addition, the Parks and Recreation Department is requesting an additional \$3,000 for materials and supplies for parks staff to install the playground equipment and rubber tile safety

surfacing. The playground equipment is intended for 5 to 12-year-old children and will replace the existing wooden structure at Jim Lyle Rotary Park. This project was approved in the FY2020 budget with the use of Hamilton Funds as required by Resolution 2017-07. Attendant pathways are already installed and in good working order at the Park. If approved, the tile and equipment will be installed by the City of Moscow certified installers and Parks Crews, a process that typically saves approximately \$15,000 per installation. The Public Works / Finance Committee reviewed and recommended approval at their March 9, 2020 meeting.

PROPOSED ACTIONS: Recommend approval of the purchase of playground equipment and rubber tile safety surfacing at the cost of \$58,000 from Allplay Systems for Jim Lyle Rotary Park and an additional \$3,000 for materials and supplies for parks staff to install the playground equipment and rubber tile safety surfacing with funding from the Hamilton Fund or take such other action deemed appropriate.

Pfiffner introduced the item as written above. Online voting has been available for quite awhile and on this project, the City received 250 online votes and 96 paper votes. Installation is scheduled for summer with the grand opening before the fall. Taruscio moved to approve the purchase of playground equipment and rubber tile safety surfacing at the cost of \$58,000 from Allplay Systems for Jim Lyle Rotary Park and an additional \$3,000 for materials and supplies for parks staff to install the playground equipment and rubber tile safety surfacing with funding from the Hamilton Fund. Seconded by Kelly. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

8. Preparedness Planning Report - Jen Pfiffner

Pfiffner explained this is a preparedness plan and is different than the disaster plan which is managed by Chief Nickerson. The preparedness plan relates to the City organization, was created in 2007 prior to the 2009 H1N1 pandemic and has now been updated. The two largest points of reference used to create the plan were guidelines from the Center for Disease Control (CDC) and the suggested step by step framework for creating a plan from Public Health Idaho North Central District. Sections in the plan include prevention and mitigation, infection control, and workplace exposure. These items are the cover cough, wash hands, etc. Last couple weeks the information has been shared with employees and supplies are on hand. Pfiffner described the communication protocol which grew quite a lot since 2009 and the resources that have been added to the website. The bulk of updates to the plan were in the business functions, absenteeism, and workforce input. The minimal, moderate and substantial phases all include social distancing. See attached presentation. Mayor Lambert reiterated the City is being proactive by delaying public comment and commission reports, calling in by phone and sitting six feet away, all included in social distancing yet still conducting business. Employees in the essential services departments are wiping down vehicles prior to driving and also when done with shift. The mayor's local emergency proclamation is specific to the city, city functions, and events at city facilities. The Mayor recommends following the same recommendations as the CDC and Public Health. The Idaho governor could declare, similar to the governor of Washington, to close bars and restaurants within Idaho. The Mayor could make a similar declaration for the city. The city is working with many entities and receive regional updates regularly. The morning statistics for the state is 38 cases tested and 5 confirmed cases. No statistics for Moscow. If having symptoms, call your primary care first, they will refer to hospital if they feel you need testing. People should not go to the hospital first. Gritman also has a coronavirus webpage with information.

9. Resolution for Continuation of Mayoral Local Emergency Proclamation - Gary J. Riedner

On March 13, 2020, Mayor Bill Lambert issued a Local Emergency Proclamation in response to the pandemic threat identified by the World Health Organization (WHO) as COVID-19,

commonly known as the coronavirus. The Mayor's proclamation followed an emergency declaration issued by the President of the United States and a state of emergency declared by Idaho Governor Brad Little for the state of Idaho. Idaho code section 46-1011 provides legal authority for the mayor of a political subdivision to declare a disaster emergency. The term of the proclamation is for a period of 7 days, after which it may be continued by, or with the consent of the City Council. Attached is a Resolution continuing the Local Emergency Proclamation to be in effect until May 5, 2020.

PROPOSED ACTIONS: Review and approve the Resolution continuing the Local Emergency Proclamation issued by Mayor Lambert until May 5, 2020, or take such other action deemed appropriate.

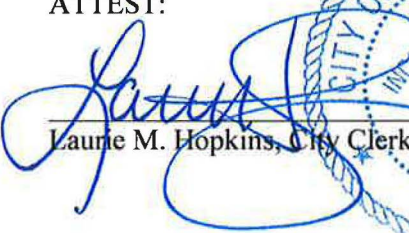
Pfiffner introduced the item as written above. Staff is transitioning to a tier 2 level which includes cancelling commission meetings that are not quasi-judicial, cancelling parks and recreation programs, closing those city facilities that allow large gatherings, regional travel restrictions, and staffing at minimal levels with encouraging online communications. The CDC recommendation to limit gatherings of 50 or more people is also included in this resolution, and affects Hemp Fest, Renaissance Fair, Rendezvous in the Park and Farmers Market. Staff will continue to evaluation week to week. Taruscio moved to approve the Resolution continuing the Local Emergency Proclamation issued by Mayor Lambert until May 5, 2020. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS - CANCELLED

ADJOURN

The meeting adjourned at 8:10 p.m.

ATTEST:


Laurie M. Hopkins, City Clerk





Bill Lambert, Mayor

PANDEMIC INFLUENZA PREPAREDNESS PLAN

DISASTER MANAGEMENT PLAN ANNEX

March 16, 2020

FEDERAL GUIDELINES

PLANNING INTERVALS

- Investigation of cases of novel influenza A virus infection in humans
- Recognition of increased potential for ongoing transmission of a novel influenza A virus
- Initiation of a pandemic wave
- **Acceleration of a pandemic wave**
- Deceleration of a pandemic wave
- Preparation for future pandemic waves

MITIGATION PREPAREDNESS SCALE

- None (Preparedness Phase)
 - Potential Event Identified
- Minimal to Moderate
 - Suspected to Confirmed Cases
- Substantial
 - Confirmed Cases

PUBLIC HEALTH – IDAHO NORTH CENTRAL DISTRICT

- Identify Plan Objectives
- Outline Key Business Functions
- Anticipate Absenteeism
- Get Input from your Workforce
- Assess Workplace Exposure Risk
- Review Workplace Policies
- Plan to Separate Sick Employees
- Apply Infection Control Measures
- Prepare for Social Distancing
- Plan for Restricted Travel
- Encourage Personal Preparedness
- Establish a Communications Protocol
- Develop a Process for Activating our Plan
- Stay Informed
- Prevention & Mitigation Actions Based on Guidelines

PREVENTION & MITIGATION, INFECTION CONTROL, WORKPLACE EXPOSURE

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/COVID19

WORKPLACE POLICIES, SICK EMPLOYEES

- Sick Leave Personnel Policy.
 - It is the general philosophy of the City that employees, who are ill, should be responsible and not come to work.
 - Supervisors are required to work with their employees in enforcing this philosophy for the safety of the individual who is ill, fellow employees, and the general public

COMMUNICATION PROTOCOL

- Traditional Media Releases
- Social Media Posts & Engagement
- PEG Television Channel
- City of Moscow Website
- Utility Billing Newsletters
- Sponsored Public Service Announcements
- Paid Advertisements

SERVICES

RESIDENTS

BUSINESS

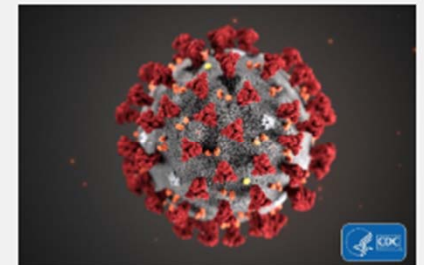
HOW DO I...

Utilities

Compost Program
Moscow Recycling Center
Pay Utility Bills
Sanitation Rates
Single Stream Recycling
Water & Sewer
Utility Bill Newsletters

Public Safety

Alerts
Code Enforcement
Emergency Medical Services (EMS)
Report a Concern
Resident Firefighter Program
School Resource Officer
Victim Assistance



**The City of Moscow is
monitoring the COVID-19
pandemic.
Click here for more
information.**

PERSONAL PREPAREDNESS

- Employees
 - Medical provider input
 - Communication regarding sources for information
- Community
 - Website with sources
 - Social media updates

[Home](#) › [Services](#) › [Administration, Finance, & Public Safety](#) › [Administration](#) › Coronavirus COVID-19

CORONAVIRUS (COVID-19)

The City of Moscow has been working over many weeks monitoring the global Coronavirus (COVID-19) situation. During this time, City staff has been working steadily to prepare the organization for the potential of the COVID-19 outbreak. Events leading the consideration of this proclamation include federal, state, and local declarations in addition to growing concerns of COVID-19 cases suspected in the greater Palouse area.

"It is critical that our City is prepared to respond in the event of an emergency, and COVID-19 is such an emergency," said Lambert. "The protection of our citizens and the provision of essential City services is the main mission of City government."

A local disaster emergency may be declared by the Mayor of a city, according to Idaho Code Section 46-1011. Under Idaho Code, the effect of such declaration is to implement applicable local and/or intergovernmental disaster emergency plans and to authorize the furnishing of aid and assistance under those plans. Additionally, the City may pass ordinances and make all regulations necessary to preserve the public health; prevent the introduction of contagious diseases into the City; make quarantine laws for that purpose, and enforce the same within

Related Documents

- [Mayor Lambert Coronavirus Proclamation](#)
- [Pandemic Influenza Preparedness Plan March 2020](#)

Quick Links

[Centers for Disease Control and Prevention](#)
[Public Health-Idaho North Central District](#)
[Latah County](#)
[University of Idaho](#)
[Moscow School District](#)
[Gritman Medical Center](#)
[Community Resources](#)

BUSINESS FUNCTIONS, ABSENTEEISM, WORKFORCE INPUT

- Continuity of Operations
 - Line of succession
 - Operations & Staffing
 - Level 1 – Essential Services, must be maintained
 - Level 2 – Important but not essential services, maintained when feasible
 - Level 3 – Routine services, may be temporarily suspended
- Communication
- Resources
- Inter-Departmental/Division Assistance

MINIMAL TO
MODERATE
PHASE

SUBSTANTIAL
PHASE

SOCIAL DISTANCING

- Tier 1
 - Business as usual
 - Enhance sanitization
 - Stay home with sick
- Tier 2
 - Shift or stagger schedules
 - Work remotely
 - Consolidate customer service areas
 - Non-essential services suspended
- Tier 3
 - Essential duties on site only
 - Travel restrictions

REFERENCES

- White House - <https://www.whitehouse.gov/>
- CDC - <https://www.cdc.gov/flu/pandemic-resources/pdf/pan-flu-report-2017v2.pdf>
- State of Idaho - <https://coronavirus.idaho.gov/>
- Public Health-Idaho North Central District - <http://idahopublichealth.com/>
- Latah County - <https://www.latah.id.us/>
- University of Idaho - <https://www.uidaho.edu/vandal-health-clinic/coronavirus>
- Moscow School District - <https://www.msd281.org/>
- Gritman Medical Center – www.gritman.org
- City of Moscow – www.ci.moscow.id.is