

Moscow City Council



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday, December 16,
2019**

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, Jim Boland, Kathryn Bonzo, Brandy Sullivan, Gina Taruscio, Anne Zabala

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Dwight Curtis, David Schott, Mike Ray, Megan Cherry, Renee Tack, Sarah Banks, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Council Vice Chair Sullivan led the Pledge of Allegiance.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council December 2, 2019 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

B. Disbursement Report November 2019 - Sarah Banks

Staff will present the Accounts Payable Report for the month ending November 2019. This was reviewed by the Public Works/Finance Committee on December 9, 2019 and recommended for approval.

ACTION: Sign the Disbursements Report for the month of November, 2019.

C. Consideration of Janitorial Services Bid Results - David Schott

The City published an invitation to bid for custodial services for certain City buildings. In addition to the published invitation to bid, eight (8) custodial services were sent the invitation to bid. Bid opening for custodial services took place on November 20, 2019, at which time three (3) bids were received. ABM Industry Groups, LLC was the low bidder for Module #1, Module #4, Module #5, and Module #6 in the amount of \$196,704.24 for the two (2) year, eight (8) month Agreement from February 1, 2020 through September 30, 2022. EVCAR, Inc. dba Service Master Building Maintenance was the low bidder for Module #2 and Module #3 in the amount of \$193,668.16 for the two (2) year, eight (8) month Agreement from February 1, 2020 through September 30, 2022. The Public Works / Finance Committee recommended approval on December 9, 2019.

ACTION: Accept the low bid from ABM Industry Groups, LLC in the amount of \$196,704.24 for Module #1, Module #4, Module #5, and Module #6 and accept the low bid from EVCAR, Inc. dba Service Master Building Maintenance in the amount of \$193,668.16 for Module #2 and Module #3.

Boland moved Taruscio seconded to approve 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)

The Mayor put forward the following appointments for Council consideration: Arthur Garro to the Fair and Affordable Housing Commission; Ellis Eifert to the Tree Commission; Stuart Scott to the Farmers Market Commission. Bettge moved and Taruscio seconded to approve the appointments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lambert put forward a list of reappointments for Council consideration (see attached). Bonzo moved and Sullivan seconded to approve the reappointments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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

Victoria Seever Moscow, thanked Bonzo and Boland for their years of dedication and leadership.

5. Citizen Commission Report - Historic Preservation Commission - Mike Ray / Wendy McClure

Ray gave a history of Wendy McClure's service on the Historic Preservation Commission. McClure listed the members and the 2019 Preservation Moscow Newsletter was passed out. The Commission hosted the Orchid Awards and she shared the award winners. The interpretive sign at City Hall is complete and the public library sign should be installed later this year. Future signs could be a Fort Russell sign placed in East City Park and a sign placed in Friendship Square describing the downtown revitalization. ITD invited the Commission to propose a historical site sign describing Moscow for south of town along the highway.

6. Government Finance Officers Association (GFOA) Award Presentation (ACTION ITEM) - Gary J. Riedner

The City submitted the FY2018 Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) for consideration for the Certificate of Achievement for Excellence in Financial Reporting Award. The GFOA reviewed the FY2018 CAFR and determined that it met the rigorous standards for the award and subsequently issued its certificate. This is the 16th consecutive year the City has received the GFOA Award for Excellence in Financial Reporting.

ACTION: Receive the Excellence in Financial Reporting Award from the Government Finance Officers Association for the City's FY2018 Comprehensive Annual Financial Report.

Riedner read the requirements for the GFOA award and welcomed Sarah Banks and Renee Tack to receive the award certificate from Mayor Lambert. Boland moved and Bonzo seconded to receive the award. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

7. Professional Services Agreement for Design on 6th St and 3rd St Phase I & II Federal-Aid Project - (ACTION ITEM) - Bill Belknap

The Local Highway Safety Improvement Program (LHSIP) administered by the Local Highway Technical Assistance Council (LHTAC) for the Idaho Transportation Department (ITD) has provided federal funding to reduce Fatal and Serious Injury crashes on local roadway systems. LHSIP funds can be used for a variety of safety related projects that reduce the amount of crashes in a single area or system-wide projects that are based on improving safety in the proposed project area. The Third Street Safety Improvement projects include the installation of LED luminaires to increase night-time visibility, replacement of sidewalk, curb, and gutter while eliminating unused existing driveways. This project is located on Third Street (Hwy. 8) from Lieualen Street to Jackson Street. In 2016 the City was awarded funding through the LHSIP for the Sixth Street Pedestrian Safety Improvement project with total project costs of \$166,000. The project was previously designed and advertised, with bids opened by ITD in April, 2019. The two responsive bids received were more than 75% over budget, so LHTAC and the City agreed to combine the Sixth Street project with the Third Street Safety Improvement projects to decrease costs by streamlining construction and project delivery activities in one larger project. In 2017 and 2018 the City was also awarded federal funds for the Third Street Safety Improvement Projects Phase I & II. The total cost of the Third Street Safety projects is estimated at \$727,000 with a maximum federal participation of \$673,638. The local match requirement is 7.34% (\$53,362) of which \$4,000 was previously paid with the State/Local Agreement for Design and Construction that was executed in July, 2019. A request for qualifications was issued by the Local Highway Technical Assistance Council for design services on September 9, 2019, and three qualified engineering firms responded. Precision Engineering, LLC of Eagle, Idaho has been selected to perform the design work on these projects. The LHTAC and City staff have negotiated an agreement with Precision Engineering for this work in the amount of \$88,082.00. The amount equates to 15% of the estimated construction amount for the combined projects, which both the LHTAC and City Staff deem reasonable for design services on a federal-aid project. Design is expected to be completed by October of 2020, and the project should be advertised for construction immediately following LHTAC's and ITD's approval. Construction is expected to occur during the summer of 2021. The design services agreement has been reviewed and approved by the City Attorney. This was reviewed by the Public Works / Finance Committee December 9, 2019.

PROPOSED ACTIONS: Approve the Professional Service Agreement with Precision Engineering, or take such other such action deemed appropriate.

Belknap introduced the item as written above. Bettge moved to approve the Professional Service Agreement with Precision Engineering. Taruscio seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

8. Consideration of MAC Recommendation for Public Art Project at C & Main Streets (ACTION ITEM) - Megan Cherry

The couplet at C & Main was identified as a priority public art location in the 2015 Public Art Master Plan (PAMP). The PAMP was developed over the course of several years with input from the Moscow Arts Commission, Arts staff, and members of the Moscow community. Funding for

public art projects such as the one at C & Main comes from the 1% for Arts fund, established by the June 21, 2004 City Ordinance 2004-30. The project at C & Main has been in active development by Arts staff and MAC members with consultation from ITD and City of Moscow Facilities staff since January 2019, and has a projected installation date of May 2020. Following a rigorous selection panel and community input process, including presentation of the three finalists to the Administrative Committee on November 25, 2019, the Moscow Arts Commission is recommending for Council approval the installation of the artwork entitled The Homecoming by Jennifer Corio and Dave Frei in the couplet at C & Main Streets.

PROPOSED ACTIONS: Approve the Moscow Arts Commission's recommendation of the artwork entitled "The Homecoming" by Jennifer Corio and Dave Frei in the couplet at C & Main Streets, or take other such action deemed appropriate.

Cherry introduced the item and went through the process of the project request for proposals. Public comment was taken both online and at City Hall. The MAC is recommending the proposal submitted by artists Jennifer Corio and Dave Frei entitled "The Homecoming". Installation would be complete by the end of May. Bonzo moved to approve the Moscow Arts Commission's recommendation of the artwork entitled "The Homecoming" by Jennifer Corio and Dave Frei in the couplet at C & Main Streets, Bettge seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

9. Heron's Hideout Property Purchase Agreement - Gary J. Riedner

The City was recently approached by a representative of the owner of the property located adjacent to the City's Heron's Hideout Park to inquire about the City's potential interest in acquiring their 1.9 Acre property that includes a small single-family home and which is currently listed for sale for \$300,000. After consultation with the Parks and Recreation Director, it was determined that the City did not have an interest in the purchase of the home, but would have an interest in the purchase of a large portion of the undeveloped part of the property that is directly adjacent to the Park and the existing public pathway. The City's interest in this land is for the preservation of open space area, separation of the pathway from potential property development, as well potential future flood mitigation water storage. Staff has negotiated the purchase of 1.26 acres of the 1.9 acre parcel for the amount of \$87,500 as shown on Exhibit A. The City would also fund a property survey to develop the legal descriptions and set property boundary monuments and the lot line adjustment application. Under the purchase agreement, the City would fund an initial deposit of \$5,000 and would have 90 days to perform a due diligence review the property title and condition. If the City were to choose not to proceed with the purchase within the 90-day due diligence, period the \$5,000 deposit would be refunded and the City would have no further obligations. The purchase is proposed to be funded from the Land and Park Development line item 350-165-30-770-71 which has a current balance of \$133,600.

PROPOSED ACTIONS: Approve the proposed Property Purchase Agreement; or take other such action deemed appropriate.

Riedner introduced the item as written above and adding that the property is in the floodplain and has flooded previously. A map was shown of the area including the location of the proposed lot line to divide the property from the house. The land offers distance between development and the pathway as well as downstream flood mitigation by excavation of the low lying pond area Taruscio moved and Bettge seconded to approve the property purchase agreement.

The 90 day due diligence period allows staff to complete a survey and visualize the property boundaries to be sure the property meets the purpose for purchasing. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

1912 Center Facilities Committee – Boland reported the bid came in over what was expected.

Moscow Urban Renewal Agency – Bettge said the Agency approved the development at Sixth and Jackson to be pushed back by 60 days for more building design; strategic plan updated; project list was approved for the coming year.

Palouse Knowledge Corridor – Bettge said the group received a 501c3 status and can now receive more grant monies; focusing on transition to university originated ideas into commercial businesses.

Farmers Market Commission – Sullivan said the Commission discussed soliciting graphic designers for branding proposals to be used in marketing the FMC; discussed the possibility of permitting limited vendor merchandise within the Market; strategic planning update; Linda Heath and Joann Muneta were honored for their service on the Commission.

Parks & Recreation Commission – Sullivan reported the Commission received a presentation by the Rotary Club regarding a 100 year celebration flag pole proposal and discussed a second location for another community garden.

Planning & Zoning Commission – Sullivan said the Commission worked on mobile home park amendments and subdivision review.

Moscow Volunteer Fire Department – Taruscio said there are three new members; discussed members meeting the training requirements; discussed strategic planning.

Moscow Tree Commission – Taruscio reported the Commission discussed upcoming goals and chose the seedlings for Arbor Day through 2023.

Fair and Affordable Housing Commission – Bonzo said the Commission discussed the Palouse Housing Assessment and community wellness fair attendance for housing opportunities.

Other meetings and events were reported.

Mayor

Mayor Lambert attended the monthly CI/CO/MSD/UI meeting; mayor's round table; winter parade; MVFD awards banquet and was a judge in the holiday lights decoration competition. The students from MYAC had a float in the winter parade and gave popcorn away at the Lakeland basketball game.

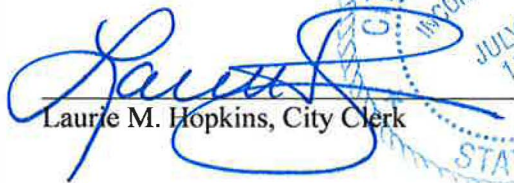
Staff

Riedner reminded the Mayor and Council of the employee holiday potluck Thursday at 3:00 p.m.

ADJOURN

The meeting adjourned at 8:17 p.m.

ATTEST:


Laurie M. Hopkins, City Clerk





Bill Lambert, Mayor



Memo

To: City Council
From: Bill Lambert, Mayor
Date: December 11, 2019
Re: Commission Appointments and Reappointments

The following are appointments and reappointments I intend to propose at the December 16, 2019 City Council meeting. If you have any questions or concerns, please contact me to discuss them. If I haven't heard from you, I will anticipate that the appointments and reappointments will be approved.

Appointments

Arthur Garro	Fair and Affordable Housing Commission	Term Expiration 12/31/2021
Ellis Eifert	Tree Commission	Term Expiration 12/31/2021
Stuart Scott	Farmers Market Commission	Term Expiration 12/31/2022 <i>Crafts Vendor</i>

Re-Appointments

Mark Monson	Board of Adjustment	Term Expiration 12/31/2024
Marshall Comstock	Board of Adjustment	Term Expiration 12/31/2024
Joe Bazzoli	Board of Adjustment	Term Expiration 12/31/2024
Bruce Pitman	Fair & Affordable Housing Commission	Term Expiration 12/31/2022

Renee Love	Farmers Market Commission	Term Expiration 12/31/2022 <i>Specialty Food Vendor</i>
Nels Reese	Historic Preservation Commission	Term Expiration 12/31/2022
Jana Argersinger	Human Rights Commission	Term Expiration 12/31/2022
Steven Simmons	Human Rights Commission	Term Expiration 12/31/2022
Defne Yuksel	Human Rights Commission	Term Expiration 12/31/2022 <i>High School Non-Voting Seat</i>
Katherine Clancy	Moscow Arts Commission	Term Expiration 12/31/2023
Diane Walker	Moscow Arts Commission	Term Expiration 12/31/2023
Margaret Dibble	Moscow Pathways Commission	Term Expiration 12/31/2022
Becky Chastain	Moscow Pathways Commission	Term Expiration 12/31/2022
Steve Drown	Moscow Urban Renewal Agency	Term Expiration 12/31/2024 <i>Member at Large</i>
Nancy Tribble	Parks & Recreation Commission	Term Expiration 12/31/2022
Mark Heinlein	Parks & Recreation Commission	Term Expiration 12/31/2022
Susan Petersen	Parks & Recreation Commission	Term Expiration 12/31/2022
Tina Hilding	Sustainable Environment Commission	Term Expiration 12/31/2022
Fred Pollard	Sustainable Environment Commission	Term Expiration 12/31/2022
Steve McGeehan	Sustainable Environment Commission	Term Expiration 12/31/2022
Michael Kyte	Transportation Commission	Term Expiration 12/31/2024
Mike McGahan	Transportation Commission	Term Expiration 12/31/2024
Mary Jo Hamilton	Tree Commission	Term Expiration 12/31/2022