

Administrative Committee



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

**Monday,
December 14, 2020**

4:00 PM

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

REGULAR AGENDA

The meeting was called to order at 4:00 p.m.

PRESENT: Art Bettge, Maureen Laflin (Virtual), Sandra Kelly

OTHERS: Mayor Bill Lambert, Council Member Brandy Sullivan (Virtual), Tony Mangini, (Palouse Ice Rink), Christina Randal (Palouse Ice Rink)

STAFF: Gary J. Riedner, Tyler Palmer (Virtual), Mia Bautista (Virtual), Bill Belknap (Virtual), Jen Pfiffner (Virtual), Laurie M. Hopkins (Virtual), Taylor Riedner (Virtual)

**1. Approval of November 9, 2020 Administrative Committee Minutes (ACTION ITEM) -
Taylor Riedner**

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or take such other action deemed appropriate.

The minutes were approved as presented.

2. Request from Palouse Ice Rink for Hamilton Funds (ACTION ITEM) – Gary J. Riedner

By adoption of Resolution 2017-13, and its successor, Resolution 2019-16, the Moscow City Council approved a commitment of \$1 million of Hamilton Funds to the Palouse Ice Rink for construction of an ice rink facility. Resolution 2019-16 sets the parameters of the City's commitment, which expires on May 22, 2022 which is also the date of expiration of the conditional use permit for the ice rink at its current location at the Latah County Fairgrounds. PIR has recently reported that it is in negotiation for potential purchase of the former Northwest River Supplies (NRS) building located on South Main Street. PIR Vice-President Tony Mangini is requesting the City Council to renew its commitment of Hamilton Funds to be used in the new location, rather than the current Fairgrounds location. PIR has submitted a new business plan and pro forma in support of their request. Staff has requested additional information from PIR that is necessary in order for staff to advise City Council. The 2020 PIR Business Plan and additional materials relating to the Council's previous commitment of Hamilton Funds is attached to the Committee packet. PIR's request will be presented to City Council on December 21, at which time it is anticipated that Council will direct staff accordingly.

PROPOSED ACTIONS: Receive request for \$1 million of Hamilton Funds from Palouse Ice Rink and provide staff direction.

Riedner presented the item as written above. This discussion is to clarify technicalities of the agreement and an ice rink which can serve the youth of Moscow in accordance to Bob Hamilton's will.

Current funding is to a facility located on public property subject to a 50-year lease and providing construction funding for a private facility on private property is quite different. Mangini presented the process of the purchase and sale of the ice rink. Bill and Donna Parks, the current owners of the facility, agreed to carry a portion of the debt as an unsecured creditor. Most ice rinks tend to be 200 feet in length, this new ice rink will instead be 185 feet but it would satisfy USA Hockey and US Figure Skating requirements and will be in regulation for tournaments. The addition of the extra 15 feet would add a substantial and unnecessary cost. Parking will be provided around the building and in the vacant lot to the south. There will also be a bleacher area for attendees as well as a potential mezzanine. Mangini shared the positives of this new ice rink including the potential to host high school tournaments. If for any reason PIR is dissolved there would be an agreement between the City and the bank to allow the City to assume control of the property. Whoever is running the property at that time would also assume the debt. Funding for the project consists of the Parks loan, a loan from Zions Bank, Hamilton funds from the City, as well donations and private funding. Construction plans for the building include roof modifications to remove interior columns, raise the floor grade by 12 inches to insert a layer of insulation, cooling coils, as well as rebar and concrete. Due to these changes, it would be difficult if not expensive to do much else with the building besides an ice rink. The grand opening is anticipated to happen October 2021. PIR set a goal to raise an additional \$1.25 million dollars and are currently at \$275,000. The Committee recommended approval and that it be placed on the Council regular agenda.

3. 2021 City Limits Ordinance (ACTION ITEM) - Bill Belknap

Idaho Code Section 63-215 states that taxing districts that alter their boundaries must prepare and file the legal description and map of the new district boundary within 30 days of the amendment or no later than the tenth day of January of the year following the alteration. The City recently amended the City boundary through the annexation of the Schweitzer Engineering Labs property which occurred on November 16th, 2020. Staff has prepared a new City Limits ordinance which includes the updated legal description and boundary map for the Council's approval and transmission to the State Tax Commission and Latah County Recorder and Assessor offices. This matter has been scheduled for consideration by the Council at the Council's upcoming January 4, 2021 meeting.

PROPOSED ACTIONS: Recommend approval of the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or take such other action deemed appropriate.

Belknap presented the item as written above. Needing no further discussion, the Committee agreed to move this to the Council regular agenda.

4. Regence Blue Shield Premium Reimbursement (ACTION ITEM) - Gary J. Riedner / Jen Pfiffner

In August 2020, the City's medical insurance provider, Regence Blue Shield of Idaho, provided a 15% rebate on premiums due to members not accessing medical services due to COVID-19. The rebate provided a credit of \$25,595.42 to the City in September 2020.

Of the total amount rebated, approximately 15% of the employee portion paid is \$4,780.55; the balance of \$20,549.61 reflects City paid premiums.

It is proposed to pass the full amount of the August rebate to employees via existing HRA VEBA accounts. The amount per employee would include 15% of the premiums each employee paid in August, with the remaining balance split evenly among employees. The contribution would be made tax free to the HRA VEBA accounts for future medical expenses.

PROPOSED ACTIONS: Recommend approval of contributing the Blue Shield of Idaho August premium rebate amount of \$25,595.42 to staff with 15% of the premiums each employee paid in August 2020, with the remaining balance split evenly among employees, or provide staff further direction.

Pfiffner presented the item as written above. The HRA VEBA program for City employees began years ago when the City received a workers' compensation rebate. Another option for employee compensation includes a \$100 disbursement per employee from the employee recognition budget, which is usually used for the holiday party, picnics, etc. The budget will have a significant rollover this year since activities were cancelled due to COVID. The Committee recommended approval and that it be placed on the Council consent agenda with the amended HRA VEBA contribution as well as the additional contribution rather than the 15% reimbursement.

REPORTS

CARES Act Reimbursement Update – Gary J. Riedner / Alisa Anderson

In late Spring, the City of Moscow was allotted \$887,100 for COVID related expenses or activities and has since been looking at ways to allocate those dollars. The subcommittee of the Coronavirus Financial Advisory Committee (CFAC) had been preapproving funding of emergency radios, which for our volunteer fire fighters would eliminate cross contamination or infection. The submission for the radios was \$703,135 which had received Council authority previously. The CFAC is no longer preapproving radios, and the final day to make a submission according to the Idaho Treasurers Department was December 11. The radios were a piece of the strategic plan in the over hall of the Radio Access Program, therefore it will continue to be addressed in the strategic plan. The funding sources for the radios have not yet been mapped out, but will be proposed to Council before any purchases are made.

The previous approval that had been given by City Council to submit for Public Safety salaries was then the recommendation from the Idaho Treasurers Office. Latah County was doing exactly the same thing as of last week. The current proposal for reimbursement is for Information Systems expenses that Council had approved in regards to remote working, PPE, and public safety supplies and wages. This total is approximately \$1,082,000 which is more than what was allocated but if some of the request is deemed not fundable, then there is excess.

While waiting for approval, the Governor's Public Safety Initiative submittal will be addressed, which is also for public safety salary and benefits reimbursement in the approximate amount of \$1.64 million. In order to take advantage of the program and provide some property tax relief, the City had to reduce the L2 property tax certification by the same amount.

The mask fitting machine, as previously discussed by Council was retracted, and instead the City can receive the reimbursement through public safety. The intent is to purchase the mask machine as

authorized by Council with the funding received. If funding is not authorized due to it being retracted, it will come to Council and request authorization again.

ADJOURN

The meeting adjourned at 4:58 p.m.

