

Public Works / Finance Committee



Regular Meeting ~Minutes~

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City Clerk

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**Monday,
December 14, 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, Gina Taruscio (Virtual), Brandy Sullivan (Virtual)

OTHERS: Mayor Bill Lambert, Council Member Art Bettge, Council Member Maureen Laflin (Virtual), Danelle Forseth (Virtual)

STAFF: Gary J. Riedner, Mia Bautista (Virtual), Aimee Hennrich, Tyler Palmer, Sarah Banks (Virtual), Bill Belknap (Virtual), Kyle Steele (Virtual), Laurie M. Hopkins (Virtual), Taylor Riedner (Virtual)

1. Approval of November 23, 2020 Public Works/Finance 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. Disbursement Report November 2020 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending November 2020. An updated September report with final FY2020 revenue figures is also attached.

ACTION: Sign the Disbursements Report for the month of November 2020.

Banks introduced the report by highlighting the major expenses for the previous month including payroll, police facility construction payment, and Well #10 Phase 2 payment. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Lot Line Adjustment: 1212 and 1226 W Pullman Road (ACTION ITEM) - Aimee Hennrich

The applicant, the Connelly family, is requesting a lot line adjustment between two properties located at 1212 and 1226 Pullman Road. The proposed lot line adjustment would increase the lot addressed as 1212 Pullman Road from 25,564 sf to 28,079 sf in size and reduce the lot addressed as 1226 Pullman Road from 29,926 sf to 27,411 sf in size. The applicant is requesting the lot line adjustment after a recent survey revealed that the building on the north lot (1212 Pullman Road) is encroaching onto the southern lot (1226 Pullman Road). The southern lot currently contains Zips Restaurant and the northern lot contains a portion of the Hope Center Thrift Store. The subject properties are located within the Motor Business (MB) Zoning District where there is no minimum lot size or lot width requirements. As a result of the proposed lot line adjustment, the

Hope Center will no longer be encroaching upon the common property line and will meet all setback requirements of the MB Zone.

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 reported the item as written above. Needing no discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Master Agreement Extension for Professional Services with Aspect Consulting (ACTION ITEM) - Kyle Steele

In May of 2016, the firm of Cardno-GS (now Aspect Consulting) of Yakima, Washington was selected by a Statement of Qualifications rating committee to assist the City of Moscow in the structuring and eventual implementation of a Stormwater Utility. In September of 2016, the City executed a Master Agreement for Professional Services with Aspect and completed a Comprehensive Stormwater User Fee Study in anticipation of the National Pollutant Discharge Elimination System (NPDES) Phase II MS4 Permit that was issued by the United States Environmental Protection Agency and became effective October 1, 2019.

The Master Agreement with Aspect expired September 30, 2020. Staff anticipates executing an additional task order for Professional Services this winter to assist with the MS4 Permit requirements.

PROPOSED ACTIONS: Recommend approval of the Master Agreement Contract Extension for Professional Services with Aspect Consulting, or provide staff further direction.

The findings of the Stormwater User Fee Study were presented to the Council prior to the beginning of the pandemic back in February 2020. The previous agreement expired September 30 of this year and staff anticipates the need to execute an additional task force this winter to assist with some of the MS4 Permit requirements. The extension of this agreement will continue until December of 2022. The initial task list was broken into 2 phases. Phase 1 began in the fall of 2016 with items such as data gaps, development of a financial plan, legalities of the formation of a stormwater utility billing database and a stormwater ordinance which was discussed in front of the Council previously. Phase 2 will finalize the database, update the construction standards and management practices for stormwater runoff control which has not been updated since the late 1990's. COVID affected the permit by delaying funding on operational and maintenance tasks as well as the delay in hiring staff and purchasing equipment. In the meantime, a focus has been on educating the public, enhancing the street sweeping, and maintaining other activities with the existing staff on hand. The Committee recommended approval and that it be placed on the Council regular agenda.

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 3:26 p.m.

