

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
February 8, 2021**

4:30 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. Due to the rise in COVID-19 cases in the area, the meeting is open to the public, but is subject to social distancing protocols and masks will be required of attendees. If you do not have a mask, a disposable mask will be provided. The number of attendees at any one time is limited to no more than 14 due to social distancing requirements in Stage 3 of the Idaho Rebounds Plan and the City of Moscow Public Health Emergency Order. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. During the modified Stage 2 of the Idaho Rebounds Plan, public comment and reports are suspended. Citizens wishing to comment on business on the agenda are encouraged to communicate with the Mayor and City Council by phone or email (council@ci.moscow.id.us) in order to respect social distancing protocol. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Meetings are streamed on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of January 11, 2021 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.

2. Latah County/MAMBA Proposal for Mountain Bike Path Development in Virgil Phillips Farm Park (ACTION ITEM) - Dwight Curtis

Latah County Parks and Recreation and the Moscow Area Mountain Bike Association (MAMBA) are requesting approval to construct a mountain bike pathway through a section of Phillips Farm Park (please see attached map of path location). This project would be at no cost to the City. The new path will provide an easily accessible, non-motorized, multiuse trail suitable for beginner mountain bikers to gain skill and confidence riding while learning about trail etiquette and responsible trail use, among other valuable benefits. The proposal was reviewed by the Parks and Recreation Commission at their January 28, 2021 Commission meeting and recommended City Council approval of the MAMBA/County proposal. Parks and Recreation staff have also reviewed the proposal and recommend City Council approval.

PROPOSED ACTIONS: Recommend approval for Latah County to construct a mountain bike path as per their submitted plan, in Virgil Phillips Farm Park, or provide staff further direction.

2. Landlord Tenant Utility Billing (ACTION ITEM) – Sarah Banks / Gary J. Riedner

Moscow City Code 5-4-4 states that “All water charges shall be the ultimate responsibility of the property owner, provided that a non-property owner or tenant may pay said water charges.” MCC 5-4-10 states that all water charges shall be the responsibility of the owner of the property which receives the water. The City is authorized to receive payment from either the property owner or tenant or agent of the property owner. Although these code sections place responsibility for payment on the property owner, a 1989 Idaho Supreme Court case, City of Grangeville v. Haskin, requires that the ordinance is not sufficient authority to place that responsibility on the property owner, but that it requires a contractual arrangement in order to enforce the ordinance.

The annual cost to the City for uncollectable utility bills from mostly non-owner occupied (leased and rental properties) is an average of \$10,250. The cost of staff time spent dealing with issues relating to landlord and tenant utility billing, delinquent accounts, utility shut-off, and collection efforts is approximately \$31,000 per year. This loss is spread across all utility customers, including both owner-occupied and non-owner-occupied properties.

The City is in the process of replacing its financial software, which will provide easier and more efficient ways to provide utility billing services. The new program requires that utility customers who pay online, or use auto-pay from their bank accounts, will have to re-establish their utility accounts. At this time staff is requesting the Council to review the current utility billing process and consider requiring customers to execute an agreement which would resolve the current landlord and tenant issues.

PROPOSED ACTIONS: Review current utility billing process and recommended changes, and provide staff further direction.

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.