Administrative Committee

Regular Meeting
~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208-883-7015

Monday, May 10, 2021 | **4:30 PM** | **Council Chambers 206 E. Third St.**

The Moscow Mayor, City Council and Staff welcome you to today'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 may be 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. 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 Council Committee meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

1. **Approval of April 26, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner**

2. **Consideration of Mayor and City Council Salary Adjustments (ACTION ITEM) - Jen Pfiffner**

   Per City of Moscow Code Title 1, Chapter 8 according to Idaho Code, § 50-203: "The salary for elective officers shall be fixed by ordinance. Salary adjustments for such elective officers shall be made every two (2) years from the date of the previous adjustment in accordance and in proportion with adjustments in the Consumer Price Index (CPI) as published by the United States Department of Labor. Such adjustments must be specifically approved by ordinance at least six (6) months prior to the effective date of such adjustments."

   The proposed Ordinance amends the Mayor and City Council salaries by the CPI adjustment of the past 24 months: January 1, 2019 to December 31, 2020. The reported CPI values were 2.1% and 2.4% for 2019 and 2020, respectively. Proposed increases to monthly salaries would be effective January 1, 2022, and are as follows:

   Mayor - From $2028.50 per month to $2,119.78 per month
   Council - From $703.28 per month to $734.93 per month

   PROPOSED ACTIONS: Recommend Council consideration of the proposed ordinance making salary adjustments for Mayor and City Council effective January 1, 2022 or provide staff further direction.

3. **Remand Decision Regarding the Appeal of Conditional Use Permit at 1400 E Seventh Street (ACTION ITEM) – Aimee Hennrich**

   On February 19, 2021, PI Tower Development LLC applied for a Conditional Use Permit (CUP) to construct an 80' Wireless Communication Facility (WCF) that would accommodate three carriers within a fully enclosed 800 sf lease area and would resemble a church tower, located at 1400 E Seventh Street. The Board of Adjustment conducted a public hearing for the proposed

conditional use on March 29, 2021, and subsequently voted to deny the CUP application.

On April 16, 2021, the Community Planning and Design Department received an appeal letter from Wireless Policy Group on behalf of Parallel Infrastructure, stating that they wish to appeal the Board of Adjustment's decision to City Council.

On May 3, 2021, City Council considered the appeal during a public meeting and remanded the matter to the Zoning Board of Adjustment and directed staff to prepare a written decision based on the Council's action.

PROPOSED ACTIONS: Recommend acceptance of the proposed written decision, or provide staff further direction.

REPORTS

Staff Report (if needed)

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.

Administrative Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, April 26, 2021 **4:00 PM** **Council Chambers**
206 E. Third St.

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

PRESENT: Brandy Sullivan, Sandra Kelly, Gina Taruscio
OTHERS: Mayor Bill Lambert, Council Member Anne Zabala, Council Member Art Bettge, Council Member Maureen Laflin
STAFF: Bill Belknap, Tyler Palmer, Megan Cherry, Jen Pfiffner (Virtual), Mia Bautista (Virtual), Laurie Hopkins (Virtual), Taylor Riedner

REGULAR AGENDA

1. **Approval of April 12, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

2. **Personnel Policy Updates, Pay and Leave Sections (ACTION ITEM) - Jen Pfiffner**

   Updates to the City of Moscow Personnel Policies continue. Leave, time and attendance, and pay policy drafts include updates to current policies and a new proposed policy. Updates to language throughout are included in the presented drafts, with significant changes to Military Leave and Sick Leave Bank policies. A new proposed Paid Parental Leave Policy is also included for consideration. Policy sections will continue to be presented for review. As policies are approved, each section will become the current version for use. Timeline for completion for all policies to be updated, reviewed and approved is estimated to be completed by July 2021.

   PROPOSED ACTIONS: Recommend approval of the proposed personnel policy or provide staff further direction.

Pfiffner reviewed the draft policies from the packet and mentioned that employees cannot give leave time to other employees; instead, they may use and donate to the sick leave bank. Comprehensive time is calculated as time and a half of what was worked. Departments are monitoring overtime with their staff and seasonal employees. The Committee suggested additional details and definitions, such as the eligible parent to include primary caregivers, guardians, domestic partners, etc. Committee also suggested defining the term 'multiple' used in the Compensatory Time policy. With requested changes made, the Committee recommended approval and then be placed on the Council consent agenda.

3. **Public Art Guidelines 2021 (ACTION ITEM) - Megan Cherry**

   The Moscow Arts Commission and City staff propose updates to the Public Art Guidelines, which were originally created in 2011. During the intervening years, MAC and Arts staff have recognized the need for greater clarity in the areas of location prioritization as well as selection processes and criteria for each part of the Public Art Collection. Additionally, the City of Moscow Legal Department has provided updates to ensure that the document is in alignment with City code. Following development by the Public Art Subcommittee of the Moscow Arts Commission (MAC), the full MAC discussed these proposed updates during their March 9, 2021 meeting, and voted to recommend the guidelines on April 13, 2021.

DRAFT

PROPOSED ACTIONS: Recommend approval of the Public Art Guidelines, or provide staff further direction.

Cherry introduced the item by reviewing the goals and current collection of public art. The intention from now on is to have these guidelines updated annually. Additions to the program goals include: increasing awareness of public art, improving management and maintenance processes, prioritizing public input, developing budgets and maintaining program funding, beautifying public areas, and enhancing Moscow's economic base. Procedures for artists who cannot tend to their art for maintenance work will be updated as well. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 5:02 p.m.

DRAFT

COMMITTEE STAFF REPORT

DATE: Monday, May 10, 2021

RESPONSIBLE STAFF

Jen Pfiffner, Deputy City Supervisor - Culture, Recreation and Employee Services

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Consideration of Mayor and City Council Salary Adjustments (ACTION ITEM) - Jen Pfiffner

DESCRIPTION

Per City of Moscow Code Title 1, Chapter 8 according to Idaho Code, § 50-203: "The salary for elective officers shall be fixed by ordinance. Salary adjustments for such elective officers shall be made every two (2) years from the date of the previous adjustment in accordance and in proportion with adjustments in the Consumer Price Index (CPI) as published by the United States Department of Labor. Such adjustments must be specifically approved by ordinance at least six (6) months prior to the effective date of such adjustments."

The proposed Ordinance amends the Mayor and City Council salaries by the CPI adjustment of the past 24 months: January 1, 2019 to December 31, 2020. The reported CPI values were 2.1% and 2.4% for 2019 and 2020, respectively. Proposed increases to monthly salaries would be effective January 1, 2022, and are as follows:

Mayor - From $2028.50 per month to $2,119.78 per month
Council - From $703.28 per month to $734.93 per month

STAFF RECOMMENDATION

Recommend Council consideration of the proposed ordinance making salary adjustments for Mayor and City Council effective January 1, 2022.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend Council consideration of the proposed ordinance making salary adjustments for Mayor and City Council effective January 1, 2022 or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Ordinance 2021 - AdjustingCouncilMayor2022Salary

ORDINANCE NO. 2021 – ___

AN ORDINANCE AMENDING TITLE 1, CHAPTER 8 OF THE MOSCOW CITY CODE; PROVIDING FOR INCREASES IN THE SALARIES OF CITY ELECTIVE OFFICERS; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, City Council deems it appropriate to increase the salaries of the Mayor and City Council in accordance with the Consumer Price Index based upon January to January Index for the past twenty-four (24) months (two point one percent [2.1%] for 2019 and two point four percent [2.4%] for 2020), pursuant to Moscow City Code § 1-8-1 and Idaho Code § 50-203; and

WHEREAS, utilizing such Index, the appropriate salary for the office of Mayor shall be two thousand one hundred nineteen dollars and seventy-eight cents ($2,119.78) per month and the salary for members of the City Council shall be seven hundred thirty-four dollars and ninety-three cents ($734.93) per month;

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MOSCOW AS FOLLOWS:

SECTION 1: That Title 1, Chapter 8, Section 2 of the Moscow City Code be, and the same is hereby amended to read as follows:

. . .

Sec. 8-2. Salaries of Elective Officers.

The salary for elective officers shall be as follows:
Effective January 01, ~~2020~~2022:
Mayor - ~~$2028.50~~$2,119.78 per month
Council - ~~$703.28~~$734.93 per month

. . .

SECTION 2: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions. The remaining sections of Title l shall be in full force and effect.

SECTION 3: EFFECTIVE DATE. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Moscow. This Ordinance shall be in full force and effect from and after the date of its passage, approval and the publication according to law.

PASSED by the Council and APPROVED by the Mayor this ____ day of April, 2021.

_____
Bill Lambert, Mayor

ATTEST:

_____
Laurie M. Hopkins, City Clerk

COMMITTEE STAFF REPORT

DATE: Monday, May 10, 2021

RESPONSIBLE STAFF

Aimee Hennrich

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Remand Decision Regarding the Appeal of Conditional Use Permit at 1400 E Seventh Street (ACTION ITEM) – Aimee Hennrich

DESCRIPTION

On February 19, 2021, PI Tower Development LLC applied for a Conditional Use Permit (CUP) to construct an 80' Wireless Communication Facility (WCF) that would accommodate three carriers within a fully enclosed 800 sf lease area and would resemble a church tower, located at 1400 E Seventh Street. The Board of Adjustment conducted a public hearing for the proposed conditional use on March 29, 2021, and subsequently voted to deny the CUP application.

On April 16, 2021, the Community Planning and Design Department received an appeal letter from Wireless Policy Group on behalf of Parallel Infrastructure, stating that they wish to appeal the Board of Adjustment's decision to City Council.

On May 3, 2021, City Council considered the appeal during a public meeting and remanded the matter to the Zoning Board of Adjustment and directed staff to prepare a written decision based on the Council's action. Staff has prepared the written decision for the Council's review and approval.

STAFF RECOMMENDATION

Recommend acceptance of the proposed written decision, or provide staff further direction.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend acceptance of the proposed written decision, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Council Written Decision -1400 E Seventh Street - 5-3-21. GR

BEFORE THE CITY COUNCIL
OF THE CITY OF MOSCOW, COUNTY OF LATAH,
STATE OF IDAHO

ORDER OF REMAND WITH INSTRUCTIONS FOR FURTHER CONSIDERATION AND DECISION REGARDING A CONDITIONAL USE PERMIT APPLICATION TO CONSTRUCT AN 80-FOOT-TALL WIRELESS COMMUNICATION FACILITY (WCF) LOCATED AT 1400 E SEVENTH STREET IN THE CITY OF MOSCOW, IDAHO WITHIN THE NEIGHBORHOOD BUSINESS (NB) ZONING DISTRICT PER MOSCOW CITY CODE 4-3-4.

WHEREAS, PI Tower Development, the applicant, filed an application for a Conditional Use Permit (LUP2021-0004) to construct an 80-foot-tall Wireless Communication Facility (WCF) on February 19, 2021; and

WHEREAS, the Moscow Board of Adjustment conducted a duly noticed public hearing upon the subject Conditional Use Permit application on March 29, 2021; and

WHEREAS, having considered the matter including all materials presented and testimony received, the Moscow Zoning Board of Adjustment denied the proposed Conditional Use Permit, based on Criterion #2, finding the WCF was not consistent with the existing character of the uses within the surrounding neighborhood and instructed Staff to prepare the Reasoned Statement of Relevant Criteria for the Board's review and approval; and

WHEREAS, on April 7, 2021, the Moscow Zoning Board of Adjustment met and approved the Reasoned Statement of Relevant Criteria and Standards establishing the Board's written decision upon the request and serving as the Board's final action upon the matter; and

WHEREAS, on April 16, 2021, Wireless Policy Group, filed a timely appeal to the decision of the Moscow Zoning Board of Adjustment in accordance with the requirements of Moscow City Code Section 4-8-5; and

WHEREAS, the Moscow City Council considered the appeal during a public meeting conducted on May 3, 2021; and

WHEREAS, the Moscow City Council reviewed the record established by the Board of Adjustment, did not consider any new or additional evidence, and heard appellant's argument on the appeal; and

WHEREAS, having considered the record established by the Board of Adjustment, and having considered the issues presented by the appellant and the applicant, the Council decided to remand the matter in part to the Zoning Board of Adjustment with instructions to consider retaining the architectural style, but reducing the diameter and overall massing of the proposed WCF to make it less intrusive to the neighborhood and surrounding uses.

THE CITY COUNCIL OF THE CITY OF MOSCOW, IDAHO, AFTER DUE DELIBERATION AND CONSIDERATION OF THE RECORD ESTABLISHED BY THE MOSCOW ZONING BOARD OF ADJUSTMENT AND HAVING CONSIDERED THE ISSUES PRESENTED BY THE APPELLANT AND THE APPLICANT, HEREBY CONCLUDES:

DECISION

The Moscow City Council hereby **REMANDS** the matter in part to the Zoning Board of Adjustment for the following sole and specific purpose:

1. To develop additional material information. Specifically, to determine whether the horizontal footprint and width of the proposed Wireless Communication Facility can be reduced in order to be less intrusive to the neighborhood and surrounding land uses and ultimately satisfy Criterion #2.

PASSED BY THE CITY COUNCIL OF THE CITY OF MOSCOW THE ___ DAY OF _____, 2021.

_____
Bill Lambert, Mayor

CERTIFICATION. I hereby certify that the above is a true copy of the Council decision passed at a regular meeting of the City Council, City of Moscow, held on May 3, 2021.

ATTEST:

_____
Laurie Hopkins, City Clerk