

Moscow City Council



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, July 19, 2021

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. The meeting is open to the public but due to the continued presence of COVID-19 cases in our area, we encourage those that have not received the COVID-19 vaccination, to continue to keep 6-foot physical distance from non-household members and wear face coverings when distance is unable to be maintained. We appreciate and encourage public participation. 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. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. For regular agenda items the public will usually have the opportunity for comment on that agenda item after the staff presentation. These agenda items do not include the consent agenda and reports. Please limit any remarks to three (3) minutes or less. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Citizens wishing to comment on business on the agenda may also communicate with the City Council through email (council@ci.moscow.id.us). Please note that Moscow City Council meetings are televised, videotaped and/or recorded. The meeting is streamed on YouTube and Spectrum Cable 1301. A link to stream the meeting can be found on the City website (www.ci.moscow.id.us). Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council July 6, 2021 Minutes - Laurie M. Hopkins

B. Disbursement Report June 2021 - Sarah Banks

Staff presented the June 2021 Accounts Payable Report to Public Works / Finance Committee on July 12, 2021. The Committee received the report and approved the disbursements as presented.

ACTION: Receive the Disbursements Report for the month of June 2021.

C. Third Quarter Financial Report April 1, 2021 to June 30, 2021 for FY2021 - Sarah Banks

The financial report for the third quarter of Fiscal Year 2021 (April 1, 2021 to June 31, 2021) was presented to the Public Works / Finance Committee on July 12, 2021 and recommended for approval.

ACTION: Approve the FY2021 Third Quarter Report.

D. Indian Hills Eighth Stormwater Utility Easement Vacation - Bob Buvel

In 2010 The Indian Hills Trading Company, LLC granted a stormwater utility easement necessary to convey stormwater running off the Indian Hills Eighth Development through what would later become the Indian Hills Ninth development. Improvements installed within Indian Hills Ninth, Phase Two, replaced the conveyance structure within the subject easement rendering the easement unnecessary. This vacation releases the City of Moscow rights associated with said easement. This was reviewed by the Public Works/Finance Committee on July 12, 2021 and recommended for

approval.

ACTION: Approve the Indian Hills Eighth Stormwater Utility Easement Vacation.

E. State/Local Agreement – Construction – 3rd Street Safety Improvements Phase 1 and 2 - Nate Suhr / Alisa Anderson

The City applied for grants in 2017 and 2018 and was awarded both through the Local Highway Technical Assistance Council (LHTAC) under the Local Highway Safety Improvement Program (LHSIP) which is managed by LHTAC on behalf of the Idaho Transportation Department (ITD). The combined projects are located on Third Street (aka Hwy. 8) Lieualen Street to 150' east of Lilly (Phase 1) to Jackson Street (aka US Hwy. 95) Phase 2. The project will remove and replace concrete sidewalk, upgrade ADA pedestrian ramps, install curb and gutter while eliminating unused existing driveway, and include installation of LED luminaires to increase night-time visibility.

The City has been awarded \$419,986 in federal funds for Phase 1 construction requiring a match of \$280,474 with total project costs estimated at \$496,423; in addition to a Phase 2 award of \$335,410 in federal funds requiring a match of \$22,199 with total project costs estimated at \$361,688. Phase 1 and 2 combined total federal grant funding is \$1,175,878, city match of \$302,673, and total construction project costs of \$1,478,551. The Moscow Urban Renewal Agency is contributing \$107,750 (included in the City match listed above) to the LHSIP projects to assist with funding for the luminaires as part of their goal to improve infrastructure amenities within the Legacy Crossing District. This item was reviewed by the Public Works/Finance Committee on July 12, 2021 and recommended for approval.

ACTION: Approve the State/Local Agreement(s) (Construction) and corresponding Resolution(s), Project Nos. A020(483) Key 20483 and A021(997) Key No. 21997 3rd Street Safety Improvements Phase 1 and 2.

F. Community Development Block Grant Contract - Park Improvements - Alisa Anderson / Nate Suhr

The City applied for a \$225,000 Idaho Community Development Grant (ICDBG) for Public Parks Improvements from the Idaho Department of Commerce (IDOC) on September 21, 2020 and received notice of award for the full amount on November 2, 2020. The request included ADA improvements at both Mountain View Park and Indian Hills Park. The proposed combined projects will create an interconnected system of ADA available parking, pathways, and facilities that will allow full use of both parks for all members of the community. Staff anticipates the completion of both park projects in the late fall of 2021. This was reviewed by the Public Works/Finance Committee on July 12, 2021 and recommended for approval.

ACTION: Approve the Community Development Block Grant Contract for the Mountain View Park and Indian Hills Park ADA Access Projects.

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

3. Mayors Appointments (ACTION ITEM)

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

5. Confirmation of Appointment of Bill Belknap as City Supervisor as of January 7, 2022 - Mayor Lambert

6. Amendment to City Code to Address Management Reorganization (ACTION ITEM) – Gary J. Riedner / Mia Bautista

The City, as a municipal corporation of the State of Idaho, has the authority to exercise all powers and perform all functions of local self-government in City affairs that are not in conflict with the general

laws or the constitution of the State of Idaho.

On October 7, 2019 the City Council passed Resolution 2019-19 authorizing the implementation of the reorganization management model and directed staff to prepare ordinance revisions to align with said model, which included the creation of new positions, along with the elimination of specific positions. More specifically, the new management model was implemented to aid the City Supervisor in providing effective oversight of the entirety of the City Operations. The reorganization created four operational groups, with the City Supervisor maintaining and continuing to provide overall administration and oversight. The reorganized management model is intended to be a framework which supports the efficient use of increasingly scarce public resources by encouraging teamwork and aligning collaborative interests, thereby creating greater opportunities for the City to move forward into the future. This proposed ordinance revision addresses the changes approved by Council in 2019, and makes additional job description and job position changes that are in line with the reorganization. This was reviewed by the Administrative Committee on July 12, 2021 and recommended for approval.

The Titles and Chapters that are impacted by the new reorganization model and are incorporated in the proposed ordinance are as follows:

- Title 1, Chapter 1
- Title 2, Chapters 3, 9, 11, 12, 13, and new chapter 14
- Title 3, Chapters 11 and 14
- Title 4, Chapters 1, 3, 5, and 7
- Title 5, Chapters 1, 3, 11, 12, 13, 15, 16 17, and 18
- Title 6, Chapters 1 and 2
- Title 7, Chapters 9 and 11
- Title 10, Chapters 14 and 17

PROPOSED ACTIONS: Review the proposed draft ordinance and approve 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 consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

7. Recommendation to Declare Certain Past Due Utility Bills Uncollectable and Reinstate Collection Policies (ACTION ITEM) - Gary J. Riedner

In April, 2020, in response to the COVID-19 pandemic, the City suspended certain past-due utility billing collection practices, including assessing of late fees and water shut-off procedures. These practices were suspended to provide relief to utility billing customers who were suffering financial hardship because of the effects of the pandemic. In the interim since April 2020, the City has implemented new enterprise-wide financial software, and on February 16, 2021 the City Council adopted Resolution 2021-01, which implemented a revised utility billing procedure, which placed the responsibility for payment of utility bills on the owner of the property being served by the utility. This revised utility billing procedure was implemented for the March, 2021 billing cycle.

Staff is requesting authorization to declare past due utility bills for billing periods prior to the March, 2021 billing cycle as uncollectable, as described in the attached memo from the City Supervisor. Declaring such past-due utility bills uncollectable provides relief to some utility customers from the effects of the pandemic. Staff is also requesting authorization to return to the practices of assessing late fees and shut-off procedures to assist in collection of past-due utility bills. This was reviewed by the Public Works/Finance Committee on July 12, 2021 and recommended for approval.

PROPOSED ACTIONS: Authorize declaring past due utility bills for billing periods prior to the March, 2021 billing cycle as uncollectable, as described in the attached memo from the City Supervisor, and to return to the practices of assessing late fees and shut-off procedures to assist in collection of past-due utility bills, or take such other action deemed appropriate.

REPORTS

City Council

Mayor

Staff

ADJOURN

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