

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
October 25, 2021**

3:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. This meeting is open to the public, however attendees in City Hall are required to practice physical distancing, or wear a face covering when physical distancing is not possible. Attendees are also subject to protocols established by Governor Little's Stay Healthy Guidelines of the Idaho Rebounds Plan. If you do not have a mask, a disposable mask will be provided. 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 and limitations may be placed on the time allowed for comments. If you plan to address the Committee, 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 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 Committee meetings are televised, videotaped and/or recorded. Links to view the Committee 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 Public Works/Finance Committee October 11, 2021 Minutes (ACTION ITEM) - Taylor Riedner

2. Lot Line Adjustment Between 1421 and 1427 Lanny Lane, 1228 Ponderosa Drive, and 1204 Tamarack Drive (ACTION ITEM) - Aimee Hennrich

The applicant, Mark Pica, is requesting a lot line adjustment between four properties located at 1421 and 1427 Lanny Lane, 1228 Ponderosa Drive, and 1204 Tamarack Drive. The proposed lot line adjustment would reduce 1421 Lanny Lane from 12,185 sf to 10,784 sf and expand 1228 Ponderosa Drive from 17,193 sf to 18,594 sf in size. Additionally, the proposed lot line adjustment would reduce the lot at 1427 Lanny Drive from 11,215 sf to 10,816 sf and would expand 1204 Tamarack from 15,958 sf to 16,357 sf in size. The applicant is requesting the lot line adjustment in order to realign the rear lot lines to better fit the existing fences at 1228 Ponderosa Drive and 1204 Tamarack Drive. The two Lanny Lane lots are currently under construction with new single-family homes and the lots on Ponderosa and Tamarack both contain existing single-family homes. The subject properties are located within the Low Density, Single-Family Residential Zoning District (R-1) which requires a minimum lot area of 9,600 sf and a minimum lot width of 80 feet. Setbacks are required to be 25 feet in the front, 20 in the rear and a combined total of 15 on the sides. The proposed lots will meet all zoning requirements as a result of the proposed lot line adjustment.

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.

3. Idaho Department of Environmental Quality Electric Vehicle Supply Equipment Program Grant Proposal (ACTION ITEM) - Bill Belknap

The Idaho Department of Environmental Quality Electric Vehicle Supply Equipment (EVSE) program provides cost-shared funds for direct current fast charger (DCFC) equipment. The program is funded from the Volkswagen Emissions Settlement and is intended to create a network of electric vehicle charging services for the public along the State's highway network. The program currently has \$2.1 Million on funding remaining and prioritizes the installation of DCFC equipment that is located within one-half mile of Idaho's highway system and which provides 24-hour access, are well-lit, and are located in close proximity to shopping or dining. Staff reviewed several locations and determined that the South Jackson Parking lot next to the downtown restroom would be the preferred location for this facility. The location is in close proximity to both U.S. Highway 95 and State Highway 8, is adjacent to a public restroom facility, and in close proximity to shopping and dining establishments downtown. The grant program funds 100% of the cost of installation and five years of maintenance and operation when located upon publicly owned property. The City would be responsible for maintaining the EVSE station for five years after installation, which would be funded by the grant. It is anticipated that the City would propose to install two DCFC stations and would publish a Request for Proposals (RFP) from companies interested in providing, installing, and operating and maintaining the facility for the required 5-year period. Once a respondent has been selected and project costs are identified, the City would submit the grant application to the State of Idaho to fund the project. Completion of the ESVE station installation would be dependent upon available grant funding. Staff is seeking Council approval of the proposed project and authorization to proceed with the publication of the RFP.

PROPOSED ACTIONS: Recommend approval of the project and publication of the Request for Proposals; 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.

Public Works / Finance Committee



Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday,
October 11, 2021

3:00 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

PRESENT: Maureen Laflin, Anne Zabala, Art Bettge

OTHERS: Mayor Bill Lambert, Ben Aiman (SMART Transit),

STAFF: Gary Riedner, Bill Belknap, Tyler Palmer, Brian Nickerson, James Fry, Scott Bontrager, Mia Bautista, Taylor Riedner

1. Approval of Public Works/Finance Committee September 27, 2021 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Disbursement Report for September 2021 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending September, 2021.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of September 2021.

Riedner introduced the item by highlighting major expenses for the previous month, including a Haddock building remodel payment, the HLAC structure replacement, and the purchase of three vehicles. Needing no further discussion, the Committee approved the disbursement report, authorized the use of digital signatures, and that it be placed on the Council consent agenda.

3. Well House No. 6 Bid Results (ACTION ITEM) - Scott Bontrager

The City published an advertisement for bids on September 4 and 11, 2021 for the Well House No. 6 project. The project included the reconstruction of Well House No. 6, electrical improvements, an on-site chlorine generation system, and the installation of a new generator. The Engineer's Estimate for the project was \$641,019. Bid opening for the project took place on October 1st, 2021, at which one (1) bid was received. The bid received was in the amount of \$987,630 and was submitted by Quality Contractors, LLC. A bid tabulation is included in the Committee packet.

PROPOSED ACTIONS: Recommend rejection of the low bid from Quality Contractors, LLC; or provide staff with further direction.

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

4. Memorandum of Understanding with Moscow School District for SRO Program (ACTION ITEM) – Gary J. Riedner / James Fry

The City of Moscow, through the Moscow Police Department, has been employing a School Resource Officer (SRO) position for over 18 years to provide a law enforcement presence and additional resources to the Moscow School District to assist in providing and maintaining a safe and healthy student environment. Previously, the MSD and City had agreed to have two SRO positions, with the costs of the two positions to be evenly divided between the MSD and City. However, with the advent of COVID-19, MSD requested that one of the positions be eliminated for budgetary reasons, and that we return to one SRO, with the costs of the position to be evenly divided between the City and the MSD. The attached Memorandum of Understanding contemplates one SRO position.

PROPOSED ACTIONS: Recommend approval of the MOU with Moscow School District for the School Resource Officer program, or provide staff further direction.

Chief Fry introduced the item as written above. Riedner added that the MSD superintendent has indicated once COVID subsidies, they would like to go back to the two SROs. This program primarily focuses on high school but also works with middle and grade schools. When there were two officers, one was assigned to the high school, the other to the middle school, and then shared elementary schools. They visit each school, report to Captain Dahlinger, and collaborate with the superintendents of each school. Officers are still bound to follow the City's policies and procedures while cooperating with the schools' rules at the same time to the best of their ability. During the summer, when school is out, the SROs will help with other school programs and assist the patrol division. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Comprehensive Mutual Aid Agreements for Fire Assistance (ACTION ITEM) – Brian Nickerson

The City of Moscow benefits significantly from having mutual and automatic aid agreements with our fire and EMS partners in the quad counties. This type of agreement provides the opportunity to give and receive assistance in the event the need should arise from an emergency situation including both fire and EMS. This updated agreement also enhances the opportunity to possibly receive credit for Insurance Service Office (ISO) Rating system for fire classification for the city. This update provides the ability to create a Response Plan / Card system for response on an automatic basis with no need to special request mutual aid from our partners. The Moscow Fire Department would like to enter into this Mutual and Automatic Aid Agreement with the following agencies; Moscow Rural Fire District, City of Lewiston, City of Pullman, City of Clarkston, City of Asotin, Asotin County Fire District, Potlatch Corporation Rural Fire Protection District, City of Troy, Troy Rural Volunteer Fire Department, Deary Rural Fire District, City of Genesee, Genesee Rural Fire District, Genesee Community Firemen Inc., City of Julietta, City of Kendrick, Bovill Fire Protection District, City of Palouse, Whitman County Rural Fire District No. 4, Whitman County Fire District No. 12, Whitman County Fire District 14, The City of Colfax, J-K Ambulance, Bennett Lumber Products, Clearwater Paper. All partners receive assistance as necessary to help our surrounding agencies.

PROPOSED ACTIONS: Recommend approval of the mutual and automatic aid agreement, or provide staff further direction.

Nickerson introduced the item as written above and mentioned the agreement had not been updated since 2005. The same partners are included in the agreement, but mutual and automatic aid has been added. Mutual aid allows entities to share resources that they may not have otherwise. Resources that are called for mutual aid will not affect resources reserved for local aid. Mutual aid sends a special request to other entities to reduce response times, whereas automatic aid does not require a request to respond. The response plan defines scenarios in which other entities will react and how credit will be distributed. There are five levels of alarms, and each class will reach out to different entities. The City is asking for other entities to be more specific in their aid requests to conserve resources. Not all individuals that respond are volunteers. The private entities included in the agreement assist with water tenders, brush trucks, ladder trucks, technical rescue expertise, and other resources that the City may not have immediately on hand.

REPORTS

SMART Transit Suspension of Saturday Service Report – Ben Aimen

Aimen announced that SMART Transit will pause Saturday service beginning the first week in November through April. The transit has been trying to cooperate schedules with Farmers Market and didn't want to make any changes until the Market was over. 7 full-time drivers are needed to maintain entire operations. Currently, there are only four full-time with three part-time drivers. Driver shortages have been an essential factor, and maintenance time and parts available have also been affected. The Monday through Friday schedules should remain the same. Saturdays are currently seeing one-third of the average dial-to-ride requests. SMART will be reviewing the compensation package for workers and their funding

availability, including insurance benefits, overall pay, paid time off benefits, holiday time off, hazard pay, and retirement planning. CARES Act funding may assist with many of these but will continue to be reviewed shortly. SMART Transit was awarded a grant of just over \$400,000 through CARES Act funding for technology improvement. This will assist with tracking rides, schedules, real-time vehicle locations, and rider alerts available to the public. There will also be additional improvements on the dispatch side. A regional partnership through Valley Transit will assist in buying other hardware and software updates. The software installation should be complete in April or May of next year and fully operational by next fall. The new website is also under development to help get information out and interact with the public. Finally, Monday through Friday ridership has stabilized and is trending upward with the return of U of I students and dial-to-ride continuing to increase.

Staff Report (if needed)

ADJOURN

The meeting adjourned at 3:24 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, October 25, 2021



RESPONSIBLE STAFF

Aimee Hennrich

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Lot Line Adjustment Between 1421 and 1427 Lanny Lane, 1228 Ponderosa Drive, and 1204 Tamarack Drive (ACTION ITEM) - Aimee Hennrich

DESCRIPTION

The applicant, Mark Pica, is requesting a lot line adjustment between four properties located at 1421 and 1427 Lanny Lane, 1228 Ponderosa Drive, and 1204 Tamarack Drive. The proposed lot line adjustment would reduce 1421 Lanny Lane from 12,185 sf to 10,784 sf and expand 1228 Ponderosa Drive from 17,193 sf to 18,594 sf in size. Additionally, the proposed lot line adjustment would reduce the lot at 1427 Lanny Drive from 11,215 sf to 10,816 sf and would expand 1204 Tamarack from 15,958 sf to 16,357 sf in size. The applicant is requesting the lot line adjustment in order to realign the rear lot lines to better fit the existing fences at 1228 Ponderosa Drive and 1204 Tamarack Drive. The two Lanny Lane lots are currently under construction with new single-family homes and the lots on Ponderosa and Tamarack both contain existing single-family homes. The subject properties are located within the Low Density, Single-Family Residential Zoning District (R-1) which requires a minimum lot area of 9,600 sf and a minimum lot width of 80 feet. Setbacks are required to be 25 feet in the front, 20 in the rear and a combined total of 15 on the sides. The proposed lots will meet all zoning requirements as a result of the proposed lot line adjustment.

STAFF RECOMMENDATION

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions.

PROPOSED ACTIONS

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FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Application Materials.1

October 1, 2021

Mayor Lambert and Moscow City Council
Moscow City Hall
206 East 3rd Street
Moscow, ID 83843

Re: Picabu Estates/Evergreen Hills Lot Line Adjustments

Dear Mayor Lambert and City Council:

Mark Pica the owner of Block 3, Lots 6 and 7, Picabu Estates, also known as 1421 Lanny Lane, and 1427 Lanny Lane, would like to adjust the south lines of Lots 6 and 7. The purpose of this request is to realign the rear lot lines to better fit the existing fence lines 1228 Ponderosa Drive, and 1204 Tamarack Drive, also known as Block 2 Lots 3 and 5 Evergreen Hills Addition Amended Plat.

Enclosed is a proposed record of survey showing the existing and proposed lot lines. Also enclosed are legal descriptions for the revised lots.

Attached are the following:

1. Existing Plat
2. Proposed Record of Survey with existing and proposed property lines and building layouts
3. Proposed legal descriptions

Please do not hesitate to contact me if you have questions regarding the lot line adjustment request.

Sincerely,



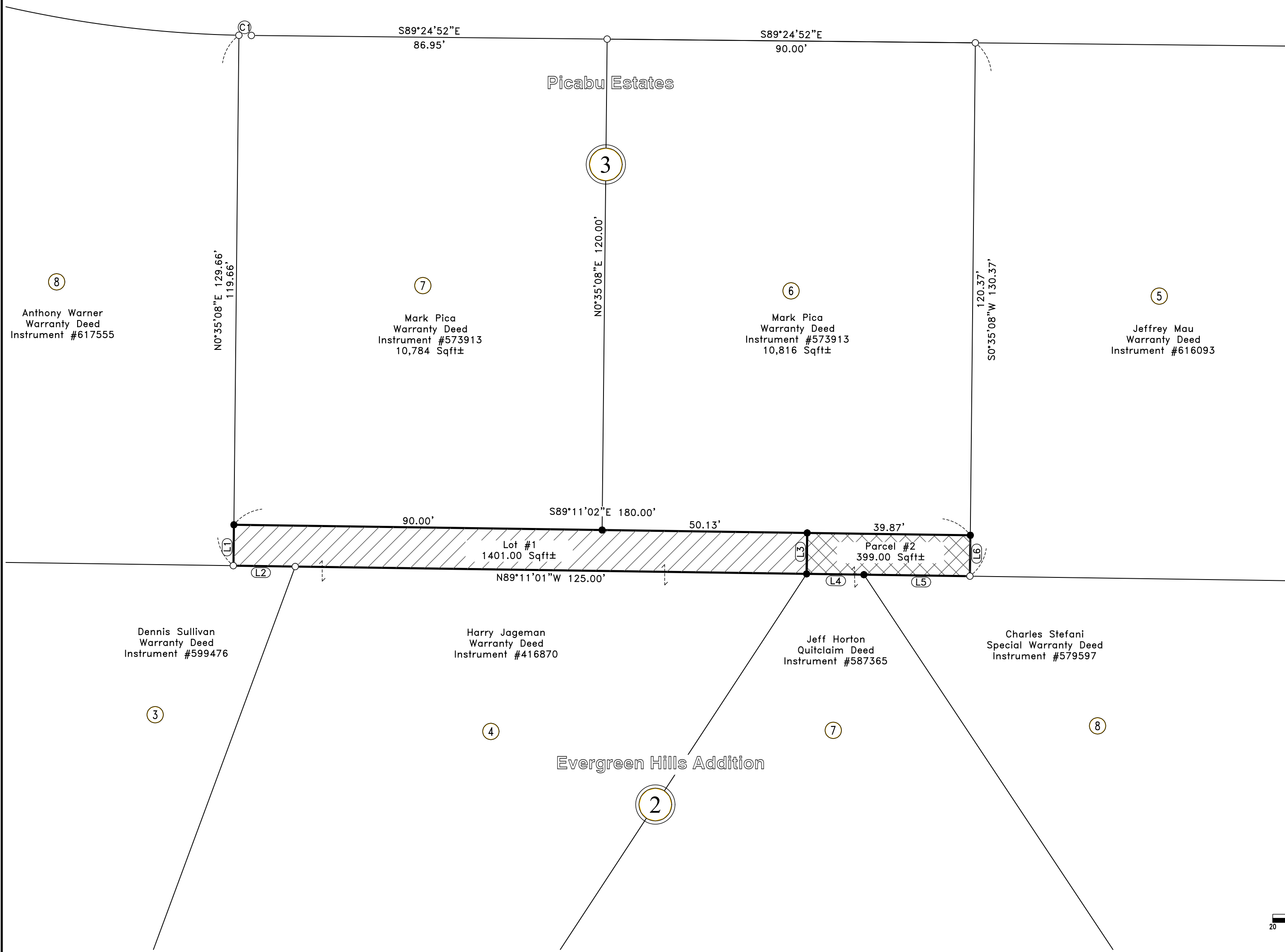
Scott Becker, PE
Principal
Hodge and Associates Inc.

Enc.
Cc Mark Pica

Section 5, T39N, R5W, BM

Line Table		
Line	Bearing	Distance
L1	S0°35'08"W	10.00'
L2	S89°11'01"E	15.09'
L3	N0°48'59"E	10.00'
L4	S89°11'01"E	14.00'
L5	S89°11'01"E	25.91'
L6	N0°35'08"E	10.00'

Curve Table					
Curve	Delta	Length	Radius	Chord	Chrd Brng
C1	0°36'48"	3.05'	285.00'	3.05'	S89°06'29"E



Survey References:

1. a

Surveyor's Certificate

I, Michael E. Dahlin, PLS #17534, State of Idaho, do hereby certify that the survey represented by this map was performed by me or under my supervision in accordance with the laws of the State of Idaho and at the request of _____ in August 2020.

Basis of Bearings

The Basis of Bearings for this survey is identical to the Idaho Coordinate System, West Zone, NAD 83 as shown between the found X corner of X and the found X corner of X, said bearing being X°XX'XX"X.

Surveyor Narrative

- The purpose of this survey was to locate, monument and map the boundaries of SUBJECT PARCEL, per DEED, Instrument #XXXXXX, and to achieve some other objective, as shown hereon.
- The X line of X was located to establish the Basis of Bearings and primary boundary control. The Parcel described in DEED was rotated to project basis and located accordingly.

Legend

- Set Monument
- Found Monument as Described
- Set 5/8" Diameter Rebar w/Aluminum Cap Stamped "PLS 17534"
- Found Iron Pipe
- Found 5/8" Diameter Rebar
- Calculated Position
- Scribe in Concrete
- Found Centerline Monument
- Found Right-of-Way Monument
- Found Stone
- Block Number
- Lot Number
- Record Data - See Survey References
- Boundary Line
- Lot Line
- Fence Line
- Section/Section Subdivision Line
- Centerline
- Right-of-Way
- Easement

NO. _____ AT THE REQUEST OF: _____
DATE & HOUR: _____
HENRIANNE WESTBERG
LATAH COUNTY RECORDER
FEE \$ _____ BY _____

Michael E. Dahlin, Inc.
P.O. Box 8728
405 S. Washington Street
Boise, Idaho 83726
(208) 852-3545
(208) 852-3520

RIM ROCK CONSULTING, INC.
Lead Surveying
Site Mapping
Land Mapping

PROFESSIONAL LAND SURVEYOR
STATE OF IDAHO
MICHAEL E. DAHLIN
17534

Record of Survey for:
Mark Pica
Latah County, Idaho

Drafted by: JSH
Checked by: SW/MED
File Name: 4498 ROS1.dwg
Tab: Layout
Plot Style: OCE.ctb
Project: 4498-09-21
Date: 9/29/21

1 of 1

09/30/2021

Legal Description by Hodge & Associates
For Harry Jageman
Parcel after Boundary Line Adjustments

A parcel of land located in, Lots 6 and Lot 7, Block 3, of Picabu Estates to the City of Moscow, Instrument #585631, Latah County Records, Section 5, Township 39 North, Range 5 West, Boise Meridian, Latah County, Idaho, described as follows:

Beginning at the southwest corner of Lot 7, Block 3, of said estates and the north line of Evergreen Hills Addition to the City of Moscow, Instrument #585631, Latah County Records;

Thence leaving the common boundary between said Picabu Estates, and said Evergreen Hills Addition, N00°35'08"E, 10.00 feet along the west boundary line of said Lot 7;

Thence S89°11'02"E, 90.00 feet to the west boundary line of Lot 6, Block 3, of said Picabu Estates;

Thence S89°11'01"E, 50.13 feet;

Thence S00°48'59"W, 10.00 feet to the common boundary between said Picabu Estates, and said Evergreen Hills Addition;

Thence continuing along said common boundary line the following two courses:

Thence N89°11'01"W, 125.00 feet to the west boundary line of Lot 4, Block 2, of said Evergreen Hills Addition;

Thence N89°11'01"W, 15.09 feet to the **Point of Beginning**.

Parcel contains 1,401 square feet, more or less.



09/30/2021

Legal Description by Hodge & Associates
For Jeff Horton
Parcel after Boundary Line Adjustments

A parcel of land located in Lot 6, Block 3, of Picabu Estates to the City of Moscow, Instrument #585631, Latah County Records, Section 5, Township 39 North, Range 5 West, Boise Meridian, Latah County, Idaho described as follows:

Beginning at the northwest corner of Lot 7, Block 2, of Evergreen Hills Addition to the City of Moscow, Instrument #274570, Latah County Records and the south line of said Picabu Estates;
Thence leaving the common boundary between said Picabu Estates, and said Evergreen Hills Addition, N00°48'59"E, 10.00 feet,
Thence S89°11'01"E, 39.87 feet to the east boundary line of Lot 6, Block 3, of said Picabu Estates;
Thence S00°35'08"W, 10.00 feet to the common boundary between said Picabu Estates, and said Evergreen Hills Addition;
Thence continuing along said common boundary, N89°11'01"W, 25.91 feet to the northeast corner of Lot 7, Block 2, of said Evergreen Hills Addition;
Thence N89°11'01"W, 14.00 feet to the **Point of Beginning**.

Parcel contains 399 square feet, more or less.



COMMITTEE STAFF REPORT

DATE: Monday, October 25, 2021



RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor - Community Planning and Design

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Idaho Department of Environmental Quality Electric Vehicle Supply Equipment Program Grant Proposal (ACTION ITEM) - Bill Belknap

DESCRIPTION

The Idaho Department of Environmental Quality Electric Vehicle Supply Equipment (EVSE) program provides cost-shared funds for direct current fast charger (DCFC) equipment. The program is funded from the Volkswagen Emissions Settlement and is intended to create a network of electric vehicle charging services for the public along the State's highway network. The program currently has \$2.1 Million of funding remaining and prioritizes the installation of DCFC equipment that is located within one-half mile of Idaho's highway system and which provides 24-hour access, is well-lit, and is located in close proximity to shopping or dining. Staff reviewed several locations and determined that the South Jackson Parking lot next to the downtown restroom would be the preferred location for this facility. The location is in close proximity to both U.S. Highway 95 and State Highway 8, is adjacent to a public restroom facility, and in close proximity to shopping and dining establishments downtown. The grant program funds 100% of the cost of installation and five years of maintenance and operation when located upon publicly owned property. The City would be responsible for maintaining the EVSE station for five years after installation, which would be funded by the grant. It is anticipated that the City would propose to install two DCFC stations and would publish a Request for Proposals (RFP) from companies interested in providing, installing, and operating and maintaining the facility for the required 5-year period. Once a respondent has been selected and project costs are identified, the City would submit the grant application to the State of Idaho to fund the project. Completion of the ESVE station installation would be dependent upon available grant funding. Staff is seeking Council approval of the proposed project and authorization to proceed with the publication of the RFP

STAFF RECOMMENDATION

Recommend approval of the project and publication of the Request for Proposals.

PROPOSED ACTIONS

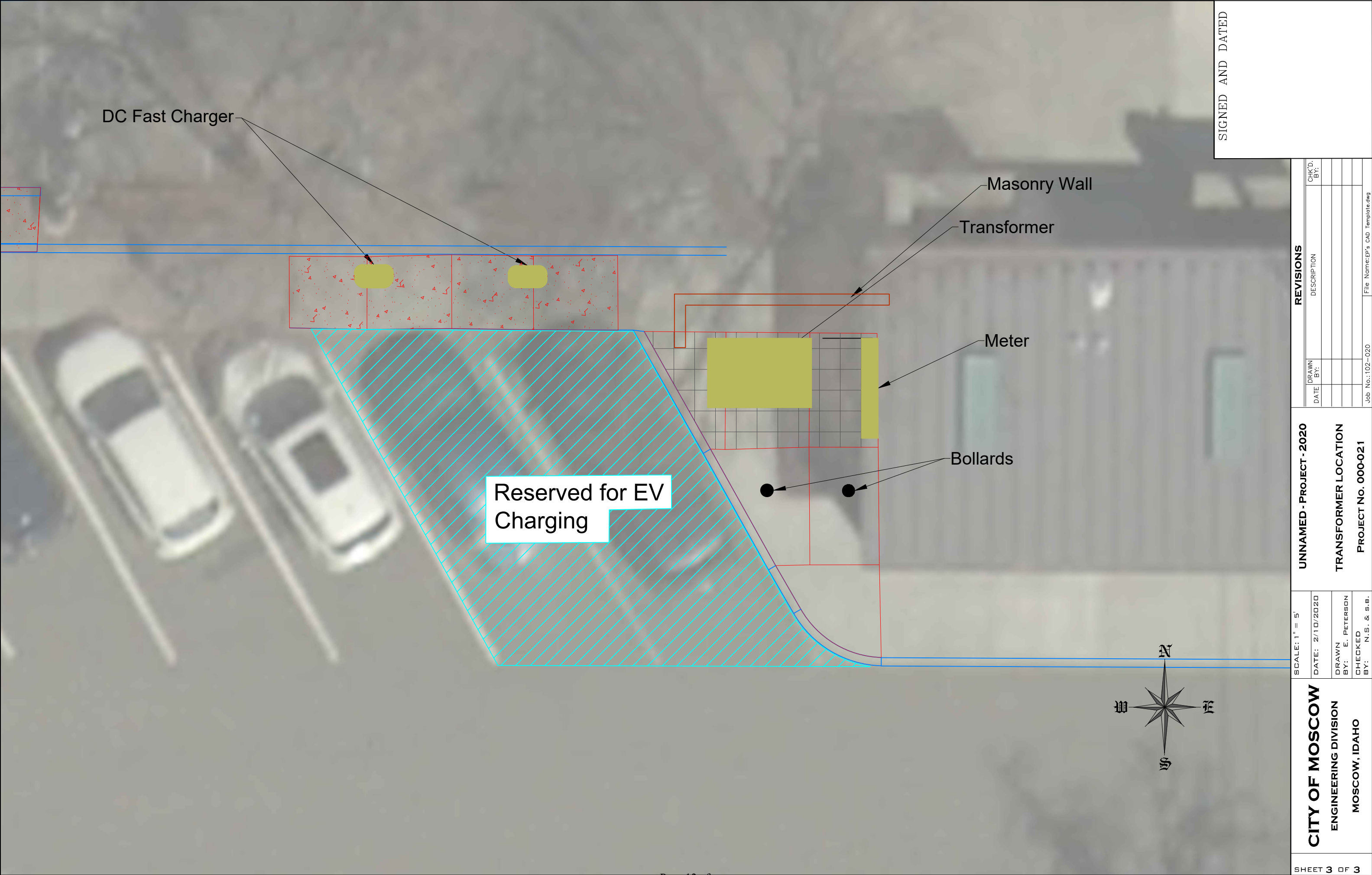
PROPOSED ACTIONS: Recommend approval of the project and publication of the Request for Proposals; or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. EV Charger Visual



SIGNED AND DATED

CITY OF MOSCOW ENGINEERING DIVISION MOSCOW, IDAHO	SCALE: 1" = 5'		UNNAMED - PROJECT - 2020		REVISIONS	
	DATE: 2/10/2020		DATE	DRAWN BY:	DESCRIPTION	CHK'D BY:
	DRAWN BY: E. PETERSON					
	CHECKED BY: N.S. & S.B.					
SHEET 3 OF 3		TRANSFORMER LOCATION		Job No.: 102-020		
		PROJECT NO. 000-021		File Name: EP's CAD Template.dwg		