



Public Works/Finance Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
May 14, 2018

4:30 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:30 PM

PRESENT: Kathryn Bonzo Chair, Jim Boland Councilmember, Brandy Sullivan Councilmember

OTHERS: Mayor Lambert, Councilmember Gina Taruscio, Councilmember Art Bettge

STAFF: Jen Pfiffner, Sarah Banks, James Fry, Bill Belknap, Mike Ray, Mia Vowels, Laurie M. Hopkins

1. Approval of Public Works/Finance Committee April 23, 2018 Minutes – Laurie M. Hopkins

RESULT: ACCEPTED AS AMENDED [UNANIMOUS]

AYES: Kathryn Bonzo, Jim Boland, Brandy Sullivan

2. Disbursement Report for April 2018 - Gary J. Riedner

Staff will present the Accounts Payable Report for the month ending April 2018. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on May 14, 2018.

ACTION: Sign the Disbursements Report for the month of April 2018.

Banks said there are no outstanding major expenses and final audit payment has been made. The Committee had no questions. The Committee recommended approval and signed the report.

RESULT: RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]

AYES: Kathryn Bonzo, Jim Boland, Brandy Sullivan

3. Artwalk Beer and Wine Garden Resolution And Artwalk Sidewalk Cafe Temporary Expansion Resolution - Jen Pfiffner

Artwalk 2018 is scheduled for June 15, 2018. Since 2016, Council has permitted beer and wine gardens within the City streets and rights-of-way in the Moscow Central Business District for select events by way of Council Resolution. The current proposal will allow appropriate City staff to issue permits for beer and wine gardens during Artwalk June 15th, 2018. An establishment interested in participating in Artwalk by hosting a beer/wine garden would contact the Community Events Manager to coordinate participation in accordance with this resolution and the authorized street closure permit process. Approved participating establishments are required to apply for a catering permit with the City of Moscow in accordance with State Liquor regulations. Additionally, the City regulates sidewalk cafes in the downtown central business to the area immediately in front of an establishment. In an effort to add to the festive and enticing atmosphere of Artwalk businesses may opt to expand their currently permitted sidewalk cafe to the abutting neighboring business property lines with the neighboring business' permission. An establishment wishing to temporarily expand its sidewalk cafe for Artwalk, pursuant to Resolution, would be required to file an amended Sidewalk Cafe Licensed Area diagram to the City Clerk with written permission from the neighboring business allowing the extension of the area in front of the neighboring business. Those establishments permitted to serve alcohol, would be required to apply for a catering permit with the City of Moscow in accordance with State Liquor regulations. This was reviewed and recommended for approval by the Public Works/Finance Committee on May 14, 2018.

PROPOSED ACTIONS: Recommend approval of Resolution related to beer and wine gardens and Resolution related to temporary expansion of sidewalk cafes or provide staff further direction.

Pfiffner explained the item as written above and answered questions regarding the time frame for signing up for a beer garden. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMEND APPROVAL TO COUNCIL [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

4. 736 Vista Street and 822 Getaway Court Lot Line Adjustment - Michael Ray

Richard Burnham is requesting a lot line adjustment between two parcels of land currently addressed as 736 Vista Street and 822 Getaway Court. 736 Vista Street is 9,386 sf in size and 822 Getaway Court is 18,169 sf in size. The applicant is proposing to adjust the common lot line between the two parcels in order to convey a 6,837 sf area from 822 Getaway Court to 736 Vista Street. The subject properties are located in the Moderate Density Single-Family Residential (R-2) Zoning District which has a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. Both parcels will also meet the minimum lot area and width requirements for the R-2 Zone. 736 Vista Street currently has a single family dwelling constructed upon it, which will meet all setback requirements for the proposed lot line adjustment. This was reviewed and recommended for approval by the Public Works/Finance Committee on May 14, 2018.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval the lot line adjustment request with conditions; or recommend denial the lot line adjustment request; or provide staff further direction.

Ray introduced the item and showed an aerial of the area and described the zoning. The lot line proposal meets the minimum requirements. Bettge felt the adjustment was straight forward. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

5. Internet Crimes Against Children MOU - James Fry

The Idaho Attorney General's Office has selected the Moscow Police Department to enter into a Memorandum of Understanding (MOU) allowing MPD Detective Eric Kjorness to become an agent under the Internet Crimes Against Children task force. This partnership allows the Moscow Police Department to hire an additional cyber crime investigator, as under the MOU, the Attorney General provides reimbursement to the City of all expenses for Det. Kjorness, including salary, as well as training and equipment. The MOU will provide better support and succession planning for the City of Moscow and the Moscow Police Department's commitment to the safety of children. This was reviewed and recommended for approval by the Public Works/Finance Committee on May 14, 2018.

PROPOSED ACTIONS: Recommend approval of the Memorandum of Understanding with the Idaho Attorney General's Office; or provide staff further direction.

Fry introduced the item saying this is a unique opportunity to have the training in place and be able to have it paid for. The Attorney General's Office came to the City because of Kjorness' expertise. Staff was not searching this out. Pfiffner added this opportunity ties into the strategic planning initiatives of the MPD. Kjorness can be pulled back to assist with a larger investigation should the Department find themselves in one. He already travels around the state and would continue to do so as investigations come up. This funding has been approved in the Legislature and is not anticipated to be canceled because of the importance of the program. The Committee recommended approval and that it be placed on the Council regular agenda.

RESULT:	RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

6. FMPP Grant Application - Jen Pfiffner

The Farmers Market Promotion Program is a federally administered USDA grant. The Moscow Farmers Market has identified two projects requiring assistance that match the capacity building requirements of this grant to enhance the development, improvement and expansion of direct producer to consumer market opportunities. As identified in the Moscow Farmers Market Strategic Plan, the issue of Market Layout is Unsafe, Restrictive and Limits Growth Decisions has been listed as a project as well as a desire to identify a clear and distinctive branding message outlining what makes the Moscow Farmers Market unique. This was reviewed and recommended for approval by the Public Works/Finance Committee on May 14, 2018.

PROPOSED ACTIONS: Recommend ratification of submittal of the grant request for the 2018 Farmers Market Promotion Program (FMPP) to address the Moscow Farmers Market Strategic Planning issue, "Market Layout is Unsafe, Restrictive and Limits Growth Decisions" and operational issue of limited branding knowledge and marketing tools, with total project costs estimated not exceed to \$135,000 with no local match required, or provide staff further direction.

Pfiffner introduced the item as written above adding this does not require a match. This will research if we need to expand the market which is an important question for the Commission. Boland asked if this grant will this allow us to explore downtown Wi-Fi. Pfiffner answered that implementation of downtown Wi-Fi would not be included. This grant takes a look at the insight and how can we make the most of what we have. The Committee recommended approval and that it be placed on the Council regular agenda.

RESULT:	RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

7. Purchase Agreement for North Welcome Sign Property - Gary J. Riedner

In 1998, the City of Moscow installed welcome signs at the west, east and north entrances to the City. The south entrance sign installation was delayed pending the completion of modifications to US95 by the Idaho Transportation Department. The funding for the entrance signs included participation from the City, University of Idaho, Associated Students of the University of Idaho, Moscow School District and the Associated Students of Moscow School District. The north entrance sign was constructed on land granted by a permanent easement granted by Gainford Mix, the owner of the property. Recent surveys have determined that the location of the sign is partially upon the easement, and portions of the sign and attendant landscaping are outside of the easement area, upon property owned by Mr. & Mrs. Richard Beebe and Mr. Edward Shipley. The Beebe's and Mr. Shipley have indicated that they are willing to sell the property to the City. Staff has worked with the property owners and have negotiated a price of \$4,200 for the City to obtain fee title to the property. This was reviewed and recommended for approval by the Public Works/Finance Committee on May 14, 2018.

PROPOSED ACTIONS: Recommend purchase of property for the north entrance sign, or provide staff further direction.

Pfiffner introduced the item as written above. Mayor Lambert said property taxes were paid on this property appropriately. The Committee recommended approval and that it be placed on the Council consent agenda.

Adjourn

The meeting was closed at 4:55 PM

