

Public Works / Finance Committee



Regular Meeting ~Minutes~

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City Clerk

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Monday
February 28, 2022

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 p.m.

PRESENT: Gina Taruscio, Maureen Laflin, Hailey Lewis

OTHERS: Mayor Art Bettge

STAFF: Bill Belknap, Cody Riddle, Mia Bautista, Alisa Anderson Aimee Hennrich, Bob Buvel, Amanda Argona, Officer Eric Warner, Taylor Riedner

REGULAR AGENDA

1. Approval of Public Works/Finance Committee February 14, 2022 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented

2. Lot Line Adjustment: 617 and 623 East D Street (ACTION ITEM) - Aimee Hennrich

The applicants, Christie and Richard Wegner and Maureen Marten, are requesting a lot line adjustment between two properties located at 617 and 623 East D Street. The proposed adjustment would reduce the lot addressed as 623 East D Street from 10,350 sf to 10,212 sf and expand the lot addressed 617 East D Street from 8,100 sf to 8,238 sf. The applicants are requesting the adjustment in order to accommodate an existing fence and water meter that have been installed over the adjoining property line. Both houses are existing and are located within the Medium Density, Residential Zoning District (R-3). Within the R-3 Zoning District, lots with single-family dwellings require a minimum area of 6,000 sf and a minimum lot width of 60 feet. The proposed adjustment meets both of these standards and both houses will meet all setback requirements.

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 with further direction.

Hennrich introduced the item as written above and reviewed the lots in question. Needing no further discussion, the Committee recommended approval and that it be placed on the consent agenda.

3. Lot Line Adjustment: 1604 and 1704 East D Street (ACTION ITEM) - Aimee Hennrich

The applicant, Jon Staniewski, is requesting a lot line adjustment between three properties located at 1604 and 1704 East D Street. The purpose of this adjustment is to facilitate the separation of two single family dwellings from the pasture field that exists on the property which is currently within a conservation easement. The parcels that currently contain the two single family dwellings are zoned Farm, Ranch, and Outdoor Recreation (FR). The applicant has concurrently applied for a rezone of the subject property from the FR Zone to the Moderate Density Single Family Residential (R-2) Zone. The Planning and Zoning Commission conducted a public hearing and recommended approval of the rezone application on January 26, 2022. In the Moderate Density Single Family Residential (R-2) Zone, the minimum lot size is 7,000 sf and the minimum lot width is 60 feet. All proposed lots meet the minimum lot size and width requirements of the R-2 Zone and the two single family dwellings meet all setback requirements. The rezone proposal has been scheduled for a public hearing at the upcoming March 7, 2022 City Council meeting.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with the condition that the proposed rezone be approved by City Council; or recommend approval of the lot line adjustment request without conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

Hennrich introduced the item as written above and reviewed the lots in question.

Paul Clark (Moscow) represents Fosberg Manor LLC and shared the reasoning to rezone was to reduce property tax since FR property taxes are lower than R-2. The applicant has also shown interest in selling the corner lot.

Belknap mentioned checking with the county to verify taxation of the property is based on the actual use of the property versus potential future use or zoning of the property.

The committee recommended approval and the lot line adjustment of the property be placed on consent upon the condition of the public hearing of the rezoning approval.

4. Police Department - Annual Small Grant Requests for FY2022-2023 (ACTION ITEM) - Alisa Anderson / James Fry / Eric Warner

The City of Moscow Police Department (MPD) applies for several small grants on an annual basis which assist the department with the purchase of equipment to include bullet proof vests, child passenger safety seats, and to host various traffic enforcement mobilizations and other prevention and safety activities. The grants awarded to MPD provide funding and resources to protect our youngest citizens, operational and personal safety equipment, and program support to implement and host multiple safety programs. These resources assist MPD in their mission of community-oriented policing to improve the quality of life for Moscow residents through community partnerships and problem-solving approaches while also making sure the officers are outfitted and equipped with everything they need to safely do their jobs. Grant funding programs include the Bulletproof Vest Partnership, Traffic Enforcement Emphasis, Child Passenger Safety Seats, Partnership for Success Law Enforcement, Drug and Alcohol Patrol and Education, and Shop with a Cop.

PROPOSED ACTIONS: Recommend approval and/or ratify the funding requests and awards for small grants applied for by the Moscow Police Department not to exceed a combined total of \$50,000 for the FY2022-2023 fiscal year, or provide staff further direction.

Anderson introduced the item as written above and reviewed the grant programs that the police department applies for annually. Warner shared updates to the Child Passenger Safety Seat Program since the meeting packet was posted. The state will now provide car seat safety training for car seat techs as requested by the city rather than reimbursing purchases. The city will likely order between 100 and 130 car seats to provide the public. Car seats are given to those in need by contacting the Police Department. The safety fair is on the first Saturday of June each year. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Moscow Police Department - OHS Highway Safety Grant FY2023 (ACTION ITEM) - Alisa Anderson / Eric Warner

The Moscow Police Department (MPD) has identified a funding opportunity to apply for a grant, which is a nationwide program called Selective Traffic Enforcement Program (STEP). The Idaho Transportation Department (ITD), Office of Highway Safety (OHS) is sponsoring this program to address specific behaviors related to traffic safety priority areas and safety deficiencies within local law enforcement jurisdictions. The STEP is focused on combatting traffic crashes resulting in fatal and serious injuries. Using problem identification, the agencies focus on traffic safety issues within their jurisdiction. The Idaho STEP is a year-long grant and awards are granted annually. STEP grants reimburse law enforcement departments for time dedicated to traffic enforcement. Police Officer(s) that participate in the STEP grant must track all performance to include problem identification, a project plan including objectives, performance measures and targets, and budget expenses. The MPD

is requesting to apply for the program a maximum of 2,080 regular-time traffic officer enforcement hours plus 200 hours of overtime with the allowable benefit percentage. The estimated amount of reimbursement is anticipated not to exceed \$100,000.00 for the upcoming program period beginning October 1, 2022 through September 30, 2023, which matches the City's FY2023 budget cycle.

PROPOSED ACTIONS: Recommend approval and/or ratify the Moscow Police Department to apply for the STEP grant in an amount not to exceed \$100,000 for the FY2023 budget period, or provide staff further direction.

Anderson introduced the item by reviewing the previous year's grant award and how the program focuses on traffic safety. Warner reviewed traffic safety in the last six months within the city, including 330 citations issued, 858 warnings issues, 81 crashes either \$1,500 in damage or resulted in injury, and 41 texting citations. So far, there are 793 hours dedicated to the grant. Officer Warner mentioned it is the digression of police officers whether a warning or citation is needed at each stop. Officers do not have a quota or expectation of issuing a certain number of citations. The Committee recommended approval and placed it on the consent agenda.

6. Taylor Booster Station Supply Loop Bid Award (ACTION ITEM) - Bob Buvel

This project consists of the installation of approximately 850 linear feet of watermain in Taylor Street to increase the system capacity supplying the Taylor Booster Station. The new watermain will be a dedicated supply line so it will be sized to prevent low pressure points during fire flow events and there won't be any water services tapped to the new supply line. In addition to the installation of the dedicated supply watermain the existing Taylor Street watermain will be connected to the high-pressure side of the Taylor Booster station, increasing pressure and fire flow in an area known to be inadequate in pressure and fire flow.

Bids were opened on Tuesday, Feb 22, 2022. Two bids were received, ranging from \$315,817 to \$549,938. The bid from ML Albrights & Sons, Inc was the apparent low bid of \$315,817.00. The full bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the low bid from ML Albrights & Sons, Inc., award the contract for the bid amount of \$315,817.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Buvel introduced the item as written above and reviewed the current location of the Taylor Booster Station, and explained the 10" main would be replacing an existing 8" line. The engineer's estimate on the project was \$336,494.40 for the project. This project was also put out for bid the previous year but had received no applicants. The Committee recommended approval and that it be placed on the Council consent agenda.

7. AT&T Wireless Communications Lease Agreement Renewal (ACTION ITEM) - Bill Belknap

In August of 2003, the City entered into a wireless communications facility lease agreement with Cingular Wireless to install wireless communications equipment on the City's Residence Street water reservoir. The lease agreement has been amended five times to accommodate minor alterations and additional antennas and equipment at the site. New Cingular Wireless (the current business name) has approached the City with a request to revise the agreement to update the annual monetary fee, establish a 3% annual escalator and extend the term for five years beginning in August 2023. Staff and New Cingular have prepared the agreement amendment for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the agreement amendment to the City Council; or provide staff further direction

Belknap introduced the item as written above and reviewed the changes of five previous draft agreements and the consolidation that has been made. Committee asked that a correction be made to page 2 of the agreement to state Mayor Bettge rather than Mayor Lambert. Needing no further discussion, the Committee recommended approval and that it be placed on the consent agenda.

8. 2022 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona

In 2018, the Moscow Farmers Market implemented the first iteration of the Moscow Farmers Market Handbook. The Handbook is an expanded policy document meant to provide clarity and serve as a resource for anyone seeking information on the Market, as well as hold Market participants accountable for operating procedures. At the end of each season, the policies that make up the Handbook are considered in depth by staff and the Farmers Market Commission. The Commission reviewed the proposed changes to the Handbook on February 1, 2022, and unanimously accepted three of the four changes for approval and adoption by the Council for the 2022 Market Season.

PROPOSED ACTIONS: Recommend approval of the 2022 Moscow Farmers Market Handbook, or provide staff further direction.

Argona introduced the item as written above. Changes this year include eliminating redundancy, clarifying policies, defining vendor eligibility, vendor operating policies, site visits, food safety, and public health violations. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Staff Report (if needed)

No report needed.

ADJOURN

The meeting adjourned at 4:00 p.m.

