

Moscow City Council



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday, December 20,
2021**

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Bill Lambert, Art Bettge, Sandra Kelly, Brandy Sullivan, Gina Taruscio, Anne Zabala

ABSENT: Maureen Laflin

STAFF: Gary J. Riedner, Mia Bautista, Sarah Banks, Cody Riddle, Renee Tack, Alisa Anderson, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Mayor Lambert led the Pledge of Allegiance.

PROCLAMATION

A Christmas Carol Proclamation

Mayor Lambert read A Christmas Carol Proclamation.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

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

B. Disbursement Report November 2021 - Sarah Banks

Staff presented the November 2021 Accounts Payable Report to Public Works / Finance Committee on December 13, 2021. The Committee received the report and approved the disbursements as presented.

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

C. Classification and Retention of Public Records Resolution – Mia Bautista / Laurie M. Hopkins

Idaho Code requires the City Council adopt by Resolution a records classification and retention schedule listing the various types of City records and the retention period for each type of record. The current resolution was adopted in 2008 and included the list of permanent records, semipermanent records, and temporary records specifically included in Idaho Code 50-907. Idaho Code 50-907 also allows the City Council to deem additional documents or records as Permanent, Semipermanent and Temporary. The proposed resolution includes a more expansive list of records in each category than the 2008 resolution and provides an update to the list of transitory items. This was reviewed by the Administrative Committee on December 13, 2021 and recommended for approval.

ACTION: Approve the records classification and retention schedule resolution.

D. Public Records Request Guidelines Resolution – Mia Bautista / Laurie M. Hopkins

Idaho Code § 74-119 requires cities to adopt guidelines that identify the general subject matter of all public records maintained by the City, including the physical location of such records. Idaho Code also

requires the designation of a custodian to receive public records requests and an alternate custodian to help members of the public who want to request public records. Staff has drafted a resolution detailing the location of records, a policy for requesting records, and the designation of a primary and alternate custodian. This was reviewed by the Administrative Committee on December 13, 2021 and recommended for approval.

ACTION: Approve the public records guidelines resolution.

E. Child Pedestrian Safety Grant Application - Nate Suhr / Alisa Anderson

The Local Highway Technical Assistance Council (LHTAC) announced a new round of grant funding under the Children Pedestrian Safety (CPS) Program and the current maximum award is set at \$250,000. Eligible projects must be related to maintenance and address safety and mobility. The projects need to be “shovel ready” and construction must be completed by late fall/early winter 2022. City Engineering staff has identified the area around Moscow Middle School as an excellent candidate for CPS grant. The current scope of the project includes pedestrian improvements at the intersection of 'D' Street and Mountain View Road and the intersection of 'B' Street and Cleveland Streets. The improvements will connect to previous safety improvements and provide additional pedestrian-friendly drop-off points to help reduce the congestion during the pick-up and drop-off times of the school day. Additional details are included in the staff report within the Committee packet. This was reviewed by Public Works/Finance Committee at its meeting on December 13, 2021 and recommended for approval.

ACTION: Authorize City staff to submit a Child Pedestrian Safety Grant request of \$250,000 with total project costs not to exceed \$300,000.

F. Winterfest Alcohol Use Request in Entertainment District - Amanda Argona

The Moscow Chamber of Commerce + Visitor Center is hosting the inaugural Winterfest on Saturday, January 22nd, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The event is intended to be an annual event, with this year's theme '80s Ski. The applicant anticipates 9 (nine) beer and/or wine tents/vendors and ten (10) food vendor tents, putt-putt contest, Rubik's Cube contest, corn hole, snowball relay race, lip-sync battle, and more. The event was reviewed by the Administrative Committee on December 13, 2021, with a recommendation for approval. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of Winterfest for the duration of the event.

Bettge moved and Taruscio seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

None offered.

3. Mayors Appointments (ACTION ITEM)

Mayor Lambert put forward the following reappointments: Aaron Johnson to the Moscow Arts Commission; Scott Gropp to the Planning & Zoning Commission; and Mark Beauchamp to the Urban Renewal Agency. Bettge moved and Kelly seconded approval of the reappointments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Beauchamp thanked the Mayor for the reappointment.

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

None offered.

5. Government Finance Officers Association (GFOA) Award Presentation (ACTION ITEM) - Gary J. Riedner

The City submitted the FY2020 Annual Comprehensive Financial Report (ACFR) to the Government Finance Officers Association (GFOA) for consideration for the Certificate of Achievement for Excellence in Financial Reporting Award. The GFOA reviewed the FY2020 ACFR and determined that it met the rigorous standards for the award and subsequently issued its certificate. This is the 18th consecutive year the City has received the GFOA Award for Excellence in Financial Reporting.

ACTION: Receive the Excellence in Financial Reporting Award from the Government Finance Officers Association for the City's FY2020 Annual Comprehensive Financial Report.

Riedner presented the award to Sarah Banks and Renee Tack. Banks said this year is especially special as there was collaboration throughout and it was Tacks first full audit she handled. She thanked the Mayor and Council. Renee said it was a collaborative effort.

6. City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program (ACTION ITEM) - Alisa Anderson

Under the American Rescue Plan Act (ARPA), state and local governments were allocated funding to respond to the economic impacts of the COVID-19 pandemic. The City of Moscow was allocated \$5,528,399 with a wide range of eligible uses including direct response to the pandemic, small business and nonprofit assistance and water, sewer and broadband infrastructure. The City Council conducted a workshop on October 25, 2021 and provided guidance to allocate \$750,000 for a small business and non-profit assistance program, \$150,000 for affordable housing, \$1,000,000 for stormwater infrastructure and \$3,628,399 for water system infrastructure. Staff has prepared a Resolution detailing the City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program for the Council's review and approval. This item was reviewed by the Public Works/Finance Committee on December 13, 2021 and recommended for approval.

PROPOSED ACTIONS: Approve the City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program Resolution; or take such other action deemed appropriate.

Item heard as item 7.

Anderson introduced the item as written above. Staff will review applications for compliance with the resolution, then a three member committee will review for recommendation to Council for final decision. Notice will be given similar to hearing notices and the application will include an informational page listing the qualifications. The hope is to have the application ready after the first of the year.

Sullivan moved, Kelly seconded, to approve the City of Moscow American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program Resolution. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

7. Affordable Homeownership Grant Program Awards (ACTION ITEM) - Alisa Anderson

The Mayor and City Council have recognized "Lack of Affordable Housing Creates Economic Disadvantages" as a Major Challenge Area in their Strategic Plan; therefore, they allocated \$30,000 in the adopted FY2022 Budget to address that issue. Based on this allocation, Staff presented to the Council Resolution No. 2021-22 including Exhibit A establishing the City of Moscow Affordable Homeownership Grant Program. Following the approval of Resolution No. 2021-22 including Exhibit A, letters requesting assistance under the newly established Program were received from two local non-profit organizations whose missions are to provide affordable housing. Staff has reviewed both requests and the supporting documentation provided by each non-profit and have determined both are qualified

to receive assistance as outlined in the Resolution and Affordable Homeownership Grant Program. Habitat for Humanity is requesting assistance for one (1) home and Moscow Affordable Housing Trust requests funds to support five (5) homes. Based on these requests and the critical need for affordable housing, Staff is recommending approval of both to assist with six (6) homes within the City limits of Moscow. Staff is also recommending a grant funding allocation of \$20,000 per home to address the immediate needs of the housing crisis. These requests would distribute a total of \$120,000 which would need to be obligated by December 31, 2024, and fully disbursed no later than December 31, 2026, as required by the ARPA and included in Resolution 2021-25. If these requests are approved by City Council, Staff will submit a letter of award subject to the program requirements to both non-profit entities. This was reviewed by the Public Works/Finance Committee on December 13, 2021 and recommended for approval.

PROPOSED ACTIONS: Recommend approval to award \$20,000 to Habitat for Humanity and \$100,000 to Moscow Affordable Housing Trust, subject to the guidelines and requirements of Resolution No. 2021-22 including Exhibit A – City Moscow Affordable Homeownership Grant Program and Resolution 2021-25 requirements of the American Rescue Plan Act, or take such other action deemed appropriate.

Heard as item 6.

Anderson introduced the item as written above. The first \$120,000 will be strictly ARPA funds. Future funds will be budget allocations as they can be rolled over. Applicants will have to meet the requirements of the resolution. Sullivan moved to approve award of \$20,000 to Habitat for Humanity and \$100,000 to Moscow Affordable Housing Trust, subject to the guidelines and requirements of Resolution No. 2021-22 including Exhibit A – City Moscow Affordable Homeownership Grant Program and Resolution 2021-25 requirements of the American Rescue Plan Act. Taruscio seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

8. Records Management Policies and Procedures Code Amendment (ACTION ITEM) – Mia Bautista / Laurie M. Hopkins

In 2015 the City Council adopted Title 1 Chapter 10 Records Management Policies and Procedures, in compliance with Idaho Code, to ensure orderly and efficient management of municipal records. Since that time, the pertinent sections of Idaho Code dealing with public records has been amended. The proposed ordinance includes the changes the Legislature adopted, specifically through the enactment of the Public Records Act under Title 74 of the Idaho Code. The amendments include updates to the references of Idaho Code for the classification and retention of municipal records, digital media requirements, and the disclosure of public records.

PROPOSED ACTIONS: Approve the Ordinance amending Moscow City Code Title 1, Chapter 10 of the records management policies and procedures 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.

Bautista introduced the item as written above. Having no questions, Taruscio moved to approve the Ordinance amending Moscow City Code Title 1, Chapter 10 of the records management policies and procedures under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary. Kelly seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lambert read Ordinance 2021-21 by title:

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF TITLE 1 CHAPTER 10 ON RECORDS MANAGEMENT POLICIES AND PROCEDURES; 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.

9. PMRA Terminal Financing Proposal and Resolution (ACTION ITEM) - Gary J. Riedner

On November 8, 2021, the City Council held a workshop to discuss the potential for participation in the Pullman Moscow Regional Airport (PMRA) Terminal Project, and to provide direction to staff. The Terminal Project, as proposed by the PMRA Board of Directors, required \$10 million of local participation in the form of match for FAA grants and for non-FAA eligible construction costs. City Council directed that Moscow would participate in the Project up to \$2 million, subject to conditions. Mayor Lambert sent a letter to Pullman Mayor Glenn Johnson, outlining Moscow's proposal. The Pullman City Council met on November 30, 2021, and agreed to also participate in the Terminal Project up to \$2 million. Staff prepared a draft Resolution for consideration, and a financing proposal for Moscow's participation in the PMRA Terminal Project. This was reviewed by the Public Works/Finance Committee on December 13, 2021 and recommended for approval.

PROPOSED ACTIONS: Approve the proposed Resolution and financing proposal for participation in the Pullman Moscow Regional Airport Terminal Project, or take such other action deemed appropriate.

Riedner introduced the item as written above and gave a history of the realignment project. The realignment of the runway kept the airport as a commercial airport, meaning more passengers through the airport. The terminal financing came in over \$52M dollars. Any facilities such as administrative offices, parking lots, etc. are not eligible for FAA grants, only actual items related to the transportation of passengers. Approximately \$32M was designated funds from FAA and CARES Act in which \$18M would need to be raised locally. The Airport Board and Mead and Hunt cut scope by 43M so that there would be no more than \$10M in local funding. Of the \$10M, \$3.9M is airport savings and CARES Act and \$6.1 raised locally.

Riedner provided information on the realignment financing which paid \$500,000 for five years with enterprise funds and then payback with interest to the enterprise funds. The terminal project can be funded in the same manner. The General Fund can pay \$666,667 for the first payment in the FY2022 budget and would be in the open budget process next fall. This allows for two additional payments of the same amount. No funds would be paid out in 2023 as that will be the last payment for the realignment. Interest rate is 1.2%. The proposed resolution includes the contingencies the City Council wanted.

Taruscio moved to approve the proposed resolution and financing proposal for participation in the Pullman Moscow Regional Airport Terminal Project. Bettge seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

Moscow Pathways Commission - Kelly reported the Commission discussed a walking tour hoping for more involvement.

Sustainable Environment Commission – Kelly said the Commission discussed climate issues.

Transportation Commission - Taruscio said Riddle was introduced. TAP and LSIP grants and potential intersections were discussed.

Palouse Basin Aquifer Committee - Taruscio said the director will be leaving and committee is putting together a transition committee for recruitment; update on alternatives, contract extensions for geological survey.

Farmers Market Commission – Bettge said the Commission is already putting together a schedule for the vendor training; survey for the market.

Moscow Volunteer Fire Department – Bettge said the Department discussed how to limit paramedic compensation; difference between Class A call and Class B call; conflict with vehicle use policy.

Other events were also reported on.

Mayor

Lambert said the holiday parade was terrific; Airport Board discussed terminal funding which is looking good; the police station opening had a great turnout and was well received and the Russell School kids came caroling at City Hall.

Staff

Riedner said furniture is being constructed in the new police station. Due to the delay, the date for the current police station has been extended to February 4. The employee holiday potluck is Friday. After 30 years of service at the City, Riedner said he tallied 780 council meetings and 1100 committee meetings, not counting workshops.

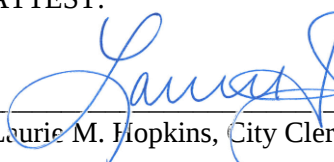
ADJOURN TO EXECUTIVE SESSION PER IDAHO CODE 74-206 (1)(F) - THE MEETING WILL NOT RECONVENE.

Bettge moved, Taruscio seconded, to adjourn to executive session per Idaho Code 74-206(1)(F) at 8:21 p.m. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

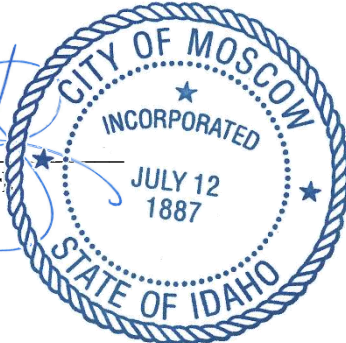


Bill Lambert, Mayor

ATTEST:



Laurie M. Hopkins, City Clerk



**CITY OF MOSCOW
MINUTES OF CITY COUNCIL EXECUTIVE SESSION
December 20, 2021**

Present: Mayor Lambert, Art Bettge, Sandra Kelly, Brandy Sullivan, Gina Taruscio, Anne Zabala

Also Present: Gary J. Riedner, City Supervisor; Mia Bautista, City Attorney;

The executive session was called to order at 8:24 p.m.

Item discussed pursuant to I.C. 74-206(1)(F)

The executive session was adjourned at 8:42 p.m.