Public Works/Finance Committee

	Regular Meeting **~Minutes~**	Laurie M. Hopkins City Clerk
	www.ci.moscow.id.us	208.883.7015

Tuesday **November 13, 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 Bill Lambert, Council Member Gina Taruscio

STAFF: Gary J. Riedner, Sarah Banks, Leah Carlson, Mike Ray, David Schott, Mia Vowels, Laurie M. Hopkins

1. Approval of Public Works/Finance Committee October 22, 2018 Minutes – Laurie M. Hopkins

RESULT:	**ACCEPTED [UNANIMOUS]**
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

2. Disbursement Report for October 2018 (ACTION ITEM) - Sarah Banks

Accounts Payable Report for the month ending October 2018. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on November 13, 2018.

ACTION: Approve and sign the Disbursements Report for the month of October 2018.

Banks outlined the disbursements highlighting the larger payments which included Third Street Multi-modal, Mountain View grind and inlay, ICRMP insurance, and partial payment to Whitcom. The Committee approved and signed the report and asked that it be placed on the Council consent agenda.

3. Public Meeting - Proposed Lot Division at 1045 Alturas Drive (ACTION ITEM) - Leah Carlson

Stacy Smisek is requesting a lot division for a 5,644 square foot parcel of land located at 1045 Alturas Drive in the City of Moscow. The owner proposed to establish two parcels of approximately 2,730 square feet and 2,912 square feet from the original parcel. The subject property is located within the Multiple Family Residential District (R-4) where the minimum lot size for twinhome dwellings is 2,250 square feet and the minimum lot width is 25'. The two proposed lots meet both minimum lot size and lot width requirements. Property owners within 600 feet of the property have been notified of the proposed division and the site was posted seven (7) days prior to the public meeting date. This was reviewed and recommended for approval by the Public Works/Finance Committee on November 13, 2018.

PROPOSED ACTIONS: Take public comment if applicable and recommend approval of the lot division request with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division request; or provide staff further direction.

Carlson introduced the item as written above and showed a few aerial photos.

Garrett Thompson, 1010 Pine Crest Rd Moscow, owns the lot to the south. He had concerns regarding rumors that the property pins were moved and submitted photos he asked to be added to the record.

Stacey Smisek, PO Box 10001 Moscow, is the applicant of the proposed lot division. The survey he submitted with the lot division request was done six months ago.

The Committee recommended approval of the lot division with no conditions and that it be placed on the Council consent agenda.

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

4. **Request for Hamilton Funds for the Installation of the Itani Park Playground Equipment (ACTION ITEM) - David Schott**
   The Parks and Recreation Department is requesting Hamilton Funds for the installation of the Itani Park playground equipment and safety tile surfacing in an amount not to exceed $3,000. On June 18, 2018, Council approved the purchase of playground equipment and safety tiles for Itani Park. The funding source was the Hamilton Fund, and was approved through the FY2018 budget. However, funding was not requested for the installation of the playground equipment and tiles at that time. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Staff anticipates the concrete pad and accessible pathway to be completed in the spring of 2019 when conditions allow. If approved, the playground and tiles will be installed shortly after. This was reviewed and recommended for approval by the Public Works/Finance Committee on November 13, 2018.

   PROPOSED ACTIONS: Recommend approval of Hamilton Funds appropriated in FY19 for the installation of the Itani Park playground equipment and safety tiles not to exceed $3,000 with funding source from the Hamilton Fund, or provide staff with further direction.

Schott introduced the item as written above. Having no questions, the Committee recommended approval of the funds for installation and that it be placed on the Council consent agenda.

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

5. **Edible Forest Park Professional Services Agreement (ACTION ITEM) - David Schott**
   Staff is requesting authorization to retain Bernardo Wills Architects for conceptual planning for the Edible Forest Park at a cost of $11,395. Services include a kick off and scoping meeting, two (2) public workshops, development of two (2) concepts, preparation of preferred alternative, meetings with the Tree Commission and Parks and Recreation Commission, and preparation of an opinion of probable cost. This unique space is intended to provide educational opportunities and an example to our community of stewardship of a public food forest. This unique space will create a sense of place and community pride for the City of Moscow for generations to come. Council approved the 4.09 acre property parkland exchange and dedication agreement on April 4, 2018. The budgetary line item for the professional service expense will be Parks and Recreation Administration (120-160-30-642-10) in the amount of $10,000 and Parks and Recreation Parks (120-165-30-642-10) in the amount of $1,395. If approved, staff anticipates conceptual planning and cost estimating to be completed for inclusion in the FY2020 budget requests. This was reviewed and recommended for approval by the Public Works/Finance Committee on November 13, 2018.

   PROPOSED ACTIONS: Recommend approval of Bernardo Wills Architects for conceptual planning for the Edible Forest Park at a cost of $11,395, or provide staff with further direction.

Schott introduced the item as written above. Staff will help guide the consultant on the Moscow community atmosphere. Management issues, such as what to do with the fruit, will be vetted down the road and policies will be created at that time. Sullivan asked for one of the public input sessions to be held outside of the holiday break to allow college students the opportunity to provide comments. The Committee recommended approval of the agreement and that it be placed on the Council consent agenda.

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

6. Idaho Airport Aid Program Grant Agreement (ACTION ITEM) - Gary J. Riedner

On behalf of the Moscow-Pullman Airport, the City of Moscow has been offered matching grant assistance from the Idaho Transportation Department (ITD), Division of Aeronautics, in financing improvements to the Airport during the State of Idaho FY2019. The grant is part of ITD's regular program award to further the interest in and aeronautical purposes of public airports by assisting in the development of a statewide system of airports. The City is required to ratify the attached Grant Agreement and Resolution in order to accept the award. This was reviewed and recommended for approval by the Public Works/Finance Committee on November 13, 2018.

PROPOSED ACTIONS: Recommend ratification of the Idaho Transportation Department, Division of Aeronautics, Grant Agreement and Resolution for execution in order to accept the $7,500 award on behalf of the Moscow-Pullman Airport, or provide staff further direction.

Riedner introduced the item as written above and explained the Pullman Moscow Regional Airport is recognized by the State of Idaho to be a commercial airport. Because of this recognition, the State does provide half funding as if the airport was in Idaho. The grant needs to be submitted by November 15, 2018. If the Committee recommends approval, the agreement would need to be ratified at City Council. Mayor Lambert commented every dollar towards the project has matching federal dollars. 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

Adjourn

The meeting was closed at 4:58 PM

Minutes Approved On
December 10, 2018
(Clerk Signature)