

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

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**Monday
September 12, 2022**

3:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. 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. 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 August 22, 2022 Minutes (ACTION ITEM) - Taylor Riedner

2. Disbursement Report August 2022 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending August, 2022.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of August 2022.

3. Public Meeting: Proposed Lot Division at 411 E Seventh Street (ACTION ITEM) - Aimee Hennrich

The applicant, Donald Anderson, is requesting a lot division to create two lots of approximately 7,430 sf and 5,425 sf in size from one existing parcel of 12,855 sf in size. The intention of the lot division is to create a separate buildable lot from the existing house at 411 E Seventh Street so that both lots can be sold individually. The subject property is located within the Multiple Family (R-4) Zoning District, which requires a minimum lot size of 5,000 square feet and a minimum lot width of 50 feet for single-family dwellings. Both proposed lots meet the minimum lot area and width requirements of the R-4 Zone, and the existing single family dwelling will meet all setback requirements. Property owners within 600 feet of the property have been notified of the proposed division and a sign was posted seven (7) days prior to the public meeting date.

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

4. Moscowberfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

The Moscow Chamber of Commerce is hosting the second annual Moscowberfest on Saturday, October 8th, from 4 pm to 8 pm on Main Street between 3rd and 5th Streets. The event is intended to be an annual event stylized in the spirit of fall folk festivals. The applicant anticipates no more than ten (10) beer and/or wine tents/vendors and up to six (6) food vendor tents. An additional four (4) to six (6) vendors will facilitate street games, activities, and competitions. The event has been

reviewed and approved as of August 11, 2022. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscowberfest 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.

PROPOSE ACTIONS: Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of Moscowberfest for the duration of the event; or provide staff with further direction.

5. University Street Maintenance Agreement Update (ACTION ITEM) - Tyler Palmer

For many years, the City of Moscow (City) has relegated maintenance responsibilities for City rights-of-way that fall within the footprint of the University of Idaho (University) Campus. This arrangement was requested by the University of Idaho to allow for consistent treatment and aesthetics within the direct campus area. The City compensates the University for said maintenance based on a formula that captures the costs that the City would otherwise incur maintaining the designated infrastructure. The last update took place in 2008. This update makes adjustments to the contract and compensation formula to reflect changes that have occurred since the previous version was drafted including; Street budget updates, street light inventory and ownership updates, and storm permits for both the University and the City. The FY23 payment, in accordance with the proposed formula will be \$90,208.00

PROPOSED ACTIONS: Approve the Street Maintenance Agreement with the University Of Idaho; or provide staff further direction.

6. Update to the 2016 Bike Route and Facilities Plan (ACTION ITEM) - Cody Riddle

The City's Bike Route and Facilities Plan was adopted by resolution in June of 2016. The plan identifies specific routes and treatments for bicycle facilities. Since adoption, City staff have been working to implement the plan, and to date a significant number of the improvements have been completed. City staff and leadership receive regular feedback, both positive and negative, on the impacts associated with the installation of bike facilities. Based on this, and knowledge gained through implementation and operation of facilities, staff presented a series of recommended changes to the Transportation Commission on August 11, 2022. The Commission unanimously supported the proposed changes. The changes are summarized on the draft map and chart attached to this report. They will be presented in detail to the Committee on September 12, 2022. Staff will present a series of recommended updates to the Bike Route and Facilities Plan, initially adopted by City Council in 2016.

PROPOSED ACTIONS: Recommend approval of the resolution to adopt changes to the Bike Route and Facilities Plan to City Council; or provide staff further direction.

7. T- Mobile Wireless Communications Facility Lease Agreement (ACTION ITEM) - Bill Belknap

The City was approached by T-Mobile with a request to install a wireless communications facility upon the water tank located at Rotary Park. The proposed antenna and equipment installation plans have been reviewed and approved by the Engineering and Water Departments and Staff has prepared a wireless communications facility lease agreement for the Council's review and approval. Under the lease agreement, T-Mobile will pay the City \$28,800 per year with an annual escalator of three percent. The term of the agreement is five years with the option for five additional renewal terms.

PROPOSED ACTIONS: Recommend approval of the wireless communications facility lease agreement; or provide staff further direction.

8. Idaho Airport Aid Program - Grant Agreement (ACTION ITEM) Bill Belknap

The Pullman-Moscow Regional Airport has applied for a grant from the Idaho Transportation Department - Division of Aeronautics from the Idaho Airport Aid Program for the construction of a new airport terminal. The grant request has been awarded for \$100,000 with a required project completion date of June 20, 2026. The attached Resolution authorizes the acceptance of the award in accordance with all Federal, State, and Local regulations and the execution of the Grant Agreement by the Mayor.

PROPOSED ACTIONS: Recommend approval to authorize acceptance of the Idaho Airport Aid grant award of \$100,000 from the Idaho Transportation Department - Division of Aeronautics and approve the corresponding Resolution, or provide staff further direction.

REPORTS

Staff Report (if needed)

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.