Public Works / Finance Committee

Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday
August 22, 2022

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 p.m.

PRESENT: Gina Taruscio, Maureen Laflin, Hailey Lewis
OTHERS: Mayor Art Bettge, Council Member Sandra Kelly, Council Member Julia Parker
STAFF: Bill Belknap, Cody Riddle, Mia Bautista, Aimee Hennrich, Renee Tack, Mike Ray, Nate Suhr, Cameron Lee, Todd Drage, Taylor Riedner

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee August 8, 2022 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

2. **Public Meeting: Lot Division and Lot Line Adjustment: 202 and 208 Henley Street (ACTION ITEM) - Aimee Hennrich**

   The applicant, Rusty Olps, is requesting a lot division and lot line adjustment to create three lots of approximately 5,000 sf, 6,142 sf, and 48,351 sf in size from two existing parcels of 8,224 sf and 51,833 sf in size. The properties are addressed as 202 and 208 Henley Street and 1110 S Main Street. The intention of the lot division is to create separate lots for the two existing duplexes at 202 and 208 Henley Street. The subject properties are 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 two-family dwellings. All proposed lots meet the minimum lot area and width requirements of the R-4 Zone, and both structures 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 and lot line adjustment request with conditions; or recommend approval of the lot division and lot line adjustment request with no conditions; or recommend denial of the lot division and lot line adjustment request; or provide staff with further direction.

Hennrich introduced the item as written above and reviewed the subject properties. Staff's requested condition is that the roof structure currently connected to both duplexes be removed in order to meet the setback requirements. With no public comment offered, and no further discussion needed, the committee recommended approval with the condition request and that it be placed on the Council consent agenda.

3. **Lot Line Adjustment: 815 and 819 Courtney Street (ACTION ITEM) - Aimee Hennrich**

   The applicant, Rachael Scharnhorst, is requesting a lot line adjustment between two properties located at 815 and 819 Courtney Street. The proposed lot line adjustment would reduce the lot addressed as 819 Courtney Street from 10,018 sf to 10,007 sf and expand the lot addressed 815 Courtney Street from 14,290 sf to 14,301 sf. The applicant is requesting the lot line adjustment in order to accommodate the construction of a fence in the most logical location. Both lots currently have single family dwellings constructed upon them and are located within the Medium Density, Residential Zoning District (R-2). Within the R-2 Zoning District, the minimum lot area is 7,000 sf and the minimum lot width is 20 feet when adjacent to a cul-de-sac. The proposed lot line adjustment meets both of these standards and both dwellings 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 further direction.

Council Member Laflin abstained from conversation during this presentation due to conflict of interest. Hennrich introduced the item as written above. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Paradise Pathway Lighting Project Bid Results (ACTION ITEM) - Nate Suhr/Cameron Lee

The City requested bid proposals for the illumination portion of the Paradise Pathway Lighting Project from three local contractors on August 8, 2022. The bid for the project includes the installation of approximately eighteen (18) lighted bollards and twenty-nine (29) overhead lighting fixtures along the Paradise Pathway between Main Street and Styner Avenue located in Moscow, Idaho. The Engineer's estimate for the project was $155,400.00. The City received three bids on August 16, 2022 which ranged from $168,764.00 to $410,600.00, with Strom Electric Inc. being the low bidder at $168,764.00. A bid tabulation is included in the Committee packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from Strom Electric, Inc., award the contract in the amount not to exceed $168,764.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Suhr introduced the item as written above and reviewed the difference between the current and the previous bids. Bids are returning to a slightly more normal range as construction costs are beginning to come back down, but are still slightly higher than historical average. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Logos Property Development Agreement (ACTION ITEM) - Todd Drage

On June 6, 2016, Logos School filed an application for a Conditional Use Permit (CUP) to construct a school and church on a 30-acre property located at 1515 N. Mountain View Road. The Moscow Board of Adjustment approved the CUP in August of 2016. The CUP detailed that the project would be completed sequentially in the following three phases: 1) public improvements to support the school and church, 2) the school and an assembly space, and 3) a gymnasium and a chapel. On September 9, 2021 the applicant filed to amend the existing CUP in order to modify the phasing of the project. The requested amended phasing entailed constructing the public improvements and a fellowship hall as phase I and II respectively; and, the school, church, and ancillary buildings would be constructed in phase III. The Board of Adjustment approved the amended CUP with the stipulation that, in order for phase I and phase II to be constructed concurrently, a security for the public improvements defined in phase I would need to be in place prior to commencing construction on the phase II fellowship hall. In order to accept said security, a development agreement is necessary to address the construction of the public improvements and the conditions for a security. The agreement included in the packet covers these items.

PROPOSED ACTIONS: Recommend approval of the Development Agreement with Faith Ministries Inc. for Logos Property development, or provide staff further direction.

Drage introduced the item as written above and explained the various phases and history of the project. The agreement is a standard template for most project developments with no additions. Specific language in the agreement is in regards to specific public improvements. Drage handed out a section of the agreement regarding spare parts that was not included in the Committee packet that will be included in the Council packet. Drage explained the design changes that will improve the pedestrian pathway safety as well.

Belknap explained that parkland dedication is only required when new development lots are created based on subdivisions which this project does not trigger. The future pedestrian and vehicular path plans were also shared.

The Committee recommended approval and that it be placed on the Council consent agenda.

6. **Edington 1st Addition Development Agreement (ACTION ITEM) - Todd Drage**

   BBC LLC, has submitted to the City a final plat for the development of a property south of Palouse River Drive and the University of Idaho Arboretum. On June 07, 2021, the City Council approved the preliminary plat for this property. The final plat is titled Edington 1st Addition and will be presented for City Council approval on Tuesday, September 6, 2022. If the final plat is approved by the City Council, a development agreement is necessary to address construction of public improvements, parkland dedication, and as-constructed drawings. The agreement included in the packet covers these items.

   PROPOSED ACTIONS: Recommend approval of the Development Agreement with BBC LLC for the Edington 1st Addition, or provide staff further direction.

Drage introduced the item as written above and shared the standard agreement. The Developer requested the project be split into two phases. Phase one includes 30 single family homes, frontage improvements, Conestoga extension, and the Edington lift station. Phase two would be the remaining 75 lots. An updated agreement will be included in the Council packet to reflect the Developer's phasing request. The Committee recommended approval and that it be placed on the Council consent agenda.

7. **Edington 1st Addition Monumentation Agreement (ACTION ITEM) - Todd Drage**

   BBC LLC, has submitted to the City a final plat for the development of a property south of Palouse River Drive and the University of Idaho Arboretum. On June 07, 2021, the City Council approved the preliminary plat for this property. The final plat is titled Edington 1st Addition and will be presented for City Council approval on Tuesday, September 6, 2022. If Council approves the final plat, the interior property corners will not be set until after the final plat has been filed, the earthwork has been completed, and the utilities have been installed. In such instances, an agreement obligating the establishment of these interior corners is required by Idaho Code.

   PROPOSED ACTIONS: Recommend approval of the monumentation agreement with BBC LLC for Edington 1st Addition, or provide staff further direction.

Drage introduced the item as written above and reviewed the standard agreement. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

8. **Edington 1st Addition Final Plat (ACTION ITEM) - Mike Ray**

   On June 7, 2021, Moscow City Council approved the Edington 1st Addition preliminary plat with one condition. On June 16, 2022, the applicant submitted the final subdivision plat to be reviewed by the Planning and Zoning Commission and City Council. The Planning and Zoning Commission reviewed the final subdivision plat at their meeting on July 27, 2022 and recommended approval to City Council.

   PROPOSED ACTIONS: Recommend approval of the Edington 1st Addition Final Plat; or provide staff further direction.

Ray introduced the item as written above and reviewed the history of the subject property and plat maps of the subdivision. The 27-acre area consists of 105 lots ranging from 2,328 to 63,105 square feet. There will also be a Residential Office (RO) Zone consisting of 20 lots, 17 of which are townhouse lots. The R-3 Zone consists of 55 townhouse lots and 30 standard single-family lots. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

9. **Open Budget for Fiscal Year 2021-2022 (FY2022) Review (ACTION ITEM) - Sarah Banks / Bill Belknap**

   The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. Throughout the year, the City has received additional federal, and/or state, and/or local grant awards. The City Council has authorized expenditures, including disbursement of ARPA funds to support small businesses and non-profits. Staff is proposing to amend Ordinance 2021-10 in the amount of $3,189,600 to accommodate the authorized appropriations.

PROPOSED ACTIONS: Recommend adoption of the Open Budget Ordinance, or provide staff further direction.

Tack reviewed the 10 recommended changes for the Fiscal Year 2022. Major changes included additional revenue not foreseen due to ARPA fund awards and distributions. Additional changes include capital from the State of Idaho into the Streets Fund, Recreation and Culture Parks received grant funding, Capital Projects received additional funds for the sale of the old police facility, and grant funds for the Mountain View Corridor Pedestrian Safety Project. There will be a public hearing for the open budget during the next Council meeting.

REPORTS

Staff Report (if needed)

None needed.

ADJOURN

The meeting adjourned at 4:33 p.m.

Minutes Approved On

September 12, 2022

Taylor Riedner

(Clerk Signature)