Public Works / Finance Committee

Regular Meeting
~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday September 12, 2022	**3:00 PM**	**Council Chambers 206 E. Third St.**

The meeting was called to order at 3:00 p.m.
PRESENT: Gina Taruscio, Hailey Lewis, Maureen Laflin
OTHERS: Mayor Arthur Bettge, Council Member Sandra Kelly, Council Member Julia Parker
STAFF: Bill Belknap, Jen Pfiffner, Cody Riddle, Sarah Banks, Tyler Parker, Aimee Hennrich, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee August 22, 2022 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

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.

Banks presented the item by highlighting major expenditures including the third quarter payment for Whitcom services, and a supply line upgrade for the Taylor Booster Station.

Lewis asked for more details on the Fines and Penalties line item, Banks said she would look into it and follow up with her at a later time.

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

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.

Henrich introduced the item by reviewing the subject property and explained the accessory carriage house located in the rear portion of the second lot is uninhabitable. The house is considered an accessory dwelling structure rather than an accessory dwelling unit due to its current condition. Staff conditions include removing the carriage house in order to meet zoning requirements prior to approving the lot division.

Rod Olps (Moscow) asked for clarification regarding the driveway access to both lots with the proposed lot division.

Don Anderson (Applicant) shared the process of the division proposal and history of the property.

The Committee recommended approval with the condition of removing the carriage house, and that it be placed on the Council consent agenda.

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 6th 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.

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

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.

Palmer introduced the item by reflecting on the long relationship history between the City and University for street maintenance. The University of Idaho has agreed with the proposed updates and changes made to the agreement. The budget would go from roughly $45,000 in previous years to $90,208 the next fiscal year. Staff believes this cost reflects what the City would need to expense should it be responsible for the outlined rights of way, which the University has maintained for years. The University would be responsible for crack fills, patches, snow removal, and more on the outlined streets. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Riddle introduced the item by sharing the fourteen proposed changes to the Plan that are outlined in the meeting packet. Some of the recommendations will be a part of future projects and may not happen for a few fiscal years or as grant opportunities arise. The Committee recommended approval and that it be placed on the Council regular agenda.

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.

Belknap introduced the item as written above and reviewed the standard lease agreement with a 3% annual increase and the payment requirements from T-Mobile to the City. The City anticipates this to be standard cellular services and communication equipment. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Belknap introduced the item as written above and explained the grant funds will go towards the current terminal project. There are no local match obligations to the City and the City of Pullman is aware of the grant terms and obligations. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

Staff Report (if needed)

No report needed.

ADJOURN

The meeting adjourned at 3:43 p.m.

Minutes Approved On
September 26, 2022
Taylor Riedner
(Clerk Signature)