

Moscow City Council



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
February 6, 2023**

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. 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; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council January 17, 2023 Minutes - Laurie M. Hopkins

B. Approval of Memorandum of Understanding between the City of Moscow and the Idaho Transportation Department to establish a Car Seat Inspection Station - Capt. Roger Lanier / Officer Eric Warner

The City of Moscow is entering into a Memorandum of Understanding (MOU) with the Idaho Transportation Department (ITD), Office of Highway Safety, Car Seat Program. The purpose of this MOU is to establish a car seat inspection station where parents and caregivers can learn how to keep children safe while training in passenger vehicles by using appropriate car seats, booster seats or seat belts correctly. This is accomplished through one-to-one instruction provided by nationally certified Child Passenger Safety technicians. This was reviewed by the Administrative Committee on January 23, 2023 and recommended for approval.

ACTION: Approve of the Memorandum of Understanding between the City of Moscow and Idaho Transportation Department.

C. Proposed Lot Division generally located southwest of the West Palouse River Drive Ball Fields Property and southwest of the University of Idaho Arboretum – Aimee Hennrich

The applicant, BBC LLC, is requesting a lot division to create four lots of approximately 23,075 sf (.53 acres), 46,362 sf (1.06 acres), 72,306 sf (1.66 acres), and 457,537 sf (10.50 acres) in size from an existing parcel of 599,277 sf (13.76 acres) in size. The property is generally located southwest of the West Palouse River Drive Ball Fields Property and southwest of the University of Idaho Arboretum and was annexed and rezoned in 2022 to the Residential Office (RO) and Medium Density Residential (R-3) Zoning Districts. The 10.50-acre portion of the subject property that is Zoned R-3 is where the Edington Estates PUD and Preliminary Plat was approved in 2022.

Edington Estates will still need to receive final plat and PUD approval before the subdivision is finalized. The intention of the proposed lot division is to separate the Residential Office (RO) Zoned portion from the Medium Density (R-3) Zoned portion of the property, and also divide the RO area into three (3) lots. All proposed lots meet the minimum lot area and frontage requirements of their respective zoning designations. This item was reviewed and recommended for approval by the Public Works and Finance Committee on January 23, 2023.

ACTION: Approve the lot division request with no conditions.

D. Proposed Lot Line Adjustment of Lots 4, 5, and 7, Block 2, of Anderson 7th Addition – Aimee Hennrich

The applicant, Jim Swift, is requesting a lot line adjustment between three properties legally described as Lots 4, 5, and 7, Block 2, of Anderson 7th Addition. The proposed lot line adjustment would increase Lot 4 from 9,975 sf to 11,400 sf, Lot 5 from 9,975 sf to 11,400 sf, and decrease Lot 7 from 26,565 sf to 23,715 sf. The subject lots are currently vacant land and were previously platted within the Anderson 7th Addition Subdivision. One of the original conditions of approval of the Anderson 7th Addition was that, “Lot 7, Block 2 shall be converted to a flag lot with the flagpole portion providing direct access to Sunnyside Avenue and no vehicular access shall be permitted from Palouse River Drive”. On September 6, 2022 City Council approved a request from the applicant to amend this condition of approval to state that, “Vehicular access to Lot 7, Block 2 shall only be permitted from Palouse River Drive for a commercial use upon the property”. Since a commercial use is anticipated for Lot 7, Block 2, the applicant is proposing to eliminate the flagpole portion of the lot since access to Sunnyside Avenue is no longer needed. The subject lots are currently zoned Multiple Family Residential (R-4). In the R-4 Zone, the minimum lot size is 5,000 sf and the minimum lot width is 50 feet. All proposed lots meet the minimum lot size and width requirements of the R-4 Zone. This item was reviewed and recommended for approval by the Public Works and Finance Committee on January 23, 2023.

ACTION: Approve the lot line adjustment request.

E. Personal Delivery Devices License Agreement-Starship Technologies - Cody Riddle

Starship Technologies is seeking a non-exclusive license agreement to operate personal delivery devices in the public right-of-way. This was reviewed by the Administrative Committee on January 23, 2023 and recommended for approval.

ACTION: Approve the proposed license agreement.

F. Lilly Street Reconstruction 'A' St. to Third St. Rebid - Bid Results & Contract Award - Scott Bontrager

The Lilly Street Reconstruction project includes the reconstruction of Lilly Street ('A' St to Third St) and First Street (Lieualen St to Lilly St). The base bid consists of the full replacement of Lilly Street underground utilities, curb and sidewalk, and full-depth roadway replacement. Also included in the base bid is the realignment and daylighting of Hogg Creek and an extension of the existing pathway system along First Street. The Add Alternate bid consists of the reconstruction of First Street pavement, curb, sidewalk, and the installation of a new water main. The City published an advertisement for bids on December 3, 2022, and the Engineer's Estimate for construction is \$1,805,308.40 for Base Bid and \$153,093.00 for the Add Alternate.

Bids were opened on January 10, 2023, at which three (3) bids were received. The Base Bids ranged from \$1,892,320.25 to \$1,969,698.95 and Add Alternate bids ranged from \$166,354.66 to \$179,609.00. Of those, the lowest responsive bid received was submitted by Big Sky Corporation with a Base Bid of \$1,871,406.50 and an Add Alternate bid of \$174,237.00. A bid analysis is included in the Committee packet. The Moscow Urban Renewal Agency (MURA) had previously committed \$200,000 in project funding in accordance with the Agency's Capital Improvement

Plan. Staff has also requested MURA provide an additional \$200,000 to help with cost escalations since the original funding was committed to the project. This was reviewed by the Public Works/Finance Committee on January 23, 2023, and recommended for approval.

ACTION: Accept the low bid from Big Sky Corporation, award the contract for the base bid in the amount of \$1,871,406.50 as well as the bid alternate in the amount of \$174,237.00 contingent upon the MURA providing an additional \$200,000, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount.

G. Approval to update authorized signers on the City of Moscow Wells Fargo, Zions and US Bank Accounts - Sarah Banks

The Finance Department is updating authorized signers on The City of Moscow Wells Fargo, Zions and US Bank accounts. We are removing previous City Supervisor Gary Riedner, previous Mayor William Lambert, and previous Treasury Management Coordinator Julie Fry. We are adding City Supervisor Willard Belknap, Mayor Art Bettge, and Assistant Finance Director Renee Tack.

ACTION: Approve updating the authorized signers on the City of Moscow Wells Fargo, Zions and US Bank accounts.

REGULAR AGENDA

2. Mayors Appointments (ACTION ITEM)

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

4. Citizen Commission Report - Moscow Arts Commission - Megan Cherry / Lauren McCleary

5. Proposed Lot Division and Lot Line Adjustment at 412 and 418 Southview Ave (ACTION ITEM) – Aimee Hennrich

The applicant, Ryan Itani, is requesting a lot division to create three lots of approximately 7,292 sf, 7,695 sf, and 7,975 sf in size from two existing parcels of 11,028 sf and 11,977 sf in size. The properties are addressed as 412 and 418 Southview Ave. The intention of the lot division is to create one additional single-family lot. The subject properties are located within the Moderate Density, Single Family Residential (R-2) Zoning District which requires a minimum lot size of 7,000 square feet. All proposed lots meet the minimum lot area requirements of the R-2 Zone. This item was reviewed by the Public Works and Finance Committee and recommended for approval on January 23, 2023.

PROPOSED ACTIONS: Approve the lot division and lot line adjustment request with no conditions; or approve the lot division and lot line adjustment request with conditions; or deny the lot division and lot line adjustment request; or provide staff further direction.

6. Public Hearing - Fee Resolution Amendment to include fees for Personal Delivery Devices (ACTION ITEM) – Cody Riddle

On August 1, 2022, the City Council adopted Resolution 2022-23, establishing fees for services to take effect on October 1, 2022 (Fee Resolution). Since that time, staff has developed an agreement for licensing the operation of personal delivery devices in the City right-of-way. As there is staff time to administer this license, a new fee of \$250.00 is proposed. Per Idaho Code 63-1311A, amendment of the Fee Resolution to include a new fee requires a public hearing. Staff has noticed the hearing per Idaho Code and the draft resolution is presented to the City Council for review. The new fee is listed as Item J, located on page 17 of the attached resolution. It is identified as "Personal Delivery Devices Annual License Fee". This is the only change proposed to the existing fee structure.

PROPOSED ACTIONS: Conduct a public hearing to consider the FY2023 Fee Resolution

amendment and approve the additional licensing fee for personal delivery devices; or provide staff further direction.

7. 2022 Citizen Survey Report Presentation (ACTION ITEM) - Bill Belknap

2022 marks the tenth comprehensive Citizen Survey conducted by the City of Moscow. Surveys have been conducted biennially since 2002 with the exception of 2020 due to the COVID-19 pandemic. These regular assessments serve as a benchmark of community perceptions and provide an evaluation of the municipal services delivered by the City of Moscow as measured by its residents. The results of each survey are used as a resource to assist in strategic planning efforts and resource allocation by City leaders by providing a means to measure citizen satisfaction with the City government and the services provided. Staff will provide an overview of the survey and the results for the Council's consideration.

PROPOSED ACTIONS: Accept the 2022 Citizen Survey report; or take other action as deemed appropriate.

8. Legislative Travel and Meetings Budget Discussion (ACTION ITEM) - Bill Belknap

Within the City's Legislative Fund budget, there is funding allocated for Council members' travel to various educational meetings and conferences. Prior to the 2021 fiscal year, the City budgeted \$16,000 annually for those expenses. During the COVID-19 pandemic, there was a significant reduction in travel expenses and the budgeted amount was reduced to \$10,000 annually, which was what was budgeted for the FY2023 fiscal year. Post-pandemic, Council member travel and overall travel expenses and hotel rates have increased and are likely to exceed the \$10,000 budgeted amount. In addition, two Council members have expressed a desire to attend the National League of Cities Congressional City Conference that will be held in March of this year. Within FY2023, the Council has \$20,000 budgeted for non-prioritized projects that could be utilized to fund the additional travel expenses. Staff would recommend an allocation of \$10,000 of the non-prioritized project line item for these additional travel expenses.

PROPOSED ACTIONS: Approve allocation of \$10,000 from Legislative Non-Prioritized Projects line item 101-010-670-16 for Council travel expenses; or take other action as deemed appropriate.

REPORTS

City Council

Mayor

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

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.