

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
January 23, 2023**

3:00 PM

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

The meeting was called to order at 3:00 p.m.

PRESENT: Hailey Lewis, Gina Taruscio, Maureen Laflin

OTHERS: Mayor Art Bettge, Councilmember Sandra Kelly, Councilmember Julia Parker

STAFF: Bill Belknap, Cody Riddle, Roger Lanier, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee January 9, 2023 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Approval of Memorandum of Understanding between the City of Moscow and the Idaho Transportation Department to establish a Car Seat Inspection Station (ACTION ITEM) - 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.

PROPOSED ACTIONS: Recommend approval of the Memorandum of Understanding between the City of Moscow and Idaho Transportation Department; or provide staff further direction.

Lanier introduced the item by providing background of the safety program and previous grants and car seats the city has received. A handout (attached) was given to summarize the program and grant history and changes of the program. Car seats have approximately a 5-year life cycle of use depending on the manufacturer. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Personal Delivery Devices License Agreement-Starship Technologies (ACTION ITEM) - Cody Riddle

Starship Technologies is seeking a non-exclusive license agreement to operate personal delivery devices in the public right-of-way.

PROPOSED ACTIONS: Recommend approval of the proposed license agreement; or provide staff further direction.

Riddle introduced the item by reflecting on the Idaho Code that affects these devices, Title 40, Chapter 23 which gives the devices similar rights as pedestrians and states the City cannot prohibit their operation on the sidewalks. However, the City does have some authority to adopt some standards of operations such as speed which is what the agreement covers. Some of the agreement highlights include quantity limitation, duration of approval, certain event prohibition, contact information, and reporting requirements. Staff have recommended changes since the release of the meeting packet, including reducing the speed limit to 4mph

and prohibiting the delivery of alcohol. Public feedback has included alternating language on standards for the number of devices and recommended providing a specific reference to health department regulations. Currently there are 15 active devices on the U of I campus which are kept at the Vandal store on campus. The University has expressed satisfaction with the use so far and the only incident involving the devices has involved construction projects. The City does not have the authority to prohibit the operation, it can only restrict the limitations of it.

Andrew Tucker (Moscow) is the point of contact regarding the devices and commented that safety is definitely the most important concern. The company has agreed with the request for reduced speed. Vendors and customers have an app to operate the devices and they can hold approximately two large grocery bags worth of items. Expansion of the program and increase of devices will be dependent on customer base and the need. The delivery fees would be the responsibility of the customer.

The Committee recommended approval with the two changes recommended by staff, and that it be placed on the Council consent agenda.

4. 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: Recommend scheduling a public hearing at the regular City Council meeting of February 6, 2023 to consider adoption of the FY2023 Fee Resolution amendments, or provide staff further direction.

Riddle introduced the item as written above and explained the fee is per applicant. Needing no further discussion, the Committee recommended approval of the public hearing and that it be placed on the Council regular agenda.

REPORTS

No report needed.

ADJOURN

The meeting adjourned at 3:31 p.m.

Minutes Approved On
February 27, 2023
Taylor Riedner
(Clerk Signature)