

Moscow City Council



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
March 20, 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 February 21, 2023 Minutes - Laurie M. Hopkins

B. Phillips Farm Park Request for Funding - Cody Riddle

In April 2000, Latah County began leasing the Virgil Phillips Farm from the City of Moscow to develop recreational programs, improve facilities, and maintain the park. Since then, with the help of the City of Moscow and many other partners, Latah County has successfully managed the park and made significant improvements. In August 2022, Latah County was awarded a grant from the Idaho Department of Parks and Recreation's (IDPR) Recreational Trails Program (RTP) to complete various improvement projects. The total cost of these projects is \$65,390 with matching contributions as follows: Latah County 7,680, Friends of Phillips Farm \$1,400, and City of Moscow \$5,000.

Because the RTP is federal pass-through funding, IDPR has recently learned from the Federal Highways Administration (FHWA) that a cultural resources survey is required before any project activities can begin. The estimated cost is \$6,500. The survey will also serve as a foundational document for all future improvements at the park.

Latah County is requesting that the City of Moscow considers contributing an additional \$3,250, half the cost of the cultural resources survey. This was reviewed by the Public Works/Finance Committee on February 27, 2023 and recommended for approval.

ACTION: Approve the requested contribution of an additional \$3,250.

C. Library Concrete Pedestrian Entrance Restoration Project - Bid Results & Contract Award - Bob Buvel

The Library Concrete Pedestrian Entrance Restoration project includes the installation of concrete sidewalk, stairs, and handrails in front of the Moscow Public Library along the Jefferson Street entrance. The City solicited quotes from local contractors on January 25, 2023, and the Engineer's Estimate for construction is \$19,425.00. One quote was received back from Germer Construction on February 17th for \$20,932.00. A bid tabulation is included in the packet. This was reviewed by the Public Works/Finance Committee on February 27, 2023, and recommended for approval.

ACTION: Accept the quote from Germer Construction, Inc., award the contract in the amount of \$20,932.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount.

D. Earth Day Celebration Alcohol Use Request in East City Park - Amanda Argona

Inland North Waste is sponsoring an Earth Day Celebration on Saturday, April 22nd, from 3 to 7 pm in East City Park. The annual event honors the ways our community protects and preserves our environment and is offered free of charge. Live music and eco-minded organizations are part of this event, in addition to food and a beer garden. The applicant anticipates 1 (one) licensed beer and/or wine vendor in the beer garden, which is estimated to be 25'x25' in size. Following standard operating procedures for events with alcohol within a City Park, Inland North Waste is requesting the allowance of attendees to possess and consume alcoholic beverages within the 25'x25' beer garden during the aforementioned date and time. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity. This was reviewed by the Administrative Committee on February 27, 2023 and recommended for approval.

ACTION: Approve the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Earth Day Celebration for the duration of the event.

E. 2023 Moscow Farmers Market Handbook - Amanda Argona

In 2018, the Moscow Farmers Market implemented the first iteration of the Moscow Farmers Market Handbook. The Handbook is an expanded policy document meant to provide clarity and serve as a resource for anyone seeking information on the Market, as well as hold Market participants accountable for operating procedures. At the end of each season, the policies that make up the Handbook are considered in depth by staff and the Farmers Market Commission. The Commission reviewed the proposed changes to the Handbook on February 7, 2023, and unanimously accepted all changes for approval and adoption by the Council for the 2023 Market Season. This was reviewed by the Administrative Committee on February 27, 2023 and recommended for approval.

ACTION: Approve the 2023 Moscow Farmers Market Handbook and the associated Resolution.

F. Moscow Police Department - OHS Highway Safety Grant FFY 2024 - James Fry / Alisa Anderson

The Moscow Police Department (MPD) is requesting to participate in the national grant program called Selective Traffic Enforcement Program (STEP) sponsored by the Idaho Transportation Department (ITD), Office of Highway Safety (OHS) for a third year. The program addresses specific behaviors related to traffic safety priority areas and safety deficiencies within local law enforcement jurisdictions and is focused on combatting traffic crashes resulting in fatal and serious injuries. The MPD is requesting to ratify the submittal of a grant funding request that was due on February 28, 2023 for \$129,000 with an in-kind match of \$32,250. This was reviewed by the Public Works/Finance Committee on February 27, 2023 and recommended for approval.

ACTION: Ratify the application submitted by the Moscow Police Department for the Idaho Transportation Department, OHS Highway Safety STEP Grant FFY 2024 for \$129,000.

G. Lewis Clark State College and City of Moscow Facilities Agreement - Brian Nickerson

Lewis Clark State College (LCSC) has approached the City of Moscow to request occasional use of the Moscow Fire Department's training facilities, equipment, and tools to conduct its Firefighter Training Program. The attached Memorandum of Understanding enumerates the benefits of entering into such an agreement with LCSC, the City's general responsibilities upon approval, LCSC's general responsibilities upon approval, terms, compensation, termination of the agreement and general provisions. This was reviewed by the Administrative Committee on February 27, 2023 and recommended for approval.

ACTION: Approve the agreement for use of facilities with Lewis Clark State College.

H. Disbursement Report February 2023 - Sarah Banks

Staff presented the February 2023 Accounts Payable Report to the Public Works / Finance Committee on March 13th, 2023. The Committee received the report and approved the disbursements as presented.

ACTION: Accept the Disbursements Report for the month of February 2023.

I. Fourth Quarter Financial Report July 1, 2022 to September 30, 2022 for FY2022 - Sarah Banks

Staff presented the fourth quarter financial report of Fiscal Year 2022 (July 1, 2022 to September 30, 2022) to the Public Works / Finance Committee on March 13th, 2023. The Committee received the financial report and approved it as presented.

PROPOSED ACTIONS: Accept the FY2022 Fourth Quarter Financial Report.

J. Resolution for Destruction of City Records - Laurie M. Hopkins

In 2021, the City Council adopted Resolution 2021-27 classifying City records as temporary, semi-permanent, and permanent, each with a retention period. Idaho Code 50-907 allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City departments have reviewed retention schedules and current records in order to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney. This was reviewed by the Public Works/Finance Committee on March 13, 2023 and recommended for approval.

ACTION: Approve the resolution for destruction of City records.

K. 2023 Streets Surface Treatment Project - Steve Schulte

The State of Idaho allocated a portion of state surplus funds to local transportation agencies with HB772 resulting in a disbursement of \$484,850 to the City of Moscow on July 25, 2022, for use on the transportation system. Staff proposes to use these funds for an asphalt rubberized chip seal application on roughly 49,500 square yards of roadway. This process has proven to be a cost-effective method of extending the lifespan of our roadways. The HB772 funds are currently in the capital budget and, with Council approval, will be specifically allocated to this project during the open budget process. This was reviewed by the Public Works/Finance Committee on March 13, 2023 and recommended for approval.

ACTION: Approve the use of HB772 funds for an asphalt rubberized chip seal project.

REGULAR AGENDA

2. Mayors Appointments (ACTION ITEM)

3. Staff Recognition

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

5. Citizen Commission Report - Planning and Zoning Commission - Mike Ray / Robb Parish

6. Public Hearing: 706 W Palouse River Drive Proposed Rezone (ACTION ITEM) - Mike Ray

The applicant, Jim Swift, is proposing to rezone a 0.54-acre property located at 706 W Palouse River Drive. The parcel is currently zoned Multiple Family Residential (R-4) and the applicant is proposing to rezone to the Residential Office (RO) designation. The Planning and Zoning Commission conducted a public hearing on January 25, 2023 and recommended approval of the rezone request with no conditions.

PROPOSED ACTIONS: Conduct the public hearing and upon consideration of any testimony received, approve the proposed Zoning Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or consider the Zoning Ordinance on first reading; or reject the Zoning Ordinance and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.

7. Comprehensive Annual Financial Report Presentation (ACTION ITEM) - Sarah Banks /Nick Nicholson

Presnell Gage PLLC, the City's auditors, will be presenting the City's FY2022 Annual Comprehensive Financial Report (ACFR), which includes any significant changes regarding the annual audit and outlining comparative changes from the FY2021 ACFR. The City has received the Certificate of Achievement for Excellence in Financial Reporting for the ACFR for 19 consecutive years. After approval, staff will submit the FY2022 ACFR for consideration for the award. The accompanying final draft of the FY2022 ACFR is submitted for City Council review.

PROPOSED ACTIONS: Accept the City of Moscow audited Annual Comprehensive Financial Report for FY2022 as presented, or take other action deemed appropriate.

8. Consideration of Mayor and City Council Salary Adjustments (ACTION ITEM) - Bill Belknap

Idaho Code § 50-203 requires compensation for a mayor and council to be fixed by ordinance. Moscow City Code Title 1, Chapter 8, Sec. 8-1, states "*The salary for elective officers shall be fixed by ordinance. Salary adjustments for such elective officers shall be made every two (2) years from the date of the previous adjustment in accordance and in proportion with adjustments in the Consumer Price Index (CPI) as published by the United States Department of Labor. Such adjustments must be specifically approved by ordinance at least six (6) months prior to the effective date of such adjustments.*" There has been some confusion in the past regarding what specific CPI index to utilize and how the adjustment is to be calculated. Staff is proposing to amend City Code to specify the specific index to be used and that the annual percent change is the measure to be used in the calculation. The proposed Ordinance amends the Mayor and City Council salaries by the CPI adjustment of the past 24 months. The reported CPI values were 4.7% and 8.0% for 2021 and 2022, respectively. Proposed increases to monthly salaries would be effective January 1, 2024, and are as follows: Mayor - From \$2,119.78 per month to \$2,396.96 per month and Council - From \$734.93 per month to \$831.03 per month.

PROPOSED ACTIONS: Recommend approval of the proposed ordinance making salary adjustments for the Mayor and City Council effective January 1, 2024; or take other action as deemed appropriate.

9. Set FY2024 Budget Hearing Date (ACTION ITEM) - Bill Belknap

Per Idaho Code 63-802(A) the City is required to notify Latah County of the public hearing date for the City's annual budget no later than April 30 each year. Staff is requesting that the Council officially set the date for the FY2024 Budget hearing for August 7, 2023 so the Notification of Budget Hearing form can be completed and returned to the Latah County Auditor's Office as required.

PROPOSED ACTIONS: Set August 7, 2023 as the public hearing date for the City of Moscow FY2024 budget, or take other action deemed appropriate.

REPORTS

City Council

Mayor

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.