

Moscow City Council



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, February 6, 2023

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Art Bettge, Drew Davis, Sandra Kelly, Maureen Laflin, Hailey Lewis, Julia Parker, Gina Taruscio

STAFF: Bill Belknap, Mia Bautista, Cody Riddle, Tyler Palmer, Aimee Hennrich, Megan Cherry

PLEDGE OF ALLEGIANCE

Council Member Lewis led the 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 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.

Taruscio moved, Laflin seconded to approve the consent agenda as presented.

REGULAR AGENDA

2. Mayors Appointments (ACTION ITEM)

Mayor Bettge presented to the City Council for consideration the appointments of Nicholas Smiley-Kallas to the Human Rights Commission; Gordon Wilson to the Sustainable Environment Commission; Brandon Wilcox to the Fair & Affordable Housing Commission; Ashlee Toone to the Fair & Affordable Housing Commission. Kelly moved and Taruscio seconded approval of the appointments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Smiley-Kallas is excited to support his local government and looking forward to meeting everyone.

Wilson provided information on his education and his position as a professor. he is committed to the environment enhancement and flourishing of the City of Moscow; work towards beautification of greenspace; foster a grassroots desire in to implement good practices; and add to the conversation with the SEC.

Wilcox lived in Bend and watched a small town become large and housing will be an issue for years to come. He has experience in construction and business and looks forward to being part of the commission.

Toone is looking forward to being involved and serving the community.

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

No comments.

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

Cherry gave a brief history of the MAC. Stacy Boe Miller, Poet Laureate read two poems. McCleary shared volunteer hours which in 2022 had over 200 hours. The Artwalk season included 81 host locations, 133 arts listings, 28 street vendors. Entertainment in the Park, Poet Laureate, and Palouse Plein Air all had great events. Two Mayor's Arts Awards were presented for 2022 - Rootforest LLC for Outstanding Contribution as a Business and Jennifer Rod for Outstanding Achievement in Arts Education. McCleary provided photos of the ITC Sculpture Garden, vinyl wraps, and storm drain murals. The portable collection had some additions and some current pieces were re-framed.

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.

Hennrich introduced the item as written above. In response to a question regarding erosion, when a home is proposed they are required to connect to the storm drain. With the R-2 designation, there is a minimum of 7,000 square feet. In addressing homes, numbers do skip in order to add addresses in the future. As long as a home could meet the required setbacks, a lot can be split in the R-2 zoning designation. Davis said this is in harmony with the zoning. Taruscio moved, Kelly seconded, to approve the lot division and lot line adjustment request with no conditions. Lewis commented there was desire for increased traffic control review and infill is important. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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.

Mayor Bettge opened the public hearing at 7:36 p.m.

Riddle introduced the item as written above. The Administrative Committee reviewed this item and recommended approval. The fee is per company, not per device. The City cannot prohibit personal delivery devices operation on the sidewalks per State code but does allow cities to regulate them and adopt standards to ensure the safety of pedestrians and users of the city right-of-way.

Hearing no testimony, Mayor Bettge closed the public hearing at 7:39 p.m.

Taruscio said she is enthusiastic about them and moved to approve the additional licensing fee for personal delivery devices in the amended fee resolution as included in the packet. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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.

Belknap introduced the item as written above and also went through the survey process and design. National average response rates for mailed surveys are between 25% to 40%. Historical survey response rates have ranged between 29% to 43%. Response rates for this survey were 26% which was the lowest response rate observed in the history of the survey. Questions of quality of life in Moscow and quality of life in your neighborhood has trended upward. Moscow as a place to live, raise children and retire have also trended upward especially as a place to retire. Community characteristics had air quality drop. Access to affordable housing also dropped but is not surprising due to the real-estate trends and price of housing. Another drop was in openness and acceptance of the community towards people of diverse backgrounds. Within questions related to perceived problems in Moscow, taxes was among the lowest score. Growth was perceived as an issue but there hasn't been a significant amount of housing construction. Population hasn't been growing dramatically and housing starts have been below average. Belknap said perhaps growth dropped because of conversations about growth and more students enrolled at the University of Idaho. Business growth and job growth have always been reported as too slow and now has leveled out as too slow/just right. Population growth also had result as too fast. Quality of city services has been steady since 2002. Interactions with city government resulted in higher numbers in the once or never category. How citizens interact with city government showed newspaper, in person, cable, and by phone dropping with website and social media increasing. The questions within the category direction of the city saw highest scores and trending upward. The open-ended questions were categorized into 10 groups (see attached presentation). Respondent demographics was reviewed. Discussion ensued regarding mailing and other options for distribution. Lewis was interested in how results in the safety category would differ now versus when the survey was mailed out in September. Taruscio encouraged checking on other options for distribution of the survey. Davis agreed. He also suggested a QR code at events that could take a person to the City's social media pages to increase interactions with City government. Belknap said a communications manager will be brought on this year and could be a good project for them. Kelly commented with Moscow increasing as a good place to retire, she knows many seniors that don't want to use a QR code. Some users do not want to use technology. Belknap said the City could provide both options. It is anonymous other than the sector so would need to be sure citizens felt comfortable using a QR code knowing it is still anonymous. Parker suggested reaching out to survey researchers who may have ideas about newer survey methods. Laflin moved, Kelly seconded, to accept the 2022 Citizen Survey report. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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.

Belknap introduced the item as written above. The Non-Prioritized Projects line item is at the Council's discretion of how to use it. Historically the line item has been used for non-profit type expenses and capital projects. Last fiscal year it was not spent. Lewis is in support, especially to have council members attend the March NLC conference and report back to the full Council. Taruscio has attended in the past and didn't feel she received much out of it. She would prefer to use the funds to help the citizens. Laflin is in favor. Belknap commented the lower budget level is only due to the pandemic. It was previously budgeted at \$16,000-18,000 and can be increased in the FY2024 budget. Laflin moved to approve allocation of \$10,000 from Legislative Non-Prioritized Projects line item 101-010-670-16 for Council travel expenses. Lewis seconded. Roll Call Vote: Ayes: Five. Nays: One (Taruscio). Abstentions: None. Motion carried.

REPORTS

City Council

Moscow Urban Renewal Agency – Laflin reported the agency allocated 125,000 capital expending for street project at Lilly Lieuallen.

Planning and Zoning Commission – Taruscio said they are working on many projects. Nils Peterson will report on affordable housing at the next meeting.

Moscow Arts Commission – Parker said the Commission has the RFP out for storm drain murals, wraps, utility boxes and FM poster.

Moscow Pathways Commission – Lewis said the Commission had quite a few citizens attend and ask questions.

Palouse Basin Aquifer Committee – Kelly said the Commission received reports on wells and water and direction.

1912 Development Committee – Kelly said some pipes brake but fixed. The second floor is finished.

Fair and Affordable Housing Commission – Davis reported the Commission had a presentation from Sojourner's.

Council members reported on other meetings and events, including the Association of Idaho Cities conference.

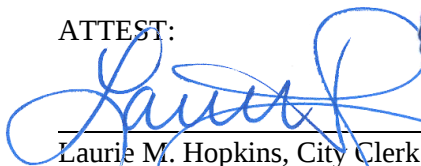
Mayor

The Mayor attended the AIC conference and the highlight from the legislature will be taxes. He attended the Airport Board and the new terminal is progressing. There is a live camera you can view and watch the construction. Met with the ASUI about participation in the city. Also attended the MLK breakfast and met with the boy scouts.

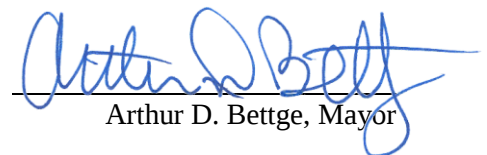
ADJOURN TO EXECUTIVE SESSION PER IDAHO CODE 74-206 (1)(F) - THE MEETING WILL NOT RECONVENE.

Kelly moved, Lewis seconded to adjourn to executive session per Idaho Code 74-206 (1)(F). Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

ATTEST:


Laurie M. Hopkins, City Clerk




Arthur D. Bettge, Mayor

**CITY OF MOSCOW
MINUTES OF CITY COUNCIL EXECUTIVE SESSION
February 6, 2023**

Present: Mayor Bettge, Drew Davis, Maureen Laflin, Hailey Lewis, Julia Parker, Gina Taruscio

Also Present: Bill Belknap, City Supervisor; Mia Bautista, City Attorney,

The executive session was called to order at 8:32 p.m.

Item discussed pursuant to I.C. 74-206(1)(F) with Candice McHugh, attorney present. Discussion ended at 8:43 p.m.

Item discussed pursuant to I.C. 74-206(1)(F). Discussion began at 8:43 p.m.

The executive session was adjourned at 9:21 p.m.