



Administrative Committee Regular Meeting

Laurie M. Hopkins

~Agenda~

City Clerk

www.ci.moscow.id.us

208.883.7015

Monday

Council Chambers

4:30 PM

January 14, 2019

206 E. Third St.

Action Items

1. Selection Of Committee Chair And Vice Chair (ACTION ITEM)
2. Approval Of Administrative Committee December 10, 2018 Minutes (ACTION ITEM) – Laurie M. Hopkins

Documents:

[ADMINISTRATIVE COMMITTEE 12-10-19 MINUTES.PDF](#)

3. **Public Meeting - Proposed Lot Division At 433 Southview Avenue (ACTION ITEM) - Leah Carlson**

Nils Peterson and the Moscow Affordable Housing Trust are requesting a lot division for a 9,247 square foot parcel of land located at 334 Southview Avenue in the City of Moscow. The owner proposes to establish three townhouse lots of approximately 3,258 sf, 2,591 sf, and 3,398 sf from the original parcel. The subject property is located within the Medium Density (R-3) Zoning District. The minimum lot size for a townhouse lot in the R-3 Zoning District is 2,000 sf and the minimum lot width is 20 feet. The three proposed lots are sufficiently sized to meet these requirements. Property owners within 600 feet of the subject property have been notified of the proposed division and notice of the public meeting was posted on site 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 no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division request; or provide staff further direction.*

Documents:

[PUBLIC MEETING FOR LOT DIVISION 433 SOUTHVIEW AVE.PDF](#)

4. **Alcohol Resolution For City-Sponsored Events In City Hall (ACTION ITEM) - Jen Pfiffner**

The Moscow Farmers Market has been an active sponsor of Love Your Farmer, Love Your Food and was the initiator of the original event in 2015.

The event's intention is to provide an opportunity for community members to engage with local producers and their regional food system during the Market's off-season. The event has continued to be a collaborative partnership with other local food entities including Moscow Food Co-op, University of Idaho-Extension, Rural Roots, and the Palouse-Clearwater Food Coalition. The Moscow Farmers Market is interested in holding the event at City Hall in Council Chambers on Wednesday, February 20, 2019 from 6:00 to 8:00 p.m. and would like to feature a no-host bar from Moscow Brewing Company to accompany the light appetizers provided by the Moscow Food Co-op. Currently, the only City entity allowed to feature a no-host bar in City Hall is the Arts Department during Third Street Gallery art openings. The Moscow Farmers Market, as part of the Community Events Division would like to propose broadening the scope of Resolution No. 2010-04 to allow other City Departments to pursue having a no-host bar in City Hall and the Third Street Gallery. This flexibility would provide additional options for other events hosted at City Hall such as executive socials, Commission Fairs and the like.

PROPOSED ACTIONS: Recommend approval of the proposed resolution or provide staff further direction.

Documents:

[ALCOHOL RESOLUTION FOR CITY EVENTS.PDF](#)

5. Amendment To Comprehensive Sanitation System Master Plan Services Agreement (ACTION ITEM) - Tim Davis

The Sanitation Department procured the services of Great West Engineering, Boise, Idaho, for the development of a Comprehensive Sanitation System Master Plan (CSSMP) on February 26, 2018. The CSSMP process concluded with a City Council workshop presentation on October 28, 2018. One of the primary focuses of the CSSMP was the assessment of the condition and level of service provided at the existing Moscow Recycling Center (MRC). The evaluation was predicated on: 1.) potentially relocating MRC to a different location; 2.) relocating the baling/processing component of MRC to the Latah Sanitation, Inc. Solid Waste Processing Facility east of Moscow on highway 8; 3.) providing the City an opportunity to improve on services, safety and accessibility of MRC and yard waste facility. Based on the CSSMP and discussions at the City Council workshop, staff understood the direction to be to explore integrating prototypical conceptual facility designs developed by Great West Engineering to the existing MRC site. This will likely require relocation of the MRC baling/processing building. Staff has requested that Great West Engineering submit an amendment proposal to the CSSMP Agreement to perform preliminary design at the MRC for City Council consideration. The preliminary design will develop up to two schematic layout designs for the MRC and yard waste site for future City Council consideration of a preferred alternative. The project is estimated to take approximately four months to complete and the cost of the proposed amendment is \$35,713.

PROPOSED ACTIONS: Recommend approval of the proposed Amendment to the Comprehensive Sanitation System Master Plan with Great West Engineering; or provide staff further direction.

Documents:

[AMENDMENT TO COMP SANITATION MASTER PLAN.PDF](#)

6. Request To Dispose Of Surplus SCBA And Extrication Equipment (ACTION ITEM) - Brian Nickerson

The Moscow Fire Department purchased 40 new self-contained breathing apparatus (SCBA) in FY2018. This purchase included 8 SCBAs which were funded through FEMA grant. The new SCBAs replaced 32 units which were nearing mandatory replacement, but still had useful life. During the FY2018 budget process, it was determined that the City would surplus and try to sell the 32 replaced SCBAs. 16 SCBAs have been sold, leaving a balance of 16 yet to sell. Four of the SCBAs will be transferred to the Water Department, to replace obsolete equipment. The Fire Department has also been contacted by Big Canyon Fire District, located in Peck, Idaho. Big Canyon Fire District has no SCBA equipment and have a limited budget. Big Canyon Fire District has asked the City to consider donating 12 SCBAs to their District.

In addition, the Fire Department recently replaced their outdated hydraulic extrication equipment with state-of-the-art electric equipment. The vendor of the new equipment would not take the outdated hydraulic extrication equipment on trade, indicating that it had no resale value. Big Canyon Fire District has no extrication equipment, and would like to utilize the surplus hydraulic extrication equipment.

PROPOSED ACTIONS: Recommend authorization to transfer 12 SCBAs and hydraulic extrication equipment to Big Canyon Fire District without compensation, or provide staff further direction.

Documents:

[SURPLUS SCBA EQUIPMENT.PDF](#)

7. Proposed Adjustment For POST Academy Attendance (ACTION ITEM) - Gary J. Riedner

Recently it has come to the attention of City management that Moscow Police Officers attending POST academy are/were required to attend training activities which extended beyond 40 hours in a work week. The United States Department of Labor Fair Labor Standards Act (FLSA) requires that time worked by non-exempt employees in excess of 40 hours per week must be compensated at one and one-half times the employee's hourly rate of pay. In the past, Moscow Police Officers attending POST were paid their regular hourly wage for 40 hours per week. Time in excess of 40 hours was not compensated, likely because attendance at POST was considered an "apprenticeship" as defined by the FLSA, and therefore not subject to the 40-hour regulation. After inquiry, review of the program was conducted by the City Attorney, who concluded that the POST program does not meet the FLSA requirements for an apprenticeship. The accompanying memo from the City Supervisor outlines the proposed resolution to adjust affected police officers' pay to compensate them for the overtime incurred.

PROPOSED ACTIONS: Recommend adjustment of affected police officers' pay pursuant to the attached memo to compensate them for the overtime incurred while attending POST academy or provide staff further direction.

Documents:

[POST ACADEMY ATTENDANCE ADJUSTMENT.PDF](#)

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.