



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.



Administrative Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
December 10, 2018

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Gina Taruscio Chair, Jim Boland Councilmember, Brandy Sullivan Councilmember

ABSENT: Art Bettge Councilmember (Excused), Anne Zabala Councilmember (Excused)

OTHERS: Mayor Bill Lambert

STAFF: Gary J. Riedner, Nate Suhr, James Fry, Megan Cherry, Jen Pfiffner, Bill Belknap, Ty Thompson, Kyle Steele, Laurie M. Hopkins

1. Approval of Administrative Committee November 26, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Gina Taruscio, Jim Boland, Brandy Sullivan
EXCUSED:	Art Bettge, Anne Zabala

2. City of Lewiston Agreement with City of Moscow - Shooting Range - James Fry

The Moscow Police Department upholds high standards for firearms training and skills and maintains firearm qualifications for our officers. In addition to officer qualifications and practice, the Department's special response team conducts firearm training once a month. The shooting range owned by the City of Moscow can be inaccessible during the winter months due to snow conditions. The City of Lewiston owns an outdoor shooting range which is accessible most months due to its milder climate. The use of the City of Lewiston shooting range would provide training options for Moscow Police Department officers when the Department's range is closed due to inclement weather conditions. There is no cost to the City of Moscow for use of the City of Lewiston's range. The Moscow Police Department is requesting the City of Moscow enter into an agreement with the City of Lewiston to enable police department officers to utilize the City of Lewiston's shooting range on an as-needed basis. This was reviewed and recommended for approval by the Administrative Committee on December 10, 2018.

ACTION: Approve the Agreement between the City of Lewiston and the City of Moscow to allow use of the City of Lewiston's shooting range.

Fry introduced the item as written above. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Jim Boland, Brandy Sullivan
EXCUSED:	Art Bettge, Anne Zabala

3. FY20 Cooperative Agreement ADA Ramp - Alisa Anderson

The Idaho Transportation Department (ITD) hosts a state-administered funding program to address non-compliant pedestrian curb ramps on the State Highway System. In March of 2018 the City submitted a funding request to ITD to construct three (3) ADA pedestrian curb ramps. The City has received a Cooperative Agreement for one (1) curb ramp located on the SE corner of Third and

Minutes Acceptance: Minutes of Dec 10, 2018 3:00 PM (Regular Items)

Jackson Streets with an award amount of \$32,000. This was reviewed and recommended for approval by the Administrative Committee on December 10, 2018.

ACTION: Approve the Cooperative Agreement for Project No. A022(091), FY20 Moscow 1 ADA Ramp, Latah County, Key No. 22091 and corresponding Resolution.

Suhr presented photos of the area, including the upgrades completed in 2018 which included compliant sidewalk, tree grates, lighting and decorative pavers. No match is required except City design. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Jim Boland, Brandy Sullivan
EXCUSED:	Art Bettge, Anne Zabala

4. Idaho Commission on the Arts Grant Application - Jen Pfiffner

The Idaho Commission on the Arts (ICA) Entry Track Grant is an annual opportunity designed to support public programs in the arts delivered by Idaho's arts organizations. The National Endowment for the Arts is the federal agency that provides funding that is administered by ICA. Grant awards are based on a formula that considers the panel review assessment, fiscal size of the organization, and past Commission funding. If awarded, funds would be used to support the public art project slated for the C and Main Street location as outlined in the Moscow Public Art Master Plan and the as approved by the Moscow City Council.

The City of Moscow has applied and received this grant for several consecutive years. The current cycle requires an application due on January 31, 2019. Awards are anticipated to be announced in June of 2019 with 90% of the award amount funded in July of 2019.

This was reviewed and recommended for approval by the Administrative Committee on December 10, 2018.

ACTION: Approve application for the Idaho Commission on the Arts (ICA) Entry Track Grant program.

Pfiffner introduced Megan Cherry, the City's new Arts Manager. She introduced the item as written above. The grant asks for specifics on the project but is flexible if opportunities come up during the grant cycle. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Jim Boland, Brandy Sullivan
EXCUSED:	Art Bettge, Anne Zabala

5. Proposed Climate Change and Carbon Fee Resolution (ACTION ITEM) - Gary J. Riedner

The City of Moscow Sustainable Environment Commission (SEC) has proposed that the City Council adopt a resolution urging the United States Congress to enact a revenue neutral carbon fee and dividend policy in order to address climate change and the role of carbon emissions contributing to climate change. A copy of the proposed Resolution is attached. This was reviewed and recommended for approval by the Administrative Committee on December 10, 2018.

PROPOSED ACTIONS: Adopt the resolution; reject the resolution or take other action deemed appropriate.

Riedner introduced the item and invited Steve McGeehan and Mac Cantrell to the table. McGeehan said the Sustainable Environment Commission has been discussing this since February when the Citizens

Climate Lobby (CCL) presented to the SEC. In mid-November a bipartisan group of law makers proposed a bill in Congress to look at revenue neutral carbon dividend approach.

Cantrell said this resolution is asking Congress to take an action to curb climate change and pollution. Do any program to put a price on carbon that would have the money come back to every household. This bill has been worked on for 10 years. Quite a few cities across America has also passed resolutions. Cantrell feels we need fossil fuels but also need to adjust away from them that will allow industries to adjust as it proceeds.

Mayor Lambert said Mary Dupree and Cantrell visited him a couple times and thought a letter may be the way but the more the Mayor researched he thought a resolution was more appropriate.

Sullivan commented this is a natural extension as to what the City has already committed to by reducing the City's carbon footprint, increasing sustainability, etc. She feels this makes sense being the next step. Taruscio feels this resolution says what our community believes.

The Committee recommend approval to the full council.

RESULT:	RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]
AYES:	Gina Taruscio, Jim Boland, Brandy Sullivan
EXCUSED:	Art Bettge, Anne Zabala

Adjourn

The meeting was closed at 3:19 PM

Minutes Acceptance: Minutes of Dec 10, 2018 3:00 PM (Regular Items)

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 01/14/2019**Title:** Public Meeting - Proposed Lot Division at 433 Southview Avenue**Responsible Staff:** Leah Carlson

Information

DESCRIPTION: 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.

STAFF RECOMMENDATION: Take public comment if applicable and recommend approval of the lot division request with no conditions.

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.

Necessary Resources/Impacts

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments

Application Letter
 Parcel A - Legal Description
 Parcel B - Legal Description
 Parcel C - Legal Description
 Site Plans

December 14, 2018

Mayor Lambert and Moscow City Council
City Hall
Moscow, ID 83843

Re: Lot 2, Block 3 Indian Hills 9th Addition Lot Division

Dear Mayor Lambert and City Council:

Nils Peterson and the Affordable Housing Trust are requesting a lot division of Lot 2, Block 3 Indian Hills 9th Addition. The existing lot is zoned R3 and would be divided into three townhouse lots.

The existing lot is 9,247 square feet. The proposed lots are:

Parcel A – 3,258 SF

Parcel B – 2,591 SF

Parcel C – 3,398 SF

Attached are the following:

1. Existing Recorded Plat
2. Proposed Record of Survey
3. Proposed legal descriptions

Please do not hesitate to contact me if you have questions regarding the lot division request.

Sincerely,



Scott Becker, PE
Principal
Hodge and Associates Inc.

Enc

Cc: Nils Peterson

Attachment: Application Letter (1858 : Public Meeting - Proposed Lot Division at 334 Southview Avenue)

12/4/2018

**Legal Description by Hodge & Associates
For Moscow Affordable Housing Trust
Parcel A**

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 17, T39N, R5W, B.M., being a portion of Lot 2, Block 3 of Indian Hills 9th Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Beginning at the northwest corner of Lot 2, Block 3 of Indian Hills 9th Addition;
Thence, along the north line of said Lot 2, N71°26'47"E, 35.81 feet;
Thence leaving said north line, parallel to the east line of said Lot 2, S5°45'34"E, 94.82 feet to the south line of said Lot 2 and the north right-of-way of Southview Avenue;
Thence along said north right-of-way, 35.68 feet along a curve to the right, said curve having a Delta = 4°42'01", Radius = 435.00 feet, Chord = 35.67 feet and a Chord Bearing = S79°41'42"W to the southwest corner of said Lot 2;
Thence N5°20'53"W, 89.72 feet to the **Point of Beginning**.

Parcel contains 3,258 square feet, more or less.

Subject to: a 10.00 foot wide public utility & sidewalk easement along the south boundary of this parcel, per the Plat of Indian Hills 9th Addition.



Attachment: Parcel A - Legal Description (1858 : Public Meeting - Proposed Lot Division at 334 Southview Avenue)

12/4/2018

**Legal Description by Hodge & Associates
For Moscow Affordable Housing Trust
Parcel B**

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 17, T39N, R5W, B.M., being a portion of Lot 2, Block 3 of Indian Hills 9th Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the northwest corner of Lot 2, Block 3 of Indian Hills 9th Addition, thence along the north line of said Lot 2, N71°26'47"E, 35.81 feet to the **Point of Beginning**

Thence continuing along said north line, N71°26'47"E, 27.69 feet;

Thence leaving said north line, parallel to the east line of said Lot 2, S5°45'34"E, 96.82 feet to the south line of said Lot 2 and the north right-of-way of Southview Avenue;

Thence along said south line and said north right-of-way, 27.32 feet along a curve to the right, said curve having a Delta = 3°35'54", Radius = 435.00 feet, Chord = 27.31 feet and a Chord Bearing = S75°32'45"W;

Thence leaving said south line and said north right-of-way, parallel to the east line of said Lot 2 N5°45'34"W, 94.82 feet to the **Point of Beginning**.

Parcel contains 2,591 square feet, more or less.

Subject to: a 10.00 foot wide public utility & sidewalk easement along the south boundary of this parcel, per the Plat of Indian Hills 9th Addition.



Attachment: Parcel B - Legal Description (1858 : Public Meeting - Proposed Lot Division at 334 Southview Avenue)

12/4/2018

Legal Description by Hodge & Associates
For Moscow Affordable Housing Trust
Parcel C

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 17, T39N, R5W, B.M., being a portion of Lot 2, Block 3 of Indian Hills 9th Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the northwest corner of Lot 2, Block 3 of Indian Hills 9th Addition, thence along the north line of said Lot 2, N71°26'47"E, 63.50 feet to the **Point of Beginning**

Thence continuing along said north line, N71°26'47"E, 35.89 feet to the northeast corner of said Lot 2; Thence S5°45'34"E, 97.14 feet to the southeast corner of said Lot 2 and the north right-of-way of Southview Avenue;

Thence along said north right-of-way and the south line of said Lot 2 the following two courses:

Thence S71°18'47"W, 17.35 feet;

Thence 18.48 feet along a curve to the right, said curve having a Delta = 2°26'01",

Radius = 435.00 feet, Chord = 18.47 feet and a Chord Bearing = S72°31'48"W;

Thence leaving said north right-of-way and said south line, parallel to the east line of said Lot 2 N5°45'34"W, 96.82 feet to the **Point of Beginning**.

Parcel contains 3,398 square feet, more or less.

Subject to: a 10.00 foot wide public utility & sidewalk easement along the south boundary of this parcel, per the Plat of Indian Hills 9th Addition.



Attachment: Parcel C - Legal Description (1858 : Public Meeting - Proposed Lot Division at 334 Southview Avenue)

SHEET 1 OF 3 SW 1/4, S. 17 & SE 1/4, S. 18, T. 39 N., R. 5 W., B.M.

BASIS OF BEARING

The Basis of Bearing For This Survey Is The South Line Of The Southwest Quarter of Section 17 As Per Record Of Survey For The Nelson Addition Completed on 2-15-1974 by Hamilton and Voeller, Inc.

BOUNDARY DESCRIPTION**BLOCKS 3 & 4**

A tract of land located in the Southwest quarter of Section 17, T. 39 N., R. 5 W., B.M., City of Moscow, Latah County, State of Idaho, more particularly described as follows:

Commencing at the Southwest corner of Section 17 running thence along the centerline of Palouse River Drive S 89°30'24" E 1441.13 feet to a 2" aluminum centerline monument; thence N 00°29'36" E 40.00 feet to a point on the northerly right-of-way line of said Palouse River Drive also being the southeast corner of Lot 1, Block 3 and the boundary of Indian Hills 8th Addition; thence continuing along said boundary N 1°00'54" W 254.36 feet along the easterly line of said Lot 1, Block 3 to the northeasterly corner of said lot; thence S 89°30'24" E 202.37 feet to the TRUE POINT OF BEGINNING for this description; thence N 15°11'50" E 267.99 feet; thence N 72°04'12" W 363.70 feet; thence N 78°00'34" W 100.88 feet to a point on the easterly right-of-way line of Nursery Street, also being the easterly boundary of said Indian Hills 8th Addition; thence continuing 60.56 feet along said boundary line which is a curve to the left having a central angle of 107°30'50", a radius of 330.00 feet, and a chord length of 60.47 feet bearing N 13°23'35" W; thence continuing 31.05 feet along said boundary line which is a curve to the right having a central angle of 88°57'44", a radius of 30.00 feet, and a chord length of 28.03 feet bearing N 25°47'32" E to a point on the southerly right-of-way line of Southview Avenue; thence continuing along said right-of-way line N 70°16'43" E 10.00 feet to a point on the easterly boundary line of said Indian Hills 8th Addition; thence continuing along said boundary line N 19°43'17" W 60.00 feet to a point on the northerly right-of-way line of said Southview Avenue; thence continuing along said right-of-way line S 70°16'43" W 94.55 feet; thence continuing 202.03 feet along said right-of-way line which is a curve to the right having a central angle of 26°36'47", a radius of 435.00 feet, and a chord length of 200.24 feet bearing S 83°35'07" W to a point on the easterly boundary of said Indian Hills 8th Addition; thence continuing along said boundary line N 11°46'11" E 81.07 feet to a point on the southerly boundary line of Indian Hills 7th Addition; thence continuing along said boundary line N 82°57'42" E 75.00 feet; thence continuing along said boundary line N 70°24'43" E 139.39 feet; thence continuing along said boundary line S 60°14'56" E 110.00 feet; thence continuing along said boundary line N 74°38'16" E 102.42 feet; thence continuing along said boundary line S 81°30'21" E 117.17 feet; thence continuing along said boundary line S 61°50'24" E 225.73 feet; thence continuing along said boundary line S 67°12'04" E 330.00 feet; thence continuing along said boundary line S 72°09'24" E 123.79 feet to a point on the westerly right-of-way line of Alice Street; thence continuing along said boundary line S 89°43'04" E 60.00 feet to a point on the easterly right-of-way line of Alice Street, said point also being on the westerly boundary line of Indian Hills 2nd Addition; thence S 07°16'56" W 402.44 feet; thence N 89°30'24" W 518.14 feet to the TRUE POINT OF BEGINNING.

100 0 100 200
Scale: 1" = 100'

**LEGEND**

- Centerline
- - - Section Line
- New Lot Line
- Existing Lot Line
- Plat Boundary
- Utility Easement
- Existing Fence Line
- XXXXXX Field Measurement
- XXXXXX Record Measurement
- Found Property Corner (as described)
- Set 5/8" dia. Rebar w/ yellow cap stamped, "HEDCO, INC. PEELS 2102"
- ▲ Calculated Point
- Set Centerline Monument
- Found Centerline Monument or Levitation Control Network Monument
- Found 1/16 Corner
- Found 1/4 Corner
- Found Section Corner

Curve Table

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
(C1)	290.58	600.00	27°44'56"	S81°56'16"E	287.79
(C2)	500.54	455.00	61°40'28"	S78°53'02"E	476.72
(C3)	233.42	300.00	48°23'56"	N4°28'41"E	245.95
(C4)	125.52	250.00	28°46'04"	N14°17'37"E	124.21
(C5)	66.00	200.00	18°54'29"	S80°50'03"W	65.70
(C6)	132.82	500.00	15°13'10"	S81°35'41"W	132.43
(C6B)	80.56	330.00	10°30'50"	N13°25'35"W	80.47
(C21)	31.00	20.00	88°57'44"	S55°47'52"W	38.03
(C42)	61.48	435.00	10°43'55"	N75°38'41"E	61.36

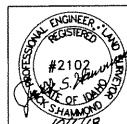
NOTES

- ▲ 20 foot wide sewer service easement for the benefit of adjacent lots in Indian Hills 7th Addition. The property line shall be the easement centerline, except where the easement is shown to be all on one lot.
- ▲ 10 foot public utility and sidewalk easement, typical along right-of-way as shown

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
(C43)	120.57	435.00	15°52'52"	N88°57'54"E	120.18
(C10)	130.80	170.00	44°00'57"	S81°42'48"E	127.41
(C11)	118.77	400.00	17°00'44"	S74°12'42"E	118.33
(C22)	48.26	140.00	19°48'09"	S80°09'18"W	48.03
(C23)	56.29	140.00	24°16'47"	N77°50'14"W	56.84
(C25)	7.75	20.00	22°12'28"	N32°29'13"E	7.70
(C26)	7.75	20.00	22°12'28"	N54°41'41"E	7.70
(C27)	45.07	50.00	61°38'34"	S38°56'37"W	43.56
(C28)	46.71	50.00	56°57'55"	S14°19'58"E	47.89

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
(C29)	47.69	50.00	54°38'54"	S70°08'02"E	45.50
(C30)	47.54	50.00	54°28'35"	N55°18'13"E	45.77
(C31)	44.55	50.00	51°05'51"	N2°31'00"E	43.13
(C34)	56.00	430.00	8°04'34"	S71°30'23"E	56.02
(C35)	30.10	367.33	7°24'40"	S78°22'49"E	50.07
(C36)	33.86	370.00	10°00'00"	N48°46'56"E	29.95
(C37)	78.26	370.00	12°16'28"	S78°34'51"E	78.11
(C38)	30.60	370.00	4°44'19"	S68°04'29"E	30.59
(C39)	7.43	200.00	2°07'48"	N68°46'13"W	7.43

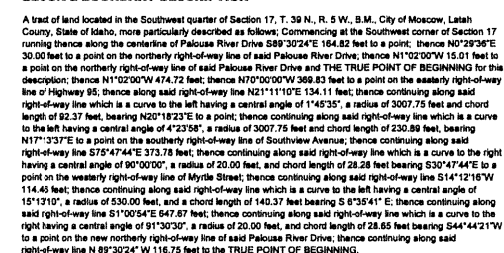
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
(C40)	83.99	200.00	24°03'39"	N78°51'56"W	83.37
(C41)	62.22	200.00	17°49'31"	S78°11'28"W	61.97
(C70)	69.01	230.00	17°11'29"	N78°58'33"E	58.75
(C71)	5.89	330.00	1°43'00"	N80°25'45"E	5.89
(C72)	83.81	50.00	95°48'43"	N80°44'40"E	74.29



HAMMOND ENGINEERING & DEVELOPMENT CO.
528 BRYDEN AVENUE, LEWISTON, IDAHO 83501
(208) 796-5422

INDIAN HILLS 9TH ADDITION
SW 1/4, S. 17 & SE 1/4, S. 18, T. 39 N., R. 5 W., B.M.
CITY OF MOSCOW
LATAH COUNTY, IDAHO

SCALE	1"=100'
DRAWN BY	MEE
CHECKED BY	JSH
DATE	10-01-18
JOB #	1722
SHEET	1 OF 3
DRAWING #	1722-FP1



Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
(C1)	290.58	600.00	27°44'56"	S61°55'16"E	287.75
(C2)	500.54	485.00	61°40'28"	S78°53'02"E	476.72
(C3)	132.82	500.00	15°13'10"	S68°36'41"W	132.43
(C44)	35.44	20.00	101°32'13"	S53°28'10"W	30.98
(C45)	8.82	270.00	1°52'20"	S1°43'53"W	8.82
(C48)	115.93	100.00	66°25'19"	S34°00'22"W	108.54
(C47)	31.42	20.00	90°00'00"	S30°47'44"E	28.28
(C48)	140.78	530.00	15°13'10"	S68°36'41"W	140.37
(C49)	31.94	20.00	91°30'30"	S44°44'21"W	28.65
C7	346.82	2952.75	6°43'33"	N17°49'24"E	340.42
C8	758.26	2952.75	14°42'48"	N7°06'15"E	756.17
C51	92.37	3007.75	1°45'35"	N20°18'23"E	92.37
C52	230.94	3007.75	4°23'58"	N17°13'37"E	230.89
C53	60.00	3007.75	1°08'35"	N14°27'21"E	60.00
C54	186.80	3007.75	3°33'38"	N12°06'15"E	185.85



SCALE 1"=100'

DRAWN BY MEE	CHECKED BY JSH
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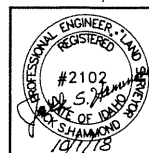
DATE	JOB #
10-01-18	1722

SHEET 2 OF 3

DRAWING #

1722-FP2

Receive Packet Pg. 20



HAMMOND ENGINEERING & DEVELOPMENT CO.
528 BRYDEN AVENUE LEWISTON, IDAHO 83501
(208) 798-5422

INDIAN HILLS 9TH ADDITION
SW 1/4, S. 17 & SE 1/4, S. 18, T. 39 N., R. 5 W., B.M.
CITY OF MOSCOW
LATAH COUNTY, IDAHO

Attachment: Site Plans (1858 : Public Meeting - Proposed Lot Division at 334 Southview Avenue)

DEDICATION

INDIAN HILLS TRADING COMPANY, LLC is the owner of the land and premises in the accompanying plat, have caused said land to be platted as an Addition to the City of Moscow, Idaho, to be known as Indian Hills 9th Addition. Said undersigned Member does herewith declare their intentions to include the land located within the boundaries of said plat and they hereby dedicate to the public use all of the easements & rights-of-ways as shown upon said plat.

IN WITNESS WHEREOF We do hereby set our hands.
This 12 day of Oct 2018

INDIAN HILLS TRADING COMPANY, LLC

By: Sally Powers
Sally Powers - Member/Manager

STATE OF IDAHO } Washington
S.S. } Adams
COUNTY OF LATAH }

On this 12 day of Oct 2018, before me, the undersigned, a Notary Public, in and for said State, personally appeared Sally Powers, known to me, and/or identified to me on the basis of satisfactory evidence, to be the Agent of INDIAN HILLS TRADING COMPANY, LLC whose name is subscribed to this instrument and acknowledged to me that they executed the same on behalf of said company.

WITNESS MY HAND AND OFFICIAL SEAL

Shanna Miller
Notary Public In and For the State of Idaho Residing at: Adams Co. Washington
My Commission Expires 2019



SURVEYOR'S CERTIFICATE

I, Jack S. Hammond, Professional Engineer and Professional Land Surveyor in the State of Idaho, hereby certify that I have surveyed the Plat of Indian Hills 9th Addition to the City of Moscow, Idaho as herein drawn and described and that the streets, lots, distances and monuments have been measured and located as herein shown. Interior Lot Corner Pins will be set at a later date.
Witness my hand and seal 12 day of Oct 2018

Jack S. Hammond
Jack S. Hammond Idaho License No.2102



FILINGS

Filed for record this 2nd day of NOV 2018 at 10:23 o'clock A.m. at the request of SHELLEY L. BENNETT and recorded in Book 595322 of City page 11 records of Latah County, State of Idaho.
HERNANDEZ K. WESTERHOLM by S. Chapman deputy 11:00 referee
Latah County Recorder

LATAH COUNTY TREASURERS CERTIFICATION

Examined and approved this 30th day of Oct 2018, I hereby certify that taxes and assessments on property shown herein have been paid for 2018 and preceding years this 30th day of Oct 2018.

[Signature]
Latah County Treasurer

LATAH COUNTY SURVEYOR

Examined and approved by Latah County Surveyor this Oct day of 2018.

[Signature]
Latah County Surveyor



CITY OF MOSCOW PLANNING AND ZONING COMMISSION

Examined and approved by action of the Moscow Planning and Zoning Commission at a regular meeting with a quorum present this 23rd day of May 2018

[Signature]
Chairman Planning & Zoning Commission

CITY OF MOSCOW MAYOR

Examined and approved by action of the Moscow City Council at a regular meeting with a quorum present this 18th day of JULY 2018. Dedication of all public streets and easements as described on this plat is hereby accepted in accordance with Section 50-1313, Idaho Code. Approval of this plat by the City of Moscow certifies agreement to allow connection of the above described property to the municipal water system and satisfies Section 46-1334, Idaho Code.

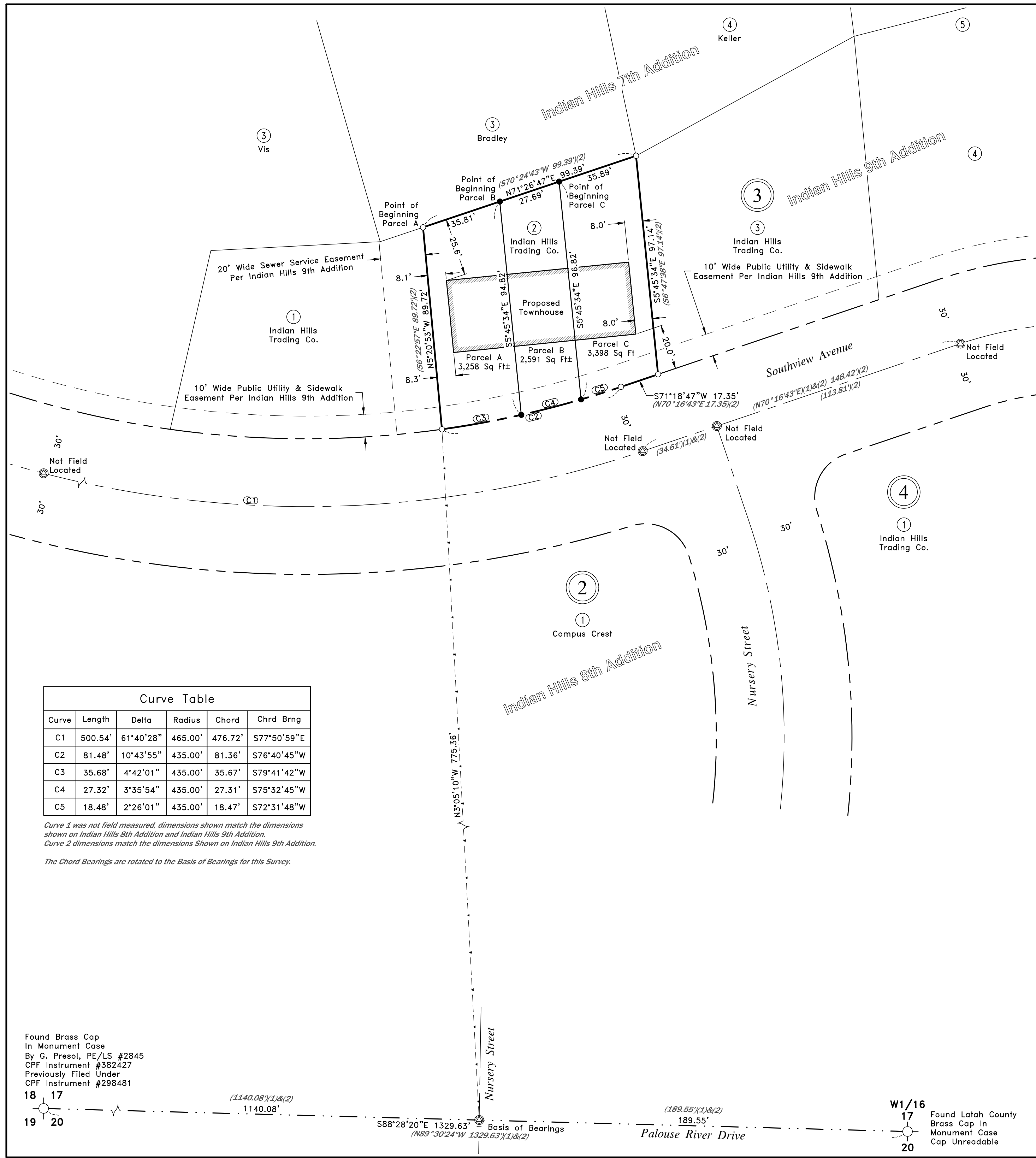
[Signature] Mayor-City of Moscow, Idaho
[Signature] City Clerk-City of Moscow, Idaho

CITY OF MOSCOW ENGINEER

Examined and approved by City Engineer this 26th day of OCTOBER 2018

[Signature]
City Engineer-City of Moscow, Idaho

 HAMMOND ENGINEERING & DEVELOPMENT CO. 528 BRYDEN AVENUE LEWISTON, IDAHO 83501 (208) 798-5422	INDIAN HILLS 9TH ADDITION SW 1/4, S. 17 & SE 1/4, S. 18, T. 39 N., R. 5 W., B.M. CITY OF MOSCOW LATAH COUNTY, IDAHO		SCALE
	DRAWN BY MEE	CHECKED BY JSH	
	DATE 6-28-18	JOB # 1722	
	SHEET 3 OF 3		
	DRAWING # 1722-FP3		



Section 17, T39N, R5W, BM

Survey References

- 1. Indian Hills 8th Addition to the City of Moscow, Instrument #525967, by J. Hammond, PE/LS 2102.
- 2. Indian Hills 9th Addition to the City of Moscow, Instrument #595522, by J. Hammond, PE/LS 2102.

Surveyor's Certificate

I, Duane Priest, PLS #6449, State of Idaho, do hereby certify that the survey represented by this map was performed by me or under my supervision in accordance with the laws of the State of Idaho and at the request of Nils Peterson in November 2018.

Basis of Bearings

The Basis of Bearings for this survey is the south line of the SW1/4 of the SW1/4 of Section 17, shown hereon as S88°28'20"E, per GPS observation.

Purpose Of Survey

To identify the boundary of Lot 2, Block 3 of Indian Hills 9th Addition to the City of Moscow and to divide said lot into three separate parcels, to accommodate townhouses as shown.

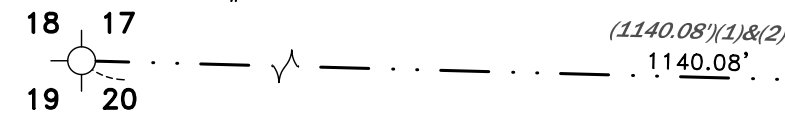
Legend

- Found Monument as Described
- Set 5/8" Diameter Rebar w/Yellow Plastic Cap Stamped "Priest 6449"
- Found 5/8" Diameter Rebar w/Yellow Plastic Cap Stamped "Hedco PE/LS 2102"
- Found Aluminum Cap Centerline Monument Stamped "Hedco PE/LS 2102"
- Block Number
- Lot Number
- Record Data, See Survey References
- Curve Data, See Curve Table
- Subject Lot Boundary Line
- Parcel Boundary, This Survey
- Existing Lot Line
- Section Line
- Centerline
- Right-of-Way
- Easement
- Survey Tie Line

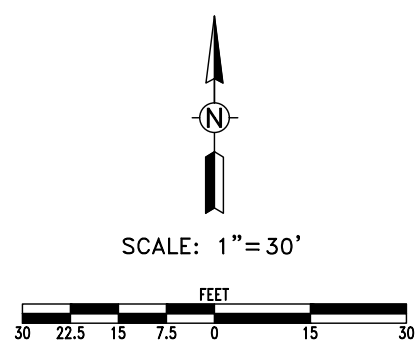
Curve Table					
Curve	Length	Delta	Radius	Chord	Chrd Brng
C1	500.54'	61°40'28"	465.00'	476.72'	S77°50'59"E
C2	81.48'	10°43'55"	435.00'	81.36'	S76°40'45"W
C3	35.68'	4°42'01"	435.00'	35.67'	S79°41'42"W
C4	27.32'	3°35'54"	435.00'	27.31'	S75°32'45"W
C5	18.48'	2°26'01"	435.00'	18.47'	S72°31'48"W

Curve 1 was not field measured, dimensions shown match the dimensions shown on Indian Hills 8th Addition and Indian Hills 9th Addition.
Curve 2 dimensions match the dimensions shown on Indian Hills 9th Addition.
The Chord Bearings are rotated to the Basis of Bearings for this Survey.

Found Brass Cap
In Monument Case
By G. Presol, PE/LS #2845
CPF Instrument #582427
Previously Filed Under
CPF Instrument #298481



W1/16
17
19
20
Found Latah County
Brass Cap In
Monument Case
Cap Unreadable



NO. _____ AT THE REQUEST OF: _____
DATE & HOUR: _____
HENRIANNE WESTBERG
LATAH COUNTY RECORDER
FEE \$ _____ BY _____

Widely & Associates, Inc.
P.O. Box 8728
405 S. Washington Street
Moscow, ID 83843-0828
(208) 882-3520

RTM ROCK CONSULTING, INC.
Lead Surveying
Site Planning
Mapping

PROFESSIONAL LAND SURVEYOR
REGISTERED
6449
DUANE E. PRIEST

Record of Survey for:
Moscow Affordable Housing Trust
Latah County, Idaho

Drafted by: SW
Checked by: DEP
File Name: 4132 ROS.dwg
Tab: Layout
Plot Style: OCE.ctb
Project: 4132-11-18
Date: 12/12/18

1 of 1

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 01/14/2019**Title:** Alcohol Resolution for City-Sponsored Events in City Hall**Responsible Staff:** Jen Pfiffner

Information

DESCRIPTION: 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.

STAFF RECOMMENDATION: Recommend approval of the proposed resolution.

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

Necessary Resources/Impacts:

N/A

Attachments

CityHall,ArtGallery;Beer-Wine;Revised2019(pm3)clean

RESOLUTION NO. 2019 -

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OR DISPENSING OF BEER AND/OR WINE IN CITY HALL UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE SECTIONS 9-8-17 AND 9-6-35; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Moscow City Code Sections 9-8-17 and 9-6-35 prohibit the possession of wine or beer while present in City buildings, except in accordance with specific regulations adopted by Council by Resolution; and

WHEREAS, City Hall in Moscow is a City building which also houses the Third Street Gallery; and

WHEREAS, events are sponsored by City Departments, Committees, Commissions, and programs, and are intended to promote family and community fellowship, education, and appreciation of art and culture; and

WHEREAS, City-sponsored community events (hereinafter “the Permitted Events”) hosted in City Hall and the Third Street Gallery historically have offered a no-host bar during the Permitted Events, pursuant to Resolution No. 2010-04; and

WHEREAS, Council wishes to allow for the vending, distribution, and responsible consumption of beer and/or wine under certain conditions, contained herein and during the limited hours of the Permitted Events in City Hall; and

WHEREAS, Council wishes that the sale and/or consumption of liquor be prohibited during the Permitted Events; and

WHEREAS, Council wishes to delegate the decision to the City Supervisor to offer a no-host bar during the Permitted Events in accordance with this Resolution; and

WHEREAS, Council believes the regulations contained herein are appropriate; and

WHEREAS, Council believes that the specific regulations contained herein balance health and safety concerns of citizens with the desire to promote responsible use of beer and wine; and

WHEREAS, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol (including beer and wine) within City limits; and

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of the Event Sponsor or of the Permitted Events, and/or its affiliates, associations, contributors, supporters, participants, etc.;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho as follows:

SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING THE PERMITTED EVENTS:

Intent:

This Resolution is intended to allow the sale, distribution and consumption of beer and wine only (and not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Events. Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Events.

Liability, Insurance and Safety:

1. No less than ten (10) days prior to each Third Street Gallery Art opening at which a licensed vendor will sell beer and/or wine, the City Clerk shall confirm that the City of Moscow, Idaho has current, paid up, liability insurance in an amount not less than the minimum amount specified in the Idaho Tort Claims Act.
2. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time he/she reasonably determines that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his/her designee to terminate all or part of the Permitted Events.

Vendor:

1. There shall be only one (1) licensed vendor of beer and/or wine at each Permitted Event;
2. All beer and/or wine shall be sold only by a licensed vendor;
3. Every licensed vendor shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a catering permit;
4. The name, address, telephone number, alcohol license permit number of every licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the City Clerk no less than ten (10) days prior to each of the Permitted Events at which such licensed vendor shall sell alcoholic beverages;
5. The vendor shall provide at least one (1) person to check proper identification for those who shall be sold beer and/or wine during each of the Permitted Events. This person shall be clearly identified and shall be stationed at the designated sales/dispensing area and no more than ten feet (10') from any sales or dispensing counter;

Sales and Consumption:

1. No less than ten (10) days prior to each of the Permitted Events at which the licensed vendor will sell beer and/or wine, the City Arts Program Manager or Community Events Manager shall deliver to the City Clerk a site map which shall be drawn to show the location of the dispensing area, consumption area, entry and exit points; and food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by Moscow City Parks and Recreation Director or his/her designee, and by the Moscow Chief of Police prior to each of the Permitted Events.
2. All beer and/or wine sales shall take place only within the designated sales area as shown on the site map required by this Resolution;
3. No person shall be allowed to purchase, consume or possess beer and/or wine other than within the area designated for beer and/or wine sales and consumption, as shown on the map required by this Resolution;
4. Beer and/or wine shall be sold only within the designated sales area between the hours of 5:00 p.m. and 8:00 p.m. during the Permitted Events;
5. Beer and/or wine shall only be consumed in the designated area within City Hall;
6. All beer and/or wine shall be consumed from a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a non-alcoholic beverage;
7. Every occupant within the areas designated for beer and/or wine consumption shall provide identification to law enforcement officers or City employees or City representatives/agents who request it.
8. A sign shall be prominently posted at or near the entrance and exit to each area designated for beer and/or wine sales or consumption stating that consumption or possession of alcohol outside of such designated area is not lawful.
9. No person shall carry or consume an alcoholic beverage within City Hall which is not purchased or dispensed from the licensed vendor at the Permitted Events and consumed within the approved consumption area. Consumption of alcohol outside of the approved consumption area shall be considered a violation of the City's open container ordinance.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this ____ day of _____, 2019.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

MOSCOW CITY COUNCIL AGENDA

Meeting Date: 01/14/2019

Title: Amendment to Comprehensive Sanitation System Master Plan Services Agreement

Responsible Staff: Tim Davis

Information

DESCRIPTION: 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.

STAFF RECOMMENDATION: Recommend approval of the proposed Amendment to the Comprehensive Sanitation System Master Plan with Great West Engineering.

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

Necessary Resources/Impacts

Sanitaion Fund and staff time.

Attachments

Sanitation Comprehensive Master Plan Workshop Recap
 Exhibit A_ MRC Prelim Design_SOW(pm2)clean
 Exhibit B MRC PRelim Design Schedule(pm2)clean
 Exhibit C MRC Prelim Design Fee Estimate(pm2)clean



MEMORANDUM

To: Mayor and City Council
From: Tim Davis, Sanitation Manager
cc: Gary J. Riedner, City Supervisor, Jen Pfiffner, Assistant City Supervisor
Date: January 7, 2018
Re: Sanitation Comprehensive Master Plan Workshop Recap

As a follow-up to the City Council Sanitation Master Planning Workshop, which was held on October 29, 2018, I am providing the following bullet points to recap the status of the Sanitation Master Planning effort, and to provide background for Council consideration of Exhibit A-Scope of Services Amendment No. 1 to the Sanitation System Master Planning Services for Recycling Center Improvements – Preliminary Design with Great West Engineering.

- The Sanitation Comprehensive Master Plan (SCMP) and prior Strategic Plans (SP) have identified insufficient expansion capacity at the City of Moscow Recycling Center (Recycling Center) site.
- The SCMP and prior SP also identified public safety concerns at the Recycling Center public recycling/yard waste drop-off areas. Warehouse size and dry storage of baled recycling materials were also identified as inadequate.
- SCMP public surveys indicated that survey respondents overwhelmingly desired the recycling center/yard waste facility to remain within the Moscow city limits.
- The SCMP consultant, Great West Engineering, presented two prototypical recycling facility layout concepts (3 acre and 2.5 acre). Finding sufficiently sized property, reasonably located and within the city limits has proven difficult.
- Relocating the processing/baling portion of the Recycling Center to the current Solid Waste Processing Facility (SWPF), operated by Latah Sanitation, will free up additional space at the current Recycling Center site and allow the City to make needed improvements, enhance safety, increase capacity and apply some of the SCMP prototypical layout designs at the current site.
- If the processing/baling operations were relocated to the SWPF, approximately 60% of current recycling volumes could then be diverted directly to the relocated processing/baling facility. The current processing/baling facility building could potentially be repurposed at a different location.
- At the workshop, City Council asked at the workshop if the prototypical concepts could be applied at the existing 1.7 acre site. Great West indicated that indeed they could. Based on the findings of the SCMP, City Council consensus indicated a desire to keep the Recycling Center in the current location, if the site could accommodate the use.

**EXHIBIT “A” – SCOPE OF SERVICES
CITY OF MOSCOW
AMENDMENT NO. 1 TO THE SANITATION SYSTEM PLANNING SERVICES FOR
RECYCLING CENTER IMPROVEMENTS - PRELIMINARY DESIGN**

This Amendment is to add two (2) new tasks to the existing contract for the Sanitation System Planning Services project (hereinafter “Project”), to prepare a preliminary design for improving the Moscow Recycling Center (hereinafter “MRC”).

The City of Moscow (hereinafter “City”) desires to relocate the recycling processing/baling components of the MRC to LSI’s Solid Waste Processing Facility location while retaining the collection and service components of the MRC. This will require removing the existing building and storage covers and improving the property to create better traffic flow, enhance safety, and increase [MRC’s] capacity for managing recyclables and green waste.

Task 1 – Project Management and Coordination

Description: Task 1 consists of a Project kickoff meeting and management of technical and administrative aspects of the Project, including monitoring of Project scope, schedule, deliverables, and budget throughout the duration of the Project. Great West Engineering (hereinafter “Great West”) will work closely and collaboratively with City’s Project Manager, provide monthly progress reports, and inform City of Project developments. Great West will provide information concerning progress of the Project, and/or impediments encountered, emerging issues, and information flow requirements occurring between Project participants. Formal communications and interactions between City and Great West will occur in the form of written communications, phone calls, and meetings.

Decisions and action items that are a result of verbal communications will be documented in writing (memorandum or email) and provided to City for review and concurrence. The Project Team will prepare draft materials and deliver them for timely review. Whenever it is appropriate and possible, the Parties will use electronic transmission to decrease waste and expedite the Project schedule. These materials will include revisions based on staff and Advisory group input.

Great West will participate in a Project kickoff meeting with City’s Project Manager via a video conference or teleconference call. The purpose of the kickoff meeting is to (re-) introduce the team; establish protocols for the exchange of information and the resolution of issues that may arise during the course of the engagement; review the scope, schedule and budget; and revisit and review Project goals. A data-needs letter will be prepared in advance of the kickoff meeting and amended after the meeting, if additional data/information is identified.

Task 1 Subtasks/Deliverables.

- **1.1. Project Kickoff Meeting Agenda and Meeting Notes** – documents to be prepared to plan and document the kickoff meeting.
- **1.2. Data Needs Letter/Data Gathering** – a letter will be prepared following the kickoff meeting, if needed, that lists the data and information that is required for the Project.

- **1.3. Various Project Management Communications** – emails, communication logs, meeting agendas and notes.
- **1.4. Monthly Progress Reports and Invoices** – progress summary letters, for work accomplished during the billing period, and invoices will be submitted to City on a monthly basis.

Task 1 Assumptions.

- Project duration (from contract execution to Project closeout) is four (4) months. See Project Timeline (Exhibit “B”).
- The Project kickoff meeting will be conducted via video conference or teleconference call with Great West’s Project Manager (Travis Pyle) and Lead Civil Engineer (Michelle Langdon), and City’s Project Manager.
- City will provide data/information, and review Project deliverables in a timely manner as to not delay the Project schedule. Data needs may require City to coordinate with past consultant(s) to request necessary information.
- Monthly Project management (milestone) meetings will be held by phone call between Great West Project Manager (Travis Pyle) and City’s Project Manager (Tim Davis). Assumes up to a one (1) hour call per month.

Task 2 – MRC Improvements Preliminary Design.

Description. Task 2 consists of creating up to two (2) schematic layout designs for repurposing and improving the existing MRC, including adding new building(s), z-walls for recyclables drop off and green waste drop off, a compost pick-up area, and improving traffic flow patterns, site access, and queueing space. The preferred alternative will then be advanced to the preliminary design level.

Task 2 Subtasks/Deliverables.

- **2.1. Alternative Improvements Assessment Memorandum** – This technical memorandum will document the assumptions and design basis for the two (2) schematic layout concepts for improving and repurposing the MRC. The memorandum will include advantages and disadvantages for each option and the decision points for selecting the preferred alternative. Rough order of magnitude costs will be developed at this level for relative cost comparisons of the two (2) options.
- **2.2. Preliminary Design Summary Memorandum** – This technical memorandum will summarize the design basis for the preferred alternative that is selected as part of Subtask 2.1. Preliminary design drawings will accompany the memorandum showing plans, sections and elevations. A preliminary-level cost estimate will also be included.

Task 2 Assumptions.

- Up to two (2) schematic-level design concepts of the MRC improvements.
- City will provide all required survey, utility locates, and mapping.
- No geotechnical or architectural services are included.
- City will provide original design plans for existing building that will be removed.

**EXHIBIT “B” – SCHEDULE
CITY OF MOSCOW
AMENDMENT NO. 1 TO THE SANITATION SYSTEM PLANNING SERVICES FOR
RECYCLING CENTER IMPROVEMENTS - PRELIMINARY DESIGN**

The following is the estimated milestone schedule for the Project. These dates are subject to change as the Project progresses. Great West will work closely with City to meet deadlines and communicate changes to the schedule as the work progresses.

Task	Milestone/Deliverable	Date (2019)
	Contract Execution/Notice to Proceed	End of January
1.1.	Project Kickoff Meeting	Early February
1.2.	Data Needs Letter/Data Gathering	Early / Mid February
1.3.	Various Project Manager Communications	February - May
1.4.	Monthly Progress Reports and Invoices	February – May / June
2.1.	Alternative Improvements Assessment Memorandum	March / April
2.2.	Preliminary Design Summary Memorandum	April / May

**EXHIBIT “C” – COMPENSATION
CITY OF MOSCOW
SANITATION SYSTEM PLANNING SERVICES**

The following table summarizes the labor and expenses for each task of the Project. The estimate assumes that services will be performed in 2019. Labor and expenses will be billed on a time-and-materials basis and will not exceed the estimated budget unless prior written authorization is received from City. The fee for these services was estimated using the 2019 Schedule of Billing Rates (attached) assuming all work is performed in 2019, based on the Project Schedule (Exhibit “B”).

Task/Description	Labor	Expenses*	Total
1 - Project Management and Coordination (Kickoff)	\$5,800	\$28	\$5,828
2 - MRC Improvements Preliminary Design	\$29,830	\$55	\$29,885
Total	\$35,630	\$83	\$35,713

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 01/14/2019**Title:** Request to Dispose of Surplus SCBA and Extrication Equipment**Responsible Staff:** Brian Nickerson

Information

DESCRIPTION: 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.

STAFF RECOMMENDATION: Recommend authorization to transfer 12 SCBAs and hydraulic extrication equipment to Big Canyon Fire District without compensation.

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

Necessary Resources/Impacts

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments

SCBA Extrication donate update

SCBA surplus memo 0818



**City of Moscow
Fire Department**



Dedicating our efforts to the
preservation of life, the
protection of property and the
safety of our personnel.

Brian Nickerson
Fire Chief

Joe Williams
Division Chief/Fire Marshal

Debby Carscallen
EMS Division Chief

Scott Williams
Training & Safety Captain

229 Pintail Lane
P.O. Box 9203
Moscow, ID 83843
Phone 208.882.2831

Website www.ci.moscow.id.us
Hearing Impaired 208.883.7019
City Hall 208.883.7000

Bill Lambert
Mayor

Gary J. Riedner
City Supervisor



MEMO

To: Gary Riedner, City Supervisor

From: Brian R. Nickerson, Fire Chief

Brian R. Nickerson

Subject: SCBA Surplus

Date: December 17, 2018

We were anticipating receiving approximately \$2,200 per SCBA for a total of \$74,800. To date we received \$32,000 which we sold 16 SCBA's for \$2,000 each which leaves a balance of \$42,800.

Currently we have 16 remaining SCBA.

The following recommendation comes with an understanding we will not gain a return on the remaining surplus of SCBA's as they are serving little purpose in storage.

Re-allocate 4 SCBA to the Water Department

(Currently they have outdated equipment and need replacement.

This will provide adequate replacement for the need.)

Donate remaining 12 SCBA to Big Canyon Fire District

Donate all surpluses of extrication equipment to Big Canyon Fire District.

If you have any questions or have any other thoughts on surplus ideas please let me know.

Please let me know as when word comes we will move these items to the new owners and open our bay space area.

Thank you for this consideration.



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Gary J. Riedner
City Supervisor



MEMO

To: Gary Riedner, City Supervisor

From: Brian R. Nickerson, Fire Chief *Brian R. Nickerson*

Subject: Surplus SCBA (31 packs)

Date: August 7, 2018

Please let this memo serve as a request to surplus the attached listed 31 SCBA's from the City of Moscow's assets and to advertise to surplus the equipment. The equipment has been flow tested and all passed so are prepared to surplus.

As discussed during the budget process we believe we possibly can advertise the surplus items for around \$2,000 each. I would like to advertise for that price and if someone does offer something less we can consider at that time. We will also need a release of liability which I have been working with Mia on as well for each sale.

My thought is that first they will do us no good storing them here with still nine to ten years remaining on them. Secondly I know there are other organizations in the northwest that lack the funds to purchase even for that cost and less as they operate on very limited budgets. With that being said, would possibly like to have that opportunity to help a volunteer organization that could use a hand if the request is deemed viable.

With the approval of this request I would like to move forward with advertising these for sale in the area and the State of Idaho initially and then Washington and Montana.

We do have a pending sale of 5 packs to Pasco Fire Department in Washington in the amount of \$10,000 with your approval.

If you have any questions please feel free to let me know.

Thank you for your continued support of the fire department.

Attachment: SCBA surplus memo 0818 (1868 : Request to Dispose of Surplus SCBA and Extrication Equipment)

FIREHAWK AIRPACK SURPLUS
2018

Serial Number	Description	Flow Test Date	Pass or Fail
AD294639DM	MSA FIREHAWK SCBA	7/16/2018	PASS
LAD293566BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293580BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293586BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD292518SG	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293568BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293584BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293588BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293589BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293592BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293594BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293602BC	MSA FIREHAWK SCBA	7/16/2018	PASS
LAD293590BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293593BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293595BC	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD293620FS	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294626MF	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294627MF	MSA FIREHAWK SCBA	7/16/2018	PASS
LAD294628MF	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294629MF	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294630MF	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294631MF	MSA FIREHAWK SCBA	7/16/2018	PASS
LAD294633MF	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294636DM	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294638DM	MSA FIREHAWK SCBA	7/16/2018	PASS
LAD294632MF	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294635MF	MSA FIREHAWK SCBA	7/16/2018	PASS
LAD294637	MSA FIREHAWK SCBA	7/16/2018	PASS
LAD294640DM	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294641DM	MSA FIREHAWK SCBA	7/17/2018	PASS
LAD294661MF	MSA FIREHAWK SCBA	7/17/2018	PASS

Attachment: SCBA surplus memo 0818 (1868 : Request to Dispose of Surplus SCBA and Extrication Equipment)

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 01/14/2019**Title:** Proposed Adjustment for POST Academy Attendance**Responsible Staff:** Gary J. Riedner

Information

DESCRIPTION: 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.

STAFF RECOMMENDATION: Recommend adjustment of affected police officers' pay pursuant to the attached memo to compensate them for the overtime incurred while attending POST academy.

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.

Necessary Resources/Impacts

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments

memo-Mayor&Council;POST attendance 0119



MEMORANDUM

To: Mayor and City Council
From: Gary J. Riedner, City Supervisor
Date: January 10, 2018
Re: Police Officer Standards & Training (POST) Attendance by City of Moscow Police Officers

It has come to our attention that there is and has been, an issue with the manner in which Moscow Police Officers are paid while attending mandatory training at the Police Officer Standards & Training (POST) academy in Meridian, Idaho.

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 case of Moscow Police Officers attending POST academy, scheduled training is/was mandatory for successful completion of the academy, and attendance at the academy is/was required by the state of Idaho and the City of Moscow for the candidate to become certified as a law enforcement officer.

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.

As an aside, POST has recently changed the format of the academy, and attendees will not be required to attend training beyond 40 hours per week. However, this does not relieve the City of the obligation to our employees to meet both the letter and the spirit of the FLSA.

Because the statute of limitations for an employee to bring an action under the FLSA for unpaid overtime compensation is three years, any Moscow Police Officer who has attended POST academy within the past three years (2015 through 2018) has had her/his compensation adjusted to include any time spent in POST academy training in excess of 40 hours per week paid at one and one-half times her/his regular hourly rate of pay. This includes nine officers and the financial impact is approximately \$22,457.

It has been the practice of the City of Moscow to treat its employees with fairness and equality. Although the legal obligation of the City to compensate for this oversight is limited to three years, I would like the Council to consider that every Police Officer who was sent to mandatory POST

Attachment: memo-Mayor&Council;POST attendance 0119 (1869 : Proposed Adjustment for POST Academy Attendance)

academy, regardless of when she/he attended, also was required to attend mandatory training which resulted in hours in excess of 40 hours per week. I would propose that the City adjust the compensation of any police officer still in the employ of the City to include payment of one and one-half times the police officer's rate of pay for hours spent at POST in excess of 40 hours per week. We have utilized the individual police officer's rate of pay at the time of her/his attendance at POST academy in calculating the adjustments. This would include 16 additional officers and the additional financial impact is \$30,030.

I have met with Finance Director Sarah Banks and determined that because of personnel changes in the Police Department since the beginning of the FY2019 budget, there will likely be sufficient funds already appropriated to fund this proposal. If sufficient funds have not been appropriated, staff will bring any excess over appropriated funds to City Council for approval in the annual open-budget process.

Thank you for your consideration of this proposal.