

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
September 25, 2023**

4:00 PM

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

The meeting was called to order at 4:00 p.m.

PRESENT: Hailey Lewis, Maureen Laflin, Gina Taruscio

OTHERS: Mayor Art Bettge, Council Member Sandra Kelly

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

REGULAR AGENDA

1. Approval of Administrative Committee August 28, 2023 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Houston-Galveston Area Council of Governments Interlocal Contract for Cooperative Purchasing (ACTION ITEM) - Bill Belknap

Idaho Code § 67-2807 authorizes political subdivisions of the State of Idaho to participate in cooperative purchasing agreements with the State of Idaho, other Idaho political subdivisions, other government entities, or associations thereof with the approval of its governing board. The Houston-Galveston Area Council of Governments (H-GAC) is a cooperative purchasing consortium that conducts public competitive procurements compliant with state statutes and provides an efficient means of procuring certain goods and services. The City has previously participated in the program and purchased the last two fire engines through the program. The City desires to continue to participate in the H-GAC program and is seeking Council approval to execute a new Interlocal Contract for Cooperative Purchasing and authorize the Mayor's signature.

PROPOSED ACTIONS: Recommend approval of the Interlocal Contract for Cooperative Purchasing and authorize the Mayor's signature thereon through the proposed resolution; or provide staff further direction.

Belknap introduced the item as written above and explained how the competitive pricing works. The City will be looking at purchasing a ladder truck in the next fiscal year and at the moment production and delivery is estimated to be 42 to 48 months. There have not been other uses for H-GAC at this time and for the most part the City uses local or Idaho based entities for other purchases. This agreement was last signed in 2017 and was signed by a staff member rather than the Mayor. Since 2017, H-GAC has also updated their agreements. There is no cost to the City to participate in the program. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Idaho Public Television Tower Lease Agreement (ACTION ITEM) - Bill Belknap

The City is currently working toward the replacement of the City's emergency communications radio system due to the current equipment reaching end-of-life as well as system coverage deficiencies. One component of that project will include the installation of additional radio antennas and equipment on the radio tower located on Paradise Ridge which is owned by the State of Idaho and operated by Idaho Public Television (IPTV). Staff worked with IPTV to prepare a lease agreement to allow the installation of the new equipment planned for installation with the new radio system. The Lease Agreement was approved by the City Council on May 15th of this year. However, after that approval, IPTV and the

University of Idaho identified a use limitation within the site lease between IPTV and the University of Idaho that would potentially preclude the City's proposed emergency communications use on the site. The University of Idaho Board of Regents approved an amended site lease at their August meeting to address this conflict, and the City and IPTV have amended the lease agreement to reflect the amended site lease and extend the lease term to be concurrent with IPTV's site lease. The agreement is back before the Council for approval with these modifications.

PROPOSED ACTIONS: Recommend approval of the proposed lease agreement, or provide staff further direction.

Belknap introduced the item as written above. Other than the facts stated above, there are no changes to the previously approved agreement. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Proposed Repeal of Moscow City Code Chapter 5, Title 10 (ACTION ITEM) - Bill Belknap

Recent judicial decisions have identified that it is unclear whether the City has the authority to continue to charge the public street lighting fee that was established in 1998. Out of an abundance of caution, City staff is recommending that the City cease the collection of this fee until there is legislative or judicial action that firmly establishes the authority to collect public lighting fees. Staff has prepared an ordinance to repeal Chapter 5 of Title 10 which established the street light fee for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the proposed Ordinance repealing Chapter 5, Title 9 of Moscow City Code; or provide staff further direction.

Belknap introduced the item as written above and reflected on the initial fee that was imposed back in 1998. Having no further discussion, the Committee recommended approval and that it be placed on the Council regular agenda.

5. Proposed amendment to the FY2024 Fee Resolution (ACTION ITEM) - Bill Belknap

Recent judicial decisions have identified that it is unclear whether the City has the authority to continue to charge the public street lighting fee that was established in 1998. Out of an abundance of caution, City staff is recommending that the City cease the collection of this fee until there is legislative or judicial action that firmly establishes the authority to collect public lighting fees. Additionally, recent updates to the City's cost allocation model have resulted in the ability to defer some of the proposed sanitation rate increases. Staff has prepared a resolution to amend the adopted FY2024 fee resolution to incorporate these fee amendments for the Council's consideration.

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

Belknap reviewed the two recommended changes to the FY2024 Fee Resolution due to the repeal of Chapter 5 Title 10. This includes removing the initial fee increase for residential roll carts and then decreasing the fee for mechanical containers or dumpsters. Rather than going down the initial 3%, dumpsters will go down 8%. These changes would become effective starting October 1st and billing would be effective November. The Committee recommended approval and that it be placed on the Council regular agenda.

6. Idaho Counties Risk Management Program Joint Powers Subscriber Agreement (ACTION ITEM) - Bill Belknap

The Idaho Counties Risk Management Program (ICRMP) provides the City with liability and property insurance coverage. ICRMP has updated its Joint Powers Subscribers Agreement that describes member's rights and obligations, ICRMP governance and other general provisions. ICRMP is requesting the Mayor's signature on the updated Joint Powers Subscribers Agreement.

PROPOSED ACTIONS: Recommend approval of the Joint Powers Subscriber Agreement; or provide staff further direction.

Belknap introduced the item by reviewing the meeting that was held with ICRMP and that there were no staff concerns. There were a number of changes to the policy itself, but it was nothing too significant. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 4:17 p.m.

