

Public Works / Finance Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
December 11, 2023**

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Committee meetings are televised, videotaped and/or recorded. Links to view the Committee meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

- 1. Approval of Public Works/Finance Committee October 9, 2023 Minutes (ACTION ITEM) - Taylor Riedner**
- 2. Disbursement Report November 2023 (ACTION ITEM) - Sarah Banks**
Presentation of the Accounts Payable Report for the month ending November 2023.
ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of November 2023.
- 3. Affordable Housing Grant Program Update Resolution (ACTION ITEM) - Cody Riddle**
The Affordable Housing Grant Program, established in 2021, has proven to be overly restrictive or cumbersome to the development community. As a result, the program has been underutilized and not resulted in the needed construction of new, affordable homes. Staff is proposing an update to simplify the application requirements, with the goal of facilitating an increase in affordable home construction.
PROPOSED ACTIONS: Recommend approval of the resolution modifying the requirements of the Affordable Housing Grant Program; or provide staff further direction.
- 4. 2024 WHITCOM Emergency Dispatch Agreement (ACTION ITEM) - Bill Belknap**
The City currently contracts with the WHITCOM joint dispatch center for E911 emergency and non-emergency dispatch services. The attached agreement would continue those services through the 2024 calendar year. The proposed fee for the dispatch services is \$26,389 less than the 2023 agreement, with a total annual cost of \$776,874. Staff has prepared the agreement for the Council's review and approval.
PROPOSED ACTIONS: Recommend approval of the Emergency Dispatch Services Agreement, or provide staff further direction.

5. Startouch Wireless Communications Facility Lease Agreement (ACTION ITEM) - Bill Belknap

Startouch Microwave Communications is requesting to install two (2) microwave antennas and associated cables on the City Rotary Park Water Tower. The proposed use of the equipment is to provide communication services to T-Mobile, which operates a cellular communications site at the location. Staff has prepared a wireless communications lease agreement to allow the installation of the two antennas in exchange for a lease fee of \$3,600 per year which will increase by 3% annually. The agreement is being presented to the Council for the Council's review and approval.

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

6. Benefit Consulting Agreement (ACTION ITEM) - Bill Belknap

The City of Moscow has utilized the Murray Group, Inc. for a number of years to provide consulting. The City of Moscow has utilized the Murray Group, Inc for 18 years to provide benefit consulting services to the city. In September 2023, the City of Moscow sought out Statements of Qualifications (SOQs) from qualified consulting firms for Employee Benefits Consulting Services to assist the City of Moscow (City) in the management of its employee medical, dental, vision, and voluntary supplemental benefit programs to be effective January 1, 2024. The Murray Group was provided notice of termination in September to meet required notice period requirements in the event they were not selected as the successful firm. The City received a total of seven bids and brought 3 firms in for formal presentations. Through this open process, the review committee selected Gallagher Benefit Services, Inc as their finalist. A draft contract has been prepared and is currently under review by Gallagher and is included for the Committee's review. The final contract will be presented for approval at the Council's December 18th meeting.

PROPOSED ACTIONS: Recommend approval of the draft Gallagher Benefit Services Consulting agreement, Broker of Record Letter, and Peak One Fee Schedule to include COBRA Administration; or provide further direction.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's Bilbil ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.