

Moscow City Council



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
December 18, 2023**

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. 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; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council December 4, 2023 Minutes - Laurie M. Hopkins

B. Disbursement Report November 2023 - Sarah Banks

Staff presented the November 2023 Accounts Payable Report to the Public Works / Finance Committee on December 11th, 2023. The Committee received the report and approved the disbursements as presented.

ACTION: Accept the Disbursements Report for the month of November 2023.

C. Affordable Housing Grant Program Update Resolution - Cody Riddle

The City established the Affordable Housing Grant Program in 2021. Since that time, Staff has identified a few refinements to help streamline and improve the program. Staff is proposing an update to simplify the application requirements, intending to facilitate an increase in affordable home construction. This item was reviewed and recommended for approval by the Public Works/Finance Committee on December 11, 2023.

ACTION: Approve the resolution modifying the requirements of the Affordable Housing Grant Program.

D. 2024 WHITCOM Emergency Dispatch Agreement - 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: Approve the Emergency Dispatch Services Agreement.

E. Startouch Wireless Communications Facility Lease Agreement - 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.

ACTION: Approve the wireless communications facility lease agreement.

REGULAR AGENDA

2. Staff Recognition

3. Mayors Appointments (ACTION ITEM)

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

5. Public Hearing: 2216 South Main Street Annexation, Comprehensive Plan Land Use Designation, and Zoning Designation (ACTION ITEM) - Mike Ray

The applicant, Joel Cohen, is proposing a Comprehensive Plan land use designation and zoning designation for a 7.98-acre property proposed to be annexed into the City of Moscow and located at 2216 South Main Street. The current Comprehensive Plan Land Use Designation is Auto-Urban Commercial and the proposal is to retain that designation. The zoning of the subject property is currently a combination of the Industrial (I) and Agriculture Forestry (AF) Zones and the proposal is the Motor Business (MB) Zone. The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed Comprehensive Plan Land Use Designation and Rezone on November 15, 2023 and recommended approval with no conditions.

PROPOSED ACTIONS: Conduct the public hearing on the annexation, Comprehensive Plan land use designation, and zoning designation and upon consideration of any testimony presented:

1. Approve the Annexation Ordinance under suspension of the rule requiring three complete and separate readings and that it be read by title and published by summary; or consider the Annexation Ordinance on first reading; or reject the Annexation Ordinance; or take such other action deemed appropriate.
2. If the Annexation Ordinance is approved, approve the proposed Comprehensive Plan Land Use Designation Resolution and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or reject the proposed Comprehensive Plan Land Use Designation Resolution and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.
3. If the Annexation Ordinance is approved and the Comprehensive Plan Land Use Designation Resolution is approved, approve the proposed Zoning Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or consider the Zoning Ordinance on first reading; or reject the Zoning Ordinance and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.

6. City Limits Ordinance (ACTION ITEM) - Scott Bontrager

Idaho Code Section 63-215 states that taxing districts that alter their boundaries must prepare and file the legal description and map of the new district boundary within 30 days of the amendment or no later than the tenth day of January of the year following the alteration. The City recently amended the City boundary through the annexation of 2216 S Main Street on December 18th, 2023. Staff has prepared a new City Limits ordinance which includes the updated legal description and boundary map for the Council's approval and transmission to the State Tax Commission and Latah County Recorder and Assessor offices.

PROPOSED ACTIONS: Approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

7. 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. The draft contract, pending minor adjustments by Gallagher, was reviewed by the Public Works/Finance Committee on December 11, 2023. The final contract is attached for approval by the Council.

PROPOSED ACTIONS: Approve the Gallagher Benefit Services Consulting agreement, Broker of Record Letter, and Peak One Fee Schedule to include COBRA Administration; or take other action deemed appropriate.

REPORTS

City Council

Mayor

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 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.