

Public Works / Finance Committee



Regular Meeting ~Amended Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday
January 8, 2024

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. Selection of Committee Chair and Vice Chair (ACTION ITEM)

Elect incoming Public Works / Finance Committee Chair and Vice chair.

ACTION: Approve Committee Chair and Vice Chair

2. Approval of Public Works/Finance Committee December 11, 2023 Minutes (ACTION ITEM) - Taylor Riedner

3. Disbursement Report December 2023 (ACTION ITEM) - Sarah Decker

Presentation of the Accounts Payable Report for the month ending December 2023.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of December 2023.

4. First Quarter Financial Report October 1, 2023 to December 31, 2023 for FY2024 (ACTION ITEM) - Sarah Decker

Presentation of the financial report for the first quarter of Fiscal Year 2024 (October 1, 2023 to December 31, 2023).

PROPOSED ACTIONS: Approve the FY2024 First Quarter Financial Report, or provide staff with further direction.

5. Winterfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Cody Riddle

The Moscow Chamber of Commerce + Visitor Center is hosting its annual Moscow Winterfest on Saturday, February 3rd, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The applicant anticipates nine licensed beer and/or wine vendors and ten non-alcoholic and/or food vendors, along with a variety of outdoor games and activities for all ages. Warming fires may be provided at the event at the determination of the Moscow Volunteer Fire Department. The event has been reviewed and approved as of December 5, 2023. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Title 10, Chapter 1, Section 1-12; a draft resolution has been prepared for

Council's consideration.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of the Entertainment District for Moscow Winterfest for the duration of the event; or provide staff further direction.

6. Proposed Lot Line Adjustment at 2216 S Main St (ACTION ITEM) – Aimee Hennrich

The applicants are requesting a lot line adjustment between three parcels located at 2216 S Main Street. Parcel one is currently 2.02 acres in size, parcel two is 0.74 acres, and parcel three is 4.65 acres. As a result of the lot line adjustment, parcel one would decrease in size to 1.29 acres, parcel two would increase to 2.57 acres, and parcel three would decrease to 3.55 acres. The applicant is requesting the lot line adjustment to allow for the sale of a portion of the property. Parcel one is currently vacant land, parcel two is comprised of two buildings which contain various commercial uses including an automotive repair business, and parcel three is vacant land. The subject properties are located within the Motor Business (MB) Zoning District where there is no minimum lot size or lot width requirements. Additionally, every lot shall abut a public street right-of-way for a minimum distance of 40 feet. All of the proposed lots meet this requirement.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

7. Selective Traffic Enforcement Program – Grant Application (ACTION ITEM) - Alisa Anderson / Eric Warner

The Moscow Police Department (MPD) is requesting to participate in the national grant program called Selective Traffic Enforcement Program (STEP) sponsored by the Idaho Transportation Department (ITD), Office of Highway Safety (OHS) for a fourth year. The program addresses traffic crashes resulting in fatal and serious injuries. Using problem identification, the agencies focus on issues addressing specific behaviors related to traffic safety priority areas and safety deficiencies within local law enforcement jurisdictions. The MPD is requesting to submit a grant funding request due on January 31, 2025, for \$121,000 with an in-kind match of \$30,250.

PROPOSED ACTIONS: Recommend approval for the Moscow Police Department to apply for the Selective Traffic Enforcement Program requesting grant funding assistance of \$121,000 for FY2025, or provide staff further direction.

8. Idaho Commission on the Arts Grant Application: Public Programs in the Arts (ACTION ITEM) - Megan Cherry

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Artwalk. If the application is successful, funds are typically available at the end of the City of Moscow's FY24, and would be deferred for use in FY25.

PROPOSED ACTIONS: Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle, or provide staff further direction.

9. Jackson & A Mural RFQ (ACTION ITEM) - Megan Cherry

Following the removal of the damaged mural at the City of Moscow building located at the corner of Jackson and A Streets in May 2023, the Moscow Arts Commission discussed and voted to recommend replacement of the public artwork. Arts staff conducted budget research by analyzing factors such as the cost per square foot and project scope in 13 calls for mural artwork posted

between 2022 - 2023 in the United States. The \$31,850 project budget, funded by insurance coverage following the loss of the previous mural, will accommodate \$3850 to be paid to a painting contractor to complete site prep, priming, and anti-graffiti clear coat; \$1000 honoraria for up to three design finalists; and an artwork commission honorarium of \$25,000. The project is now set to move into the submission phase upon approval of the RFQ and artist agreements by City Council. At present, the project is slated for an initial submission period from February - March 2024, with the goal of completing installation at the end of September 2024.

PROPOSED ACTIONS: Recommend approval of the RFQ and agreements, amend RFQ and agreements, or provide staff further direction.

10. Professional Service Prequalification Process Master Agreements Approval (ACTION ITEM) - Scott Bontrager

The City frequently requires the services of design professionals necessary for the design and construction of a variety of public utility, facility and other public construction projects. Idaho requires that procurement of professional service contracts with design professionals (professional engineers, architects, and landscape architects), construction managers, and professional land surveyors shall be based upon the qualifications and demonstrated competence of the provider of the required services. City staff solicited a Request for Statements of Qualifications (SOQ) on November 3, 2023 for Engineering agencies looking to be included or updated as part of the Professional Services Roster. Submittals were accepted until December 1, 2023. The City received SOQs from a total of 20 engineering firms. Staff is requesting authorization for the City to enter into a Master Services Agreement with those firms, specifying the terms and conditions for the provision of professional services on an on-demand task order basis to the City.

PROPOSED ACTIONS: Recommend approval of Professional Services Roster and allow City to enter into Master Services Agreements with respondents to the City's Statement of Qualifications, or provide staff 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 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.