

Moscow City Council



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Tuesday
January 16, 2024**

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 January 2, 2024 Minutes - Laurie M. Hopkins

B. Approval of Moscow City Council Workshop Minutes of January 2, 2024 - Laurie M. Hopkins

C. Disbursement Report December 2023 - Sarah Decker

Staff presented the December 2023 Accounts Payable Report to the Public Works / Finance Committee on January 8th, 2024. The Committee received the report and approved the disbursements as presented.

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

D. First Quarter Financial Report October 1, 2023 to December 31, 2023 for FY2024 - Sarah Decker

Staff presented the financial report for the first quarter of Fiscal Year 2024 (October 1, 2023 to December 31, 2023) to the Public Works/Finance Committee on January 8th, 2024. The Committee received the financial report and approved it as presented.

ACTION: Accept the FY2024 First Quarter Financial Report.

E. Winterfest Alcohol Use Request in Entertainment District - 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. This item was reviewed, and recommended for approval by the Public Works/Finance Committee on January 8, 2024.

ACTION: Approve 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.

F. Idaho Commission on the Arts Grant Application: Public Programs in the Arts - 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. This was reviewed by the Public Works/Finance Committee on January 8, 2024 and recommended for approval.

ACTION: Approve the Public Programs in the Arts (PPA) grant application for the current cycle.

G. Professional Service Prequalification Process Master Agreements Approval - 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. This was reviewed by the Public Works/Finance Committee on January 8, 2024, and recommended for approval.

ACTION: Approve the Professional Services Roster and allow City to enter into Master Services Agreements with respondents to the City's Statement of Qualifications.

H. Selective Traffic Enforcement Program – Grant Application - 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. This item was reviewed by the Public Works/Finance Committee on January 8, 2024, and recommended for approval.

ACTION: Approval for the Moscow Police Department to apply for the Selective Traffic Enforcement Program requesting grant funding assistance of \$121,000 for FY2025.

REGULAR AGENDA

2. Mayors Appointments (ACTION ITEM)

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

4. 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. This was reviewed by the Public Works/Finance Committee on January 8, 2024.

PROPOSED ACTIONS: Approve the RFQ and agreements, amend RFQ and agreements, or take other action deemed appropriate.

5. Replacement of Ordinances and a Resolution related to the annexation of property located at 2216 South Main Street (ACTION ITEM) - Mike Ray

On December 18, 2023, City Council approved Ordinance 2023-10, Ordinance 2023-11, and Resolution 2023-28, which pertained to the annexation, Comprehensive Plan land use designation, and zoning designation for a 7.98-acre property located at 2216 South Main Street. The City was subsequently contacted by the Idaho State Tax Commission who indicated that the legal description which was provided by the applicant and inserted into Ordinance 2023-10 incorrectly listed Township 35, whereas the correct Township is 39. The Idaho State Tax Commission requested a correction be made to the legal description followed by a re-recording of the Ordinance and resubmission to the State Tax Commission. Since the same legal description which contained the incorrect Township was also used within Ordinance 2023-11 and Resolution 2023-28, staff has corrected the legal description in all three documents for the Council's consideration.

PROPOSED ACTIONS:

1. Approve the proposed Ordinance replacing Ordinance 2023-10 under suspension of the rules requiring three complete and separate readings and that it be read by title, published by summary; or take other action deemed appropriate.
2. Approve the proposed Resolution replacing Resolution 2023-28; or take such other action deemed appropriate.
3. Approve the proposed Ordinance replacing Ordinance 2023-11 under suspension of the rules requiring three complete and separate readings and that it be read by title, published by summary; or take other action deemed appropriate.

6. Restated City Limits Ordinance (ACTION ITEM) - Cody Riddle

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 amended the boundary to reflect the annexation of 2216 S. Main Street on December 18th, 2023 and prepared a new ordinance that included an updated legal description and boundary map. An error in the legal description associated with the 2216 S. Main Street annexation was discovered after this action. As a result, the City Limits Ordinance adopted by Council on December 18, 2023 (ORD 2023-12) is invalid. The erroneous annexation has been corrected, and staff is seeking Council approval of a restated City Limits Ordinance.

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.

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 adaordinator@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.