

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

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**Monday
February 26, 2024**

4:00 PM

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

The meeting was called to order at 4:00 P.M.

PRESENT: Julia Parker, Sandra Kelly, Gina Taruscio

OTHERS: Mayor Art Bettge, Council Member Bryce Blankenship

STAFF: Bill Belknap, Cody Riddle, Evan Timar, Mike Ray, Brian Nickerson, Amanda Argona, Alisa Anderson, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee January 22, 2024 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. 2024 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona

In 2018, the Farmers Market Commission and Community Events Division implemented the first iteration of the Moscow Farmers Market Handbook. The Handbook is an expanded policy document meant to provide clarity and serve as a resource for anyone seeking information on the Market, as well as hold Market participants accountable for operating procedures. At the end of each season, the policies that make up the Handbook are considered in depth by staff and the Farmers Market Commission. The Commission reviewed the proposed changes to the Handbook on February 6, 2024, and unanimously accepted all changes for approval and adoption by the Council for the 2024 Market Season.

PROPOSED ACTIONS: Recommend approval of the 2024 Moscow Farmers Market Handbook, or provide staff further direction.

Argona introduced the item by reflecting on the process taken to update the handbook by both vendors and commission members. Revised categories include vendor definitions and subcategories found on page 9 of the handbook, and vendor operating policies starting on page 23. Handbook changes often vary year to year based on the results of the previous seasons and certain vendor experiences. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

3. Ordinance Amending Moscow City Code Title 4, Chapter 3 Regarding Self-Storage Facilities (ACTION ITEM) - Mike Ray

Self-storage facilities are currently only permitted within certain commercial zoning districts in the City. The City continues to allow and encourage a range of different housing types to be developed, some of which are constructed on smaller lots which have limited storage space. In order to accommodate developments that allow for more efficient and innovative housing

types, it will become increasingly imperative that an adequate number of storage options are available within the City. Therefore, the Planning and Zoning Commission has prepared an ordinance which would allow self-storage facilities within more residential and commercial zoning districts, subject to development standards to ensure compatibility with surrounding areas and minimize their impact on adjacent uses. The Planning and Zoning Commission conducted a public hearing on the proposed ordinance on January 11, 2023 and recommended approval to City Council. The public hearing before City Council has been scheduled for March 4, 2024.

PROPOSED ACTIONS: Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming March 4, 2024 meeting; or provide staff further direction.

Ray introduced the item as written above, defined self-storage facilities, and explained that currently these facilities are only permitted in motor business and industrial zones. R3 and R4 zones are targeted due to their flexibility in nature. Impacts include ease of access to residential areas due to minimal traffic, quieter neighborhoods, increased resources for compact residential areas with less storage space, and no water or sewer demand. Minimum property size would be set to one-half acre and a maximum size was not set. These facilities are more likely to be seen on the outskirts of town as new developments are made and are less likely to be seen in town. Front and side street setbacks would be set at 20 feet while rear and side yard setbacks would be 10 feet. These setbacks are standard with the zoning districts. Building height will not exceed 14 feet and hours of operation will be limited to 7:00am to 10:00pm to coincide with noise ordinances. Vegetative buffers will be installed around the perimeter of the site and use of units shall be for personal use only and not commercial. Personal use includes goods, wares, merchandise, motor vehicles, watercrafts, and household items and furnishings. Permitted outdoor storage includes RVs, boats but must not be visible by adjacent streets or properties. No property boundary shall be located within three hundred feet of any other property located. Lighting and signage restrictions will follow that of other residential zoning and standard city requirements.

With no recommendation, the Committee placed it on the Council regular agenda for public hearing.

4. Task Order No. 22 Moscow Water Reclamation Facility – Intermediate Pump Station (IPS) Upgrade (ACTION ITEM) - Evan Timar

Task Order No.22, pursuant to the Master Agreement for Professional Services between City of Moscow and J-U-B Engineers, consists of design phase and bidding services for the replacement of the existing three Archimedes screw pumps, which are original to the 2002 Phase III facility upgrade. The IPS system is relied upon to maintain a seamless and consistent operation by moving all of Moscow's wastewater to the peak of the Reclamation Facilities hydraulic grade line further distributing it to downstream treatment processes. On average, the IPS system pumps 650 million gallons of wastewater per year into the facility.

PROPOSED ACTIONS: Recommend acceptance of the Agreement in the amount of \$157,000, or provide staff with further direction.

Timar introduced the item by reflecting on the capital improvement plan for the IPS pump systems and reclamation facilities. J-U-B has been on the approved engineering roster and has been familiar with the process. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

5. Assistance to Firefighters – Grant Application (ACTION ITEM) - Alisa Anderson / Brian Nickerson

The Moscow Volunteer Fire Department (Department) is requesting to submit a funding request to the Assistance to Firefighters Grant (AFG) under the Operations and Safety (O&S) program which funds fire safety projects and equipment for first responders. The primary goal of the AFG is to meet the firefighting and emergency response needs of fire departments and non-affiliated emergency medical service organizations. The proposed grant request is to purchase communications equipment to include 50 portable, all-band, radio systems to include chargers, audio accessories, extended warranty and service agreement. The total estimated cost for the proposed radios is \$460,000 and the required match for jurisdictions of more than 20,000 residents is 10% of the grant award. The grant application is due March 8, 2024.

PROPOSED ACTIONS: Recommend approval for the Moscow Volunteer Fire Department to submit a grant application to the FY2023 Assistance to Firefighters Grant program for an amount not to exceed \$460,000 for portable radio equipment, or provide staff with further direction.

Anderson introduced the item by reflecting on previous years grant approvals for the same annual program. The program identifies high, medium, and low priority items to be funded and these radios are listed as high.

Nickerson reviewed the radios that are currently in use and the potential use of the awarded funds for new radios. The City currently operates on VHF (Very High Frequency) radio and the new radios may provide the opportunity to expand to Narrowband or 700 MHz radio. Both of these new options provide cross compatibility to other systems in the future unlike the current VHF. The lifespan of one of these radios is approximately 7-10 years and the department currently has some devices that are greater than 20 years old. Regulations listed in the grant program estimate the lifespans as 8-14 years.

Belknap reminded the Committee of the City's current radio replace project that has been approved by Council and the increase of efficiency with these devices. The City currently operates on over 300 radios that need replacement and this program would greatly support that project. The repeaters being replaced will be compatible with the proposed radio replacement.

The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 4:45 P.M.

