

Public Works / Finance Committee



Regular Meeting ~Amended Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, April 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. **Approval of Public Works/Finance Committee March 11, 2024 Minutes (ACTION ITEM) - Taylor Riedner**
2. **PUBLIC MEETING: Proposed Lot Division located at 2216 S Main Street (ACTION ITEM) – Aimee Hennrich**

The applicant is requesting a lot division to create two lots of approximately .86 acres and 1.70 acres in size from one existing parcel of 2.57 acres in size. The intention of the lot division is to create two separate parcels for independent ownership. The subject property is located within the Motor Business (MB) Zoning District where there is no minimum lot size or lot width requirements. However, City standards do require every lot to abut a public street right-of-way for a minimum distance of 40'. Both of the proposed lots meet this requirement. Property owners within 600 feet of the property have been notified of the proposed division and a sign was posted seven (7) days prior to the public meeting date.

PROPOSED ACTIONS: Recommend approval of the lot division request with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division; or provide staff with further direction.

3. **Disbursement Report March 2024 (ACTION ITEM) - Sarah Decker**

Presentation of the Accounts Payable Report for the month ending March, 2024.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of March 2024.

4. **Second Quarter Financial Report January 1, 2024 to March 31, 2024 for FY2024 (ACTION ITEM) - Sarah Decker**

Presentation of the financial report for the Second Quarter of Fiscal Year 2024 (January 1, 2024 to March 31, 2024).

PROPOSED ACTIONS: Approve the FY2024 Second Quarter Report, or provide staff further direction.

5. Resolution for the Destruction of City Records (ACTION ITEM) - Laurie M. Hopkins

In 2021, the City Council adopted Resolution 2021-27 classifying City records as temporary, semi-permanent, and permanent, each with a retention period. Idaho Code 50-907 allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City departments have reviewed their current records in order to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

PROPOSED ACTIONS: Recommend approval of the resolution for destruction of City records, or provide staff further direction.

6. Moscow Renaissance Fair Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona

Moscow Renaissance Fair LLC is hosting the annual Moscow Renaissance Fair on Saturday, May 4 and Sunday, May 5 in East City Park. The annual event is a community celebration of spring. Live music, artisans, kid-friendly activities, food vendors, and a beer garden are traditional aspects of this event. The applicant anticipates 1 (one) licensed vendor offering beer and wine in the beer garden, which is estimated to be 30'x20' in size. Following standard operating procedures for events with alcohol within a City Park, Moscow Renaissance Fair LLC is requesting the allowance of attendees to possess and consume alcoholic beverages within the beer garden from 12:00-8:00 pm on Saturday and 12:00-5:00 pm on Sunday. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Moscow Renaissance Fair for the listed dates and times during the event; or provide staff with further direction.

7. Artwalk Season Finale Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

The City of Moscow Arts Department is hosting the Artwalk Season Finale on Thursday, June 20th, from 4:00 pm to 8:00 pm on Main Street between 3rd and 6th Streets. This annual event concludes the 2023-2024 Artwalk Season in an artistic and festive manner. As a City-hosted event, the Arts Department has facilitated the registration of Main Street vendors and demonstrators, as well as business and non-profit host locations. No more than 5 (five) licensed vendors will be authorized for beer/wine sales, and a variety of activities will take place including live music, Kidwalk, food sales, art demonstrations, and more. The event has been reviewed and approved as of February 6, 2024. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Artwalk is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; 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 Artwalk Season Finale for the duration of the event; or provide staff further direction.

8. Carol Brink Pathway Replacement Project - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel

This project's scope includes removing and replacing 670' of 10' wide existing pathway as well as 298' of an HMA overlay at a depth of 1.5" on Carol Brink Pathway located on the north end of the Moscow School District Community Playfields. Restoration of the existing pathway includes crushed rock base, subgrade separation geotextile, HMA paving, and restoring existing landscaping. The City advertised the project for bids on March 9, 2024 & March 16, 2024, and the Engineer's Estimate for the construction was \$94,375.00. Bids were opened on March 26, 2024, at which two (2) bids were received. The bids ranged from \$105,678.00 to \$148,818.25. Of those bids, the lowest responsive bid received was submitted by Motley-Motley with a bid of \$105,678.00. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the Bid from Motley-Motley, award the contract in the amount of \$105,678.00, and authorize staff approval of construction change orders in the amount not to exceed 10% of the contract amount, or provide staff further direction.

9. Latah County Polling Location Agreement (ACTION ITEM) - Bill Belknap

In 2019, the City of Moscow entered into an agreement with Latah County to allow the County to utilize the Hamilton Indoor Recreation Center as a polling location during elections that are administered by the County Clerk's office at no cost to the County. It has come to both parties' attention that the prior 2019 agreement expired in 2020, even though the County has continued to utilize the facility as a polling place since 2019. Staff has prepared an updated agreement with similar terms and conditions that would cover all elections for the next five years and which includes a slightly shortened time window allowed for use of the facility as a polling location for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the Polling Location Agreement; or take other action deemed appropriate.

10. Paramedic Agreement with the Volunteer Fire Department of Moscow Idaho (ACTION ITEM) - Bill Belknap

The City has reached an agreement with the Volunteer Fire Department of Moscow, Idaho, to jointly fund three paramedic/firefighter positions to ensure 24/7 paramedic coverage required by the Departments Advanced Life Support (ALS) EMS license. Under the agreement, the Volunteers would fund the positions for the first three years, after which the City would fund 5% of the positions, which would be increased by 5% per year until reaching an 80%/20% cost distribution between the Volunteers and the City. In addition, beginning in 2026, the City would contribute 25% of the cost of future ambulance replacements. The Volunteer Board unanimously approved the proposal and their Board meeting on February 22, 2024. Staff has prepared an agreement for the shared positions for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the Paramedic Agreement with the Volunteer Fire Department of Moscow, Idaho; or take other action as deemed appropriate.

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.