Administrative Committee

Regular Meeting
~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, July 22, 2024	**4:00 PM**	**Council Chambers** **206 E. Third St.**

The meeting was called to order at 4:00 p.m.
PRESENT: Julia Parker, Drew Davis, Sandra Kelly
OTHERS: Mayor Art Bettge
STAFF: Bill Belknap, Cody Riddle, Mia Bautista, Laurie M. Hopkins, Megan Cherry, Aimee Hennrich

REGULAR AGENDA

1. **Approval of Administrative Committee March 25, 2024 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

2. **Public Meeting: Proposed Lot Division at 322 and 328 Southview Avenue (ACTION ITEM) – Aimee Hennrich**

The applicant, John Ficca, is requesting a lot division to create two lots of approximately 4,621 sf and sf, 4,497 sf in size from one existing lot of 9,118 sf in size. The intention of the lot division is to divide the existing twinhome dwelling along its shared common wall in order to allow for the individual sale of each dwelling unit. The subject property is located within the Medium Density (R-3) Zoning District which requires a minimum lot size of 3,250 square feet and a minimum lot width of 30 feet for twinhomes. Both proposed lots meet the minimum lot area and width requirements of the R-3 Zone, and the existing structure will meet all setback requirements. 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 with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division request; or provide staff further direction.

Hennrich introduced the item as written above.

Nils Peterson (Moscow Affordable Housing) is in favor. From a financial perspective, if the lot is not split, it would need to sell as a duplex, one ownership and would have to put 20% down. If split, the two residences can be sold to different owns and would only need 5-10% down.

Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

Parker arrived at 4:03 p.m.

3. **Mural at Jackson & A: Selected Artist (ACTION ITEM) - Megan Cherry**

During a call for qualifications open to artists from the United States, 52 artist submissions were received for the mural project at Jackson and A Streets. The Selection Panel met to review the submissions on April 22, 2024 and voted during that meeting to recommend three finalists: Jay Rasgorshek, Ernesto Maranje, and Darion Fleming. On May 14, 2024, the MAC voted to recommend the same three finalists, after which point the artists created site-specific designs. The designs were available for public viewing and comment from June 25–27, 2024. Of the 316 public comments received, 210 were in favor of the design submitted by Jay Rasgorshek of Boise, ID. The Selection Panel convened to discuss and score the designs, ultimately voting to recommend Rasgorshek as the selected artist, a recommendation that the MAC echoed in a vote during their regular meeting on Tuesday, July 9. Following Council approval of a recommended artist, staff will proceed with the completion of the artwork commission agreement previously approved by Council on January 16, 2024. Installation of the mural is anticipated to be complete at the end of September 2024.

PROPOSED ACTIONS: Approve the selection of Jay Rasgorshek and his mural design submission, or provide staff further direction.

Cherry introduced the item as written above. A timeline was provided as well as a background on Jay Rasgorshek. The selection panel liked Jay's submission as he researched the history of the Moscow area and also the way the artwork fits with the building. The selection panel was interested in changing the background to blue. Rasgorshek is hesitant to do so. Cherry said blue and red tend to fade quicker and could also push towards the blue/orange rather than Vandal colors. The Committee wasn't interested in changing the design because it would increase the timeframe, pigment of paint, and want to respect the vision of the artist. The Committee recommended approval and that it be placed on the Council regular agenda. Cherry spoke on the addition of a graffiti protection layer that will be included.

4. **Pheenix USH, LLC d/b/a Spin-License Agreement for Shared Mobility (ACTION ITEM) - Cody Riddle**

Staff will present a proposed one-year license agreement with Spin, for the operation of shared-use scooters within the City. If approved, the agreement will allow deployment of up to 150 shared devices (scooters). The shared mobility program was established through an amendment to Title 11, Chapter 2, of Moscow City Code back in 2022. The current proposal is similar to an agreement previously entered into with Bird Rides. They never deployed their devices and that agreement expired.

As specified by the adopted ordinance, the newly proposed license agreement includes a downtown dismount zone, where riding electric assist devices is prohibited on the sidewalk. Devices can be operated safely on the streets in this area. The mobility provider will geo-fence the designated area to ensure compliance, and the City has installed signage to communicate this standard. This will be especially important for private users whose devices are not regulated by a shared provider. The agreement also includes a no parking zone around Friendship Square, and another adjacent to the Student Union Building on the University of Idaho Campus. Additional provisions applicable on campus include a speed limit of 9mph around the core, a limit to parking devices only within established racks, and a prohibition from riding in the arboretums or on the President’s residential property. Finally, the document includes a provision for impounding devices not operated, stored, or maintained in compliance with the ordinance or other agreement standards. If approved, the agreement will be in effect for one year. This will allow for an annual review of the effectiveness of the shared mobility program and inform changes to future agreements if necessary.

PROPOSED ACTIONS: Recommend approval of the License Agreement with Spin, or provide staff with further direction.

Riddle introduced the item as written above. The agreement is similar to the 2022 agreement with Bird. Code enforcement will do the impounding. Parker sees the positive and negative aspects. She feels it will be good to try it out and see how it goes. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Proposed Sidewalk Café Standard Amendments (ACTION ITEM) - Bill Belknap

Currently, the City's Sidewalk Café regulations prohibit the service and consumption of liquor within licensed sidewalk cafés unless the establishment is a full-service restaurant. Drinking establishments (such as bars) that are not full-service restaurants are technically allowed to have a sidewalk café so long as liquor is not served or consumed within the sidewalk café area. Due to the challenge presented by policing the consumption of liquor in the sidewalk café areas, the City has historically denied licensing sidewalk cafés to drinking establishments that serve liquor. This has led to a disparity in the allowance of sidewalk cafés downtown. Staff have prepared a proposed ordinance to eliminate the full-service restaurant requirement for liquor service and consumption within the licensed area. The proposed ordinance also includes several other minor amendments to clarify allowed uses within the sidewalk café area and the application and license procedure, specify permitted physical barrier elements, and change violation of the ordinance from a misdemeanor to an infraction for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the ordinance; or provide staff further direction.

Belknap introduced the item as written above. Kelly said Council leadership reviewed this topic and liked the idea. Parker is a little uncomfortable and prefers to not recommend approval. The Committee forwarded the item to the Council regular agenda for discussion.

6. Emergency Radio Equipment Purchase Approval (ACTION ITEM) - Bill Belknap

The City's emergency radio equipment is at its end of life and many of the portable radios can no longer be serviced, and replacement parts are no longer available. The City's Emergency Radio Project will replace all existing portable (hand-held) and mobile (vehicle-mounted) radios as well as replace the existing radio repeater system with a new simulcast system with enhanced radio coverage, as well as encryption for two police channels to protect officer safety during emergency events. The total cost for all radios and accessories is $1,046,977.55. Per the City's adopted purchasing policy, budgeted purchases over $150,000 must be approved by the Council. Staff is requesting the Council's approval to move forward with this purchase.

PROPOSED ACTIONS: Recommend approval of the radio purchase, or provide staff further direction.

Belknap introduced the item as written above. Staff previously anticipated the cost being $3.5 million. The total combined purchase and installation will only be approximately $2.5 million. The purchase is under a state-wide cooperative contract which provided a discount. The Committee recommended approval and that it be placed on the Council consent agenda.

7. Emergency Radio System Installation Agreement (ACTION ITEM) - Bill Belknap

The City’s existing emergency radio system is reaching end of life and service and parts are no longer available. In addition, there are currently several locations within the City where radio coverage is not present and emergency responders are unable to communicate on their radios. The City Council has identified the replacement of the radio system as one of the City’s strategic priorities within the City’s strategic plan. The City recently solicited bids for the replacement of the emergency radio system and received one responsive bid from RACOM Communications for the project. Staff and RACOM representatives have refined the radio system design and have prepared an agreement for the project. The project will include the installation of a five-channel simulcast

VHF radio system with repeaters to be installed on Moscow Mountain, Paradise Ridge, Well #10, City Hall, and the Latah County Courthouse, as well as interconnections with the Whitcom dispatch center. The proposal includes encryption for the Police dispatch and Police tactical channels to improve and enhance officer safety during critical incident response. The total contract cost is $1,110,167.50. The City budgeted $2,307,798 in funding for the project. The combined cost of the radio system and replacement portable and mobile radios is currently estimated at $2,157,145.05, which is $150,652 under the total project budget. Staff is seeking Council's approval of the agreement with RACOM to replace the City's emergency radio system.

PROPOSED ACTIONS: Recommend approval of the Agreement with RACOM in the amount of $1,110,167.50, or provide staff further direction.

Belknap introduced the item as written above. This system upgrade solves the coverage issue for officers so they will not have to switch channels throughout town. It is a five channel system which includes primary police and fire, two tactical channels, and the public works channel. Each path will have a backup microwave connection so that there are two points of redundancy. Staff decided not to include duel band due to cost and coverage, which decreased the total project cost. Latah Sheriff Office their own sites, at least 10-11 around the county and are on their own frequency. The bulk of the cost is the repeaters and all need to be unique. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting closed at 4:38 p.m.

Minutes Approved On

August 26, 2024

(Clerk Signature)