

## Public Works / Finance Committee



### Regular Meeting ~Minutes~

Laurie M. Hopkins  
City Clerk

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

208.883.7015

---

**Monday  
April 8, 2024**

**4:00 PM**

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

---

#### **The meeting was called to order at 4:00 PM**

PRESENT: Hailey Lewis, Gina Taruscio, Bryce Blankenship

OTHERS: Mayor Art Bettge, Council Member Sandra Kelly

STAFF: Bill Belknap, Cody Riddle, Laurie Hopkins, Sarah Decker, Bob Buvel, Megan Cherry, Amanda Argona, Aimee Hennrich, Brian Nickerson, Mia Bautista, Taylor Riedner

#### **REGULAR AGENDA**

##### **1. Approval of Public Works/Finance Committee March 11, 2024 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

##### **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.

Hennrich introduced the item by reviewing the subject properties and the proposed lot division which does not relate to the installation of Highway 95.

Committee invited any public comment, none offered.

Needing no further conversation, the Committee recommended approval with no conditions, and that it be placed on the Council consent agenda.

##### **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.

Decker introduced the item by highlighting major expenditures including desktop software package renewals and the city procured an onsite chlorine generation system for wells 2 and 3. Needing no further discussion, the Committee recommended approval, authorized the use of digital signatures, and that it be placed on the Council consent agenda.

**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.

Decker introduced the item by explaining most items should be at 50% or below with the exception of one-time transfers. Fleet does have an overage in capital outlay as reviewed in the first quarter as well due to the fire engine budgeted payment. Total revenues are at 31.8% and expenditures are 26.8% The Committee recommended approval and that it be placed on the Council consent agenda.

**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.

Hopkins introduced the item by reflecting on the Resolution that was passed in December 2021 and the annual record destruction practice. The Idaho State Code and Association of Idaho Cities provide guidance to this practice. It may also be up to department discretion to retain documents longer than the recommended retention schedule as well. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

**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.

Argona introduced the item by reviewing the draft resolution in the packet and the annual process staff takes to handle these requests. Having only one alcohol vendor is at the discretion of the applicant. Should the applicant wish to have more alcohol vendors, it would be included in their application for review and the put into the resolution.

LuAnn Scott (Renaissance Fair President) shared that the City Parks Department will install a 20x20 canopy over the stage for the upcoming Hemp Fest and if it works, the same thing will be used for this event.

Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

**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.

Argona introduced the item by reflecting on successful events in previous years. The Moscow Police Department has not had any concerns about past events and has reviewed the event application as well. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

**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.

Buvel introduced the item by reviewing the current condition of the pathway. An additional \$8,000 in funds would be utilized by the City's Parks Department to install a vegetation barrier on the north side of the park to help protect the pathway. The City's Arborist has agreed that by installing this barrier, it will help re-direct nearby tree roots to help prevent damage in the future and not damage any current trees. The difference between the engineer's estimate and the low bid can still be covered by the City's budget. The Committee recommended approval and that it be placed on the Council consent agenda.

**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.

Belknap introduced the item by reflecting on the agreement from 2019 to use the HIRC as a location for the facility to be used for voting. Minor changes such as time frame to use the facility has been updated and then extended to a 5 year agreement expiring in December of 2029. The agreement also allows the City Supervisor to authorize use for other events outside of normal elections. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

**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.

Belknap reflected on previous Committee conversations regarding the City's emergency medical services and fire suppression which is largely provided by community volunteers and student residents. The volunteers provide advanced life saving EMS services that requires a paramedic to be on shift 24/7/365. In the last 2 years, the City's paid administrative staff, who are not paid to be paramedics, covered 51% of the shifts for the year. Last year that number dropped to 35%. Both the City and volunteers have recognized the need to insure the paramedic coverage is met. These services are provided to both city residents and surrounding rural areas and other unincorporated areas. To address this concern, the City has been meeting with the volunteers about jointly funding paramedic positions. The volunteer organization currently bills for the services provided including medical transport services and receives between \$500,000 and \$600,000 per year in revenue. The volunteer board unanimously voted in support of the City's proposal and it is anticipated that these new city positions will begin in January of 2025. This is a 10-year agreement set to expire in 2034 and can be terminated at any time by either party with a 12-month notice. This agreement will remain the same regardless of the outcomes of the SAFER Grant that the City recently applied for.

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

**ADJOURN**

The meeting adjourned at 4:40 PM

