

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, August 26, 2024

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 p.m.

PRESENT: Drew Davis, Sandra Kelly, Julia Parker

OTHERS: Mayor Art Bettge, Council Member Bryce Blankenship

STAFF: Bill Belknap, Mia Bautista, Alisa Anderson, Scott Bontrager, Laura Perrigo, Laurie M. Hopkins

REGULAR AGENDA

1. Approval of Administrative Committee July 22, 2024 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Moscowberfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Laura Perrigo

The Moscow Chamber of Commerce + Visitor Center is hosting their annual Moscowberfest on Saturday, September 28th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This event is now in its fourth year and is stylized in the spirit of fall folk festivals. The applicant anticipates no more than fifteen (15) licensed beer and/or wine vendors, up to fifteen (15) food vendors, and up to fifteen (15) vendors facilitating street games, activities, and competitions such as: face painting, knitting and spinning circle, children's crafts, rubber ninja throwing stars, stein holding, keg lifting, etc. The event has been reviewed and approved as of August 14, 2024.

Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, The Moscow Chamber of Commerce + Visitor Center 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 Moscowberfest for the duration of the event; or provide staff with further direction.

Perrigo introduced the item as written above. The event has the same footprint as last year and extra port-a-potties will be set up. The Committee recommended approval and that it be placed on the Council consent agenda.

3. State/Local Agreement for Construction of the Public Avenue Corridor Safety Improvements (ACTION ITEM) - Alisa Anderson / Scott Bontrager

The City of Moscow's Public Avenue Corridor Safety Improvements project located in northeast Moscow is a 1,100-foot long corridor on Public Avenue from Polk Street to Lincoln Street. The project includes the installation of a permanent concrete splitter island at the intersection of Polk Street and Public Avenue and upgrading the roadway to include full 12-foot vehicle lanes and 5-foot bicycle lanes. Additional improvements include the installation of 2,200 linear feet of curb, gutter, and a 5-foot sidewalk. These improvements will widen the roadway and eliminate roadside ditches,

creating a more navigable corridor for both vehicles and pedestrians/cyclists. These improvements will provide a safer environment and help keep drivers on the road through the installation of curbing and advance warning signs for the curves. The reduction of several roadside hazards to include ditch lines, trees, and utility poles will greatly decrease the risk of injury accidents. Lastly, the installation of larger, retroreflective signs and thermoplastic crosswalk bars will increase stop compliance at intersections. The design was completed in June 2024 and the project is now ready to be put out to bid for construction, which requires the approval and execution of the State/Local Agreement and the corresponding Resolution. Construction is expected to occur in 2025.

PROPOSED ACTIONS: Approve the State/Local Agreement and the corresponding Resolution for Construction of the Public Avenue Corridor Safety Improvements Project No. A022(402), Key No. 22402, or provide staff further direction.

Anderson introduced the item giving a brief background of the project and funding details. The original request was from Polk to Orchard but the project was too large for this grant. There were a few delays in the design, one due to needing an easement. Bontrager provided details as written above. Part of the project will fill in ditches, curb, gutters, sidewalks and putting a concrete island in the Polk and Public intersection. The F Street and Public intersection will also be modified to allow more view of the oncoming eastern traffic. full storm system. Bontrager said what the design professional estimate was versus the LHTAC amount was almost \$400,000. Staff had a meeting today with LHTAC discussing reducing the City match so it doesn't exceed \$400,000 which will be closer to what staff thinks that bids will come in at.

Belknap said the FY2025 budget anticipated the project at \$100,000 but staff was not aware of the substantial increase of match from \$64,000 to \$699,000. LHTAC provided various options such as phasing, paying LHTAC for design, or reducing the local match. The match must be paid before the project goes into the federal aid process and bid process. If the project comes in lower, the extra money doesn't come back to the City until the project is closed out, estimating a wait of 2 years for this project. If the project does come in at \$400,000 the storm utility could support some as storm water will be included. Some match may have to be pulled from capital projects. If everything falls into place, bidding will be in the fall and construction next spring.

In answer to council questions, Bontrager explained the project was scoped prior to COVID and things have escalated in price, especially asphalt. Storm infrastructure had more major changes than the minor updates that were anticipated. Anderson said LHTAC has also added \$600,000 in grant funds. If the project is delayed, the City may not receive these funds in the future which is why staff wants to try to make it work. Bontrager said the scope has changed from a safety related project to a rebuild urban section. Belknap explained this is a historic county road that was annexed and hasn't been upgraded. In answer to Davis's question regarding county annexed roads, the city recommends the county require infrastructure on their streets in the ACI but the county doesn't feel it has jurisdiction to do so as the Latah County Highway District is in control of the county roads.

Kelly supports as she has past experience walking in the area with no sidewalks and how dangerous it is. Davis agreed as lots of people will benefit from this upgrade as there is a lot of pedestrian traffic. Bontrager confirmed there are underground storm to the east. Going west is where storm is in the ditch. This project helps get all the pipes into the street.

Davis preferred the item go to regular agenda with a recommendation for approval subject to the new agreement and had committee consensus.

4. Idaho Revolving Loan Fund Supplemental Revenue Bond Ordinance (ACTION ITEM) - Bill Belknap

In 2019, the City applied for and received an additional \$4.3 Million in low interest Revolving Loan Fund (RLF) funding from the Idaho Department of Environmental Quality (DEQ) and entered into a loan agreement with DEQ as approved by Council Resolution 2019-22. All the original identified projects are now complete, and the City is ready to convert the construction funding to permanent bond financing. DEQ will be the sole purchaser of the bonds through the State RLF program. The bonds will have a term of 20 years and an interest rate of 2.25%. The City's bond counsel has prepared a supplemental bond ordinance providing for the sale of the bonds for Council approval.

PROPOSED ACTIONS: Recommend approval of 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 take such other action deemed appropriate.

Belknap introduced the item as written above including a background of the project. Rather than going out for a bond election, the City requested judicial confirmation from the courts and were approved for an estimated \$4.3 million. Regulatory requirements were completed in early 2000 and took the entire \$4.3 million, approximately half the improvements. In late 2019, the City asked for access to an additional \$4.3 million. All the improvements have now been completed and need to close out the second loan. The bond essentially transfers from a construction type phase to a permanent bond financing where DEQ is the sole purchaser. Total cost of borrowed monies is approximately \$8.6 million and all improvements totaled approximately \$13.7 million. Once the supplementary bond ordinance is approved, the bond closing is scheduled, and amortization begins with debt service for 20 years. The Committee recommended approval and placed on the regular agenda.

5. City Supervisor Title Amendment Ordinances (ACTION ITEM) - Bill Belknap

The City of Moscow established the position of Administrative Assistant for the City of Moscow in 1959 through Ordinance 1001, passed on April 6th, 1959. The position as described in 1959, included keeping an inventory of all City property, acting as the City's purchasing agent, preparing the annual budget, serving as public relations officer, attending City Council meetings, overseeing all department operations, and long-range planning for the City, all under the supervision of the Mayor. At the Council meeting of May 14, 1959, Clair Inghram was appointed as the first person to occupy the newly created position, but the title that was utilized at the time of the appointment, as reflected in the meeting minutes was City Supervisor. Over the years the City amended Chapter 4 of Title 2 to formally change the title to City Supervisor in code. The title of City Supervisor is not commonly used in the public administration profession and there are no other similar positions within the State of Idaho. Pullman Washington was one of the few cities that retained the title of City Supervisor until a few years ago when they changed the title of City Supervisor to City Administrator, which is the common title utilized throughout Idaho and the nation. Staff is proposing to retain all duties and responsibilities, but to change the title of the position to City Administrator. This recommendation was reviewed and approved by the Mayor and Council President and Vice President, and staff have prepared an ordinance to first amend Title 2, Chapter 4, and a second Ordinance to change all other City code references that has the title of City Supervisor to City Administrator. The proposal is before the full Council for consideration.

PROPOSED ACTIONS:

1. Recommend approval of the Ordinance amending Title 2, Chapters 5 and 14, under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or take such other action deemed appropriate; and
2. If the prior Ordinance is approved, recommend approval of the Ordinance amending all City Code references to City Supervisor and Deputy City Supervisor under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or take

such other action deemed appropriate.

Belknap introduced the item as written above. McCall and Twin Falls have a City Manager position but that is very different organization. The first ordinance changes the code for the city supervisor and the deputy city supervisor position. The second ordinance goes through the rest of the city code sections updating references to the position. The Committee liked the consistency with the rest of Idaho. They recommended approval and that it be considered by the full Council on the regular agenda.

6. School Resource Officer Memorandum of Understanding (ACTION ITEM) - Bill Belknap

For over 24 years, the Moscow Police Department has employed a School Resource Officer (SRO) to provide a law enforcement presence and additional resources to the Moscow School District (MSD) to assist in providing and maintaining a safe and healthy student environment. The City and MSD jointly fund the SRO position. The existing SRO agreement will expire at the end of September and staff has prepared a new agreement continuing the same terms and conditions as the prior agreement for the Council's consideration. The MOU has been reviewed and approved by the MSD administration.

PROPOSED ACTIONS: Recommend approval of the MOU with the Moscow School District to jointly fund the School Resource Officer position; or take other action as deemed appropriate.

Belknap introduced the item as written above. The previous MOU stated the payment would be made in two installments but the first will be base cost and the second will be for any overtime that may occur. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting concluded at 4:40 p.m.



Minutes Approved On
September 23, 2024
[Signature]
(Clerk Signature)