

Moscow City Council



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, November 4, 2024

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Art Bettge, Bryce Blankenship, Drew Davis, Sandra Kelly, Julia Parker, Gina Taruscio

ABSENT: Hailey Lewis

STAFF: Bill Belknap, Mia Bautista, Cody Riddle, Mike Ray, David Schott, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Girl Scout Troop 2005 led the Pledge of Allegiance.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council October 21, 2024 Minutes - Laurie M. Hopkins

B. Amended Professional Services Agreement-Moscow City Shop - Cody Riddle

In April of 2024, the City entered into a professional services agreement with Lombard Conrad Architects (LCA) for \$320,610 in design services associated with construction of a new City shop building. Services included in the original agreement include preparation of construction drawings and specifications, bidding assistance, project inspections, and closeout, all associated with the new building. The project is proceeding as anticipated. Construction drawings have been prepared, published, and a bid opening is scheduled for November 6, 2024. However, as the project has advanced, it became necessary to expand the scope included in the original agreement. Additional services include landscape design, surveying, changes to the mechanical and electrical system, and improvements to the exterior of the existing shop building. In total, the additional services represent an increased cost of \$22,631. This increase, and a detailed description of the new services are included in the attached, amended agreement for the Council's review and approval. This item was reviewed, and recommended for approval, by the Administrative Committee on October 28, 2024.

ACTION: Approve the amended professional services agreement.

Kelly moved and Taruscio seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Mayors Appointments (ACTION ITEM)

None offered.

3. Public Comment and Mayor's Response Period (limit 15 minutes)

None offered.

4. Citizen Commission Report

Schott introduced Ellis Eifert, chair of the Tree Commission. Eifert provided a list of the Commission members, the mission statement and duties. The Commission held an Arbor Day Celebration at Ghormley Park with West Park Elementary students planting six trees and the annual seedling giveaway. They approved a tree donation policy and the downtown tree management plan is in progress. Moscow received the Tree City USA award for the 31st consecutive year and the Growth Award for the 23rd year.

Argona provided photos and awards to all the winners of the Farmers Market Halloween costume contest.

5. Public Hearing: Ordinance Amending Moscow City Code Title 4, Chapter 6 Regarding Landscape Buffer Yard Requirements (ACTION ITEM) - Mike Ray

Moscow City Code Title 4, Chapter 6, Section 6-5 currently addresses landscape buffer yard requirements and has not been updated in some time. Landscape buffer yards are intended to provide a visual buffer between uses of different intensity, to reduce erosion and storm-water runoff, to protect property values, and to eliminate potential land use conflicts by mitigating adverse impacts from dust, odor, litter, noise, glare, lights, signs, buildings or parking areas. The Planning and Zoning Commission has been working on updating the landscape buffer yard requirements to provide more flexibility in the application of the standards, to update the illustrations to better convey the requirements, and to correct minor inconsistencies. On July 10, 2024, the Planning and Zoning Commission conducted a public hearing upon the proposed ordinance and recommended approval to City Council. The Administrative Committee reviewed this item at their October 28, 2024 meeting.

PROPOSED ACTIONS: After considering public testimony, approve 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 consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

Mayor Bettge opened the public hearing at 8:26 p.m.

Ray introduced the item as written above and provided example illustrations. The matrix is being corrected and updated as well as the illustrations for the types of buffers. The plant size is being updated to be consistent with the parking lot section of the code. There is now an option for downgrading the A buffer with arterial streets allow deviations and flexibility with adjacent uses.

Mayor Bettge asked for public testimony and heard none. He closed the hearing at 8:37 p.m.

The Council members appreciated the hard work by P&Z, new illustrations and the addition of some flexibility. In answer to Parker's question, Ray said staff does an audit every five years to see if plants are alive but can also inspect when there is a complaint.

Kelly moved to approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary. Blankenship seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Bettge read Ordinance 2024-20 by title:

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 4, CHAPTER 6, SECTION 6-5; PROVIDING FOR THE AMENDMENT OF BUFFER YARD REQUIREMENTS; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

6. City of Moscow Financial Policy Update (ACTION ITEM) - Sarah Decker

The City of Moscow is updating its Financial Policy, Resolution 2011-11, to comply with current Idaho State Code requirements, GFOA best practices, and to include City of Moscow governmental funds that have been created or to eliminate City of Moscow governmental funds that no longer exist. This was reviewed by the Administrative Committee on October 28, 2024, and recommended for approval.

PROPOSED ACTIONS: Approve the updated City of Moscow Financial Policy, or take other action deemed appropriate.

Belknap introduced the item by going over the updates to the policies including the addition of the monthly reports, quarterly reports, payment of claims in addition to listing the exceptions and the procurement policy. An update to the funds included the Arts fund moving to Recreation and Culture and the addition of the Moscow School District Community Playfields and Stormwater fund.

Parker said the Administrative Committee reviewed this and thanked staff for keeping policies up to date. Taruscio moved to approve the updated City of Moscow Financial Policy. Kelly seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

7. Procurement and Purchasing Policy Amendment (ACTION ITEM) - Bill Belknap

In 2023, the City Council adopted Resolution 2023-24 which established policy and guidance on legal obligations and requirements, established employee purchase authority limits, established employee contract signatory authority limits, as well as established standards related to City vendor charge accounts and appropriate use of credit cards. Staff have identified additional items that are desired to be included within the policy to memorialize current practices related to certain staff purchases, establish guidelines for City donations to outside organizations, and update position titles. Staff will present the proposed policy updates for the Council's consideration. This was reviewed by the Administrative Committee on October 28, 2024 and recommended for approval.

PROPOSED ACTIONS: Approve the proposed Resolution; or take other action deemed appropriate.

Belknap introduced the item as written above. The updates include guidance regarding meal expenditures such as meals during emergency response events. It also addresses requests for donations/sponsorships to outside organizations.

Blankenship said Administrative Committee reviewed this resolution and was in support. Belknap explained the agreement approval matrix. Taruscio moved to approve the proposed resolution. Davis seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

Building Code Advisory Committee – Taruscio said they began discussions on building and energy codes.

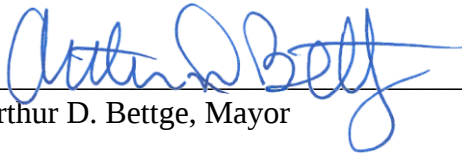
Historic Preservation Commission – Kelly said the Orchid awards are Nov 14.

Mayor

Mayor Bettge said he attended the AIC board meeting. December 2nd is the legislative review for presentations by the legislators on items they will be bringing forward during the next session. The airport board reported load factors for Seattle were 86% and Boise flights were at 77%. The Board is interviewing for concessionaires and starting their strategic plan. He met with Scott Green about metropolitan statistical area designation and other items of interest.

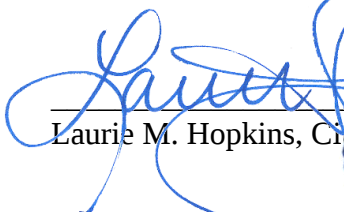
ADJOURN

It was mutually agreed upon to adjourn at 8:13 p.m.



Arthur D. Bettge, Mayor

ATTEST:



Laurie M. Hopkins, City Clerk

