

Public Works / Finance Committee



Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, May 12, 2025

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 council committee meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

REGULAR AGENDA

- 1. Approval of Public Works/Finance Committee April 14, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins**
- 2. Disbursement Report April 2025 (ACTION ITEM) - Sarah Decker**
Presentation of the Accounts Payable Report for the month ending April 2025.
ACTION: Accept the Disbursements Report for the month of April 2025.
- 3. 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 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.
- 4. Camp Moscowanna Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona**
The Moscow Chamber of Commerce + Visitor Center is hosting Camp Moscowanna on Saturday, June 14th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This summer camp-themed event is designed to evoke the nostalgia of family-friendly gatherings and will feature: up to eight retail and/or street game vendors, up to eight food vendors, and up to ten beer/wine vendors. The event has been reviewed and approved by staff as of March 27, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Camp Moscowanna 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 the 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 Camp Moscowanna for the duration of the event; or provide staff with further direction.

5. Moscow Rugby Block Party Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

Moscow Rugby is hosting an End-of-Season block party for its club on Saturday, May 31st, from 5 pm to 8 pm on Second Street between the alley and Washington Street. Moscow Rugby is working with one licensed alcohol provider for the block party. The event has been reviewed and approved by staff as of April 8, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Rugby 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 the 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 Moscow Rugby End-of-Season block party for the duration of the event; or provide staff with further direction.

6. Lot Line Adjustment for 415 Ryan Lane and 2524 Itani Drive (ACTION ITEM) - Mike Ray

The applicants, Rafik Itani and Jesse Flowers, are requesting a lot line adjustment between two properties located at 415 Ryan Lane and 2524 Itani Drive. The proposed lot line adjustment would increase the lot addressed as 2524 Itani Drive from 11,969 sf to 12,218 sf and decrease the lot addressed 415 Ryan Lane from 8,920 sf to 8,670 sf. The applicants are requesting the lot line adjustment to resolve the encroachment of an existing fence belonging to the property owner at 2524 Itani Drive. A single-family dwelling is constructed upon the property at 2524 Itani Drive and a building permit for a single-family dwelling has been applied for on 415 Ryan Lane. The subject properties are located within the Moderate Density, Single Family Residential (R-2) Zoning District which requires a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. The proposed lot line adjustment meets all zoning code requirements including building setbacks.

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

7. Agreement for Construction Engineering and Inspection - Public Avenue Project (ACTION ITEM) - Scott Bontrager

The Idaho Transportation Department (ITD), through the Local Highway Technical Assistance Council (LHTAC), funded a federal-aid project for FY2025 to improve a segment of Public Avenue from Polk St to Lincoln St. The construction contract for the project was awarded by the Idaho Transportation Board in April to Knife River Corporation– Mountain West, in the amount of \$1,814,999.99. A request for qualifications was issued by ITD for construction engineering and inspection on January 13th, 2025, and two qualified engineering firms responded by the January 30th deadline. A five-person panel (two LHTAC engineers and three City Staff) independently rated the statement of qualifications, and a consensus was reached on the selection of HMH Engineering, LLC. The professional services agreement between the City of Moscow and HMH Engineering was negotiated on Monday, April 7th, 2025, in the amount of \$238,002.00. This amount equates to 13.1% of the construction contract amount, which both the LHTAC and City Staff deem reasonable for contract administration and construction inspection on a federal-aid project of this complexity. The agreement has been reviewed and approved by the City Legal Department.

PROPOSED ACTIONS: Recommend approval of the Professional Services Agreement with HMH Engineering LLC.; or provide staff further direction.

8. Approval of EMS Study Professional Service Agreement with Matrix Consulting Group (ACTION ITEM) - Brian Nickerson Fire Chief

Attached for approval is an agreement with Matrix Consulting Group to conduct an EMS study in collaboration with other EMS agencies within Latah County. The purpose of the study is to assess long-term sustainability and develop strategic recommendations for the future. A committee comprised of representatives from the City of Moscow and other Latah County EMS agencies was formed to evaluate ten submissions for this project. Upon completion of the review process, Matrix Consulting Group was selected as the vendor to lead the study. The study is anticipated to be completed at the end of the year.

PROPOSED ACTIONS: Recommend approval of EMS Study professional services agreement with Matrix Consulting Group or provide staff further direction.

9. Stormwater Code Amendments and Standards Adoption (ACTION ITEM)- Ty Thompson

The City of Moscow has been issued a National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) Permit by the United States Environmental Protection Agency, which is administered by the Idaho Department of Environmental Quality. To comply with the MS4 Permit, the City must maintain relevant ordinances and/or regulatory mechanisms to control surface water runoff and pollutant discharges into and from its MS4. Additionally, to comply with the Permit, the City must develop, implement, and maintain written escalating enforcement response policies (ERPs) that address noncompliance with stormwater regulations, and must maintain written specifications that address the proper installation and maintenance of Best Management Practices (BMPs) during and after construction activities.

The current City Code related to stormwater is found in several separate chapters and is insufficient to meet all requirements of the MS4 Permit. The attached proposed Ordinance repeals relevant City Code sections and creates a new chapter, Title 5, Ch. 15 – Stormwater Regulations, which fills any regulatory gaps and brings all stormwater regulations into one City Code chapter. The attached proposed Resolution authorizes the implementation of three required stormwater ERPs and adopts the City of Moscow Stormwater Best Management Practices Handbook as the specifications for pre- and post-construction BMPs.

PROPOSED ACTIONS: Recommend approval of the proposed Ordinance and Resolution, or provide staff further direction.

10. Master Agreement for Services with the University of Idaho (ACTION ITEM) - Bill Belknap

The City of Moscow provides the University of Idaho with various public safety services under an existing Master Services Agreement that will expire on September 30th of this year. The City and University have negotiated an updated agreement to continue to provide these services, which includes more detailed and updated service descriptions, an updated annual fee and annual fee escalator, and a three-year term with the option to renew for one additional three-year term. The proposed agreement has been approved by the University and is now before the Council for review and approval.

PROPOSED ACTIONS: Recommend approval of the Master Agreement for Services, or provide staff further direction.

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 adacoordinator@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.