

Public Works / Finance Committee



Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, April 14, 2025

4:00 PM

Council Chambers
206 E. Third St.

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

PRESENT: Hailey Lewis, Gina Taruscio, Bryce Blankenship

OTHERS: Mayor Art Bettge, Julia Parker, Drew Davis

STAFF: Bill Belknap, Cody Riddle, Mia Bautista, Laurie M. Hopkins, Sarah Decker, Tyler Palmer, Bob Buvel, Amanda Argona, Megan Cherry, Mike Ray, David Schott

REGULAR AGENDA

1. Approval of Public Works/Finance Committee March 10, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Disbursement Report March 2025 (ACTION ITEM) - Sarah Decker

Presentation of the Accounts Payable Report for the month ending March 2025.

ACTION: Accept the Disbursements Report for the month of March 2025.

Decker introduced the item by going through the major expenditures which included payroll, second insurance premium payment and A Street reconstruction retainage payment. Discussion ensued regarding insurance increases. The Committee accepted the disbursement report.

3. Second Quarter Financial Report January 1, 2025 to March 31, 2025 for FY2025 (ACTION ITEM) - Sarah Decker

Presentation of the financial report for the Second Quarter of Fiscal Year 2025 (January 1, 2025 to March 31, 2025).

PROPOSED ACTIONS: Recommend approval of the FY2025 Second Quarter Financial Report, or provide staff further direction.

Decker introduced the item explaining at this point percentages should be close to 50%. There is an increase in operations versus transfers because during the 2024 audit, determined internal service charges should be in charges for service rather than transfers. This will be more noticeable as the year progresses. Capital is low but it is the very beginning of the construction season. The Committee recommended approval of the report.

4. 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 26th, from 4:00 pm to 8:00 pm on Main Street between 3rd and 6th Streets. This annual event concludes the 2024-2025 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 25, 2025. 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 as written above. Beer and wine vendors are limited to five. The Committee recommended approval and that it be placed on the Council consent agenda.

5. 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 3 and Sunday, May 4 in East City Park. The applicant anticipates 1 (one) licensed vendor offering beer and wine in the beer garden, which is estimated to be 40'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 as written above. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

6. Miicor purchase agreement for Barracuda XDR computer, network, and email security services (ACTION ITEM) - Chris Caylor

Staff is requesting authorization for the purchase of enhanced endpoint, server, network, and email security software, and a 24-hour per-day monitoring solution. This specific expense was not anticipated in the FY2025 Budget, but staff have identified savings within the IS Fund, including non-renewal of other software applications and equipment replacements to fund this purchase. The 3-year agreement for this solution is \$35,873.32 per year for a total commitment of \$107,619.94, subject to annual Council appropriation each year.

PROPOSED ACTIONS: Approve the agreement with Miicor Inc. for the purchase of Barracuda XDR licensing and security services; or provide staff further direction.

Belknap introduced the item as written above. Lewis commented while it may be an unanticipated expense, it is more expensive to remedy an outage or compromised system. This program utilizes the same agent the City was using under a separate vendor. Half the savings are from the security program that won't be renewed and then some from underutilized software that won't be renewed. The Committee recommended approval and that it be placed on the Council consent agenda.

7. Consideration of Janitorial Bid Results (ACTION ITEM) - David Schott

The City published an invitation to bid for custodial services for certain City buildings on February 15, 2025 and February 22, 2025. Bid opening for custodial services took place on March 5, 2025, at which time five (5) bids were received. GG Gutters, Inc. dba Creative Cleaning Connections was the low bidder for Module #1, Module #6, and Module #7 in the amount of \$203,513.49 for the three (3) year

proposed agreement from October 1, 2025 through September 30, 2028. EVCAR, Inc. dba Service Master Building Maintenance was the low bidder for Module #2, Module #3, Module #4, and Module #5 in the amount of \$329,568.00 for the three (3) year proposed agreement from October 1, 2025 through September 30, 2028.

PROPOSED ACTIONS: Recommend approval of the low bid from GG Gutters, Inc. dba Creative Cleaning Connections for Module #1, Module #6, and Module #7 in the amount of \$203,513.49 and recommend approval for the low bid from EVCAR, Inc. dba Service Master Building Maintenance for Module #2, Module #3, Module #4, and Module #5 in the amount of \$329,568.00; or provide staff further direction.

Schott introduced the item as written above. A few years ago the buildings were divided up into modules to entice smaller businesses to bid. Module 4 considers the new and remodeled city shop based on square footage. There is a new module for the park restrooms. There is a 13% increase from the previous 3 year term agreement but that contract only had six months of the new police facility and the new bid tally includes the addition of the new city shop. The Committee recommended approval and that it be placed on the Council regular agenda.

8. Lot Line Adjustment for 210 and 214 N Grant Street (ACTION ITEM) - Mike Ray

The applicants, Donna Hime and Mark Townsend, are requesting a lot line adjustment between two properties located at 210 and 214 N Grant Street. The proposed lot line adjustment would increase the lot addressed as 210 N Grant St from 8,410 sf to 8,624 sf and decrease the lot addressed 214 N Grant St from 8,555 sf to 8,339 sf. The applicants are requesting the lot line adjustment to accommodate the construction of a carport/garage. Both properties contain single-family dwellings and 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.

Ray introduced the item as written above. Straight lines adjustments are more common, but this application is two neighbors working together. Processing of these requests, depending on when the applicant submits all materials and if they are adequate enough, usually takes about 3-4 weeks. This includes Planning review as well as Engineering for legal description review. The Committee recommended approval and that it be placed on the Council consent agenda.

9. Woodbury Lots 1, 2, 3, and 4, Block 5, Lot Line Adjustment (ACTION ITEM) – Mike Ray

The Woodbury 1st Addition is a subdivision and Planned Unit Development (PUD) that received final approval from the City Council on October 17, 2022. The development includes 79 lots ranging from 3,823 to 16,321 square feet in size and is the first phase of a master-planned subdivision that has a new urbanist design. Slonaker Drive has been extended into the subdivision and the infrastructure for the first phase of the subdivision has been constructed which includes Woodbury Drive and Picotee Circle. There are currently approximately 15 single-family homes that are under various stages of construction. On April 1, 2025, the applicant submitted a Minor PUD amendment to consolidate four lots into three lots to accommodate larger house plans of lots identified as “Estate” lots. On April 9, 2025, staff administratively approved the proposed Minor PUD amendment and the applicant has subsequently requested a lot line adjustment in order to complete the process. The existing lots are Lots 1, 2, 3, and 4 of Block 5, which are currently 16,322 sf, 11,655 sf, 11,294 sf, and 10,917 sf in size. The proposed lot line adjustment would consolidate the four lots into three lots of 22,215 sf, 17,857 sf, and 10,115 sf in size. The proposed lot line adjustment is consistent with what has been approved through the Minor PUD amendment process.

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.

Ray introduced the item as written above. The idea is to transition from larger lots on Slonaker to smaller lots into the core of the subdivision. There is substantial slope on the south side of lot 1. The developer is requesting the adjustment with the intention of building custom homes and this will facilitate the sell of the lot.

Taruscio felt a transition from large lots to smaller makes good sense. In response to a question by Lewis, Ray explained this is the first requested change other than the phasing. It is common for PUD's to go through minor changes which are processed administratively. The most changes requested with PUD's are regarding set back requirements and happen as development occurs. The Committee recommended approval and that it be placed on the Council consent agenda.

10. Request for Waiver of Thatuna Right of Way Improvements (ACTION ITEM) - Bob Buvel

Alison Tompkins is the potential buyer of Parcel RPM00000080106 (933 N Mountain View Rd) in the City of Moscow and has plans to construct a single family home on the parcel. The north boundary of the parcel abuts the 60' wide right-of-way of Thatuna Avenue, which is currently unimproved land. On March 10, 2025 the City received a letter from Alison Tompkins requesting a waiver of the requirement to improve Thatuna Avenue Right-of-Way, citing significant cost and a lack of intent to construct the remaining portion of the undeveloped right-of-way. The applicant has estimated the Thatuna frontage improvement construction cost would be approximately \$107,000. Frontage improvements would still be required on Mt. View and the applicant has not requested a waiver from those requirements. Approval of the waiver would not prevent the future extension of Thatuna adjacent to the subject property, where adequate right-of-way exists. This could be required in association with further development, or as part of a City-initiated project.

PROPOSED ACTIONS: Consider the request for waiver of public improvements to Thatuna Avenue and recommend approval of the waiver request; recommend denial of the waiver request; or provide staff further direction.

Buvel introduced the item as written above. . To construct the road to a collector street, it would require retaining walls, which can get expensive. An example would be the intersection of A and C Streets. Another option for constructing the improvements would be using a 2:1 fill slope, rather than retaining walls, however additional slope easement would be required and would have a significant impact on the subject property. A current cost summary to construct Thatuna from Ponderosa to Mountain View would be \$1.5 million with \$255,000 being Thompkins's portion. The property owner west of the subject property asked for a waiver from street improvements on Thatuna in 2011. A waiver was issued due to the unique topography and the significant cost of this section of roadway, especially when the City wasn't ready to construct the roadway in the near future. A waiver does not mean Thatuna will never be improved. It does release the property owner from building the frontage improvements. The right-of-way is not being vacated. When the City decides to construct Thatuna, it would be fully funded by the City. The applicant is not asking for a waiver from the Mountain View Road frontage but the City is working on Mountain View Road improvements for construction in 2026.

Public improvements are triggered when a building permit is applied for. If the waiver is granted, the city waives the right to require the owner to construct those improvements. Staff would not suggest vacating as this particular right-of-way is loaded with utilities, sewer services, a public water line and as the northeast is developed, it could be needed for future options. The development of this portion of Thatuna is not currently in the capital improvement plan. Lewis felt the 2011 waiver decision is influencing this waiver as this would only be approximately 1/5 of the road. Lewis added she likes infill, especially on a

unique lot. Blankenship said he is ok with approving the waiver, especially after staff's further explanation.

The Committee forwarded the item to the full council on regular agenda with no recommendation.

ADJOURN

The meeting closed at 4:53 p.m.

Minutes Approved On
May 12, 2025
[Handwritten Signature]
(Clerk Signature)