



Administrative Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
January 14, 2019

4:30 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Kathryn Bonzo Councilmember, Brandy Sullivan Councilmember, Gina Taruscio Councilmember

OTHERS: Mayor Bill Lambert, Council Member Art Bettge

STAFF: Gary Riedner, Tyson Berrett, Roger Lanier, Tim Davis, Bill Belknap, Brian Nickerson, Leah Carlson, Mia Vowels, Amanda Argona, Laurie Hopkins

Staff suggested an amendment to the agenda adding a public meeting for a lot division. At the Council organizational meeting which took place January 7, the Council changed the meeting times of the committees. The good faith reason is that the notice for the public meeting was set for 4:30 p.m. prior to the meeting time switch. Bonzo moved to add the lot division public meeting to the agenda. Taruscio seconded. Vote was unanimous.

1. Selection of Committee Chair and Vice Chair (ACTION ITEM)

Sullivan was selected as Chair and Taruscio as Vice Chair.

2. Approval of Administrative Committee December 10, 2018 Minutes (ACTION ITEM) – Laurie M. Hopkins

The minutes were approved as presented.

3. Public Meeting - Proposed Lot Division at 433 Southview Avenue (ACTION ITEM) - Leah Carlson

Nils Peterson and the Moscow Affordable Housing Trust are requesting a lot division for a 9,247 square foot parcel of land located at 334 Southview Avenue in the City of Moscow. The owner proposes to establish three townhouse lots of approximately 3,258 sf, 2,591 sf, and 3,398 sf from the original parcel. The subject property is located within the Medium Density (R-3) Zoning District. The minimum lot size for a townhouse lot in the R-3 Zoning District is 2,000 sf and the minimum lot width is 20 feet. The three proposed lots are sufficiently sized to meet these requirements. Property owners within 600 feet of the subject property have been notified of the proposed division and notice of the public meeting was posted on site seven (7) days prior to the public meeting date.

PROPOSED ACTIONS: Take public comment if applicable and 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 request; or provide staff further direction.

Carlson introduced the item as written above.

Nils Peterson, Moscow Affordable Housing Trust, spoke on the percentage of median income and Moscow jobs coming in below that income. By dividing the lot, the price of a lot is manageable. The housing trust is implementing energy and water saving programs in the new houses assist with the overall operating costs. Land use is important with R-3 providing more density and transportation options. The

Committee reviewed the item and recommended approval with no conditions and that it be placed on the consent agenda.

4. Alcohol Resolution for City-Sponsored Events in City Hall (ACTION ITEM) - Jen Pfiffner

The Moscow Farmers Market has been an active sponsor of Love Your Farmer, Love Your Food and was the initiator of the original event in 2015. The event's intention is to provide an opportunity for community members to engage with local producers and their regional food system during the Market's off-season. The event has continued to be a collaborative partnership with other local food entities including Moscow Food Co-op, University of Idaho-Extension, Rural Roots, and the Palouse-Clearwater Food Coalition. The Moscow Farmers Market is interested in holding the event at City Hall in Council Chambers on Wednesday, February 20, 2019 from 6:00 to 8:00 p.m. and would like to feature a no-host bar from Moscow Brewing Company to accompany the light appetizers provided by the Moscow Food Co-op. Currently, the only City entity allowed to feature a no-host bar in City Hall is the Arts Department during Third Street Gallery art openings. The Moscow Farmers Market, as part of the Community Events Division would like to propose broadening the scope of Resolution No. 2010-04 to allow other City Departments to pursue having a no-host bar in City Hall and the Third Street Gallery. This flexibility would provide additional options for other events hosted at City Hall such as executive socials, Commission Fairs and the like.

PROPOSED ACTIONS: Recommend approval of the proposed resolution or provide staff further direction.

Riedner introduced Amanda Argona. Argona introduced the item as written above. This resolution is proposed with administrative approval as it only involves City-sponsored events. Staff confirmed they do not anticipate events going past 8:00 p.m. The Committee reviewed and recommended approval and asked that it be placed on the regular agenda.

5. Amendment to Comprehensive Sanitation System Master Plan Services Agreement (ACTION ITEM) - Tim Davis

The Sanitation Department procured the services of Great West Engineering, Boise, Idaho, for the development of a Comprehensive Sanitation System Master Plan (CSSMP) on February 26, 2018. The CSSMP process concluded with a City Council workshop presentation on October 28, 2018. One of the primary focuses of the CSSMP was the assessment of the condition and level of service provided at the existing Moscow Recycling Center (MRC). The evaluation was predicated on: 1.) potentially relocating MRC to a different location; 2.) relocating the baling/processing component of MRC to the Latah Sanitation, Inc. Solid Waste Processing Facility east of Moscow on highway 8; 3.) providing the City an opportunity to improve on services, safety and accessibility of MRC and yard waste facility. Based on the CSSMP and discussions at the City Council workshop, staff understood the direction to be to explore integrating prototypical conceptual facility designs developed by Great West Engineering to the existing MRC site. This will likely require relocation of the MRC baling/processing building. Staff has requested that Great West Engineering submit an amendment proposal to the CSSMP Agreement to perform preliminary design at the MRC for City Council consideration. The preliminary design will develop up to two schematic layout designs for the MRC and yard waste site for future City Council consideration of a preferred alternative. The project is estimated to take approximately four months to complete and the cost of the proposed amendment is \$35,713.

PROPOSED ACTIONS: Recommend approval of the proposed Amendment to the Comprehensive Sanitation System Master Plan with Great West Engineering; or provide staff further direction.

Davis introduced the item as written above. The baling operations has been scheduled to move to Latah Sanitation (LSI) all along as there is no place to store the bales and according to the Conditional Use Permit, they must be stored inside the building. LSI purchased property adjacent to the landfill and are

making plans to accommodate the baling operations. They also have representation on the steering committee. The yard waste drop off needs to be updated and without moving the building, there is not a lot that can be done with the property. Next steps are to provide different layouts for the property, determine a preferred alternative, and send out a request for proposals. The Committee reviewed the agreement and asked it be placed on the regular agenda.

6. Request to Dispose of Surplus SCBA and Extrication Equipment (ACTION ITEM) - Brian Nickerson

The Moscow Fire Department purchased 40 new self-contained breathing apparatus (SCBA) in FY2018. This purchase included 8 SCBAs which were funded through FEMA grant. The new SCBAs replaced 32 units which were nearing mandatory replacement, but still had useful life. During the FY2018 budget process, it was determined that the City would surplus and try to sell the 32 replaced SCBAs. 16 SCBAs have been sold, leaving a balance of 16 yet to sell. Four of the SCBAs will be transferred to the Water Department, to replace obsolete equipment. The Fire Department has also been contacted by Big Canyon Fire District, located in Peck, Idaho. Big Canyon Fire District has no SCBA equipment and have a limited budget. Big Canyon Fire District has asked the City to consider donating 12 SCBAs to their District.

In addition, the Fire Department recently replaced their outdated hydraulic extrication equipment with state-of-the-art electric equipment. The vendor of the new equipment would not take the outdated hydraulic extrication equipment on trade, indicating that it had no resale value. Big Canyon Fire District has no extrication equipment, and would like to utilize the surplus hydraulic extrication equipment.

PROPOSED ACTIONS: Recommend authorization to transfer 12 SCBAs and hydraulic extrication equipment to Big Canyon Fire District without compensation, or provide staff further direction.

Nickerson introduced the item as written above. Mayor Lambert said the items have become obsolete for Moscow and surplusing the items to a small jurisdiction with limited funding is the right thing to do. Riedner added Idaho law does allow cities to transfer/donate equipment. A fire truck was donated to Deary years ago. The Committee reviewed and recommended approval and asked that it be placed on the consent agenda.

7. Proposed Adjustment for POST Academy Attendance (ACTION ITEM) - Gary J. Riedner

Recently it has come to the attention of City management that Moscow Police Officers attending POST academy are/were required to attend training activities which extended beyond 40 hours in a work week. The United States Department of Labor Fair Labor Standards Act (FLSA) requires that time worked by non-exempt employees in excess of 40 hours per week must be compensated at one and one-half times the employee's hourly rate of pay. In the past, Moscow Police Officers attending POST were paid their regular hourly wage for 40 hours per week. Time in excess of 40 hours was not compensated, likely because attendance at POST was considered an "apprenticeship" as defined by the FLSA, and therefore not subject to the 40-hour regulation. After inquiry, review of the program was conducted by the City Attorney, who concluded that the POST program does not meet the FLSA requirements for an apprenticeship. The accompanying memo from the City Supervisor outlines the proposed resolution to adjust affected police officers' pay to compensate them for the overtime incurred.

PROPOSED ACTIONS: Recommend adjustment of affected police officers' pay pursuant to the attached memo to compensate them for the overtime incurred while attending POST academy or provide staff further direction.

Riedner introduced the item as written above. Staff also researched all officers that were in city employment and were required to attend POST of which sixteen officers are still employed. The City is not obligated to pay however staff felt it was the right thing to do. The budget impact would be \$5,300

and there is capacity to do so. The Committee reviewed and recommended approval and asked that it be placed on the regular agenda.

The meeting adjourned at 5:10 p.m.

