

Public Works / Finance Committee



Regular Meeting
~Minutes~

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

PRESENT: Hailey Lewis, Sandra Kelly, Julia Parker

OTHERS: Mayor Art Bettge, Bryce, Drew Davis (4:24)

STAFF: Bill Belknap, Laurie M. Hopkins, Brian Nickerson, Tyler Palmer, Steve Schulte, Kyle Steele, Ty Thompson, Amanda Argona, Mike Ray, Cody Riddler, Scott Bontrager, Betsy Rawls, Luke Hajda, Sarah Decker

REGULAR AGENDA

1. Approval of Public Works/Finance Committee April 14, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

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.

Decker said the largest expense was payroll and had many other expenditures including payments regarding U of I street maintenance, water/sewer comprehensive plans; city shop project, fleet replacement, Public Avenue project, radio system, Whitcom, and the DEQ loan.

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.

Hopkins introduced the item as written above. Having no questions the Committee recommended approval and that it be placed on the Council consent agenda.

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.

Argona introduced the item as written above. The beginning time has been changed to 2:00 pm due to Farmers Market. This is the 4th year for this event and there have been no complaints regarding this event. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Argona introduced the item as written above. This is not their first event in the entertainment district but the first to include alcohol. Only approximately 3/4 of a block on 2nd Street will be used. They are working with Slice where wrist bands and serving will be done within the business. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Ray introduced the item as written above. A survey is not a requirement of a fence permit. It is up to the property owner to know where the property line is. If it is not in the correct location, it becomes a civil matter. The Committee recommended approval and that it be placed on the Council consent agenda.

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 HMM Engineering, LLC. The professional services agreement between the City of Moscow and HMM 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 HMM Engineering LLC.; or provide staff further direction.

Bontrager introduced the item as written above. HMM was also the designer on the project. Staff explained the process with LHTAC. Because we are the project sponsor, they would like us to approve the agreement. It's an unusual three-party agreement. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Nickerson introduced the item as written above. The agreement was negotiated with a reduction of cost. Potlatch, Genesee, Troy, Deary are included. Juliaetta and Kendrick are included but not everyone is required to participate. The City budgeted \$50,000 and the volunteers contributed \$20,000. The county commissioners were informed about the study and staff will keep them updated. They provide \$30,000 to the volunteers but did not seem inclined to contribute to this study. Staff want them to be participants in the planning process because if there is a consideration of an ambulance district, it would be created by the county, not the city. The Committee recommended approval and that it be placed on the Council regular agenda.

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.

Thompson introduced the item as written above. The permit contains specific legal requirements the City must meet including maintaining adequate legal authority, enforcement response policies, and written standards for Best Management Practices. The stormwater regulations are currently found in multiple city codes and this ordinance will bring them all together. The enforcement response policies lay out a detailed description of what the city’s potential response will be for violations. Three are required: Illicit Discharge Detection and Elimination, Permanent Stormwater Controls Management, Construction Site Runoff Controls. Marques Miller, inspector in the Environmental Services Division knows the handbook well and interacts with the designers and contractors. Staff have been working with the contractors since 2022. Most effort is education and outreach with construction so Staff can help them help us be in compliance. EPA required a permit for the stormwater system and these changes are a continuation of meeting the obligation. The Committee recommended approval and that it be placed on the Council regular agenda.

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

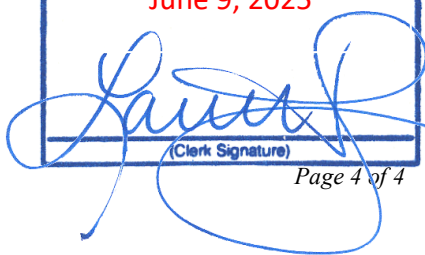
The City of Moscow provides the University of Idaho with various public safety services under an existing Master Services Agreement that will expire on September 30th of this year. The City and University have negotiated an updated agreement to continue to provide these services, which includes more 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.

Belknap introduced the item as written above. The command staff have been working with the University to fine tune and improve plans for future events. The prior agreement was a five-year term with an option for a five-year extension. The university wanted to change and refine some of the language thus this is a new agreement. Lewis inquired on the 2% escalation. Belknap said they had a good positive productive conversation. The prior escalator was 1% for first year, 2% for second year, then 3% for the rest of the years. Law enforcement is becoming a costly operation for all cities and counties. This got our staffing level where it should be and staff felt good about the agreement. It is more specific, has clarity in staffing for events and athletic events, and provides better clarity with the Clary Act reporting. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting closed at 4:45 p.m.

Minutes Approved On
June 9, 2025

(Clerk Signature)
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