



Administrative Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
April 23, 2018

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Gina Taruscio Chair, Anne Zabala Councilmember

ABSENT: Art Bettge Councilmember (Excused)

OTHERS: Mayor Bill Lambert, Councilmember Brandy Sullivan

STAFF: Gary J. Riedner, Dwight Curtis, David Schott, Bill Belknap, Mia Vowels, Tyler Palmer, Les MacDonald, Laurie M. Hopkins

1. Approval of Administrative Committee April 9, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
EXCUSED:	Art Bettge

2. Colter's Creek Request for Sidewalk Cafe - Laurie Hopkins

In 2007, the City Council formalized a process for the licensing of sidewalk cafés in the Central Business Zoning District. Minimum standards for all sidewalk cafés are included in the Moscow City Code and additional regulations are required for those licensees that intend to serve alcoholic beverages within the sidewalk café. One of those additional regulations is the requirement of a non-permanent physical barrier such as a railing, potted plants, decorative chain, fence, rope or other physical barrier, as required and approved by the City. Over the last couple years, staff has received inquiries regarding esthetically pleasing options for the barrier, including a more permanent structure. Due to the risk of damage to the City's right-of-way, staff does not allow drilling into the sidewalk. Colter's Creek has requested the installation of a deck-like base for their café area. The Deputy Director of Public Works Operations has reviewed the area and discussed options on how this proposal can work within the guidelines of the Code, as well as safety of the public and ADA requirements. Staff is bringing the proposal to City Council as a proposed pilot project to determine whether to proceed with a more robust, yet still non-permanent sidewalk café. Staff will continue to review requests and refine options for sidewalk cafes while putting together possible amendments to the sidewalk café regulations.

PROPOSED ACTIONS: Recommend approval of the sidewalk café pilot project or provide staff further direction.

Palmer introduced the item as written above and explaining this request was different than anything in the past.

Bobby Wilson, construction manager at Colter's Creek, said when he looked into the sidewalk cafe, options were limited. He is proposing a decking material consistent with the store front and could be considered a semi-permanent idea. It does allow for quick removal.

Palmer explained the City requirement is such that the barrier is non-permanent. Businesses desire the area be aesthetically pleasing. The proposal is somewhat a shift in direction to enhance the downtown within

the law yet maintaining flexibility.

Riedner explained the public right-of-way can be used by vendors and sidewalk cafes through a license. While this project is not prohibited by the code, it is unique and will attract ideas for other businesses. Staff wanted to bring the project forward so Councilmembers knew what was going on in case they receive questions. Allowing it as a pilot project, staff can work with the business to assess any issues that may arise, answer questions, and be sure regulations are being followed as to not inhibit the public use of the right-of-way.

Zabala asked about snow removal with a deck. Palmer explained snow removal is the responsibility of the adjacent owner. As staff looks at updating the regulations, winter removal of café barriers will be discussed. The Committee recommended approval.

RESULT:	RECOMMENDED TO COUNCIL
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3. Request Authorization for Beer Garden for Rendezvous in the Park 2018 - Dwight Curtis

In accordance with Moscow City Code 5-13-4(B), Rendezvous in the Park is requesting that the City Council pass a Resolution allowing them to have a beer garden catered by a licensed vendor in East City Park for Rendezvous in the Park on July 19, 20 and 21, 2018, from 4:00 p.m. to 10:00 p.m. There will be food vendors, live music, and other activities at the event. As has been approved in the past, the entire fenced off area will be designated as the beer garden to allow families to be together to watch the music festivities, as well as a secured internal alcohol dispensing area. There have been no problems associated with this set-up. Also, the fenced off area will not block public access to the restroom facility. Police Chief James Fry is supportive of Rendezvous in the Park providing its own security as done previously. There have been no problems associated with alcohol at this event in the past.

This item was reviewed by the Administrative Committee on April 23, 2018, and recommended for approval.

PROPOSED ACTIONS: Recommend approval of the beer garden request for Rendezvous in the Park 2018 and the attached Resolution, or provide staff further direction.

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

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
EXCUSED:	Art Bettge

4. Lola Clyde Park Sign Design - David Schott

The Parks and Recreation Department is requesting Council approval of the proposed Lola Clyde Park sign design. The proposed sign design varies from the standard park sign with the inclusion of a plaque. The plaque will consist of a picture of Lola Clyde from the 1982 National Geographic Magazine. Moreover, the plaque will include the copyright permission from the photographer with the website inscribed into the plaque.

The estimated cost for the project is \$2,000 for a standard park sign, plaque, Plexiglas, and copyright permission. The project is included in the FY18 Budget under Parks and Recreation - Parks, 120-165-30-690-10, in the amount of \$2,125. The Clyde family has pledged to donate \$1,775 toward the Lola Clyde Park sign. The Parks and Recreation Commission considered and recommended approval of the Lola Clyde Park sign at their March 22, 2018 meeting.

The Administrative Committee considered and recommended approval of the Lola Clyde Park sign design on April 23, 2018.

PROPOSED ACTIONS: Recommend approval of the Lola Clyde Park sign design or provide staff further direction.

Schott said this item is brought forward as it is not the standard park sign. He described as written above. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
EXCUSED:	Art Bettge

5. Request to Purchase Fire Truck - Gary J. Riedner

One of the City's Major Challenge Areas (MCA) in its Strategic Plan, was to replace its aging and deteriorating fire apparatus. To meet this MCA, City Council directed that a schedule for fire truck replacement should be included within the City's budget process, rather than to depend upon a bond election to generate the funds for fire truck purchases. This direction was implemented in 2016, and a schedule was developed to replace the fire truck fleet. The first purchase was made in FY2017, for a Pierce Saber Pumper. This was the first replacement of three pumpers in the fleet. The truck was ordered in spring 2017 for delivery in the early summer of 2018. It is due to arrive in Moscow in June, 2018.

The FY2018 budget includes \$362,204 accumulation to be allocated toward the purchase of the second pumper engine scheduled to be ordered in FY2018 for delivery in 2019. In addition to the funding accumulation, the City applied for an Idaho Community Development Block Grant (ICDBG) in the amount of \$289,000, for which the City received notice of award this week. This brings the total available funding for purchase of the second pumper to \$651,204.

The City Fleet Department ordered the 2017 pumper engine through a purchasing consortium which provides the greatest discounts for the fire truck purchase. The Fleet Department has received notice from Hughes Fire Equipment (the dealer for Pierce), that recent tariff's imposed upon imports has had the effect of increasing the cost of certain components (mainly aluminum), which will consequently increase the cost of the pumper by \$15,638. This increase can be avoided if the purchase order is made prior to May 1, 2018, when the tariff takes effect.

Fire Chief Brian Nickerson has been working with the Moscow Volunteer Fire Department (MVFD) Board of Directors and MVFD Company 7 (the Company which will receive the next pumper), and has obtained their approval of the specifications for the next pumper engine which will be identical to the pumper ordered in 2017. This approval allows for the new pumper to be ordered immediately, if desired.

Fleet Supervisor Rick Benjamin has been in contact with Hughes Fire Equipment and it is possible to order the new pumper prior to May 1, 2018, to avoid the price increase resulting from the tariff. The quoted purchase price is \$545,472. With the successful CDBG award, the purchase of the pumper could be made in advance of the 2019 schedule in order to avoid the tariff-related increase of \$15,638.

Since the next City Council meeting is not scheduled to occur until May 7, 2018 (subsequent to the May 1 order deadline), staff will be presenting this agenda item to both the Public Works/Finance Committee and the Administrative Committee in order to gain consensus to proceed with ordering the pumper engine prior to the May 7, 2018 City Council meeting, and staff will bring the agenda item forward to seek ratification of the action at the May 7, 2018 City Council meeting.

PROPOSED ACTIONS: Recommend approval of the purchase of the Pierce Saber Pumper and authorize staff to proceed with that purchase prior to May 1, 2018, and direct staff to bring the ratification of that direction to the May 7, 2018 City Council meeting for approval, or provide staff further direction.

Riedner introduced the item as written above. The federal government is adjusting tariffs for imports causing a spike in aluminum. Riedner explained the replacement schedule of fire trucks which included the next truck to be ordered in 2019. If ordered prior to May 1, 2018, the City can avoid the cost of the tariff as well as, if paid for up front, the City can save approximately \$18,000 for an estimated total savings of \$33,000. Staff has determined with the amount of funding from accumulation and the CDBG grant award, there is capacity to order the truck prior to May 1, 2018. There is a required environmental review record being worked on now. Everything should be done by the end of this week in order to order by April 30. Staff is looking for approval to enter into an agreement with Hughes now with ratification at the May 7, 2018 City Council meeting. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala
EXCUSED:	Art Bettge

Adjourn

The meeting was closed at 3:28 PM

