Public Works / Finance Committee

Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 25, 2019 | **3:00 PM** | **Council Chambers 206 E. Third St.**

The meeting was called to order at 3:00 p.m.

PRESENT: Art Bettge, Jim Boland, Anne Zabala

OTHER: Mayor Bill Lambert

STAFF: Gary J. Riedner, Mia Vowels, Tyler Palmer, Jen Pfiffner, Nichole Baker, Kelli Cooper, Sarah Banks, Kyle Snyder, Ty Thompson, Steve Schulte, Bill Belknap, Caylee Birge

REGULAR AGENDA

1. **Approval of Public Works / Finance Committee March 11, 2019 Minutes (ACTION ITEM) - Caylee Birge**

   Minutes presented for approval.

   PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

The minutes were approved as presented.

2. **Water Filter Plant Public Art Project Commission Agreement (ACTION ITEM) - Nichole Baker**

   The City of Moscow Public Works Department and Arts Department have selected mural artist Camille Cote to create a mural installation on the Water Filter Plant building located at the highly-visible and busy intersection of Jackson and A Street. The painted mural will depict our aquifer system, based on the image of the Generalized Geologic Cross Section through Pullman and Moscow. The intent of this Project is to educate citizens of the City's water resource. The attached agreement with Ms. Cotes is in the amount of $6,000 and the project was anticipated in the FY2019 Water Department budget, line item 220-220-70-670-30.

   PROPOSED ACTIONS: Recommend approval of the agreement, or provide staff further direction.

Baker introduced the item as written above. The final design will be approved by the Arts and Public Works panel before it is implemented in order to ensure water conservation awareness. The Committee recommended approval and that it be placed on the Council consent agenda.

3. **Environmental Stewardship Award (ACTION ITEM) - Kelli Cooper**

   The Environmental Stewardship Award is designed to recognize and reward local businesses who have taken steps to reduce their environmental impacts. It is an extension of existing City of Moscow programs such as the Fats, Oils, and Grease reduction program, and Water

Conservation program as well as several City of Moscow ordinances regarding environmental regulations. At the same time, the program is meant to encourage and support future actions by providing information on additional steps that can be taken and the resources to help businesses make those changes. The packet includes the award logo, a support letter from the Sustainable Environment Commission (SEC), and the application for eligibility. In addition, this award program was unanimously supported by the SEC.

PROPOSED ACTIONS: Recommend approval of the Environmental Stewardship Award program, or provide staff further direction.

Cooper introduced the item as written above. The application will determine eligibility with eight (8) sections based on the type of business applying. The Committee recommended approval and that it be placed on the Council consent agenda.

4. **Clarification of the FY2018 CAFR (ACTION ITEM) - Gary J. Riedner / Sarah Banks**

Upon finalizing the Comprehensive Annual Financial Report (CAFR) pursuant to the City Council's approval of the document at the March 18 Council meeting, a scrivener's error was identified. On page 42 of the CAFR document the Statement of Net Position, specifically the column outlining the Component Unit for the Moscow Urban Renewal Agency (URA), adjustments have been made to reflect the correction of that error. This correction does not affect any of the City's information, financials or the like, as it is simply a representation of the URA's financial standing at the time of the report.

PROPOSED ACTIONS: Approve the correction to the Comprehensive Annual Financial Report (CAFR) as noted or provide staff further direction.

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

5. **A Street, Stage 2 Project Construction Schedule Revision (ACTION ITEM) - Kevin Lilly/Tyler Palmer**

Plans and Specifications for the long planned federal aid project to reconstruct the segment of A Street from Peterson to Cherry Street were submitted to the Local Highway Technical Assistance Council (LHTAC) in November of 2018. The project was expected to be advertised for construction by January or February in order that construction could commence by mid-May of 2019. However, due to several factors beyond control of City Staff, the bid advertisement has now been delayed well beyond the optimum time to obtain the most favorable prices. The delay will also make it difficult to meet the intended construction window of May through October.

At this point it has been determined the best way forward is to advertise the project for construction in FY2020. Staff has discussed this option with LHTAC officials, who have no objections to the change, pending receipt of a letter from Mayor Lambert documenting the request. In order to prevent further delay staff is seeking Committee approval for the Mayor to provide the attached letter to LHTAC. Staff will then seek ratification from City Council on April 1, 2019.

PROPOSED ACTIONS: Approve moving the bid advertisement for A Street, Stage 2 construction from FY2019 to FY2020, or provide staff further direction.

Palmer introduced the item as written above. This delay would allow staff to work with the franchise utilities this summer and get a better head start for next construction season. LHTAC is working with staff on the delay and requested a letter asking to bid this project late summer, early fall of 2019. As the funding has already been allocated, the delay shouldn't affect future projects. The Committee recommended approval and that it be placed on the Council consent agenda.

6. Self-Funded Employee Health Insurance Proposal (ACTION ITEM) - Gary J. Riedner

On May 21, 2018, City Council unanimously directed staff to proceed with the development of a self-funded city employee health insurance proposal for City Council consideration. Staff has worked with long-time benefits consultant The Murray Group (formerly Helbling Benefits) as directed by Council to develop a self-funded health insurance proposal to be submitted to the State of Idaho Department of Insurance (DOI) for consideration. Information was gathered for that application as well as the required Actuarial Study that was completed by Milliman Consulting. That study confirmed that the City's experience lends favorably to self-funding. On January 2, 2019, City Council approved the implementation of a self-funded employee health benefits program and application to the Idaho Department of Insurance, creation of a City of Moscow Employees Benefits Trust, appointment of Trustees, and authorization to enter into appropriate agreements to implement the program. The proposed implementation date was April 1, 2019.

Staff is proposing delaying the implementation of the program until FY2020, in accordance with the attached memo from the City Supervisor.

PROPOSED ACTIONS: Recommend delaying the implementation of the Self-Funded Employee Health Benefits Program until FY2020 in accordance with the attached memo from the City Supervisor, or provide staff further direction.

Riedner introduced the item as written above. City employees are good stewards with an average of 80% of premiums being used. The left over 20% stays with the insurance company. By self-insuring, the 20% would remain in the trust and can be used for those years that claims go above 100% of premiums. Stop loss insurance covers anything over $75,000 of an individual claim. The aggregate stop loss is over 125% of contributions. Due to five or six current claims possibly exceeding the $75,000 stop-loss, the cost of the stop-loss insurance will increase significantly. As the plan year continues, the Murray Group anticipates the experience level will return to average. Because of that, staff is requesting delay of the launch date in order to allow the experience to stabilize. Employee benefits will remain the same until implementation of the self-funded insurance. The Committee recommended approval and that it be placed on the Council consent agenda.

7. Downtown Survey Report (ACTION ITEM) – Jen Pfiffner / Kyle Snyder

During the Zoning Code update that was approved by the City Council on May 21, 2018, questions were raised by the Council regarding the allowance of Educational Institutions (colleges and universities) within the Central Business Zoning District (CBZD). The City Council approved the Zoning Code amendment at the time, but requested that the Administrative Committee of the City Council continue the discussion regarding the allowance of educational uses within the CBZD. On August 20, 2018, City Council provided direction to staff to develop a survey for the community and property owners and businesses operating within the CBZD. A survey instrument was then prepared which contained questions designed to gauge the perceptions of the community and property owners and businesses operating within the CBZD in regards to a) current public/private universities and colleges in the CBZD and b) additional or expanded public/private universities and colleges in the CBZD. The survey instrument was approved by City Council. The survey was then sent out in the fall of 2018 to CBZD property and business owners as well as a random sample of the community. Staff has compiled the responses into a summary document for the Council's review and consideration.

ACTION: Receive report and provide staff with further direction.

Jen Pfiffner introduced the item as written above. Kyle Snyder presented the survey results. Zabala would prefer to see the pie charts show percentages of all answers rather than the grouping of answers. With that additional information, the Committee agreed the presentation should be forwarded to the full Council.

REPORTS

1. Hot Water Right-of-Way Weed Control Report - Tyler Palmer/Ty Thompson

Palmer explained the City is always trying to be sustainable in all aspects of City functions and introduced Thompson. Thompson explained the program is for weeds in the City right-of-way and has been an external contract using herbicides and has increased in price over the years. Staff explored a chemical free weed control program to reduce human health exposure, receive a cost savings and administer the program internally. The hydro-thermal weed control uses hot water/steam which explodes the cell walls of the weed and causes rapid decomposition. Other benefits include application in any weather and there is no overspray due to wind. There are two options for equipment, with the preferred equipment being saturated steam. Saturated steam uses only super-heated water, it is a simpler optional and is less expensive than the foam/steam option. This process is relatively new in the United States and staff is excited to be one of the first municipalities. The cost of the unit was $15,792 and includes staff training. Anticipated savings every year, beginning FY2021 is $6,700. Maintenance of the equipment will be through the City Fleet division. There is no special application license required so a seasonal worker can be assigned to this task for even more cost savings.

2. Third Street Bridge Update - Tyler Palmer

Palmer provided images of the fabrication of the bridge. Footings are on schedule and delivery is set for late April. This allows times for the seals to be set and money savings of only renting the crane once. It will be less expensive to add structural support for a concrete deck now with the ability to still lift the bridge for placement in another location when the multi-modal bridge is ready to go.

ADJOURN

The meeting was closed at 4:23 p.m.

Minutes Approved On

April 8, 2019

(Clerk Signature)