



Moscow City Council Regular Meeting

Laurie M. Hopkins

~Agenda~

City Clerk

www.ci.moscow.id.us

208.883.7015

Monday

Council Chambers

7:00 PM

July 16, 2018

206 E. Third St.

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Thank you for your interest in City government.

Pledge Of Allegiance

1. Consent Agenda

A. Approval Of Moscow City Council June 18, 2018 Minutes – Laurie M. Hopkins

Documents:

[CITY COUNCIL MINUTES OF JUNE 18, 2018.PDF](#)

B. Disbursement Report For June 2018 - Gary J. Riedner

Presentation of the Accounts Payable Report for the month ending June 2018. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on July 9, 2018.

ACTION: Approve the Disbursements Report for the month of June 2018.

Documents:

[DISBURSEMENT REPORT FOR JUNE 2018.PDF](#)

C. Third Quarter Financial Report (April 1, 2018 To June 30, 2018) For FY2018 - Gary J. Riedner

Presentation of the financial report for the third quarter of FY2018 (April 1, 2018 to June 30, 2018). This was reviewed and recommended for approval by the Public Works/Finance Committee on July 11, 2018.

ACTION: Approve the report.

Documents:

[THIRD QUARTER FINANCIAL REPORT \(APRIL 1, 2018 TO JUNE 30, 2018\) FOR FY2018.PDF](#)

D. Great West Engineering Master Agreement For Professional Services - Les MacDonald

Public Works wishes to add the firm of Great West Engineering, Inc. of Helena, Montana to our consultant roster so that any future design work for which the firm is selected may be contracted through a Task Order Agreement. The attached Master Agreement has been created for this purpose. This item was reviewed and recommended for approval by the Public Works/Finance Committee on July 9, 2018.

ACTION: Approve the Master Services Agreement for professional services by Great West Engineering, Inc.

Documents:

[GREAT WEST ENGINEERING MASTER AGREEMENT FOR PROFESSIONAL SERVICES.PDF](#)

E. Keller Associates Master Agreement For Professional Services - Les MacDonald

The Public Works Department wishes to retain the firm of Keller Associates, Inc. of Meridian, Idaho from our consultant roster so that future design services for which the firm is selected may be contracted through a Task Order Agreement. Keller's original Master Agreement was executed on June 27, 2016 and has recently expired. The attached second Master Agreement will allow the City to continue to retain Keller for ongoing and upcoming design services. This item was reviewed and recommended for approval by the Public Works/Finance Committee on July 9, 2018.

ACTION: Approve the Master Services Agreement for professional services by Keller Associates, Inc.

Documents:

[KELLER ASSOCIATES MASTER AGREEMENT FOR PROFESSIONAL SERVICES.PDF](#)

F. Itani Park Professional Engineering Services Agreement - David Schott

The Parks and Recreation Department is requesting authorization to retain Hodge and Associates for design services to incorporate an accessible route through Itani Park and an estimate of construction costs for the Itani Park Pathway Project at a cost of \$4,250. The funding source is the Hamilton Fund, and was approved through the FY2018 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects are required to be authorized through the annual budget process. The purchase of playground equipment and rubber safety tiles was approved by City Council on June 18, 2018. The next step in the project is to construct a pad for the playground equipment and an accessible path to the playground equipment. Due to the

topography and the drainage of the park, professional engineering services are required for the pathway design to meet the Americans with Disabilities Act (ADA) and ensure proper drainage. The Public Works / Finance Committee reviewed and recommended approval for the Itani Park Pathway Project on July 9, 2018.

ACTION: Approve agreement with Hodge and Associates for design services to incorporate an accessible route through Itani Park and an estimate of construction costs for the Itani Park Pathway Project at a cost of \$4,250 with funding source from the Hamilton Fund.

Documents:

[ITANI PARK PROFESSIONAL ENGINEERING SERVICES AGREEMENT.PDF](#)

G. Moscow School District Community Playfields Pathway Project - David Schott

The City issued a solicitation for bids to four (4) concrete contractors on June 7, 2018 for the Moscow School District Community Playfields Pathway Project. The base bid for the project includes the installation of an eight (8) foot concrete pathway from the northwest corner of the existing parking lot to Field 4 to the north and an add alternate #1 to relocate an irrigation system lateral. The origin of the project was a request from the public to provide American with Disabilities Act (ADA) compliant access to Field 4. The FY2018 budget for the project is \$32,000 for an ADA compliant pathway to Field 4 and will be expensed from 121-185-30-658-20, R & M Grounds - Moscow School District Community Playfields. One (1) bid proposal was received with a base bid of \$22,896.50 and alternate #1 of \$430. The Public Works / Finance Committee reviewed and recommended approval on July 9, 2018.

ACTION: Accept the low bid from McCall's Classic Construction, Inc., award the contract in the amount of \$23,326.50 for Base Bid and Add Alternative No. 1, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount.

Documents:

[MSDCP PATHWAY PROJECT.PDF](#)

2. Staff Recognition Report - Gary J. Riedner

3. Mayors Appointments

4. Public Comment And Mayor's Response Period (Limit 15 Minutes)

5. Citizen Commission Report - Human Rights Commission - James Fry / Ken Faunce

6. Public Hearing: Proposed Rezone At 109 N Almon Street - Michael Ray

The applicant, Garrett Thompson, is requesting to rezone a 13,033 square foot parcel located at 109 N Almon Street. The parcel is currently within the Multiple Family Residential (R-4) Zone which the applicant is proposing to change to the Neighborhood Business (NB) Zone.

The Planning & Zoning Commission conducted a public hearing on June 27, 2018 and recommended approval of the rezone request.

PROPOSED ACTIONS: After conducting the public hearing and consideration of testimony received, approve the proposed Zoning Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or consider the Zoning Ordinance on first reading; or reject the Zoning Ordinance and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.

Documents:

[PUBLIC HEARING - PROPOSED REZONE AT 109 N ALMON STREET.PDF](#)

7. Bid Award 5339 Grant Shelters - 2018 – Les MacDonald

The City published an advertisement for bids on June 16, 2018 for the 5339 Grant Shelters - 2018 Project. The base bid for the project provides for the assembly and installation of six (6) owner furnished, pre-manufactured shelters: Three (3) 5' x 10' bus shelters, two (2) 5' x 14' bus shelters, and one (1) 12' x 18' bicycle shelter at City Hall. It will also includes the installation of trash receptacles, two-tiered bicycle racks, a bicycle repair station, and one (1) owner furnished, pre-manufactured bench. This project also includes reinforced concrete support slabs, retaining walls, adjoining sidewalks, and some necessary electrical work. The Engineer's estimate for the project was \$98,502.32

Bid opening for the project took place on July 3rd, 2018, at which three responsive bids were received. Of the responsive bids received, numbers ranged from \$98,624.82 to \$142,893.82. McCall's Classic Construction was the low bidder on the project with a bid of \$98,624.82. See attached bid tabulation.

On December 18, 2017, the City Council approved the Grant Project Funding Agreement for the ITD 5339 Bike and Bus Shelter grant in the amount of \$141,000, including \$114,800 of federal funds and \$26,200 in local match. These funds will be appropriated in the August 2018 open budget process, along with the appropriation for expending the funds. This item was presented to the Public Works/Finance Committee on July 9, 2018 and recommended for approval.

PROPOSED ACTIONS: Accept the low bid from McCall's Classic Construction, award the contract in the amount of \$98,624.82, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount.

Documents:

[BID AWARD 5339 GRANT SHELTERS - 2018.PDF](#)

8. Third And Adams Streets Raised Crosswalk - Les MacDonald

The Third Street Corridor Multimodal Improvements Program includes multiple pedestrian, bicycle, and vehicular infrastructure enhancements on

Third Street between Washington Street and Mountain View Road. Much of the work is included in a pending project which will address curb bulbs, raised pedestrian crosswalks, center medians, sidewalks, and other features between Adams Street and Mountain View Road. That project is anticipated be advertised for bids fairly soon. Due to the lateness of the season it was deemed by staff to be appropriate to advance the work for the installation of the raised pedestrian crossing on the east side of the Adams Street intersection so as to be able to complete the installation prior to the start of the school year. This work is of a small enough scale that it does not require formal bidding, so bids for the construction services were solicited from local firms. McCall's Classic Construction has been selected to perform the work. This item was presented to the Public Works/Finance Committee on July 9, 2018 in report form.

PROPOSED ACTIONS: Accept the bid from McCall's Classic Construction, award the contract in the amount of \$49,995.75, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount, or take other action deemed appropriate.

Documents:

[THIRD AND ADAMS STREETS RAISED CROSSWALK.PDF](#)

9. Third Street Bridge Bid Opening - Les MacDonald

The City published an advertisement for bids on June 16, 2018 for construction of the Third Street Bridge Project on each of two alternative construction schedules. The base bid for the project includes installing a new 44-foot bridge over Paradise Creek along Third Street with approximately 200 feet of roadway and sidewalk improvements and illumination.

Under the base bid, the Notice to Proceed would be issued to the contractor on the earliest possible date following the execution of the construction contract. Substantial completion of all work is required within 150 calendar days with an allowance for the contractor to suspend work during the winter months. The contractor could begin construction this fall, and either complete the project immediately or implement a winter shut-down with the contract time temporarily suspended. Under the Alternative Bid, the Notice to Proceed date would be delayed until the 2019 construction season, but would be issued no later than May 1, 2019, again allowing 150 calendar days to complete the work.

Keller Associates, the design engineer on the project, provided an Engineer's estimate for the project on June 14, 2018, of \$598,906.00. The two responsive bids received were opened on Tuesday, July 10th. The apparent low bid was submitted by Clearwater Construction and Management Company of Spokane, Washington in the amount of \$920,957.10 for both the base and alternate. The bids received from NNAC Construction of Coeur d'Alene, Idaho were \$976,895.39 for the base and \$976,166.97 for the alternate. A complete bid tabulation is attached.

PROPOSED ACTIONS: Reject all bids and provide staff further direction, or take such other action deemed appropriate.

Documents:

10. Paradise Creek Floodplain Study Application Fee Approval - Bill Belknap

The City and Moscow Urban Renewal Agency have worked collaboratively on a flood study of a portion of Paradise Creek located between the South Main and Highway 8 crossings to update the regulatory floodplain to reflect the removal of several bridge structures which occurred 20 years ago. Staff is seeking authorization to fund the Letter of Map Revision (LOMR) application fee to allow the LOMR application to proceed.

After discussion with the City Supervisor, he is recommending that the additional \$8,000 could be funded from, the Non-Prioritized Projects line item, which has \$15,000 remaining, after prior Council-authorized commitments. This was reviewed by the Administrative Committee on July 9, 2018. The Committee authorized the expenditure of funds with a recommendation for ratification by the City Council at the July 16, 2018 City Council meeting.

PROPOSED ACTIONS: Ratify the authorization of \$8,000 from the Legislative Non-Prioritized Projects line item to fund the LOMR application fee, or take other such action deemed appropriate.

Documents:

[PARADISE CREEK FLOODPLAIN STUDY APPLICATION FEE APPROVAL.PDF](#)

11. Small Office Commercial Sanitary Sewer Rate Pilot Program - Gary J. Riedner

The commercial sanitary sewer rate structure consists of classifications of rates based upon the type of commercial business, and the effect of the sanitary sewer discharge from that business upon the sanitary sewer system. For instance, the rate structure for a restaurant is based partially upon the discharge of cooking fats, oils and grease (FOG), which requires significant increased levels of treatment, both in the sanitary sewer transmission infrastructure and wastewater treatment. This results in a base sanitary sewer rate that is charged to each business in that class, and actual use of the system is measured in increments of water usage by the business. For example, a business pays the base sanitary sewer rate monthly, and is charged a volume-based use fee for each additional 100 cubic feet of water use.

This system works well in most cases, as the business use of the sanitary sewer system is typically tied directly to the water used by the business. The one situation which causes inequities is the case where a business does not fluctuate significantly in its year-round use of water, except in its use of irrigation. While the use of water for irrigation is appropriately billed through water rates, the inequity exists because the use of irrigation water does not enter the sanitary sewer system. Under the current rate structure, there is no mechanism for decoupling the use of water to the use of sanitary sewer.

Staff has identified several, mainly office-type businesses, which fall into this category. Typical water use for these businesses range from less than 100 cubic feet per month to approximately 600 cubic feet per month. Staff is proposing creation of a new class of sanitary sewer rate in which all businesses in this class would be billed the base commercial sewer fee, plus

use rate equal to 200 cubic feet of water use. This class will be piloted during the current irrigation season, while staff gathers data for analysis for use in proposing continuation of the pilot class rate, or an alternative class rate based upon the experience of the pilot program.

This item was reviewed by Administrative Committee on June 25, 2018, where in the Committee approved the recommendation from staff to implement the pilot program for the new rate classification and because of the current billing cycle and the fact that the July 2, 2018 City Council meeting was cancelled, to bring the action forward for Council ratification at the July 16, 2018 City Council meeting.

PROPOSED ACTIONS: Ratify implementation of the pilot program for the new rate classification for Small Office Commercial Sanitary Sewer Rate as outlined, or take such other action deemed appropriate.

Documents:

[SMALL OFFICE COMMERCIAL SANITARY SEWER RATE PILOT PROGRAM.PDF](#)

Reports
City Council
Mayor
Staff

Adjourn to Executive Session per Idaho Code 74-206 (1)(B), (1)(C) and (1)(F) - The meeting will not reconvene.

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.