Moscow City Council

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday November 5, 2018	**7:00 PM**	**Council Chambers 206 E. Third St.**

The meeting was called to order at 7:00 PM

PRESENT: Kathryn Bonzo Council President, Gina Taruscio Council Vice President, Jim Boland Councilmember, Brandy Sullivan Councilmember, Anne Zabala Councilmember, Bill Lambert Mayor

ABSENT: Art Bettge Councilmember (Excused)

STAFF: Gary J. Riedner, Mia Vowels, Les MacDonald, David Schott, Laurie M. Hopkins

Pledge of Allegiance
Council Vice President Taruscio led the Pledge of Allegiance.

Veteran's Day and Military & Veteran's Week Proclamation
Mayor Lambert read the proclamation and presented to Jason M. Nierman, Retired Lieutenant Colonel the Military and Veterans Services Coordinator at the University of Idaho. He thanked the Mayor and listed some of the many events throughout the week to honor veterans.

1. **Consent Agenda (ACTION ITEM)**

   A. **Approval of Moscow City Council October 15, 2018 Minutes – Laurie M. Hopkins**

   B. **WRRF Slide Gates Replacement Project - 2018 - Nate Suhr**
   The City published an advertisement for bids on October 9, 2018 for the Water Reclamation and Reuse Facility (WRRF) Slide Gates Replacement Project. The base bid for the project includes the removal and replacement of six existing (48" x 50") slide gates within "Box G" at the WRRF. The six new (48" x 50") slide gates had been previously purchased by the City and the manufacturer's plans and specifications for the new gates were provided as part of the bid proposal package. The Engineer's estimate for the project was $34,690.50. Bid opening for the project took place on October 16, 2018, at which two bids were received. Of the responsive bids received, numbers ranged from $27,650.48 to $48,590.50. Clearwater Construction & Management was the low bidder on the project and a bid tabulation is attached. This was reviewed and recommended for approval by the Public Works/Finance Committee on October 22, 2018.

   ACTION: Accept the low bid from Clearwater Construction & Management, award the contract in the amount of $27,650.48, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount.

   C. **Castleford Street Encroachment Request - Abbott - Bob Buvel**
   Dwayne and Monica Abbott, the owners of the lot at 2830 Hampton Court, have applied for a right of way encroachment to construct a retaining wall in the Castleford Street right-of-way along the north side of their property. Their house at 2830 Hampton Court was built in the first constructed phase of the Southgate 3rd Subdivision. Road construction in the second phase of the subdivision undermined the slope supporting the house, creating an unstable situation. Their proposed solution to the problem is a joint effort between the Abbotts and the developer to build a wall that will retain

an engineered sloped embankment below the house foundation. If the wall is built with the encroachment into the right of way (near the back of the sidewalk) it will save the developer and the property owner $10,500 to $13,000 versus building the wall on the Abbott's private property. The franchise utility companies have all written letters stating they have no intention of exercising use of the public utility easement along the subject frontage. This was reviewed and recommended for approval by the Public Works/Finance Committee on October 22, 2018.

ACTION: Approve the encroachment request and attached encroachment agreement.

D. Assistance to Firefighters Grant Request - Alisa Anderson

The Assistance to Firefighters Grant (AFG) program goal is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards and provides direct financial assistance to eligible fire departments. The Moscow Fire Department is requesting to submit a funding request to the AFG program to purchase new communications equipment to replace obsolete, unusable, and/or unrepairable equipment to meet current standards which require radio systems to be P25 compliant. P25 radios are a direct replacement for analog FM radios but add the ability to transfer data as well as voice, allowing for more natural implementation of encryption or messaging. The Moscow Fire Department is proposing to request mobile repeaters, mobile radios, portable radios, and pagers for use by staff and volunteer firefighters. The total cost is estimated not to exceed $258,000. The AFG program requires a 10% match of the awarded amount. The grant application is due on October 26, 2018. This was reviewed and recommended for approval by the Public Works/Finance Committee on October 22, 2018.

ACTION: Ratify the funding request submitted to the Assistance to Firefighters Grant program on October 26, 2018, for communications equipment in the amount of $227,562.

E. South Main Pedestrian Underpass Project - Bill Belknap

During the recent floodplain study near the intersection of South Main and the Troy Highway, the City Council expressed interest in exploring the construction of a pedestrian underpass of South Main/U.S. 95 using the existing bridge structure in a similar fashion to the underpass that is currently under construction underneath State Highway 8 at the Styner/White intersection. On June 4, 2018, the City Council agreed to jointly fund an assessment of a potential south main underpass with the Moscow Urban Renewal Agency. The underpass assessment has been completed and it has concluded that the underpass is feasible and would not increase flood elevations within the area. Staff is seeking direction from the Council regarding if the Council would like to pursue a grant application for the project. This was reviewed and recommended for approval by the Public Works/Finance Committee on October 22, 2018.

ACTION: Approve pursuing a grant for the South Main Pedestrian Underpass Project.

F. Fire Station #2 Re-Roof Project Professional Services Agreement - David Schott

Staff is requesting authorization to retain Associated Architects for full service architectural services for the Fire Station #2 re-roof project at a cost of $7,660. Over the past years, facilities staff have patched numerous leaks in the 3,442 square foot roof. Staff proposes an R Mer Lite roofing system by the Garland Company which has been installed on numerous buildings around Moscow. The FY2019 budget for the project is $69,900 and includes architectural services and construction. The budgetary line item for the architectural expense will be General Fund Capital Projects, 350-310-20-770-72. If approved, staff anticipates construction documents and cost estimates to be completed by the end of January 2019 and issue of a Solicitation for Bids in February. On October 22, 2018, the Public Works / Finance Committee reviewed and recommended approval.

ACTION: Approve Associated Architects to provide full service architectural services for Fire Station #2 Re-Roof Project at a cost of $7,660; and issuance of Solicitation for Bids.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Kathryn Bonzo, Council President
SECONDER:	Gina Taruscio, Council Vice President
AYES:	Bonzo, Taruscio, Boland, Sullivan, Zabala
EXCUSED:	Art Bettge

2. Staff Recognition Report - Gary J. Riedner

None offered.

3. Mayors Appointments (ACTION ITEM)

Mayor Lambert proposed Lauren Voss to the Tree Commission and Kevyn Boothe to the Sustainable Environment Commission. Bonzo moved and Boland seconded approval of the appointments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

4. Public Comment and Mayor's Response Period (limit 15 minutes)

Brandon Allen, 624 N Mountain View Road Moscow, is part of the current Leadership Moscow program. He wanted to recognize the participates in this 2018 class and extend appreciation to the Chamber and the City. Mayor Lambert said Allen is participating as an advisor to the Mayor's Youth Advisory Committee.

5. Citizen Commission Report - Moscow Tree Commission - David Schott / Clark Filip

Schott introduced Clark Filip. Filip presented the mission statement, current members and the benefits of Moscow's community forest. The Commission prioritized public outreach over the past year. Other projects included planning for street tree replacements downtown and planning for the food forest park. The street tree guide was revised for draught tolerance for the area. The Commission continues to plant trees in public right-of-way, educate regarding tree removal and increasing the total number of trees. Mayor Lambert thanked him for the report.

6. A Street Reconstruction - Stage 2 State/Local Agreement (ACTION ITEM) - Les MacDonald

The Idaho Transportation Department (ITD), through the Local Highway Technical Assistance Council, has funded a federal-aid project in FY 2019 to improve segments of A Street and Line Street. The project will completely reconstruct A Street from 350 ft east of Peterson Drive to 200 feet east of Home Street and Line Street from the Pullman Highway north through its current intersection with A Street/Circle Drive. Circle Drive will be modified to include a cul-de-sac terminus north of A Street. The project will include replacement of the existing road sections, retaining walls, sidewalks, water system upgrades, and sewer conveyance system upgrades.

Access to the federal-aid funds require the execution of a "State/Local Agreement" outlining the responsibilities of both the City of Moscow and the ITD. The attached draft contract is a standard ITD agreement modified specifically for the A Street Project. Changes to the State/Local Agreement have been requested of the State and those changes are being made, but the revised document was not received in time to include in the packet. When received, the updated version of the agreement will be reviewed by the City Attorney to ensure that the requested changes have been achieved. Also for consideration is a resolution certifying approval of the agreement and authorizing the Mayor to enter into the agreement on behalf of the City. The resolution will be adjusted to include the revised project number once it is received from the State.

Once the executed State/Local Agreement and the City payments are submitted, ITD will advertise the project for bids. This is anticipated to occur in late 2018 with construction scheduled to occur in 2019.

PROPOSED ACTIONS: Approve the Resolution approving the State/Local Agreement for the A Street Improvements - Stage 2 Project and authorize the Mayor to sign the Agreement; or take other action as deemed appropriate.

MacDonald described the history of the A Street project that begin in 1999 and was scheduled to bid in 2004. The project originally began at Jackson Street but was scaled back to approximately Home Street. Right-of-way acquisition and design work were complete but the project was delayed due to funding. Changes to the road configuration include: a cul-de-sac at Circle Drive; through east/west traffic on A Street; free right turn onto A Street for northbound traffic from Line Street; a stop sign for northbound traffic on Line Street turning left onto A Street; pedestrian stairways due to elevation changes and parking changes. Snow removal is the responsibility of adjacent property owner but the City has been known to close pathways during heavy snow and ice periods during the winter. No bike route is called out on A Street due to the challenge of the road. There are routes on Third and Sixth Streets and the City is researching an additional bike route from Dumas Seed property through the new park, continuing to Lieuallen with connection to West Park. The total estimated project cost is $4,325,574 with local match from the City at $265,147. Water and sewer will also need to be replaced at City cost. In order to finance the project, grant funds will be provided from two fiscal years (2019 and 2020). ITD requires all the money to go out for bid. The Federal Government cannot advance the FY2020 grant funds. In order to construct in 2019, the City will need to prepay $1,264,000. The 2020 funds would then be released late 2019 and the City would receive reimbursement.

The Resolution approving the State/Local Agreement for the A Street Improvements - Stage 2 Project and authorizing the Mayor to sign the Agreement was approved by Roll Call Vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jim Boland, Councilmember
SECONDER:	Anne Zabala, Councilmember
AYES:	Bonzo, Taruscio, Boland, Sullivan, Zabala
EXCUSED:	Art Bettge

7. Resolution for a Street Reconstruction Stage 2 Funding by Interfund Investment (ACTION ITEM) - Gary J. Riedner

The City Council has approved the State/Local Agreement with the Idaho Transportation Department for the construction of 'A' Street Reconstruction - Stage 2. The project is funded by ITD through two fiscal years of the Surface Transportation Program - Urban (STP-Urban) grant program in the amounts of $2,083,214 (fiscal year 2019) and $1,264,000 (fiscal year 2020). The construction of the project is scheduled to be commenced in the 2019 construction season, prior to the availability of the STP-Urban fiscal year 2020 grant funds in the amount of $1,264,000. In order to proceed with the scheduled construction of the project, it is required by ITD that the City provide funding equal to the STP-Urban fiscal year 2020 grant in the amount of $1,264,000, which will not be available for reimbursement through the STP-Urban program until July 2019, the start of the federal fiscal year.

Staff is proposing that the $1,264,000 construction funding be funded through the City Sewer Enterprise Fund accumulation by means of interfund investment. A Resolution that outlines the criteria of $1,264,000 of investments by the Sewer Enterprise Fund for the purpose of funding the 'A' Street Reconstruction - Stage 2 project.

PROPOSED ACTIONS: Approve the Resolution authorizing the Finance Director to purchase inter-fund investments for $1,264,000 for the purpose of funding the 'A' Street Reconstruction - Stage 2 project from the City Sewer Enterprise Fund without interruption of City operations or capital improvement plans or take such action deemed appropriate.

Riedner introduced the item as written above adding an interfund investment was used for funding the airport runway realignment project. Interest rate on the borrowing is proposed at 2.5%. The City will be reimbursed as soon as the 2020 federal funding is available in a lump sum. If the bids come in over budget, LHTAC would review and talk with City Engineering and if within 10%, the project would proceed. If over 10%, they discuss how to proceed. The majority of the Mountain View construction funding was transferred over to the A Street project. The design and right-of-way acquisition for the Mountain View project was retained and in progress. In the off chance federal aid is cut off, the obligation for repayment to the enterprise is still there.

The Resolution authorizing the Finance Director to purchase inter-fund investments for $1,264,000 for the purpose of funding the 'A' Street Reconstruction - Stage 2 project from the City Sewer Enterprise Fund without interruption of City operations or capital improvement plans was approved by Roll Call Vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kathryn Bonzo, Council President
SECONDER:	Gina Taruscio, Council Vice President
AYES:	Bonzo, Taruscio, Boland, Sullivan, Zabala
EXCUSED:	Art Bettge

8. Self-Funding Employee Health Insurance Report – Gary J. Riedner

Riedner said staff is proceeding with a proposal from Murray group to self fund the employee health benefits. Insuring at a higher level because we administer it ourselves. An application has to be submitted to the Department of Insurance (DOI) and requires financial provisions including an employee benefits trust. Trustees have been selected. The trust will be funded by a one time surplus and monthly employee premiums. The City will contract with Regence to administer the health benefits. This cuts down the administration and profits insurance companies take. This should allow a more sustainable premium. The application has been submitted pursuant to actuarial information. Staff anticipates a launch date of March 1, 2019. Staff will bring a full report from Murray Group and will include a surplus funding plan for Council approval.

Reports

City Council

Human Rights Commission - Boland said the Commission is participating in an opioid event at Book People. They also discussed sidewalks on A Street and what will be done to make it wheel chair accessible.

Palouse Basin Aquifer Committee - Boland reported research is ongoing on each alternative. The timeline is at least 2023.

Palouse Basin Aquifer Committee Annual Meeting - Sullivan said there was a presentation from the National Weather Service regarding climate change and how it effects water.

Sustainable Environment Commission - Sullivan reported they discussed pesticides in the park.

Council Members reported on events they attended.

Mayor

Mayor Lambert said he attended the Palouse Basing Water Summit, Mayor’s Arts Awards, Morgan Orchard Park opening. He held a Mayor’s Youth Advisory Committee. He also attended an Airport Board meeting where they are getting closer on the runway as rock is in place and will be steamrolled next spring to compact it. He reminded everyone to vote.

Staff
Riedner reminded the Council of the City/County/University/School Distritct meeting was moved to the following week. The business list and resident list were both purchased for the downtown business survey. It should be mailed out the following week with responses back in December.

Adjourn to Executive Session per Idaho Code 74-206 (1)(B), (1)(C) and (1)(F) - The meeting will not reconvene.
Taruscio moved and Sullivan seconded to adjourn to Executive Session. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

The meeting closed at 8:17 p.m.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

CITY OF MOSCOW
MINUTES OF CITY COUNCIL EXECUTIVE SESSION
November 5, 2018

Present: Mayor Lambert, Jim Boland, Kathryn Bonzo, Brandy Sullivan, Gina Taruscio, Anne Zabala

Also Present: Gary J. Riedner, City Supervisor; Mia Vowels, City Attorney

The executive session was called to order at 8:20 p.m.

1st Item discussed pursuant to I.C. 74-206(1)(c) 8:20 p.m. - 8:24 p.m.
2nd Item discussed pursuant to I.C. 74-206(1)(c) 8:24 p.m. - 8:37 p.m.
3rd Item discussed pursuant to I.C. 74-206(1)(f) 8:37 p.m. - 8:45 p.m.
4th Item discussed pursuant to I.C. 74-206(1)(f) 8:45 p.m. - 8:49 p.m.

The executive session was adjourned at 8:49 p.m.