

Public Works / Finance Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, December 9, 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, Brandy Sullivan
OTHERS: Mayor Bill Lambert
ABSENT: Anne Zabala
STAFF: Jen Pfiffner, Mia Bautista, Tyler Palmer, Bill Belknap, Sarah Banks, David Schott,
Scott Bontrager, Nate Suhr, Tim Davis, Caylee Birge

REGULAR AGENDA

1. Approval of the November 12, 2019 Public Works / Finance Committee 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. Disbursement Report November 2019 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending November 2019.

ACTION: Sign the Disbursements Report for the month of November, 2019.

Banks introduced the item and identified two significant expenditures: the police facility professional design services and a Whitcom contract quarterly payment. The Committee signed the report.

3. Consideration of Janitorial Services Bid Results (ACTION ITEM) - David Schott

The City published an invitation to bid on November 2, 2019 and November 9, 2019 for custodial services for certain City buildings. In addition to the published invitation to bid, eight (8) custodial services were sent the invitation to bid. Bid opening for custodial services took place on November 20, 2019, at which time three (3) bids were received. ABM Industry Groups, LLC was the low bidder for Module #1, Module #4, Module #5, and Module #6 in the amount of \$196,704.24 for the two (2) year, eight (8) month Agreement from February 1, 2020 through September 30, 2022. EVCAR, Inc. dba Service Master Building Maintenance was the low bidder for Module #2 and Module #3 in the amount of \$193,668.16 for the two (2) year, eight (8) month Agreement from February 1, 2020 through September 30, 2022.

PROPOSED ACTIONS: Accept the low bid from ABM Industry Groups, LLC in the amount of \$196,704.24 for Module #1, Module #4, Module #5, and Module #6 and accept the low bid

from EVCAR, Inc. dba Service Master Building Maintenance in the amount of \$193,668.16 for Module #2 and Module #3, or provide staff further direction.

Schott introduced the item as written above. The City of Moscow grouped City buildings into six modules and allowed bidders to bid on any number of modules to accommodate more bidders. Janitorial rates are up about 3.83% from the last contract. Staff has looked into providing in-house janitorial services; however, at this point, it's less expensive to pay a contractor because of benefits for employees. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Professional Services Agreement for Design on 6th St and 3rd St Phase I & II Federal-Aid Project (ACTION ITEM) - Scott Bontrager / Nate Suhr

The Local Highway Safety Improvement Program (LHSIP) administered by the Local Highway Technical Assistance Council (LHTAC) for the Idaho Transportation Department (ITD) has provided federal funding to reduce Fatal and Serious Injury crashes on local roadway systems. LHSIP funds can be used for a variety of safety related projects that reduce the amount of crashes in a single area or system-wide projects that are based on improving safety in the proposed project area. The Third Street Safety Improvement projects include the installation of LED luminaires to increase night-time visibility, replacement of sidewalk, curb, and gutter while eliminating unused existing driveways. This project is located on Third Street (Hwy. 8) from Lieuallen Street to Jackson Street. In 2016 the City was awarded funding through the LHSIP for the Sixth Street Pedestrian Safety Improvement project with total project costs of \$166,000. The project was previously designed and advertised, with bids opened by ITD in April, 2019. The two responsive bids received were more than 75% over budget, so LHTAC and the City agreed to combine the Sixth Street project with the Third Street Safety Improvement projects to decrease costs by streamlining construction and project delivery activities in one larger project. In 2017 and 2018 the City was also awarded federal funds for the Third Street Safety Improvement Projects Phase I & II. The total cost of the Third Street Safety projects is estimated at \$727,000 with a maximum federal participation of \$673,638. The local match requirement is 7.34% (\$53,362) of which \$4,000 was previously paid with the State/Local Agreement for Design and Construction that was executed in July, 2019. A request for qualifications was issued by the Local Highway Technical Assistance Council for design services on September 9, 2019, and three qualified engineering firms responded. Precision Engineering, LLC of Eagle, Idaho has been selected to perform the design work on these projects. The LHTAC and City staff have negotiated an agreement with Precision Engineering for this work in the amount of \$88,082.00. The amount equates to 15% of the estimated construction amount for the combined projects, which both the LHTAC and City Staff deem reasonable for design services on a federal-aid project. Design is expected to be completed by October of 2020, and the project should be advertised for construction immediately following LHTAC's and ITD's approval. Construction is expected to occur during the summer of 2021. The design services agreement has been reviewed and approved by the City Attorney.

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

Bontrager and Suhr introduced the item as written above. The Urban Renewal Agency is contributing funds for the luminaires. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Plastic Film Recycling Report - Tim Davis

Davis introduced the report. Davis felt there was a need to develop and implement a plastic film collection and has been working with Moscow Recycling on how to best do that. The largest challenge is finding storage space for loose plastic to make a full bale. Moscow Recycling has made its small baler available, but it is labor-intensive and inefficient. Since this is a new pilot program will be reported back to the committee after a couple of months. Interim storage will be done by transferring plastics from public containers to a larger rolling cage. Moscow recycling can transfer the plastics from LSI to Safeway for final transport to TREX. The first collection date will be January 4, 2020. Staff had a regional meeting with sanitation managers to look at broader programs that the City can work with other cities for volume.

Daycare Regulation Update

Hopkins presented an overview of the childcare meeting held December 4. Staff was contacted by some individuals regarding daycare becoming more expensive and less available. Some of the perceived issues were with regulations, including child to adult ratios, certain crimes (mainly juvenile alcohol offenses) which disqualify potential workers for a period of five years, and land use regulations. City staff scheduled an evening meeting inviting providers and parents, as well as representatives of the North Central Health and Idaho Child Care Resources & Referral service. The consensus of the stakeholder group was that the disqualifying crimes involving juvenile alcohol use (minor in consumption, minor in possession & open container) should be removed from the list. City staff, including Chief Fry agreed, and staff will likely be putting something together for City Council consideration. Staff also discussed land use and building code regulations, mostly zoning, building code and fire code regulations. everyone seemed satisfied that those regulations couldn't be changed so were appropriate. There was no consensus on the discussion of child to adult ratios. Staff will assist in facilitating a smaller stakeholder group who can discussion and determine if any other changes can gain consensus and be proposed for council consideration.

ADJOURN

The meeting was closed at 3:31 p.m.

