Public Works / Finance Committee

Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Tuesday, May 28, 2019 | **3:00 PM** | **Council Chambers 206 E. Third St.**

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

PRESENT: Art Bettge, Jim Boland, Brandy Sullivan
ABSENT: Anne Zabala
OTHERS: Mayor Bill Lambert
STAFF: Gary J. Riedner, Dwight Curtis, Bill Belknap, Justin Goodwin, Caylee Birge

1. **Approval of May 13, 2019 Public Works / Finance minutes (ACTION ITEM) - Caylee Birge**

   Minutes presented for approval.

   PROPOSED ACTIONS: Approve minutes, or provide staff further direction

The minutes were approved as presented.

2. **1912 Center 2nd Floor Development Plan Proposal / Authorization to apply for BOA (ACTION ITEM) – Dwight Curtis/Jenny Kostroff**

   Heart of the Arts, Inc. (HAI) fundraising for renovations to the 1912 Center continues and the next step in floor renovations are ready to move forward. HAI is requesting City Council acceptance of the proposed 2nd floor renovation design concept, so that formal floor planning can begin. HAI is also requesting City Council authorization to apply for a variance to the parking space requirements. Physical limitations associated with the 1912 Center's location and limited options for parking will require a variance if further renovations are to continue. Additional floor renovations would bring the estimated parking space requirements to 182. HAI's facility use management strategy of the additional floors would limit the number of people using the entire 1912 Center facility at any given time, leaving the existing parking spaces as adequate. Any exceptions to the usage plan as outlined, such as a large conference, the facility use management strategies would include the use of bussing from the area hotels, etc.

   PROPOSED ACTIONS: (1) Recommend acceptance of the proposed 1912 Center 2nd Floor renovation design concept; (2) recommend authorization of the Heart of the Arts, Inc. to apply for a parking space variance through the Board of Adjustments; or provide staff further direction.

Curtis introduced Jenny Kostroff the 1912 Center manager. Kostroff presented the item as written above. The west side of the building will have a historic classroom. There will be a flex space for sharing with the community with the possibility of conferences and a generic space with other capabilities. The center of the floor will be family restrooms and drinking fountains. The auditorium will have a stage and a stage lift for moderate sized needs. A modular wall can be opened for a very flexible space. There will be a community living room small retreats with couches and a small kitchenette space. The East flex classroom will be used for senior use so the downstairs can be better utilized. The idea is to keep things flexible and malleable so multiple community members can use the space. Boland is concerned about there not being enough parking spaces. Committee recommend sending the proposal to the board of adjustment to take look at parking. The Committee recommended approval and that it be placed on the Regular Council agenda.

3. **Airport Grant – Runway Realignment (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport**

   Tony Bean, Executive Director of the Pullman-Moscow Regional Airport (PMRA) is seeking authorization from the City, as a sponsor of PMRA to apply for a grant from the U.S. Department of Transportation Federal Aviation Administration (FAA) Airport Improvement Program for the purpose of completing Phase 4 of the Runway Realignment Project (grant offer AIP 3-53-0051-051). The amount of the grant is $46,000,000 with a local match of $3,735,200.00 from multiple sources, which includes a possible Washington State Department of Transportation (WSDOT) Aviation Division state grant. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached Resolution has been prepared for that purpose. The Resolution also authorizes the execution of related assurances and certifications. The City of Pullman, as co-sponsor of PMRA, passed a similar resolution at its City Council meeting on May 14, 2019.

   PROPOSED ACTIONS: Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program (grant offer AIP 3-53-0051-051) and adopt the attached resolution, or provide staff further direction.

Tony Bean, Executive Director of Pullman-Moscow Regional Airport introduced the item as written. The application amount is always more so that we don't have to go back and forth asking for more money. This runway grant will finish up the taxiway improvements, earth work, lighting, airport creek and FEMA flood plain, and permit application. The airport will stay open through the work to remain flexible. The Committee recommended acceptance of the grant and that it be placed on the Council consent agenda.

4. **Small Community Air Service Development Grant (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport**

   The City of Moscow is a co-sponsor, with the City of Pullman, of the Pullman-Moscow Regional Airport (PMRA). Tony Bean, Executive Director of PMRA is seeking the support of the City of Moscow for a grant from the U.S. Department of Transportation Small Community Air Service Development Program (SCASD) to the City of Pullman for the purpose of securing Revenue Guarantee Funds to support additional Air Service. The amount of the grant is up to $1,000,000 with a local match of approximately $300,000.00 from multiple public and private sources. The match pledges are being collected by PMRA and both the Pullman and Moscow Chambers of Commerce from various public and private entities. To facilitate the SCASD grant, it is appropriate to request the City of Moscow act as an Interstate Municipal partner supporting the City of Pullman as the administrative sponsoring partner. The attached

Resolution has been prepared for that purpose. The City of Pullman passed a resolution preauthorizing acceptance of the SCASD grant at its City Council meeting on May 14, 2019.

PROPOSED ACTIONS: Recommend City Council adopt the attached Resolution supporting the City of Pullman as the administrative sponsoring partner for the U.S. Department of Transportation Small Community Air Service Development Program Grant, or provide staff further direction.

Bean introduced the item as written. The City of Pullman has already approved applying for the grant. The grant is not guaranteed so now is the best opportunity to apply. If awarded, the monies would need to be used within four years. Congress uses overflight fees to pay for essential air services for small airports to facilitate more adequate air service. This could give us the opportunity to get direct flights to Boise, and other larger hubs. The Committee recommended approval and that it be placed on the Council consent agenda.

5. **Airport Grant – FAA Equipment Grant (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport**

   Tony Bean, Executive Director of the Pullman-Moscow Regional Airport is seeking authorization from the City, as a sponsor of PMRA to apply for a grant from the U.S. Department of Transportation Federal Aviation Administration (FAA) Airport Improvement Program for the purpose of acquiring various pieces of airport equipment and fencing. The amount of the grant is $2,400,000 with a local match of $229,042.00 from Airport Revenues. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached Resolution has been prepared for that purpose. The Resolution also authorizes the execution of related assurances and certifications. The City of Pullman will consider adoption of a similar resolution at a future City Council meeting.

   PROPOSED ACTIONS: Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program in the amount of $2,400,000 with a local match of $229,042 from airport revenues and adopt the attached Resolution, or provide staff further direction.

Bean introduced the item as written above. An emergency generator is needed for the new runway. Also needed are two new closure exits for operations in the wintertime and snow removal equipment. The plan is to keep old equipment to use also. Bellingham is offering their entitlement funds for an emergency generator and fencing. The purpose of this grant request is to transfer the funds from Bellingham to Pullman-Moscow. The Committee recommended approval and that it be placed on the Council consent agenda.

6. **Request for Permit Fee Waiver for the Crisis Center (ACTION ITEM) - Gary J. Riedner**

   Darrell Keim, Executive Director of the Latah Recovery Community Center, is requesting a waiver of building permit fees for the remodel of 531 S. Main Street, Moscow to serve as a Crisis Center. The Crisis Center will provide services to individuals experiencing a mental health crisis. The Latah Recovery Community Center is contracting with the Crisis Response Network/Public Health to serve as the location for behavioral health crisis services. Latah Recovery Community Center has obtained funding for development of 531 S. Main, the former location of Whack-A-Doos Hair Salon, through a contract with the Crisis Response Network. It is anticipated that the Crisis Center program will directly benefit the City by providing an alternative to police transports, and reduced time spent securing mental health holds at Gritman

Medical Center emergency room. It is anticipated that the permit fees will amount to less than $1,000.

PROPOSED ACTIONS: Consider request and authorize waiver of the building permit fees for Latah Recovery Community Center Crisis Center remodel at 531 S. Main Street, Moscow, or reject request for waiver of building permit fees, or provide staff further direction.

Riedner introduced Darrell Keim, operator of the Latah Recovery Center. Keim introduced the item as written above. The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

1. Bond Reimbursement Resolution Report - Gary J. Riedner

Riedner introduced the report on the police bond election. County commission will meet and canvas the results of the elections which will start a 40 day period to protest or challenge the bond passage. City council will then consider a bond ordinance passage to set the length and rate of the bond. Then we will sell the bonds and the funds will be available to the city early September. The advertisement will go out for the RFQ and we will start interviewing and choose an architect. We have the funds available to purchase the property and will be doing so in the next week, we are under contract and need to make the purchase for the property now. The monies will come out of the general fund capital. We can purchase the property for reimbursement when the bond proceeds are available. This resolution will allow us to reimburse the city out of bond proceeds. The full resolution will go before the next City Council. Belknap stated that per the sale agreement the owner of the property has to improve the roadway utility before the purchase agreement.

ADJOURN

The meeting adjourned at 3:49 p.m.

Minutes Approved On
June 10, 2019
(Clerk Signature)