

Moscow City Council



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, May 18, 2020

7:00 PM

**Council Chambers
206 E. Third St.**

The meeting was called to order at 7:00 p.m. All those present for the meeting participated by video.

PRESENT: Mayor Bill Lambert, Art Bettge, Sandra Kelly, Maureen Laflin, Brandy Sullivan, Gina Taruscio, Anne Zabala

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Evan Timar, Scott Bontrager, Nathan Suhr, Tyler Palmer, Amanda Argona, Alisa Anderson, Kyle Steele, Zack Ellis, Laurie M. Hopkins

OTHERS: Tony Bean, Pullman Moscow Regional Airport Manager

PLEDGE OF ALLEGIANCE

Mayor Lambert led the Pledge of Allegiance.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Disbursement Report April 2020 - Sarah Banks

Presentation of the Accounts Payable Report for the month ending April 2020.

ACTION: Sign the Disbursements Report for the month of April 2020.

B. Approval of Moscow City Council April 28, 2020 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

C. Approval of Moscow City Council April 20, 2020 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

D. Approval of Moscow City Council April 30, 2020 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

E. Approval of Moscow City Council May 4, 2020 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

Bettge moved, Sullivan seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Resolution Allowing Pullman Moscow Regional Airport to Accept CARES Act Funds (ACTION ITEM) - Gary J. Riedner / Tony Bean

Tony Bean, the Executive Director of the Pullman-Moscow Regional Airport (PMRA) is requesting that the City Council adopt a Resolution allowing PMRA to accept federal Coronavirus Aid, Relief and Economic Security (CARES) funding. PMRA has been notified that CARES Act funding in the amount of \$18,129,792 has been designated for PMRA. The funds are allowed to be used for operations and project match for existing and future FAA grants issued in 2020 as well as the future terminal that is currently in design. These funds are in addition to the AIP (Airport Improvement Program) grant funds, as the CARES funds originated from the General Fund and have no local match. The funds must be used under the FAA Airport Revenue Use Policy as Airport Revenues with receipts, supporting documentation, Federal requirements and draws through the FAA grant system as a reimbursable grant.

PROPOSED ACTIONS: Adopt the Resolution preauthorizing the acceptance of grant monies under the CARES Act providing economic assistance in response to COVID-19 operational impacts, or take such other action deemed appropriate.

Riedner introduced Tony Bean, Pullman Moscow Regional Airport Manager. Bean explained traffic at the airport was 33% over last year in January and February. In April it was at 4.8% and the national average is 4.7%. Bean explained how the \$14 billion federal dollars were split for distribution.

Bettge moved Taruscio seconded to adopt the Resolution preauthorizing the acceptance of grant monies under the CARES Act providing economic assistance in response to COVID-19 operational impacts. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

3. Moscow Farmers Market 2020 Season Fee Update and Proposal (ACTION ITEM) - Gary J. Riedner / Amanda Argona

The Moscow Farmers Market is a 43-year-old tradition that is operating in a modified capacity this summer due to COVID-19 pandemic. As part of the 2020 season, the Moscow Farmers Market has a delayed start date to open in downtown Moscow on Saturday, June 6th. Several new measures to provide appropriate social distancing and increased safety have been implemented, including limiting vendor types to fresh, perishable agricultural vendors, empty stall assignments between each vendor, and limiting the number of customers in the footprint, etc. The Community Events staff has received feedback from vendors that some are hesitant to participate in the downtown market for many reasons relating to the COVID-19 situation, while also anticipating less patron foot traffic due to the above measures that discourage a linger-longer atmosphere. Given this, staff is recommending a modification to the current fee structure as contained in the attached memo, to reduce barriers to participation while providing relief to these small businesses.

PROPOSED ACTIONS: Approve recommended modification to Farmers Market fee structure for the 2020 season, reject modification, or take other such action deemed appropriate.

Riedner introduced the item as written above. Argona said vendors are concerned about committing to a space as well as the financial impact on their customers and themselves. Some vendors self-selected to withdraw their participation and they are not penalized by doing so. The Community Events Division have shared the government funding options for the vendors but since they don't have employees, most vendors do not qualify. The mobile market was held this past weekend. There was a bit of a traffic problem with peak pickup times. To manage orders, more breaks are needed. Only two orders of over 100 were incorrect. Staff is still determining order threshold per vendor. With the Motor-In Moscow Farmers Market, there is some flexibility for vendors to be in two places at once with the caveat owners must be on-sight in the market. Staff will increase as the downtown market starts up. Only produce vendors will be able to participate in the downtown market with arranging vendor spaces to comply with social distancing. Staff is monitoring the Governors order of stages and recommendations from Public Health as well as Administration. Other vendors will phase in as allows, considering fairness to the vendors, providing relief of fees and yet still see revenue. The Motor-In Moscow will need volunteers, such as working with the line of vehicles.

Sullivan moved, Zabala seconded to approve the recommended modification to the Farmers Market fee structure for the 2020 season. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

4. Moscow Water Department Building Roof Structural Repair Bid Results and Contract Award (ACTION ITEM) - Scott Bontrager

The Water/Sewer Administration Building was purchased in 2018. Prior to the purchase, the building was inspected by a structural engineer who identified that there was wood damage to the roof structure that would need to be repaired and that the cost of repair was estimated to be \$75,000. The purchase price was adjusted to reflect the repair cost. The roof repair commenced during the summer of 2019. When the contractor began the repairs, additional structural damage was discovered that had not been identified during the structural engineering assessment, requiring additional repairs beyond what was originally anticipated. Due to the time needed to complete the repair design and approaching winter weather, the City had a temporary waterproof barrier installed until the full repairs could be completed in the spring. The City sent an electronic solicitation to twelve contractors on April 21, 2020. The consultant structural engineer had not developed an Engineer's Estimate for construction due to the unique geometry of the building's roof and the fluctuation of current market pricing. Bids were opened on Friday, May 1, 2020. Two responsive bids were received, with bids ranging from \$245,400 to \$278,000. Of those, the lowest responsive bid was submitted by Kenaston Corporation with a bid of \$245,000. A complete bid tally is attached.

PROPOSED ACTIONS: Accept the low bid from Kenaston Corporation, award the contract in the amount of \$245,400, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or take such other action deemed appropriate.

Bontrager introduced the item as written above. Council had no questions. Bettge moved and Taruscio seconded to accept the low bid from Kenaston Corporation, award the contract in the amount of \$245,400, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. WRRF Return Line Emergency Repair (ACTION ITEM) - Nate Suhr

Friday (5/8/2020) a leak was discovered in the pressurized return line at the Water Reclamation and Reuse Facility (WRRF). The return line was originally built in 1953 of reinforced concrete pipe and in 2009 the western portion of the line was rerouted to install the addition of a sand filtration system. This line collects all of the untreated effluent from any drained plant operations and returns it to the beginning of the plant for reprocessing. It also collects all wastewater from each of the buildings on site and most critically, the wash water for the filter press. The filter press is critical to plant operations because without the press it is impossible to remove the microorganisms that are accumulating phosphorus and the whole process stream cannot advance. With the return line currently inoperable, WRRF staff is currently bypassing the system with external pumps in order to continue facility operation. Operating in a bypassed state is creating a minor imbalance within the biological system and will need correction within approximately four weeks of operation if a replacement line is not installed by that time. Inspection of the return line revealed significant defects in the structure of the 67-year-old pipe, and City staff concluded that replacement of the return line with new ductile iron (DI) pressure pipe was necessary. Staff is currently in discussion with suppliers and contractors to determine the most expedient way to procure and install the replacement line. As this is an unanticipated expense, staff is seeking funding authorization not to exceed \$200,000 for the project.

PROPOSED ACTIONS: Authorize staff to administratively accept a responsive low bid---, award the contract in an amount not to exceed \$200,000, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount (\$20,000 max), or take such other action deemed appropriate.

Suhr introduced the item as written above as well as gave a history of the line. Current operation can be maintained for approximately four weeks. Photos of the deteriorated pipes and map of the location of the pipe were shown. Five contractors are interested in bidding on the project. Taruscio moved and Laflin seconded to authorize staff to administratively accept a responsive low bid---, award the contract in an amount not to exceed \$200,000, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount (\$20,000 max). Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

6. Water Reclamation & Reuse Facility Compliance Update - Kyle Steele / Tyler Palmer

Palmer explained the WRRF operates under a permit by Idaho DEQ to ensure water is treated before being released back to the environment with the goal of not having negative impact to the flows of effluent. The permit has many conditions with temperature being the last condition staff is working towards. A 2010 study was initiated with seventeen alternatives discussed to meet temperature requirements. From those studies a report was generated in 2015. The permitting process was transferred from Idaho DEQ to the State of Idaho. IPDES inspected the WRRF and asked for an updated plan to meet the temperature requirement and that letter is due in June. A facility plan for the WRRF looks at how the plant will move forward, projected volumes, routine operations, projected regulations, etc. and was last completed in 1999. Steele said staff has been in discussions with Idaho DEQ about a plan to update the facility plan with a more comprehensive look. Staff will bring a scope of work to JUB for that project. There has not been any progress to meeting temperature and staff feels the temperature requirement needs to be updated.

7. Moscow Police Services Facility Bid Award (ACTION ITEM) - Bill Belknap

As the Council is aware, the City has been actively working toward the development to of a new Police Services Facility since 2016, when the City completed a Police Services Facility master plan. The City conducted a successful bond election in May of 2019 which authorized the City to issue general obligation bonds in the amount of \$9.64 million to fund the Police Services Facility construction, as well as the remodel of the current Police Station located on Fourth Street for other City uses and minor repairs/renovations to the Mann Building. The final design of the facility included the primary office and operations building of 15,232 square feet in size and 3,042 square foot storage and evidence processing outbuilding. In January of 2020, the design team prepared an updated construction cost estimate for the final building design which projected an estimated construction cost of \$6,969,782.

The projected was advertised for bid on February 26, with a bid opening date of April 2. Three bids were received with the lowest base bid received at \$7,278,000 from Wellens Farwell Inc. which was 4.4% above the architect's estimate. Since that time, staff and the contractor have identified approximately \$100,000 in additional cost savings that can be achieved without compromising the function or longevity of the facility bringing the base project cost within 3% of the cost estimate. After consideration of the base bid and alternates, staff is recommending the acceptance of Wellens Farwells Inc. base bid (\$7,278,000) and Add Alternate #4 (insulated glazing addition \$11,300) and Add Alternate #8 (gate deduction -\$7,882) for a total bid award in the amount of \$7,281,418, and authorize staff to execute change orders not to exceed 5% of the total contract amount.

PROPOSED ACTIONS: Declare Wellens Farwells Inc. as the low responsible bidder and accept the base bid (\$7,278,000) and Add Alternate #4 (insulated glazing addition \$11,300) and Add Alternate #8 (gate deduction -\$7,882) for a total bid award in the amount of \$7,281,418, approve the associated construction contract, and authorize staff to execute change orders not to exceed 5% of the total contract amount; or take other such action deemed appropriate.

Belknap introduced the item as written above and listed the add alternates. After review of the base bid and the alternates, staff concluded the project budget cannot support all the facility enhancements. The solar panel system would take over 36 years to recapture the initial installation cost, which is likely to exceed the functional life of the system. Given the project budget constraints and limited payback period, Staff is not recommending the City accept the solar panel bid alternate. The additional roof insulation energy savings would be minimal at \$98.00 per year, resulting in a projected payback period of 167 years for the \$16,425 in additional cost so also not recommended. The insulated glazing has a more significant projected annual savings of \$1,780 per year, resulting in a payback period of only 3.6 years after rebates and staff is recommending acceptance of the insulated glazing bid alternate. Staff and the contractor have identified approximately \$125,000 of additional savings on the base bid, such as landscaping, which can be achieved by change order. The secondary gate was added if there is a failure or if it is blocked so there is no reduction of safety. The ninety-day mobilization on-site, rather than the usual 30-day requirement, was included as contractors could have an issue of labor availability. The building will be solar ready, meaning the building can handle it structurally if it was to be added in the future. The add alternate included the panels and all the associated controllers to connect to the system.

Bettge moved to declare Wellens Farwells Inc. as the low responsible bidder and accept the base bid (\$7,278,000) and Add Alternate #4 (insulated glazing addition \$11,300) and Add Alternate #8 (gate deduction -\$7,882) for a total bid award in the amount of \$7,281,418, approve the associated

construction contract, and authorize staff to execute change orders not to exceed 5% of the total contract amount. Taruscio seconded.

Sullivan said she has heard from many constituents about the importance of solar panels and understands cost but does cost outweigh the 12% annual energy use savings. Belknap said three projects were included in the bond. This project is approximately \$1 million over the bond funding package. The Fourth Street building remodel is projected at \$1,500,000. Awarding the police facility bid at this amount with 3% contingency, there is a \$859,000 shortfall in fulfilling the other two projects. On the police facility bid it doesn't seem like a large percentage but it is a large percentage in the gap. Sullivan likes the idea of pursuing panels in the future, and could be a good move to see what happens in the next 2-4 years. Sullivan did question whether alternate #9 was needed if there is a shortfall. Belknap said smooth facing CMU is a standard grade block. The honed face was used on Jackson St restroom and Joseph Street playfields dugouts and restroom building. The police facility is a 60-70 life building and Belknap feels it would be a benefit in the long run and is only on the ground floor. Kelly agrees it is important to keep the solar panels on the radar for the future. Taruscio feels solar panels would have been a nice aspect with carbon reduction and City's commitment to the concept, but can't invest in something that will take so long to recoup. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

8. Main Street Right-of-Way Discussion and Potential Direction (ACTION ITEM) – Gary J. Riedner

As downtown businesses are working to reopen in accordance with Governor Brad Little's Stay Healthy Order and Idaho Rebounds Plan, staff has been researching the potential for offering businesses some alternatives for temporary use of public right of way (ROW) in the Moscow downtown area to provide additional opportunities for social distancing. Research continues and the Moscow Chamber of Commerce is helping in an effort to reach out to Main Street businesses to obtain feedback. Staff will update the City Council regarding regulatory and permit issues, as well as the status of alternatives and seek Council direction.

PROPOSED ACTION: Provide staff direction.

Riedner introduced the item as written above and said the big challenge for restaurants is to open with the social distance requirement. Staff has reviewed the legalities and how to allow expansion while still maintaining the transportation corridor. Alternatives staff researched were: close off Main Street from Seventh Street to north couplet and allow businesses to expand into the City ROW, creating a citizen promenade; closing parking on both sides of Main Street and allowing only one-way vehicular traffic; and, staff's recommendation, on an application basis for those businesses interested in using ROW, take parking out in front of their business or general area, and allow them to use parking stalls and/or the sidewalk. This option allows businesses to opt in if it is beneficial and keeps travel lanes open and quite a bit of parking. Businesses that this would not benefit are still supportive for those that it will. Staff has also discussed expanding a sidewalk café that serves alcohol. Alcohol Beverage Control was contacted and at the local level, there is no authority to expand the footprint of serving. Staff is drafting a letter asking for leniency similar to the sale of alcohol for off premise consumption. Palmer said Argona has been in the expansion discussions, she preferred option C as that would work be most flexible with the market. Laflin wanted to be sure ADA accessibility was considered as well as the take-out stalls. Riedner said ADA parking is protected with during the farmers market and temporary ADA parking can certainly be created if necessary. There are alternatives such as pick-up at the back door and staff would engage the businesses so it is a comprehensive solution. If it is a temporary

permit, it is reviewed, inspected and if there is a violation, the permit can be revoked. Staff anticipated the temporary nature of the permit to expire early fall dependent on how Idaho moves through the governor's stages and if there is an uptake on COVID cases. The council members showed their support for the businesses and assisting them in expanding their business so that they can open and meet social distance requirements. With the positive support, staff will move forward with the third option.

9. City's COVID-19 Response Report - Gary J. Riedner

Riedner reported Idaho is in its second stage of the reopening plan. Governor approved CARES Act funding based on population city support, Moscow receiving up to \$887,100. Anderson said staff just gained access to the website last week on how funding will be available. Reimbursement will require an outline of what hard costs a City has incurred and include receipts. The Transparent Idaho website does not have information on how they will handle personnel costs. Moscow has accumulated \$240,000 of tasks related to COVID and \$28,000 in quarantine costs. She is waiting for information on if timesheet or certified payroll will be required. She anticipates full documentation and have created spreadsheets accordingly. In April, an estimate going through end of May was submitted to the mayor of Garden City. At that time, projections were a little high to what has actually been incurred. Moscow is registered and ready to submit once the payroll option opens. Riedner said these funds cannot replace lost revenue. Time frame of qualifying monies is March 1 through December 30, 2020. Hard costs are defined as any operating expenses occurring to protect staff, such as work at home, licensees for Zoom, masks, cleaning supplies, quarantine costs, food cost for staff, anything to purchase to provide services safely. Purchasing of masks for emergency personnel is an eligible expense.

ADJOURN

The meeting adjourned at 9:20 p.m.

ATTEST:


Laurie M. Hopkins, City Clerk




Bill Lambert, Mayor