

Moscow City Council



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, April 20, 2020

7:00 PM

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

The meeting was called to order at 7:00 p.m. All attended via 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, Tyler Palmer, Jen Pfiffner, Scott Bontrager, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Lambert led the Pledge of Allegiance.

Mayor Lambert said Item 3 Resolution Allowing Pullman Moscow Regional Airport to Accept CARES Act Funds was being removed from the agenda. Not enough information and will come forward at a future meeting.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council April 6, 2020 Minutes - Laurie M. Hopkins

Minutes presented for approval.

ACTION: Approve minutes.

B. Disbursement Report March 2020 - Sarah Banks

Presentation of the Accounts Payable Report for the month ending March, 2020.

ACTION: Approve and sign the Disbursements Report for the month of March, 2020.

C. Second Quarter Financial Report January 1, 2020 to March 31, 2020 for FY2020 - Sarah Banks

Presentation of the financial report for the second quarter of Fiscal Year 2020 (January 1, 2020 to March 31, 2020).

ACTION: Approve the FY2020 Second Quarter Report.

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

REGULAR AGENDA

2. Idaho Department of Environmental Quality Revolving Loan Fund Phase I Revenue Bond Ordinance Approval (ACTION ITEM) - Bill Belknap

After receiving approval by judicial confirmation for a number of necessary water system improvements in 2014, the City applied for and received \$4.3M in funding from DEQ's Revolving Loan Fund (RFL) and commenced with design of the initial phase (Phase 1) of the Subject Improvements which included drilling Well #10 (not including production development) and the construction of three of the six booster stations (Vista, Taylor and White). Phase I of the project is now complete and the City needs to convert the construction loan to revenue bonds in accordance with the DEQ Loan offer. The revenue bonds would carry a term of 20 years and an annual interest rate of 2.25 percent which will be repaid with water utility revenues. In order to issue the revenue bonds, the City Council is required to pass two bond ordinances including the master bond ordinance that provides the general authority and terms of the revenue bond issuance including any covenants, reserve funds and other conditions, and the supplemental bond ordinance that details to specific financial terms of the bonds and the amortization schedule. The City Bond Counsel has prepared the bond ordinances for the Council's approval. After approval, the final bond instruments will be prepared with a projected closing date of May 12, 2020.

PROPOSED ACTIONS: Approve the Master Bond Ordinance #2020-04 and Supplemental Bond Ordinance #2020-05 under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

In 2012, the City completed a Comprehensive Water System Plan which identified several water system deficiencies including source redundancy and areas of inadequate fire flow. The City prioritized several improvements to address these deficiencies and meet DEQ system requirements. Belknap continued as described above and clarified there were six water booster stations, but two stations were consolidated into one.

Bettge moved and Sullivan seconded to approve the Master Bond Ordinance #2020-04 and Supplemental Bond Ordinance #2020-05 under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lambert read Ordinance 2020-04:

AN ORDINANCE OF THE CITY OF MOSCOW, LATAH COUNTY, IDAHO, AUTHORIZING THE ISSUANCE AND SALE OF WATER REVENUE BONDS FROM TIME TO TIME TO PROVIDE FUNDS NECESSARY TO FINANCE OR REFINANCE IMPROVEMENTS TO THE CITY'S WATER SYSTEM; FIXING THE FORM, COVENANTS AND CERTAIN TERMS OF THE BONDS TO BE ISSUED; PROVIDING FOR THE REGISTRATION AND AUTHENTICATION OF BONDS; PLEDGING REVENUES FOR PAYMENT OF DEBT SERVICE ON BONDS ISSUED HEREUNDER; PROVIDING FOR CERTAIN FEDERAL TAX COVENANTS WITH RESPECT TO THE BONDS; DESIGNATING CERTAIN FUNDS AND ACCOUNTS OF THE CITY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mayor Lambert read Ordinance 2020-05:

A SUPPLEMENTAL ORDINANCE OF THE CITY OF MOSCOW, LATAH COUNTY, IDAHO,

AUTHORIZING THE ISSUANCE AND SALE OF THE CITY'S WATER REVENUE BOND, SERIES 2020, IN THE PRINCIPAL AMOUNT OF \$4,300,000 TO PROVIDE FUNDS NECESSARY TO FINANCE IMPROVEMENTS TO THE CITY'S WATER SYSTEM; RATIFYING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT PROVIDING FOR THE SALE OF THE SERIES 2020 BOND TO THE STATE OF IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY; PLEDGING NET REVENUES FOR PAYMENT OF THE SERIES 2020 BOND ON PARITY; FIXING THE FORM AND TERMS OF THE SERIES 2020 BOND; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO; AND PROVIDING FOR THE EFFECTIVE DATE HEREOF.

3. Resolution Allowing Pullman Moscow Regional Airport to Accept CARES Act Funds (ACTION ITEM) – 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.

4. North Main Beautification Project Bid Result and Contract Award (ACTION ITEM) - Nate Suhr

The 2020 City of Moscow North Couplet Beautification Project will prepare the area of C and Main Street for the installation of a metal three-dimensional sculpture public art piece entitled "The Homecoming". The project includes installation of ADA compliant pedestrian ramps, curb extensions, electric and water service, and storm drainage, and replaces non-compliant sidewalks and driveway approaches. A concrete planter to shield pedestrians from vehicles will also be constructed. The public art piece and additional beautification projects, including additional sidewalk replacement and the installation of street trees throughout the corridor will be completed at a later date. The City issued an electronic bid solicitation to five area contractors on March 20, 2020 and the Engineer's estimate for the project was \$89,057. Two responsive bids were received on April 3, 2020, with bids ranging from \$88,714 to \$92,772. Of those, Germer Construction of Moscow, Idaho submitted the low bid on the project of \$88,714. A complete bid tabulation is attached.

PROPOSED ACTIONS: Accept the low bid from Germer Construction, Inc., award the contract in the amount of \$88,714.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount (\$8,871.40), or take such other action deemed appropriate.

Entryway appearance was identified as an area of concern within the 2013 City Council Goals. With the formation of a steering committee, the city was broke into four (4) quadrants and identified eight

(8) areas of concern. Public outreach meetings were held in which concept sketches were generated based on public input. The 2013 beautification goal was approved as part of the Strategic Plan in 2015 but there were difficulties securing funding and a bid overrun in 2016 caused construction delays. The project is now scheduled to coordinate with the installation of the public art piece entitled "The Homecoming" in the northern quadrant at C and Main Street location. Suhr continued his presentation as described above. Riedner shared there was an online petition being circulated asking the council not to proceed with this due to the word "beautification" in the title of the item. The project has been a priority since 2013. The public art portion was approved by the City Council on December 19, is being constructed for no more than \$40,000 with specific 1% art fund collected by public projects, and has no improvements other than extension of the electrical and water service at minimal cost. The Water Department will be working with the artist to wisescape the area but required temporary irrigation while the plants are still susceptible to drought. Because the area is not ADA compliant, it makes it a good candidate for improvements with or without the public art installation.

Taruscio moved to accept the low bid from Germer Construction, Inc, award the contract in the amount of \$88,714.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount (\$8,871.40). Bettge seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Almon Street Reconstruction - 2020 Bid Results and Contract Award (ACTION ITEM) - Scott Bontrager

The Almon Street Reconstruction project includes the reconstruction of Almon Street (Third St to 'A' St) and First Street (Almon St to Jackson St). The Base Bid consists of the full replacement of Almon Street pavement, select removal and replacement of curb and sidewalk, and the construction of a concrete bulb-out located on the west side of Almon Street near the intersection of First and Almon. The Add Alternate bid consists of the full replacement of First Street pavement and select removal and replacement of curb and sidewalk. Driveway approaches will be removed and replaced as needed along both streets and all pedestrian curb ramps will be brought into current ADA compliance. The City published an advertisement for bids on March 21, 2020 and the Engineer's estimate for construction is \$273,283.89 for Base Bid and \$89,156.11 for Add Alternate.

Bids were opened on Tuesday, April 7, 2020. Three responsive bids were received, with Base Bids ranging from \$233,769.10 to \$251,054.48 and Add Alternate bids ranging from \$76,201.00 to \$87,567.20. Of those, the lowest responsive bid was submitted by Motley-Motley with a Base Bid of \$233,769.10 and an Add Alternate bid of \$76,201.00. A complete Bid Tabulation is attached.

PROPOSED ACTIONS: Accept the low bid from Motley-Motley, award the contract for both the base bid and bid alternate in the amount of \$309,970.10, 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.

With the assistance of a consultant, a roadway survey is completed approximately every three years and sections throughout the city are rated. Any rating below 25 is more or less a complete rebuild. The segment of Almon Street for this project has a rating of 11.3 out of 100. Bontrager went through details of the project and the bid results as described above. A full analysis of utilities in the area determined good drainage and no need to replace. The bike lanes connect to Lillian Otness park and continues. The bid from Motley-Motley was a better bid as they are already contracted for a project in the area.

Bettge moved to accept the low bid from Motley-Motley, award the contract for both the base bid and bid alternate in the amount of \$309,970.10, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount. Taruscio seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

6. Indian Hills East Addition Final Plat and Final PUD (ACTION ITEM) - Mike Ray

On June 17, 2019 Moscow City Council approved the Indian Hills East Addition preliminary plat with two conditions and approved the Indian Hills East Addition Planned Unit Development (PUD) with no conditions. On February 24, 2020 the applicant submitted the final subdivision plat and final PUD to be reviewed by the Planning and Zoning Commission and City Council. The Planning and Zoning Commission reviewed the final plat and PUD on March 11, 2020 and recommended approval to City Council.

PROPOSED ACTIONS: Approve the Indian Hills East Final Plat and Final PUD; or take such other action deemed appropriate.

Ray introduced the item as written above and described the neighborhood and the house designs. This plat and PUD targets affordable homes at a resale of \$225,000 to \$250,000. Ray spoke on private parking, public parking and parking standards. Bettge moved, Taruscio seconded, to approve the Indian Hills East Final Plat and Final PUD. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

7. Indian Hills East Development Agreement (ACTION ITEM) - Bob Buvel

Noel Blum, on behalf of Blum Enterprises – 2, LLC., has submitted to the City a final plat for the development of the property at 1330 Indian Hills Drive, titled Indian Hills East Addition. On June 17, 2019, the City Council approved the preliminary plat for this property. The final plat will be presented for City Council approval on April 20th. If the final plat is approved by City Council, a development agreement is necessary to address construction of public improvements, parkland dedication, and as-constructed drawings. The attached agreement covers these items.

PROPOSED ACTIONS: Approve the Development Agreement with Blum Enterprises – 2, LLC. for Indian Hills East Addition; or take such other action deemed appropriate.

Buvel introduced the item as written above. Having no questions, Bettge moved, Kelly seconded to approve the Development Agreement with Blum Enterprises – 2, LLC. for Indian Hills East Addition. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

8. Indian Hills East Monumentation Agreement (ACTION ITEM) - Bob Buvel

Blum Enterprises-2, LLC. is the property owner and developer of the proposed Indian Hills East Addition on the lot currently addressed as 1330 Indian Hills Drive. The subdivision has received preliminary plat approval and the final plat is being presented for City Council consideration at the April 20, 2020 City Council meeting. If Council approves the final plat, the interior property corners will not be set until after the final plat has been filed, the earthwork has been completed, and the utilities have been installed. In such instances, an agreement obligating the establishment of these interior corners is required by Idaho Code.

PROPOSED ACTIONS: Approve the monumentation agreement with Blum Enterprises-2, LLC. for Indian Hills East Addition; or take such other action deemed appropriate.

Buvel introduced the item as written above. The deposit is required so that if the developer cannot set the pins, the City can hire someone to do set the pins. Taruscio moved and Laflin seconded to approve the monumentation agreement with Blum Enterprises-2, LLC. for Indian Hills East Addition. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

9. Set FY2021 Budget Hearing Date for August 3, 2020 (ACTION ITEM) - Gary J. Riedner

Per Idaho Code 63-802(A) the City is required to notify Latah County of the public hearing date for the City's annual budget no later than April 30th each year. Staff is requesting that the Council officially set the date so the Notification of Budget Hearing form can be completed and returned to the Latah County Auditor's Office by April 30th.

PROPOSED ACTIONS: Set August 3, 2020 as the public hearing date for the City of Moscow FY2021 budget, or take such other action deemed appropriate.

Riedner explained the Idaho Code requirement and Council had no questions. Sullivan moved, Laflin seconded, to set the August 3, 2020 as the public hearing date for the City of Moscow FY2021 budget. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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

The City is in tier 3 of the response plan. The Mayor's order is in place until May 5. Governor Little extended his emergency order until April 30 which coincides with the federal government regulations. The City implemented an incident action plan and structure which is available for all city employees should it be needed. City offices are closed with some online services available such as online utility billing and construction permitting. Police officers are split into platoons to ensure good hygiene practices and social distancing. City employees that are able to work from home are working remotely. The community garden, yard waste drop off, recycling facilities and the land fill have all been reopened and have implemented practices to social distance. The Farmers Market start date has been delayed until June 6. Artwalk has been rescheduled for September 25. Entertainment in the Park, Mayor's Golf Tournament and Vandal Town Block Party have all been cancelled. The Governor indicated he is looking for steps to reopen the state and that some nonessential services may be allowed to reopen if their products can be provided curb side. Staff is looking at ways employees can interact safely if the restrictions are relaxed. Cloth masks have been purchased and a phase in approach is being developed for when it is safe to return to offices.

Mayor Lambert said Moscow has done very well and promoted donations to the food banks, Poverty on the Palouse, and St. Vincent DePaul.

With school continuing at-home learning, management is being flexible with continuing working remotely for those employees that have children at home. Staff is reviewing a possible pool opening, which will most likely be delayed but anticipate it will open this summer. Staff hopes to have a plan together by the end of the month.

11. Utility Fee Relief Report - Gary J. Riedner

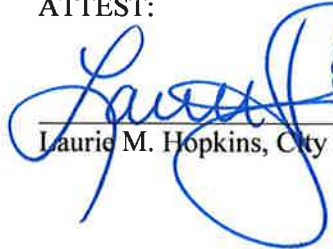
Riedner said staff has been looking at programs in other cities. Moscow services will not be terminated and no late fees will be assessed during the emergency order. Most popular program is a deferment and payback program. The City runs on approximately \$1.4 million a month in utility fees which go directly to operations and capital improvements. Any reduction of those fees will have a

ripple effect through the capital improvement plan. At the Mayor's direction, staff is looking at a program for those businesses directly affected by the order. Donations can be accepted but there is no program on how to administer the funds.

ADJOURN

The meeting adjourned at 8:33 p.m.

ATTEST:


Laurie M. Hopkins, City Clerk





Bill Lambert, Mayor