

Public Works / Finance Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday,
September 28, 2020**

3:00 PM

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

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

PRESENT: Brandy Sullivan, Sandra Kelly, Gina Taruscio

OTHERS: Mayor Bill Lambert, City Council Member Art Bettge

STAFF: Gary Riedner, Mia Bautista (virtual), Bob Buvel, Nate Suhr, Brian Nickerson, Bill Belknap (virtual), Jen Pfiffner (virtual), Todd Drage, Laurie Hopkins (virtual), Taylor Riedner (virtual)

REGULAR AGENDA

1. Approval of September 14, 2020 Public Works / Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

The minutes were approved as presented.

2. Steve Vachon Troy Road Right-of-Way Dedication (ACTION ITEM) - Bob Buvel

The Idaho Transportation Department (ITD), the City of Moscow and Steve Vachon have been in negotiations to add a second eastbound lane to the Troy Road leg of the south couplet along Mr. Vachon's street frontage at 211 Troy Road (the former site of Stubb's Seed Service). Mr. Vachon has agreed to dedicate the additional right-of-way the second lane will require.

PROPOSED ACTIONS: Recommend acceptance of the right-of-way dedication, or recommend rejection of the dedication, or provide staff further direction.

Buvel introduced the item as written above and explained the dedication is the length of the property, which is from Hwy 95 and Hwy 8 intersection to just short of Electrical Specialist. Vachon had planned to develop the property and the addition of a second turn lane would assist in preventing accidents of vehicles turning into his driveway. With Vachon selling the property, the City can acquire the right-of-way for a joint ITD/City future project to widen the roadway. The Committee recommended acceptance and that it be placed on the Council consent agenda.

3. Moscow City-Wide Sidewalk Replacement Project FY2020 Bid Results and Contract Award (ACTION ITEM) - Nate Suhr

The 2020 Moscow City-Wide Sidewalk Replacement Project will construct sidewalk and pedestrian ramp improvements in various locations with City funds and will perform additional sidewalk replacements under the Property Owner Assistance Program at the owner's expense. An electronic bid solicitation for this year's Sidewalk Program was issued to four area contractors on September 4th, 2020, giving them two weeks to respond. The project was advertised with known

quantities for City funded jobs and with four homeowner jobs as additional alternatives to allow homeowners the opportunity to accept or reject offered prices.

Three responsive bids were received on September 18th, 2020. Of the responsive bids received, numbers ranged from \$58,039.80 to \$112,591.02 for the Base Bid and Additional Alternatives A-D. McCall's Classic Construction of Clarkston, Washington submitted the low bid on the project of \$58,039.80. The Engineer's Estimate for the Base Bid and Additional Alternatives A-D was \$60,530.49.

PROPOSED ACTIONS: Recommend the acceptance of the low bid including Base Bid and Additional Alternatives A and C and the rejection of Additional Alternatives B and D from McCall's Classic Construction, Inc., award the contract in the amount of \$54,709.60, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount (\$5,470.96) or provide staff further direction.

Suhr introduced the item as written above. This program helps homeowners who may struggle to find a contractor. Declining interest in the program prompted staff to modify the program. Property owners would have a fixed date to participate in the program. Staff suggests Spring so that bidding could be in the Fall when construction season is over. Another change would be a limited number of contracts with the requirement to include estimated pricing. This would allow the homeowners to view prices to determine whether to participate. Two property owners opted out of the program resulting in staff recommendation to reject alternatives B and D. The benefits to homeowners include City project administration, adherence to City Code, traffic control, installations, and bulk bid pricing. The homeowners reimburse the city for their portion of the construction cost. If a sidewalk is problematic, the City encourages homeowners to fix the damaged property as the property owner is responsible for their adjacent sidewalk. If necessary, the City can repair the property and bill the owner. If it becomes a public safety hazard, the city would step back and figure out how to address the issue. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Third Street LHSIP Utility Waivers (ACTION ITEM) - Nate Suhr / Alisa Anderson

The Third Street Local Highway Safety Improvement Program Grant Phase I & II projects will replace broken and non-compliant sidewalks, adjust curbs to improve drainage, and install lighting to improve the illumination at the intersections on Third Street from Jackson Street to Lieullen Street. As part of the construction process, franchise utility companies operating within the City are required to sign waivers and/or given an opportunity to provide input on the scope of work. Recently, many of the franchise utility companies have become uncomfortable signing the waivers which has resulted in the need to conduct the public hearing. Staff is proposing to conduct the public hearing at the upcoming City of Moscow Council meeting on October 5th.

PROPOSED ACTIONS: Approve holding the utility waiver public hearing at the City Council Meeting on October 5, 2020; or provide staff further direction.

Suhr introduced the item as written above. This utility hearing allows the opportunity for utility companies to provide feedback and/or object to the project. Once the utility hearing is held, if there is no objection, the project may proceed. The Committee approved the utility hearing be placed on the Council regular agenda.

5. Authorization for Purchase of Mask Fitting Machine (ACTION ITEM) - Brian Nickerson

The Moscow Volunteer Fire Department is requesting the authorization to purchase a mask-fitting machine, the Quality Guard Mask Fit Test Machine, which allows the Department to conduct annual required certifications for the fitting of Self-Contained Breathing Apparatus (SCBA). Previous certifications have been accomplished by borrowing a testing machine from a vendor, which is dependent upon availability of the machine. The Department's response to the COVID-19 pandemic has required members of the Department to wear N95 face masks. The borrowed testing machine does not have the ability to test N95 masks, while the requested machine has that capability. In addition, the purchase of the machine will provide mask-fitting services to other City departments, as well as opportunities for other local emergency services departments. Staff has determined that as an apparatus necessary to assist in the City's COVID-19 response, it is appropriate to seek reimbursement from the City's CARES Act allocation.

PROPOSED ACTIONS: Recommend approval of the purchase of the Quality Guard Mask Fit Testing Machine, and seek reimbursement through the City's CARES Act allocation, or provide staff further direction.

Chief Nickerson presented the item as written above adding with new residents and volunteers coming and going, masks need to be tested multiple times a year. The machine was not budgeted so rather than bringing forward in the open budget process, staff has been reviewing whether it would qualify for CARES Act funding. If this item fails to be reimbursed by the CARES Act funding, it will come back to the Council for discussion. The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

Families First Coronavirus Response Act Update – Jen Pfiffner

Pfiffner explained the Families First Coronavirus Response Act is a requirement for organizations to provide two types of leave, the Emergency Paid Sick Leave Act and the Emergency Family Medical Leave Expansion Act. The City is required to provide two weeks paid sick leave at the employee's regular rate of pay when they are unable to work due to COVID-related items. Another requirement is to provide two weeks at 2/3 of the employee's regular rate of pay if they are taking care of an immediate family member. Also required is up to an additional 10 weeks of pay, expanded family and medical leave at 2/3 employee's rate of pay if unable to work due to bona fide need to take care of a child. The telecommuting policy approved by the City Council on September 8 is the preferred method to allow employees to take care of work and their family, or quarantining needs. The Families First Act is a requirement of the federal government and is a process, not a policy, therefore is being presented as a report.

ADJOURN

The meeting adjourned at 3:32 p.m.

