

Public Works / Finance Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, January 11, 2021

3:00 PM

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

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

PRESENT: Maureen Laflin (Virtual), Art Bettge, Anne Zabala (Virtual)

OTHERS: Mayor Bill Lambert, Council Member Gina Taruscio (Virtual)

STAFF: Gary Riedner, Sarah Banks (Virtual), Megan Cherry (Virtual), Scott Bontrager (Virtual), Tyler Palmer (Virtual), Mia Bautista (Virtual), Jen Pfiffner (Virtual), Bill Belknap (Virtual), Laurie Hopkins (Virtual), Taylor Riedner (Virtual)

REGULAR AGENDA

1. Selection of Committee Chair and Vice Chair (ACTION ITEM)

Nominate incoming Public Works / Finance Committee Chair and Vice Chair.

ACTION: Approve Committee Chair and Vice Chair.

Laflin was selected as Chair and Zabala was selected as Vice Chair.

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

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or take such other action deemed appropriate.

The minutes were approved as presented.

3. Disbursement Report December 2020 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending December 2020.

ACTION: Sign the Disbursements Report for the month of December, 2020.

Banks introduced the report by highlighting major expenses for the previous month including payroll, Well #10 Phase 2 contractors' payment, Department of Environmental Quality (DEQ) payment on funds received for water capital improvements, purchase of 2 new vehicles, maintenance and paint on the new reservoir, and sidewalk program construction. Belknap explained that sidewalk construction occurred later in the year due not receiving construction bids until fall. The Committee approved, signed the report and recommended it be placed on the Council consent agenda.

4. First Quarter Financial Report October 1, 2020 to December 31, 2020 for FY2021 (ACTION ITEM) - Sarah Banks

Staff will present the financial report for the first quarter of Fiscal Year 2021 (October 1, 2020 to December 31, 2020).

PROPOSED ACTIONS: Approve the FY2021 First Quarter Report, or provide staff further direction.

Banks reviewed the Quarterly Financial Report from the packet. At this time staff would expect about 25% of the budget spent. Lower items are waiting for increased revenue or the summer construction season and any items listed at 100% are transfers that are completed at the beginning of the fiscal year. Needing no discussion, the Committee recommend approval and that it be place on the Council consent agenda.

6. Professional Service Prequalification Process Master Agreements Approval (ACTION ITEM) - Scott Bontrager

The City frequently requires the services of design professionals necessary for the design and construction of a variety of public utility, facility and other public construction projects. Idaho requires that procurement of professional service contracts with design professionals (professional engineers, architects and landscape architects), construction managers and professional land surveyors shall be based upon the qualifications and demonstrated competence of the provider of the required services. City staff solicited a Request for Statements of Qualifications (SOQ) on September 26, 2020 for Engineering agencies looking to be included or updated as part of the Professional Services Roster. Submittals were accepted until October 23, 2020. The City received SOQs from a total of 18 engineering firms. Staff is requesting authorization for the City to enter into a Master Services Agreement with those firms, specifying the terms and conditions for the provision of professional services on an on-demand task order basis to the City.

PROPOSED ACTIONS: Recommend approval of Professional Services Roster and allow City to enter into Master Services Agreements with respondents to the City's Statement of Qualifications, or provide staff further direction.

Bontrager introduced the item as written above and explained it would benefit the City to have a pre-qualified roster of professionals to create a more efficient process. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Idaho Commission on the Arts (ICA) Arts Education Annual Project Grant Application (ACTION ITEM) - Megan Cherry

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Arts Education Annual Project is a grant program that supports activities that unite education and the arts. These grant funds will sustain the Arts Department's growing MACTivities Toolbox program, which is part of the MAC's fulfillment of the arts education component of their mission. The Toolbox program was initiated during the early days of the 2020 pandemic as a way to support arts education while maintaining social distance. The Toolboxes contain art supplies and National Core Arts Standards-aligned curriculum designed to serve ages 5 - 13+. The program is produced in partnership with the Prichard Art Gallery and is

also supported by the Moscow Arts Commission's FY2021 budget. If received, this grant funding would represent off-setting revenue for FY2021.

PROPOSED ACTIONS: Recommend approval of the Arts Education Annual Project grant application for the current cycle, or provide staff further direction.

Cherry introduced the item as written above and affirmed that this program has not been applied for in the past. The toolboxes come with a guidebook regarding information about the topic as well as lessons for each age group. These lessons are also available online and pickup options include both in person and online. The application for the grant will be a joint effort through writing by the Arts Department and review by Grants and Finance. Riedner added that since these grants are offered annually staff will be looking at a way to streamline their approval process. The Committee recommended approval and that it be place on the Council consent agenda.

7. Idaho Commission on the Arts Grant Applications Public Programs in the Arts (ACTION ITEM) - Megan Cherry

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Arts Department events including Entertainment in the Park and Artwalk.

PROPOSED ACTIONS: Recommend approval of the Public Programs in the Arts (PPA) grant application for the current cycle, or provide staff further direction.

Cherry introduced the item as written above and explained this is a progressive program that allows organizations an ease of application over the years. Needing no discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting closed at 3:27 p.m.

