

Public Works / Finance Committee



Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, February 22, 2021

3:00 PM

Council Chambers
206 E. Third St.

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

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

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

STAFF: Bill Belknap, Alisa Anderson, Eric Warner, Amanda Argona, Tim Davis (Virtual), James Fry, Dustin Blaker, Mia Bautista (Virtual), Tyler Palmer (Virtual), Laurie Hopkins (Virtual), Taylor Riedner (Virtual)

REGULAR AGENDA

1. Approval of February 8, 2021 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.

2. Police - Annual Small Grant Requests (ACTION ITEM) - Alisa Anderson / James Fry / Eric Warner

The City of Moscow Police Department (MPD) applies for several small grants on an annual basis which assist the department with the purchase of equipment to include bullet proof vests, child passenger safety seats, and to host various traffic enforcement mobilizations and other prevention and safety activities. The grants awarded to MPD provide funding and resources to protect our youngest citizens, operational and personal safety equipment, and program support to implement and host multiple safety programs. These resources assist MPD in their mission of community-oriented policing to improve the quality of life for Moscow residents through community partnerships and problem-solving approaches while also making sure the officers are outfitted and equipped with everything they need to safely do their jobs. Grant funding programs include the Bulletproof Vest Partnership, Traffic Enforcement Emphasis, Child Passenger Safety Seats, Partnership for Success Law Enforcement Drug and Alcohol Patrol and Education, and Shop with a Cop.

PROPOSED ACTIONS: Recommend approval and/or ratification of the funding requests and awards for small grants applied for by the Moscow Police Department not to exceed a combined total of \$50,000 the FY2021 fiscal year or provide staff further direction.

Anderson introduced the item by explaining the requirements for application to the grant. For several years, the City has applied for many grants primarily through the Idaho Transportation Department (ITD) and the Bureau of Justice. Grant requests for multiple programs are being

presented as one item not to exceed \$50,000. The Bullet Proof Vest Program allows the MPD to receive up to 3 vests per year and the City would pay approximately 50% of the costs. The cost of each vest ranges up to \$2,500 based on the vendor and the custom fitting to each officer. The City has participated in the Traffic Enforcement Grant for roughly 15 years which allows officers to have overtime in order to participate in different emphasis programs organized by the state. The Car Seat Program awards \$6,000 from the state to allow the MPD to purchase car seats to give to families, care providers, Nimiiipuu Health, the Wish Program, and Gritman Medical Center as well as provide training to local residents from certified officers. Money awarded for the Shop with a Cop Program goes toward gift cards for officers to take kids shopping for their families. In 2019 there were roughly 200 children that participated in the program. Gift card amounts will vary based on the received grant monies. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Police - Selective Traffic Enforcement Program (STEP) Grant Request (ACTION ITEM) - Alisa Anderson / James Fry / Eric Warner

The Moscow Police Department (MPD) has identified a funding opportunity to apply for a grant which is a nationwide program called Selective Traffic Enforcement Program (STEP). The Idaho Transportation Department (ITD), Office of Highway Safety (OHS) is sponsoring this program to address specific behaviors related to traffic safety priority areas and safety deficiencies within local law enforcement jurisdictions. The STEP is focused on combatting traffic crashes resulting in fatal and serious injuries. Using problem identification, the agencies focus on traffic safety issues within their jurisdiction. The Idaho STEP is a yearlong grant and awards are granted annually. STEP grants reimburse law enforcement departments for time dedicated to traffic enforcement. Police Officer(s) that participate in the STEP grant and must track all performance to include problem identification, a project plan including objectives, performance measures and targets, and budget expenses. The MPD is requesting to apply for the program maximum of 2,080 regular time traffic officer enforcement hours plus 200 hours of overtime with the allowable benefit percentages. The estimated amount of reimbursement is anticipated not to exceed \$100,900.00 for the upcoming program period beginning October 1, 2021 through September 30, 2022 which matches the City's FY2022 budget cycle.

PROPOSED ACTIONS: Recommend approval for the Moscow Police Department to apply for the STEP grant in an amount not to exceed \$100,900 for the FY2022 budget period or provide staff further direction.

Anderson and Warner introduced the item. The money applied for is equivalent to a full year of employment, plus 200 hours of overtime which will not overlap with the other programs the MPD will be involved in. The grant will also pay up to 24% of benefits and any cost differences will be differed to Council to determine allocation of funds. The Committee recommended approval and that it be placed on the Council consent agenda.

4. 2021 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona

In 2018, the Moscow Farmers Market implemented the first iteration of the Moscow Farmers Market Vendor Handbook. The Handbook is an expanded policy document meant to provide clarity and serve as a resource for current and future Market Vendors. At the end of each season, the policies that make up the Handbook are considered in depth by staff and

the Farmers Market Commission. The Commission reviewed the updated document on January 5, 2021, and moved unanimously to forward the Handbook on to the Council with a recommendation for approval and adoption for the 2021 Market Season.

PROPOSED ACTIONS: Recommend approval of the 2021 Moscow Farmers Market Handbook, or provide staff further direction.

Argona introduced the item as written above and shared that the legal department had already reviewed the handbook. An update to the Handbook allows for refunds to vendors in the event of Market cancellation. In Friendship Square, there is limited access and availability to electricity for vendors. The Farmers Market will continue to not allow the use of generators during operating hours. Other options such as the use of battery packs may be recommended instead to avoid the noise and smell of generators. To avoid the Farmers Market turning into a flea market, vendor merchandise will be limited to display no more than one type of approved merchandise item for sale. In the event of egregious behavior, it falls upon staff to handle. However, in extreme situations, the MPD may be called upon for assistance. The Committee recommended approval and that it be placed on the Council regular agenda.

5. Haddock Building Remodel Project Bid Award (ACTION ITEM) - Bill Belknap

The City recently purchased the Haddock Building, located at 504 S. Washington Street, to address the overcrowding currently present in the Mann Building. Prior to the purchase of the Mann Building the City had intended to remodel the existing Police Station for that purpose but it was determined that acquisition and remodel of the Haddock Building would be a more cost-effective option. The project is an interior remodel which includes the demolition and reconfiguration of interior walls, construction of a new permits service counter, new floor coverings, new LED lighting and ceiling system, demolition and reconstruction of a non-compliant interior staircase, replacement of an outdated electrical panel and other electrical system reconfiguration, and interior painting.

The project was advertised for bid on January 2nd and 16th with a bid opening on February 11th. Three bids were received. K&G Construction from Lewiston, Idaho was the lowest bidder with a base bid of \$311,000 and bid alternate #1 (replacement of the non-compliant interior staircase) of \$48,000 for a total bid amount of \$359,000. In addition to the interior remodel, the building also needs a new roof as well as the replacement of the HVAC units which are over 30 years old and reaching their end of life. The City has received bids for the roof replacement at \$29,192 and the HVAC unit replacement at \$21,875. With the addition of those additional items, the total construction cost is \$410,067. The City programed \$475,700 for the project within the City's Capital Improvement Plan and the City's FY2021 Capital Projects budget.

PROPOSED ACTIONS: Recommend acceptance of the low bid from K&G Construction, Inc., award the contract for the bid amount of \$359,000, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount; or take other action as deemed appropriate.

Belknap introduced the item as written above and explained that the Haddock building will be cost effective and a suitable location for the Engineering, Building Safety and Planning, and Grants groups. The original plan to renovate the existing police station would have cost \$1.5 million to meet the building planning and safety needs. The current completion date for the new

police building is July. An appraisal of the current police building is ordered for March to provide a fair market value of the facility. At that time, disposal of the property will be brought to Council for instruction. The Haddock building was available for little more than \$800,000 with an estimated \$474,000 in renovation costs. Currently, the building consists of 2 restrooms on the second floor which will be remodeled to be single-use gender-neutral facilities. Restrooms on the first floor are not anticipated to be remodeled, however, signage of the facilities may be changed. The proposal is to make all restrooms in the building gender-neutral. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Moscow Recycling Truck Scales Report - Tim Davis

The 1994 truck scale at the Moscow Recycling Center had a main lever break on January 25th this year and could not be repaired with any certainty and a certified technician determined that more failures would possibly occur in the near future. The City was informed last summer that the scale was nearing the end of its useful service life and would likely need to be placed in the next year or two. Unfortunately, the failure had occurred before there was a chance to budget for the replacement as it was anticipated to be in the FY2022 budget. The scale needed to be replaced as quickly as possible due to the high demand and usage of a scale. Two options of replacement were to ask Council to declare the emergency and bypass a bidding process or to issue a tier two soft bid. This bidding process requires a written invitation to at least 3 vendors and allowing 3 days for a response. This option was acted upon and invitations were sent to 4 vendors on January 29th with responses due by February 4th. The bid was awarded to Scales Northwest in Spokane in the amount of \$78,938.20 which includes labor, equipment and installation as well as the removal of the existing scale. Though this was not specifically budgeted for, the FY2021 sanitation budget contains a \$200,000 operation contingency for unanticipated events such as this. The new scale will be installed in the existing pit at Moscow Recycling Center and the removal of the existing scale is scheduled to occur Tuesday, March 2. Concrete piers will be poured in the pit prior to installation of the new scale which will take approximately 3 to 4 weeks to cure. The new scale tentatively scheduled to be delivered on March 12 to Moscow Recycling and installation should be completed in one day.

ADJOURN

The meeting adjourned at 3:47 p.m.

