Public Works / Finance Committee

Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, May 10, 2021 **3:00 PM** **Council Chambers 206 E. Third St.**

REGULAR AGENDA

PRESENT: Anne Zabala, Art Bettge, Maureen Laflin (Virtual)
STAFF: Gary Riedner, Taylor Riedner, Tyler Palmer, Bob Buvel (Virtual), Erik Peterson (Virtual), Mia Bautista (Virtual), Sarah Banks (Virtual), Todd Drage (Virtual), Cameron Lee (Virtual), Scott Bontrager (Virtual), Bill Belknap
OTHERS: Mayor Bill Lambert, Council Member Gina Taruscio, Council Member Brandy Sullivan (Virtual), Council Member Sandra Kelly

1. Approval of April 26, 2021 Public Works/Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Disbursement Report for April 2021 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending April, 2021.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of April 2021.

Banks introduced the report by highlighting the major expenses for the previous month including payments for the Mountain View project from 6th to Joseph, the water main project on 'A' street, the new police facility construction, a Whitcom services quarterly payment, and a Department of Environmental Quality (DEQ) payment on funds received for water capital improvements. The Committee approved the disbursement report, authorized the use of digital signatures and that it be placed on the Council consent agenda.

3. Third Street Undergrounding Bid Results and Contract Award (ACTION ITEM) - Nate Suhr

On April 17, 2021 the City of Moscow advertised for bid the Third Street Utility Undergrounding Project. This project consists of the installation of approximately 3,300 linear feet of 2" conduit, 4,460 linear feet of 4" conduit, 11 vault boxes and the various sweeps, couplings, and other fittings necessary to create a continuous, underground pathway for communications utilities on Third Street between Jackson Street and Lieuallen Street in Moscow, Idaho. Completion of this project will allow the undergrounding of the overhead utilities and the removal of the utility poles on the corridor between Jackson Street and Lieuallen Street, removing obstructions and clearing the area for pedestrian facilities to come as part of the Third Street Local Highway Safety Improvement Project that will begin construction later in the year.

PROPOSED ACTIONS: Recommend acceptance of the Base Bid and Additional Alternative from M & L Construction, Inc., award the contract in the amount of $270,653.00, and authorize staff approval for construction change orders in an amount not to exceed 10% ($27,065.30) of the contract amount, or provide staff further direction.

Bontrager introduced the item as written above. The Additional Alternative bid combines certain items to improve efficiency. The Third Street Improvement project scheduled for next year will include additional lighting throughout the corridor. The Committee recommended approval and that it be placed on the Council consent agenda.

4. **Seventh to Sixth Street Sanitary Replacement Project Bid Results and Contract Award (ACTION ITEM) - Nate Suhr**

   The City published an advertisement for bids on April 17th, 2021 for Seventh to Sixth Street Sanitary Replacement Project. The bid for the project includes the replacement of three hundred and eighty-three (383) linear feet of sanitary pipe, two hundred and sixty-nine (269) linear feet of storm pipe, seven hundred and seven (707) square yards of asphalt, four (4) storm catch basins, a storm manhole, and a sanitary manhole.

   PROPOSED ACTIONS: Recommend acceptance of the low bid from Germer Construction, Inc. for Base Bid, award the contract in the amount of $342,824.50, and authorize staff approval for construction change orders in an amount not to exceed 10% ($34,282.45) of the contract amount, or provide staff further direction.

Bontrager introduced the item as a typical utility project as part of the capital improvement plan. The sewer and storm lines are located in the alley between Main and Washington Street and between Sixth and Seventh Street. The existing 6" sewer line is past its useful life and is the main line that feeds into Gritman. The City Engineers' estimate for this project was $323,621 and with a significant volatility in material pricing, no prices are guaranteed for more than a week. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

5. **Ghormley Pickleball Courts Project Bid Results and Contract Award (ACTION ITEM) - Nate Suhr**

   The 2021 Ghormley Pickleball Courts Project consists of the construction of HMA asphalt pickleball courts, including lighting, net post footings, surfacing, line painting, the construction of sidewalk, site amenities and landscape site work north of the Ghormley Park parking lot. An electronic bid solicitation for the Pickleball Court Project was issued in a Public bid solicitation on April 16 giving them two weeks to respond. The project was advertised with a Base Bid to install four (4) Pickleball courts to the West of the Ghormley Park bathrooms and a single Additional Alternative to remove a majority of the old tennis court to the South of the Softball fields and restore the area with topsoil and seed.

   PROPOSED ACTIONS: Recommend acceptance of the Base Bid from Motley-Motley, Inc. and award the contract in the amount of $188,820.5, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount ($18,882.00); or provide staff further direction.

Bontrager introduced the item as written above. Acceptance of the Alternative Bid is not recommended as the school district has expressed interest in rehabilitating and using the old tennis courts for recess purposes. The Base Bid received came in slightly higher than the anticipated $146,875. The overall project, including the amenities, is near $247,000. Therefore, the City will install additional amenities at a later date. The swimming pool previously located in the park was mostly removed, and the remaining parts will not affect the new structure. The Committee recommended approval and that it be placed on the Council consent agenda.

6. **Almon Asbury Alley Paving Bid Results and Contract Award (ACTION ITEM) - Bob Buvel**

   The Almon Asbury Alley Paving Project consists of grading and paving of the alley between Almon Street and Asbury Street from Third Street to Sixth Street. The project also includes the replacement of the existing sanitary sewer main prior to paving and expansion of storm water collection and conveyance system serving the alley. The City published an advertisement for bids on April 3rd and 10th, 2021 and the budget for construction in the Capital Improvement Plan is $293,000.00. Bids were opened on Tuesday, April 27, 2021. One responsive bid was received with a bid of $371,223.20 by J7 Contracting. A complete Bid Tabulation is included in the committee packet.

PROPOSED ACTIONS: Recommend that City Council reject all bids, or provide staff with further direction.

Buvel introduced the item as written above and mentioned this is a high traffic alley due to new developments and close location to campus. The high bid received was due to volatility in construction materials and a late bid opening. Two primary components in the project are asphalt and PVC piping which are both seeing significant price increases. The sewer line in question is not in immediate danger but is constantly monitored. Should there be a failure, a spot repair will be done. The Committee suggested reopening the bid earlier next year. They recommended rejection of all bids and that it be placed on the Council consent agenda.

7. Gateway on Sixth Development Agreement (ACTION ITEM) - Todd Drage

James Stephens, on behalf of J & S Holding Company LLC, has submitted to the City a final plat for the development of the property East of Ghormley Park on Sixth Street. On September 8, 2020 the City Council approved the preliminary plat for this property. The final plat is titled Gateway on Sixth and will be presented for City Council approval on May 17th. 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: Recommend approval of the Development Agreement with J & S Holding LLC for Gateway on Sixth, or provide staff further direction.

Drage introduced the item as written above. Specific parkland dedication and project phasing language are included in the agreement, which was reviewed by staff. The project will consist of 5 phases, including access to parking lots and surrounding developments. The entrance to the property is by pedestrian and emergency only with removable bollards. Two parking spaces used by Patty's Kitchen straddle the Gateway property boundary would likely be displaced by this project. Council approved the Planned Unit Development for Sixth Street in September 2020. Previous concern regarding pedestrian safety was brought to Council after a pedestrian was hit by traffic at Lilly and Third Street. Requests regarding potential pedestrian safety improvements were considered. Belknap said some Third Street pedestrian concerns will be improved with the Third St Corridor Improvement Project which focuses on replacement of sidewalks and improved pedestrian visibility. Zabala expressed concerns regarding the displacement of neighborhood parking with the parking lot changing to private parking for the Gateway residents and traffic traveling north/south from Third to Sixth. She preferred the addition of traffic control devices for traffic calming. She requested any additional information regarding discussions on the Third and Lilly intersection. Without an unanimous decision and concerns for effects of traffic flow, the Committee asked it to be placed on the Council regular agenda.

8. Gateway on Sixth Monumentation Agreement (ACTION ITEM) - Todd Drage

James Stephens, on behalf of J & S Holding Company LLC, has submitted to the City a final plat for the development of the property East of Ghormley Park on Sixth Street. On September 8, 2020 the City Council approved the preliminary plat for this property. The final plat is titled Gateway on Sixth and will be presented for City Council approval on May 17th. 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: Recommend approval of the monumentation agreement with J & S Holding Company LLC for Gateway on Sixth; or take such other action deemed appropriate.

Drage presented the item as written above. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

9. BBC LLC Developer Participation Request (ACTION ITEM) - Bill Belknap

On April 8th of this year, City Staff received a request from Rich Beebe, representative of BBC LLC, owner of 232 acres located to the south of the City's playfield property located on W. Palouse River Drive, requesting the City's financial participation in the construction of the extension of Conestoga Street and the accompanying bridge construction as it provides mutual benefit to both parties. The total cost of the construction of the roadway, bridge and attendant utilities to the southerly boundary of the City's property is estimated at $2,372,062. At the City Council meeting of May 3, 2021, staff presented information on the history of the City's property and prior proposed playfield development of the property to be considered in the Council's deliberations regarding the City's participation in the costs of extension of Conestoga Street. Council directed staff to negotiate an agreement with BBC LLC for further City Council consideration. A draft Memorandum of Agreement is attached.

PROPOSED ACTIONS: Review draft Memorandum of Agreement and recommend approval, or provide staff further direction.

Belknap introduced the item as written above. Previously, Council had discussed the promotion of affordable housing within the future development adjacent to the property. Staff has prepared a general outline of a Memorandum of Understanding (MOU) between the City and BBC LLC related to the roadway improvement project. Staff has since had multiple discussions with the developer to encourage them to engage in the Moscow Affordable Housing Trust (MAHT). The MOU outlines the previous discussion from the Council stating that the City would participate at no more than 50% of the actual cost of construction and not to exceed $1,078,210. Belknap read additional agreement details and stated the City would reimburse the developer upon completion of the project. BBC LLC has requested a change to the MOU stating that they have until December 31, 2022 to complete the improvements rather than the current 12 months. Representatives from BBC LLC and the MAHT shared their development and agreement progress with the Committee. BBC LLC has identified a parcel of land that may be well suited for the MAHT to develop in the coming years. The MAHT works within the City limits to improve affordable housing so that distance to jobs remain reasonable. Clearwater Economic Development Association (CEDA) has approached the MAHT about expansion, and a strategic planning meeting will be scheduled later this year to discuss options. The Committee would like to continue discussion with the full Council regarding reimbursement terms and what requirements may be. Concerns with the agreement include future development and annexation and if the development is contingent upon annexation. More detail of the agreement will be brought to Council. The Committee asked staff to assist BBC and MAHT to obtain additional information such as a MOU, Letter of Intent, etc. and place this item on the regular Agenda.

ADJOURN

The meeting adjourned at 4:11 p.m.

Minutes Approved On

May 24, 2021

Taylor Riedner

(Clerk Signature)