

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, July 12, 2021

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. The meeting is open to the public but due to the continued presence of COVID-19 cases in our area, we encourage those that have not received the COVID-19 vaccination, to continue to keep 6-foot physical distance from non-household members and wear face coverings when distance is unable to be maintained. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Citizens wishing to comment on business on the agenda may also communicate with the City Council through email (council@ci.moscow.id.us). Please note that Council Committee meetings are televised, videotaped and/or recorded. The meeting is streamed on YouTube and Spectrum Cable 1301. A link to stream the meeting can be found on the City website (www.ci.moscow.id.us). Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of June 28, 2021 Public Works/Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

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

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

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

3. Third Quarter Financial Report April 1, 2021 to June 30, 2021 for FY2021 (ACTION ITEM) - Sarah Banks

Presentation of the financial report for the third quarter of Fiscal Year 2021 (April 1, 2021 to June 30, 2021).

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

4. State/Local Agreement – Construction – 3rd Street Safety Improvements Phase 1 and 2 - (ACTION ITEM) Nate Suhr / Alisa Anderson

The City applied for grants in 2017 and 2018 and was awarded both through the Local Highway Technical Assistance Council (LHTAC) under the Local Highway Safety Improvement Program (LHSIP) which is managed by LHTAC on behalf of the Idaho Transportation Department (ITD). The combined projects are located on Third Street (aka Hwy. 8) Lieuallen Street to 150' east of Lilly (Phase 1) to Jackson Street (aka US Hwy. 95) Phase 2. The project will remove and replace concrete sidewalk, upgrade ADA pedestrian ramps, install curb and gutter while eliminating unused existing driveway, and include installation of LED luminaires to increase night-time visibility.

The City has been awarded \$419,986 in federal funds for Phase 1 construction requiring a match of \$280,474 with total project costs estimated at \$496,423; in addition to a Phase 2 award of \$335,410 in

federal funds requiring a match of \$22,199 with total project costs estimated at \$361,688. Phase 1 and 2 combined total federal grant funding is \$1,175,878, city match of \$302,673, and total construction project costs of \$1,478,551. The Moscow Urban Renewal Agency is contributing \$107,750 (included in the City match listed above) to the LHSIP projects to assist with funding for the luminaires as part of their goal to improve infrastructure amenities within the Legacy Crossing District.

PROPOSED ACTIONS: Recommend approval of the State/Local Agreement(s) (Construction) and corresponding Resolution(s), Project Nos. A020(483) Key 20483 and A021(997) Key No. 21997 3rd Street Safety Improvements Phase 1 and 2, or provide staff further direction.

5. Community Development Block Grant Contract - Park Improvements (ACTION ITEM) - Alisa Anderson / Nate Suhr

The City applied for a \$225,000 Idaho Community Development Grant (ICDBG) for Public Parks Improvements from the Idaho Department of Commerce (IDOC) on September 21, 2020 and received notice of award for the full amount on November 2, 2020. The request included ADA improvements at both Mountain View Park and Indian Hills Park. The proposed combined projects will create an interconnected system of ADA available parking, pathways, and facilities that will allow full use of both parks for all members of the community. Staff anticipates the completion of both park projects in the late fall of 2021.

PROPOSED ACTIONS: Recommend approval of the Community Development Block Grant Contract for the Mountain View Park and Indian Hills Park ADA Access Projects, or provide staff further direction.

6. Indian Hills Eighth Stormwater Utility Easement Vacation (ACTION ITEM) - Bob Buvel

In 2010 The Indian Hills Trading Company, LLC granted a stormwater utility easement necessary to convey stormwater running off the Indian Hills Eighth Development through what would later become the Indian Hills Ninth development. Improvements installed within Indian Hills Ninth, Phase Two, replaced the conveyance structure within the subject easement rendering the easement unnecessary. This vacation releases the City of Moscow rights associated with said easement.

PROPOSED ACTIONS: Recommend approval of the Indian Hills Eighth Stormwater Utility Easement Vacation, or provide staff further direction.

7. Recommendation to Declare Certain Past Due Utility Bills Uncollectable and Reinstate Collection Policies (ACTION ITEM) - Gary J. Riedner

In April, 2020, in response to the COVID-19 pandemic, the City suspended certain past-due utility billing collection practices, including assessing of late fees and water shut-off procedures. These practices were suspended to provide relief to utility billing customers who were suffering financial hardship because of the effects of the pandemic. In the interim since April 2020, the City has implemented new enterprise-wide financial software, and on February 16, 2021 the City Council adopted Resolution 2021-01, which implemented a revised utility billing procedure, which placed the responsibility for payment of utility bills on the owner of the property being served by the utility. This revised utility billing procedure was implemented for the March, 2021 billing cycle.

Staff is requesting authorization to declare past due utility bills for billing periods prior to the March, 2021 billing cycle as uncollectable, as described in the attached memo from the City Supervisor. Declaring such past-due utility bills uncollectable provides relief to some utility customers from the effects of the pandemic. Staff is also requesting authorization to return to the practices of assessing late fees and shut-off procedures to assist in collection of past-due utility bills.

PROPOSED ACTIONS: Recommend authorization to declare past due utility bills for billing periods prior to the March, 2021 billing cycle as uncollectable, as described in the attached memo from the City Supervisor, and to return to the practices of assessing late fees and shut-off procedures to assist in collection of past-due utility bills, or provide staff further direction.

REPORTS

Staff Report (if needed)

ADJOURN

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