

Public Works / Finance Committee



Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, June 28, 2021

3:00 PM

Council Chambers
206 E. Third St.

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

PRESENT: Maureen Laflin, Gina Taruscio, Sandra Kelly

OTHERS: Mayor Bill Lambert, Toni Broyles (U of I Representative)

STAFF: Gary Riedner, Tim Davis, Jen Pfiffner, Bill Belknap, Tyler Palmer, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. Approval of June 14, 2021 Public Works/Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Sanitation Rate Study Proposal (ACTION ITEM)- Tim Davis

The Sanitation Department has initiated discussions with FCS Group, Redmond Washington, to develop a scope of work to perform a cost of service rate study update. The methodology and policies established in the 2012 Sanitation comprehensive rate study and 2016 Sanitation rate study update will be used to inform this update. This rate study update will evaluate the sanitation system in total along with stand alone evaluations of the collection system and solid waste processing system. This update is driven by the upcoming disposal contract negotiations set for 2022-2023 between the City of Moscow and Latah County, the cities of Bovill, Deary, Genesee, Juliaetta, Kendrick, Potlatch and Troy. It will also allow the City to recalibrate the sanitation rates with information from some of the newer programs, such as roll cart collection and single stream recycling that were initiated after the initial rate study to evaluate if the cost of service has shifted from past rate study findings. Staff will form a Citizen Rate Study Committee, made up from a range of different customer classes, to review the rate study processes and findings. Staff has requested that the rate study update be completed by November 1, 2021. FCS Group will provide both a draft and final report to the City upon conclusion of the study. FCS will also prepare materials for and facilitate presentations to the Citizen Rate Committee and City Council on study assumptions, methodology, results and recommendations. The estimated budget from FCS Group to perform the rate study update is \$42,485.

PROPOSED ACTIONS: Approve the professional services agreement with FCS Group to perform the cost of service rate study update or provide staff further direction.

Davis introduced the item as written above and explained the City's agreements with surrounding areas are for disposal purposes of the actual collections. The City completed the last rate study in 2016, and the previous comprehensive rate study which included sewer, water, and sanitation was completed in 2013. The City had also previously negotiated a long-term contract with Latah Sanitation that extends out to 2035. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Amendment to Joint Operating Agreement for the Pullman/Moscow Regional Airport (ACTION ITEM) – Gary J. Riedner

Riedner introduced the item by reflecting on the approved grants for the airport. Upon review of the agreement, some corrections needed to be made, including the appointment process of airport board members being at the digression of the sponsors, stating that the City would own half of the airport, and specifying a duration of the agreement. The suggested term would be for perpetuity until the contract is terminated by one of the parties. Finally, if there is an agreement between two entities in different states,

it must be sent to the State Secretary before the agreement is enforceable. After speaking with all parties, none have expressed having any issues with the agreement changes. The Committee recommended approval and that it be placed on the Council consent agenda.

Riedner introduced the item by reflecting on the grants that were approved for the airport. Upon review of the agreement, it was determined that there were some changes that need to be made including the appointment process of the airport board members, which will be at the digression of the sponsors. Another change included stating that the City would own half of the airport, which was not an issue. The agreement must also have a specified duration, and the suggested term would be for perpetuity until it is terminated by one of the parties. Finally, if there is an agreement between two entities in different states, it must be sent to the State Secretary before the agreement is enforceable. After speaking with all parties, none have expressed having any issues with the agreement changes. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Sale of Current Police Station to University of Idaho (ACTION ITEM) - Gary J. Riedner

On May 21, 2019, citizens of Moscow approved the City of Moscow's proposal to issue municipal bonds to construct a new police services facility, remodel the current police facility for use as an office building, and make minor improvements to the Paul Mann Building located to the west of City Hall. On Jun. 15, 2020, the City of Moscow purchased the Haddock Building, located at the southeast corner of Washington and Fifth Street, from Gritman Medical Park, LLC, for the price of \$875,000. The purchase of the Haddock Building includes off street parking and represents significant savings over the estimated remodel costs of the current police facility. With the purchase of the Haddock Building, City Council expressed interest in selling the existing police facility since it would no longer serve the needs of the City, and was approached by representatives of the University of Idaho.

Idaho Code Title 50, Municipal Corporations, Chapter 14, Conveyance of Property, allows a city to convey real property to another governmental entity without the requirement of holding an auction if the City Council determines it is in the city's best interest to convey the property. The University of Idaho, which qualifies as a tax supported governmental unit per the requirements of I.C. 50-1403(4), has transmitted a letter of intent to the City of Moscow, noting an interest to purchase the property.

The soon-to-be-vacated Moscow Police Station facility located at 118 E Fourth Street, is approximately 9,000 sq. ft. in size and has an appraised value of \$975,000.

PROPOSED ACTIONS: Recommend the City Council declare its intent to sell the Moscow Police Station facility located at 118 E Fourth Street to the University of Idaho (U of I) for a declared value of \$975,000 and direct staff to schedule a public hearing for July 19, 2021; or provide staff further direction.

Riedner introduced the item as written above and explained the approval process. A public hearing would follow the decision and a set purchase price for the facility will need to be determined. Although the new facility is farther from downtown, most police officers are on patrol rather than in the building, making no loss of safety to the community. The Moscow Police Department is also leanly staffed, which would prove challenging to staff additional facilities rather than one. Given the 4th Street facility sale, the U of I intends to relocate the Prichard Art Gallery. The downtown zoning district is not dependent on ownership of the building but the use of the facility and therefore a gallery does not present any issues with the location. The University has also provided the City with a letter of intent on the purchase of the building. The new facility would allow the gallery to expand and give an excellent opportunity to improve the University's downtown presence with the community. The U of I is also looking to renovate the inside and outside of the building to match the downtown environment. With the recommendation of approval, the Committee agreed to forward the item to the City Council regular agenda for a public hearing.

5. Parks Staffing Proposal (ACTION ITEM) - Gary J. Riedner

Increased services levels and a lack of available staff has led to a historical review of Parks service and staffing. Research shows that as service hours required for City of Moscow Parks Properties has

increased, staffing levels have decreased. This review highlights the need to shift from relying on seasonal staff to adding full-time staff to meet current Parks properties service demands. It is proposed to add two additional full-time Parks Maintenance Workers while reducing the number of seasonal hours relied upon to meet the current needs for all parks. This would result in an estimated increase in full-time wages for Parks of \$98,342 with a reduction in part-time wages for Parks of \$94,454 (FY20 budget of \$186,680 to proposed FY22 budget of \$92,226). This shift will provide for the appropriate staffing level to meet the needs of the existing Parks Facilities in Moscow, appropriately meeting the service needs of the City.

PROPOSED ACTIONS: Recommend approval of the proposed staffing adjustment, or provide staff further direction.

Riedner introduced the item by reflecting on the previous City reorganization and current staffing. Some changes to the organization include dividing the Parks and Rec Director into two management positions; the Parks and Facilities Manager and Recreation Manager. The Parks and Recreation Commission will remain the same and will be staffed by both the Recreation Manager and Parks and Facilities Manager. Pfiffner reviewed some services that are currently being neglected due to understaffing as well as the challenges of staffing part-time positions. The department anticipates to have roughly \$99,000 unspent budgeted money due to not being able to fill the part-time positions. Off season work would be ideal for full-time employees to catch up on training and preparation for the next season. Full time employees will have more of a comparable wage to the market than part time employee wages.

REPORTS

Staff Report (if needed)

ADJOURN

The meeting adjourned at 3:53.

