

Public Works / Finance Committee



Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, July 12, 2021

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 p.m.

PRESENT: Art Bettge, Maureen Laflin, Brandy Sullivan

OTHERS: Mayor Bill Lambert, Councilmember Taruscio, Councilmember Kelly

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Alisa Anderson, Nate Suhr, Sarah Banks, Laurie M. Hopkins

REGULAR AGENDA

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

Minutes were approved as presented.

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.

Banks introduced the report by highlighting major expenses for the previous month, including the new police facility construction, a BS&A software payment, the Indian Hills water line improvement project, and a SE booster station payment. The Committee approved the disbursement report, authorized the use of digital signatures and that it be placed on the Council consent agenda.

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.

Banks reviewed the Quarterly Financial Report from the packet. At this time, staff would anticipate about 75% of the budget spent. Items listed at 100% are transfers completed at the beginning of the fiscal year. General Fund revenues listed at 96% are due to the City receiving the first payment of ARPA Funds and the remainder of CARES Funds. City-wide revenues are currently at 46.39% and expenditures at 43.34%. The Transit Center is currently at 116% revenue and may be due to payments implemented from previous years. Needing no further discussion, the Committee approved the report and recommended it be placed on the Council consent agenda.

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.

ACTION: 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.

Anderson introduced the item as written above. The City initially applied for the grant in 2016 and was denied for being too large of a project. The City has since downsized the project by splitting it into 2 phases. The project will include a 10-foot shared-use path on the Northside of the project. The goal of the project is to address pedestrian and rear-end accidents by increasing illumination and pedestrian warning. The City is researching improvements for the pedestrian crossing at Lieuallen but is not a part of this particular project. With concerns about the varying size of the shared-use path, Belknap explained it is the best option considering the right of way. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Anderson and Suhr introduced the item as written above. An 8-foot pedestrian pathway and restroom remodeling will be completed at Mountain View Park to be ADA compliant. Indian Hills Park will also have the restroom remodeled to be ADA compliant. Both parks will have family-friendly and gender-neutral facilities. Additional costs for the project have been accounted for in the FY2021 budget, including design work, construction match, and in-kind services. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Belknap introduced the item as written above. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

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.

Riedner introduced the item as written above and explained that past due utility bills have been discussed since 2004. Collection practices were put on hold as of March 2020 per Council direction due to COVID to provide relief to those who may have had a financial hardship. The City is still carrying \$143,054 in past dues, including bills dated before March 2020. Of this amount, \$87,960 is residential, \$42,576 is commercial, \$9,551 is multi-family, and the remainder is sewer-only residencies located in various parts of town. Enforcing late fees and shut-off practices have not been done since March of 2020. Those residencies that are enrolled in a payment plan are not included in these amounts. Finding those responsible for these past due amounts would be challenging to track and are most likely no longer in Moscow. The only individuals who are on a payment plan are paying current bills and not any outstanding dues. The Committee recommended approval and that it be placed on the regular agenda.

ADJOURN

The meeting adjourned at 4:33 p.m.

Minutes Approved On
July 26, 2021
Taylor Riedner
(Clerk Signature)