

Public Works / Finance Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

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**Monday
September 13, 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, Brandy Sullivan

OTHERS: Mayor Bill Lambert, Council Member Sandra Kelly, Council Member Gina Taruscio, Council Member Maureen Laflin (3:58pm)

STAFF: Gary Riedner, Nate Suhr, Scott Bontrager, David Schott, Steve Schulte, Tyler Palmer, Bill Belknap, Mia Bautista, Taylor Riedner, Amanda Argona (3:47pm)

REGULAR AGENDA

1. Approval of August 23, 2021 Public Works/Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

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

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

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

Riedner introduced the item by highlighting major expenses for the previous month, including the 7th to 6th Street sanitary replacement project, south lift station force main, the slurry seal program, police station payment, and the Indian Hills water line improvement project. The Committee approved the disbursement report, authorized the use of digital signatures and that it be placed on the Council consent agenda.

3. Proposed Neighborhood Traffic Calming Policy (ACTION ITEM) - Bill Belknap

Over the last year, staff has received multiple requests for the installation of traffic calming devices in different locations within the community. In order to assess the requests, staff identified the need to develop a standardized process and approach to addressing traffic calming device requests. Over the last six months, the Transportation Commission reviewed policies of other communities and worked on the development of a Neighborhood Traffic Calming Policy for the City. The proposed policy addresses the process of submitting a request, evaluation metrics, and identifies potential traffic calming measures. The proposed policy is now before the City Council for consideration and adoption.

PROPOSED ACTIONS: Recommend approval and adoption of the proposed Neighborhood Traffic Calming Policy; or provide staff further direction.

Belknap introduced the item as written above and reviewed the proposed policy that will help provide an orderly process for installing neighborhood traffic calming devices. A written request must be submitted using the City form and be signed by at least 25% of the surrounding owners within two blocks of the subject area. The Street, Police, and Fire Departments will provide input regarding the received application.

Applications must meet two of the following criteria before determining the possibility of installing traffic calming devices. Traffic volumes over 1,500 vehicles per day, speeding more than 10mph, five or more accidents reported within five years, high volumes of bicycle use, or the site is near schools, parks, or has

pedestrian crossings. Currently, it is estimated that a single residence has ten trips per day to and from the neighborhood. These speed studies will span a 30-day period.

Calming devices are most appropriate in residential areas unless deemed otherwise by the City Engineer. Different devices that may be used include speed limit signage, dynamic speed signs, speed humps, chicanes, on-street parking, and other road narrowing techniques such as landscaping. Stop signs are not recommended as they can easily divert traffic to surrounding areas or cause speeding elsewhere. Device installations will be dependent on available funding within the program at the time. If funding is not available, there may be short-term responses the city will utilize. Extensive installation plans may take several years to implement.

Should the City Engineer determine a traffic calming device is not needed, the applicant may appeal within fifteen days from the date of the notification. An appeal fee is yet to be determined but will be discussed. The City Supervisor will then review the Engineer's decision and determine whether the policy was accurately followed. A maximum number of requests within a specific timeframe is yet to be determined, but staff may consider limiting one request within three years for the same location.

The Committee recommended approval and that it be placed on the Council regular agenda.

4. AT&T Amendment to Wireless Communication Facility Agreement (ACTION ITEM) - Gary J. Riedner

Staff has been approached by AT&T with a request to install and operate one generator and supporting infrastructure on the Residence Street water tank. This additional equipment requires additional ground space which is also requested and included in the amended agreement. The current agreement with AT&T needs to be amended to allow additional equipment to be installed. This Amendment is in accordance with the Co-location resolution that was adopted by the City Council on February 5th 2001. The amendment has been reviewed and approved by the City Attorney, and includes construction plans that have been reviewed and approved by the City Engineering staff.

PROPOSED ACTIONS: Recommend approval of the AT&T proposal to amend the Wireless Communication Facility Agreement, or provide staff further direction.

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

5. Consideration of the Meadow Brooke Second Addition Pedestrian Bridge (ACTION ITEM) - David Schott

The City of Moscow received a proposal from Germer Construction, Inc. who is the owner and contractor developing the Meadow Brooke Second Addition Subdivision. The proposal includes two options for the installation of a pedestrian bridge and a ten (10) foot pathway over Paradise Creek south of Meadow Brook Second Addition and north of Meadow Street. The pedestrian bridge will connect to the existing pathway at Carol Ryrie Brink Nature Park north of the Moscow School District Community Playfields to West View Drive to the north. The proposal also includes a 50/50 cost share with the City. If approved, the City would be responsible for half of the cost of the bridge, which would range from \$44,528 to \$59,598. This project is currently not part of the Capital Improvement Plan and not funded in the City's FY2021 or FY2022 Budgets. The proposed shared use path provided by a pedestrian bridge is supported by the 2008 City of Moscow Paradise Path System Conceptual Master Plan in this location.

PROPOSED ACTIONS: Recommend approval of the pedestrian bridge over Paradise Creek with a 50/50 cost share with Germer Construction, Inc. in the amount of \$44,528 to \$59,598; or provide staff further direction.

Schott introduced the item as written above and shared additional details of the location. The proposal consists of two different styles of bridges, a culvert-style or a typical bridge span. The hydrology of the creek will determine which type of bridge will be used. Both the Pathways and Parks and Recreation Commissions have reviewed the proposal and recommended approval. The Parks and Recreation

Commission generated a 3/2 vote mainly due to the 50/50 cost share of the project. The Meadow Brook division agreement does not state any obligation to participate in a pedestrian bridge. However, the builder is still willing to go 50/50 with the City.

Scott Becker (Project Contractor) explained the floodway of the area would make the bridge roughly 35 feet long. The project is estimated to start next spring and when water levels are appropriate.

Belknap shared that the parks project along 3rd Street will no longer be executed; therefore, additional funds will be available for this project. Once the developer presents an estimate and plan details, Council will be able to discuss cost-share options and limitations further. The Committee recommended approval and that it be placed on the Council consent agenda.

6. Community Development Block Grant Bid Results (ACTION ITEM) - Alisa Anderson / Nate Suhr

The City published an advertisement for bids on August 21 and 28, 2021 for the Community Development Block Grant - 2021 project. The Project included ADA improvements at both Mountain View and Indian Hills Parks. The Engineer's Estimate for the project was \$175,174.00. Bid opening for the project took place on September 7th, 2021, at which one (1) bid was received. The bid received was in the amount of \$286,497.48 and was submitted by Quality Contractors, LLC. A bid tabulation is included in the Committee packet.

PROPOSED ACTIONS: Reject the low bid from Quality Contractors, LLC. or provide staff with further direction.

Suhr introduced the item as written above. The grant focuses on improving ADA access to restrooms in Mountain View and Indian Hills Parks. A pathway connecting the north parking lot to the restrooms would be installed in Mountain View Park. The Indian Hills Park includes installing a restroom, concrete pad, and an ADA-accessible parking spot. Suhr explained the differences between the City's cost estimate and the bid received and how specific items in the proposal are too high. The City is currently reaching out to local contractors to determine a good time to re-advertise for bids. The Idaho Department of Commerce stated the City is still within the timeframe to complete the project before the grant deadline and will not jeopardize the grant award. Suhr shared that combining the two park projects is more cost-effective than separating the parks into different projects. The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

D and Mountain View Student Pedestrian Safety Improvement Pilot Project - Scott Bontrager

Bontrager provided background to the school's pedestrian crossing issues and the School District's request to evaluate the intersection at D St and Mountain View. The City will implement a pilot project by installing semi-permanent traffic cones to eliminate left-turn lanes. This will reduce conflict points, vehicles in the intersection, and lanes from eight to four. This trial will last 90 days to gather enough information to help implement a more permanent solution.

The Transportation Commission has expressed support in the pilot project, and public outreach will be sent out in the near future. This project will provide testing for similar conflict areas throughout the City which may have similar implementations in the future.

Erin Bacon (School Program Coordinator Moscow) helps with the school crossing each day and stated the Moscow Police Department (MPD) and School Resource Officer (SRO) have been supportive of these issues but cannot have a permanent presence. This project may help exploit the alternative options for children to get to school, such as walking, biking, public transportation, and other drop-off locations.

Belknap mentioned the low traffic hours of the day would still benefit from the reduced lanes. Additional options such as the installation of more sidewalks in the future are also a possibility.

Staff Report (if needed)

Riedner shared the COVID incident that occurred with the Finance department which will ultimately close the Finance department to the public until further notice. Staff will also be discussing the implementation masks for staff in City Hall.

ADJOURN

The meeting adjourned at 4:03 p.m.

