

Public Works / Finance Committee



Regular Meeting ~Minutes~

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**Monday
December 13, 2021**

3:00 PM

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

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

PRESENT: Maureen Laflin, Anne Zabala, Art Bettge

OTHERS: Mayor Bill Lambert, Council Member Gina Taruscio, Council Member Brandy Sullivan, Council Member Sandra Kelly (3:18pm)

STAFF: Gary Riedner, Bill Belknap, Alisa Anderson, Sarah Banks, Nate Suhr, Laurie Hopkins, Cody Riddle, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. Approval of Public Works/Finance Committee November 22, 2021 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented

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

Presentation of the Accounts Payable Report for the month ending November 2021

PROPOSED ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of November 2021 or provide staff further direction.

Banks introduced the item by highlighting major expenses for the previous month, including a public safety intelligence equipment payment, Whitcom quarterly payment, police services facility construction payment number 17. The committee approved the disbursement report, authorized the use of digital signatures, and placed it on the Council consent agenda.

3. Child Pedestrian Safety Grant Application (ACTION ITEM) - Nate Suhr / Alisa Anderson

The Local Highway Technical Assistance Council (LHTAC) announced a new round of grant funding under the Children Pedestrian Safety (CPS) Program and the current maximum award is set at \$250,000. Eligible projects must be related to maintenance and address safety and mobility. The projects need to be "shovel ready" and construction must be completed by late fall/early winter 2022. City Engineering staff has identified the area around Moscow Middle School as an excellent candidate for CPS grant. The current scope of the project includes pedestrian improvements at the intersection of 'D' Street and Mountain View Road and the intersection of 'B' Street and Cleveland Streets. The improvements will connect to previous safety improvements and provide additional pedestrian-friendly drop-off points to help reduce the congestion during the pick-up and drop-off times of the school day. Additional details are included in the staff report within the Committee packet.

PROPOSED ACTIONS: Authorize City staff to submit a Child Pedestrian Safety Grant request of \$250,000 with total project costs not to exceed \$300,000; or provide staff further direction.

Anderson corrected a date in the application from 2021 to 2022. Suhr shared background information of the program, including the previous grant that was approved in 2017 that assisted with 3rd Street improvements. Applications are due by December 16, 2021, and there is no local match requirement. This project would include reconfiguring the D Street and Mountain View intersection and the Cleveland and B Street intersection. Additional project details were shared, including reducing turn lanes in the Mountain View and Cleveland intersection and converting the dead-end located on North Cleveland into vegetation.

Staff will work with the Parks Department to tend to the vegetated areas. The engineer's estimate for this project was \$285,000. Therefore, the City would need to cover the \$35,000. Anderson shared that the Safe Routes to School Program, the school district, and SMART Transit have supported these changes.

Laflin suggested reaching out to the surrounding residences to inform them about the changes.

Staff anticipates receiving the results of the application around the middle of March. The Committee recommended approval and that it be placed on the Council consent agenda.

4. ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program Proposal (ACTION ITEM) - Bill Belknap / Alisa Anderson

Under the American Rescue Plan Act (ARPA), state and local governments were allocated funding to respond to the economic impacts of the COVID-19 pandemic. The City of Moscow was allocated \$5,528,399 with a wide range of eligible uses including direct response to the pandemic, small business and nonprofit assistance and water, sewer and broadband infrastructure. The City Council conducted a workshop on October 25, 2021 and provided guidance to allocate \$750,000 for a small business and non-profit assistance program, \$150,000 for affordable housing, \$1,000,000 for stormwater infrastructure and \$3,628,399 for water system infrastructure. Staff has prepared an outline for the small business and nonprofit assistance program for the Committee's review and direction.

PROPOSED ACTIONS: Recommend approval of ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program or provide staff further direction.

Belknap introduced the item by providing background and purpose of the ARPA program and revisited information shared from the previous Committee meeting on November 8th. The Committee had requested the formation of a Community and Social Services Non-Profit Grant Program. Eligible services include homelessness, behavioral health, nutritional assistance programs, and educational services. Non-profit grant awards are limited to \$25,000, with the right to award a portion of the request. Belknap continued to review other program requirements. Council will receive a packet for each application received, including the initial application and the review committee's suggestions. Since the previous meeting, the Small Business program has been updated, reducing the eligibility from 200 or fewer employees to 50 or less.

Bettge suggested removing the non-profit program's employee requirement to allow additional entities to apply. Staff suggested keeping the condition but adding language to enable Council to make the exception when deemed appropriate. The Review Committee may also request a list of volunteers or the managing body of the organization should they need additional information.

Zabala requested to specify that City staff will form the Review Committee. She also suggested clarifying the fiscal year mentioned in the application is the business's fiscal year rather than the City's. Zabala made other additional wording recommendations as well.

With the direction of the recommended changes, the Committee asked that it be placed on the Council regular agenda.

5. Affordable Homeownership Grant Program Awards (ACTION ITEM) - Alisa Anderson / Bill Belknap

The Mayor and City Council have recognized "Lack of Affordable Housing Creates Economic Disadvantages" as a Major Challenge Area in their Strategic Plan; therefore, they allocated \$30,000 in the adopted FY2022 Budget to address that issue. Based on this allocation, Staff presented to the Council Resolution No. 2021-22 including Exhibit A establishing the City of Moscow Affordable Homeownership Grant Program. Following the approval of Resolution No. 2021-22 including Exhibit A, letters requesting assistance under the newly established Program were received from two local non-profit organizations whose missions are to provide affordable housing. Staff has reviewed both requests and the supporting documentation provided by each non-profit and have determined both are qualified to receive assistance as outlined in the Resolution and Affordable Homeownership Grant Program.

Habitat for Humanity (HH) is requesting assistance for one (1) home and Moscow Affordable Housing Trust (MAHT) requests funds to support five (5) homes. Based on these requests and the critical need for affordable housing, Staff is recommending approval of both to assist with six (6) homes within the City limits of Moscow. Staff is also recommending a grant funding allocation of \$20,000 per home to address the immediate needs of the housing crisis. These requests would distribute a total of \$120,000 which would need to be obligated by December 31, 2024, and fully disbursed no later than December 31, 2026, as required by the ARPA and included in Resolution 2021-25. If these requests are approved by City Council, Staff will submit a letter of award subject to the program requirements to both non-profit entities.

PROPOSED ACTIONS: Recommend approval to award \$20,000 to Habitat for Humanity and \$100,000 to Moscow Affordable Housing Trust, subject to the guidelines and requirements of Resolution No. 2021-22 including Exhibit A – City Moscow Affordable Homeownership Grant Program and Resolution 2021-25 requirements of the American Rescue Plan Act; or provide staff further direction.

Belknap introduced the item as written above and reviewed the previously approved Resolution and the received applications. MAHT is planning on installing five factory-made modular homes. Therefore, the time frame to complete them will be less of a concern. HH is working on a recapture-retention mechanism and will provide evidence before receiving the fund reimbursement. The Committee directed staff to consider allocating the entire \$120,000 out of ARPA monies. With no recommendation, the Committee placed the item on the Council regular agenda.

6. PMRA Terminal Financing Proposal and Resolution - Gary J. Riedner

On November 8, 2021, the City Council held a workshop to discuss the potential for participation in the Pullman Moscow Regional Airport (PMRA) Terminal Project, and to provide direction to staff. The Terminal Project, as proposed by the PMRA Board of Directors, required \$10 million of local participation in the form of match for FAA grants and for non-FAA eligible construction costs. City Council directed that Moscow would participate in the Project up to \$2 million, subject to conditions. Mayor Lambert sent a letter to Pullman Mayor Glenn Johnson, outlining Moscow's proposal. The Pullman City Council met on November 30, 2021, and agreed to also participate in the Terminal Project up to \$2 million. Staff has prepared a draft Resolution for consideration, and a financing proposal for Moscow's participation in the PMRA Terminal Project.

PROPOSED ACTIONS: Recommend adoption of the draft Resolution and financing proposal for participation in the Pullman Moscow Regional Airport Terminal Project, or provide staff further direction.

Riedner introduced the item as written above. The four conditions include identifying local funds for the terminal project, the participation not to exceed Pullman's, allowing the City to phase in the participation, and sharing the tax revenues generated by the impact area. The Pullman City Attorney is currently working on the revenue sharing agreement details for the parcels of land located around the airport. Riedner reviewed the spreadsheet in the meeting packet explaining a proposed financing option for this agreement. Money generated by the airport, such as parking fees, must stay with the airport and cannot be distributed to the City. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Staff Report (if needed)

No report needed.

ADJOURN

The meeting adjourned at 4:05 p.m.

