



Public Works/Finance Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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208.883.7015

**Monday
July 9, 2018**

4:00 PM

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

The meeting was called to order at 4:00 PM

PRESENT: Kathryn Bonzo Chair, Jim Boland Councilmember, Brandy Sullivan Councilmember

OTHERS: Mayor Bill Lambert

STAFF: Gary J. Riedner, Les MacDonald, Bill Belknap, Sarah Banks, David Schott, Dwight Curtis, Mia Vowels, Kevin Lilly, Laurie M. Hopkins

1. Disbursement Report for June 2018 - Gary J. Riedner

Presentation of the Accounts Payable Report for the month ending June 2018. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on July 9, 2018.

ACTION: Approve and sign the Disbursements Report for the month of June 2018.

Banks introduced the item going over the major expenditures including payroll, sewer repair, slurry seal, White Ave water main replacement, and Whitcom payment. The Committee recommended approval, signed the report and asked that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

2. Third Quarter Financial Report (April 1, 2018 to June 30, 2018) for FY2018 - Gary J. Riedner

Presentation of the financial report for the third quarter of FY2018 (April 1, 2018 to June 30, 2018). This was reviewed and recommended for approval by the Public Works/Finance Committee on July 11, 2018.

PROPOSED ACTIONS: Approve the report or provide staff further direction.

Banks introduced the item saying the budget should be close to 75% in expenditures. Capital outlay in water in sewer are much lower because project season is just beginning. Revenues in P&R are low because most are from the pool. Within fire, expenditures are higher due to the fire truck purchase. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

3. Moscow School District Community Playfields Pathway Project - David Schott

Staff is requesting authorization to retain McCall's Classic Construction, Inc. for the Moscow School District Community Playfields Pathway Project in the amount of \$23,326.50 with a ten percent contingency of \$2,332.65 for a total amount not to exceed \$25,659.15. On June 7, 2018, the City issued a solicitation of bids for the Moscow School District Community Playfields Pathway Project to four concrete contractors with one (1) bid proposal received with a base bid of \$22,896.50 and alternate #1 (relocating irrigation system lateral) of \$430 for a total bid amount of \$23,326.50. The project includes the installation of an eight (8) foot concrete pathway from the northwest corner of the existing parking

lot to Field 4 to the north. The origin of the project was a request from the public to provide ADA compliant access to Field 4. The FY2018 budget for the project is \$32,000 for an American with Disabilities Act (ADA) compliant pathway to Field 4. The expense, \$25,659.15, will be expensed from 121-185-30-658-20, R & M Grounds - Moscow School District Community Playfields. The Public Works / Finance Committee reviewed and recommended approval to retain McCall's Classic Construction for the Moscow School District Community Playfields Pathway Project on July 9, 2018.

PROPOSED ACTIONS: Recommend Council authorization to retain McCall's Classic Construction, Inc. for the Moscow School District Community Playfields Pathway Project in the amount of \$23,326.50 with a ten percent contingency of \$2,332.65 for a total amount not to exceed \$25,659.15; or provide staff further direction.

Schott introduced the item with an introduction of the project to provide ADA access to Field 4 at the MSD playfields. One bid proposal was received and construction is scheduled for August 1 through August 10. PVC will be installed under the pathways for drainage. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

4. Great West Engineering Master Agreement for Professional Services - Les MacDonald

Public Works wishes to add the firm of Great West Engineering, Inc. of Helena, MT to our consultant roster so that any future design work for which the firm is selected may be contracted through a Task Order Agreement. The attached Master Agreement has been created for this purpose. This item was reviewed and recommended for approval by the Public Works/Finance Committee on July 9, 2018.

PROPOSED ACTIONS: Recommend approval of the draft Master Services Agreement for professional services by Great West Engineering, Inc., or provide staff further direction.

Lilly introduced the item as written above adding these types of agreements have a two year lifespan. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

5. Bid Award 5339 Grant Shelters - 2018 - Nate Suhr

The City published an advertisement for bids on June 16, 2018 for the 5339 Grant Shelters - 2018 Project. The base bid for the project provides for the assembly and installation of six (6) owner furnished, pre-manufactured shelters: Three (3) 5' x 10' bus shelters, two (2) 5' x 14' bus shelters, and one (1) 12' x 18' bicycle shelter at City Hall. It will also includes the installation of trash receptacles, two-tiered bicycle racks, a bicycle repair station, and one (1) owner furnished, pre-manufactured bench. This project also includes reinforced concrete support slabs, retaining walls, adjoining sidewalks, and some necessary electrical work. The Engineer's estimate for the project was \$98,502.32

Bid opening for the project took place on July 3rd, 2018, at which three responsive bids were received. Of the responsive bids received, numbers ranged from \$98,624.82 to \$142,893.82. McCall's Classic Construction was the low bidder on the project with a bid of \$98,624.82. See attached bid tabulation.

On December 18, 2017, the City Council approved the Grant Project Funding Agreement for the ITD 5339 Bike and Bus Shelter grant in the amount of \$141,000, including \$114,800 of federal funds and \$26,200 in local match. These funds will be appropriated in the August 2018 open budget process, along with the appropriation for expending the funds. This item was presented to the Public Works/Finance Committee on July 9, 2018 and recommended for approval.

PROPOSED ACTIONS: Recommend City Council accept the low bid from McCall's Classic Construction, award the contract in the amount of \$98,624.82, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount; or provide staff further direction.

This was heard as item 6.

Suhr introduced the item as written above. The largest shelter will be outside City Hall and will include the repair station. The two tier bike rack can hold up to 12 bikes. The Committee recommended approval and that it be placed on the Council regular agenda.

RESULT:	RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

6. Keller Associates Master Agreement for Professional Services - Les MacDonald

The Public Works Department wishes to retain the firm of Keller Associates, Inc. of Meridian, Idaho from our consultant roster so that future design services for which the firm is selected may be contracted through a Task Order Agreement. Keller's original Master Agreement was executed on June 27, 2016 and has recently expired. The attached second Master Agreement will allow the City to continue to retain Keller for ongoing and upcoming design services. This item was reviewed and recommended for approval by the Public Works/Finance Committee on July 9, 2018.

PROPOSED ACTIONS: Recommend approval of the draft Master Services Agreement for professional services by Keller Associates, Inc., or provide staff further direction.

This item was heard as item 5

Lilly explained Keller and Associates has been on the consultant roster but their contract has recently expired. The Legal Department also updated some of the information in the contract. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

7. Itani Park Professional Engineering Services Agreement - David Schott

The Parks and Recreation Department is requesting authorization to retain Hodge and Associates for design services to incorporate an accessible route through Itani Park and an estimate of construction costs for the Itani Park Pathway Project at a cost of \$4,250. The funding source is the Hamilton Fund, and was approved through the FY2018 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects are required to be authorized through the annual budget process. The purchase of playground equipment and rubber safety tiles was approved by City Council on June 18, 2018. The next step in the project is to construct a pad for the playground equipment and an accessible path to the playground equipment. Due to the topography and the drainage of the park, professional engineering services are required for the pathway design to meet the Americans with Disabilities Act (ADA) and ensure proper drainage. The Public Works / Finance Committee reviewed and recommended approval to retain Hodge and Associates for design services for the Itani Park Pathway Project on July 9, 2018.

PROPOSED ACTIONS: Recommend authorization to retain Hodge and Associates for design services to incorporate an accessible route through Itani Park and an estimate of construction costs for the Itani Park Pathway Project at a cost of \$4,250 with funding source from the Hamilton Fund or provide staff further direction.

Schott introduced the item as written above and showed pictures of the area. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

Reports

Third and Adams Streets Raised Crosswalk - Les MacDonald

MacDonald said this project is separated from the other Third Street corridor upgrades as there will be some street closures and could be a timing issue with the start of school. The bid is under the \$50,000 so can obtain quotes, not a formal bidding process which can speed up the construction. He showed the updated Alta recommendation which was supported by the subcommittee as well as City Council. After design, the construction drawing is a bit different. ADA accessible ramps will be included. Due to the slope of the street, the vertical rise of the ramp has different sizes on the east and west sides of the crosswalk. East edge of curb bulb extends and Engineering felt it needed to continue through the parking lot driveway to the bus shelter to blend in vertically with what is there. Bus shelter will be turned around to face north towards the bus and away from the weather. There will be open lawn on both sides of the bus shelter and the ADA access will be reworked into the new location. McCalls Classic Construction seems to be the most interested with the time for construction. Bonzo pointed out from a bus perspective leaving the parking lot and turning right, busses will drop down to street level and immediately go up on the raised crosswalk. She wondered if it would help to move the crosswalk a bit more to the east. MacDonald said that is worth considering but doesn't think much would be gained. The sidewalk was placed in order to line up with existing sidewalk on the north side. The Committee concurred staff should proceed.

Spin Dockless Bike Share Program - Les MacDonald

MacDonald said they have discussed bike sharing for a few years. Bike shares are becoming very popular around the country. Bike options include bikes, electric bikes and scooters. The majority of programs have smart phone/computer applications. The two systems are a dock based system and dockless system. Docked bike share systems start at a station and end at a station. The station is a series of bike racks and when a rider signs up and pays, it unlocks the bike. If the bike is not taken back to the dock, an extra fee is charged. A dockless system does not have a station but has a defined geofenced area. The geofenced area is defined by the entity. Bikes can be rode out of the area but the end of ride must be back in the geofenced area. The control pad is around the back tire. Riders download an app, scan the pad, use the bike and leave it. This option would need a discussion on how to manage.

The University of Idaho (UI) has already signed a Memorandum of Understanding (MOU) with Spin Bikes for a bike share on campus to begin this fall. It includes 100 bikes and includes a plan to add scooters Spring 2019. This will give the City time to research how to deal with the scooters. Currently, the campus boundaries will be geofenced. Riders can ride downtown but will not be able to terminate their ride downtown.

At this point, there are many questions on how to use, where bikes will end up, etc. If the Committee thinks the full Council will show interest, staff will put together a draft MOU to move forward.

Becky Couch, U of I parking services, said the UI has discussed bike sharing with city for about for 2 years and worked with staff, council members and other community members. Discussions have always been a community wide system. The end goal for the UI is that a student doesn't have to bring a car to get somewhere and this is the first step towards that effort. However, it would not ideal for an off campus student unless it was a community wide system. The bikes are scheduled to be here by August 15. Students with a uidaho.edu email will be charged \$0.50 for a 30 minute ride. All other users are charged one dollar for a 30 minute ride. The UI can subsidize the first month as a promotion. Maintenance, retrieval, exchange

is taken care of by Spin Bikes. They may hire their own team or work with the local bike shops. They encourage helmets but do not require and each app can be unique to the community. There is a minimum age of 16 to have an account and would have to have a credit card. Spin Bikes shares the data where people are riding which could help with where infrastructure would need to be updated.

The Committee directed staff to proceed with drafting an MOU with Spin Bikes and bring it to the full Council at the first meeting in August. This will allow some details to be worked out by staff and the Transportation Commission at their meeting next week.

Adjourn

The meeting was closed at 5:15 PM

