



Public Works/Finance Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
July 23, 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: Council Member Gina Taruscio, Mayor Bill Lambert

STAFF: Jen Pfiffner, Tyler Palmer, Bill Belknap, Les MacDonald, David Richardson, Mia Vowels, Kathleen Burns, Judi Davis

1. Approval of Public Works/Finance Committee June 11, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

2. Approval of Public Works/Finance Committee July 9, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

3. Public Hearing: FY2019 Proposed Fee Resolution – Gary J. Riedner

Any fee increase being proposed by more than 5% or any new fees require a public hearing pursuant to Idaho Code 63-1311A. Additionally, pursuant to Idaho Code 63-1311, the City's fees collected shall be reasonable related to, but not exceed, the actual cost of the service provided. Staff will discuss proposed fee increases for the FY2019 budget year. The fee increases are due to the additional costs associated with the delivery of services including administration, operations and maintenance. This was reviewed by the Public Works/Finance Committee on July 23, 2018 and forwarded to the City Council for public hearing.

PROPOSED ACTIONS: Conduct the public hearing and after considering testimony, approve the attached resolution with or without changes or take other such action deemed appropriate.

Pfiffner explained this item is presented in conjunction with the FY2019 budget. She went through notable increases and new fees: land use development fee increases to more accurately reflect actual cost of service; a new grading security permit; utility rate increases per the rate studies; a new small commercial rate; parks and recreation increases for program changes and increase in part time salaries to compete with other entities; and other changes. Farmers Market fees were not proposed to be adjusted as staff wanted to get through one full season before reviewing. The resolution will proceed to public hearing on August 6, 2018.

4. Trindera Engineering Master Agreement for Professional Services – Tyler Palmer

The Public Works Department wishes to retain the firm of Trindera Engineering, Inc., of Coeur d'Alene, Idaho from our consultant roster so that future design services for which the firm is selected may be contracted through a Task Order Agreement. The attached Master Services Agreement will allow the City to retain Trindera for ongoing and upcoming design work. This was reviewed and recommended for approval by the Public Works/Finance Committee on July 23, 2018.

ACTION: Approve the Master Services Agreement for professional services by Trindera Engineering, Inc.

Richardson presented the item listed above. 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. Spin Dockless Bike Share Program – Les MacDonald

Over the last several years the University of Idaho and the City of Moscow have considered the possibility of implementing a Bike Share Program within the City. During that time, the industry has expanded to include both standard docked bike share systems as well as the newer dockless bike share systems. The University has taken the lead on discussing the implementation of a dockless system on campus and is interested in having the City of Moscow participate in the program so as to provide the greatest opportunity for a successful system. The University has entered into a Memorandum of Understanding with Spin Bikes to launch a dockless system on the campus with the beginning of the 2018/2019 school year. The Committee received a briefing on the Bike Share Programs and the U of I Program at the July 9, 2018 meeting and provided Staff direction to further explore a possible citywide program and the development of a Memorandum of Understanding (MOU) Agreement for that purpose. The attached memo includes details on the issues addressed by the attached Draft MOU.

PROPOSED ACTIONS: Discuss the potential for implementing an citywide Dockless Bike Share Program, review the Draft Memorandum of Understanding, and convey the information to the City Council for consideration, or provide Staff further direction.

Les MacDonald introduced the item listed above. The next step is the proposed Memorandum of Understanding that would expand the U of I agreement to the city for a city-wide program. There are provisions of SPIN staff to pick up bikes that are in the way. The MOU would provide the use of the right-of-way, which is selling a product in the right-of-way and this will give the “vending”. One hundred bikes will be available at the beginning of the school year. Scooters are within the MOU however, some details need to be worked out prior to them arriving in 2019.

Becky Couch, U of I Parking Services, said their agreement has a 30 day notice for termination. MacDonald said that is the same language in the City’s MOU. Couch anticipates potential issues but SPIN is responsible for all maintenance, redistribution and issues that may arise. Parking on private property is allowed. Some owners may not be okay with bikes being left on their property but perhaps those properties can be geofenced out of the system. The MOU does not grant anyone the authorization to enter private property and does not address private property rights. In comparing contracts in other cities, Moscow’s proposed MOU is a bit more restrictive on timeframe for resolving issues. The boundary is anticipated to be the City limits and will have to define areas that may be needed to be geofenced out.

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

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

Reports

Third Street Pedestrian Bridge Schedule – Les MacDonald

MacDonald recapped the staff direction from the Council meeting on July 16, 2018. Staff has been working on costs of acquiring a bridge but does not have all the quotes back as yet. For the size of bridge needed, the cost would be above the \$50,000 threshold which means it would have to go into the bid process. Even with the bid process, staff should be able to meet the end of September deadline. The proposed timeline start to finish is 22 weeks which includes hydraulic analysis, environmental aspects, soil conditions, RFP process, manufacture and delivery, design of approaches, prep work, installation and such with completion in mid-January. Weather could be an issue. Staff asked Council to consider a potential change to schedule to spring just in case weather or delivery becomes an issue with the caveat proceed with project. The two way bike lanes are broken in sections. The eastern section is almost ready for bid. The western section is pending ITD approval. There could be a phased approach that would have a western terminus at Adams. Staff doesn't think it is likely to get ITD approval for construction on the western section this year. This section is most likely a spring construction. Going from vehicular to pedestrian, how much of the improvements are needed today? Staff is reviewing a possible phased approach for the traffic calming until the multi-modal bridge is constructed. Curb bulbs, HAWK signal, speed zone signs, and sidewalk work would all still be done under the Child Pedestrian Safety (CPS) grant.

Staff will need guidance from City Council on rebidding timeframe the multi-modal bridge. MacDonald recommendation is to proceed with pedestrian bridge and corridor, minus the few items of raised pedestrian crossing and the west end of Third Street. Discussion ensued regarding two way bike lane from Jefferson and Washington.

The ITD application has not been submitted as staff has been focusing on the grant elements. The bulb-outs were part of the CPS grant for walking the length of the corridor. The raised crosswalks were for traffic mitigation due to the multi-modal bridge. Extending the timeline could also allow some flexibility for the manufacturer in their schedule. The sidewalk from Blaine to Mountain View proposed to be moved and is included in the upcoming request to bid. Sullivan suggested terminating the two-way bike lane at Blaine and leaving the parking. MacDonald said staff has been looking at a continuous system but can look into how that would look.

The primary focus for the full Council is the pedestrian bridge schedule is consistent with council desires and any modification of dates. Also when to rebid multi-modal bridge. Boland is flexible on installation to spring. He wants the multi-modal bridge bidding after the pedestrian bridge is installed and perhaps there would be additional data on usage. Discussion ensued regarding footings, excavation and length of bridge.

Staff will need a timeframe for the rebid of the multi-modal bridge and clarification on the pedestrian bridge schedule. Staff will bring more information to the full Council on August 6, 2018.

Adjourn

The meeting was closed at 4:59 PM

