



Public Works/Finance Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
August 13, 2018

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

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

OTHERS: Bill Lambert, Mayor; Gina Taruscio, Councilmember; Art Bettge, Councilmember; Anne Zabala, Councilmember

STAFF: Gary J. Riedner, Tim Davis, David Richardson, Alisa Anderson, Les MacDonald, Mike Ray, Bill Belknap, Mia Vowels, Sarah Banks, Leah Carlson, Laurie M. Hopkins

1. Approval of Public Works/Finance Committee July 23, 2018 Minutes – Laurie M. Hopkins

The minutes were approved.

2. Disbursement Report for July 2018 - Sarah Banks

Staff will present the Accounts Payable Report for the month ending July 2018. This was reviewed and recommended for approval by the Public Works/Finance Committee on August 13, 2018.

ACTION: Sign the Disbursements Report for the month of July 2018.

Banks went through the larger items in the report. The Committee signed the report and recommended it be placed on the consent agenda for approval.

3. Open Budget for Fiscal Year 2017-2018 (FY2018) - Gary J. Riedner

The State of Idaho provides a process for cities to amend the original budget appropriation ordinance in accordance with Title 50-1003 of the Idaho Code. Staff is proposing to amend Ordinance 2017-07 due to federal, state and local grant awards, contributions and donations within the Recreation and Culture Fund, the Pumper Fire Truck, computer purchases, street maintenance and other projects. The proposed appropriation change is \$2,019,967.

PROPOSED ACTIONS: Review the ordinance and forward to the full Council for a public hearing to take place August 20, or provide staff further direction.

Riedner described the Idaho Code requirements for adjusting the budget and went through the revenues and expenditures in each fund. The Committee forwarded the item to the full Council for public hearing on August 20, 2019

4. Single Stream Curbside Recycling Program Modification - Tim Davis

The landscape of recycling, and especially single stream recycling, has changed dramatically over the past year due to new regulations imposed by the government of China known as "National Sword 2017" and "Blue Sky 2018". China has historically imported over 50% of the world's recyclables, but these new policies severely restrict imports of recyclables and impose unachievable contamination rates. These new policies have flooded domestic recycling markets resulting in historic low market values for recyclables. To maintain the economic viability of the single stream curbside recycling program in Moscow, we must adapt to these dramatic shifts to the world and domestic markets. Staff is proposing modifications to the single stream recycling program by concentrating focus on collecting high quality,

marketable materials rather than expanded lists of low grade and difficult to market materials. Subtle changes to acceptable materials in the single stream program will also require an extensive public education effort to minimize confusion by customers. This was reviewed and recommended for approval by the Public Works/Finance Committee on August 13, 2018.

PROPOSED ACTIONS: Authorize staff to modify the single stream curbside recycling program as presented; or provide staff further direction.

Davis introduced the item as written above. Moscow Recycling has just recently received notice, with no warning, that Republic Services, our current Material Recovery Facility (MRF) provider, is raising single stream processing fees from \$77.00 per ton to \$95.00 per ton and to expect another rate hike raising rates to over \$100 per ton in September. Staff is proposing to scale back the acceptable items currently being collected in Moscow's single stream recycling program by eliminating (code 3-7) plastics, all plastic bags, aluminum foil and foil trays, pots and pans, shredded paper and aseptic packaging commonly used for juice and broth. Davis described the proposed education program for citizens. Staff has been working closely with LSI/Moscow Recycling to explore alternative MRF options from what is currently being used and will monitor MRF rates on a monthly basis in an effort to secure the most favorable rates for Moscow. A fee is paid to the MRF taking the tonnage of the single stream, separate the items that cannot be recycled, and disposes of it in their waste stream. This is a charge of \$120 versus our \$50 fee to landfill here.

Davis went through the Best Management Practices sheet from the Department of Ecology (DOE) attached to the agenda packet. The items DOE is suggesting to get rid of is less than 4% of Moscow's tonnage. The low level plastics will not be collected at the recycling center. The assessment on a bale is done a couple times a year. Staff would like to go through this process, begin the education effort and then shop different MRF's. The Sanitation Advisory Committee talked about the MRF feasibility study but will most likely need quad cities to make it viable. The Committee still has two more tasks, a public open house and then will report back to Council approximately in October. The Committee recommended approval and asked it be placed on the Council regular agenda.

5. 775 Indian Hills Drive Lot Line Adjustment - Michael Ray

Jim Swift is requesting a lot line adjustment between Lots 8 and 9 of Indian Hills Seventh Addition currently addressed as 775 Indian Hills Drive. Lot 8 is currently 13,343 sf in size and Lot 9 is currently 12,112 sf in size. The applicant is proposing to adjust the common lot line between the two parcels to make construction of homes on the properties more feasible due to difficult grades and a previously constructed retaining wall. The proposed lot line adjustment will render Lot 8 - 15,826 sf in size and Lot 9 - 9,631 sf in size. The subject properties are located in the Low Density Single-Family Residential (R-1) Zoning District which has a minimum lot area of 9,600 sf and a minimum lot width of 80 feet. Both parcels will meet the minimum lot area and width requirements for the R-1 Zone.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

Ray introduced Leah Carlson, the City's new Planner I. She will be taking over the lot line adjustments and lot divisions. Ray showed an aerial of the lots and described the neighborhood zoning. The existing retaining wall was built to accommodate a building site and level the property. With this adjustment, the intent is to get two building lots on the two parcels. The current configuration isn't would be hard to build on the north parcel. The Committee had no questions and recommended approval and that it be placed on the Council consent agenda.

6. ITD 5339 Capital Grant Project Funding Agreements - Time Extensions - Alisa Anderson

In March of 2015, the City submitted a grant application to the Public Transportation Division of the

Idaho Transportation Department (ITD) for a Rural One-Time Capital Asset 5339 Bus and Bus Facilities Funding solicitation. In June of 2015, the City received notification the application was fully funded as requested with a funding period from October 1, 2016 to September 30, 2018.

The project components for Bike and Bus Shelters include purchase and installation of a covered bike parking shelter, installation of five bus shelters, and purchase and installation of a bus stop bench. The Bike Amenities project includes the purchase and installation of bike sharrows and way-finding signage. Each project has a separate updated Grant Project Funding Agreement and Attachment A Project Budget Request attached to this report amending the project ending dates from September 30, 2018 to December 31, 2018, as detailed in the attached "Request for Time Extension."

This was reviewed and recommended for approval by the Public Works/Finance Committee on August 13, 2018.

PROPOSED ACTIONS: Recommend approval of the Grant Project Funding Agreements for Bike and Bus Shelters and Bike Amenities and Attachment A for Capital Asset 5339 federal funds extending the project end date to December 31, 2018, or provide staff further direction.

Anderson went through the grant items as written above. The time extension accommodates construction time lines and sharrows and for project completion with an end date of December 31, 2018. The Committee had no questions and recommended approval and that it be placed on the Council consent agenda.

7. SCADA Replacement Project FY2017 - Change Order No. 1 - Les MacDonald

In July of 2017 the City published an advertisement for bids for the SCADA Replacement Project - 2017 with an Engineer's Estimated cost of \$483,881.00. Only one bid, from Strom Electric, was received. The bid from Strom was presented to and awarded by City Council for \$357,000.00 with Staff authorization to approve change orders up to 10% of the contract amount.

Change Order #1 addresses increased quantities of system components with a cost exceeding the 10% Staff authorization threshold, so the change order is being presented to the City Council for approval in accordance with City policy.

PROPOSED ACTIONS: Forward to the City Council with a recommendation to approve Change Order No. 1 for the SCADA Replacement Project, or provide Staff further direction.

MacDonald explained the original contract completely replaces the system that creates the communication between the operating computer system for the utilities and all of the remote locations. It is for both water and sewer sites and also gathers data about the operation and collects a history for those operations. Staff anticipated certain costs going into the project and reduced some quantities of components from the bid. Because pricing has been favorable, staff has been looking at those quantities, talking with the contractor and are able to put some of those quantities back in. Riedner added this change order has been reviewed by the Legal Department and is within acceptable guidelines for extending a contract by change order. The Committee recommended approval and that it be placed on the Council consent agenda.

Reports

Third Street Corridor Status Report - Les MacDonald

MacDonald gave an overview of the project components in the original plan C and the Alta Plan C. The speed limit signs from Washington to Mountain View Rd should be updated prior to Third Street reopening when construction is complete. The lighted school zone signs are in what staff is calling Phase One (see underway column in attachment) and are out to bid. Bids are due tomorrow and the bid opening will follow. The bid result is scheduled for Monday's Council meeting. The request for bid includes both lighted school

zone signs and the HAWK signal. The raised pedestrian crossing at Adams Street intersection is well underway and hope to be complete prior to opening of school. The Monroe and Cleveland crossings are included as add alternates in the phase one bid. The main purpose of these two raised crossings was to be part of the traffic calming due to construction of a multi-modal bridge. Since the multi-modal bridge is pending with no set schedule, staff doesn't believe there is a need to put those in at this time with the current traffic. The Adams Street crossing is justified due to large pedestrian traffic and the one area of the corridor that traffic studies show vehicles are going faster than posted. The four-way stops at Hayes and Blaine intersections is also suggested by staff to be a future install since they were also related to traffic calming due to a multi-modal bridge. The Transportation Commission reviewed this and recommends both four-way stops be installed now. Staff is suggesting the proposed center median at Jefferson Street be postponed until ITD has made a decision on the Washington Street intersection. Completion of the sidewalk system filling the gaps is considered underway as the bid award is scheduled for next week. The transit stop in front of the high school is almost complete. The two-way bike lanes are scheduled for spring due to current construction in the corridor. MacDonald went through the list of curb bulbs.

The Child Pedestrian Safety (CPS) grant will be expended through the Adams Street crossing, curb bulbs, HAWK, and lighting on school zones. Then City money will go into the remainder of those jobs.

Joann Muneta, 203 S Howard St Moscow, when you receive a grant and have the list of projects, aren't you required to do those items specifically? Anderson explained these funds fell under the surplus eliminator grant considered maintenance and improvements for pedestrian safety. The grant did not require specific items to include. The application called out bulb outs and improvements, but did not list specific streets. Muneta said she is concerned about the Monroe crossing and feels there should be a raised crosswalk there. MacDonald responded that the plans were still underway when the grant was applied for thus did not know what to include specifically. All of these items were due to a multi-modal bridge being constructed. With the multi-modal bridge not going in until a later date, the need has not been established in every situation. Staff feels they are well within the intention of the grant. Muneta said she is also concerned that the bulb outs are only helping children cross east west, not across Third Street north south.

Boland said there are still items up in the air. When the two-way bike lane is added, it will narrow the street and traffic will be slower. He feels the items are progressing in a reasonable fashion with no vehicular bridge. Sullivan feels the critical question is whether the Monroe Street raised pedestrian crossing is needed now. Is there any data to support it? MacDonald said speed is an issue around the high school. However, the lowering of the speed around Monroe to 25 and the narrowing of Third Street will have an effect. In traffic studies, the speeds recorded around Monroe were the speed limit. However, the speeds near the high school were also 30.

The pursuit of four-way stops would be a Council decision. Staff can do a study on the two areas and report to Council to help with a decision but should wait until school starts, otherwise it most likely would not warrant the four-way stop. Blaine Street doesn't have the volume at this time to warrant a four-way stop. The Transportation Commission felt Hayes was already close to warranting a four-way stop. They supported the Blaine intersection due to the proximity of the school.

The Jefferson median is on hold until ITD makes a decision and staff hopes to have that decision in the fall/winter with a bid in the spring.

Adjourn

The meeting was closed at 4:16 PM



PROJECT COMPONENT	ORIGINAL PLAN C	ALTA PLAN C	UNDERWAY	FUTURE
Speed Limits:				
25 mph from Washington Street to Mountain View Road	X	X	X	
Lighted School Zone Speed Limit Signs:				
High School Zone	X	X	X	
Lena Whitmore Elementary School Zone	X	X	X	
HAWK Pedestrian/Bicycle Signal:				
Installation at Mountain View Road Intersection		X	X	
Raised Pedestrian Crossings:				
Adams Street Intersection (east side) – 10’ wide crossing	X	X	X	
Monroe Street Intersection (east side) – 8’ wide crossing	X	X		X
Cleveland Street Intersection (west side) – 8’ wide crossing	X	X		X

PROJECT COMPONENT	ORIGINAL PLAN C	ALTA PLAN C	UNDERWAY	FUTURE
Intersection Traffic Control:				
Four Way Stop Control at Hayes Street intersection	X	X		X*
Four Way Stop Control at Blaine Street intersection	X	X		X*
Center Medians:				
5' – 9' median on east side of the Jefferson Street intersection	X	X		X
Median west of Mountain View Road intersection	X	X		X
Sidewalks:				
Complete sidewalk system on both sides by filling gaps	X	X	X	
Transit:				
High School Transit Stop Expansion		X	X	
Bike Lanes:				
Two Way Separated Bike Lanes	X	X		X

PROJECT COMPONENT	ORIGINAL PLAN C	ALTA PLAN C	UNDERWAY	FUTURE
CPS Grant Curb Bulbs:				
NE corner of Jefferson Street				X
SE corner of Jefferson Street (double extension)				X
NW corner of Polk Street			X	
SW corner of Polk Street			X	
NW corner of Howard Street			X	
SE corner of Howard Street			X	
SW corner of Hayes Street (single extension)				X
NW corner of Blaine Street			X	
SW corner of Blaine Street (single extension)			X	
NW corner of Cleveland Street				X
SW corner of Cleveland Street			X	
NW corner of Roosevelt Street				X
SW corner of Roosevelt Street			X	
NW corner of Mountain View Road			X	
NW corner of Main Street				X