

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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208.883.7015

**Monday,
March 28, 2022**

3:00 PM

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

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

PRESENT: Maureen Laflin, Hailey Lewis, Gina Taruscio

OTHERS: Mayor Art Bettge, Council Member Sandra Kelly, Council Member Julia Parker

STAFF: Bill Belknap, Mia Bautista, Tyler Palmer, Steve Schultz, Scott Bontrager, Alisa Anderson, Cody Riddle, Nate Suhr, Laurie M. Hopkins

REGULAR AGENDA

1. Approval of Public Works/Finance Committee March 14, 2022 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Consideration of Janitorial Services Bid Results (ACTION ITEM) – David Schott

The City published an invitation to bid for custodial services for certain City buildings on February 19, 2022 and February 26, 2022. In addition to the published invitation to bid, seven (7) custodial services were sent the invitation to bid. Moreover, the invitation to bid was posted on the City website. Bid opening for custodial services took place on March 9, 2022, at which time two (2) bids were received. The Garson Group, LLC was the low bidder for Module #1, Module #2, Module #3, Module #5, and Module #6 in the amount of \$315,600 for the three (3) year proposed agreement from October 1, 2022 through September 30, 2025. EVCAR, Inc. dba Service Master Building Maintenance was the low bidder for Module #4 in the amount of \$30,847.56 for the three (3) year proposed agreement from October 1, 2022 through September 30, 2025.

PROPOSED ACTIONS: Recommend acceptance of the low bid from The Garson Group, LLC for Module #1, Module #2, Module #3, Module #5, and Module #6 in the amount of \$315,600 and recommend acceptance of the low bid from EVCAR, Inc. dba Service Master Building Maintenance in the amount of \$30,847.56 for Module #4; or provide staff with further direction.

Schott introduced the item as written above. Garson Group LLC is out of Boise and their references were good. Previously city buildings were serviced 5 days a week and some will be reduced to three services a week. The estimated cost of janitorial costs to be done in-house was approximately \$350,000. In-house services cannot compete with janitorial companies. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Moscow Renaissance Fair Beer and Wine Garden Request (ACTION ITEM) – David Schott

Moscow Renaissance Fair is requesting that the City Council approve a Resolution allowing them to have a beer and wine garden provided by a licensed vendor in East City Park for Moscow Renaissance Fair 2022, between the hours of 11:00 a.m. and 7:30 p.m. local time on April 30, 2022, and 11:00 a.m. and 5:00 p.m. local time on May 1, 2022. The event is open to the public and is the first beer and wine garden request from Moscow Renaissance Fair. The location of the beer garden is located northeast of the stage at the north end of the asphalt. The Moscow Police Department has reviewed the request and require two (2) security personnel on site during the permitted event as described in the proposed Resolution. No City police officers are required.

PROPOSED ACTIONS: Recommend approval of the Resolution authorizing the beer and wine garden request for Moscow Renaissance Fair 2022; or provide staff with further direction.

Schott introduced the item as written above. He corrected the agenda description that this is not the first beer/wine garden requested by the Renaissance Fair. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Earth Day Celebration Beer and Wine Garden Request (ACTION ITEM) – David Schott

Inland North Waste is requesting that the City Council approve a Resolution allowing them to have a beer and wine garden provided by a licensed vendor in East City Park for Earth Day 2022, between the hours of 4:00 p.m. and 7:00 p.m. local time on April 22, 2022. The event is open to the public and is the first beer and wine garden request from Inland North Waste. The location of the beer garden is located to the southwest of the stage. The Moscow Police Department has reviewed the request and require two (2) security personnel on site during the permitted event as described in the proposed Resolution. No City police officers are required.

PROPOSED ACTIONS: Recommend approval of the Resolution authorizing the beer and wine garden request for Earth Day 2022; or provide staff with further direction.

Schott introduced the item as written above adding that the Police Department does review applications for attendance, etc. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

5. KN 13014; Mountain View Rd - Professional Services Agreement for Construction Engineering and Inspection (ACTION ITEM) - Scott Bontrager

The Idaho Transportation Department (ITD), through the Local Highway Technical Assistance Council (LHTAC), funded a federal-aid project for FY2022 to improve a segment of Mountain View Road from Sixth St to Joseph St. The construction contract for the project was awarded by the Idaho Transportation Board last December to Western Construction of Lewiston, Idaho in the amount of \$2,188,016.60. A request for qualifications was issued by ITD for construction engineering and inspection on December 1, 2021, and one qualified engineering firm responded by the December 14th deadline. A five-person panel (two LHTAC engineers and three City Staff) independently rated the statement of qualification and a consensus was reached on the selection of J-U-B Engineers, Inc. The professional services agreement between the City of Moscow and J-U-B Engineers, Inc. was negotiated on Tuesday, March 1, 2022 in the amount of \$247,167.00. This amount equates to 11.3% of the construction contract amount, which both the LHTAC and City Staff deem reasonable for contract administration and construction inspection on a federal-aid project of this complexity. The agreement has been reviewed and approved by the City Attorney.

PROPOSED ACTIONS: Recommend approval of the Professional Services Agreement with J-U-B Engineers, Inc., or provide staff further direction.

Bontrager described the project as above and said it would include a round about at Sixth Street and similar lights as those at the middle school placed at the intersection of Seventh and Mountain View Road. The project has been the works since 2012. Contract administration and construction inspection are normally at 15-20% of the contract amount. The City has provided all funding toward the project. The agreement is with the City but the State will administer the project. The Committee recommended approval and that it be placed on the Council consent agenda. The contractor can start the project between May 17 and July 7, then have 57 working days to finish. Completion should be mid-August to September and is also coordinated with other projects.

6. Reaffirm Fair Housing Resolution No. 2021 - 06 and Fair Housing Proclamation (ACTION ITEM) - Alisa Anderson

As an Idaho Department of Commerce, Idaho Community Development Block Grant (CDBG) Grantee, the City is required to follow practices and obligations to Affirmatively Further Fair Housing in Moscow. As a Grantee receiving CDBG funding, the City must certify they will take actions to Affirmatively Further Fair Housing, including issuing a proclamation declaring April as Fair Housing Month and adoption of a resolution to this effect.

PROPOSED ACTIONS: Recommend reaffirming Fair Housing Resolution No. 2021-06 and approval of the 2022 Fair Housing Proclamation; or take other action deemed appropriate.

Anderson said there are no changes to the previous resolution but needed to be reaffirmed. The proclamation will be read at the next City Council meeting. The Committee recommended approval and that it be placed on the Council regular agenda.

7. Child Pedestrian Safety Grant Award (ACTION ITEM) - Nate Suhr / Alisa Anderson

In 2021, the Local Highway Technical Assistance Council (LHTAC), a State organization, announced a new round of grant funding under the Children Pedestrian Safety (CPS) Program. This program requested shovel ready projects with a maximum award set at \$250,000. City staff identified the area around Moscow Middle School as an excellent candidate for the grant and submitted an application in December 2021. The project includes pedestrian improvements at the intersection of 'D' Street and Mountain View Road and the intersection of 'B' Street and Cleveland Street. On February 23, 2022, the City was notified the request ranked 5th out of 50 applications and was recommended for approval. The attached agreement outlines the conditions of the award.

PROPOSED ACTIONS: Recommend approval to execute the LHTAC/Local Agreement - 2021 Children Pedestrian Safety (CPS) Program Mountain View Corridor, City of Moscow, CPS#5; or provide staff further direction.

Anderson introduced the item as written above adding the top 8 applications are funded. The project should close out by December 9. Suhr said requirements include a mid-project report due July 1, 2022 and project completion prior to December 9, 2022. After execution of the agreement the City will be issued a check for \$250,000 and is responsible for any additional project costs. The engineer's estimate was \$285,000 and additional funding will be from the Sidewalk Program accumulation. The B and Cleveland improvement will be a drop off area with access to the pathway through Oylear Field. A crossing guard has been narrowly missed by vehicles multiple times. Turn lanes at a four-way stop do not give it more capacity but will provide better safety for the pedestrians. The volumes at the intersection are no where near approaching substandard service level other than a 10 minute a day time frame. Staff continues to run delay studies which went up to is by 8 to 10 seconds but are decreasing as people are getting use to the new improvements. Staff is working with the school district and safe routes to school and press releases will be sent out. The neighbors near the B and Cleveland Street improvement have not voiced any complaints. The Committee recommended approval and that it be placed on the Council regular agenda.

8. Transportation Alternatives Program South Main Pedestrian Underpass State/Local Agreement (ACTION ITEM) - Nate Suhr / Alisa Anderson

In 2018, the City and the Moscow Urban Renewal Agency (MURA) jointly funded a study to assess the feasibility of the construction of a pedestrian underpass on South Main/U.S. 95 just south of the US Hwy. 95/S.H. 8 intersection. In February of 2020, the City applied for a Transportation Alternatives Program (TAP) grant administered by the Idaho Transportation Department (ITD). On March 18, 2020, ITD announced the City received a notification of award to receive federal funding of \$499,644 for the project. The awarded project will construct a bike/pedestrian underpass in the existing stream banks of Paradise Creek at the US Hwy. 95 crossing. The underpass will allow pedestrians and bicyclists to cross under US Hwy. 95 on a new Paradise Path connection without needing to cross US Hwy. 95, disrupting traffic flow on a busy section of the highway. The underpass will significantly improve pedestrian connectivity and safety and be constructed similar to the recently completed Styner/White

underpass on Hwy. 8. The new path extension will be 710 feet long and 10 feet wide connecting to an existing route on Paradise Path leading to the Intermodal Transit Center, University of Idaho campus with adjacent connections to Gritman Medical Center, student housing and downtown Moscow. The project is scheduled to be designed in 2022 and construction during the summer of 2023.

PROPOSED ACTIONS: Recommend approval to execute State/Local Agreement (Design and Construction) Project No. A022(943) Key 22943 US-Highway 95 Pedestrian Underpass and the corresponding Resolution; or provide staff further direction.

Anderson introduced the item as above adding the total project cost is \$1,692,000. The state will provide \$499,644 and the remain balance will be split between the City and MURA. A requirement for the contract is submittal of \$50,000 as down payment and a resolution. Suhr said this project should mimic the White Ave/Styner underpass. The bridge was not deemed historic so will be removed. Taruscio said this is an example of excellent partnership. Anderson said traffic backs up when pedestrians are at both Sweet Ave intersection and Hwy 95 and 8 intersection. Lewis confirmed both the MURA and City have the funding budgeted. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Downtown Short-term Parking Update - Steve Schulte / Tyler Palmer

Palmer said parking is big component of downtown with competing needs and staff tries to balance the parking needs to accommodate all. Before implementing the parking program in response to Covid, there were 11 loading zone stalls. There has been some confusion in the past not knowing whether the stall is just for deliveries or not. In response to Covid, staff created temporary takeout parking spots. Schulte said a couple dozen businesses applied for take-out stalls. At the peak of the program, there were 50 stalls. There are now approximately 17 take-out and the original 11 loading zone stalls. Palmer and Schulte have attended multiple Downtown Business Alliance meetings and over the course of last 6 months and be sure the program is response to the needs of the downtown. The stalls have been scaled back as the activity in the downtown has increased. The process for the downtown revitalization project study is starting and staff will be taking the lessons from the temporary parking program in coordination with the business community and come up with strategies to include in that revitalization program. Staff is going to implement 21 total stalls, the 11 pre-Covid loading stalls and 10 more. The business community feels the stalls are still being utilized for more than just picking up food. The general rules will be the first stall in the direction of travel on each block face. It is a visible stall, easy to get in and out, and it is predictable. Staff will implement on April 18 and monitor it over the next year as a design process for the revitalization. Communication to the downtown businesses will be through the business alliance. The label on the sign will say short-term parking, 10 minutes. The 10 minute maximum is enforceable but will be complaint based. Staff is developing a new parking ticketing system for more efficiency and effectiveness.

Staff Report (if needed)

None needed.

ADJOURN

The meeting closed at 3:46 p.m.

