Public Works / Finance Committee

	Regular Meeting **~Minutes~**	Laurie M. Hopkins City Clerk
	www.ci.moscow.id.us	208.883.7015

Monday **April 11, 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, Sandra Kelly, Julia Parker
STAFF: Bill Belknap, Todd Drage, Renee Tack, Cody Riddle, Scott Bontrager, Andrew Blanchard, Laurie Hopkins

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee March 28, 2022 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

2. **Disbursement Report for March 2022 (ACTION ITEM) - Sarah Banks**

   Staff will present the Accounts Payable Report for the month ending March 2022.

   ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of March 2022.

Tack provided the larger expenses for March which included the ICRMP insurance premium for FY2022, South US 95 water sewer extension payment application and sewer pipe root control. Lewis asked a few questions regarding some smaller expenses. The Committee approved and authorized the use of digital signatures to sign the Disbursements Report for the month of March 2022.

3. **Second Quarter Financial Report January 1 ,2022 to March 31, 2022 for FY2022 (ACTION ITEM) - Sarah Banks**

   Staff will present the financial report for the second quarter of Fiscal Year 2022 (January 1, 2022 to March 31,2022).

   PROPOSED ACTIONS: Approve the FY2022 Second Quarter Report, or provide staff further direction.

Tack went over the second quarter amounts which should be at about 50% of the budget. Anomalies include the stormwater construction due to inclusion of ARPA funds and miscellaneous expenses will be a bigger percentage when construction begins. The Committee recommended approval and that it be placed on the Council consent agenda.

4. **Asphalt Rubber Chip - 2022 Bid Results and Contract Award (ACTION ITEM) - Todd Drage**

   The Community Development Team will provide an update on the Pavement Preservation Program for FY2022. This will include a summary of bids received for roadway improvements proposed in the coming year, and a recommendation of award.

   PROPOSED ACTIONS: Recommend acceptance of the low responsive bid from Doolittle Construction, award the contract in the amount of $327,300, and, authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Trage introduced the item and Blanchard provided information on the application of rubber chip seal. A street is chosen for rubber chip seal depending on the pavement conditions index. The street can be driven on within a half hour to an hour after application. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Ridgeview Estates 2nd Addition Development Agreement Amendment (ACTION ITEM) - Todd Drage

The developer of Ridgeview Estates is requesting an amendment to the development agreement to modify the phasing associated with improvements required in the subdivision.

PROPOSED ACTIONS: Recommend approval of the Amended Development Agreement with Blum Enterprises - 3 LLC for Ridgeview Estates 2nd Addition, or provide staff further direction.

Drage introduced the item with property background information. The stormwater is controlled through a detention pond and the property will be within the Southeast Moscow Sewer District. The final plat was approved in 2014 but the property has remained undeveloped until 2021. The Highway 8 approach has not been approved through Idaho Transportation Department. The amendment would split the original phase 2 into two phases. The new phase 2 would be the 11 lots surrounding Wildrose Drive and phase 3 would be the remaining 18 lots including the completion of all remaining construction. The development agreement needs to be updated to allow three phases and add an exhibit B to detail each phase. The Committee recommended approval and that it be placed on the Council consent agenda.

6. ARPA Small Business and Nonprofit COVID-19 Assistance Grant Program Resolution Update (ACTION ITEM) - Cody Riddle

Staff will present an amendment to Resolution 2021-30, previously approved by Council in December of 2021. If approved, the amendment will establish discretionary authority for the City Council to award more than the twenty-five thousand dollars ($25,000) that was allowed in the original resolution for Community and Social Service Non-Profits.

PROPOSED ACTIONS: Recommend approval of the updated resolution.

Riddle provided a background on the resolution for small business/nonprofit and explained the update requested by City Council on April 4, 2022. The change adds language that allows discretion to the amount awarded to non-profits. Because Moscow Food Bank was already awarded the maximum amount of funding per the current resolution, with the change to the resolution, they could submit a new application asking for additional funds from the grant program. The Committee asked that the resolution be placed on the Council regular agenda.

REPORTS

Staff Report (if needed)

No staff report needed.

ADJOURN

The meeting concluded at 3:22 p.m.

Minutes Approved On
April 25, 2022
(Clerk Signature)