

Public Works / Finance Committee



Regular Meeting ~Minutes~

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City Clerk

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**Monday
June 27, 2022**

3:00 PM

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

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

PRESENT: Gina Taruscio, Hailey Lewis, Maureen Laflin

OTHERS: Mayor Bettge, Council Member Julia Parker

STAFF: Bill Belknap, Cody Riddle, Mia Bautista, Nate Suhr, Andrew Blanchard, Todd Drage, Renee Tack, David Schott, Demetre Makratzakis, Anthony Hennricks, Alisa Anderson, Taylor Riedner

REGULAR AGENDA

1. Approval of Public Works/Finance Committee May 23, 2022 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

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

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

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

Tack introduced the item by highlighting major expenses for the previous month, including unleaded gas, Moscow Food Bank ARPA Grant Agreement, DEQ Loan payment, annual PEP distribution, small government enterprise agreement, purchase of 2 new Cub Cadet mowers, South US 95 water/sewer extension payment #2, road painter replacement, and the south lift forcemain replacement payment #4.

Lewis requested a presentation from PEP reporting the use of funds and project overview.

The Committee approved the disbursement report, authorized the use of digital signatures, and placed it on the Council consent agenda.

3. Milton Arthur Park Playground Pad and Pathway Bid Result and Contract Award (ACTION ITEM) - Todd Drage

The 2022 Milton Arthur Pad and Pathway Project entails the completion of earth and concrete site work to facilitate the construction of a new playground. Milton Arthur Park, located on the corner of Granville and Sutton Streets, is currently a field without any park features. In January 2022, the Parks and Recreation Commission (PRC) opened public voting to select a playground from a total of 9 options from potential playground equipment suppliers. The options fitted playground equipment within a 3,200 square foot hexagonal concrete pad. This project provides the construction of the playground pad and a 10-foot-wide, 140-foot-long ADA-compliant concrete pathway, along with the ancillary site work to compliment the concrete infrastructure. The engineer's estimate for the project was \$91,760. The project was sent out for bid to the City's concrete contractor distribution list in April 2022, however, no bids were received. Because of limited contractor availability, the City widened the contractor distribution list and separated the scope of the project to allow concrete contractors to simply bid on the concrete portion of the work and excavation contractors to exclude the concrete portion.

Through this extended solicitation process, the City received 1 bid for \$36,750 from Schmidt Projects LLC for the concrete portion of the project and 1 bid for \$48,500 from Youmans Excavation Services

LLC for the remaining scope of the work.

PROPOSED ACTIONS: Recommend acceptance of both bids and award the concrete portion of the project to Schmidt Projects LLC for \$36,750, award the remaining scope of work for the project to Youmans Excavation Services LLC for \$48,500 for a total project amount of \$85,250, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount (\$8,525), or provide staff further direction.

Blanchard introduced the item as written above and reviewed the layout of the proposed design. There will be a pre-construction meeting with both contractors onsite to review the work to be done. Belknap explained this is contracted work so changes in supply cost should not affect this project. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Mountain View Restroom Improvements Bid Award - Idaho Community Development Block Grant Project (ACTION ITEM) - Demetre Makratzakis / Alisa Anderson

The City published an advertisement for bids on May 27, 2022 for the Mountain View Restroom Improvements. The project consists of renovating an existing structure to transform two multi-occupant restroom spaces (Mens/Womens) into four unisex, single-occupant restrooms meeting ADA requirements. One of the restrooms will be heated and insulated in order to remain open year-round. The Engineer's Estimate for the project was \$100,602.00. Bid opening for the project took place on June 11, 2022, at which one (1) bid was received. The bid received was in the amount of \$135,000.00 and was submitted by Sprenger Construction. A bid tabulation is included in the Committee packet.

PROPOSED ACTIONS: Recommend acceptance of the low bid from Sprenger Construction, award the contract for \$135,000.00 and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Anderson introduced the item by reflecting on the project that started in 2021 and the multiple stages this project has gone through. The Department of Commerce has rolled over a lot of CARES funds that may allow the city to apply for more funding. Makratzakis reviewed the project outline and the 4 unisex spaces that will be installed at the current location. The building will be heated, have access control to monitor when the doors are locked, and one of the stalls will be open year-round and include a baby changing station. The funds that were previously awarded but not yet implemented have been submitted for an extension. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Children Pedestrian Safety Grant Bid Award (ACTION ITEM) - Alisa Anderson / Nate Suhr

The City published an advertisement for bids on May 21 and 28, 2022 for the Children Pedestrian Safety Project. The project included work at two sites. The B and Cleveland portion of the project includes removal of existing asphalt surface which will be replaced with soil and grass, the removal and replacement of an asphalt pathway, removal and replacement of a concrete sidewalk and Type A curb, installation of a pedestrian ramp, and the removal and replacement of a drainage structure. The D and Mountain View portion of the project includes storm sewer modifications, the removal and replacement of sidewalks, installation of pedestrian ramps, the removal and replacement of both Type A and Type B curbing, the obliteration and installation of line marking and thermoplastic symbols, adjustment of utilities, removal and replacement of signs, and the removal and replacement of asphalt surface. The Engineers Estimate for the project was \$270,492.10. Bid opening for the project took place on June 7, 2022, at which one (1) bid was received. The bid received was in the amount of \$278,494.00 and was submitted by M.L Albright. A bid tabulation is included in the Committee Packet.

PROPOSED ACTIONS: Recommend acceptance of the low bid from M.L Albright & Son's, award the contract for \$278,494.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Suhr introduced the item by reflecting on the safety grant project that started in 2021. Funding over the grant award amount will be supplemented from the Sidewalk Program funds.

Lewis requested that the surrounding residents be contacted regarding the project. Suhr reassured the residents are informed in multiple ways including mail, door hangers, personal visits, press releases and website updates.

The Committee recommended approval and that it be placed on the Council consent agenda.

6. City of Moscow Bee City USA Affiliate Proposal (ACTION ITEM) - David Schott

The City of Moscow is pursuing Bee City USA affiliation. The mission of Bee City USA is to galvanize communities to sustain pollinators responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides. Because there are more than 3,600 species of native bees in the United States, along with introduced honey bees, we have diverse dietary choices rich in fruits, nuts, and vegetables. Pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers.

PROPOSED ACTIONS: Recommend approval of the draft resolution designating the City of Moscow as a Bee City USA affiliate; or provide staff with further direction.

Schott introduced the item as written above and reviewed Bee City USA's mission and goals. Different locations within the city's parks have been identified as good pollination sites. Commitments the City will make when becoming an affiliate include enhancing pollinator habitats, reducing pesticides, host pollinator awareness events, and publicly acknowledge the Bee City Affiliation. Requirements to become an affiliate include a resolution, and formation of a subcommittee. Fiscal impacts include a \$300 annual affiliation fee, entryway signage, and other summit participation and project involvements. Bee City USA encompasses all pollinators including butterflies, moths and honeybees. The Committee recommended approval and that it be placed on the Council consent agenda.

7. Harvest Park Management Plan Proposal (ACTION ITEM) - David Schott

The City of Moscow staff is seeking approval of the draft Harvest Park Management Plan. This unique park is located between Southview Avenue and Indian Hills Drive in the Indian Hills 8th Addition neighborhood. Harvest Park was acquired to be developed as an 'edible forest' with food-bearing trees, shrubs, and other flora. The 4.09-acre site was historically an active agricultural wheat field. Because of the unique nature of Harvest Park, a draft management plan was drafted utilizing local knowledge through the creation of the Harvest Park Core Development Team. The purpose of Harvest Park is to provide the community with a public food forest with a strong emphasis on public education and outreach about the benefits and pride in growing food. The vision for Harvest Park is a long-term, dynamic landscape. The unique space is intended to provide educational opportunities and an example to our community of stewardship of a public food forest. This unique space will create a sense of place and community pride for the City of Moscow for generations to come.

PROPOSED ACTIONS: Recommend approval of the draft Harvest Park Management Plan, or provide staff further direction.

Schott introduced the item as written above. City Council named the park and approved the conceptual plan in September 2019. The Management Plan was developed by the Core Development Team and consists of guiding principals such as education, community outreach, maintenance, equity and stewardship. The Plan also assists with minimizing maintenance burdens on staff, and coordination of volunteers through Friends of Harvest Park. Plan Policies cover harvest limitations, dog restrictions, and pesticide use. The layout of the Park includes 4 management zones with planting rooms that can be adopted by members or community groups. Involvement requirements include donor and volunteer applications and agreements. The Management Plan does not allow any commercial sale of goods from the park. Farmers Market staff perform site visits to confirm sources of goods, therefore, individuals would not be allowed to sell this produce at Markets. Schott reiterated that the goods are first come first serve and the

park will be operated on good faith of the public. The Committee recommended approval and placed it on the Council consent agenda.

REPORTS

Cadet Program Proposal Report - Anthony Dahlinger

Dahlinger shared an update regarding the difficulties of hiring new personnel and the reduced number of reserves. There has recently been an increase in college interest in internships and other involvement, which is the root of the cadet program. The city is working with Washington State University's Cadet Program and the University of Idaho's Criminology Department with the hopes of retaining a lot of the students for full-time work. The program may also reduce the amount of training time should an individual decide to enroll full time with the City. The City is working with the U of I to give participating students college credit towards their degree. There is no contractual obligation for anyone enrolled in the program to ultimately work for the City. The City is not putting any money towards the program outside the need for equipment and salary for training which will not over burden the budget.

Staff Report (if needed)

No report needed.

ADJOURN

The meeting adjourned at 3:48pm.

