Public Works / Finance Committee

Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday
August 8, 2022

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 p.m.

PRESENT: Gina Taruscio, Hailey Lewis, Maureen Laflin
OTHERS: Mayor Bettge, Council Member Sandra Kelly, Council Member Julia Parker, Ken Faunce (Human Rights Commission),
STAFF: Jen Pfiffner, Tyler Palmer, Cody Riddle, Chief James Fry, Nate Suhr, Scott Bontrager, Tim Davis, Renee Tack, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee July 25, 2022 Minutes (ACTION ITEM) - Taylor Riedner**

The minutes were approved as presented.

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

   Presentation of the Accounts Payable Report for the month ending July, 2022

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

Tack presented the items by highlighting major expenditures including the HIRC Gym floor refinish, City Hall wisescape project, annual audit and financial reporting, Well 6 and Well 3 payments, South US 95 water/sewer extension, Taylor Booster Station loop and supply line upgrade, ARPA non-profit recovery grant, 2nd quarter Smart Transit pledge, and Idaho pollutant annual discharge fee.

Lewis asked for additional information on the Aspect Consulting payment. Palmer explained payments to Aspect Consulting are for a hazard mitigation study which started with the flooding in 2019.

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

3. **Approval of Moscow Together Project (ACTION ITEM) - James Fry / Ken Faunce**

   Moscow Together celebrates our inclusive, welcoming, respectful, and supportive community. This unifying, non-political, non-partisan effort aims at developing a community wide sharing of a commitment to values and practices that provide fair and equal treatment for everyone by inviting entities to sign the Moscow Together commitment statement and display the Moscow Together logo.

   The intent of this project is to promote a common appreciation and interest in valuing every individual in our community; to encourage collaborations; to provide educational resources; and above all to enable every individual of our diverse population to feel valued, safe, and welcome.

   PROPOSED ACTIONS: Recommend approval of participation in the Moscow Together project, or provide staff with further direction.

Faunce introduced the item by sharing the groups involved with making the project and explained the mission and the proposed agreement found within the packet. The project would ask local businesses, non-profits, organizations, and individuals to commit to providing and supporting a welcoming community. They will then receive a window decal or poster showing their commitment. Faunce emphasized that if an entity chooses not to sign the pledge, it does not mean they are not a welcoming business. The project will also be starting up a webpage to promote the mission of the group. Funds for the project will be coming out of the Human Rights Commission budget and support sponsors. The goal is to launch the project starting September 8. If a business signs the commitment and is later found out not to be following that commitment, this group will approach them to determine a solution and mediate any problems and ask for the decal to be removed should the concern continue.

The committee shared their concerns about the project's success and becoming just another list of businesses in the community.

Joann Muneta (Latah County Human Rights Task Force) shared the anticipated positive reaction of the project and commitments and the educational programs that will be available to the community.

Steven Daley-Laursen (Latah County Human Rights Task Force) shared the meaning and process behind the project's mission statement.

With no recommendation, the Committee placed it on the Council regular agenda.

4. **Elk River Disposal Contract Proposal (ACTION ITEM) - Tim Davis**

   The City of Moscow has been approached by the City of Elk River regarding disposal of their waste through the Moscow Solid Waste Processing Facility. The City of Elk River produces approximately 200 tons of waste annually. Elk River is an outlying community located in northern Clearwater County and, as such, was dependent on Clearwater County Solid Waste Dept., located in Orofino, Idaho, for service. Clearwater County waste is hauled to the Asotin County landfill, located in Clarkston, WA. Due to Clearwater County's failing roll-off truck, Elk River's dissatisfaction with the services that they were receiving and Elk River's proximity to the Moscow Solid Waste Processing Facility, Elk River's mayor reached out to staff regarding the Moscow disposal option.

   PROPOSED ACTIONS: Recommend approval of the Disposal Contract between the City of Elk River and the City of Moscow as presented, or provide staff further direction.

Davis introduced the item as written above and reviewed the proposed agreement to formalize the relationship with Elk River. Inland North Waste had been accepting Elk River's waste prior to having a formal agreement. Staff does not believe there will be a significant impact to operations by accepting Elk River's waste. Potential fee impacts based on annual tonnage was shared but not of concern as Elk River would be charged appropriately. The Committee recommended approval and that it be placed on the Council consent agenda.

5. **Roll-off Container Program Adjustments Proposal (ACTION ITEM) - Tim Davis**

   The City of Moscow has received a proposal from Inland North Waste to restructure the roll-off container program. Inland North Waste is proposing to offer four additional roll-off container size options to Moscow customers, including 8-yard, 11-yard, 15-yard and 45-yard, in addition to the 22-yard and 30-yard containers currently being offered. Inland North Waste is also proposing to take over the direct billing for roll-off container services currently being billed by the City of Moscow. Hauling rates will remain the same and rental rates will be restructured and simplified to a flat daily rate. The City of Moscow will continue to retain the tonnage tipping fees for roll-off container services under the proposal.

   PROPOSED ACTIONS: Recommend approval of the roll-off container program adjustments proposal as presented, or provide staff further direction.

Davis introduced the item by explaining the usage of roll-off containers and the different containers that are offered. The different sized containers would help accommodate more customers and larger containers would reduce the number of trips taken to the waste center. Inland North Waste will monitor all the records and initiate new services as well as handle all billing and liabilities.

Palmer explained these changes will require an update to the service agreement with Inland North Waste which will be coming to Council in the near future. An update to administrative fees and the fee schedule for renting to containers will also be updated and handled on the Inland North Waste end.

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

6. **Mountain View Road / 6th Street Roundabout Landscaping - Bid Results (ACTION ITEM) - Scott Bontrager**

   The Mountain View Road / 6th Street Roundabout Landscaping project includes the installation of an irrigation system, plants, landscaping, and surface restoration on the center island of the new roundabout at the intersection of Mountain View Road and Sixth Street. The City asked the current contractor (Western Construction of Lewiston) constructing the roundabout as part of the Mountain View Sixth to Joseph project for a bid to install an irrigation system, plantings, and landscaping in the center of the roundabout. The landscaping project was designed by JUB Engineers with an Engineer's Estimate for construction of $48,081. Western Construction of Lewiston provided the City with a bid on 7/28/2022 for $49,925. A bid tabulation is included in the Committee packet.

   PROPOSED ACTIONS: Recommend acceptance of the bid from Western Construction of Lewiston, Inc., award the contract for $49,925, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Bontrager introduced the item by explaining the landscaping was not included in the original project due to cost and federal funding. Trees, shrubs, conduit, and water will be included in the project to provide availability to install art projects and other developments in the future. The trees that would be planted would be more decorative and not impeding on the drivers. Additional details of the plants and design are located in the packet. Water conservation was also previously discussed with the parks department. The Committee recommended approval and that it be placed on the Council consent agenda.

7. **Paradise Path Lighting Project: Conduit Installation Bid Results (ACTION ITEM) - Nate Suhr**

   The City requested a bid proposal for the conduit installation on the Paradise Pathway Lighting Project July 12, 2022. The bid for the project includes the installation of approximately two thousand six hundred (2600) feet of electrical conduit, seventeen (17) conduit sweeps, and seven (7) junction boxes along the Paradise Pathway between Main Street and Styner Avenue located in Moscow, Idaho. The Engineer's estimate for the project was $49,970.00. The City received one bid on July 29,2022 from Curry Incorporated. The bid received was in the amount of $49,990.50. A bid tabulation is included in the Committee packet.

   PROPOSED ACTIONS: Recommend acceptance of the bid from Curry, Inc., award the contract for $49,990.50, 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 reviewing the previous bid rejection and the overall project scope. The previous bid came in much higher due to conduit supply and labor availability and has since improved. Suhr also announced that the bid for the remaining project just went out the previous week. The Committee recommended approval and that it be placed on the Council consent agenda.

8. **Palouse Groundwater Basin Water Alternatives Supply Contract Extension (ACTION ITEM) - Tyler Palmer**

   The City of Moscow is administering a contract with Alta Science and Engineering Inc. on behalf of the Palouse Basin Aquifer Committee (PBAC). The contract is for continued work toward the selection and implementation of an alternate supply water project. At their meeting on July 28, 2022, PBAC approved an extension of the contract to facilitate Alta's support of the project as it enters a public involvement phase. The work will be billed on a time and materials basis not to exceed $50,000. The City will invoice PBAC for the entire amount, and reimburse any funds not expended.

PROPOSED ACTION: Recommend approval of the contract extension with Alta Science and Engineering Inc. as presented, or provide staff with further direction.

Palmer introduced the item by reviewing the beginning of the project back in 2016 and the work that has been done since then with Alta Science Engineering. Council will receive an update on the project at the September 5th meeting. Public involvement has been a major aspect and focus of the project. Left over research funds will be reimbursed back to PBAC. The Committee recommended approval and that it be placed on the Council consent agenda.

9. **Amendment to Moscow City Code Title 11, Chapter 2-Bicycles, E-bikes, E-scooters, and E-boards, and Repeal of Title 11, Chapter 3-Bicycles (ACTION ITEM) - Cody Riddle / Mia Bautista**

Staff will present an ordinance amending Title 11, Chapter 2 (Bicycles, E-Bikes, E-Scooters, and E-Boards) and repealing Title 11, Chapter 3 (Bicycles). Chapter 3, originally intended to regulate the licensing of bicycles, has been largely ineffective. The City will continue to offer a voluntary licensure program for interested residents. The amendment to Chapter 2 clarifies the ability of City Staff to tag and impound abandoned devices.

PROPOSED ACTIONS: Recommend adoption of the proposed ordinance amending Title 11, Chapter 2 (Bicycles, E-Bikes, E-Scooters, and E-Boards) and repealing Title 11, Chapter 3 (Bicycles), or provide staff with further direction.

Riddle introduced the item by sharing history of stolen and impounded bicycles and the process of licensing bicycles. Of the nearly 400 bicycles that were impounded over 5 years, only 7 were licensed. The option to register bicycles will still be available to the public. The amendment will also include a better definition of abandonment and the amendment of going from 72 to 48 hours. The League of American Cyclists has also provided further instruction to the City to improve the program.

Laflin suggested improving communication to the public the opportunity to license bicycles.

Riddle shared an update to the e-scooter program and that it will likely start sometime in September with 20-30 units.

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

REPORTS

Staff Report (if needed)

No report needed.

ADJOURN

The meeting adjourned at 4:52 p.m.

Minutes Approved On
August 22, 2022
Taylor Riedner
(Clerk Signature)