

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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Monday
January 9, 2023

4:00 PM

Council Chambers
206 E. Third St.

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

PRESENT: Julia Parker, Sandra Kelly, Drew Davis

OTHERS: Mayor Art Bettge, Council Member Maureen Laflin, Council Member Hailey Lewis, Council Member Gina Taruscio

STAFF: Cody Riddle, Mia Bautista, Sarah Banks, James Fry, David Schott, Nate Suhr, Taylor Riedner

REGULAR AGENDA

1. Selection of Committee Chair and Vice Chair (ACTION ITEM)

Council Member Julia Parker was selected as Chair and Sandra Kelly as Vice Chair.

2. Approval of Public Works/Finance Committee December 12, 2022 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

3. Disbursement Report December 2022 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending December 2022.

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

Banks introduced the item by highlighting major expenses including a Paradise Path Phase II lighting payment, 6th St bridge construction payment, Booster Station Phase II rebid payment, employee HSA program contribution, and an HRA/VEBA contribution. The committee authorized the use of digital signatures, recommended approval and that it be placed on the Council consent agenda.

4. First Quarter Financial Report October 1, 2022 to December 31, 2022 for FY2023 (ACTION ITEM) - Sarah Banks

Presentation of the financial report for the first quarter of Fiscal Year 2023 (October 1, 2022 to December 31, 2022).

ACTION: Approve the FY2023 First Quarter Report, or provide staff with further direction.

Banks reviewed the Quarterly Financial Report from the packet. At this time, staff would expect about 25% of the budget spent. Items listed at 100% are one-time transfers that are completed at the beginning of the fiscal year. Other funds that are greater than expected are due to previous unexpended ARPA funds. Some budgets are low since construction season has not yet started for the year. Current total revenue is at 16.56% and expenditures are 13.2%. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Lola Clyde Park - Land Water Conservation Fund - Grant Request - (ACTION ITEM) Alisa Anderson / David Schott / Nate Suhr

City Staff is seeking approval to submit a federal funding request to the Idaho Department of Parks and Recreation (IDPR) for consideration under the Land and Water Conservation Fund for Lola Clyde Park. The project elements will include roadway frontage improvements, parking, and an internal pathway system within the lower area of the park. If approved by IDPR and the Land and Water

Conservation Board, the request will then be submitted to the National Park Service for further consideration.

PROPOSED ACTIONS: Recommend approval to submit a grant request for Lola Clyde Park to the Idaho Department of Parks and Recreation under the Land and Water Conservation Fund in an amount not to exceed \$750,000 in federal grant funds, or provide staff further direction.

Suhr introduced the item as written above and shared background of the land and water conservation fund and the intent of the program. The shared architect's concept shows the proposed pathway and improved parking area. Staff is aware of the needed wetland mitigation and drainage due to flooding in the proposed parking improvement area. The grant award is anticipated to be received in 2024 with construction occurring in either 2025 or 2026. This project is set to be completed in multiple phases with additional support through the capital projects budget. With no recommendation, the Committee placed it on the Council regular agenda.

6. 2023 Whitcom Emergency Dispatch Services Agreement (ACTION ITEM) - James Fry

The City currently contracts with Whitcom for emergency dispatch services. The most recent agreement executed on March 31, 2021, was for two years including the 2021 and 2022 calendar years, and expired on December 31st of last year. On December 19th, 2022, the City received a proposed agreement from Whitcom for the 2023 calendar year.

Historically, the cost for dispatch services for the City of Moscow had been calculated to be 21.25% of the annual Whitcom budget based upon call volumes and other considerations, which totaled \$607,213.25 for the 2021 calendar year and \$712,911.00 for the 2022 calendar year. Over the last year, the Whitcom Finance Committee has been revisiting the cost allocation model and anticipates proposing an updated cost allocation for 2024 and beyond. In the interim, Whitcom is proposing to continue with the prior percentage allocation for the 2023 calendar year which will total \$803,263. At the time of the FY2023 budget development, Whitcom had not finalized its annual budget, and as a result, Staff was required to estimate an anticipated future contract amount of \$791,500 for FY2023. The updated agreement will result in a slight budget overrun of \$11,763 in line item 101-075-642-91 which can be absorbed within the general fund expenses.

PROPOSED ACTIONS: Recommend approval of the proposed emergency dispatch services agreement with Whitcom; or provide staff further direction.

Fry introduced the item as written above and reviewed the impacted entities with the agreement including WSU, Pullman, Whitman County, Asotin County, and Clarkston. Committee requested to receive an update report from Whitcom for a future council meeting. The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

No report needed.

ADJOURN

The meeting adjourned at 4:21pm

