



Public Works/Finance Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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208.883.7015

Monday
January 14, 2019

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Art Bettge Councilmember, Jim Boland Councilmember, Anne Zabala Councilmember

OTHERS: Mayor Bill Lambert, Council Member Gina Taruscio

STAFF: Gary J. Riedner, Sarah Banks, Nate Suhr, Tyler Palmer, Alisa Anderson, Kevin Lilly, Bob Buvel, Leah Carlson, Kyle Steele, Mia Vowels, Bill Belknap, Laurie M. Hopkins

Staff suggested an amendment to the agenda with a good faith reason that the public meeting notice for item 5 was noticed to come before PWF when the meeting was scheduled at 4:30. The meeting time was changed to 3:00 p.m. at the Council organization workshop which took place January 7. The hearing can still take place at the Administrative Committee at 4:30. Bettge moved to remove item 5 from the agenda. Zabala seconded. Vote was unanimous.

1. Selection of Committee Chair and Vice Chair

The Committee selected Jim Boland as Chair and Anne Zabala as Vice Chair.

2. Approval of Public Works/Finance Committee December 10, 2018 Minutes – Laurie M. Hopkins

The minutes were approved by consensus.

3. Disbursement Report for December 2018 – Sarah Banks

Staff will present the Accounts Payable Report for the month ending December 2018. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

ACTION: Approve the Disbursements Report for the month of December 2018.

Banks highlighted the major expenses. The Committee recommended approval and that it be placed on the Council consent agenda.

4. First Quarter Financial Report (10/1/2018 - 12/31/2018) for FY2019 – Sarah Banks

Staff will present the financial report for the first quarter of fiscal year 2019 (10/1/2018 - 12/31/2018). This was reviewed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

ACTION: Approve the report.

Banks explained city spending is at 13% for revenues and expenditures. Capital projects are on the low side as it is not construction season. All transfers are at approximately 100% as there are one time transfers at the beginning of the year for special revenue and internal service funds. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Proposed Lot Division at 433 Southview Avenue (ACTION ITEM) – Leah Carlson

Nils Peterson and the Moscow Affordable Housing Trust are requesting a lot division for a 9,247 square foot parcel of land located at 334 Southview Avenue in the City of Moscow. The owner proposes to establish three townhouse lots of approximately 3,258 sf, 2,591 sf, and 3,398 sf from the original parcel. The subject property is located within the Medium Density (R-3) Zoning District. The minimum lot size for a townhouse lot in the R-3 Zoning District is 2,000 sf and the minimum lot width is 20 feet. The three proposed lots are sufficiently sized to meet these requirements. Property owners within 600 feet of the subject property have been notified of the proposed division and notice of the public meeting was posted on site seven (7) days prior to the public meeting date. This was reviewed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

PROPOSED ACTIONS: Approve the lot division request with no conditions.

This item was removed from the agenda.

6. 710 Pullman Road & 805 West A Street Lot Line Adjustment – Leah Carlson

The applicant, Whipple Consulting Engineers, is proposing a lot line adjustment between two parcels located at 710 Pullman Road and 805 West A Street. The owner is proposing to reduce the parcel addressed 710 Pullman Road from 41,208 square feet to 34,415 square feet and expand the parcel addressed 805 West A Street from 21,506 square feet to 28,303 square feet. This proposal follows a lot division that was approved on April 2, 2018 for the same property, which split the original 62,714 square foot parcel into two parcels of 21,506 square feet and 41,208 square feet in size. The applicant is now requesting a lot line adjustment to better accommodate for the proposed buildings. Both subject properties are located within the Motor Business (MB) Zoning District, where no minimum lot size or lot width exist. This was reviewed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

ACTION: Approve the lot line adjustment request with no conditions.

Carlson introduced the item. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

7. Stormwater Phase II Agreement with Aspect Consulting – Kyle Steele

In October 2016, the firm Cardno-GS (now Aspect Consulting) of Yakima, Washington was selected to assist the City of Moscow in the structuring and eventual implementation of a Storm Water Utility. Due to budget limitations at the time, the work to accomplish this goal was planned to be conducted in phases with two professional services agreements. The work under this agreement will accomplish the remaining tasks, toward formation of the utility, that were not completed under Phase I of the project. It will include the preparation of a storm water utility customer billing database, a final storm water management program budget and financial plan, development of a storm water user fee ordinance, and technical assistance with various public involvement meetings and workshops. The attached Task Order 2 for professional services in the amount of \$185,000 is for Aspect Consulting to perform this work. The cost of the Task Order exceeds the amount budgeted in the FY2019 budget for the project. Because of the impending approval of the EPA NPDES Storm Water Permit, staff is recommending that City Council approve the Task Order in order move the project forward. The additional funding will be reallocated from the Sewer Fund's FY2019 Professional Services fund in accordance with the attached memo. This was reviewed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

ACTION: Approve Task Order 2 for the professional services of Aspect Consulting in an amount not to exceed \$185,000.

Steele introduced the item as written above. Riedner explained Moscow need to meet the permit within

five years and have a plan together for implementation. As the budget was developed, it was difficult to pin down where phase one and two began. Data collection and public outreach can be done in-house. Class of property determination is complex as well as Paradise Creek flowing in and out of University of Idaho property, who have to have their own permit. An appeal and credit process will also be developed. The Committee recommended approval and that it be placed on the Council regular agenda.

8. Local Highway Safety Improvement Program (LSHIP) FY21 Grant Application - Alisa Anderson

The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at reducing Fatal and Serious Injury crashes on the roadway systems. Local Highway Jurisdictions (LHJs) receive approximately \$8.5 million of the state HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through the Local Highway Technical Assistance Council (LHTAC). LHJs, such as the City of Moscow, with a Fatal and/or Serious (Type A) crash from 2013 - 2017 are eligible for the program. This federally funded program requires a local match not to exceed 7.34%.

In review and analysis of the citywide crash and accident data for 2013 - 2017, staff has identified a project located on Public Avenue designed to address the high rate of injury crashes and a fatality in this corridor. The project will provide systemic improvements on Public Avenue to extend 2,200 feet from Polk Street to Orchard Avenue. This proposed project will include widening of both lanes from approximately 12 feet with minimal shoulder and adjacent ditch to a full road cross section that includes a 17 foot travel lane (12 feet vehicle and 5 foot bicycle), 5 foot green strip, and 5 foot sidewalk. The project will include the installation of a storm sewer pipe to underground drainage areas that are currently located in roadside ditches, wider asphalt lanes, curb and gutter, green strip, and sidewalk. Additional work may include minor utility adjustments and retaining wall installation where necessary. Total project costs are estimated not exceed to \$1,850,000 requesting \$1,714,000 in federal funding with a local match of 7.34% not to exceed \$136,000. The grant application deadline was Thursday, January 17, 2019. The item was reviewed by the Public Works/Finance Committee on January 14, 2019 and the application was approved for submittal. Staff will seek ratification by the City Council at the January 22, 2019 City Council meeting.

ACTION: Ratify submittal of the grant request for the Local Highway Safety Improvement Program (LHSIP) FY21 Application for the Public Avenue Safety Improvement Project with total project costs estimated not exceed to \$1,850,000, federal funding request of \$1,714,000 with a local match of 7.34% not to exceed \$136,000.

Anderson introduced the item as written above. Suhr added this project is data driven based on crashes and fatalities. The project includes piping the ditch, extending the cross section for a bike lane, and a tree lawn with sidewalk. The intersection of Public and Polk will include a concrete island for to assist with turning locations. The cost benefit ratio is 16.4 to 1 where typical funding runs from 11.7 and 5.3. Staff needs to submit the application Thursday with announcement in April and addition to the transportation improvement plan with funding for design in FY2022. The Committee recommended approval and that it be placed on the Council consent agenda.

Reports

3rd Street Pedestrian/Bicycle Bridge Update - Tyler Palmer

Palmer said final designs are expected Wednesday. The geotechnical work is complete. With the government shut down staff is unable to update the permit with the Corps but hopes they will expedite the permit once they are back in the office. Staff doesn't anticipate the timeline being affected. The bridge should be constructed mid-April and will be delivered to the location and placed. The Transportation Commission (TC) did discuss the alignment and was unanimous for the north lane aligning with the bike

lanes which was staff recommendation. Approximately parking four stalls will be removed. Two of the residents were at the TC meeting and gave input. There is a tree in channel that overhangs where the bridge will go. The south side of the tree aligns with the north side of the bridge and staff will need to determine whether it needs to be pulled out.

Adjourn

The meeting was closed at 3:40 PM

