

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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208.883.7015

**Monday
March 13, 2023**

4:00 PM

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

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

PRESENT: Julia Parker, Gina Taruscio, Drew Davis

OTHERS: Mayor Art Bettge, Council Member Maureen Laflin

STAFF: Tyler Palmer, Cody Riddle, Mia Bautista, Laurie Hopkins, Steve Schulte, Sarah Banks, Taylor Riedner

REGULAR AGENDA

1. Approval of Public Works/Finance Committee February 27, 2023 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Disbursement Report February 2023 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending February, 2023.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of February 2023.

Banks introduced the item by highlighting major expenses including payment 3 of the Booster Station Phase 2 Rebid, Well House #6 replacement, and 6th Street Bridge street improvements. Needing no further discussion, the Committee recommended approval, authorized the use of digital signatures, and placed it on the Council consent agenda.

3. Fourth Quarter Financial Report July 1, 2022 to September 30, 2022 for FY2022 (ACTION ITEM) - Sarah Banks

Presentation of the financial report for the fourth quarter of Fiscal Year 2022 (July 1, 2022 to September 30, 2022).

PROPOSED ACTIONS: Approve the FY2022 Fourth Quarter Report, or provide staff with further direction

Banks introduced the item by explaining that most expenses should be between 75% and 100%. Overall revenue was 62.1% and expenses were 57.23%. Needing no further discussion, Committee recommended approval and that it be placed on the Council consent agenda.

4. Resolution for Destruction of City Records (ACTION ITEM) - Laurie M. Hopkins

In 2021, the City Council adopted Resolution 2021-27 classifying City records as temporary, semi-permanent, and permanent, each with a retention period. Idaho Code 50-907 allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City departments have reviewed retention schedules and current records in order to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

PROPOSED ACTIONS: Recommend approval of the resolution, or provide staff further direction. Hopkins introduced the item by reflecting on previous resolutions that were approved. This year's shred date will be held on April 7, 2023. In 2021 there were 2 resolutions that were passed, one declaring the location of records and another to authorize the destruction of records. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

5. 2023 Streets Surface Treatment Project (ACTION ITEM) - Steve Schulte

The State of Idaho allocated a portion of state surplus funds to local transportation agencies with HB772 resulting in a disbursement of \$484,850 to the City of Moscow on July 25, 2022, for use on the transportation system. Staff proposes to use these funds for an asphalt rubberized chip seal application on roughly 49,500 square yards of roadway. This process has proven to be a cost-effective method of extending the lifespan of our roadways. The HB772 funds are currently in the capital budget and, with Council approval, will be specifically allocated to this project during the open budget process.

PROPOSED ACTIONS: Recommend approval of the use of HB772 funds for an asphalt rubberized chip seal project, or provide staff with further direction.

Schulte introduced the item as written above and shared that approximately 49,500 square yards of roadway will benefit from this project. A history of the pavement management program was shared and how street maintenance has improved over the years.

Palmer shared the helpfulness of prolonging the life of a road through preventative maintenance and the chip seal process is made up of recycled car tires which is helpful for the environment. Approximately 600 recycled tires are used to seal one mile of road. This process is not ideal for overly damaged roads but is instead used more for maintenance.

Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 4:18pm.



Minutes Approved On
April 10, 2023
Taylor Piedner
(Clerk Signature)