

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
March 27, 2023**

4:00 PM

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

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

PRESENT: Hailey Lewis, Gina Taruscio, Drew Davis

OTHERS:

STAFF: Bill Belknap, Cody Riddle, Tyler Palmer, Anthony Dahlinger, David Schott, Bob Buvel, Nate Suhr, Aimee Hennrich, Alisa Anderson, Mia Bautista, Britany Luft, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee February 27, 2023 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Approval of Resolution for Moscow Police Department Parking Enforcement Specialists and Code Enforcement Officers to perform the function of removal of Abandoned or Junk Vehicles (ACTION ITEM) - Anthony Dahlinger

Idaho Code Title 49, Chapter 18 governs the towing and storage of motor vehicles. Pursuant to Idaho Code § 49-1804, “authorized officers” are permitted to have an abandoned vehicle removed from a highway or from public or private property to a garage or nearest place of safety. Idaho Code § 49-102 (19) defines an “authorized officer” as “...any regularly employed and salaried city peace officer or other city employee designated to perform the function of removing abandoned vehicles or junk vehicles by the city council...” Moscow Police Department’s Parking Specialists and Code Enforcement Officers, who are not POST-certified law enforcement officers and therefore not considered peace officers, currently have job duties which include the enforcement of parking regulations through the City of Moscow. Both Parking Enforcement Specialists and Code Enforcement Officers currently assist with tagging of abandoned and junk vehicles, but are not currently authorized to perform the function of removing abandoned vehicles or junk vehicles. Pursuant to Idaho Code 49-102(19), the Moscow Police Department is requesting City Council to designate MPD’s Parking Enforcement Specialists and Code Enforcement Officers to have the authority to complete the abandoned and junk vehicle process by performing the function of removing abandoned or junk vehicles from a highway or from public or private property to a garage or nearest place of safety.

PROPOSED ACTIONS: Recommend approval of Resolution for the Moscow Police Department’s Parking Enforcement Specialists and Code Enforcement Officers to perform the function of removal of abandoned or junk vehicles, or provide staff further direction.

Dahlinger introduced the item by reflecting on the current process of removing abandoned vehicles and the attempt to streamline the process. The resolution is required by state law and MPD deals with abandoned vehicles daily. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

3. Pullman Highway Transmission Line Project - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel

This project's scope includes construction of approximately 3079 linear ft of 24" C900-16 water main, 292 additional linear ft of various size C900 water main, as well as surface restoration of parking lots, highway, street, sidewalks, and green strips. Construction of water main includes new hydrants, associated fittings/valves, thrust restraint, and connection to existing water mains. The City advertised for bids on February 25, 2023 & March 4, 2023, and the Engineer's Estimate for construction was \$1,115,390.00. Bids were opened on March 14, 2023, at which four (4) bids were received. The bids ranged from \$1,519,761.00 to \$2,333,027.50. Of those bids, the lowest responsive bid received was submitted by DEBCO Construction of Orofino, ID with a bid of \$1,519,761.00. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from DEBCO Construction, award the contract in the amount of \$1,519,761.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Buvel introduced the item as written above and shared the idea of the project was first introduced in the 2011 Comprehensive Plan. The new line will expand all the way from Hatley Way to the Best Western on the south side of the highway behind the curb causing minimal impact to traffic and allowing the bike path will remain open. This project will also remove old AC (asbestos concrete) Water Main that has been decreasing in durability and other previously abandoned portions. DEBCO has worked with the City in the past with satisfactory results.

The City has allocated \$3.6 million in ARPA funds to water system improvement projects which will help cover this project. The remaining funds need to be committed by the end of calendar year 2024 and spent by the end of calendar year 2026. There will be few other projects coming before committee in the near future.

The committee requested a presentation and updates to be shared once the project is completed as well as a summary of the ARPA projects.

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

4. Transportation Alternatives Program North and South Mountain View Pedestrian Improvements State/Local Agreement (ACTION ITEM) - Nate Suhr / Alisa Anderson

In 2022, as a result of the increased federal funding due to COVID, the City of Moscow was asked to submit two (2) applications for Transportation Alternatives Program (TAP) funding rather than the typical requirement of one project per municipality per year. The Mountain View Road corridor was selected as a prime candidate for TAP funding, which prioritizes, as the name suggests, non-vehicular modes of transportation. After identifying the corridor, further investigation led to the selection of the areas from 'F' Street to Slonaker Drive in the north and from Joseph Street to the Paradise Creek Bridge in the south. The current scope of the northern project includes the installation of approximately 1,600 LF of curb, gutter, green strip, and sidewalk on the west side of Mountain View Road from 'F' Street to Slonaker Drive. The proposed improvements would close the second-largest gap in the Mountain View pedestrian corridor, creating an additional north-south pathway for non-motorized road users. The current scope of the southern project includes the installation of approximately 900 feet of curb, gutter and sidewalk on both sides of Mountain View Road, the installation of a pedestrian warning beacon where Paradise Path meets Mountain View Road and 900 feet of sidewalk along the Latah Fairgrounds access road. This corridor will connect to the south end of the Mountain View road project that was completed in Fall of 2022 and will close a gap in the pedestrian infrastructure between Joseph Street and White Avenue. These improvements will result in a continuous sidewalk corridor from Slonaker Drive to White Avenue.

PROPOSED ACTIONS: Recommend approval to execute State/Local Agreement (Design and

Construction) Project No. A023(902) and A023(903) Key 23902 and 23903 North Mountain View Pedestrian Improvements and South Pedestrian Improvements and the corresponding Resolution; or provide staff further direction.

Anderson introduced the item by sharing the previous 2 awards that were received by the City and the application that was sent out by the state. The intersection of Mountain View and Lemhi has seen flooding in the past and the City has also received funding from FEMA to improve this issue.

Suhr shared the above details of the project on Mountain View from F Street to Slonaker with an estimated project cost not to exceed \$845,000 and the second project from Joseph St to Paradise Creek Path with an estimated project cost not to exceed \$865,000. The City received \$500,000 in funding per project leaving the City to cover \$710,000.

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

5. Consideration of Custodial Services For Certain City Buildings (ACTION ITEM) - David Schott

The City published an invitation to bid for custodial services for certain City buildings on February 11, 2023 and February 18, 2023. Bid opening occurred on March 3, 2023 for Module #1 (Police Station) and Module #3 (Hamilton Indoor Recreation Center (HIRC) and Eggan Youth Center) for custodial services beginning May 1, 2023 and continuing through September 30, 2025. The City received three bids for each module. GG Gutter, Inc. dba, Creative Cleaning Connections was the low bidder for Module #1 and Module #3 in the amount of \$72,626.59 and \$107,637.94, respectively.

PROPOSED ACTIONS: Recommend acceptance of the low bid from GG Gutter, Inc. dba, Creative Cleaning Connections for Module #1 (Police Station) and Module #3 (HIRC and Eggan Youth Center) for custodial services beginning May 1, 2023 and continuing through September 30, 2025 in the amount of \$180,264.53; or provide staff further direction.

Schott introduced the item as written above and shared that Creative Cleaning Connections is currently providing services for other city buildings and is performing satisfactorily. This will fulfill all custodial needs for all city buildings for the next 2 years. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

6. Proposed Lot Line Adjustment between Lots 1 and 2, Block 1 of Woodbury 1st Addition and 1309 Slonaker Drive (ACTION ITEM) - Aimee Hennrich

The applicants, Mark Wintz and Joe May, are requesting a lot line adjustment between three properties described as Lot 1 and Lot 2, Block 1 of Woodbury 1st Addition and 1309 Slonaker Drive. The proposed lot line adjustment would reduce Lot 1, Block 1 from 13,893 sf to 13,486 sf and reduce Lot 2, Block 1 from 14,049 sf to 13,407 sf. The lot addressed as 1309 Slonaker Drive would increase from 44,651 sf to 45,700 sf. The applicants are requesting the lot line adjustment in order to accommodate the existing landscaping at 1309 Slonaker Drive. The two lots within Woodbury 1st Addition are vacant land and are located in the Moderate Density Residential Zoning District (R-2). Within the R-2 Zoning District, lots are required to be 7,000 sf and have a minimum lot width of 60 feet. 1309 Slonaker contains a single-family home as well as a detached garage and is located within the Low Density, Single-Family Residential Zoning District (R-1). Within the R-1 Zoning District, lots with single-family dwellings require a minimum area of 9,600 sf and a minimum lot width of 80 feet. All three proposed lots meet the requirements of their respective zoning designations.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

Hennrich introduced the item as written above and reviewed the subject properties. The applicant is requesting the adjustment to accommodate for the current landscaping. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

7. Memorandum of Understanding with the Moscow Rural Fire Department (ACTION ITEM) - Brian Nickerson / Bill Belknap

The City of Moscow provides a variety of services for the Moscow Rural Fire District under a Memorandum of Understanding (MOU) between the two entities. The City and Rural Fire District Commissioners recently conducted a review of the MOU and developed a new agreement that reflects the current services and cooperative activities. The Moscow Rural Fire District Commissioners approved the new MOU at their meeting on March 21, 2023 and the updated agreement is now being presented to the Council for consideration of approval.

PROPOSED ACTIONS: Recommend approval of the updated MOU between the City of Moscow and the Moscow Rural Fire District; or provide staff further direction.

Belknap introduced the item by sharing the services the City provides to the Rural Fire District and some administrative duties the Rural District has taken over which has led to the development of an MOU. The Rural District is allowed to attend any trainings the City has available and vice versa. The Rural Commissioner approved the MOU at their previous meeting with no concerns or changes. The MOU will not cause any dramatic changes in the expenses of the Rural Fire District and is more for the purpose of solidifying current services that are being provided.

Belknap shared a minor change made to the MOU in the packet on page 2 section A5 regarding the City's responsibilities and the deployment of equipment and additional equipment has been added "Deploy equipment and volunteer resources in response to aid requests from entities where there is no agreement, *with due consideration of the readiness needs of the MRFD...*"

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

ADJOURN

The meeting adjourned at 4:29 p.m.

Minutes Approved On
April 24, 2023
Taylor Riedner
(Clerk Signature)