

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
April 10, 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, Hailey Lewis

OTHERS: Mayor Art Bettge

STAFF: Bill Belknap, Tyler Palmer, Cody Riddle, Scott Bontrager, Amanda Argona, Megan Cherry, Tim Davis, Sarah Banks, Mia Bautista, Nate Suhr, David Schott, Todd Drage, Taylor Riedner

REGULAR AGENDA

1. Approval of Public Works/Finance Committee March 13, 2023 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

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

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

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

Banks introduced the item by highlighting major expenditures including the first ICRMP insurance payment semi-annual payment, payment 4 Booster Station Phase 2 Rebid, 6th St Bridge improvements, and the Information Systems FY2023 computer order for the replacement of aged computers.

Belknap explained that an expense for mailbox replacements on Palouse River Drive were due to frontage improvements for to the Eddington Addition and the need to relocate some pre-existing mailboxes and fences.

Bontrager shared updates for the 6th Street Bridge which estimates completion in mid-May.

The Committee authorized the use of digital signatures, and recommended approval and that it be placed on the Council consent agenda.

3. Second Quarter Financial Report January 1, 2023 to March 31, 2023 for FY2023 (ACTION ITEM) - Sarah Banks

Presentation of the financial report for the second quarter of Fiscal Year 2023 (January 1, 2023 to March 31, 2023).

PROPOSED ACTIONS: Approve the FY2023 Second Quarter Report, or provide staff further direction.

Banks shared that most expenses should be between 25% and 50% and higher items are likely one-time transfers done at the beginning of the year. The water fund is currently at 138% due to hold back expenses that were completed after the budget was approved. These expenses included the purchase of fire hydrants, meters, and the removal of an old White Avenue booster. However, the funds have been appropriated in order to expense. Other items that are lower than 50% are likely seasonal or capital expenses and will be

utilized later in the year.

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

4. Artwalk Season Finale Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

The City of Moscow Arts Department is hosting the Artwalk Season Finale on Thursday, June 15th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This annual event concludes the 2022-2023 Artwalk Season in an artistic and festive manner. As a City-hosted event, the Arts Department has facilitated the registration of Main Street vendors and demonstrators, as well as business and non-profit host locations. No more than 5 (five) beer/wine vendors will be authorized for beer/wine sales, and a variety of activities will take place including live music, Kidwalk, food sales, art demonstrations, and more. The event has been reviewed and approved as of March 1, 2023. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Artwalk is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of the Artwalk Season Finale for the duration of the event; or provide staff further direction.

Argona introduced the item as written above. Cherry shared some details regarding the event and individuals that are involved. Last year there were 2 alcohol vendors on the street and 4 brick and mortar vendors that participated. There are additional non-alcoholic vendors that are planning on participating this year as well. The Arts Department has conducted a survey in the past to gauge interest on what day of the week would work best for the event and majority feedback expressed Thursdays work really well.

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

5. Moscow Renaissance Fair Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona

Moscow Renaissance Fair LLC is hosting the annual Moscow Renaissance Fair on Saturday, May 6 and Sunday, May 7 in East City Park. The annual event is a community celebration of spring. Live music, artisans, kid-friendly activities, food vendors, and a beer garden are traditional aspects of this event. The applicant anticipates 1 (one) licensed beer and/or wine vendor in the beer garden, which is estimated to be 30'x20' in size. Following standard operating procedures for events with alcohol within a City Park, Moscow Renaissance Fair LLC is requesting the allowance of attendees to possess and consume alcoholic beverages within the 30'x20' beer garden from 12:00-7:30 pm on Sat., May 6 and 12:00-5:00 pm on Sun., May 7. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Moscow Renaissance Fair for the listed dates and times during the event; or provide staff with further direction.

Argona introduced the item as written above and reflected on the process taken to approve the event with multiple departments. Since there is a request to close a nearby street with the disruption of public traffic flow, it requires an event permit.

LuAnn Scott (Renaissance Fair Applicant) shared that the beer garden will be extended slightly to allow customers to view more of the entertainment from the stage. Allied Universal Security from Spokane helps with the event and will provide 2 security officers.

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

6. Recycling Services Agreement Between City of Moscow and University of Idaho (ACTION ITEM) - Tim Davis

The University of Idaho is committed to begin a single stream recycling program on campus with collection of recyclables performed in-house by Facilities staff. The City of Moscow implemented a single stream recycling program in 2016 for residential and multi-family customers. The City later made the single stream recycling program available to commercial customers in 2018. The City of Moscow has a long history of supporting recycling as a part of an overall sanitation strategy including owning the Moscow Recycling Center where all recyclables collected in Moscow are delivered and processed. The City of Moscow supports the University's commitment to begin a single stream recycling program on campus and is committed to accept, process and ultimately ship the University's single stream recycling materials to a Material Recovery Facility.

PROPOSED ACTIONS: Recommend approval of the Services Agreement between the City of Moscow, Idaho and University of Idaho for single stream recycling program as presented or provide staff further direction.

Davis introduced the item by sharing the University's approach to the City about reintroducing the recycling on campus which President Green has shown support of. Inland North Waste, University, and City staff have worked out delivery scheduling and logistics of the program. The University has purchased 250-395-gallon roll carts as well as a compact collection truck for the program efforts. The University janitorial staff have been trained on accepted materials and will be responsible for getting the recycling from the offices and buildings on campus to the roll-out carts for collection as well as screening and removing any contaminants. The University Facility staff will be responsible for collecting the carts and delivering them to the Recycling Center. The University will also compensate the City of Moscow for processing and shipping costs as well as a small administrative fee. The agreement for consideration automatically renews every October 1st unless terminated by either party.

Palmer shared that the U of I program has trained staff to meet the contamination level requirements which the City will monitor. The University chose to stop this program years ago and the students have since shared the demand for the return of program through administration.

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

7. Asphalt Rubber Chip - 2023 Bid Results and Contract Award (ACTION ITEM) - Todd Drage

Staff will provide an update on the Pavement Preservation Program for FY2023. This will include a summary of bids received for roadway improvements proposed in the coming year, and a recommendation of award.

PROPOSED ACTIONS: Recommend acceptance of the low responsive bid from Doolittle Construction, award the contract in the amount of \$433,962.33, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount; or provide staff further direction.

Drage introduced the item by sharing how the city's program helps identify roads eligible for treatment which helps elongate the life of the roads before needing to be replaced entirely. The asphalt rubber chip (AR Chip) consists of asphalt binder blended with a crumb rubber modifier (CRM) and covered with a heated pre-coated aggregate. This helps resist and prevent cracking as they propagate.

Approximately 40,000 square yards of road have been identified as eligible for the project including Washington, Jefferson, B, Logan, Lewis, and 2nd Street. A map of the exact locations was shared and is available in the packet. Solicitation went out last month and received one bid. The engineer's estimate was \$475,000. The seal is a fairly quick process causing little to no traffic issues.

Belknap shared that this was not a budgeted project in the current fiscal year, however last year the

Legislature appropriated about \$480,000 to the City for road maintenance. These funds will be included in the open budget process for the next fiscal year.

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

**8. Palouse Mall AC Water Main Replacement Bid Results and Contract Award (ACTION ITEM)
- Nate Suhr**

The Palouse Mall AC Water Main Replacement project consists of the removal and replacement of approximately 740 feet of 12-inch asbestos cement (AC) water main located behind the northeast corner of the Palouse Empire Mall. This project will also replace various drainage structures, water valves, and fire hydrants as needed. The replacement is necessary due to the brittle nature of AC pipe which is of high concern, especially when located near a production well where it will see daily pressure fluctuations due to well operation.

PROPOSED ACTIONS: Recommend acceptance of the bid from M.L. Albright & Sons, Inc., award the contract in the amount of \$422,530.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff with further direction.

Suhr introduced the item by sharing background of the location and the previous projects that have been done on this water line. The engineer's estimate for the project was \$481,185.00 and three bids were received. This project is estimated to be done in a 9 week window.

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

ADJOURN

The meeting adjourned at 4:37p.m.

