

Administrative Committee



Regular Meeting ~Minutes~

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**Monday
October 23, 2023**

4:00 PM

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

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

PRESENT: Maureen Laflin, Gina Taruscio, Hailey Lewis

OTHERS: Mayor Art Bettge, Council Member Sandra Kelly, Council Member Julia Parker

STAFF: Bill Belknap, Cody Riddle, Bob Buvel, Bonnie Dennler, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee September 25, 2023 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. ARPA Allocation Amendment Resolution (ACTION ITEM) - Bill Belknap

President Biden signed the \$1.9 trillion American Rescue Plan Act (HR 1319) (hereinafter “ARPA”) into law on March 11, 2021. The measure provides fiscal assistance to state and local governments in need of relief due to the COVID-19 pandemic. The City of Moscow, as a non-entitlement unit of government (population less than 50,000) was allocated a total of \$5,528,399. The City Council passed Resolution 2021-25, directing the use of the City’s ARPA funds for business and non-profit assistance grants, assistance with affordable housing, and stormwater and water infrastructure improvements. On April 1, 2022, the United States Department of the Treasury issued the Final Rule of the Coronavirus State and Local Fiscal Recovery Funds which provided the ability for fund recipients to elect a “standard allowance” of up to \$10 million to spend on governmental services through the period of performance. The City has determined that the Water Capital Fund has the ability to fund necessary water system capital improvements and has determined there are other governmental services in greater financial need, including the construction of additional City shop facilities necessary to meet the demand for increased essential public services. Staff has prepared a Resolution amending the prior ARPA fund allocations to reallocate approximately \$3.7 Million to the General Fund to fund general governmental services through the performance period.

PROPOSED ACTIONS: Recommend approval of the proposed Resolution providing for a reallocation of the City's ARPA funding; or provide staff with further direction.

Belknap introduced the item as written above and reviewed the Council's previous ARPA fund allocation decision including \$750,000 for small businesses and non-profit assistance, \$150,000 for affordable housing, \$1,000,000 for stormwater infrastructure, and \$3,628,399 allocated to the water capital fund for water infrastructure projects.

Belknap reviewed the current status of the 21,500 square foot 1968 City Shop and the desperate need for updating. A 2016 study recommended 76,868 square foot facility in order to accommodate current operations and machinery. A proposed project outline and new facility design was shared.

ARPA funds are required to be obligated by the end of 2024 and expended by the end of 2026 and the project cost is estimated at \$5 Million. It is anticipated that the project can be designed, bid, and contracted

by the end of 2024. Without the ARPA funding, a bond would likely be the next best opportunity for funding the project.

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

3. Personnel Policy Updates Resolution (ACTION ITEM) - Bonnie Dennler

This resolution is to amend and repeal sections within Chapters 5, 7 & 8 of the City of Moscow Personnel Policies as previously approved through Resolution 2022-30. Amendments are based on feedback from the Employee Advisory Committee, as well as to align these policies with current practice.

PROPOSED ACTIONS: Recommend approval of the proposed resolution to amend and repeal sections within Chapters 5, 7 & 8 of the City of Moscow Personnel Policies; or provide staff with further direction.

Dennler introduced the item by reflecting on the process taken to update City Policies and reviewed the resolution in the packet which specifies the changes that are being made.

Amended sections of the policy include Post-Accident Testing, Work Period, On-Call and Call-Back, Paid Parental Leave, Sick Leave Bank, Workers Compensation, and Family and Medical Leave Act. The Leave Approval, Disability Leave, and Compensation sections were removed to reduce duplicated information and consolidate other sections. Finally, a new section was added in Chapter 7 and includes Shift Differential. Discussion ensued regarding additional details of section. See attachment for more information.

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

4. South US95 Sewer Water Extension Change Order (ACTION ITEM) - Bob Buvel

On August 2nd, 2021, City Council Approved the Award of the South US95 Sewer Water Extension Contract to M.L. Albright & Sons in the amount of \$1,208,190.40, and authorized staff approval of construction change orders in an amount not to exceed 10% of the contract amount. During construction, three total change orders were requested by the contractor and staff. The first two change orders were within the 10% range authorized by City Council when the contract award was approved.

Change Order #1 was requested by the City of Moscow to add two commercial-sized water services to lots adjacent to the project. Change Order #1 added \$51,001.98 or 4.2% to the project amount. Change Order #2 was requested by the contractor and increased the unit price of some of the line items in the contract to mitigate cost increases seen during the delay to the start of the project. Change Order #2 also paid for costs associated with correcting an alignment issue between the water extension and the waterline installed by SEL as part of the frontage improvements of the SEL Campus Development. This change order also deducted some of the work added in Change Order #1. Change Order #2 added \$33,146.35 or 2.7% to the project amount.

Change Order #3 was requested by the contractor to mitigate direct costs associated with excessive trench excavation cave-ins during the installation of deep sanitary sewer sections as well as indirect costs associated with the delays that those cave-ins caused. Change Order #3 would add \$402,696.10 or 33% to the project amount and the cumulative amount added to the project would exceed 10% of the original contract amount. Staff has verified the quantity of additional excavation and rock backfill the contractor performed and compared the unit prices to other bids during the timeframe of the sanitary installation and have concluded that the price is reasonable for the work that was performed.

After the execution of all of the change orders, the project expenditure amount would increase from \$1,208,190.40 to \$1,724,593.00, or a 42% increase.

PROPOSED ACTIONS: Approve change order #3 with M.L. Albrights & Sons, Inc. in amount of \$402,696.10; or provide staff with further direction.

Buvel introduced the item as written above, reviewed the overall intent of the project, and shared additional details of each Change Order. By installing a deeper sewer line, the City could forgo the need to install an additional lift station in the future which would be a much greater expense and would require regular staff maintenance. Change Order #3 had an original requested amount of \$776,762.92 and included loss of production for rain delays and existing utilities, which the contract excludes. Additional costs to Change Order #3 include rock backfill, excavation, trench box rental, and pipe re-installation. Normal sewer lines are typically dug 10-12 feet deep and due to these changes, the new line is approximately 20 feet deep which significantly increases costs.

The additional funds will come out of the Sewer Capital Fund which currently has enough accumulations that can accommodate these change orders and move forward with other previously planned projects for the immediate future. The Committee recommended approval and that it be placed on Council regular agenda.

ADJOURN

The meeting adjourned at 1:39 p.m.

