

Administrative Committee



Regular Meeting ~Minutes~

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**Monday
January 22, 2024**

4:00 PM

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

The meeting was called to order at 4:00 P.M.

PRESENT: Sandra Kelly, Julia Parker, Drew Davis

OTHERS: Mayor Art Bettge, Council Member Gina Taruscio, Council Member Bryce Blankenship

STAFF: Bill Belknap, Tyler Palmer, Amanda Argona, Aimee Hennrich, Scott Bontrager, Chris Caylor, Cody Riddle, Bob Buvel, Alisa Anderson, James Fry, Steve Schulte, Mia Bautista, Evan Timar, Taylor Riedner

REGULAR AGENDA

1. Selection of Chair and Vice Chair (ACTION ITEM)

Elect incoming Public Works / Finance Committee Chair and Vice Chair.

ACTION: Approve Committee Chair and Vice Chair.

Council Member Julia Parker was selected as Chair and Drew Davis as Vice Chair.

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

The minutes were approved as presented.

3. Pour Company Starkbierfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

Pour Company is hosting Starkbierfest on Saturday, March 2 from 1 to 5 pm on Sixth Street between Deakin Avenue and Asbury Street. This event is the first to utilize this section of Moscow's Entertainment District with the potential to be an annual function. The applicant is the only licensed beer/wine provider and anticipates no more than three food trucks/vendors. Live music is scheduled to be a part of the festivities. In similar fashion to other approved Entertainment District events, alcohol is not permitted outside the approved event footprint, and a check-i.d. station will be utilized for the distribution of wristbands and event containers to participants 21 years of age or older. This event has been reviewed and approved as of December 21, 2023. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Starkbierfest 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 Starkbierfest for the duration of the event; or provide staff with further direction.

Argona introduced the item by reviewing the location of the event and how the streets will be blocked off and allow the drive through for Taco Time to remain open.

Stefan Yauchzee (Pour Company) shared the thought of putting some fire pits or heating stations out for the event with the approval of the fire department.

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

4. Proposed Lot Line Adjustment at 2216 S Main St (ACTION ITEM) – Aimee Hennrich

The applicants are requesting a lot line adjustment between three parcels located at 2216 S Main Street. Parcel one is currently 2.02 acres in size, parcel two is 0.74 acres, and parcel three is 4.65 acres. As a result of the lot line adjustment, parcel one would decrease in size to 1.29 acres, parcel two would increase to 2.57 acres, and parcel three would decrease to 3.55 acres. The applicant is requesting the lot line adjustment to allow for the sale of a portion of the property. Parcel one is currently vacant land, parcel two is comprised of two buildings which contain various commercial uses including an automotive repair business, and parcel three is vacant land. The subject properties are located within the Motor Business (MB) Zoning District where there is no minimum lot size or lot width requirements. Additionally, every lot shall abut a public street right-of-way for a minimum distance of 40 feet. All of the proposed lots meet this requirement.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff with further direction.

Hennrich introduced the item by reviewing the subject properties and proposed lot line adjustments. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

5. Sourcewell Cooperative Purchasing Program Participation Agreement (ACTION ITEM) - Bill Belknap

Idaho Code § 67-2807 authorizes political subdivisions of the State of Idaho to participate in cooperative purchasing agreements with the State of Idaho, other Idaho political subdivisions, other government entities, or associations thereof with the approval of its governing board. Sourcewell is a cooperative purchasing organization that conducts public competitive procurement and provides an efficient means of procuring certain goods and services. The City has previously participated in the program and purchased various equipment and heavy vehicles through the program. The City desires to continue to participate in the Sourcewell program and is seeking Council approval to execute a new Cooperative Purchasing Program Participation Agreement.

PROPOSED ACTIONS: Recommend approval of the Cooperative Purchasing Program Participation Agreement and authorize the Mayor's signature thereon through the proposed resolution; or provide staff further direction.

Belknap introduced the item as written above and shared that the City has utilized similar cooperative purchasing organizations in the past for purchases such as the recent fire apparatus and shared there is no cost to participate in the program. The City has worked with Sourcewell in the past to purchase various heavy vehicles and operating equipment such as the equipment found in the next agenda item. The Committee recommended approval and that it be placed on the Council consent agenda.

6. CCTV (Closed Circuit Television) Transporter Inspection Equipment Contract (ACTION ITEM) – Evan Timar / Steve Schulte.

The City utilizes Closed Circuit Television (CCTV) equipment to perform inspections of the City's sanitary and storm sewer systems. The City's CCTV equipment is reaching its end of life and needs replacement. The City is proposing to purchase the replacement CCTV equipment through the Sourcewell program, which is a cooperative procurement program that conducts competitive bidding that member public agencies can utilize in compliance with State of Idaho procurement requirements. The proposed purchase agreement includes the replacement of all necessary CCTV equipment within our camera inspection van and includes an additional portable inspection unit. This equipment provides a streamlined approach to keeping our sanitary sewer and storm drain systems inspected and functional with the most modern and accurate inspection technology available. With updated transporter

inspection equipment, the City will eliminate the guesswork of previously inaccessible pipelines, which will reduce the number of inspection complications and time spent completing field investigation activities. In addition to these savings, the ancillary data supplied by new inspection equipment will provide operations with information that can help optimize sewer and storm system conveyance, customer service, and help maintain a proactive approach to improving sanitary and storm system monitoring. The City budgeted a total of \$215,000 for sewer inspection equipment and \$108,000 for stormwater inspection equipment in the FY2024 budget. Updated quotes were received for both sewer and stormwater on January 10, 2024. The contract prices are \$205,571.88 for sewer, and \$113,424.46 for stormwater.

PROPOSED ACTIONS: Recommend acceptance of the quotes provided by MetroQuip through the Sourcewell Cooperative Purchasing Program in the amounts of \$205,571.88 for sewer, and \$113,424.46 for stormwater, and the associated Purchase Agreement or provide staff with further direction.

Timar introduced the item by reviewing the City's current CCTV system which consists of a mobile van, CCTV transporter, cable reel, camera, generator, controller and computer hardware and software all of which were purchased in 2011 with a 10-15 year replacement schedule. The CCTV equipment is used for routine inspections, emergency responses, development of CIP projects, pre-acceptance inspections for new development, and accurate utility location.

Schulte shared that the Stormwater Department currently does not have any equipment except a 20-year-old camera and is constantly in need of borrowing the equipment from the Sewer Department.

Equipment to be purchased through the program includes a mobile unit, a mini pipe camera which can inspect lines down to a 4" diameter, a main line camera which can inspect lines from a 6" to an 84" diameter, a desktop option for a command center, and a handheld option. Staff have already had the opportunity to demo the equipment and don't anticipate needing too much training once the equipment is available. The Committee recommended approval and that it be placed on the Council consent agenda.

7. Well 2 and 3 Chlorine Generator Retrofit - Proposal Results & Contract Award (ACTION ITEM) - Scott Bontrager

The Well 2 and 3 Chlorine Generator Retrofit project includes the procurement of an on-site sodium hypochlorite generation system (OSHGS) to replace the existing chlorine gas system. The transition from chlorine gas to on-site sodium hypochlorite will dramatically reduce safety-related operational concerns for handling, transporting, and use of the disinfection solution. On-site generation will improve independence for chemical production, and provide stable pricing for solution makeup. The on-site sodium hypochlorite generation system, once procured, will be installed by City staff. The City published a request for proposals on December 23, 2023, with sealed proposals due by 2:00 pm, Tuesday, January 9, 2024. Proposals were opened on January 9, 2024, at which time one (1) proposal was received. The responsive proposal received was submitted by Filtration Technology, Inc. with a bid of \$219,250. A proposal analysis letter is included in the Committee packet.

PROPOSED ACTIONS: Recommend acceptance of the proposal from Filtration Technology, Inc., award the contract in the amount of \$219,250.00, and authorize staff approval of change orders in an amount not to exceed 10% of the contract amount, or provide staff with further direction.

Bontrager introduced the item as written above and Timar mentioned that the new system, although consisting bleach, is as safe as using hand sanitizer compared to the current chlorine gas hazard. The current chlorine gas system consists of 150lb gas cylinders in a vacuum system which requires maintenance every couple days. The new systems can store approximately 245 days' worth of salt, requiring less maintenance. The chlorine system would cost roughly \$4 per pound compared to the new system costing about 40 cents per pound. The current housing facility will be able to remain the same once the new cylinders are installed. The Committee recommended approval and that it be placed on the Council consent agenda.

8. Brent Drive Sewer Project - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel

This project's scope includes construction of approximately 1300 linear ft of 8" PVC-sewer main, as well as surface restoration of parking lots, streets, and sidewalks. Construction of the sewer main includes new manholes, and connections to existing sewer services. The City advertised for bids on December 9, 2023 & December 16, 2023, and the Engineer's Estimate for construction was \$473,225.00. Bids were opened on January 9, 2024, at which four (4) bids were received. The bids ranged from \$428,424.00 to \$529,865.00. Of those bids, the lowest responsive bid received was submitted by Germer Construction of Moscow, ID with a bid of \$428,424.00. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from Germer Construction, award the contract in the amount of \$428,424.00, 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 reflected on the location of the project and mentioned that the current line constantly requires maintenance of the old concrete line joints and has poor flow. The concrete pipes also have several cracks beginning to form and this improvement project has been in the capital improvement plan for 5 years now. The contract allows 60 days to complete the work. The Committee recommended approval and that it be placed on the Council consent agenda.

9. Police Statewide E-Ticket Equipment Grant Application (ACTION ITEM) - Alisa Anderson / Chris Caylor

The Idaho Transportation Department's (ITD) Office of Highway Safety (OHS) receives grant funding from the National Highway Safety Administration (NHTSA). This funding is used to support grant programs and activities identified in the Highway Safety Plan (HSP) to assist local government agencies. The Information System Department is requesting to submit a grant application on behalf of the Moscow Police Department to purchase e-ticketing equipment to replace existing outdated units in nine (9) police vehicles. Total project costs are estimated at \$34,000, requiring a 25% match of \$8,500 and a grant request of \$25,500.

PROPOSED ACTIONS: Recommend approval to submit a grant application to the Office of Highway Safety for the Statewide E-Ticket Equipment program in an amount not to exceed \$26,000, or provide staff further direction.

Anderson mentioned that an additional request was made just prior to the meeting to include a parking enforcement vehicle to the project which will increase the total project cost to \$40,000 and remain at a 25% match requirement making the grant request \$30,000. The match documentation can include the amount of time that the Fleet Department needs to install the equipment. The City previously applied for this grant back in 2012 and the City is now eligible to reapply every 3 years. The IS Department had already budgeted to replace 6 units therefore the grant will provide that relief.

Caylor explained that each police and parking enforcement car consists of a laptop which is connected to a thermal ticket printer. Each car is also equipped with a barcode scanner to scan licenses and registrations quickly and send the information to the City's network. The new technology will be compatible with the mounts that are already in the cars.

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

~~10. Firehouse Subs Grant Application (ACTION ITEM) — Alisa Anderson / Brian Nickerson~~

~~The Moscow Volunteer Fire Department (MVFD) is requesting to submit a grant application to the Firehouse Subs Public Safety Foundation. This Foundation assists first responders and public safety organizations by providing lifesaving equipment and needed resources to help them be better prepared~~

~~to save lives in the communities they serve. The funding request to Firehouse Subs is for the purchase of new extraction equipment used to cut through tough materials, helping to open tight spaces and provide stabilization. The MVFD is requesting to submit a grant request in an amount not to exceed \$27,000. This program does not require a local match.~~

~~**PROPOSED ACTIONS:** Recommend approval for the MVFD to submit a grant application to Firehouse Subs in an amount not to exceed \$27,000 for extraction equipment, or provide staff further direction.~~

This item was removed from the agenda at the start of the meeting.

ADJOURN

The meeting adjourned at 4:39 p.m.

