

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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**Monday
March 25, 2024**

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, Bryce Blankenship

OTHERS: Mayor Art Bettge, Council Member Gina Taruscio

STAFF: Bill Belknap, Cody Riddle, Mike Ray, Bob Buvel, Brian Nickerson, Alisa Anderson, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee February 26, 2024 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Proposed Lot Line Adjustment Between 1326 Orchard Avenue and 1412, 1418, 1424, 1430, 1512, and 1542 Lanny Drive (ACTION ITEM) - Aimee Hennrich

The applicants are requesting a lot line adjustment between seven properties located at 1326 Orchard Avenue and 1412, 1418, 1424, 1430, 1512, and 1542 Lanny Drive. The proposed lot line adjustment would reduce the lot addressed as 1326 Orchard Ave from 4.98 to 0.93 acres; 1412 Lanny Dr would increase from 23,263 to 38,332 sf; 1418 Lanny Dr would increase from 12,382 to 27,872 sf; 1424 Lanny Dr would increase from 12,312 to 27,872sf; 1430 Lanny Dr would increase from 12,229 to 53,578; 1512 Lanny Dr would increase from 11,831 to 56,192 sf; and 1542 Lanny Dr would increase from 22,735 to 66,211 sf. The subject properties are located within the Low Density, Single-Family Residential Zoning District (R-1) which requires a minimum lot area of 9,600 sf and a minimum lot width of 80 feet. All of the proposed lots currently contain single-family dwellings and will meet all setbacks, minimum lot size, and minimum lot width requirements of the R-1 Zone.

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.

Ray introduced the item as written above and reviewed the subject properties and zoning requirements. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

3. A Street Reconstruction Project - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel

This project's scope includes reconstruction of approximately two blocks of 'A' Street from Washington Street to Adams Street, including some curb and sidewalk. The reconstruction also included the replacement of the underground utilities, including water mains, fire hydrants, service lines, sanitary sewer mains, and manholes. The City advertised the project for bids on February 24, 2024, & March 2, 2024, and the Engineer's Estimate for construction was \$865,685.00 for Base Bid, \$67,600.00 for Alternate A, \$37,100.00 for Alternate B, and \$130,800 for Alternate C. Bids were opened on March 12, 2024, at which one (1) bid was received. The sole responsive bid received was

submitted by LaRiviere of Rathdrum, ID with a bid of \$1,008,734.25 for Base Bid, \$52,728.00 for Alternate A, \$60,473.00 for Alternate B, and \$145,155.00 for Alternate C. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the Base Bid only from LaRiviera Inc., award the contract in the amount of \$1,008,734.25, 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 reviewed the engineer's alternate bid amounts. Staff reviewed the time frame of the project and determined the start date of May 6th and ending mid-August of 2024 would be the most reasonable. Conversation with Russel School is ongoing to confirm the best starting date for the project. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Alley East of Washington 5th to 8th Sewer Project - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel

This project's scope includes construction of approximately 1100 linear ft of 8" PVC-sewer main, as well as surface restoration of alleys, streets, and sidewalks. Construction of the sewer main includes new manholes, and connections to existing sewer services. The City advertised for bids on February 24, 2024, & March 2, 2024, and the Engineer's Estimate for construction was \$447,630.00. Bids were opened on March 12, 2024, at which two (2) bids were received. The bids ranged from \$538,410.00 to \$709,575.00. Of those bids, the lowest responsive bid received was submitted by Big Sky ID, Corp. of Hayden, ID with a bid of \$538,410.00. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from Big Sky ID, Corp., award the contract in the amount of \$538,410.00, 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 although the engineer's estimate was lower than the bids received, the overall budget still covers the amount of the low bid received. The City has worked with Big Sky ID, Corp in the past was satisfied with the work done. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

5. Staffing for Adequate Fire and Emergency Response Program Grant Application (ACTION ITEM) - Alisa Anderson / Brian Nickerson

The Moscow Volunteer Fire Department (Department) is requesting to submit a funding request to the Staffing for Adequate Fire and Emergency Response Program (SAFER) funded through FEMA. The purpose of the SAFER Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist with increasing the number of firefighters to help communities meet industry minimum standards, to attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. There is a total of \$360 million available under the FY2023 SAFER Program and 10% of the funding is set aside for grants awarded to all volunteer or majority volunteer departments for the hiring of firefighters. There is no maximum award amount for FY2023 SAFER Program awards and no cost share or match or position cost limit. The period of performance is 36 months for all awarded grants. Staff is proposing to submit a request to the FY 2023 SAFER Program for three (3) full-time firefighter/paramedic positions for a period of three (3) years. At this time, the Staff is working within the grant parameters to determine a specific request amount which will not exceed \$1.3 million. If awarded, the goal is to have the three (3) positions filled by January 1, 2025.

PROPOSED ACTIONS: Recommend approval for the Moscow Volunteer Fire Department to submit a grant application to the FY 2023 SAFER Program for three (3) full-time firefighter/paramedic positions for a period of three (3) years in amount not exceed \$1.3 million, or provide staff further direction.

Anderson introduced the item as written above and mentioned at the latest, awards would be announced in September of 2024 and the grant submission is due April 12, 2024. A grant meeting will be held later this week to help finalize the application amount.

Nickerson reviewed challenges over the years with staffing shortage primarily with paramedic coverage. The City currently only has five paramedics on hand. The program is required to have a paramedic on hand 24/7 however, the City does have a waiver with the state to be able to flex this requirement. Two out of the five paramedics are full time administrative employees for the City and historically, those individuals have covered up to 51% of the calls. The volunteers unanimously voted in favor of applying to this program with the understanding of the importance and great need of the assistance.

Belknap reviewed the shared funding agreement between the City and the volunteer organization and the overall financial difficulty to support the staffing needed. The agreement states the organization will fund the positions 100% for the first 3 years, then the City will contribute 5% support each year after that up to 20%.

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

6. City Shop Design Services Agreement (ACTION ITEM) - Cody Riddle

In October 2023, Staff published a Request for Qualifications (RFQ) for professional design services for construction of a new shop facility. The City received seven Statements of Qualifications (SOQs). These submittals were reviewed by a panel consisting of four staff members that will be the primary occupants and users of the facility. The panel interviewed three of the firms and unanimously selected Lombard/Conrad Architects (LCA) for the project. Their services will include preparation of construction drawings and specifications, bidding assistance, project inspections, and closeout. Staff has prepared the attached professional services agreement and associated fee schedule for Council's review and approval.

PROPOSED ACTIONS: Recommend approval of the Professional Services Agreement with Lombard/Conrad Architects; or provide staff further direction.

Riddle introduced the item by reviewing past conversations with Council regarding the deteriorating City Shop. The goal is to start construction this fall at the earliest or next spring at the latest. LCA has worked with the City on projects in the past including the new police station. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

7. City of Moscow Communications Plan (ACTION ITEM) - Bill Belknap

The City Council has expressed the desire to improve City communications with the City's various stakeholders. The City had intended to create a new Communications Manager position to lead this effort, but recent financial constraints have prevented funding that position. As an alternative, Administration has worked to develop a communications plan as well as leverage existing personnel to support a more robust communications program. The prior Digital Media Specialist position has been revised and reclassified as a Communication Specialist position who will work with a Communications Team and department liaisons which will include members from all departments to coordinate and assist with the City's communications efforts. The attached plan identifies proposed actions and strategies the City will be pursuing to improve both internal and external communications to help inform and educate audiences and stakeholders regarding the City's mission, purpose, services, and achievements.

PROPOSED ACTIONS: Recommend approval of the proposed City of Moscow Communications Plan; or provide other direction as deemed appropriate.

Belknap introduced the item as written above and the process staff took to develop a communication plan. The desired outcome of the plan is to improve overall outreach efforts, and improve community understanding of city activities. The goal is to also share accurate and non-biased information promptly

and available through a variety of platforms. Crisis communication efforts will also be directed in a timely manner. Improved communication with city employees will also be reviewed to ensure they have a better understanding of the City's mission, programs, activities, and initiatives. Tracking metrics will be closely reviewed to evaluate these communication efforts and their effectiveness in order to continue improvements in the future.

Other focal actions include enhancing relationships with regional and local media, improve training of staff and elected officials in crisis communications, and updating the City's website. Regarding crisis communications, an outside entity would perform the necessary training to staff which the City would need to anticipate budgeting for. The City Communications Team will consist of the Deputy City Supervisors, emergency personnel, and the Digital Media Specialist.

Committee requested staff to review potential improvements on how the public receives the information as well as monitoring and standardizing Council response to public inquiries.

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

ADJOURN

The meeting adjourned at 4:37 p.m.

Minutes Approved On
July 22, 2024

(Clerk Signature)