

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208-883-7015

**Monday, November 25,
2024**

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that council committee meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of Administrative Committee October 28, 2024 Minutes (ACTION ITEM) - Laurie M. Hopkins

2. Disbursement Report October 2024 (ACTION ITEM) - Sarah Decker

Presentation of the Accounts Payable Report for the month ending October 2024.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of October 2024.

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

The Human Resource Department has identified the need to make several updates to the City's adopted Personnel Policies. The proposed amendments to the policy include updates to reflect recent regulatory changes, adding provisions specific to the new Paramedic/Firefighter positions, aligning and formalizing policies with current practice regarding emergency City office closures, and updating position titles. Staff will present the proposed updates for the Council's consideration.

PROPOSED ACTIONS: Recommend approval of the proposed Resolution; or provide staff with further direction.

4. City Shop Replacement Project Bid Award (ACTION ITEM) - Cody Riddle

The deteriorating condition and deficiencies of the existing shop facility has been identified as one of the City's biggest challenges for years. To address the problem, and ensure City Staff can continue to efficiently provide key services in a safe working environment, construction of a new shop was prioritized by City Council in both the FY 2024 and 2025 budgets. Working with Lombard/Conrad Architects (LCA), a design package for a new shop building, dry materials storage shed, and recladding of the existing shop was completed earlier this fall. The project was subsequently advertised for bid on September 28th and October 5th, with a bid opening on November 6th. Seven bids were received. Wellens General Contractors from Enterprise, Oregon was the lowest bidder with a base bid of \$6,567,000, Alternate #2 (dry materials storage shed) \$177,000, and Alternate #3 (recladding of the existing shop) \$504,000, for a total bid of \$7,248,000. The bids included a deduct alternate for the exterior cladding system of the new

building. While the Wellens proposal would result in a savings of \$212,000, the finished product would be less durable and not as energy efficient as the system included in the base bid. Given that, Staff is not recommending acceptance of the deduct alternate. The City recently worked with Wellens as the general contractor on the new police station. Their proposal for the shop has been reviewed and found to be complete and accurate by City Staff and the design architect. If awarded, construction is anticipated to commence in the spring of 2025 and be complete by March 1, 2026.

PROPOSED ACTIONS: Recommend acceptance of the low bid from Wellens General Contractors, Inc., award the contract for the bid amount of \$7,248,000 (Base Bid and Alternates #2 and #3), and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount; or provide staff further direction.

5. Development Agreement for 2216 S. Main St. (Fountain's Business Park) (ACTION ITEM) - Bob Buvel

On December 18, 2023, City Council approved the annexation of the property at 2216 S. Main, also known as the Fountain Business Park. As part of the annexation, the City of Moscow requested that the subject property be connected to the City water and sewer systems. Joel Cohen has submitted to the City a proposal to connect the property to the City Water and Sewer system. Part of that work would require up-sizing the existing 6-inch water main located in US95 to a 10-inch water main. The water main would be oriented in a way that it could be continued east when Nelson Avenue is extended. Staff has concluded that it is prudent to have the line upgraded at this time and recommends contributing funding to cover the cost difference with up-sizing the existing main. The bid from Cohen's contractor, 4G Contracting, has the work valued at \$57,000.00. Staff reached out to a third party contractor for a quote to do the work. M.L. Albright's responded with a quote of \$67,880.00. The Development Agreement reflects the recommended funding contribution to have 4G Contracting complete the work.

PROPOSED ACTIONS: Recommend approval of the Development Agreement with Joel Cohen, deny Development Agreement with Joel Cohen, or provide staff with further direction.

6. Leading Idaho Local Bridge Grant Application (ACTION ITEM) - Alisa Anderson

On March 16, 2022, Governor Little signed Senate Bill 1359, a landmark funding bill for local transportation in Idaho. The bill provided \$200 million for local bridges. The Local Highway Technical Assistance Council (LHTAC) administers the bridge funds through the Leading Idaho Local Bridge (LILB) Program. On November 18, 2024, Engineering staff received notification that a recent bridge inspection identified a bridge in Moscow that qualifies for the last round of LILB funding. The bridge is located on Mountain View Road over Paradise Creek between 3rd Street and Hillcrest Drive. The grant application requires an executed Memorandum of Understanding and the LILB Grant Application accompanied by a Resolution which is due by December 12, 2024.

PROPOSED ACTIONS: Recommend approval to submit a grant application for the Leading Idaho Local Bridge Program with the corresponding Memorandum of Understanding and Resolution; or provide staff with further direction.

7. 2025 WHITCOM Emergency Dispatch Agreement (ACTION ITEM) - Bill Belknap

The City currently contracts with the WHITCOM joint dispatch center for E911 emergency and non-emergency dispatch services. The proposed agreement would continue those services through the 2025 calendar year. The proposed fee for the dispatch services is the same as in the 2024 agreement, with a total annual cost of \$776,874. Staff has prepared the agreement for the Council's review and approval.

PROPOSED ACTIONS: Recommend approval of the Emergency Dispatch Services Agreement, or provide staff further direction.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.