Public Works / Finance Committee

Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 10, 2025 **4:00 PM** **Council Chambers 206 E. Third St.**

The meeting was called to order at 4:00 p.m.
PRESENT: Bryce Blankenship, Drew Davis, Julia Parker
OTHERS: Mayor Art Bettge
STAFF: Cody Riddle, Mia Bautista, Laurie M. Hopkins, Sarah Decker, Luke Hajda, Scott Bontrager, Bob Buvel

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee February 10, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins**

The minutes were approved as presented.

2. **Request for Waiver for On-Premises Consumption Within 300 Feet of a School or Church per Idaho Code (ACTION ITEM) - Laurie M. Hopkins**

   The owners of Village Center Cinemas Eastside are in the process of obtaining an alcohol license. Idaho Code § 23-913, 23-1011B, and 23-1307A, prohibits any business from selling liquor, beer and/or wine for on-premise consumption within three hundred feet (300') of any church, school or any other place or worship, unless the City Council approves waiver of the requirement. The Village Center is within 300 feet of a church, specifically Real Life. The state license has been issued. The county license has been applied for and is pending approval. Alcohol will be allowed in one auditorium which will be 21 and over only. Patrons will be required to present valid identification for age verification. Those who are 21 years of age or older will receive a wristband, which must be worn to purchase and consume alcohol. A letter of request for waiver has been submitted and is included in the meeting packet. Village Center also received letters of support from The Jubilee School and Real Life.

   PROPOSED ACTIONS: Consider applicant's request for City Council to waive the prohibition from selling alcohol for on-premises consumption within three hundred feet (300') of any church, school or any other place or worship and recommend approval contingent on issuance of the county license; or provide staff further direction.

Hopkins introduced the item as written above. The auditorium must be 21 and over as it does not have a restaurant certification. The Committee recommended approval and that it be placed on the Council consent agenda.

3. **Disbursement Report February 2025 (ACTION ITEM) - Sarah Decker**

   Presentation of the Accounts Payable Report for the month ending February, 2025.

   ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of February 2025.

Decker pointed out the large expenditures which included payroll, purchase of a loader, Ford Explorer for the Fire Department, quarterly payment to Whitcom and payment to DEQ. The Committee approved and authorized the use of digital signatures to sign the Disbursements Report for the month of February 2025.

4. **Fourth Quarter Financial Report July 1, 2024 to September 30, 2024 for FY2024 (ACTION ITEM) - Sarah Decker**

   Presentation of the financial report for the fourth quarter of Fiscal Year 2024 (July 1, 2024 to September 30, 2024).

   PROPOSED ACTIONS: Approve the FY2024 Fourth Quarter Report, or provide staff with further direction.

Decker introduced the item. Most accounts should be close to 100% spent. There are a few transfers that are over 100% and have to do with transfers to capital during the open budget process. Information Systems has a substantial transfer to capital due to multiple years accumulation for the radio project. Sanitation had accumulation for the post-closure landfill project that has been moved to capital projects for managing the project. Fleet capital outlay had the second half of the fire engine due to delays. The report shows revenues at 66.8% and expenses at 59.2% but this is not a true depiction as the city budgets beginning and end fund balance. There is $51M in capital revenue and $46M in capital expense which is all assigned for future projects. Taking the capital monies out, actual revenue for the year is 113% and expense is 95.54%. The Committee recommended approval and that it be placed on the Council consent agenda.

5. **White Ave Pavement Preservation Project - Bid Results & Contract Award (ACTION ITEM) - Luke Hajda**

   The White Avenue Pavement Restoration Project extends from the intersection of SH8/Troy Road to Mountain View Road along White Ave. This project includes the removal and replacement of an approximately two-inch thick section of asphalt for the entirety of White Avenue within the project boundaries, as well as the installation of a ten-foot shared-use path to continue the existing path near the south Fairgrounds entrance east to Mountain View Road. The City published an advertisement for bids on February 8, 2025, and the Engineer's Estimate for construction was $568,207.50. Bids were opened on February 25, 2025, at which three (3) bids were received. The bids ranged from $458,764.00 to $755,890.00. Of those bids, the lowest responsive bid received was submitted by Motley-Motley, Inc. of Pullman, WA with a bid of $458,764.00. A bid tabulation is included in the packet.

   PROPOSED ACTIONS: Recommend acceptance of the bid from Motley-Motley, Inc., award the contract in the amount of $458,764.00 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.

Bontrager introduced Luke Hajda, a new civil engineer for the Engineering Division. Hajda explained the project as written above, adding the project also includes business approaches, curb and spill gutter. Bontrager said the shared-use path is a continuation of the overall pathway system in Moscow. Eventually the next projects, with the help of a grant next summer, will include the south portion and continue sidewalks on both sides of Mountain View and make the full connection. Because of the shared use path, there will be no bike lanes. There are multiple forms of notifications for the public regarding street closure including neighborhood flyers, social media, and the City website. The project should begin in June or July and finish by the end of August, prior to the fair. The Committee recommended approval and that it be placed on the Council consent agenda.

6. **Slurry Seal Project 2025 - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel**

   This project’s scope includes the application of approximately 132,000 square yards of slurry seal street surface treatment. The City advertised for bids on February 8, 2025 and February 15, 2025, and the project was budgeted for $250,000. The engineer's estimate for construction was $265,196.00. Bids were opened on February 25, 2025, at which four (4) bids were received. The bids ranged from $318,235.20 to $393,816.06. Of those bids, the lowest responsive bid received was submitted by Blackline Inc. of Vancouver, WA with a bid of $318,235.20. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from Blackline Inc., award the contract in the amount of $318,235.20, 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.

Buvel introduced the item as written above. A slurry seal is a mixture of asphalt and sand spread on the road. The sand is for traction and binding and is very effective for UV protection which keeps it from cracking. Roads are indexed by condition. The slurry seal isn't used on roads that are past a certain index grade. While this bid brought in higher bids, there are savings on the White Ave bid which will be used for this project. Slurry seal is a specialized treatment so brings in bidders outside the area. This project should coincide with the summer break. The Committee recommended approval and that it be placed on the Council consent agenda.

7. Electrical Franchise Agreement Temporary Extension Memorandum of Agreement (ACTION ITEM) - Bill Belknap

The City of Moscow originally entered into a non-exclusive electrical franchise agreement dated September 8, 1998, with the Washington Water Power Company pursuant to Ordinance 98-31. Avista Utilities purchased Washington Water Power Company on January 1, 1999, and became the successor to the agreement and was assigned all rights, privileges, responsibilities and the franchise under the agreement. The original franchise agreement contained an initial ten-year term with an automatic renewal of fifteen years from the expiration of the initial term. The agreement has now expired and the City and Avista wish to continue operating under the original agreement until a new franchise agreement can be executed by both parties. Staff has prepared a Memorandum of Agreement to continue to operate under the prior agreement for 12 months or until a new agreement is executed by both parties.

PROPOSED ACTIONS: Recommend approval of the Memorandum of Agreement with Avista Utilities; or provide staff further direction.

Bautista introduced the item as written above. The City and Avista have been operating under the original since it expired and there are existing license agreements in relation to light poles. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

It was mutually agreed upon to adjourn at 4:44 p.m.

Minutes Approved On

April 14, 2025

(Clerk Signature)