

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, June 9, 2025

4:00 PM

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

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

PRESENT: Hailey Lewis, Sandra Kelly, Julia Parker

OTHERS: Drew Davis, Bryce Blankenship

STAFF: Bill Belknap, Mia Bautista, Renee Tack, Alisa Anderson, Scott Bontrager, Laurie M. Hopkins

REGULAR AGENDA

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

PRESENT: Hailey Lewis, Sandra Kelly, Julia Parker

OTHERS: Drew Davis, Bryce Blankenship

STAFF: Bill Belknap, Mia Bautista, Renee Tack, Alisa Anderson, Scott Bontrager, Laurie M. Hopkins

1. Approval of Public Works/Finance Committee May 12, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Disbursement Report May 2025 (ACTION ITEM) - Sarah Decker

Presentation of the Accounts Payable Report for the month ending May 2025.

ACTION: Accept the Disbursements Report for the month of May 2025.

Tack introduced the item going over the major expenses including the payment to U of I for Deakin Avenue, a van purchase, and purchase of fuel. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Leading Idaho Bridge Program - Grant Award Agreement (ACTION ITEM) - Alisa Anderson / Scott Bontrager

In 2022, Idaho Senate Bill 1359 authorized \$200 million in one-time funding for the repair or replacement of bridges greater than 20' in length under the Leading Idaho Local Bridge Grant program with no maximum grant request amount and no local match requirement. Based on bridge inspections reports performed by the Idaho Transportation Department (ITD) the eligible bridges must be in poor condition or be posted for load weight limits to qualify. The only qualifying bridge in the city limits in 2022 was the Sand Road bridge, built in 1971 over the South Fork of the Palouse River, which is a 51-foot-long bridge posted with load restrictions. The bridge was recommended for replacement, so Staff submitted a grant request for this project in June 2022. Moscow was notified in early 2024 that the bridge replacement request had been approved for funding. The project is scheduled for design in 2025 and construction in 2026 and will be fully funded, with no City match, by this award. A Resolution is also attached to this report included with Attachment A LHTAC/Local Agreement.

PROPOSED ACTIONS: Recommend approval to accept the award for replacement of the Sand Road Bridge by executing the LHTAC/Local Agreement Leading Idaho Bridge Program, and the corresponding Resolution, or provide staff with further direction.

Anderson introduced the item as written above. No match is required and LHTAC will manage the program and will do the design and construction. Staff may be asked to assist with obtaining right-of-way and attending meetings, all of which will be reimbursable.

Bontrager said at this point the project is at 30% design. The project also includes the realignment between the bridge and the highway district bridge. The bridge will be updated from a 24 inch vehicle bridge to a bridge with bike lanes, sidewalks on both sides and meet current crash standards.

Lewis asked if market materials will be difficult similar to the 6th Street bridge. Bontrager responded that the market has caught up. The type of foundation and above different and should not see the difficulties the bridge on 6th Street encountered. It will be precast and placed via a crane on-site. Belknap added 6th street had some utility conflicts and water lines that needed to be relocated. This location doesn't have utilities in the area. Bontrager continued that load restriction, phasing and other issues are being discussed with the possibility of installation of a temporary bridge. They hope to finish design so they can bid this fall with construction in 2026. The county bridge is set for the next year.

Belknap explained Staff will work with Whitman County on an application early winter or spring. Moscow focus will be from city limits inward to fill in gaps within the corridor so the roadway is fully improved and has pedestrian facilities so it can handle traffic. The highway district is looking at their segment between them and Whitman County. The intent is to put in a singular joint grant application with the three different entities to upgrade all facilities.

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

4. Idaho Fire Fighter License Plate Grant Program (ACTION ITEM) - Alisa Anderson / Dan Ellinwood

The Idaho Fire Chief's Association (IFCA) sponsors the 2025 Idaho Fire Fighter License Plate (FFLP) grant program on an annual basis. Grant requests must comply with the legislated guidelines to be used "exclusively for fire safety education" of firefighters, fire chiefs, and the public. The Moscow Volunteer Fire Department (MVFD) is requesting funding to purchase Realistic Rescue Manikins for training purposes. These rescue manikins can withstand intense training scenarios and are easy to interact with. They are built from tough materials and can handle the roughest training scenarios. The manikins also have anatomically correct weight distribution to give the "feel" of a real live person and can survive a 2-3-story drop without damage. The polyester material is waterproof, making the manikin suitable for training in wet or dry conditions and can be easily cleaned and dried. These combined features allow for the simulation of a variety of training scenarios. The MVFD is requesting to submit a grant request to purchase two (2) (100 and 175 pound) CPR Savers & First Aid Supply Realistic Rescue Training manikins. The total grant request will not exceed \$1,900.00. The grant application is due June 27, 2025. No match is required for this request.

PROPOSED ACTIONS: Recommend approval for the MVFD to submit a grant application to the 2025 Idaho Fire Fighter License Plate grant program in an amount not to exceed \$1,900 for the purchase of two Realistic Rescue Manikins for training purposes or provide staff further direction.

Anderson introduced the item as written above adding Staff have applied and been awarded four years. Nickerson said the mannequins current are 10 years old and more like department store mannequins. These are more realistic, durable and good for rescue and extraction situations. They will also help with the agility test for new members. Applications are scored in July with award in August. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Second Amended Professional Services Agreement-Moscow City Shop (ACTION ITEM) - Bill Belknap

In April 2024, the City entered into a professional services agreement with Lombard Conrad Architects (LCA) for \$320,610 in design services associated with the construction of a new City shop building. Services included in the original agreement were the preparation of construction drawings and specifications, bidding assistance, project inspections, and closeout, all associated with the new building. Interior improvements to the existing shop building have always been anticipated as part of the larger project. While the Fleet and Parks Departments will move to the new building, Streets and Stormwater will continue to occupy the existing building. To ensure they have a safe and efficient work environment, portions of the interior of the existing building need to be reconfigured to include modernized office space with basic amenities. This necessitates additional design services. LCA has proposed an additional design fee of \$70,102.00 for this work, bringing the total fee for their services on the overall project to \$413,343.00. It is anticipated that design will be complete over the course of the summer, and the tenant improvement project for the existing shop will be bid for construction later this fall. Construction would likely occur in the spring of 2026. A detailed description of the new services is included in the attached, amended professional services agreement.

PROPOSED ACTIONS: Recommend approval of the amended professional services agreement; or provide staff further direction.

Belknap introduced the item as written above. Staff strategized the best way to remodel the existing shop by taking advantage of the building as is and minimizing the cost of ultimate construction. This will provide a good working space for streets and storm. The design and construction funding is budgeted in the proposed FY2026 budget. This project was anticipated in the Capital Improvement Plan. The shop buildings were sequenced so that the remodel would come after construction of the new facility so that employees could transition to new facility while the renovation of the existing shop occurs. The Committee recommended approval and that it be placed on the Council regular agenda.

6. COAST Public Transit Services Agreement (ACTION ITEM) - Bill Belknap

The Council on Aging & Human Services (COA), operating public transit services as COAST, is proposing to initiate a regional public transit service between the cities of Colfax, Albion, Pullman, and Moscow. They have received grant funding to initiate the service and are seeking the required local match funding from regional entities. The Port of Whitman recently committed \$40,000 in funding, and COAST has received funding commitments from the Pullman Downtown Association, Colfax Thrifty Grandmothers, Kiwanis Club of Colfax, Colfax Downtown Association, and Colfax Chamber of Commerce. On May 5, 2025, the City Council committed to contribute \$5,000 toward this service to provide access to a matching funding commitment of up to \$5,000 from Avista Corporation. Staff has prepared a services agreement with COAST to document the services the City would receive in exchange for the \$5,000 financial commitment.

PROPOSED ACTIONS: Recommend approval of the services agreement with the Council on Aging & Human Services (dba COAST), or provide staff further direction.

Belknap provided the history of this funding commitment as written above. He was informed Friday that COAST had a change of executive leadership and will not pursue the new transit service. Because of this, it is not necessary to approve the agreement. The \$5,000 will remain in non-prioritized projects line item.

ADJOURN

The meeting closed at 4:23 p.m.

