

February 14, 2022

T HE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Regular Meeting at the Lewiston Library Second Floor Activity Room at 411 D Street. Mayor Johnson called the meeting to order at 6:00 p.m.

City Council meetings are recorded live. To view the full video, go to <https://livestream.com/lewiston/events/3725902>

COUNCIL MEMBERS PRESENT: Mayor Johnson; Council President Liedkie; Councilor Blount; Councilor Forsmann; Councilor Kleeburg; Councilor Schroeder; Councilor Tousley.

I. CALL TO ORDER

Mayor Johnson called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

Police Chief Hurd led the Pledge of Allegiance.

III. CITIZEN COMMENTS

There were no citizen's comments.

IV. PRESENTATIONS AND PUBLIC HEARINGS

A. FINANCIAL REPORT - THREE MONTHS ENDED DECEMBER 31, 2021: *Report provided by Administrative Services Director Marsh in accordance with Idaho Code 50-208*

Administrative Services Director Marsh reported on the first quarter for FY'22, which is just prior to the yearly audit and the beginning of the next budget session.

Timing is generally a major consideration in the first quarter. Grand totals for revenues at this point are at 12.6 percent and expenses are at 19.1 percent on the 25 percent baseline. The General Fund revenues sit at 10.3 percent and expenses at 19.3 percent.

The General Fund, or all-purpose government services, contains Police, Fire, Administrative Services, Council, Community Development, Parks and Recreation, Executive, Human Resources, Legal, and Property Improvement/Building Infrastructure Reserve. Other Government Funds (Special Revenue) include Library, Cemetery, Transportation & Engineering, Capital Projects, Economic Development and Transit. Proprietary or Enterprise Funds include Water, Wastewater, Sanitation and Golf. Internal Service Funds are made up of Fleet, Information Technology and Worker's Compensation. Fiduciary Funds are comprised of Police Retirement, Cemetery Perpetual Care, and the Health Trust Fund.

Regarding Financials, property taxes are collected in January and in July. At the end of January, this fund should be at approximately 50 percent and serves as a direct source of funding for the General Fund, Transportation, Cemetery, Library, General Capital and Transit.

Construction includes the Water Plant at \$5.7 million vs. a \$23.5 million total; The Wastewater Plant is at \$1.3 million vs. \$12 million; Economic Development ARPA funds received designated for future water line upgrades downtown are at \$5.7 million with half received.

Police Retirement Income is at \$793,000 or 73 percent of the budget.

Regarding Debt, Police Retirement debt was paid in full after 15 years and these funds are now going to streets. The Library internal transfer/debt was paid in full approximately ten years early with this quarter's payment at \$230,000. There is approximately \$317,000 left from Golf to Sanitation and Mr. Marsh said he is hoping for a conversation with the Council to see if they would like to get this paid off as well.

Lastly, the balance in Cash at December 31, 2021, was \$63.3 million and continues very strong with a tax deposit increasing the balance by January 31, 2022. Operating accounts maintain high enough balances to offset all fees, and returns are nearly nil. Funds with the State Treasurer's Pool include diversified bond funds with 2-3.5 percent returns. Police Retirement and Cemetery Perpetual Care Funds are maintained outside the City and are at \$17.3 million combined. Regarding Water and Wastewater debt reserves, the cash flow is coming in as planned and once these projects are complete, a debt payment of approximately \$2 million will be made each year.

Mayor Johnson noted that regarding diversified bond funds and pool investment, one has higher costs, but also higher returns. He asked how the City determines if money will go into one fund or the other. Mr. Marsh explained that diversified bond funds are generally utilized when there is no need for the money in the near future. Treasurer's monies can be available within 24 hours and rates are not nearly as high. He noted that the determination is based mostly on when the money will be needed next.

V. CONSENT AGENDA

Mayor Johnson explained that all items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a Councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

Councilors Schroeder and Liedke moved and seconded, respectively, adoption of the Consent Agenda. *ROLL CALL VOTE: VOTING AYE: Collins; Schroeder; Blakey; Bradbury; Kelly; Miller. VOTING NAY: None.*

A. LEWISTON CITY COUNCIL MEETING MINUTES: *01/24/22 Regular; 01/28/22 Chapter 2 Subcommittee; 02/03/22 Special Orientation*

- B. **ADVISORY BOARD AND COMMISSION MEETING MINUTES:** 01/18/22 Emergency Medical Services Advisory Board; 11/18/21 and 12/09/21 Disability Advisory Commission; 12/02/21 and 01/06/22 Historic Preservation Commission; 12/15/21 and 01/12/22 Library Board
- C. **VALLEY VISTA HEIGHTS - BLOCK 17 - FINAL PLAT:** Considering the subdivision of approximately 2.72 acres of property located within Stage 6 of the Valley Vista PUD into 6 lots
- D. **VOUCHER'S PAYABLE:** Considering approval of the Vouchers Payable dated 01/07/21 through 01/20/22 - \$3,250,562.14

VI. ACTIVE AGENDA

- A. **DOWNTOWN IRRP 2022; SCOPING STUDY:** Considering approval of a Local Professional Services Agreement between the City and Horrocks Engineers, Inc.

Public Works Director Johnson explained that the City has conducted numerous studies of the Downtown Lewiston area over the years to map existing infrastructure and to plan for future improvements. In order to eliminate cost and disruption to citizens' lives and livelihood in Downtown Lewiston, the City is proposing a scoping study to combine all of the previous plans performed in order to identify and schedule for infrastructure improvements that will be the most fiscally responsible and considerate to downtown businesses and residents.

The original contract was approved by the previous Council; however, some discrepancies were determined within the contract in January. Though the scope has not changed, the contract has since been revised with the assistance of the Legal Department. With ARPA funding coming available, it was determined that the projects outlined within the DEQ Water Study for downtown were almost dollar for dollar with what was received by the City. The Downtown area has isolated pressure zones and pipes that are over 100 years old. The marching orders for ARPA funds are to get the downtown water facilities upgraded over the next two years.

Public Works Director Johnson said that 1st Street to 9th Street is far more urban than what the City typically deals with. Some of the sewer lines are 30 feet deep, and there are telephone cables, gas mains and sidewalk vaults. Because of the complexity of the project, it is much more work than what can be solved with ARPA funds. To minimize the impact to property owners, the traveling public and the street itself, it is important to phase the projects and do all the work that is needed while the street is torn up. In response to a question regarding performing the work in-house, Mr. Johnson explained that with the Water Plant, Wastewater Plant, Well 7, and a reservoir under construction, staff is already spread very thin. He stressed the importance of getting the ARPA funds invested. Downtown business owners and Beautiful Downtown Lewiston feel this is a project that is long coming and it is his belief that it should not be delayed any longer.

Continuing, Mr. Johnson said the next step is Council consideration and acceptance of a Professional Services Agreement between the City and Horrocks Engineers, Inc., in order to move forward with future improvements to wastewater, water, stormwater and transportation facilities in Downtown Lewiston. This project is within the City's FY22 Capital Transportation budget. A final report will be provided to the Council in the Spring of 2022.

Councilor Kleeburg asked if the water lines cannot be capped off and brought closer to the street surface. Mr. Johnson replied that the water lines are currently accessible. They are required to be at a certain depth and they are at that level now.

Councilor Blount said that with City employees already spread thin for projects, he would suggest that this project be delayed until the City can do the work.

It was asked by Councilor Liedke if there was a time frame within which to use the ARPA Funds. Mr. Johnson noted they have to be spent by 2026. He added that the scoping study covers only six months. There are multiple grants that are currently be pursued and that study is being used to leverage future projects.

Councilor Blount asked if the City owns scoping equipment. Public Works Director Johnson replied that the City does have the means to do the work; however, this project is unique in that it doesn't have a lot of engineering. It mainly will require compilation of all of the data already in place. There is a laundry list of plans, public outreach etc., and this project has been discussed for decades. Mr. Johnson also noted that it is within the top ten items under the Capital Improvement Projects list.

Councilor Kleeburg expressed his support for moving forward with the project. There are currently inadequate fire flows and not enough water available. Development will wither and die without this necessary work.

Councilor Schroeder moved to approve the Professional Services Agreement between the City of Lewiston and Horrocks Engineers, Inc. The motion was seconded by Councilor Kleeburg. *ROLL CALL VOTE: VOTING AYE: Liedkie; Blount; Forsmann; Kleeburg; Schroeder; Tousley. VOTING NAY: None.*

B. RESOLUTION 2022-01: *Considering authorizing the destruction of the Fire Department's National Fire Incident Report System (NFIRS) records from the year 2006*

Fire Chief Myklebust said Resolution 2022-01 falls under the City's Records Retention Policy and destruction of these 2006 Records is a matter of housekeeping.

It was moved and seconded by Councilors Schroeder and Liedke, respectively, to approve Resolution 2022-01. *ROLL CALL VOTE: VOTING AYE: Liedkie; Blount; Forsmann; Kleeburg; Schroeder; Tousley. VOTING NAY: None.*

- C. **RESOLUTION 2022-03**: *Considering authorizing the destruction of certain Human Resources Department records*

Human Resources Director Province said that this too falls under the City's Records Retention Policy and is part of the Department's annual review for records destruction.

Upon a motion from Councilor Liedke and a second from Councilor Schroeder, Resolution 2022-03 was approved. *ROLL CALL VOTE: VOTING AYE: Liedkie; Blount; Forsmann; Kleeburg; Schroeder; Tousley. VOTING NAY: None.*

- D. **PURCHASE OF LIQUID DEICER**: *Considering approving the as-needed purchase of FreezGard CI+ liquid deicer from GMCO Corporation at \$168.63 per ton, by piggybacking ITD's Snow & Ice Control Chemical Products contract*

Public Works Director Johnson reported that the City has already purchased approximately \$44,000 of FreezGard CI+ deicer this year from GMCO Corporation. However, City policy requires Council approval of piggyback purchases starting at \$50,000. With possible winter weather ahead, staff is proactively bringing this piggyback purchase request to the Council in case they do end up reaching the \$50,000 threshold.

Councilor Schroeder moved and Councilor Tousley seconded approval of the as-needed purchase of FreezGard CI+ liquid deicer from GMCO Corporation at \$168.63 per ton by piggybacking ITD's Snow & Ice Control Chemical Products Contract. *ROLL CALL VOTE: VOTING AYE: Liedkie; Blount; Forsmann; Kleeburg; Schroeder; Tousley. VOTING NAY: None.*

- E. **PURCHASE OF USED PAVER**: *Considering approving the purchase agreement with Chelan County for \$75,810*

Public Works Director Johnson explained that Streets and Fleet have been looking at used asphalt pavers to replace the City's current 1994 paver. Chelan County has a paver that they have recently replaced and are willing to sell it to the City. He noted that \$175,000 was budgeted in FY22 to purchase a used paver. Besides the payment to Chelan County, Fleet arranged for PacWest Machinery to pick up the paver, perform some maintenance, and deliver it to Lewiston. Total cost to purchase the paver and prepare it for use is \$117,890.

Councilor Kleeburg questioned the low miles on the current paver. Mr. Johnson replied that this is partly due to the fact that it has been broken down much of the time.

Councilor Blount noted he is concerned with the actual amount of time this equipment will be utilized. Public Works Director Johnson said that it is a unique tool and is used during certain times of the year. He noted, however, the alternative is to hire a private contractor, work around their schedule, and pay a high fee.

Councilor Forsmann questioned the downfalls of not having this piece of equipment. Mr. Johnson replied that it is difficult to get contractors for this specific type of work. It would be far more difficult for the city to get work done when necessary and costs to a private contractor would be much higher. The goal is to keep the current road system in a workable and acceptable condition.

Following a question from Councilor Liedke regarding turn-around time, Service Manager Braun indicated that it should be available by the end of March or first part of April. The tracks are available and the Spokane shop is ready to do the needed maintenance. He added that it will be ready to use as soon as it is delivered to Lewiston and it won't need its first oil change for two years.

It was moved by Councilor Schroeder to approve the purchase agreement between Chelan County and the City of Lewiston in the amount of \$75,810. Councilor Tousley offered a second.

Councilor Liedkie pointed out that the total cost, including preparing it for use and purchase of the tracks, is \$117,890, which is still \$57,000 less than what was budgeted. Councilor Blount reiterated he feels this is a lot of taxpayer money to spend on a piece of equipment that will not be used on a regular basis.

ROLL CALL VOTE: VOTING AYE: Liedkie; Forsmann; Kleeburg; Schroeder; Tousley.
VOTING NAY: Blount

F. PURCHASE OF 24 MOTOROLA APX 4500 VEHICLE RADIOS FROM MOTOROLA USING THE SOURCEWELL CONTRACT: *Considering accepting the price proposal submitted by Motorola per the Sourcewell contract in the total amount of \$71,471.76*

Police Chief Hurd explained that the Police Department would like to purchase 24 Motorola APX 4500 radios, including associated software and accessories, to replace the old radios in the police vehicles. Motorola is the brand of radios used throughout the City, so maintaining compatibility is critical. The Department is able to purchase through a Sourcewell contract, which has slightly better pricing than other options. Mr. Hurd noted that the Department received a \$100,000 private donation to purchase the radios, and total cost of this purchase is \$71,471.76.

A motion and second were made by Councilors Liedke and Tousley, respectively, to accept the price proposal submitted by Motorola, per the Sourcewell contract, in the amount of \$71,471.76 and authorize staff to purchase the radios. *ROLL CALL VOTE: VOTING AYE: Liedkie; Blount; Forsmann; Kleeburg; Schroeder; Tousley. VOTING NAY: None.*

G. ITEMS MOVED FROM THE CONSENT AGENDA

None.

VII. UNFINISHED AND NEW BUSINESS

A. CITY COUNCILOR COMMENTS

Councilor Kleeburg thanked his wife for putting up with him and letting him run again.

Councilor Schroeder announced that a group for Special Needs kids is having their first social dance this evening at River City Church. She expressed her appreciation to those who coordinated the event.

B. MAYOR COMMENTS

Mayor Johnson reported that the City is very busy and everyone is working hard. He noted the City of Lewiston has a great staff and it is a pleasure and honor to with them.

C. ADVISORY BOARD OR COMMISSION APPOINTMENTS

There were no Advisory Board or Commission appointments.

D. AGENDA TOPICS

Councilor Schroeder asked for an update on 854/858 Main Street. Assistant City Attorney Hermann indicated that she would be sending the Council an update via email within the next couple of weeks.

Councilor Liedke offered a motion to schedule an update on water and wastewater projects at a future work session. Councilor Forsmann provided a second and the motion carried 6 to 0.

VIII. ADJOURNMENT

There being no further business to come before the Lewiston City Council, Councilors Liedke and Forsmann moved and seconded, respectively, adjournment of the February 14, 2022, Regular Meeting at 7:00 p.m.