

MAY 24, 2021

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Budget Work Session on Monday, May 24, 2021, at 3:00 p.m. at the Lewiston City Library, 411 D Street.

Councilors Present: Mayor Pro Tem Schroeder; Councilor Pernsteiner; Councilor Miller; Councilor Kelly; Councilor Bradbury

Councilors Excused: Mayor Collins; Councilor Blakey.

Staff Members/Others Present: Alan Nygaard, Dan Marsh, Tim Barker, Dustin Johnson, Travis Myklebust, Jeff Klone, Laura VonTersch, Lynn Johnson, Jana Gómez, Nikki Providence, Jacqui Gilbert, Brian Ellison, Aimee Gordon, Brittnie Purington, Kari Ravencroft.

I. CALL TO ORDER

Mayor Pro Tem Schroeder called the meeting to order at 3:01 p.m.

II. PLEDGE OF ALLEGIANCE

Councilor Bradbury led the Pledge of Allegiance.

III. CITIZEN COMMENTS

Steve Lisenby of Clarkston stated that there will be a presentation made at today's work session regarding the reconstruction of the pickleball courts at Sunset Park. He noted that there were about 10 members present at the meeting of the Lewis Clark Valley Pickleball Club and they hope to establish a partnership with the city to help complete the reconstruction project for the good of the community. Sunset Park is the only park in the valley with dedicated public pickleball courts. The Club feels that it is imperative that the condition of the existing courts be upgraded to a standard that allows for continued safe play, as well as establish a base line for cost effective future maintenance. Mr. Lisenby continued by stating that they are 100 percent committed to the success of the project and respectfully request the pickleball court project be approved for funding and included in the FY'22 budget.

Thara Follett of Lewiston addressed the Council by stating that she believes that pickleball is a great opportunity for the City of Lewiston with regard to tourism. She said that pickleball is growing substantially and everyone from adults to children would benefit greatly from the reconstruction of the courts. The Lewis Clark Valley Pickleball Club has some great ideas for fundraising and connecting with the businesses around the valley. Pickleball is a great way for patrons to take advantage of the mild weather and allow the city an opportunity to give members of the community a way to stay healthy and socially involved.

Rae Schmidt of Lewiston said that Sunset Park is a wonderful space. The park has a variety of diverse amenities that appeal to all age groups and pickleball is gaining popularity. She stated that it is time to get the courts up to par from years of deterioration, which would contribute to the already beautiful park.

IV. BUDGET ITEMS

A. AMERICAN RESCUE PLAN FUNDING (Jacqui Gilbert/ Alan Nygaard)

City Manager Nygaard explained that Congress passed the American Rescue Plan Funding Act and the city would be receiving approximately \$5.7 million in funding. Water, wastewater, and broadband are the three major capital items that can utilize the funding. He noted that an additional section of funding is available for social programs and the city has collaborated with United Way, as well as other organizations, to assist with applying for funding. The city's wastewater facilities are in good shape financially, but the water system could use some additional support. Mr. Nygaard recommended using the funds over the next couple of years to improve the water system.

City Grant Writer Jacqui Gilbert presented the Council with the American Rescue Plan that will support urgent COVID-19 response efforts, continue to decrease the spread of the virus, and bring control to the pandemic. The Plan will replace lost revenue for eligible state, local, territorial, and Tribal governments to strengthen support for vital public services and help retain jobs. She reiterated that the City of Lewiston was allocated \$5.7 million to be used for efforts with public health expenditures, negative economic impacts from the pandemic, replacing lost public sector revenue, providing premium pay for essential workers, and investing in water, sewer and broadband infrastructure.

Ms. Gilbert continued by providing the timeline required for the use of the funding noting that it must be obligated by December 31, 2024, with the period of performance running until December 31, 2026. Any un-used funds or uses that fail to comply will be recoupable and must be repaid. Quarterly project and expenditure reports will be required through the end of the award period (December 31, 2026).

Councilor Pernsteiner asked for clarification on the timeline for distribution and use of funds. Ms. Gilbert explained that her understanding of the guidelines are that the first interim report the city provides must include a plan stating the categories the city will be supporting. As time progresses, the expenditures and project overviews will need to be provided.

Ms. Gilbert clarified for Councilor Bradbury that the amount of funding the City of Lewiston has been allocated totals \$5.7 million, with \$2.8 million received to date. Administrative Services Director Marsh added that the city does not plan to use the funds in the current fiscal year, so they will be placed in reserves and rolled over into FY'22.

B. CAPITAL PROJECTS

1. Fire Station (Travis Myklebust)

Fire Chief Myklebust provided the Council with the FY'22 and FY'23 capital project requests for the construction of Fire Station 4. There is a conceptual site layout and traffic study completed with the vision for this station to last 50-60 years into the future. He displayed the conceptual design and explained the layout to the Council noting the budget request being made for FY'22 is \$2.5 million and \$1.5 million in FY'23 for a project total of \$4 million.

Councilor Pernsteiner asked for the current total of the Building Reserve Fund. Administrative Services Director Marsh replied that the projected amount is approximately \$4 million effective October 1, 2021. He noted that the city will continue to add \$1.9 million per year to that fund.

Councilor Bradbury stated that a good budget is what the city needs and a bad budget is what the city staff wants. He said that there is an existing fire station just blocks away that already sufficiently serves the city. He believes that there are other projects that could be better served with these funds. He indicated that he will oppose this appropriation. He continued by stating that the city is attempting to spend \$4 million on a fire station that is not necessary when there are 105 year old pipes that need replaced within downtown.

2. Parks (Tim Barker)

Parks and Recreation Director Barker reviewed the Parks Capital Budget for FY'22 and FY'23. He provided an update of the projects that are in development, as well as those that will be completed at Community Park. There are currently two development projects taking place; parking lot phase 1 and phase 2. The estimated FY'21 budget for phase 1 was \$297,000 and \$266,000 for phase 2 with a total estimated cost of \$563,000. Mr. Barker noted that phase 1 would begin construction in late July or early August with phase 2 construction beginning in August or September.

Mr. Barker explained the proposed Community Park Capital budget with FY'22 totaling \$1.28 million and FY'23 totaling \$2.33 million. The projects for FY'22 include Community Park grading, landscape architect design, bicycle playground, commercial development prep work, and parking lot phase 2 completion. The projects for FY'23 include a multi-use sports complex, interior parking lot development, site prep for commercial development, RV park development, and splash park development.

Parks and Recreation Director Barker provided the proposed Parks Division Capital budget for FY'22 totaling \$288,000 and FY'23 totaling \$133,000. The projects for FY'22 include development of three new park shelters, pickleball court resurface and expansion, and the wetland restoration project at Modie Park,

which received a \$20,000 donation from the DeAtley Foundation. The projects slated for FY'23 include park/playground equipment and surfacing replacement.

Councilor Pernsteiner thanked the citizens of the Lewis Clark Pickleball Club for their fundraising efforts and partnership. He asked if the grants being sought after have been identified. Mr. Barker indicated that there are State grants that will be applied for in the future pertaining to assistance for the pickleball reconstruction.

Councilor Bradbury asked if Bert Lipps pool would be open and operational this summer. Mr. Barker confirmed.

Mr. Bradbury then asked for clarification on the well that would supply water to Community Park and Lewiston High School. Mr. Barker clarified that the well included in the diagram could be an option to supply irrigation water in the future. There will be a cost analysis done to see if it would be more cost effective in the future to have an irrigation well rather than using a reservoir on site.

Mr. Bradbury continued by stating that he fully supports the efforts for funding of the pickleball courts and the needed improvements needed to be made.

3. Transportation System (Dustin Johnson)

Public Works Director Johnson reviewed the highlights from the FY'21 Transportation and Stormwater budgets. He noted that the Snake River Avenue railroad removal project is in conjunction with the Idaho Transportation Department and will be beginning early this summer. The stormwater permit has been issued by the Environmental Protection Agency (EPA) and the State of Idaho will administer the permit to the City of Lewiston. The Hall Ford/19th Avenue stormwater project continues to be on the list of projects to complete, as well as continuation of the Rapid Assessment Program.

Mr. Johnson provided an overview of the proposed FY'22 and FY'23 Transportation and Stormwater budgets. The proposed revenue budget for FY'22 and FY'23 is approximately \$4.47 million with stormwater being the major project in FY'23.

Mr. Johnson continued by explaining that the proposed Capital Transportation budget for totals \$2.97 million and \$1.6 million in FY'23. The focus for Transportation includes funding options, asset management growth, and a paver for the Cold Mix Program. The projects noted for Capital Transportation were Federal Highway Administration (FHWA) funding and Avista franchise fees for road construction. He then noted the projects for Stormwater, which include implementation of the stormwater utility, 2020 Ordinance adoption, phase 1 of the

utility formation, and continued work on the 19th Avenue/Hall Ford stormwater rehabilitation.

Councilor Bradbury asked what the ultimate plan is for the use of the abandoned right-of-way along Snake River Avenue and if it would be available for parking. Community Development Director VonTersch indicated that the area in question will be available for parking, but there will need to be a barrier built to keep the gravel from sluffing into the park landscape.

In response to a question raised by Councilor Bradbury with regard to the 19th Avenue/Hall Ford stormwater project, Mr. Johnson stated that there is a crushed pipe 30 to 40 feet under the street, which is not allowing a sufficient amount of water to flow through it.

Councilor Bradbury asked if there were utility fees used for the street maintenance and traffic service expenditures listed on the FY'22/FY'23 Transportation budget. Administrative Services Director Marsh explained that unless money is designated for specific items, funds are not specifically pinpointed. Mr. Marsh will provide. He said that revenue is collected and then used for multiple expenditures. Councilor Bradbury requested the amounts that would be paid into the revenue funds for each utility enterprise fund for this year's budget.

4. Downtown Rebuild (Alan Nygaard/Staff)

City Manager Nygaard defined the parameters for the downtown rebuild. He said that he is proposing to place approximately \$60,000 in the Transportation, Water, and Wastewater budgets to determine the scope of work. The plan for FY'22 is to narrow down the dollar amount needed to begin the downtown rebuild project.

Councilor Pernsteiner asked if this project pertains to issues both below and above the street. Mr. Nygaard confirmed. He provided an example with regard to the sewer pipe and its depth. He stated that the pipe may not need replaced and the capacity of the pipe is sufficient, however what would need determined is if it would be cost effective to re-line the sewer pipe and if that process would increase the life expectancy of the pipe. Councilor Pernsteiner asked is the \$5.7 million award could be used to help fund the rebuild project. Mr. Nygaard confirmed. He added that by defining the project the city will be able to see if there are other funding sources and/or grants that could be pursued for certain elements of the project.

Councilor Bradbury asked for clarification on what projects could be included that are at street level. Mr. Nygaard indicated that those projects would include sidewalks and streets surfaces.

Mr. Nygaard replied to Councilor Bradbury by stating that the Water Master Plan includes a \$3 million per year pipe replacement program, which would allow for enough revenue to be used for water pipe replacement. In order to generate the approximate \$5.8 million, there would need to be an increase in the water rates of about 10 percent. Mr. Bradbury asked how much the Water Fund would need to increase if the city had to pay for the water it utilizes. In response, Mr. Nygaard said that per city code, the payments to the Water Fund by the city are based on the city's budget. The city code states that if there is an agreement between the Parks Department or another entity, the agreement would then override the current fee schedule. Councilor Bradbury requested the amounts the city has paid to the Water Fund, as well as the facilities the city owns that are not paying for water that is used.

5. Community Development (Laura Von Tersch)

Community Development Director VonTersch stated that the department has two capital requests for the upcoming budget. One is for a rewrite of the Comprehensive Plan totaling \$300,000 over two budget years. The second request is the rebuild of the staircase at New 6th Street to Pioneer Park with a budget of just over \$1 million. This project is fully supported by the downtown businesses, as well as included in the strategic plan that was approved in 2018.

Transit Manager Seigner reviewed the FY'21 capital projects including the bus pullout design located at the Community Center, the design for the Transit Department moving to the Community Center, bus stop signs, and the new fixed route bus. She noted that Transit received approximately \$275,000 from the American Rescue Plan. The plan for the future is to add two more routes to be able to transport patrons to the new Community Park and Lewiston High School area. Ms. Seigner provided an overview of the current buses within the Transit system outlining their years of use and total mileage.

She then provided the Council with the proposed Transit Capital budget for FY'22 totaling \$525,000 and FY'23 totaling \$277,000. The projected projects for FY'22 include the construction of the bus pullout at the Community Center, upgrading the scheduling software, adding an ADA accessible van and trailer, the purchase of a fixed route bus, and additional bus stops. The proposed projects for FY'23 include beginning construction to move the Transit Department to the Community Center and additional bus shelters.

Councilor Kelly asked for clarification on the timeline for the American Rescue Plan funding. Ms. Seigner explained that funds must be obligated by 2024 and spent by 2029.

C. **CIP (CAPITAL IMPROVEMENT PLAN) DEMONSTRATION** (Dan Marsh/Angela Vanderpas/Aimee Gordon)

1. Envisio Update (Carol Maurer)

Administrative Services Director Marsh stated that the Capital Improvement Plan allows the city to plan better, help set priorities, identify challenges, and minimize surprises.

City GIS Supervisor VanderPas demonstrated the Cartegraph program that the city utilizes to compose the master plans. This program allows for the employees to enter and track their current plans and capital improvement projects, as well as future projects. There is data within the projects that would feed into Envisio which allow for better staff reporting and the ability to share information to the public. Linked assets can be accessed with details on project progress and the tasks associated with that particular project, as well as an interactive map with the details of the project.

City Manager Nygaard stated that the idea with the Envisio program is the connection between all plans, including the strategic plan. The program would allow for the master plans to be active documents rather than on the shelf documents. He explained that Envisio would allow for the Council and the community to see the interactive system that links the master, strategic, and capital improvement plans providing live updates and transparency.

Councilor Pernsteiner said he would like a follow up presentation with regard to the Cartegraph software and all the features it has to offer for the citizens.

D. **RATE PROPOSALS**

1. EMS (Travis Myklebust)

Fire Chief Myklebust stated Emergency Management Services (EMS) rates are evaluated by the Emergency Medical Services Advisory Board (EMSAB) every two years. The city's EMS services were evaluated this spring and EMSAB recommended a fee increase to the treat and no transport cases at a cost of \$200 for FY'22. The EMS rates will be re-evaluated next spring for the FY'22 budget.

2. Parks & Recreation (Tim Barker)

Parks and Recreation Director Barker stated that a majority of fee increases are new with regard to ball fields, pickleball courts, disc golf rentals, RV camping, and food vendor or recreational equipment cart/trailers. The fees pertain to the administrative tasks and extra staff time spent on area clean up. He noted that

vendor fees would allow the department to come up with a plan for food and recreational equipment vendors.

Councilor Pernsteiner asked if there would be a monthly fee allowing the vendor to stay in a particular spot for the month. Mr. Barker explained that the specifications are still in the works. Though it would most likely depend on the location, would most likely hesitate to offer a monthly lot rent.

3. Water (Dustin Johnson)

Public Works Director Johnson reviewed the proposed fees for the Enterprise Funds for FY'22 and FY'23, which includes Water, Wastewater, and Sanitation. The Public Works Department adopted the Master Plan and Capital Improvement Plan which guides the rates and fees for the department. He covered the projects that were completed in FY'21 including the transfer station scale repair, State Revolving Fund projects, well upgrades, Southport booster rehab, water treatment plant, the 3rd Street waterline replacement, and the ongoing Wastewater Treatment Plant rebuild.

Mr. Johnson provided the proposed Water, Wastewater, and Sanitation rate increases for FY'22. The proposed increase for Sanitation for FY'22 is 3 percent with a total revenue of approximately \$6.5 million. The proposed Water rate increase is recommended at 5.25 percent for FY'22 with a total revenue of approximately \$29.3 million. The proposed Wastewater rate increase is recommended at 3.25 percent for FY'22 with a total revenue of approximately \$23 million.

Councilor Pernsteiner asked if the increase in cost and shortage of building supplies is becoming an issue for the contractors working capital projects. Mr. Johnson indicated that the Wastewater Treatment Plant construction team was ahead of schedule on purchasing materials, but the Water Treatment Plant upgrades could very well suffer. He noted that it has been difficult to purchase material for projects within the Water Department. Not only is purchasing the material very difficult with supply issues, but that the cost of the materials are three to four times what was originally budgeted.

Councilor Bradbury requested further information with regard to the operation and maintenance expenses totaling \$1.5 million within the Sanitation budget and the revenue line item for the customer service charge in the Water and Wastewater budgets. If the amounts did include the city as a consumer, he requested to have the amount that is actually paid by the city. Mr. Johnson stated he would gather and provide that information.

4. Wastewater (Dustin Johnson)

This topic was covered in the above section.

5. Sanitation (Dustin Johnson)

This topic was covered in the above section.

6. Storm Water Utility (Dustin Johnson/Joe Kaufman)

This topic was covered in the Transportation section above.

V. UNFINISHED AND NEW BUSINESS

A. CITY COUNCILOR COMMENTS

There were no Councilor comments.

B. CITY MANAGER COMMENTS

There were no City Manager comments made.

VI. ADJOURNMENT

There being no further business to come before the Lewiston City Council, Mayor Pro Tem Schroeder adjourned the May 24, 2021, Budget Work Session at 5:23 p.m.