

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208-883-7015

Monday, February 24, 2025

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. **Selection of Committee Chair and Vice Chair (ACTION ITEM)**
2. **Approval of Administrative Committee November 25, 2024 Minutes (ACTION ITEM) - Laurie M. Hopkins**
3. **Earth Day Celebration Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona**

Inland North Waste is sponsoring an Earth Day Celebration on Saturday, April 26th, from 4 to 7 pm in East City Park. The annual event honors the ways our community protects and preserves our environment and is offered free of charge. Live music and eco-minded organizations are part of this event, in addition to food and a beer garden. The applicant anticipates 1 (one) licensed beer vendor in the beer garden, which is estimated to be 25'x25' in size. Following standard operating procedures for events with alcohol within a City Park, Inland North Waste is requesting the allowance of attendees to possess and consume alcoholic beverages within the 25'x25' beer garden during the aforementioned date and time. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity. **PROPOSED ACTIONS:** Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Earth Day Celebration for the duration of the event; or provide staff with further direction.

4. **2025 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona**

In 2018, the Farmers Market Commission and Community Events Division implemented the first iteration of the Moscow Farmers Market Handbook. The Handbook is an expanded policy document meant to provide clarity and serve as a resource for anyone seeking information on the Market, as well as hold Market participants accountable for operating procedures. At the end of each season, the policies that make up the Handbook are considered in depth by staff and the Farmers Market Commission. The Commission reviewed the proposed changes to the Handbook on February 4, 2025, and are presenting accepted changes for approval and adoption by the Council for the 2025 Market Season.

PROPOSED ACTIONS: Recommend approval of the 2025 Moscow Farmers Market Handbook, or provide staff further direction.

5. Camas Street Water Main Project - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel

This project's scope includes construction of approximately 1800 linear ft of 8" DR 18 C900-16 water main, 520 linear ft of 1" HDPE service line, replacing 28 water services, as well as surface restoration of streets, sidewalk, and green strips. Construction of water main and service lines includes new hydrants, associated fittings/valves, thrust restraints, and connection to existing water mains and service lines. The City advertised for bids on January 25, 2025 & February 1, 2025, and the project was budgeted for \$946,570. The engineer's estimate for construction was \$839,710. Bids were opened on February 11, 2025, at which nine (9) bids were received. The bids ranged from \$609,543.00 to \$973,700.00. Of those bids, the lowest responsive bid received was submitted by Accelerated Construction of Desmet, ID with a bid of \$609,543.00. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from Accelerated Construction, award the contract in the amount of \$609,543.00, 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.

6. C Street Frontage Improvements - Bid Results & Contract Award (ACTION ITEM) - Scott Bontrager

This project's scope is to provide frontage improvements to the south portion of the Moscow Recycling Center along C Street. It consists of the removal of existing pedestrian ramps and curbs and the construction of new ADA compliant pedestrian ramps, curb, sidewalk, asphalt pavement, concrete pavement, street trees, historical style lighting, fencing, and associated work on the north half of C Street from Almon Street to Washington Street. This work also includes storm drainage adjustments to accommodate the new curb location. The City published an advertisement for bids on January 25, 2025, and the Engineer's Estimate for construction was \$299,497.50. Bids were opened on February 11, 2025, at which five (5) bids were received. The bids ranged from \$290,982.00 to \$422,277.00. Of those bids, the lowest responsive bid received was submitted by ML Albright & Sons of Lewiston, ID with a bid of \$290,982.00. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from ML Albright & Sons, award the contract in the amount of \$290,982.00 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.

7. Rural & Tribal Assistance Pilot Program Grant Request (ACTION ITEM) - Alisa Anderson / Scott Bontrager

The U.S. Department of Transportation, Build America Bureau, has announced \$27 million for the Rural and Tribal Assistance Pilot Program (RTAPP) in no-match funds for transportation project development. Eligible activities include technical assistance grants to rural and tribal communities for the planning and design phases to develop transportation projects. The grant funding can be used to hire staff or advisors to assist with planning and design phase activities, including feasibility studies, preliminary engineering and design, and environmental review. Single project grants can range from \$200,000 up to \$750,000 each. Staff has identified the engineering and design of the "Palouse River Drive Corridor Multimodal Improvement Project" (PRDC) as eligible to submit for the RTAPP funding opportunity. The project will start from Highway 8 on Mountain View Road then south to East Palouse River Drive, continuing to West

Palouse River Drive, ending at the city limits near Sand Road. Staff estimates total project costs, for preliminary design services, not to exceed \$600,000.

PROPOSED ACTIONS: Recommend approval to submit a grant application to the Rural and Tribal Assistance Pilot Program for preliminary engineering and design services for the Palouse River Drive Corridor Multimodal Improvement Project in an amount not to exceed \$600,000 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.