

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208-883-7015

Monday, March 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. Approval of Administrative Committee February 24, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

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 Commercial Block LLC have applied for an alcohol license with the City of Moscow. 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 of worship, unless the City Council approves waiver of the requirement. Commercial Block is located at 215 S Main Street, which is within 300 feet of the United Church of Moscow. The proposed location has had alcohol service in the past as the prior location of Colter's Creek Winery tasting room. The owners, Drew and Jolena Owen are in the process of applying for the state and county licenses. A letter of request for waiver has been submitted and is included in the meeting packet. Also submitted is a support letter from United Church of Moscow.

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 of worship and recommend approval of the waiver; or provide staff further direction.

3. Consideration of the Dissolution of the Moscow Pathways Commission (ACTION ITEM) - David Schott

The Moscow Pathways Commission has faced ongoing challenges in identifying substantive topics for discussion during its regular meetings. With no major pathway improvement projects currently planned, the commission has experienced a lack of meaningful agenda items directly related to its mission. On February 11, 2025, during its regular meeting, the Moscow Pathways Commission voted to recommend its dissolution. The approved motion stated: *"Given the pressures on the City budget, and that the charter of the Moscow Pathways Commission is largely redundant with those of the Transportation Commission and the Parks and Recreation Commission, the Moscow Pathways Commission recommends that it be dissolved."*

PROPOSED ACTIONS: Receive the request from the Moscow Pathways Commission to dissolve and recommend approval of the proposed ordinance to repeal Moscow City Code Title 3, Chapter 14; or provide staff with further direction.

4. Public Avenue Corridor Safety Improvements - Bid Results and Funding Contribution (ACTION ITEM) - Scott Bontrager

In January 2019, City staff submitted a grant application for the Public Avenue Corridor Safety Improvements project under Local Highway Safety Improvement Program (LHSIP). The LHSIP is a federal grant program administered through the Local Highway Technical Assistance Council (LHTAC) on behalf of the Idaho Transportation Department (ITD). The project includes a 1,100-foot-long corridor located on Public Avenue in northeastern Moscow between Polk Street and Lincoln Street. On January 15, 2025, Idaho Transportation Department published an advertisement for bids with the Engineer's Estimate for construction at \$1,361,174.77. Bids were opened by ITD on February 25, 2025, at which five (5) bids were received. The bids ranged from \$1,814,999.99 to \$2,455,697.51 (see attached bid tabulation). Of those bids, the lowest responsive bid received was submitted by Knife River Corporation with a bid of \$1,814,999.99. With the lowest responsive bid at \$1,814,999.99, the new total project costs have increased to \$2,423,838 with the federal grant award of \$1,561,113 (64%) and the local match needing to increase to \$862,725 (36%). To award the contract, LHTAC is requesting the City of Moscow to provide a letter of support along with the difference in funding, which equates to \$450,763. LHTAC plans to present the bid results and request to award to the Idaho Transportation Board at their April board meeting scheduled for April 17-18.

PROPOSED ACTIONS: Recommend providing LHTAC a letter of support for acceptance of the bid from Knife River Corporation and authorize \$450,763.00 of additional funding contribution, or provide staff with further direction.

5. Alley West Of Main Street Sewer - Bid Results & Contract Award (ACTION ITEM) - Bob Buvel

This project's scope includes the construction of approximately 578 linear ft of 8" PVC sewer main, 110 linear ft of 4" PVC sewer pipe, replacing 23 sewer services, removal of one sanitary sewer manhole and installation of two new sanitary sewer manholes, as well as the surface restoration of asphalt and sidewalk in the Alley west of Main Street from Fourth Street to Sixth Street. The City advertised for bids on February 8, 2025 & February 15, 2025. The project was budgeted for \$381,100 in the Capital Improvement Plan and the final Engineer's Estimate for construction was \$471,960. Bids were opened on March 4, 2025, at which seven (7) bids were received. The responsive bids ranged from \$366,913.32 to \$551,840.00. Of those bids, the lowest responsive bid received was submitted by Devout Excavation of Chattaroy, WA with a bid of \$366,913.32. A bid tabulation is included in the packet.

PROPOSED ACTIONS: Recommend acceptance of the bid from Devout Excavation LLC, award the contract in the amount of \$366,913.32, 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. Proposed City of Moscow Social Media Policy (ACTION ITEM) - Bill Belknap & Corey Oglesby

The City utilizes various social media platforms as a tool to enhance communication with the public regarding City activities, programs, and services. The City has not previously established a formal policy governing the use of social media by City staff. The proposed policy would establish standard protocols and procedures for the use of social media by City personnel and departments, adopt a notice and use policy statement for all users of the City's social media

channels, establish standards for the City's use of tagging or promoting outside organizations, businesses, individuals, or events through the City's social media channels, establish standards and criteria for the removal of comments while protecting the free speech rights of persons participating in any limited public forum the City may create through the use of social media channels, and provide an appeal and review process regarding the removal of any content posted on the City's social media channels. This matter is now before the Council for consideration.

PROPOSED ACTIONS: Recommend approval of the proposed Social Media Policy and associated Resolution; 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.