

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, February 24, 2025

4:00 PM

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

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

PRESENT: Bryce Blankenship, Drew Davis, Sandra Kelly

OTHERS: Mayor Art Bettge, Julia Parker

STAFF: Bill Belknap, Mia Bautista, Cody Riddle, Alisa Anderson, Scott Bontrager, Amanda Argona, Bob Buvel, Luke Hajda, Laurie M. Hopkins

REGULAR AGENDA

1. Selection of Committee Chair and Vice Chair (ACTION ITEM)

Council Member Bryce Blankenship was selected as Chair and Drew Davis as Vice Chair.

2. Approval of Administrative Committee November 25, 2024 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

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.

Argona introduced the item as written above. This is the fourth year of the celebration and the same set-up as years past. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Argona introduced the item as written above. The policies are aligned with the mission and vision of the market. The subcommittee took two meetings of review. The definition of “handmade” was revised to limit the use of AI in the market. A new agricultural vendor subcategory of seafood was created with the limitation of harvesting in Idaho, Washington, Oregon and Montana only. Updates were made to prepared food vendor definition and subcategories, craft/artisan vendors, and the vendor space assessment & audit. Appendix 6 was simplified by reformatting the vendor approval process to a three-step process. The Commission wants to take this year and review economic opportunity core value for minority vendors. In answer to committee questions, Argona responded the new 4th Street section was successful. In 2023 a copyright statement was added to the handbook.

always surprised, when a vendor puts the time into sending an email, feedback from people wasn't out of the ordinary. Fourth Street was new and . The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Buvel introduced the item as written above. During the design process, and after discussions with the Water Division, the project will include part of Harold Street, tying into Mountain View Rd and Joseph Street from Camas to Mountain View Rd. If a change order exceeds 10% of the contract amount, the change order would come before Council for approval. In relation to the bid amounts, five of the nine bidders were all grouped below \$650,000. The projects are also attracting contractors outside of the normal quad-city area. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Bontrager introduced the item as written above. The street will have curb, gutter, sidewalk, fencing, trees and tree grates, irrigation and historic illumination. Stevie Johnson said employees of the recycling center and those that are visiting across the street are parking in that area. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Anderson introduced the item as written above. This program allows for preliminary design which isn't offered often. This also doesn't require a match. The project begins at Highway 8 and Mountain View, south to Palouse River Drive (PRD), then west to Hwy 95 all the way to Sand Road. The application opens on March 4 and must be uploaded quickly as it is a first-come-first-serve grant. Bontrager said the portion of Mountain View Rd will be the east side as the west side is complete. This project will be a full arterial standard widening the road with curbs, gutters, sidewalks and green strips. There will be a conceptual review of a roundabout at Mountain View and PRD for future need. The majority of the south side of PRD is in the county. North side of PRD will be curbs, gutters, sidewalks. Quite a bit of the south side of PRD west of highway 95 is completed already. Review of where to extend Blaine to PRD will also be reviewed.

Anderson said this project is a first step which would allow the City to apply for the larger projects. If awarded, there is 36 months to complete the project. An in-kind contribution will be included to show contribution to the project. The City has a good single audit record and federal funding history. Preliminary design estimate would not exceed \$600,000.

Blankenship is excited to apply. Given federal cuts, is there any worry that if we get awarded that it would be pulled back? Anderson said this is one of those projects the new administration is in favor of. She doesn't see this type of project being pulled.

In answer to Davis, Bontrager said for the \$600,000, it will be 30-50% design depending on negotiations.

Typically paying \$100 per foot for consulting depending on complexity. This project will have a lot of right-of-way and a full environmental. It may be more along \$125-130 per foot. The portions that need it the most is starting on the east to west. The west side of PRD has a lot going on with multiple agencies wanting to tie in.

Kelly said the road is a bit scary driving at night so this will be a great upgrade.

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

ADJOURN

The meeting concluded at 4:43 p.m.

Minutes Approved On
March 24, 2025

(Clerk Signature)