

Administrative Committee



Regular Meeting ~Minutes~

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

PRESENT: Bryce Blankenship, Drew Davis, Gina Taruscio

OTHERS: Mayor Art Bettge, Council Member Sandra Kelly

STAFF: Bill Belknap, Mia Bautista, Laurie M. Hopkins, Bob Buvel, Scott Bontrager, Tyler Palmer, David Schott,

REGULAR AGENDA

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

The minutes were approved as presented.

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.

Hopkins introduced the item as written above. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

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.

Schott introduced the item as written above. Davis said Moscow has a great pathway system. He was the council liaison to the MPC last year and noticed there weren't a lot of projects. Dissolving the commission doesn't mean if a project were to arise that a task force couldn't be formed. A lot of what the MPC did was redundant to the P&R Commission and Transportation Commission.

Taruscio felt strongly about not having meetings just because. This seems to be the right thing to do and it's nice to see members applying to other commissions.

Blankenship appreciated the thoughtfulness in the decision. He likes what the MPC has done and that it can be assumed into the other commissions.

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

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.

Bontrager introduced the item as written above. He provided a conceptual drawing illustrating the split at the Polk and Public intersection. The original scope was roadway widening with bike lanes, curb, gutter, and sidewalk construction. The new scope will add new underground storm drain system and full road replacement. The project will be administered by ITD. The bids were around the same amount. The City portion is 36% of the total cost and we do have additional storm water work east of this project.

Belknap said this particular project is close to the city's heart as the 2014 fatality was a city employee at the time. A state administered project tends to get a higher bid. There are two choices. Go forward or not go forward and pay for the design (\$200,000) but nothing would be completed. There is some accumulation with holdbacks and radio project coming in lower than expected. we are in good position to fund from capital projects with the savings from the radio project. Staff feels it would be in the best interest to take advantage of the federal funding. Bontrager added the state has provided more funding as well. Bontrager said the basin extends all the way to Orchard, including Rotary Park and surrounding

neighborhoods and flows into this stormwater system. Davis supports this project at the higher cost as the area of town is expanding and it will be much safer. Taruscio loves the proposed realignment. Belknap explained this will be one-time budgetary savings being used. Most all the city bids have been near estimates which shows a plateauing of local construction costs. The heavy construction has come in at or below with the exception of the slurry seal. Blankenship doesn't believe pulling back and holding onto the plans is a good choice. Belknap said this is a one-time opportunity with the state.

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

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.

Buvel introduced the item as written above. This project is adjacent to the Jackson street parking lot. The contractor will only have 60 working days to complete the project with the performance period of May 5th to Sept 26. The Jackson street parking lot will have a phased closure as the project progresses. Open excavation will have steel plates covered when the contractor is not at the site. The low bid was under the engineers' estimate. This is a new contractor to the City.

Taruscio appreciated the project is completed prior to homecoming and that the bid was low. Blankenship asked Staff to highlight the importance of this project. Buvel said this stretch of pipe is deteriorating and requires regular flushings. The current pipe is inconsistent with some sections at 6 inches, others at 8 inch, and some cannot be determined by camera due to deterioration. It will be replaced with all 8 inch pipe. This area has been on the radar since the 2011 Sewer Comprehensive Plan. The capacity of the pipe will increase because of the type of material and will flow quicker. Palmer added this line has large fat, oil, grease issues and Staff is flushing the line monthly. This upgrade should change that to every five years. The cost savings over time will be significant. Businesses will have normal operations and public information will be door knockers, pamphlets, and social media. There will be coordination with Community Events for Farmers Market and pedestrian traffic will still be able to go from Jackson to main.

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

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.

Belknap introduced the item as written above. The four main categories for removal are: 1. Vulgar, violent, or threatening language and/or content; 2. Content and/or language that promotes, fosters, or perpetuates discrimination of any kind; 3. Conduct or encouragement of illegal activity; and 4. Content that violates a legal intellectual property right interest of any other party. The policy allows for an appeal process when a comment is removed. The only page that allows comments currently is the Farmers Market/Community Events page. The policy sets the framework for if comments are allowed.

Taruscio feels it is important to voice opinions and having an appeal process should it be denied. Davis also feels it is a good policy to put in place.

Arts has been considering allowing comments and this will set those guidelines. Departments would need to request through Administration as there are unique audiences for different programs and activities.

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

ADJOURN

The meeting closed at 4:50 p.m.

Minutes Approved On
April 28, 2025

(Clerk Signature)