

# Administrative Committee



Regular Meeting  
~Agenda~

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

Laurie M. Hopkins  
City Clerk

208-883-7015

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**Monday, March 23, 2026**

**4:00 PM**

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

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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 January 26, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins**
- 2. 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 25th, 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.
- 3. Woodbury Replat Development Agreement Amendment and Monumentation Agreement (ACTION ITEM) - Bob Buvel**

Levi Wintz, on behalf of Woodbury Land, LLC., has submitted to the City a final replat of the Woodbury 1st Addition. On February 02, 2026, the City Council approved the Final Replat of this property. The final replat is titled Replat of Woodbury 1st Addition. As Council approved the final replat, development and monumentation agreements will be required prior to recording the document with Latah County. The development agreement amendment is necessary to address changes in construction of public improvements associated with the replat and assigning maintenance of portions of the infrastructure. The Monumentation Agreement is required as the

interior property corners will not be set until after the final plat has been filed, the earthwork has been completed, and the utilities have been installed. In such instances, an agreement obligating the establishment of these interior corners is required by Idaho Code. Staff has prepared both the Amendment to the Development Agreement and the Amended Monumentation Agreement for the Council's approval.

**PROPOSED ACTIONS:** Recommend approval of the Development Agreement Amendment and Amended Monumentation Agreement for the Replat Woodbury 1st Addition, or provide staff with further direction.

**4. North and South Mountain View Pedestrian Improvements - Bid Results and Contract Award (ACTION ITEM) - Scott Bontrager**

In 2022, the City of Moscow submitted and received funding for two Transportation Alternatives Program (TAP) projects due to increased federal COVID-related funding. The Mountain View Road corridor was selected to improve the non-motorized transportation gaps along the northern and southern segments of the road. The northern segment includes adding about 1,600 feet of curb, gutter, and sidewalk to the west side of Mountain View Road from F Street to Slonaker Drive. The southern segment includes adding about 900 feet of curb, gutter, sidewalk, and green strip on both sides of Mountain View from Paradise Creek to Joseph Street. The southern segment also includes the installation of a pedestrian warning beacon at the Paradise Path crossing, installation of sidewalk along the northern side of the Latah County Fairgrounds, and some intersection improvements at Blaine Street and Harold Ave. The City published an advertisement for bids on February 10, 2026, and the Engineer's Estimate for construction was \$1,277,521.86. Bids were opened on March 3, 2026, at which five (5) bids were received. The bids ranged from \$1,025,088.98 to \$2,285,746.76. Of those bids, the lowest responsive bid received was submitted by LaRiviere Incorporated of Rathdrum, ID with a bid of \$1,025,088.98. A bid tabulation is included in the packet.

**PROPOSED ACTIONS:** Recommend acceptance of the bid from LaRiviere Inc., award the contract in the amount of \$1,025,088.98 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.

**5. Palouse Mall Lift Station Rehabilitation Project - Bid Results and Contract Award (ACTION ITEM) - Scott Bontrager**

This project's scope is to rehabilitate the existing Palouse Mall lift station, which includes replacing the wet well cover and hatch, replacing the existing pumps with submersible pumps, new electrical/control, upgrading the existing force main out of the wet well, fence upgrades, and installing a new valve vault and flow meter vault. The City published an advertisement for bids on January 24, 2026, and the Engineer's Estimate for construction was \$2,115,992.50. Bids were opened on March 3, 2026, at which five (5) bids were received. The bids ranged from \$1,247,047.00 to \$1,886,420.00. Of those bids, the lowest responsive bid received was submitted by DW Excavating of Davenport, WA with a bid of \$1,247,047.00. A bid tabulation is included in the packet.

**PROPOSED ACTIONS:** Recommend acceptance of the bid from DW Excavating, award the contract in the amount of \$1,247,047.00 and authorize City Engineer approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff with further direction.

**6. 2025 Water, Sewer, and Stormwater Utility Rate Study (ACTION ITEM) - Tyler Palmer**

In January 2025, the City of Moscow retained FCS Group to conduct comprehensive rate studies for the City's Water, Sewer, and Stormwater utilities. These periodic studies are essential to

ensure that utility revenues remain sufficient to support current and future operations, maintenance, and capital improvements, while also allocating costs equitably among system users. To incorporate community input, a Citizen Rate Committee (CRC) was convened on April 8, 2025. The CRC included representatives from residential, commercial, institutional, and nonprofit sectors. Over the course of three formal meetings, supplemented by ongoing communication and review materials, the committee evaluated rate scenarios, financial projections, and cost-of-service analyses. At the conclusion of its work, the CRC unanimously approved recommendations for each utility. The committee also recommended that the City explore the development of utility rate relief programs to assist low-income customers. City staff supports the CRC's recommendations. Adoption of the recommended rate structures will provide the revenues necessary to fund utility operations, maintenance, and planned capital projects identified in the City's adopted Capital Improvement Program. The phased adjustments will ensure long-term financial stability of the Water, Sewer, and Storm utilities while aligning rates with the cost of service and regulatory requirements.

**PROPOSED ACTIONS:** Recommend approval of the 2025 Water, Sewer, and Stormwater Utility Rate Study recommendations, or provide staff with 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](mailto: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.