

# Administrative Committee



Regular Meeting  
~Agenda~

Laurie M. Hopkins  
City Clerk

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

208-883-7015

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**Tuesday, May 26, 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 April 27, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins**

**2. Approval of FBI Gem State Crimes Against Children Task Force Memorandum of Understanding and Reimbursement Agreement (ACTION ITEM) - Anthony Dahlinger**

The Moscow Police Department (MPD) has partnered with the Idaho Crimes Against Children (ICAC) Task Force with the Idaho Attorney General's Office for many years. Unfortunately, that partnership has ended as of May 1, 2026. MPD remains committed to protecting children in our community as well as assisting other law enforcement partners to protect the children of the region. It is with this commitment that MPD is seeking City Council approval to join the newly formed FBI Gem State Crimes Against Children (GSCAC) task force.

**PROPOSED ACTIONS:** Recommend approval of FBI Gem State Crimes Against Children Task Force Memorandum of Understanding and Reimbursement Agreement, or provide staff further direction.

**3. Approval of Agreement for Victim Assistance with Alternatives to Violence of the Palouse (ACTION ITEM) - Anthony Dahlinger**

The Moscow Police Department (MPD) has utilized the victim assistance services provided by the Alternatives to Violence of the Palouse (ATVP) during incidents involving victims of sexual assault and domestic violence for many years. Since 2014, MPD has budgeted funds which were provided to ATVP for their services. With the passage of Resolution 2024-25, which altered the City's Procurement and Purchasing Policy, the need for a written agreement between the City of Moscow and ATVP for their victim assistance services arose. The Moscow Police Department is asking City Council to approve the agreement for services with ATVP.

**PROPOSED ACTIONS:** Recommend approval of agreement for Victim Assistance with Alternatives to Violence of the Palouse, or provide staff with further direction.

**4. Asphalt Rubber Chip Seal 2026 - Bid Results (ACTION ITEM) - Bob Buvel**

This project's scope is to apply an Asphalt Rubber Chip Seal to approximately 29,472 square yards of roadways along Blane Street from Third to Troy Road and Garfield Street from "F" Street to

First Street. This project is part of our pavement preservation program. The City published an advertisement for bids on April 18, 2026 and April 25, 2026. The Engineer's Estimate for construction was \$412,608.00. Bids were opened on May 5, 2026, at which one (1) bid was received. The bid was \$537,864.00 by Doolittle Construction, LLC. A bid tabulation is included in the packet.

**PROPOSED ACTIONS:** Recommend rejection of the bid from Doolittle Construction, LLC or provide staff with further direction.

**5. KN 23902 & 23903; N&S Mountain View Pedestrian Improvements - Professional Services Agreement for Construction Engineering and Inspection (ACTION ITEM) - Scott Bontrager / Luke Hajda**

The Idaho Transportation Department (ITD), through the Local Highway Technical Assistance Council (LHTAC), funded a federal-aid project for FY2026 to improve two segments of non-motorized transportation gaps on Mountain View Road. These improvements include completing sidewalk and bike lanes from Slonaker Drive to F Street and Joseph Street to Paradise Creek. The construction contract for the project was awarded by Moscow City Council in April to LaRiviere Inc., in the amount of \$1,025,088.98. A request for information (RFI) was issued by LHTAC for construction engineering and inspection on February 23rd, 2026, and two qualified engineering firms responded by the March 6th deadline. A three-person panel (one LHTAC engineer and two City Staff) independently rated the statement of qualifications, and a consensus was reached on the selection of HMH Engineering, LLC. The professional services agreement between the City of Moscow and HMH Engineering was negotiated on Monday, April 6th, 2026, in the amount of \$169,812.00. This amount equates to 16.6% of the construction contract amount, which both the LHTAC and City Staff deem reasonable for contract administration and construction inspection on a federal-aid project. The agreement has been reviewed and approved by the City Legal Department.

**PROPOSED ACTIONS:** Recommend approval of the Professional Services Agreement with HMH Engineering LLC.; or provide staff further direction.

**6. Proposed Ordinance to Amend the Entertainment District Open Container Exemption to Allow Liquor (ACTION ITEM) - Bill Belknap**

The Mayor and City Council recently received a letter from the Moscow Chamber of Commerce & Visitor Center and the Downtown Business Alliance requesting the City Council to consider the allowance of liquor to be served during permitted events held within the downtown Entertainment District. Ordinance 2021-11, passed on August 16, 2021, allows the City Council to suspend the prohibition of open containers of alcohol during permitted events within the designated Entertainment District by resolution. Ordinance 2021-11 specifically limits this exemption to the service of beer and wine. This was reviewed by the Administrative Committee on April 27, 2026, and the City Council on May 4, 2026, at which time staff was directed to prepare an ordinance to allow liquor at Entertainment District events. The proposed Ordinance amending Title 10, Chapter 1 of Moscow City Code is now before the Council for consideration.

**PROPOSED ACTIONS:** Recommend approval of the proposed ordinance, 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](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.