



Lewiston Public Works Advisory Commission
REGULAR MEETING AGENDA
September 18, 2024 - 12:00 PM
Bell Building – Second Floor Conference Room – 215 D Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis.

I. CALL TO ORDER

II. CITIZEN COMMENTS

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff. In consideration of others wishing to speak, please limit your remarks to three minutes.

III. CONSENT AGENDA

All items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issues unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved from the Consent Agenda".

A. APPROVAL OF AUGUST 21, 2024 MEETING MINUTES: - Action Item

IV. DIRECTOR'S REPORT

Concise updates on items from previous meetings and notices of upcoming projects, efforts, etc. Questions are permitted but not intended for discussion by, or action from, the commission.

V. ACTIVE AGENDA

A. MAIN STREET RECONSTRUCTION PROJECT - TRAFFIC CIRCULATION: Melissa Cleveland, PE, Senior Project Manager with Welch Comer & Associates will provide a virtual presentation on the traffic circulation component of the Main Street Reconstruction Project. - Presentation

VI. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VII. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS: *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion. Council Liaisons should use this time to share comments, if any.* - Action Item

B. STAFF LIAISON COMMENTS: *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.* - Action Item

C. **FUTURE AGENDA ITEMS**: - Action Item

VIII. **ADJOURNMENT** - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

August 21, 2024

The PUBLIC WORKS ADVISORY COMMISSION (PWAC) met in the Bell Building 2nd Floor Meeting Room at 215 “D” Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:00 p.m.

Public Works Advisory Commission meetings are recorded. To view the recording, go to <https://youtu.be/p8mKqiyf3vY?si=rdFRMWvpDlvsaeXI>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright, Brent Bourassa, Ryan Rehder, Lytonia “LT” Gardee, Kayleigh Philippi, and Vice-Chair Kevin Kelly

CITY COUNCIL LIAISONS PRESENT: Chair and Councilor Kathy Schroeder; Councilor Kasee Forsmann

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director and Haley Kelley, Public Works Specialist

II. INTRODUCTION OF NEW COMMISSIONER

Commissioner Gardee introduced herself to the commission.

III. CITIZEN COMMENTS

None.

IV. CONSENT AGENDA

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issue unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under “Items Moved From the Consent Agenda.”

Commissioner Wright and Vice-Chair Kelly moved and seconded, respectively, approval of the Consent Agenda. The motion carried 6-0.

A. APPROVAL OF MAY 8, 2024 SPECIAL MEETING MINUTES: - Action Item

V. DIRECTOR'S REPORT

Director Johnson provided updates and answered questions on topics since the Commission's meeting in May including the 21st Street Fiberseal Project, Annual Street Preservation Projects, Main Street Reconstruction Project, and the Municipal Separate Storm Sewer System (MS4) Permit.

He said that September 10th is the first meeting open to the general public for the Main Street Reconstruction Project but that he hoped to have the consultant present the project at a future PWAC meeting. Commissioner Wright asked why the project steering committee did not want a member of PWAC involved; Mr. Johnson answered that the size of the committee was ballooning and that a limit had to be placed, resulting in a number of Public Works staff being dis-invited due to the current focus on architecture and aesthetic.

Councilor Forsmann arrived at approximately 12:06 p.m.

VI. ACTIVE AGENDA

A. US-12 BLUE BRIDGE STORMWATER DRAINAGE - WSDOT RESPONSE

LETTER: - Action Item

Councilor and Chair Schroeder opened the floor to questions. Vice-Chair Kelly asked if the Lewis Clark Valley Metropolitan Organization (LCVMPO) was an avenue for championing improvements. Director Johnson said that the writer of the Washington State Department of Transportation (WSDOT) letter, Paul Gonseth, is on the Technical Advisory Committee (TAC) and that this could be posed to the LCVMPO and TAC as an addition to the bridge painting project.

Ms. Schroeder asked why the City of Clarkston isn't dedicating more resources to stormwater. Mr. Johnson said that the "Blue Bridge" is on a state route which is the jurisdiction of WSDOT despite being federally funded and funneled through the City of Clarkston/Asotin County. Commission Wright would like the LCVMPO to look at the drainage as it is a historical bridge and the proposed painting project demonstrates continued investment. Mr. Johnson said that the current estimate for the painting project is approximately sixteen million dollars; Ms. Wright inferred that the cost is likely due to lead abatement.

The Commission requested that City staff follow up with WSDOT to schedule a presentation to PWAC at a future meeting.

B. FINAL FISCAL YEAR 2025 BUDGET UPDATE: - Presentation (Dustin Johnson)

Public Works Specialist Kelley provided the commission with a single sheet, double-sided handout titled "Nez Perce County Consolidated Tax Levies for the Year 2023"; this document can be found in Appendix A.

Director Johnson explained that a public comment that Lewiston was the "highest taxed City in Idaho" was made at the August 19th City Council meeting which inspired him to prepare a brief overview of how the City of Lewiston has not raised taxes in three (3) years and how it's one of the least taxed cities in the county itself. He explained that there are four incorporated cities in Nez Perce County and the only city that has a lower tax rate than Lewiston is Peck; Culdesac and Lapwai have higher tax rates than Lewiston.

Commissioner Rehder asked if cities within Nez Perce County are taxed at a higher rate. Mr. Johnson said that Lewiston appears comparable to Pocatello in Bannock County based on tax rate and in services provided based on the information found conducting this cursory search.

Commissioner Bourassa asked who sets the assessed value for properties. Mr. Johnson explained that property taxes are not his area of expertise and that the Nez Perce County Assessor is the authority as outlined in the Idaho Constitution.

Mr. Johnson directed the commission's attention to the projected presentation, explaining that it contained information prepared and presented by Finance Director and City Treasurer Aimee Gordon to City Council on August 12, 2024; this document can be found in Appendix B. Mr. Johnson proceeded to answer questions while cross-referencing the handout with the Fiscal Year 2025 budget presentation in order to demonstrate how property taxes are applied to City services and programs.

Vice-Chair Kelly departed at approximately 1:01 p.m.

VII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VIII. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS: - Action Item

Commissioner Wright thanked Public Works Specialist Kelley for signing the commission up for alerts on the City of Lewiston website. She asked why notification for major projects had not been issued to the public. Director Johnson answered that door tags and mailers go out for Annual Street Preservation to impacted neighborhoods. Ms. Wright said that these were not distributed citywide. Mr. Johnson pointed to the issue being addressed in the Arterial Lane Closure Policy at a future meeting.

Councilor Forsmann requested that the community engage with the proposed Fiscal Year 2025 budget and share their feedback before Monday, August 26th for City Council consideration.

B. STAFF LIASON COMMENTS: - Action Item

Director Johnson encouraged the commission to participate in the August 26th City Council meeting as it is the last chance to offer input on the Fiscal Year 2025 budget and that emails are distributed to City Council but are not read aloud during meetings.

C. FUTURE AGENDA ITEMS: - Action Item

IX. ADJOURNMENT - Action Item

There being no further business, Councilor Forsmann and Commissioner Wright moved and seconded, respectively, to adjourn the meeting. The motion carried 5-0 and the Public Works Advisory Commission adjourned at approximately 1:15 p.m.

RESPECTFULLY SUBMITTED,

Haley Kelley,
Recording Secretary

Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this ____ day of _____, 2024

APPENDIX A

**NEZPERCE COUNTY
CONSOLIDATED TAX LEVIES FOR
THE YEAR 2023
BY AREAS OF THE SAME TAXING UNITS**

Code Area No.	Total % on Each \$1.00 Value	General County Wide Levies	Cities & Rec. Comm. Ctr. Districts	School Districts	Highway Districts	Fire Districts	Cemetery Water or Sewer Dist.	Library District
10000	0.015516722	G1,G3,G4	Lewiston	1				
10003	0.015516722	G1,G3,G4	Lewiston	1				
10008	0.015971179	G1,G3,G4	Lewiston	1			SR2	
10054	0.015516722	G1,G3,G4	Lewiston	1				
10055	0.015516722	G1,G3,G4	Lewiston	1				
10056	0.015516722	G1,G3,G4	Lewiston	1				
10057	0.015516722	G1,G3,G4	Lewiston	1				
10058	0.015516722	G1,G3,G4	Lewiston	1				
20000	0.016366780	G1,G3,G4	Lapwai	341				L1
30000	0.017094516	G1,G3,G4	Culdesac	342				L1
40000	0.012258604	G1,G3,G4	Peck	171		F3		L1
50000	0.009433002	G1,G3,G4		1				L1
70000	0.009476004	G1,G3,G4		1			C1	L1
80000	0.011270930	G1,G3,G4		1		F2	C1	L1
100000	0.006437612	G1,G3,G4		171			C3	L1
110000	0.006479683	G1,G3,G4		171			C4	L1
120000	0.007292355	G1,G3,G4		171		F3	C6	L1
140000	0.011405951	G1,G4		282	I	F2	C1	L1
150000	0.008549697	G1,G3,G4		282				L1
160000	0.008592699	G1,G3,G4		282			C1	L1
190000	0.010387625	G1,G3,G4		282		F2	C1	L1
210000	0.007838491	G1,G3,G4	R1	283				L1
220000	0.007876343	G1,G3,G4	R1	283			C2	L1
230000	0.007866712	G1,G3,G4	R1	283			C3	L1
240000	0.007896890	G1,G3,G4	R1	283			C5	L1
250000	0.006337380	G1,G3,G4		305				L1
270000	0.006955209	G1,G3,G4	A1	305			C6	L1
280000	0.006884811	G1,G3,G4	A1	305			C7	L1
290000	0.006823718	G1,G3,G4	A1	305			C8	L1
300000	0.008592699	G1,G3,G4		282			C1	L1
310000	0.004267791	G1,G3,G4		341			C1	L1
320000	0.004224789	G1,G3,G4		341				L1
330000	0.009476004	G1,G3,G4		1			C1	L1
340000	0.004267791	G1,G3,G4		341			C1	L1
390000	0.006062717	G1,G3,G4		341		F2	C1	L1
400000	0.004262641	G1,G3,G4		341			C2	L1
410000	0.004253010	G1,G3,G4		341			C3	L1
420000	0.004295081	G1,G3,G4		341			C4	L1
430000	0.004283188	G1,G3,G4		341			C5	L1
440000	0.004267541	G1,G3,G4		341			C8	L1
450000	0.009433002	G1,G3,G4		1				L1
460000	0.006485998	G1,G3,G4		342				L1
480000	0.006660241	G1,G3,G4		342			C6	L1
490000	0.006589843	G1,G3,G4		342			C7	L1
500000	0.006528750	G1,G3,G4		342			C8	L1
530000	0.009887459	G1,G3,G4		1			SR2	L1
550000	0.004224789	G1,G3,G4		341				L1
590000	0.009433002	G1,G3,G4		1				L1
600000	0.009433002	G1,G3,G4		1				L1
620000	0.007663930	G1,G3,G4	A1	305		F3	C6	L1
630000	0.007118112	G1,G3,G4		171		F3		L1
640000	0.007368962	G1,G3,G4		342		F3	C6	L1
650000	0.004976262	G1,G3,G4		341		F3	C8	L1
660000	0.006409391	G1,G3,G4		171				L1
720000	0.010711761	G1,G3,G4		1		F4		L1
730000	0.005003802	G1,G3,G4		341		F3	C4	L1
740000	0.004596664	G1,G3,G4		341		F5	C1	L1
750000	0.004553662	G1,G3,G4		341		F5		L1
770000	0.005219814	G1,G3,G4		341		F6	C4	L1
780000	0.009887459	G1,G3,G4		1			SR2	L1

NEZ PERCE COUNTY, IDAHO
LEVIES FOR TAX YEAR 2023
On Each \$1.00 of Market Value

COUNTY

Current Expense001967603	63-1305.....0.000001477	.001969080
Justice000995062
Ad Valorem000093356
Health000126547
Airport000089928
Fairgrounds/Buildings/Fair Board000087275
Parks & Recreation000005038
Juvenile Detention000142861
Juvenile Probation000115469
Adult Probation000107662
G-1 General County Levies003732278
General Road000000000
Federal State Match/Bridges000009353
G-3 General Road & Federal State Match/Bridges000009353
G-4 General County Wide Taxing District - Port of Lewiston.....			.000075562

CITIES

	Capital Projects Fund	General Fund	Streets & Oiling	Library	Parks & Recreation	Cemetery	Police Retirement	Tort & Judgments	Total
Lewiston	.000027120	.004521737	.001329946	.000399608		.000040679			.006319090
Culdesac		.006548793	.004059725						.010608518
Lapwai		.004723213	.003898333		.000341297			.003177648	.012141991
Peck		.003482823	.001416192			.000241477			.005140492

SCHOOLS

	Maintenance & Operation	Supplemental Override	Tort	Plant Facilities	Bond	Permenant Supplemental	Total
Independent #1 Lewiston		.003824500			.000671939	.000884000	.005380439
Joint #171 Orofino		.002252020	.000003434	.000101374			.002356828
Joint #282 Genesee		.003862188			.000634946		.004497134
Joint #283 Kendrick		.003233775		.000262352	.000195408		.003691535
Joint #305 Highland		.002026631	.000025645	.000232541			.002284817
#341 Lapwai			.000171658		.000000568		.000172226
Joint #342 Culdesac		.002388038	.000045397				.002433435

Highway, Fire, Cemetery, Library, Sewer & Recreation Districts

I South Latah Highway001027679
F5 Arrow Junction Fire Protection District.....M & O		.000328873					.000328873
F3 Big Canyon Rural Fire Protection District	M & O	.000708721					.000708721
F2 Genesee Rural Fire Protection District	M & O	.000157881			.001637045		.001794926
F6 Sunnyside Rural Fire District	M & O	.000924733					.000924733
F4 Wheatland Fire	Bond	.000403535		.000808738			.001278759
				Capital Proj	.000025535		.000043002
C1 Genesee Cemetery000037852
C2 Potlatch Cemetery000028221
C3 Southwick Cemetery District	M & O	.000022172			.000006049		.000070292
C4 North Clearwater Cemetery District.....M & O		.000062256			.000008036		.000058399
C5 Nez Tah Cemetery District000174243
C6 Melrose Cemetery District000103845
C7 Reubens Joint Cemetery District000042752
C8 Gifford Cemetery000235370
L1 Prairie-River Library District000016100
SR2 Central Orchards Sewer District.....M & O		.000438357					.000000000
	Cap Impr	.000000000		Bond	.000000000		.000454457
R1 JK Recreation District000094393
A1 Reubens Community Center.....M & O		.000369526					.000074060

APPENDIX B



Public Works
Advisory Commission

August 21, 2024

FINAL FY25 BUDGET UPDATE



CAPITAL TRANSPORTATION	PRIOR YRS	FY22	FY23	FY24	FY25
ORIGINAL ALLOCATION	331,000	331,000	331,000	331,000	331,000
SIDEWALK/ADA COMPLIANCE	50,000	100,000	100,000	100,000	100,000
STORMWATER	244,500	244,500	244,500	-	-
ARTERIAL - RECONSTRUCTION	-	700,000	700,000	2,350,000	2,350,000
	625,500	1,375,500	1,375,500	2,781,000	2,781,000

CAPITAL TRANSPORTATION PROPERTY TAXES



Property Tax Increase

PROPERTY TAX INCREASE		1.55%	0.45%	1.00%	TOTAL
Balance the Budget		\$ 366,100			\$ 366,100
REQUEST #	FY25 Department Budget Requests				
060 PD 3	LPR Camera System		30,000		30,000
070 FIRE 1	Fire Physicals*		6,320		6,320
070 FIRE 7	PCG Contract - WA GEMT Report		30,000		30,000
070 FIRE 8	Medical Supplies -		5,000		5,000
070 FIRE 9	921DOC Subscriptions		2,700		2,700
100 TRANSP 3	LED Signal Head Fixture Replacement		10,000		10,000
100 TRANSP 4	IFD Streetlight Replacements		15,000		15,000
100 TRANSP 9	Engineering - PE Consulting Funding		8,000		8,000
023 PIO 1 & 2	Quarterly Postcard			15,000	15,000
030 HR	P.R.I.D.E			5,000	5,000
100 TRANSP 5	Signal Light Component Upgrades			50,000	50,000
100 TRANSP 8	Signal Light Ethernet Upgrade			40,000	40,000
100 TRANSP 6	Damage Reserve - Uninsured Motorist			50,000	50,000
100 TRANSP 1	Tilt Trailer			10,000	10,000
100 TRANSP 12	Engineering Utilities*			2,500	2,500
100 TRANSP 11	Construction Mgmt Utilities			500	500
100 TRANSP 10	GIS Utilities*			2,000	2,000
070 FIRE 3	Fire Laundry			500	500
070 FIRE 2	Fire Fuel*			1,470	1,470
	Transit Driver			60,540	60,540
		\$ 366,100	\$ 107,020	\$ 237,510	\$ 710,630

*Only partially funded. See budget request sheet for more information

Reserves

GENERAL FUND - UNASSIGNED FUND BALANCE

USE OF FUND BALANCE (RESERVES) - UNASSIGNED		
	REQUEST#	
Legal Fees		150,000
Facilities - Deferred Maintenance		250,000
Lewis Clark Valley Boys & Girls Club		18,000
Valley Vision		40,000
Beautiful Downtown Lewiston		30,000
Civic Theatre		30,000
Update Community Signs	013 LEG	5,000
Fire - eDraulic Rescue Tools	070 FIRE 11	35,000
Golf Course - Spray Rig		55,000
Streets - Portable Message Boards	100 TRANSP 2	35,000
Streets - Lazer Line Striper	100 TRANSP 7	9,500
Engineering - Large Format Plotter	100 TRANSP 13	15,000
Fire Holiday Pay - Contract Adjustment		100,000
Workers Compensation		205,000
Fleet Capital		229,950
		\$ 1,207,450
USE OF FUND BALANCE (RESERVES) - RESTRICTED		
583 Funds		40,770
		40,770
		1,248,220
FUND BALANCE ACCOUNTING		
FYE2023 AUDITED UNASSIGNED FUND BALANCE		13,982,358.00
FY2024 PROJECTED USE OF RESERVES*		(4,791,685.00)
FY2025 PROPOSED USE OF RESERVES		(1,207,450.00)
FYE2025 PROJECTED FUND BALANCE		7,983,223.00
CASH ON HAND		92 Days

*Assumes the full \$4 million of United Contract will be paid

FUTURE AGENDA ITEMS

UPDATED 9/11/2024

Important: If there is specific information that you would like staff to assemble and present, please communicate that request during regular meetings and/or via email at least two weeks before the next meeting.

October 16, 2024 – 12:00 p.m. – Regular – Bell Building **CivicClerk deadline 10/8**

- Arterial Lane Closure Policy

November 20, 2024 – 12:00 p.m. – Regular – Bell Building **CivicClerk deadline 11/12**

- Municipal Separate Storm Sewer System (MS4) Permit – Overview

December 18, 2024 – 12:00 p.m. – Regular – Bell Building **CivicClerk deadline 12/10**

- TBD

Future Meetings

- WSDOT Presentation on Blue Bridge Stormwater Drainage
- Revised Policy 2012-3
- East Orchards Sewer Project
- Design Standards (right-of-way, engineering, stormwater, and development code)
- LOID overview (relationship with City water system)
- Streets/Roads
- Lead and Copper rules