



Lewiston Public Works Advisory Commission
REGULAR MEETING AGENDA
April 16, 2025 - 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 MARCH 19, 2025 MEETING MINUTES: - Action Item

B. APPROVAL OF AMENDED BYLAWS: Amendment to Article IV.B. of the bylaws to change meeting frequency from monthly to quarterly. - 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. ADVISORY BOARDS & COMMISSIONS PERIODIC REVIEW: Update to the commission's structure and purpose following City Council's consideration of the periodic review report. - 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.* - 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

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.

March 19, 2025

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 12:01 p.m.

Public Works Advisory Commission meetings are recorded live. To view the recording, go to <https://www.youtube.com/watch?v=FWN6wihQQY>

I. CALL TO ORDER

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

COMMISSIONERS ABSENT: Brent Bourassa

CITY COUNCIL LIAISONS PRESENT: (Former) Chair and Councilor Kathy Schroeder and Councilor Kasse Forsmann

STAFF MEMBERS PRESENT: Luke Antonich, PE, City Engineer; Haley Kelley, Public Works Specialist

II. CITIZEN COMMENTS

None.

III. 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 Councilor Forsmann moved and seconded, respectively, approval of the Consent Agenda. The motion carried 4-0.

Commissioner Gardee arrived at approximately 12:04 p.m.

A. APPROVAL OF DECEMBER 18, 2024 MEETING MINUTES: - Action Item

IV. ACTIVE AGENDA

A. ELECTION OF OFFICERS: - Action Item

Public Works Specialist Kelley explained that the former Vice-Chair, Kevin Kelly, resigned from the commission in January 2025. Ms. Kelley said that Councilor Schroeder had notified staff that she intended to step down as Chair but would continue to serve in that capacity until a successor had been duly elected as stated in the bylaws. Commissioners Wright and Rehder volunteered to serve as officers.

Councilor Forsmann and Commissioner Gardee moved and seconded, respectively, to elect Commissioner Laura Wright to Chair. The motion carried 5-0.

Commissioner Wright and Councilor Forsmann moved and seconded, respectively, to elect Commissioner Ryan Rehder to Vice-Chair. The motion carried 5-0.

Upon conclusion of this item of business, the duties of Chair were relinquished by Councilor

Schroeder and given to Chair Laura Wright.

B. ADVISORY BOARDS & COMMISSIONS PERIODIC REVIEW: - Action Item

Public Works Specialist Kelley introduced the item and notified the commission that Commissioner Bourassa was not able to attend today's meeting but was given the opportunity to provide his feedback via email; hard copies of this email were provided to attendees, and the contents of Mr. Bourassa's email have been included with the rest of the commission's feedback below:

Advisory Boards & Commissions Periodic Review – Comment Matrix	
Category	Commissioner Comment
Activities and Action Plan for the Future	Vice-Chair Rehder suggested that items within the capabilities of PWAC that staff do not have time to tackle be given to the commission with very clear assignments.
	Councilor Forsmann suggested that any reviews, amendments, or issues raised over City Code applicable to Public Works that are brought to the City Attorney could be assigned to the commission instead.
Analysis of Activities that may be added to or omitted from PWAC's powers and duties	The commission did not provide feedback applicable to this category.
Recommendations regarding the continued existence of PWAC	Commissioner Bourassa recommended the commission be provided with clearly defined goals and timelines to inform the contents and quantity of meetings to maximize efficiency. He recommended that City Council or the Mayor provide this direction instead of the commission itself.
	Vice-Chair Rehder said that the commission should have a purpose and not exist for its own sake. He recommended that a workflow to better provide assignments to the commission outside of meetings be established.
	Chair Wright recommended allowing PWAC ample time and opportunity to review, apply feedback, and return with a revised item for further review. She recommended an increase in outreach on citizen comment opportunities.
	Commissioner Philippi suggested an increase in community engagement but did not believe that moving the meeting would be necessary. She seconded Chair Wright's suggestion regarding citizen comment opportunities.
	Councilor Forsmann suggested advertising the commission at public meetings/outreach events. She recommended revisiting the meeting schedule and believed that public and commissioner availability was negatively impacted by the current schedule.

Ms. Kelley told the commission that their feedback would be added to the memo being prepared by staff.

V. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VI. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS: - Action Item

Councilor Forsmann offered to bring any information the commission desired to City Council meetings to share with that body and the public.

B. STAFF LIAISON COMMENTS: - Action Item

Luke Antonich, City Engineer, provided the event details for the Lewiston Main Street Project's Open House. He notified the commission that the Stormwater Division has been able to complete several projects in certain areas to alleviate flooding issues with the revenue collected by the stormwater drainage system services user fee.

VII. ADJOURNMENT - Action Item

There being no further business, Vice-Chair Rehder and Councilor Forsmann moved and seconded, respectively, to adjourn the meeting. The motion carried 5-0 and the Public Works Advisory Commission adjourned at approximately 12:34 p.m.

RESPECTFULLY SUBMITTED,

Haley Kelley,
Recording Secretary

Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this ____ day of _____, 2025



PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

ITEM TITLE Approval of Amended Bylaws	AGENDA NO. III.B. AGENDA DATE: April 16, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The Public Works Advisory Commission (PWAC) bylaws were first approved and adopted during the April 12, 2023 meeting.	
Amendment History	
Date	Description
July 12, 2023	Increase the number of voting members from five (5) to seven (7) following City Council's adoption of Ordinance No. 4881.
February 2, 2024	Regular meetings to be held monthly on the third Wednesday at noon.
April 19, 2025	Regular meetings to be held on a quarterly basis at noon.*
Per Article IV.C. of the bylaws, special meetings can be called by a consensus of the Commission, the chairperson, or the staff liaison.	
*The day of the week/month (e.g. third Wednesday) has been left unspecified to assist staff when scheduling to ensure a quorum can be secured and flexibility for commission assignment deadlines.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)	
ACTION PROPOSED	
Staff is requesting adoption of the amended Public Works Advisory Commission bylaws.	

City of Lewiston

Public Works Advisory Commission Bylaws

Article I. Name

The name of this advisory board or commission is the Public Works Advisory Commission, hereafter referred to as the Commission.

Article II. Membership

The Commission shall consist of seven (7) voting members and one (1) non-voting student member.

Article III. Officers

A. The officers of the Commission shall be a chairperson and vice-chairperson elected from among the Commission members at the first regularly scheduled meeting, or at such other time as the Commission deems feasible.

B. Officers shall serve a term of two (2) years from the meeting at which they are elected and until their successors are duly elected.

C. The chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Commission, serve as an *ex officio* voting member of all committees, and generally perform all duties associated with that office.

D. The vice-chairperson, in the event of the absence or disability of the chairperson or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

E. In the event of the absence of the chairperson and vice-chairperson, those Commission members present shall elect, by majority vote, a temporary chairperson for that meeting. Should the chairperson or vice-chairperson arrive, the temporary chairperson shall relinquish the chair upon the conclusion of the item of business then in consideration before the Commission.

F. As provided in City Code 2-45, Commissioners shall not be absent from three (3) consecutive commission meetings without an excuse acceptable to the commission. Commissioners shall attend at least seven (7) of the Commission's preceding twelve (12) regular meetings. In the event a member fails to attend meetings as required, the Commission may vote to recommend removal of such member from the Commission to the Mayor and City Council.

Article IV. Meetings and Minutes

A. All Commission meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all Commission records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

B. Regular meetings shall be held on a ~~monthly~~ quarterly basis ~~on the third Wednesday~~ at noon at the Bell Building upstairs conference room or at such other location or time as shall be designed in advance. If a day fixed for a regular meeting falls on a holiday recognized by the City of Lewiston, then such meeting shall be cancelled.

C. Special meetings may be called by a consensus of the Commission, the chairperson, or the staff liaison. If the time and place of a special meeting has not been determined at a regular meeting with all Commission members present, then a notice of the time and place of the special meeting shall be sent to all Commission members as soon as practicable.

D. Unless otherwise provided by law, a quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed voting members of the Commission.

E. Meeting minutes of the Commission shall comply with Idaho Code Title 74, Chapter 2. Meeting minutes shall be maintained in accordance with the City of Lewiston records retention schedule.

Article V. Rules of Debate

A. *Recognition by chairperson and interruptions prohibited.* A Commission member desiring to speak at a meeting shall address the chairperson and, upon recognition by the chairperson, shall confine himself or herself to the question under debate. A Commission member, once recognized by the chairperson, shall not be interrupted when speaking.

B. *Call for the question.* A Commission member may call for the question upon being recognized by the chairperson. If the motion to call for the question is seconded, debate shall not be allowed, and the motion must be approved by two-thirds (2/3) of the Commission members present. If the motion is so approved, the Commission shall immediately vote on the underlying question without further debate.

Article VI. Committees

A. As authorized by the Commission, the chairperson may appoint committees of one (1) or more Commission members and/or members of the community at large, each for such specific purposes as the business of the Commission may require from time-to-time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Commission.

B. All committees shall make a progress report to the Commission at each Commission meeting.

C. No committee shall have other than advisory powers unless, by suitable action of the Commission, it is granted specific power to act.

D. All committee meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all committee records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

Article VII. General

A. *Voting.* An affirmative vote of the majority of all Commission members present at the time shall be necessary to approve any action before the Commission. A motion shall fail if votes upon such motion are tied. The chairperson may vote upon and may move or second a proposal before the Commission. Unless otherwise provided by law, every Commission member present when a question is put forth shall vote for or against the same. Unless excused from voting, if a Commission member refuses or fails to vote, and the result of such refusal or failure creates a tie, that Commission member's vote shall be counted as an "aye." If a Commission member is excused from voting, that member may be counted

for purposes of determining a quorum, but shall not be counted toward the minimum number of votes required to pass or reject a motion.

B. *Conflicts of interest.* Commission members shall adhere to the applicable provisions in Idaho Code regarding conflicts of interest.

C. *Conflicts.* In the event of a conflict between a provision in these Bylaws, the Lewiston City Code, and/or Idaho Code, the order of priority shall be Idaho Code, the Lewiston City Code, and these Bylaws.

D. *Amendments.* The Commission may amend the number of voting members (Article II); when officers will be elected and the duties of additional officers, if applicable (Article III); and the date, time, and location of regular meetings (Article IV) upon majority vote of the full Commission; approval from the City Council shall not be required to amend such provisions. However, the remaining provisions of these Bylaws shall not be amended by the Commission without prior approval from the City Council.

These Bylaws were adopted by the Commission on ~~February 14~~April 16, 2024~~2025~~. These Bylaws shall replace and supersede any previously-adopted Bylaws of the Commission.

REDLINED

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These Bylaws were adopted by the Commission on April 16, 2025. These Bylaws shall replace and supersede any previously-adopted Bylaws of the Commission.