



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 Kasee 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.

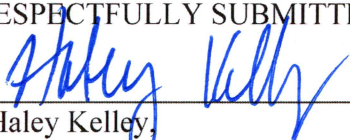
B. STAFF LIAISON COMMENTS: - Action Item

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.

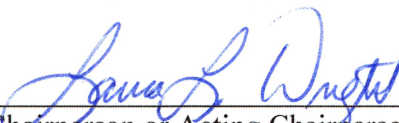
VII. ADJOURNMENT - Action Item

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 16 day of April, 2025