

The PUBLIC WORKS ADVISORY COMMISSION 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.

IT staff were not available to set up a live recording but the agenda was published, posted on the City website, and distributed to media outlets on November 29, 2023.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright, Brent Bourassa, Ryan Rehder, and Kayleigh Philippi

COMMISSIONERS ABSENT: Vice-Chair Kevin Kelly

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

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; 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 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".

Commissioners Bourassa and Redher moved and seconded, respectively, approval of the Consent Agenda. The motion carried 4-0.

A. APPROVAL OF OCTOBER 11, 2023 MEETING MINUTES: - Action Item

B. APPROVAL OF NOVEMBER 8, 2023 MEETING MINUTES: - Action Item

IV. ACTIVE AGENDA

A. RECOMMENDATIONS FOR PUBLIC WORKS POLICIES & PROCEDURES: SCHOOL ZONES - Action Item

Director Johnson provided a brief summary of the impetus for this Special Meeting stemming from the November meeting and the Commission’s desire to continue the conversation. He went on to introduce the School Zone Memo that was distributed at the beginning of today’s discussion as staff were not able to complete it in time for inclusion in the agenda packet published on November 29, 2023. This memo can be found in Appendix A.

The Commission provided the following feedback to staff:

Reference	Commissioner Comments	Staff Comments
Policy 2012-3	Commissioner Wright said that there is not a sign near the Lewiston High School headed toward Gun Club Road; the School Zone Map provided corroborates this point.	Director Johnson said that because it was a new facility and private construction, it may not be in the City's asset management software at this time but this issue was made apparent to staff while creating this map.
Policy 2011-10; Policy 2012-3	Commissioner Wright suggested soliciting feedback from School Resource Officers when updating policies and procedures.	Director Johnson agreed.
Policy 2012-3	Commissioner Wright requested clarification and review on why athletic fields were not designated as part of the school zone (see Jenifer Junior High map in policy).	Director Johnson answered that block lengths impact the location of pedestrian crossings but that traffic calming measures may be an option.
Policy 2011-10; Policy 2012-3	Commissioner Philippi asked if there were any steps that could be taken to improve speed reduction heading into school zones.	Director Johnson said that staff could check to see if the area is adequately signed and if the transition between speed limits is feasible in safe.
Policy 2011-10; Policy 2012-3	Commissioners Wright and Rehder questioned why, based on the School Zone Map, a 35 mph speed limit was posted in a school zone when pedestrians would still be present during off-peak times/season.	Director Johnson said that staff would review.
Policy 2011-10; Policy 2012-3	Commissioner Bourassa asked if signage with specific time frames when school was in session were successful.	Director Johnson said that signage with different intervals are not successful.
Policy 2012-3	Commissioner Philippi said that there doesn't appear to be a signage when coming down Bryden Ave to All Saints Catholic School.	Director Johnson said that staff would review.
Policy 2012-3	Commissioner Bourassa asked if the Lewis-Clark State College (LCSC) was outside the bounds of this policy.	Director Johnson said that he was unsure about its exclusion in this existing policy but that staff would look into it for potential inclusion in a revised/updated policy.
Example Cost Estimates	Commissioner Wright said that the rate for the utility bucket is very low and does not reflect Federal Emergency Management Agency (FEMA) standards.	Director Johnson said that staff would review.

Public Works Specialist Kelley read back the direction to staff in revising Policy 2012-3's *Designated School Zone* verbiage, updated school listings and consideration of adding LCSC, field verification of speed limits and signage to update the asset management software. Ms. Kelley asked for confirmation on all items read back to the group; the Commission confirmed.

Mr. Johnson said that staff would work on the direction provided today and that his preference would be for this policy to be adopted by City Council after it is brought to the Commission for review. Ms. Wright requested that the Police Department attend the future meeting when the policy is brought back. Mr. Johnson replied that he would like the School Resource Officers and potentially the Lewiston School District superintendent to attend.

A. RECOMMENDATIONS FOR TRANSPORTATION CAPITAL IMPROVEMENT PLAN (CIP)

Councilor and Chair Schroeder introduced the item alongside Director Johnson before he had to leave the meeting due to another engagement.

Commissioner Rehder asked if there was a more proactive approach for funding as the high dollar projects will eventually filter to the top as the low dollar projects are completed. Mr. Johnson said that Bryden Avenue, Snake River Avenue, and 9th Street are programmed and have been building Surface Transportation Program (STP) monies. He said that a similar approach could be taken with Main Street but it would take a very long time for it to complete and that the current approach is a give and take between high priority projects and the reality of funding available.

Commissioner Wright asked if the City considered a bond. Mr. Johnson said that the City is pursuing a Building Resilient Infrastructure and Communities (BRIC) grant for the Main Street project with the intent of freeing up funding for another project by completing a 30% design.

Ms. Wright said that having a study or design emphasizes dedication to completing project. Ms. Schroeder said that projects in North Lewiston would likely depend on the Memorial Bridge construction. She asked the commission their thoughts on the CIP's ranking of projects.

Mr. Rehder asked what City Council's reasoning behind moving Main Street to the #1 priority project was when approving the 2023 CIP. Ms. Schroeder answered that it was considered the highest priority when taking the underground utilities improvement/replacement into account; Councilor Forsmann agreed and said that the intention was to emphasize its importance by making it the first project viewers see. Mr. Rehder said that 90 out of 100 projects are a single utility project due to the difficulty in coordinating funding. Mr. Schroeder shared that the downtown sector is a unique challenge due to the historical buildings and features.

Mr. Rehder said that he does not hear a lot about the transportation portion of Main Street Reconstruction. Ms. Wright expressed frustration over the priority of the Main Street project relying heavily on the context of underground utilities when that is not reflected in the project description on this CIP; she recommended that

the City pursue a citywide capital improvement plan.

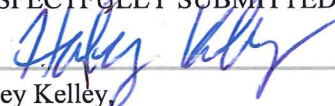
Public Works Specialist Kelley reminded the Commission that this CIP pertains to transportation improvements only. She expressed that because a citywide capital improvement plan would extend beyond the purview of Public Works, it would be most beneficial for this idea to be posed to the City Council during citizen's comment or from a Council Liaison. Ms. Forsmann said that she would request it as a future agenda item at the December 11, 2023 City Council.

V. ITEMS MOVED FROM CONSENT AGENDA

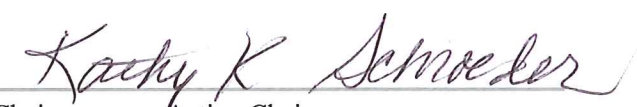
VI. ADJOURNMENT

There being no further business, Councilor Forsmann and Commissioner Rehder moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 1:25 p.m.

RESPECTFULLY SUBMITTED,



Haley Kelley,
Recording Secretary



Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 10 day of January, 2024

APPENDIX A



Memo

To: Public Works Advisory Commission

From: Luke Antonich, PE, City Engineer

Copy: Dustin Johnson, PE, Public Works Director
Haley Kelley, Public Works Specialist

Date: December 8, 2023

Subject: **December 8, 2023 Special Meeting – IV.A. School Zone Map**

This map shows school properties within city limits with designated school zones and the R2 signs in proximity. At this time, our data does not distinguish between speed limit signs and only identifies them by sign type e.g. signs cannot be easily filtered down to display *only* 20 miles per hour signs. However, the street segments are designated at various speeds and are represented by line type.

Please note: this map is a visual aid for today's discussion using current Geographic Information Systems (GIS) data and has not been field verified.

Map Legend

Yellow – Properties under school ownership (not necessarily active schools i.e. properties repurposed for non-education activities or business)

Orange – 300' buffer designated as school zones in Public Works Policy 2012-03

Green Lines – 20 miles per hour speed limit

Grey Lines – 25 miles per hour speed limit

Red Lines – 35 miles per hour speed limit

Black Lines – 45 miles per hour speed limit

Red Dots – Speed limit signs near a school (not necessarily a 20 miles per hour sign)

