

## Public Works / Finance 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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**Monday  
September 11, 2023**

**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 Committee meetings are televised, videotaped and/or recorded. Links to view the Committee meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

### REGULAR AGENDA

**1. Approval of Public Works/Finance Committee August 14, 2023 Minutes (ACTION ITEM) - Taylor Riedner**

**2. Disbursement Report August 2023 (ACTION ITEM) - Sarah Banks**

Presentation of the Accounts Payable Report for the month ending August 2023.

**ACTION:** Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of August 2023.

**3. Moscowberfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona**

The Moscow Chamber of Commerce is hosting the third annual Moscowberfest on Saturday, October 7th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This annual event is stylized in the spirit of fall folk festivals. The applicant anticipates no more than ten (10) licensed beer and/or wine vendors, up to six (6) food vendor tents, and up to six (6) vendors facilitating street games, activities, and competitions. The event has been reviewed and approved as of August 7, 2023. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscowberfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

**PROPOSED ACTIONS:** Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of Moscowberfest for the duration of the event; or provide staff with further direction.

**4. Proposed Lot Line Adjustment at 1020 Palouse River Drive and 2000 S Mountain View Rd (ACTION ITEM) – Aimee Hennrich**

The applicant, Blum Enterprises 4, LLC, is requesting a lot line adjustment between two properties located at 1020 Palouse River Drive and 2000 S Mountain View Rd. The proposed lot line adjustment would increase 1020 Palouse River Drive from 7.03 acres to 8.85 acres and decrease 2000 S Mountain View Rd from 12.24 acres to 10.42 acres. The parcel addressed 2000 S Mountain View Rd is currently vacant land which was recently rezoned to the Multiple Family Residential (R-4) Zoning District, while 1020 Palouse River Drive contains a single-family home and is within the Farm Ranch Outdoor

Recreation (FR) Zoning District. Within the R-4 Zoning District, lots are required to be a minimum of 5,000 sf and a minimum lot width of 50 feet. Within the FR Zoning District, the minimum lot area is 3 acres and the minimum lot width is 100 feet. The proposed lot line adjustment meets all zoning code requirements including building setbacks.

**PROPOSED ACTIONS:** Recommend approval of the lot line adjustment request; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff with 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.

## Public Works / Finance Committee



### Regular Meeting ~Minutes~

Laurie M. Hopkins  
City Clerk

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

208.883.7015

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**Monday**  
**August 14, 2023**

**4:00 PM**

**Council Chambers**  
**206 E. Third St.**

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**The meeting was called to order at 4:00 p.m.**

PRESENT: Julia Parker, Sandra Kelly, Drew Davis

OTHERS: Councilmember Maureen Laflin

STAFF: Bill Belknap, Sarah Banks, Tyler Palmer, Cody Riddle, Aimee Hennrich, David Schott, Tim Davis, Steve Schulte, Alisa Anderson, Scott Bontrager, Mia Bautista, Taylor Riedner

### REGULAR AGENDA

**1. Approval of Public Works/Finance Committee July 10, 2023 Minutes (ACTION ITEM) - Taylor Riedner**

The Minutes were approved as presented.

**2. Disbursement Report July 2023 (ACTION ITEM) - Sarah Banks**

Presentation of the Accounts Payable Report for the month ending July 2023.

**ACTION:** Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of July 2023.

Banks introduced the item by highlighting major expenditures including the the first payment for the Pullman Highway Transmission Water Main, payment six of Well House #6, payment two for the Lilly Street improvement project, and payment twelve for the Sixth Street Bridge construction project. Some minor projects and final items still remain for the sixth street bridge to be completed. The Committee approved the report, authorized the use of digital signatures, and placed it on the Council consent agenda.

**3. PUBLIC MEETING: Proposed Lot Division of a 10-Acre Parcel Located Directly North of the Current Terminus of Warbonnet Drive. (ACTION ITEM) – Aimee Hennrich**

The applicant, Warbonnet LLC, is requesting a lot division to create four lots of approximately 3.24 acres, 1.70 acres, 1.70 acres, and 1.39 acres in size from an existing 10-acre parcel located directly north of the current terminus of Warbonnet Drive. The proposal includes parkland dedication of 20,060 square feet as well as the right of way dedication required to extend Warbonnet Drive to the northern property boundary. The subject property is located in the Multiple Family Residential (R-4) Zoning District. Within the R-4 Zoning District lots are required to be a minimum of 5,000 square feet in size and have a minimum lot width of 50 feet. All proposed lots meet the minimum lot area and width requirements of the R-4 Zone. In addition, lot division proposals within the R-4 Zone require 9% of the net developable land to be dedicated to parkland. On June 29, 2023, the Parks and Recreation Commission reviewed and recommended approval of the parkland dedication proposed as a part of this application. Property owners within 600 feet of the property have been notified of the proposed division and a sign was posted seven (7) days prior to the public meeting date.

**PROPOSED ACTIONS:** Recommend approval of the lot division request with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division; or provide staff with further direction.

Hennrich introduced the item as written above and reflect on the subject property. The 9% parkland dedication would equate to 0.76 acres of the subject property. However, due to the high grading of the area, the applicant is asking for a 0.47 acres of parkland dedication and offered to provide the access path and grading. Schott shared that the applicant initially submitted the 9% dedication, however staff requested to reduce the area for ease of maintenance. Other locations were considered for the park location; however the final proposal was determined best fit. Council member Davis mentioned that he had visited the park location and believed it was a good location that provided excellent views. With no recommendation, the Committee placed it on the Council regular agenda.

#### **4. City of Elk River Solid Waste Disposal Agreement (ACTION ITEM) - Tim Davis**

The City of Elk River approached the City of Moscow in 2022 regarding disposal of their waste through the Moscow Solid Waste Facility. The City of Elk River waste is collected then deposited at a centrally located compactor. The compactor is hauled on a roll-off truck, dumped and then returned. The City of Elk River produces approximately 150 tons of waste annually. Clearwater County has a disposal agreement with Asotin County. Due to Elk River's location and proximity to the Moscow Solid Waste Facility, Clearwater County's failing roll-off truck, and Elk River's dissatisfaction with the services that they were receiving, the Moscow City Council elected to execute a disposal agreement with the City of Elk River in August of 2022 that expires September 30, 2023. The City of Elk River wishes to have the City of Moscow continue to provide these processing and disposal services. If the Moscow City Council agrees to execute this new disposal agreement, the term of the agreement will be in sequence with other disposal agreements recently executed with Latah County and other cities.

**PROPOSED ACTIONS:** Approve the Disposal Contract between the City of Elk River and the City of Moscow, Idaho as presented; or provide staff further direction.

Davis introduced the item as written above and reflected on the previously approved agreement by Council. This agreement is similar to the agreement with other surrounding cities, however it does vary slightly. This agreement covers MSW and non-MSW disposal only. Elk River does not participate in all City of Moscow programs such as the recycling center access, and household hazardous waste. Staff does not believe that the citizens of Moscow are subsidizing any of the Elk River fees. Elk River produces approximately 150 tons of solid waste annually and has very little impact on the facility. The Mayor of Elk River is supportive of the agreement and does not have any issues with continuing the agreement. The Committee recommended approval and that it be placed on the Council consent agenda.

#### **5. Strategic Initiatives Grant Program (ACTION ITEM) - Alisa Anderson / Scott Bontrager**

The Strategic Initiatives Grant Program is funded with one-time State of Idaho General Funds recommended by the Governor and approved by the Legislature intended to facilitate local transportation projects. All projects are required to be on public highways and streets and will be selected based on a competitive application from criteria developed by the Idaho Transportation Department. The City of Moscow falls under Category 2 which is rural or small urban areas with a population less than 50,000. Projects in this category are limited to \$2 million and do not require matching funds. City staff are proposing to apply for funding to install approximately 25,000 square yards of Asphalt Chip Seal and 100,000 square yards of Asphalt Slurry Seal in addition to three surface restoration (grind and inlay) projects. The restoration projects have been identified in the City's Roadway Condition Assessment Program and included in the Street Department's Capital Improvement Plan as a priority in upcoming budget years 2025-2028. These projects are located on Taylor Avenue, White Avenue, and "D" Street.

**PROPOSED ACTIONS:** Recommend approval to apply for the Strategic Initiatives Grant Program in an amount not to exceed \$2,000,000, or provide staff further direction.

Anderson introduced the item by reflecting on a similar project and funding that was approved in 2017 that was successful and reviewed the requirements to participate in the program. Bontrager reviewed the

plans for the funding including asphalt slurry seal which would cost approximately \$200,000, the asphalt rubber chip seal which would cost approximately \$300,000, and the D Street and Inlay project and pedestrian ramps which is part of the capital plan funding would approximately cost \$700,000. Results of the grant application should be known by the end of October with the ability to put the proposed projects forward next year. Information of ongoing projects are frequently updated on the city website. The Committee recommended approval and that it be placed on the Council consent agenda.

## **ADJOURN**

The meeting adjourned at 4:23 p.m.

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, September 11, 2023



## AGENDA ITEM TITLE

Disbursement Report August 2023 (ACTION ITEM) - Sarah Banks

## RESPONSIBLE STAFF

Sarah Banks, Finance Director

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

Accounts Payable Report for the month ending August 31, 2023. A summary of the major expenditures has been approximated by category and represents 95% of the total expenditure of \$3,811,837.01.

|                             |                       |
|-----------------------------|-----------------------|
| Payroll                     | \$1,362,197.00        |
| Professional Services       | \$263,799.00          |
| Sanitation                  | \$311,963.00          |
| Capital Outlay              | \$191,749.00          |
| Capital Outlay-Vehicles     | \$54,075.00           |
| Capital Outlay-Improvements | \$887,006.00          |
| Minor Equipment             | \$9,560.00            |
| Supplies                    | \$140,958.00          |
| Utilities                   | \$81,138.00           |
| Contractual Payments        | \$275,242.00          |
| ACH Wells Fargo             | \$48,039.00           |
| <b>Total</b>                | <b>\$3,625,726.00</b> |

## REVIEWED BY

## PROPOSED ACTIONS

**ACTION:** Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of August 2023.

## STAFF RECOMMENDATION

Approve the disbursement report and use of digital signatures to sign the Disbursements Report for the month of August 2023.

## OTHER RESOURCES

## FISCAL IMPACT

## **PERSONNEL IMPACT**

## **ATTACHMENTS**

1. August Revenue Report 2023
2. Cash & Investments Balances August 2023
3. Disbursement Report August 2023
4. Major Expenditures August 2023

# RECEIPTS REPORT FOR AUGUST 2023

| Fund # | FUND NAME                   | Taxes            | Franchise Fees   | Licenses & Permits | Intergovernmental | Charges for Services | Fines & Penalties | Investment Income | Refunds & Reimbursements | Contributions & Donations | Other           | Grand Total         |
|--------|-----------------------------|------------------|------------------|--------------------|-------------------|----------------------|-------------------|-------------------|--------------------------|---------------------------|-----------------|---------------------|
|        |                             |                  |                  |                    |                   |                      |                   |                   |                          |                           |                 |                     |
| 101    | GENERAL                     | 67,290.45        | 84,851.47        | 57,524.12          | 882,025.03        | 141,031.29           | 19,561.12         | 238,899.96        | 12,236.99                | 0.00                      | 4,912.08        | 1,508,332.51        |
| 105    | STREETS                     | 9,008.94         | 0.00             | 0.00               | 0.00              | 24,882.53            | 0.00              | 0.00              | 2,079.70                 | 0.00                      | 0.00            | 35,971.17           |
| 120    | RECREATION AND CULTURE      | 0.00             | 0.00             | 0.00               | 0.00              | 75,758.91            | 0.00              | 0.00              | -100.83                  | 4,286.00                  | -5.00           | 79,939.08           |
| 121    | MSD COMMUNITY PLAY FIELDS   | 0.00             | 0.00             | 0.00               | 6,579.60          | 1,100.00             | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 7,679.60            |
| 123    | 1912 CENTER                 | 0.00             | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 128    | TRANSIT CENTER              | 0.00             | 0.00             | 0.00               | 0.00              | 1,582.24             | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 1,582.24            |
| 220    | WATER                       | 0.00             | 0.00             | 0.00               | 0.00              | 826,802.07           | 0.00              | 1,396.24          | 0.00                     | 0.00                      | 0.00            | 828,198.31          |
| 230    | SEWER                       | 0.00             | 0.00             | 0.00               | 0.00              | 677,811.40           | 0.00              | 1,762.99          | 352.16                   | 0.00                      | 0.00            | 679,926.55          |
| 235    | STORMWATER                  | 0.00             | 0.00             | 0.00               | 0.00              | 49,215.28            | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 49,215.28           |
| 240    | SANITATION                  | 0.00             | 0.00             | 0.00               | 0.00              | 508,997.41           | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 508,997.41          |
| 290    | FLEET                       | 0.00             | 0.00             | 0.00               | 0.00              | 82,109.92            | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 82,109.92           |
| 295    | INFORMATION SYSTEMS         | 0.00             | 0.00             | 0.00               | 0.00              | 139,503.00           | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 139,503.00          |
| 320    | WATER CAPITAL PROJECTS      | 0.00             | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 330    | SEWER CAPITAL PROJECTS      | 0.00             | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 335    | STORMWATER CAPITAL FUND     | 0.00             | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 340    | SANITATION CAPITAL PROJECTS | 0.00             | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 350    | CAPITAL PROJECTS            | 0.00             | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 27,370.66         | 0.00                     | 0.00                      | 0.00            | 27,370.66           |
| 355    | LID CONSTRUCTION            | 0.00             | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
| 380    | HAMILTON P&R                | 0.00             | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 3,090.49          | 0.00                     | 0.00                      | 0.00            | 3,090.49            |
| 590    | BOND & INTEREST             | 10,183.37        | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 2,513.44          | 0.00                     | 0.00                      | 0.00            | 12,696.81           |
| 595    | LID FUNDS                   | 0.00             | 0.00             | 0.00               | 0.00              | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00                      | 0.00            | 0.00                |
|        | <b>TOTAL</b>                | <b>86,482.76</b> | <b>84,851.47</b> | <b>57,524.12</b>   | <b>888,604.63</b> | <b>2,528,794.05</b>  | <b>19,561.12</b>  | <b>275,033.78</b> | <b>14,568.02</b>         | <b>4,286.00</b>           | <b>4,907.08</b> | <b>3,964,613.03</b> |

**City of Moscow**  
**Cash and Investments**  
**Balances as of 8/31/2023**

| Fund                                |           | Year to Date<br>Balance |
|-------------------------------------|-----------|-------------------------|
| General Fund                        | \$        | 9,482,769.88            |
| Street Fund                         | \$        | 2,379,433.06            |
| Recreation & Culture                | \$        | 1,695,903.22            |
| MSDCP                               | \$        | 125,865.99              |
| 1912 Fund                           | \$        | 66,330.08               |
| Transit Center                      | \$        | 51,729.91               |
| Water                               | \$        | 3,701,585.82            |
| Sewer                               | \$        | 4,458,454.05            |
| Stormwater                          | \$        | 259,144.95              |
| Sanitation                          | \$        | 4,002,189.31            |
| Fleet                               | \$        | 5,746,954.69            |
| Information Systems                 | \$        | 5,265,758.64            |
| Water Capital                       | \$        | 6,290,072.38            |
| Sewer Capital                       | \$        | 17,791,055.63           |
| Stormwater Capital                  | \$        | 467,104.10              |
| Capital Projects                    | \$        | 8,454,798.42            |
| Sanitation Capital                  | \$        | 7,049,322.92            |
| LID Construction                    | \$        | 2,440.93                |
| Hamilton                            | \$        | 785,199.81              |
| Bond & Interest                     | \$        | 500,043.27              |
| LID Funds                           | \$        | 35,611.11               |
| Payroll Service                     | \$        | 1,128,925.05            |
| <b>Total Cash &amp; Investments</b> | <b>\$</b> | <b>79,740,693.22</b>    |

| DISBURSEMENTS REPORT FOR AUGUST 2023 |                             |                  |                  |                  |                  |                  |                                                        |                      |              |            |            |              |
|--------------------------------------|-----------------------------|------------------|------------------|------------------|------------------|------------------|--------------------------------------------------------|----------------------|--------------|------------|------------|--------------|
| DATE                                 | FUND NAME                   | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | ACCOUNTS PAYABLE | WELLSFARGO CC ACH                                      | ACCOUNTS PAYABLE ACH | VOID CHECKS  | PAYROLL    | PAYROLL    | GRAND TOTALS |
|                                      |                             | 8.3.2023         | 8/10/2023        | 8/17/2023        | 8/24/2023        | 8/31/2023        | 8/15/2023<br>8/29/2023<br>AP 8.11.2023<br>AP 8.18.2023 | 8/17/2023            | 8/21/2023    | 8/11/2023  | 8/25/2023  |              |
| BATCH #                              |                             | AP 8.4.2023      | AP 8.1.2023      | AP 8.18.2023     | AP 8.25.2023     | AP 8.31.2023     |                                                        | AP 8.18.2023         | AP 8.21.2023 | PR 78      | PR 79      |              |
| CHECK #'s                            |                             | 106177-106242    | 106243-106312    | 106313-106374    | 106375-106474    | 106475-106540    | August's CC ACH's                                      | August's ACH's       | 106212       | 21582      | 21583      |              |
| Fund #                               |                             |                  |                  |                  |                  |                  |                                                        |                      |              |            |            |              |
| 101                                  | GENERAL                     | 15,326.68        | 21,374.96        | 218,533.15       | 53,747.60        | 23,185.32        | 25,652.24                                              |                      | (2,845.60)   | 347,620.38 | 375,774.26 | 1,078,368.99 |
| 105                                  | STREETS                     | 39,994.55        | 2,549.27         | 113,819.14       | 18,758.94        | 9,401.04         | 138.04                                                 |                      |              | 31,037.77  | 28,780.81  | 244,479.56   |
| 120                                  | RECREATION AND CULTURE      | 15,228.78        | 18,297.06        | 20,078.90        | 7,060.05         | 17,595.19        | 11,077.97                                              |                      |              | 127,967.54 | 116,943.34 | 334,248.83   |
| 121                                  | MSD COMM. PLAY FIELDS       | 375.27           | 127.27           | 2,339.14         | 10,342.16        |                  |                                                        |                      |              | 4,874.44   | 3,731.20   | 21,789.48    |
| 123                                  | 1912 CENTER                 | 10,750.00        |                  |                  |                  |                  |                                                        |                      |              |            |            | 10,750.00    |
| 128                                  | TRANSIT CENTER              | 150.12           |                  |                  |                  | 59.42            |                                                        |                      |              |            |            | 209.54       |
| 220                                  | WATER                       | 41,128.95        | 4,195.18         | 16,809.99        | 37,777.74        | 4,764.85         | 3,415.64                                               |                      |              | 50,005.54  | 53,582.12  | 211,680.01   |
| 230                                  | SEWER                       | 28,687.30        | 25,264.53        | 4,586.64         | 14,699.16        | 11,844.28        | 3,491.63                                               | 19,083.27            |              | 52,690.34  | 54,722.44  | 215,069.59   |
| 235                                  | STORMWATER                  | 1,055.98         | 5,549.69         | 4,325.15         | 67.65            | 5,462.28         | 579.43                                                 |                      |              | 17,489.42  | 17,778.22  | 52,307.82    |
| 240                                  | SANITATION                  | 0.63             | 110,904.57       |                  | 1,783.71         |                  | 273.61                                                 | 183,427.25           |              | 7,682.10   | 7,880.09   | 311,951.96   |
| 290                                  | FLEET                       | 14,689.11        | 35,436.81        | 39,044.99        | 19,787.90        | 1,038.71         | 532.57                                                 |                      |              | 10,621.59  | 10,805.75  | 131,957.43   |
| 295                                  | INFORMATION SYSTEMS         |                  | 7,493.65         | 1,452.00         | 16,421.49        | 45,245.82        | 2,878.21                                               |                      |              | 20,656.04  | 21,553.78  | 115,700.99   |
| 320                                  | WATER CAPITAL PROJECTS      |                  | 80,037.50        | 304.00           | 14,118.77        |                  |                                                        |                      |              |            |            | 94,460.27    |
| 330                                  | SEWER CAPITAL PROJECTS      | 82,776.45        | 243.70           |                  | 554,147.10       | 28.00            |                                                        |                      |              |            |            | 637,195.25   |
| 335                                  | STORMWATER CAPITAL PROJECTS |                  |                  |                  | 13,780.46        |                  |                                                        |                      |              |            |            | 13,780.46    |
| 340                                  | SANITATION CAPITAL PROJ     |                  |                  |                  |                  |                  |                                                        |                      |              |            |            | 0.00         |
| 350                                  | CAPITAL PROJECTS            |                  | 18,053.31        | 86,031.03        | 193,649.27       | 40,153.22        |                                                        |                      |              |            |            | 337,886.83   |
| 355                                  | LID CONSTRUCTION            |                  |                  |                  |                  |                  |                                                        |                      |              |            |            | 0.00         |
| 380                                  | HAMILTON - PARKS & REC      |                  |                  |                  |                  |                  |                                                        |                      |              |            |            | 0.00         |
| 590                                  | BONDS & INTEREST            |                  |                  |                  |                  |                  |                                                        |                      |              |            |            | 0.00         |
|                                      | TOTAL                       | 250,163.82       | 329,527.50       | 507,324.13       | 956,142.00       | 158,778.13       | 48,039.34                                              | 202,510.52           | (2,845.60)   | 670,645.16 | 691,552.01 | 3,811,837.01 |

\_\_\_\_\_  
Julia Parker

\_\_\_\_\_  
Sandra Kelly

\_\_\_\_\_  
Drew Davis

\_\_\_\_\_  
Sarah L. Banks, Finance Director

## Major Expenditures for August 2023

| <u>Professional Service</u>                                                      |    |            | <u>Sanitation</u>                                                 |    |            | <u>Utilities</u>                                                              |    |              |
|----------------------------------------------------------------------------------|----|------------|-------------------------------------------------------------------|----|------------|-------------------------------------------------------------------------------|----|--------------|
| Schweitzer Engineering Laboratories                                              | \$ | 7,200.00   | Finley Buttes Landfill                                            | \$ | 107,381.89 | Avista Utilities                                                              | \$ | 81,137.79    |
| Grading & Erosion Control Security Deposit Refund                                |    |            | MSW Transport & Disposal - July 2023                              |    |            | July 2023                                                                     |    |              |
| Western States Equipment, Co.                                                    | \$ | 3,466.65   | Finley Buttes Landfill                                            | \$ | 2,070.66   |                                                                               | \$ | 81,137.79    |
| Generator repair and maintenance                                                 |    |            | Fuel relief July 2023                                             |    |            |                                                                               |    |              |
| Clements, Brown & McNichols, P.A.                                                | \$ | 6,098.50   | Latah Sanitation (ACH Payment)                                    | \$ | 202,510.52 |                                                                               |    |              |
| Utility Billing lawsuit attorney fees                                            |    |            | Monthly LSI Billing for July 2023                                 |    |            | <u>Payroll</u>                                                                | \$ | 1,362,197.17 |
| GG Gutters, Inc.                                                                 | \$ | 2,923.75   |                                                                   | \$ | 311,963.07 |                                                                               |    |              |
| MPD, HIRC & EYC custodial services from July 16th - July 31st, 2023              |    |            |                                                                   |    |            | <u>Contractual Payments</u>                                                   |    |              |
| Malwarebytes, Inc.                                                               | \$ | 7,196.10   | <u>Supplies</u>                                                   |    |            | Moscow Volunteer Fire Department                                              | \$ | 1,750.00     |
| Malwarebytes Endpoint Protection Renewal 9/1/2023 - 8/31/2024                    |    |            | Avista Utilities                                                  | \$ | 8,696.00   | Alta Science and Engineering, Inc.                                            | \$ | 16,150.61    |
| Youmans Excavation Service, LLC                                                  | \$ | 21,980.00  | ESA - Logos lights for the roundabout                             |    |            | Humane Society of the Palouse                                                 | \$ | 4,568.00     |
| Emergency Sewer Repair - Deakin Alley                                            |    |            | Les Schwab Tire Centers                                           | \$ | 6,696.04   | Whitcom 911                                                                   | \$ | 200,816.00   |
| Curtis Concrete Construction, Inc.                                               | \$ | 6,200.00   | New tires for #1-48 (Collections)                                 |    |            | Moscow Chamber of Commerce, Inc.                                              | \$ | 5,000.00     |
| Joseph Street Headwall concrete work - July 2023                                 |    |            | Oxarc, Inc.                                                       | \$ | 3,353.57   | Infosend, Inc.                                                                | \$ | 3,663.45     |
| Germer Construction, Inc.                                                        | \$ | 30,250.00  | Chlorine                                                          |    |            | Heart of the Arts, Inc.                                                       | \$ | 10,750.00    |
| 110' Extension of Roadway Work West of Logos (Mtn View) Roundabout               |    |            | The Smoke Ring                                                    | \$ | 3,560.00   | Regional Public Transportation, Inc.                                          | \$ | 32,543.75    |
| GG Gutters, Inc.                                                                 | \$ | 3,069.66   | Employee Picnic meal                                              |    |            |                                                                               |    |              |
| Janirotial services: MPD, HIRC & EYC - August 1st - August 15th , 2023           |    |            | B & L Bicycles                                                    | \$ | 2,800.00   |                                                                               |    |              |
| Idaho State Police                                                               | \$ | 3,231.25   | Order of E Bike, down payment                                     |    |            |                                                                               | \$ | 275,241.81   |
| ILETS - Whitcom                                                                  |    |            | Four Star Supply, Inc.                                            | \$ | 11,241.40  |                                                                               |    |              |
| Knox Concrete, LLC                                                               | \$ | 5,000.00   | Diesel fuel (4,001 gals @ \$2.81/ea)                              |    |            | <u>ACH Wells Fargo</u>                                                        |    |              |
| Lewis & Logan Curb Replacement                                                   |    |            | Four Star Supply, Inc.                                            | \$ | 22,343.39  | Commercial Card Expense - August 4th                                          | \$ | 12,618.78    |
| POE Asphalt Paving, Inc.                                                         | \$ | 39,000.00  | Unleaded fuel (6,001 gals # \$3.723/ea)                           |    |            | Commercial Card Expense - August 11th                                         | \$ | 9,666.46     |
| Remove existing failed asphalt and repave Logan/Lewis                            |    |            | Idaho Forest Group, LLC                                           | \$ | 2,860.00   | Commercial Card Expense - August 18th                                         | \$ | 8,737.71     |
| POE Asphalt Paving, Inc.                                                         | \$ | 31,920.00  | Parks Groundcovering                                              |    |            | Commercial Card Expense - August 25th                                         | \$ | 17,016.39    |
| Over excavate additional soft subgrade area at Logan/Lewis                       |    |            | Intermountain Playground, Co.                                     | \$ | 3,783.80   |                                                                               | \$ | 48,039.34    |
| Pullman Softball Officials Association                                           | \$ | 2,988.00   | Ghormley playground fix                                           |    |            |                                                                               |    |              |
| Yout thall, coach pitch and soccer officials                                     |    |            | Uniforms2Grear, Inc.                                              | \$ | 4,004.64   |                                                                               |    |              |
| Electronic Data Collection Corp.                                                 | \$ | 10,500.00  | Vests: Waters, House, Payne                                       |    |            | <u>Capital Outlay-Vehicles</u>                                                |    |              |
| AIMS-Support: October 2023-September 2024                                        |    |            | J.R. Simplot Company                                              | \$ | 7,049.00   | Joe Hall Ford                                                                 | \$ | 38,625.00    |
| Owen Equipment, Inc.                                                             | \$ | 16,065.95  | Glystar Plus                                                      |    |            | New ford F350 #2-13 (Streets) with trade-in                                   |    |              |
| Vac rental 7.4.23 - 7.28.23                                                      |    |            | Oxarc, Inc.                                                       | \$ | 2,643.73   | Cobalt Truck Equipment, LLC                                                   | \$ | 15,450.00    |
| A. Jenkins                                                                       | \$ | 3,513.00   | Chlorine                                                          |    |            | 2nd payment for Dump body on new #1-27 upfit                                  |    |              |
| Per Diem Request for POST Basic Academy from Sept. to Dec.                       |    |            | Consolidated Supply, Co.                                          | \$ | 5,988.75   |                                                                               | \$ | 54,075.00    |
| Andy Dodge                                                                       | \$ | 4,800.00   | Valves & tees for Pullman Road project                            |    |            |                                                                               |    |              |
| Labor to pour concrete slab for Building B                                       |    |            | Dell Marketing, L.P.                                              | \$ | 5,921.49   |                                                                               |    |              |
| GG Gutters, Inc.                                                                 | \$ | 3,069.66   | Dell XPS 13 9315 2-in-1 Laptops for Parks and City Clerk          |    |            | <u>Capital Outlay</u>                                                         |    |              |
| PD, RD, YC - Janitorial Services - August 16th - August 31st, 2023               |    |            | Geveko Markings, Inc.                                             | \$ | 5,292.00   | Big Sky Development, Inc.                                                     | \$ | 81,976.45    |
| Horizon                                                                          | \$ | 5,620.18   | White line for Pavement markings (60 pkg @ \$88.20/ea)            |    |            | Contractor's Pay App 1 - Lincoln South of Public Sewer Project                |    |              |
| Shop Irrigation                                                                  |    |            | H.D Fowler Company                                                | \$ | 2,572.62   | T M L Contruction, Inc.                                                       | \$ | 80,037.50    |
| Motorola Solutions, Inc.                                                         | \$ | 23,898.45  | Alpha fittings to repair 10" mains                                |    |            | Pay App 9 for Booster Stations Phase II                                       |    |              |
| ERS Fire & EMS Records Interface MNT, Evidence Barcode & Auditing MNT, Statelink |    |            | H.D Fowler Company                                                | \$ | 6,069.69   | J-U-B Engineers, Inc.                                                         | \$ | 6,197.31     |
| Ziply Fiber                                                                      | \$ | 25,808.23  | Parts to replace tee & valves at Eisenhower                       |    |            | Booster Station Phase II - Task 2 July 2023                                   |    |              |
| January through August 2023                                                      |    |            | Phillip R. Stradley                                               | \$ | 5,218.91   | McKinney Construction                                                         | \$ | 11,768.62    |
|                                                                                  | \$ | 263,799.38 | MSD Playfield ballfield pump, parts, labor                        |    |            | Milton Arthur Park Playground Installation pay App#1                          |    |              |
|                                                                                  |    |            | Phillip R. Stradley                                               | \$ | 5,123.25   | McKinney Construction                                                         | \$ | 11,768.62    |
|                                                                                  |    |            | MSD Playfield field pump, parts, service hours                    |    |            | Milton Arthur Park Playground Installation Pay App #2                         |    |              |
| <u>Capital Outlay-Improvement</u>                                                |    |            | L.N. Curtis & Sons                                                | \$ | 6,541.23   |                                                                               |    |              |
| Cretex Specialty Products                                                        | \$ | 6,615.33   | 1-set replacement nozzles                                         |    |            |                                                                               |    |              |
| Riser rings for Catch Basins and man holes                                       |    |            | Motley-Motley, Inc.                                               | \$ | 7,803.71   |                                                                               |    |              |
| Germer Construction, Inc.                                                        | \$ | 10,580.00  | Hot mix Asphalt from 7/18 - 7/26 (76.13 tons @ \$95.00/ea)        |    |            |                                                                               | \$ | 191,748.50   |
| Waterline work for Edington Subdivision                                          |    |            | Oxarc, Inc.                                                       | \$ | 4,024.85   |                                                                               |    |              |
| J-U-B Engineers, Inc.                                                            | \$ | 29,154.53  | Chlorine, SO2 and Sodium Hypochlorite                             |    |            |                                                                               |    |              |
| 6th Street Bridge - JUB - CE&I Tasks 1 and 3, May Invoice 2023                   |    |            | Ennis-Flint, Inc.                                                 | \$ | 7,370.00   |                                                                               |    |              |
| Motley-Motley, Inc.                                                              | \$ | 56,876.50  | White and yellow paint for pavement markings                      |    |            |                                                                               |    |              |
| Pay App 2 for N Jackson Street Parking Lot Reconstruction Project                |    |            |                                                                   | \$ | 140,958.07 |                                                                               |    |              |
| Big Sky Development, Inc.                                                        | \$ | 123,577.16 |                                                                   |    |            |                                                                               |    |              |
| Pay App 3 for Lilly Street Reconstruction * \$400,000 being paid out of URA *    |    |            | <u>Minor Equipment</u>                                            |    |            |                                                                               |    |              |
| Motley-Motley, Inc.                                                              | \$ | 586,817.85 | L.N. Curtis & Sons                                                | \$ | 6,267.31   |                                                                               |    |              |
| Almon Asbury Alley Project - Pay App 3 (& 4)                                     |    |            | Annual SCBA bottle replacement                                    |    |            |                                                                               |    |              |
| Welch-Comer Engineers                                                            | \$ | 45,200.00  | Dykman Electrical, Inc.                                           | \$ | 3,292.61   |                                                                               |    |              |
| Lilly Street Recon - July Invoice 2023 - Task 1                                  |    |            | Toshiba Motors SE Lift Station                                    |    |            |                                                                               |    |              |
| Motley-Motley, Inc.                                                              | \$ | 28,184.60  |                                                                   | \$ | 9,559.92   |                                                                               |    |              |
| Pay App 1 for the Good Sam Pathway Reconstruction Project Aug 2023               |    |            |                                                                   |    |            |                                                                               |    |              |
|                                                                                  | \$ | 887,005.97 |                                                                   |    |            |                                                                               |    |              |
|                                                                                  |    |            | <b>Major Expenditures</b>                                         |    |            | <b>of the total expenditures of</b>                                           |    |              |
| <b>Large Expenditures</b>                                                        |    |            | <b>\$ 3,625,726.02 95%</b>                                        |    |            | <b>\$3,811,837.01</b>                                                         |    |              |
| Germer Construction, Inc.                                                        | \$ | 30,250.00  | Ziply Fiber                                                       | \$ | 25,808.23  | Big Sky Development, Inc.                                                     | \$ | 123,577.16   |
| 110' Extension of Roadway Work West of Logos (Mtn View) Roundabout               |    |            | January through August 2023                                       |    |            | Pay App 3 for Lilly Street Reconstruction * \$400,000 being paid out of URA * |    |              |
| POE Asphalt Paving, Inc.                                                         | \$ | 39,000.00  | J-U-B Engineers, Inc.                                             | \$ | 29,154.53  | Motley-Motley, Inc.                                                           | \$ | 586,817.85   |
| Remove existing failed asphalt and repave Logan/Lewis                            |    |            | 6th Street Bridge - JUB - CE&I Tasks 1 and 3, May Invoice 2023    |    |            | Almon Asbury Alley Project - Pay App 3 (& 4)                                  |    |              |
| POE Asphalt Paving, Inc.                                                         | \$ | 31,920.00  | Motley-Motley, Inc.                                               | \$ | 56,876.50  | Welch-Comer Engineers                                                         | \$ | 45,200.00    |
| Over excavate additional soft subgrade area at Logan/Lewis                       |    |            | Pay App 2 for N Jackson Street Parking Lot Reconstruction Project |    |            | Lilly Street Recon - July Invoice 2023 - Task 1                               |    |              |
| Whitcom 911                                                                      | \$ | 200,816.00 | Regional Public Transportation, Inc.                              | \$ | 32,543.75  | Motley-Motley, Inc.                                                           | \$ | 28,184.60    |
| July - September User fees                                                       |    |            | FY23 Quarter 4 SMART Transit Pledge                               |    |            | Pay App 1 for the Good Sam Pathway Reconstruction Project Aug 2023            |    |              |
| Big Sky Development, Inc.                                                        | \$ | 81,976.45  | Joe Hall Ford                                                     | \$ | 38,625.00  | T M L Contruction, Inc.                                                       | \$ | 80,037.50    |
| Contractor's Pay App 1 - Lincoln South of Public Sewer Project                   |    |            | New ford F350 #2-13 (Streets) with trade-in                       |    |            | Pay App 9 for Booster Stations Phase II                                       |    |              |
|                                                                                  |    |            |                                                                   |    |            | <b>Large Expenditures total:</b>                                              |    |              |
|                                                                                  |    |            |                                                                   |    |            | <b>\$ 1,430,787.57</b>                                                        |    |              |

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, September 11, 2023



## AGENDA ITEM TITLE

Moscowberfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

## RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

## ADDITIONAL PRESENTER(S)

Jen Pfiffner, Deputy City Supervisor - Recreation, Culture and Employee Services

## DESCRIPTION

The Moscow Chamber of Commerce is hosting the third annual Moscowberfest on Saturday, October 7th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This annual event is stylized in the spirit of fall folk festivals. The applicant anticipates no more than ten (10) licensed beer and/or wine vendors, up to six (6) food vendor tents, and up to six (6) vendors facilitating street games, activities, and competitions. The event has been reviewed and approved as of August 7, 2023.

Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscowberfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

## REVIEWED BY

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of Moscowberfest for the duration of the event; or provide staff with further direction.

## STAFF RECOMMENDATION

Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of Moscowberfest for the duration of the event.

## OTHER RESOURCES

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

1. Resolution 2023 - Beer-Wine\_The Entertainment District\_Moscowberfest\_final

## RESOLUTION NO. 2023 - \_\_\_\_

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE AND EXEMPTION TO THE OPEN CONTAINER PROHIBITION IN THE ENTERTAINMENT DISTRICT UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE 10-1-12; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

**WHEREAS**, Moscow City Code 9-6-35 and 9-8-17 prohibit any person from selling, serving, giving away, dispensing, consuming or carrying any beer or wine in open containers on or in any public street, highway, alley, lane, sidewalk, public or private parking lot, conveyance, or primary and secondary school facility in the City of Moscow, Idaho (hereinafter “City”) except in accordance with specific regulations adopted by the Council by Resolution; and

**WHEREAS**, The Entertainment District is defined in Moscow City Code 10-1-12 as an exemption to the Open Containers Prohibition (hereinafter “The Entertainment District”); and

**WHEREAS**, Moscow Chamber of Commerce and Visitor Center (hereinafter “the Event Sponsor”) desires to have its sponsored event, Moscowberfest (hereinafter “the Permitted Event”), in The Entertainment District (see Attachment “A”); and

**WHEREAS**, the Permitted Event (see Attachment “B”) is an event or series of events sponsored by the Event Sponsor, intended to promote family and community fellowship; and

**WHEREAS**, Council wishes to allow for the vending and responsible consumption of beer and/or wine under certain conditions, contained herein and during limited hours during the Permitted Event; and

**WHEREAS**, Council wishes to prohibit the sale and/or consumption of liquor during the Permitted Event; and

**WHEREAS**, Council believes the regulations contained herein are appropriate; and

**WHEREAS**, Council believes that the specific regulations contained herein balance health and safety concerns of citizens with the desire to promote responsible use of alcoholic beverages; and

**WHEREAS**, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within City limits (including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit); and

**WHEREAS**, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of the Event Sponsor or of the Permitted Event, and/or its affiliates, associations, contributors, supporters, participants, etc.;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Moscow, Idaho that all matters stated above are true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following:

**SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING MOSCOWBERFEST 2023:**

**Intent:**

This Resolution is intended to allow the sale and consumption of beer and wine only (not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event. Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution is not a waiver of any State, County, or local requirement of a permit or licensure related to sales and/or distribution of alcohol including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the 7th day of October, 2023, from 4:00 p.m. to 8:00 p.m.

**Liability, Insurance and Safety:**

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor(s) will sell beer and/or wine, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the licensed vendor(s) has current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits.
2. No less than ten (10) days prior to the first activity of the Permitted Event herein described, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the Permitted Event has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event. City shall be named as an additional insured on the insurance policy of the licensed vendor.
3. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time they reasonably determine that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his designee to terminate all or part of the Permitted Event.

**Vendor/Event Sponsor:**

1. There shall be no more than ten (10) licensed vendors selling beer and/or wine at the Permitted Event.
2. All beer and/or wine shall be sold only by a licensed vendor.
3. Every licensed vendor shall obtain and shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a City catering permit; a State beer and wine permit for benevolent, charitable, or public purpose events; or a winery sponsored event permit.

4. The City shall play no role in determining which vendor shall be selected to sell alcoholic beverages in the Entertainment District during the Permitted Event, unless it is a City sponsored event.
5. The Event Sponsor shall provide at least two (2) persons to check proper identification for those who shall be sold beer and/or wine during the Permitted Event. These persons shall be clearly identified and shall be stationed at a central identification checking station where they shall issue one (1) wristband per individual twenty-one (21) years of age or older.
6. The Event Sponsor shall provide at least two (2) law enforcement officers or two (2) guards from a recognized private security firm to provide security for the Permitted Event. Such officers or guards shall be clearly identified as such and shall be on duty at all times beer and/or wine is being served during the Permitted Event. The Chief of Police shall make the determination of whether law enforcement officers are required and in the event the Chief of Police approves the use of a private security firm, the Event Sponsor shall obtain written permission for use of said private security firm by the Chief of Police or designee.
7. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, and/or negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event.

#### **Sales and Consumption:**

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendors will sell beer and/or wine, the Event Sponsor shall deliver to the Community Events Division a finalized site map which shall be drawn to show the locations, dimensions of, and relative distances between the following within the Entertainment District: (a) the beer and/or wine sales area; and (b) the boundaries where the beer and/or wine shall be consumed. Said site design and any subsequent alterations shall be approved in writing by Moscow Deputy City Supervisor – Community Development or their designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and/or wine sales and dispensing shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. The Event Sponsor shall include an identification checking station and its general location on Event Site Map.
4. No person shall be allowed to purchase beer and/or wine other than within the area designated for beer and/or wine sales and dispensing as shown on the map required by this Resolution and only persons with a designated wristband shall be allowed to purchase, possess, and consume beer and/or wine.
5. All beer and/or wine shall be dispensed in and consumed from the designated Event container. Such container shall be a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo of an alcoholic beverage.
6. Every occupant within The Entertainment District shall provide identification to law enforcement officers or City employees at any point in time or location when requested to do so.
7. No person under twenty-one (21) years of age shall be allowed to wear the designated wristband at any time during the Permitted Event.
8. A sign shall be prominently posted at or near the area designated for beer and/or wine sales and dispensing stating that service to persons under twenty-one (21) years of age is prohibited.

9. Beer and/or wine shall be sold only within the designated area in The Entertainment District and only between the hours of 4:00 p.m. and 8:00 p.m. local time on the 7<sup>th</sup> day of October, 2023, during the Permitted Event.
10. Beer and/or wine shall be consumed only within The Entertainment District between the hours of 4:00 p.m. and 8:00 p.m. local time on the 7<sup>th</sup> day of October, 2023, during the Permitted Event.
11. No person shall carry or consume any alcoholic beverage within The Entertainment District which is not purchased or dispensed from the licensed vendor(s) at the Permitted Event. Consumption of alcohol outside of The Entertainment District, in any public street, highway, alley, lane, sidewalk, public or private parking lot, conveyance, or primary and secondary school facility in the City of Moscow, shall be considered a violation of the City's open container ordinance.

**Fee:**

The Event Sponsor shall submit to the Community Events Division, within ten (10) days of the event, any remaining required fees established by Council that is associated with this Resolution.

**Failure To Comply:**

Failure to comply with this Resolution shall expose any such person to all relevant civil and criminal consequences and may result in denial of subsequent applications for alcohol permits in public right-of-ways for a period of no less than five (5) years.

**PASSED** on Motion by the Following Vote:

|                | Aye | Nay | Abstain | Absent |
|----------------|-----|-----|---------|--------|
| Hailey Lewis   |     |     |         |        |
| Gina Taruscio  |     |     |         |        |
| Sandra Kelly   |     |     |         |        |
| Maureen Laflin |     |     |         |        |
| Andrew Davis   |     |     |         |        |
| Julia Parker   |     |     |         |        |

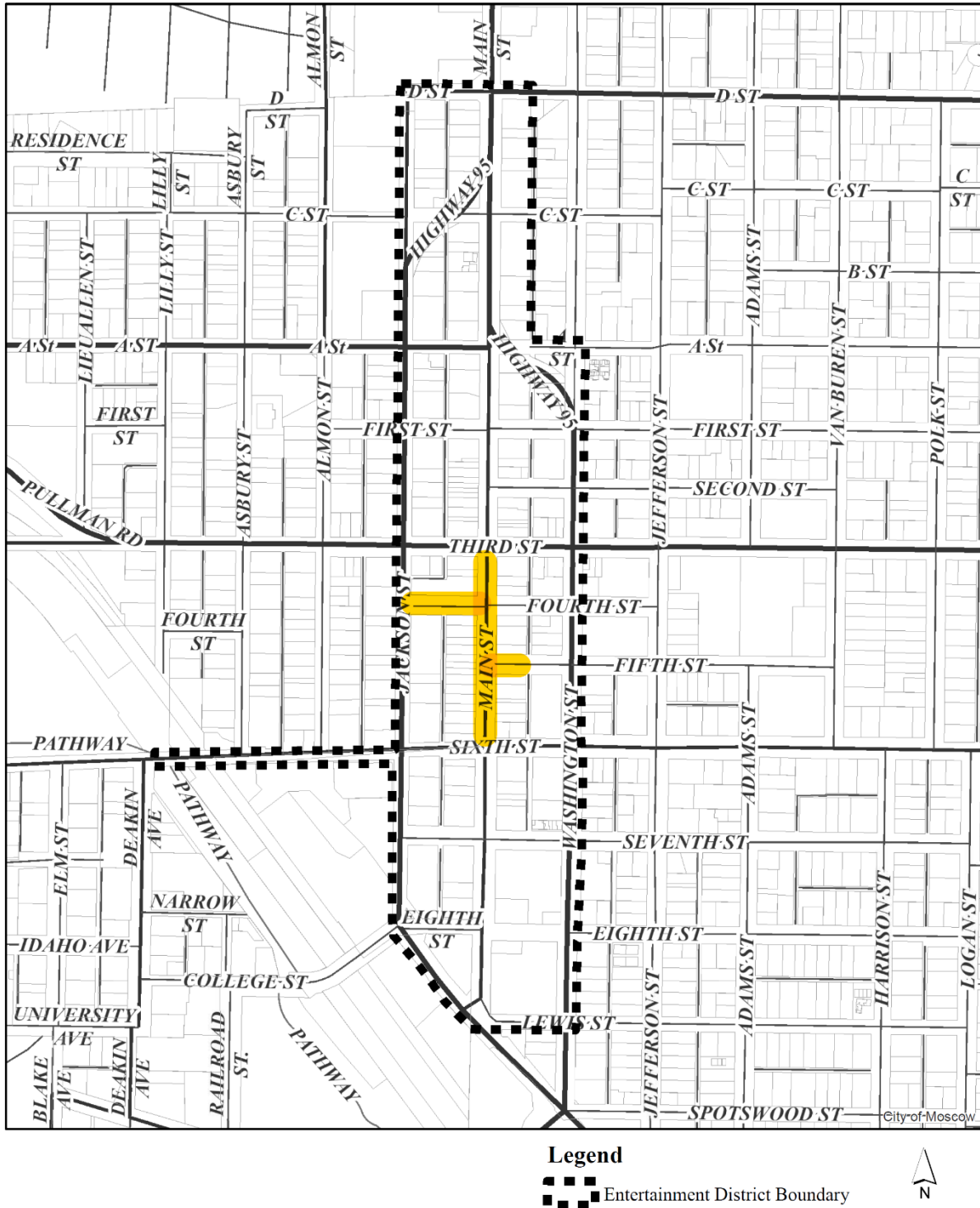
**ADOPTED** by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, Idaho this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Arthur D. Bettge, Mayor

**CERTIFICATION and ATTESTATION.** I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on \_\_\_\_\_, 2023 and attest to the Mayor's signature.

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

Exhibit 'A' - Entertainment District Boundary



## Attachment "B"

### City of Moscow Community Events Division EVENT APPLICATION



*Thank you for your interest in organizing/sponsoring an Event in the City of Moscow!  
Events by local citizens add to the cultural wealth of our town and may range from fun runs to political marches,  
neighborhood block parties to street fairs.*

Submit completed forms electronically or physically to the Community Events office:  
[communityevents@ci.moscow.id.us](mailto:communityevents@ci.moscow.id.us) or 221 East 2<sup>nd</sup> Street, Moscow. All applications must be legible.

The City reserves the right to request additional information reasonably necessary to make a fair determination as to issuance of a permit. Permits are issued on a first-come, first-served basis. According to Moscow City Code Title 10, Chapter 17, Section 17-4, event applications for regular or recurring events must be submitted at least sixty (60) days and not more than one hundred eighty (180) days before the proposed date of the event. Event applications for single, non-recurring events must be submitted at least ten (10) days and not more than one hundred eighty (180) days before the proposed date of the event.

Events with alcohol are to be submitted at least two (2) months prior to the event date to allow for adequate review and presentation to Administrative Committee and City Council. Administrative Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month and City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month pending no holiday delays or rescheduling of meetings.

1. Name of Event: Moscowberfest
2. Event Date(s): 10/07/2023
3. Event Location: Main St. from 3rd- 6th, 5th St. from Main St to Alley
4. Are you requesting a street closure for Event? Yes ☒ No ☐

**If yes**, provide street closure location(s). List cross streets, intersections, building addresses, etc. Include these details on your site map (see item 27.)

Main St. from 3rd- 6th, 5th St. from Main St to Alley

First bay on Jackson St Parking Lot

5. Do you require parking restrictions for the Event? Yes ☒ No ☐

**If yes**, list parking restrictions (i.e. no parking on day of event, parking restricted to a particular area, etc.).

No parking in the footprint of the event for the day.

6. Street Closure set-up/Load-in time: 2:00 PM Event(s) Start time: 4:00 PM
7. Event(s) End time: 8:00 PM Street Closure take-down/Load-out time: 10:00 PM
8. Is this a recurring Event (i.e. every 1<sup>st</sup> Thurs. or every Sat. May thru Oct.)? Yes ☐ No ☒
9. Is this an annual Event? Yes ☐ No ☒
10. Are you planning on having refreshments and/or food? Yes ☒ No ☐

EVENT APPLICATION – LAST UPDATED APRIL 3, 2023

Page 1 of 8

City of Moscow Community Events Division  
EVENT APPLICATION



If **yes**, describe your waste and recycling plan. Applicants are responsible for removing all waste from their event footprint and disposing of properly, including emptying permanent trash receptacles in the downtown area. Dumpsters located downtown are for private use.

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Additional garbage bins at the event to relieve pressure on the city bins.  
Volunteers will work to keep bins and waste cleaned up before, during, and after the event.

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11. Are you planning on serving alcohol/having alcohol available for purchase at the Event?

Yes ☒ (continue to Q.12)

No ☐ (skip to Q.14)

**All events with alcohol are required to have a Catering Permit.  
This process is to be handled by your licensed alcohol Vendor.**

Catering Permit applications are to be submitted to the City Clerk/Deputy City Clerk for approval.

12. Is the Event taking place in the public right-of-way (i.e. sidewalks, streets, etc.) within the City of Moscow Entertainment District? The Entertainment District allows for a temporary suspension of the Open Container law by Resolution of the City Council. See page 6 for a map of the Entertainment District.

Yes ☒ (continue to Q.13)

No ☐ (skip to item B.)

13. Are the Event organizers interested in pursuing a temporary suspension of the Open Container law by City Council Resolution?

Yes ☒ (see item A.)

No ☐ (skip to item B.)

**A. Event organizers pursuing a temporary suspension by City Council Resolution of the Open Container law for their Event within the public right-of-way of the Entertainment District boundaries must satisfy the following conditions with their Event listed below, in addition to any requirements detailed in the Moscow City Code, as set forth by City Council Resolution, and/or Catering Permit:**

- ☐ Include an identification checking station and its general location on Event Site Map. Identification checking station shall include a minimum of two (2) persons to check proper identification. These persons shall be clearly identified and be responsible for the issuance of wristbands denoting attendees are of legal drinking age.
- ☐ Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- ☐ Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.
- ☐ Post signage and waste receptacles at Event entry and exit points. Signage to clearly state "No Alcohol Permitted Beyond this Area". Additional requirements may be mandated by City Council Resolution.

City of Moscow Community Events Division  
EVENT APPLICATION



**B. Event organizers requesting for alcohol use for their Event that takes place in the public right-of-way **NOT** within the Entertainment District boundaries must satisfy the following conditions with their Event, in addition to following any requirements set forth by Resolution and/or Catering Permit. This option is also available to Event organizers who are **NOT** pursuing a temporary suspension by City Council Resolution of the Open Container law:**

- ☐ Include the location and estimated size of the beer garden on Event Site Map. Please note: barricades required for beer gardens are 8' in length.
- ☐ Complete and submit a Barrier Use Contract with this application.
- ☐ Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- ☐ Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.

Upon approval from Council, remaining Event fees will be due, and applicant's vendor(s) are required to submit a Catering Permit application to the City Clerk/Deputy City Clerk. Any additional required paperwork outlined by the City Council Resolution and/or this process will also be due upon approval.

14. Are you planning on having a band or music? Yes ☒ No ☐

**If yes**, describe below any recording equipment, sound amplification equipment, etc. Submit a completed **Noise Exemption Permit Request** with this Event application.

We will have a live band and DJ at Friendship Square.

15. Approximate number of persons, animals, and/or vehicles comprising the Event, the type(s) of animals and description of vehicles, and approximate number of participants and spectators in viewing attendance:

Estimated 2,000 People in attendance

Up to 6 Food vendors - serving brats, beer, wine, hotdogs

Up to 10 Alcohol vendors - serving beer, wine, seltzers.

Up to 6 retail or street game vendors - face painting, knitting, spinning circle, crochet and yarn kids crafts, rubber ninja stars to throw at foam targets, Hammerschlagen, and Steinholding, strenght competition (keg lifting from NIAC)

16. Do you plan on having banners, signs, or other attention-getting devices in the Event? Yes ☒ No ☐

17. Do you plan on using any designated public facilities or infrastructure for the Event? Yes ☒ No ☐  
**If yes**, list public facilities or infrastructure (i.e. public restrooms, picnic shelters, stages, etc.).

City of Moscow Community Events Division  
EVENT APPLICATION



City Trash cans  
Friendship square bathrooms

18. Are you requesting additional City Police services for escort services, traffic, and/or crowd control?  
Yes ☒ No ☐

If yes, contact City of Moscow Police Department at 208-883-7059 to discuss and see attached Fee Schedule.

19. Please use this area to include more detail or attach additional pages for additional information about Event that is pertinent for us to know.

20. Organization Sponsoring Event: Moscow Chamber of Commerce + Visitor Center  
21. Organization Address: 411 S Main St  
22. Organization Officers/Authorized Representatives: Sam Martinet, Alys Lease  
23. Individual Responsible for Event Organization: Alys Lease  
24. Individual's Address: 411 S Main St  
25. Individual's Day, Message, or Cell Phone Number: 208-301-3881/208-882-1800  
26. Individual's E-mail: staff@moscowchamber.com  
27. City reserves the right to alter your route if the City determines the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas. Applicant understands and agrees that the City is reserving that right? If answers no, application may be denied. Yes ☒ No ☐  
28. **Submit a Site Map with this application.** Event Applications without a Site Map will not be processed. Details on a Site Map may include but are not limited to locations of desired street closures, walking routes, assembly points, start and finish points, locations of food and beverage vendors, stages, service areas, etc. A blank map of downtown Moscow is available on page 7.  
29. **Residential Neighborhood Block Parties:** Provide Proof of Insurance (Requirement may be waived at Discretion of City)  
30. **All other Event Types (except Public Assembly):** Provide Proof of Insurance (Required – Certificate of Insurance must include the City of Moscow as an Additional Insured and list \$500,000 as the minimum amount of general liability or \$1,000,000 if alcohol is included.)

City of Moscow Community Events Division  
EVENT APPLICATION



**HOLD HARMLESS AGREEMENT:**

The applicant/group/organization (hereinafter "SPONSOR"), through its duly and specifically authorized agents, hereby releases City of Moscow, Idaho (hereinafter "CITY") and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by SPONSOR's own agents, officers, employees and representatives, to which SPONSOR might otherwise be immune, arising from the Community Event, Block Party, Public Assembly, Parade or Sidewalk Walking Parade scheduled to occur as indicated on this application (hereinafter "Event"), including any Street Closure permitted under the terms of CITY's Policy on Street Closure. No SPONSOR shall be required to indemnify or hold harmless CITY for claims, actions and demands that arise out of CITY's sole negligence. Inspection, review and/or acceptance by CITY of any activity performed by or during the Event, or any activity or non-activity by CITY Police Officers or other officers, employees, agents or representatives of CITY, shall not be grounds for avoidance of any of the covenants of defense, indemnification or hold harmless by SPONSOR on behalf of CITY.

SPONSOR acknowledges it will abide by any and all Federal, State, or City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees to comply with any and all Federal, State, or City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event and ensure that all participants comply with said Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees that if CITY determines she/he/they and/or any participant is not in compliance with said Directives and/or Regulations in effect at the time of the Event, CITY reserves the right to revoke the Event permit.

I, SPONSOR, certify under penalty of perjury pursuant to the law of the State of Idaho, that (1) I have read the foregoing Hold Harmless Agreement, understand it and agree with its contents and conditions; (2) I either have had an opportunity to speak with legal counsel or opted not to seek legal counsel prior to either signing this Agreement or electronically signing this Agreement by selecting the box below; and (3) understand that the terms of this Agreement are contractually and legally binding and that no verbal statement to the contrary, by any person, can void or alter the terms of this Agreement. I, SPONSOR, certify under penalty of perjury pursuant the law of the State of Idaho that the foregoing is true and correct and that I have the authority to bind the group or organization, if applicable, to this Agreement.

NAME: Alys Lease

DATE: 07.13.2023

**EVENT SPONSOR ELECTRONIC SIGNATURE:**

☒ By checking this box as an electronic signature, I agree, declare, and certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct. I agree to all the terms and conditions that apply to the Community Event /Residential Neighborhood Block Party/Public Assembly/Street Parade/Sidewalk/Pathway Event, Permitting Process, and Hold Harmless Agreement. I certify under penalty of perjury pursuant to the law of the State of Idaho that I have authority to bind the group or organization, if applicable, to this Agreement. I am signing this document utilizing an alternative manner of providing an electric signature through agreeing to and checking the above box and understand this electronic signature is valid and binding upon me to the same force and effect as a handwritten signature.

**EVENT SPONSOR NON-ELECTRONIC SIGNATURE:**

\_\_\_\_\_  
(Required only if printing and submitting in person)

*The information on this form is Public Record and may be posted to a public website.  
Moscow City Code Title 10, Chapter 17 is available from the City Clerk at PO Box 9203, Moscow, ID, 83843, or on the City's web page at <https://www.ci.moscow.id.us/393/City-Code>.*

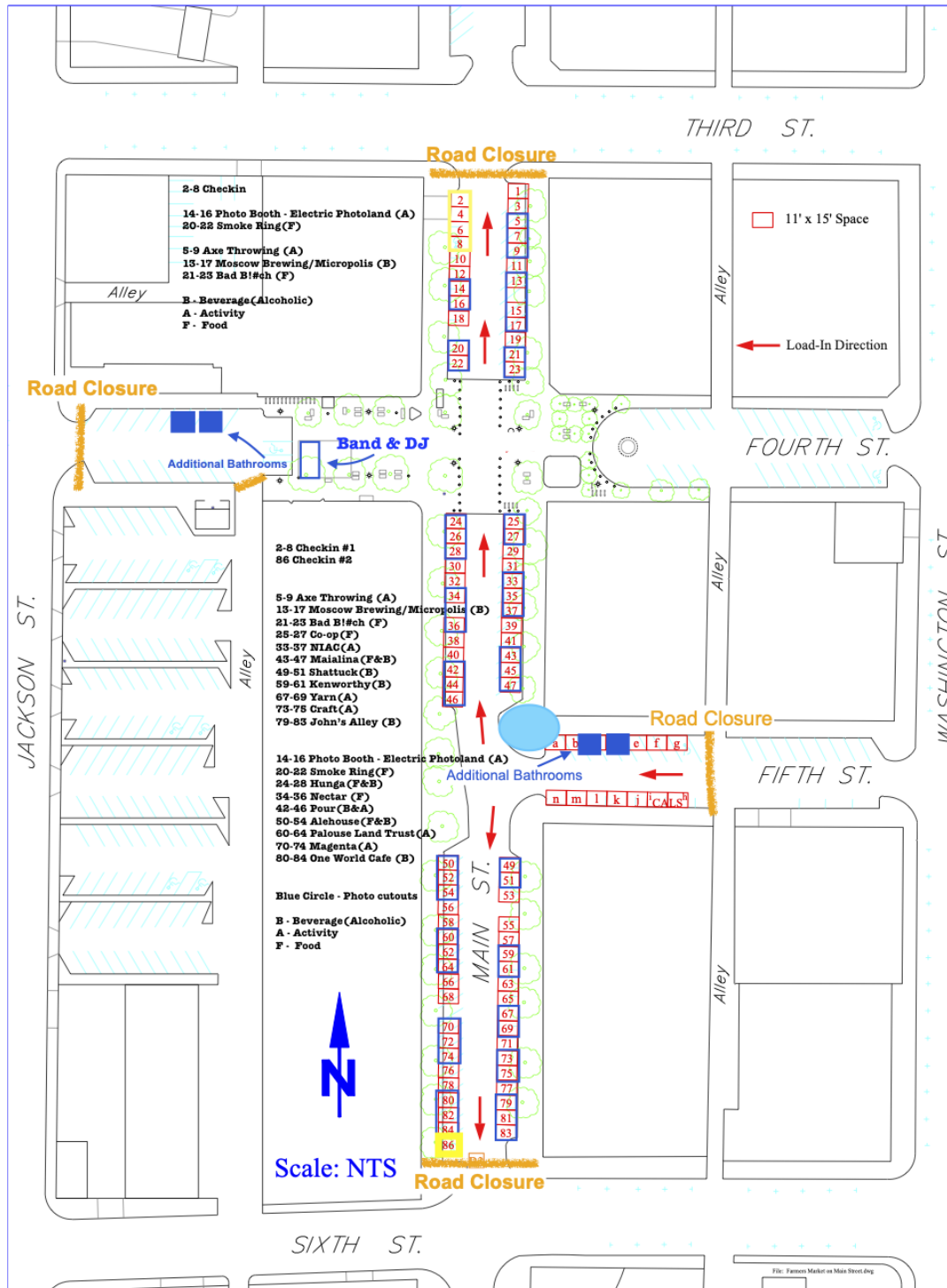
**FOR OFFICE USE ONLY**

|                                                                                      |                                                                                               |                                                                  |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="radio"/> Community Event without alcohol                                | <input checked="" type="radio"/> Community Event with alcohol                                 | <input type="radio"/> Street Parade Event                        |
| <input type="radio"/> Sidewalk/Pathway Event<br>(fun runs, trail runs, walk-a-thons) | <input type="radio"/> Public Assembly – no fee<br>(march, picket, rally, demonstration, etc.) | <input type="radio"/> Residential Neighborhood Block Party Event |
| Date App Rec'd: <u>7/26/2023</u>                                                     | Fees Due: _____                                                                               | Fees Paid: _____                                                 |

EVENT APPLICATION – LAST UPDATED APRIL 3, 2023

Page 5 of 8

# Moscowberfest Layout Map







## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                    |  |                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Troy Insurance Agency Inc<br>1822 18th Ave<br>P.O. Box 796<br>Lewiston ID 83501 |  | <b>CONTACT</b><br>NAME: Amanda Nelson<br>PHONE (A/C, No, Ext): (208) 743-3541 FAX (A/C, No): (208) 743-3542<br>E-MAIL ADDRESS: amtroy@troyins.com                |  |
| <b>INSURED</b><br>Moscow Chamber of Commerce<br>411 South Main St<br>Moscow ID 83843               |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: United States Liability Insurance Group<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |  |

### COVERAGES

CERTIFICATE NUMBER: 2023-2024 LIABILITY

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                               | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                 |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | NBP1563070    | 01/30/2023              | 01/30/2024              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMPI/OP AGG \$<br>Liquor Liability \$ 1,000,000 |
| A        | <input type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input checked="" type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY      |           |          | NBP1563070    | 01/30/2023              | 01/30/2024              | COMBINED SINGLE LIMIT (Ea accident) \$ Included in CGL<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                  |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 0                                                                              |           |          | CUP1567801    | 01/30/2023              | 01/30/2024              | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000<br>\$                                                                                                                                                                                           |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                   | Y/N       | N/A      |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                       |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
CITY OF MOSCOW IS LISTED AS ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY REFERENCED ABOVE.

### CERTIFICATE HOLDER

CITY OF MOSCOW  
206 E 3RD ST  
MOSCOW ID 83843

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Amanda Nelson*

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ACORD 25 (2016/03)

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## NOISE EXEMPTION PERMIT REQUEST

Moscow City Code 10-11-2

(Please allow at least three business days in which to process this request)

Requested Event Date(s): 10/07/2023 Begin time: 4:00 PM End time: 8:00 PM

Event Location: Main St from 3rd to 6th, 5th St from Main St to Alley

Amplified Music (DJ, party, etc.) ☐ No ☒ Yes

Alcoholic Beverages Available ☐ No ☒ Yes - Purchaser: Multiple Vendors  
(Marking this box does not mean your request will be denied) (If hosted or catered, name of serving organization)

Live Band Performing ☐ No ☒ Yes - Group: \_\_\_\_\_

Describe the event: A Bavarian themed block party - Moscow's own Oktoberfest celebration.

(use back of this form if more space is needed)

Name of requesting person/Group/Organization: Moscow Chamber of Commerce + Visitor Center

Person responsible for Group or Organization: Sam Marinett/Alys Lease

Requesting Person's Address: 411 S Main St

Phone Number: 208-882-1800

Email Address: staff@moscowchamber.com

\*Daytime phone number is required\*

\*Permits will be returned by email unless otherwise requested\*

Responsible person available **AT AND DURING** this event: Alys Lease

Cell- or contact-phone during event: 208-301-3881

**Your signature is unconditional acceptance of all terms and conditions. This permit may be modified or revoked by City at any time if permit conditions are violated. Read the following carefully:**

The applicant/group/organization hereby agrees to indemnify and hold harmless City of Moscow, Idaho from all claims, actions and demands of any kind whatsoever related to and/or arising out of the activity(ies) specified in this application and does hereby accept all risk and responsibility for any damage(s) stemming from such activity. Every Applicant requesting a noise Exemption Permit shall cooperate with law enforcement by adjusting the noise level in the event of any citizen complaint(s). In the event of non-compliance, law enforcement may revoke this permit. No applicant/group/organization shall be required to indemnify or hold harmless City of Moscow, Idaho for claims, actions and demands that arise out of City's sole negligence.

Requesting Person's Signature: \_\_\_\_\_ Date: 07/13/2023



APPROVED



DENIED

Date permit valid: 10/07/2023

Hours permit valid: 4pm-8pm

Noise level (dba) shall not exceed 85 dBa at ☒ source at ☐ property line

Other Conditions: \_\_\_\_\_

James Fry Jr.  
James Fry Jr. (Aug 1, 2023 13:40 PDT)

Police Chief or Designee (208) 883-7054

| Community Events Division Event Application Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------|--|
| Moscowberfest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 10/07/2023      | 4 - 8 pm |  |
| Event Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date(s)/Time(s) |          |  |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>DEPARTMENT/DIVISION DESIGNEE</b></p> <div style="margin-bottom: 10px;"> <p><u>James Fry Jr.</u><br/><small>James Fry Jr. (Aug 1, 2023 14:00 PDT)</small></p> <p>Moscow Police Department</p> <p><b>Officer presence required?</b>    <input type="radio"/> Yes    <input type="radio"/> No    <input checked="" type="radio"/> N/A</p> </div> <div style="margin-bottom: 10px;"> <p><u>Dan Ellinwood</u><br/><small>Dan Ellinwood (Jul 28, 2023 13:57 PDT)</small></p> <p>Moscow Volunteer Fire Department</p> </div> <div style="margin-bottom: 10px;"> <p><u>David R. Schott</u><br/><small>David R. Schott (Jul 28, 2023 13:00 PDT)</small></p> <p>Parks and Recreation Department</p> </div> <div style="margin-bottom: 10px;"> <p><u>Kyle Rainer</u><br/><small>Kyle Rainer (Aug 7, 2023 08:57 PDT)</small></p> <p>Community Development-Engineering Division</p> </div> <div style="margin-bottom: 10px;"> <p><u>[Signature]</u><br/><small>[Signature]</small></p> <p>Public Works-Environmental Services Division</p> </div> <div style="margin-bottom: 10px;"> <p><u>Steve Schulte</u><br/><small>Steve Schulte (Jul 28, 2023 14:00 PDT)</small></p> <p>Public Works-Streets Department</p> <p><b>Street closure required?</b>    <input checked="" type="radio"/> Yes    <input type="radio"/> No    <input type="radio"/> N/A</p> </div> </div> <div style="width: 35%;"> <p><b>EVENT(S) APPROVED/DENIED</b></p> <div style="margin-bottom: 10px;"> <p><input checked="" type="radio"/> Approve    <input type="radio"/> Deny</p> <p><input type="radio"/> Yes    <input type="radio"/> No    <input checked="" type="radio"/> N/A</p> </div> <div style="margin-bottom: 10px;"> <p><input checked="" type="radio"/> Approve    <input type="radio"/> Deny</p> </div> <div style="margin-bottom: 10px;"> <p><input checked="" type="radio"/> Approve    <input type="radio"/> Deny</p> </div> <div style="margin-bottom: 10px;"> <p><input checked="" type="radio"/> Approve    <input type="radio"/> Deny</p> </div> <div style="margin-bottom: 10px;"> <p><input checked="" type="radio"/> Approve    <input type="radio"/> Deny</p> </div> </div> </div> <div style="margin-top: 10px;"> <p><b>*Application will remain pending until ITD grants applicant a permit</b></p> <p><b>Time of street closure?</b>    2 pm - 10 pm    <b>Fees?</b> 147.00</p> <p style="text-align: center;">Start                      End                      Daytime                      Nighttime</p> <p style="text-align: center;"> <input type="radio"/>                      <input checked="" type="radio"/> </p> </div> |                 |          |  |

Laura Perrigo  
Laura Perrigo (Aug 2, 2023 14:13 PDT)

City Clerk/Deputy City Clerk

City of Moscow Community Events Division  
ALCOHOL USE APPLICATION



Required for Events requesting Alcohol Use in the Moscow Downtown Central Business  
Zoning District or a Moscow Parks Facility.

City Council has the right to deny this application, but applicants may still move forward  
with their approved Event without alcohol.

Timeline for requesting Alcohol Use:

1. At least two months prior to Event, applicant submits Event Application or Parks Reservation for review.
2. Upon approval of Application or Reservation, applicant submits:
  - a. Alcohol Use application
  - b. Pays \$100 non-refundable Alcohol Use fee
  - c. Name(s) of licensed alcohol provider(s)
  - d. Events in a Moscow Park Facility also include:
    - i. Location of the beer/wine garden during the event with size dimensions, entry and exit points, and serving location. Provide as much detail as possible.
3. Staff drafts a Resolution according to the Event and communicates with applicant on security and insurance requirements.
4. Applicant must be present at Administrative Committee meeting (meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month pending no holiday delays).
5. Applicant must be present at City Council meeting (meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> of each month pending no holiday delays).
6. Upon approval, applicant pays any remaining fees.

Event Name: Moscowberfest Event Date(s): 10/07/2023  
Event Location: Main St. from 3rd - 6th, 5th s. from Main to alley  
1st bay of Jackson st. Parking lot  
Event Start time: 4:00pm Event End time: 8:00pm  
Individual responsible per Event Application/Parks Reservation: Alys Lease

By signing this Alcohol Use application, applicant understands that their Event may not have alcohol unless approved by City Council, and that City Council has the right to deny Alcohol Use applications. Applicant also understands that the \$100 fee is non-refundable regardless of the decision issued by City Council.

Alys Lease 07/13/2023  
Signature of Individual responsible for Event Date

Date Received: 7/26/23 Date non-refundable fee is paid: 7/26/23



**CITY OF MOSCOW**

206 E. THIRD  
MOSCOW, ID 83843  
208-883-7000

PERMIT NUMBER: CE2023-24

EVENT DATE: Saturday, October 7, 2023

EVENT TIME: 4:00 – 8:00 pm

THIS IS TO CERTIFY THAT  
Moscow Chamber of Commerce + Visitor Center  
Alys Lease  
411 S. Main St.  
Moscow, ID 83843

IS HEREBY GRANTED A CITY OF MOSCOW COMMUNITY EVENT PERMIT FOR THE LOCATION NAMED BELOW WITHIN THE CORPORATE LIMITS OF THE CITY OF MOSCOW, IN CONFORMITY WITH THE PROVISIONS OF CHAPTER 17, TITLE 10 OF THE MOSCOW CITY CODE.

PERMIT TYPE: Community Event with alcohol

PERMIT LOCATION: Main St. from 3<sup>rd</sup> to 6<sup>th</sup>, 5<sup>th</sup> St. from alleyway to Main, 1<sup>st</sup> bay of Jackson Street parking lot.

I, \_\_\_\_\_, CERTIFY UNDER PENALTY OF PERJURY PURSUANT TO THE LAWS OF THE STATE OF IDAHO, THAT THE FOREGOING IS TRUE AND CORRECT. I AGREE TO ALL THE TERMS AND CONDITIONS OF MOSCOW CITY CODE TITLE 10, CHAPTER 17 PARADE; PUBLIC ASSEMBLY AND RESOLUTION 2015-05 POLICY AND PROCEDURES FOR RIGHT-OF-WAY PERMITS. DAMAGE TO ANY PUBLIC IMPROVEMENTS ARE THE RESPONSIBILITY OF THE PERMIT HOLDER.

ISSUED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

\_\_\_\_\_  
(SIGNATURE OF LICENSEE)

\_\_\_\_\_  
DATE

Aug. 8, 2023

\_\_\_\_\_  
(SIGNATURE OF STAFF)

\_\_\_\_\_  
DATE

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, September 11, 2023



## AGENDA ITEM TITLE

Proposed Lot Line Adjustment at 1020 Palouse River Drive and 2000 S Mountain View Rd (ACTION ITEM) – Aimee Hennrich

## RESPONSIBLE STAFF

Aimee Hennrich, Planner I

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

The applicant, Blum Enterprises 4, LLC, is requesting a lot line adjustment between two properties located at 1020 Palouse River Drive and 2000 S Mountain View Rd. The proposed lot line adjustment would increase 1020 Palouse River Drive from 7.03 acres to 8.85 acres and decrease 2000 S Mountain View Rd from 12.24 acres to 10.42 acres. The parcel addressed 2000 S Mountain View Rd is currently vacant land which was recently rezoned to the Multiple Family Residential (R-4) Zoning District, while 1020 Palouse River Drive contains a single-family home and is within the Farm Ranch Outdoor Recreation (FR) Zoning District. Within the R-4 Zoning District, lots are required to be a minimum of 5,000 sf and a minimum lot width of 50 feet. Within the FR Zoning District, the minimum lot area is 3 acres and the minimum lot width is 100 feet. The proposed lot line adjustment meets all zoning code requirements including building setbacks.

## REVIEWED BY

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Recommend approval of the lot line adjustment request; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff with further direction.

## STAFF RECOMMENDATION

Recommend approval of the lot line adjustment with no conditions.

## OTHER RESOURCES

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

1. Application Materials - Legal Desc and Exhibits

**SUSAN R. WILSON****ATTORNEY AT LAW, PLLC**

208 S. Main St., Ste 2, Moscow, ID 83843

Ph: 208-882-8060 ~ Fx: (866) 221-9397 ~ sw2@moscow.com

August 10, 2023

City of Moscow  
 Honorable Mayor and Councilmembers  
 Moscow, Idaho 83843

RE: Request for Approval of Lot Line Adjustment – Indian Hills Drive, Moscow

Dear Mayor and Councilmembers,

I am working with Blum Enterprises – 4, LLC and Shelley Bennett, who is the power of attorney for Delores Bennett, the Trustee of the Frank R. Bennett Family 1978 Trust. Blum Enterprises – 4, LLC has entered into an agreement to sell the West 150 feet of its property to the Bennett Trust, which owns the adjacent property.

The portion of the property under contract is identified as Tract 2 on the attached Exhibit A. Blum Enterprises – 4, LLC currently owns the property described as Tract 1 and Tract 2 on the attached Exhibit A. Legal descriptions for Tract 1 and Tract 2 are set forth on Exhibit B.

In consideration of this request for a lot line adjustment, please consider the following:

1. Lot Size, Width and Depth:  
 BEFORE ADJUSTMENT: Blum Enterprises – 4, LLC: Lot size is 12.24 acres, approximately 860 feet of Indian Hills Drive frontage and approximately 556 feet deep. See attached Exhibit A.  
 AFTER ADJUSTMENT: Blum Enterprises – 4, LLC: Lot size is 10.42 acres, approximately 710 feet of Indian Hills Drive frontage and approximately 556 feet deep. See attached Exhibit A.
2. Public Street Frontage and Lot Access: Indian Hills Drive and Palouse River Drive
3. Location of Utilities and City Services: Existing unchanged
4. Required Street Improvements: Not applicable
5. Park Land Dedication: Not applicable
6. Off-Street Parking: Not applicable
7. Right-of-way dedication and/or Easement Issues: None
8. Building Setbacks: See attached survey.

Also enclosed please find the following:

- A. A survey with dimensions, property lines, adjacent streets.
- B. A check for the Community Development Application Fee and Engineering Review Fee.

Because there is a pending purchase and sale agreement with both parties desiring to close quickly, the parties are asking that this application be reviewed and put on the City's agenda as soon as possible. If you have any further questions or concerns, please contact me at 208-882-8060.

Respectfully,



Susan R. Wilson  
 Attorney at Law



**CONSENT TO LOT LINE ADJUSTMENT**

I, Shelley L. Bennett, power of attorney for Delores Rae Bennett, Trustee of the Frank R. Bennett 1978 Trust, the owner of the property at Palouse River Drive, Moscow, and the applicant hereby consent to the Lot Line Adjustment to extend the east property line by 150 feet as further set forth in the application.

**BENNETT TRUST:**

\_\_\_\_\_  
DELORES RAE BENNETT, Trustee

\_\_\_\_\_  
SHELLEY L. BENNETT, POA

**CONSENT TO LOT LINE ADJUSTMENT**

I, Stacy Blum, Member of Blum Enterprises – 4, LLC, the owner of the property on Indian Hills Drive and as shown on Exhibit A, hereby consents to the Lot Line Adjustment to reduce my property by moving my west property line 150 feet east as further set forth in the application.

**BLUM ENTERPRISES – 4, LLC:**

  
\_\_\_\_\_  
STACY BLUM, Member



**CONSENT TO LOT LINE ADJUSTMENT**

I, Shelley L. Bennett, power of attorney for Delores Rae Bennett, Trustee of the Frank R. Bennett 1978 Trust, the owner of the property at Palouse River Drive, Moscow, and the applicant hereby consent to the Lot Line Adjustment to extend the east property line by 150 feet as further set forth in the application.

**BENNETT TRUST:**

*Shelley Bennett*

DELORES RAE BENNETT, Trustee

*Shelley L. Bennett*  
 Shelley L. Bennett (Aug 11, 2023 18:22 PDT)

SHELLEY L. BENNETT, POA

**CONSENT TO LOT LINE ADJUSTMENT**

I, Stacy Blum, Member of Blum Enterprises – 4, LLC, the owner of the property on Indian Hills Drive and as shown on Exhibit A, hereby consents to the Lot Line Adjustment to reduce my property by moving my west property line 150 feet east as further set forth in the application.

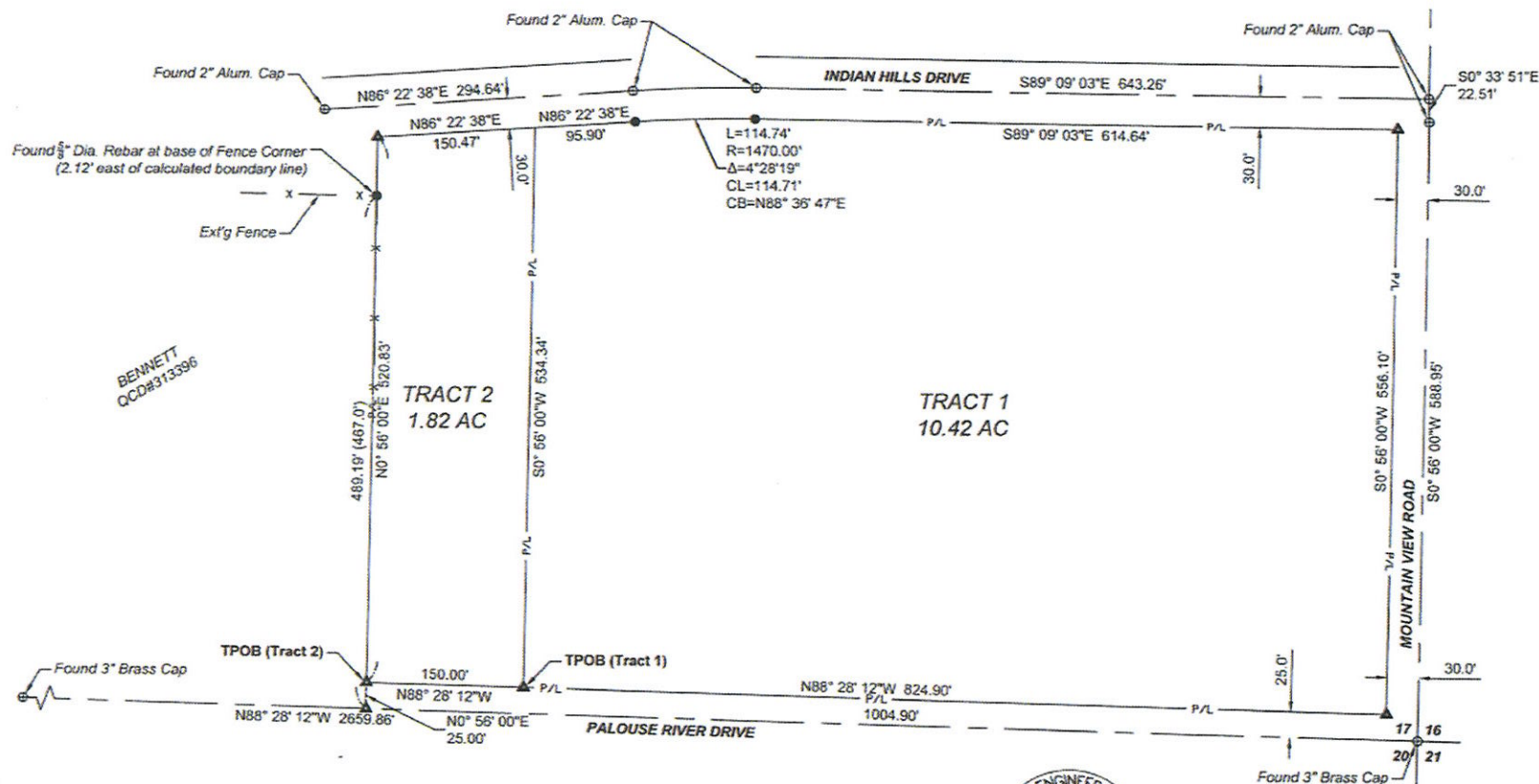
**BLUM ENTERPRISES – 4, LLC:**

STACY BLUM, Member



EXHIBIT A

Exhibit A



HAMMOND ENGINEERING & DEVELOPMENT CO.  
23020 Penny Lane, Juliaetta, Idaho 83535  
(208) 843-9303

RECEIVED

AUG 14 2023

By: .....

**EXHIBIT B****Legal Description Tract 1****TRACT 1**

A Parcel of land, located in the SE¼, SE¼ of Section 17, T.39N., R.5W., Boise Meridian, Latah County, Moscow, Idaho, more particularly described as follows:

Commencing at the SE Corner of Section 17 located at the intersection of Palouse River Drive and Mountain View Road; thence continuing along the South Line of said Section 17 N88°28'12"W 1004.90 feet; thence N0°56'00"E 25.00 feet to a point on the northerly right-of-way line of said Palouse River Drive; thence continuing along said right-of-way line S88°28'12"E 150.00 feet to a point and the TRUE POINT OF BEGINNING for this description.

thence on a line parallel to Mountain View Road N0°56'00"E 534.34 feet to a point on the southerly right-of-way line of Indian Hills Drive;

thence continuing along said right-of-way line N86°22'38"E 95.90 feet to a Point of Curvature;

thence continuing along said right-of-way line 114.74 feet which is a curve to the right having a radius of 1470.00 feet, a central angle of 4°28'19", and chord length of 114.71 feet bearing N88°36'47"E;

thence continuing along said right-of-way line S89°09'03"E 614.64 feet to a point on the westerly right-of-way line of Mountain View Road;

thence continuing along said right-of-way line S0°56'00"W 556.10 feet to a point on the northerly right-of-way line of said Palouse River Drive;

thence continuing along said right-of-way line N88°28'12"W 824.90 feet to the TRUE POINT OF BEGINNING for this description.

Said Parcel contains 10.42 Acres, more or less.



**EXHIBIT B****Legal Description Tract 2****TRACT 2**

A Parcel of land, located in the SE¼, SE¼ of Section 17, T.39N., R.5W., Boise Meridian, Latah County, Moscow, Idaho, more particularly described as follows:

Commencing at the SE Corner of Section 17 located at the intersection of Palouse River Drive and Mountain View Road; thence continuing along the South Line of said Section 17 N88°28'12"W 1004.90 feet; thence N0°56'00"E 25.00 feet to a point on the northerly right-of-way line of said Palouse River Drive and the TRUE POINT OF BEGINNING for this description.

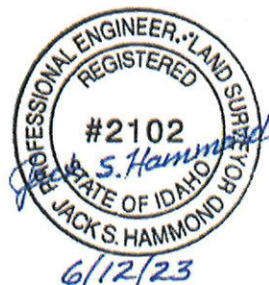
thence on a line parallel to Mountain View Road N0°56'00"E 520.83 feet to a point on the southerly right-of-way line of Indian Hills Drive;

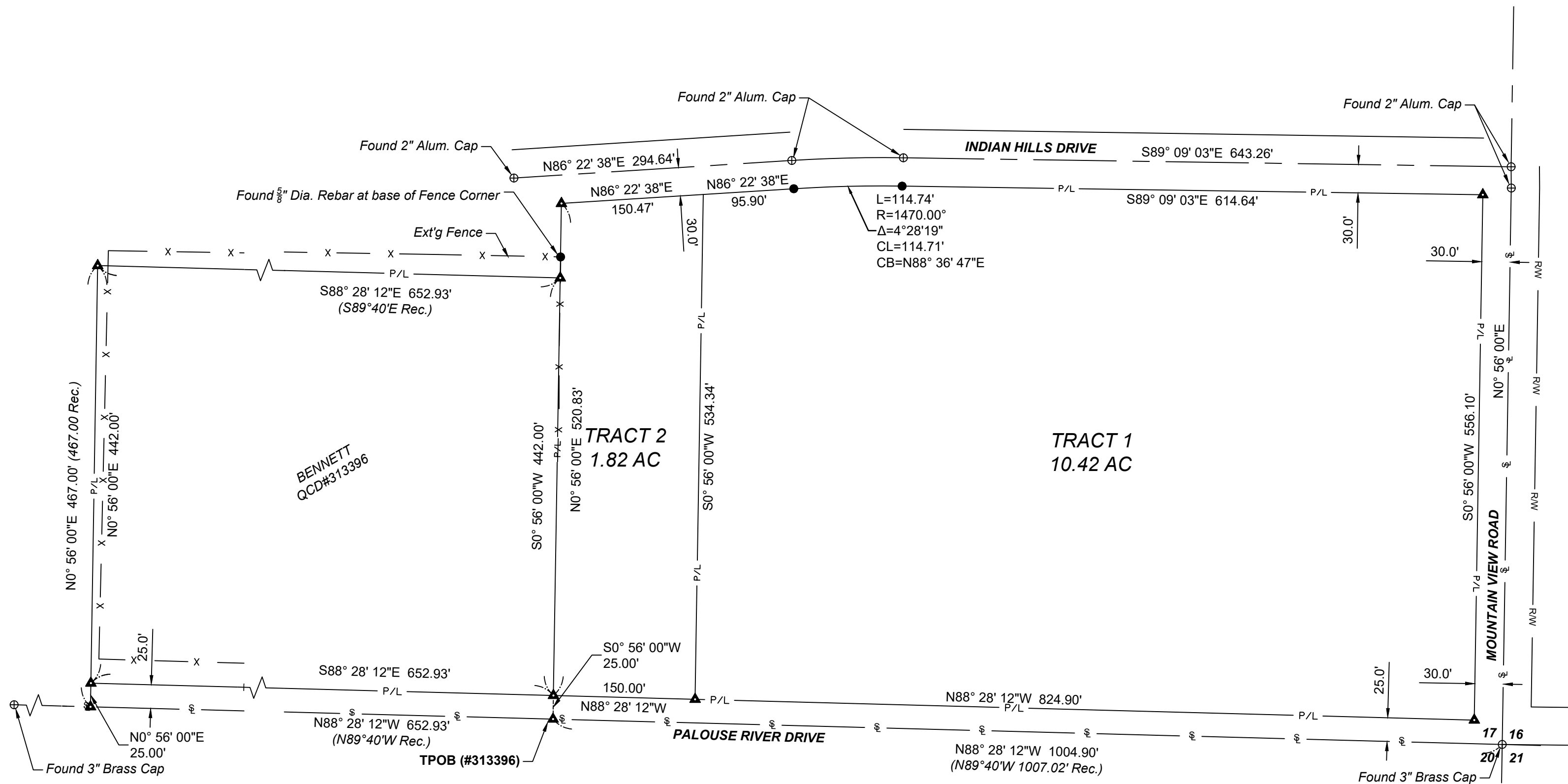
thence continuing along said right-of-way line N86°22'38"E 150.47 feet;

thence on a line parallel to Said Mountain View Road S0°56'00"W 534.34 feet to a point on the northerly right-of-way line of said Palouse River Drive;

thence continuing along said right-of-way line N88°28'12"W 150.00 feet to the TRUE POINT OF BEGINNING for this description.

Said Parcel contains 1.82 Acres, more or less.





HAMMOND ENGINEERING & DEVELOPMENT CO.  
23020 Penny Lane, Juliaetta, Idaho 83535  
(208) 843-9303

NO 628773AT THE REQUEST OF  
PIONEER TITLE CO OF LATAH COUNDATE AND HOUR  
04-28-2023 04:17:40 PMJulie Fry  
LATAH COUNTY RECORDER  
Fee: \$15.00 BY Harinda Valdez  
DeputyRECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:Susan R. Wilson  
Attorney at Law, PLLC  
208 S. Main St. Ste 2  
Moscow, ID 83843

829651

Space Above For Recorder's Use)

**QUITCLAIM DEED**

This Quitclaim Deed is made between BLUM ENTERPRISES – 4 LLC, an Idaho limited liability company, ("Grantor"), and DELORES RAE BENNETT, Trustee of the FRANK R. BENNETT FAMILY 1978 TRUST, executed the 25<sup>th</sup> day of October, 1978, ("Grantee"), with an address of 1020 E. Palouse River Drive, Moscow, ID 83843.

Grantor, for good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, does by these presents remise, release and forever quitclaim unto Grantee and to Grantee's successors and assigns, for the purposes of a boundary line adjustment, all right, title and interest in that certain real property situate, lying, and being in the County of Latah, State of Idaho, and legally described on the attached Exhibit A.

Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, the reversion and reversions, remainder or remainders, rents, issues, and profits thereof. To have and to hold all and singular and to its successors and assigns forever.

IN WITNESS WHEREOF, the Grantor has executed this instrument on this 28<sup>th</sup> day of April, 2023.

**GRANTOR:**  
BLUM ENTERPRISES – 4 LLC

J. Curtis Blum  
J. Curtis Blum, Member

Stacy Blum  
Stacy Blum, Member

628773

State of IDAHO )  
 ) ss.  
County of LATAH )

On this 28<sup>th</sup> day of April, 2023, before me, the undersigned, a Notary Public, in and for said State, personally appeared **J CURTIS BLUM and STACY BLUM**, known to me, and/or identified to me on the basis of satisfactory evidence, to be the Members of BLUM ENTERPRISES – 4 LLC, an Idaho limited liability company, the company whose name is subscribed to the within instrument and acknowledged to me that they executed the same on behalf of said company.

CORINNE A KINMAN  
COMMISSION NO. 63242  
NOTARY PUBLIC  
STATE OF IDAHO

Corinne A. Kinman  
Notary Public In and For the State of Idaho  
Residing at: Moscow  
My Commission Expires: 3-13-2026

OFFICIAL COPY

628773

**EXHIBIT A  
LEGAL DESCRIPTION**

A parcel of land, located in the SE¼ SE¼ of Section 17, T.39N., R.5W., Boise Meridian, Latah County, Moscow, Idaho, more particularly described as follows:

Commencing at the SE Corner of Section 17 located at the intersection of Palouse River Drive and Mountain View Road; thence continuing along the South Line of said Section 17 N88°28'12" W 1007.02 feet; thence N0°56'00"E 25.00 feet to a point on the northerly right-of-way line of said Palouse River Drive and the TRUE POINT OF BEGINNING for this description.

thence N0°56'00" E 520.64 feet to a point on the southerly right-of-way line of Indian Hills Drive;

thence continuing along said right-of-way line N86°22'38" E 2.13 feet;

thence S0°56'00" W 520.83 feet to a point on the northerly right-of-way line of said Palouse River Drive;

thence continuing along said right-of-way line N88°28'12" W 2.12 feet to the TRUE POINT OF BEGINNING for this description.