

Moscow City Council



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Tuesday, January 21, 2025

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. 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; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council January 6, 2025 Minutes - Laurie M. Hopkins

B. Approval of Claims - Sarah Decker

C. Disbursement Report December 2024 - Sarah Decker

Staff presented the December 2024 Accounts Payable Report to the Public Works / Finance Committee on January 13th, 2025. The Committee received the report and recommended approval of the disbursement report.

ACTION: Accept the Disbursements Report for the month of December 2024.

D. First Quarter Financial Report October 1, 2024 to December 31, 2024 for FY2025 - Sarah Decker

Staff presented the financial report for the first quarter of Fiscal Year 2025 (October 1, 2024 to December 31, 2024) to the Public Works/Finance Committee on January 13th, 2025. The Committee received the financial report and recommended approval as presented.

ACTION: Accept the FY2025 First Quarter Financial Report.

E. Idaho Commission on the Arts Grant Application: Public Programs in the Arts - Megan Cherry

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds

will represent off-setting revenue in the production of Artwalk. If the application is successful, funds are typically available at the end of the City of Moscow's FY2025, and would be deferred for use in FY2026.

ACTION: Approve the Public Programs in the Arts (PPA) grant application for the current cycle.

F. Moscow Winterfest Alcohol Use Request in Entertainment District - Amanda Argona

The Moscow Chamber of Commerce + Visitor Center is hosting its annual Moscow Winterfest on Saturday, February 1, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The applicant anticipates nine licensed beer and/or wine vendors and ten non-alcoholic and/or food vendors, along with a variety of outdoor games and activities for all ages. Warming fires may be provided at the event at the determination of the Moscow Volunteer Fire Department. The event has been reviewed and approved as of December 12, 2024. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Title 10, Chapter 1, Section 1-12; a draft resolution was reviewed by the Public Works/Finance Committee on January 13, 2025 and recommended for approval.

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of the Entertainment District for Moscow Winterfest for the duration of the event.

REGULAR AGENDA

2. Public Comment and Mayor's Response Period (limit 15 minutes)

3. Resolution Authorizing City Attorney to Submit a claim on behalf of the City of Moscow for the Payment Card Interchange Fee Settlement (ACTION ITEM) - Mia Bautista

A class action suit was filed against Visa and Mastercard and their issuing banks alleging that they violated the law by wrongfully inflating Interchange Fees. A \$5.5 billion Settlement was reached. The City is one of the merchants with Visa and/or Mastercard Interchange Fees paid from January 1, 2004, to January 25, 2019, and is eligible to submit a claim in this Settlement. If the City does not submit a claim for a Settlement Payment, it will not be entitled to receive funds under the terms of the Settlement. This was reviewed by the Public Works/Finance Committee on January 13, 2025 and recommended for approval.

PROPOSED ACTIONS: Approve the Resolution or take other action deemed appropriate.

REPORTS

City Council

Mayor

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 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.

Moscow City Council



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, January 6, 2025

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Art Bettge, Bryce Blankenship, Drew Davis, Sandra Kelly, Hailey Lewis, Julia Parker, Gina Taruscio

STAFF: Bill Belknap, Mia Bautista, Cody Riddle, Evan Timar, Alisa Anderson, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Council President Taruscio led the Pledge of Allegiance.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council December 16, 2024 Minutes - Laurie M. Hopkins

B. Approval of Claims - Sarah Decker

Kelly moved and Taruscio seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Mayors Appointments (ACTION ITEM)

The Mayor corrected the terms for Sandra Kelly and Tom Lamar to the Moscow Urban Renewal Agency. Kelly moved and Parker seconded approval of the corrected appointments. Roll Call Vote: Ayes: Four (4). Nays: Two (Taruscio, Lewis). Abstentions: None. Motion carried.

3. Public Comment and Mayor's Response Period (limit 15 minutes)

None offered.

4. Council Organization & Commission Assignments (ACTION ITEM) - Gina Taruscio, Council President

Taruscio listed the council president, vice president, committee members, and which commissions/boards each council member will liaison. Kelly moved, Blankenship seconded approval of the assignments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. WaterSMART Small-Scale Water Efficiency Grant Application (ACTION ITEM) - Alisa Anderson / Evan Timar

The WaterSMART Small-Scale Water Efficiency grant assists those who manage water programs to leverage their money and resources by cost sharing with the Bureau of Reclamation (BOR) on small-

scale on-the-ground projects that seek to conserve, better manage, and make more efficient use of the water supply reliability in the western United States. The City is eligible for this funding as a local water authority located in Idaho. Eligible projects include “Municipal Metering” to install or upgrade water meters, including but not limited to, installing end-user water service meters for residential and commercial buildings and the one-time purchase of software, equipment, and training for meter monitoring. The maximum award for a “Small Scale” project under this program is \$100,000, requiring a 50% match, with total project costs not exceeding \$225,000. The City previously applied for this funding but was not selected. Based on a debrief with the BOR, Staff is requesting to reapply for the next round of funding with the same request to purchase approximately 500 water meters that will be installed by City employees over a two-year period. Total project costs will not exceed \$225,000 and will include a grant request of \$100,000.

PROPOSED ACTIONS: Approval to submit a grant application for \$100,000 to the WaterSMART Small-Scale Water Efficiency Program and the corresponding Resolution, or take other such action deemed appropriate.

Anderson introduced the item stating this grant was approved by the Council to apply for back in July. While we were not asking for assistance with installation costs, they had a change to the structure of the grant. Moscow was asked to include those costs and reapply. Staff had already issued the RFP and a contract has been executed. Staff had a debrief with BOR which will allow refinement to the application. Timar added staff had a kick off meeting with the vendor and site visits to the locations for the collector/repeater locations. The first 100 meters have been received and the grant should coincide with the alpha stage of rollout. The grant announcement will occur in May with funding in October. As the meter installations are rolled out homeowners will receive literature on the new meter.

Taruscio moved to approve submitting a grant application for \$100,000 to the WaterSMART Small-Scale Water Efficiency Program and the corresponding Resolution. Kelly seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

SMART Transit – Lewis said SMART hired a new office manager.

Mayor

No report.

ADJOURN

It was mutually agreed upon to adjourn at 7:13 p.m.

Arthur D. Bettge, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk



Accounts Payable Checks for Approval

January 16, 2025 08:28 AM

jlopez

Check #	Check Date	Fund	Account	Vendor Name	Amount
377	01/15/2025	Sanitation Fund	Sales Tax Payable	LATAH SANITATION, INC.	\$1,393.04
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$166,420.99
377	01/15/2025	Sanitation Fund	Operations & Maintenance	LATAH SANITATION, INC.	\$3,978.12
377	01/15/2025	Sanitation Fund	Operations & Maintenance	LATAH SANITATION, INC.	\$15,138.56
377	01/15/2025	Sanitation Fund	Operations & Maintenance	LATAH SANITATION, INC.	\$49,651.24
377	01/15/2025	Sewer Fund	Bio-Solids Disposal	LATAH SANITATION, INC.	\$21,488.37
377	01/15/2025	Sanitation Fund	Accounts Receivable - Misc	LATAH SANITATION, INC.	\$(67,170.48)
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$12,702.54
377	01/15/2025	Sanitation Fund	Contractual Miscellaneous Rate	LATAH SANITATION, INC.	\$22,576.93
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$185.07
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$5,850.54
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$4,704.00
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$16,082.82
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$582.00
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$457.40
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$2,960.78
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$4,065.70
377	01/15/2025	Sanitation Fund	Contractual Miscellaneous Rate	LATAH SANITATION, INC.	\$5,449.10
377	01/15/2025	Sanitation Fund	Contractual Miscellaneous Rate	LATAH SANITATION, INC.	\$11,589.90
377	01/15/2025	Sanitation Fund	Contractual Miscellaneous Rate	LATAH SANITATION, INC.	\$603.41
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$527.10
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$38.14
377	01/15/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$15.20
Check Total:					\$279,290.47

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Total Amount Being Paid:	\$279,290.47



Accounts Payable Checks for Approval

January 16, 2025 08:27 AM

jlopez

Check #	Check Date	Fund	Account	Vendor Name	Amount
111455	01/08/2025	General Fund	Department Supplies	ALSCO, INC.	\$32.29
111455	01/08/2025	General Fund	Department Supplies	ALSCO, INC.	\$32.29
111455	01/08/2025	Transit Center	Department Supplies	ALSCO, INC.	\$34.04
111455	01/08/2025	Transit Center	Department Supplies	ALSCO, INC.	\$34.04
111455	01/08/2025	General Fund	Department Supplies	ALSCO, INC.	\$28.41
111455	01/08/2025	General Fund	Department Supplies	ALSCO, INC.	\$28.41
Check Total:					\$189.48
111456	01/08/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
111456	01/08/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
111456	01/08/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$315.00
Check Total:					\$735.00
111457	01/08/2025	General Fund	Professional Services	ANIMAL CLINIC AND HOSPITAL, PA	\$79.75
Check Total:					\$79.75
111458	01/08/2025	Recreation & Culture	R & M - Equipment	APPLIED INDUSTRIAL	\$816.50
Check Total:					\$816.50
111459	01/08/2025	Streets Fund	Maintenance	ATLAS SAND & ROCK, INC	\$485.55
Check Total:					\$485.55
111460	01/08/2025	General Fund	Travel & Meetings	Brett Payne	\$236.00
Check Total:					\$236.00
111461	01/08/2025	Transit Center	R & M - Buildings	CAMTEK INC.	\$105.00
Check Total:					\$105.00
111462	01/08/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$28.02
Check Total:					\$28.02
111463	01/08/2025	General Fund	Professional Services	Clark Wardle	\$871.50
Check Total:					\$871.50
111464	01/08/2025	Sewer Fund	Lab Supplies	COLE-PARMER INSTRUMENT COMPANY	\$566.97
Check Total:					\$566.97

Check #	Check Date	Fund	Account	Vendor Name	Amount
111465	01/08/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$5,641.80
				Check Total:	\$5,641.80
111466	01/08/2025	General Fund	Department Supplies	CULLIGAN, LLC	\$14.90
				Check Total:	\$14.90
111467	01/08/2025	Sewer Fund	R & M - Equipment	D & L SUPPLY COMPANY	\$782.00
				Check Total:	\$782.00
111468	01/08/2025	Capital Projects Fund	Improvements	Design West Architects	\$1,110.00
				Check Total:	\$1,110.00
111469	01/08/2025	General Fund	Travel & Meetings	Dustin Blaker	\$236.00
				Check Total:	\$236.00
111470	01/08/2025	General Fund	Emergency Communication 911	ECC/IDAHO MILITARY DIVISION	\$610.81
				Check Total:	\$610.81
111471	01/08/2025	Sewer Fund	R & M - Equipment	Ferguson Waterworks	\$731.21
				Check Total:	\$731.21
111472	01/08/2025	Recreation & Culture	R & M - Buildings	FISHER SYSTEMS, INC.	\$52.00
111472	01/08/2025	Recreation & Culture	R & M - Buildings	FISHER SYSTEMS, INC.	\$26.00
				Check Total:	\$78.00
111473	01/08/2025	MSD Community Play Fields	R & M - Grounds	Gateway Materials, Inc.	\$127.25
				Check Total:	\$127.25
111474	01/08/2025	General Fund	Fire Prevention Programs	Greta Lovell	\$30.00
				Check Total:	\$30.00
111475	01/08/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
111475	01/08/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
111475	01/08/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
111475	01/08/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
111475	01/08/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
111475	01/08/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
111475	01/08/2025	Water Fund	Rental Property & Equipment	HAHN RENTAL CENTER, INC.	\$47.50
111475	01/08/2025	Stormwater Fund	Rental Property & Equipment	HAHN RENTAL CENTER, INC.	\$47.50
111475	01/08/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
111475	01/08/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
111475	01/08/2025	Streets Fund	Rental Property & Equipment	HAHN RENTAL CENTER, INC.	\$49.01
				Check Total:	\$1,288.01
111476	01/08/2025	Sewer Fund	Lab Supplies	Hardy Diagnostics	\$194.29

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$194.29
111477	01/08/2025	1912 Center Fund	Professional Services	HEART OF THE ARTS, INC.	\$7,000.00
111477	01/08/2025	1912 Center Fund	Utility Expense	HEART OF THE ARTS, INC.	\$3,750.00
Check Total:					\$10,750.00
111478	01/08/2025	General Fund	Humane Society Allocation	HUMANE SOCIETY OF THE PALOUSE	\$4,846.16
Check Total:					\$4,846.16
111479	01/08/2025	General Fund	Miscellaneous Services & Charges	IDAHO DEPT. OF HEALTH & WELFARE	\$360.00
Check Total:					\$360.00
111480	01/08/2025	General Fund	Rental Property & Equipment	IDAHO STATE POLICE	\$2,293.75
111480	01/08/2025	General Fund	Rental Property & Equipment	IDAHO STATE POLICE	\$7,356.25
Check Total:					\$9,650.00
111481	01/08/2025	General Fund	Professional Services	INFOSEND, INC.	\$3,865.39
Check Total:					\$3,865.39
111482	01/08/2025	Recreation & Culture	Third Street Gallery	J & H PRINTING, INC.	\$35.00
Check Total:					\$35.00
111483	01/08/2025	General Fund	Uniform Expense	Jordan Johnson	\$250.00
Check Total:					\$250.00
111484	01/08/2025	Recreation & Culture	Art Walk	KRPL, INC.	\$166.65
Check Total:					\$166.65
111485	01/08/2025	General Fund	Recruitment Expense	LANGFIELD PSYCHOLOGICAL SERVICES	\$600.00
Check Total:					\$600.00
111486	01/08/2025	General Fund	Travel & Meetings	Lawrence Mowery	\$236.00
Check Total:					\$236.00
111487	01/08/2025	General Fund	Office Supplies	LOOKING GLASS	\$32.55
111487	01/08/2025	General Fund	Office Supplies	LOOKING GLASS	\$32.55
111487	01/08/2025	General Fund	Office Supplies	LOOKING GLASS	\$25.46
111487	01/08/2025	General Fund	Office Supplies	LOOKING GLASS	\$18.37
111487	01/08/2025	General Fund	Office Supplies	LOOKING GLASS	\$23.00
111487	01/08/2025	Water Fund	Office Supplies	LOOKING GLASS	\$75.09
111487	01/08/2025	Water Fund	Office Supplies	LOOKING GLASS	\$8.35
111487	01/08/2025	Stormwater Fund	Office Supplies	LOOKING GLASS	\$11.50
111487	01/08/2025	Stormwater Fund	Office Supplies	LOOKING GLASS	\$18.37
111487	01/08/2025	Stormwater Fund	Office Supplies	LOOKING GLASS	\$18.37
Check Total:					\$263.61

Check #	Check Date	Fund	Account	Vendor Name	Amount
111488	01/08/2025	MSD Community Play Fields	R & M - Grounds	LUCKY ACRES FENCING	\$1,759.43
Check Total:					\$1,759.43
111489	01/08/2025	Recreation & Culture	R & M - Buildings	MCCOY PLUMBING & HEATING, INC.	\$26.95
Check Total:					\$26.95
111490	01/08/2025	Recreation & Culture	Refunds & Reimbursements	Michelle Reynolds	\$95.40
Check Total:					\$95.40
111491	01/08/2025	General Fund	Rental Property & Equipment	MOSCOW VOLUNTEER FIRE DEPARTMENT	\$1,750.00
Check Total:					\$1,750.00
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$162.08
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$149.52
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$23.28
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$17.38
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$111.98
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$103.40
111492	01/08/2025	General Fund	Downtown Maintenance	NAPA AUTO PARTS	\$133.87
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$26.99
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$(24.52)
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$196.80
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$8.86
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$(55.99)
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$9.98
111492	01/08/2025	Recreation & Culture	Department Supplies	NAPA AUTO PARTS	\$13.72
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$336.49
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$24.52
111492	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	\$149.52
Check Total:					\$1,387.88
111493	01/08/2025	Sewer Fund	Department Supplies	National Safety, Inc.	\$336.60
Check Total:					\$336.60
111494	01/08/2025	Fleet Management Fund	Shop Supplies	NORCO, INC.	\$63.95
Check Total:					\$63.95
111495	01/08/2025	Sewer Fund	R & M - Equipment	NORLAB, INC	\$293.00
Check Total:					\$293.00
111496	01/08/2025	Streets Fund	Maintenance	NORTH IDAHO CRUSHING, INC.	\$198.19
Check Total:					\$198.19
111497	01/08/2025	General Fund	Donated Benches	Northwest Engraving Services	\$26.00
111497	01/08/2025	Recreation & Culture	Community Event Programs	Northwest Engraving Services	\$5.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$31.00
111498	01/08/2025	Sewer Fund	Chemicals	OXARC, INC.	\$278.25
111498	01/08/2025	Sewer Fund	Chemicals	OXARC, INC.	\$6,273.04
111498	01/08/2025	Sewer Fund	Chemicals	OXARC, INC.	\$6,273.04
111498	01/08/2025	Sewer Fund	Chemicals	OXARC, INC.	\$956.00
111498	01/08/2025	Sewer Fund	Chemicals	OXARC, INC.	\$125.37
Check Total:					\$13,905.70
111499	01/08/2025	General Fund	Department Supplies	PRINTCRAFT PRINTING, INC.	\$59.40
Check Total:					\$59.40
111500	01/08/2025	General Fund	Public Transportation	REGIONAL PUBLIC TRANSPORTATION, INC	\$35,082.25
Check Total:					\$35,082.25
111501	01/08/2025	General Fund	R & M - Buildings	SCHINDLER ELEVATOR CORPORATION	\$954.99
111501	01/08/2025	General Fund	R & M - Buildings	SCHINDLER ELEVATOR CORPORATION	\$989.90
Check Total:					\$1,944.89
111502	01/08/2025	Sewer Fund	Miscellaneous Services & Charges	SE Moscow Sewer District	\$130.00
Check Total:					\$130.00
111503	01/08/2025	General Fund	Department Supplies	Sirchie Acquisition Company, LLC	\$220.25
Check Total:					\$220.25
111504	01/08/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$33.54
111504	01/08/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$13.58
111504	01/08/2025	Water Fund	Operations & Maintenance Parts	SPENCE HARDWARE & SUPPLY, INC.	\$32.57
111504	01/08/2025	Water Fund	Operations & Maintenance Parts	SPENCE HARDWARE & SUPPLY, INC.	\$1.99
111504	01/08/2025	Water Fund	Operations & Maintenance Parts	SPENCE HARDWARE & SUPPLY, INC.	\$23.88
111504	01/08/2025	Stormwater Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$469.04
111504	01/08/2025	Stormwater Fund	Uniform Expense	SPENCE HARDWARE & SUPPLY, INC.	\$73.09
111504	01/08/2025	Stormwater Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$2.56
111504	01/08/2025	Stormwater Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$178.48
111504	01/08/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$89.24
111504	01/08/2025	Sewer Fund	Uniform Expense	SPENCE HARDWARE & SUPPLY, INC.	\$161.49
111504	01/08/2025	Sewer Fund	R & M - Equipment	SPENCE HARDWARE & SUPPLY, INC.	\$60.63
111504	01/08/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$131.74
111504	01/08/2025	Streets Fund	Maintenance	SPENCE HARDWARE & SUPPLY, INC.	\$19.98
111504	01/08/2025	Streets Fund	Maintenance	SPENCE HARDWARE & SUPPLY, INC.	\$32.99
111504	01/08/2025	Sewer Fund	Uniform Expense	SPENCE HARDWARE & SUPPLY, INC.	\$161.49
111504	01/08/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$49.99
111504	01/08/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$21.99
111504	01/08/2025	General Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$15.47

Check #	Check Date	Fund	Account	Vendor Name	Amount
111504	01/08/2025	General Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$1.99
111504	01/08/2025	General Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$11.99
111504	01/08/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$33.99
111504	01/08/2025	Fleet Management Fund	Shop Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$(16.99)
111504	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	SPENCE HARDWARE & SUPPLY, INC.	\$199.99
111504	01/08/2025	Streets Fund	Traffic Control	SPENCE HARDWARE & SUPPLY, INC.	\$17.16
111504	01/08/2025	Stormwater Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$57.42
111504	01/08/2025	General Fund	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	\$62.98
111504	01/08/2025	General Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$14.78
111504	01/08/2025	Water Fund	Other Miscellaneous Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$68.64
111504	01/08/2025	Fleet Management Fund	Operations & Maintenance Parts	SPENCE HARDWARE & SUPPLY, INC.	\$9.97
111504	01/08/2025	Streets Fund	Traffic Control	SPENCE HARDWARE & SUPPLY, INC.	\$27.99
111504	01/08/2025	Streets Fund	Traffic Control	SPENCE HARDWARE & SUPPLY, INC.	\$4.98
111504	01/08/2025	Water Fund	Operations & Maintenance Parts	SPENCE HARDWARE & SUPPLY, INC.	\$26.97
111504	01/08/2025	Water Fund	Operations & Maintenance Parts	SPENCE HARDWARE & SUPPLY, INC.	\$21.57
111504	01/08/2025	Water Fund	Operations & Maintenance Parts	SPENCE HARDWARE & SUPPLY, INC.	\$44.97
111504	01/08/2025	General Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	\$4.16
111504	01/08/2025	General Fund	Downtown Maintenance	SPENCE HARDWARE & SUPPLY, INC.	\$67.01
Check Total:					\$2,233.31
111505	01/08/2025	Recreation & Culture	Department Supplies	Spence Sales & Service	\$101.97
111505	01/08/2025	Recreation & Culture	Department Supplies	Spence Sales & Service	\$1.00
Check Total:					\$102.97
111506	01/08/2025	General Fund	Investigations Expense	STEVEN E. BRANDT	\$200.00
Check Total:					\$200.00
111507	01/08/2025	Recreation & Culture	R & M - Buildings	Stoneway Electric Supply Co.	\$55.82
Check Total:					\$55.82
111508	01/08/2025	General Fund	R & M - Buildings	SUPERIOR FLOORS, INC.	\$5,433.00
111508	01/08/2025	General Fund	R & M - Buildings	SUPERIOR FLOORS, INC.	\$6,748.00
Check Total:					\$12,181.00
111509	01/08/2025	General Fund	Professional Publications	THOMSON REUTERS-WEST	\$365.88
111509	01/08/2025	General Fund	Professional Publications	THOMSON REUTERS-WEST	\$89.07
Check Total:					\$454.95
111510	01/08/2025	General Fund	Department Supplies	TRANSUNION RISK AND ALTERNATIVE	\$188.20
Check Total:					\$188.20
111511	01/08/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY	\$45.72
Check Total:					\$45.72
111512	01/08/2025	General Fund	Postage Expense	U.S. POSTAL SERVICE	\$88.45

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$88.45
111513	01/08/2025	General Fund	Postage Expense	UNITED PARCEL SERVICE, INC.	\$45.41
Check Total:					\$45.41
111514	01/08/2025	Sewer Fund	Janitorial Services & Supplies	Viva Cleaning Company	\$2,725.54
111514	01/08/2025	Water Fund	Janitorial Services & Supplies	Viva Cleaning Company	\$1,537.62
Check Total:					\$4,263.16
111515	01/08/2025	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.	\$43.10
Check Total:					\$43.10
111516	01/08/2025	General Fund	Employee Recognition	Wildflour, LLC	\$75.00
Check Total:					\$75.00
111517	01/15/2025	Streets Fund	Traffic Control	3M COMPANY	\$189.58
Check Total:					\$189.58
111518	01/15/2025	General Fund	Professional Services	Aidan Koval	\$180.00
Check Total:					\$180.00
111519	01/15/2025	General Fund	Professional Services	Alexandra Sceli	\$810.00
Check Total:					\$810.00
111520	01/15/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$32.76
111520	01/15/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$71.40
111520	01/15/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$32.76
111520	01/15/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$71.40
111520	01/15/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$32.76
111520	01/15/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$71.40
Check Total:					\$312.48
111521	01/15/2025	Capital Projects Fund	Roadway Improvement Program	ALTA SCIENCE AND ENGINEERING INC	\$4,337.01
111521	01/15/2025	Capital Projects Fund	Roadway Improvement Program	ALTA SCIENCE AND ENGINEERING INC	\$343.55
Check Total:					\$4,680.56
111522	01/15/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00
111522	01/15/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
111522	01/15/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
Check Total:					\$620.00
111523	01/15/2025	Sewer Fund	Professional Services	Anatek Labs, Inc. - Spokane	\$210.00
Check Total:					\$210.00
111524	01/15/2025	Sewer Fund	R & M - Equipment	ANDRITZ SEPARATION, INC.	\$5,033.88

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$5,033.88
111525	01/15/2025	General Fund	Professional Services	Austin Weisse	\$270.00
Check Total:					\$270.00
111526	01/15/2025	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.	\$27.54
Check Total:					\$27.54
111527	01/15/2025	Water Fund	Heat, Lights & Utilities	Avista Utilities	\$28,061.68
111527	01/15/2025	Streets Fund	Street Lighting	Avista Utilities	\$22,425.77
111527	01/15/2025	Sewer Fund	Heat, Lights & Utilities	Avista Utilities	\$20,086.91
111527	01/15/2025	General Fund	Heat, Lights & Utilities	Avista Utilities	\$3,403.43
111527	01/15/2025	General Fund	Heat, Lights & Utilities	Avista Utilities	\$6,742.72
111527	01/15/2025	Fleet Management Fund	Heat, Lights & Utilities	Avista Utilities	\$1,940.69
111527	01/15/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$258.87
111527	01/15/2025	Transit Center	Heat, Lights & Utilities	Avista Utilities	\$58.93
111527	01/15/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$1,450.88
111527	01/15/2025	General Fund	Downtown Maintenance	Avista Utilities	\$937.08
111527	01/15/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$872.22
111527	01/15/2025	General Fund	Heat, Lights & Utilities	Avista Utilities	\$469.73
111527	01/15/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$2,145.23
111527	01/15/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$56.51
111527	01/15/2025	Stormwater Fund	Heat, Lights & Utilities	Avista Utilities	\$424.16
Check Total:					\$89,334.81
111528	01/15/2025	Water Fund	Professional Development	Backflow Assembly Testing & Supply	\$1,500.00
111528	01/15/2025	Water Fund	Professional Development	Backflow Assembly Testing & Supply	\$400.00
Check Total:					\$1,900.00
111529	01/15/2025	General Fund	Professional Services	Ben Aichele	\$180.00
Check Total:					\$180.00
111530	01/15/2025	Information Systems Fund	Professional Services - IS	Blue Logix, LLC	\$320.00
111530	01/15/2025	Sewer Fund	Professional Services	Blue Logix, LLC	\$2,080.00
111530	01/15/2025	Sewer Fund	Professional Services	Blue Logix, LLC	\$240.00
Check Total:					\$2,640.00
111531	01/15/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
111531	01/15/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
111531	01/15/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
111531	01/15/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
111531	01/15/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
111531	01/15/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
111531	01/15/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
111531	01/15/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
Check Total:					\$80.00
111532	01/15/2025	General Fund	Uniform Cleaning	BLUE RIBBON LINEN SUPPLY, INC.	\$159.09
Check Total:					\$159.09
111533	01/15/2025	General Fund	Dues, Subscriptions & Memberships	BMI GENERAL LICENSING	\$446.00
Check Total:					\$446.00
111534	01/15/2025	Information Systems Fund	Department Supplies	Cactus Computer & Internet	\$33.95
111534	01/15/2025	Information Systems Fund	Department Supplies	Cactus Computer & Internet	\$9.90
Check Total:					\$43.85
111535	01/15/2025	Recreation & Culture	Professional Development	Calvin Macy	\$437.00
Check Total:					\$437.00
111536	01/15/2025	General Fund	Professional Services	Cameron Paquette	\$450.00
Check Total:					\$450.00
111537	01/15/2025	Water Fund	Uniform Expense	Cameron Ramaekers	\$90.09
Check Total:					\$90.09
111538	01/15/2025	Information Systems Fund	Equipment	CANON SOLUTIONS AMERICA, INC.	\$7,452.22
111538	01/15/2025	Information Systems Fund	Equipment	CANON SOLUTIONS AMERICA, INC.	\$5,165.72
111538	01/15/2025	Information Systems Fund	Department Supplies	CANON SOLUTIONS AMERICA, INC.	\$71.94
111538	01/15/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$17.28
111538	01/15/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$70.62
111538	01/15/2025	Sewer Fund	Professional Services	CANON SOLUTIONS AMERICA, INC.	\$68.54
111538	01/15/2025	Recreation & Culture	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$39.30
111538	01/15/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$32.41
111538	01/15/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$20.20
111538	01/15/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$78.50
111538	01/15/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$29.49
111538	01/15/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$11.39
111538	01/15/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$85.10
111538	01/15/2025	Water Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$26.97
111538	01/15/2025	Water Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$28.64
111538	01/15/2025	Sewer Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$40.83
111538	01/15/2025	Water Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$12.20
111538	01/15/2025	Information Systems Fund	Department Supplies	CANON SOLUTIONS AMERICA, INC.	\$35.29
Check Total:					\$13,286.64
111539	01/15/2025	Water Fund	Water Conservation Program	Cara Wallen	\$75.00
Check Total:					\$75.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
111540	01/15/2025	Fleet Management Fund	Operations & Maintenance Parts	CHIPMAN & TAYLOR CHEVROLET	\$504.12
				Check Total:	\$504.12
111541	01/15/2025	Recreation & Culture	Professional Development	Chris Reinbrecht	\$301.00
				Check Total:	\$301.00
111542	01/15/2025	General Fund	Professional Services	Claire Romero	\$1,350.00
				Check Total:	\$1,350.00
111543	01/15/2025	Fleet Management Fund	Motor Fuels & Lubricants	COLEMAN OIL CO.	\$12,100.55
				Check Total:	\$12,100.55
111544	01/15/2025	Recreation & Culture	Professional Development	Craig Heitman	\$437.00
				Check Total:	\$437.00
111545	01/15/2025	Sewer Fund	Department Supplies	Crown Enterprises	\$139.98
111545	01/15/2025	Sewer Fund	R & M - Equipment	Crown Enterprises	\$33.98
111545	01/15/2025	Sewer Fund	R & M - Equipment	Crown Enterprises	\$9.59
				Check Total:	\$183.55
111546	01/15/2025	General Fund	Professional Services	DEVIN MOURA	\$540.00
				Check Total:	\$540.00
111547	01/15/2025	Water Fund	Professional Services	DIGLINE, INC.	\$93.60
111547	01/15/2025	Sewer Fund	Professional Services	DIGLINE, INC.	\$93.60
				Check Total:	\$187.20
111548	01/15/2025	General Fund	Department Supplies	Eagle Engraving, Inc.	\$30.70
				Check Total:	\$30.70
111549	01/15/2025	General Fund	Professional Services	Evan Shirley-Wooley	\$90.00
				Check Total:	\$90.00
111550	01/15/2025	Sanitation Fund	Waste Connection Trans	FINLEY BUTTES LANDFILL	\$126,905.17
				Check Total:	\$126,905.17
111551	01/15/2025	Information Systems Fund	Telephones & Communications	FIRST STEP INTERNET, LLC	\$50.00
				Check Total:	\$50.00
111552	01/15/2025	General Fund	Postage Expense	FRANCOTYP-POSTALIA, INC.	\$180.00
				Check Total:	\$180.00
111553	01/15/2025	Sewer Fund	R & M - Equipment	Frontline Fall Protection, Inc.	\$10,154.66
				Check Total:	\$10,154.66
111554	01/15/2025	Sewer Fund	R & M - Equipment	Gateway Materials, Inc.	\$409.50

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$409.50
111555	01/15/2025	Water Fund	Department Supplies	H.D. FOWLER COMPANY	\$78.96
Check Total:					\$78.96
111556	01/15/2025	Recreation & Culture	Refunds & Reimbursements	Hadley Cabitto	\$26.36
Check Total:					\$26.36
111557	01/15/2025	Sewer Fund	Lab Supplies	Hardy Diagnostics	\$339.69
Check Total:					\$339.69
111558	01/15/2025	General Fund	Professional Services	Harrison Kiefer	\$90.00
Check Total:					\$90.00
111559	01/15/2025	Water Fund	Professional Services	HDR ENGINEERING, INC.	\$12,134.66
111559	01/15/2025	Sewer Fund	Professional Services	HDR ENGINEERING, INC.	\$9,685.61
Check Total:					\$21,820.27
111560	01/15/2025	Capital Projects Fund	Roadway Improvement Program	HMH Engineering	\$1,816.72
111560	01/15/2025	Capital Projects Fund	Roadway Improvement Program	HMH Engineering	\$22,934.17
Check Total:					\$24,750.89
111561	01/15/2025	General Fund	Dues, Subscriptions & Memberships	International Association for	\$65.00
111561	01/15/2025	General Fund	Dues, Subscriptions & Memberships	International Association for	\$65.00
Check Total:					\$130.00
111562	01/15/2025	Stormwater Capital Fund	Stormwater Conveyance Improveme	J-U-B ENGINEERS, INC.	\$193.56
111562	01/15/2025	Water Capital Fund	Improvements	J-U-B ENGINEERS, INC.	\$1,838.77
111562	01/15/2025	Sewer Capital Fund	Sewer Main Program	J-U-B ENGINEERS, INC.	\$1,838.77
Check Total:					\$3,871.10
111563	01/15/2025	General Fund	Professional Services	Joey Williams	\$2,070.00
Check Total:					\$2,070.00
111564	01/15/2025	Water Fund	Travel & Meetings	Kyle Steele	\$622.80
Check Total:					\$622.80
111565	01/15/2025	Water Fund	Other Miscellaneous Supplies	LANDGROVE COFFEE, INC.	\$114.75
Check Total:					\$114.75
111566	01/15/2025	General Fund	Professional Services	Lanie Weeks	\$540.00
Check Total:					\$540.00
111567	01/15/2025	Fleet Management Fund	Trash & Container Service	LATAH SANITATION, INC.	\$21.11
111567	01/15/2025	Streets Fund	Trash & Container Service	LATAH SANITATION, INC.	\$21.11
111567	01/15/2025	Stormwater Fund	Trash & Container Service	LATAH SANITATION, INC.	\$21.11

Check #	Check Date	Fund	Account	Vendor Name	Amount
111567	01/15/2025	Recreation & Culture	Trash & Container Service	LATAH SANITATION, INC.	\$21.11
Check Total:					\$84.44
111568	01/15/2025	General Fund	Professional Services	Luca Atencio	\$720.00
111568	01/15/2025	General Fund	Professional Services	Luca Atencio	\$180.00
Check Total:					\$900.00
111569	01/15/2025	General Fund	Professional Services	Luciano Pegoraro	\$360.00
Check Total:					\$360.00
111570	01/15/2025	General Fund	R & M - Buildings	MALLORY SAFETY & SUPPLY LLC	\$285.61
Check Total:					\$285.61
111571	01/15/2025	General Fund	Professional Services	Mason Hubble	\$360.00
Check Total:					\$360.00
111572	01/15/2025	Sewer Fund	Department Supplies	MCCOY PLUMBING & HEATING, INC.	\$2.95
111572	01/15/2025	Recreation & Culture	R & M - Buildings	MCCOY PLUMBING & HEATING, INC.	\$248.85
Check Total:					\$251.80
111573	01/15/2025	General Fund	Professional Services	Minert & Associates, Inc.	\$348.00
Check Total:					\$348.00
111574	01/15/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$29.41
111574	01/15/2025	Sewer Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$86.75
111574	01/15/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$8.74
111574	01/15/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$17.53
111574	01/15/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	\$15.09
111574	01/15/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$14.99
111574	01/15/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$76.76
111574	01/15/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$12.00
111574	01/15/2025	Stormwater Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$3.78
111574	01/15/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$5.98
111574	01/15/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$9.58
111574	01/15/2025	Sewer Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$30.58
111574	01/15/2025	Sewer Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$91.74
111574	01/15/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$34.67
111574	01/15/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$(34.67)
111574	01/15/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$4.99
111574	01/15/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$8.94
111574	01/15/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	\$13.80
111574	01/15/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$24.50
111574	01/15/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$1.13
111574	01/15/2025	Water Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$13.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
111574	01/15/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$76.92
111574	01/15/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$25.17
111574	01/15/2025	Fleet Management Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$183.30
111574	01/15/2025	Sewer Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$94.90
111574	01/15/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$28.47
111574	01/15/2025	General Fund	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$131.58
111574	01/15/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$16.49
111574	01/15/2025	Stormwater Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$114.99
111574	01/15/2025	Stormwater Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$88.98
111574	01/15/2025	Stormwater Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$137.96
111574	01/15/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$4.30
111574	01/15/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$0.99
111574	01/15/2025	General Fund	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$23.74
111574	01/15/2025	General Fund	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$26.97
111574	01/15/2025	General Fund	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$(26.97)
111574	01/15/2025	MSD Community Play Fields	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$88.00
111574	01/15/2025	MSD Community Play Fields	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$235.51
111574	01/15/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$184.98
111574	01/15/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$18.99
111574	01/15/2025	Recreation & Culture	Chemicals	MOSCOW & PULLMAN BUILDING SUPPLY	\$10.64
111574	01/15/2025	Water Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$47.48
111574	01/15/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$17.49
111574	01/15/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$28.38
111574	01/15/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$14.49
111574	01/15/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$18.04
111574	01/15/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$28.49
111574	01/15/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$6.45
111574	01/15/2025	Sewer Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$8.99
111574	01/15/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	\$(30.87)
111574	01/15/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	\$18.40
111574	01/15/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	\$42.99
111574	01/15/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$79.41
111574	01/15/2025	Information Systems Fund	Office Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$6.69
111574	01/15/2025	Information Systems Fund	Office Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$4.67
111574	01/15/2025	MSD Community Play Fields	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$6.38
111574	01/15/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$6.63
111574	01/15/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$9.38
Check Total:					\$2,248.69
111575	01/15/2025	Water Fund	Department Supplies	MUNDY'S MACHINE & WELDING	\$379.61
111575	01/15/2025	Sewer Fund	R & M - Equipment	MUNDY'S MACHINE & WELDING	\$55.08
Check Total:					\$434.69

Check #	Check Date	Fund	Account	Vendor Name	Amount
111576	01/15/2025	General Fund	Professional Services	Nate Bass	\$90.00
Check Total:					\$90.00
111577	01/15/2025	General Fund	Professional Services	Nick Canto	\$90.00
Check Total:					\$90.00
111578	01/15/2025	MSD Community Play Fields	R & M - Grounds	NORCO, INC.	\$29.37
111578	01/15/2025	Water Fund	Department Supplies	NORCO, INC.	\$96.64
Check Total:					\$126.01
111579	01/15/2025	General Fund	Office Supplies	Northwest Engraving Services	\$10.00
Check Total:					\$10.00
111580	01/15/2025	Recreation & Culture	Professional Development	Patricia Anne Anderton	\$301.00
Check Total:					\$301.00
111581	01/15/2025	Sewer Fund	R & M - Equipment	PHILLIP R. STRADLEY	\$2,353.50
Check Total:					\$2,353.50
111582	01/15/2025	General Fund	Professional Services	Reece Alfaro	\$1,260.00
Check Total:					\$1,260.00
111583	01/15/2025	Recreation & Culture	R & M - Equipment	ROBERT MCGAHAN	\$109.00
111583	01/15/2025	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$252.00
111583	01/15/2025	Transit Center	R & M - Equipment	ROBERT MCGAHAN	\$172.00
111583	01/15/2025	Recreation & Culture	R & M - Equipment	ROBERT MCGAHAN	\$178.00
111583	01/15/2025	Sewer Fund	Professional Services	ROBERT MCGAHAN	\$647.00
111583	01/15/2025	Fleet Management Fund	R & M - Equipment	ROBERT MCGAHAN	\$206.00
111583	01/15/2025	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$294.00
111583	01/15/2025	Fleet Management Fund	R & M - Equipment	ROBERT MCGAHAN	\$141.00
111583	01/15/2025	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$266.00
111583	01/15/2025	Fleet Management Fund	R & M - Equipment	ROBERT MCGAHAN	\$428.00
111583	01/15/2025	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$56.00
111583	01/15/2025	Fleet Management Fund	R & M - Equipment	ROBERT MCGAHAN	\$146.00
111583	01/15/2025	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$70.00
111583	01/15/2025	Fleet Management Fund	R & M - Equipment	ROBERT MCGAHAN	\$126.00
111583	01/15/2025	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$55.00
111583	01/15/2025	Fleet Management Fund	R & M - Equipment	ROBERT MCGAHAN	\$50.00
111583	01/15/2025	Recreation & Culture	R & M - Equipment	ROBERT MCGAHAN	\$56.00
111583	01/15/2025	Recreation & Culture	R & M - Equipment	ROBERT MCGAHAN	\$81.00
111583	01/15/2025	Fleet Management Fund	R & M - Equipment	ROBERT MCGAHAN	\$66.00
111583	01/15/2025	Fleet Management Fund	R & M - Buildings	ROBERT MCGAHAN	\$1,062.00
111583	01/15/2025	Fleet Management Fund	R & M - Equipment	ROBERT MCGAHAN	\$1,110.00
111583	01/15/2025	General Fund	R & M - Buildings	ROBERT MCGAHAN	\$42.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$5,613.00
111584	01/15/2025	Water Fund	Department Supplies	Rosauers Supermarkets, Inc.	\$6.99
111584	01/15/2025	General Fund	Professional Development	Rosauers Supermarkets, Inc.	\$24.77
Check Total:					\$31.76
111585	01/15/2025	General Fund	Professional Services	Scott Williams	\$90.00
Check Total:					\$90.00
111586	01/15/2025	Sewer Fund	Utility Accounts Receivable	SHANNON DEMEERLEER	\$49.41
111586	01/15/2025	Water Fund	Utility Accounts Receivable	SHANNON DEMEERLEER	\$37.18
111586	01/15/2025	Water Fund	Utility Accounts Receivable	SHANNON DEMEERLEER	\$5.92
111586	01/15/2025	Sanitation Fund	Utility Accounts Receivable	SHANNON DEMEERLEER	\$1.24
111586	01/15/2025	Stormwater Fund	Utility Accounts Receivable	SHANNON DEMEERLEER	\$3.63
Check Total:					\$97.38
111587	01/15/2025	General Fund	Professional Services	Shelby Hobbs	\$1,350.00
Check Total:					\$1,350.00
111588	01/15/2025	Information Systems Fund	Professional Services - IS	SmartSights, LLC	\$4,001.12
Check Total:					\$4,001.12
111589	01/15/2025	Recreation & Culture	Department Supplies	Spence Sales & Service	\$5.99
111589	01/15/2025	Recreation & Culture	Department Supplies	Spence Sales & Service	\$7.99
Check Total:					\$13.98
111590	01/15/2025	General Fund	R & M - Buildings	Stoneway Electric Supply Co.	\$39.36
111590	01/15/2025	General Fund	Downtown Maintenance	Stoneway Electric Supply Co.	\$37.62
111590	01/15/2025	General Fund	R & M - Buildings	Stoneway Electric Supply Co.	\$13.55
Check Total:					\$90.53
111591	01/15/2025	Sewer Fund	R & M - Equipment	TMG SERVICES, INC.	\$11,984.39
Check Total:					\$11,984.39
111592	01/15/2025	General Fund	Professional Services	Turner Webb	\$90.00
Check Total:					\$90.00
111593	01/15/2025	General Fund	Postage Expense	U.S. POSTAL SERVICE	\$0.76
111593	01/15/2025	General Fund	Postage Expense	U.S. POSTAL SERVICE	\$69.22
111593	01/15/2025	General Fund	Postage Expense	U.S. POSTAL SERVICE	\$8.53
111593	01/15/2025	Recreation & Culture	Postage Expense	U.S. POSTAL SERVICE	\$44.77
Check Total:					\$123.28
111594	01/15/2025	General Fund	Uniform Expense	UNIFORMS2GEAR, INC.	\$253.00
Check Total:					\$253.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
111595	01/15/2025	Capital Projects Fund	Improvements	UNLIMITED HEATING AND	\$3,500.00
				Check Total:	\$3,500.00
111596	01/15/2025	Water Fund	Department Supplies	USABLUEBOOK	\$114.64
				Check Total:	\$114.64
111597	01/15/2025	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.	\$156.02
				Check Total:	\$156.02
111598	01/15/2025	Capital Projects Fund	Roadway Improvement Program	Wintz Company	\$945.00
				Check Total:	\$945.00
111600	01/15/2025	General Fund	Professional Services	Xavier Murdoch	\$450.00
				Check Total:	\$450.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Total Amount Being Paid:	\$490,985.46

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 21, 2025



AGENDA ITEM TITLE

Disbursement Report December 2024 - Sarah Decker

RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

ADDITIONAL PRESENTER(S)

DESCRIPTION

Accounts Payable Report for the month ending December 31, 2024. A summary of the major expenditures has been approximated by category and represents 97% of the total expenditure of \$3,304,648.00.

Payroll	\$1,240,977.00
Professional Services	\$115,168.00
Sanitation	\$365,135.00
Capital Outlay	\$700,803.00
Capital Outlay-Vehicles	\$456,077.00
Capital Outlay-Improvements	\$55,580.00
Supplies	\$47,001.00
Minor Equipment	\$30,180.00
Utilities	\$94,801.00
Contractual Payments	\$61,276.00
ACH Wells Fargo	\$37698.00
Total	\$3,204,696.00

REVIEWED BY

PROPOSED ACTIONS

ACTION: Accept the Disbursements Report for the month of December 2024.

STAFF RECOMMENDATION

Accept the Disbursements Report for the month of December 2024.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. December Revenue Report 2024
2. Cash & Investments Balances - December 2024
3. Disbursement Report - December 2024
4. Major Expenditures Report December 2024

RECEIPTS REPORT FOR DECEMBER 2024

	FUND NAME	Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
Fund #												
101	GENERAL	60,860.04	141,109.41	86,335.39	0.00	146,682.12	16,274.72	283,672.74	29,738.63	2,200.00	5,197.34	772,070.39
105	STREETS	7,628.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,628.86
120	RECREATION AND CULTURE	0.00	0.00	25.00	0.00	8,350.12	0.00	0.00	407.09	1,000.00	0.10	9,782.31
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	9,068.75	0.00	0.00	0.00	0.00	0.00	0.00	9,068.75
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	1,770.59	0.00	0.00	0.00	0.00	0.00	1,770.59
220	WATER	0.00	0.00	0.00	0.00	556,813.78	0.00	1,429.97	0.00	0.00	0.00	558,243.75
230	SEWER	0.00	0.00	0.00	0.00	661,638.97	0.00	1,805.59	124.08	0.00	0.00	663,568.64
235	STORMWATER	0.00	0.00	0.00	0.00	48,993.49	0.00	0.00	0.00	0.00	0.00	48,993.49
240	SANITATION	0.00	0.00	0.00	0.00	500,760.87	0.00	0.00	0.00	0.00	0.00	500,760.87
290	FLEET	0.00	0.00	0.00	0.00	76,729.00	0.00	0.00	0.00	0.00	0.00	76,729.00
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	139,456.59	0.00	0.00	85.00	0.00	0.00	139,541.59
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	29,110.18	0.00	0.00	0.00	29,110.18
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	2,987.09	0.00	0.00	0.00	2,987.09
590	BOND & INTEREST	8,288.00	0.00	0.00	0.00	0.00	0.00	302.89	0.00	0.00	0.00	8,590.89
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
	TOTAL	76,776.90	141,109.41	86,360.39	9,068.75	2,141,195.53	16,274.72	319,308.46	30,354.80	3,200.00	5,197.44	2,828,846.40

City of Moscow Cash and Investments Balances as of 12/31/2024		
Fund	Year to Date Balance	
General Fund	\$	3,508,172.92
Street Fund	\$	1,655,327.49
Recreation & Culture	\$	1,542,435.42
MSDCP	\$	132,268.88
1912 Fund	\$	57,419.75
Transit Center	\$	73,641.92
Water Fund	\$	3,513,011.49
Sewer Fund	\$	4,195,169.99
Stormwater Fund	\$	408,692.81
Sanitation Fund	\$	2,219,737.71
Fleet Fund	\$	6,271,102.25
Information Systems	\$	2,895,164.76
Water Capital	\$	7,190,683.60
Sewer Capital	\$	23,159,481.00
Stormwater Capital	\$	226,028.90
Capital Projects	\$	17,736,173.49
Sanitation Capital	\$	10,674,192.92
LID Construction	\$	219.24
Hamilton	\$	794,621.20
Bond & Interest	\$	570,532.35
LID Funds	\$	26,708.37
Payroll Service	\$	1,170,262.58
Total Cash & Investments	\$	88,021,049.04

DISBURSEMENTS REPORT FOR DECEMBER 2024											
	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
DATE		12/4/2024	12/11/2024	12/18/2024	12/26/2024	12/20/2024	12/11/2024		12/13/2024	12/27/2024	
BATCH #		AP 12.4.2024	AP 12.11.2024	AP 12.18.2024	AP 12.26.2024	1/2/2025 AP 12.13.2024 AP 12.27.2024	AP 12.11.2024		PR 124	PR 125-126	
CHECK #'s		111172-111222	111223-111308	111309-111358	111359-111395	December CC ACH's	December ACH's		21634	21635-21636	
Fund #											
101	ACH for Wells Fargo to be Imported										876,120.41
105	GENERAL	13,131.09	66,750.16	32,557.84	6,546.06	16,927.36			378,069.15	362,138.75	104,733.72
120	STREETS	805.17	26,853.01	936.75	16,674.19	72.66			28,875.68	30,516.26	150,589.68
121	RECREATION AND CULTURE	6,290.08	19,655.14	9,172.80	418.90	5,332.59			54,080.79	55,639.38	5,128.49
122	MSD COMM. PLAY FIELDS		99.95		1,142.27				1,913.27	1,973.00	10,750.00
123	1912 CENTER	10,750.00									1,453.31
128	TRANSIT CENTER	1,216.93	157.12	79.26							181,316.27
220	WATER	21,766.04	52,251.12	6,636.20	288.20	1,137.06			48,778.82	50,458.83	196,819.01
230	SEWER	10,587.49	37,388.38	10,747.28	6,230.40	2,465.92	21,488.37		51,502.65	56,408.52	80,168.79
235	STORMWATER	313.31	39,932.84	2,522.29	238.00	1,387.72			17,802.36	17,972.27	360,340.51
240	SANITATION	120,921.68		15.13	150.00		222,833.40		8,126.16	8,294.14	513,219.73
290	FLEET	9,187.18	70,862.66	11,613.60	394,352.56	80.33			13,431.58	13,691.82	792,640.88
295	INFORMATION SYSTEMS	50.00	22,962.04	714,577.95	3,452.55	10,294.65			20,344.88	20,958.81	10,362.67
320	WATER CAPITAL PROJECTS		8,750.00	1,612.67							3,274.77
330	SEWER CAPITAL PROJECTS			2,869.77	405.00						169.76
335	SANITATION CAPITAL PROJ			169.76							14,000.00
340	SANITATION CAPITAL PROJ				14,000.00						3,560.00
350	CAPITAL PROJECTS		3,360.00	200.00							0.00
355	LID CONSTRUCTION										0.00
380	HAMILTON - PARKS & REC										0.00
590	BONDS & INTEREST										0.00
	TOTAL	195,018.97	349,022.42	793,711.30	443,898.13	37,698.29	244,321.77	0.00	622,925.34	618,051.78	3,304,648.00

Gina Taruscio

Hailey Lewis

Bryce Blankenship

Sarah L. Decker, Director of Finance & Employee Services

<u>Sanitation</u>		<u>Utilities</u>			
Finley Buttes Landfill	\$	120,813.20	Avista Utilities	\$	84,623.08
Garbage - November 2024			November 2024		
Latah Sanitation (ACH Payment)	\$	244,321.77	Avista Utilities	\$	10,178.08
Monthly LSI Billing for November 2024			Avista Pole Rental		
	\$	365,134.97		\$	94,801.16
<u>Supplies</u>			<u>Payroll</u>		\$ 1,240,977.12
Coleman Oil Co.	\$	3,487.23			
Bulk oil (JD Hygard, Delo 5/30 and Delo 15/40)					
Phillip R. Stradley	\$	4,676.82	<u>Contractual Payments</u>		
Office Sensors			Heart of the Arts, Inc.	\$	10,750.00
Freedom Mobile Tire Moscow	\$	4,811.60	Infosend, Inc.	\$	3,866.76
Tire change out for #1-07 (WRF) (4 @ \$1202.90/ea)			HRA Veba Trust	\$	5,423.51
Gropp, LLC	\$	4,621.00	ESO Solutions, Inc.	\$	32,151.05
YC Electrical Panel Replacement			Ethos Intelligence LLC	\$	2,860.00
Itron, Inc.	\$	7,368.96	WinCan, LLC	\$	6,225.00
Handheld Meter Reading, Itron					
Metroquib, Inc.	\$	3,588.70		\$	61,276.32
Sewer Cleaning Components					
Phillip R. Stradley	\$	3,120.32	<u>ACH Wells Fargo</u>		
Filter Turbidimeters			Commercial Card Expense- December 6th	\$	10,965.90
Phillip R. Stradley	\$	3,310.69	Commercial Card Expense- December 13th	\$	9,226.52
Sample Heat in the Dewatering Building			Commercial Card Expense- December 20th	\$	6,353.19
W.M Smith and Associates, Inc.	\$	7,225.20	Commercial Card Expense- December 27th	\$	11,152.68
SP PH Tablets					
RC Worst & Company, Inc.	\$	4,790.30		\$	37,698.29
Utility Pump Rebuild					
	\$	47,000.82	<u>Minor Equipment</u>		
<u>Capital Outlay</u>			Dell Marketing, L.P.	\$	30,180.00
Consolidated Supply Co.	\$	13,157.47	FY2025 Laptops - Dell Quote 3000183905044.1		
Indian Hills Apts. Boxes				\$	30,180.00
Canon Solutions America, Inc.	\$	6,757.58			
COPIER-IRADVXC3930I + ATTACHMENT					
Motorola Solutions, Inc.	\$	673,571.17	<u>Capital Outlay- Vehicles</u>		
Radios for Fire dept - Portable and mobile			Mike White Ford of Coeur D' Alene	\$	58,835.00
Motorola Solutions, Inc.	\$	4,123.20	New Training Van #4-92 (PD) Vin #1FBAX9Y84RKKB69801		
30 extra radio batteries			Hells Canyon Upfitting & Sales	\$	3,668.10
Motorola Solutions, Inc.	\$	3,193.71	Whelen siren, speaker, brakets and adapteor for new #5-01 (Fire)		
Remaining balance - Radios - Police apx4000 handheld and apx6500 mobile			SWS Equipment	\$	393,573.60
	\$	700,803.13	New Schwarzse sweeper #2-23 with trade-in of old (Vin#3BPBPHM7X9FF590596)		
				\$	456,076.70
Major Expenditures	\$	3,204,696.55	97%	of the total expenditures of	\$3,304,648.00
Motorola Solutions, Inc.	\$	673,571.17	Dell Marketing, L.P.	\$	30,180.00
Radios for Fire dept - Portable and mobile			FY2025 Laptops - Dell Quote 3000183905044.1		
ESO Solutions, Inc.	\$	32,151.05	Mike White Ford of Coeur D' Alene	\$	58,835.00
Sub. for new records management system ESO-155034			New Training Van #4-92 (PD) Vin #1FBAX9Y84RKKB69801		
SWS Equipment	\$	393,573.60			
New Schwarzse sweeper #2-23 with trade-in of old (Vin#3BPBPHM7X9FF590596)					
				Total:	\$ 1,253,785.82

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 21, 2025



AGENDA ITEM TITLE

First Quarter Financial Report October 1, 2024 to December 31, 2024 for FY2025 - Sarah Decker

RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

ADDITIONAL PRESENTER(S)

DESCRIPTION

REVIEWED BY

This was reviewed by the Public Works/Finance Committee on January 13th, 2025 and recommended for approval.

PROPOSED ACTIONS

ACTION: Accept the FY2025 First Quarter Financial Report.

STAFF RECOMMENDATION

Accept the FY2025 First Quarter Financial Report (October 1, 2024 to December 31, 2024.)

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Quarterly Financials - December 2024 - Council Report
2. Quarterly Financials - December 2024 - Summary

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2025
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

					Percent of Year 25%
		Original Budget	Final Budget	December-24	Budget to Actual To Date
	Fund			31-Dec-2024 YTD	
101	General Fund Revenues	20,126,428	20,126,428	2,533,081	12.59%
	Salaries & Benefits	11,163,266	11,163,266	2,262,221	20.26%
	Operations	4,345,019	4,345,019	1,036,710	23.86%
	Capital Outlay	32,000	32,000	26,475	82.73%
	Transfers	4,586,143	4,586,143	1,384,098	30.18%
	Total General Fund Expenditures	20,126,428	20,126,428	4,709,504	23.40%
105	Street Department Revenues	3,530,055	3,530,055	174,398	4.94%
	Salaries & Benefits	951,668	951,668	198,678	20.88%
	Operations	1,387,144	1,387,144	248,636	17.92%
	Capital Outlay	0	0	0	0.00%
	Transfers	1,191,243	1,191,243	457,388	38.40%
	Total Street Fund Expenditures	3,530,055	3,530,055	904,702	25.63%
120	Recreation & Culture Revenues	3,729,412	3,729,412	779,551	20.90%
	Salaries & Benefits	2,270,264	2,270,264	361,107	15.91%
	Operations	1,458,548	1,458,548	252,044	17.28%
	Capital Outlay	0	0	0	0.00%
	Debt Service	0	0	0	0.00%
	Transfers	600	600	600	100.00%
	Total Parks & Rec Expenditures	3,729,412	3,729,412	613,751	16.46%
121	MSD Community Playfields Revenues	292,352	292,352	56,893	19.46%
	Salaries & Benefits	72,904	72,904	12,469	17.10%
	Operations	136,989	136,989	5,391	3.94%
	Transfers	82,459	82,459	26,631	32.30%
	Total MSD Community Playfields	292,352	292,352	44,491	15.22%
123	1912 Center Revenues	149,540	149,540	28,385	18.98%
	Operations	138,500	138,500	33,386	24.11%
	Capital Outlay	11,040	11,040	0	0.00%
	Total 1912 Center Expenditures	149,540	149,540	33,386	22.33%
128	Transit Center Revenues	104,265	104,265	28,196	27.04%
	Operations	34,265	34,265	6,621	19.32%
	Transfers	70,000	70,000	17,500	25.00%
	Total Transit Center Fund	104,265	104,265	24,121	23.13%
220	Water Fund Revenues	9,282,000	9,282,000	1,939,790	20.90%
	Salaries & Benefits	1,603,985	1,603,985	317,361	19.79%
	Operations	2,597,732	2,597,732	472,102	18.17%
	Capital Outlay	512,000	512,000	39,470	7.71%
	Debt Service	268,222	268,222	134,111	50.00%
	Transfers	4,300,061	4,300,061	1,286,140	29.91%
	Total Water Fund Expenditures	9,282,000	9,282,000	2,249,184	24.23%
230	Sewer Fund Revenues	10,179,453	10,179,453	2,527,146	24.83%
	Salaries & Benefits	1,589,230	1,589,230	318,372	20.03%
	Operations	2,487,990	2,487,990	617,252	24.81%
	Capital Outlay	160,000	160,000	0	0.00%
	Debt Service	402,696	402,696	2,932	0.73%
	Transfers	5,539,537	5,539,537	1,471,884	26.57%
	Total Sewer Fund Expenditures	10,179,453	10,179,453	2,410,441	23.68%

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2025
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

					Percent of Year 25%	
		Original	Final	Budget to		
Fund		Budget	Budget	31-Dec-2024	Actual	
				YTD	To Date	
235	Stormwater Fund Revenues	1,320,721	1,320,721	339,619	339,619	25.71%
	Salaries & Benefits	556,637	556,637	111,864	111,864	20.10%
	Operations	352,701	352,701	61,959	61,959	17.57%
	Capital Outlay	27,500	27,500	592	592	2.15%
	Debt Service	0	0	0	0	0.00%
	Transfers	383,883	383,883	95,971	95,971	25.00%
	Total Stormwater Fund Expenditures	1,320,721	1,320,721	270,387	270,387	20.47%
240	Sanitation Fund Revenues	6,820,823	6,820,823	1,695,529	1,695,529	24.86%
	Salaries & Benefits	252,444	252,444	49,705	49,705	19.69%
	Operations	6,311,546	6,311,546	1,106,651	1,106,651	17.53%
	Capital Outlay	0	0	0	0	0.00%
	Transfers	256,833	256,833	64,208	64,208	25.00%
	Total Sanitation Fund	6,820,823	6,820,823	1,220,564	1,220,564	17.89%
290	Fleet Management Revenues	8,046,883	8,046,883	1,969,523	1,969,523	24.48%
	Salaries & Benefits	380,321	380,321	83,432	83,432	21.94%
	Operations	3,684,645	3,684,645	101,527	101,527	2.76%
	Capital Outlay	3,810,000	3,810,000	2,142,393	2,142,393	56.23%
	Debt Service	0	0	0	0	0.00%
	Transfers	171,917	171,917	171,917	171,917	100.00%
	Total Fleet Management Expenditures	8,046,883	8,046,883	2,499,269	2,499,269	31.06%
295	Information Systems	3,528,879	3,528,879	458,049	458,049	12.98%
	Salaries & Benefits	591,832	591,832	120,160	120,160	20.30%
	Operations	1,434,010	1,434,010	291,360	291,360	20.32%
	Capital Outlay	1,377,178	1,377,178	860,545	860,545	62.49%
	Transfers	125,859	125,859	125,859	125,859	100.00%
	Total Information Systems Expenditures	3,528,879	3,528,879	1,397,923	1,397,923	39.61%
Revenue for Miscellaneous Funds						
320	Water Construction Fund	9,515,629	9,515,629	783,477	783,477	8.23%
330	Sewer Construction Fund	25,683,902	25,683,902	1,164,934	1,164,934	4.54%
335	Stormwater Capital Fund	316,329	316,329	40,809	40,809	12.90%
340	Sanitation Construciton Fund	10,385,938	10,385,938	83,081	83,081	0.80%
350	Capital Projects Fund	19,003,634	19,003,634	662,246	662,246	3.48%
355	LID Construction Fund	0	0	1	1	0.00%
380	Hamilton P & R	32,000	32,000	6,166	6,166	19.27%
590	Bond & Interest Debt Service Fund	1,061,172	1,061,172	10,064	10,064	0.95%
595	LID Bonded Debt Service Fund	35,611	35,611	0	0	0.00%
	Total Miscellaneous Fund Revenue	66,034,215	66,034,215	2,750,778	2,750,778	4.17%
Expenses for Miscellaneous Funds						
320	Water Construction Fund	9,515,629	9,515,629	41,144	41,144	0.43%
330	Sewer Construction Fund	25,683,902	25,683,902	27,685	27,685	0.11%
335	Stormwater Capital Fund	316,329	316,329	375	375	0.12%
340	Sanitation Construciton Fund	10,385,938	10,385,938	14,000	14,000	0.13%
350	Capital Projects Fund	19,003,634	19,003,634	105,001	105,001	0.55%
355	LID Construction Fund	0	0	0	0	0.00%
380	Hamilton P & R	32,000	32,000	8,000	8,000	25.00%
590	Bond & Interest Debt Service Fund	1,061,172	1,061,172	500	500	0.05%
595	LID Bonded Debt Service Fund	35,611	35,611	8,903	8,903	25.00%
	Total Miscellaneous Fund Expenses	66,034,215	66,034,215	205,607	205,607	0.31%
Total City Revenue (1)						
		133,145,026	133,145,026	15,280,939	15,280,939	11.48%
Total City Expenses						
		133,145,026	133,145,026	16,583,330	16,583,330	12.46%

Note: Citizens are invited to inspect the detailed supporting records of the above financial statements.

(1) Revenues do not include beginning fund balance as a resource available in this report

City of Moscow

QUARTERLY FINANCIAL REPORT

Budget For Fiscal Year Ending 9/30/2025

SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

	Original Budget	Final Budget	December-24 YTD	Percent of Year 25% Budget to Actual To Date
General Fund				
Revenues	20,126,428	20,126,428	2,533,081	12.59%
Salaries & Benefits	11,163,266	11,163,266	2,262,221	20.26%
Operations	4,345,019	4,345,019	1,036,710	23.86%
Capital Outlay	32,000	32,000	26,475	82.73%
Transfers	4,586,143	4,586,143	1,384,098	30.18%
Total General Fund Expenditures	20,126,428	20,126,428	4,709,504	23.40%
Bond & Interest Debt Service Revenue	1,096,783	1,096,783	10,064	0.92%
Bond & Interest Debt Service Expenditures	1,096,783	1,096,783	9,403	0.86%
Other Governmental Funds				
Revenues	7,805,624	7,805,624	1,067,423	13.68%
Salaries & Benefits	3,294,836	3,294,836	572,254	17.37%
Operations	3,155,446	3,155,446	546,077	17.31%
Capital Outlay	11,040	11,040	0	0.00%
Transfers	1,344,302	1,344,302	502,119	37.35%
Debt Service	0	0	0	0.00%
Total Other Governmental Expenditures	7,805,624	7,805,624	1,620,451	20.76%
All Capital Projects Funds				
Revenues	64,937,432	64,937,432	2,740,714	4.22%
Capital Outlay	64,937,432	64,937,432	196,204	0.30%
Total Capital Projects Expenditures	64,937,432	64,937,432	196,204	0.30%
Enterprise Funds				
Revenues	27,602,997	27,602,997	6,502,085	23.56%
Salaries & Benefits	4,002,296	4,002,296	797,303	19.92%
Operations	11,749,969	11,749,969	2,257,965	19.22%
Capital Outlay	699,500	699,500	40,062	5.73%
Debt Service	670,918	670,918	137,043	20.43%
Transfers	10,480,314	10,480,314	2,918,204	27.84%
Total Enterprise Fund Expenditures	27,602,997	27,602,997	6,150,576	22.28%
Internal Service Funds				
Revenues	11,575,762	11,575,762	2,427,572	20.97%
Salaries & Benefits	972,153	972,153	203,592	20.94%
Operations	5,118,655	5,118,655	392,887	7.68%
Capital Outlay	5,187,178	5,187,178	3,002,937	57.89%
Debt Service	0	0	0	0.00%
Transfers	297,776	297,776	297,776	100.00%
Total Fleet & IS Expenditures	11,575,762	11,575,762	3,897,193	33.67%
Total City Revenue (1)	133,145,026	133,145,026	15,280,939	11.48%
Total City Expenses	133,145,026	133,145,026	16,583,330	12.46%

Note: Citizens are invited to inspect the detailed supporting records of the above financial statements.

(1) Revenues do not include beginning fund balance as a resource available in this report

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 21, 2025



AGENDA ITEM TITLE

Idaho Commission on the Arts Grant Application: Public Programs in the Arts - Megan Cherry

RESPONSIBLE STAFF

Megan Cherry, Arts Program Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Artwalk. If the application is successful, funds are typically available at the end of the City of Moscow's FY25, and would be deferred for use in FY26. This was reviewed by the Public Works/Finance Committee on January 13, 2025 and recommended for approval.

REVIEWED BY

Arts Manager, Grants Manager, Deputy City Administrator

PROPOSED ACTIONS

ACTION: Approve the Public Programs in the Arts (PPA) grant application for the current cycle.

STAFF RECOMMENDATION

Approve the Public Programs in the Arts (PPA) grant application for the current cycle.

OTHER RESOURCES

FISCAL IMPACT

This grant typically represents between \$5000 and \$6000 in revenue to offsets costs to produce the Arts Department's regular annual programming.

PERSONNEL IMPACT

Personnel time will be required to submit the application and the final report at the end of the granting period.

ATTACHMENTS

1. 2026_ICA_PPA_Grant Program Description
2. 2026_ICA_PPA_Grant Application_BLANK

New PPA recipients may enter during any year of the cycle once PPA notification has been received from staff. PPA is reviewed on a three-year cycle.

	FY 2024	FY 2025	FY 2026
January	application due	application due	application due
April	full panel review	interim (staff) review	interim (staff) review
July	final report due	final report due	final report due

(cycle repeats)

Evaluation Criteria

Artistic Merit (40 points)

- Organization produces programs of artistic merit appropriate to its mission
- Describes process used to ensure excellence in artistic programs and services

Community Involvement and Access (40 points)

- Identifies the community served and understands the needs of that community
- Describes how new, nontraditional, and underserved audiences are reached
- Provides evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations
- Complies with ADA and Section 504 accessibility requirements

Management (20 points)

- Provides organizational structure, board and staff responsibilities, and consistent volunteer involvement
- Planning is appropriate for reaching the target audience (marketing, audience development, long range, etc.)
- Evaluation methods indicate programs are effective
- Budget is clear and indicates stability and diverse income sources
- Explains significant changes in budget amounts, deficits, multi-year grants, etc.

Application

Application: 10712 - City of Moscow Arts Department

Program Area: Entry Track / PPA

Opportunities: 10710 - Public Programs in the Arts - FY 2026

Application Deadline: 01/31/2025 11:59 PM

Instructions

Click "Edit" to change your answers, "Save" as you go, and "Mark as Complete" when finished.

Eligibility

Verify your eligibility to apply.

We are a 501(c)(3) nonprofit, or a school, or unit of local, county, tribal, or state government, and have had this tax exempt status for 3 years prior to the application deadline*

☐ Yes ☐ No

We employ paid administrative staff*

☐ Yes ☐ No

Summary

Our programs primarily involve:*

Dance ▼

In 50 words or less, describe what you will do with grant funding.*

Budget

Enter the most recently completed fiscal year (actual)

Annual Operating Revenue

\$0.00

This is the only information required for the PPA application. When finished, "Save", then "Mark as Complete" and submit the application.

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Application

Application: 10712 - City of Moscow Arts Department

Program Area: Entry Track / PPA

Opportunities: 10710 - Public Programs in the Arts - FY 2026

Application Deadline: 01/31/2025 11:59 PM

Instructions

Click "Edit" to change your answer, "Save" work in progress and "Mark as Complete" when finished.

The Idaho Commission on the Arts and its grants are supported, in part, by federal funding. **All organizations must obtain a Unique Entity Identifier (UEI) to comply with federal regulations.**

The UEI is a 12-character alphanumeric code. If you do not have a valid UEI, this application will be rejected.

1. Create a user account at <https://sam.gov> to request a UEI. You do NOT need to create a full entity registration once a user account has been established.
2. If your organization does business directly with the federal government and you currently have a full entity registration, you have automatically been assigned a UEI. You will need to login to your SAM.gov user account to retrieve your UEI.

Unique Entity Identifier

UEI*

[Return to Top](#)

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 21, 2025



AGENDA ITEM TITLE

Moscow Winterfest Alcohol Use Request in Entertainment District - Amanda Argona

RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

The Moscow Chamber of Commerce + Visitor Center is hosting its annual Moscow Winterfest on Saturday, February 1, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The applicant anticipates nine licensed beer and/or wine vendors and ten non-alcoholic and/or food vendors, along with a variety of outdoor games and activities for all ages. Warming fires may be provided at the event at the determination of the Moscow Volunteer Fire Department. The event has been reviewed and approved as of December 12, 2024. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Title 10, Chapter 1, Section 1-12; a draft resolution was reviewed by the Public Works/Finance Committee on January 13, 2025 and recommended for approval.

REVIEWED BY

This was reviewed by the Public Works/Finance Committee on January 13, 2025 and recommended for approval.

PROPOSED ACTIONS

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of the Entertainment District for Moscow Winterfest for the duration of the event.

STAFF RECOMMENDATION

Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of the Entertainment District for Moscow Winterfest for the duration of the event.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution_20250201_Moscow Winterfest_final

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND 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 Title 9, Chapter 6, Section 6-35 and Title 9, Chapter 8, Section 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 Title 10, Chapter 1, Section 1-12 as an exemption to the Open Containers Prohibition (hereinafter “The Entertainment District”) with Council approval; and

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

WHEREAS, the Permitted Event (see Attachment “B”) is an event 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 wine under certain conditions, contained herein and during limited hours during the Permitted Event; and

WHEREAS, Council wishes to prohibit the sale and 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 found to be 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 CONSUMPTION OF BEER AND WINE DURING MOSCOW WINTERFEST 2025:

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 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 1st day of February, 2025, from 12:00 p.m. to 4:00 p.m.

Liability, Insurance and Safety:

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 one (1) copy of written proof that the licensed vendors have 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. City shall be named as an additional insured on the insurance policy of the licensed vendors.
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.
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 designee to terminate all or part of the Permitted Event.

Vendor:

1. There shall be no more than nine (9) licensed vendors selling beer and/or wine at the Permitted Event.
2. All beer and 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 name, address, telephone number, alcohol license permit number of every licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the Community Events Division no less than ten (10) days prior to the Permitted Event at which such licensed vendor shall sell beer and/or wine.
5. The City shall play no role in determining which vendors shall be selected to sell alcoholic beverages during the Permitted Event, unless it is a City sponsored event.
6. 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.
7. 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.
8. 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 location, dimension of, and relative distance between the following within The Entertainment District: (a) the beer and wine sales area; and (b) the boundaries where the beer and wine shall be consumed. Said site design and any subsequent alterations shall be approved in writing by Moscow Deputy City Administrator – Recreation, Culture, and Employee Services or designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and 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. All food sales and service shall have a space no less than ten feet (10') between the approved beer and wine sales and dispensing area and the food sales or service area.
4. The Event Sponsor shall include an identification checking station and its general location on Event Site Map.
5. No person shall be allowed to purchase beer and/or wine other than within the area designated for beer and 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.
6. All beer and wine shall be dispensed in and consumed from the designated Event container.

7. 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.
8. No person under twenty-one (21) years of age shall be allowed to wear the designated wristband at any time during the Permitted Event.
9. A sign shall be prominently posted at or near the area designated for beer and wine sales and dispensing stating that service to persons under twenty-one (21) years of age is prohibited.
10. Beer and wine shall be sold only within the designated area in The Entertainment District only between the hours of 12:00 p.m. and 4:00 p.m. local time on the 1st day of February 2025, during the Permitted Event.
11. Beer and wine shall be consumed only within The Entertainment District between the hours of 12:00 p.m. and 4:00 p.m. local time on the 1st day of February 2025, during the Permitted Event.
12. No person shall carry or consume any alcoholic beverage within The Entertainment District which is not purchased or dispensed from the licensed vendors 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 rights-of-way for a period of no less than five (5) years.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____
Bryce Blankenship	_____	_____	_____	_____

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 _____, 2025.

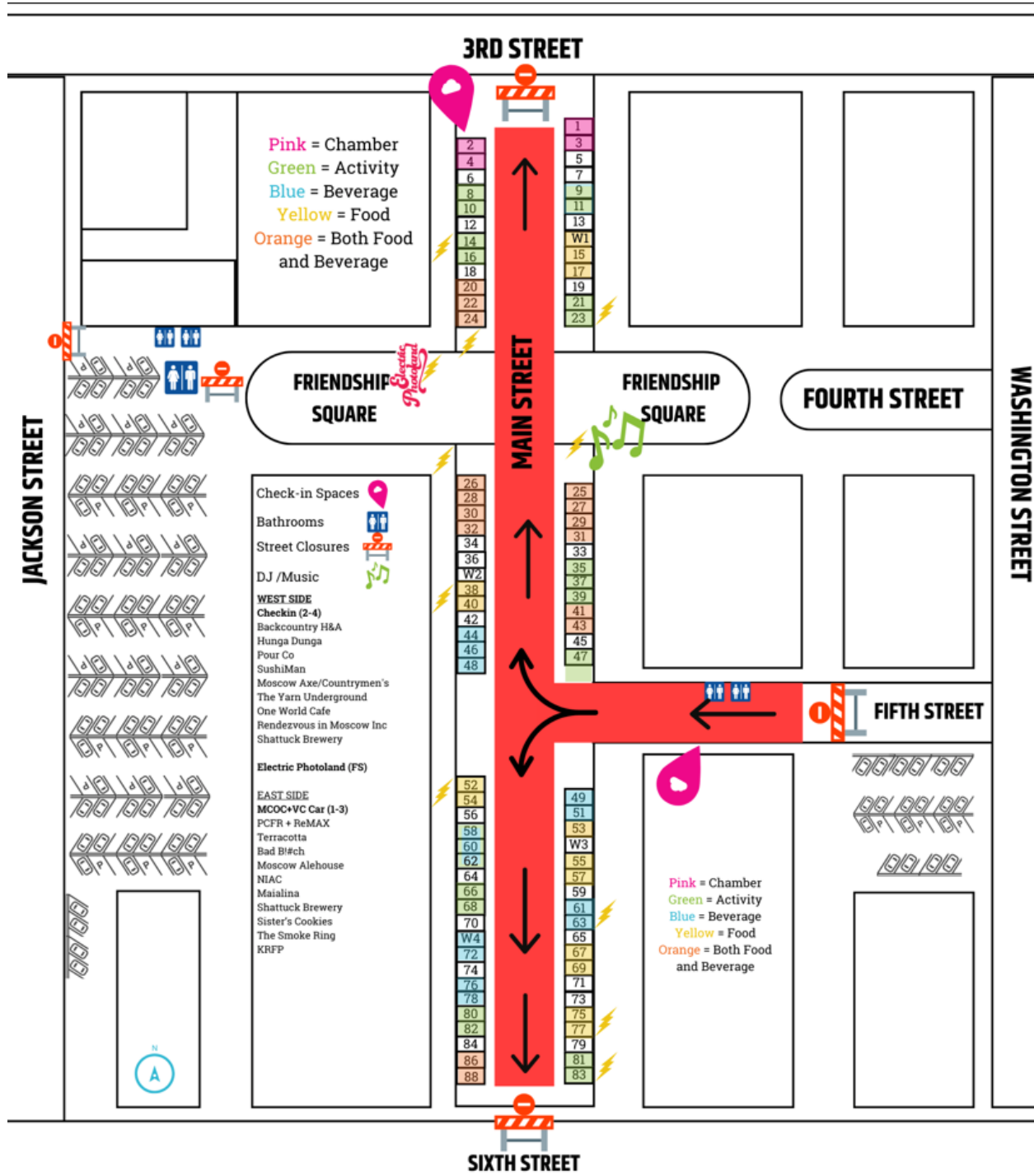
Arthur D. Bettge, Mayor

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 _____, 2025 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

Attachment "A"

Map of Moscow Winterfest 2025



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 or 221 East 2nd 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 2nd and 4th Monday of each month and City Council meets on the 1st and 3rd Monday of each month pending no holiday delays or rescheduling of meetings.

1. Name of Event: Moscow Winterfest
2. Event Date(s): February 1, 2025
3. Event Location: Downtown Moscow - Main St, third thru sixth, down fifth to the 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.)

Street closures on Sixth and Main, third and main, fifth and the alley behind The Storm Cellar.

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 on Main St.

6. Street Closure set-up/Load-in time: 9 AM Event(s) Start time: 12 PM
7. Event(s) End time: 4 PM Street Closure take-down/Load-out time: 6 PM

8. Is this a recurring Event (i.e. every 1st 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 January 1, 2024

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.

We will empty and maintain City of Moscow Garbage bins, in addition, we'll provide extra grabage bins. We'll be picking up recycling containers for the enterances/exits for the event.

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.

A DJ will be playing music for the participants in Friendship Square with speakers pointing to the street. They will be positioned out of the emergency lane.

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 2,000-4,000 People in attendance
Up to 10 Food vendors - serving brats, beer, wine, hotdogs
Up to 10 Alcohol vendors - serving beer, wine, seltzers
Up to 10 retail or street game vendors - pottery wheels, athletic ski challenge, bad karaoke, photo face board, decorated seating space.

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



We are planning to use the city garbage bins, public restrooms, Friendship square power, etc.

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, Moscow, ID 83843
22. Organization Officers/Authorized Representatives: Alys Lease/ Sam Martinet
23. Individual Responsible for Event Organization: Alys Lease
24. Individual's Address: 411 S Main St, Moscow, ID 83843
25. Individual's Day, Message, or Cell Phone Number: (208)301-3881
26. Individual's E-mail: marketing@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: Diplomase

DATE: 12.06.2024

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

☐ Community Event without alcohol	☒ Community Event with alcohol	☐ Street Parade Event
☐ Sidewalk/Pathway Event (fun runs, trail runs, walk-a-thons)	☐ Public Assembly – no fee (march, picket, rally, demonstration, etc.)	☐ Residential Neighborhood Block Party Event
Date App Rec'd: <u>12/06/2024</u>	Fees Due: <u>\$299</u>	Fees Paid: _____

EVENT APPLICATION – LAST UPDATED January 1, 2024

Page 5 of 8

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): 02.01.2025 Begin time: 12 PM End time: 4 PM

Event Location: Moscow Main Street, 3rd to 6th.

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 downtown 80's Apres Ski Festival to celebrate winter with the community

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

Name of requesting person/Group/Organization: Alys Lease/Moscow Chamber of Commerce + Visito

Person responsible for Group or Organization: Alys lease

Requesting Person's Address: 411 S Main St

Phone Number: (208)301-3881

Email Address: marketing@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: 12.06.2024



APPROVED



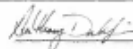
DENIED

Date permit valid: 02/01/2024

Hours permit valid: 12 pm-4 pm

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

Other Conditions: _____



Police Chief or Designee (208) 883-7054



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/2/2025

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 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).

PRODUCER Troy Insurance Agency, Inc 207 S Main Street PO Box 8984 Moscow ID 83843		CONTACT NAME: Amanda Nelson PHONE (A/C, No, Ext): (208) 882-2814 FAX (A/C, No): (208) 743-3542 E-MAIL ADDRESS: amtroy@troyins.com	
INSURED Moscow Chamber of Commerce 411 South Main St Moscow ID 83843		INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25895	

COVERAGES

CERTIFICATE NUMBER: 2025-2026 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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO. JECT ☐ LOC ☐ OTHER:	X		NBP1563070	1/30/2025	1/30/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$						
	GENERAL AGGREGATE \$ 2,000,000						
							PRODUCTS - COMP/OP AGG \$
							Liquor Liability \$ Included
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			NBP1563070	1/30/2025	1/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$ Included in CGL
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	\$						
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$			CUP1567801	1/30/2025	1/30/2026	EACH OCCURRENCE \$ 1,000,000
	AGGREGATE \$ 1,000,000						
	\$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A					PER STATUTE ☐ OTH-ER ☐
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	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 WHERE REQUIRED BY WRITTEN CONTRACT FOR THE FOLLOWING EVENTS:

MOSCOW WINTERFEST, FEBRUARY 2025
CAMP MOSCOWANNA, JUNE 2025
MOSCOWBERFEST, AUGUST 2025
ALL EVENTS TAKING PLACE IN THE CITY OF MOSCOW, IDAHO 83843.

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/AMN3LS

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ACORD 25 (2014/01)
INS025 (201401)

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Community Events Division Event Application Review

Moscow Winterfest

02/01/2025 12 pm-4 pm

Event Name

Date(s)/Time(s)

DEPARTMENT/DIVISION DESIGNEE

EVENT(S) APPROVED/DENIED



Moscow Police Department

Officer presence required?

☐ Yes ☒ No ☐ N/A

Officers available?

☒ Yes ☐ No ☐ N/A



[Dan Ellinwood \(Dec 9, 2024 09:23 PST\)](#)

Moscow Volunteer Fire Department



[David R. Schott \(Dec 9, 2024 09:09 PST\)](#)

Parks and Recreation Department



[Kyle Rainer \(Dec 10, 2024 07:41 PST\)](#)

Community Development-Engineering Division



Public Works-Environmental Services Division



[Steve Schulte \(Dec 12, 2024 10:00 PST\)](#)

Public Works-Streets Department

Street closure required?

☒ Yes ☐ No ☐ N/A

ITD permit required?

☐ Yes* ☒ No ☐ N/A

*Application will remain pending until ITD grants applicant a permit

Time of street closure?

9 am - 6 pm

Fees? \$159.00

Start End

Daytime Nighttime



[Laura Perrigo \(Dec 12, 2024 09:20 PST\)](#)

City Clerk/Deputy City Clerk



CITY OF MOSCOW

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

PERMIT NUMBER: CE2025-01

EVENT DATE: Saturday, February 01, 2025

EVENT TIME: 12 pm – 4 pm

THIS IS TO CERTIFY THAT

Moscow Winterfest

Moscow Chamber of Commerce + Visitor Center

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. 6th to 3rd St., including 5th St. to alley & the first bay of the Jackson St. 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 _____, 2025

(SIGNATURE OF LICENSEE)

DATE

(SIGNATURE OF STAFF)

DATE

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 2nd and 4th Mondays of each month pending no holiday delays).
5. Applicant must be present at City Council meeting (meetings are held on the 1st and 3rd of each month pending no holiday delays).
6. Upon approval, applicant pays any remaining fees.

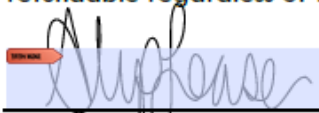
Event Name: Moscow Winterfest **Event Date(s):** February 1, 2025

Event Location: Moscow Main St, 3rd-6th, 5th to the Alley behind Storm Cellar

Event Start time: 12 PM **Event End time:** 4 PM

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.

 12.06.2024
Signature of Individual responsible for Event **Date**

Date Received: 12/06/2024

Date non-refundable fee paid:

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 21, 2025



AGENDA ITEM TITLE

Resolution Authorizing City Attorney to Submit a claim on behalf of the City of Moscow for the Payment Card Interchange Fee Settlement (ACTION ITEM) - Mia Bautista

RESPONSIBLE STAFF

Mia Bautista, City Attorney

ADDITIONAL PRESENTER(S)

DESCRIPTION

A class action suit was filed against Visa and Mastercard and their issuing banks alleging that they violated the law by wrongfully inflating Interchange Fees. A \$5.5 billion Settlement was reached. The City is one of the merchants with Visa and/or Mastercard Interchange Fees paid from January 1, 2004, to January 25, 2019, and is eligible to submit a claim in this Settlement. If the City does not submit a claim for a Settlement Payment, it will not be entitled to receive funds under the terms of the Settlement.

REVIEWED BY

This was reviewed by the Public Works/Finance Committee on January 13, 2025 and recommended for approval.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the Resolution or take other action deemed appropriate.

STAFF RECOMMENDATION

Approve the Resolution.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 2025 - Resolution Authorizing Submitting a Claim for Payment Card Interchange Fee Settlement_final with attachment

RESOLUTION 2025-__

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING THE CITY ATTORNEY TO SUBMIT A CLAIM, ON BEHALF OF THE CITY OF MOSCOW, WITH THE PAYMENT CARD INTERCHANGE FEE SETTLEMENT; AND PROVIDING THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Visa and Mastercard and their issuing banks are alleged to have violated the law because they wrongfully inflated Interchange Fees. A class action lawsuit was filed and a \$5.5 billion Settlement was reached; and

WHEREAS, merchants with Visa and/or Mastercard Interchange Fees paid for the period from January 1, 2004, to January 25, 2019, are eligible to submit a claim in this Settlement;

WHEREAS, the City is an eligible merchant to participate in the Payment Card Interchange Fee Settlement by submitting a claim, attached as Attachment "A" and incorporated herein by this reference; and

WHEREAS, if the City does not submit a claim for a Settlement Payment, the City will not be entitled to receive funds under the terms of the Settlement; and

WHEREAS, the City Council believes that submitting a claim with the Payment Card Interchange Fee Settlement would be in the best interest of the City;

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:

1. That Mia Bautista, City Attorney, is hereby granted the authority to submit a claim with the Payment Card Interchange Fee Settlement on behalf of the City of Moscow.
2. That Mia Bautista, City Attorney, has authority to execute any other documents related to this matter as they may become required.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____

Gina Taruscio _____
Julia Parker _____
Bryce Blankenship _____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this _____ day of _____, 2025.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of the Resolution passed at a regular meeting of the City Council, City of Moscow, Idaho held on _____, 2025 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

Claim your share now.



Attachment "A"



40069246999999990

Payment Card Interchange Fee Settlement
Class Administrator
PO Box 2530
Portland, OR 97208-2530

Submission Deadline:
February 4, 2025

• COURT-APPROVED CLAIM FORM •

If your business accepted Visa and/or Mastercard between 2004 - 2019, you're now eligible to claim your share of a \$5.5 billion Settlement. Claim your share now.



A merchant (business owner) with Visa and/or Mastercard Interchange Fees Paid for the period from January 1, 2004, to January 25, 2019 (the "Class Period") is eligible to file a claim in this settlement. Visa and Mastercard and their issuing banks ("Defendants") are alleged to have violated the law because they wrongfully inflated Interchange Fees. Defendants say they have done nothing wrong. They claim their business practices are legal. After years of appeals, the Settlement is now final, and it is time to file your claim for a Settlement Payment. If you do not file a claim, you will not receive a Settlement Payment. Visit www.PaymentCardSettlement.com to get detailed information about the Settlement.

Rather than submitting this form, you can go to www.PaymentCardSettlement.com and provide information about your business in order to ask the Class Administrator to query the Defendants' databases for qualifying Interchange Fees Paid by your business. You will then be notified of Interchange Fees Paid identified by the Class Administrator and then you can file a claim based on those figures or further work with the Class Administrator to validate your claim.

If you prefer to submit this Claim Form, provide the estimated dollar amount of your eligible Visa and/or Mastercard Interchange Fees Paid for the period January 1, 2004, to January 25, 2019 then complete the Claim Form. If the Class Administrator is unable to validate the Interchange Fees Paid you have claimed, you may later be required to submit documents to support your claim. If you do not know your Interchange Fees Paid, check the box "I do not know" and the Class Administrator will contact you about next steps.

As part of the Settlement, your actual recovery will not be the validated Interchange Fees Paid by your business, but rather a percentage of the total based on a variety of factors including the total number of eligible claims submitted.

If you do not want to visit www.PaymentCardSettlement.com to submit your claim online, you may fill out the information below and mail the completed form postmarked by **February 4, 2025** to Payment Card Interchange Fee Settlement, PO Box 2530, Portland, OR 97208-2530.

Class Period Interchange Fees Paid:

\$

☐

I do not know.

Merchant U.S. Tax Identification Number (TIN):

Merchant Legal Name:

Street Address:

City, ST, Zip Code:

Country (If not United States):

By signing below, I attest that I have sufficient authority to submit a Claim Form for this Merchant:

Signature:

Date (MM/DD/YYYY):

Printed Name:

Title:

Email Address:

Phone Number:

Settlement Payments will be made after all claims are received and processed following the Claims Deadline of **February 4, 2025**. Please be patient.

Are you claiming on behalf of someone else? For claims that are determined eligible to receive a Settlement Payment, the resulting check generally will be issued payable to the Merchant Legal Name on this form. HOWEVER, if you want any change to the payee name that would be printed on your check (if your business name has changed, or you believe you have authority for any reason to file on behalf of the named Class Member), you must provide additional information to the Class Administrator and/or submit your claim online. Please go to **www.PaymentCardSettlement.com** or call 1-800-625-6440 for assistance.

Questions? Assistance with preparing your claim is available at no cost to you from the Class Administrator and Class Counsel. Please email info@PaymentCardSettlement.com or call 1-800-625-6440.

To download a version of this Claim Form in Spanish  Español, Russian  Русский, Korean  한국어, Vietnamese  Tiếng Việt, Japanese  日本語, Chinese  汉语, or Thai  ไทย, please visit **www.PaymentCardSettlement.com**.

Questions? Visit www.PaymentCardSettlement.com or call 1-800-625-6440.