

# Public Works / Finance Committee



Regular Meeting  
~Agenda~

Laurie M. Hopkins  
City Clerk

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

208.883.7015

---

**Monday, April 14, 2025**

**4:00 PM**

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

---

The Moscow Mayor, City Council and Staff welcome you to today's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that council committee 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.

## REGULAR AGENDA

**1. Approval of Public Works/Finance Committee March 10, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins**

**2. Disbursement Report March 2025 (ACTION ITEM) - Sarah Decker**

Presentation of the Accounts Payable Report for the month ending March 2025.

**ACTION:** Accept the Disbursements Report for the month of March 2025.

**3. Second Quarter Financial Report January 1, 2025 to March 31, 2025 for FY2025 (ACTION ITEM) - Sarah Decker**

Presentation of the financial report for the Second Quarter of Fiscal Year 2025 (January 1, 2025 to March 31, 2025).

**PROPOSED ACTIONS:** Recommend approval of the FY2025 Second Quarter Financial Report, or provide staff further direction.

**4. Artwalk Season Finale Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona**

The City of Moscow Arts Department is hosting the Artwalk Season Finale on Thursday, June 26th, from 4:00 pm to 8:00 pm on Main Street between 3rd and 6th Streets. This annual event concludes the 2024-2025 Artwalk Season in an artistic and festive manner. As a City-hosted event, the Arts Department has facilitated the registration of Main Street vendors and demonstrators, as well as business and non-profit host locations. No more than 5 (five) licensed vendors will be authorized for beer/wine sales, and a variety of activities will take place including live music, Kidwalk, food sales, art demonstrations, and more. The event has been reviewed and approved as of February 25, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Artwalk is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

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

**5. Moscow Renaissance Fair Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona**

Moscow Renaissance Fair LLC is hosting the annual Moscow Renaissance Fair on Saturday, May 3 and Sunday, May 4 in East City Park. The applicant anticipates 1 (one) licensed vendor offering beer and wine in the beer garden, which is estimated to be 40'x20' in size. Following standard operating procedures for events with alcohol within a City Park, Moscow Renaissance Fair LLC is requesting the allowance of attendees to possess and consume alcoholic beverages within the beer garden from 12:00-8:00 pm on Saturday and 12:00-5:00 pm on Sunday. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity.

**PROPOSED ACTIONS:** Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Moscow Renaissance Fair for the listed dates and times during the event; or provide staff with further direction.

**6. Miicor purchase agreement for Barracuda XDR computer, network, and email security services (ACTION ITEM) - Chris Caylor**

Staff is requesting authorization for the purchase of enhanced endpoint, server, network, and email security software, and a 24-hour per-day monitoring solution. This specific expense was not anticipated in the FY2025 Budget, but staff have identified savings within the IS Fund, including non-renewal of other software applications and equipment replacements to fund this purchase. The 3-year agreement for this solution is \$35,873.32 per year for a total commitment of \$107,619.94, subject to annual Council appropriation each year.

**PROPOSED ACTIONS:** Approve the agreement with Miicor Inc. for the purchase of Barracuda XDR licensing and security services; or provide staff further direction.

**7. Consideration of Janitorial Bid Results (ACTION ITEM) - David Schott**

The City published an invitation to bid for custodial services for certain City buildings on February 15, 2025 and February 22, 2025. Bid opening for custodial services took place on March 5, 2025, at which time five (5) bids were received. GG Gutters, Inc. dba Creative Cleaning Connections was the low bidder for Module #1, Module #6, and Module #7 in the amount of \$203,513.49 for the three (3) year proposed agreement from October 1, 2025 through September 30, 2028. EVCAR, Inc. dba Service Master Building Maintenance was the low bidder for Module #2, Module #3, Module #4, and Module #5 in the amount of \$329,568.00 for the three (3) year proposed agreement from October 1, 2025 through September 30, 2028.

**PROPOSED ACTIONS:** Recommend approval of the low bid from GG Gutters, Inc. dba Creative Cleaning Connections for Module #1, Module #6, and Module #7 in the amount of \$203,513.49 and recommend approval for the low bid from EVCAR, Inc. dba Service Master Building Maintenance for Module #2, Module #3, Module #4, and Module #5 in the amount of \$329,568.00; or provide staff further direction.

**8. Lot Line Adjustment for 210 and 214 N Grant Street (ACTION ITEM) - Mike Ray**

The applicants, Donna Hime and Mark Townsend, are requesting a lot line adjustment between two properties located at 210 and 214 N Grant Street. The proposed lot line adjustment would increase the lot addressed as 210 N Grant St from 8,410 sf to 8,624 sf and decrease the lot addressed 214 N Grant St from 8,555 sf to 8,339 sf. The applicants are requesting the lot line adjustment to accommodate the construction of a carport/garage. Both properties contain single-family dwellings and are located within the Moderate Density, Single Family Residential (R-2) Zoning District which requires a minimum lot area of 7,000 sf and a minimum lot width of 60 feet. The proposed

lot line adjustment meets all zoning code requirements including building setbacks.

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

**9. Woodbury Lots 1, 2, 3, and 4, Block 5, Lot Line Adjustment (ACTION ITEM) – Mike Ray**

The Woodbury 1st Addition is a subdivision and Planned Unit Development (PUD) that received final approval from the City Council on October 17, 2022. The development includes 79 lots ranging from 3,823 to 16,321 square feet in size and is the first phase of a master-planned subdivision that has a new urbanist design. Slonaker Drive has been extended into the subdivision and the infrastructure for the first phase of the subdivision has been constructed which includes Woodbury Drive and Picotee Circle. There are currently approximately 15 single-family homes that are under various stages of construction. On April 1, 2025, the applicant submitted a Minor PUD amendment to consolidate four lots into three lots to accommodate larger house plans of lots identified as “Estate” lots. On April 9, 2025, staff administratively approved the proposed Minor PUD amendment and the applicant has subsequently requested a lot line adjustment in order to complete the process. The existing lots are Lots 1, 2, 3, and 4 of Block 5, which are currently 16,322 sf, 11,655 sf, 11,294 sf, and 10,917 sf in size. The proposed lot line adjustment would consolidate the four lots into three lots of 22,215 sf, 17,857 sf, and 10,115 sf in size. The proposed lot line adjustment is consistent with what has been approved through the Minor PUD amendment process.

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

**10. Request for Waiver of Thatuna Right of Way Improvements (ACTION ITEM) - Bob Buvel**

Alison Tompkins is the potential buyer of Parcel RPM00000080106 (933 N Mountain View Rd) in the City of Moscow and has plans to construct a single family home on the parcel. The north boundary of the parcel abuts the 60' wide right-of-way of Thatuna Avenue, which is currently unimproved land. On March 10, 2025 the City received a letter from Alison Tompkins requesting a waiver of the requirement to improve Thatuna Avenue Right-of-Way, citing significant cost and a lack of intent to construct the remaining portion of the undeveloped right-of-way. The applicant has estimated the Thatuna frontage improvement construction cost would be approximately \$107,000. Frontage improvements would still be required on Mt. View and the applicant has not requested a waiver from those requirements. Approval of the waiver would not prevent the future extension of Thatuna adjacent to the subject property, where adequate right-of-way exists. This could be required in association with further development, or as part of a City-initiated project.

**PROPOSED ACTIONS:** Consider the request for waiver of public improvements to Thatuna Avenue and recommend approval of the waiver request; recommend denial of the waiver request; or provide staff further direction.

**ADJOURN**

**NOTICE:** It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City’s ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at [adacoordinator@ci.moscow.id.us](mailto:adacoordinator@ci.moscow.id.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.