Moscow City Council

Regular Meeting
~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, June 16, 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 May 19, 2025 Minutes - Laurie M. Hopkins**

   B. **Approval of Moscow City Council June 2, 2025 Minutes - Laurie M. Hopkins**

   C. **Approval of Payment of Claims - Sarah Decker**

   D. **Disbursement Report May 2025 - Sarah Decker**
   Staff presented the May 2025 Accounts Payable Report to the Public Works / Finance Committee on June 9th, 2025. The Committee received the report and recommended approval of the disbursement report.
   ACTION: Accept the Disbursements Report for the month of May 2025.

   E. **Leading Idaho Bridge Program - Grant Award Agreement - Alisa Anderson / Scott Bontrager**
   In 2022, Idaho Senate Bill 1359 authorized $200 million in one-time funding for the repair or replacement of bridges greater than 20' in length under the Leading Idaho Local Bridge Grant program with no maximum grant request amount and no local match requirement. Based on bridge inspections reports performed by the Idaho Transportation Department (ITD) the eligible bridges must be in poor condition or be posted for load weight limits to qualify. The only qualifying bridge in the city limits in 2022 was the Sand Road Bridge, built in 1971 over the South Fork of the Palouse River, which is a 51-foot-long bridge posted with load restrictions. The bridge was recommended for replacement, so Staff

submitted a grant request for this project in June 2022. Moscow was notified in early 2024 that the bridge replacement request had been approved for funding. The project is scheduled for design in 2025 and construction in 2026 and will be fully funded, with no City match, by this award. A Resolution is also attached to this report included with Attachment A LHTAC/Local Agreement. This was reviewed by the Public Works/Finance Committee on June 9, 2025, and recommended for approval.
ACTION: Approval to accept the award for replacement of the Sand Road Bridge by executing the LHTAC/Local Agreement Leading Idaho Bridge Program, and the corresponding Resolution.

F. **Idaho Fire Fighter License Plate Grant Program - Alisa Anderson / Dan Ellinwood**
The Idaho Fire Chief's Association (IFCA) sponsors the 2025 Idaho Fire Fighter License Plate (FFLP) grant program on an annual basis. Grant requests must comply with the legislated guidelines to be used "exclusively for fire safety education" of firefighters, fire chiefs, and the public. The Moscow Volunteer Fire Department (MVFD) is requesting funding to purchase Realistic Rescue Manikins for training purposes. These rescue manikins can withstand intense training scenarios and are easy to interact with. They are built from tough materials and can handle the roughest training scenarios. The manikins also have anatomically correct weight distribution to give the "feel" of a real live person and can survive a 2-3-story drop without damage. The polyester material is waterproof, making the manikin suitable for training in wet or dry conditions and can be easily cleaned and dried. These combined features allow for the simulation of a variety of training scenarios. The MVFD is requesting to submit a grant request to purchase two (2) (100 and 175 pound) CPR Savers & First Aid Supply Realistic Rescue Training manikins. The total grant request will not exceed $1,900.00. The grant application is due June 27, 2025. No match is required for this request. This item was reviewed by the Public Works/Finance Committee on June 9, 2025, and recommended for approval.
ACTION: Approve the MVFD to submit a grant application to the 2025 Idaho Fire Fighter License Plate grant program in an amount not to exceed $1,900 for the purchase of two Realistic Rescue Manikins for training purposes.

REGULAR AGENDA

2. **Public Comment (limit 15 minutes)**

3. **Second Amended Professional Services Agreement-Moscow City Shop (ACTION ITEM) - Cody Riddle**
In April 2024, the City entered into a professional services agreement with Lombard Conrad Architects (LCA) for $320,610 in design services associated with the construction of a new City shop building. Services included in the original agreement were the preparation of construction drawings and specifications, bidding assistance, project inspections, and closeout, all associated with the new building. Interior improvements to the existing shop building have always been anticipated as part of the larger project. While the Fleet and Parks Departments will move to the new building, Streets and Stormwater will continue to occupy the existing building. To ensure they have a safe and efficient work environment, portions of the interior of the existing building need to be reconfigured to include modernized office space with basic amenities. This necessitates additional design services. LCA has proposed an additional design fee of $70,102.00 for this work, bringing the total fee for their services on the overall project to $413,343.00. It is anticipated that design will be complete over the course of the summer, and the tenant improvement project for the existing shop will be bid for construction later this fall. Construction would likely occur in the spring of 2026. A detailed description of the new

services is included in the attached, amended professional services agreement. This item was reviewed, and recommended for approval, by the Public Works/Finance Committee on June 9, 2025.
PROPOSED ACTIONS: Approve the amended professional services agreement; or take other action deemed appropriate.

4. **Latah County Independence Day Parade Fee Waiver Request (ACTION ITEM) - Steve Shulte**
   In 2024, the City adopted Resolution 2024-20 establishing the fees that the City charges for a variety of services. In preparation for the fee resolution, Streets Department staff examined the cost of providing parade traffic control services and found that the prior fee of $346.50 for the Main Street Minor Route was substantially less than the actual cost of the service. The 2024 fee resolution changed the fee amount to be based on a time and materials basis, utilizing the hourly labor and traffic control signage rental rates included in the fee resolution. As a result, the cost of the Latah County Independence Day Parade increased from the prior fee of $346.50 to a new fee of $4,830.84. This is a significant increase in the cost of the event, and the event organizers have submitted a request for the City to waive the device and equipment use fees, which total $2,590.84. The event organizers would pay the remaining direct labor costs, which are estimated to total $2,240. The fee waiver request is now before the Council for consideration.
   PROPOSED ACTIONS: Approve the proposed fee waiver request in the amount of $2,590.84; or take other action deemed appropriate.

REPORTS

City Council

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~**	Laurie M. Hopkins City Clerk
	www.ci.moscow.id.us	208.883.7015

Monday, May 19, 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, Sandra Kelly, Julia Parker, Gina Taruscio
ABSENT: Drew Davis, Hailey Lewis
STAFF: Bill Belknap, Tyler Palmer, Brian Nickerson, Ty Thompson

PLEDGE OF ALLEGIANCE

Council Member Taruscio led the Pledge of Allegiance.

PROCLAMATION

Memorial Day

Mayor Bettge read the proclamation.

CONSENT AGENDA

1. **All Consent Items (ACTION ITEM)**

   A. **Approval of Moscow City Council May 5, 2025 Minutes - Laurie M. Hopkins**

   B. **Approval of Payment of Claims - Sarah Decker**

   C. **Disbursement Report April 2025 - Sarah Decker**
   Staff presented the April 2025 Accounts Payable Report to the Public Works / Finance Committee on May 12th, 2025. The Committee received the report and recommended approval of the disbursement report.

   ACTION: Accept the Disbursements Report for the month of April 2025.

   D. **Master Agreement for Services with the University of Idaho - Bill Belknap**
   The City of Moscow provides the University of Idaho with various public safety services under an existing Master Services Agreement that will expire on September 30th of this year. The City and University have negotiated an updated agreement to continue to provide these services, which includes more detailed and updated service descriptions, an updated annual fee and annual fee escalator, and a three-year term with the option to renew for one additional three-year term. The proposed agreement has been approved by the University and is now before the Council for review and approval. This was reviewed by the Public Works/Finance Committee on May 12, 2025, and recommended for approval.

   ACTION: Approve the Master Agreement for Services with the University of Idaho.

E. Resolution for the Destruction of City Records - Laurie M. Hopkins

In 2021, the City Council adopted Resolution 2021-27 classifying City records as temporary, semi-permanent, and permanent, each with a retention period. Idaho Code 50-907 allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City departments have reviewed their current records to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney. This was reviewed by the Public Works/Finance Committee on May 12, 2025 and recommended for approval.

ACTION: Approve the resolution for destruction of City records.

F. Agreement for Construction Engineering and Inspection - Public Avenue Project - Scott Bontrager

The Idaho Transportation Department (lTD), through the Local Highway Technical Assistance Council (LHTAC), funded a federal-aid project for FY2025 to improve a segment of Public Avenue from Polk St to Lincoln St. The construction contract for the project was awarded by the Idaho Transportation Board in April to Knife River Corporation– Mountain West, in the amount of $1,814,999.99. A request for qualifications was issued by ITD for construction engineering and inspection on January 13th, 2025, and two qualified engineering firms responded by the January 30th deadline. A five-person panel (two LHTAC engineers and three City Staff) independently rated the statement of qualifications, and a consensus was reached on the selection of HMH Engineering, LLC. The professional services agreement between the City of Moscow and HMH Engineering was negotiated on Monday, April 7th, 2025, in the amount of $238,002.00. This amount equates to 13.1% of the construction contract amount, which both the LHTAC and City Staff deem reasonable for contract administration and construction inspection on a federal-aid project of this complexity. The agreement has been reviewed and approved by the City Legal Department. This was reviewed by the Public Works / Finance Committee on May 12, 2025, and recommended for approval.

ACTION: Approve the Professional Services Agreement with HMH Engineering LLC.

G. Camp Moscowanna Alcohol Use Request in Entertainment District - Amanda Argona

The Moscow Chamber of Commerce + Visitor Center is hosting Camp Moscowanna on Saturday, June 14th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This summer camp-themed event is designed to evoke the nostalgia of family-friendly gatherings and will feature: up to eight retail and/or street game vendors, up to eight food vendors, and up to ten beer/wine vendors. The event has been reviewed and approved by staff as of March 27, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Camp Moscowanna 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 the Council's consideration. This was reviewed by the Public Works/Finance Committee on Monday, May 12, 2025 and recommended for approval.

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of Camp Moscowanna for the duration of the event.

H. Moscow Rugby Block Party Alcohol Use Request in Entertainment District - Amanda Argona

Moscow Rugby is hosting an End-of-Season block party for its club on Saturday, May 31st, from 5 pm to 8 pm on Second Street between the alley and Washington Street. Moscow Rugby is working with one licensed alcohol provider for the block party. The event has been reviewed and approved by staff as of April 8, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Rugby 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 the Council's consideration. This was reviewed by the Public Works/Finance Committee on Monday, May 12, 2025 and recommended for approval.

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of Moscow Rugby End-of-Season block party for the duration of the event.

I. Lot Line Adjustment for 415 Ryan Lane and 2524 Itani Drive - Mike Ray

The applicants, Rafik Itani and Jesse Flowers, are requesting a lot line adjustment between two properties located at 415 Ryan Lane and 2524 Itani Drive. The proposed lot line adjustment would increase the lot addressed as 2524 Itani Drive from 11,969 sf to 12,218 sf and decrease the lot addressed 415 Ryan Lane from 8,920 sf to 8,670 sf. The applicants are requesting the lot line adjustment to resolve the encroachment of an existing fence belonging to the property owner at 2524 Itani Drive. A single-family dwelling is constructed upon the property at 2524 Itani Drive and a building permit for a single-family dwelling has been applied for on 415 Ryan Lane. The subject properties 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. This item was reviewed by the Public Works and Finance Committee on May 12, 2025, and recommended for approval.

ACTION: Approve the lot line adjustment request.

Kelly moved and Blankenship 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)

Mayor Bettge presented to the City Council for consideration the appointments of Nathan Tupper to the Fair & Affordable Housing Commission; Kayla Youngren to the Historic Preservation Commission; James Huggins to the Human Rights Commission; and Sarah Tucker to the Transportation Commission. Kelly moved and Taruscio seconded approval of the appointment. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Youngren said some of her early family history began in Moscow and is excited for this opportunity.
Tucker thanked the mayor and council for the appointment. She likes the walkability of Moscow and uses SMART Transit.
Huggins thanked the mayor and council. His interests include discrimination and equal rights. He has a long history in the human rights world and is excited to be on the commission.

3. Public Comment (limit 15 minutes)

None offered.

4. Stormwater Code Amendments and Standards Adoption (ACTION ITEM) - Ty Thompson

The City of Moscow has been issued a National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) Permit by the United States Environmental Protection Agency, which is administered by the Idaho Department of Environmental Quality. To comply with the MS4 Permit, the City must maintain relevant ordinances and/or regulatory mechanisms to control surface water runoff and pollutant discharges into and from its MS4.

Additionally, to comply with the Permit, the City must develop, implement, and maintain written escalating enforcement response policies (ERPs) that address noncompliance with stormwater regulations, and must maintain written specifications that address the proper installation and maintenance of Best Management Practices (BMPs) during and after construction activities.

The current City Code related to stormwater is found in several separate chapters and is insufficient to meet all requirements of the MS4 Permit. The attached proposed Ordinance repeals relevant City Code sections and creates a new chapter, Title 5, Ch. 15 – Stormwater Regulations, which fills any regulatory gaps and brings all stormwater regulations into one City Code chapter. The attached proposed Resolution authorizes the implementation of three required stormwater ERPs and adopts the City of Moscow Stormwater Best Management Practices Handbook as the specifications for pre- and post-construction BMPs. This was reviewed by the Public Works/Finance Committee on May 12, 2025 and recommended for approval.

PROPOSED ACTIONS:

1. Approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate; and

2. Approve the proposed Resolution and associated attachments.

Thompson explained the Municipal Separate Storm Sewer System Permit issued by the US EPA is applicable to all the catch basins, stormwater system, and creeks. This is the second permit term. In 2021 the stormwater operations fund was created. In 2022, an environmental inspector position was approved. With these additions, stormwater issues can be proactive, rather than reactive. The requirements of the permit are code updates, enforcement response policies and a stormwater BMP handbook. He described the significant code changes which brought three sections together into one chapter. Updates also included design and method; erosion risk categories; how to handle larger projects; and illicit discharge detection and elimination. See attached presentation. The enforcement response policy must define the mechanism the city will use to address enforcement for non-compliance. Verbal education and instruction handouts will be the preferred approach for correcting deficiencies but can escalate to a higher response level if needed. If a notice of violation is issued, it can be a stop work order, infraction, or misdemeanor. The new handbook covers everything from engineering design, construction process and post-construction maintenance. The handbook is a road map to help the designers and contractors to meet the requirements. The Stormwater staff and Fire Department would respond immediately to an emergent situation, such as an oil spill but there are also requirements for the responsible party in the case of an emergency.

Parker moved to approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title. Kelly seconded. Taruscio said she was worried this would be a barrier to construction when the process began, but the evolution from reactive to proactive measured approach is very impressive and she thanked staff. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Bettge read Ordinance 2025-06 by title:
AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE REPEAL OF MOSCOW CITY CODE TITLE 5, CHAPTER 15 “STORMWATER RUNOFF CONTROL” AND REPLACE WITH A NEW CHAPTER 15, “STORMWATER REGULATIONS” TO PROVIDE THE PURPOSE, DEFINITIONS, APPLICABILITY, AND ADMINISTRATION OF STORMWATER REGULATIONS; TO PROVIDE REGULATIONS FOR ILLICIT DISCHARGES AND STORMWATER RUNOFF CONTROL; TO PROVIDE A STORMWATER DIVISION, ADMINISTRATION, POLICIES AND PROCEDURES,

STORMWATER USER FEE, BILLING AND ENFORCEMENT OF PAYMENT OF STORMWATER FEES, STORMWATER FUND AND EXPENDITURES, ENFORCEMENT, INSPECTIONS, INVESTIGATION, PENALTIES, RULES AND REGULATIONS, AND LIABILITY FOR INJURY OR DAMAGE; PROVIDING FOR THE REPEAL OF MOSCOW CITY CODE TITLE 5, CHAPTER 19 "STORMWATER USER FEES"; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 7, CHAPTER 1, SECTION 1-4; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIE ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

Parker moved and Kelly seconded to approve the resolution and associated attachments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Approval of EMS Study Professional Service Agreement with Matrix Consulting Group (ACTION ITEM) - Brian Nickerson

Attached for approval is an agreement with Matrix Consulting Group to conduct an EMS study in collaboration with other EMS agencies within Latah County. The purpose of the study is to assess long-term sustainability and develop strategic recommendations for the future. A committee comprised of representatives from the City of Moscow and other Latah County EMS agencies was formed to evaluate ten submissions for this project. Upon completion of the review process, Matrix Consulting Group was selected as the vendor to lead the study. The study is anticipated to be completed at the end of the year. This was reviewed by the Public Works/Finance Committee on May 5, 2025 and recommended for approval.

PROPOSED ACTIONS: Approve EMS Study professional services agreement with Matrix Consulting Group or take other action deemed appropriate.

Nickerson introduced the item as written above. The majority of the cities in the county are participating. One reason Matrix Consulting Group was chosen is they met the criteria of a smaller agency. The cost of the study is split between the City at $50,000 and the volunteers at $20,000. The study should be completed by the end of the year. The results should provide ideas for sustainability and recommendations for moving forward together.

In answer to questions by council, Nickerson said there are approximately 130 calls a year to the county and they have recently more frequently needed an ambulance on those calls. Out of the five entities in the county, two participated in the review of submittals. Matrix will reach out to the communities and invite them to a kick off meeting. It will then be up to the individual communities whether they want to move forward with participation.

Taruscio moved and Kelly seconded to approve EMS Study professional services agreement with Matrix Consulting Group. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

1912 Center Development Committee – Kelly said they heard a presentation on the design of the third floor.

Moscow Urban Renewal Agency – Kelly said the group had updates from the University and other entities on future plans around the area of the Sixth and Jackson.

Transportation Commission – Taruscio said the Commission heard a presentation from former Moscow Pathways Commission (MPC), recently appointed to the Transportation Commission Tanya Denizon

on ideas from the MPC that could be incorporated into the Transportation Commission discussions. The Commission also discussed scooters which will be deployed at the end of June.
Moscow Arts Commission – Blankenship said the Commission discussed the open call for Poet Laureate.

Council members spoke on other meetings and events they attended including a joint council/school district workshop.

Mayor

Mayor Bettge said he attended the airport board meeting where they accepted grant money and initiated construction for the fourth apron slot. Service to Boise in September will be 6 days a week. They are still discussing the potential for a flight to Portland.

ADJOURN

It was mutually agreed upon to adjourn at 8:02 p.m.

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Arthur D. Bettge, Mayor

ATTEST:

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Laurie M. Hopkins, City Clerk

Moscow City Council

Regular Meeting
~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, June 2, 2025 **7:00 PM** **Council Chambers 206 E. Third St.**

The meeting was called to order at 7:00 p.m.
PRESENT: Bryce Blankenship, Drew Davis, Sandra Kelly, Hailey Lewis (7:02 pm), Julia Parker, Gina Taruscio
ABSENT: Mayor Art Bettge, Drew Davis
STAFF: Bill Belknap, Tyler Palmer, David Schott, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Council Member Blankenship led the Pledge of Allegiance.

PROCLAMATION

National Pollinator Week

Mayor Bettge read the proclamation and presented it to David Schott.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Payment of Claims - Sarah Decker

B. Amendment to Moscow Rugby Block Party Alcohol Use Request in Entertainment District - Amanda Argona

Moscow Rugby is hosting an End-of-Season block party for its club on Saturday, May 31st, from 5 pm to 8 pm on Second Street between the alley and Washington Street. Moscow Rugby is working with one licensed alcohol provider for the block party. The event has been reviewed and approved by staff as of April 8, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Rugby is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12, a draft resolution was prepared for the Council's consideration. This was reviewed by the Public Works/Finance Committee on Monday, May 12, 2025 and approved by City Council on Monday, May 19, 2025. The applicant is seeking an amendment regarding the location of their licensed alcohol vendor to serve off-premise within the event footprint, rather than on-premise. An updated site map has been prepared to reflect this minor change for Council's consideration.This was reviewed by the Administrative Committee on Tuesday, May 27, 2205 and recommended for approval.

ACTION: Approve the amendment allowing for the licensed alcohol vendor to serve off-premise within the event footprint of Moscow Rugby End-of-Season block party for the duration of the event pursuant to a City catering permit.

C. Adoption of the State of Idaho Deferred Compensation Plan - Bonnie Dennler

The City of Moscow currently partners with Mission Square, previously ICMA-RC, to offer eligible employees the ability to participate in a 457 Deferred Compensation Plan. This retirement solution allows employees to make tax-deferred contributions through payroll deductions. The State of Idaho, in accordance with Idaho Code Section 59-513 permits the State of Idaho and any county, city or political subdivision of the state, working through its governing body, to contract with an employee to defer income to a 457 Deferred compensation plan through the State Deferred Compensation Plan, administered through Nationwide. The State of Idaho Deferred Compensation Plan offers employees lower administration fees as well as a one-time bonus for new enrollments, which is more financially beneficial to our employees. If adopted, the City would allow those currently enrolled in Mission Square's Deferred Compensation Plan to phase out contributions through payroll deduction over the next 12 months. New enrollments would only be offered through the State of Idaho Deferred Comp Plan. The resolution to adopt the State of Idaho deferred compensation plan is now before the Council for review and approval.This was reviewed by the Administrative Committee on May 27, 2025 and recommended for approval.

ACTION: Approve resolution to adopt the State of Idaho Deferred Compensation Plan.

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

REGULAR AGENDA

2. Public Comment (limit 15 minutes)

William J. (Moscow) spoke on the firebombs in Washington DC. Palouse DSA has been harassing him. Extremism is here. He feels something needs to be done.

3. Moscow Mountain Powell Project Trail Build Report – David Schott

Schott introduced Chris Chambers. Chambers explained that MAMBA is a volunteer organization with the mission to keep Moscow Mountain trail access available to the local community and make it a safe community for all trail users. They have had 400+ volunteer hours over the last two years building the 2+ miles of new trail. National Trails Day celebration is June 7th. They followed the How to Build Sweet Single Track from the International Mountain Bike Association Guidelines for trail building. Trail etiquette is a challenge and an on-going effort.

Virgina Yotter, coach, said they have grown to thirty registered students this year. They teach the teams about who yields to who, making sure they know the etiquette and have received great feedback this spring. They are a middle-high school expanding to 5th grade this year. They ride with the Washington student league.

4. Task Order NO. 09 Palouse Basin Alternate Water Supply Project (ACTION ITEM) - Tyler Palmer

The City of Moscow, in cooperation with the Palouse Basin Aquifer Committee (PBAC), has identified a surface water diversion from the Clearwater River as a high-potential future water supply option. This is based on previous planning efforts conducted by PBAC that explored multiple long-range future supply alternatives, and a preliminary examination of a Clearwater River option in 2019. The City is building upon those prior efforts and conducting a more in-depth evaluation of this option's feasibility. The City has selected HDR Engineering, INC to provide engineering and consulting services in support of this effort. In February 2025, the City entered an agreement with the Idaho Water Resource Board for $182,500 in funding toward this project. On May 15, 2025, PBAC voted to authorize up to $187,000 to complete the project ($153,341 plus a 10% contingency). This project is anticipated to take 12 months to complete. This was reviewed by the Administrative Committee on Tuesday, May 27, 2025 and recommended for approval.

PROPOSED ACTIONS: Approve Task Order NO. 09 Palouse Basin Alternate Water Supply Project.

Palmer provided a recap and introduced the item as above. Grant funding has been obtained from Idaho Division of Idaho Resources for this initial design work which anticipates answers to critical questions and identify any potential major hurdles. HDR Engineering Inc. was selected for the study. The total project cost is $335,841, $182,500 from Idaho Water Resource Board and PBAC committed $187,000. It has a 12-month timeline, but accuracy is more important than meeting the 12-month timeframe. The project includes water supply assessment, conceptual design development, regulatory permitting assessment, and stakeholder engagement. In answer to questions from Council, Palmer said this is the hard core discovery phase as there has been enough work done to know this is a worthwhile investment of these funds. Because the money is coming through the IWRB, it is an Idaho project, therefore Moscow is administering this. Public comment includes the stakeholder engagement group, the research colloquium, several presentations to elected bodies, and open houses.

Taruscio said she spent a lot of time on PBAC and is excited that aquifer recharge is part of this.

Lewis said the Lewiston Orchards Irrigation District (LOID) is also looking at water rights. Palmer said there is already municipal use as Lewiston has long drawn water from the Clearwater. They are in the process of building a new intake point on the river. Tyler said he, the Mayor, and Belknap met with the City of Lewiston representatives, IDWR, and IDEQ and talked about the projects and collaboration. The PBAC executive director and Tyler met with LOID several months ago. They are looking to pump water for irrigation so the water wouldn't need to be treated. There has been good communication between entities.

Kelly moved to approve Task Order 9. Blankenship seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. City Business Office Summer Hours Pilot Proposal (ACTION ITEM) - Bill Belknap

The City provides a wide variety of services, including public safety, utility operations, parks maintenance, street maintenance, recreation programs and facilities, and many others. To deliver these services, the City's 165 full-time employees utilize a wide variety of work schedules and shifts to provide the necessary services. Current work shifts include 48-hour shifts for the Paramedic/Firefighter personnel, 12-hour shifts for Police patrol personnel, 10-hour shifts for many of the City's field operations in Parks, Streets, and utilities, as well as 8-hour shifts for many office personnel. Administration has been approached by several departments seeking to explore the possibility of conducting a pilot test of a seasonal summer 4/10 workday schedule for City business offices. Under the proposal, the City's business offices would be open from 7:00 AM to 5:30 PM Monday through Thursday and closed on Fridays for eight weeks, beginning on June 30th and ending on August 22nd. After allowing for a 30-minute lunch break, this would provide 10 working hours per day to fulfill the 40-hour work week. Staff will present the proposal for the Council's consideration and direction.

PROPOSED ACTIONS: Review proposal and provide direction.

Belknap introduced the item, highlighting that initial feedback from public-facing departments has been positive. He emphasized the importance of exploring low- or no-cost initiatives that could improve employee recruitment and retention. The proposed schedule would extend service availability by an hour and a half beyond typical public hours, while also addressing the staffing challenges commonly experienced on Fridays due to vacations.

Taruscio expressed support for the proposal and underscored the need for clear communication with the public. Belknap noted that, with a June 30 start date, there would be sufficient time to inform the community through social media, building signage, and the water billing newsletter. He added that flexibility will be necessary to accommodate some employees with differing needs. At this stage, the proposed change is intended as a summer pilot, aligning with the academic calendar when community activity naturally slows. If successful, the City may consider implementing it again in future summers, beginning and ending with the school calendar. Belknap also mentioned that if the school district—which has discussed a four-day week like 70% of districts in the state—makes such a transition, the City could eventually evaluate a year-round model. For now, however, the focus remains on a summer pilot.

Blankenship expressed his support for the pilot and the proposed timeframe. He asked how success would be measured. Belknap responded that two-thirds of City staff are already working similar schedules and that a survey will be conducted at the end of the pilot period to evaluate its effectiveness and inform any future decisions.

Taruscio expressed concern about the impact of the proposed schedule changes during the summer construction season, when activity is at its peak. She emphasized the importance of ensuring the City continues to meet the needs of developers. In response, Belknap explained that most public works contractors are already operating on 4/10 schedules and that critical inspections would continue to be covered. He noted that employees could stagger schedules, with some working Fridays and taking Mondays off to maintain service levels.

Lewis also raised concerns about how the change might affect the construction season. Belknap shared that Fridays are generally the slowest day across all City offices and that there is a wide range of scheduling practices among different municipalities. Lewis acknowledged that, while the City serves the broader community, she appreciated that data supports the idea and noted it could help alleviate childcare challenges. She expressed interest in surveying employees and asked how community feedback would be gathered. Belknap responded that any complaints would be tracked and considered as part of the review process.

Lewis also inquired about on-call staff coverage. Belknap confirmed that both Information Systems and Police Department staff are always available on call.

Parker noted that both Deputy Directors have spoken with staff and are already receiving positive feedback. She expressed that, as a city, we often struggle to compensate employees as competitively as we would like, so any effort to enhance the City's workplace culture and environment is worth pursuing.

Belknap mentioned all recreation facilities run their own schedules. This would affect business offices in public works and services, human resources, information systems, administration, finance, legal, grants, community development and arts.

Kelly said she has often had to switch to four tens and has never been an issue. With so many online options, she really thinks it will be ok. She moved to authorize the pilot program during this 8-week period. Blankenship seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

Palouse Basin Aquifer Committee – Lewis said they discussed the agreement approved by council this evening.
SMART Transit – Lewis reported they are extracting old tracking information. They will have updated ridership numbers soon.
Sustainable Environment Commission – Blankenship said the Commission discussed tabling at the Farmers Market and participating at Artwalk.
Human Rights Commission – Parker reported the Commission is working on the Juneteenth celebration and how to support human rights in the region. There will be a food drive in August.
Clearwater Economic Development Association – Parker said the Dream It Do It conference was a success. The Idaho Youth Conservation Corp. is in full swing.

Mayor

No report.

ADJOURN

It was mutually agreed upon to adjourn at 8:17 p.m.

____
Arthur D. Bettge, Mayor

ATTEST:

____
Laurie M. Hopkins, City Clerk

Accounts Payable
Checks for Approval

June 11, 2025 03:41 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name		Amount
112903	06/04/2025	Recreation & Culture	Moscow Farmers Market Programs	Affinity Farm		$18.00
					Check Total:	$18.00
112904	06/04/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.		$70.20
112904	06/04/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.		$47.23
112904	06/04/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.		$70.20
112904	06/04/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.		$47.23
					Check Total:	$234.86
112905	06/04/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
112905	06/04/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
112905	06/04/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$200.00
112905	06/04/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$200.00
112905	06/04/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$70.00
112905	06/04/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$70.00
112905	06/04/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
					Check Total:	$1,170.00
112906	06/04/2025	General Fund	Fire Prevention Programs	ANIMAL CLINIC AND HOSPITAL, PA		$60.24
					Check Total:	$60.24
112907	06/04/2025	General Fund	Professional Development	ASSOCIATION OF IDAHO CITIES		$100.00
112907	06/04/2025	General Fund	Travel & Meetings	ASSOCIATION OF IDAHO CITIES		$50.00
112907	06/04/2025	General Fund	Travel & Meetings	ASSOCIATION OF IDAHO CITIES		$100.00
112907	06/04/2025	General Fund	Travel & Meetings	ASSOCIATION OF IDAHO CITIES		$375.00
112907	06/04/2025	General Fund	Travel & Meetings	ASSOCIATION OF IDAHO CITIES		$1,125.00
112907	06/04/2025	General Fund	Travel & Meetings	ASSOCIATION OF IDAHO CITIES		$375.00
					Check Total:	$2,125.00
112908	06/04/2025	Fleet Management Fund	Shop Supplies	AUTOZONE, INC.		$57.20
112908	06/04/2025	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.		$10.18
					Check Total:	$67.38
112909	06/04/2025	Water Fund	Heat, Lights & Utilities	Avista Utilities		$25,915.90
112909	06/04/2025	Streets Fund	Street Lighting	Avista Utilities		$21,887.55

Check #	Check Date	Fund	Account	Vendor Name		Amount
112909	06/04/2025	Sewer Fund	Heat, Lights & Utilities	Avista Utilities		$17,032.83
112909	06/04/2025	General Fund	Heat, Lights & Utilities	Avista Utilities		$1,490.09
112909	06/04/2025	General Fund	Heat, Lights & Utilities	Avista Utilities		$3,945.58
112909	06/04/2025	Fleet Management Fund	Heat, Lights & Utilities	Avista Utilities		$724.60
112909	06/04/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$3,187.34
112909	06/04/2025	Transit Center	Heat, Lights & Utilities	Avista Utilities		$24.92
112909	06/04/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$1,185.52
112909	06/04/2025	General Fund	Heat, Lights & Utilities	Avista Utilities		$1,021.72
112909	06/04/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$365.27
112909	06/04/2025	General Fund	Heat, Lights & Utilities	Avista Utilities		$262.82
112909	06/04/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$1,308.10
112909	06/04/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$656.87
112909	06/04/2025	Stormwater Fund	Heat, Lights & Utilities	Avista Utilities		$172.13
					Check Total:	$79,181.24
112910	06/04/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$37.43
112910	06/04/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$22.45
					Check Total:	$59.88
112911	06/04/2025	Capital Projects Fund	Buildings	CASTELLAW KOM ARCHITECTS		$4,172.47
					Check Total:	$4,172.47
112912	06/04/2025	Recreation & Culture	Moscow Farmers Market Programs	City of Moscow		$30.00
					Check Total:	$30.00
112913	06/04/2025	Fleet Management Fund	Shop Supplies	COLEMAN OIL CO.		$135.57
					Check Total:	$135.57
112914	06/04/2025	Sewer Fund	Improvements	CONCRETE CONSERVATION, LLC		$46,750.00
					Check Total:	$46,750.00
112915	06/04/2025	Water Fund	Operations & Maintenance Parts	CONSOLIDATED SUPPLY CO.		$939.12
112915	06/04/2025	Water Fund	Operations & Maintenance Parts	CONSOLIDATED SUPPLY CO.		$4,426.53
					Check Total:	$5,365.65
112916	06/04/2025	Sewer Fund	Professional Services	CULLIGAN, LLC		$266.90
112916	06/04/2025	General Fund	Department Supplies	CULLIGAN, LLC		$22.35
					Check Total:	$289.25
112917	06/04/2025	Recreation & Culture	Professional Development	Eric Randall		$100.00
					Check Total:	$100.00
112918	06/04/2025	General Fund	Janitorial Services & Supplies	EVCAR, INC.		$3,333.42
112918	06/04/2025	Transit Center	Janitorial Services & Supplies	EVCAR, INC.		$926.25
112918	06/04/2025	Recreation & Culture	Janitorial Services & Supplies	EVCAR, INC.		$123.50

Check #	Check Date	Fund	Account	Vendor Name		Amount
112918	06/04/2025	Streets Fund	Janitorial Services & Supplies	EVCAR, INC.		$123.50
112918	06/04/2025	Fleet Management Fund	Janitorial Services & Supplies	EVCAR, INC.		$123.50
					Check Total:	$4,630.17
112919	06/04/2025	Sewer Fund	Department Supplies	Ferguson Waterworks		$200.56
					Check Total:	$200.56
112920	06/04/2025	Sanitation Fund	Waste Connection Trans	FINLEY BUTTES LANDFILL		$147,779.21
					Check Total:	$147,779.21
112921	06/04/2025	Sewer Fund	Department Supplies	GRAINGER, INC.		$222.50
					Check Total:	$222.50
112922	06/04/2025	Sewer Fund	R & M - Equipment	HACH COMPANY		$194.03
					Check Total:	$194.03
112923	06/04/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
					Check Total:	$143.00
112924	06/04/2025	Fleet Management Fund	Operations & Maintenance Parts	HELBLING MACHINE & AUTO PARTS		$68.31
					Check Total:	$68.31
112925	06/04/2025	General Fund	VEBA Program	HRA VEBA TRUST		$442.51
					Check Total:	$442.51
112926	06/04/2025	Recreation & Culture	Concession Supplies	IDAHO BEVERAGES, INC.		$650.72
112926	06/04/2025	Recreation & Culture	Concession Supplies	IDAHO BEVERAGES, INC.		$210.00
					Check Total:	$860.72
112927	06/04/2025	Fleet Management Fund	Operations & Maintenance Parts	IDAHO TRUCK SALES CO, INC.		$105.07
					Check Total:	$105.07
112928	06/04/2025	General Fund	Professional Services	INFOSEND, INC.		$3,780.32
					Check Total:	$3,780.32
112929	06/04/2025	Recreation & Culture	R & M - Grounds	InterMountain Sign & Safety, Inc.		$80.00
					Check Total:	$80.00
112930	06/04/2025	Recreation & Culture	Chemicals	J.R. SIMPLOT COMPANY		$1,900.00
112930	06/04/2025	Recreation & Culture	Chemicals	J.R. SIMPLOT COMPANY		$1,124.80
					Check Total:	$3,024.80
112931	06/04/2025	Recreation & Culture	Concession Supplies	L.A. NELSON CO.		$2,786.25
112931	06/04/2025	Recreation & Culture	Concession Supplies	L.A. NELSON CO.		$801.80
					Check Total:	$3,588.05
112932	06/04/2025	Recreation & Culture	R & M - Equipment	LES SCHWAB TIRE CENTERS		$55.99

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$55.99
112933	06/04/2025	Water Fund	Office Supplies	LOOKING GLASS		$96.36
112933	06/04/2025	Water Fund	Office Supplies	LOOKING GLASS		$8.35
					Check Total:	$104.71
112934	06/04/2025	General Fund	R & M - Grounds	MCCOY PLUMBING & HEATING, INC.		$312.15
					Check Total:	$312.15
112935	06/04/2025	Sewer Fund	R & M - Equipment	METROQUIP, INC.		$1,629.72
					Check Total:	$1,629.72
112936	06/04/2025	Recreation & Culture	Uniform Expense	Moscow Apparel Co.		$1,944.70
					Check Total:	$1,944.70
112937	06/04/2025	Recreation & Culture	Department Supplies	MOSCOW PULLMAN DAILY NEWS		$274.18
					Check Total:	$274.18
112938	06/04/2025	General Fund	Office Supplies	ODP Business Solutions LLC		$83.40
112938	06/04/2025	Water Fund	Other Miscellaneous Supplies	ODP Business Solutions LLC		$213.17
					Check Total:	$296.57
112939	06/04/2025	Sewer Fund	Chemicals	OXARC, INC.		$450.20
					Check Total:	$450.20
112940	06/04/2025	Fleet Management Fund	Operations & Maintenance Parts	Pape Machinery, Inc.		$147.78
					Check Total:	$147.78
112941	06/04/2025	Capital Projects Fund	Subdivision Trees	Patrick Brian O'Connell		$200.00
					Check Total:	$200.00
112942	06/04/2025	Sewer Fund	R & M - Equipment	PHILLIP R. STRADLEY		$782.33
					Check Total:	$782.33
112943	06/04/2025	Recreation & Culture	Dutch Elm Disease Management	Rainbow EcoScience		$4,227.17
					Check Total:	$4,227.17
112944	06/04/2025	Recreation & Culture	R & M - Buildings	RecSupply		$324.50
					Check Total:	$324.50
112945	06/04/2025	Sewer Fund	Department Supplies	Rodney Cook		$172.25
					Check Total:	$172.25
112946	06/04/2025	Recreation & Culture	Department Supplies	Rosauers Supermarkets, Inc.		$9.98
112946	06/04/2025	General Fund	Department Supplies	Rosauers Supermarkets, Inc.		$10.98
					Check Total:	$20.96

Check #	Check Date	Fund	Account	Vendor Name		Amount
112947	06/04/2025	Recreation & Culture	Moscow Farmers Market Programs	ROTARY CLUB OF MOSCOW #249		$16.00
					Check Total:	$16.00
112948	06/04/2025	Recreation & Culture	Professional Development	Scott Cron		$140.00
					Check Total:	$140.00
112949	06/04/2025	General Fund	R & M - Buildings	SHERWIN-WILLIAMS COMPANY		$141.41
112949	06/04/2025	General Fund	Department Supplies	SHERWIN-WILLIAMS COMPANY		$8.09
112949	06/04/2025	Transit Center	R & M - Buildings	SHERWIN-WILLIAMS COMPANY		$81.37
					Check Total:	$230.87
112950	06/04/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Sales & Service		$180.98
					Check Total:	$180.98
112951	06/04/2025	Recreation & Culture	Office Supplies	STAPLES ADVANTAGE		$126.66
112951	06/04/2025	Recreation & Culture	Office Supplies	STAPLES ADVANTAGE		$11.08
112951	06/04/2025	Water Fund	Office Supplies	STAPLES ADVANTAGE		$72.82
112951	06/04/2025	Recreation & Culture	Office Supplies	STAPLES ADVANTAGE		$46.09
112951	06/04/2025	Recreation & Culture	Office Supplies	STAPLES ADVANTAGE		$46.82
112951	06/04/2025	General Fund	Office Supplies	STAPLES ADVANTAGE		$139.99
					Check Total:	$443.46
112952	06/04/2025	Transit Center	R & M - Buildings	Stoneway Electric Supply Co.		$67.42
					Check Total:	$67.42
112953	06/04/2025	Recreation & Culture	Moscow Farmers Market Programs	Taylormade Kitchen		$14.00
					Check Total:	$14.00
112954	06/04/2025	Recreation & Culture	Department Supplies	THE LOCK SHOP OF NORTH IDAHO, INC.		$67.60
					Check Total:	$67.60
112955	06/04/2025	General Fund	Professional Publications	THOMSON REUTERS-WEST		$365.88
112955	06/04/2025	General Fund	Professional Publications	THOMSON REUTERS-WEST		$89.07
					Check Total:	$454.95
112956	06/04/2025	Recreation & Culture	Moscow Farmers Market Programs	Toni Salerno		$12.00
					Check Total:	$12.00
112957	06/04/2025	Recreation & Culture	Moscow Farmers Market Programs	TONNEMAKER HILL FARM		$20.00
					Check Total:	$20.00
112958	06/04/2025	General Fund	Department Supplies	TRANSUNION RISK AND ALTERNATIVE		$175.80
					Check Total:	$175.80
112959	06/04/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY		$64.72
112959	06/04/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY		$37.36

Check #	Check Date	Fund	Account	Vendor Name	Amount
112959	06/04/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY	$35.84
112959	06/04/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY	$139.48
				Check Total:	$277.40
112960	06/04/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	$3.45
112960	06/04/2025	General Fund	Department Supplies	U.S. Postal Service (CMRS-FP)	$11.48
112960	06/04/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	$98.67
112960	06/04/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	$399.12
112960	06/04/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	$7.74
112960	06/04/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	$207.60
112960	06/04/2025	Recreation & Culture	Postage Expense	U.S. Postal Service (CMRS-FP)	$6.90
112960	06/04/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	$238.23
				Check Total:	$973.19
112961	06/04/2025	General Fund	Uniform Expense	UNIFORMS2GEAR, INC.	$10.00
				Check Total:	$10.00
112962	06/04/2025	Water Fund	Lab Supplies	USABLUEBOOK	$236.00
				Check Total:	$236.00
112963	06/04/2025	Sewer Fund	Janitorial Services & Supplies	Viva Cleaning Company	$2,725.54
112963	06/04/2025	Water Fund	Janitorial Services & Supplies	Viva Cleaning Company	$1,537.62
112963	06/04/2025	Recreation & Culture	Janitorial Services & Supplies	Viva Cleaning Company	$2,100.00
				Check Total:	$6,363.16
112964	06/04/2025	Recreation & Culture	Moscow Farmers Market Programs	Vong Vang	$12.00
				Check Total:	$12.00
112965	06/04/2025	Recreation & Culture	Minor Equipment	W.M. SMITH AND ASSOCIATES, INC.	$5,264.78
112965	06/04/2025	Recreation & Culture	Chemicals	W.M. SMITH AND ASSOCIATES, INC.	$19,943.95
				Check Total:	$25,208.73
112966	06/04/2025	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.	$57.56
112966	06/04/2025	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.	$40.50
112966	06/04/2025	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.	$374.80
				Check Total:	$472.86
112967	06/04/2025	Sewer Fund	R & M - Grounds	WATERWORKS IRRIGATION CO.	$500.00
112967	06/04/2025	Sewer Fund	R & M - Grounds	WATERWORKS IRRIGATION CO.	$950.20
				Check Total:	$1,450.20
112968	06/04/2025	Capital Projects Fund	Buildings	Wellens General Contractor	$129,642.15
112968	06/04/2025	Water Capital Fund	Buildings	Wellens General Contractor	$7,911.47
112968	06/04/2025	Sewer Capital Fund	Buildings	Wellens General Contractor	$9,499.64

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$147,053.26
112969	06/11/2025	Fleet Management Fund	Vehicles	Adrian Steel of Idaho, LLC		$(8.41)
112969	06/11/2025	Fleet Management Fund	Vehicles	Adrian Steel of Idaho, LLC		$148.59
					Check Total:	$140.18
112970	06/11/2025	Recreation & Culture	Moscow Farmers Market Programs	Affinity Farm		$10.00
					Check Total:	$10.00
112971	06/11/2025	General Fund	Professional Services	Alexandra Sceli		$450.00
					Check Total:	$450.00
112972	06/11/2025	Recreation & Culture	Moscow Farmers Market Programs	ALLEGRA PRINT & IMAGING		$424.80
112972	06/11/2025	Recreation & Culture	Advertising & Publishing	ALLEGRA PRINT & IMAGING		$314.90
					Check Total:	$739.70
112973	06/11/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.		$48.73
112973	06/11/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.		$17.39
112973	06/11/2025	Recreation & Culture	Department Supplies	ALSCO, INC.		$33.19
112973	06/11/2025	Recreation & Culture	Department Supplies	ALSCO, INC.		$82.88
112973	06/11/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.		$48.73
112973	06/11/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.		$17.39
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$28.54
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$28.54
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$32.65
112973	06/11/2025	Transit Center	Department Supplies	ALSCO, INC.		$38.41
112973	06/11/2025	Transit Center	Department Supplies	ALSCO, INC.		$38.41
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$32.65
112973	06/11/2025	Transit Center	Department Supplies	ALSCO, INC.		$38.41
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$28.54
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$32.65
112973	06/11/2025	Transit Center	Department Supplies	ALSCO, INC.		$38.41
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$32.65
112973	06/11/2025	Transit Center	Department Supplies	ALSCO, INC.		$45.82
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$32.65
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$28.54
112973	06/11/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.		$48.73
112973	06/11/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.		$17.39
112973	06/11/2025	Recreation & Culture	Department Supplies	ALSCO, INC.		$82.88
112973	06/11/2025	Recreation & Culture	Department Supplies	ALSCO, INC.		$33.19
112973	06/11/2025	General Fund	Department Supplies	ALSCO, INC.		$28.54
					Check Total:	$935.91
112974	06/11/2025	Stormwater Fund	Office Supplies	Amazon Capital Services		$29.88

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$29.88
112975	06/11/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$90.00
112975	06/11/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
112975	06/11/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$252.00
112975	06/11/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$273.00
112975	06/11/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$2,352.00
					Check Total:	$3,177.00
112976	06/11/2025	Recreation & Culture	R & M - Grounds	ATLAS SAND & ROCK, INC		$348.19
112976	06/11/2025	Recreation & Culture	R & M - Grounds	ATLAS SAND & ROCK, INC		$655.71
112976	06/11/2025	Water Fund	Operations & Maintenance Parts	ATLAS SAND & ROCK, INC		$752.26
					Check Total:	$1,756.16
112977	06/11/2025	General Fund	Professional Services	Austin Weisse		$450.00
					Check Total:	$450.00
112978	06/11/2025	Sewer Fund	Department Supplies	Blake Koszarek		$33.48
					Check Total:	$33.48
112979	06/11/2025	Information Systems Fund	Professional Services - IS	Blue Logix, LLC		$2,377.94
112979	06/11/2025	Information Systems Fund	Professional Services - IS	Blue Logix, LLC		$170.00
					Check Total:	$2,547.94
112980	06/11/2025	Stormwater Fund	Professional Services	Bowman Consulting Group, LTD.		$5,167.32
112980	06/11/2025	Sewer Fund	Professional Services	Bowman Consulting Group, LTD.		$11,109.74
112980	06/11/2025	Water Fund	Professional Services	Bowman Consulting Group, LTD.		$9,559.54
					Check Total:	$25,836.60
112981	06/11/2025	General Fund	Professional Services	Bryson Butterfield		$270.00
					Check Total:	$270.00
112982	06/11/2025	Water Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$6.19
112982	06/11/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$31.75
112982	06/11/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$40.82
112982	06/11/2025	Fleet Management Fund	Office Supplies	CANON SOLUTIONS AMERICA, INC.		$8.85
112982	06/11/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$121.33
112982	06/11/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$42.31
112982	06/11/2025	Recreation & Culture	Office Supplies	CANON SOLUTIONS AMERICA, INC.		$14.10
					Check Total:	$265.35
112983	06/11/2025	Sewer Fund	Utility Accounts Receivable	CHARITY SCHOOL OF DANCE		$27.70
112983	06/11/2025	Water Fund	Utility Accounts Receivable	CHARITY SCHOOL OF DANCE		$14.11
112983	06/11/2025	Water Fund	Utility Accounts Receivable	CHARITY SCHOOL OF DANCE		$1.38

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$43.19
112984	06/11/2025	Recreation & Culture	Moscow Farmers Market Programs	City of Moscow		$46.00
					Check Total:	$46.00
112985	06/11/2025	General Fund	Professional Services	Claire Romero		$1,260.00
					Check Total:	$1,260.00
112986	06/11/2025	Recreation & Culture	Moscow Farmers Market Programs	Cloud of Moscow		$12.00
					Check Total:	$12.00
112987	06/11/2025	Sewer Fund	Uniform Expense	Crown Enterprises		$174.99
					Check Total:	$174.99
112988	06/11/2025	Sanitation Fund	Utility Accounts Receivable	DANIELLE WATSON		$269.28
					Check Total:	$269.28
112989	06/11/2025	Water Fund	Professional Services	DIGLINE, INC.		$116.03
112989	06/11/2025	Sewer Fund	Professional Services	DIGLINE, INC.		$116.02
					Check Total:	$232.05
112990	06/11/2025	Sewer Fund	R & M - Equipment	Donald and Christy Miller		$175.00
					Check Total:	$175.00
112991	06/11/2025	General Fund	Uniform Expense	Eagle Engraving, Inc.		$261.59
					Check Total:	$261.59
112992	06/11/2025	Recreation & Culture	Professional Services	Eastern Washington Surf Soccer Club		$4,325.03
					Check Total:	$4,325.03
112993	06/11/2025	Water Fund	R & M - Equipment	FILTRATION TECHNOLOGY, INC		$367.53
					Check Total:	$367.53
112994	06/11/2025	Information Systems Fund	Telephones & Communications	FIRST STEP INTERNET, LLC		$50.00
					Check Total:	$50.00
112995	06/11/2025	Sewer Fund	Lab Supplies	FISHER SCIENTIFIC CO LLC		$189.60
					Check Total:	$189.60
112996	06/11/2025	General Fund	Uniform Expense	Galls, LLC		$55.89
112996	06/11/2025	General Fund	Uniform Expense	Galls, LLC		$55.89
112996	06/11/2025	General Fund	Uniform Expense	Galls, LLC		$55.89
112996	06/11/2025	General Fund	Uniform Expense	Galls, LLC		$55.89
112996	06/11/2025	General Fund	Uniform Expense	Galls, LLC		$55.89
112996	06/11/2025	General Fund	Uniform Expense	Galls, LLC		$55.89
112996	06/11/2025	General Fund	Uniform Expense	Galls, LLC		$55.89

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$391.23
112997	06/11/2025	Sewer Fund	Professional Services	Go-Tek Automation, LLC		$1,120.00
					Check Total:	$1,120.00
112998	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	GORDON TRUCK CENTERS, INC.		$123.02
					Check Total:	$123.02
112999	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	GRAINGER, INC.		$82.92
					Check Total:	$82.92
113000	06/11/2025	Sewer Fund	Lab Supplies	HACH COMPANY		$342.20
113000	06/11/2025	Sewer Fund	Lab Supplies	HACH COMPANY		$845.90
					Check Total:	$1,188.10
113001	06/11/2025	Recreation & Culture	R & M - Grounds	HAHN RENTAL CENTER, INC.		$157.85
					Check Total:	$157.85
113002	06/11/2025	Sewer Fund	R & M - Equipment	HAHN SUPPLY, INC.		$684.19
					Check Total:	$684.19
113003	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	HELBLING MACHINE & AUTO PARTS		$4.49
					Check Total:	$4.49
113004	06/11/2025	Streets Fund	Maintenance	HERCO, INC.		$1,441.75
					Check Total:	$1,441.75
113005	06/11/2025	Recreation & Culture	Moscow Farmers Market Programs	Hottest Life LLC		$10.00
					Check Total:	$10.00
113006	06/11/2025	Streets Fund	Maintenance	HUBER ACTION FREIGHT, INC.		$18.85
113006	06/11/2025	Streets Fund	Traffic Control	HUBER ACTION FREIGHT, INC.		$36.25
					Check Total:	$55.10
113007	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	HUGHES FIRE EQUIPMENT, INC.		$134.36
					Check Total:	$134.36
113008	06/11/2025	Recreation & Culture	Concession Supplies	IDAHO BEVERAGES, INC.		$64.00
113008	06/11/2025	Recreation & Culture	Concession Supplies	IDAHO BEVERAGES, INC.		$1,396.02
					Check Total:	$1,460.02
113009	06/11/2025	Sewer Fund	Professional Services	IDAHO DEPT. OF ENV. QUALITY		$1,500.00
113009	06/11/2025	Stormwater Fund	Professional Services	IDAHO DEPT. OF ENV. QUALITY		$750.00
113009	06/11/2025	Water Fund	Professional Services	IDAHO DEPT. OF ENV. QUALITY		$750.00
					Check Total:	$3,000.00
113010	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	IDAHO TRUCK SALES CO, INC.		$372.54

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$372.54
113011	06/11/2025	Recreation & Culture	Events & Programs	J & H PRINTING, INC.		$243.80
					Check Total:	$243.80
113012	06/11/2025	Water Fund	R & M - Grounds	Jeff Arnett		$745.00
					Check Total:	$745.00
113013	06/11/2025	General Fund	Professional Services	Joey Williams		$180.00
					Check Total:	$180.00
113014	06/11/2025	Recreation & Culture	Department Supplies	K C Enterprises		$491.73
					Check Total:	$491.73
113015	06/11/2025	Water Fund	Water Conservation Program	Katherine Lee		$200.00
					Check Total:	$200.00
113016	06/11/2025	Sewer Fund	R & M - Equipment	KGS Northwest		$1,686.06
					Check Total:	$1,686.06
113017	06/11/2025	General Fund	Office Supplies	LANDGROVE COFFEE, INC.		$179.25
					Check Total:	$179.25
113018	06/11/2025	Streets Fund	Professional Development	LOCAL HIGHWAY TECHNICAL ASSISTANCE		$125.00
113018	06/11/2025	Stormwater Fund	Professional Development	LOCAL HIGHWAY TECHNICAL ASSISTANCE		$125.00
113018	06/11/2025	Water Fund	Professional Development	LOCAL HIGHWAY TECHNICAL ASSISTANCE		$500.00
113018	06/11/2025	Sewer Fund	Professional Development	LOCAL HIGHWAY TECHNICAL ASSISTANCE		$250.00
113018	06/11/2025	General Fund	Professional Development	LOCAL HIGHWAY TECHNICAL ASSISTANCE		$125.00
113018	06/11/2025	Streets Fund	Professional Development	LOCAL HIGHWAY TECHNICAL ASSISTANCE		$80.00
113018	06/11/2025	Stormwater Fund	Professional Development	LOCAL HIGHWAY TECHNICAL ASSISTANCE		$160.00
					Check Total:	$1,365.00
113019	06/11/2025	Stormwater Fund	Office Supplies	LOOKING GLASS		$11.50
113019	06/11/2025	Stormwater Fund	Office Supplies	LOOKING GLASS		$32.55
113019	06/11/2025	Stormwater Fund	Office Supplies	LOOKING GLASS		$32.55
113019	06/11/2025	General Fund	Office Supplies	LOOKING GLASS		$32.55
113019	06/11/2025	General Fund	Office Supplies	LOOKING GLASS		$(35.45)
113019	06/11/2025	General Fund	Office Supplies	LOOKING GLASS		$32.55
113019	06/11/2025	General Fund	Office Supplies	LOOKING GLASS		$32.55
113019	06/11/2025	General Fund	Office Supplies	LOOKING GLASS		$18.37
113019	06/11/2025	General Fund	Office Supplies	LOOKING GLASS		$25.46
113019	06/11/2025	General Fund	Office Supplies	LOOKING GLASS		$23.00
					Check Total:	$205.63
113020	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	Modern Machinery		$4,013.95

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Check Total:	$4,013.95
113021	06/11/2025	Water Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$11.98
113021	06/11/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	$39.88
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$89.96
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$33.83
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$13.98
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$45.40
113021	06/11/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	$18.51
113021	06/11/2025	Recreation & Culture	Chemicals	MOSCOW & PULLMAN BUILDING SUPPLY	$59.95
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$9.11
113021	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	$59.99
113021	06/11/2025	Water Fund	Water Conservation Program	MOSCOW & PULLMAN BUILDING SUPPLY	$14.41
113021	06/11/2025	Stormwater Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$108.26
113021	06/11/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$1.42
113021	06/11/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	$47.88
113021	06/11/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	$3.79
113021	06/11/2025	Sewer Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$17.68
113021	06/11/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	$16.98
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$7.02
113021	06/11/2025	General Fund	Downtown Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	$7.98
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$21.48
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$9.25
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$306.66
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$22.98
113021	06/11/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	$19.78
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$27.58
113021	06/11/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	$16.98
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$32.73
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$15.38
113021	06/11/2025	Water Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$0.56
113021	06/11/2025	General Fund	Downtown Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	$28.98
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$19.99
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$11.16
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$10.99
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$34.18
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$41.12
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$41.49
113021	06/11/2025	MSD Community Play Fields	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$10.98
113021	06/11/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	$4.31
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$13.87
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$5.49

Check #	Check Date	Fund	Account	Vendor Name	Amount
113021	06/11/2025	General Fund	Janitorial Services & Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$31.47
113021	06/11/2025	Sewer Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$21.49
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$13.49
113021	06/11/2025	Sewer Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$69.94
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$31.08
113021	06/11/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	$7.40
113021	06/11/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$15.17
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$219.04
113021	06/11/2025	Sewer Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$6.90
113021	06/11/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$89.80
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$11.29
113021	06/11/2025	MSD Community Play Fields	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$11.92
113021	06/11/2025	MSD Community Play Fields	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$15.92
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$128.59
113021	06/11/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$228.99
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$8.49
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$112.29
113021	06/11/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$6.64
113021	06/11/2025	Stormwater Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	$31.42
113021	06/11/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	$18.47
113021	06/11/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$10.92
113021	06/11/2025	General Fund	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$36.49
113021	06/11/2025	MSD Community Play Fields	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$4.14
113021	06/11/2025	MSD Community Play Fields	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$3.99
113021	06/11/2025	MSD Community Play Fields	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	$67.57
113021	06/11/2025	General Fund	R & M - Equipment	MOSCOW & PULLMAN BUILDING SUPPLY	$54.21
113021	06/11/2025	Stormwater Fund	Rental Property & Equipment	MOSCOW & PULLMAN BUILDING SUPPLY	$166.67
				Check Total:	$2,727.74
113022	06/11/2025	Streets Fund	Maintenance	MOTLEY-MOTLEY, INC.	$971.10
113022	06/11/2025	Streets Fund	Maintenance	MOTLEY-MOTLEY, INC.	$3,805.75
				Check Total:	$4,776.85
113023	06/11/2025	Sewer Fund	Professional Services	MUNDY'S MACHINE & WELDING	$307.00
				Check Total:	$307.00
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	$44.83
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	$(134.10)
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	$426.92
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	$35.73
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	$17.41
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	$35.17
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS	$133.87

Check #	Check Date	Fund	Account	Vendor Name		Amount
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$59.74
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$149.52
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$4.43
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$74.40
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$13.00
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$139.90
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$12.69
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$(54.00)
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$144.08
113024	06/11/2025	Fleet Management Fund	Shop Supplies	NAPA AUTO PARTS		$110.20
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$53.16
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$32.43
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$162.08
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$14.00
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$21.19
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$7.99
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$2.21
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$8.69
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$51.46
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$9.73
113024	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	NAPA AUTO PARTS		$11.13
					Check Total:	$1,587.86
113025	06/11/2025	General Fund	R & M - Equipment	National Hose Testing Specialties		$4,472.00
					Check Total:	$4,472.00
113026	06/11/2025	General Fund	Professional Services	Nicole Larson		$1,500.00
					Check Total:	$1,500.00
113027	06/11/2025	Streets Fund	Maintenance	NORCO, INC.		$22.38
					Check Total:	$22.38
113028	06/11/2025	Streets Fund	Maintenance	Omega Electric		$26.63
113028	06/11/2025	Streets Fund	Maintenance	Omega Electric		$31.50
					Check Total:	$58.13
113029	06/11/2025	Sewer Fund	Chemicals	OXARC, INC.		$137.37
					Check Total:	$137.37
113030	06/11/2025	Recreation & Culture	Professional Services	Palouse Umpires Association		$760.00
					Check Total:	$760.00
113031	06/11/2025	Sewer Fund	R & M - Equipment	PHILLIP R. STRADLEY		$523.80
113031	06/11/2025	Sewer Fund	R & M - Equipment	PHILLIP R. STRADLEY		$343.30

Check #	Check Date	Fund	Account	Vendor Name		Amount
113031	06/11/2025	Sewer Fund	R & M - Equipment	PHILLIP R. STRADLEY		$322.90
113031	06/11/2025	Water Fund	R & M - Equipment	PHILLIP R. STRADLEY		$1,443.44
113031	06/11/2025	Water Fund	R & M - Equipment	PHILLIP R. STRADLEY		$1,060.60
					Check Total:	$3,694.04
113032	06/11/2025	Recreation & Culture	Department Supplies	Pioneer Manufacturing Company		$3,033.34
					Check Total:	$3,033.34
113033	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	Productivity Plus		$200.10
113033	06/11/2025	Sewer Fund	Department Supplies	Productivity Plus		$22.45
113033	06/11/2025	Sewer Fund	R & M - Equipment	Productivity Plus		$297.00
					Check Total:	$519.55
113034	06/11/2025	General Fund	Professional Services	Reece Alfaro		$540.00
					Check Total:	$540.00
113035	06/11/2025	Water Fund	Other Miscellaneous Supplies	Rosauers Supermarkets, Inc.		$15.96
113035	06/11/2025	General Fund	Travel & Meetings	Rosauers Supermarkets, Inc.		$9.99
					Check Total:	$25.95
113036	06/11/2025	Streets Fund	Maintenance	SASE COMPANY INC.		$485.84
					Check Total:	$485.84
113037	06/11/2025	General Fund	Professional Services	Shelby Hobbs		$180.00
					Check Total:	$180.00
113038	06/11/2025	Information Systems Fund	Telephones & Communications	SoundLine Communications		$119.11
					Check Total:	$119.11
113039	06/11/2025	Sewer Fund	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.		$38.98
113039	06/11/2025	Sewer Fund	R & M - Equipment	SPENCE HARDWARE & SUPPLY, INC.		$32.25
113039	06/11/2025	Stormwater Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.		$63.91
113039	06/11/2025	General Fund	Downtown Maintenance	SPENCE HARDWARE & SUPPLY, INC.		$64.96
113039	06/11/2025	General Fund	Downtown Maintenance	SPENCE HARDWARE & SUPPLY, INC.		$8.79
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.		$51.98
113039	06/11/2025	Recreation & Culture	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.		$13.57
113039	06/11/2025	MSD Community Play Fields	Janitorial Services & Supplies	SPENCE HARDWARE & SUPPLY, INC.		$17.57
113039	06/11/2025	General Fund	Downtown Maintenance	SPENCE HARDWARE & SUPPLY, INC.		$8.99
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.		$12.99
113039	06/11/2025	Recreation & Culture	R & M - Buildings	SPENCE HARDWARE & SUPPLY, INC.		$2.99
113039	06/11/2025	Recreation & Culture	R & M - Buildings	SPENCE HARDWARE & SUPPLY, INC.		$1.59
113039	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	SPENCE HARDWARE & SUPPLY, INC.		$79.99
113039	06/11/2025	Streets Fund	Maintenance	SPENCE HARDWARE & SUPPLY, INC.		$99.99
113039	06/11/2025	Sewer Fund	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.		$126.84
113039	06/11/2025	Sewer Fund	R & M - Equipment	SPENCE HARDWARE & SUPPLY, INC.		$65.89

Check #	Check Date	Fund	Account	Vendor Name	Amount
113039	06/11/2025	Sewer Fund	R & M - Equipment	SPENCE HARDWARE & SUPPLY, INC.	$91.44
113039	06/11/2025	Recreation & Culture	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$99.98
113039	06/11/2025	Recreation & Culture	R & M - Buildings	SPENCE HARDWARE & SUPPLY, INC.	$5.16
113039	06/11/2025	Sewer Fund	R & M - Equipment	SPENCE HARDWARE & SUPPLY, INC.	$112.41
113039	06/11/2025	Stormwater Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$73.96
113039	06/11/2025	Recreation & Culture	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$31.98
113039	06/11/2025	Streets Fund	Advertising & Publishing	SPENCE HARDWARE & SUPPLY, INC.	$507.69
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$6.79
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$10.98
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$159.03
113039	06/11/2025	Recreation & Culture	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$18.78
113039	06/11/2025	General Fund	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$56.43
113039	06/11/2025	General Fund	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$15.49
113039	06/11/2025	Sewer Fund	R & M - Equipment	SPENCE HARDWARE & SUPPLY, INC.	$198.00
113039	06/11/2025	Recreation & Culture	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$62.97
113039	06/11/2025	Water Fund	Other Miscellaneous Supplies	SPENCE HARDWARE & SUPPLY, INC.	$193.02
113039	06/11/2025	General Fund	Downtown Maintenance	SPENCE HARDWARE & SUPPLY, INC.	$33.94
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$25.96
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$35.91
113039	06/11/2025	General Fund	Downtown Maintenance	SPENCE HARDWARE & SUPPLY, INC.	$7.58
113039	06/11/2025	MSD Community Play Fields	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$39.99
113039	06/11/2025	MSD Community Play Fields	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$5.99
113039	06/11/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$22.58
113039	06/11/2025	General Fund	R & M - Equipment	SPENCE HARDWARE & SUPPLY, INC.	$13.41
113039	06/11/2025	General Fund	R & M - Equipment	SPENCE HARDWARE & SUPPLY, INC.	$26.25
113039	06/11/2025	Recreation & Culture	R & M - Buildings	SPENCE HARDWARE & SUPPLY, INC.	$2.79
113039	06/11/2025	General Fund	Miscellaneous Services & Charges	SPENCE HARDWARE & SUPPLY, INC.	$14.94
113039	06/11/2025	Stormwater Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$98.97
113039	06/11/2025	Stormwater Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$58.98
113039	06/11/2025	Water Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$24.98
113039	06/11/2025	Water Fund	Other Miscellaneous Supplies	SPENCE HARDWARE & SUPPLY, INC.	$3.57
113039	06/11/2025	Streets Fund	Maintenance	SPENCE HARDWARE & SUPPLY, INC.	$29.99
113039	06/11/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$30.47
113039	06/11/2025	Fleet Management Fund	Shop Supplies	SPENCE HARDWARE & SUPPLY, INC.	$10.49
113039	06/11/2025	Fleet Management Fund	Shop Supplies	SPENCE HARDWARE & SUPPLY, INC.	$19.99
113039	06/11/2025	MSD Community Play Fields	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$34.93
113039	06/11/2025	MSD Community Play Fields	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$4.49
113039	06/11/2025	MSD Community Play Fields	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$70.78
113039	06/11/2025	MSD Community Play Fields	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$138.24
113039	06/11/2025	MSD Community Play Fields	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$62.87
113039	06/11/2025	Recreation & Culture	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$73.98
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$7.28

Check #	Check Date	Fund	Account	Vendor Name	Amount
113039	06/11/2025	Sewer Fund	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$82.99
113039	06/11/2025	Recreation & Culture	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$23.98
113039	06/11/2025	Water Fund	Other Miscellaneous Supplies	SPENCE HARDWARE & SUPPLY, INC.	$34.23
113039	06/11/2025	Water Fund	R & M - Buildings	SPENCE HARDWARE & SUPPLY, INC.	$4.27
113039	06/11/2025	MSD Community Play Fields	Department Supplies	SPENCE HARDWARE & SUPPLY, INC.	$11.87
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$10.47
113039	06/11/2025	Recreation & Culture	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$16.75
113039	06/11/2025	MSD Community Play Fields	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$52.20
113039	06/11/2025	MSD Community Play Fields	R & M - Grounds	SPENCE HARDWARE & SUPPLY, INC.	$26.99
				Check Total:	$3,498.49
113040	06/11/2025	General Fund	R & M - Equipment	Spence Sales & Service	$30.41
113040	06/11/2025	Stormwater Fund	Department Supplies	Spence Sales & Service	$27.99
				Check Total:	$58.40
113041	06/11/2025	Stormwater Fund	R & M - Buildings	Stoneway Electric Supply Co.	$152.74
113041	06/11/2025	Sewer Fund	Department Supplies	Stoneway Electric Supply Co.	$25.23
				Check Total:	$177.97
113042	06/11/2025	Recreation & Culture	Moscow Farmers Market Programs	The Clamarous Cicada	$10.00
				Check Total:	$10.00
113043	06/11/2025	General Fund	Professional Services	Turner Webb	$180.00
				Check Total:	$180.00
113044	06/11/2025	Recreation & Culture	Concession Supplies	US Foods, Inc.	$2,320.93
				Check Total:	$2,320.93
113045	06/11/2025	Sewer Fund	Lab Supplies	USABLUEBOOK	$925.89
113045	06/11/2025	Sewer Fund	Department Supplies	USABLUEBOOK	$206.76
				Check Total:	$1,132.65
113046	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	WESTERN STATES EQUIPMENT CO.	$1,350.12
				Check Total:	$1,350.12
113047	06/11/2025	Water Fund	Meters	Zenner USA, Inc.	$5,848.11
113047	06/11/2025	Water Fund	Meters	Zenner USA, Inc.	$(316.52)
113047	06/11/2025	Water Fund	Meters	Zenner USA, Inc.	$(110.97)
113047	06/11/2025	Water Fund	Meters	Zenner USA, Inc.	$(1,577.00)
				Check Total:	$3,843.62
9	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.	$14.54
9	06/11/2025	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.	$(14.54)
				Check Total:	$0.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Total Amount Being Paid:	$600,805.67

Accounts Payable
Checks for Approval

June 11, 2025 03:38 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name		Amount
399	06/04/2025	Capital Projects Fund	Buildings	LCA ARCHITECTS, P.A.		$4,770.67
399	06/04/2025	Water Capital Fund	Buildings	LCA ARCHITECTS, P.A.		$179.54
399	06/04/2025	Sewer Capital Fund	Buildings	LCA ARCHITECTS, P.A.		$179.54
					Check Total:	$5,129.75
401	06/11/2025	Sanitation Fund	Sales Tax Payable	LATAH SANITATION, INC.		$1,386.43
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$168,567.80
401	06/11/2025	Sanitation Fund	Operations & Maintenance	LATAH SANITATION, INC.		$7,768.02
401	06/11/2025	Sanitation Fund	Operations & Maintenance	LATAH SANITATION, INC.		$13,267.44
401	06/11/2025	Sanitation Fund	Operations & Maintenance	LATAH SANITATION, INC.		$49,651.24
401	06/11/2025	Sewer Fund	Bio-Solids Disposal	LATAH SANITATION, INC.		$21,488.37
401	06/11/2025	Sanitation Fund	Accounts Receivable - Misc	LATAH SANITATION, INC.		$(114,394.2
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$4,065.70
401	06/11/2025	Sanitation Fund	Contractual Miscellaneous Rate	LATAH SANITATION, INC.		$22,576.93
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$182.07
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$5,801.07
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$4,704.00
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$16,691.85
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$582.00
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$457.40
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$2,734.82
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$12,702.54
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$554.79
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$39.08
401	06/11/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.		$60.23
					Check Total:	$218,887.58

Check #	Check Date	Fund	Account	Vendor Name	Amount

Total Amount Being Paid: **$224,017.33**

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, June 16, 2025

AGENDA ITEM TITLE

Disbursement Report May 2025 - Sarah Decker

RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

ADDITIONAL PRESENTER(S)

DESCRIPTION

Accounts Payable Report for the month ending May 31st, 2025. A summary of the major expenditures has been approximated by category and represents 97% of the total expenditure of $3,639,915.67.

Payroll	$1,870,392.00
Professional Services	$64,096.00
Sanitation	$379,809.00
Capital Outlay	$92,217.00
Capital Outlay - Improvement	$362,534.00
Capital Outlay - Vehicles	$63,101.00
Capital Outlay - Buildings	$225,797.00
Supplies	$269,696.00
Utilities	$79,769.00
Contractual Payments	$60,274.00
ACH Wells Fargo	$57,319.00
Total	**$3,525,004.00**

REVIEWED BY

PROPOSED ACTIONS

ACTION: Accept the Disbursements Report for the month of May 2025.

STAFF RECOMMENDATION

Accept the Disbursements Report for the month of May 2025.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. May Revenue Report 2025

2. Cash & Investments Balances - May 2025
3. Disbursement Report - May 2025
4. Major Expenditures Report May 2025

RECEIPTS REPORT FOR MAY 2025

Fund #	FUND NAME	Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
101	GENERAL	31,728.63	124,035.42	93,024.07	0.00	144,421.22	15,729.18	308,003.61	27,592.85	0.00	5,633.60	750,168.58
105	STREETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	399.80	0.00	0.00	399.80
120	RECREATION AND CULTURE	0.00	0.00	25.00	0.00	71,522.34	0.00	0.00	341.46	0.00	0.00	71,888.80
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	9,565.45	0.00	0.00	0.00	0.00	0.00	9,565.45
220	WATER	0.00	0.00	0.00	0.00	625,008.37	0.00	1,822.39	0.00	0.00	0.00	626,830.76
230	SEWER	0.00	0.00	0.00	0.00	695,293.12	0.00	1,663.07	161.14	0.00	0.00	697,117.33
235	STORMWATER	0.00	0.00	0.00	0.00	49,205.07	0.00	0.00	0.00	0.00	0.00	49,205.07
240	SANITATION	0.00	0.00	0.00	0.00	518,152.88	0.00	0.00	0.00	0.00	0.00	518,152.88
290	FLEET	0.00	0.00	0.00	0.00	80,122.04	0.00	0.00	0.00	0.00	0.00	80,122.04
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	139,456.59	0.00	0.00	0.00	0.00	0.00	139,456.59
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	3,600.00	0.00	0.00	0.00	26,810.02	0.00	0.00	0.00	30,410.02
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	2,702.50	0.00	0.00	0.00	2,702.50
590	BOND & INTEREST	4,320.85	0.00	0.00	0.00	0.00	0.00	2,149.21	0.00	0.00	0.00	6,470.06
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	**36,049.48**	**124,035.42**	**96,649.07**	**9,068.75**	**2,332,747.08**	**15,729.18**	**343,150.80**	**28,495.25**	**0.00**	**5,633.60**	**2,991,558.63**

City of Moscow
Cash and Investments
Balances as of 5/31/2025

Fund		Year to Date Balance
General Fund	$	5,252,978.87
Street Fund	$	2,118,610.58
Recreation & Culture	$	1,824,817.05
MSDCP	$	138,519.30
1912 Fund	$	39,092.24
Transit Center	$	39,309.09
Water Fund	$	3,096,301.84
Sewer Fund	$	3,983,622.55
Stormwater Fund	$	521,811.67
Sanitation Fund	$	2,494,592.71
Fleet Fund	$	6,087,726.68
Information Systems	$	2,900,401.26
Water Capital	$	8,290,392.06
Sewer Capital	$	24,953,071.26
Stormwater Capital	$	248,904.70
Capital Projects	$	17,631,553.77
Sanitation Capital	$	10,887,472.35
LID Construction	$	220.21
Hamilton	$	795,230.02
Bond & Interest	$	1,092,032.62
LID Funds	$	11,870.47
Payroll Service	$	1,144,293.92
Total Cash & Investments	**$**	**93,552,825.22**

DISBURSEMENTS REPORT FOR MAY 2025

	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	PAYROLL	GRAND TOTALS
DATE		5/7/2025	5/14/2025	5/21/2025	5/28/2025	5/15/2025 5/27/2025	5/14/2025		5/2/2025	5/16/2025	5/30/2025	
BATCH #		AP 5.7.2025	AP 5.14.2025	AP 5.21.2025	AP 5.28.2025	AP 5.2.2025 AP 5.16.2025	AP 5.14.2025		PR 137 & 138	PR 139 & 140	PR 141 & 142	
CHECK #'s		112623-112698	112699-112790	112791-112845	112846-112902	May's CC ACH's	May's ACH's		21654-21655	21658-21659	21660-21661	
Fund #												
	ACH for Wells Fargo to be Imported					16,564.89						
101	**GENERAL**	18,051.77	23,000.38	42,004.54	11,250.03	16,395.83			360,188.43	409,088.61	318,350.12	**1,198,329.71**
105	**STREETS**	209.94	24,428.39	3,140.39	1,124.65	129.94			31,220.46	31,789.53	26,923.81	**118,967.11**
120	**RECREATION AND CULTURE**	13,744.50	27,696.81	15,368.78	868.44	5,047.09			61,418.47	62,069.11	65,379.76	**251,592.96**
121	**MSD COMM. PLAY FIELDS**	686.63	265.36	2,047.60					2,107.39	3,710.76	2,734.28	**11,552.02**
123	**1912 CENTER**				10,750.00							**10,750.00**
128	**TRANSIT CENTER**	2,364.36	3,075.38									**5,439.74**
220	**WATER**	60,680.06	54,495.72	4,951.17	38,465.16	2,388.99			50,463.44	55,634.33	48,081.07	**315,159.94**
230	**SEWER**	165,904.51	35,148.49	13,236.56	15,682.16	2,763.03	21,488.37		55,705.63	57,768.17	48,115.43	**415,812.35**
235	**STORMWATER**	1,229.45	492.28	349.34	238.99				18,012.31	18,752.59	16,690.39	**55,765.35**
240	**SANITATION**	143,583.67	130.82		22.73	507.58	216,725.49		8,625.29	8,791.08	7,563.32	**385,949.98**
290	**FLEET**	9,540.63	43,863.87	68,022.49	7,613.64	552.81			13,767.26	14,141.61	12,333.83	**169,836.14**
295	**INFORMATION SYSTEMS**	6,480.01	8,025.00	5,453.71		12,968.74			28,546.93	17,667.86	14,750.87	**93,893.12**
320	**WATER CAPITAL PROJECTS**	12,147.88	209,323.80									**221,471.68**
330	**SEWER CAPITAL PROJECTS**	14,586.49	105,868.78	21,771.65								**142,226.92**
335	**STORWATER CAPITAL PROJECTS**		40,444.42									**40,444.42**
340	**SANITATION CAPITAL PROJECTS**											**0.00**
350	**CAPITAL PROJECTS**	199,062.73			3,661.50							**202,724.23**
355	**LID CONSTRUCTION**											**0.00**
380	**HAMILTON - PARKS & REC**											**0.00**
590	**BONDS & INTEREST**											**0.00**
	TOTAL	**648,272.63**	**576,259.50**	**176,346.23**	**89,677.30**	**57,318.90**	**238,213.86**	**0.00**	**630,055.61**	**679,413.65**	**560,922.88**	**3,639,915.67**

Major Expenditures for May 2025

Professional Service

Cherle Patricia Poulson Tone & Stretch Winter/Spring session 2025 full sessions, walk-in & purchase cards	$ 3,713.50
Evcar, Inc. Janitorial Services - May 2025	$ 4,630.17
A. Dahlinger Reimbursement for Spring 2025 Master's Program	$ 3,834.00
Idaho State Police Firearms Instructor School - Rosendahl/Fox	$ 2,500.00
PowerDMS, Inc. PowerReady FTO subscription and initial setup services	$ 7,725.00
SE Moscow Sewer District 2803 Wildrose Dr. sewer connection fee	$ 2,598.40
University Collision Repair body damage to #7-09 (Parks) from reported incident on 7/21/24	$ 3,791.80
Blue Logix, LLC Water Support Time & Expenses	$ 4,912.00
GG Gutters, Inc. Janitorial Service - June 2025	$ 6,446.28
HDR Engineering, Inc. Comprehensive water & sewer sytem plan 3.30-5.03.2025	$ 19,029.56
Pape Machinery, Inc. Diagnose/Repair AC Bracket on mower #7-27 (Parks)	$ 4,915.69
	$ 64,096.40

Capital Outlay- Improvements

University of Idaho Lump Sum Agreement for Deakin Avenue Project with the University of Idaho	$ 355,637.00
J-U-B Engineers, Inc. WRF Facility Improvements - IPS Replacement - TO#25 April 2025	$ 3,235.30
Great West Engineering, Inc. West Palouse River Drive Upgrades Feasibility Study - Services April 13 - May 17 2025	$ 3,661.50
	$ 362,533.80

Capital Outlay-Vehicles

Mike White Ford of Coeur D' Alene New Ford Van #4-92 (PD) #1FBAX9X87SKA28051	$ 63,101.00
	$ 63,101.00

Sanitation

Finley Buttes Landfill Garbage - April 2025	$ 141,595.07
Latah Sanitation (ACH) Monthly LSI Billing for April 2025	$ 238,213.86
	$ 379,808.93

Supplies

Enviropax, Inc. Mixer Gear Box	$ 38,850.00
Enviropax, Inc. Mixer Gear Box	$ 34,210.00
Enviropax, Inc. Mixer Gear Box	$ 36,300.00
L.N Curtis & Sons Turnout gear for new hires	$ 7,544.40
Oxarc, Inc. Chlorine and SO2	$ 8,103.76
Oxarc, Inc. Chlorine and SO2	$ 8,103.76
Phillip R. Stradley 231 Drive	$ 9,166.50
Phillip R. Stradley 234 Drive	$ 10,125.50
Phillip R. Stradley 232 Drive	$ 4,312.45
Buckstop Truckware, Inc. Front bumper for #5-41 (Fire)	$ 3,101.00
Coleman Oil Co. Unleaded fuel (5,997 gals @ $2.85/ea) and Diesel fuel (3,997 gals @ $2.67/ea)	$ 27,784.00
Consolidated Supply Co. Blake & University fire hydrant replacement	$ 6,081.64
DPF Alternatives DPF - One box clean and bake for #1-08 (Water)	$ 2,630.65
Gropp, LLC ITC Mini Split Replacement	$ 3,040.00
Jamar Technologies, Inc. Lazer Traffic Counter - Haddock Building Engineering Department	$ 4,667.00
K C Enterprises Reversible jersey's for sports	$ 3,187.98
K C Enterprises JR/SR girls softball jersey's and visors 1/2	$ 3,598.32
K C Enterprises JR/SR girls softball jersey's and visors 2/2	$ 4,966.45
Moscow Apparel Co. HIRC, HLAC and Eggan staff clothing	$ 3,740.00
Thatcher Company of Montana Aluminum Sulfate	$ 10,096.20
Hach Company Cleaning Swab and Cap Replacement LDO	$ 2,613.75
Oxarc, Inc. Chlorine, SO2 and Hypochlorite	$ 7,171.02
W.M Smith and Associates, Inc. SP Acid-Rite	$ 7,425.20
Consolidated Supply Co. Meter vault for Hawthorne	$ 2,507.29
Consolidated Supply Co. Meter Setters	$ 13,279.61
Filtration Technology, Inc. Salt for the MIOX units	$ 7,090.00
	$ 269,696.48

Utilities

Avista Utilities April 2025	$ 79,768.83
	$ 79,768.83

Payroll

$ 1,870,392.14

Contractual Payments

Heart of the Arts	$ 10,750.00
Humane Society of the Palouse	$ 4,846.16
Gallager Benefit Services	$ 3,333.33
Presnell Gage, PLLC	$ 33,150.00
Infosend	$ 3,797.12
Moscow Volunteer Fire Department	$ 1,750.00
HRA VEBA Trust	$ 2,647.28
	$ 60,273.89

ACH Wells Fargo

Commercial Card Expense - May 2nd	$ 16,049.50
Commercial Card Expense - May 9th	$ 8,812.12
Commercial Card Expense - May 16th	$ 15,892.39
Commercial Card Expense - May 23rd	$ 2,793.37
Commercial Card Expense - May 31st	$ 13,771.52
	$ 57,318.90

Capital Outlay

Consolidated Supply Co. South Moscow service line materials	$ 54,664.51
Day Wireless Systems 2024 APX Fleet Programming + Codeplug Dev & On-site	$ 5,615.00
Zenner USA, Inc. 1" meters for new installs	$ 5,162.62
Zenner USA, Inc. 5/8" meters for new installs	$ 8,238.22
Ardurra Group, Inc. Palouse Mall Lift Station - Professional Services for April 2025	$ 18,536.35
	$ 92,216.70

Capital Outlay - Buildings

Wellens Farwell, Inc. Pay App #2 for Moscow City Shop Project - April 2025	$ 225,797.10
	$ 225,797.10

Major Expenditures $ 3,525,004.17 97% of the total expenditures of $3,639,915.67

Large Expenditures

University of Idaho Lump Sum Agreement for Deakin Avenue Project with the University of Idaho	$ 355,637.00
Mike White Ford of Coeur D' Alene New Ford Van #4-92 (PD) #1FBAX9X87SKA28051	$ 63,101.00
Coleman Oil Co. Unleaded fuel (5,997 gals @ $2.85/ea) and Diesel fuel (3,997 gals @ $2.67/ea)	$ 27,784.00
Enviropax, Inc. Mixer Gear Box	$ 38,850.00
Enviropax, Inc. Mixer Gear Box	$ 34,210.00
Enviropax, Inc. Mixer Gear Box	$ 36,300.00
Presnell Gage, PLLC Annual Audit and Financial Reporting ending in September 2024	$ 33,150.00
Consolidated Supply Co. South Moscow service line materials	$ 54,664.51
Wellens Farwell, Inc. Pay App #2 for Moscow City Shop Project - April 2025	$ 225,797.10
Total:	**$ 869,493.61**

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, June 16, 2025

AGENDA ITEM TITLE

Leading Idaho Bridge Program - Grant Award Agreement - Alisa Anderson / Scott Bontrager

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Scott Bontrager, City Engineer

ADDITIONAL PRESENTER(S)

DESCRIPTION

In 2022, Idaho Senate Bill 1359 authorized $200 million in one-time funding for the repair or replacement of bridges greater than 20' in length under the Leading Idaho Local Bridge Grant program with no maximum grant request amount and no local match requirement. Based on bridge inspections reports performed by the Idaho Transportation Department (ITD), the eligible bridges must be in poor condition or be posted for load weight limits to qualify. The Local Highway Technical Assistance Committee (LHTAC) manages the program on behalf of ITD by working with design firms and contracting directly with construction companies.

The only qualifying bridge in the city limits in 2022 was the Sand Road Bridge, built in 1971 over the South Fork of the Palouse River, which is a 51-foot-long bridge posted with load restrictions. The bridge was recommended for replacement, and Staff submitted a grant request for this project in June 2022 (an excerpt of this application is attached to this report). Moscow was notified in early 2024 that the bridge replacement request had been approved for funding. The attached award Agreement was sent to an incorrect email and only received by staff. The project is scheduled for design in 2025 and construction in 2026 and will be fully funded, with no City match, by this award. A Resolution is also attached to this report included with Attachment A LHTAC/Local Agreement.

REVIEWED BY

This was reviewed by the Public Works/Finance Committee on June 9, 2025, and recommended for approval.

PROPOSED ACTIONS

ACTION: Approval to accept the award for replacement of the Sand Road Bridge by executing the LHTAC/Local Agreement Leading Idaho Bridge Program, and the corresponding Resolution.

STAFF RECOMMENDATION

Approval to accept the award for replacement of the Sand Road Bridge by executing the LHTAC/Local Agreement Leading Idaho Bridge Program, and the corresponding Resolution.

OTHER RESOURCES

N/A

FISCAL IMPACT

None.

PERSONNEL IMPACT

Grants and Engineering Divisions

ATTACHMENTS

1. LILB Sand RB App Excerpt
2. Resolution 2025 - Approve Agreement for Sand Bridge Replacement with LHTAC_final with attachment

Leading Idaho Local Bridge Program Application – Fiscal Year 2022

1. Contact Information

Name of Local Highway Jurisdiction	Primary Contact Person
City of Moscow	Nate Suhr, Staff Engineer
Email Address nsuhr@ci.moscow.id.us	Phone Number 208-883-7029
Mailing Address 504 S. Washington Street PO BOX 9203	City, State, ZIP Moscow, Idaho 83843

2. Bridge Information

How to find bridge information:
You can search for LILB-eligible bridges at gis.lhtac.org/eligible_bridges/.
Click the "Click to Pan" button at the top left of the map. Zoom and pan to any bridge. When you have isolated the correct bridge, click the "Click to Select" tool. Click and drag over the triangle symbol to select the bridge. When selected, the relevant bridge information will appear at the bottom of the screen.

Bridge Key Number	
29520	
Route (Carrying)	Route, river or railroad bridge crosses
Dist. 2, Sand Road, S.FK. Palouse River, Moscow	Structure Name: X9944290 1.25 Admin. Jurisdiction 5725

Does this bridge have a design that is at least 50% complete? If yes, LHTAC may request plan sheets at a later date.
NOTE: this question is not graded and will not effect the total score of the application.

Yes		No	✓

3. Right-of-Way

This is worth 5% of the application score. Significant ROW acquisition may impact prioritization for funding.
Does your jurisdiction own or control all right-of-way for this bridge?

Yes	✓	No		Unsure	

4. Short Answer

Please provide four short answers that demonstrate the importance of this bridge. There are three specific areas of focus: safety, mobility, and economic benefit. A fourth short answer section may include additional information not captured in the first three answers. Each answer is limited to 100 words.

Examples: Specific business, services, annual events, seasonal access, neighborhood connectivity, safety benefits, fiscal impact, or other activity that is vital to your jurisdiction.

Each answer is worth up to 5% of the total application score:

0-1: Blank, irrelevant, or non-impactful information
2-3: Demonstrates minor importance of the bridge
4-5: Demonstrates the significant importance of the bridge

Short Answer #1: Safety

Sand Road bridge is located on a lightly traveled route with 400-500 ADT. However, new developments under construction on this route include Schweitzer Engineering Laboratories' (SEL) 160,000 SF manufacturing facility is located to the southwest on a 150-acre property. Additionally, phase one of a 500-unit affordable housing development with 103 units starting construction in 2022 is located adjacent to the bridge. Both new projects are on the Sand Road bridge route and are anticipated to generate 1,000+ new trips. The increased traffic from these projects makes the replacement of the hazardous load-limited bridge without pedestrian facilities a very high priority.

Short Answer #2: Mobility

Sand Road is a key east/west connection, not easily replicated for residents traveling southwest to Moscow from surrounding small towns and rural agricultural routes. The current bridge is very narrow with two 12' lanes and no shoulder or walking/biking access. If the bridge was damaged and closed; a detour route would be 15-miles on unpaved rural roads. The proposed new bridge includes bike lanes/sidewalk on both sides connecting to planned frontage improvements to provide safe accessible access to healthcare/social service facilities and low-income neighborhoods. Future development on adjacent City property includes new multiuse playfields which will require walking/biking access.

Short Answer #3 Economic Benefit

Moscow's economic growth is expanding south to include the new SEL facility opening late 2022 which is projected to create 50 high-tech jobs and Sand Road is a direct east/west route to/from SEL's Pullman campus. The new Hwy 95 realignment will connect to Moscow's south entrance providing access to expanding industrial/service industry businesses. The main intersection of this growing area is Hwy. 95 and Palouse River Drive traveling west which turns into Sand Road. Agricultural vendors traveling from western areas of the Palouse use Sand Road as a farm-to- market route on Saturday's to sell at the Moscow's Farmers Market.

Short Answer #4: Additional information you would like to include

The replacement of Sand Road bridge will provide engineers an opportunity to make needed adjustments to the bridge elevation. An increased bridge height will improve hydraulic conductivity and prevent debris buildup and overflows caused by more frequent high-water events. While no accidents are listed in the five-year LHTAC database; the bridge itself shows the impacts of several crashes including one that necessitated replacement of the guardrail as shown in the photos in Appendix A. Lastly, replacing the existing bridge with a wider structure will reduce the likelihood of a fatal or injury crashes on the bridge by 92%.

RESOLUTION 2025-___

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ENTER INTO AN AGREEMENT FOR REPAIRING OR REPLACING BRIDGE KN29520; AND PROVIDING THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the City fulfilled the requirements to apply to the Local Highway Technical Assistance Council (hereinafter "LHTAC") for Bridge KN29520 (commonly known as Sand Road Bridge) to be replaced in 2022 and a Memorandum of Understanding with the LHTAC was approved by Resolution 2022-15 and signed by the Mayor on June 6, 2022; and

WHEREAS, CITY submitted an application to the LHTAC asking for Bridge KN29520 to be replaced; and

WHEREAS, LHTAC has determined that Bridge KN29520 meets the Leading Idaho Local Bridge program requirements to be replaced; and

WHEREAS, LHTAC requires the City to accept and sign the LHTAC/Local Agreement Leading Idaho Bridge Program Bridge KN29520, LILB# 2.6.1 City of Moscow (hereinafter "Agreement") in order for Bridge KN29520 to be replaced by the Leading Idaho Local Bridge program;

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 the City of Moscow shall accept and approve the LHTAC/Local Agreement Leading Idaho Bridge Program for Bridge KN29520, LILB# 2.6.1 City of Moscow, attached hereto as Attachment "A" and incorporated herein by this reference.

2. That the Mayor of the City of Moscow is hereby authorized and directed to sign the Agreement on behalf of the City of Moscow and the City Clerk is hereby authorized and directed to attest the signature of the Mayor and impress the official seal of the City of Moscow on the aforesaid Agreement.

3. That the provisions of this Resolution and Attachment "A" shall be deemed severable and the invalidity of any provisions of this Resolution shall not affect the validity of the remaining provisions.

4. That this Resolution shall become effective upon its passage and approval.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	________	________	________	________

	________	________	________	________
Gina Taruscio	________	________	________	________
Drew Davis	________	________	________	________
Julia Parker	________	________	________	________
Sandra Kelly	________	________	________	________
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

Attachment "A"

LHTAC/LOCAL AGREEMENT
LEADING IDAHO BRIDGE PROGRAM
BRIDGE KN29520
LILB# 2.6.1 CITY OF MOSCOW

PARTIES

THIS AGREEMENT is made and entered into this __________ day of __________________, 2025, by and between the **LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)**, hereafter called LHTAC, and CITY OF MOSCOW, acting by and through its Commission or Council (Sponsor).

PURPOSE

LHTAC is administering the Leading Idaho Local Bridge (LILB) program funded with state funds authorized by the Idaho Legislature through Senate Bill 1359 (2022). This program is intended to serve the Local Highway Jurisdictions with the repair or replacement of bridges (greater than 20-foot span) that are in poor condition and/or have a load restriction. The Sponsor has requested their Bridge KN29520 be repaired or replaced through this Project.

Authority for this Agreement is established by Title 40-719 of Idaho Code under the Strategic Initiatives Program.

The Parties agree as follows:

SECTION I. GENERAL

1. This agreement applies only to Bridge KN29520.

2. Projects funded in the LILB program do not require any upfront costs or match from the Sponsor.

3. Under the LILB program, LHTAC will administer the project, serve as the lead agency and the Sponsor will contribute as outlined in this agreement.

4. The funds for the LILB program are available immediately and the PROJECT may commence upon execution of this agreement.

5. A project detail form that includes an estimated budget, schedule and agreed upon local sponsor contributions is outlined in Attachment A.

6. Sufficient Appropriation. It is understood and agreed that LHTAC is a governmental agency, and this Agreement shall in no

way be construed so as to bind or obligate LHTAC beyond the term of any particular appropriation of funds by the State.

SECTION II. LHTAC shall:

1. Administer the development of the project through LHTAC staff or contracted resources.

2. Administer the construction of the project, including the bidding of the project through LHTAC staff or contractor resources.

3. Maintain all application and award records, including source documentation for all expenditures for a period of three (3) years from the date of final acceptance. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.

4. Administer contracts with engineering and/or construction contractors and any associated sub-contractor providing services for Bridge KN29520.

5. Bill Sponsor for any state funds to be repaid by Sponsor if Project is terminated without LHTAC approved cause prior to completion.

SECTION III. Sponsor shall:

1. Permit LHTAC and LHTAC's contractors to conduct highway and bridge design and construction activities such as, but not limited to: data collection, survey, design, repair or replacement for Bridge KN29520 within the public Right-of-Way required by such activities.
2. Sponsor warrants that it will repay any state funds on this project if Project is terminated 30 days after the delivery of Type, Size and Location specifications and prior to completion.
3. Pay for any additional activities not provided by LHTAC or LHTAC's contractors.
4. Pay additional costs for the inclusion of any design features not included in LHTAC's proposed Type, Size and Location specifications, such as, but not limited to: increased width, lighting or aesthetics.
5. Engage in the optional activities documented in Attachment A (if applicable)

6. Upon completion of the project, maintain Bridge KN29520 in a manner necessary for safe utilization.

SECTION IV. EXECUTION
This Agreement is executed for LHTAC by its Administrator and executed for Sponsor by its duly appointed elected official, attested to by its Clerk.

SECTION V. PERIOD OF APLICABILITY

This agreement becomes effective upon the signature of both parties. Both parties shall be delivered an electronic executed copy of this agreement within five (5) business days from execution and shall be in effect until the completion and closeout of the PROJECT or until cancelled through terms outlined in this agreement.

SECTION VI. TERMINATION

1. This agreement may be terminated with the mutual written consent of LHTAC and the Sponsor. Upon cancelling LHTAC will inform the Sponsor of any repayment of state funds owed, if applicable.
2. LHTAC may terminate this agreement if the Sponsor is in material noncompliance with program requirements.

CITY OF MOSCOW	**LHTAC**
DESIGNATED OFFICAL (PRINT)	
_______________________	Laila Kral, PE
_______________________ SIGNATURE	_____________________________ SIGNATURE
_______________________ TITLE	Administrator TITLE
_______________________ Attest	

Attachment A

Leading Idaho Local Bridge Program Project Detail Sheet

Bridge KN: KN29520

Carries: STC7684;SAND ROAD

Crosses: S.FK.PALOUSE RIVER

Jurisdiction: CITY OF MOSCOW

Project Proposal: Replace Bridge KN29520 per the design development by the engineering firm selected by LHTAC and constructed by the contractor award through the solicitation advertised by LHTAC.

LHTAC and the Sponsor have agreed for the Sponsor to participate in the project development and construction with the following activities:

- Attend status, design review, and construction meetings.
- Review and accept reports and/or plans.
- If needed, assist coordination with utilities.
- If Right-of-way is needed the local sponsor will need to assist in coordination with property owners and acquire Right-of-way with reimbursement from LHTAC

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, June 16, 2025

AGENDA ITEM TITLE

Idaho Fire Fighter License Plate Grant Program - Alisa Anderson / Dan Ellinwood

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Dan Ellinwood

ADDITIONAL PRESENTER(S)

DESCRIPTION

The Idaho Fire Chief's Association (IFCA) sponsors the 2025 Idaho Fire Fighter License Plate (FFLP) grant program on an annual basis. Grant requests must comply with the legislated guidelines to be used "exclusively for fire safety education" of firefighters, fire chiefs, and the public. Grants are generally capped at a maximum possible award of $2,500 to $3,500. The Moscow Volunteer Fire Department (MVFD) offers many training and educational opportunities for our community, prospective volunteers and current volunteers throughout the year.

The MVFD is requesting funding to purchase Realistic Rescue Manikins for training purposes. These rescue manikins can withstand intense training scenarios and are easy to interact with. They are built from tough materials and can handle the roughest training scenarios. Their crush-resistant materials come with a uni-shell covering, flexible design, and uniform weight distribution to give the manikin a realistic feel. To ensure structural integrity, packets are sewn in place and are held in place with polypropylene webbing. The manikins also have anatomically correct weight distribution to give the "feel" of a real live person and can survive a 2-3-story drop without damage. The polyester material is waterproof, making the manikin suitable for training in wet or dry conditions and can be easily cleaned and dried. These combined features allow for the simulation of a variety of training scenarios.

The MVFD is requesting to submit a grant request to purchase two (2) (100 and 175 pound) CPR Savers & First Aid Supply SandManikin Realistic Rescue Training manikins. The total grant request will not exceed $1,900.00. The grant application is due June 27, 2025. No match is required for this request.

REVIEWED BY

This item was reviewed by the Public Works/Finance Committee on June 9, 2025, and recommended for approval.

PROPOSED ACTIONS

ACTION: Approve the MVFD to submit a grant application to the 2025 Idaho Fire Fighter License Plate grant program in an amount not to exceed $1,900 for the purchase of two Realistic Rescue Manikins for training purposes.

STAFF RECOMMENDATION

Approve the MVFD to submit a grant application to the 2025 Idaho Fire Fighter License Plate grant program in an amount not to exceed $1,900 for the purchase of two Realistic Rescue Manikins for training purposes.

OTHER RESOURCES

N/A

FISCAL IMPACT

No match required.

PERSONNEL IMPACT

Finance, Fire and Grants Division

ATTACHMENTS

1. 2025 Idaho Fire Fighter's License Plate Fund
2. SaniManikin

Click icon for Profile Link and Login

2025 Idaho Fire Fighter's License Plate Fund
GRANT INFORMATION

Note: Please read ALL of the grant application instructions carefully. Follow the instructions. Complete the application form completely. Grant applications have been rejected for failure to follow the instructions. Thanks!

Complete the 2025 Grant Application Online>> (please read the instructions below before completing!)

Dear Grant Applicant,

The Idaho Fire Chief's Association (IFCA) announces the 2025 Fire Fighter License Plate (FFLP) grant program. These grants are awarded annually from available funds received through the Idaho Fire Fighter's License Plate (FFLP) Fund program. Grant applications are reviewed by the FFLP Grant Review Committee. The Committee carefully evaluates all applications and establishes the grant amounts. 2025 marks the 25th year of this highly successful program. Nearly $1 Million in grants have been awarded for fire safety education programs across Idaho since the program began!

Grant application forms for 2025 must be received no later than Friday, June 27, 2025!

The 2025 FFLP grant awards will be announced and distributed in August. Please plan accordingly if this time factor might affect use of anticipated funding or procurement.

Up to **75%** of the available grant fund balance that has accrued as of July 1st 2025 will be awarded. It is estimated there will be about $75,000 available for grant awards in 2025.

IMPORTANT: Grant requests must comply with the legislated guidelines to be used "exclusively for the **fire safety education** of firefighters, fire chiefs, and the general public." Each year some grant applications are rejected because they are more operationally, equipment or training oriented.

Allowable Grant Item Categories

The following types of requests are considered allowable by the committee under the guidelines of the program:

1. All items allowable for "firefighters and fire chiefs" also include EMS professionals/paramedics and EMS Chiefs. The terms are inclusive of both Fire & EMS.
2. Printed brochures, stickers, handouts and related items for schools, family or community distribution and events are allowed. Fulfillment requests for out-of-state events will not be accepted.
3. Training manikins for CPR training, Firefighter rescue training, and EMS training are allowable items.
4. Physical components of a training prop to be used for firefighter training are allowable uses.
5. Funds for training audio visual equipment or packages are allowed, including Television/Monitors, Screens, Projectors, Laptops and inclusive packages, or intra-agency inter-station communications. Furnishings for training rooms will not be allowed.
6. Funding for group education training – At conferences or other similar group events, for speaker expenses or venue rental, food and beverage expenses are not allowable uses.
7. Because health and wellness are essential for fire safety, individual health and wellness assessments coupled with group health and wellness education are allowable for awards. **These assessments must be combined with group education by a licensed professional to be approved.**
8. No funds may be awarded for equipment such as Fire Extinguishers, Smoke, Carbon Monoxide, or Combustible Gas Detectors, unless they are used for education.
9. There will be a maximum award approved each year by the committee based on funds available.
10. Grantees that do not submit a close-out report by the deadline requested may be refused future awards.

Rules and Guidelines for Grant Applications:

1. An organization, agency, or group may only submit **one (1) grant application each year**. For fire departments with "joint duties" (a municipal and rural district) with more than one Idaho FDID number registered with the State Fire Marshal's IFIRS program *, only one grant application per FDID number may be submitted*. Your **FDID number must be provided** if you are a fire department applicant. Grant requests from a fire department must have that **agency's head person (Chief, Director, Chairman, etc.) sign digitally by including their name** in the space provided on the application form. Agencies providing EMS and fire functions can only apply once, even if they are considered separate for federal, state, or local registrations or licensing entities.

2. Associations or organizations may submit only one (1) grant application for the parent organization. However, sub-groups within the larger association, such as Chapters, Locals, Divisions, etc., may also submit one application per each sub-group. Individuals and non-fire groups are only allowed to submit a single application.

3. Any and all **surplus or unexpended grant funds MUST be returned to the IFCA**. Failure to do so will result in the loss of consideration for additional grants for a period of five years from the year of the initial grant. In special circumstances, the FFLP Committee may extend a grant usage period if asked to do so in writing by the grant recipient, and there are extenuating circumstances

4. Failure to submit the required **"closing report"** by the end of the grant usage period will result in the loss of consideration for additional grants for a period of five years from the year of the initial grant. **NEW: Grant checks not cashed within 60 days of check issuance will be canceled.**

5. All applicants must enter their **Federal Tax ID number** (if they have one) or the Applicant's SSN in the space provided on the application form. (This information will be kept strictly confidential and is for IFCA accountant information purposes only.)

6. Grant awards for commonly requested electronic equipment, specifically laptop computers or LCD projectors, are typically "capped" at a set amount based on the current common price for a basic version of that equipment.

7. Grants are **generally "capped" at a maximum possible award of $2,500-$3,500** though a higher amount may be requested. This is to allow funding of as many grant requests as possible. There is no minimum grant amount that may be requested and no guarantee that the full requested amount will be awarded. Please contact Patty Morgan at (208) 629-4865 for more information and assistance

8. **Grant applications may only be requested for a single item or activity**. HOWEVER: Technology packages/systems that rely on one another to achieve education or training desired outcome may be presented as a single item, ie: laptop and projector. The "package/system" must still meet the same cap limits per year and cannot be stacked. is "Fire prevention handout material" would be considered a single item (brochures) but there could be a dozen or more different types of brochures.

9. <u>**Requests for the following items are not an acceptable use of grant funds and will not be awarded**</u>: Smoke Detectors or CO Detectors; (units may be purchased with third party funds and the educational material and training component however is acceptable); EMS equipment such as CPR Dummies; fire and EMS materials that are not intended to educate the community served or the members providing these services such as Drones; Furnishings; Administrative Costs; and Training Costs for individuals.

10. If you have a **surplus of money** from a grant, the grant recipient may contact the IFCA offices with a request to use the balance, or a portion thereof, for another "related" item if you wish to do so. Such requests must be in writing (email is acceptable) and must state the grant number, circumstances, with justification, for the re-allocation of the funds. The FFLP Committee will be consulted to review and approve such requests.

11. **No grants will be "automatically" renewable**. A new grant request is required for each grant period (annually) and a separate application must be submitted each year.

12. Grant **applicants must "justify" their request.** Don't just list "Laptop computer". Explain why you need the resource and what it will be used for. Please make sure that it meets the "**exclusively for the fire safety education of firefighters, fire chiefs and the general public".** (Idaho Statute Title 49, Chapter 4 - Motor Vehicle Registration)

13. If requesting **funds for materials or equipment** (i.e., laptops, DVD's, pamphlets, signs, costumes, etc.) you should submit a product information sheet on the product(s) with the cost of it, or, a written estimate of the total cost from the vendor for the product. If there is tax, shipping, set-up or handling costs to obtain or prep the product for use, those costs may be included in the grant request, but they must also be shown and itemized on the estimate. **Administrative costs are not eligible for funding.**

14. **All grant request amounts need to be rounded off to a whole dollar amount.**

15. From time to time a **special or urgent grant** need may arise outside of the normal application period. If you feel you qualify, you may submit a grant application form to the IFCA offices at any time with an accompanying letter of circumstances stating "why" the special request grant should be funded and the reason for the urgency. This will be forwarded to the FFLP Grant Review Committee for consideration and they will render a decision whether to fund it or not.

16. There is **no guarantee that any or all grant applications will be funded** or that applications will be "fully" funded. This means you might receive 100% funding or receive a portion of what you requested. This is fairly common. If your grant request requires 100% FFLP grant funding, then this must be checked on the grant application form in the space provided. It is highly recommended that Applicants seek out "other funds" to help support their project as this shows a shared financial commitment toward the project.

17. **If the Applicant is a past recipient of a FFLP grant you should check "Yes" on the form**. If the Applicant has never received a FFLP grant, you should check "No" on the form. *First-time grant applicants will be given a priority consideration.*

Remember, your 2025 Grant Application must be submitted electronically and received by the IFCA on or before the deadline of June 27, 2025.

For questions contact:

Idaho Fire Chief's Association, Inc. Phone: (208) 629-4865

ATTN: Patty Morgan, Executive Director

P.O. Box 2133, Boise, ID 83701

Email: admin@idahofirechiefs.org

Complete the 2025 Grant Application Online>>

CPR Savers & First Aid Supply SandMANikin Realistic Rescue Training Manikin (100 LBS)

CPR Savers & First Aid Supply SandMANikin Realistic Rescue Training Manikin

The SandMANikin is a rescue manikin that can withstand intense training scenarios and is easy to interact with. Built from the toughest materials, the sand manikin can handle the toughest training requirements. In addition, to crush-resistant materials, the manikin comes with a uni-shell covering. The flexible design and uniform weight distribution give the manikin a realistic feel. To ensure structural integrity, the packets are sewn in place and are held in place with polypropylene webbing. The manikin also has the anatomically correct weight distribution to give the "feel" of a real live person. Furthermore, these manikins are tough and can survive a 2-3 story drop and take no damage. To make things even better, the Polyester is waterproof, making the manikin suitable for training in wet or dry conditions as it can be easily cleaned and dried. With all these features you can simulate a variety of scenarios and make sure that you are prepared for everything. And finally, to top things off this manikin is sold at an affordable price making it a worthwhile investment.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, June 16, 2025

AGENDA ITEM TITLE

Second Amended Professional Services Agreement-Moscow City Shop (ACTION ITEM) - Cody Riddle

RESPONSIBLE STAFF

Cody Riddle, Deputy City Supervisor - Community Development

ADDITIONAL PRESENTER(S)

DESCRIPTION

In April 2024, the City entered into a professional services agreement with Lombard Conrad Architects (LCA) for $320,610 in design services associated with the construction of a new City shop building. Services included in the original agreement were the preparation of construction drawings and specifications, bidding assistance, project inspections, and closeout, all associated with the new building. The agreement was subsequently modified to incorporate additional services that included survey work, landscape design, and changes to the heating and cooling system. It also included a fee for designing a new cladding system for the wall and roof of the existing shop building. The first amendment to the agreement represented an increased cost of $22,631. This was approved by the City Council on November 5, 2024, and construction of the new shop building commenced earlier this year.

Interior improvements to the existing shop building have always been anticipated as part of the larger project. While the Fleet and Parks Departments will move to the new building, Streets and Stormwater will continue to occupy the existing building. To ensure they have a safe and efficient work environment, portions of the interior of the existing building need to be reconfigured to include modernized office space with basic amenities. This necessitates additional design services. LCA has proposed an additional design fee of $70,102.00 for this work, bringing the total fee for their services on the overall project to $413,343.00. It is anticipated that design will be complete over the course of the summer, and the tenant improvement project for the existing shop will be bid for construction later this fall. Construction would likely occur in the spring of 2026. A detailed description of the new services is included in the attached, amended professional services agreement.

This item was reviewed, and recommended for approval, by the Public Works/Finance Committee on June 9, 2025.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the amended professional services agreement; or take other action deemed appropriate.

STAFF RECOMMENDATION

Approve the amended professional services agreement for the Moscow City Shop Project.

OTHER RESOURCES

FISCAL IMPACT

Financial resources for the design and construction of the project include the General Capital, Water, and Sewer Funds, along with a portion of the City's ARPA allocation.

PERSONNEL IMPACT

ATTACHMENTS

1. Second Amendment Professional Services Agreement Lombard Conrad Architects-City Shop_final with attachments
2. Existing City Shop TI-Updated Plans 6-2-2025

SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL DESIGN SERVICES BETWEEN THE CITY OF MOSCOW, IDAHO AND LOMBARD CONRAD ARCHITECTS FOR THE CITY SHOP FACILITY

THIS SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL DESIGN SERVICES BETWEEN THE CITY OF MOSCOW, IDAHO AND LOMBARD CONRAD ARCHITECTS FOR THE CITY SHOP FACILITY (hereinafter “Second Amendment”), is made this _____ day of ________________, 2025, by and between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter “CITY”) and Lombard Conrad Architects, Inc., 472 West Washington Street, Boise, Idaho, 83702 (hereinafter “CONSULTANT”).

WHEREAS, CITY and CONSULTANT entered into the Agreement for Professional Design Services Between the City of Moscow, Idaho and Lombard Conrad Architects for the City Shop Facility (hereinafter "Agreement") on April 2, 2024, included as Attachment "1" and incorporated herein by this reference; and

WHEREAS, Section IV. Q of the Agreement authorizes modification upon written agreement of the Parties; and

WHEREAS, CITY and CONSULTANT modified the Agreement on November 13, 2024, adding additional design work as the design evolved, included as Attachment “2” and incorporated herein by this reference; and

WHEREAS, CITY and CONSULTANT have identified additional improvements needed for the existing building; and

WHEREAS, the Parties agree to expand the scope of services as detailed herein;

NOW, THEREFORE, CITY and CONSULTANT agree 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 amendments of the Agreement:

1. SECTION II: SCOPE OF WORK of the Amendment shall be amended to include the attached Additional Scope of Work set forth in Attachment "3", incorporated herein by this reference.

2. SECTION III. A. Compensation and Term of the Agreement shall be amended to modify the compensation sum in an amount not to exceed Four Hundred Thirteen Thousand, Three Hundred Forty-Three Dollars ($413,343.00).

3. All other terms and conditions of the Agreement that are not modified by this Second Amendment shall remain in full force and effect.

4. This Second Amendment may also be executed by the use of electronic signatures pursuant to Idaho Code §28-50-107. If electronic signatures are utilized, the acknowledgement before a notary is not required.

IN WITNESS WHEREOF, the Parties have executed this Second Amendment to be effective the date first written above.

I, Mark Heazle, certify under the penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and that I am the authorized agent to bind Lombard Conrad Architects, Inc. to this Second Amendment. If I am signing this document utilizing an electronic signature, I understand that this electronic signature is valid and binding upon me to the same force and effect as a handwritten signature.

CONSULTANT:	**CITY:**
___________________________	___________________________
Mark Heazle	Arthur D. Bettge, Mayor
	ATTEST:
	___________________________
	Laurie M. Hopkins, City Clerk

ACKNOWLEDGMENT

STATE OF ________________________)
) ss.
County of ________________________)

On this _______ day of ________________, 2025, before me, a Notary Public in and for said State, appeared Mark Heazle, known to me to be the person named above and acknowledged that they executed the foregoing document as the duly authorized representative for Lombard Conrad Architects, Inc. (CONSULTANT), with authority to bind CONSULTANT to the terms of this Second Amendment.

____
Notary Public for the State of ________________
Residing at ________________________________
My commission expires_____________________

Attachment "1"

AGREEMENT FOR PROFESSIONAL DESIGN SERVICES BETWEEN THE CITY OF MOSCOW, IDAHO AND LOMBARD CONRAD ARCHITECTS FOR THE CITY SHOP FACILITY

THIS AGREEMENT FOR PROFESSIONAL DESIGN SERVICES BETWEEN THE CITY OF MOSCOW, IDAHO AND LOMBARD CONRAD ARCHITECTS FOR THE CITY SHOP FACILITY (hereinafter "Agreement"), is made this 2nd day of April, 2024, by and between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY") and Lombard Conrad Architects, Inc., 472 W. Washington Street, Boise, Idaho, 83702 (hereinafter "CONSULTANT").

W I T N E S S E T H:

WHEREAS, CITY, with power to contract for the services provided for herein, has complied with applicable provisions of law regarding retaining professional services such as those contemplated herein; and

WHEREAS, CITY intends to construct a City Shop Facility (hereinafter "PROJECT"). The PROJECT will include an approximately 20,000 square foot new building that will house fabrication and equipment servicing bays, offices, dedicated training areas, restrooms, showers, break rooms and associated mechanical / electrical rooms to support the facility; remodel and exterior restoration of an existing shop building; and site improvements, including utilities, infrastructure, parking, grading, and other associated PROJECT elements; and

WHEREAS, CITY requires the services of a duly qualified design professional to perform the services required by this Agreement. CONSULTANT represents that it is aware of City's plans with respect to the PROJECT; and

WHEREAS, CONSULTANT warrants that it is fully licensed, legally qualified, and willing to perform the services required by this Agreement; and

WHEREAS, CITY desires to engage CONSULTANT to provide industry standard services necessary to prepare the Design Development, final facility design, prepare construction drawing and specifications production, bid advertisement and award assistance, construction observation services, as-built drawing preparation, facility operation manual preparation, warranty inspection, and warranty defect resolution assistance;

NOW, THEREFORE, it is agreed 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, for and in consideration of the mutual covenants and promises between the Parties hereto, as follows:

SECTION I: THE PROJECT

CONSULTANT shall provide professional design services for PROJECT as outlined in this Agreement in accordance with the terms and conditions of this Agreement for the preparation and completion of architectural design services (including civil, structural, mechanical, electrical engineering, architectural, landscape, irrigation and other related building and site design and engineering services), construction drawing and specifications production, bid advertisement and award assistance, construction observation services, as-built drawing preparation, facility operation manual preparation and warranty inspection, and warranty defect resolution assistance (hereinafter "Services").

SECTION II: SCOPE OF WORK

CONSULTANT promises and agrees to, consistent with the standard of care as defined in Section IV. D. of this Agreement, furnish to CITY all labor, materials, tools, equipment, services, and incidental and customary work necessary to supply the professional architectural and related services necessary for the completion of the PROJECT consistent with the provisions of this Agreement. The Scope of Work for the PROJECT is set forth in Exhibit "A" and Exhibit "B" attached hereto and incorporated herein by reference. Subject to the standard of care all Services shall be subject to and performed in accordance with this Agreement and applicable Federal, State and Local laws, rules and regulations. All Services performed by CONSULTANT shall be subject to the sole and discretionary approval of CITY, which approval shall not be unreasonably withheld.

SECTION III: COMPENSATION

A. Compensation and Term.

For the Services performed pursuant to this Agreement, CONSULTANT shall be compensated in a sum not to exceed THREE HUNDRED TWENTY THOUSAND SIX HUNDRED AND TEN DOLLARS ($320,610) with an additional not to exceed sum of TWENTY THOUSAND DOLLARS ($20,000) for reimbursable expenses, as defined in the attached Exhibit "A" Section 7.C., that shall be paid as detailed in Section III.B. below. This Agreement shall be in effect until the completion of the warranty inspection and resolution of any warranty defects to the satisfaction of CITY.

B. Payment.

Payment for Services rendered by CONSULTANT shall be in accordance with the following:

1. CONSULTANT's compensation and reimbursable expenses shall be paid by CITY to CONSULTANT no more than once a month. Such periodic progress payments shall be made based upon the percentage of work completed, and in accordance with the phasing and funding schedule provided in Exhibit "A". In order to receive payment, CONSULTANT shall present to CITY an itemized statement which indicates Services performed, percentage of Services completed, method for computing the amount payable, and the amount to be paid. The statement shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement, as well as those expenses for which reimbursement is requested for that statement period. The amount paid to CONSULTANT shall never exceed the percentage amounts authorized by the phasing and funding schedule located in Exhibit "A". CITY shall, within thirty (30) days of receiving such statement, review the statement and pay all approved charges thereon. Disputed amounts shall be resolved by the Parties in a mutually agreeable manner.

2. Records of Reimbursable Expenses shall be provided to CITY upon presentation of CONSULTANT's progress payment invoices. Payments for invoices prepared by CONSULTANT shall be due and payable net thirty (30) days by CITY.

3. Amounts unpaid forty-five (45) days after the invoice date shall bear interest at the rate of six percent (6%) per annum.

4. CITY may withhold payment, in whole or in part, to the extent reasonably necessary to protect CITY from claims, demands, causes of action, costs, expenses, liabilities, losses, damages, or injuries of any kind to the extent arising out of or caused by the negligence, recklessness, or willful misconduct protected under the indemnification provisions of this Agreement. Failure by CITY to deduct any sums from a progress payment shall not constitute a waiver of CITY's right to such sums. CITY may keep any moneys which would otherwise be payable at any time hereunder and apply the same, or so much as may be necessary therefor, to the payment of any expenses, losses, or damages as determined by CITY, that are incurred by CITY for which CONSULTANT is liable under the Agreement or state law. Payments to CONSULTANT for compensation and reimbursable expenses due shall not be contingent on the construction, completion or ultimate success of the PROJECT. Payment to the CONSULTANT shall not be withheld, postponed, or made contingent upon receipt by CITY of offsetting reimbursement or credit from parties not within CONSULTANT's reasonable control.

5. The Parties agree that CONSULTANT's compensation for Services includes all licensing fees for CITY's use of the Construction Documents, including use after termination of this Agreement.

SECTION IV: OTHER TERMS AND CONDITIONS

A. Independent Contractor. CITY retains CONSULTANT on an independent contractor basis and neither CONSULTANT nor its employees or Subcontractors are an employee of CITY and are not entitled to the rights or benefits afforded to CITY's employees. Any Subcontractors performing the Services under this Agreement on behalf of CONSULTANT shall also not be employees of CITY, and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries, and other amounts due to such Subcontractors in connection with their performance of Services under this Agreement and as required by law. CONSULTANT shall be responsible for all reports and obligations respecting CONSULTANT, its employees and Subcontractors, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

B. Termination of Agreement. This Agreement may be terminated by CONSULTANT upon thirty (30) days' written notice to CITY, should CITY fail to substantially perform in accordance with its terms through no fault of CONSULTANT. CITY may terminate this Agreement upon thirty (30) days' written notice to CONSULTANT without cause and without further liability to CONSULTANT, except as designated by this Agreement. All working documents and drawings shall become the property of, and shall be surrendered to CITY. CONSULTANT shall cease all work immediately upon receipt of notice of termination. CONSULTANT shall be paid for work completed up to notice of termination and shall not be entitled to payment for any work performed after receipt of notice of termination, absent an express written agreement from CITY.

C. Data of Record. CITY shall make available to CONSULTANT all technical data of record in CITY's possession, including maps, surveys, borings, and other information required by CONSULTANT relating to the PROJECT. All designs, drawings, specifications, documents, and other work product prepared by CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for PROJECT and are property of CITY, which shall be delivered to CITY by CONSULTANT upon sixty (60) days after completion of PROJECT or upon termination of Agreement, contingent upon payment in full by CITY for CONSULTANT's Services provided hereunder.

D. Standards of Work and Standards of Care. CONSULTANT shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals legally qualified to perform the Services in the same discipline in the State of Idaho, and shall be fully responsible to CITY for any damages to CITY and delays to the PROJECT caused by the negligent performance of professional services by the CONSULTANT, under this agreement, specified in the indemnification provision of this Agreement. CONSULTANT shall perform services as expeditiously as is consistent with professional skill and care and the orderly progress of the work. Subject to the standard of care, unless approved by CITY, CONSULTANT shall not exceed the time limits established by the schedule, except for circumstances out of CONSULTANT's reasonable control with written approval by CITY. No other provision under this agreement shall be interpreted or construed to elevate this standard of care.

E. Adherence to Law Required. Subject to the standard of care, all applicable Federal, State and Local statutes and regulations are hereby made a part of this Agreement and shall be adhered to at all times. Violation of any of these statutes or regulations by CONSULTANT shall be deemed material and shall subject CONSULTANT to termination of this Agreement for cause. No pleas of misunderstanding or ignorance on the part of CONSULTANT will, in any way, serve to modify the provisions of this requirement. CONSULTANT and its surety shall indemnify, defend and hold harmless CITY and its employees, agents, engineers and representatives against any claim or liability arising from or based on the violation of any such laws, codes, ordinances, or regulations, whether by CONSULTANT, CONSULTANT's employees, or its subcontractors.

1. Pursuant to Idaho Code § 67-2359, CONSULTANT certifies that it is not currently owned or operated by the government of China and will not for the duration of the Agreement be owned or operated by the government of China. The terms in this section defined in Idaho Code § 67-2359 shall have the meaning defined therein.

2. CONSULTANT certifies it is not currently engaged in, and will not for the duration of the Agreement engage in, a boycott of goods and services from Israel or territories under its control. Failure to comply with Idaho Code § 67-2346 will result in this Agreement being void as against public policy.

3. Pursuant to Idaho Code Title 18 Chapter 87, CONSULTANT certifies that it is not an abortion provider or an affiliate of any abortion providers and does not, and will not for the duration of the Agreement, authorize the use of state facilities or public funds for abortion related activity.

F. Insurance. CONSULTANT shall not commence Services under this Agreement until it has provided evidence satisfactory to CITY that it has secured all insurance required under this Section. In the event CONSULTANT fails to provide or maintain all required insurance, CITY may, in its sole discretion, obtain such insurance and deduct the amount therefor from the total compensation. CONSULTANT shall, at its sole cost and expense, secure and maintain in force, during the term of this Agreement, the following insurance:

1. Worker's compensation and employer's liability insurance as required by the State of Idaho;

2. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with one million dollars ($1,000,000) combined single limits;

3. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of CONSULTANT or of any of its employees, agents, or subcontractors, with one million dollars ($1,000,000) per occurrence and two million ($2,000,000) in the aggregate;

4. CONSULTANT shall procure and maintain professional liability insurance covering liability for negligent acts, errors or omissions in providing or failing to provide professional services, with a minimum coverage limit of one million dollars ($1,000,000). Coverage shall be in force during the term of this Agreement and for a period of at least twelve (12) months thereafter.

CONSULTANT shall furnish CITY with certificates of insurance as evidence these policies are in effect.

G. Indemnity and Hold Harmless.

1. CONSULTANT waives any and all claims and recourse against CITY including rights of contribution for loss or damage to persons or property arising from, or growing out of, or in any way connected with or incident to CONSULTANT's performance of this Agreement, except for liability arising out of the sole negligence of CITY or its officers, agents or employees.

2. CONSULTANT agrees to indemnify and hold harmless CITY and its officers, agents and employees against all losses and damages of any nature whatsoever, resulting from any injury or damages sustained by any person(s) or property to the extent resulting from any negligent act, error or omission of CONSULTANT or its agents, employees, subcontractors or consultants. CONSULTANT's obligation to indemnify and hold harmless CITY shall not be limited to the amount of insurance actually secured under this Agreement, but shall extend to the full amount on any claims, loss or damage incurred or awarded, including costs, expenses and attorney fees.

3. CONSULTANT shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the PROJECT site unless CONSULTANT's acts or omissions introduced,

caused, or allowed said hazardous materials or toxic substances to be introduced to the PROJECT site. "Hazardous Materials" means any material that has been designated as hazardous under 49 U.S.C. Sec. 5103.

H. Costs and Attorney Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, reasonable attorney's fees and all other reasonable costs of such action, including expert witness fees and expenses, shall be allocated in accordance with state law, unless a court order requires a different allocation.

I. Jurisdiction, Venue, and Non-Waiver. It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Failure of either Party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

J. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, CONSULTANT shall not assign or transfer, by operation of law or otherwise, any or all of its rights, burdens, duties or obligations without the prior written consent of CITY. Any attempted assignment without such consent shall be invalid and void.

K. Consultant Representative. CONSULTANT hereby designates Matthew Geserick as CONSULTANT's project manager ("Project Manager") to manage and direct the work of CONSULTANT. The Project Manager shall represent CONSULTANT and be in attendance at all PROJECT design meetings (with limited approved exceptions); shall direct the work of CONSULTANT and its sub-consultants; and shall serve as the primary point of contact and communications for CITY. CONSULTANT shall not change the Project Manager without CITY's written consent. Such consent shall only occur upon the satisfaction of CITY that the proposed new Project Manager possesses the professional skills, experience and acumen to successfully perform the services provided for herein. Such consent shall not be unreasonably withheld or delayed.

L. City Representatives. CITY shall designate a person to act as its representative for the performance of this Agreement ("CITY's Representative"). CITY's Representative shall be authorized to act as liaison between CONSULTANT and CITY in the administration of this Agreement and the Construction Documents and shall have the power to act on behalf of CITY for all purposes under this Agreement. CITY's Representative shall assist CONSULTANT in observing construction of the PROJECT and participating in the preparation of punch-list items. CITY may designate new and/or different individuals to act as CITY's Representative from time to time. CITY's Representative shall render decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of the Services.

Such communications as are required by this Agreement shall be satisfied by mailing or by personal delivery to the Parties at the following addresses:

CONSULTANT: CITY:

Lombard Conrad Architects Matthew Geserick Project Manager 472 W. Washington Street Boise, Idaho 83702	City of Moscow Cody Riddle Deputy City Supervisor PO Box 9203 Moscow, Idaho 83843

M. Conflict of Interest and Special Warranty. CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in PROJECT, which would conflict in any manner or degree with the performance of its Services hereunder. CONSULTANT further covenants that, in performing this Agreement, it shall employ no person who has any such interest. CONSULTANT warrants that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this Agreement. CONSULTANT declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or negotiation leading to the award of this Agreement. Any such activity by CONSULTANT shall make this Agreement null and void.

N. Special Provisions.

1. Ownership and Publication of Materials. All reports, information, data, and other materials prepared by CONSULTANT, pursuant to this Agreement, shall be the property of CITY, which shall have the exclusive and unrestricted authority to release, publish, or otherwise use them, in whole or in part. All such materials developed under this Agreement shall not be subject to copyright or patent in the United States or in any other country without the prior written approval and express authorization of CITY. It is mutually understood that any alterations made to documents without CONSULTANT's direction shall void CONSULTANT's liability under this subsection.

2. Disclosure of Materials. It is expressly understood by CITY and CONSULTANT that all reports, information, data and other materials prepared by CONSULTANT pursuant to this Agreement, may be subject to disclosure under Idaho Code § 74-101, et seq, commonly known as the Public Records Act unless exempt from disclosure. CONSULTANT shall clearly designate individual documents as "exempt" on each page of such documents and shall indicate the basis for such exemption. CITY will not accept the marking of an entire document as exempt. In addition, CITY will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. CONSULTANT shall indemnify and defend CITY against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for CONSULTANT's failure to designate individual documents as exempt. CONSULTANT's failure to designate as exempt any document or portion of a document that is released by CITY, shall constitute a complete waiver of any and all claims for damages caused by such release.

3. Americans With Disabilities Act. CONSULTANT will use its professional efforts to interpret all applicable Federal, State and Local Laws, rules and regulations with respect to access, including those of the Americans with Disabilities Act of 1990 ("ADA"). CONSULTANT will adhere to the standard of care provided for in this Agreement and will use its reasonable professional efforts and judgment in making its interpretations.

O. PROJECT Confidentiality. All communications and reports for PROJECT shall be handled in a professional manner. After PROJECT, CONSULTANT shall return to CITY all documents obtained from CITY or generated during the course of this PROJECT. If CONSULTANT or CITY receives information specifically designated "confidential", the receiving Party shall keep such information strictly confidential and shall not disclose it to any other person except (1) its employees; (2) those who need to know the content of such information in order to perform services solely and exclusively for the PROJECT; (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information; (4) as required pursuant to Idaho Code §74-101, et seq.; or (5) as ordered by a court of competent jurisdiction. CITY herein designates the following as confidential information: security measures; security access codes; pending real estate purchases, exchange, lease or value; any information pertaining to litigation; student likenesses and student record information; employee information; and any other information deemed confidential by law.

P. Qualified Estimates of Cost. The estimates of cost for PROJECT herein are to be prepared by CONSULTANT through exercise of CONSULTANT's professional experience and judgment in applying presently available cost data; but it is recognized that CONSULTANT has no control over cost of labor and materials or over competitive bidding procedures and market conditions. Nothing in this paragraph shall serve to release or relieve CONSULTANT from exercising the skill, care, and professional judgment exercised by similarly situated professional organizations. CITY acknowledges that CONSULTANT makes no warranty, express or implied, as to the accuracy of such opinions as compared to bid or actual costs. If at any time CONSULTANT's estimates of cost for the PROJECT exceeds CITY's budget for the PROJECT, CONSULTANT shall redesign PROJECT elements to achieve cost savings, but in doing so, shall not delete any essential elements of the PROJECT. If CONSULTANT is unable to redesign the PROJECT, it shall make appropriate recommendations to CITY to adjust the PROJECT's size, quality or budget. CITY shall consider CONSULTANT'S recommendations, but shall decide, in its discretion, how to proceed. Any schedule modification based on the need for a redesign of the PROJECT shall be mutually agreed upon by both Parties.

Q. Modification and Assignability of Agreement. This Agreement represents the entire and integrated agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations and agreements, either written or oral. This Agreement may be amended only by written instrument signed by the Parties hereto. CONSULTANT may not subcontract or assign its rights (including the right to compensation) or duties arising hereunder without the prior written consent and express authorization of CITY. Any such subcontractor or assignee shall be bound by all of the terms and conditions of this Agreement as if named specifically herein.

R. Records. CONSULTANT shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. CONSULTANT shall, during normal business hours, allow a representative of CITY to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. CONSULTANT shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

S. No Third-Party Rights. This Agreement shall not create any rights in, or inure to the benefits of, any third-party except as expressly provided herein.

T. Exhibits and Recitals. All exhibits and recitals contained herein and attached hereto are material parts of this Agreement and are incorporated as if fully set forth.

U. Severability. Should any provision in this Agreement be held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect.

V. Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the addresses shown above, or at such other address as the respective Parties may provide in writing for this purpose.

W. CITY's Right to Employ Other Consultants. CITY reserves the right to employ other consultants in connection with this PROJECT.

X. Drug/Tobacco Free Facilities. All CITY facilities are drug and tobacco free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of CITY facilities.

Y. Employment Discrimination: It is illegal under the U.S. Federal law to discriminate against an employee, either intentionally or through disparate impact, on account of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity. CONSULTANT shall not discriminate against any employee or applicant for employment. CONSULTANT's action under this Section shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and other applicants for employment, notices setting forth the provisions of this non-discrimination Section.

Z. Appropriations and Approval. This Agreement is contingent upon CITY receiving the necessary funding to cover the obligations of CITY. In the event that such funding is not received or appropriated, then, and in that event, CITY's obligations under this Agreement shall cease and each Party shall be released from further performance under this Agreement without any liability to the other Party.

AA. Authority to Execute. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date indicated above.

CONSULTANT:	**CITY:**
Lombard Conrad Architects	City of Moscow
By: Mark Conrad	By: Arthur D Bettge
Mark Heazle	Arthur D. Bettge, Mayor

ATTEST:

CITY OF MOSCOW ★ INCORPORATED JULY 12 1887 ★ STATE OF IDAHO

Laurie M. Hopkins, City Clerk

Approved as to Form:

Mia Bautista, City Attorney

ACKNOWLEDGMENT

STATE OF Idaho)
) ss.
County of Ada)

On this 2nd day of April, 2024, before me, a Notary Public in and for said State, appeared Mark Heazle, known to me to be the person named above and acknowledged that they executed the foregoing document as the duly authorized representative for Lombard Conrad Architects (CONSULTANT), with authority to bind CONSULTANT to the terms of this Agreement.

DARLA R. THURMAN NOTARY PUBLIC Comm. No. 31303 STATE OF IDAHO

Darla R. Thurman
Notary Public for the State of Idaho
My commission expires January 15, 2029

Exhibit "A"
Scope of Services

SECTION 1. GENERAL SERVICES TO BE PROVIDED

A. GENERAL SERVICES. CONSULTANT shall provide CITY with professional services for PROJECT as outlined in this Agreement in accordance with the terms and conditions of this Agreement for the preparation and completion of professional design services (including civil, structural, mechanical, electrical, architectural, landscape architectural, irrigation, and other related building and site design and engineering services), construction drawing and specifications production, bid advertisement and award assistance, construction observation services, as-built drawing preparation, facility operation manual preparation, warranty review and warranty defect resolution assistance.

B. GENERAL PROJECT DESCRIPTION. The PROJECT consists of a new, approximately 20,000 square foot building that will house fabrication and equipment servicing bays, offices, dedicated training areas, restrooms, showers, break rooms and associated mechanical / electrical rooms to support the facility. The building is to be designed, bid, and constructed as a pre-engineered steel structure on a cast-in-place foundation. The building is to be clad with metal wall panels, interrupted by glazed storefronts and windows at public-facing elevations. In addition, the building is to have rollup garage doors suitable for allowing irregular or large Public Works vehicles and equipment into the facility. The 8.3-acre site is non-uniform in elevation. The site design shall include accommodation for engineered earth-retention and any additional measures needed to construct the building at the desired location. The PROJECT includes site planning, including but not limited to earth moving as required, underground utilities and site infrastructure, surface water retention systems, and provision for both gravel and paved (public) parking.

SECTION 2. PREPARATION AND DESIGN PHASE

A. COORDINATION OF SURVEYS. At CITY's request, CONSULTANT shall, as part of its Services, coordinate, obtain, and pay for the services of a land surveyor. Such land survey need not include any additional setting of monuments, legal descriptions or defining of land boundary. The intent of such survey is to provide a topographic base map for the PROJECT site. It is understood that independent engineers/specialists are not a part of the design team and that the design team will rely upon their expert services. In soils, foundation, groundwater and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, explorations and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur which could affect total PROJECT cost and/or execution. Such conditions and cost/execution effects are not the responsibility of CONSULTANT. CONSULTANT shall not be responsible for any damages arising from the services of the land surveyor.

B. DESIGN DEVELOPMENT. Once CITY provides CONSULTANT with specific written approval of the Schematic Design Documents and any adjustments authorized by CITY in the program, schedule or construction budget, CONSULTANT shall prepare, for approval by CITY, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the PROJECT as to architectural, site design, civil, structural, mechanical and electrical systems, materials and such other elements as may be appropriate, including a preliminary opinion of probable construction cost based on current area, volume or similar conceptual estimating techniques. CONSULTANT shall submit to CITY, drawings, probable construction cost estimates, and other items necessary to confirm financing for the PROJECT. CONSULTANT, at its own expense, shall provide a complete set of the Design Development Documents described herein for CITY's review and approval. CONSULTANT shall provide a written timetable for full and adequate completion of the PROJECT to CITY. CONSULTANT shall assist CITY in applying for and obtaining required approvals from all Federal, State, Regional or Local Agencies concerned with the PROJECT. CONSULTANT shall furnish and process all architectural and engineering information required to prepare and process applications to applicable utilities in order to secure priorities and materials, to aid in the construction of the PROJECT and to obtain final approval and acceptance by any agencies as may be required. CONSULTANT shall provide, for CITY's review and approval, a preliminary schedule of all color materials and selections of textures, finishes, fixtures and other matters involving an aesthetic decision about the PROJECT.

SECTION 3. CONSTRUCTION DOCUMENTS AND BIDDING PHASES

A. CONSTRUCTION DRAWINGS AND SPECIFICATIONS. Based on CITY's written approval of Design Development Documents and any further adjustments in the scope or quality of the PROJECT or in the construction budget as authorized in writing by CITY, CONSULTANT shall prepare, for approval by CITY, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the PROJECT, which shall comply with all applicable laws, ordinances, codes, rules and regulations as of the date of issuance of such Construction Documents. The Construction Documents shall reflect all agreements between CITY and CONSULTANT related to CITY's budget constraints, programmatic needs and expectations as to quality, functionality of systems, maintenance costs, and usable life of equipment and facilities.

B. PROJECT BID ASSISTANCE. Following CITY's approval of the Construction Documents, CONSULTANT shall assist CITY in the preparation of the necessary bidding information, bidding documents, the Conditions of the Contract for construction, and the Contract between CITY and Contractor for the Project's construction for CITY's final review, approval and use.

C. CONSTRUCTION COST PREPARATION. CONSULTANT shall advise CITY of any adjustments to previous preliminary opinion of probable construction cost indicated by changes in requirements or general market conditions.

D. PERMITTING AND CONSTRUCTION APPROVAL. CONSULTANT shall provide CITY with a list of all permits, approvals or other authorizations required for the PROJECT from all Federal, State or Local Governmental Bodies with approval jurisdiction over the PROJECT.

CONSULTANT shall then assist CITY in obtaining all such permits, approvals and other authorizations. The costs of such permits, approvals and other authorizations shall be paid by CITY.

E. CONTRACT AWARD ASSISTANCE. CONSULTANT, following CITY approval of the Construction Documents and of the latest preliminary opinion of probable construction cost, shall assist CITY in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

SECTION 4. CONSTRUCTION ADMINISTRATION PHASE

A. DURATION OF CONSTRUCTION ADMINISTRATION SERVICES. CONSULTANT's responsibility to provide Services for the Construction Phase under this AGREEMENT commences with the award of the initial Contract for Construction and terminates by the earliest of either the issuance to CITY of the final Certificate for Payment or sixty (60) days after the scheduled date of Substantial Completion of the work on the PROJECT as defined by the bidding documents.

B. Duties, responsibilities and limitations of authority of CONSULTANT under this Agreement shall not be restricted, modified or extended without written agreement of CITY and CONSULTANT.

C. CONSULTANT REPRESENTATION OF CITY. CONSULTANT shall be a representative of and shall advise and consult with CITY during the administration of the Contract for Construction. CONSULTANT shall have authority to act on behalf of CITY only to the extent provided in this Agreement unless otherwise modified by written amendment.

D. CONSTRUCTION OBSERVATION SERVICES. CONSULTANT, as a representative of CITY, shall visit the site at intervals appropriate to the stage of the Contractor's operations for the following reasons: (1) to become generally familiar with and to keep CITY informed about the progress and quality of the portion of the work on the PROJECT completed; (2) to endeavor to guard CITY against defects and deficiencies in the work on the PROJECT; and (3) to determine in general if the work on the PROJECT is being performed in a manner indicating that the work on the PROJECT, when fully completed, will be in accordance with the Contract Documents. However, CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work on the PROJECT. CONSULTANT shall neither have control over nor charge of, nor be responsible for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work on the PROJECT since these are solely the Contractor's rights and responsibilities under the Contract Documents.

E. NOTICE OF DEVIATIONS OF CONTRACT DOCUMENTS. CONSULTANT shall report to CITY known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. CONSULTANT shall not be responsible for Contractor's failure to perform the work on the PROJECT in accordance with the requirements of the Contract Documents. CONSULTANT shall be responsible for CONSULTANT's and CONSULTANT's employees' negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the work on the PROJECT.

F. ACCESS TO PROJECT SITE. CONSULTANT shall at all times have access to the work on the PROJECT wherever and whenever it is in preparation or progress.

G. COMMUNICATION WITH CONTRACTOR. Except as otherwise provided in this Agreement or when direct communications have been specially authorized, CITY shall endeavor to communicate with Contractor through CONSULTANT about matters arising out of or relating to the Contract Documents. Communications by and with CONSULTANT's sub-consultants shall be through CONSULTANT.

H. INTERPRETATION OF CONTRACT DOCUMENTS. CONSULTANT shall make interpretations and decisions regarding the intent of the Contract Documents. When making such interpretations and initial decisions, CONSULTANT shall endeavor to secure faithful performance by both CITY and Contractor and shall not be liable for results of interpretations or decisions so rendered in good faith.

I. DISPUTE RESOLUTION. CONSULTANT shall make initial decisions on claims, disputes or other matters in question between CITY and Contractor as provided in the Contract Documents. CONSULTANT's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents and after CITY's review and approval per Section 2.B of this Exhibit "A".

SECTION 5. WARRANTY INSPECTION SERVICES

CONSULTANT shall attend and participate in the Contractor Warranty inspection which shall occur approximately eleven (11) months after Substantial Completion of the PROJECT. CONSULTANT shall inspect and document any and all observed warranty defects in the PROJECT and shall assist CITY in identifying appropriate corrective actions necessary to remedy said defects. CONSULTANT shall communicate such required corrective actions to Contractor and shall inspect all corrective actions to verify remedy of all identified defects to CITY's satisfaction and shall provide CITY with documentation regarding all required corrective actions and verifying final remedy and approval of such action.

SECTION 6. SCHEDULE OF SERVICE DELIVERY

PROJECT MILESTONES. Time is of the essence for each and every provision of this Agreement. CONSULTANT understands that PROJECT funding is dependent upon the expeditious progress of the PROJECT, and that such progress is dependent upon the services to be provided by CONSULTANT and timely performance of CITY's obligations under this Agreement. CITY and CONSULTANT mutually agree upon the following milestones for the CONSULTANT's delivery of Services under this Agreement:

Professional Service Task	Date of Completion
PROJECT Program Verification	2/14/2024
Design Development (DD) Phase	4/12/2024
100% DD Presentation	4/17/2024
Construction Documents (50%)	5/10/2024
Construction Documents (90%)	5/31/2024
Construction Documents/Permit Set (100%)	6/21/2024
PROJECT Plan Review	8/9/2024
PROJECT Bid Open Date	7/12/2024
PROJECT Bid Close Date	8/9/2024

SECTION 7. COMPENSATION SUMMARY

A. The Services fee shall cover all expenses related to all reasonably anticipated professional design services required for the development of the PROJECT including the preparation and completion of architectural design services (including civil, structural, mechanical, electrical, architectural, landscape, irrigation and other related building and site design and engineering services), construction drawing and specifications production, bid advertisement and award assistance, construction observation services, and warranty inspection and warranty defect resolution assistance.

B. For Services, as described in this AGREEMENT and the sections above, Total Compensation shall be based on the stipulated sum, not to exceed THREE HUNDRED TWENTY THOUSAND SIX HUNDRED AND TEN DOLLARS ($320,610).

C. CONSULTANT shall be entitled to reimbursement of direct expenses incurred and attributable to the PROJECT including, but not limited to, printing and production costs, and similar expenses. Requests for reimbursement shall include detailed information regarding the requested reimbursed expenses and describe under what conditions the cost was incurred, to provide CITY the ability to verify that expense is correct, eligible, and appropriate for reimbursement for the PROJECT. Such reimbursable expenses shall not exceed a total of TWENTY THOUSAND DOLLARS ($20,000).

D. Progress payments for Services in each Phase shall total the following percentages of the Total Compensation payable:

Design Development Phase: $89,771 (28%)

Construction Documents Phase:	$102,595	(32%)
Bidding or Negotiation Phase:	$9,619	(3%)
Construction Phase:	$102,595	(32%)
Closeout	$16,030	(5%)
Total Basic Compensation:	**$320,610**	**(100%)**

E. COMPENSATION FOR ADDITIONAL SERVICES. For any additional services of CONSULTANT beyond the scope of Services detailed herein, such additional services shall be provided only as authorized in writing in advance by CITY based upon the hourly rates defined below:

Principal Architect	$195 / hour
PROJECT Architect	$175 / hour
Interior Designer	$130 / hour
Project Manager	$125 / hour
Senior BIM Tech	$115 / hour
BIM Tech	$90 / hour
Emerging Professional	$105 / hour
Student Intern	$60 / hour
Clerical	$75 / hour

The cost for additional services of consultants and/or subcontractors, including additional structural, mechanical and electrical engineering services, shall be the actual amounts billed to CONSULTANT for such services, plus a ten percent (10%) handling fee.

Exhibit "B"

LOMBARD CONRAD ARCHITECTS

3/4/2024

Cody Riddle
Deputy City Supervisor, Community Development
City of Moscow – Community Development
504 S. Washington Street
Moscow, Idaho 83843

RE: **NEW MOSCOW CITY SHOP FACILITY**
PROPOSAL LETTER
L/C NO. 24000.01

Dear Mr. Riddle,

I want to thank you for giving Lombard Conrad Architects the opportunity to provide you with a proposed scope of work and fee for architectural and engineering services for the Moscow City Shop Facility.

PROJECT DESCRIPTION

There will be minimal site improvements that include a paved concrete or asphalt apron around the building, public/staff parking to the south of the building, accommodations for stormwater management, and a site access gate. Landscaping, irrigation, and overall site paving is not included. The site design will also include site and building retaining walls directly adjacent and part of the new shop building.

The project will include the construction of a new pre-engineered metal building (PEMB) of approximately 20,000 square-feet to house multiple department "suites" and located on existing maintenance property owned by the City. The department suites will be approximately 6,200 square feet of administrative office space with the remainder being vehicle accessible shop space.

There is also an existing City owned, pre-engineered metal building on the same site that the design team is in the process of evaluating. Based on the concept level estimate that the design team is preparing, the City will provide direction on the extent of the improvements. An amendment will be issued to this fee proposal to account for the chosen direction.

It is assumed that the delivery method will be Design / Bid / Build.

SCOPE OF SERVICES

Services consist of those described below and include normal architectural, structural, mechanical, electrical, civil engineering services.

Basic Civil Design Services
Services provided by Hodge and Associates

- Site Layout, grading, utility, and erosion and sediment control design
- Stormwater collection and detention design
- SWPPP design
- Retaining wall design
- Topographic Survey
  - Vertical and Horizontal Control
  - Topographic Survey for New Shop Site

a. Existing Structures
b. Utilities
c. Ground Features
d. Existing Retaining Walls
e. Existing Fence
f. Storage Areas
g. Drive Aisles
h. Parking Areas

The Architect is retaining the survey consultant solely as a convenience to the Owner. The Owner will indemnify the Architect for damages arising from the survey consultant's services and waive any survey claims against the Architect.

Basic Landscape Design Services
The scope of work for landscape design has not been defined at this time, though landscape and planting will be incorporated into the site we anticipate minimal planting and irrigation needs at this time, an allowance has been carried for the potential of landscape architectural services.

Basic Architectural Design Services
- Architectural design of a 20,000 sq. ft. PEMB.
- Interior design of approximately 6,200 sq. ft. of administrative office space
- Management of Permit Review Process
- Solicitation of Bids

Basic Structural Design Services
Services provided by LOCHSA Engineering
- PEMB Foundation Only. Provide structural engineering calculations and drawings for the approximately 20,000 sq ft PEMB foundations.
- Standard concrete pad and strip footings are assumed for the facility.
- Retaining wall design along west and north side of the PEMB
- Interior mezzanine structural design

Basic Electrical Design Services
Services provided by Eidam and Associates
- Attendance at one (1) on-site meeting with the design team, Owner, and other necessary bodies (jurisdictional authorities, utility companies, etc.) to present the Design Development phase concepts.
- Design assistance to present proposed engineering solutions to the Owner.
- Power distribution design and analysis including load, short circuit, and voltage drop calculations, specification of electrical distribution materials including standby/emergency generator systems, layout and circuiting of electrical connections, and panelboard sizing and placement.
- Lighting system design including photometric analysis, specification of lighting fixtures, control devices, circuit connections, control connections, energy code compliance, lighting control systems design, and emergency lighting system design.
- Fire alarm system design including code analysis, layout of fire alarm devices, and preparation of specifications for associated system.
- Low-voltage system design for network communications systems, security video systems, and access control systems.
- Assistance to the City to inventory existing equipment that is desired for relocation to the proposed new facility.

Basic Mechanical Design Services
Services provided by Musgrove Engineering
- Heating, ventilating, and air conditioning systems.

- Exhaust and make-up-air systems.
- Plumbing systems, including waste & vent, domestic hot & cold water, natural gas, and roof drainage.
- Piping for all utilities to 5'-0" outside building. Piping beyond 5'-0" shall be by civil.
- Fire sprinkler system performance specifications (if required). Final design and construction documents shall be by Fire Sprinkler Contractor.
- Assistance to the City to inventory existing equipment that is desired for relocation to the proposed new facility.

This agreement does not include landscape architectural services. It is understood that these services may be provided as a reimbursable expense to the Owner and that the Architect agrees to coordinate the work activity of these consultants.

1. Design Development Phase:

1.1. Facilitate one (1) meeting with Owner and Engineering Consultants to develop Design Development Documents.

1.2. Prepare and submit Design Development Documents in PDF format including drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and other documents illustrating the scale and relationship of Project components for approval by the Owner. Components to include:

1.2.1. Site Plan, Grading Plan, Paving Layouts, Lighting, Signage, and Utilities Plan.
1.2.2. Floor Plans, Exterior Elevations, Building Sections, Wall Sections, Interior Elevations, Casework and Millwork Elevations, Finish Schedule, Door, and Window Schedule.
1.2.3. Structural, Electrical, Mechanical, Plumbing, any Fire Protection Plans required.
1.2.4. Updates to the preliminary estimate of Probable Construction Cost and Schedule.

1.3. Facilitate a review meeting of Design Development Documents with Owner.

2. Construction Documents Phase:

2.1. Prepare and submit 50% and 90% complete Construction Documents in PDF format consisting of Drawings, Specifications and Updated Cost Estimate for review by the Owner.

2.2. Facilitate a digital review session with Owner and incorporate comments into the final set of Construction Documents.

2.3. Assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

2.4. Prepare 100% complete Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project for approval by the owner.

2.5. Assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

3. **Bidding or Negotiation Phase:**

   3.1. Assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

   3.2. Reproduce and distribute bid sets to interested bidders, plan houses, etc. Keep a record of Plan Holder list.

   3.3. Chair pre-bid meeting and attend Bid Opening.

   3.4. Respond in writing to questions from bidders and prepare addenda as necessary.

4. **Construction Phase-Administration of the Construction Contract:**

   4.1. The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the initial Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

   4.2. The Architect shall provide administration of the Contract for Construction as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

   4.3. The Architect and the Engineers shall visit the site to become generally familiar with and to keep the Owner informed about the progress and quality of the portion of the Work completed and to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

      4.3.1. The Architect shall visit the site and attend construction meetings at least once each month with a maximum of twelve (12) site visits over the duration of the project that include the punch list and one punch list backcheck. The Architect will be compensated for site visits in excess of this number as additional services.

      4.3.2. The Architect is not responsible for sequencing, means, and methods of construction or job site safety.

   4.4. The Architect shall review and certify the amounts due to the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as noted above and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents.

   4.5. The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

4.6. The Architect shall prepare Change Orders and Construction Change Directives and may authorize minor changes in the Work for the Owner's approval and execution in accordance with the Contract Documents.

4.7. The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion.

4.8. The Architect shall issue, review and forward to the Owner closeout submittals, records, written warranties and related documents required by the Contract Documents from the Contractor for completeness and forward to the Owner.

4.9. The Architect shall provide support services as needed during project closeout process.

SERVICES NOT INCLUDED

This agreement does not include the following services. It is understood that these services shall be provided by the Owner and that the Architect agrees to coordinate the work activity of these Consultants.

- Permits and fees
- Landscape architecture services
- Geotechnical services and reports
- Material and quality control testing
- Energy modeling services
- Audio/visual design services
- Furniture, Fixture, Equipment Design
- LEED certification services
- Design and Specification of owner provided items
- Discovery or removal procedures for hazardous waste, subsurface debris, wells, underground tanks, federally-listed species or archeological artifacts.
- Commissioning services
- Value Engineering Services after bidding/procurement period

BASIC COMPENSATION – FIXED FEE

For the services as described, compensation shall be a fixed fee of **Three Hundred Twenty Thousand Six Hundred Ten Dollars and 00/100 dollars ($320,610.00)**, plus reimbursable expenses:

Progress payments for services in each phase shall total the following percentages of the total compensation payable:

Design Development Phase	$ 89,771.00
Construction Documents Phase	$ 102,595.00
Bidding or Negotiation Phase	$ 9,619.00
Construction Phase	$ 102,595.00
Closeout	$ 16,030.00
Total Compensation	**$ 320,610.00**

Travel Allowance
Allowance provided for travel time to and from the site is included in the basic compensation amount based on the anticipated trips listed by the architect and consultants below

Architect
- Design phase trips (1)
- Construction administration trips (10)
- Punch list and punch list backcheck trips (2)

Civil
- Design phase trips (1)
- Construction administration trips (2)
- Punch list trips (1)

Structural Engineer
- Design phase trips (1)
- Construction administration trips (2)
- Punch list trips (1)

Electrical Engineering
- Design phase trips (1)
- Construction administration trips (2)
- Punch list trips (1)

Mechanical Engineering
- Design phase trips (1)
- Construction administration trips (2)
- Punch list trips (1)

Design Service Allowance Limit
Allowance will be agreed to and approved via amendment by the architect and owner prior to proceeding with services.

Landscape Architecture Design Allowance	$	6,000.00

PAYMENT

Invoices will be issued monthly and are payable within thirty (30) days of the date of invoice. An interest rate of one percent (1.0%) per month will be payable on any amount not paid within this time period. Attorney's fees and any other costs incurred in collecting delinquent accounts shall be paid by Owner.

LOMBARD-CONRAD will invoice professional fees monthly, on a percent complete basis throughout the project term.

REIMBURSABLE EXPENSES

For reimbursable expenses, as described below, and any other items included as reimbursable expenses, a multiple of one point one (1.1) times the expenses incurred by the Architect, the Architect's employees and Consultants directly related to the project.

Normal reimbursable expenses include, but are not limited to, blueprinting and other reproduction expense, postage/shipping costs; photography; long distance phone/fax, meals, travel, and mileage at $.75/mile.

COMPENSATION FOR ADDITIONAL SERVICES

Additional services, if requested by the Owner, will be performed on a stipulated sum or current hourly rate basis, as agreed to in writing by both parties prior to initiating the additional services. For additional services of the Architect on an hourly basis compensation shall be computed as follows:

2024 Hourly Billing Rates

Architectural Hourly Billing Rates

Principal	$195
Architect	$175
Interior Designer	$130
Project Manager	$125
Senior BIM Tech	$115
BIM Tech	$ 90
Emerging Professional	$105
Student Intern	$ 60
Word Processing	$ 75

Civil Engineering Hourly Billing Rates

Principal Engineer	$130
Professional Engineer	$120
Project Manager / Designer	$120
Engineer-In-Training	$90
Clerical	$65
Drafting/CADD	$90
Professional Land Surveyor	$130
Crew Chief	$90
1 Man Survey Crew	$130
2 Man Survey Crew	$200
3 Man Survey Crew	$210
Intern Drafting/CADD	$60

Mechanical Engineering Hourly Billing Rates

Principal	$190
Associate	$170
Commissioning Agent	$165
Energy Modeling	$165
Senior Project Engineer	$165

Project Manager	$150
Project Engineer	$110
Senior Project Designer	$110
Project Designer	$100
CADD Operator	$90
Administrative Assistant	$80

Electrical Engineering Hourly Billing Rates

Principal	$186
Senior Electrical Engineer	$171
Electrical Engineer I	$142
Electrical Engineer II	$127
Electrical Engineer III	$100
Project Manager	$154
Electrical Designer	$100
Production Manager	$141
Senior Drafter	$116
Drafter I	$105
Drafter II	$82
Drafter III	$69
Office Administrator	$90
Clerical	$63

Structural Engineering Hourly Billing Rates

Structural Director / Principal	$250
Structural Associate Director	$200
Structural Senior Project Manager	$180
Structural Project Manager	$160
Structural Project Engineer	$150
Structural Senior Designer	$150
Structural Designer	$135
Structural Intern	$110
Structural Drafting Manager	$170
Structural Drafting Assistant Manager	$150
Structural Drafting Senior Designer	$150
Structural Drafting Senior Virtual Design Coordinator	$140
Structural Drafting Designer	$140
Structural Drafting Virtual Design Coordinator	$130
Structural Drafting Technician	$120
Office/Administrative Support	$90

The rates for services of the Architects and the Architect's Consultants are applicable in the calendar year noted above. Positions and hourly rates are subject to review and adjustment annually.

For additional services of Consultants, including additional structural, mechanical and electrical engineering services, a multiple of one-point-one (1.1) times the amounts billed to the Architect for such services will be billed.

If this proposal meets with your approval we will be glad to suggest a formal contract for these services. We look forward to working with you to meet your goals for your project.

Sincerely,
LOMBARD CONRAD ARCHITECTS, INC.

Mark Heazle, AIA, NCARB
Partner

Attachment "2"

AMENDMENT TO AGREEMENT FOR PROFESSIONAL DESIGN SERVICES BETWEEN THE CITY OF MOSCOW, IDAHO AND LOMBARD CONRAD ARCHITECTS FOR THE CITY SHOP FACILITY

THIS AMENDMENT TO AGREEMENT FOR PROFESSIONAL DESIGN SERVICES BETWEEN THE CITY OF MOSCOW, IDAHO AND LOMBARD CONRAD ARCHITECTS FOR THE CITY SHOP FACILITY (hereinafter "Amendment"), is made this 13th day of November, 2024, by and between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY") and Lombard Conrad Architects, Inc., 472 West Washington Street, Boise, Idaho, 83702 (hereinafter "CONSULTANT").

WHEREAS, CITY and CONSULTANT entered into the Agreement for Professional Design Services Between the City of Moscow, Idaho and Lombard Conrad Architects for the City Shop Facility (hereinafter "Agreement") on April 2, 2024, attached as Exhibit "B" and incorporated herein by this reference; and

WHEREAS, Section IV. Q of the Agreement authorizes modification upon written agreement of the Parties; and

WHEREAS, additional design work has been identified as the design evolved; and

WHEREAS, the Parties agree to expand the scope of services as detailed herein;

NOW, THEREFORE, CITY and CONSULTANT agree 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 amendments of the Agreement.

1. SECTION II: SCOPE OF WORK of the Agreement shall be amended to include the attached Amended Scope of Work set forth in Exhibit "A", incorporated herein by this reference.

2. SECTION III. A. Compensation and Term of the Agreement shall be amended to modify the compensation sum in an amount not to exceed Three Hundred Forty-Three Thousand, Two Hundred Forty-One Dollars ($343,241.00).

3. All other terms and conditions of the Agreement that are not modified by this Amendment shall remain in full force and effect.

4. This Amendment may also be executed by the use of electronic signatures pursuant to Idaho Code §28-50-107. If electronic signatures are utilized, the acknowledgement before a notary is not required.

IN WITNESS WHEREOF, the Parties have executed this Amendment to be effective the date first written above.

I, Mark Heazle, certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and that I am the authorized agent to bind Lombard Conrad Architects, Inc. to this Amendment. If I am signing this document utilizing an electronic signature, I understand that this electronic signature is valid and binding upon me to the same force and effect as a handwritten signature.

CONSULTANT:	**CITY:**
Mark Heazle	Arthur D. Bettge, Mayor
	ATTEST:
	Laurie M. Hopkins, City Clerk

CITY OF MOSCOW ★ INCORPORATED JULY 12 1887 ★ STATE OF IDAHO

ACKNOWLEDGMENT

STATE OF Idaho)
) ss.
County of Ada)

On this 11th day of November, 2024, before me, a Notary Public in and for said State, appeared Mark Heazle, known to me to be the person named above and acknowledged that they executed the foregoing document as the duly authorized representative for Lombard Conrad Architects, Inc. (CONSULTANT), with authority to bind CONSULTANT to the terms of this Amendment.

DARLA R. THURMAN NOTARY PUBLIC Comm. No. 31303 STATE OF IDAHO

Notary Public for the State of Idaho
Residing at Nampa, Idaho
My commission expires January 15, 2029

LOMBARD CONRAD ARCHITECTS

To:	Cody Riddle Deputy City Supervisor, Community Development City of Moscow – Community Development 504 S. Washington Street Moscow, Idaho 83843	**Amendment No:** One **Date:** October 21, 2024

In accordance with the Agreement dated: April 2nd, 2024

Between the Owner	City of Moscow 206 E. 3rd Street Moscow, Idaho 83843
And the Architect:	Lombard Conrad Architects, Inc. 472 W. Washington St. Boise, Idaho 83702
for the project:	**MOSCOW CITY SHOP FACILITY** **AMENDMENT # 1** **L/C PROJECT NO. 24000-01**

Authorization is requested:

[x] to proceed with Additional Services or a Change in Services as listed below
[ ] to incur Additional Reimbursable Expenses

Scope of Additional Services:

Existing Shop Re-Cladding:
- Provide construction documents for re-cladding of the wall and roof assemblies of the existing 18,300 square foot, two-story, pre-engineered metal building. The scope will include the removal of existing wall and roof panels, insulation, and vapor barrier and the installation of new insulated metal wall and roof panels.

Landscaping:
- Provide landscaping design based on plan review comments to comply with City of Moscow landscaping standards.

East Entrance Gate:
- Survey and provide site design for the east entrance gate and curbing along the south side of the existing shop building.

HVAC Revision:
- Revise HVAC system design from gas furnaces to air source heat pumps.

The following adjustments shall be made to compensation and time:

Compensation:

Current fee of $320,610.00 to be increased by $22,631.00 for a new total fee of $343,241.00

Time:

Not applicable

SUBMITTED BY:
LOMBARD CONRAD ARCHITECTS, INC.

Matt Geserick, NCARB, AIA
Principal

AGREED TO:
City of Moscow

Signature Date

Printed Name & Title

DRAFT

Exhibit "B"

AGREEMENT FOR PROFESSIONAL DESIGN SERVICES BETWEEN THE CITY OF MOSCOW, IDAHO AND LOMBARD CONRAD ARCHITECTS FOR THE CITY SHOP FACILITY

THIS AGREEMENT FOR PROFESSIONAL DESIGN SERVICES BETWEEN THE CITY OF MOSCOW, IDAHO AND LOMBARD CONRAD ARCHITECTS FOR THE CITY SHOP FACILITY (hereinafter "Agreement"), is made this 2nd day of April, 2024, by and between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY") and Lombard Conrad Architects, Inc., 472 W. Washington Street, Boise, Idaho, 83702 (hereinafter "CONSULTANT").

WITNESSETH:

WHEREAS, CITY, with power to contract for the services provided for herein, has complied with applicable provisions of law regarding retaining professional services such as those contemplated herein; and

WHEREAS, CITY intends to construct a City Shop Facility (hereinafter "PROJECT"). The PROJECT will include an approximately 20,000 square foot new building that will house fabrication and equipment servicing bays, offices, dedicated training areas, restrooms, showers, break rooms and associated mechanical / electrical rooms to support the facility; remodel and exterior restoration of an existing shop building; and site improvements, including utilities, infrastructure, parking, grading, and other associated PROJECT elements; and

WHEREAS, CITY requires the services of a duly qualified design professional to perform the services required by this Agreement. CONSULTANT represents that it is aware of City's plans with respect to the PROJECT; and

WHEREAS, CONSULTANT warrants that it is fully licensed, legally qualified, and willing to perform the services required by this Agreement; and

WHEREAS, CITY desires to engage CONSULTANT to provide industry standard services necessary to prepare the Design Development, final facility design, prepare construction drawing and specifications production, bid advertisement and award assistance, construction observation services, as-built drawing preparation, facility operation manual preparation, warranty inspection, and warranty defect resolution assistance;

NOW, THEREFORE, it is agreed 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, for and in consideration of the mutual covenants and promises between the Parties hereto, as follows:

SECTION I: THE PROJECT

CONSULTANT shall provide professional design services for PROJECT as outlined in this Agreement in accordance with the terms and conditions of this Agreement for the preparation and completion of architectural design services (including civil, structural, mechanical, electrical engineering, architectural, landscape, irrigation and other related building and site design and engineering services), construction drawing and specifications production, bid advertisement and award assistance, construction observation services, as-built drawing preparation, facility operation manual preparation and warranty inspection, and warranty defect resolution assistance (hereinafter "Services").

SECTION II: SCOPE OF WORK

CONSULTANT promises and agrees to, consistent with the standard of care as defined in Section IV. D. of this Agreement, furnish to CITY all labor, materials, tools, equipment, services, and incidental and customary work necessary to supply the professional architectural and related services necessary for the completion of the PROJECT consistent with the provisions of this Agreement. The Scope of Work for the PROJECT is set forth in Exhibit "A" and Exhibit "B" attached hereto and incorporated herein by reference. Subject to the standard of care all Services shall be subject to and performed in accordance with this Agreement and applicable Federal, State and Local laws, rules and regulations. All Services performed by CONSULTANT shall be subject to the sole and discretionary approval of CITY, which approval shall not be unreasonably withheld.

SECTION III: COMPENSATION

A. Compensation and Term.

For the Services performed pursuant to this Agreement, CONSULTANT shall be compensated in a sum not to exceed THREE HUNDRED TWENTY THOUSAND SIX HUNDRED AND TEN DOLLARS ($320,610) with an additional not to exceed sum of TWENTY THOUSAND DOLLARS ($20,000) for reimbursable expenses, as defined in the attached Exhibit "A" Section 7.C., that shall be paid as detailed in Section III.B. below. This Agreement shall be in effect until the completion of the warranty inspection and resolution of any warranty defects to the satisfaction of CITY.

B. Payment.

Payment for Services rendered by CONSULTANT shall be in accordance with the following:

1. CONSULTANT's compensation and reimbursable expenses shall be paid by CITY to CONSULTANT no more than once a month. Such periodic progress payments shall be made based upon the percentage of work completed, and in accordance with the phasing and funding schedule provided in Exhibit "A". In order to receive payment, CONSULTANT shall present to CITY an itemized statement which indicates Services performed, percentage of Services completed, method for computing the amount payable, and the amount to be paid. The statement shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement, as well as those expenses for which reimbursement is requested for that statement period. The amount paid to CONSULTANT shall never exceed the percentage amounts authorized by the phasing and funding schedule located in Exhibit "A". CITY shall, within thirty (30) days of receiving such statement, review the statement and pay all approved charges thereon. Disputed amounts shall be resolved by the Parties in a mutually agreeable manner.

2. Records of Reimbursable Expenses shall be provided to CITY upon presentation of CONSULTANT's progress payment invoices. Payments for invoices prepared by CONSULTANT shall be due and payable net thirty (30) days by CITY.

3. Amounts unpaid forty-five (45) days after the invoice date shall bear interest at the rate of six percent (6%) per annum.

4. CITY may withhold payment, in whole or in part, to the extent reasonably necessary to protect CITY from claims, demands, causes of action, costs, expenses, liabilities, losses, damages, or injuries of any kind to the extent arising out of or caused by the negligence, recklessness, or willful misconduct protected under the indemnification provisions of this Agreement. Failure by CITY to deduct any sums from a progress payment shall not constitute a waiver of CITY's right to such sums. CITY may keep any moneys which would otherwise be payable at any time hereunder and apply the same, or so much as may be necessary therefor, to the payment of any expenses, losses, or damages as determined by CITY, that are incurred by CITY for which CONSULTANT is liable under the Agreement or state law. Payments to CONSULTANT for compensation and reimbursable expenses due shall not be contingent on the construction, completion or ultimate success of the PROJECT. Payment to the CONSULTANT shall not be withheld, postponed, or made contingent upon receipt by CITY of offsetting reimbursement or credit from parties not within CONSULTANT's reasonable control.

5. The Parties agree that CONSULTANT's compensation for Services includes all licensing fees for CITY's use of the Construction Documents, including use after termination of this Agreement.

SECTION IV: OTHER TERMS AND CONDITIONS

A. Independent Contractor. CITY retains CONSULTANT on an independent contractor basis and neither CONSULTANT nor its employees or Subcontractors are an employee of CITY and are not entitled to the rights or benefits afforded to CITY's employees. Any Subcontractors performing the Services under this Agreement on behalf of CONSULTANT shall also not be employees of CITY, and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries, and other amounts due to such Subcontractors in connection with their performance of Services under this Agreement and as required by law. CONSULTANT shall be responsible for all reports and obligations respecting CONSULTANT, its employees and Subcontractors, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

B. Termination of Agreement. This Agreement may be terminated by CONSULTANT upon thirty (30) days' written notice to CITY, should CITY fail to substantially perform in accordance with its terms through no fault of CONSULTANT. CITY may terminate this Agreement upon thirty (30) days' written notice to CONSULTANT without cause and without further liability to CONSULTANT, except as designated by this Agreement. All working documents and drawings shall become the property of, and shall be surrendered to CITY. CONSULTANT shall cease all work immediately upon receipt of notice of termination. CONSULTANT shall be paid for work completed up to notice of termination and shall not be entitled to payment for any work performed after receipt of notice of termination, absent an express written agreement from CITY.

C. Data of Record. CITY shall make available to CONSULTANT all technical data of record in CITY's possession, including maps, surveys, borings, and other information required by CONSULTANT relating to the PROJECT. All designs, drawings, specifications, documents, and other work product prepared by CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for PROJECT and are property of CITY, which shall be delivered to CITY by CONSULTANT upon sixty (60) days after completion of PROJECT or upon termination of Agreement, contingent upon payment in full by CITY for CONSULTANT's Services provided hereunder.

D. Standards of Work and Standards of Care. CONSULTANT shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals legally qualified to perform the Services in the same discipline in the State of Idaho, and shall be fully responsible to CITY for any damages to CITY and delays to the PROJECT caused by the negligent performance of professional services by the CONSULTANT, under this agreement, specified in the indemnification provision of this Agreement. CONSULTANT shall perform services as expeditiously as is consistent with professional skill and care and the orderly progress of the work. Subject to the standard of care, unless approved by CITY, CONSULTANT shall not exceed the time limits established by the schedule, except for circumstances out of CONSULTANT's reasonable control with written approval by CITY. No other provision under this agreement shall be interpreted or construed to elevate this standard of care.

E. Adherence to Law Required. Subject to the standard of care, all applicable Federal, State and Local statutes and regulations are hereby made a part of this Agreement and shall be adhered to at all times. Violation of any of these statutes or regulations by CONSULTANT shall be deemed material and shall subject CONSULTANT to termination of this Agreement for cause. No pleas of misunderstanding or ignorance on the part of CONSULTANT will, in any way, serve to modify the provisions of this requirement. CONSULTANT and its surety shall indemnify, defend and hold harmless CITY and its employees, agents, engineers and representatives against any claim or liability arising from or based on the violation of any such laws, codes, ordinances, or regulations, whether by CONSULTANT, CONSULTANT's employees, or its subcontractors.

1. Pursuant to Idaho Code § 67-2359, CONSULTANT certifies that it is not currently owned or operated by the government of China and will not for the duration of the Agreement be owned or operated by the government of China. The terms in this section defined in Idaho Code § 67-2359 shall have the meaning defined therein.

2. CONSULTANT certifies it is not currently engaged in, and will not for the duration of the Agreement engage in, a boycott of goods and services from Israel or territories under its control. Failure to comply with Idaho Code § 67-2346 will result in this Agreement being void as against public policy.

3. Pursuant to Idaho Code Title 18 Chapter 87, CONSULTANT certifies that it is not an abortion provider or an affiliate of any abortion providers and does not, and will not for the duration of the Agreement, authorize the use of state facilities or public funds for abortion related activity.

F. Insurance. CONSULTANT shall not commence Services under this Agreement until it has provided evidence satisfactory to CITY that it has secured all insurance required under this Section. In the event CONSULTANT fails to provide or maintain all required insurance, CITY may, in its sole discretion, obtain such insurance and deduct the amount therefor from the total compensation. CONSULTANT shall, at its sole cost and expense, secure and maintain in force, during the term of this Agreement, the following insurance:

1. Worker's compensation and employer's liability insurance as required by the State of Idaho;

2. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with one million dollars ($1,000,000) combined single limits;

3. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of CONSULTANT or of any of its employees, agents, or subcontractors, with one million dollars ($1,000,000) per occurrence and two million ($2,000,000) in the aggregate;

4. CONSULTANT shall procure and maintain professional liability insurance covering liability for negligent acts, errors or omissions in providing or failing to provide professional services, with a minimum coverage limit of one million dollars ($1,000,000). Coverage shall be in force during the term of this Agreement and for a period of at least twelve (12) months thereafter.

CONSULTANT shall furnish CITY with certificates of insurance as evidence these policies are in effect.

G. Indemnity and Hold Harmless.

1. CONSULTANT waives any and all claims and recourse against CITY including rights of contribution for loss or damage to persons or property arising from, or growing out of, or in any way connected with or incident to CONSULTANT's performance of this Agreement, except for liability arising out of the sole negligence of CITY or its officers, agents or employees.

2. CONSULTANT agrees to indemnify and hold harmless CITY and its officers, agents and employees against all losses and damages of any nature whatsoever, resulting from any injury or damages sustained by any person(s) or property to the extent resulting from any negligent act, error or omission of CONSULTANT or its agents, employees, subcontractors or consultants. CONSULTANT's obligation to indemnify and hold harmless CITY shall not be limited to the amount of insurance actually secured under this Agreement, but shall extend to the full amount on any claims, loss or damage incurred or awarded, including costs, expenses and attorney fees.

3. CONSULTANT shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the PROJECT site unless CONSULTANT's acts or omissions introduced,

caused, or allowed said hazardous materials or toxic substances to be introduced to the PROJECT site. "Hazardous Materials" means any material that has been designated as hazardous under 49 U.S.C. Sec. 5103.

H. Costs and Attorney Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, reasonable attorney's fees and all other reasonable costs of such action, including expert witness fees and expenses, shall be allocated in accordance with state law, unless a court order requires a different allocation.

I. Jurisdiction, Venue, and Non-Waiver. It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Failure of either Party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

J. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, CONSULTANT shall not assign or transfer, by operation of law or otherwise, any or all of its rights, burdens, duties or obligations without the prior written consent of CITY. Any attempted assignment without such consent shall be invalid and void.

K. Consultant Representative. CONSULTANT hereby designates Matthew Geserick as CONSULTANT's project manager ("Project Manager") to manage and direct the work of CONSULTANT. The Project Manager shall represent CONSULTANT and be in attendance at all PROJECT design meetings (with limited approved exceptions); shall direct the work of CONSULTANT and its sub-consultants; and shall serve as the primary point of contact and communications for CITY. CONSULTANT shall not change the Project Manager without CITY's written consent. Such consent shall only occur upon the satisfaction of CITY that the proposed new Project Manager possesses the professional skills, experience and acumen to successfully perform the services provided for herein. Such consent shall not be unreasonably withheld or delayed.

L. City Representatives. CITY shall designate a person to act as its representative for the performance of this Agreement ("CITY's Representative"). CITY's Representative shall be authorized to act as liaison between CONSULTANT and CITY in the administration of this Agreement and the Construction Documents and shall have the power to act on behalf of CITY for all purposes under this Agreement. CITY's Representative shall assist CONSULTANT in observing construction of the PROJECT and participating in the preparation of punch-list items. CITY may designate new and/or different individuals to act as CITY's Representative from time to time. CITY's Representative shall render decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of the Services.

Such communications as are required by this Agreement shall be satisfied by mailing or by personal delivery to the Parties at the following addresses:

CONSULTANT: CITY:

Lombard Conrad Architects Matthew Geserick Project Manager 472 W. Washington Street Boise, Idaho 83702	City of Moscow Cody Riddle Deputy City Supervisor PO Box 9203 Moscow, Idaho 83843

M. Conflict of Interest and Special Warranty. CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in PROJECT, which would conflict in any manner or degree with the performance of its Services hereunder. CONSULTANT further covenants that, in performing this Agreement, it shall employ no person who has any such interest. CONSULTANT warrants that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this Agreement. CONSULTANT declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or negotiation leading to the award of this Agreement. Any such activity by CONSULTANT shall make this Agreement null and void.

N. Special Provisions.

1. Ownership and Publication of Materials. All reports, information, data, and other materials prepared by CONSULTANT, pursuant to this Agreement, shall be the property of CITY, which shall have the exclusive and unrestricted authority to release, publish, or otherwise use them, in whole or in part. All such materials developed under this Agreement shall not be subject to copyright or patent in the United States or in any other country without the prior written approval and express authorization of CITY. It is mutually understood that any alterations made to documents without CONSULTANT's direction shall void CONSULTANT's liability under this subsection.

2. Disclosure of Materials. It is expressly understood by CITY and CONSULTANT that all reports, information, data and other materials prepared by CONSULTANT pursuant to this Agreement, may be subject to disclosure under Idaho Code § 74-101, et seq, commonly known as the Public Records Act unless exempt from disclosure. CONSULTANT shall clearly designate individual documents as "exempt" on each page of such documents and shall indicate the basis for such exemption. CITY will not accept the marking of an entire document as exempt. In addition, CITY will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. CONSULTANT shall indemnify and defend CITY against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for CONSULTANT's failure to designate individual documents as exempt. CONSULTANT's failure to designate as exempt any document or portion of a document that is released by CITY, shall constitute a complete waiver of any and all claims for damages caused by such release.

3. Americans With Disabilities Act. CONSULTANT will use its professional efforts to interpret all applicable Federal, State and Local Laws, rules and regulations with respect to access, including those of the Americans with Disabilities Act of 1990 ("ADA"). CONSULTANT will adhere to the standard of care provided for in this Agreement and will use its reasonable professional efforts and judgment in making its interpretations.

O. PROJECT Confidentiality. All communications and reports for PROJECT shall be handled in a professional manner. After PROJECT, CONSULTANT shall return to CITY all documents obtained from CITY or generated during the course of this PROJECT. If CONSULTANT or CITY receives information specifically designated "confidential", the receiving Party shall keep such information strictly confidential and shall not disclose it to any other person except (1) its employees; (2) those who need to know the content of such information in order to perform services solely and exclusively for the PROJECT; (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information; (4) as required pursuant to Idaho Code §74-101, et seq.; or (5) as ordered by a court of competent jurisdiction. CITY herein designates the following as confidential information: security measures; security access codes; pending real estate purchases, exchange, lease or value; any information pertaining to litigation; student likenesses and student record information; employee information; and any other information deemed confidential by law.

P. Qualified Estimates of Cost. The estimates of cost for PROJECT herein are to be prepared by CONSULTANT through exercise of CONSULTANT's professional experience and judgment in applying presently available cost data; but it is recognized that CONSULTANT has no control over cost of labor and materials or over competitive bidding procedures and market conditions. Nothing in this paragraph shall serve to release or relieve CONSULTANT from exercising the skill, care, and professional judgment exercised by similarly situated professional organizations. CITY acknowledges that CONSULTANT makes no warranty, express or implied, as to the accuracy of such opinions as compared to bid or actual costs. If at any time CONSULTANT's estimates of cost for the PROJECT exceeds CITY's budget for the PROJECT, CONSULTANT shall redesign PROJECT elements to achieve cost savings, but in doing so, shall not delete any essential elements of the PROJECT. If CONSULTANT is unable to redesign the PROJECT, it shall make appropriate recommendations to CITY to adjust the PROJECT's size, quality or budget. CITY shall consider CONSULTANT'S recommendations, but shall decide, in its discretion, how to proceed. Any schedule modification based on the need for a redesign of the PROJECT shall be mutually agreed upon by both Parties.

Q. Modification and Assignability of Agreement. This Agreement represents the entire and integrated agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations and agreements, either written or oral. This Agreement may be amended only by written instrument signed by the Parties hereto. CONSULTANT may not subcontract or assign its rights (including the right to compensation) or duties arising hereunder without the prior written consent and express authorization of CITY. Any such subcontractor or assignee shall be bound by all of the terms and conditions of this Agreement as if named specifically herein.

R. Records. CONSULTANT shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. CONSULTANT shall, during normal business hours, allow a representative of CITY to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. CONSULTANT shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

S. No Third-Party Rights. This Agreement shall not create any rights in, or inure to the benefits of, any third-party except as expressly provided herein.

T. Exhibits and Recitals. All exhibits and recitals contained herein and attached hereto are material parts of this Agreement and are incorporated as if fully set forth.

U. Severability. Should any provision in this Agreement be held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect.

V. Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the addresses shown above, or at such other address as the respective Parties may provide in writing for this purpose.

W. CITY's Right to Employ Other Consultants. CITY reserves the right to employ other consultants in connection with this PROJECT.

X. Drug/Tobacco Free Facilities. All CITY facilities are drug and tobacco free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of CITY facilities.

Y. Employment Discrimination: It is illegal under the U.S. Federal law to discriminate against an employee, either intentionally or through disparate impact, on account of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity. CONSULTANT shall not discriminate against any employee or applicant for employment. CONSULTANT's action under this Section shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and other applicants for employment, notices setting forth the provisions of this non-discrimination Section.

Z. Appropriations and Approval. This Agreement is contingent upon CITY receiving the necessary funding to cover the obligations of CITY. In the event that such funding is not received or appropriated, then, and in that event, CITY's obligations under this Agreement shall cease and each Party shall be released from further performance under this Agreement without any liability to the other Party.

AA. Authority to Execute. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date indicated above.

CONSULTANT:

Lombard Conrad Architects

By: Mark Conrad

Mark Heazle

CITY:

City of Moscow

By: Arthur D Bettge

Arthur D. Bettge, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

CITY OF MOSCOW
INCORPORATED
JULY 12
1887
STATE OF IDAHO

Approved as to Form:

Mia Bautista, City Attorney

ACKNOWLEDGMENT

STATE OF Idaho)
) ss.
County of Ada)

On this 2nd day of April, 2024, before me, a Notary Public in and for said State, appeared Mark Heazle, known to me to be the person named above and acknowledged that they executed the foregoing document as the duly authorized representative for Lombard Conrad Architects (CONSULTANT), with authority to bind CONSULTANT to the terms of this Agreement.

DARLA R. THURMAN
NOTARY
PUBLIC
Comm. No. 31303
STATE OF IDAHO

Darla R. Thurman
Notary Public for the State of Idaho
My commission expires January 15, 2029

Exhibit "A"
Scope of Services

SECTION 1. GENERAL SERVICES TO BE PROVIDED

A. GENERAL SERVICES. CONSULTANT shall provide CITY with professional services for PROJECT as outlined in this Agreement in accordance with the terms and conditions of this Agreement for the preparation and completion of professional design services (including civil, structural, mechanical, electrical, architectural, landscape architectural, irrigation, and other related building and site design and engineering services), construction drawing and specifications production, bid advertisement and award assistance, construction observation services, as-built drawing preparation, facility operation manual preparation, warranty review and warranty defect resolution assistance.

B. GENERAL PROJECT DESCRIPTION. The PROJECT consists of a new, approximately 20,000 square foot building that will house fabrication and equipment servicing bays, offices, dedicated training areas, restrooms, showers, break rooms and associated mechanical / electrical rooms to support the facility. The building is to be designed, bid, and constructed as a pre-engineered steel structure on a cast-in-place foundation. The building is to be clad with metal wall panels, interrupted by glazed storefronts and windows at public-facing elevations. In addition, the building is to have rollup garage doors suitable for allowing irregular or large Public Works vehicles and equipment into the facility. The 8.3-acre site is non-uniform in elevation. The site design shall include accommodation for engineered earth-retention and any additional measures needed to construct the building at the desired location. The PROJECT includes site planning, including but not limited to earth moving as required, underground utilities and site infrastructure, surface water retention systems, and provision for both gravel and paved (public) parking.

SECTION 2. PREPARATION AND DESIGN PHASE

A. COORDINATION OF SURVEYS. At CITY's request, CONSULTANT shall, as part of its Services, coordinate, obtain, and pay for the services of a land surveyor. Such land survey need not include any additional setting of monuments, legal descriptions or defining of land boundary. The intent of such survey is to provide a topographic base map for the PROJECT site. It is understood that independent engineers/specialists are not a part of the design team and that the design team will rely upon their expert services. In soils, foundation, groundwater and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, explorations and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur which could affect total PROJECT cost and/or execution. Such conditions and cost/execution effects are not the responsibility of CONSULTANT. CONSULTANT shall not be responsible for any damages arising from the services of the land surveyor.

B. DESIGN DEVELOPMENT. Once CITY provides CONSULTANT with specific written approval of the Schematic Design Documents and any adjustments authorized by CITY in the program, schedule or construction budget, CONSULTANT shall prepare, for approval by CITY, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the PROJECT as to architectural, site design, civil, structural, mechanical and electrical systems, materials and such other elements as may be appropriate, including a preliminary opinion of probable construction cost based on current area, volume or similar conceptual estimating techniques. CONSULTANT shall submit to CITY, drawings, probable construction cost estimates, and other items necessary to confirm financing for the PROJECT. CONSULTANT, at its own expense, shall provide a complete set of the Design Development Documents described herein for CITY's review and approval. CONSULTANT shall provide a written timetable for full and adequate completion of the PROJECT to CITY. CONSULTANT shall assist CITY in applying for and obtaining required approvals from all Federal, State, Regional or Local Agencies concerned with the PROJECT. CONSULTANT shall furnish and process all architectural and engineering information required to prepare and process applications to applicable utilities in order to secure priorities and materials, to aid in the construction of the PROJECT and to obtain final approval and acceptance by any agencies as may be required. CONSULTANT shall provide, for CITY's review and approval, a preliminary schedule of all color materials and selections of textures, finishes, fixtures and other matters involving an aesthetic decision about the PROJECT.

SECTION 3. CONSTRUCTION DOCUMENTS AND BIDDING PHASES

A. CONSTRUCTION DRAWINGS AND SPECIFICATIONS. Based on CITY's written approval of Design Development Documents and any further adjustments in the scope or quality of the PROJECT or in the construction budget as authorized in writing by CITY, CONSULTANT shall prepare, for approval by CITY, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the PROJECT, which shall comply with all applicable laws, ordinances, codes, rules and regulations as of the date of issuance of such Construction Documents. The Construction Documents shall reflect all agreements between CITY and CONSULTANT related to CITY's budget constraints, programmatic needs and expectations as to quality, functionality of systems, maintenance costs, and usable life of equipment and facilities.

B. PROJECT BID ASSISTANCE. Following CITY's approval of the Construction Documents, CONSULTANT shall assist CITY in the preparation of the necessary bidding information, bidding documents, the Conditions of the Contract for construction, and the Contract between CITY and Contractor for the Project's construction for CITY's final review, approval and use.

C. CONSTRUCTION COST PREPARATION. CONSULTANT shall advise CITY of any adjustments to previous preliminary opinion of probable construction cost indicated by changes in requirements or general market conditions.

D. PERMITTING AND CONSTRUCTION APPROVAL. CONSULTANT shall provide CITY with a list of all permits, approvals or other authorizations required for the PROJECT from all Federal, State or Local Governmental Bodies with approval jurisdiction over the PROJECT.

CONSULTANT shall then assist CITY in obtaining all such permits, approvals and other authorizations. The costs of such permits, approvals and other authorizations shall be paid by CITY.

E. CONTRACT AWARD ASSISTANCE. CONSULTANT, following CITY approval of the Construction Documents and of the latest preliminary opinion of probable construction cost, shall assist CITY in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

SECTION 4. CONSTRUCTION ADMINISTRATION PHASE

A. DURATION OF CONSTRUCTION ADMINISTRATION SERVICES. CONSULTANT's responsibility to provide Services for the Construction Phase under this AGREEMENT commences with the award of the initial Contract for Construction and terminates by the earliest of either the issuance to CITY of the final Certificate for Payment or sixty (60) days after the scheduled date of Substantial Completion of the work on the PROJECT as defined by the bidding documents.

B. Duties, responsibilities and limitations of authority of CONSULTANT under this Agreement shall not be restricted, modified or extended without written agreement of CITY and CONSULTANT.

C. CONSULTANT REPRESENTATION OF CITY. CONSULTANT shall be a representative of and shall advise and consult with CITY during the administration of the Contract for Construction. CONSULTANT shall have authority to act on behalf of CITY only to the extent provided in this Agreement unless otherwise modified by written amendment.

D. CONSTRUCTION OBSERVATION SERVICES. CONSULTANT, as a representative of CITY, shall visit the site at intervals appropriate to the stage of the Contractor's operations for the following reasons: (1) to become generally familiar with and to keep CITY informed about the progress and quality of the portion of the work on the PROJECT completed; (2) to endeavor to guard CITY against defects and deficiencies in the work on the PROJECT; and (3) to determine in general if the work on the PROJECT is being performed in a manner indicating that the work on the PROJECT, when fully completed, will be in accordance with the Contract Documents. However, CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work on the PROJECT. CONSULTANT shall neither have control over nor charge of, nor be responsible for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work on the PROJECT since these are solely the Contractor's rights and responsibilities under the Contract Documents.

E. NOTICE OF DEVIATIONS OF CONTRACT DOCUMENTS. CONSULTANT shall report to CITY known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. CONSULTANT shall not be responsible for Contractor's failure to perform the work on the PROJECT in accordance with the requirements of the Contract Documents. CONSULTANT shall be responsible for CONSULTANT's and CONSULTANT's employees' negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the work on the PROJECT.

F. ACCESS TO PROJECT SITE. CONSULTANT shall at all times have access to the work on the PROJECT wherever and whenever it is in preparation or progress.

G. COMMUNICATION WITH CONTRACTOR. Except as otherwise provided in this Agreement or when direct communications have been specially authorized, CITY shall endeavor to communicate with Contractor through CONSULTANT about matters arising out of or relating to the Contract Documents. Communications by and with CONSULTANT's sub-consultants shall be through CONSULTANT.

H. INTERPRETATION OF CONTRACT DOCUMENTS. CONSULTANT shall make interpretations and decisions regarding the intent of the Contract Documents. When making such interpretations and initial decisions, CONSULTANT shall endeavor to secure faithful performance by both CITY and Contractor and shall not be liable for results of interpretations or decisions so rendered in good faith.

I. DISPUTE RESOLUTION. CONSULTANT shall make initial decisions on claims, disputes or other matters in question between CITY and Contractor as provided in the Contract Documents. CONSULTANT's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents and after CITY's review and approval per Section 2.B of this Exhibit "A".

SECTION 5. WARRANTY INSPECTION SERVICES

CONSULTANT shall attend and participate in the Contractor Warranty inspection which shall occur approximately eleven (11) months after Substantial Completion of the PROJECT. CONSULTANT shall inspect and document any and all observed warranty defects in the PROJECT and shall assist CITY in identifying appropriate corrective actions necessary to remedy said defects. CONSULTANT shall communicate such required corrective actions to Contractor and shall inspect all corrective actions to verify remedy of all identified defects to CITY's satisfaction and shall provide CITY with documentation regarding all required corrective actions and verifying final remedy and approval of such action.

SECTION 6. SCHEDULE OF SERVICE DELIVERY

PROJECT MILESTONES. Time is of the essence for each and every provision of this Agreement. CONSULTANT understands that PROJECT funding is dependent upon the expeditious progress of the PROJECT, and that such progress is dependent upon the services to be provided by CONSULTANT and timely performance of CITY's obligations under this Agreement. CITY and CONSULTANT mutually agree upon the following milestones for the CONSULTANT's delivery of Services under this Agreement:

Professional Service Task	Date of Completion
PROJECT Program Verification	2/14/2024
Design Development (DD) Phase	4/12/2024
100% DD Presentation	4/17/2024
Construction Documents (50%)	5/10/2024
Construction Documents (90%)	5/31/2024
Construction Documents/Permit Set (100%)	6/21/2024
PROJECT Plan Review	8/9/2024
PROJECT Bid Open Date	7/12/2024
PROJECT Bid Close Date	8/9/2024

SECTION 7. COMPENSATION SUMMARY

A. The Services fee shall cover all expenses related to all reasonably anticipated professional design services required for the development of the PROJECT including the preparation and completion of architectural design services (including civil, structural, mechanical, electrical, architectural, landscape, irrigation and other related building and site design and engineering services), construction drawing and specifications production, bid advertisement and award assistance, construction observation services, and warranty inspection and warranty defect resolution assistance.

B. For Services, as described in this AGREEMENT and the sections above, Total Compensation shall be based on the stipulated sum, not to exceed THREE HUNDRED TWENTY THOUSAND SIX HUNDRED AND TEN DOLLARS ($320,610).

C. CONSULTANT shall be entitled to reimbursement of direct expenses incurred and attributable to the PROJECT including, but not limited to, printing and production costs, and similar expenses. Requests for reimbursement shall include detailed information regarding the requested reimbursed expenses and describe under what conditions the cost was incurred, to provide CITY the ability to verify that expense is correct, eligible, and appropriate for reimbursement for the PROJECT. Such reimbursable expenses shall not exceed a total of TWENTY THOUSAND DOLLARS ($20,000).

D. Progress payments for Services in each Phase shall total the following percentages of the Total Compensation payable:

Design Development Phase: $89,771 (28%)

Construction Documents Phase:	$102,595	(32%)
Bidding or Negotiation Phase:	$9,619	(3%)
Construction Phase:	$102,595	(32%)
Closeout	$16,030	(5%)
Total Basic Compensation:	**$320,610**	**(100%)**

E. COMPENSATION FOR ADDITIONAL SERVICES. For any additional services of CONSULTANT beyond the scope of Services detailed herein, such additional services shall be provided only as authorized in writing in advance by CITY based upon the hourly rates defined below:

Principal Architect	$195 / hour
PROJECT Architect	$175 / hour
Interior Designer	$130 / hour
Project Manager	$125 / hour
Senior BIM Tech	$115 / hour
BIM Tech	$90 / hour
Emerging Professional	$105 / hour
Student Intern	$60 / hour
Clerical	$75 / hour

The cost for additional services of consultants and/or subcontractors, including additional structural, mechanical and electrical engineering services, shall be the actual amounts billed to CONSULTANT for such services, plus a ten percent (10%) handling fee.

LOMBARD CONRAD ARCHITECTS

3/4/2024

Cody Riddle
Deputy City Supervisor, Community Development
City of Moscow – Community Development
504 S. Washington Street
Moscow, Idaho 83843

RE: **NEW MOSCOW CITY SHOP FACILITY**
PROPOSAL LETTER
L/C NO. 24000.01

Dear Mr. Riddle,

I want to thank you for giving Lombard Conrad Architects the opportunity to provide you with a proposed scope of work and fee for architectural and engineering services for the Moscow City Shop Facility.

PROJECT DESCRIPTION

There will be minimal site improvements that include a paved concrete or asphalt apron around the building, public/staff parking to the south of the building, accommodations for stormwater management, and a site access gate. Landscaping, irrigation, and overall site paving is not included. The site design will also include site and building retaining walls directly adjacent and part of the new shop building.

The project will include the construction of a new pre-engineered metal building (PEMB) of approximately 20,000 square-feet to house multiple department "suites" and located on existing maintenance property owned by the City. The department suites will be approximately 6,200 square feet of administrative office space with the remainder being vehicle accessible shop space.

There is also an existing City owned, pre-engineered metal building on the same site that the design team is in the process of evaluating. Based on the concept level estimate that the design team is preparing, the City will provide direction on the extent of the improvements. An amendment will be issued to this fee proposal to account for the chosen direction.

It is assumed that the delivery method will be Design / Bid / Build.

SCOPE OF SERVICES

Services consist of those described below and include normal architectural, structural, mechanical, electrical, civil engineering services.

Basic Civil Design Services
Services provided by Hodge and Associates

- Site Layout, grading, utility, and erosion and sediment control design
- Stormwater collection and detention design
- SWPPP design
- Retaining wall design
- Topographic Survey
  - Vertical and Horizontal Control
  - Topographic Survey for New Shop Site

a. Existing Structures
b. Utilities
c. Ground Features
d. Existing Retaining Walls
e. Existing Fence
f. Storage Areas
g. Drive Aisles
h. Parking Areas

The Architect is retaining the survey consultant solely as a convenience to the Owner. The Owner will indemnify the Architect for damages arising from the survey consultant's services and waive any survey claims against the Architect.

Basic Landscape Design Services
The scope of work for landscape design has not been defined at this time, though landscape and planting will be incorporated into the site we anticipate minimal planting and irrigation needs at this time, an allowance has been carried for the potential of landscape architectural services.

Basic Architectural Design Services
- Architectural design of a 20,000 sq. ft. PEMB.
- Interior design of approximately 6,200 sq. ft. of administrative office space
- Management of Permit Review Process
- Solicitation of Bids

Basic Structural Design Services
Services provided by LOCHSA Engineering
- PEMB Foundation Only. Provide structural engineering calculations and drawings for the approximately 20,000 sq ft PEMB foundations.
- Standard concrete pad and strip footings are assumed for the facility.
- Retaining wall design along west and north side of the PEMB
- Interior mezzanine structural design

Basic Electrical Design Services
Services provided by Eidam and Associates
- Attendance at one (1) on-site meeting with the design team, Owner, and other necessary bodies (jurisdictional authorities, utility companies, etc.) to present the Design Development phase concepts.
- Design assistance to present proposed engineering solutions to the Owner.
- Power distribution design and analysis including load, short circuit, and voltage drop calculations, specification of electrical distribution materials including standby/emergency generator systems, layout and circuiting of electrical connections, and panelboard sizing and placement.
- Lighting system design including photometric analysis, specification of lighting fixtures, control devices, circuit connections, control connections, energy code compliance, lighting control systems design, and emergency lighting system design.
- Fire alarm system design including code analysis, layout of fire alarm devices, and preparation of specifications for associated system.
- Low-voltage system design for network communications systems, security video systems, and access control systems.
- Assistance to the City to inventory existing equipment that is desired for relocation to the proposed new facility.

Basic Mechanical Design Services
Services provided by Musgrove Engineering
- Heating, ventilating, and air conditioning systems.

- Exhaust and make-up-air systems.
- Plumbing systems, including waste & vent, domestic hot & cold water, natural gas, and roof drainage.
- Piping for all utilities to 5'-0" outside building. Piping beyond 5'-0" shall be by civil.
- Fire sprinkler system performance specifications (if required). Final design and construction documents shall be by Fire Sprinkler Contractor.
- Assistance to the City to inventory existing equipment that is desired for relocation to the proposed new facility.

This agreement does not include landscape architectural services. It is understood that these services may be provided as a reimbursable expense to the Owner and that the Architect agrees to coordinate the work activity of these consultants.

1. Design Development Phase:

1.1. Facilitate one (1) meeting with Owner and Engineering Consultants to develop Design Development Documents.

1.2. Prepare and submit Design Development Documents in PDF format including drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and other documents illustrating the scale and relationship of Project components for approval by the Owner. Components to include:

1.2.1. Site Plan, Grading Plan, Paving Layouts, Lighting, Signage, and Utilities Plan.
1.2.2. Floor Plans, Exterior Elevations, Building Sections, Wall Sections, Interior Elevations, Casework and Millwork Elevations, Finish Schedule, Door, and Window Schedule.
1.2.3. Structural, Electrical, Mechanical, Plumbing, any Fire Protection Plans required.
1.2.4. Updates to the preliminary estimate of Probable Construction Cost and Schedule.

1.3. Facilitate a review meeting of Design Development Documents with Owner.

2. Construction Documents Phase:

2.1. Prepare and submit 50% and 90% complete Construction Documents in PDF format consisting of Drawings, Specifications and Updated Cost Estimate for review by the Owner.

2.2. Facilitate a digital review session with Owner and incorporate comments into the final set of Construction Documents.

2.3. Assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

2.4. Prepare 100% complete Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project for approval by the owner.

2.5. Assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

3. **Bidding or Negotiation Phase:**

    3.1. Assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

    3.2. Reproduce and distribute bid sets to interested bidders, plan houses, etc. Keep a record of Plan Holder list.

    3.3. Chair pre-bid meeting and attend Bid Opening.

    3.4. Respond in writing to questions from bidders and prepare addenda as necessary.

4. **Construction Phase-Administration of the Construction Contract:**

    4.1. The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the initial Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

    4.2. The Architect shall provide administration of the Contract for Construction as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

    4.3. The Architect and the Engineers shall visit the site to become generally familiar with and to keep the Owner informed about the progress and quality of the portion of the Work completed and to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

        4.3.1. The Architect shall visit the site and attend construction meetings at least once each month with a maximum of twelve (12) site visits over the duration of the project that include the punch list and one punch list backcheck. The Architect will be compensated for site visits in excess of this number as additional services.

        4.3.2. The Architect is not responsible for sequencing, means, and methods of construction or job site safety.

    4.4. The Architect shall review and certify the amounts due to the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as noted above and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents.

    4.5. The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

4.6. The Architect shall prepare Change Orders and Construction Change Directives and may authorize minor changes in the Work for the Owner's approval and execution in accordance with the Contract Documents.

4.7. The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion.

4.8. The Architect shall issue, review and forward to the Owner closeout submittals, records, written warranties and related documents required by the Contract Documents from the Contractor for completeness and forward to the Owner.

4.9. The Architect shall provide support services as needed during project closeout process.

SERVICES NOT INCLUDED

This agreement does not include the following services. It is understood that these services shall be provided by the Owner and that the Architect agrees to coordinate the work activity of these Consultants.

- Permits and fees
- Landscape architecture services
- Geotechnical services and reports
- Material and quality control testing
- Energy modeling services
- Audio/visual design services
- Furniture, Fixture, Equipment Design
- LEED certification services
- Design and Specification of owner provided items
- Discovery or removal procedures for hazardous waste, subsurface debris, wells, underground tanks, federally-listed species or archeological artifacts.
- Commissioning services
- Value Engineering Services after bidding/procurement period

BASIC COMPENSATION – FIXED FEE

For the services as described, compensation shall be a fixed fee of **Three Hundred Twenty Thousand Six Hundred Ten Dollars and 00/100 dollars ($320,610.00)**, plus reimbursable expenses:

Progress payments for services in each phase shall total the following percentages of the total compensation payable:

Design Development Phase	$ 89,771.00
Construction Documents Phase	$ 102,595.00
Bidding or Negotiation Phase	$ 9,619.00
Construction Phase	$ 102,595.00
Closeout	$ 16,030.00
Total Compensation	**$ 320,610.00**

Travel Allowance
Allowance provided for travel time to and from the site is included in the basic compensation amount based on the anticipated trips listed by the architect and consultants below

Architect
- Design phase trips (1)
- Construction administration trips (10)
- Punch list and punch list backcheck trips (2)

Civil
- Design phase trips (1)
- Construction administration trips (2)
- Punch list trips (1)

Structural Engineer
- Design phase trips (1)
- Construction administration trips (2)
- Punch list trips (1)

Electrical Engineering
- Design phase trips (1)
- Construction administration trips (2)
- Punch list trips (1)

Mechanical Engineering
- Design phase trips (1)
- Construction administration trips (2)
- Punch list trips (1)

Design Service Allowance Limit
Allowance will be agreed to and approved via amendment by the architect and owner prior to proceeding with services.

Landscape Architecture Design Allowance	$	6,000.00

PAYMENT

Invoices will be issued monthly and are payable within thirty (30) days of the date of invoice. An interest rate of one percent (1.0%) per month will be payable on any amount not paid within this time period. Attorney's fees and any other costs incurred in collecting delinquent accounts shall be paid by Owner.

LOMBARD-CONRAD will invoice professional fees monthly, on a percent complete basis throughout the project term.

REIMBURSABLE EXPENSES

For reimbursable expenses, as described below, and any other items included as reimbursable expenses, a multiple of one point one (1.1) times the expenses incurred by the Architect, the Architect's employees and Consultants directly related to the project.

Normal reimbursable expenses include, but are not limited to, blueprinting and other reproduction expense, postage/shipping costs; photography; long distance phone/fax, meals, travel, and mileage at $.75/mile.

COMPENSATION FOR ADDITIONAL SERVICES

Additional services, if requested by the Owner, will be performed on a stipulated sum or current hourly rate basis, as agreed to in writing by both parties prior to initiating the additional services. For additional services of the Architect on an hourly basis compensation shall be computed as follows:

2024 Hourly Billing Rates

Architectural Hourly Billing Rates

Principal	$195
Architect	$175
Interior Designer	$130
Project Manager	$125
Senior BIM Tech	$115
BIM Tech	$ 90
Emerging Professional	$105
Student Intern	$ 60
Word Processing	$ 75

Civil Engineering Hourly Billing Rates

Principal Engineer	$130
Professional Engineer	$120
Project Manager / Designer	$120
Engineer-In-Training	$90
Clerical	$65
Drafting/CADD	$90
Professional Land Surveyor	$130
Crew Chief	$90
1 Man Survey Crew	$130
2 Man Survey Crew	$200
3 Man Survey Crew	$210
Intern Drafting/CADD	$60

Mechanical Engineering Hourly Billing Rates

Principal	$190
Associate	$170
Commissioning Agent	$165
Energy Modeling	$165
Senior Project Engineer	$165

Project Manager	$150
Project Engineer	$110
Senior Project Designer	$110
Project Designer	$100
CADD Operator	$90
Administrative Assistant	$80

Electrical Engineering Hourly Billing Rates

Principal	$186
Senior Electrical Engineer	$171
Electrical Engineer I	$142
Electrical Engineer II	$127
Electrical Engineer III	$100
Project Manager	$154
Electrical Designer	$100
Production Manager	$141
Senior Drafter	$116
Drafter I	$105
Drafter II	$82
Drafter III	$69
Office Administrator	$90
Clerical	$63

Structural Engineering Hourly Billing Rates

Structural Director / Principal	$250
Structural Associate Director	$200
Structural Senior Project Manager	$180
Structural Project Manager	$160
Structural Project Engineer	$150
Structural Senior Designer	$150
Structural Designer	$135
Structural Intern	$110
Structural Drafting Manager	$170
Structural Drafting Assistant Manager	$150
Structural Drafting Senior Designer	$150
Structural Drafting Senior Virtual Design Coordinator	$140
Structural Drafting Designer	$140
Structural Drafting Virtual Design Coordinator	$130
Structural Drafting Technician	$120
Office/Administrative Support	$90

The rates for services of the Architects and the Architect's Consultants are applicable in the calendar year noted above. Positions and hourly rates are subject to review and adjustment annually.

For additional services of Consultants, including additional structural, mechanical and electrical engineering services, a multiple of one-point-one (1.1) times the amounts billed to the Architect for such services will be billed.

If this proposal meets with your approval we will be glad to suggest a formal contract for these services. We look forward to working with you to meet your goals for your project.

Sincerely,
LOMBARD CONRAD ARCHITECTS, INC.

Mark Heazle, AIA, NCARB
Partner

LOMBARD CONRAD ARCHITECTS

To:	Cody Riddle Deputy City Supervisor, Community Development City of Moscow – Community Development 504 S. Washington Street Moscow, Idaho 83843	**Amendment No:** Two **Date:** April 21, 2025

In accordance with the Agreement dated: April 2nd, 2024

Between the Owner	City of Moscow 206 E. 3rd Street Moscow, Idaho 83843
And the Architect:	Lombard Conrad Architects, Inc. 472 W. Washington St. Boise, Idaho 83702
for the project:	**MOSCOW CITY SHOP FACILITY** **AMENDMENT # 2** **L/C PROJECT NO. 24000-01**

Authorization is requested:

[x] to proceed with Additional Services or a Change in Services as listed below
[ ] to incur Additional Reimbursable Expenses

Scope of Additional Services:

PROJECT DESCRIPTION

There are no exterior or site improvements planned as part of these additional services. Any site coordination or exterior improvements will be coordinated through the existing cladding package or the site drawings included in the new shop building package.

The existing shop building tenant improvement will renovate a small portion of a roughly 20,000 square foot, 2-story, pre-engineered metal building (PEMB). The existing second floor includes both enclosed rooms and mezzanine space. The building is non-sprinkled and the City has requested that the building remain non-sprinkled. The tenant improvement includes the demolition and renovation of approximately 3,750 square feet of first floor space, the demolition of approximately 650 square feet of second floor space, and infill floor/ceiling framing of approximately 1,300 square feet.

The existing interior wall and floor/ceiling construction is wood light frame. It is planned for the new construction to be a combination of load bearing wood light frame construction and light gauge metal infill framing.

It is assumed that the delivery method will be Design / Bid / Build.

SCOPE OF SERVICES

Services consist of those described below and include normal architectural, structural, mechanical, and electrical services consistent with a tenant improvement.

Basic Architectural Design Services
- Architectural design of a 3,750 square foot interior space.
- Management of Permit Review Process
- Solicitation of Bids

Basic Structural Design Services
Services provided by LOCHSA Engineering
- Mezzanine floor/ceiling infill of roughly 1,300 square feet.
- Reframing of stair that faces the vehicle bays.
- Verify existing lateral shear wall system for coordination with infill framing. It is assumed that existing wall framing can be used.

Basic Electrical Design Services
Services provided by Eidam and Associates
- Review and document existing electrical conditions of the existing maintenance facility.
- Provide electrical engineering services for proposed office renovations for certain portions of the existing facility as identified in attached concept documents.
- Provide electrical engineering services to replace all existing electrical panelboards and distribution equipment throughout the existing building.
- Provide electrical engineering services to add electric vehicle charging capacities and equipment into the existing shop.
- Design assistance to present proposed engineering solutions to the Owner.
- Power distribution design and analysis including load, short circuit, and voltage drop calculations, specification of electrical distribution materials, layout and circuiting of electrical connections, and panelboard sizing and placement.
- Lighting system design including photometric analysis, specification of lighting fixtures, control devices, circuit connections, control connections, energy code compliance, lighting control systems design, and emergency lighting system design.
- Low-voltage system design for network communications systems, security video systems, and access control systems.

Basic Mechanical Design Services
Services provided by Musgrove Engineering
- Demolition plans
- Heating, ventilating, and air conditioning systems.
- Exhaust and make-up-air systems.
- Plumbing systems, including waste & vent, domestic hot & cold water, natural gas, and roof
- drainage.

1. Design Development Phase:

1.1. Facilitate one (1) meeting with Owner and Engineering Consultants to develop Design Development Documents. Meeting to occur during an on-site construction site visit for the new shop building.

1.2. Prepare and submit Design Development Documents in PDF format including drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and other documents illustrating the scale and relationship of Project components for approval by the Owner. Components to include:

1.2.1. Floor Plans, Interior Elevations, Casework and Millwork Elevations, Finish Schedule, Door, and Window Schedule.
1.2.2. Structural, Electrical, Mechanical, Plumbing.
1.2.3. Updates to the preliminary estimate are planned to be completed by either a third party consultant contracted by the owner or a contractor.

1.3. Facilitate a review meeting of Design Development Documents with Owner.

2. Construction Documents Phase:

2.1. Prepare and submit 50% and 90% complete Construction Documents in PDF format consisting of Drawings and Specifications.

2.2. Facilitate a digital review session with Owner and incorporate comments into the final set of Construction Documents.

2.3. Assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

2.4. Prepare 100% complete Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project for approval by the owner.

2.5. Assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

2.6. Updates to the preliminary estimate are planned to be completed by either a third party consultant contracted by the owner or a contractor.

3. Bidding or Negotiation Phase:

3.1. Assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

3.2. Reproduce and distribute bid sets to interested bidders, plan houses, etc. Keep a record of Plan Holder list.

3.3. Chair pre-bid meeting and attend Bid Opening.

3.4. Respond in writing to questions from bidders and prepare addenda as necessary.

4. Construction Phase-Administration of the Construction Contract:

4.1. The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the initial Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

4.2. The Architect shall provide administration of the Contract for Construction as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

4.3. The Architect and the Engineers shall visit the site to become generally familiar with and to keep the Owner informed about the progress and quality of the portion of the Work completed and to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

4.3.1. The Architect shall visit the site and attend construction meetings at the request of the owner but not more than once a month. The architect will complete one punch list and one punch list backcheck. Site visits are not part of the amended services amount and will be invoiced as a per trip reimbursable expense based on the amounts listed in this amendment.

4.3.2. The Architect is not responsible for sequencing, means, and methods of construction or job site safety.

4.4. The Architect shall review and certify the amounts due to the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as noted above and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents.

4.5. The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

4.6. The Architect shall prepare Change Orders and Construction Change Directives and may authorize minor changes in the Work for the Owner's approval and execution in accordance with the Contract Documents.

4.7. The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion.

4.8. The Architect shall issue, review and forward to the Owner closeout submittals, records, written warranties and related documents required by the Contract Documents from the Contractor for completeness and forward to the Owner.

4.9. The Architect shall provide support services as needed during project closeout process.

SERVICES NOT INCLUDED

This agreement does not include the following services. It is understood that these services shall be provided by the Owner and that the Architect agrees to coordinate the work activity of these Consultants.

- Permits and fees
- Geotechnical services and reports
- Material and quality control testing
- Furniture, Fixture, Equipment Design
- LEED certification services
- Design and Specification of owner provided items
- Discovery or removal procedures for hazardous waste, subsurface debris, wells, underground tanks, federally-listed species or archeological artifacts.
- Commissioning services
- Value Engineering Services after bidding/procurement period

Construction Site Visit Per Trip Reimbursable Costs
In person construction phase site visits are not included in the amendment amount. In person construction phase site visits will be submitted as a reimbursable expense for both labor hours and travel expenses. (Virtual design and construction meetings are included in the amendment amount, as needed, to facilitate the design and construction process.)

Anticipated Site Visits:

Structural: 1 Construction Site Visit

Architectural: 3 Construction Site Visits, 1 Punch List

Mechanical: 1 Construction Site Visits, 1 Punch List

Electrical: 2 Construction Site Visits, 1 Punch List

Total: 10 Trips $24,350

The following adjustments shall be made to compensation and time:

Compensation:
Current fee of $343,241.00 to be increased by $70,102.00 for a new total fee of $413,343.00

Time:
Not applicable

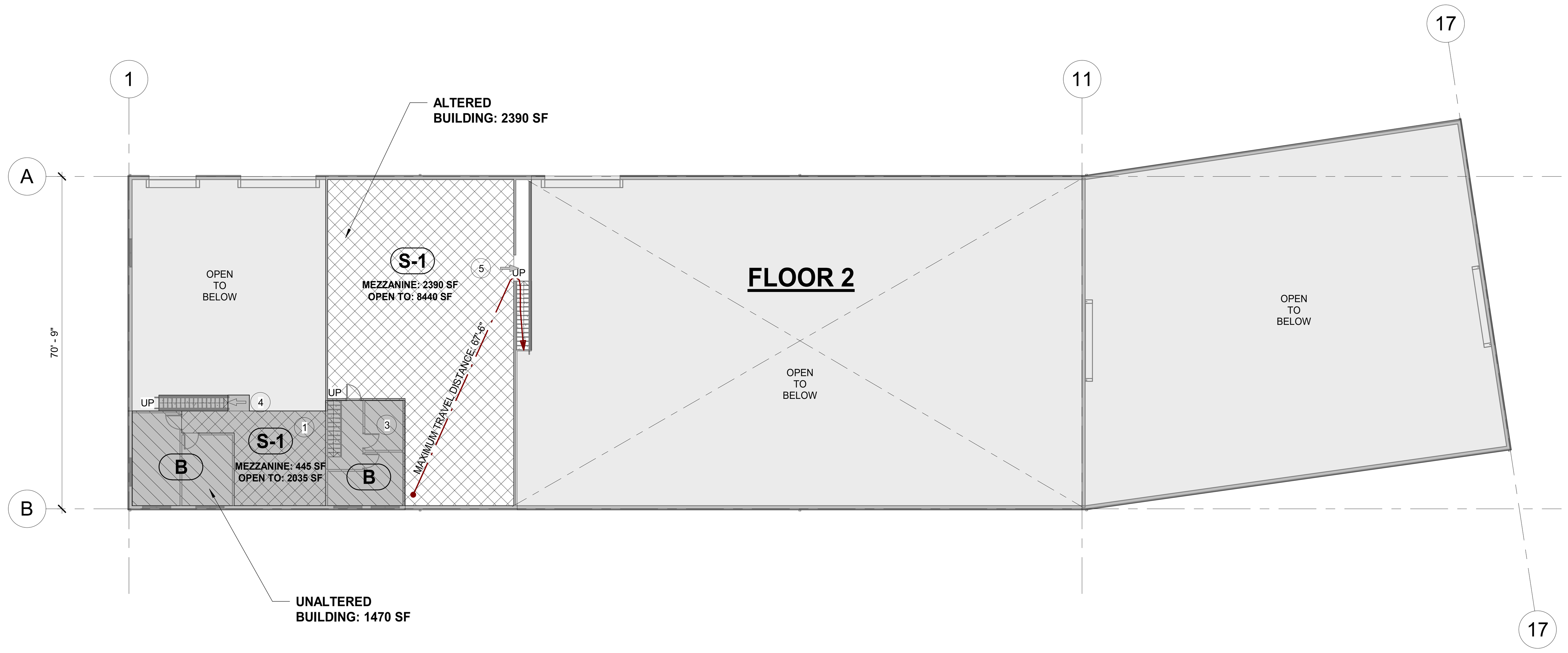
SUBMITTED BY:
LOMBARD CONRAD ARCHITECTS, INC.

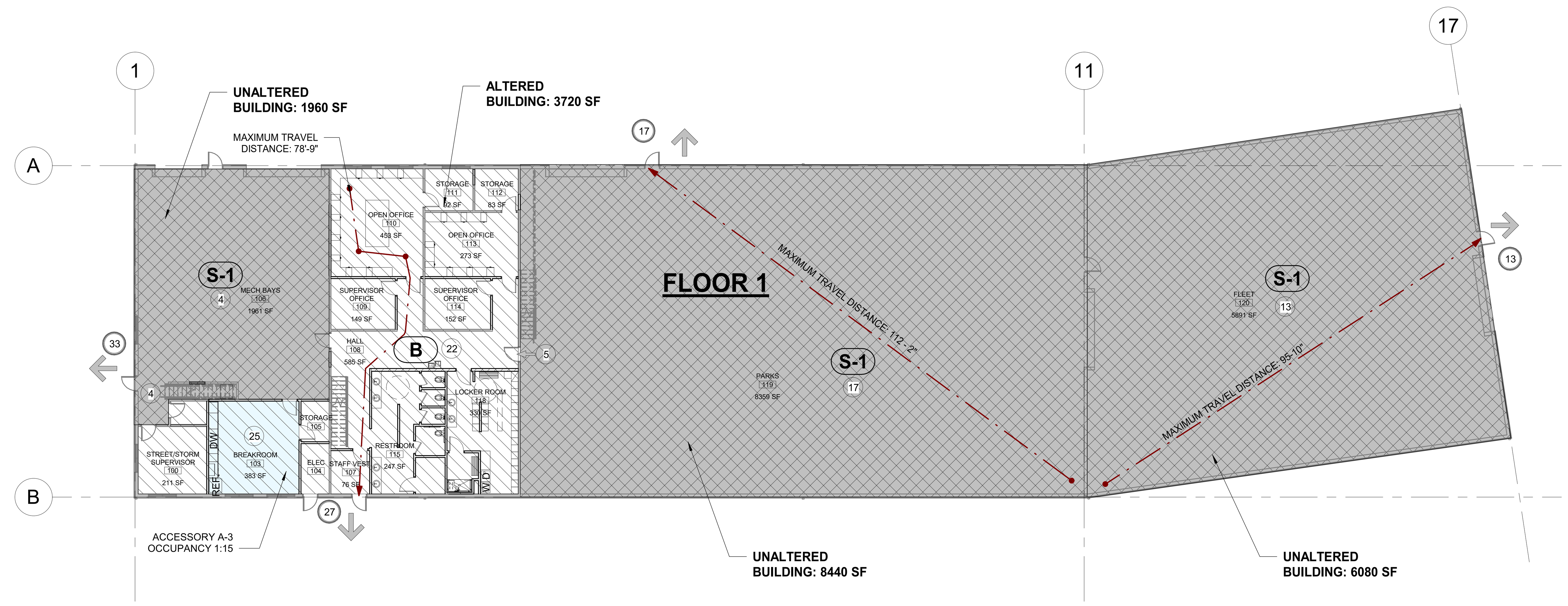
Matt Geserick, NCARB, AIA
Principal

AGREED TO:
City of Moscow

Signature Date

Printed Name & Title





CHAPTER 5

BUILDING HEIGHTS AND AREAS

ALLOWED HEIGHT (TABLE 504.3)

OCCUPANCY TYPE	TYPE OF CONSTRUCTION	ALLOWED HEIGHT	ACTUAL HEIGHT
B	III-B	55'	20'-0"
S-1	III-B	55'	20'-0"

ALLOWED STORIES (TABLE 504.4)

B	III-B	3 STORIES	2 STORIES
S-1	III-B	2 STORIES	2 STORIES

BUILDING AREA (506.2)

OCCUPANCY TYPE	TYPE OF CONSTRUCTION	ALLOWED AREA SF PER FLOOR (NS)	ALLOWED AREA SF PER FLOOR (S)	ACTUAL AREA SQ./FT. PER FLOOR
B	III-B	19,000	57,000	19,975
S-1	III-B	17,500	52,500	19,975

IEBC RENOVATION

ALTERED vs. OVERALL SF

LEVEL	ALTERED SF	OVERALL SF
1	3,720 SF	19,975 SF
2	2,390 SF	4,505 SF
TOTAL (15.2%)	6,110 SF	24,480 SF

PER IEBC CHAPTER 8, ALTERATIONS TO BE CONSIDERED LEVEL 2 GIVEN THE USE AND OCCUPANCY OF THE BUILDING IS NOT CHANGING & ALTERED AREA IS < 50% OF OVERALL BUILDING AREA.

LEGEND

- ROOM NAME 101 — ROOM NAME AND NUMBER
- B — OCCUPANCY TYPE
- # — TOTAL OCCUPANT LOAD IN ROOM (AS PER I.B.C. TABLE 1004.1.1)
- SPACE EGRESS
- REQUIRED BUILDING EGRESS WITH LOAD AND MINIMUM WIDTH
- Required Width — REQUIRED EXIT WIDTH (AS PER I.B.C. TABLE 1005.1)
- Clear Exit Width — ACTUAL EXIT WIDTH
- MAXIMUM TRAVEL DISTANCE
- UNALTERED BUILDING
- S-1 OCCUPANCY
- B OCCUPANCY
- A-3 ACCESSORY (1:15) IN B OCCUPANCY

LOCATION AND CODES

PROPERTY

ADDRESS	650 N VAN BUREN ST MOSCOW, ID 83843
ASSESSOR PARCEL #	650, 660, 851

CURRENTLY ADOPTED CODES

2018	INTERNATIONAL BUILDING CODE
2018	INTERNATIONAL ENERGY CONSERVATION CODE & 2013 ASHRAE 90.1
2017	IDAHO STATE PLUMBING CODE / 2015 UNIFORM PLUMBING CODE
2017	NATIONAL ELECTRICAL CODE
2018	INTERNATIONAL FIRE CODE
2018	INTERNATIONAL MECHANICAL CODE
2018	INTERNATIONAL FUEL GAS CODE

LOCAL DESIGN CRITERIA

SEISMIC DESIGN CATEGORY	C
ULTIMATE DESIGN WIND SPEED	110 MPH EXPOSURE C
GROUND SNOW LOAD	64 PSF
UNIFORM ROOF SNOW LOAD	45 PSF
FROST LINE DEPTH	24" MIN.

CHAPTER 3

USE AND OCCUPANCY

LEVEL	OCCUPANCY TYPE (302.1)	OCCUPANCY LOAD FACTOR (1004.1.2)	OCCUPANCY AREA	MAX. OCCUPANCY LOAD
1	B (OFFICE)	1 OCC. / 150 S.F.	3,720 S.F. (GROSS)	52
1	S-1	1 OCC. / 500 S.F.	16,639 S.F. (GROSS)	34
			TOTAL OCCUPANCY (LEVEL 1)	86
2	B	1 OCC. / 150 S.F.	455 S.F. (GROSS)	6
2	S-1	1 OCC. / 500 S.F.	2170 S.F. (GROSS)	6
			TOTAL OCCUPANCY (LEVEL 2)	12
			TOTAL OCCUPANCY	98

CHAPTER 6

TYPES OF CONSTRUCTION

TYPE OF CONSTRUCTION (602.1)	TYPE III-B

FIRE RESISTIVE REQ. FOR BLDG ELEMENTS (TABLE 601)

PRIMARY STRUCTURAL FRAME	0 HR
EXTERIOR BEARING WALLS	N/A
INTERIOR BEARING WALLS	N/A
NON BEARING EXTERIOR WALLS (TABLE 602)	0 HR
NON BEARING INTERIOR WALLS	0 HR
FLOOR CONSTRUCTION	0 HR
ROOF / FLOOR ABOVE CONSTRUCTION	0 HR

CHAPTER 9

AUTOMATIC SPRINKLERS SYSTEMS (903)

903.2.9.1 - A GROUP S-1 FIRE AREA USED FOR THE REPAIR OF COMMERCIAL MOTOR VEHICLES WHERE THE FIRE AREA EXCEEDS 5,000 SF.

CHAPTER 10

MEANS OF EGRESS

STAIRWAY SIZING (1005.3.1)

LOAD FACTOR	5 OCC.
EGRESS SIZE (1005.3.2) (OCCUPANT LOAD) x .3"	5 x .3" = 1.5"

EGRESS DOOR SIZING (1005.3.2)

LOAD FACTOR	67 / 2 = 33.5 OCC.
EGRESS SIZE (1005.3.2) (OCCUPANT LOAD) x .2"	33.5 x .2" = 6.7"

NUMBER OF EXITS (1006.2.1)

OCCUPANCY	MAX OCC LOAD	REQUIRED EXITS	PROVIDED EXITS
B/S-1	67	2	4

MAX COMMON PATH OF EGRESS (TABLE 1006.2.1)

OCCUPANCY	MAX TRAVEL
B/S-1	100'

MAX EXIT ACCESS TRAVEL DISTANCE (TABLE 1017.2)

OCCUPANCY	MAX TRAVEL
B/S-1	200'

CHAPTER 29

PLUMBING PER IBC

LEVEL	OCCUPANCY TYPE	WATER CLOSETS REQUIRED/PROVIDED 1 PER 25/50		LAVATORIES REQUIRED/PROVIDED 1 PER 40/80		DRINKING FOUNTAINS REQUIRED/PROVIDED 1 PER 100
		MALE	FEMALE	MALE	FEMALE	
1	B (OFFICE)	1	1	.65	.65	.52
1	S-1	.17	.17	.17	.17	.03
2	B (OFFICE)	.16	.16	.1	.1	.08
2	S-1	.06	.06	.06	.06	-
	TOTAL:	**1.39 / 2**	**1.39 / 2**	**.98 / 2**	**.98 / 2**	**.63 / 1**

PLUMBING PER UPC

LEVEL	OCCUPANCY TYPE	WATER CLOSETS REQUIRED/PROVIDED			LAVATORIES REQUIRED/PROVIDED 1 PER 75/50		DRINKING FOUNTAINS REQUIRED/PROVIDED 1 PER 150
		MALE					
		WC	U	FEMALE	MALE	FEMALE	
1	B (OFFICE)	.52	.26	1.7	.34	.52	
1	S-1 (STORAGE)	.17	NA	.17	.08	.08	
1	B (OFFICE)	.08	.04	.26	.05	.26	
2	S-1 (STORAGE)	.03	NA	.04	.02	.02	
	TOTAL:	**.8 / 2**	**.30 / -**	**2.17 / 2**	**0.49 / 2**	**0.88 / 2**	**1 / 1**

LOMBARD CONRAD ARCHITECTS
ARCHITECTURE | PLANNING
INTERIOR DESIGN
472 W. Washington St. | Boise, ID 83702
P 208.345.6677 | F 208.344.9002

STAMP:

PRELIMINARY-
NOT FOR CONSTRUCTION

MOSCOW CITY SHOP EXISTING BUILDING INTERIOR UPDATES

CITY OF MOSCOW

CONSULTANTS:

ELECTRICAL ENGINEER
EIDAM AND ASSOCIATES
291 E SHORE DR., SUITE 210
EAGLE, IDAHO 83616
(208) 345-7127

MRK	DATE	DESCRIPTION

JOB NO.:	24000.01
DATE:	02/20/25
DRAWN BY:	BC
CHECKED BY:	MG

PHASE: -

CODE INFORMATION

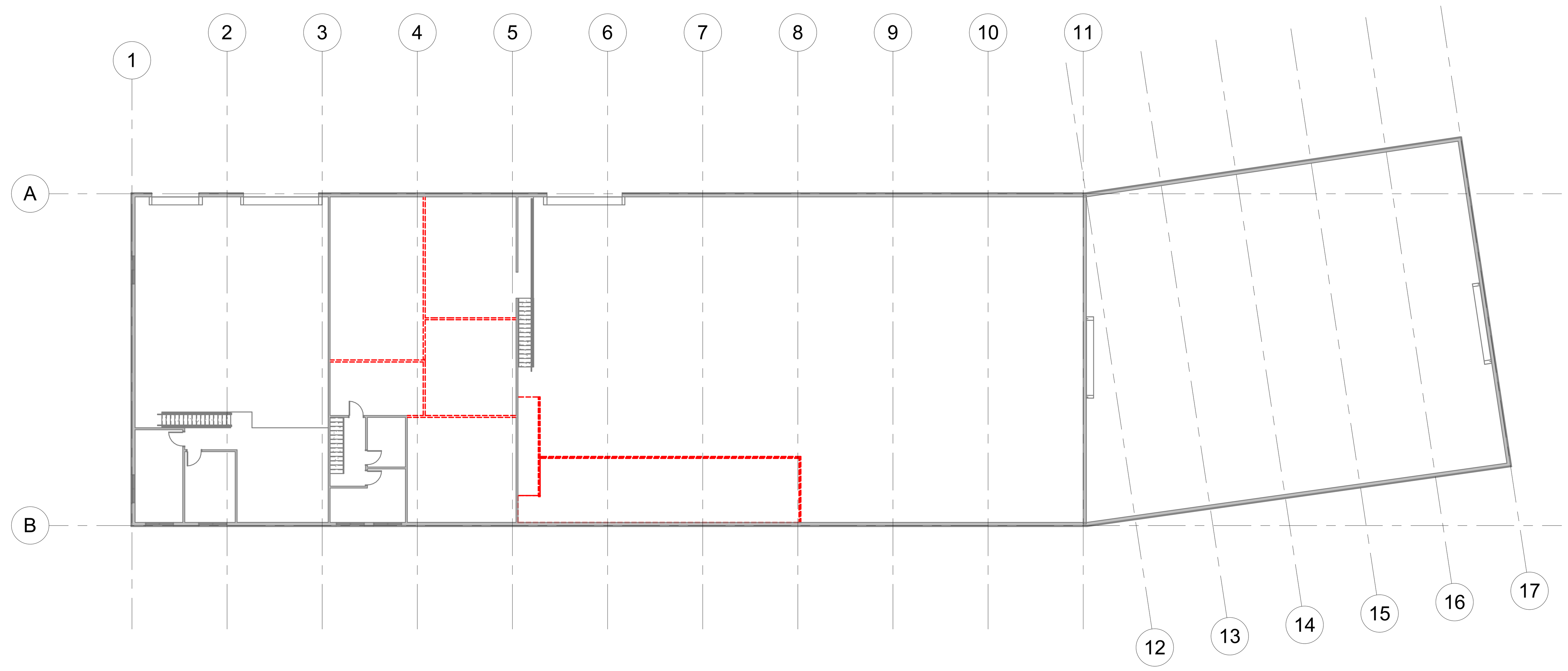
SHEET NO.
0.1

6/2/2025 10:23:55 AM C:\Users\bchurch\Documents\24000-01 Moscow City Shop Existing Interior_Central_V23_bchurchHDW27.rvt

KEYNOTES

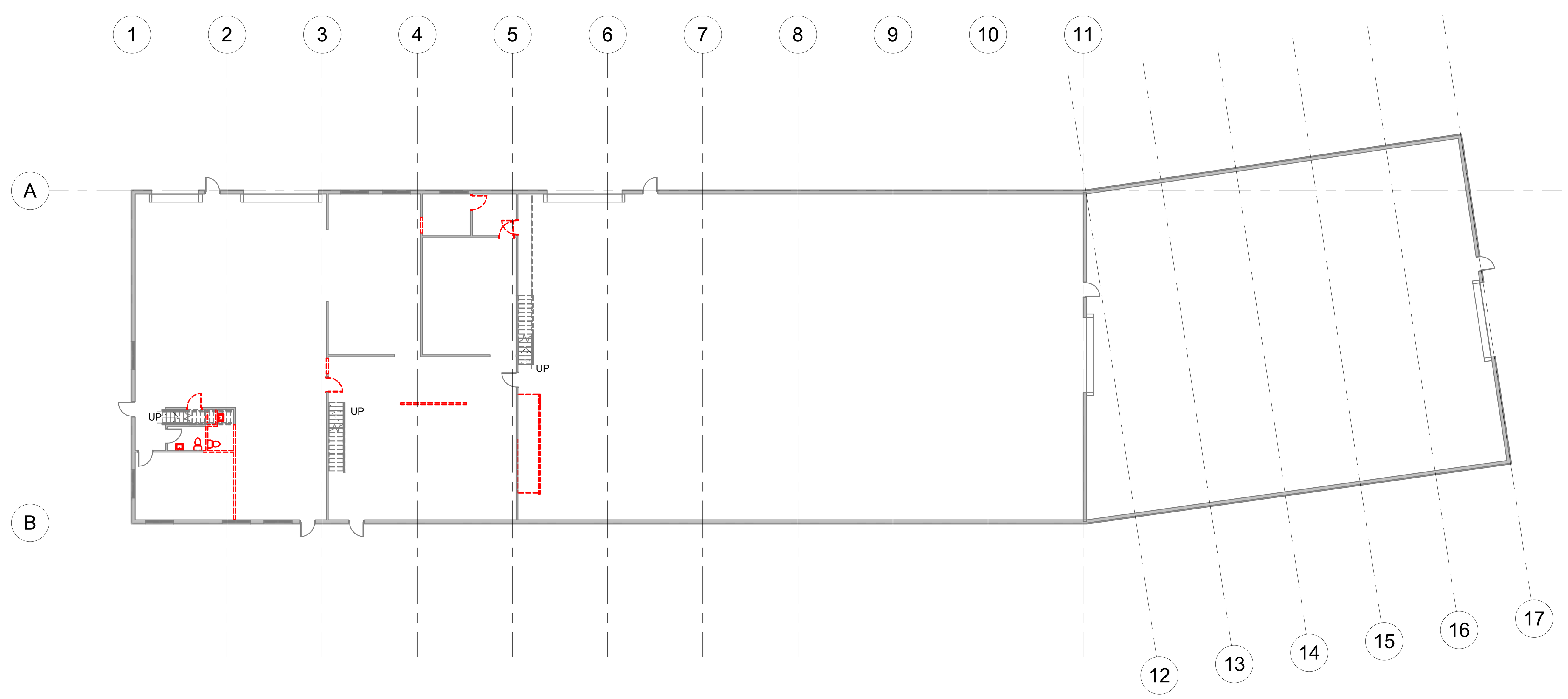
LEGEND

- EXISTING STRUCTURE TO REMAIN. PROTECT DURING CONSTRUCTION
- WALL TO BE DEMOLISHED.
- DOOR TO BE DEMOLISHED.



C2 DEMOLITION FLOOR 2 PLAN

1/16" = 1'-0"



E2 DEMOLITION FLOOR 1 PLAN

1/16" = 1'-0"

DEMOLITION FLOOR 1 PLAN

GENERAL DEMOLITION NOTES

1. PROTECT EXISTING STRUCTURE DURING CONSTRUCTION.
2. OVERHEAD DOORS, DOORS, AND WINDOWS ARE EXISITING TO REMAIN. PROTECT DURING CONSTRUCTION AS INDICATED ON PLANS

LOMBARD CONRAD ARCHITECTS

ARCHITECTURE | PLANNING
INTERIOR DESIGN

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MOSCOW CITY SHOP EXISTING BUILDING INTERIOR UPDATES

CITY OF MOSCOW

CONSULTANTS:

ELECTRICAL ENGINEER
EIDAM AND ASSOCIATES
291 E SHORE DR., SUITE 210
EAGLE, IDAHO 83616
(208) 345-7127

MRK	DATE	DESCRIPTION

JOB NO.:	24000.01
DATE:	09/XX/24
DRAWN BY:	BC
CHECKED BY:	MG
PHASE:	-

DEMOLITION PLANS

SHEET NO.

A1.0

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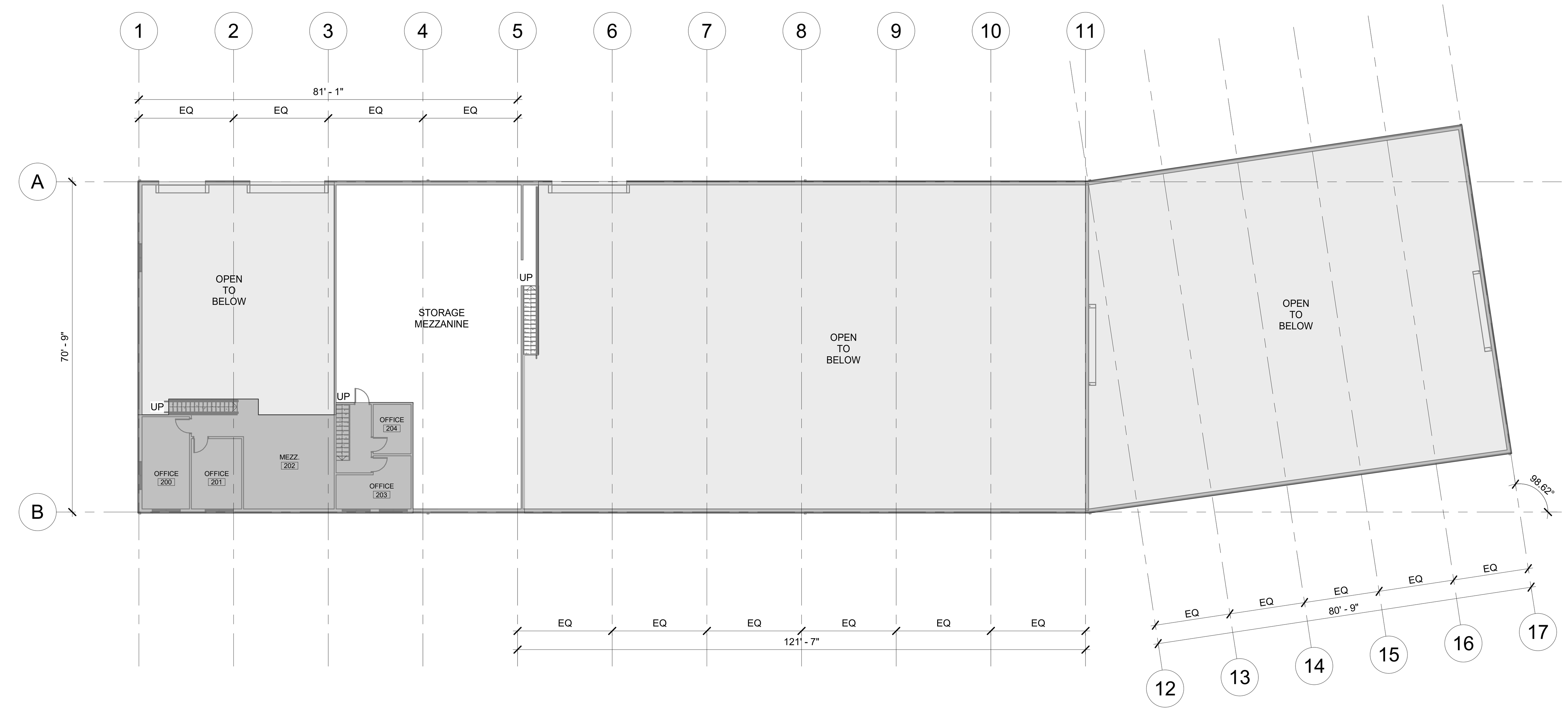
GENERAL NOTES

1. EXTERIOR DIMENSIONS ARE TO ROUGH OPENING, CENTERLINE OF COLUMN OR FACE OF FOUNDATION UNLESS OTHERWISE NOTED. SEE WALL SECTIONS FOR RELATIONSHIP OF FRAMING / FINISHES TO FACE OF FOUNDATION.
2. REFER TO WALL SECTIONS FOR EXTERIOR WALL REQUIREMENTS.

LEGEND

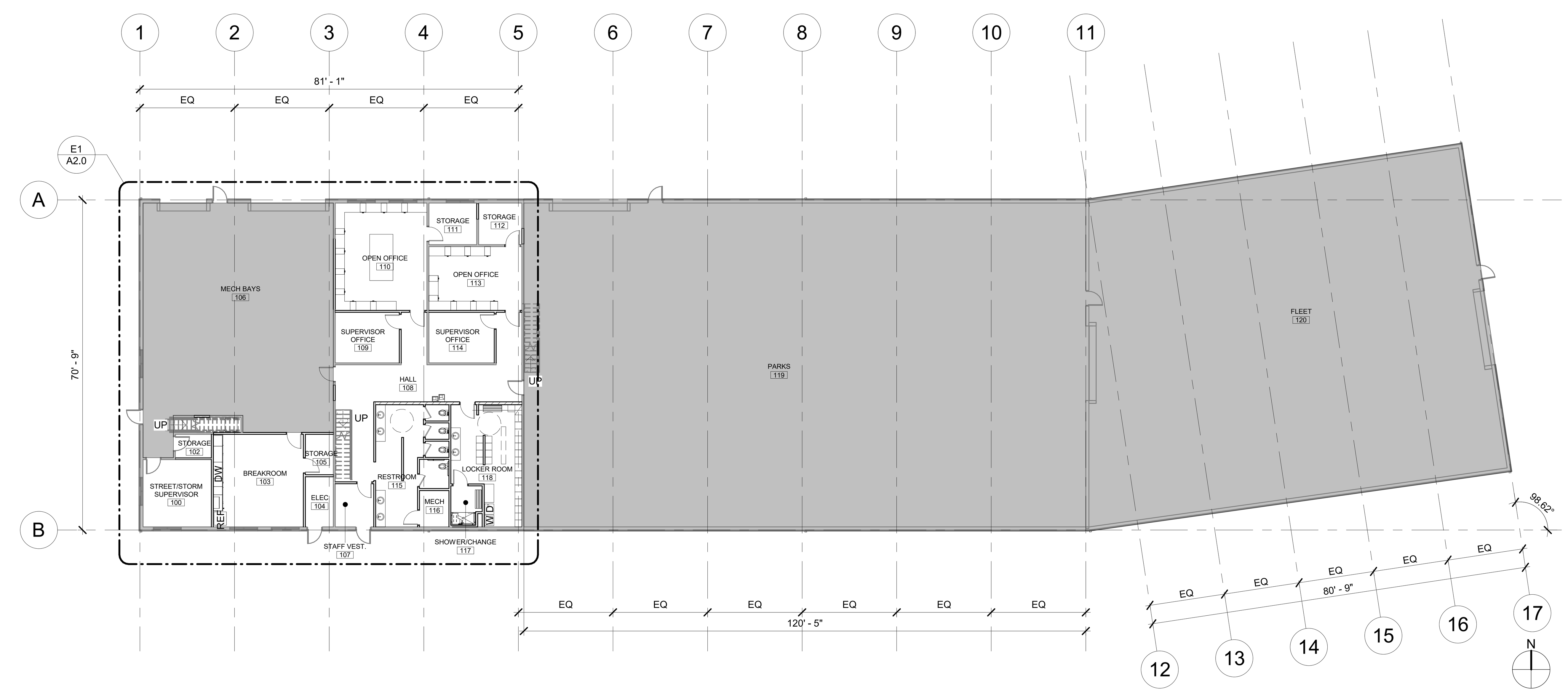
EXISTING TO REMAIN

KEYNOTES



C2 FLOOR 2 - OVERALL
1/16" = 1'-0"
FLOOR 2 PLAN

E1 FLOOR 1 - AREA A NEW
1/8" = 1'-0"



E2 FLOOR 1 - OVERALL
1/16" = 1'-0"
FLOOR 1 PLAN

LOMBARD CONRAD ARCHITECTS

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P 208.345.6677 | F 208.344.9002

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MOSCOW CITY SHOP EXISTING BUILDING INTERIOR UPDATES

CITY OF MOSCOW

CONSULTANTS:

ELECTRICAL ENGINEER
EIDAM AND ASSOCIATES
291 E SHORE DR., SUITE 210
EAGLE, IDAHO 83616
(208) 345-7127

MRK	DATE	DESCRIPTION

JOB NO.: 24000.01
DATE: 03/10/2025
DRAWN BY: BC
CHECKED BY: MG

PHASE: -

FLOOR PLANS

SHEET NO.
A2.0

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COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, June 16, 2025

AGENDA ITEM TITLE

Latah County Independence Day Parade Fee Waiver Request (ACTION ITEM) - Steve Shulte

RESPONSIBLE STAFF

Steve Shulte

ADDITIONAL PRESENTER(S)

DESCRIPTION

In 2024, the City adopted Resolution 2024-20 establishing the fees that the City charges for a variety of services. In preparation for the fee resolution, Streets Department staff examined the cost of providing parade traffic control services and found that the prior fee of $346.50 for the Main Street Minor Route was substantially less than the actual cost of the service. The 2024 fee resolution changed the fee amount to be based on a time and materials basis, utilizing the hourly labor and traffic control signage rental rates included in the fee resolution. As a result, the cost of the Latah County Independence Day Parade increased from the prior fee of $346.50 to a new fee of $4,830.84. This is a significant increase in the cost of the event, and the event organizers have submitted a request for the City to waive the device and equipment use fees, which total $2,590.84. The event organizers would pay the remaining direct labor costs, which are estimated to total $2,240.

Under the City's adopted Policy regarding donations, sponsorship, and other financial contributions to outside organizations, "All initial requests for City funding must be evaluated by the City Administrator to determine whether there is an identifiable public purpose to the request that also benefits the City. The request must be a cost-effective method of meeting a public need. Generally, the request must: a. Provide a service that the City legally could provide but chooses not to, or provide a service that complements or enhances a service that the City currently provides; and b. Be aligned with and support the City's mission and purpose; and c. Provide an identifiable public benefit."

The City Administrator has reviewed the request and found that the public Independence Day Parade has an identifiable public purpose, is a service the City could legally provide (as many communities host and organize Independence Day Celebrations), presents a public benefit, and is aligned with the City's mission and purpose. The proposed fee waiver request is also in compliance with all applicable laws and regulations. The Policy requires that all requests with a monetary value of more than Five Hundred Dollars ($500) and which are found to have a legitimate public purpose and are legally permissible shall be reviewed and approved or denied by the City Council. The fee waiver request is now before the Council for consideration.

REVIEWED BY

Administration

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the proposed fee waiver request in the amount of $2,590.84; or take other action deemed appropriate.

STAFF RECOMMENDATION

Approve the proposed fee waiver request in the amount of $2,590.84.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Parade Cost
2. 2025 Parade Waiver Request
3. Pages from Procurement and Purchasing Policy

Small Parade (4th of July)

Device	Rental Price	Quantity	Total
Construction Sign			
Per Day	$10.43	53	$552.79
Construction Sign with Tripod			
Per Day	$22.17	5	$110.85
Hi-Level Sign Stand			
Per Day	$3.91	5	$19.55
Type II Barricade			
Per Day	$9.13	20	$182.60
Type III Barricade			
Per Day	$35.21	8	$281.68
Construction Drum			
Per Day	$13.04	81	$1,056.24
Tubular Markers			
Per Day	$5.22	0	$0.00
28" Orange Traffic Cones			
Per Day	$1.30	20	$26.00
Type A, B, C Warning Lights			
Per Day	$2.61		$0.00
		Device Total	**$2,229.71**

Special Event Staffing

	Hourly Rate	Quantity	Total
Standard Rate per Employee	$40.00	26	$1,040.00
After-hours/ Overtime Rate per employee	$60.00	20	$1,200.00
		Labor Total	**$2,240.00**

Labor Breakdown

Day Before Event Staffing (Standard Rate)	**Staffing**	**Quantity/ Hours**	**Total Hours**
Loading signage on flatbed trucks/ Staging barricades	4 Employees	3.5	**14**
Day Of Event Staffing			
Closing/opening of roads for parade	2 Employees	8	16
Coordinator of traffic control operations	1 Employee	4	4
			20
After Event Staffing (Standard Rate)			
Retrieve remaining barricades, inventory and store traffic control	4 Employees	3	**12**

Equipment

	Hourly Rate	Quantity	Total
F- 550	$35.87	2	$71.74
1 ton pickup	$31.81	7	$222.67
Half ton pickup	$16.68	4	$66.72
		Equipment Total	**$361.13**

Event Total	**$4,830.84**

Faith Christiansen Smeets
626 Kenneth St.
Moscow, ID 83843
info@latah4thofjulyparade.com

June 11, 2025

City of Moscow City Council
206 E 3rd St
Moscow, ID 83843

Attn: City Administrator Bill Belknap

RE: Waiver Request

I am writing to respectfully request a Waiver from the City of Moscow to cover the costs of "Devices" in the amount of $2,229.71 and "Equipment" in the amount of $361.13, totaling $2,590.84, for the Latah County Independence Day Parade scheduled for July 4, 2025, on the Small Parade Route in Moscow, Idaho. (The data and numbers were generously provided by Steve Schultz of the Streets Department.)

The Latah County Independence Day Parade is a well attended community event that brings together residents and visitors to celebrate our nation's independence, fostering community spirit and local pride. The requested waiver for these costs will help ensure the event remains accessible and successful, allowing us to allocate resources effectively to enhance the parade experience for all participants. It is free of charge to parade participants and spectators. This is our 4th Annual Parade. Next year we hope to celebrate the 250th Anniversary of the USA and keep the parade a solid tradition on Main St. in Moscow.

We greatly appreciate the City of Moscow's ongoing support for community events and your consideration of this request. Please feel free to contact me at 602-448-0046 or info@latah4thofjulyparade.com if you require additional information or documentation.

Thank you for your time and support.

Sincerely,

Faith Christiansen Smeets
Chair, The Latah County Independence Day Parade 2024, 2025

6. Risk Management and Insurance Requirements

The City Administrator serves as the City's Risk Manager. Departments shall ensure that all insurance, bonding, and licensing requirements are met for their projects. This includes Public Works licensing for all Public Works contractors. Providers of services to the City are required to file a certificate of Workers' Compensation Insurance. Each department is responsible for ensuring a copy of the certificate is filed with the contract if appropriate. Contractors with the City are required to have liability insurance coverage and may be required to be bonded.

7. Donations, Sponsorships, and Other Financial Contributions to Outside Organizations

The City of Moscow often receives requests to provide donations, sponsorships, or other financial assistance to outside organizations and entities. Article VIII, Section 4, of the Idaho Constitution, places strict limits on the ability of the City to pledge its credit, in any manner, in aid of any private individual or entity or from becoming liable for any liability of such person or entity. The City may contract with an outside organization for services that the City could otherwise provide, so long as the service is one that the City would legally and reasonably engage in, is aligned with and supports the City's mission and purpose, and provides a demonstrated public benefit to the community.

This policy applies to funding requests, requests for donations in kind, and waivers of established fees for service. This policy does not apply to external agencies that the City participates in or with through an approved joint powers agreement, mutual aid agreements, memorandum of agreements or understandings, the City's membership in professional associations, current or future City grant programs, or other similar membership organizations. Further, this policy does not apply to City-funded employee memberships in professional organizations or employees serving on boards for external agencies.

A. Application and Review Process. To ensure that the City has sufficient information to evaluate the funding request, the request must be submitted in writing using the City's funding application form.

B. Review for Public Purpose. All initial requests for City funding must be evaluated by the City Administrator to determine whether there is an identifiable public purpose to the request that also benefits the City. The request must be a cost-effective method of meeting a public need. Generally, the request must:

   a. Provide a service that the City legally could provide but chooses not to or provide a service that compliments or enhances a service that the City currently provides; and

   b. Be aligned with and support the City's mission and purpose; and

   c. Provide an identifiable public benefit.

C. Review for Legal Compliance. In addition to ensuring that the funding request has a legitimate public purpose, each funding request will also be reviewed for compliance with all applicable laws, regulations, and requirements.

D. Approval Process.

   a. Small Requests. Requests with a monetary value of Five Hundred Dollars ($500.00) or less, and which are found to have a legitimate public purpose and are legally permissible shall be reviewed then approved or denied by the City Administrator.

   b. Large Requests. Requests with a monetary value of more than Five Hundred Dollars ($500.00) and which are found to have a legitimate public purpose and are legally permissible shall be reviewed then approved or denied by the City Council.

E. Written Agreements. As a condition of approving funding, the external agency/organization must enter into a written agreement with the City that limits the use of the public funds to those uses approved by the City and requires repayment in the event the external agency uses public funding for other than the approved uses. The agreement must also have a definitive term establishing the duration of the funding agreement, conditioned upon annual funding approval by the City and any other terms considered necessary by the City Attorney. The term should be no longer than is necessary to meet the identified public purpose on which the funding request is based.

F. No Precedent. Approval of donations, sponsorships, or other financial assistance to outside organizations and entities shall not be deemed or construed to be a precedent regarding the same or similar organizations or requests that may be presented to the City in the future.

V. Credit Accounts and Credit Cards

1. Vendor Credit Accounts

   A. To improve efficiency and offer convenience within a controlled environment, purchasing via an authorized City Credit Account is allowed. These accounts are tax-exempt and are to be used for City purchases ONLY. Contractors are not allowed to use a City credit account for materials or other purposes. City employees are not allowed to charge items for their personal use with the intent of reimbursing the City for the purchase or open lines of credit, or apply for and receive charge cards as individuals. Such accounts will be canceled and any unauthorized use of City credit accounts will be considered cause for disciplinary action up to and including termination and/or prosecution.

   B. Only regular full-time City employees are permitted to use credit accounts, and then