

# Administrative Committee



## Regular Meeting ~Agenda~

Laurie M. Hopkins  
City Clerk

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

208-883-7015

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**Monday, June 23, 2025**

**4:00 PM**

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

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The Moscow Mayor, City Council and Staff welcome you to today's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that council committee meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

### REGULAR AGENDA

**1. Approval of Administrative Committee May 27, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins**

**2. Consideration of the Latah County Library District Lease Agreement (ACTION ITEM) – David Schott**

The City of Moscow and the Latah County Library District wish to continue their longstanding lease arrangement for the property located at 110 South Jefferson Street, used exclusively for library operations. The proposed lease agreement has a ten-year term, extending from October 1, 2025, through September 30, 2035.

**PROPOSED ACTIONS:** Recommend approval of the proposed lease agreement between the City of Moscow and the Latah County Library District for a ten-year term beginning on October 1, 2025; or provide staff further direction.

**3. Consideration of the 1912 Center Third Floor Development Concept (ACTION ITEM) - David Schott**

Heart of the Arts, Inc. (HAI), managers of the 1912 Center for the greater Moscow community, are pleased to present a proposed conceptual schematic for the development of the third floor of the 1912 Center, located at 412 E. Third Street in Moscow. The third floor will offer four new spaces for the community to use in complimentary ways to the spaces that are currently available in the community and those that are already at the 1912 Center.

**PROPOSED ACTIONS:** Recommend approval of the conceptual schematic for the development of the third floor of the 1912 Center; or provide further direction.

**4. MoscAuto Festival Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona**

Kick Elite Boosters LLC is hosting MoscAuto Festival on Sunday, July 13 from 10:00 am to 2:00 pm on Main Street between 3rd and 6th Streets, and portions of 4th and 5th Streets. This event, which is stylized as a classic car and motorcycle show, is a new event to the Entertainment District, with the applicant intending for the event to be hosted annually. The applicant is anticipating up to three licensed beer and/or wine vendors, two food trucks, and a variety of

automobiles and vehicles. Live music is scheduled to be a part of the festivities in the form of a band or DJ. This event has been reviewed and approved as of March 10, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, MoscAuto Festival is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

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

**5. Rendezvous in the Park Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona**

Rendezvous in Moscow, Inc. is hosting its annual music and arts festival, Rendezvous in the Park, on July 17-19, 2025, in East City Park. The festival features live, family-friendly concerts in the evenings, a two-day arts festival for children during the mornings, food vendors, and one licensed beer/wine vendor. Following standard operating procedures for events with alcohol within a City Park, Rendezvous in Moscow, Inc. is requesting the allowance of attendees to possess and consume alcoholic beverages within the event footprint during the hours of 4:30 p.m. and 10 p.m. during the aforementioned dates. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration.

**PROPOSED ACTIONS:** Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in East City Park within the event footprint of Rendezvous in the Park during the listed times and dates of the event; or provide staff further direction.

**6. Firehouse Subs Grant Application (ACTION ITEM) - Alisa Anderson / Brian Nickerson**

The Moscow Volunteer Fire Department (MVFD) is requesting approval to submit a grant application to the Firehouse Subs Public Safety Foundation (Foundation). This Foundation assists first responders and public safety organizations by providing lifesaving equipment and needed resources to help them be better prepared to save lives in the communities they serve. The funding request includes: 1) Ram Tool Package - Used for forcible entry and extrication; 2) Variable Speed Battery Power Blower - Used in several ways to include mop-up operations after a fire, creating a firebreak and as part of positive pressure ventilation (PPV) systems. The MVFD is requesting to submit a grant request in an amount not to exceed \$20,000.

**PROPOSED ACTIONS:** Recommend approval for the MVFD to submit a grant application to Firehouse Subs Foundation for equipment in an amount not to exceed \$20,000; or provide staff further direction.

**ADJOURN**

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