Moscow City Council

Regular Meeting
~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, July 7, 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 June 16, 2025 Minutes - Laurie M. Hopkins**

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

   C. **Firehouse Subs Grant Application - 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. This item was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.
   ACTION: Recommend approval for the MVFD to submit a grant application to Firehouse Subs Foundation for equipment in an amount not to exceed $20,000.

   D. **Consideration of the Latah County Library District Lease Agreement – 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. This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.
ACTION: Approve 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.

E. Consideration of the 1912 Center Third Floor Development Concept - 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. This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.
ACTION: Approve the conceptual schematic for the development of the third floor of the 1912 Center.

F. MoscAuto Festival Alcohol Use Request in Entertainment District - 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. This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.
ACTION: Approve 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.

G. Rendezvous in the Park Alcohol Use Request in East City Park - 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. This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.
ACTION: Approve 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.

REGULAR AGENDA

2. Public Comment (limit 15 minutes)

3. **Citizen Commission Report - Human Rights Commission – Anthony Dahlinger / Erin Agidius**

4. **Latah County Jail Memorandum of Agreement (ACTION ITEM) - Bill Belknap**
   On June 10th, the Board of Latah County Commissioners and the Latah County Sheriff's Office announced their decision to close the Latah County Jail and transition to operating a temporary holding facility by September 30 of this year. Latah County entered into an agreement with Nez Perce County to provide inmate housing, and the City will now be responsible for transporting the nearly 250 individuals whom the Moscow Police Department arrests each year to the Nez Perce County Detention Center. The closure of the Latah County Jail and the resulting requirement to transport arrestees to Lewiston will place significant financial and personnel stress upon the Moscow Police Department at a time when it is struggling with staffing, as are many law enforcement agencies across the nation. Additionally, long transport places both officers and arrestees at greater risk of vehicle accidents, medical emergencies, and increased transport costs, in addition to decreased coverage within the City during the transport and return. To attempt to reduce the impact on the City, City Staff have worked with the County to develop a Memorandum of Agreement (MOA) under which the Latah County Sheriff's office has agreed to accept, process, and transport arrestees during the hours of operation of their court holding facility and on special event weekends in the City where arrests may be more frequent. The proposed MOA was approved by the Board of Latah County Commissioners on June 10th and is now before the Council for consideration and approval.
   PROPOSED ACTIONS: Approve the proposed Memorandum of Agreement with Latah County, or take other action deemed appropriate.

REPORTS

City Council

Mayor

ADJOURN

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

Moscow City Council

Regular Meeting
~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, June 16, 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, Julia Parker, Gina Taruscio
ABSENT: Mayor Art Bettge
STAFF: Mia Bautista, Cody Riddle, Steve Schulte, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Council Vice President Davis led the 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.

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

None offered.

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.

Riddle introduced the item as written above. Design work will take place this summer with bidding in early fall and construction next year.

DRAFT

Davis felt this update will make employees more efficient. Updating the old shop for this cost is fair. Lewis said this item was discussed at the Public Works/Finance Committee. This remodel was planned and budgeted for. Lewis moved to approve the amended professional services agreement. Davis seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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.

Schulte introduced the item as written above. he provided history of the change of fees in the fee resolution. The event is identified as a public purpose, meets all the criteria for donations and sponsorship policy, it is a service the city could provide, aligns with the mission and public benefit objectives, and is legally compliant. A similar situation occurred last year with the U of I homecoming parade. The equipment fees were waived, and labor was paid. The application was submitted on March 28. Staff would allow another company to provide traffic control but they would have to be certified.

Kelly said it is a significant increase. The City has done other waivers. She supports a one-time waiver with the caveat the group budget the fees accordingly next year.

Historically there were two parade routes provided by the city. The major is all of Main Street to D Street and includes staging area. The minor is shorter and used for Light Up The Night and Fourth of July parades. City equipment will still be used. Blakenship said he is uncomfortable granting waiver. Approving a waiver sets it up to having this conversation again. The fee is set for a reason.

Taruscio agreed that the fee was already waived for the homecoming parade. She does have an issue with the exclusiveness of this parade. What we need right now is something to pull us together, not something to divide or exclude groups. She has mixed emotions but does think it needs to be waived. The parade organizers need to budget it next year.

Lewis said the budget is tight. This is the first waiver request under the new procurement policy. The U of I was prior to that and did not come before Council for approval. She clarified this discussion isn't whether the parade should happen or not, it is only about the fee waiver. Looking at the fee resolution, Lewis said it isn't a clear message as to what the fees are when it says "at cost." The event cost breakdown in the packet is based on historic numbers and the current fee schedule. Lewis said with revenues down for the City, she feels the fee waiver needs to be denied.

Davis said for a long time the city was subsidizing the cost of labor for parades. Staff had to pivot and start charging for labor. Schulte explained at least 10 signs are specific to parades and 58 signs that are multi-purpose. Davis said no one makes a profit during a parade. The City did approve an exemption for the U of I. He is in favor of the waiver

Bautista said the U of I received a waiver two years ago but last year they paid the full price.

Blankenship is thinking about the impact of a major versus minor parade. He doesn't want to be in this position again when the next organization asks for a waiver because this was approved. He does not support approving this waiver.

Lewis reminded the public that the City does not make money. The City charges the adequate amount to cover the service and any depreciating value of the thing being rented or allocated. Being surprised about fees is not enough of a reason to waiver the fees.

Baustista explained the U of I Homecoming parade fees over the last few years. Once they were aware of the fee increase, they paid the full amount.

Blankenship said the application was received in March and now two and half months later the waiver is being requested. Staff does not know when the fee was relayed to the applicant.

Drew moved to approve the fee waiver request in the amount of $2,590.84. Taruscio seconded. Roll Call Vote: Ayes: Three (Blankenship, Lewis, Parker). Nays: Three (Davis, Kelly, Taruscio). Abstentions: None. Motion failed.

REPORTS

City Council

Moscow Tree Commission – Taruscio reported the group is talking about the 2026 Arbor day celebration, including the seedlings and a partnership with the U of I sustainability program. They are also planning pruning education involving contractors

Moscow Urban Renewal Agency – Kelly said the Board is making progress and thinking more creatively with the 6th and Jackson property. One idea is to break it up into two triangles.

Moscow Volunteer Fire Department – Kelly said they got their new radios.

Fair and Affordable Housing Commission – Parker reported the Commission discussed a housing authority.

Council members spoke on other meetings and events they attended.

ADJOURN

It was mutually agreed upon to adjourn at 7:53 p.m.

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Arthur D. Bettge, Mayor

ATTEST:

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Laurie M. Hopkins, City Clerk

DRAFT

Accounts Payable
Checks for Approval

July 02, 2025 03:32 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name		Amount
113048	06/18/2025	Recreation & Culture	R & M - Equipment	ABSOLUTE REFRIGERATION INC.		$398.00
					Check Total:	$398.00
113049	06/18/2025	Recreation & Culture	Department Supplies	ALSCO, INC.		$82.88
113049	06/18/2025	Recreation & Culture	Department Supplies	ALSCO, INC.		$33.19
					Check Total:	$116.07
113050	06/18/2025	Capital Projects Fund	Roadway Improvement Program	ALTA SCIENCE AND ENGINEERING INC		$13,725.18
113050	06/18/2025	Capital Projects Fund	Roadway Improvement Program	ALTA SCIENCE AND ENGINEERING INC		$1,087.23
					Check Total:	$14,812.41
113051	06/18/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$112.00
113051	06/18/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$620.00
113051	06/18/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
113051	06/18/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
					Check Total:	$1,152.00
113052	06/18/2025	Stormwater Fund	Uniform Expense	ARTBEAT, INC.		$678.00
113052	06/18/2025	Fleet Management Fund	Shop Supplies	ARTBEAT, INC.		$161.60
					Check Total:	$839.60
113053	06/18/2025	Fleet Management Fund	Shop Supplies	AUTOZONE, INC.		$12.60
					Check Total:	$12.60
113054	06/18/2025	General Fund	Uniform Cleaning	BLUE RIBBON LINEN SUPPLY, INC.		$253.63
					Check Total:	$253.63
113055	06/18/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$104.91
113055	06/18/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$20.86
113055	06/18/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$88.75
113055	06/18/2025	Sewer Fund	Professional Services	CANON SOLUTIONS AMERICA, INC.		$46.14
113055	06/18/2025	Recreation & Culture	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$125.80
					Check Total:	$386.46
113056	06/18/2025	Recreation & Culture	Community Event Programs	City of Moscow		$24.00

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$24.00
113057	06/18/2025	Recreation & Culture	Professional Services	Claire Romero		$512.00
					Check Total:	$512.00
113058	06/18/2025	Recreation & Culture	Moscow Farmers Market Programs	Cloud of Moscow		$12.00
					Check Total:	$12.00
113059	06/18/2025	General Fund	Professional Services	Devin Moura		$360.00
					Check Total:	$360.00
113060	06/18/2025	General Fund	Human Rights Commission	Duke Kouta		$400.00
					Check Total:	$400.00
113061	06/18/2025	Recreation & Culture	R & M - Buildings	FISHER SYSTEMS, INC.		$246.00
113061	06/18/2025	Sewer Fund	Professional Services	FISHER SYSTEMS, INC.		$396.00
113061	06/18/2025	General Fund	R & M - Buildings	FISHER SYSTEMS, INC.		$246.00
					Check Total:	$888.00
113062	06/18/2025	General Fund	Janitorial Services & Supplies	GG Gutters, Inc.		$2,597.17
113062	06/18/2025	Recreation & Culture	Janitorial Services & Supplies	GG Gutters, Inc.		$2,546.78
113062	06/18/2025	Recreation & Culture	Janitorial Services & Supplies	GG Gutters, Inc.		$1,302.33
					Check Total:	$6,446.28
113063	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	GRAINGER, INC.		$152.56
					Check Total:	$152.56
113064	06/18/2025	General Fund	R & M - Buildings	GROPP, LLC		$125.00
					Check Total:	$125.00
113065	06/18/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
113065	06/18/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
113065	06/18/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
113065	06/18/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
113065	06/18/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
113065	06/18/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
113065	06/18/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
113065	06/18/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
					Check Total:	$1,144.00
113066	06/18/2025	Sewer Fund	R & M - Equipment	Harrington Industrial Plastics, LLC		$1,471.27
					Check Total:	$1,471.27
113067	06/18/2025	1912 Center Fund	Professional Services	HEART OF THE ARTS, INC.		$7,000.00

Check #	Check Date	Fund	Account	Vendor Name		Amount
113067	06/18/2025	1912 Center Fund	Utility Expense	HEART OF THE ARTS, INC.		$3,750.00
					Check Total:	$10,750.00
113068	06/18/2025	Recreation & Culture	Moscow Farmers Market Programs	Heather Niccoli		$395.00
					Check Total:	$395.00
113069	06/18/2025	General Fund	VEBA Program	HRA VEBA TRUST		$2,922.36
					Check Total:	$2,922.36
113070	06/18/2025	General Fund	Professional Development	Idaho Bureau of EMS &		$25.00
					Check Total:	$25.00
113071	06/18/2025	General Fund	Miscellaneous Services & Charges	IDAHO DEPT. OF HEALTH & WELFARE		$360.00
					Check Total:	$360.00
113072	06/18/2025	General Fund	Miscellaneous Services & Charges	IDAHO STATE POLICE		$297.75
					Check Total:	$297.75
113073	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	IDAHO TRUCK SALES CO, INC.		$228.64
					Check Total:	$228.64
113074	06/18/2025	Water Fund	Operations & Maintenance Parts	Inland North Waste		$1,530.00
					Check Total:	$1,530.00
113075	06/18/2025	General Fund	Office Supplies	J & H PRINTING, INC.		$27.90
					Check Total:	$27.90
113076	06/18/2025	Sewer Capital Fund	WRRF Facility Improvements	J-U-B ENGINEERS, INC.		$3,783.40
					Check Total:	$3,783.40
113077	06/18/2025	Fleet Management Fund	Trash & Container Service	LATAH SANITATION, INC.		$21.11
113077	06/18/2025	Streets Fund	Trash & Container Service	LATAH SANITATION, INC.		$21.11
113077	06/18/2025	Stormwater Fund	Trash & Container Service	LATAH SANITATION, INC.		$21.11
113077	06/18/2025	Recreation & Culture	Trash & Container Service	LATAH SANITATION, INC.		$21.11
					Check Total:	$84.44
113078	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS		$261.98
					Check Total:	$261.98
113079	06/18/2025	Streets Fund	Professional Development	LOCAL HIGHWAY TECHNICAL ASSISTANCE		$160.00
113079	06/18/2025	Stormwater Fund	Professional Development	LOCAL HIGHWAY TECHNICAL ASSISTANCE		$160.00
					Check Total:	$320.00
113080	06/18/2025	General Fund	Miscellaneous Services & Charges	LYNN CARD CO		$81.05
					Check Total:	$81.05

Check #	Check Date	Fund	Account	Vendor Name	Amount
113081	06/18/2025	Recreation & Culture	R & M - Buildings	MCCOY PLUMBING & HEATING, INC.	$32.95
113081	06/18/2025	Recreation & Culture	R & M - Buildings	MCCOY PLUMBING & HEATING, INC.	$34.95
				Check Total:	$67.90
113082	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	MEINEKE CAR CARE CENTER #2410	$130.19
				Check Total:	$130.19
113083	06/18/2025	General Fund	Office Supplies	Melissa Jankovic	$50.55
				Check Total:	$50.55
113084	06/18/2025	General Fund	Professional Services	Minert & Associates, Inc.	$770.00
				Check Total:	$770.00
113085	06/18/2025	Recreation & Culture	Uniform Expense	Moscow Apparel Co.	$359.80
				Check Total:	$359.80
113086	06/18/2025	Information Systems Fund	Professional Services - IS	MOTOROLA SOLUTIONS, INC.	$500.00
113086	06/18/2025	Information Systems Fund	Professional Services - IS	MOTOROLA SOLUTIONS, INC.	$500.00
				Check Total:	$1,000.00
113087	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	Nelson Tire LLC	$410.82
113087	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	Nelson Tire LLC	$410.82
113087	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	Nelson Tire LLC	$(410.82)
				Check Total:	$410.82
113088	06/18/2025	General Fund	Professional Services	Nick Canto	$1,350.00
				Check Total:	$1,350.00
113089	06/18/2025	Sewer Fund	Chemicals	OXARC, INC.	$5,198.67
				Check Total:	$5,198.67
113090	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	Pape Machinery, Inc.	$125.52
113090	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	Pape Machinery, Inc.	$146.13
				Check Total:	$271.65
113091	06/18/2025	Sewer Fund	R & M - Equipment	Paramount Supply Company	$399.99
				Check Total:	$399.99
113092	06/18/2025	General Fund	Section 125 Administration	Peak 1 Administration, LLC	$621.00
113092	06/18/2025	General Fund	Professional Services	Peak 1 Administration, LLC	$15.00
113092	06/18/2025	General Fund	Professional Services	Peak 1 Administration, LLC	$40.00
				Check Total:	$676.00
113093	06/18/2025	General Fund	Recruitment Expense	PERSONNEL EVALUATION, INC.	$25.00

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$25.00
113094	06/18/2025	Information Systems Fund	Telephones & Communications	PORT OF WHITMAN COUNTY		$502.91
					Check Total:	$502.91
113095	06/18/2025	Sewer Fund	Department Supplies	Productivity Plus		$13.35
					Check Total:	$13.35
113096	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	Rebel Creek Properties LLC		$704.00
					Check Total:	$704.00
113097	06/18/2025	Sewer Fund	Department Supplies	Rodney Cook		$47.59
					Check Total:	$47.59
113098	06/18/2025	Water Fund	Department Supplies	Rosauers Supermarkets, Inc.		$19.95
113098	06/18/2025	Recreation & Culture	Concession Supplies	Rosauers Supermarkets, Inc.		$11.34
113098	06/18/2025	Recreation & Culture	Department Supplies	Rosauers Supermarkets, Inc.		$42.90
113098	06/18/2025	Recreation & Culture	Department Supplies	Rosauers Supermarkets, Inc.		$35.97
113098	06/18/2025	Recreation & Culture	Department Supplies	Rosauers Supermarkets, Inc.		$59.95
					Check Total:	$170.11
113099	06/18/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Sales & Service		$316.92
					Check Total:	$316.92
113100	06/18/2025	Recreation & Culture	R & M - Buildings	Stoneway Electric Supply Co.		$239.05
					Check Total:	$239.05
113101	06/18/2025	General Fund	Uniform Expense	The Country Stitch		$148.00
					Check Total:	$148.00
113102	06/18/2025	Recreation & Culture	Moscow Farmers Market Programs	TONNEMAKER HILL FARM		$22.00
					Check Total:	$22.00
113103	06/18/2025	General Fund	Dues, Subscriptions & Memberships	TPC COMMERCIAL PRINTING		$277.28
					Check Total:	$277.28
113104	06/18/2025	Streets Fund	Traffic Control	TRAFFIC SAFETY SUPPLY CO INC		$102.41
					Check Total:	$102.41
113105	06/18/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY		$128.56
113105	06/18/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY		$161.32
					Check Total:	$289.88
113106	06/18/2025	Recreation & Culture	Department Supplies	Tube Pro, Inc.		$431.00
					Check Total:	$431.00

Check #	Check Date	Fund	Account	Vendor Name		Amount
113107	06/18/2025	Recreation & Culture	Concession Supplies	US Foods, Inc.		$16.12
113107	06/18/2025	Recreation & Culture	Concession Supplies	US Foods, Inc.		$2,084.34
113107	06/18/2025	Recreation & Culture	Concession Supplies	US Foods, Inc.		$93.48
					Check Total:	$2,193.94
113108	06/18/2025	Information Systems Fund	Department Supplies	VGH COMPUTER SERVICES		$31.00
					Check Total:	$31.00
113109	06/18/2025	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.		$84.04
113109	06/18/2025	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.		$46.00
113109	06/18/2025	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.		$84.90
					Check Total:	$214.94
113110	06/18/2025	Sewer Fund	R & M - Grounds	WATERWORKS IRRIGATION CO.		$2,283.28
					Check Total:	$2,283.28
113111	06/18/2025	Sewer Fund	R & M - Equipment	WESTERN STATES EQUIPMENT CO.		$1,642.51
113111	06/18/2025	Sewer Fund	R & M - Equipment	WESTERN STATES EQUIPMENT CO.		$1,177.05
113111	06/18/2025	Sewer Fund	R & M - Equipment	WESTERN STATES EQUIPMENT CO.		$1,084.49
113111	06/18/2025	Sewer Fund	R & M - Equipment	WESTERN STATES EQUIPMENT CO.		$278.26
					Check Total:	$4,182.31
113112	06/25/2025	Recreation & Culture	R & M - Buildings	AM HARDWARE, INC.		$134.70
					Check Total:	$134.70
113113	06/25/2025	Fleet Management Fund	Operations & Maintenance Parts	Amazon Capital Services		$185.98
					Check Total:	$185.98
113114	06/25/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
113114	06/25/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
113114	06/25/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$270.00
113114	06/25/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
113114	06/25/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$200.00
113114	06/25/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$200.00
113114	06/25/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$252.00
113114	06/25/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$200.00
113114	06/25/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$672.00
113114	06/25/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$112.00
113114	06/25/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$200.00
					Check Total:	$2,736.00
113115	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	Andrea Wall		$300.00

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$300.00
113116	06/25/2025	Sewer Capital Fund	Lift Station Renovations	Ardurra Group, Inc.		$23,383.05
					Check Total:	$23,383.05
113117	06/25/2025	General Fund	Travel & Meetings	Art Bettge		$34.83
113117	06/25/2025	General Fund	Travel & Meetings	Art Bettge		$244.00
					Check Total:	$278.83
113118	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	BILL VOXMAN		$300.00
					Check Total:	$300.00
113119	06/25/2025	Capital Projects Fund	Roadway Improvement Program	BLACKLINE, INC.		$295,969.01
113119	06/25/2025	Streets Fund	Maintenance	BLACKLINE, INC.		$1,273.68
					Check Total:	$297,242.69
113120	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	Buy the Dozen		$12.00
					Check Total:	$12.00
113121	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	Calhoun Family Fruit		$18.00
					Check Total:	$18.00
113122	06/25/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$20.83
113122	06/25/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$33.50
113122	06/25/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$292.62
113122	06/25/2025	Sewer Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.		$67.86
					Check Total:	$414.81
113123	06/25/2025	Recreation & Culture	Professional Services	CHERLE PATRICIA POULSON		$3,893.50
					Check Total:	$3,893.50
113124	06/25/2025	Water Fund	Water Conservation Program	Cheryl Baysinger		$150.00
					Check Total:	$150.00
113125	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	City of Moscow		$44.00
					Check Total:	$44.00
113126	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	Clearwater Roasting Company		$16.00
					Check Total:	$16.00
113127	06/25/2025	Water Fund	Operations & Maintenance Parts	CONSOLIDATED SUPPLY CO.		$538.61
					Check Total:	$538.61
113128	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	David Vollmer		$300.00
					Check Total:	$300.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
113129	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	DEEP ROOTS FARM	$12.00
				Check Total:	$12.00
113130	06/25/2025	Information Systems Fund	Minor Equipment - Public Safety	DELL MARKETING, L.P.	$1,783.84
				Check Total:	$1,783.84
113131	06/25/2025	General Fund	Uniform Expense	Eagle Engraving, Inc.	$234.55
				Check Total:	$234.55
113132	06/25/2025	Recreation & Culture	Professional Development	Eric Randall	$83.00
				Check Total:	$83.00
113133	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	FIDDLER'S RIDGE FARM	$38.00
				Check Total:	$38.00
113134	06/25/2025	Recreation & Culture	Youth Center Programs	FRIENDS OF PHILLIPS FARM, INC.	$5,320.00
				Check Total:	$5,320.00
113135	06/25/2025	Recreation & Culture	Professional Services	FRIENDS OF PHILLIPS FARM, INC.	$3,220.00
				Check Total:	$3,220.00
113136	06/25/2025	Fleet Management Fund	Operations & Maintenance Parts	GENERAL FIRE APPARATUS	$937.09
				Check Total:	$937.09
113137	06/25/2025	Recreation & Culture	R & M - Buildings	GRAINGER, INC.	$55.64
				Check Total:	$55.64
113138	06/25/2025	Water Fund	Operations & Maintenance Parts	H.D. FOWLER COMPANY	$361.94
				Check Total:	$361.94
113139	06/25/2025	Sewer Fund	Lab Supplies	HACH COMPANY	$307.79
				Check Total:	$307.79
113140	06/25/2025	Sewer Fund	Department Supplies	HELBLING MACHINE & AUTO PARTS	$58.25
				Check Total:	$58.25
113141	06/25/2025	Capital Projects Fund	Roadway Improvement Program	HMH Engineering	$462.78
113141	06/25/2025	Capital Projects Fund	Roadway Improvement Program	HMH Engineering	$36.66
				Check Total:	$499.44
113142	06/25/2025	General Fund	Humane Society Allocation	HUMANE SOCIETY OF THE PALOUSE	$4,846.16
				Check Total:	$4,846.16
113143	06/25/2025	Recreation & Culture	Concession Supplies	IDAHO BEVERAGES, INC.	$428.50
				Check Total:	$428.50

Check #	Check Date	Fund	Account	Vendor Name		Amount
113144	06/25/2025	Sewer Fund	Dues, Subscriptions & Memberships	Idaho Rural Water Association		$329.00
113144	06/25/2025	Water Fund	Dues, Subscriptions & Memberships	Idaho Rural Water Association		$329.00
					Check Total:	$658.00
113145	06/25/2025	Recreation & Culture	Art Walk	J & H PRINTING, INC.		$3,375.00
					Check Total:	$3,375.00
113146	06/25/2025	MSD Community Play Fields	R & M - Grounds	J.R. SIMPLOT COMPANY		$1,365.00
					Check Total:	$1,365.00
113147	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	Jason Perry		$150.00
					Check Total:	$150.00
113148	06/25/2025	Water Fund	Water Conservation Program	Katherine Craine		$150.00
					Check Total:	$150.00
113149	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	Kristie Mattoon		$300.00
					Check Total:	$300.00
113150	06/25/2025	General Fund	R & M - Equipment	L.N. Curtis & Sons		$227.00
					Check Total:	$227.00
113151	06/25/2025	Water Fund	Other Miscellaneous Supplies	LANDGROVE COFFEE, INC.		$140.00
					Check Total:	$140.00
113152	06/25/2025	Water Fund	Water Conservation Program	Leonard Garrison		$150.00
					Check Total:	$150.00
113153	06/25/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS		$55.40
113153	06/25/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS		$735.96
					Check Total:	$791.36
113154	06/25/2025	General Fund	Refunds & Reimbursements	LIFE FLIGHT NETWORK		$150.00
					Check Total:	$150.00
113155	06/25/2025	Recreation & Culture	R & M - Grounds	MCCOY PLUMBING & HEATING, INC.		$734.55
					Check Total:	$734.55
113156	06/25/2025	Sewer Fund	R & M - Equipment	MEASURE-TECH, INC.		$2,823.28
					Check Total:	$2,823.28
113157	06/25/2025	Fleet Management Fund	Operations & Maintenance Parts	MEINEKE CAR CARE CENTER #2410		$130.19
					Check Total:	$130.19
113158	06/25/2025	General Fund	Rental Property & Equipment	MOSCOW VOLUNTEER FIRE DEPARTMENT		$1,750.00

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$1,750.00
113159	06/25/2025	General Fund	R & M - Buildings	Northwest Autostyles		$675.00
					Check Total:	$675.00
113160	06/25/2025	Sewer Fund	Chemicals	OXARC, INC.		$7,026.02
					Check Total:	$7,026.02
113161	06/25/2025	Recreation & Culture	Professional Services	Palouse Umpires Association		$3,155.00
					Check Total:	$3,155.00
113162	06/25/2025	General Fund	Recruitment Expense	PERSONNEL EVALUATION, INC.		$25.00
					Check Total:	$25.00
113163	06/25/2025	Water Fund	Other Miscellaneous Supplies	Rosauers Supermarkets, Inc.		$17.99
113163	06/25/2025	Recreation & Culture	Department Supplies	Rosauers Supermarkets, Inc.		$4.29
					Check Total:	$22.28
113164	06/25/2025	Sewer Fund	Miscellaneous Services & Charges	SE Moscow Sewer District		$133.00
					Check Total:	$133.00
113165	06/25/2025	Sewer Fund	Professional Development	Shelby Hobbs		$400.00
					Check Total:	$400.00
113166	06/25/2025	Streets Fund	Maintenance	SHERWIN-WILLIAMS COMPANY		$(132.58)
113166	06/25/2025	Streets Fund	Maintenance	SHERWIN-WILLIAMS COMPANY		$2,342.24
					Check Total:	$2,209.66
113167	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	SISTERS COOKIE COMPANY		$18.00
					Check Total:	$18.00
113168	06/25/2025	Recreation & Culture	Moscow Farmers Market Programs	Taylormade Kitchen		$14.00
					Check Total:	$14.00
113169	06/25/2025	Sewer Fund	Chemicals	THATCHER COMPANY OF MONTANA		$9,843.40
					Check Total:	$9,843.40
113170	06/25/2025	General Fund	R & M - Buildings	Tompkins Appliance LLC		$874.11
					Check Total:	$874.11
113171	06/25/2025	General Fund	Janitorial Services & Supplies	TRIBUNE PUBLISHING COMPANY		$148.33
					Check Total:	$148.33
113172	06/25/2025	Water Fund	Uniform Expense	ULINE		$104.33
113172	06/25/2025	Water Fund	Uniform Expense	ULINE		$60.00

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$164.33
113173	06/25/2025	General Fund	Uniform Expense	UNIFORMS2GEAR, INC.		$131.36
					Check Total:	$131.36
113174	06/25/2025	Recreation & Culture	Concession Supplies	US Foods, Inc.		$2,777.46
113174	06/25/2025	Recreation & Culture	Concession Supplies	US Foods, Inc.		$32.43
113174	06/25/2025	Recreation & Culture	Concession Supplies	US Foods, Inc.		$34.60
					Check Total:	$2,844.49
113175	06/25/2025	Water Fund	Lab Supplies	USABLUEBOOK		$332.90
					Check Total:	$332.90
113176	06/25/2025	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.		$173.50
					Check Total:	$173.50
113177	06/25/2025	Water Fund	Meters	Zenner USA, Inc.		$64,437.97
					Check Total:	$64,437.97

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Total Amount Being Paid:	$527,111.04

Accounts Payable
Checks for Approval

July 02, 2025 03:34 PM

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Check #	Check Date	Fund	Account	Vendor Name		Amount
113178	07/02/2025	Water Capital Fund	Improvements	Accelerated Construction		$281,526.23
					Check Total:	$281,526.23
113179	07/02/2025	General Fund	Professional Services	ACCESS GEOGRAPHIC, LLC		$18,317.00
					Check Total:	$18,317.00
113180	07/02/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.		$70.20
113180	07/02/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.		$47.23
113180	07/02/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.		$48.73
113180	07/02/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.		$17.39
113180	07/02/2025	Fleet Management Fund	Operations & Maintenance Parts	ALSCO, INC.		$70.20
113180	07/02/2025	Recreation & Culture	Department Supplies	ALSCO, INC.		$51.14
113180	07/02/2025	Recreation & Culture	Department Supplies	ALSCO, INC.		$16.45
113180	07/02/2025	Recreation & Culture	Department Supplies	ALSCO, INC.		$78.41
113180	07/02/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.		$47.23
					Check Total:	$446.98
113181	07/02/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
					Check Total:	$210.00
113182	07/02/2025	Streets Fund	Maintenance	Arrow Construction Supply, Inc.		$1,296.28
					Check Total:	$1,296.28
113183	07/02/2025	Streets Fund	Maintenance	ARTBEAT, INC.		$119.40
					Check Total:	$119.40
113184	07/02/2025	General Fund	Travel & Meetings	ASSOCIATION OF IDAHO CITIES		$65.00
					Check Total:	$65.00
113185	07/02/2025	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.		$4.84
113185	07/02/2025	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.		$259.99
					Check Total:	$264.83
113186	07/02/2025	Water Fund	Heat, Lights & Utilities	Avista Utilities		$32,009.98
113186	07/02/2025	Streets Fund	Street Lighting	Avista Utilities		$21,830.56

Check #	Check Date	Fund	Account	Vendor Name		Amount
113186	07/02/2025	Sewer Fund	Heat, Lights & Utilities	Avista Utilities		$15,092.32
113186	07/02/2025	General Fund	Heat, Lights & Utilities	Avista Utilities		$1,310.18
113186	07/02/2025	General Fund	Heat, Lights & Utilities	Avista Utilities		$3,508.04
113186	07/02/2025	Fleet Management Fund	Heat, Lights & Utilities	Avista Utilities		$652.56
113186	07/02/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$4,906.67
113186	07/02/2025	Transit Center	Heat, Lights & Utilities	Avista Utilities		$21.22
113186	07/02/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$1,314.57
113186	07/02/2025	General Fund	Heat, Lights & Utilities	Avista Utilities		$1,043.51
113186	07/02/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$256.52
113186	07/02/2025	General Fund	Heat, Lights & Utilities	Avista Utilities		$456.44
113186	07/02/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$1,334.16
113186	07/02/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities		$537.82
113186	07/02/2025	Stormwater Fund	Heat, Lights & Utilities	Avista Utilities		$135.41
					Check Total:	$84,409.96
113187	07/02/2025	Sewer Fund	Utility Accounts Receivable	CATHRYN GREER		$20.44
113187	07/02/2025	Water Fund	Utility Accounts Receivable	CATHRYN GREER		$15.38
113187	07/02/2025	Sanitation Fund	Utility Accounts Receivable	CATHRYN GREER		$7.91
113187	07/02/2025	Water Fund	Utility Accounts Receivable	CATHRYN GREER		$6.86
113187	07/02/2025	Stormwater Fund	Utility Accounts Receivable	CATHRYN GREER		$1.50
					Check Total:	$52.09
113188	07/02/2025	Water Fund	Department Supplies	CORE & MAIN		$1,539.46
					Check Total:	$1,539.46
113189	07/02/2025	General Fund	Department Supplies	CULLIGAN, LLC		$14.90
					Check Total:	$14.90
113190	07/02/2025	Sewer Fund	Utility Accounts Receivable	DAVID SMITH		$24.69
113190	07/02/2025	Water Fund	Utility Accounts Receivable	DAVID SMITH		$18.58
113190	07/02/2025	Sanitation Fund	Utility Accounts Receivable	DAVID SMITH		$9.55
113190	07/02/2025	Water Fund	Utility Accounts Receivable	DAVID SMITH		$2.76
113190	07/02/2025	Stormwater Fund	Utility Accounts Receivable	DAVID SMITH		$2.32
					Check Total:	$57.90
113191	07/02/2025	General Fund	Emergency Communication 911	ECC/IDAHO MILITARY DIVISION		$910.14
					Check Total:	$910.14
113192	07/02/2025	Water Fund	Operations & Maintenance Parts	Ferguson Waterworks		$688.88
					Check Total:	$688.88
113193	07/02/2025	General Fund	Professional Services	Gallagher Benefit Services		$3,333.33

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$3,333.33
113194	07/02/2025	Capital Projects Fund	Roadway Improvement Program	GeoProfessional Innovation Corp.		$5,840.00
					Check Total:	$5,840.00
113195	07/02/2025	Streets Fund	Maintenance	Geveko Markings, Inc.		$7,260.75
					Check Total:	$7,260.75
113196	07/02/2025	Recreation & Culture	Moscow Farmers Market Programs	Grammy's Old Fashioned Donuts		$10.00
					Check Total:	$10.00
113197	07/02/2025	Water Fund	Professional Services	HDR ENGINEERING, INC.		$6,744.61
113197	07/02/2025	Sewer Fund	Professional Services	HDR ENGINEERING, INC.		$10,774.78
					Check Total:	$17,519.39
113198	07/02/2025	Fleet Management Fund	Operations & Maintenance Parts	HELBLING MACHINE & AUTO PARTS		$12.50
					Check Total:	$12.50
113199	07/02/2025	Capital Projects Fund	Roadway Improvement Program	HMH Engineering		$1,100.19
113199	07/02/2025	Capital Projects Fund	Roadway Improvement Program	HMH Engineering		$13,888.72
					Check Total:	$14,988.91
113200	07/02/2025	General Fund	Professional Services	HMH Engineering		$1,600.20
					Check Total:	$1,600.20
113201	07/02/2025	Stormwater Fund	Department Supplies	Home Depot U.S.A, Inc.		$90.14
					Check Total:	$90.14
113202	07/02/2025	General Fund	Professional Services	INFOSEND, INC.		$3,769.25
					Check Total:	$3,769.25
113203	07/02/2025	Sewer Fund	Professional Services	Inland North Waste		$10.00
					Check Total:	$10.00
113204	07/02/2025	General Fund	Office Supplies	Jennifer Mylan		$92.42
					Check Total:	$92.42
113205	07/02/2025	Fleet Management Fund	Operations & Maintenance Parts	JESS FORD OF PULLMAN		$476.73
					Check Total:	$476.73
113206	07/02/2025	General Fund	Refunds & Reimbursements	LIFE FLIGHT NETWORK		$6,525.00
					Check Total:	$6,525.00
113207	07/02/2025	Sewer Fund	Utility Accounts Receivable	LUCAS HARRINGTON		$41.51
113207	07/02/2025	Water Fund	Utility Accounts Receivable	LUCAS HARRINGTON		$11.24
113207	07/02/2025	Sanitation Fund	Utility Accounts Receivable	LUCAS HARRINGTON		$7.42

Check #	Check Date	Fund	Account	Vendor Name		Amount
113207	07/02/2025	Water Fund	Utility Accounts Receivable	LUCAS HARRINGTON		$4.18
113207	07/02/2025	Stormwater Fund	Utility Accounts Receivable	LUCAS HARRINGTON		$1.09
					Check Total:	$65.44
113208	07/02/2025	Water Fund	Professional Services	Mchugh Bromley, PLLC		$576.00
					Check Total:	$576.00
113209	07/02/2025	Capital Projects Fund	Roadway Improvement Program	MOTLEY-MOTLEY, INC.		$487,844.82
					Check Total:	$487,844.82
113210	07/02/2025	Streets Fund	Maintenance	MOTLEY-MOTLEY, INC.		$488.47
					Check Total:	$488.47
113211	07/02/2025	Information Systems Fund	Equipment	MOTOROLA SOLUTIONS, INC.		$41.98
113211	07/02/2025	Information Systems Fund	Equipment	MOTOROLA SOLUTIONS, INC.		$3,556.56
					Check Total:	$3,598.54
113212	07/02/2025	Fleet Management Fund	Operations & Maintenance Parts	Mr. Windshield		$275.00
					Check Total:	$275.00
113213	07/02/2025	General Fund	Human Rights Commission	Nicholas Smiley-Kallas		$53.00
					Check Total:	$53.00
113214	07/02/2025	Streets Fund	Maintenance	NORTH IDAHO CRUSHING, INC.		$129.60
					Check Total:	$129.60
113215	07/02/2025	Fleet Management Fund	Operations & Maintenance Parts	Northwest Autostyles		$250.00
					Check Total:	$250.00
113216	07/02/2025	Sewer Fund	Office Supplies	ODP Business Solutions LLC		$55.87
					Check Total:	$55.87
113217	07/02/2025	Streets Fund	Maintenance	Omega Electric		$46.88
113217	07/02/2025	Streets Fund	Maintenance	Omega Electric		$87.00
					Check Total:	$133.88
113218	07/02/2025	Fleet Management Fund	Operations & Maintenance Parts	Pape Machinery, Inc.		$114.89
					Check Total:	$114.89
113219	07/02/2025	Capital Projects Fund	Buildings	ROACH CONSTRUCTION CO.		$14,973.00
113219	07/02/2025	Water Capital Fund	Buildings	ROACH CONSTRUCTION CO.		$563.50
113219	07/02/2025	Sewer Capital Fund	Buildings	ROACH CONSTRUCTION CO.		$563.50
					Check Total:	$16,100.00
113220	07/02/2025	Water Fund	Water Conservation Program	Rosauers Supermarkets, Inc.		$12.48

Check #	Check Date	Fund	Account	Vendor Name		Amount
113220	07/02/2025	Water Fund	Other Miscellaneous Supplies	Rosauers Supermarkets, Inc.		$49.65
113220	07/02/2025	Sewer Fund	Department Supplies	Rosauers Supermarkets, Inc.		$49.65
113220	07/02/2025	Water Fund	Department Supplies	Rosauers Supermarkets, Inc.		$35.91
113220	07/02/2025	General Fund	Department Supplies	Rosauers Supermarkets, Inc.		$9.98
113220	07/02/2025	Recreation & Culture	Department Supplies	Rosauers Supermarkets, Inc.		$71.94
113220	07/02/2025	Water Fund	Other Miscellaneous Supplies	Rosauers Supermarkets, Inc.		$7.98
					Check Total:	$237.59
113221	07/02/2025	General Fund	Sustainable Environ Commission	Rose Creek Seed		$145.50
					Check Total:	$145.50
113222	07/02/2025	Recreation & Culture	Moscow Farmers Market Programs	ROTARY CLUB OF MOSCOW #249		$10.00
					Check Total:	$10.00
113223	07/02/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Sales & Service		$99.99
					Check Total:	$99.99
113224	07/02/2025	Recreation & Culture	Refunds & Reimbursements	STAPLES ADVANTAGE		$(46.09)
113224	07/02/2025	Recreation & Culture	Youth Center Programs	STAPLES ADVANTAGE		$23.99
113224	07/02/2025	Recreation & Culture	Department Supplies	STAPLES ADVANTAGE		$54.00
113224	07/02/2025	Recreation & Culture	Office Supplies	STAPLES ADVANTAGE		$21.85
113224	07/02/2025	Streets Fund	Office Supplies	STAPLES ADVANTAGE		$248.56
113224	07/02/2025	Recreation & Culture	Office Supplies	STAPLES ADVANTAGE		$42.49
113224	07/02/2025	Recreation & Culture	Department Supplies	STAPLES ADVANTAGE		$4.99
113224	07/02/2025	Recreation & Culture	Department Supplies	STAPLES ADVANTAGE		$43.83
113224	07/02/2025	Recreation & Culture	Department Supplies	STAPLES ADVANTAGE		$21.65
113224	07/02/2025	General Fund	Printing & Binding	STAPLES ADVANTAGE		$210.50
113224	07/02/2025	General Fund	Office Supplies	STAPLES ADVANTAGE		$38.89
113224	07/02/2025	General Fund	Office Supplies	STAPLES ADVANTAGE		$23.68
					Check Total:	$688.34
113225	07/02/2025	Water Fund	Utility Accounts Receivable	STEVE BRYANT		$77.64
113225	07/02/2025	Sewer Fund	Utility Accounts Receivable	STEVE BRYANT		$33.90
113225	07/02/2025	Water Fund	Utility Accounts Receivable	STEVE BRYANT		$25.51
113225	07/02/2025	Sanitation Fund	Utility Accounts Receivable	STEVE BRYANT		$20.63
113225	07/02/2025	Stormwater Fund	Utility Accounts Receivable	STEVE BRYANT		$4.98
					Check Total:	$162.66
113226	07/02/2025	Sewer Fund	Utility Accounts Receivable	SUE ZENIER		$32.81
113226	07/02/2025	Water Fund	Utility Accounts Receivable	SUE ZENIER		$24.70
113226	07/02/2025	Sanitation Fund	Utility Accounts Receivable	SUE ZENIER		$16.22
113226	07/02/2025	Sanitation Fund	Utility Accounts Receivable	SUE ZENIER		$12.71

Check #	Check Date	Fund	Account	Vendor Name		Amount
113226	07/02/2025	Stormwater Fund	Utility Accounts Receivable	SUE ZENIER		$2.41
					Check Total:	$88.85
113227	07/02/2025	Recreation & Culture	Moscow Farmers Market Programs	Taylormade Kitchen		$14.00
					Check Total:	$14.00
113228	07/02/2025	Water Fund	Professional Services	Total Lawn Care, Inc.		$345.00
113228	07/02/2025	Water Fund	Professional Services	Total Lawn Care, Inc.		$180.00
					Check Total:	$525.00
113229	07/02/2025	Stormwater Fund	Professional Development	Tyler McGee		$42.00
					Check Total:	$42.00
113230	07/02/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)		$3.00
113230	07/02/2025	General Fund	Department Supplies	U.S. Postal Service (CMRS-FP)		$10.20
113230	07/02/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)		$56.58
113230	07/02/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)		$438.07
113230	07/02/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)		$7.46
113230	07/02/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)		$172.50
113230	07/02/2025	Recreation & Culture	Postage Expense	U.S. Postal Service (CMRS-FP)		$2.76
113230	07/02/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)		$159.46
113230	07/02/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)		$2.07
					Check Total:	$852.10
113231	07/02/2025	Recreation & Culture	Concession Supplies	US Foods, Inc.		$743.28
113231	07/02/2025	Recreation & Culture	Concession Supplies	US Foods, Inc.		$60.27
					Check Total:	$803.55
113232	07/02/2025	Capital Projects Fund	Buildings	Wellens General Contractor		$94,123.77
113232	07/02/2025	Water Capital Fund	Buildings	Wellens General Contractor		$5,743.94
113232	07/02/2025	Sewer Capital Fund	Buildings	Wellens General Contractor		$6,897.00
					Check Total:	$106,764.71
113233	07/02/2025	Water Fund	Printing & Binding	WESTAMERICA COMMUNICATIONS, INC.		$2,325.98
					Check Total:	$2,325.98

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Total Amount Being Paid:	$1,073,893.45

Accounts Payable
Checks for Approval

July 02, 2025 03:30 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name		Amount
403	07/02/2025	Capital Projects Fund	Buildings	LCA ARCHITECTS, P.A.		$4,770.67
403	07/02/2025	Water Capital Fund	Buildings	LCA ARCHITECTS, P.A.		$179.54
403	07/02/2025	Sewer Capital Fund	Buildings	LCA ARCHITECTS, P.A.		$179.54
					Check Total:	$5,129.75

Check #	Check Date	Fund	Account	Vendor Name		Amount
				Total Amount Being Paid:	**$5,129.75**	

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 7, 2025

AGENDA ITEM TITLE

Firehouse Subs Grant Application - Alisa Anderson / Brian Nickerson

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Brian Nickerson, Fire Chief

ADDITIONAL PRESENTER(S)

DESCRIPTION

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. This ram tool can generate a significant amount of force with minimal input, making it effective in various rescue situations. This hydraulic tool is used to break down doors or move heavy objects ($10,485); 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. It is also used to clear hard-to-reach areas and reduce fuel loads in wildfires ($7,389). The MVFD is requesting to submit a grant request in an amount not to exceed $20,000. The grant application portal opens July 10, 2025. Awards are announced within 90 days. This item was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.

REVIEWED BY

Adminstrative Committee

PROPOSED ACTIONS

ACTION: Recommend approval for the MVFD to submit a grant application to Firehouse Subs Foundation for equipment in an amount not to exceed $20,000.

STAFF RECOMMENDATION

Recommend approval for the MVFD to submit a grant application to Firehouse Subs Foundation for equipment in an amount not to exceed $20,000.

OTHER RESOURCES

N/A

FISCAL IMPACT

This program does not require a local match.

PERSONNEL IMPACT

Fire, Grants and Finance Departments

ATTACHMENTS

1. FHS - FAQ
2. CCSR Tool Information

The Portal is Closed Until 7/10/2025

GRANT APPLICATION FAQs

APPLICATION CHECKLIST

Frequently Asked Questions & Tips

Please Apply Early.

What does the Firehouse Subs Public Safety Foundation support?

Our Mission is to impact the lifesaving capabilities, and the lives of local heroes and their communities. This is accomplished by providing lifesaving equipment and prevention education tools to first responders and public safety organizations. All requests must fall within our Foundation's funding guidelines which can be found on our website via **firehousesubsfoundation.org/about-us/funding-areas**. See below for information regarding items that are not supported by our grants program.

Are there items that your Foundation does not support?

All requests must fall within our Foundation's funding guidelines which can be found on our website via **firehousesubsfoundation.org/about-us/funding-areas**. Examples of items that are not supported by our board of directors at this time include body cameras, building exhaust removal systems, crash data boxes, dash cams, drones and drone accessories, exercise equipment, goodie bags, guns/firearms/use of force equipment, riot gear, laser pointers (designators), inflatable bounce houses, license plate readers, Narcan, portable message signs, Pluggie the fire plug robot, Polar Breeze thermal rehabilitation systems, police radar equipment, power load stretchers, recording devices, refurbished equipment, security systems, surveillance equipment, Sparky the Fire Dog robots and costumes, stop sticks, tasers, throw bots, traffic road barriers, TruNar analyzers, t-shirts & polos, etc. Note: Our organization is unable to accept requests for Scott SCBA Model AP50 at this time. All other Scott product requests are acceptable.

Is this grant only available for Fire Departments?

No. Law enforcement, EMS, public safety organizations, non-profits and schools are encouraged to apply for lifesaving equipment.

If my organization has received a grant award from Firehouse Subs Public Safety Foundation in the past, when can we reapply?

We ask that grant recipients wait a minimum of three years from the date of approval before reapplying.

Does the Foundation provide reimbursements for purchased equipment?

Our program DOES NOT provide reimbursements for purchased equipment. If your organization has already purchased the equipment and is requesting reimbursement, please DO NOT apply.

Can my organization submit multiple grant applications?

No, the Foundation does not accept more than one grant request per organization. The Foundation is unable to make exceptions to this rule.

Is the Firehouse Subs Public Safety Foundation grant a matching grant?

There are no matching funds involved in our organization's grants program.

Does the Foundation accept requests for partial funding?

The Foundation does not consider request for partial funding.

If my request is more or less than $20,000, will it be denied?

$15,000-$25,000 is a guideline. Requests exceeding $40,000 will not be accepted.

What financial information should we provide?

Financials must show revenue and expenses and must include the name of your organization, city or county. One of the following options must be submitted:

- A recent - within one month - Balance Sheet which consists of Assets and Liabilities
- A recent - within one month - Profit & Loss Statement also called an Income Statement
- A current year annual budget showing projected income and expenses
- A previous year audit or 990

What is needed for the required vendor quote/bid attachment?

An official vendor quote must be submitted with the following information for your grant request to be considered. Note: When requesting a quote/bid from a vendor, please share our quote requirements and notify the vendor that you are applying for a grant from our Foundation. Please ensure the quote reflects the most up-to-date and accurate pricing. As a non-profit charity we are responsible for the allocation of donor dollars. This includes procuring granted equipment at a savings, whenever possible. Submitted quotes MUST meet the requirements below, please read carefully:

o Vendor sales representative first and last name must be included on quote

o Vendor email address must be included on quote

o The name & ***physical*** address of your organization must be included

o The first & last name of a contact person from your organization must be included

o Only one vendor quote may be submitted. Your application will be marked incomplete if more than one quote is submitted.

o Quote must be itemized

o Online quotes will not be accepted

o Must be dated within six months of the application deadline

o Must contain ***only*** the item(s) pertaining to your grant request

o The total dollar amount and equipment quantities in the vendor quote ***MUST MATCH*** the total that your department is requesting on the application. Please ensure the quote reflects the most up-to-date and accurate pricing

o Include sales tax, freight charges and any anticipated installation fees, if applicable. Firehouse Subs Public Safety Foundation will not be responsible for additional shipping costs, sales tax, or installation not included in the submitted quote. All costs, including accessories, must be itemized

o The cost of maintenance plans and extended warranties are not permissible

o Firehouse Subs Public Safety Foundation will not be responsible for restocking fees or costs related to errors within your quote

Important: Only one vendor quote may be submitted for related items only, within one equipment category. Unrelated equipment cannot be combined into one quote. Examples of unacceptable requests include quotes for un-related equipment:

- Cutter, Spreader and Fire Hoses*
- AEDs and gas monitors*
- Requests with more than one quote

* these items do not belong in the same equipment category

What inventory information should I provide?

Equipment inventory is required for first responder organizations only. If your organization does not have apparatus, vehicles or specialized equipment, please attach a document noting that the organization does not have any applicable inventory and include the name of your organization on the document.

For first responders: The inventory documentation must list the name of your organization. Please include a list of apparatus, vehicles and other specialized equipment, if applicable. The lists we receive vary in length depending on the size and type of organization. (For example, include items such as vehicles, extrication equipment, breathing devices, and personal protective equipment/PPE).

If my department is located more than 60 miles from a Firehouse Subs restaurant, should I still apply?

Our Foundation mainly focuses its resources in areas served by Firehouse Subs restaurants. We recognize the need of rural and volunteer departments throughout the country and will consider applications outside of the 60-mile guideline.

When can we expect to find out if our grant has been approved or denied?

Grant award notifications will be emailed to ALL applicants prior to the portal reopening date each quarter. Please do not contact restaurants or the Firehouse Subs Care Center with questions regarding your grant.

Does Firehouse Subs Public Safety Foundation fund requests for "use of force"?

As per our guidelines, Firehouse Subs Public Safety Foundation does not accept grant requests for "use of force" items such as guns, tasers, riot gear, firearm simulators, or other use of force items.

Does the Foundation only work with specific equipment vendors?

No, the Firehouse Subs Public Safety Foundation does not endorse any specific equipment vendor or brand. Our goal is to provide the equipment that best fits the needs of our recipients, at the best possible price, to enable us to help more organizations. As needed, the Foundation's procurement team will evaluate pricing and reach out to other distributors of the same manufacturer and brand.

Does the Foundation fund requests for refurbished equipment?

No, our organization does not accept grant requests for refurbished or pre-owned equipment.

Does the Foundation fund requests for patent-pending equipment?

No, our organization does not accept grant requests for patent-pending products.

If the grant is approved and the vendor provides a discount on the granted equipment, can we order more items?

No. Any savings the recipient incurs must be returned as excess funds or credited back to the Foundation for future grant awards.

If approved, what is required by the recipient?

Documentation must be submitted to verify that the grant award was received. More details will be provided if approved.

We are unable to provide any additional assistance due to the volume of applications received daily. For technical questions, please email Foundation@FirehouseSubs.com. Please note: the Foundation does not provide sponsorship support.

What are the most common reasons a grant application is marked incomplete?

- The requested equipment does not fall within the Foundation's funding guidelines
- Quote is missing vendor sales representative first and last name & vendor email address
- Quote is missing name & physical address of the applying organization, and a contact person from the organization
- Online quotes are not permissible
- Quote does not match the dollar amount or quantity requested in the grant application
- Quote includes item(s) that are not being requested in the grant
- Attachments that are not saved as .doc, .pdf, .jpeg or .xlsx
- Financials are outdated and/or do not include both revenues and expenses
- Alternate contact information is the same contact information as the main contact information

Ph: 206-622-2875
TF: 800-426-6633
Fax: 253-236-2997
nwsales@lncurtis.com
UEI#: DDLSADSWN7U7

CURTIS
TOOLS FOR HEROES

Northwest Division
6507 South 208th Street
Kent, WA 98032
www.LNCurtis.com

Quotation

CUSTOMER:
Moscow City Fire Department ID
229 Pintail Lane
Moscow ID 83843

SHIP TO:
Moscow City Fire Department ID
229 Pintail Lane
Moscow ID 83843-8202

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
337849	03/24/2025	04/23/2025

SALESPERSON	CUSTOMER SERVICE REP
Sean McGuffin smcguffin@lncurtis.com 509-506-0688	Heather Dodge hdodge@lncurtis.com 206-596-7910

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Chief Brian Nickerson	C3459	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
SP	Standard Shipping	

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. The SDS is provided with the product. In addition, manufacturer's safety and/or warning notices, instructions and information relating to the proper use and care of the product is provided with the product. All applicable SDS, safety and/or warning notices, instructions and other information provided with the product should be thoroughly read, reviewed, and understood prior to handling, distributing, using, reselling, or servicing any and all products provided by Curtis. Materials utilized to clean, repair, maintain and/or service your owned equipment, as well as Curtis owned equipment, may contain per-and polyfluoroalkyl substances (PFAS) to meet national standards or original equipment manufacturer specifications. For other important product notices and warnings, or to request an SDS, product specifications, manufacturer's safety notices, instructions and/or warning notices, please contact Curtis or visit https://www.lncurtis.com/product-notices-warnings

Thank you for this opportunity to provide grant budget pricing. Please contact our office for firm pricing at time of order.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
1	1	EA	274085000-1 HURST	R421 E2 Ram Tool Only	OM	$8,091.00	$8,091.00
2	2	EA	272085410 HURST	Extended Life (EXL) Battery for eDRAULIC Rescue Tools	OM	$747.00	$1,494.00
3	1	EA	272080411 HURST	110V 60Hz eDRAULIC Battery Charger with US Plug	OM	$615.60	$615.60

Ph: 206-622-2875
TF: 800-426-6633
Fax: 253-236-2997
nwsales@lncurtis.com
UEI#: DDLSADSWN7U7

CURTIS
TOOLS FOR HEROES

Northwest Division
6507 South 208th Street
Kent, WA 98032
www.LNCurtis.com

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE

Small Business
CAGE Code: 5E720
SIC Code: 5099
Federal Tax ID: 94-1214350
UEI #DDLSADSWN7U7

This pricing generally remains firm until 04/23/2025. Pricing is subject to change if product is affected by the implementation of a tariff. Contact us for updated pricing after this date.

Due to market volatility, global supply chain pressures, and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal	$10,200.60
Estimated Tax Total	$0.00
Transportation*	$0.00
***(to be added when order ships)**	
Total	$10,200.60

[View Terms of Sale and Return Policy]

Search

CURTIS
TOOLS FOR HEROES

Login Cart (0)

BRANDS PPE APPAREL FOOTWEAR HELMETS WATER FLOW BREATHING AIR TOOLS LIGHTS SPECIALTY DEALS

Home / Specialty / Rescue / Vehicle Extrication Rescue / Rams / Hurst eDRAULIC R 421E2 Ram Package

Write a Review

HURST EDRAULIC R 421E2 RAM PACKAGE

ITEM #: 274085000 HURST

Extends up to 53 in. The R 421E2 is the industry's first battery-powered telescopic rescue. And while it is extremely compact, it offers enough strength to pack a powerful
More Details

CURRENT STOCK: 0 (Available to Backorder)

Availability: Due to manufacturer agreements, this item is only available for purchase in select states and is not eligible for discounts or promotions.

$10,485.00

− 1 + ADD TO CART

BRAND: Hurst Jaws of Life **MFR#:** 274085000
UPC:

DETAILS

Hurst eDRAULIC R 421E2 Ram Package

Extends up to 53 in. The R 421E2 is the industry's first battery-powered telescopic rescue. And while it is extremely compact, it offers enough strength to pack a powerful wallop. The newly designed, sharp claws at both ends can be rotated 360º, enabling you to apply the ram effectively in almost any precarious situation.

Ergonomically designed star-grip permits tool actuation from almost any gripping position.

Weighs only 41.9 lbs, making it easy to maneuver.

Extended length of 53 in., giving you a wider rescue opening.

Each tool package comes with two Li-Ion rechargeable batteries and one charger.

View the Safety Data Sheet here.

A ram tool, specifically the Hydra Ram, is used by fire departments for forcible entry and extrication. It's a hydraulic tool that firefighters use to break down doors or move heavy objects. The tool can generate a significant amount of force with minimal input, making it effective in various rescue situations.

Ph: 206-622-2875
TF: 800-426-6633
Fax: 253-236-2997
nwsales@lncurtis.com
UEI#: DDLSADSWN7U7

CURTIS
TOOLS FOR HEROES

Northwest Division
6507 South 208th Street
Kent, WA 98032
www.LNCurtis.com

Quotation

CUSTOMER:
Moscow City Fire Department ID
229 Pintail Lane
Moscow ID 83843

SHIP TO:
Moscow City Fire Department ID
229 Pintail Lane
Moscow ID 83843-8202

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
337930	03/25/2025	04/24/2025

SALESPERSON	CUSTOMER SERVICE REP
Sean McGuffin smcguffin@lncurtis.com 509-506-0688	Heather Dodge hdodge@lncurtis.com 206-596-7910

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Chief Brian Nickerson	C3459	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
SP	Standard Shipping	

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LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
1	1	EA	V18-BD-12-AC-SP SUP VAC	18" Valor PPV, Shore Power, Dewalt Battery * 2 - Ac Chargers * 2X 12Ah Batteries .	OM	$6,840.00	$6,840.00

Small Business
CAGE Code: 5E720
SIC Code: 5099
Federal Tax ID: 94-1214350
UEI #DDLSADSWN7U7

This pricing generally remains firm until 04/24/2025. Pricing is subject to change if product is affected by the implementation of a tariff. Contact us for updated pricing after this date.

Due to market volatility, global supply chain pressures, and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Ph: 206-622-2875
TF: 800-426-6633
Fax: 253-236-2997
nwsales@lncurtis.com
UEI#: DDLSADSWN7U7

CURTIS
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Northwest Division
6507 South 208th Street
Kent, WA 98032
www.LNCurtis.com

Subtotal	$6,840.00
Estimated Tax Total	$0.00
Transportation*	$95.00
***(to be added when order ships)**	
Total	$6,935.00

View Terms of Sale and Return Policy

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BRANDS PPE APPAREL FOOTWEAR HELMETS WATER FLOW BREATHING AIR TOOLS LIGHTS SPECIALTY DEALS

Home / Tools / Salvage & Overhaul / **Super Vac Variable Speed Battery Power Blower - Milwaukee**

Write a Rev

SUPER VAC VARIABLE SPEED BATTERY POWER BLOWER - MILWAUKEE

ITEM #: MILWAUKEE BATTERY PPV SUPER VACUUM

Compact. Lightweight. And reliable. The all-new Super Vac Variable Speed Battery Power Blower is equipped with dual Milwaukee *M18 REDLITHIUM HIGH OUTPUT*
More Details

SIZE:

16 in. | 18 in. | 20 in.

STYLE:

2-12 Ah Batteries | 2-12 Ah Batteries, 2-AC Chargers, Shore Power | 2-8 Ah Batteries, 2-AC Chargers, Shore Power | No Battery, No Charger With Shore Power | 2-8 Ah Batteries | No Battery

$4,365.00 - $7,389.00

− 1 + ADD TO CART

BRAND: Super Vac

MFR#: MILWAUKEE BATTERY PPV SUPER VACUUM

UPC:

DETAILS

Super Vac Variable Speed Battery Power Blower - Milwaukee

Compact. Lightweight. And reliable. The all-new Super Vac Variable Speed Battery Power Blower is equipped with dual Milwaukee *M18 REDLITHIUM HIGH OUTPUT* batteries, making it the most compatible PPV interface on the market with the ability to work in tandem with most Milwaukee tools.

- Compact, Roll-Cage Frame
- 18 in. Blower features a folding curved handle, providing a higher grip for better ergonomics
- 180° Tilt: Provides the largest tilt range among battery fans, allowing airflow to be directed virtually anywhere
- Milwaukee *M18 REDLITHIUM HIGH OUTPUT* Batteries: Provide up to 62 minutes of max airflow, depending on battery selection
- Polymer Blade
- Precision-Spun Steel Shroud with StreamShaper Guard
- 5 Year Warranty on Battery Fan components
- 3 Year Warranty on Motor/Battery
- *Patient Pending*

Fire departments use power blowers, particularly leaf blowers, in several ways, including mop-up operations after a fire, creating firebreaks, and as part of positive pressure ventilation (PPV) systems. They are also used to clear hard-to-reach areas and reduce fuel loads in wildfires.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 7, 2025

AGENDA ITEM TITLE

Consideration of the Latah County Library District Lease Agreement – David Schott

RESPONSIBLE STAFF

David Schott, Parks and Facilities Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

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.

The site has served the community as a library since 1906, when the lot at the corner of Second and Jefferson Streets was purchased by the City for this purpose. A Carnegie library was constructed there for just under $10,000, making it one of the last Carnegie-funded libraries. In 1982, construction began on a major remodel and expansion of the original building. The renovated Latah County Library opened in 1983, featuring the Carol Ryrie Brink Reading Room in the historic Carnegie section, specially designed for children. The addition more than doubled the library's space while preserving its welcoming atmosphere.

The City of Moscow owns the property with the Library District managing operations since its formation in 1979. In 2004, the City and the Library District formalized this arrangement with a 10-year agreement. The most recent lease began on October 1, 2014, and expired on September 30, 2024. To allow time for negotiation of a new long-term agreement, the City Council approved a one-year extension, which is set to expire on September 30, 2025. The proposed agreement has some minor edits, including clarifying language about the delineation of duties and fiscal responsibilities.

REVIEWED BY

This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.

PROPOSED ACTIONS

ACTION: Approve 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.

STAFF RECOMMENDATION

Approve 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

OTHER RESOURCES

FISCAL IMPACT

Latah County Library District shall pay the City of Moscow, as compensation for the lease, use and occupation of the Library, one dollar per year.

PERSONNEL IMPACT

ATTACHMENTS

1. Lease Agreement - Library District_final

2025 LEASE AGREEMENT BETWEEN CITY OF MOSCOW, IDAHO AND LATAH COUNTY LIBRARY DISTRICT (MOSCOW LOCATION)

THIS 2025 LEASE AGREEMENT BETWEEN CITY OF MOSCOW, IDAHO AND LATAH COUNTY LIBRARY DISTRICT (MOSCOW LOCATION) (hereinafter "Agreement") is entered into this ______ day of ___________________, 2025 by and between the City of Moscow, Idaho, 206 East Third Street, Moscow, Idaho, 83843, a municipal corporation of the State of Idaho (hereinafter "CITY") and the Latah County Library District, 110 South Jefferson Street, Moscow, Idaho, 83843, a public corporation of the State of Idaho (hereinafter "DISTRICT").

W I T N E S S E T H:

WHEREAS, it is a policy of the State of Idaho to promote the establishment and development of free library services for all the people of Idaho; and

WHEREAS, DISTRICT and CITY desire to facilitate said policy of the State of Idaho; and

WHEREAS, CITY is the owner of the real property located at 110 South Jefferson Street, Moscow, Idaho, 83843 (hereinafter "Library"); and

WHEREAS, CITY and DISTRICT executed a lease agreement for the Library on October 1, 2014, for a ten (10) year term; and

WHEREAS, CITY and DISTRICT extended the term of the lease agreement for one year with said extension set to terminate on September 30, 2025; and

WHEREAS, CITY and DISTRICT wish to continue the arrangement of leasing the Library for the sole purpose of conducting library operations; and

WHEREAS, such agreement is authorized by Idaho Code 50-301 et seq., 33-2601 et seq., 33-2701 et seq., and other provision of the Idaho Code;

NOW THEREFORE, it is agreed for and in consideration of the mutual covenants and promises between the Parties hereto, that all matters stated above are true and correct and incorporated herein by reference as if copied in their entirety and to the following:

ARTICLE I. GRANT OF PREMISE

CITY agrees to lease to DISTRICT and DISTRICT agrees to lease from CITY the Library, located at 110 South Jefferson Street, Moscow, Idaho, 83843, "as is", in the current state of repair and condition as of the Commencement Date, subject to the terms and conditions of this Agreement.

ARTICLE II. TERM

This Agreement shall commence on the 1st day of October, 2025 (Commencement Date), notwithstanding the date executed, and shall continue in full force and effect for ten (10) years until the 30th day of September, 2035, unless terminated earlier per the terms herein.

ARTICLE III. LEASE PAYMENT

DISTRICT shall pay CITY, as compensation for the lease, use and occupation of the Library, One Dollar ($1) per year for each year this Agreement is in effect. CITY shall invoice DISTRICT on or about October 1 of every year, and DISTRICT shall remit payment within 30 days of receipt of the invoice.

ARTICLE IV. CITY AGREEMENT

In consideration of the premises and promises made herein, CITY agrees to allow DISTRICT to occupy the Library and its appurtenances for the sole purpose of conducting library operations in accordance with best practices and according to law.

ARTICLE V. DISTRICT AGREEMENT

DISTRICT agrees to provide library services to CITY residents and to Latah County residents in conformance with best practices and according to law and, further, agrees to occupy the Library for the sole purpose of conducting such library operations.

ARTICLE VI. NO OWNERSHIP

DISTRICT shall obtain no ownership interest in the Library or its grounds by the execution of this Agreement or by its lease, use or occupancy of the Library. This Agreement shall not be subject to any proceeding for the benefit of DISTRICT's creditors, if any.

ARTICLE VII. BUILDING MAINTENANCE

The Parties shall perform repair and maintenance on the Library in accordance with the following delegation of responsibilities:

A. CITY's Responsibilities:

1. CITY shall be responsible for major repairs to the Library, which shall be contingent upon CITY receiving the necessary funding to cover the obligations of CITY for the major repairs. In the event that such funding is not received or appropriated, then, and in that event, the Parties may terminate this Agreement and CITY’s obligations for performing the major repairs under this Agreement shall cease without any liability to DISTRICT. For purposes of this Agreement, "major repairs" shall be defined as structural repairs to the building, repair, maintenance or replacement of fixed building equipment, (including but not limited to the elevator, HVAC, including routine and

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preventative maintenance, the roof and plumbing), and repair and replacement of windows, sidewalks, and water and sewer lines.

2. CITY shall be responsible for water, sewer, and garbage service costs for the Library.

3. CITY shall be responsible for snow removal from the Library parking lot.

4. CITY shall be responsible for maintenance of the trees located in the public right-of-way adjacent to the Library.

B. DISTRICT's Responsibilities:

1. DISTRICT shall be responsible for minor repairs to the Library. For purposes of this Agreement, "minor repairs" shall be defined as the repair, maintenance or replacement of, but not limited to, flooring, computers, telephone system, fire extinguishers, and electrical bulb fixtures.

2. DISTRICT shall be responsible for quarterly filter replacements of the HVAC system.

3. DISTRICT shall be responsible for performing all general maintenance to the interior of the Library, including, but not limited to, cleaning of carpets and other general janitorial services.

4. DISTRICT shall be responsible for all general maintenance to the exterior and grounds of the Library, including, but not limited to, painting, mowing, weeding, tree care, irrigation system maintenance from the double check valve, and general grounds maintenance.

5. DISTRICT shall be responsible for all electricity, gas, internet, and other utility service costs that are not included in CITY's responsibilities as provided herein, for the Library.

6. DISTRICT shall be responsible for snow removal from Library grounds, including all sidewalks on or adjacent to the Library grounds, with the exception of snow removal from the parking lot which is CITY's responsibility.

C. DISTRICT may request labor assistance from CITY in discharging DISTRICT's obligations pursuant to this Section. CITY may, but is not obligated to, provide such assistance. In the event that CITY agrees to provide such assistance to DISTRICT, CITY shall submit invoices representing time spent in the performance of such assistance to DISTRICT, and DISTRICT shall remit payment for such invoices within twenty (20) days of receipt thereof.

D. It shall be the responsibility of each Party to give prompt and timely notice to the other Party of the occurrence of any conditions which are the responsibility of the other Party to repair, maintain or replace pursuant to the terms of this Agreement. In the event of a dispute over which Party is responsible, or if funding constraints prevent prompt performance of the

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required repair, maintenance, or replacement, and an agreeable solution does not result, this Agreement may be terminated for cause as provided in Article XIII, Section B of this Agreement.

ARTICLE VIII. LIBRARY MAJOR IMPROVEMENTS

A. “Major Improvements” for purposes of this Agreement shall be defined as structural and mechanical alterations to the Library, including but not limited to, addition or alteration of windows, alterations to structural walls, and alterations to plumbing or electrical systems.

B. In the event DISTRICT desires to make a Major Improvement, DISTRICT shall submit a written request to CITY Parks and Facilities Manager or designee with construction drawings and diagrams of sufficient detail and scale to convey the scale and scope of the proposed Major Improvements.

C. Each written request shall include details of the proposed Major Improvements, including but not limited to, the proposed project manager, anticipated cost and funding, who would complete the work, how the work would be conducted and timeframe for completion, and any proposed dispensation.

D. CITY shall review such requests for Major Improvements and may request additional information deemed necessary by CITY to assess and render a decision regarding such Major Improvement requests.

E. CITY has the discretion to approve or to deny any Major Improvement requests. CITY may require a performance bond of DISTRICT for any such Major Improvements, inspect any Major Improvements during construction, and issue a stop work order to any contractor or agent of DISTRICT should CITY determine that the construction activity threatens the historic or structural integrity of the Library.

ARTICLE IX. INSURANCE

A. DISTRICT warrants that it shall obtain and shall maintain, at its expense for the duration of this Agreement, statutory worker's compensation coverage, employer's liability coverage and comprehensive general liability insurance coverage. The comprehensive general liability insurance shall have, at a minimum, coverage of at least One Million Dollars ($1,000,000) per claim and Two Million Dollars ($2,000,000) aggregate.

B. DISTRICT shall furnish CITY with policies or certificates of insurance to demonstrate (a) DISTRICT has procured such insurance; and (b) CITY has been named as an additional insured therein.

C. All such policies or certificates of insurance shall contain the covenant of the insurance carrier that thirty (30) days’ written notice shall be given to CITY prior to modifications, cancellations or reduction in coverage of such insurance.

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D. CITY shall maintain casualty insurance, including property damage and fire insurance for the Library and fixtures. Such insurance shall not extend to the contents of the Library building. DISTRICT shall assume the risk of loss to the contents of the Library building and shall undertake, in its discretion, to insure against such loss or damage.

ARTICLE X. NO EMPLOYER-EMPLOYEE RELATIONSHIP

The Parties warrant by their signatures that no employer/employee, partnership or joint venture relationship is established between CITY and DISTRICT by the terms of this Agreement. It is understood by the Parties that employees of DISTRICT shall not be considered to be employees of CITY for purposes of tax, retirement system or social security (FICA) withholding, or for any other purpose.

ARTICLE XI. WAIVER, INDEMNIFICATION AND HOLD HARMLESS COVENANT

The Parties are governmental entities subject to statutory and constitutional restrictions concerning the acceptance of liability. The Parties' liabilities are further governed by the Idaho Tort Claims Act. It is the intention of the Parties that each will be responsible for its own acts and omissions and those of its officers and employees acting within the course and scope of their employment.

ARTICLE XII. ENTIRE AGREEMENT, MODIFICATION AND ASSIGNABILITY

This Agreement contains the entire agreement between the Parties and no statements, promises or inducements made by either Party, or agents of either Party, are valid or binding unless contained herein. This Agreement may not be enlarged, modified or altered except upon written agreement signed by the Parties hereto. DISTRICT may not subcontract or assign its rights or duties arising hereunder without the prior written consent and express authorization of CITY. This term does not apply to DISTRICT hiring subcontractors to handle the maintenance and repair DISTRICT is responsible for as provided within this Agreement. Any subcontractor or assignee so authorized shall be bound by all the terms and conditions of this Agreement as if named specifically herein.

ARTICLE XIII. TERMINATION

A. Termination for Convenience:

Either Party desiring to terminate this Agreement shall serve written notice on the other Party of its intent to terminate this Agreement. Said written notice shall be served not less than three hundred sixty-five (365) days prior to the termination date set forth in said written notice. Said written notice shall automatically terminate this Agreement on the date specified therein unless such termination is rescinded by the Parties prior to such date. In the event of such termination, DISTRICT shall vacate the Library premises and grounds prior to the termination date set forth in said notice. Then, and in that event, DISTRICT agrees that it shall leave the Library building and grounds in substantially the same conditions as such existed on the Commencement Date of this Agreement, excluding ordinary wear and tear. DISTRICT further agrees that its responsibilities to return the Library to such condition shall survive the termination date set forth in said notice and shall continue until the Library is

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returned to such condition. Neither Party shall be entitled to damages or compensation pursuant to the exercise of termination for convenience by the other Party.

B. Termination for Cause:

The dissatisfied Party may give notice in writing to the other Party of any or all deficiencies claimed. The notice shall be sufficient for all purposes if it describes the default in general terms. If all defaults are not cured and corrected within a reasonable period as specified in the notice, which time shall not exceed sixty (60) days, the dissatisfied Party may, with no further notice, declare this Agreement to be terminated for cause. DISTRICT shall thereafter vacate the Library building and grounds within sixty (60) days, in substantially the same condition as such existed prior to the date of this Agreement, excluding ordinary wear and tear, with the exception of such deficiencies that exist due to CITY's failure to conduct repair and maintenance as outlined in the written notice. DISTRICT's responsibility, as previously limited, to return the Library building and grounds to such condition shall survive such termination and shall continue until the Library is returned to such condition

C. This Agreement shall terminate in the event DISTRICT ceases to exist.

ARTICLE XIV. SEVERABILITY

In the event any provision of this Agreement or any part thereof shall be determined by any court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions, or parts thereof, shall remain in full force and effect, being in no way affected, impaired or invalidated. The remaining provisions shall be construed in a manner most closely approximating the intentions of the Parties with respect to the invalid, void or unenforceable provisions or part thereof.

ARTICLE XV. COMPLIANCE WITH LAWS

DISTRICT and CITY agree that each Party shall conduct its obligations pursuant to this Agreement and in conformance with all applicable laws, ordinances and regulations of all governmental and regulatory agencies having jurisdiction.

ARTICLE XVI. CONSTRUCTION AND VENUE

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 this Agreement, it is agreed that the proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah.

ARTICLE XVII. COSTS AND ATTORNEYS FEES

In the event either Party incurs legal expenses to enforce the terms and conditions of this Agreement, the prevailing Party is entitled to recover reasonable attorney's fees and other costs and expenses, whether the same are incurred with or without suit.

ARTICLE XVIII. NO WAIVER

The failure of DISTRICT or CITY to insist on strict performance of any of the terms and conditions in this Agreement shall not be deemed a waiver of the rights or remedies that either Party may have regarding that specific instance, and shall not be deemed a waiver of any subsequent breach or default in any of the terms and conditions hereof. Making or receiving payments pursuant to this Agreement during the existence of a dispute shall not be deemed to and shall not constitute a waiver of any of the claims or defenses of the Party making such payment.

ARTICLE XIX. AUTHORIZED REPRESENTATIVES/ADDRESSES

The Director of the Latah County Library District shall be the authorized representative of DISTRICT for all purposes related to this Agreement. The City of Moscow City Administrator shall be the authorized representative of CITY for all purposes related to this Agreement. All contacts between the Parties shall be made to the following:

Director
Latah County Library District
110 South Jefferson Street
Moscow, ID 83843

City Administrator
City of Moscow, Idaho
PO Box 9203
206 East Third Street
Moscow, ID 83843

ARTICLE XX. 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 under the penalty of perjury pursuant to the law of the State of Idaho. This Agreement may also be executed by the use of electronic signatures pursuant to Idaho Code § 28-50-107.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by their respective duly authorized officials on the date first above written.

LATAH COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES	THE CITY OF MOSCOW
By: ________________________ Rochelle Smith, Board Chair	By: ________________________ Arthur D. Bettge, Mayor

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ATTEST:

____
Donna, Beggs, Board Treasurer

ATTEST:

____
Laurie M. Hopkins, City Clerk

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COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 7, 2025

AGENDA ITEM TITLE

Consideration of the 1912 Center Third Floor Development Concept - David Schott

RESPONSIBLE STAFF

David Schott, Parks and Facilities Manager

ADDITIONAL PRESENTER(S)

Jenny Kostroff

DESCRIPTION

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.

HAI has secured the funds for construction documents and renderings in 2025 provided the conceptual plans meet with City Council approval. HAI plans to approach this final renovation project in phases as funds can be raised for each of the identified phases: infrastructure, Culinary Lab, Ballroom, Sky Lounge and Studio.

Third floor schematic drawings were generated by, Knit in Moscow, Idaho, to show the proposed ideas for each space. Moreover, a description of each proposed new space created by this renovation is included in this packet.

HAI is requesting City Council approval to proceed with the plan creation based on the concepts presented for the third floor spaces.

REVIEWED BY

1912 Center Facility Development Committee
This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.

PROPOSED ACTIONS

ACTION: Approve the conceptual schematic for the development of the third floor of the 1912 Center.

STAFF RECOMMENDATION

Approve the conceptual schematic for the development of the third floor of the 1912 Center.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 1912 Center Third Floor Plan Memo 2025

1912 Center Third Floor Planning Memo

To: City Council for the City of Moscow

From: Jenny Kostroff, Executive Director of Heart of the Arts, Inc.

Date: June 9, 2025

Re: Planning for the Third Floor of the 1912 Center

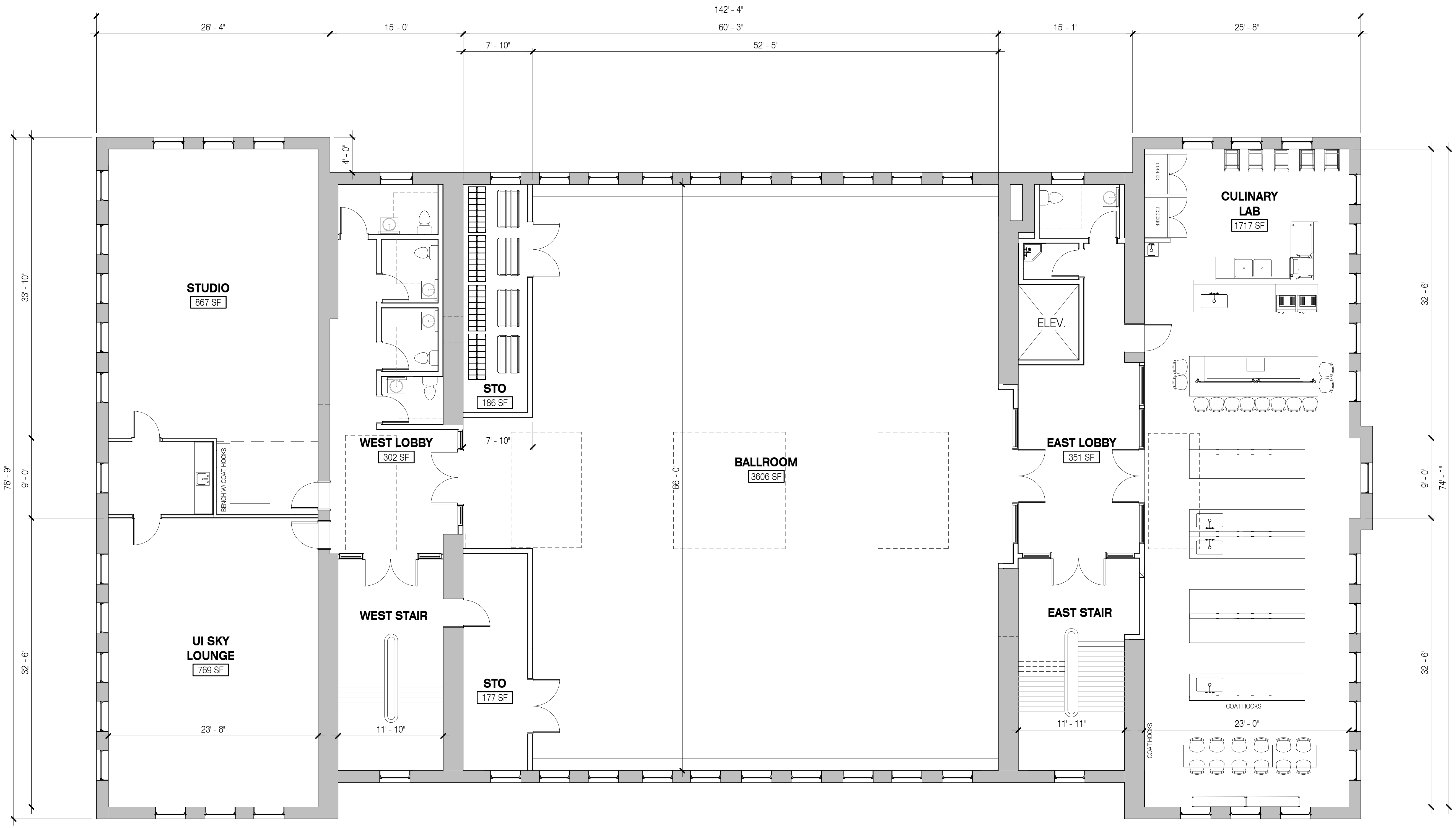
Heart of the Arts, Inc. (HAI) managers of the 1912 Center for the greater Moscow community, are pleased to present a plan for the development of the third floor of the 1912 Center, located at 412 E. Third Street in Moscow. With all the exterior work on the facility completed, including finishing the onsite parking lot (making 34 parking spaces available), installation of 121 windows, exterior tuck pointing and the installation of 5 new skylights during the roof replacement in 2018, and completion of the second floor renovations from 2020 to 2022, it is now time to address the renovation of the third floor of the facility. This renovation will create another 10,000 square feet of usable space in the 1912 Center.

The third floor will offer 4 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. HAI has secured the funds to get construction documents and renderings drawn up this year provided the concept plans meet with council approval. A parking variance in a General Business district was approved in 2019 stating that the available onsite parking was sufficient for the renovations of the upper floors of the 1912 Center. HAI plans to approach this final renovation project in phases as the funds can be raised for each of the identified phases: infrastructure, Culinary Lab, Ballroom, Sky Lounge and Studio.

This packet includes third floor schematic drawings put together by our architect, Knit in Moscow, Idaho, to show the proposed ideas for each space and a write up of all the new spaces created by proceeding with this renovation. HAI will be asking for council's permission to proceed with the plan creation based on the concepts presented for the third floor's spaces.

Please contact Jenny Kostroff, at the 1912 Center at 1912Center@gmail.com or by phone at (208) 669-2249 if there are any questions about the project or this packet. Thank you in advance for your consideration of this proposal.

THIRD FLOOR


142' - 4"
26' - 4"
15' - 0"
60' - 3"
15' - 1"
25' - 8"
7' - 10"
52' - 5"
STUDIO
867 SF
STO
186 SF
WEST LOBBY
302 SF
BALLROOM
3606 SF
EAST LOBBY
351 SF
ELEV.
CULINARY LAB
1717 SF
BENCH W/ COAT HOOKS
WEST STAIR
UI SKY LOUNGE
769 SF
STO
177 SF
EAST STAIR
COAT HOOKS
23' - 8"
11' - 10"
11' - 11"
23' - 0"
76' - 9"
33' - 10"
9' - 0"
32' - 6"
66' - 0"
74' - 1"

1912 Center Third Floor Space Proposal

The Culinary Lab (1,717 SF)
Amenities: 3 - 4 work stations (large open counters with three large box hood locations under which cooks can use a fryers or induction burners. A floor to ceiling dividing wall with a scullery area located behind the wall for sound abatement. Hooded stacked ovens, space for multiple commercial fridges and freezers, wired cameras for skill teaching, a farmhouse dining table for shared meals and an herb wall.
Potential Uses: Licensed commercial kitchen available for caterer and Farmers Market vendor cooking use, community rentals for private cooking events, space for a culinary arts program in partnership with the Moscow High School and CTE programming, and a catering kitchen for events held in the Ballroom or other third floor or second floor spaces in the building.

Ballroom (3,606 SF)
Amenities: A 200 person, high ceiling, gathering space in the 1912 Center with lots of natural light from the skylights and twenty north and south facing exterior windows. The room will have wood floors and table and chair storage closets in the room. in floor electrical access, heating and cooling with vents under the windows and fixed benches under the windows as well. Ability to have a large projection screen and projector in the space, addition of twinkle lights and two entry/exit points in the room.
Potential Uses: As the largest room in the building, using the entire middle of the floor, this will allow for large indoor gatherings like weddings, dances, fundraisers and memorials during the winter months when the outdoor Plaza use is not an option. Our Welcome Table meal can grow to serve a larger group from the community each month. The space could also host temporary art installations for a longer rental block (for a week to a month) for an exhibit display to best serve the community.

Studio (867 SF)
Amenities: A coat hanging area and benches by the entry door for leaving items and for removing shoes for classes. A solid wall without windows and wood floors, refinishing the existing maple wood floors. Connection to the kitchenette room and lots of natural light from larger north and west facing windows.
Potential Uses: karate, yoga, tai chi, chi gong and dance classes. Can be used for small private dinner events, meetings or for a wedding getting ready area by moving in appropriate movable furnishings.

Sky Lounge (769 SF)
Amenities: Beautiful and comfortable lounge furniture and small four top seating tables with a fantastic view of the University of Idaho from the top floor west and south facing windows. Ability to use the shared kitchenette for food preparation for events in the space.
Potential Uses: A casual retreat or cocktail party location. Can work well in tandem with the Ballroom for a wedding getting ready area for brides or grooms or as a end of the evening space after a dinner in the Studio.

Other details
Hallway vestibules on either side of the Ballroom will have restrooms and stair access to the second floor. The east side will feature a single use restroom with adjoining janitor closet, a seating bench and a dish storage hutch and the elevator access for the floor. The west side will have four single use private restrooms and a drinking fountain/bottle filler in the hallway.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 7, 2025

AGENDA ITEM TITLE

MoscAuto Festival Alcohol Use Request in Entertainment District - Amanda Argona

RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

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. This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.

REVIEWED BY

This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.

PROPOSED ACTIONS

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

STAFF RECOMMENDATION

Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of MoscAuto Festival for the duration of the event.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution 2025 - MoscAuto Festival_final

RESOLUTION NO. 2025-

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

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

WHEREAS, The Entertainment District is defined in Moscow City Code Title 10, Chapter 1, Section 1-12 as an exemption to the Open Containers Prohibition (hereinafter "The Entertainment District") with Council approval; and

WHEREAS, Kick Elite Boosters LLC (hereinafter "the Event Sponsor") desires to have its sponsored event, MoscAuto Festival (hereinafter "the Permitted Event"), in The Entertainment District (see Attachment "A"); and

WHEREAS, the Permitted Event (see Attachment "B") is an event sponsored by the Event Sponsor, intended to promote family and community fellowship; and

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

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

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

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

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

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

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

SPECIFIC REGULATIONS ON THE SALE AND CONSUMPTION OF BEER AND WINE DURING MOSCAUTO FESTIVAL 2025:

Intent:

This Resolution is intended to allow the sale and consumption of beer and wine only (not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event. Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution is not a waiver of any State, County, or local requirement of a permit or licensure related to sales and distribution of alcohol including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the 13th day of July 2025, from 10:00 a.m. to 2:00 p.m.

Liability, Insurance and Safety:

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

Vendor:

1. There shall be no more than three (3) licensed vendors selling beer and/or wine at the Permitted Event.
2. All beer and wine shall be sold only by a licensed vendor.

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3. Every licensed vendor, shall obtain and shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a City catering permit; a State beer and wine permit for benevolent, charitable, or public purpose events; or a winery sponsored event permit.
4. The name, address, telephone number, alcohol license permit number of every licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the Community Events Division no less than ten (10) days prior to the Permitted Event at which such licensed vendor shall sell beer and/or wine.
5. The City shall play no role in determining which vendors shall be selected to sell alcoholic beverages during the Permitted Event, unless it is a City sponsored event.
6. The Event Sponsor shall provide at least two (2) persons to check proper identification for those who shall be sold beer and/or wine during the Permitted Event. These persons shall be clearly identified and shall be stationed at a central identification checking station where they shall issue one (1) wristband per individual twenty-one (21) years of age or older.
7. The Event Sponsor shall provide at least two (2) law enforcement officers or two (2) guards from a recognized private security firm to provide security for the Permitted Event. Such officers or guards shall be clearly identified as such and shall be on duty at all times beer and/or wine is being served during the Permitted Event. The Chief of Police shall make the determination of whether law enforcement officers are required and in the event the Chief of Police approves the use of a private security firm, the Event Sponsor shall obtain written permission for use of said private security firm by the Chief of Police or designee.
8. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, and/or negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event.

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendors will sell beer and/or wine, the Event Sponsor shall deliver to the Community Events Division a finalized site map which shall be drawn to show the location, dimension of, and relative distance between the following within The Entertainment District: (a) the beer and wine sales area; and (b) the boundaries where the beer and wine shall be consumed. Said site design and any subsequent alterations shall be approved in writing by Moscow Deputy City Administrator – Community Development or designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and wine sales and dispensing shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. All food sales and service shall have a space no less than ten feet (10’) between the approved beer and wine sales and dispensing area and the food sales or service area.
4. The Event Sponsor shall include an identification checking station and its general location on Event Site Map.
5. No person shall be allowed to purchase beer and/or wine other than within the area designated for beer and wine sales and dispensing as shown on the map required by this Resolution and only persons with a designated wristband shall be allowed to purchase, possess, and consume beer and/or wine.
6. All beer and wine shall be dispensed in and consumed from the designated Event container.

7. Every occupant within The Entertainment District shall provide identification to law enforcement officers or City employees at any point in time or location when requested to do so.
8. No person under twenty-one (21) years of age shall be allowed to wear the designated wristband at any time during the Permitted Event.
9. A sign shall be prominently posted at or near the area designated for beer and wine sales and dispensing stating that service to persons under twenty-one (21) years of age is prohibited.
10. Beer and wine shall be sold only within the designated area in The Entertainment District only between the hours of 10:00 a.m. and 2:00 p.m. local time on the 13th day of July 2025, during the Permitted Event.
11. Beer and wine shall be consumed only within The Entertainment District between the hours of 10:00 a.m. and 2:00 p.m. local time on the 13th day of July 2025, during the Permitted Event.
12. No person shall carry or consume any alcoholic beverage within The Entertainment District which is not purchased or dispensed from the licensed vendors at the Permitted Event. Consumption of alcohol outside of The Entertainment District, in any public street, highway, alley, lane, sidewalk, public or private parking lot, conveyance, or primary and secondary school facility in the City of Moscow, shall be considered a violation of the City's open container ordinance.

Fee:

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

Failure To Comply:

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

PASSED on Motion by the Following Vote:

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

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

____
Arthur D. Bettge, Mayor

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

____
Laurie M. Hopkins, City Clerk

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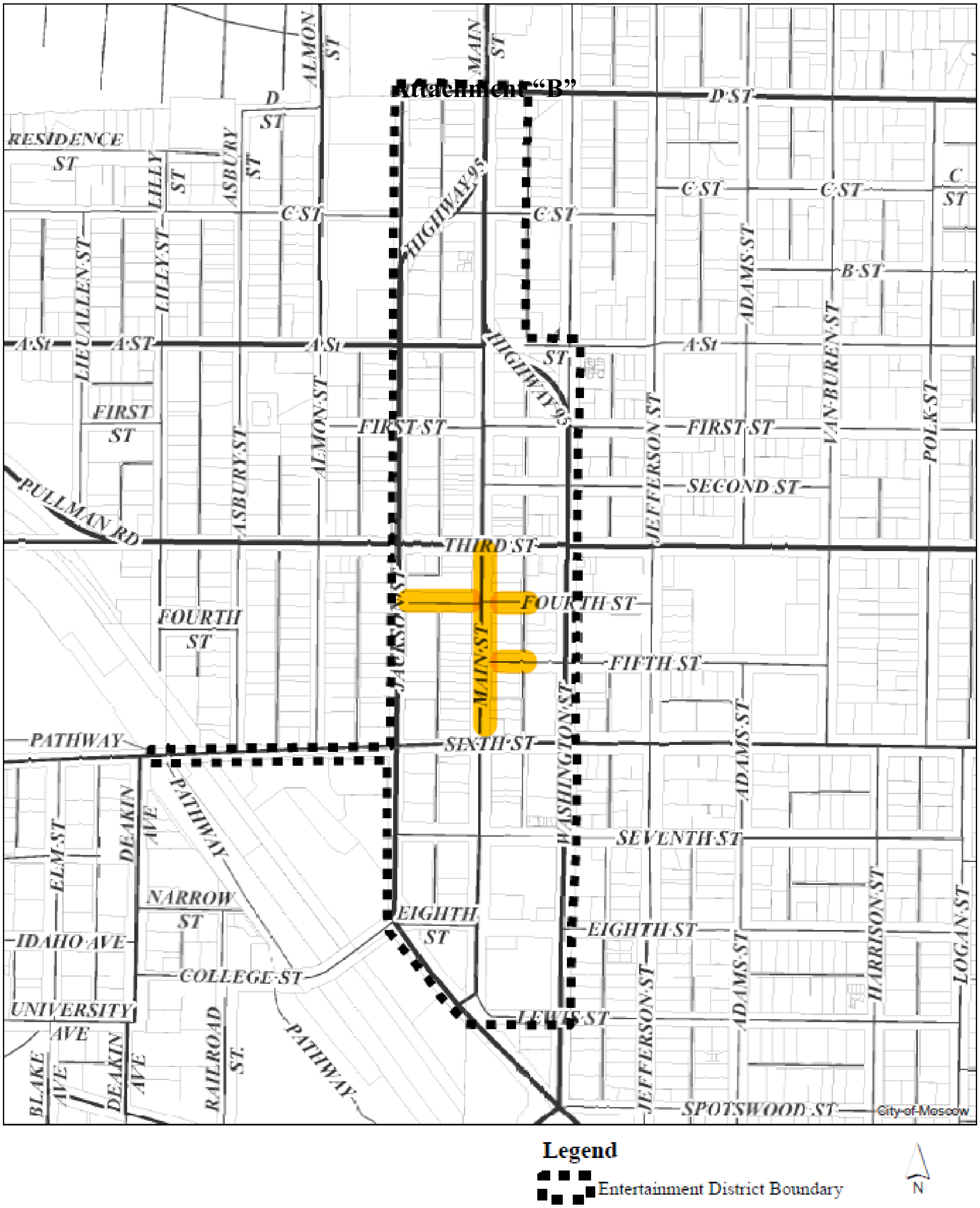
Attachment "A"

Exhibit 'A' - Entertainment District Boundary



City of Moscow Community Events Division

EVENT APPLICATION

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

Submit completed forms electronically or physically to the Community Events office: communityevents@ci.moscow.id.us or 221 East 2nd Street, Moscow. All applications must be legible.

The City reserves the right to request additional information reasonably necessary to make a fair determination as to issuance of a permit. Permits are issued on a first-come, first-served basis. According to Moscow City Code Title10, Chapter 17, Section 17-4, event applications for regular or recurring events must be submitted at least sixty (60) days and not more than one hundred eighty (180) days before the proposed date of the event. Event applications for single, non-recurring events must be submitted at least ten (10) days and not more than one hundred eighty (180) days before the proposed date of the event.

Events with alcohol are to be submitted at least two (2) months prior to the event date to allow for adequate review and presentation to Administrative/Public Works and Finance Committee and City Council. Administrative/Public Works and Finance Committee meets on the 2nd and 4th Monday of each month and City Council meets on the 1st and 3rd Monday of each month pending no holiday delays or rescheduling of meetings. Please note this form and the information provided by you on this form is a public record pursuant to the Idaho Public Records Act under Title 74, Chapter 1 of the Idaho Code.

1. Name of Event: MoscAuto Festival
2. Event Date(s): 07/13/2025
3. Event Location: Downtown Main St.
4. Are you requesting a street closure for Event? Yes (●) No ( )

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

1st parking lane of the public parking (northern most lane), friendship square, Main street from 3rd to 6th, and 4th and 5th st to the alley.

5. Do you require parking restrictions for the Event? Yes (●) No ( )

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

No parking on the day of the event

6. Street Closure set-up/Load-in time: 7:00 AM Event(s) Start time: 10:00 AM
7. Event(s) End time: ~~3:00 PM~~ 2:00 pm AW Street Closure take-down/Load-out time: 3:00 PM
8. Is this a recurring Event (i.e. every 1st Thurs. or every Sat. May thru Oct.)? Yes ( ) No (●)
9. Is this an annual Event? Yes (●) No ( )
10. Are you planning on having refreshments and/or food? Yes (●) No ( )

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

We will have volunteers to maintain the cleanliness of downtown.

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

    Yes ◉ **(continue to Q.12)** No ◯ **(skip to Q.14)**

All events with alcohol are required to have a Catering Permit.
This process is to be handled by your licensed alcohol Vendor.
Catering Permit applications are to be submitted to the City Clerk/Deputy City Clerk for approval.

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

    Yes ◉ **(continue to Q.13)** No ◯ **(skip to item B.)**

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

    Yes ◉ **(see item A.)** No ◯ **(skip to item B.)**

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

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

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

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

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

14. Are you planning on having a band or music? Yes ◉ No ○

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

Either a band or DJ.

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

Vehicles:50-100 People: 500-1000
up to three licensed beer/wine Vendor
up to two food trucks/tents

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

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

Restroom, possibly stage

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

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

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

Possibly will have vendors

20. Organization Sponsoring Event: Kick Elite Boosters LLC
21. Organization Address: 334 Big Meadow Rd.
22. Organization Officers/Authorized Representatives: Chris Schwartz, Chasity Barber, Jonissa Adams
23. Individual Responsible for Event Organization: Chris Schwartz
24. Individual's Address: 1021 Juliene Way
25. Individual's Day, Message, or Cell Phone Number: 208-596-1118
26. Individual's E-mail: SenseiSchwartz@NWWado-ryu.com
27. City reserves the right to alter your route if the City determines the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas. Applicant understands and agrees that the City is reserving that right? If answers no, application may be denied. Yes ◉ No ◯
28. **Submit a Site Map with this application.** Event Applications without a Site Map will not be processed. Details on a Site Map may include but are not limited to locations of desired street closures, walking routes, assembly points, start and finish points, locations of food and beverage vendors, stages, service areas, etc. A blank map of downtown Moscow is available on page 7.
29. **Residential Neighborhood Block Parties:** Provide Proof of Insurance (Requirement may be waived at Discretion of City).
30. **All other Event Types (except Public Assembly):** Provide Proof of Insurance (Required – Certificate of Insurance must include the City of Moscow as an Additional Insured and list $500,000 as the minimum amount of general liability or $1,000,000 if alcohol is included.)

City of Moscow Community Events Division
EVENT APPLICATION

HOLD HARMLESS AGREEMENT:

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

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

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

NAME: ______________________ **DATE:** 02/18/2025

EVENT SPONSOR ELECTRONIC SIGNATURE:

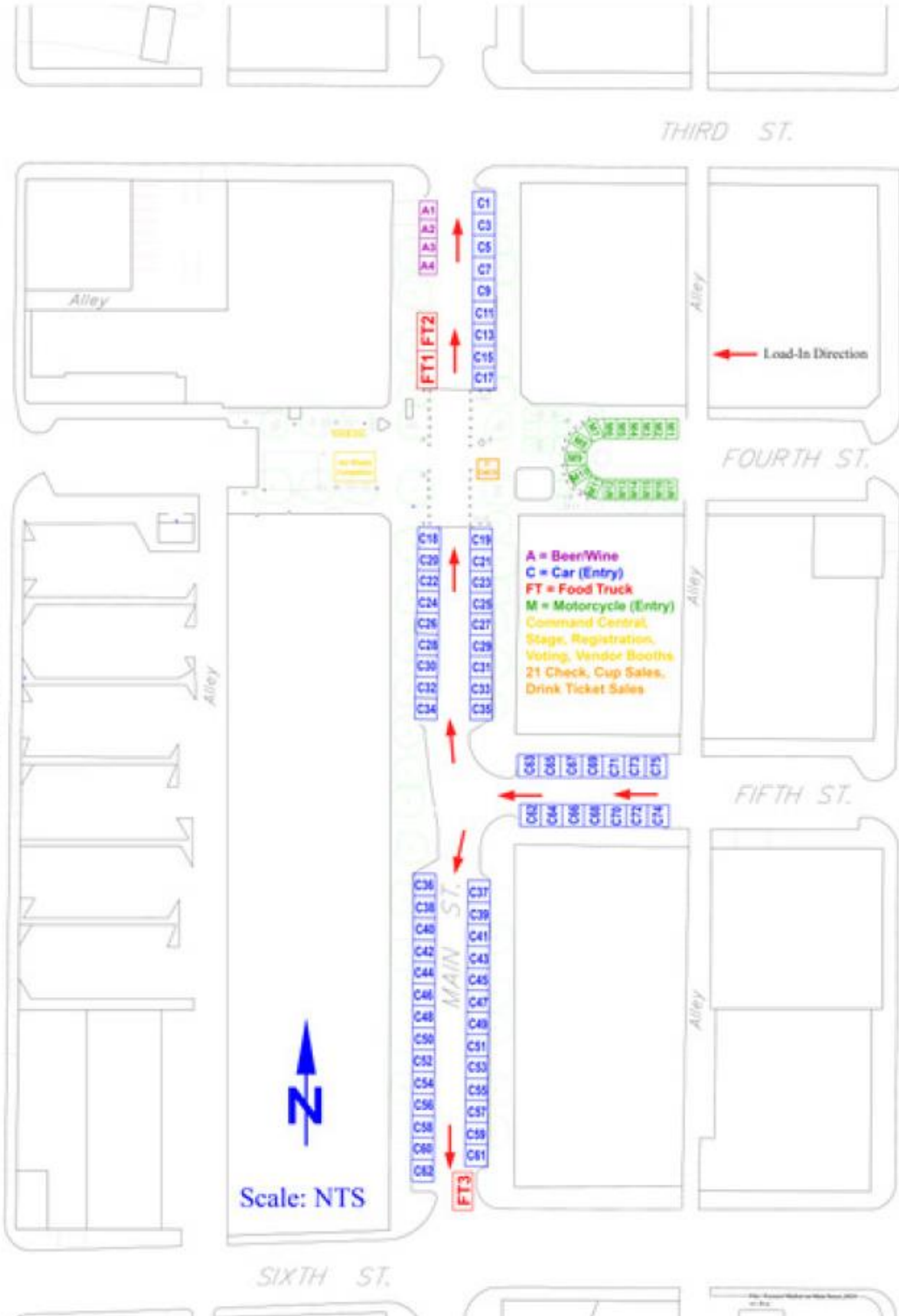
☑ By checking this box as an electronic signature, **I agree, declare, and certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct. I agree to all the terms and conditions** that apply to the Community Event /Residential Neighborhood Block Party/Public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

EVENT SPONSOR NON-ELECTRONIC SIGNATURE: [signature]
(Required only if printing and submitting in person)

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

FOR OFFICE USE ONLY

☐ Community Event without alcohol	☒ Community Event with alcohol	☐ Street Parade Event
☐ Sidewalk/Pathway Event (fun runs, trail runs, walk-a-thons)	☐ Public Assembly – no fee (march, picket, rally, demonstration, etc.)	☐ Residential Neighborhood Block Party Event
Date App Rec'd: 2/26/25	Fees Due: $154 closure and permit fee; $100 alcohol)	Fees Paid:


THIRD ST.
FOURTH ST.
FIFTH ST.
SIXTH ST.
JACKSON ST.
MAIN ST.
WASHINGTON ST.
Alley
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C61
C62
Load-In Direction
A = Beer/Wine
C = Car (Entry)
FT = Food Truck
M = Motorcycle (Entry)
Command Central,
Stage, Registration,
Voting, Vendor Booths
21 Check, Cup Sales,
Drink Ticket Sales
N
Scale: NTS

NOISE EXEMPTION PERMIT REQUEST

Moscow City Code 10-11-2

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

Requested Event Date(s): 07/13/2025 Begin time: 7:00 AM End time: 3:00 PM

Event Location: Downtown

Amplified Music (DJ, party, etc.) ◯ No ◉ Yes

Alcoholic Beverages Available ◯ No ◉ Yes - Purchaser: Several vendors
(Marking this box does not mean your request will be denied) (If hosted or catered, name of serving organization)

Live Band Performing ◉ No ◯ Yes - Group: ______

Describe the event: ~~Car show~~

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

Name of requesting person/Group/Organization: Kick Elite Boosters LLC

Person responsible for Group or Organization: Chris Schwartz

Requesting Person's Address: 1021 Juliene Way

Phone Number: 208-596-1118 Email Address: SenseiSchwartz@NWWado-ryu.com
Daytime phone number is required *Permits will be returned by email unless otherwise requested*

Responsible person available AT AND DURING this event: Jonissa Adams

Cell- or contact-phone during event. 208-932-3795

Your signature is unconditional acceptance of all terms and conditions. This permit may be modified or revoked by City at any time if permit conditions are violated. Please note that this form and the information you provide on this form is a public record pursuant to the Idaho Public Records Act under Title 74, Chapter 1 of the Idaho Code. Read the following carefully:

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

Requesting Person's Signature: Chris Schwartz Date: 02/18/2025

◉ APPROVED ◯ DENIED

Date permit valid: 7/13/2025 Hours permit valid: 7AM - 3PM

Noise level (dba) shall not exceed 85dba at ◉ source at ◯ property line

Other Conditions: None

Police Chief or Designee (208) 883-7054

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/11/2025

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

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

PRODUCER	
event helper .com Gaslamp Insurance Services DBA Event Helper Insurance Services PO Box 1549 Grass Valley CA 95945	CONTACT NAME: Event Helper Customer Service PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No): E-MAIL ADDRESS: info@theeventhelper.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Evanston Insurance Company	35378
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

MoscAuto Festival
c/o Christopher Schwartz
1021 Juliene Way
Moscow ID 83843

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Host Liquor Liability [ ] Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y	Y	3DS5476-M4098089	07/13/2025 12:01 AM	07/14/2025 12:01 AM	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) (other than fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Deductible	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ None
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 1000, Event Type: Car Show - Static(Parked) Only. Waiver of Subrogation applies per attached CG 24 04 12 19. Primary/Non-Contributory wording applies per attached CG 20 01 04 13.

CERTIFICATE HOLDER	CANCELLATION
City of Moscow 206 E 3rd St Moscow ID 83843	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Brent Nelson

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Custom printing starts here
024011
MoscAuto Festival

Community Events Division Event Application Review

MoscAuto Festival 07/13/2025 10 am - 2 pm

Event Name **Date(s)/Time(s)**

DEPARTMENT/DIVISION DESIGNEE **EVENT(S) APPROVED/DENIED**

Moscow Police Department — Approve: ◉ Deny: ○

Officer presence required? Yes ○ No ◉ N/A ○

Officers available? Yes ◉ No ○ N/A ○

Dan Ellinwood
Dan Ellinwood (Feb 28, 2025 16:08 PST)

Moscow Volunteer Fire Department — Approve: ◉ Deny: ○

David R. Schott
David R. Schott (Mar 3, 2025 09:31 PST)

Parks and Recreation Department — Approve: ◉ Deny: ○

Kyle Rainer
Kyle Rainer (Mar 3, 2025 08:19 PST)

Community Development-Engineering Division — Approve: ◉ Deny: ○

Public Works-Environmental Services Division — Approve: ◉ Deny: ○

Steve SChulte
Steve SChulte (Mar 3, 2025 10:48 PST)

Public Works-Streets Department — Approve: ◉ Deny: ○

Street closure required? Yes ◉ No ○ N/A ○

ITD permit required? Yes* ○ No ◉ N/A ○

*Application will remain pending until ITD grants applicant a permit

Time of street closure? 7am to 3pm (Start / End)

Fees? $114.00 (Daytime / Nightime)

Laura Perrigo (Mar 10, 2025 10:02 PDT)

City Clerk/Deputy City Clerk

City of Moscow Community Events Division

ALCOHOL USE APPLICATION

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

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

Timeline for requesting Alcohol Use:

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

Event Name: MoscAuto Festival **Event Date(s):** 07/13/2025

Event Location: Downtown Entertainment District

Event Start time: 10:00 AM **Event End time:** 2:00 pm AMK ~~3:00 PM~~

Individual responsible per Event Application/Parks Reservation: Chris Schwartz

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

2/26/25

Signature of Individual responsible for Event **Date**

Date Received: 2/26/25 Date non-refundable fee paid: 3/31/25

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 7, 2025

AGENDA ITEM TITLE
Rendezvous in the Park Alcohol Use Request in East City Park - Amanda Argona

RESPONSIBLE STAFF
Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION
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. This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.

REVIEWED BY
This was reviewed by the Administrative Committee on June 23, 2025 and recommended for approval.

PROPOSED ACTIONS
ACTION: Approve 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.

STAFF RECOMMENDATION
Approve 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.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS
1. Resolution 2025 - Beer-Wine_Rendezvous in the Park_final

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND WINE IN EAST CITY PARK UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE 5-13-4.B; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Moscow City Code Title 5, Chapter 13, Section 13-4.B., Title 9, Chapter 6, Section 6-35 and Title 9, Chapter 8, Section 8-17 prohibit the possession of alcoholic beverages while present in a public park in the City of Moscow, Idaho (hereinafter "City") except in accordance with specific regulations adopted by the Council by Resolution; and

WHEREAS, East City Park in Moscow is a City park as defined in Moscow City Code Title 5, Chapter 13, Section 13-3.C. (hereinafter "the Park"); and

WHEREAS, Rendezvous in Moscow, Inc. (hereinafter "the Event Sponsor") desires to have its sponsored event, Rendezvous in the Park (hereinafter "the Permitted Event"), in East City Park (see Attachment "A"); and

WHEREAS, the Permitted Event is an event or series of events sponsored by Event Sponsor, intended to promote family and community fellowship; and

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

WHEREAS, Council wishes to prevent the sale and consumption of liquor during the Permitted Event; and

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

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

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

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

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

SPECIFIC REGULATIONS ON THE SALE AND CONSUMPTION OF BEER AND WINE FROM JULY 18, 2025, THROUGH JULY 19, 2025:

Intent:

This Resolution is intended to allow the sale and consumption of beer and wine only (not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event. Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution is not a waiver of any State, County, or local requirement of a permit or licensure related to sales and/or distribution of alcohol including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the 18th day of July through the 19th day of July, from 4:30 p.m. to 10:00 p.m. on each day.

Liability, Insurance and Safety:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer and wine, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the licensed vendor has current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars ($1,000,000) combined single limits.
2. No less than ten (10) days prior to the first activity of the Permitted Event herein described, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the Permitted Event has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars ($1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event. City shall be named as an additional insured on the insurance policy of the licensed vendor.
3. No less than ten (10) days prior to the Permitted Event, the Event Sponsor shall deliver to the City Clerk the signed original of the Agreement, attached as Attachment "B", with City to defend, hold harmless and indemnify City of Moscow, Idaho, its agents, servants, employees, officers and contractors from any and all claims, causes of action or damages which may arise from the Event Sponsor use of the Park premises.
4. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time they reasonably determine that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or their designee to terminate all or part of the Permitted Event.

Vendor:

1. There shall be only one (1) licensed vendor of beer and wine at the Permitted Event;

2. Event Sponsor is required to ensure that all beer and wine shall be sold only by a licensed vendor.
3. The licensed vendor shall obtain and shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a City catering permit; a State beer and wine permit for benevolent, charitable, or public purpose events; or a winery sponsored event permit.
4. The City shall play no role in determining which vendor shall be selected to sell alcoholic beverages in the Park during the Permitted Event; described herein.
5. The vendor shall provide at least two (2) persons to check proper identification for those who shall be sold beer and/or wine during the Permitted Event. These persons shall be clearly identified and shall be stationed no less than ten feet (10') from the vendors' sales or dispensing counter.
6. The Event Sponsor shall provide at least two (2) law enforcement officers or two (2) guards from a recognized private security firm to provide security for the Permitted Event. Such officers or guards shall be clearly identified as such and shall be on duty at all times beer and/or wine is being served during the Permitted Event. The Chief of Police shall make the determination of whether law enforcement officers are required or the use of a private security firm shall be utilized and in the event the Chief of Police approves the use of a private security firm, the Event Sponsor shall obtain written permission for use of said private security firm by the Chief of Police or designee and the Event Sponsor shall be responsible for all payment and costs associated with all security services.
7. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event.

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer and wine, the Event Sponsor shall deliver to the Community Events Division a finalized site map which shall be drawn to show the locations, dimensions of, and relative distances between the following within the Park: (a) the beer and wine sales, dispensing, and consumption area; (b) the event barrier, entry and exit points; (c) identification checking station; and (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by Moscow City Parks and Facilities Manager or their designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and wine sales and consumption shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. The designated beer and wine sales and service area(s) shall be physically separated from the rest of the Park by a barricade which is no less than forty-four inches (44") tall and which is constructed so no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map required by this Resolution. All sales, dispensing, service, and consumption shall take place inside the approved barricade.
4. No person shall be allowed to purchase, consume or possess beer and/or wine other than within the area designated for beer and wine sales and consumption as shown on the map required by this Resolution.
5. There shall be no more than one (1) entrance and one (1) exit to each area designated for beer and wine consumption, as shown on the map required by this Resolution.

6. All beer and wine shall be dispensed in and consumed from the designated Event container.
7. Every occupant within the area(s) designated for beer and wine consumption shall provide identification to law enforcement officers or City employees who request it.
8. No person under twenty-one (21) years of age shall be present in the area(s) designated for beer and wine sales or consumption at any time beer and/or wine is being served.
9. A sign shall be prominently posted at or near the entrance and exit to the Event stating that the purchase and/or use of wristbands and the purchase and/or consumption of alcohol by persons under twenty-one (21) years of age is prohibited.
10. Beer and wine shall be sold and consumed only within the designated areas at the Park only between the hours of 4:30 p.m. and 10:00 p.m. local time from July 18, 2025, through July 19, 2025, during the Permitted Event.
11. No person shall carry or consume any alcoholic beverage within the Park which is not purchased or dispensed from the licensed vendor at the Permitted Event and consumed within the approved consumption area. Consumption of alcohol within the Park and outside of the approved consumption area shall be considered a violation of the City's open container ordinance.

Fee:

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

Failure To Comply:

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

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	________	________	________	________
Sandra Kelly	________	________	________	________
Drew Davis	________	________	________	________
Julia Parker	________	________	________	________
Gina Taruscio	________	________	________	________
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.

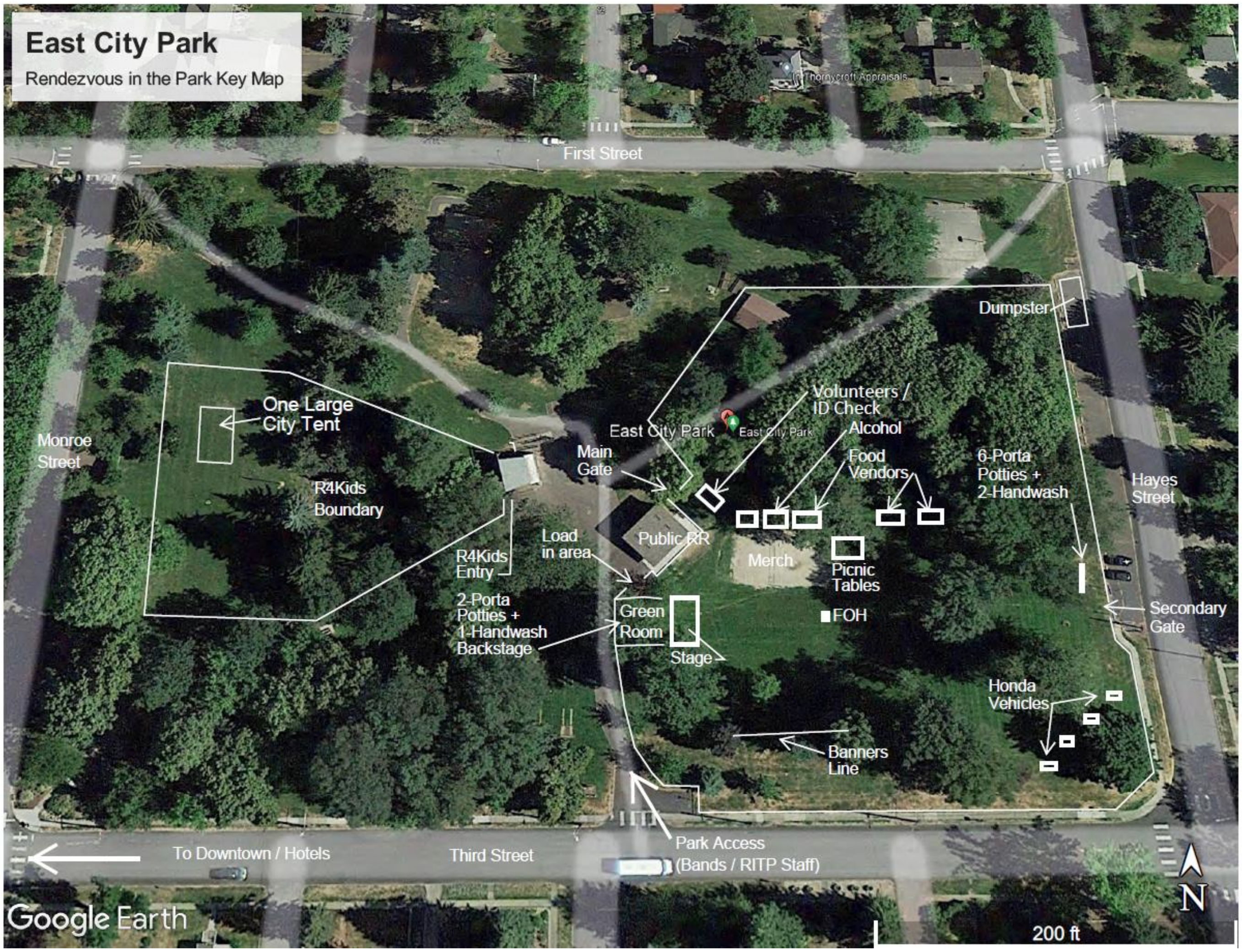
____
Arthur D Bettge, Mayor

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

____
Laurie M. Hopkins, City Clerk

DRAFT

Attachment "A"



Attachment "B"

AGREEMENT TO DEFEND, TO HOLD HARMLESS
AND TO INDEMNIFY BETWEEN CITY OF MOSCOW, IDAHO
AND RENDEZVOUS IN MOSCOW, INC., FOR
THE RENDEZVOUS IN THE PARK EVENT

THIS AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY, between City of Moscow, Idaho (hereinafter "CITY") and Rendezvous in Moscow, Inc. (hereinafter "SPONSOR"), is made and entered into this ___ day of ____________, 2025.

WHEREAS, Resolution No. 2025-______ of the City of Moscow, Idaho, passed and approved on the ___ day of _______________, 2025, provides, in part, for the person(s) and/or group holding the approved event to enter into an agreement with CITY to defend, hold harmless and indemnify CITY, its agents, servants, employees, officers, and contractors from any and all claims, causes of action, or damages which may arise from the SPONSOR's use of CITY Park premises for the approved event; and

WHEREAS, this Agreement meets such requirement;

NOW, THEREFORE, CITY and SPONSOR agree as follows:

AGREEMENT TO DEFEND, HOLD HARMLESS, AND INDEMNIFY;

SPONSOR, through its duly and specifically authorized agents, hereby releases CITY and agrees, contracts and covenants not to bring suit, and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all legal and equitable claims, causes of actions, costs, judgments, awards, or liability to any person, including claims by SPONSOR's own agents, officers, employees and representatives to which SPONSOR might otherwise be immune, arising from the Event scheduled to occur July 18, 2025, through July 19, 2025, permitted under the terms of Resolution No. 2025-_____.

SPONSOR expressly agrees that this indemnity provision extends to any and all claims, losses, actions or judgments for damages to property or injury, sickness or death to persons, arising out of, or in connection with, the acts and/or any performances or activities of SPONSOR, SPONSOR's officers, employees, agents, and representatives, or caused by the presence, dispensing, sale, gift, or ingestion of alcohol by SPONSOR or its officers, employees, agents, and representative including, but not limited to, the caterer and/or vendor of alcohol during the Event.

Inspection, review and acceptance by CITY of any activity performed by or during the Event or any activity or non-activity by CITY police officers or other officers, employees, agents or representatives of CITY, shall not be grounds for avoidance of any of the covenants of defense, indemnification or hold harmless by SPONSOR on behalf of CITY contained in this Agreement.

SPONSOR agrees that they (i) have read the foregoing Agreement, understand it, and agree with its contents and conditions; (ii) have had an opportunity to speak with legal counsel prior to signing this Agreement; and (iii) understand that the terms of this Agreement are contractually and legally binding and that no verbal statement to the contrary, by any person, can void or alter the terms of this Agreement.

I, Daryle Faircloth, acknowledge, declare and 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 have the authority to bind Rendezvous in Moscow, Inc. to this Agreement.

SIGNED this _____ day of ____________, 2025.

RENDEZVOUS IN MOSCOW, INC.	CITY OF MOSCOW, IDAHO
______________________________	______________________________
Daryle Faircloth	Arthur D. Bettge, Mayor
	ATTEST:
	______________________________
	Laurie M. Hopkins, City Clerk

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, July 7, 2025

AGENDA ITEM TITLE

Latah County Jail Memorandum of Agreement (ACTION ITEM) - Bill Belknap

RESPONSIBLE STAFF

Bill Belknap, City Administrator

ADDITIONAL PRESENTER(S)

Anthony Dahlinger, Police Chief

DESCRIPTION

Over the last 10 months, the City has been engaged in conversations with Latah County regarding their proposed closure of the Latah County Jail due to the significant impact this action will have on our community and the Moscow Police Department. While the operation of the jail is the responsibility of Latah County, the City of Moscow offered to share costs for the most immediate life safety repairs identified in July of last year while the County worked toward a long-term solution. Despite those efforts, on June 10th, the Board of Latah County Commissioners and the Latah County Sheriff's Office announced their decision to close the Latah County Jail and transition to operating a temporary holding facility by September 30 of this year. Latah County entered into an agreement with Nez Perce County to provide inmate housing, and the City will now be responsible for transporting the nearly 250 individuals whom the Moscow Police Department arrests each year to the Nez Perce County Detention Center.

The closure of the Latah County Jail and the resulting requirement to transport arrestees to Lewiston will place significant financial and personnel stress upon the Moscow Police Department at a time when it is struggling with staffing, as are many law enforcement agencies across the nation. Additionally, long transport places both officers and arrestees at greater risk of vehicle accidents, medical emergencies, and increased transport costs, in addition to decreased coverage within the City during the transport and return. To attempt to reduce the impact on the City, City Staff have worked with the County to develop a Memorandum of Agreement (MOA) under which the Latah County Sheriff's office has agreed to accept, process, and transport arrestees during the hours of operation of their court holding facility and on special event weekends in the City where arrests may be more frequent. The propo

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the proposed Memorandum of Agreement with Latah County, or take other action deemed appropriate.

STAFF RECOMMENDATION

Approve the proposed Memorandum of Agreement with Latah County

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. MOA Between City and County for Jail Booking_Final

MEMORANDUM OF AGREEMENT FOR BOOKING PROCESSING SERVICES BETWEEN CITY OF MOSCOW, IDAHO AND LATAH COUNTY, IDAHO

THIS MEMORANDUM OF AGREEMENT FOR BOOKING PROCESSING SERVICES BETWEEN CITY OF MOSCOW, IDAHO AND LATAH COUNTY, IDAHO (hereinafter "MOA") is made and entered into 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 Latah County, a political subdivision of the State of Idaho, 522 South Adams Street, Moscow, Idaho, 83843 (hereinafter "COUNTY").

WHEREAS, COUNTY, through its Sheriff, has the statutory authority and obligation to provide jail services to all persons committed to jail by competent authority and is responsible for the costs of confinement except for CITY arrests in violation of motor vehicle laws or city ordinances (Idaho Code Sections 20-601, 31-2202, 20-605, 20-612, and 20-605(2)); and

WHEREAS, COUNTY has the authority to contract with another governmental unit or agency outside the judicial district of Latah County for the confinement or detention of persons (Idaho Code Sections 20-604 and 31-604); and

WHEREAS, when a person is arrested, they are brought to the county jail and are required to submit to the entire booking process. Any person who refuses to complete the entire booking process will be held in the county jail until the process is completed, or until ordered to be released by a Judge (Idaho Code Section 20-601); and

WHEREAS, COUNTY has been operating the current Latah County Jail facility since 1973 and has decided to close the jail effective September 30, 2025, due to the deterioration of the building safety and quality of life issues; and the inability of COUNTY to pay for the necessary improvements; and

WHEREAS, COUNTY has determined that it is in COUNTY's interest to contract with another governmental entity to provide jail services while COUNTY explores options for building a new jail facility; and

WHEREAS, COUNTY will continue to use a portion of the existing Latah County Jail to provide a holding facility for those in custody for any necessary court appearances and to provide booking and processing of arrestees for law enforcement agencies during normal business hours, special event hours, and when arrestees need to be transported to Whitman County Jail; and

WHEREAS, COUNTY will continue to use a portion of the existing Latah County Jail to provide a location for law enforcement, including Moscow Police Department (hereinafter "MPD") law enforcement officers, to bring their arrestees for booking and processing during normal business hours defined herein and

WHEREAS, COUNTY and CITY understand that once an arrestee is booked and has completed the required processing, COUNTY will be responsible for the transport of that arrestee to and from the jail COUNTY has contracted with to provide jail services that COUNTY is legally required to provide;

WHEREAS, COUNTY has no obligation to transport arrestees for initial booking under Idaho Code, but wishes to enter an agreement with CITY to alleviate some of the burden of transporting arrestees to COUNTYs contracted jail; and

NOW, THEREFORE, it is agreed, for and in consideration of the mutual covenants and promises between the Parties hereto, that all matters stated above are true and correct and incorporated herein by reference as if copied in their entirety and to the following:

SECTION 1: DEFINITIONS

A. Combative Arrestee. A combative arrestee is any person that actively resists removal from an MPD vehicle.

B. Medical Clearance. Medical clearance is defined as any person with a blood alcohol concentration at or exceeding .25; or any obvious sign of physical injury; including, but not limited to, bleeding, obvious broken bones, or obvious head trauma.

C. Normal Business Hours. Normal business hours are defined as the hours between 7:00 am to 6:00 pm Monday – Friday, including state and federal holidays.

D. Special Events. Special events are understood to include the following University of Idaho events: home football games, graduation weekend, the weekend before University of Idaho classes commence, and family weekends. Both Parties understand and agree there may be other special events created by the University of Idaho or by other entities in addition to the ones listed above and such additional dates and times may be agreed upon by the Parties in writing.

E. Special Event Hours. Special event hours are defined as the hours between 6:00 p.m. to 2:00 a.m. on the date of the special event or the entire weekend (Friday to Sunday) if the special event encompasses the entirety of the weekend.

SECTION 2: COUNTY RESPONSIBILITIES

A. COUNTY shall be responsible for providing a location, and necessary personnel and equipment for CITY to bring its arrestees within the City of Moscow for COUNTY to perform the intake and booking process in accordance with applicable laws and regulations during normal business hours, special event hours, and when arrestees are required to be brought to Whitman County jail. This location shall be the existing Latah County Jail unless otherwise designated by the Latah County Sheriff.

B. After booking and processing, COUNTY shall be responsible for the transport of all arrestees to and from the jail COUNTY has contracted with to provide jail services during normal business hours, special event hours, and when arrestees are required to be brought to Whitman County jail.

C. COUNTY shall be responsible for providing a holding facility while the arrestee awaits processing and for holding inmates for court appearances or discharge during normal business hours.

D. COUNTY shall be responsible for having sufficient personnel and equipment necessary to perform the booking process, the transportation of the arrestee to the COUNTY contracted jail facility during normal business hours, any subsequent transportation for court appearances, and to bring the inmate back to COUNTY's holding facility for release.

E. COUNTY shall be responsible for the intake, booking, and transport of arrestees at COUNTY's local booking facility during special events outside normal business hours as defined herein and as agreed upon by the Parties.

F. Upon COUNTY being notified by CITY of an arrest after normal business hours, COUNTY shall be responsible for contacting COUNTY's contracted jail to ensure space is available prior to transport. If COUNTY determines that arrestees must be transported to the Whitman County Jail, COUNTY will complete the booking process at COUNTY's local booking facility and will transport the arrestee to the Whitman County Jail regardless of the day or time of the arrest.

SECTION 3: CITY RESPONSIBILITIES

A. City will transport their arrestees to COUNTY's contracted jail outside of normal business hours, with the exceptions as provided herein.

B. When CITY brings an arrestee to COUNTY for booking, CITY shall provide a MPD law enforcement officer to be present while COUNTY is performing the booking process. If two detention deputies are present to facilitate booking, MPD may depart.

C. In the event that an arrestee is brought to the Latah County booking facility and is combative, that individual will be transported to COUNTY's contract jail for booking by CITY.

D. Any arrestee requiring medical clearance will not be accepted for booking by COUNTY.

SECTION 4: COUNTY AND CITY JOINT RESPONSIBILITIES

A. COUNTY and CITY understand unknown issues may develop that may need to be addressed after execution of this Agreement. The Parties agree to modify this Agreement as needed to address those unknown factors.

B. COUNTY and CITY have the discretion to provide additional assistance to one another in the event either Party requests the additional assistance and has the ability to provide such assistance.

C. COUNTY and CITY agree to meet no less than thirty (30) days prior to a special event to plan for the special event hours.

SECTION 5: TERM AND COMPENSATION

A. Initial Term. The initial term of this Agreement shall be for three (3) years beginning October 1, 2025, and will be reviewed by the Parties annually. The intent of the Parties is for this Agreement to remain in place during the period of time where COUNTY contracts for jail services with another governmental entity that are outside the Latah County boundaries. Should COUNTY begin operations of a jail within Latah County, this Agreement will be terminated.

B. Renewal Term. This Agreement will automatically renew after completion of the Initial Term on a yearly basis unless terminated.

C. Compensation. The Parties agree there shall be no compensation paid to either Party for the services provided herein.

SECTION 6: TERMINATION

Either party may, at its discretion, terminate this Agreement for any reason. Should either party terminate this Agreement prior to its expiration, the terminating party shall provide a minimum ninety (90) days' notice.

SECTION 7: NOTICE

Communications and any notice required by this Agreement shall be in writing and shall be delivered either (1) in-person; (2) by delivery service; or (3) by certified mail with return receipt requested. All notices shall be addressed to the Parties at the following addresses or at such other addresses as the Parties may from time to time direct in writing:

CITY:

City Clerk
206 East Third Street
PO Box 9203
Moscow, ID 83843
(208) 883-7015

COUNTY:

County Clerk
Latah County Courthouse
522 South Adams Street
Moscow, ID 83843
(208) 883-2249

SECTION 8: GENERAL TERMS

A. ***Indemnity***: The Parties are governmental entities subject to statutory and constitutional restrictions concerning the acceptance of liability. The Parties' liabilities are further governed by the Idaho Tort Claims Act. It is the intention of the Parties that each will be responsible for its own acts and omissions and those of its officers and employees acting with the course and scope of their employment.

Further, the Parties understand that the Idaho Torts Claims Act, Idaho Code § 6-903(2)(ii), states that each Party's liability is secondary to the obligation of an insurer or indemnitor of any automobile or other vehicle not owned or leased by the Party.

B. *No Separate Entity Created, Joint Venture and No Agency Relationship*: Nothing contained in this MOA shall be in any way construed as creating a separate legal entity or expressing or implying that the Parties have joined together in any joint venture partnership or agency relationship.

C. *Entire Agreement, Modification and Assignability*: This MOA contains the entire agreement between the Parties and no statements, promises or inducements made by either Party, or agents of either Party, are valid or binding unless contained herein. This MOA may not be enlarged, modified or altered except upon written agreement signed by the Parties hereto. COUNTY may not subcontract or assign its rights or duties arising hereunder without the prior written consent and express authorization of CITY.

D. *Severability*: If any part of this MOA is held void or unenforceable by a court of competent jurisdiction, the remaining portions of the MOA will, nevertheless, remain in full force and effect so long as the remainder of this MOA is reasonably capable of completion.

E. *Compliance with Law*: COUNTY and CITY agree that each Party shall conduct its obligations pursuant to this MOA and in conformance with all applicable laws, ordinances and regulations of all governmental and regulatory agencies having jurisdiction.

F. *Jurisdiction and Venue*: It is agreed that this MOA shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning this MOA, it is agreed that the proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah.

G. *Costs and Attorney's Fees*: In the event either Party incurs legal expenses to enforce the terms and conditions of this MOA, the prevailing Party is entitled to recover reasonable attorney's fees and other costs and expenses, whether the same are incurred with or without suit.

H. *No Waiver*: The failure of COUNTY or CITY to insist on strict performance of any of the terms and conditions in this MOA shall not be deemed a waiver of the rights or remedies that either Party may have regarding that specific instance and shall not be deemed a waiver of any subsequent breach or default in any of the terms and conditions hereof.

I. *Authority to Execute*: The persons executing this MOA on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties under the penalty of perjury pursuant to the law of the State of Idaho. This Agreement may also be executed by the use of electronic signatures pursuant to Idaho Code

§28-50-107. If the Parties sign this document utilizing an electronic signature, the Parties understand that this electronic signature is valid and binding to the same force and effect as a handwritten signature.

J. *Binding Authority*: COUNTY and CITY each represents and warrants to the other that this MOA (i) has been validly executed and delivered; (ii) has been duly authorized; and (iii) constitutes a valid binding MOA of such Party enforceable in accordance with its terms.

IN WITNESS WHEREOF, the Parties hereto have executed this MOA by their respective duly authorized officials on the date first above written.

LATAH COUNTY, IDAHO	CITY OF MOSCOW, IDAHO
___________________________	___________________________
Tom Lamar, Chair Board of Commissioners	Arthur D. Bettge, Mayor
ATTEST:	ATTEST:
___________________________	___________________________
Julie Fry, County Clerk	Laurie M. Hopkins, City Clerk