

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, June 23, 2025

4:00 PM

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

The meeting was called to order at 4:00 p.m.

PRESENT: Bryce Blankenship, Drew Davis, Gina Taruscio

OTHERS: Mayor Art Bettge, Sandra Kelly, Julia Parker

STAFF: Mia Bautista, Dan Ellinwood, Amanda Argona, Alisa Anderson, David Schott, Laurie M. Hopkins

REGULAR AGENDA

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

The minutes were approved as presented.

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

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

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

Schott introduced the item as outlined above. The site has served as a library since 1906, when the City purchased the lot for that purpose. The City operated the library until 1979, when the Library District was formed and assumed management responsibilities. In 2004, the City and the Library District formalized this arrangement through a 10-year lease agreement. The current lease, which began on October 1, 2014, is set to expire on September 30, 2024. To allow time to negotiate a new long-term agreement, the City Council previously approved a one-year lease extension through September 30, 2025. The proposed lease agreement includes minor updates, such as clarifying language regarding the delineation of duties and fiscal responsibilities. It also introduces a Major Improvements section to more clearly outline responsibilities. Under the proposed agreement, the District will continue to pay the City one dollar per year as compensation for the lease, use, and occupation of the library facility. Major repairs remain the responsibility of the City, while minor improvements—such as new windows or carpet—will be completed and funded by the District. Blankenship expressed appreciation for the continued partnership. Committee members noted the proactive approach and supported the continuation of the longstanding collaboration. The Committee recommended approval and that it be placed on the Council consent agenda.

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

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

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

Davis recused himself from this item. Schott introduced Jenny Kostroff, who presented a site plan for the third floor, which encompasses approximately 10,000 square feet. Kostroff described three primary areas within the proposed plan:

- **Culinary Lab:** This space will feature a farmhouse table and chairs, workstations equipped with small refrigerators and burners, multiple full-size refrigerators, and extensive counter space. It is envisioned for catering events, hosting classes, preparing meals for home delivery, or supporting Farmers Market vendors. Kostroff expressed interest in partnering with the school district to offer educational programs and classes.
- **Ballroom:** Located in the central portion of the floor, this large room will retain its vaulted ceiling and skylights, with benches lining each side. The design honors the historic integrity of the space.
- **Studio and Sky Lounge:** A studio with wood floors suitable for yoga, karate, and similar activities is included. In the southwest corner, a sky lounge with expansive windows offers panoramic views of Moscow, including the university campus. The lounge is intended for small family gatherings or events.

Kostroff emphasized that the culinary lab will supplement, not replace, the existing Great Room kitchen. Specific appliance selections are still under discussion. The next step is to develop construction documents, including renderings to share with the community. Fundraising is expected to begin in September or October and will be approached as a gradual process. With construction documents in hand, the project will be considered “shovel ready,” allowing for a phased construction approach. Phase I may include leveling the floor and stubbing in infrastructure. Future phases will proceed as funding is secured, with flexibility to begin construction on any of the rooms depending on donor interest—mirroring the phased approach used in the original construction of the building.

Taruscio and Blakenship appreciated the drawings and concept. The Committee recommended approval and that it be placed on the Council consent agenda.

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

Kick Elite Boosters LLC is hosting MoscAuto Festival on Sunday, July 13 from 10:00 am to 2:00 pm on Main Street between 3rd and 6th Streets, and portions of 4th and 5th Streets. This event, which is stylized as a classic car and motorcycle show, is a new event to the Entertainment District, with the applicant intending for the event to be hosted annually. The applicant is anticipating up to three licensed beer and/or wine vendors, two food trucks, and a variety of automobiles and vehicles. Live music is scheduled to be a part of the festivities in the form of a band or DJ. This event has been reviewed and approved as of March 10, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, MoscAuto Festival is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the temporary

suspension of the open container law within the event footprint of MoscAuto Festival for the duration of the event; or provide staff with further direction.

Argona introduced the item as written above. This is the second year for this event. Alcohol use request resolutions reference a maximum amount of alcohol vendors, but an event can certainly have less alcohol vendors. The Committee recommended approval and that it be placed on the Council consent agenda.

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

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

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

Argona introduced the item as written above. There is no event application as this is just a request to have alcohol in the park. Parks and recreation handle the event itself. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

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

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

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

Anderson introduced the item as outlined above. She noted that this grant opportunity is through an organization that provides equipment to fire departments with no local match required. The foundation only accepts 600 applications annually, and the process is completed via an online portal.

Ellinwood explained that the grant is highly competitive. Last year, Moscow was not selected due to an issue with a support letter. However, the department did receive a fully funded grant from the Dennis Leary Firefighter Foundation, which enabled the purchase of two out of three needed equipment replacements. Advancements in technology have resulted in more efficient and lightweight equipment. If awarded the Firehouse Subs grant, the department would be able to purchase the third and final piece of equipment.

The Committee expressed no concerns, recommended approval, and requested the item be placed on the Council's consent agenda.

ADJOURN

The meeting closed at 4:35 p.m.

Minutes Approved On
August 25, 2025

(Clerk Signature)