

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, August 25, 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, Council Member Kelly

STAFF: Bill Belknap, Mia Bautista, Sarah Decker, Anthony Dahlinger, Alisa Anderson, Laurie M. Hopkins

REGULAR AGENDA

1. Approval of Administrative Committee June 23, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Approval of Human Rights Commission Sponsorship Requests (ACTION ITEM) - Anthony Dahlinger

In observance of Inclusive Communities Month in September, the Human Rights Commission would like to sponsor three events, including two movie screenings and a community dinner event in September for Inclusive Communities Month. The City's adopted Policy requires that all requests with a monetary value of more than Five Hundred Dollars (\$500) and which are found to have a legitimate public purpose and are legally permissible shall be reviewed and approved or denied by the City Council. The sponsorship requests are now before the Council for consideration.

PROPOSED ACTIONS: Recommend approval of the proposed sponsorship requests, or provide staff further direction.

Dahlinger introduced the item providing details for the three requests. The film "Won't You Be My Neighbor" is free and open to the public. The second request is for a film to be included in the Kenworthy Silent Film Festival and has a cost of \$40 for attendance. It is the restoration of "Told in the Hills" which features over 100 Nez Perce actors and collaborators.

Davis felt this request should come from the Historic Preservation Commission. Dahlinger said it was to be part of Inclusive Communities Month. The requests were submitted last week and staff verified it would be free and open to the public. Belknap said the promotion flyer was released today and caught the attention that it is not a free event. It lists sponsors at the bottom of the flyer and the HRC was included. Dahlinger said since the sponsorship approval process was updated, the Commission has had difficulty in extending timeline which has caused the requests to become rushed.

Belknap said if the item is put on the regular agenda, staff can ask a representative from the commission to attend and answer the councils questions. Taruscio suggested the regular agenda with no recommendation. Davis would like the commission to address their rational and timing of request, as well as the full intent and mission of these sponsorship.

Anthony provided information about the third sponsorship which is a dinner for students who may be

having food insecurities. Davis said the ideas of the sponsorships are good however, the committee has questions about implementation, action and planning. The Committee asked that the item be put on the Council regular agenda with no recommendations.

3. Hills and Rivers Housing Trust - Affordable Housing Grant Request (ACTION ITEM) - Alisa Anderson

On November 15, 2021, the Mayor and City Council approved Resolution 2021-22, establishing the “City of Moscow Affordable Homeownership Grant Program” governed by specific eligibility and disbursement guidelines. The Hills and Rivers Housing Trust (formerly the Moscow Affordable House Trust) initially requested funding for five homes in 2022, with the first award issued in January 2023 to support ongoing affordable housing development. Since then, the Trust has had no eligible applicants until the current submission, which involves a unique situation where down payment assistance from the buyer’s parents and IHFA reduced the home’s purchase price, but the requirement for a parent’s name on the title, while meeting all other grant criteria, falls outside the program’s standard parameters. The buyer meets the grant’s requirements and obligations per Resolution 2021-22, and all documentation has been reviewed and verified. The assistance provided aligns with the program’s goal of reducing barriers to home ownership and ensuring monthly payments remain manageable for low-to-moderate income households. Accordingly, staff recommends that the City Council approve the request, endorsing the exception as being in accordance with the overarching objectives of the program.

PROPOSED ACTIONS: Recommend approval of the application submitted by the Hills and Rivers Housing Trust for the Affordable Housing Grant Program and authorize the Mayor to execute the necessary documentation to secure the City’s property interest in the home for \$10,000, or provide staff with further direction.

Anderson introduced the item as written above. The major complicating factor is a parent was required to be on the deed, but the parent wouldn’t qualify based on the income threshold.

Nils Peterson explained IHFA required the parent on the deed to protect federal funds. The individual has a disability and is in guardianship of his mother. The lender is a private lender and happy with the downpayment assistance and permanent disability income so the individual is the only name on the loan. Anderson said the \$10,000 goes directly to the Hills and Rivers Housing Trust, not the borrowers, to continue supporting the program. If the application isn’t approved the trust is not reimbursed. The City has a lien position behind the borrower and is in line with the program. This complexity with the documents is an anomaly. The goal is for the Trust to have the funding to continue this program. Belknap said this approval is an exception due to the unique circumstances with the other name on the title to the home who would not qualify for the program. Staff would normally process these requests administratively. Peterson explained the Trust owns the land. The City’s lien is against the land. Should the individual pass away, the mother would be the remaining owner on title. The Trust would require the parent to meet the income qualifications and move in. If she can't, the home would be forced to go to sale.

The Committee recommended approval and that it be placed on the Council consent agenda.

4. Idaho Community Development Block Grant (ICDBG) – Affordable Housing Project (ACTION ITEM) - Alisa Anderson

City staff is working with a development corporation proposing a two-phase project on a 10-acre site at Warbonnet Drive, consisting of 92 affordable rental units targeted at households earning 30-80% AMI, with amenities such as gardens, a playground, and community rooms. City staff is proposing

to support the effort by applying for a \$500,000 Idaho Community Development Block Grant to fund infrastructure extensions, with a \$50,000 in-kind match for grant administration. Staff seeks approval to begin planning and submit the application in November 2025 on behalf of the development corporation, with final awards announced in April 2026.

PROPOSED ACTIONS: Recommend approval for staff to prepare and submit an Idaho Community Development Block Grant application for Public Facilities to aid in developing affordable rental housing by extending necessary public infrastructure to the project, or provide staff with further direction.

Anderson introduced the item as written above. The city is not eligible for block grants at the moment but because this project is eligible, the City can apply and represent the corporation. Dennis Porter, Idaho Department of Commerce, said he heard from HUD earlier in the week, and on affordable housing tax credit projects, the Build America, Buy American (BABA) program is required. If block grant funds are used on this project, BABA would be required for the entire project, including the construction. The corporation may not continue due to that requirement but just in case they do, staff wanted to bring

Belknap explained in discussions weeks ago, Porter said this project would be eligible for community development for public infrastructure. Any local match will help the developer in getting the award. Staff agreed to explore the grant. Last week Porter called and said that the BABA requirements would extend to the entire project which can increase the cost of construction and most likely the applicant for the project will not want to apply in order to keep the cost down. Staff is waiting for confirmation and can update the council meeting agenda accordingly.

Davis stated the City is often limited on what they can do for affordable housing. When diving into the minutia, we are left handcuffed. This is an opportunity for the City to help with affordable housing. Taruscio agreed with Davis. She is bothered by the impact of BABA but still in favor. Blankenship likes being ready to go with this and could highlight fair housing.

Belknap said if the developer wants to proceed, it can be placed on the regular agenda. If they do not, staff will remove it from the council agenda and send a follow-up email to the council.

The Committee recommended approval and that it be placed on the Council regular agenda.

5. Low-to-Moderate Income (LMI) Randomized Community Survey – (ACTION ITEM) - Alisa Anderson

On June 24, 2024, Staff received notice from the Idaho Department of Commerce that, effective August 1, 2024, the City of Moscow is no longer eligible to apply for Idaho Community Development Block Grant funds based on the 2020 (American Community Survey (ACS) data, which indicates a 50.9% Low to Moderate Income (LMI) rate; just below the 51% threshold required for area-wide benefit projects. To verify this, Staff proposes conducting a citywide Random Income Survey to confirm whether the actual LMI percentage meets or exceeds 51%. The survey would include multiple response methods and a public outreach campaign, with a target of 279 valid responses out of 372 surveys mailed. If successful, this new LMI designation would be valid for five years, which would allow the City to continue applying for future Idaho Community Development Block Grant (ICDBG) funds to support upcoming projects aimed at enhancing public parks, recreational facilities, and essential public infrastructure, including water systems, sewer systems, roadways, fire services, and downtown revitalization projects. Staff has prepared all necessary documentation and seeks approval to proceed with the survey.

PROPOSED ACTIONS: Recommend approval for Staff to proceed with the LMI Randomized Community Survey, or provide staff with further direction.

Alisa introduced the item as written above. There needs to be a minimum of 75% returns and staff will do public outreach hoping to meet that percentage. Each survey will have a unique pin number to log in to the website or call in to complete the survey. Staff plan to complete 60 door-to-door visits and a second and third reminder will also be mailed. The City can apply for block grants for projects that benefit LMI communities. When the LMI goes below the 51%, the City cannot make community wide applications such as fire engines, downtown revitalization, general park projects, etc. From the date of the mailing of the letter, there are 75 calendar days to complete the survey. Staff hopes to have the door-to-door surveys done by end of October. Deadline to have everything into the Department of Commerce is at Thanksgiving and that is before the students leave for vacation.

The Committee recommended approval and that it be placed on the Council regular agenda.

6. Open Budget for Fiscal Year 2024-2025 (FY2025) Review (ACTION ITEM) - Sarah Decker

The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. The City completed its FY2025 budget adoption in August 2024 and headed into its FY2024 fiscal year-end. During the fiscal year-end, it was determined that multiple major operating funds accumulated unappropriated fund balances. Also, during FY2025, Information Systems performed an in-depth evaluation of future capital and minor IS equipment needs and determined excess unappropriated accumulation that should be returned to the contributing funds during the FY2025 fiscal year-end. Staff is proposing to amend Ordinance 2024-12 in the amount of \$5,710,476 to accommodate the unappropriated fund balances.


PROPOSED ACTIONS: Recommend approval to amend Ordinance 2024-12 in the amount of \$5,710,476 to accommodate the unappropriated fund balances, or provide staff further direction.

Decker introduced the item as written above. Fund balances are one time savings that can build up over a couple fiscal years and then dedicated to one-time expenses. The General Fund had a fund balance of \$726,888, the majority of which was due to savings from vacancies in the police department in FY2024 and a refund on 911 fees. Staff are requesting approximately \$400,000 to remain in the General Fund as there is a need to replace body-worn cameras, dash cameras and tasers. The Street fund had accumulated monies from a disbursement of funds from ITD for the City's portion of House Bill 354. For FY2026, the 1% public art funds need to be transferred to capital projects due to the size and cost of the upcoming projects. This means the amount must be backfilled. The Water Fund had approximately \$915,484 unanticipated funds due to budget holdbacks and anticipation of the second DEQ loan. Of that amount, Staff is requesting to appropriate \$465,000 to the expense accounts for meters and payment to the DEQ loan. The information systems fund had excess accumulation due to changes to equipment purchases post COVID and a decrease in inflationary cost estimations. These funds will be paid back to the contributing funds. The 1% Art Fund has been in the operating fund but because they are used for larger projects that would meet the threshold for a capital investment and are intended to build up and accumulate over time, they should be in capital projects. This transfer left the fund at a deficit that now needs to be backfilled.

The Committee recommended approval of the ordinance and that it go to public hearing at the next council meeting.

ADJOURN

The meeting adjourned at 5:00 p.m.



Minutes Approved On
October 27, 2025
(Clerk Signature)