

Moscow City Council



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, December 15, 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 Payment of Claims - Sarah Decker

B. Approval of Moscow City Council December 1, 2025 Minutes - Laurie M. Hopkins

C. Disbursement Report November 2025 - Sarah Decker

Staff presented the November 2025 Accounts Payable Report to the Public Works / Finance Committee on December 8th, 2025. The Committee received the report and recommended approval of the disbursement report.

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

D. Proposed Lot Line Adjustment Between 2534 and 2540 East Third Street — Lucy Falcy

The applicant, Ryan Itani of Itani Development IV Inc., is requesting a lot line adjustment between two properties located at 2534 and 2540 East Third Street. The proposed lot line adjustment moves the east line of 2534 East Third Street approximately ten (10) feet further east into 2540 East Third Street which is currently an undeveloped parcel. This would increase the lot size of 2534 East Third Street by approximately 1,100 square feet and bring it to a total of 9,870 square feet. 2540 East Third Street will be reduced to 9,675 square feet following the lot line adjustment. Both properties are owned by Itani Development IV Inc. and are part of Rolling Hills 10th Addition. The lot line adjustment is to accommodate a desired building and site design at 2534 East Third Street that does not fit with the original platting of the lots. Both lots are zoned Single-Family Residential (R-2). The following are

minimums in the R-2 Zone: lot size- 7,000 square feet; lot width-sixty (60) feet; and side yard setback - five (5) feet with a fifteen (15) foot combined minimum. The proposed lot line adjustment does not interfere with easement, access, or utilities on either property. The proposed lot line adjustment meets all zoning code requirements. This item was reviewed at the December 8, 2025 Public Works/Finance Committee meeting and recommended for approval.

PROPOSED ACTIONS: Approve the lot line adjustment with no conditions.

E. Surface Transportation Block Grant – Small Urban Funds Grant Application - Alisa Anderson / Scott Bontrager

The Surface Transportation Block Grant (STBG) Small Urban funds are allocated for projects in urban areas with populations between 5,000 and 50,000, based on the 2020 census, and can be used for roadway construction, reconstruction, or rehabilitation, with a local match requirement of 7.34%. In Idaho, 19 small urban areas are eligible for the LHTAC Small Urban program through a competitive application process, with project funding based on estimated costs for activities such as roadway rehab, new construction, overlays, or transportation planning. City of Moscow staff has identified a project on “D” Street from Hwy. 95 to Hayes Street as a candidate for this grant, with an estimated total cost of \$1,271,828 and a requested grant of up to \$1,178,475, supplemented by a matching fund of \$93,353. The current scope of the project includes approximately 10,500 square yards of asphalt grinding, placement of pavement overlay geotextile, 1,800 tons of asphalt paving, and the construction of 20 ADA-compliant pedestrian ramps. If awarded, the project would be designed in 2026 and constructed in summer 2027. This item was reviewed by the Public Works/Finance Committee on December 8, 2025, and recommended for approval.

ACTIONS: Recommend approval to submit a grant application to the STBG Small Urban program for a grind and inlay project for “D” Street in an amount not to exceed \$1,178,475 with the corresponding Resolution.

REGULAR AGENDA

2. Mayors Appointments (ACTION ITEM)

3. Public Comment (limit 15 minutes)

4. Citizen Commission Report - Historic Preservation Commission - Mike Ray / Nels Reese

5. Professional Services Agreement with Design West for the East City Park Stage Construction Design and Administration Services (ACTION ITEM) - David Schott

On October 4, 2025, the City of Moscow issued a Request for Qualifications for design and construction management services for the East City Park Stage project. Design West Architects was selected after an evaluation of the two firms who submitted Statements of Qualifications. If approved, the proposed Professional Services Agreement will advance the East City Park Stage Project from the current thirty percent (30%) design to completion for the amount of seventy-two thousand, seven hundred dollars (\$72,700.00).

PROPOSED ACTIONS: Approve the Professional Service Agreement between the City of Moscow and Design West Architects, or provide staff with further direction.

6. Downtown Event Street Closure Policy Proposal (ACTION ITEM) - Bill Belknap

Earlier this year, the City received a request from the Moscow Chamber of Commerce and Visitor Center (Chamber) and the Downtown Business Alliance (DBA) to consider establishing a policy to reduce downtown street closures for community events during normal weekday

business hours. Over the last several years, the City has seen an increasing number of event street closure requests downtown. The Chamber and DBA believe these closures significantly deter access to businesses, disrupt regular commercial activity, and negatively impact both customers and business owners. The Mayor and Council Leadership reviewed the request and requested Staff to prepare a draft resolution that would prohibit event closures Monday through Friday from 8:00 AM to 5:00 PM for events other than those conducted by the City or on behalf of the City, as well as street closures associated with City related emergency services and the maintenance, repair, or reconstruction of City roadways and utilities located within the public right-of-way. This resolution is before the Council for consideration.

PROPOSED ACTIONS: Approve the proposed Resolution, or take other action as deemed appropriate.

7. Access Agreement-City of Moscow and New Saint Andrews College (ACTION ITEM) - Bill Belknap

City Staff is recommending approval of an agreement that will allow New Saint Andrews College (NSA) access across unimproved City property adjacent to the college building at 112 N. Main Street. The access easement will allow NSA to improve a non-conforming parking lot that has historically served tenants of the building. This item was reviewed by the Administrative Committee on November 24, 2025, and forwarded to the full Council without a recommendation.

PROPOSED ACTIONS: Approve the access easement; or take other action deemed appropriate.

REPORTS

City Council

Mayor

ADJOURN TO EXECUTIVE SESSION PER IDAHO CODE 74-206 (1)(B) AND (1)(F) - THE MEETING WILL NOT RECONVENE.

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.



Accounts Payable Checks for Approval

December 10, 2025 03:37 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name	Amount
114886	12/03/2025	Sewer Fund	R & M - Equipment	A & R CONSTRUCTION, INC.	\$4,755.00
				Check Total:	\$4,755.00
114887	12/03/2025	General Fund	R & M - Buildings	Access Unlimited & Security, Inc.	\$155.00
				Check Total:	\$155.00
114888	12/03/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.	\$73.83
114888	12/03/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$78.82
114888	12/03/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$53.99
114888	12/03/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.	\$49.69
114888	12/03/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.	\$73.83
114888	12/03/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$90.53
114888	12/03/2025	Recreation & Culture	Department Supplies	ALSCO, INC.	\$53.99
114888	12/03/2025	Fleet Management Fund	Shop Supplies	ALSCO, INC.	\$49.69
				Check Total:	\$524.37
114889	12/03/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
114889	12/03/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
114889	12/03/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
114889	12/03/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
114889	12/03/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00
				Check Total:	\$1,040.00
114890	12/03/2025	Sewer Fund	Department Supplies	ARTBEAT, INC.	\$26.00
				Check Total:	\$26.00
114891	12/03/2025	General Fund	Refunds & Reimbursements	Ashlyn Wagner	\$200.00
				Check Total:	\$200.00
114892	12/03/2025	Information Systems Fund	Professional Services - IS	Axon Enterprises, Inc.	\$1,995.00
				Check Total:	\$1,995.00
114893	12/03/2025	General Fund	Professional Development	Ben Kline	\$1,491.00
				Check Total:	\$1,491.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
114894	12/03/2025	Information Systems Fund	Professional Services - IS	BEYONDTRUST CORPORATION	\$6,060.56
				Check Total:	\$6,060.56
114895	12/03/2025	Information Systems Fund	Department Supplies	CANON SOLUTIONS AMERICA, INC.	\$31.16
				Check Total:	\$31.16
114896	12/03/2025	Recreation & Culture	Professional Services	CHERLE PATRICIA POULSON	\$3,815.47
				Check Total:	\$3,815.47
114897	12/03/2025	General Fund	Professional Development	Clayton Tash	\$1,491.00
				Check Total:	\$1,491.00
114898	12/03/2025	Sewer Fund	Uniform Expense	Crown Enterprises	\$39.99
				Check Total:	\$39.99
114899	12/03/2025	Sewer Fund	Professional Services	CULLIGAN, LLC	\$377.80
114899	12/03/2025	General Fund	Department Supplies	CULLIGAN, LLC	\$14.90
				Check Total:	\$392.70
114900	12/03/2025	General Fund	Janitorial Services & Supplies	EVCAR, INC.	\$2,218.00
114900	12/03/2025	Recreation & Culture	Janitorial Services & Supplies	EVCAR, INC.	\$2,400.00
114900	12/03/2025	Recreation & Culture	Janitorial Services & Supplies	EVCAR, INC.	\$976.00
114900	12/03/2025	Fleet Management Fund	Janitorial Services & Supplies	EVCAR, INC.	\$138.66
114900	12/03/2025	Streets Fund	Janitorial Services & Supplies	EVCAR, INC.	\$138.67
114900	12/03/2025	Recreation & Culture	Janitorial Services & Supplies	EVCAR, INC.	\$138.67
114900	12/03/2025	Sewer Fund	Janitorial Services & Supplies	EVCAR, INC.	\$1,680.00
114900	12/03/2025	Water Fund	Janitorial Services & Supplies	EVCAR, INC.	\$520.00
				Check Total:	\$8,210.00
114901	12/03/2025	Information Systems Fund	Telephones & Communications	FIRST STEP INTERNET, LLC	\$50.00
				Check Total:	\$50.00
114902	12/03/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
114902	12/03/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
114902	12/03/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
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114902	12/03/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
114902	12/03/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
114902	12/03/2025	Water Fund	Rental Property & Equipment	HAHN RENTAL CENTER, INC.	\$47.50
114902	12/03/2025	Stormwater Fund	Rental Property & Equipment	HAHN RENTAL CENTER, INC.	\$47.50
114902	12/03/2025	Streets Fund	Rental Property & Equipment	HAHN RENTAL CENTER, INC.	\$95.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
114902	12/03/2025	Streets Fund	Rental Property & Equipment	HAHN RENTAL CENTER, INC.	\$(95.00)
				Check Total:	\$1,239.00
114903	12/03/2025	Sewer Fund	Lab Supplies	Hardy Diagnostics	\$125.72
114903	12/03/2025	Sewer Fund	Lab Supplies	Hardy Diagnostics	\$296.97
				Check Total:	\$422.69
114904	12/03/2025	Sewer Fund	Department Supplies	HELBLING MACHINE & AUTO PARTS	\$34.17
114904	12/03/2025	Sewer Fund	R & M - Equipment	HELBLING MACHINE & AUTO PARTS	\$18.66
				Check Total:	\$52.83
114905	12/03/2025	Stormwater Fund	Department Supplies	Home Depot U.S.A, Inc.	\$487.69
114905	12/03/2025	Stormwater Fund	Department Supplies	Home Depot U.S.A, Inc.	\$(8.27)
				Check Total:	\$479.42
114906	12/03/2025	Fleet Management Fund	Operations & Maintenance Parts	HUGHES FIRE EQUIPMENT, INC.	\$376.22
				Check Total:	\$376.22
114907	12/03/2025	General Fund	Miscellaneous Services & Charges	IDAHO STATE POLICE	\$28.25
				Check Total:	\$28.25
114908	12/03/2025	Stormwater Fund	Maintenance	Instrument Technology Corp	\$16,534.43
				Check Total:	\$16,534.43
114909	12/03/2025	General Fund	Professional Services	Joe Palfini	\$90.00
				Check Total:	\$90.00
114910	12/03/2025	General Fund	Professional Services	Joey Williams	\$720.00
				Check Total:	\$720.00
114911	12/03/2025	Water Fund	Utility Accounts Receivable	JOHN CROSS	\$121.70
				Check Total:	\$121.70
114912	12/03/2025	Sewer Fund	Utility Accounts Receivable	JULIE MOORE	\$15.89
114912	12/03/2025	Water Fund	Utility Accounts Receivable	JULIE MOORE	\$12.16
114912	12/03/2025	Water Fund	Utility Accounts Receivable	JULIE MOORE	\$10.18
114912	12/03/2025	Sanitation Fund	Utility Accounts Receivable	JULIE MOORE	\$6.02
114912	12/03/2025	Stormwater Fund	Utility Accounts Receivable	JULIE MOORE	\$1.17
				Check Total:	\$45.42
114913	12/03/2025	Recreation & Culture	Department Supplies	K C Enterprises	\$132.72
				Check Total:	\$132.72
114914	12/03/2025	General Fund	Office Supplies	LANDGROVE COFFEE, INC.	\$144.50
114914	12/03/2025	Water Fund	Other Miscellaneous Supplies	LANDGROVE COFFEE, INC.	\$140.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$284.50
114915	12/03/2025	General Fund	Office Supplies	Looking Glass	\$32.55
114915	12/03/2025	General Fund	Office Supplies	Looking Glass	\$25.46
114915	12/03/2025	General Fund	Office Supplies	Looking Glass	\$18.37
114915	12/03/2025	General Fund	Office Supplies	Looking Glass	\$32.55
114915	12/03/2025	General Fund	Office Supplies	Looking Glass	\$23.00
114915	12/03/2025	Water Fund	Office Supplies	Looking Glass	\$27.69
114915	12/03/2025	Water Fund	Office Supplies	Looking Glass	\$8.35
Check Total:					\$167.97
114916	12/03/2025	General Fund	Professional Services	Luca Atencio	\$1,350.00
Check Total:					\$1,350.00
114917	12/03/2025	General Fund	Professional Services	Madison Zumhofe	\$360.00
Check Total:					\$360.00
114918	12/03/2025	Sewer Fund	R & M - Equipment	McCoy Plumbing & Heating, Inc.	\$75.90
114918	12/03/2025	General Fund	R & M - Buildings	McCoy Plumbing & Heating, Inc.	\$184.95
114918	12/03/2025	Water Fund	Operations & Maintenance Parts	McCoy Plumbing & Heating, Inc.	\$142.95
Check Total:					\$403.80
114919	12/03/2025	General Fund	R & M - Buildings	McKinstry CO.,LLC	\$300.00
114919	12/03/2025	General Fund	R & M - Buildings	McKinstry CO.,LLC	\$225.00
114919	12/03/2025	Transit Center	R & M - Buildings	McKinstry CO.,LLC	\$150.00
114919	12/03/2025	Recreation & Culture	R & M - Buildings	McKinstry CO.,LLC	\$300.00
Check Total:					\$975.00
114920	12/03/2025	General Fund	Electrical Permits	MIKE'S MECHANICAL SERVICES LLC	\$148.06
Check Total:					\$148.06
114921	12/03/2025	General Fund	Professional Services	Nate Bass	\$450.00
Check Total:					\$450.00
114922	12/03/2025	General Fund	Professional Services	Nick Canto	\$180.00
Check Total:					\$180.00
114923	12/03/2025	General Fund	Recruitment Expense	Nikki J. Stypa, Psy.D., PLLC	\$650.00
Check Total:					\$650.00
114924	12/03/2025	General Fund	Office Supplies	ODP Business Solutions LLC	\$93.98
114924	12/03/2025	Water Fund	Office Supplies	ODP Business Solutions LLC	\$37.87
114924	12/03/2025	Water Fund	Office Supplies	ODP Business Solutions LLC	\$106.42
114924	12/03/2025	Water Fund	Office Supplies	ODP Business Solutions LLC	\$33.98

Check #	Check Date	Fund	Account	Vendor Name	Amount
114924	12/03/2025	Water Fund	Other Miscellaneous Supplies	ODP Business Solutions LLC	\$65.39
				Check Total:	\$337.64
114925	12/03/2025	Sewer Fund	R & M - Equipment	PHILLIP R. STRADLEY	\$3,051.40
				Check Total:	\$3,051.40
114926	12/03/2025	General Fund	Recruitment Expense	Prove It Polygraph	\$200.00
				Check Total:	\$200.00
114927	12/03/2025	General Fund	Recruitment Expense	Puretone of Idaho	\$50.00
				Check Total:	\$50.00
114928	12/03/2025	MSD Community Play Fields	R & M - Grounds	Room To Roam Fencing, LLC	\$1,991.84
				Check Total:	\$1,991.84
114929	12/03/2025	Water Fund	Department Supplies	Rosauers Supermarkets, Inc.	\$9.98
114929	12/03/2025	Streets Fund	Travel & Meetings	Rosauers Supermarkets, Inc.	\$13.34
114929	12/03/2025	Stormwater Fund	Travel & Meetings	Rosauers Supermarkets, Inc.	\$13.34
114929	12/03/2025	Fleet Management Fund	Travel & Meetings	Rosauers Supermarkets, Inc.	\$13.34
114929	12/03/2025	Water Fund	Department Supplies	Rosauers Supermarkets, Inc.	\$13.34
114929	12/03/2025	Recreation & Culture	Travel & Meetings	Rosauers Supermarkets, Inc.	\$13.34
114929	12/03/2025	General Fund	Travel & Meetings	Rosauers Supermarkets, Inc.	\$13.34
114929	12/03/2025	Sewer Fund	Department Supplies	Rosauers Supermarkets, Inc.	\$13.34
				Check Total:	\$103.36
114930	12/03/2025	Recreation & Culture	Department Supplies	ROSAUERS SUPERMARKETS, INC.	\$24.97
				Check Total:	\$24.97
114931	12/03/2025	Water Fund	Utility Accounts Receivable	SAM CHRISTENSEN	\$113.71
				Check Total:	\$113.71
114932	12/03/2025	Water Fund	Utility Accounts Receivable	SAM CHRISTENSEN	\$128.91
				Check Total:	\$128.91
114933	12/03/2025	General Fund	Professional Services	Shelby Hobbs	\$180.00
				Check Total:	\$180.00
114934	12/03/2025	Recreation & Culture	R & M - Buildings	SHERWIN-WILLIAMS COMPANY	\$21.95
114934	12/03/2025	Recreation & Culture	R & M - Buildings	SHERWIN-WILLIAMS COMPANY	\$108.90
				Check Total:	\$130.85
114935	12/03/2025	Information Systems Fund	Telephones & Communications	SoundLine Communications	\$1,888.44
				Check Total:	\$1,888.44
114936	12/03/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Sales & Service	\$89.99

Check #	Check Date	Fund	Account	Vendor Name	Amount
114936	12/03/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Sales & Service	\$21.99
114936	12/03/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Sales & Service	\$52.50
114936	12/03/2025	Water Fund	R & M - Equipment	Spence Sales & Service	\$170.73
Check Total:					\$335.21
114937	12/03/2025	Sewer Fund	R & M - Buildings	Stoneway Electric Supply Co.	\$140.03
114937	12/03/2025	Transit Center	R & M - Buildings	Stoneway Electric Supply Co.	\$202.88
114937	12/03/2025	Streets Fund	Traffic Control	Stoneway Electric Supply Co.	\$1,161.52
Check Total:					\$1,504.43
114938	12/03/2025	Water Fund	Uniform Expense	Tasia North	\$69.94
Check Total:					\$69.94
114939	12/03/2025	Sewer Fund	R & M - Equipment	TMG SERVICES, INC.	\$1,628.74
Check Total:					\$1,628.74
114940	12/03/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY	\$127.00
114940	12/03/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY	\$131.68
Check Total:					\$258.68
114941	12/03/2025	General Fund	Department Supplies	U.S. Postal Service (CMRS-FP)	\$23.68
114941	12/03/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$169.53
114941	12/03/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$22.04
114941	12/03/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$413.67
114941	12/03/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$11.10
114941	12/03/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$11.84
114941	12/03/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$221.26
114941	12/03/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$116.68
114941	12/03/2025	Recreation & Culture	Postage Expense	U.S. Postal Service (CMRS-FP)	\$115.44
Check Total:					\$1,105.24
114942	12/03/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$81.40
114942	12/03/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$204.53
114942	12/03/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$129.40
Check Total:					\$415.33
114943	12/03/2025	Recreation & Culture	Department Supplies	Walter E. Nelson Co.	\$86.20
Check Total:					\$86.20
114944	12/03/2025	Sewer Fund	R & M - Equipment	Western States Equipment Co.	\$1,114.68
Check Total:					\$1,114.68
114945	12/03/2025	General Fund	Professional Development	Will Stoy LLC	\$400.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Check Total:	\$400.00
114946	12/03/2025	Sewer Fund	Professional Services	WinCan, LLC	\$2,100.00
				Check Total:	\$2,100.00
114947	12/03/2025	Water Fund	Meters	Zenner USA, Inc.	\$1,536.68
				Check Total:	\$1,536.68
114948	12/10/2025	Recreation & Culture	R & M - Equipment	ABSOLUTE REFRIGERATION INC.	\$276.50
				Check Total:	\$276.50
114949	12/10/2025	General Fund	Department Supplies	ALSCO, INC.	\$32.08
114949	12/10/2025	General Fund	Department Supplies	ALSCO, INC.	\$32.08
114949	12/10/2025	General Fund	Department Supplies	ALSCO, INC.	\$28.66
114949	12/10/2025	General Fund	Department Supplies	ALSCO, INC.	\$28.66
114949	12/10/2025	Transit Center	Department Supplies	ALSCO, INC.	\$47.84
114949	12/10/2025	Transit Center	Department Supplies	ALSCO, INC.	\$47.84
				Check Total:	\$217.16
114950	12/10/2025	Fleet Management Fund	Vehicles	Amazon Capital Services	\$629.32
				Check Total:	\$629.32
114951	12/10/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00
114951	12/10/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$220.00
114951	12/10/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$275.00
114951	12/10/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$495.00
114951	12/10/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$410.00
114951	12/10/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$320.00
114951	12/10/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
				Check Total:	\$2,130.00
114952	12/10/2025	Sewer Fund	Professional Services	Anatek Labs, Inc. - Spokane	\$420.00
				Check Total:	\$420.00
114953	12/10/2025	General Fund	Professional Development	Anthony Dahlinger	\$1,923.00
				Check Total:	\$1,923.00
114954	12/10/2025	General Fund	Travel & Meetings	Art Bettge	\$341.52
				Check Total:	\$341.52
114955	12/10/2025	Streets Fund	Uniform Expense	ARTBEAT, INC.	\$26.00
				Check Total:	\$26.00
114956	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.	\$21.54

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$21.54
114957	12/10/2025	Water Fund	Heat, Lights & Utilities	Avista Utilities	\$30,375.80
114957	12/10/2025	Streets Fund	Street Lighting	Avista Utilities	\$23,930.59
114957	12/10/2025	Sewer Fund	Heat, Lights & Utilities	Avista Utilities	\$19,549.96
114957	12/10/2025	General Fund	Heat, Lights & Utilities	Avista Utilities	\$2,324.12
114957	12/10/2025	General Fund	Heat, Lights & Utilities	Avista Utilities	\$5,119.27
114957	12/10/2025	Fleet Management Fund	Heat, Lights & Utilities	Avista Utilities	\$1,127.24
114957	12/10/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$264.67
114957	12/10/2025	Transit Center	Heat, Lights & Utilities	Avista Utilities	\$27.16
114957	12/10/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$957.22
114957	12/10/2025	General Fund	Heat, Lights & Utilities	Avista Utilities	\$550.99
114957	12/10/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$497.68
114957	12/10/2025	General Fund	Heat, Lights & Utilities	Avista Utilities	\$325.53
114957	12/10/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$1,440.09
114957	12/10/2025	Recreation & Culture	Heat, Lights & Utilities	Avista Utilities	\$602.07
114957	12/10/2025	Stormwater Fund	Heat, Lights & Utilities	Avista Utilities	\$265.16
Check Total:					\$87,357.55
114958	12/10/2025	General Fund	Employee Recognition	Bill Belknap	\$502.15
Check Total:					\$502.15
114959	12/10/2025	General Fund	R & M - Buildings	Bob's Garage Doors, LLC	\$361.50
Check Total:					\$361.50
114960	12/10/2025	Stormwater Fund	Professional Services	Bowman Consulting Group, LTD.	\$902.50
114960	12/10/2025	Sewer Fund	Professional Services	Bowman Consulting Group, LTD.	\$1,940.38
114960	12/10/2025	Water Fund	Professional Services	Bowman Consulting Group, LTD.	\$1,669.62
Check Total:					\$4,512.50
114961	12/10/2025	Recreation & Culture	Professional Services	Brooke Lowry	\$1,722.00
Check Total:					\$1,722.00
114962	12/10/2025	Recreation & Culture	Moscow Farmers Market Programs	Brush Creek Trails, LLC	\$500.00
Check Total:					\$500.00
114963	12/10/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$139.55
114963	12/10/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$143.61
114963	12/10/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$59.50
114963	12/10/2025	Recreation & Culture	Office Supplies	CANON SOLUTIONS AMERICA, INC.	\$19.84
114963	12/10/2025	Recreation & Culture	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$23.67
114963	12/10/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$25.68
114963	12/10/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$141.33

Check #	Check Date	Fund	Account	Vendor Name	Amount
114963	12/10/2025	Sewer Fund	Professional Services	CANON SOLUTIONS AMERICA, INC.	\$61.60
114963	12/10/2025	Water Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$37.72
114963	12/10/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$69.94
114963	12/10/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$9.12
114963	12/10/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$48.25
114963	12/10/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$37.26
114963	12/10/2025	Fleet Management Fund	Office Supplies	CANON SOLUTIONS AMERICA, INC.	\$7.42
Check Total:					\$824.49
114964	12/10/2025	Fleet Management Fund	R & M - Buildings	COEUR D'ALENE SVC STN EQUIP INC	\$493.16
Check Total:					\$493.16
114965	12/10/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$539.51
114965	12/10/2025	Water Fund	Department Supplies	CONSOLIDATED SUPPLY CO.	\$4,612.32
114965	12/10/2025	Water Fund	Department Supplies	CONSOLIDATED SUPPLY CO.	\$66.22
Check Total:					\$5,218.05
114966	12/10/2025	Water Fund	Department Supplies	Crown Enterprises	\$84.99
Check Total:					\$84.99
114967	12/10/2025	Water Fund	Professional Services	DIGLINE, INC.	\$64.35
114967	12/10/2025	Sewer Fund	Professional Services	DIGLINE, INC.	\$64.35
Check Total:					\$128.70
114968	12/10/2025	Recreation & Culture	Dues, Subscriptions & Memberships	FARE Idaho	\$25.00
Check Total:					\$25.00
114969	12/10/2025	Sanitation Fund	Waste Connection Trans	FINLEY BUTTES LANDFILL	\$131,846.88
114969	12/10/2025	Sanitation Fund	Fuel Relief	FINLEY BUTTES LANDFILL	\$136.81
Check Total:					\$131,983.69
114970	12/10/2025	Recreation & Culture	Chemicals	Gateway Materials, Inc.	\$594.04
Check Total:					\$594.04
114971	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	GRAINGER, INC.	\$282.00
Check Total:					\$282.00
114972	12/10/2025	General Fund	Recruitment Expense	GRITMAN MEDICAL CENTER	\$90.00
Check Total:					\$90.00
114973	12/10/2025	Transit Center	R & M - Buildings	GROPP, LLC	\$1,020.00
114973	12/10/2025	General Fund	R & M - Buildings	GROPP, LLC	\$255.00
114973	12/10/2025	General Fund	R & M - Buildings	GROPP, LLC	\$170.00
114973	12/10/2025	General Fund	R & M - Buildings	GROPP, LLC	\$425.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
114973	12/10/2025	Recreation & Culture	R & M - Buildings	GROPP, LLC	\$680.00
114973	12/10/2025	General Fund	R & M - Buildings	GROPP, LLC	\$935.00
				Check Total:	\$3,485.00
114974	12/10/2025	Water Fund	Professional Services	HDR ENGINEERING, INC.	\$16,361.68
114974	12/10/2025	Water Fund	Professional Services	HDR ENGINEERING, INC.	\$2,986.88
114974	12/10/2025	Sewer Fund	Professional Services	HDR ENGINEERING, INC.	\$2,750.17
				Check Total:	\$22,098.73
114975	12/10/2025	Streets Fund	Travel & Meetings	Home Depot U.S.A, Inc.	\$11.23
114975	12/10/2025	Stormwater Fund	Travel & Meetings	Home Depot U.S.A, Inc.	\$11.23
114975	12/10/2025	Fleet Management Fund	Travel & Meetings	Home Depot U.S.A, Inc.	\$11.22
114975	12/10/2025	Water Fund	Department Supplies	Home Depot U.S.A, Inc.	\$11.23
114975	12/10/2025	Recreation & Culture	Travel & Meetings	Home Depot U.S.A, Inc.	\$11.23
114975	12/10/2025	General Fund	Travel & Meetings	Home Depot U.S.A, Inc.	\$11.23
114975	12/10/2025	Sewer Fund	Department Supplies	Home Depot U.S.A, Inc.	\$11.23
114975	12/10/2025	Water Fund	Operations & Maintenance Parts	Home Depot U.S.A, Inc.	\$67.06
				Check Total:	\$145.66
114976	12/10/2025	Recreation & Culture	Concession Supplies	IDAHO BEVERAGES, INC.	\$217.32
				Check Total:	\$217.32
114977	12/10/2025	Recreation & Culture	Dues, Subscriptions & Memberships	IDAHO DEPARTMENT OF AGRICULTURE	\$100.00
				Check Total:	\$100.00
114978	12/10/2025	General Fund	Professional Services	INFOSEND, INC.	\$3,912.77
				Check Total:	\$3,912.77
114979	12/10/2025	Sewer Fund	Professional Services	Johnson Controls Fire Protection LP	\$1,444.30
				Check Total:	\$1,444.30
114980	12/10/2025	General Fund	Employee Recognition	Johnson's Nest & Table	\$2,035.00
				Check Total:	\$2,035.00
114981	12/10/2025	Recreation & Culture	Community Public Art	JULENE EWERT	\$600.00
				Check Total:	\$600.00
114982	12/10/2025	Water Fund	Water Conservation Program	Kelly Perry	\$75.00
				Check Total:	\$75.00
114983	12/10/2025	Recreation & Culture	Concession Supplies	L.A. NELSON CO.	\$315.72
				Check Total:	\$315.72
114984	12/10/2025	Sewer Fund	Department Supplies	LANDGROVE COFFEE, INC.	\$252.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$252.00
114985	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS	\$751.96
114985	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS	\$982.76
114985	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS	\$191.99
114985	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS	\$1,310.36
Check Total:					\$3,237.07
114986	12/10/2025	Water Fund	Water Conservation Program	Luke Brunaugh	\$125.00
Check Total:					\$125.00
114987	12/10/2025	Water Fund	Water Conservation Program	Maria Bond	\$125.00
Check Total:					\$125.00
114988	12/10/2025	Water Fund	Water Conservation Program	Matthew Swenson	\$75.00
Check Total:					\$75.00
114989	12/10/2025	Water Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$7.49
114989	12/10/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$4.27
114989	12/10/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$45.40
114989	12/10/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$29.35
114989	12/10/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$20.88
114989	12/10/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$42.46
114989	12/10/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$8.99
114989	12/10/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$44.90
114989	12/10/2025	General Fund	Downtown Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$64.39
114989	12/10/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$18.04
114989	12/10/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$317.24
114989	12/10/2025	Sewer Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$7.56
114989	12/10/2025	Sewer Fund	R & M - Equipment	MOSCOW & PULLMAN BUILDING SUPPLY	\$45.00
114989	12/10/2025	Water Fund	Water Conservation Program	MOSCOW & PULLMAN BUILDING SUPPLY	\$38.67
114989	12/10/2025	Water Fund	Water Conservation Program	MOSCOW & PULLMAN BUILDING SUPPLY	\$39.03
114989	12/10/2025	Stormwater Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$85.11
114989	12/10/2025	Stormwater Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$16.88
114989	12/10/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	\$17.54
114989	12/10/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$47.46
114989	12/10/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$15.22
114989	12/10/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$10.49
114989	12/10/2025	Water Fund	Water Conservation Program	MOSCOW & PULLMAN BUILDING SUPPLY	\$28.00
114989	12/10/2025	Water Fund	Water Conservation Program	MOSCOW & PULLMAN BUILDING SUPPLY	\$(3.79)
114989	12/10/2025	Water Fund	Water Conservation Program	MOSCOW & PULLMAN BUILDING SUPPLY	\$77.23
114989	12/10/2025	Sewer Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$21.49

Check #	Check Date	Fund	Account	Vendor Name	Amount
114989	12/10/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$5.98
114989	12/10/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$27.03
114989	12/10/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$5.69
114989	12/10/2025	General Fund	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$7.10
114989	12/10/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$29.91
114989	12/10/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$22.27
114989	12/10/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$22.45
114989	12/10/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$26.99
114989	12/10/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$278.97
114989	12/10/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$1,524.90
114989	12/10/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$27.95
114989	12/10/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$(1,008.77)
114989	12/10/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$1,187.36
114989	12/10/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$11.99
114989	12/10/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$5.79
114989	12/10/2025	Stormwater Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$48.68
114989	12/10/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	\$9.00
114989	12/10/2025	Sewer Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$29.40
114989	12/10/2025	Streets Fund	Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$29.23
114989	12/10/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$12.49
114989	12/10/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$52.30
114989	12/10/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$129.78
114989	12/10/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$84.13
Check Total:					\$3,619.92
114990	12/10/2025	Fleet Management Fund	Trash & Container Service	Moscow Recycling	\$21.11
114990	12/10/2025	Streets Fund	Trash & Container Service	Moscow Recycling	\$21.11
114990	12/10/2025	Recreation & Culture	Trash & Container Service	Moscow Recycling	\$21.11
114990	12/10/2025	Stormwater Fund	Trash & Container Service	Moscow Recycling	\$21.11
Check Total:					\$84.44
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$(162.20)
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$185.64
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$20.47
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$19.86
114991	12/10/2025	Recreation & Culture	R & M - Buildings	Napa Auto Parts	\$24.95
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$155.88
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$168.87
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$30.99
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$20.47
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$154.04

Check #	Check Date	Fund	Account	Vendor Name	Amount
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$129.90
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$55.64
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$59.74
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$13.62
114991	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Napa Auto Parts	\$241.88
Check Total:					\$1,119.75
114992	12/10/2025	General Fund	Professional Services	Nicole Larson	\$1,600.00
Check Total:					\$1,600.00
114993	12/10/2025	Sewer Fund	Chemicals	OXARC, INC.	\$453.30
114993	12/10/2025	Sewer Fund	Chemicals	OXARC, INC.	\$11,013.86
114993	12/10/2025	Water Fund	Chemicals	OXARC, INC.	\$339.75
114993	12/10/2025	Sewer Fund	Chemicals	OXARC, INC.	\$6,609.54
Check Total:					\$18,416.45
114994	12/10/2025	Streets Fund	Travel & Meetings	Rosauers Supermarkets, Inc.	\$11.71
114994	12/10/2025	Stormwater Fund	Travel & Meetings	Rosauers Supermarkets, Inc.	\$11.70
114994	12/10/2025	Fleet Management Fund	Travel & Meetings	Rosauers Supermarkets, Inc.	\$11.70
114994	12/10/2025	Water Fund	Department Supplies	Rosauers Supermarkets, Inc.	\$11.70
114994	12/10/2025	Recreation & Culture	Travel & Meetings	Rosauers Supermarkets, Inc.	\$11.70
114994	12/10/2025	General Fund	Travel & Meetings	Rosauers Supermarkets, Inc.	\$11.70
114994	12/10/2025	Sewer Fund	Department Supplies	Rosauers Supermarkets, Inc.	\$11.71
Check Total:					\$81.92
114995	12/10/2025	Recreation & Culture	Department Supplies	SHERWIN-WILLIAMS COMPANY	\$16.78
114995	12/10/2025	Recreation & Culture	R & M - Buildings	SHERWIN-WILLIAMS COMPANY	\$80.45
114995	12/10/2025	Recreation & Culture	R & M - Buildings	SHERWIN-WILLIAMS COMPANY	\$43.88
Check Total:					\$141.11
114996	12/10/2025	General Fund	Printing & Binding	SOLV BUSINESS SOLUTIONS - SAFEGUARD	\$184.43
Check Total:					\$184.43
114997	12/10/2025	Recreation & Culture	Office Supplies	SOLV BUSINESS SOLUTIONS - SAFEGUARD	\$130.67
Check Total:					\$130.67
114998	12/10/2025	Recreation & Culture	R & M - Grounds	Spence Hardware & Supply, Inc.	\$10.71
114998	12/10/2025	Recreation & Culture	R & M - Buildings	Spence Hardware & Supply, Inc.	\$149.82
114998	12/10/2025	Recreation & Culture	Department Supplies	Spence Hardware & Supply, Inc.	\$38.25
114998	12/10/2025	General Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$7.76
114998	12/10/2025	General Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$6.54
114998	12/10/2025	Streets Fund	Maintenance	Spence Hardware & Supply, Inc.	\$19.96
114998	12/10/2025	Streets Fund	Maintenance	Spence Hardware & Supply, Inc.	\$9.16

Check #	Check Date	Fund	Account	Vendor Name	Amount
114998	12/10/2025	Recreation & Culture	R & M - Buildings	Spence Hardware & Supply, Inc.	\$9.49
114998	12/10/2025	Stormwater Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$56.00
114998	12/10/2025	Stormwater Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$49.50
114998	12/10/2025	Stormwater Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$29.70
114998	12/10/2025	Stormwater Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$23.20
114998	12/10/2025	Recreation & Culture	R & M - Buildings	Spence Hardware & Supply, Inc.	\$15.99
114998	12/10/2025	Recreation & Culture	R & M - Grounds	Spence Hardware & Supply, Inc.	\$15.99
114998	12/10/2025	Streets Fund	Uniform Expense	Spence Hardware & Supply, Inc.	\$74.99
114998	12/10/2025	General Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$7.29
114998	12/10/2025	Streets Fund	Maintenance	Spence Hardware & Supply, Inc.	\$63.98
114998	12/10/2025	Streets Fund	Maintenance	Spence Hardware & Supply, Inc.	\$74.97
114998	12/10/2025	Sewer Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$25.86
114998	12/10/2025	Recreation & Culture	Department Supplies	Spence Hardware & Supply, Inc.	\$18.28
114998	12/10/2025	Recreation & Culture	R & M - Grounds	Spence Hardware & Supply, Inc.	\$8.99
114998	12/10/2025	Recreation & Culture	Department Supplies	Spence Hardware & Supply, Inc.	\$65.97
114998	12/10/2025	Recreation & Culture	Department Supplies	Spence Hardware & Supply, Inc.	\$28.99
114998	12/10/2025	Recreation & Culture	R & M - Grounds	Spence Hardware & Supply, Inc.	\$30.48
114998	12/10/2025	Sewer Fund	R & M - Equipment	Spence Hardware & Supply, Inc.	\$46.85
114998	12/10/2025	Stormwater Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$165.08
114998	12/10/2025	Sewer Fund	R & M - Buildings	Spence Hardware & Supply, Inc.	\$122.26
114998	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Hardware & Supply, Inc.	\$6.49
114998	12/10/2025	Water Fund	Department Supplies	Spence Hardware & Supply, Inc.	\$81.00
114998	12/10/2025	Recreation & Culture	Department Supplies	Spence Hardware & Supply, Inc.	\$18.99
Check Total:					\$1,282.54
114999	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Sales & Service	\$55.99
114999	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Sales & Service	\$24.74
Check Total:					\$80.73
115000	12/10/2025	Water Fund	Water Conservation Program	Stephanie Thomas	\$75.00
Check Total:					\$75.00
115001	12/10/2025	Water Fund	Operations & Maintenance Parts	SWS Equipment	\$258.55
Check Total:					\$258.55
115002	12/10/2025	General Fund	Professional Publications	Thomson Reuters-West	\$89.07
115002	12/10/2025	General Fund	Professional Publications	Thomson Reuters-West	\$384.17
Check Total:					\$473.24
115003	12/10/2025	Fleet Management Fund	Operations & Maintenance Parts	TITAN TRUCK EQUIPMENT	\$872.35
Check Total:					\$872.35

Check #	Check Date	Fund	Account	Vendor Name	Amount
115004	12/10/2025	Sewer Fund	R & M - Equipment	TMG SERVICES, INC.	\$577.28
115004	12/10/2025	Sewer Fund	R & M - Equipment	TMG SERVICES, INC.	\$1,537.43
				Check Total:	\$2,114.71
115005	12/10/2025	Water Fund	Professional Services	Total Lawn Care, Inc.	\$180.00
115005	12/10/2025	Water Fund	Professional Services	Total Lawn Care, Inc.	\$200.00
				Check Total:	\$380.00
115006	12/10/2025	General Fund	R & M - Equipment	TPC COMMERCIAL PRINTING	\$58.45
				Check Total:	\$58.45
115007	12/10/2025	Water Fund	Professional Development	Tyler Palmer	\$438.30
				Check Total:	\$438.30
115008	12/10/2025	Water Fund	Lab Supplies	USABLUEBOOK	\$852.68
				Check Total:	\$852.68
115009	12/10/2025	Recreation & Culture	Department Supplies	Walter E. Nelson Co.	\$148.52
				Check Total:	\$148.52
115010	12/10/2025	General Fund	Recruitment Expense	Weeks and Vietri Counseling	\$50.00
115010	12/10/2025	General Fund	Recruitment Expense	Weeks and Vietri Counseling	\$50.00
				Check Total:	\$100.00
115011	12/10/2025	Sewer Fund	R & M - Equipment	Western States Equipment Co.	\$1,792.95
115011	12/10/2025	Sewer Fund	R & M - Equipment	Western States Equipment Co.	\$1,415.00
115011	12/10/2025	Water Fund	R & M - Equipment	Western States Equipment Co.	\$167.81
115011	12/10/2025	Water Fund	R & M - Equipment	Western States Equipment Co.	\$2,206.13
				Check Total:	\$5,581.89
115012	12/10/2025	Sewer Fund	R & M - Equipment	WHITNEY EQUIPMENT CO	\$1,820.00
				Check Total:	\$1,820.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
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Total Amount Being Paid: \$393,069.59



Accounts Payable Checks for Approval

December 10, 2025 03:35 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name	Amount
426	12/03/2025	Capital Projects Fund	Buildings	LCA Architects, Inc.	\$5,720.25
426	12/03/2025	Water Capital Fund	Buildings	LCA Architects, Inc.	\$215.28
426	12/03/2025	Sewer Capital Fund	Buildings	LCA Architects, Inc.	\$215.28
Check Total:					\$6,150.81
428	12/10/2025	Sanitation Fund	Sales Tax Payable	LATAH SANITATION, INC.	\$1,148.82
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$173,066.99
428	12/10/2025	Sanitation Fund	Operations & Maintenance	LATAH SANITATION, INC.	\$9,549.24
428	12/10/2025	Sanitation Fund	Operations & Maintenance	LATAH SANITATION, INC.	\$12,465.41
428	12/10/2025	Sanitation Fund	Operations & Maintenance	LATAH SANITATION, INC.	\$51,071.26
428	12/10/2025	Sewer Fund	Bio-Solids Disposal	LATAH SANITATION, INC.	\$22,102.94
428	12/10/2025	Sanitation Fund	Accounts Receivable - Misc	LATAH SANITATION, INC.	\$(100,406.0)
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$13,065.83
428	12/10/2025	Sanitation Fund	Contractual Miscellaneous Rate	LATAH SANITATION, INC.	\$23,222.63
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$201.89
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$5,899.91
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$4,848.00
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$17,355.66
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$600.00
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$470.48
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$2,576.32
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$4,181.98
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$610.83
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$40.20
428	12/10/2025	Sanitation Fund	Collection Services Inside City	LATAH SANITATION, INC.	\$255.16
428	12/10/2025	Sanitation Fund	Contractual Miscellaneous Rate	LATAH SANITATION, INC.	\$2,995.70
428	12/10/2025	Sanitation Fund	Contractual Miscellaneous Rate	LATAH SANITATION, INC.	\$8,936.62
Check Total:					\$254,259.81

Check #	Check Date	Fund	Account	Vendor Name	Amount
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Total Amount Being Paid: \$260,410.62

Moscow City Council



Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, December 1, 2025

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Art Bettge, Bryce Blankenship, Drew Davis, Sandra Kelly, Hailey Lewis, Julia Parker, Gina Taruscio

ABSENT: Mayor Art Bettge, Council Member Lewis

OTHERS: Evan Holmes, Council-elect; Scott Sumner, Council-elect; Sage McCetich, Council-elect

STAFF: Bill Belknap, Mia Bautista, Alisa Anderson, 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 November 17, 2025 Minutes - Laurie M. Hopkins

B. Approval of Payment of Claims - Sarah Decker

C. Proposed Lot Division Located at 1026 North Mountain View Road - Lucy Falcy

The applicant, Church and Church Inc, is requesting a lot division to create three lots of approximately 11,792 square feet, 12,501 square feet, and 12,496 square feet in size from an existing 36,789 square foot parcel located at 1026 North Mountain View Road. An existing single-family dwelling, 1026 Mountain View Road, will remain on the newly created westernmost lot and will be located 21.9 feet from its new eastern lot line. The subject property is located in the Low-Density Single-Family Residential (R-1) Zoning District. Within the R-1 Zoning District, lots are required to be a minimum of 9,600 square feet in size and have a minimum lot width of 80 feet. All three proposed lots meet the minimum lot area and width requirements of the R-1 Zone, and the existing single-family dwelling will meet all setback requirements. This item was reviewed by the Administrative Committee on November 24, 2025 and recommended for approval.

ACTION: Approve the lot division request with no conditions.

D. Proposed Lot Line Adjustment between 505 and 517 South Jackson Street - Lucy Falcy

The applicants, Jackson Street LLC and New Saint Andrews College Inc, are requesting a lot line adjustment between two properties located at 505 and 517 South Jackson Street. The proposed lot line adjustment would increase the lot size of 517 South Jackson Street by approximately 344 square feet by bringing the northwest corner of the site further north 5.5 feet, thereby squaring off the lot and reflecting the historic use of the area by Jackson Street LLC. 505 South Jackson Street will be approximately 3,353 square feet and 517 South Jackson Street will be 9,966 square feet following the lot line adjustment. There will be no change to the current parking lot use at 505 South Jackson Street. Both properties are part of the Cox's Lots subdivision and located in the Central Business

(CB) Zoning District. There is no minimum lot size, setbacks, or parking requirements within the CB Zone. The proposed lot line adjustment meets all zoning code requirements. This item was reviewed by the Administrative Committee on November 24, 2025 and recommended for approval.

ACTION: Approve the lot line adjustment with no conditions.

E. Moscow Police Department – Annual Small Grant Requests and Awards – Alisa Anderson

The Moscow Police Department (MPD) annually secures grants to support equipment purchases, traffic enforcement, and safety programs that promote community policing and public safety. These include the Bulletproof Vest Partnership, which provides custom-fitted vests to officers, and the Traffic Enforcement Grant from the Idaho Transportation Department, funding high-visibility enforcement efforts like seatbelt and impaired driving campaigns. Additionally, MPD participates in a Law Enforcement grant from the Idaho Office of Drug Policy to prevent underage drinking and drug use through checks, patrols, and educational partnerships with the University of Idaho. These grants enhance officer safety, foster community collaboration, and enable targeted enforcement and prevention initiatives across Moscow. The MPD is requesting approval of the funding requests and awards for small grants applied for in an amount not to exceed a combined total of \$50,000 for the FY2026 fiscal year. This item was reviewed by the Administrative Committee on November 24, 2025, and recommended for approval.

ACTION: Approve the funding requests and awards for small grants applied for by the Moscow Police Department not to exceed a combined total of \$50,000 for the FY2026 fiscal year.

F. City Shop Public Art Project - Megan Cherry

In anticipation of the construction of the new City Shop facility, the Moscow Arts Commission discussed and voted to recommend installation of a mural. Arts staff conducted budget research by analyzing factors such as the cost per square foot and project scope in 10 calls for mural artwork posted between 2024 - 2025 in the United States. The \$55,000 project budget, proposed to be funded by the 1% for Arts fund, will accommodate \$36,000 to construct a wall with integrated lighting to serve as a permanent mural location; \$6000 to be paid to a painting contractor to complete site prep, priming, and anti-graffiti clear coat; \$1000 honoraria for up to three design finalists; and an artwork commission honorarium of \$10,000. The project is now set to move into the submission phase upon approval of the RFQ and artist agreements by City Council. At present, the project is slated for an initial submission period from January - February 2026, with the goal of completing installation at the end of September 2026. This item was reviewed, and recommended for approval, by the Administrative Committee on November 24, 2025.

ACTION: Approve the RFQ and proposed installation.

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

REGULAR AGENDA

2. Mayors Appointments (ACTION ITEM)

None offered.

3. Public Comment (limit 15 minutes)

Tym Park (Moscow) said he has previously asked the City Council to address issues at the yard waste facility and some of the changes were made. It seemed to run smoothly with leaf season. He heard Mayor Bettge talk about tapping the Snake River for water. He feels it is 20th century solution, and suggested putting it on a ballot for the voters to decide and he would vote no.

4. Acknowledgment of Election Results (ACTION ITEM) - Bill Belknap

Per Idaho Code 50-412, the City Council is required to accept the canvassed election results from Latah County, including the breakdown by precinct. The acceptance must be included in the City Council meeting minutes.

PROPOSED ACTIONS: Accept canvassed election results from Latah County; or take other action deemed appropriate.

Having no questions among the Council, Blankenship moved, Kelly seconded to accept the results. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Access Agreement-City of Moscow and New Saint Andrews College (ACTION ITEM) - Cody Riddle

City Staff is recommending approval of an agreement that will allow New Saint Andrews College (NSA) access across unimproved City property adjacent to the college building at 112 N. Main Street. The access easement will allow NSA to improve a non-conforming parking lot that has historically served tenants of the building. This item was reviewed by the Administrative Committee on November 24, 2025, and forwarded to the full Council without a recommendation.

PROPOSED ACTIONS: Approve the access easement; or take other action deemed appropriate.

The item was postponed.

6. America250 in Idaho Celebration Fund Grant Request (ACTION ITEM) - Alisa Anderson

America250 in Idaho is a multi-year statewide celebration leading up to the 250th anniversary of the United States in 2026, with efforts supported by the Idaho Office of the Governor, the Idaho State Historical Society, and other agencies. Designated from 2024 to 2027, this period encourages Idahoans to reflect on their history, strengthen community ties, and honor American ideals through various events and projects. The Celebration Fund offers grants of up to \$2,500 to help local communities create themed celebrations such as parades, art, exhibits, and festivals, particularly around July 4th, 2026. The application portal is open until December 31, 2025. No local match is required, but a support letter from the Mayor is necessary. For Moscow, staff has prepared a grant proposal to fund banners that will enhance the city's festivities, contributing to the broader effort to celebrate America's milestone anniversary. This item was reviewed by the Administrative Committee on November 24, 2025, and recommended for approval.

PROPOSED ACTIONS: Approve submittal of the grant request for \$2,500 with the corresponding Resolution to the Idaho A250 Celebration Fund to purchase street banners or take other action deemed appropriate.

Anderson introduced the item as written above. The grant would go towards the purchase of 20 double-sided street pole banners and an over-the-street banner for downtown. No awards have been posted but Staff thought there was approximately \$250,000 total.

Kelly felt highlighting the celebration was a good use of banners.

Davis moved to approve submittal of the grant request for \$2,500 with the corresponding Resolution to the Idaho A250 Celebration Fund to purchase street banners. Kelly seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

7. Idaho Community Development Block Grant Survey Final Results Report – Alisa Anderson

Anderson explained in order to qualify for city wide projects through the Idaho Department of Commerce (IDOC) Idaho Community Development Block Grant (ICDBG) program, Moscow needs a 51% Low to

Moderate Income (LMI). Moscow fell to 50.9% effective August 1, 2024 which prevented Moscow from applying for city-wide grants. IDOC allows cities to perform their own randomized community survey residents to possibly regain the 51% status. There were only four questions and were regarding how many people in the household and the household income. Staff had 75 days from the date of the survey mailing to complete the survey and submit the final survey report. Responses could be mailed back or completed online. There were 371 surveys mailed with an additional 49 to replace undeliverable surveys. The result was 56.6% LMI. When the results are certified by the Idaho Department of Commerce, Moscow will be eligible to apply for public facility and infrastructure grants through the ICDBG program for another five years.

The Council thanked Anderson and Fleischman for the time spent on getting the percentage of surveys necessary and their hard work. Anderson said the Lola Clyde park restroom will be first on the list.

REPORTS

City Council

Sustainable Environment Commission - Blankenship said the Commission heard a report on water quality.

Council members spoke on other meetings and events they attended.

Mayor

No report.

ADJOURN - Adjourn to Executive Session per Idaho Code 74-206 (1)(a) – The meeting will not reconvene.

No executive session. It was moved, seconded and mutually agreed upon to adjourn at 7:32 p.m.

Arthur D. Bettge, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, December 15, 2025



AGENDA ITEM TITLE

Disbursement Report November 2025 - Sarah Decker

RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

ADDITIONAL PRESENTER(S)

DESCRIPTION

Accounts Payable Report for the month ending November 30th, 2025. A summary of the major expenditures has been approximated by category and represents 97% of the total expenditure of \$3,133,599.66.

Payroll	\$1,382,716.00
Professional Services	\$96,024.00
Sanitation	\$392,145.00
Capital Outlay	\$128,365.00
Capital Outlay - Improvements	\$161,636.00
Capital Outlay - Buildings	\$284,536.00
Minor Equipment	\$3,158.00
Supplies	\$166,817.00
Utilities	\$81,830.00
Contractual Payments	\$315,361.00
ACH Wells Fargo	\$30,756.00
Total	\$3,043,344.00

REVIEWED BY

PROPOSED ACTIONS

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

STAFF RECOMMENDATION

Accept the Disbursements Report for the month of November 2025.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. November Revenue Report 2025
2. Cash & Investments Balances - November 2025
3. Disbursement Report November 2025
4. Major Expenditures Report November 2025

RECEIPTS REPORT FOR NOVEMBER 2025

FUND NAME		Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
Fund #												
101	GENERAL	22,036.17	115,100.56	72,691.48	0.00	150,028.30	16,145.88	310,141.57	11,340.35	0.00	5,354.75	702,839.06
105	STREETS	1,996.58	0.00	0.00	0.00	0.00	0.00	0.00	1,169.00	0.00	0.00	3,165.58
120	RECREATION AND CULTURE	0.00	0.00	0.00	0.00	10,849.09	0.00	0.00	251.14	1,000.00	7.85	12,108.08
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	10,628.34	0.00	0.00	0.00	0.00	0.00	0.00	10,628.34
123	1912 CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	TRANSIT CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	WATER	0.00	0.00	0.00	0.00	615,388.23	0.00	1,981.10	0.00	0.00	0.00	617,369.33
230	SEWER	0.00	0.00	0.00	0.00	716,998.12	0.00	1,691.10	141.24	0.00	0.00	718,830.46
235	STORMWATER	0.00	0.00	0.00	0.00	52,297.21	0.00	0.00	0.00	0.00	0.00	52,297.21
240	SANITATION	0.00	0.00	0.00	0.00	496,934.68	0.00	0.00	0.00	0.00	0.00	496,934.68
290	FLEET	0.00	0.00	0.00	0.00	69,088.79	0.00	0.00	270.00	0.00	0.00	69,358.79
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	139,172.45	0.00	0.00	0.00	0.00	0.00	139,172.45
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
335	STORMWATER CAPITAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	CAPITAL PROJECTS	0.00	0.00	1,800.00	0.00	0.00	0.00	27,260.77	0.00	0.00	0.00	29,060.77
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	2,688.34	0.00	0.00	0.00	2,688.34
590	BOND & INTEREST	3,000.92	0.00	0.00	0.00	0.00	0.00	338.21	0.00	0.00	0.00	3,339.13
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		27,033.67	115,100.56	74,491.48	10,628.34	2,250,756.87	16,145.88	344,101.09	13,171.73	1,000.00	5,362.60	2,857,792.22

**City of Moscow
Cash and Investments
Balances as of 11/30/2025**

Fund	Year to Date Balance
General Fund	\$ 3,889,421.80
Street Fund	\$ 1,927,931.56
Recreation & Culture	\$ 1,081,297.40
MSDCP	\$ 139,329.35
1912 Fund	\$ 38,052.46
Transit Center	\$ 60,059.03
Water Fund	\$ 2,114,542.63
Sewer Fund	\$ 2,900,640.64
Stormwater Fund	\$ 577,768.19
Sanitation Fund	\$ 2,239,091.52
Fleet Fund	\$ 6,551,038.37
Information Systems	\$ 1,739,764.63
Water Capital	\$ 11,051,868.61
Sewer Capital	\$ 28,534,699.45
Stormwater Capital	\$ 366,374.63
Sanitation Capital	\$ 11,400,707.02
Capital Projects	\$ 20,233,628.87
LID Construction	\$ -
Hamilton	\$ 795,601.76
Bond & Interest	\$ 588,225.56
LID Funds	\$ -
Payroll Service	\$ 1,327,344.56
Total Cash & Investments	\$ 97,557,388.04

DISBURSEMENTS REPORT FOR NOVEMBER 2025

DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
		11/5/2025	FY2025 11/5/2025	11/12/2025	11/19/2025	11/25/2025	11/19/2025	11/12/2025	11/24/2025	11/14/2025	11/28/2025	
BATCH #		AP 11.5.2025	AP 11.6.2025	AP 11.12.2025	AP 11.19.2025	AP 10.25.2025	AP 11.14.2025	AP 11.12.2025	AP 10.24.2024	PR 165-166	PR 167	
CHECK #'s		114681-114738	114739	114740-114781	114782-114850	114851-114885	November CC ACH's	November ACH's	114759			
Fund #	ACH for Wells Fargo to be Imported						12,515.17					12,515.17
101	GENERAL	8,579.28		46,598.06	142,766.82	14,571.72	4,866.12		(58.00)	403,144.50	431,623.49	1,052,091.99
105	STREETS	6,959.77		24,147.89	26,107.09	2,472.56	360.56			33,511.29	33,463.21	127,022.37
120	RECREATION AND CULTURE	4,920.85		23,406.32	40,576.74	375.92	2,670.00			64,385.78	66,559.42	202,895.03
121	MSD COMM. PLAY FIELDS			114.27	1,194.77							1,309.04
123	1912 CENTER				10,750.00							10,750.00
128	TRANSIT CENTER			322.64	710.10	1,012.09						2,044.83
220	WATER	23,140.58	85,000.00	58,861.31	47,892.08	868.85	917.54			59,359.62	55,664.58	331,704.56
230	SEWER	33,343.27		49,527.82	38,194.17	905.00	3,094.52	22,102.94		58,431.29	61,103.47	266,702.48
235	STORMWATER	236.51		1,095.42	7,654.29					19,766.29	21,142.85	49,895.36
240	SANITATION	21.79		157,525.64	1,930.85			212,637.43		4,066.15	4,155.25	380,337.11
290	FLEET	4,322.40		933.22	17,575.72	29,578.63	188.64			14,791.44	14,550.05	81,940.10
295	INFORMATION SYSTEMS	20,344.23			12,532.38	50.00	6,143.80			18,169.11	18,828.26	76,067.78
320	WATER CAPITAL PROJECTS			14,501.84		168.23						14,670.07
330	SEWER CAPITAL PROJECTS	97,554.50		20,540.58	10,046.35	168.23						128,309.66
335	SANITATION CAPITAL PROJECTS											0.00
340	SANITATION CAPITAL PROJECTS				132,202.00							132,202.00
350	CAPITAL PROJECTS			237,736.02	19,279.05	6,127.04						263,142.11
355	LID CONSTRUCTION											0.00
380	HAMILTON - PARKS & REC											0.00
590	BONDS & INTEREST											0.00
	TOTAL	199,423.18	85,000.00	635,311.03	509,412.41	56,298.27	30,756.35	234,740.37	(58.00)	675,625.47	707,090.58	3,133,599.66

COMMITTEE / CITY COUNCIL STAFF REPORT



DATE: Monday, December 15, 2025

AGENDA ITEM TITLE

Proposed Lot Line Adjustment Between 2534 and 2540 East Third Street — Lucy Falcy

RESPONSIBLE STAFF

Lucy Falcy, Planner

ADDITIONAL PRESENTER(S)

DESCRIPTION

The applicant, Ryan Itani of Itani Development IV Inc., is requesting a lot line adjustment between two properties located at 2534 and 2540 East Third Street. The proposed lot line adjustment moves the east line of 2534 East Third Street approximately ten (10) feet further east into 2540 East Third Street which is currently an undeveloped parcel. This would increase the lot size of 2534 East Third Street by approximately 1,100 square feet and bring it to a total of 9,870 square feet. 2540 East Third Street will be reduced to 9,675 square feet following the lot line adjustment. Both properties are owned by Itani Development IV Inc. and are part of Rolling Hills 10th Addition. The lot line adjustment is to accommodate a desired building and site design at 2534 East Third Street that does not fit with the original platting of the lots. Both lots are zoned Single-Family Residential (R-2). The following are minimums in the R-2 Zone: lot size- 7,000 square feet; lot width-sixty (60) feet; and side yard setback - five (5) feet with a fifteen (15) foot combined minimum. The proposed lot line adjustment does not interfere with easement, access, or utilities on either property. The proposed lot line adjustment meets all zoning code requirements. This item was reviewed at the December 8, 2025 Public Works/Finance Committee meeting and recommended for approval.

REVIEWED BY

Public Works/Finance Committee

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the lot line adjustment with no conditions.

STAFF RECOMMENDATION

Approve the lot line adjustment request with no conditions.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Application Materials.1

To: The Mayor and Council of the City of Moscow

From: Itani Development IV, Inc., Owner of Lot 1, Block 3 and Lot 2, Block 3 of Rolling Hills
10th Addition

Re: Petition to adjust the lot line between Lot 1, Block 3 and Lot 2, Block 3 of Rolling Hills
10th Addition

Date: November 12, 2025

Dear Mayor and City Council Members:

We are submitting this petition to adjust the property line between Lot 1, Block 3 and Lot 2,
Block 3 of Rolling Hills 10th Addition.

The purpose of this lot line adjustment is to resolve an encroachment of the house
constructed on Lot 1, Block 3 of Rolling Hills 10th Addition. The encroachment can be fully
eliminated by shifting the lot line 10 feet, as shown on the site plan. Both lots will continue
to meet all City standards, including building setbacks, size, and minimum street frontage,
both before and after the proposed lot line adjustment.

Thank you, and we look forward to your consideration of this request.

Signature:

Rafik Itani

President, Itani Development IV, Inc.

Owner of Lot 1, Block 3 and Lot 2, Block 3

Rolling Hills 10th Addition

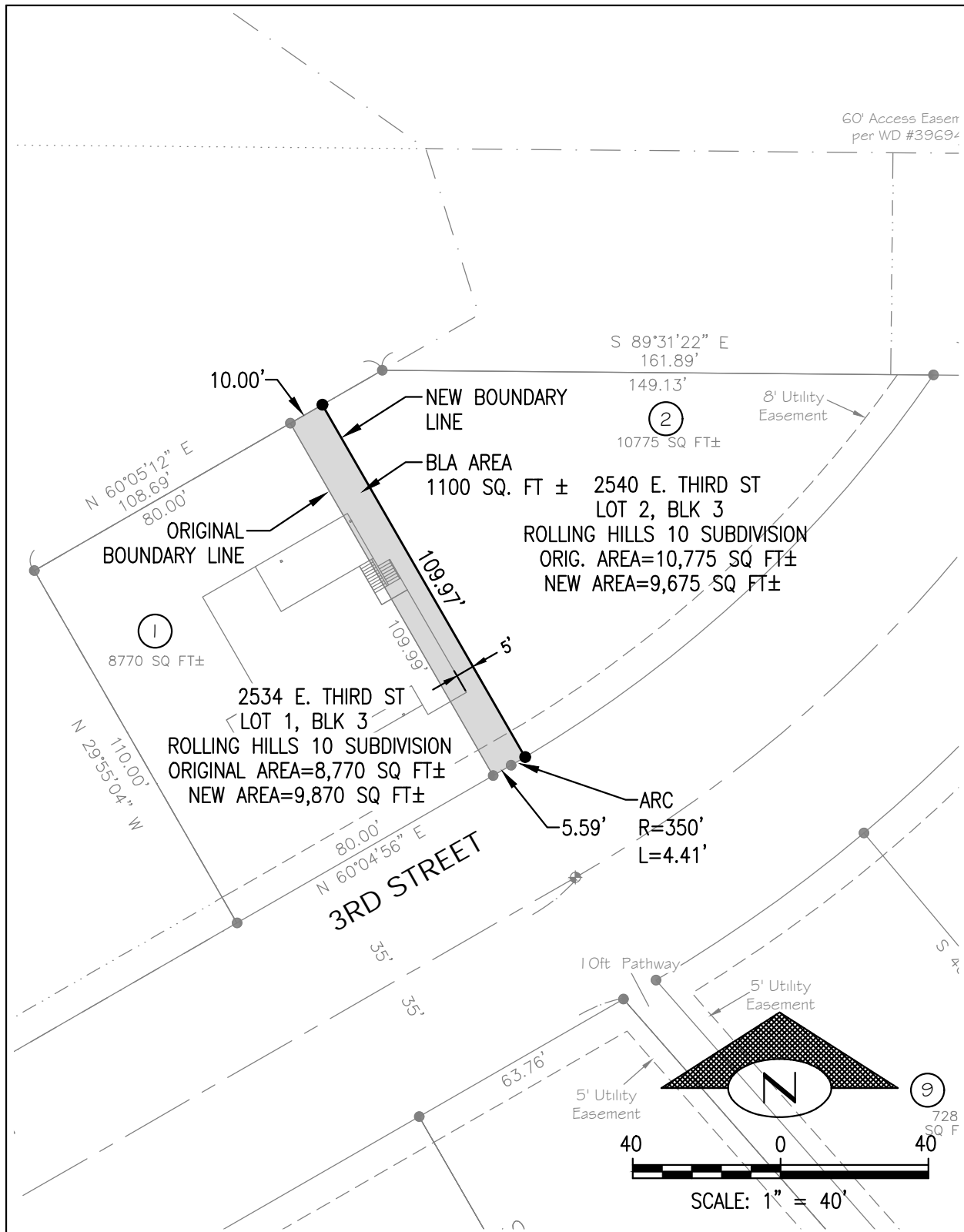


EXHIBIT DRAWING FOR:
PROPOSED BLA (BOUNDARY LINE ADJUSTMENT)
CITY OF MOSCOW, LATAH CO, IDAHO
(NO SURVEY PERFORMED FOR THIS EXHIBIT DRAWING - RECORD DATA ONLY)

**Legal Descriptions
(prior to boundary line adjustment)**

PARCEL A (2540 E Third St)

Grantor: Tax Parcel Number RPM RPM08830030020

Lot 2 Block 3 of Rolling Hills 10th Addition, Moscow, Idaho

PARCEL B (2534 E Third St)

Grantee: Tax Parcel Number RPM08830030010

Lot 1 Block 3 Rolling Hills 10th Addition, Moscow, Idaho

**Legal Descriptions
(after the boundary line adjustment)**

PARCEL A (2540 E Third St)

Grantor:

Lot 2 Block 3 of Rolling Hills 10th Addition, Moscow, Idaho

Excepting Therefrom the Western 10 Feet Lot 2 Block 3, Of Rolling Hills 10 Subdivision, City of Moscow, Latah County, Idaho

PARCEL B (2534 E Third St)

Grantee:

Lot 1 Block 3 Rolling Hills 10th Addition, Moscow, Idaho

And the Western 10 Feet Lot 2 Block 3, Of Rolling Hills 10 Subdivision, City of Moscow, Latah County, Idaho

EXHIBIT DRAWING FOR:
PROPOSED BLA (BOUNDARY LINE ADJUSTMENT)
CITY OF MOSCOW, LATAH CO, IDAHO
(NO SURVEY PERFORMED FOR THIS EXHIBIT DRAWING – RECORD DATA ONLY)

PAGE 2 OF 2

COMMITTEE / CITY COUNCIL STAFF REPORT



DATE: Monday, December 15, 2025

AGENDA ITEM TITLE

Surface Transportation Block Grant – Small Urban Funds Grant Application - Alisa Anderson / Scott Bontrager

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Scott Bontrager, City Engineer

ADDITIONAL PRESENTER(S)

DESCRIPTION

The Surface Transportation Block Grant (STBG) Small Urban funds are allocated for projects in urban areas with populations greater than 5,000 and less than 50,000 as determined by the U.S. Census Bureau. Current urban areas are based on the 2020 census. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as urban arterials or urban collectors. The local match requirement is 7.34%.

In Idaho, there are 19 small urban areas with a population between 5,000 and 50,000. These Local Highway Jurisdictions (LHJs) are eligible for LHTAC's Small Urban program through a statewide competitive application process. Successful applicants are awarded funds for a project based on estimated costs. Projects may include: rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), overlay or chip seal projects, or to create or update transportation plans. Grant applications are due to the Local Highway Technical Assistance Council (LHTAC) on January 8, 2026, 4:00 p.m. MST.

City of Moscow staff have identified a project located on "D" Street from Hwy. 95 (North Main Street) to Hayes Street as an excellent candidate for an STBG Small Urban grant request. The current scope of the project includes approximately 10,500 square yards of asphalt grinding, placement of pavement overlay geotextile, 1,800 tons of asphalt paving, and the construction of 20 ADA-compliant pedestrian ramps.

The total project costs are estimated at \$1,271,828. The grant request will be an amount not to exceed \$1,178,475. Matching funds of 7.34% in the amount of \$93,353 are allocated in the 2027 Capital Improvement Plan. If awarded, the proposed project would be designed in 2026 and construction would take place in the summer of 2027.

Attached to this report is a Resolution, the Small Urban 2026 Program Information, Instructions, Application, Checklist with Scoring Criteria, and a list of the Urban and Small Urban Jurisdictions in Idaho. This item was presented to the Public Works/Finance Committee on December 8, 2025, and recommended for approval.

REVIEWED BY

Public Works/Finance Committee

PROPOSED ACTIONS

ACTIONS: Recommend approval to submit a grant application to the STBG Small Urban program for a grind and inlay project for “D” Street in an amount not to exceed \$1,178,475 with the corresponding Resolution.

STAFF RECOMMENDATION

Recommend approval to submit a grant application to the STBG Small Urban program for a grind and inlay project for “D” Street in an amount not to exceed \$1,178,475 with the corresponding Resolution.

OTHER RESOURCES

FISCAL IMPACT

7.34% Match of \$93,353 from the 2027 Capital Improvement Plan

PERSONNEL IMPACT

Grants, Engineering, Streets, Finance

ATTACHMENTS

1. Resolution 2025 - STBG Small Urban Program Grant - LHTAC_final
2. 2026-Small-Urban-Application-Final
3. Urban-and-Small-urban-Jurisdictions

RESOLUTION 2025-__

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING SUBMISSION OF THE PROJECT IDENTIFICATION SUBMITTAL FOR THE “D” STREET GRIND AND INLAY PROJECT TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL; AND PROVIDING THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the Local Technical Assistance Council (LHTAC) is assisting local agencies with populations greater than 5,000 and less than 50,000 as determined by the 2020 U.S. Census Bureau to apply for and be awarded funding under the Surface Transportation Block Grant (STBG) Small Urban Program for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as urban arterials or urban collectors with a local match requirement of 7.34%; and

WHEREAS, the City has identified a qualifying project located on “D” Street from Hwy. 95 to Hayes Street which includes approximately 10,500 square yards of asphalt grinding, placement of pavement overlay geotextile, 1,800 tons of asphalt paving, and the construction of 20 ADA-compliant pedestrian ramps called “D” Street Grind and Inlay Project” (Project); and

WHEREAS, the grant request will not exceed \$1,178,475.00. The City will contribute matching funds of 7.34%, in the amount of \$93,353.00, which are allocated in the 2027 Capital Improvement Plan for a total Project cost estimated at \$1,271,828.00; and

WHEREAS, grant applications are to be submitted to LHTAC by January 8, 2026; and

WHEREAS, the grant application requires the City to approve submission of the grant application through a Resolution;

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

1. That the Mayor is hereby authorized and directed to execute the Project Application Packet for the Surface Transportation Block Grant Small Urban Program and submit it to LHTAC for prioritization on behalf of the City of Moscow for the “D” Street Grind and Inlay Project.
2. That the Mayor and City Clerk be granted authority to execute any project agreement requested by LHTAC on behalf of the City of Moscow in order to receive STBG Small Urban Program funding.
3. That upon approval by LHTAC for the Project, the City of Moscow shall allocate 7.34% of the costs from the 2027 Capital Improvement Plan.
4. That duly certified copies of this Resolution shall be furnished to LHTAC.

5. That the provisions of this Resolution shall be deemed severable and the invalidity of any provisions of this Resolution shall not affect the validity of the remaining provisions.
6. That this Resolution shall become effective upon its passage and approval.

PASSED on Motion by the Following Vote:

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

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

Arthur D. Bettge, Mayor

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

Laurie M. Hopkins, City Clerk

Small Urban

Local Federal-aid STBG-Small Urban Program: 2026 Application

Idaho Cities, Counties and Highway Districts

Submittal Deadline (Hand Delivered or Postmarked): January 8, 2026, 4:00 p.m. MST



Small Urban

Local Highway Technical Assistance Council

3330 Grace Street
Boise, Idaho 83703
208-344-0565
Fax 208-344-0789
www.LHTAC.org



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

- 1.1 [Program Background](#)
- 1.2 [Use of Funds](#)
- 1.3 [Eligibility](#)
- 1.4 [Project Criteria](#)
- 1.5 [Selection Process](#)

2. APPLICATION CHECKLIST

- 2.1 [Checklist and Submittal Deadline](#)
- 2.2 [LHTAC 2026 STBG-Small Urban Construction Application Cover Sheet Instructions](#)
- 2.3 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Cover Sheet Instructions](#)

3. APPLICATION

- 3.1 [LHTAC 2026 STBG-Small Urban Construction Application Cover Sheet](#)
- 3.2 [LHTAC 2026 STBG-Small Urban Construction Application Question Rationale](#)
- 3.3 [LHTAC 2026 STBG-Small Urban Construction Application Checklist](#)
- 3.4 [LHTAC 2026 STBG-Small Urban Construction Application Rating Criteria](#)
 - 3.4.1. [LHTAC 2026 STBG-Small Urban ITD-2435 Federal-Aid Request](#)
 - 3.4.2. [LHTAC 2026 STBG-Small Urban ITD-1150 Project Cost Summary](#)
- 3.5 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Cover Sheet](#)
- 3.6 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Rationale](#)
- 3.7 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Checklist](#)
- 3.8 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Rating Criteria](#)

4. SAMPLE DOCUMENTS

- 4.1 [Sample Resolution](#)
- 4.2 [Sample Vicinity Map](#)
- 4.3 [Example of Project Description](#)

APPENDIX A – Why a Transportation Plan?

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

SMALL URBAN PROGRAM

Surface Transportation Block Grant (STBG) Small Urban funds are allocated for projects in urban areas with populations greater than 5,000 and less than 50,000 as determined by the U.S. Census Bureau. Current urban areas are based on the 2020 census. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as urban arterials or urban collectors. It can also be used to create or update a Transportation Plan encompassing the entire urban area. The local match requirement is 7.34%.

In Idaho, there are 19 small urban areas with a population between 5,000 and 50,000. These Local Highway Jurisdictions (LHJs) are eligible for LHTAC's Small Urban program through a statewide competitive application process.

Due to limited funds, LHTAC will only program \$3M or less toward construction cost. Any construction cost that exceeds the \$3M programmed amount will be covered by the LHJ. Consideration for additional program funds may be approved at the discretion of the LHTAC Council. The local jurisdiction can provide additional funds above and beyond the match requirement for larger projects. **If the LHJ does not submit a detailed plan to cover construction costs over \$3M, the application will be deemed ineligible for Federal-aid Small Urban funding.** Small Urban Program funds cannot be used for additional funds or as project match.

1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. Projects may include: rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), overlay or chip seal projects, or to create or update transportation plans. LHTAC will make every effort to cover cost over-runs; however, the applicant is ultimately responsible for costs exceeding the estimate.

Transportation Plans are described in [Appendix A](#). Funds are used to hire a licensed consulting engineer or transportation planner to complete a new Transportation Plan or update an original Transportation Plan. These new plans must include an Asset Management Plan (iWorQ or an approved alternative) if one is not in place. Jurisdictions that choose to use iWorQ should obtain an iWorQ protocol document and collect enough centerline and sign data to ensure the information collected will work in the iWorQ software.

1.3 ELIGIBILITY

The 26 LHJs in the 19 small urban areas with populations between 5,000 and 50,000 are eligible to apply.

1.4 PROJECT CRITERIA

Functional classification of roadways must be determined at application time since the federal regulations allow STBG-Small Urban funding to be spent on arterials (SMA) and collectors (STC). Each county and urban area has a functional classification map, approved by the Idaho Transportation Department (ITD). Please refer to this map to determine the roadway's classification. If you do not have the map or cannot locate it, contact

your ITD District Office for clarification or go to:

<https://iplan.maps.arcgis.com/apps/webappviewer/index.html?id=859bab44a10c4221bed7f7c74e49d554>.

Chip sealing is eligible on existing pavements within Federal-aid projects. The pavement must be in reasonably good condition and meet the following criteria:

- Existing pavement must not be more than 12 years old.
- Existing pavement must be at least 24' wide and have a minimum of 2" hot mix pavement.
- Must have at least 2' of shoulder on each side (paved or unpaved).
- Existing pavement must not show more than 20% fatigue cracking.
- Road must be classified as a **major collector or arterial**.
- The work must be contracted out to a private contractor.

Transportation Plans must include the entire small urban area as defined by the US Census Bureau and boundaries approved by FHWA. To become an asset to decision making a Transportation Plan should include the following:

- A roadway network analysis (existing and/or future).
- Proposed solution to existing problems.
- A capital improvement plan.
- A roadway or an asset management program.
- Access to road policy.

1.5 SELECTION PROCESS

Applications are available online at LHTAC.org/Programs/Federal-aid/Small-Urban beginning in October. Local jurisdictions identify projects and request prioritization by their local transportation coalition group.

Applications are submitted to LHTAC through a formal project application process and are due in January.

These applications are read, evaluated, and scored by LHTAC staff and Council. Every year we receive many applications, so please review the application requirements checking for completion before submitting the information requested.

2. APPLICATION CHECKLIST

2.1 CHECKLIST AND SUBMITTAL DEADLINE

Have you included? (Please do not include the application instructions)

- LHTAC 2026 STBG-Small Urban Application Cover Sheet. Answer all the questions and organize backup information in the same order as questions are asked so the package is easy to read and easy to score.
- Completed ITD-2435 and ITD-1150.
- Vicinity Map (See Sample).
- LHTAC 2026 STBG-Small Urban Application Score Sheet and supporting documents.
- A **written statement** explaining the need for the project as part of your transportation network (**one page maximum**).
- Additional backup information in order of Score Sheet.
- The [Resolution](#), signed by the proper authority (see sample).

Only one application may be submitted per small urban area annually.

Applications **will not be accepted** via fax or email.

No spiral bound (or similar) applications will be accepted - please staple or binder clip applications.

Remember to submit **3 copies** in addition to the **signed original** of the complete application package.

SUBMITTAL DEADLINE

- Deadline Date:** Completed application must be received by LHTAC's office, located at 3330 Grace Street, Boise, ID 83703, **no later than 4:00 p.m. (MST) on Thursday, January 8, 2026, or postmarked that same date.** Include **3 copies** and the **signed original**.

Note: All the above items must be included, or the application will be considered incomplete and rejected. Please contact Kevin Kuther at 208-344-0565 or by email at KKuther@LHTAC.org if you have any questions.

2.2 LHTAC 2026 STBG- SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET INSTRUCTIONS

1. Project Title: The title which you, as a sponsor, give to the project. It can be the name of a street or roadway, or it can be a commonly used name of the project location. The Federal Highway Administration also wants the SMA or STC number in the project title.
2. Entity's Priority: The priority of this project in relation to other similar projects in your capital improvement program (CIP) as part of your regional transportation plan.
3. Local Highway Jurisdiction: Enter the jurisdiction name, address and contact person we should call if we have questions regarding the project application.
4. Project Type: You should check the appropriate type of project.
5. Category: Please mark the appropriate category of project you are proposing.
6. Functional Classification of Roadway: The classification of this project should be determined at the time of application as shown here:
<https://iplan.maps.arcgis.com/home/webmap/viewer.html?webmap=3321e504a78549e79ac76e3984c90295>
7. Location of Project: Federal funds may only be used on a roadway that is classified as a collector or arterial. The functional class number should be used in this blank. The Project Termini should be the common ends of the project whether it is at the intersection of crossroads or, for instance a bridge, the common termini beginning and ending should be listed. Provide "logical" termini. If the milepost is determined it should be shown as well. And finally, the length of the project should be in miles.
8. Technical Information: The horizontal and vertical alignment changes should be substantial in order to be checked as "yes." If you are merely improving the drainage of a city street, then "no" would be the proper answer.
9. Existing Pavement Condition: The pavement condition is important to compare to other projects submitted for consideration. Your jurisdiction should have a pavement management program and should support your determination for this project. The pavement age, to the best of your knowledge, should be shown. If it is old, with significant patching, just enter the oldest age known for the pavement in place.

2.3 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET INSTRUCTIONS

1. Project Title: The title which you, as a sponsor, give to the project.
2. Local Highway Jurisdiction: Enter the jurisdiction name, address, and the **contact person** if we have questions regarding the project application.
3. Have you ever had a Transportation Plan? This question is to help us understand if you have had a plan previously and if it covered just your jurisdiction or the entire urban area. A previous plan might have been funded by Federal-aid, LRHIP, or local funds.
4. Have you participated in a Transportation Plan with a County? Many Counties have a transportation plan that may include the cities and/or highway districts within their boundary. The county plan could have been funded by Federal-aid, LRHIP or local funds.

3. APPLICATION

3.1 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET:

1. Project Title: _____

2. Requested Construction Year: _____ Entity's Priority: _____ of _____

3. Local Highway Jurisdiction (name and address): _____

*Contact name: _____

Phone: _____

Email: _____

*Please list the person from your LHJ we should call if we have any questions on this project application.

4. Project Type: (Check all that apply)

- Roadway reconstruction or rehabilitation Safety improvements Transportation Plans*
- Bridge - span over 20' Railroad crossing Other

*Transportation Plan applications do not complete the below questions. Instead, complete the Transportation Plan cover sheet on page 17.

5. Category

- New construction - Paving, Bridge, Railroad Crossing
- Upgrade existing facility (add lanes, add shoulders, improve geometric factors)
- Pavement surface improvements (overlay, seal coat*)

*NOTE: Chip seals are eligible — see the instruction for restrictions under 1.4 Project Criteria

6. Functional Classification of Roadway/Highway:

- Urban arterial Rural major collector
- Urban collector Minor collector

7. Location of Project (Also attach a Vicinity Map)

Route # _____, STC # (Surface Transportation Collector) _____,

Street Name: _____

Project Termini:

Beginning/Ending Mileposts: _____

Project Length: _____

Small Urban

8. TECHNICAL INFORMATION:

Horizontal alignment changes anticipated? Yes No Unknown

Vertical alignment changes anticipated? Yes No Unknown

9. Existing Pavement Condition Information: (visual inspection)

- rutting potholes drop-offs broken edges
- poor striping cracking shoving other

Pavement age? _____

10. Traffic and Crash Information:

Most Recent Year: _____	Projected (20 Years): _____
AADT: _____	AADT: _____
DHV: _____	DHV: _____
LOS: _____	LOS: _____
% TK: _____	% TK: _____

Total number of crashes (property damage/injuries/fatalities) over most recent 5-year period:

of Crashes: _____/_____/_____
 Years: _____/_____/_____

11. Bridge Information: (Complete if a bridge is included in the project.)

- A. Name of crossing, i.e., over what roadway or waterway does the structure cross?
- B. Existing bridge #: _____
- C. Bridge Condition: _____

12. Does this project have a possible relationship to other projects? No Yes (Describe Below)

Phased: No Yes (If yes, indicate the name and year/s of the related)

Project: _____ Year: _____

SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET MUST BE SUMMITTED WITH:

- Vicinity Map (See Sample)
- ITD 2435 Federal-aid Project Request
- ITD 1150 Cost Summary Sheet
- LHTAC Project Rating Criteria
- Letters of Support
- Resolution

3.2 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION QUESTION RATIONALE

1. A short concise description of what the project entails is critical to compare it to other applications submitted. To score the maximum number of points, this description should highlight the benefit of the project to the community and the Local Highway Jurisdiction (LHJ), describe the financial need, and highlight any safety benefits associated with the project.
2. The LHTAC Council believes that increased efficiencies come through communication across neighboring jurisdictions and resource sharing. Involvement in a multi-jurisdictional transportation group provides the opportunity to coordinate construction schedules, reduce duplication and share ideas/resources. Prioritizing projects helps identify those that are most beneficial to the area. Community support is also important. To score the maximum number of points on this question, the LHJ should be active in a multi-jurisdictional transportation group, provide examples of efficiencies through shared resources, have their project ranked in the top 3, and submit 3 unique letters of support.
3. A pavement management program is a system where data on the condition of pavement is gathered and used to track the life of paved streets and provide an objective determination for the most effective and efficient maintenance priorities. A sign management program is a system where data on the location and condition of signs is gathered and evaluated to provide objective criteria for maintenance and replacement of signs. These programs should allow the user to obtain a report that documents the previous maintenance and/or the condition of the overall system. The pavement and sign management programs lead to proper maintenance prioritization and funding. To score the maximum number of points on this question, the LHJ should provide a few pages of their pavement and sign management program data and the data should be updated within the last three years.
4. A Transportation Plan is the jurisdiction's road map on how they plan to provide for the long-range transportation needs of the community. While many communities have a Comprehensive Plan that may include a transportation element, a transportation plan is typically a more detailed document that includes long range or strategic projects that would fulfill the goals of a comprehensive plan. Projects being submitted for Small Urban funding should be supported by the Transportation Plan. To score the maximum number of points on this question, the project in the application should be identified within the plan, and then the plan should be updated or re-adopted within the last 5 years.
5. A Capital Improvement Plan (CIP) is typically a short-term list of projects and/or maintenance that is scheduled for inclusion into future budgets. It may be established with the completion of a Transportation Plan but should also stand alone as its own document. It is more detailed with regard to projects than the Transportation Plan in that costs and implementation are more identified. Ideally the CIP should be updated annually with regards to completed projects and updated priorities. To score the maximum number of points on this question, the identified project will be shown in the CIP and the CIP will be updated within the last 5 years.
6. LHTAC funding is intended to improve the impact on the most traveling public. As a measure of the impacts, the Average Daily Traffic (ADT) volume is used to score the application. The larger the volume, the higher the score. LHTAC represents small jurisdictions, so the maximum points are given to roadways with 1,000 ADT or above.
7. A trained workforce is essential in order to accomplish the diverse and technical work needed to manage and maintain transportation infrastructure. The personnel, equipment and materials involved are extremely expensive and will be used most efficiently and effectively when proper training in the latest products, methods and techniques for accomplishing the work are implemented. To score the maximum number of points on this question, the LHJ will have at least 40% of their roadway workforce trained (Completed the Road Scholar level through the T2 Center), have 40% that have completed at least two courses, and have at least one Road Master on staff.
8. Title VI is included in the Americans with Disabilities Act. Federal-aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.
9. The LHTAC Council understands LHJs may not receive funding for years, if ever, through LHTAC. Jurisdictions that have not recently received funding are eligible for additional points. An LHJ who has never received any funding administered through LHTAC will be eligible to receive the maximum number of points.

10. The jurisdiction's plans to fund the estimated construction cost of the project. LHTAC funding is limited and there are large number of projects on the local highway system. In order to provide as much funding as possible to the many jurisdictions, if the total construction cost of your project is over the \$3 million to construct, your jurisdiction is encouraged to identify a plan to cover the project costs. This can be from public-private partnerships or other source of funds. The more the jurisdiction has identified and secured for the project, the more points are awarded. **If the LHJ does not submit a detailed plan to cover construction cost over \$3M the application will be deemed ineligible for Federal-aid Small Urban funding.**

Please do not submit the application instructions with your application.

Small Urban

3.4 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION RATING CRITERIA

Please use this guide as a reference. Application packages will be scored based on the following scales.

	PTS	SUGGESTED SCORING
1. Provide a description of the proposed project. Include the importance and need of the project to the community and jurisdiction, the regional and safety benefit, the economic benefit, and the overall impact to the system. Include a project map.	15 10-14 5-9 0-4	Excellent desc. Including agency & fiscal benefit +safety Excellent desc. Including agency & fiscal benefit Adequate description of need/benefit Poor description of need/benefit
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include first page of minutes or attendance for the last 1-2 years of meetings.	6-10 3-5 0-2	Involved, ranked, share resources, minutes, & examples Involved and share resources Involved or share resources
3. Do you have a pavement and/or sign management program?	9-10 7-8 5-6 3-4 0-2	Pavement and sign, updated w/in 3 years Pavement or sign, updated w/in 3 years Pavement and sign, updated over 3 years Pavement or sign, updated over 3 years Any pavement or sign rating information/system
4. Is your project supported by your Transportation Plan?	8-10 4-7 0-3	Supported by plan & updated w/in 5 years Supported by plan & older than 5 years Not supported by plan or no plan
5. Is this project shown on your 5-year Capital Improvement Plan?	8-10 4-7 1-3 0	Supported by plan & current Supported by plan & updated w/in 5 years Supported by plan & older than 5 years Not supported by plan or no plan
6. What is the Average Daily Traffic volume for this roadway?	5 4 3 2 1	1000+ 500-999 200-499 100-199 <100
7. Have any of the employees participated in the LHTAC T2 Road Scholar/Master program or other training programs? <i>*Add points together for completed + enrolled (potential for 6 points).</i>	3 2 1 0 2 1 0 1	≥40% completed Road Scholar 15-39% completed Road Scholar 1-14% completed Road Scholar 0% completed Road Scholar ≥40% completed at least 2 classes 15-39% completed at least 2 classes 0-14% completed at least 2 classes Bonus point if anyone has completed Road Master
8. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complying with 23 CFR 200, Civil Rights Title VI Program?	2 0	Yes No
9. What year and program did your jurisdiction last receive Federal-aid funding through LHTAC?	5 4 3 2 1	Never Over 5 years ago 3-5 years ago 1-2 years ago, other than Urban funds 1-2 years ago, Urban funds

Small Urban

<p>10. Is there a plan to cover the estimated construction cost? ITD Form-1150 Line 18 _____ For requests over \$3 million, a half-page explanation is required. It must include any partnerships with other agencies or local funding sources that contribute to the total project cost.</p>	<p>10 6-8 1-5 ineligible</p>	<p>Project is under \$3M, or project over \$3M with an approved budget allocation from LHJ to cover the extra. Project is over \$3M with a funding plan in place to cover the extra. Project is over \$3M with identified eligible supplemental funding opportunities. Project is over \$3M with no other funding or plan set.</p>
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Total Possible: 83

Small Urban

3.4.1 ITD 2435 Local Federal-Aid Project Request

Instructions

1. Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
2. Attach a Vicinity Map showing the extent of the project limits.
3. Attach an ITD 1150, Project Cost Summary Sheet.
4. Signature of an appropriate local official is the only kind recognized.

Note: In Applying for a Federal-Aid Project, you are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

Sponsor (City, County, Highway District, State/Federal Agency)	Date
--	------

Project Title (Name of Street or Road)	F.A. Route Number	Project Length	Bridge Length
--	-------------------	----------------	---------------

Project Limits (Local Landmarks at Each End of the Project)

Character of Proposed Work (Mark Appropriate Items)			
Excavation	Bicycle Facilities	Utilities	Sidewalk
Drainage	Traffic Control	Landscaping	Seal Coat
Base	Bridge(s)	Guardrail	
Bit. Surface	Curb & Gutter	Lighting	

Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)	
Preliminary Engineering (ITD 1150, Line 1)	\$ _____
Right-of-Way (ITD 1150, Line 2)	\$ _____
Construction (ITD 1150, Line 18)	\$ _____

Preliminary Engineering By: Sponsor Forces Consultant

Checklist (Provide Names, Locations, and Type of Facilities)

Railroad Crossing	
Within 2 miles of an airport	
Parks (City, County, State or Federal)	
Environmentally Sensitive Areas	
Federal Lands (Indian, BLM, etc.)	
Historical Sites	
Schools	
Other	

Additional Right-of-Way Required: None Minor (1-3 Parcels) Extensive (4 or More Parcels)

Will any Person or Business be Displaced: Yes No Possibly

Standards	Existing	Proposed	Standards	Existing	Proposed
Number of Lanes			Roadway Width (Shoulder to Shoulder)	ft	ft
Pavement Type			Right-of-Way Width	ft	ft

Sponsor's Signature	Title
---------------------	-------

Additional Information to be Furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
---------------------------	--------------	----	---------

Small Urban

3.5 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET:

1. Project Title: _____

2. Local Highway Jurisdiction (name and address): _____

*Contact name: _____

Phone: _____

Email: _____

*Please list the person from your LHJ we should call if we have any questions on this project application.

3. Have you ever had a Transportation Plan?

Yes No

Was it solely for your jurisdiction or jointly with another agency? _____

What year was it completed? _____

What was the source of funding? _____

4. Have you participated in a Transportation Plan with a County? Yes No Unknown

How was it funded?

SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET MUST BE SUBMITTED WITH:

- Vicinity Map (See Sample)
- LHTAC Project Rating Criteria
- Letters of Support
- Resolution

3.6 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION QUESTION RATIONALE

1. To score the maximum number of points, this application description should identify all jurisdictions within the urban area that are participating in the plan and how it will be used for future transportation decisions. If your area has a plan or is included in a county wide plan, explain why another plan is needed.
2. The LHTAC Council believes that increased efficiencies come through communication across neighboring jurisdictions and resource sharing. Involvement in a multi-jurisdictional transportation group provides the opportunity to coordinate construction schedules, reduce duplication, and share ideas/resources. Prioritizing projects helps identify those that are most beneficial to the area. Community support is also important. To score the maximum number of points on this question, the LHJ should be active in a multi-jurisdictional transportation group, provide examples of efficiencies through shared resources, have their project ranked in the top 3, and submit 3 unique letters of support.
3. A pavement management program is a system where data on the condition of pavement is gathered and used to track the life of paved streets and provide an objective determination for the most effective and efficient maintenance priorities. A sign management program is a system where data on the location and condition of signs is gathered and evaluated to provide objective criteria for maintenance and replacement of signs. These programs should allow the user to obtain a report that documents the previous maintenance and/or the condition of the overall system. The pavement and sign management programs lead to proper maintenance prioritization and funding. To score the maximum number of points on this question, the LHJ should provide a few pages of their pavement and sign management program data and the data should be updated within the last three years.
4. A Transportation Plan is the jurisdiction's road map on how they plan to provide for the long-range transportation needs of the community. While many communities have a Comprehensive Plan that may include a transportation element, a transportation plan is typically a more detailed document that includes long range or strategic projects that would fulfill the goals of a comprehensive plan. To score the maximum number of points on this question, the urban area would not have a Transportation Plan.
5. Transportation plans should be updated as the community changes. To score maximum number of points on this question, the urban area would not have an updated transportation plan or at least has not been updated in the last 10 years.
6. A trained workforce is essential in order to accomplish the diverse and technical work needed to manage and maintain transportation infrastructure. The personnel, equipment, and materials involved are extremely expensive and will be used most efficiently and effectively when proper training in the latest products, methods, and techniques for accomplishing the work are implemented. To score the maximum amount of points on this question, the LHJ will have at least 40% of their roadway workforce trained (Completed the Road Scholar level through the T2 Center), have 40% that have completed at least 2 courses, and have at least one Road Master on staff.
7. Title VI is included in the Americans with Disabilities Act. Federal-Aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.
8. The LHTAC Council understands LHJs may not receive funding for years, if ever, through LHTAC. Jurisdictions that have not recently received funding are eligible for additional points. An LHJ who has never received any funding administered through LHTAC will be eligible to receive the maximum number of points.

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3.7 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION CHECKLIST

Complete this form and include in your application after the cover sheet.

Sponsor: _____

Project Name: _____

Total Project Cost: _____

	Y	N	Attachment Included	Pts Available	LHTC use only
1. Provide a description of the proposed transportation plan. Include the importance and need of the plan, what jurisdictions are included, and how you anticipate using the plan for future transportation projects. If you have a previous plan, why does that plan need to be updated?			<input type="checkbox"/>	0-15	
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include the first page of minutes or attendance for the last 1-2 years of meetings. Was your project ranked in the top 3 projects for your group? List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1-page max). Include up to 3 signed, unique, current letters of support for your project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10	
	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>		
3. Do you have a pavement and /or sign management program? Have the programs been updated in the past 3 years? If yes, attach a dated cover page and no more than 2 pages of each report documenting the most recent updates.	<input type="checkbox"/>	<input type="checkbox"/>		0-10	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. When was your Transportation Plan created? Year _____				0-15	
5. When was your Transportation Plan last updated? Year _____				0-15	
6. Attach a list of the names of ALL full-time road maintenance staff.* *If you are a city and a neighboring agency maintains your roads and will be completing your work, please report their names. Please provide information/agreement demonstrating how neighboring agency provides services.			<input type="checkbox"/>	0-6	
7. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complies with 23 CFR 200, the Civil Rights Title VI Program? Please include your plan's point of contact. _____	<input type="checkbox"/>	<input type="checkbox"/>		0-2	
8. What year and program did your jurisdiction last receive Federal-aid funding through LHTAC? _____ Year _____ Program	<input type="checkbox"/>	<input type="checkbox"/>		0-5	

Total Possible: 78

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3.8 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION RATING CRITERIA

Please use this guide as a reference. Application packages will be scored based on the following scales.

		PTS	SUGGESTED SCORING
1.	Provide a description of the proposed transportation plan. Include the importance and need of the plan, what jurisdictions are included, how you anticipate using the plan for future transportation projects, the regional benefit, economic benefit, and overall impact to the system.	15 10-14 5-9 0-4	Excellent desc. including agency & future benefit Excellent desc. including agency Adequate description of need/benefit Poor description of need/benefit
2.	Are you involved with an active multi-jurisdictional transportation group? If yes, include first page of minutes or attendance for the last 1-2 years of meetings.	6-10 1-5 0	Involved with multi-group, ranked, share resources, minutes, examples. Involved with multi-group, share resources. Involved with multi-group or shared resources
3.	Do you have a pavement and/or sign management program?	9-10 7-8 5-6 4-3 0-2	Pavement & sign mgmt. updated w/in 3 years Pavement or sign management updated w/in 3 years Pavement & sign updated over 3 years ago Pavement or sign management updated over 3 yrs. Any pavement or sign rating information or system
4.	When was your Transportation Plan created? Year _____	15 0	Do not have a plan created over 10 years ago Created with last 2 years
5.	When was your Transportation Plan last updated? Year _____	11-15 5-10 1-5 0	No plan or updated over 10 years ago Updated 5 to 10 years ago Updated within 5 years Updated this year
6.	Have any of the employees participated in the LHTAC T2 Road Scholar/Master program or other training programs? <i>*Add points together for completed + enrolled (potential for 6 points).</i>	3 2 1 0 2 1 0 1	≥ 40% completed Road Scholar 15-39% completed Road Scholar 1-14% completed Road Scholar 0% completed Road Scholar ≥ 40% completed at least 2 classes 15-39% completed at least 2 classes 0-14% completed at least 2 classes Bonus point if anyone has completed Road Master
7.	Does your jurisdiction have a Title VI plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complies with 23 CFR 200, the Civil Rights Title VI Program?	2 0	Yes No
8.	What year and program did your jurisdiction last receive Federal-aid funding through LHTAC?	5 4 3 2 1	Never Over 5 years ago 3-5 years ago 1-2 years ago, other than Urban funds 1-2 years ago, Urban funds

Total Possible: 78

4. SAMPLE DOCUMENTS

4.1 SAMPLE RESOLUTION

**CITY
RESOLUTION**

EXTRACT FROM THE MINUTES OF A REGULAR OR SPECIAL
MEETING OF THE (COUNCIL) OF THE
(CITY) OF (LOCATION), IDAHO
HELD ON (MONTH DATE, YEAR)

THE FOLLOWING RESOLUTION WAS INTRODUCED BY (COUNCILPERSON OR COMMISSIONER), READ IN FULL,
CONSIDERED AND ADOPTED:

RESOLUTION NO. ___ OF THE (CITY), IDAHO, SUPPORTING THE PROJECT IDENTIFICATION SUBMITTAL FOR THE
CONSTRUCTION OF (PROJECT NAME)

TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC). TOTAL PROJECT COST ESTIMATE IS
(\$___), WHICH WILL REQUIRE (\$___) OF MATCHING FUNDS AVAILABLE FROM (CITY, COUNTY, OR HIGHWAY
DISTRICT).

BE IT RESOLVED THAT THE (MAYOR OR CHAIRMAN OF THE COMMISSION) IS HERBY AUTHORIZED AND
DIRECTED TO SIGN THE PROJECT APPLICATION PACKET AND SUBMIT TO LHTAC FOR PRIORITIZATION.

PASSED BY THE (COUNCIL OR COMMISSION) AND APPROVED BY THE (COUNCIL OR COMMISSION)
THIS (DATE) DAY OF (MONTH, YEAR).

(MAYOR OR CHAIRMAN OF THE COMMISSION)

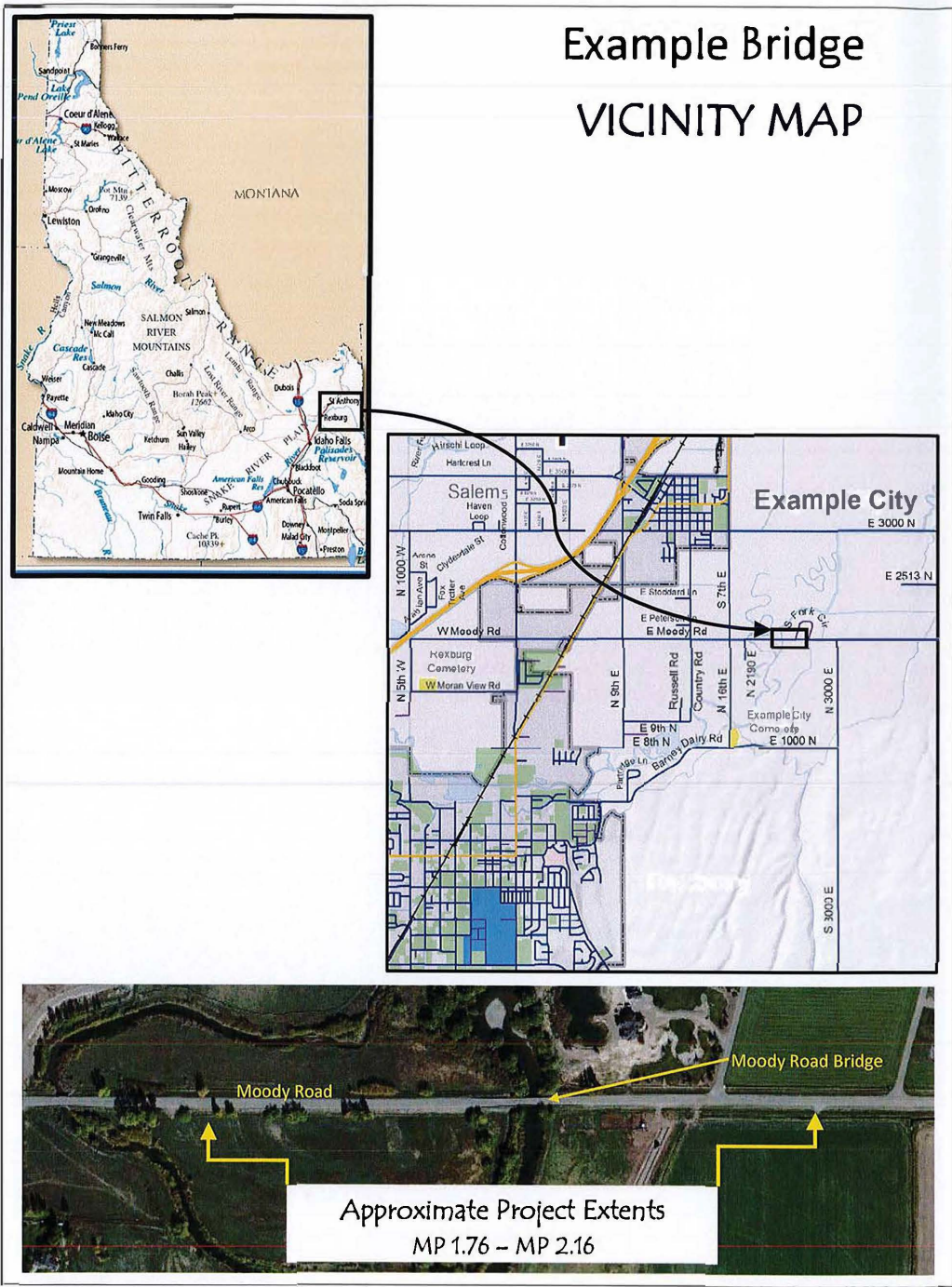
ATTEST:
_____, CLERK

CERTIFICATE

I, (NAME), (CITY, COUNTY, OR HIGHWAY DISTRICT), DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL,
TRUE AND CORRECT COPY OF THE RESOLUTION NO. ___ ADOPTED AT A REGULAR OR SPECIAL MEETING OF
THE _____ HELD ON (DATE) DAY OF (MONTH, YEAR), AND THAT THE SAME IMPRESSED THE OFFICIAL SEAL OF
THE (CITY, COUNTY, OR HIGHWAY DISTRICT), THIS (DATE) DAY OF (MONTH, YEAR).

SIGNATURE
_____, CLERK
NAME

4.2 VICINITY MAP



4.3 EXAMPLE OF PROJECT DESCRIPTION

Description of proposed project:

This project will replace the poor condition pavement on Oliver Street from E. 5th Street to E. 1st Street in the City of Christensen. The road sees an average daily traffic volume of 2,500 trips and services 10 small businesses, an elementary school, and several residential neighborhoods.

The existing pavement is in poor condition due to extensive cracking and potholing. There are no pedestrian facilities along this roadway, however there is not enough right of way to include standard-width lanes, curb & gutter, and a five-foot sidewalk. Traffic volumes and speed limits are low enough that pedestrians and cyclists can reasonably use the asphalt pavement alongside vehicles. The proposed project will remove the old, exhausted asphalt, repair and regrade the road base, place a fresh lift of asphalt and stripe the roadway, including cycling “sharrows.”

The finished product will improve the safety and mobility of both vehicular and alternative modes of transportation. This will in turn enhance the local economy through the improvements to the numerous businesses in this area. Trips to the nearby school will also benefit our student population.

APPENDIX A

Why a Transportation Planning Project?

LHTAC wants the planning project developed for each community to be utilized. To accomplish this, the project must fit the needs of the Local Highway Jurisdiction. Knowing each County, City, or Highway District is unique, the transportation plans will also vary depending upon local needs and the existing resources. **A transportation plan isn't worth the paper it is written on, or the cost of its development, if it is not used—it must have practical use.**

A planning project should include: a roadway network analysis (existing and/or future), proposed solution to existing problems, a capital improvement plan, a roadway or an asset management program, access to road policy, and result in the formation of a multi-jurisdictional planning group. These tools are a real asset to decision making.

A **roadway network analysis** takes a critical look at the existing transportation network of the jurisdiction. The study starts with the collection of data (traffic counts, turning movement counts at intersections, collision records, and road geometry data). The analysis of this data may reveal elements or locations of the system that are not performing well and then propose ideas to improve their performance. As well as investigating the future transportation system considering the growth, present and future land uses, and then looking at future problems and solutions. Commonly, the view of the future is based on a 20-year horizon.

Roadway, Pavement, or Asset Management Programs are computer programs that can be developed as part of the transportation planning project. The program will evaluate the condition of the jurisdiction's infrastructure and suggest a plan to maintain and improve the local facilities. The project can fund a consultant to collect the data, set up the computer program, and train personnel in its use and maintenance. Any program can be used however, the data must be sent to LHTAC in a format that can be submitted to iWorQ.

A **Capital Improvement Plan (CIP)** distills the community's needs and desires into a prioritized list of future projects. The CIP should list the anticipated projects, estimated cost, potential funding source, and expected year of construction. The CIP should cover at least 5 years; many are developed with 10-year horizons. Participation by the general public should also be sought through informational meetings or other means, so their issues and comments can be considered during the development of the plan. The Capital Improvement Plan will help commit the jurisdiction to projects beyond the development of the plan.

LHTAC is encouraging the creation of **Multi-Jurisdictional Regional Transportation Planning Groups** to assist in the development of transportation plans. Transportation issues don't stop at the Local Highway Jurisdiction's borders. Many entities are involved with the transportation system: adjacent highway jurisdictions, emergency services, transit, federal land agencies, the Idaho Transportation Department, school districts, mail carriers, trucking industry, elected officials, bicyclists, Tribal government, utility companies, pedestrians, and others; all have an interest in the system. LHTAC hopes that the Multi-Jurisdictional Regional

Transportation Planning Group will extend beyond the project. This group can periodically meet to discuss transportation issues and desires and re-evaluate the CIP. The plan may produce road Construction Standards for development, Access Management strategies, transportation-related Stormwater Management standards,

Small Urban

or model Transportation Impact Study, and Funding information. These standards will help the jurisdiction preserve the roadway network. LHTAC has examples of these development standards. Policies such as Access Control, minimum Level of Service, parking, bicycle facilities, corridor preservation, and other issues may be addressed through these standards.

Traffic demand modeling of the transportation system may be a part of the plan, but it is not necessary in many situations. A computer model can be useful as an evaluation tool if the jurisdiction anticipates very quick population growth or if the jurisdiction is examining alternative routes that will be new to the network. If modeling is a part of the plan, the sponsor should consider the necessary maintenance of the model as a part of this decision.

Some local highway jurisdictions are using a planning project to fund a **Geographical Information System (GIS)** of their highway system. They have located signs, culverts, pavement condition, and/or traffic information. Many applications are imaginable once the GIS base map is created. However, collection of some data (water meters or rural addresses) that strays too far from the transportation operation and management will not be funded.

To further the examples, we have developed this matrix of possible tasks for the plan:

Plan Task	Should Have	Could Have	Cannot Have
Existing Network Evaluation	X		
Capital Improvement Plan	X		
Pavement Management Program	X		
Future evaluation of the Transportation network based on future land uses	X		
Proposed Transportation Solutions	X		
Multi-Jurisdictional Transportation Planning Group	X		
Public Involvement Plan	X		
Access Management policy		X	
Corridor study		X	
GIS Mapping		X	
Computer Traffic Model		X	
Mapping Utility Data			X
Ortho-corrected digital aerial photography			X

For more detailed information see LHTAC's Manual on *Transportation Plan* on our website: <http://lhtac.org/resources/manuals/>

Urban and Small Urban Jurisdictions

Transportation Management Area (TMA)

Boise (incl. Eagle, Garden City & Meridian) *COMPASS*

Metropolitan Planning Organization (MPO)

Coeur d'Alene (incl. Post Falls, Hayden, Dalton Gardens, Fernan Lake Village, Hauser, Hayden Lake, Huetter & State Line) *KMPO*

Idaho Falls (incl. Ammon, & Iona) *BMPO*

Lewiston (exc. Clarkston Washington) *LCVMPO*

Nampa (incl. Caldwell) *COMPASS*

Pocatello (incl. Chubbuck) *BTPO*

Twin Falls (incl. Kimberly) *MVMPO*

LHTAC – “Tweens” (population between 5,000 & 50,000)

19 small urban areas (County portions may include areas within Highway Districts)

Blackfoot (incl. a portion of Bingham Co.)

Burley (incl. Heyburn, Paul & a portion of Minidoka Co.)

Emmett (incl. a portion of Gem Co.)

Hailey (incl. Bellevue & a portion of Blaine Co.)

Jerome (incl. a portion of Jerome Co.)

Ketchum (incl. Sun Valley & a portion of Blaine Co.)

Kuna (incl. a portion of Ada Co.)

Middleton (incl. a portion of Canyon Co.)

Moscow (incl. a portion of North Latah Co.)

Mountain Home (incl. a portion of Elmore Co.)

Payette (incl. Fruitland & a portion of Payette Co)

Rathdrum (incl. portion of Kootenai Co.)

Rexburg (incl. Sugar City & a portion of Madison Co.)

Rigby (incl. a portion of Jefferson Co.)

Rupert (incl. a portion of Minidoka Co.)

Sandpoint (incl. Dover, Kootenai, Ponderay & a portion of Bonner Co.)

Shelly (incl. a portion of Bingham Co.)

Star (incl. a portion of Canyon Co.)

Weiser (incl. a portion of Washington Co.)

Metropolitan Planning Organizations

COMPASS

Community Planning Association of Southwest Idaho

KMPO

Kootenai Metropolitan Planning Organization

BMPO

Bonneville Metropolitan Planning Organization

LCVMPO

Lewis-Clark Valley Metropolitan Planning Organization

BTPO

Bannock Transportation Planning Organization

MVMPO

Magic Valley Metropolitan Planning Organization

COMMITTEE / CITY COUNCIL STAFF REPORT



DATE: Monday, December 15, 2025

AGENDA ITEM TITLE

Professional Services Agreement with Design West for the East City Park Stage Construction Design and Administration Services (ACTION ITEM) - David Schott

RESPONSIBLE STAFF

David Schott, Parks and Facilities Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

On October 4, 2025, the City of Moscow issued a Request for Qualifications for design and construction management services for the East City Park Stage Project. Design West Architects was selected after an evaluation of the two firms who submitted Statements of Qualification. If approved, the proposed Professional Services Agreement will advance the East City Park Stage Project from the current thirty percent (30%) design to completion in the amount of seventy-two thousand, seven hundred dollars (\$72,700.00).

Previously, on May 6, 2024, City Council approved a contract with Design West Architects to develop a 30% conceptual design and cost estimate for the replacement of the East City Park Stage. The design was to build upon a previous design and outreach effort that concluded in 2012, and the subsequent construction of the existing restroom building that was completed in the spring of 2013. The original design effort, and restroom construction, was based on an extensive public outreach effort that dates back to 2010.

The stage was always anticipated to be a second phase to the previous design and construction work and has been captured in the City's Capital Improvement Plan for a number of years. Unfortunately, the existing stage deteriorated quicker than anticipated, and during routine maintenance in the spring of 2024, it became clear the cover would need to be removed immediately to ensure public safety. In response, the design and replacement of the stage were prioritized in both the current Budget and Capital Improvement Plan.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the Professional Service Agreement between the City of Moscow and Design West Architects, or provide staff with further direction.

STAFF RECOMMENDATION

Approve the Professional Service Agreement between the City of Moscow and Design West Architects.

OTHER RESOURCES

FISCAL IMPACT

The East City Park Stage Replacement Project is funded through Capital Funds, Improvements — Parks.

PERSONNEL IMPACT

ATTACHMENTS

1. Professional Services - East City Park Stage Design - Design West_draft clean

**AGREEMENT FOR PROFESSIONAL DESIGN AND CONSTRUCTION
MANAGEMENT SERVICES BETWEEN
CITY OF MOSCOW, IDAHO AND
DESIGN WEST ARCHITECTS, P.A. FOR
THE EAST CITY PARK STAGE**

THIS AGREEMENT FOR PROFESSIONAL DESIGN AND CONSTRUCTION MANAGEMENT SERVICES BETWEEN CITY OF MOSCOW, IDAHO AND DESIGN WEST ARCHITECTS, P.A. FOR THE EAST CITY PARK STAGE (hereinafter “Agreement”) is made this _____ day of _____, 2025, by and between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter “CITY”) and Design West Architects, P.A., 254 East Main Street, Pullman, Washington, 99163 (hereinafter “CONSULTANT”).

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

WHEREAS, CITY intends to construct a stage that will be attached to the existing restroom facility located at East City Park, 900 East Third Street, Moscow, Idaho (hereinafter “PROJECT”); and

WHEREAS, CITY requires the services of a duly qualified design professional to perform the services required by this Agreement and therefore published a Request for Qualifications (RFQ) for design and construction administration services; and

WHEREAS, CITY has determined that CONSULTANT is the most qualified respondent to CITY’s RFQ and desires to engage CONSULTANT to provide the design and construction administration services described in Attachment “A”, included hereto and incorporated herein by this reference; and

WHEREAS, CONSULTANT warrants that it is fully licensed, qualified, and willing to perform the services required by this Agreement and that it has reviewed and is aware of CITY’s plan with respect to the PROJECT; and

WHEREAS, CITY desires to engage CONSULTANT to provide industry standard services necessary to complete the PROJECT;

NOW, THEREFORE, it is agreed that all matters stated above are found to be true and correct and are incorporated herein by this reference as if copied in their entirety and, for and in consideration of the following mutual promises, the Parties to this Agreement hereby agree as follows:

SECTION 1: THE PROJECT

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

SECTION 2: SCOPE OF WORK

CONSULTANT promises and agrees to, consistent with the standard of care as defined in Section 4.A. of this Agreement, furnish to CITY all labor, materials, tools, equipment, services, and incidental and customary work necessary to supply the professional architectural and related design and construction administration services necessary for the completion of the PROJECT consistent with the provisions of this Agreement. The Scope of Work for the PROJECT is set forth in Attachment "A". All Services shall be subject to and performed with the standard of care provided herein and in accordance with applicable Federal, State, and Local laws, rules, and regulations. All Services performed by CONSULTANT shall be subject to the sole and discretionary approval of CITY, which approval shall not be unreasonably withheld.

SECTION 3: COMPENSATION

A. Compensation and Term.

For the Services performed pursuant to this Agreement, CONSULTANT shall be compensated as described in Attachment "B", included hereto and incorporated herein by this reference, in a sum not to exceed SEVENTY-TWO THOUSAND, SEVEN HUNDRED DOLLARS (\$72,700) that shall be paid as detailed in Section 3.B. below. The Services shall be completed in accordance with the schedule outlined in Attachment "C", included hereto and incorporated herein by this reference. This Agreement shall be in effect until the completion of the warranty inspection and resolution of any warranty defects to the satisfaction of CITY.

B. Payment

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

1. CONSULTANT's compensation and reimbursable expenses shall be paid by CITY to CONSULTANT no more than once a month. Such periodic progress payments shall be made based upon the percentage of work completed, and in accordance with the phasing and funding schedule provided in Attachments "B" and "C". In order to receive payment, CONSULTANT shall present to CITY an itemized statement which indicates Services performed, percentage of Services completed, method for computing the amount payable, and the amount to be paid. The statement shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement, as well as those expenses for which reimbursement is requested for that statement period. The amount paid to CONSULTANT shall never exceed the percentage amounts authorized by the phasing and funding schedule located in Attachments "B" and "C". CITY shall, within thirty (30) days of receiving such statement, review the statement and pay all approved charges thereon. Disputed amounts shall be resolved by the Parties in a mutually agreeable manner.
2. Records of Reimbursable Expenses shall be provided to CITY upon presentation of CONSULTANT's progress payment invoices. Payments for invoices prepared by CONSULTANT shall be due and payable net thirty (30) days by CITY.
3. Amounts unpaid forty-five (45) days after the invoice date shall bear interest at the rate of six percent (6%) per annum.
4. CITY may withhold payment, in whole or in part, to the extent reasonably necessary to protect CITY from claims, demands, causes of action, costs, expenses, liabilities, losses, damages, or injuries of any kind to the extent arising out of or caused by the negligence, recklessness, or willful misconduct protected under the indemnification provisions of this Agreement. Failure by CITY to deduct any sums from a progress payment shall not constitute a waiver of CITY's right to such sums. CITY may keep any moneys which would otherwise be payable at any time hereunder and apply the same, or so much as may be necessary therefore, to the payment of any expenses, losses, or damages as determined by CITY, that are incurred by CITY for which CONSULTANT is liable under the Agreement or state law. Payments to CONSULTANT for compensation and reimbursable expenses due shall not be contingent on the construction, completion or ultimate success of the PROJECT. Payment to the CONSULTANT shall not be withheld, postponed, or made contingent upon receipt by CITY of offsetting reimbursement or credit from parties not within CONSULTANT's reasonable control.

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

SECTION 4: CONSULTANT RESPONSIBILITIES

- A. CONSULTANT shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals qualified to perform the Services in the same discipline in the State of Idaho, and shall be fully responsible to CITY for any damages to CITY and delays to the PROJECT as specified in the indemnification provision of this Agreement. CONSULTANT shall perform the Services as expeditiously as possible as is consistent with professional skill and care and the orderly progress of the Services as provided herein. Unless approved by CITY, CONSULTANT shall not exceed the time limits established by the schedule in Attachment "C", except for circumstances out of CONSULTANT's control or as approved by CITY in writing.
- B. CONSULTANT shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable.
- C. CONSULTANT shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of five (5) years from the date of final payment under this Agreement.
- D. CONSULTANT shall report progress no less than once every two (2) weeks to CITY.

SECTION 5: CITY RESPONSIBILITIES

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

SECTION 6: INSURANCE

- A. CONSULTANT shall not commence Services under this Agreement until it has provided evidence satisfactory to CITY that it has secured all insurance required under this Section. In the event CONSULTANT fails to provide or maintain all required insurance, CITY may, in its sole discretion, obtain such insurance and deduct the amount therefore from the total compensation. CONSULTANT shall, at its sole cost and expense, secure and maintain in force, during the term of this Agreement, the following insurance:
1. Worker's compensation and employer's liability insurance as required by the State of Idaho;
 2. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with one million dollars (\$1,000,000) combined single limits;
 3. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of CONSULTANT or of any of its employees, agents, or subcontractors, with one million dollars (\$1,000,000) per occurrence and two million (\$2,000,000) in the aggregate; and
 4. CONSULTANT shall procure and maintain professional liability insurance covering liability for negligent acts, and errors or omissions in providing or failing to provide professional services, with a minimum coverage limit of one million dollars (\$1,000,000). Coverage shall be in force during the term of this Agreement and for a period of at least twelve (12) months thereafter.
- B. 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 reductions in coverage of such insurance. CONSULTANT shall furnish CITY with certificates of insurance as evidence these policies are in effect.

SECTION 7: GENERAL TERMS AND CONDITIONS

- A. Independent Contractor. CITY retains CONSULTANT on an independent contractor basis and neither CONSULTANT nor its employees or Subcontractors are an employee of CITY and are not entitled to the rights or benefits afforded to CITY's employees. Any Subcontractors performing the Services under this Agreement on behalf of CONSULTANT

shall also not be employees of CITY, and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries, and other amounts due to such Subcontractors in connection with their performance of Services under this Agreement and as required by law. CONSULTANT shall be responsible for all reports and obligations respecting CONSULTANT, its employees and Subcontractors, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

- B. **Termination of Agreement.** This Agreement may be terminated by CONSULTANT upon thirty (30) days' written notice to CITY, should CITY fail to substantially perform in accordance with its terms through no fault of CONSULTANT. CITY may terminate this Agreement upon thirty (30) days' written notice to CONSULTANT without cause and without further liability to CONSULTANT, except as designated by this Agreement. All working documents and drawings shall become the property of, and shall be surrendered to CITY. CONSULTANT shall cease all work immediately upon receipt of notice of termination. CONSULTANT shall be paid for work completed up to notice of termination and shall not be entitled to payment for any work performed after receipt of notice of termination, absent an express written agreement from CITY.
- C. **Adherence to Law Required.** Subject to the standard of care, all applicable Federal, State and Local statutes and regulations are hereby made a part of this Agreement and shall be adhered to at all times. Violation of any of these statutes or regulations by CONSULTANT shall be deemed material and shall subject CONSULTANT to termination of this Agreement for cause. No pleas of misunderstanding or ignorance on the part of CONSULTANT will, in any way, serve to modify the provisions of this requirement. CONSULTANT and its surety shall indemnify, defend and hold harmless CITY and its employees, agents, engineers and representatives against any claim or liability arising from or based on the violation of any such laws, codes, ordinances, or regulations, whether by CONSULTANT, CONSULTANT's employees, or its Subcontractors.
1. Pursuant to Idaho Code § 67-2359, CONSULTANT certifies that it is not currently owned or operated by the government of China and will not for the duration of the Agreement be owned or operated by the government of China. The terms in this section defined in Idaho Code § 67-2359 shall have the meaning defined therein.
 2. CONSULTANT certifies it is not currently engaged in and will not for the duration of the Agreement engage in a boycott of goods and services from Israel or territories under its control. Failure to comply with Idaho Code § 67-2346 will result in this Agreement being void as against public policy.

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

D. Indemnity and Hold Harmless.

1. CONSULTANT waives any and all claims and recourse against CITY including rights of contribution for loss or damage to persons or property arising from, or growing out of, or in any way connected with or incident to CONSULTANT's performance of this Agreement, except for liability arising out of the sole negligence of CITY or its officers, agents or employees.
2. CONSULTANT agrees to indemnify and hold harmless CITY and its officers, agents and employees against all losses and damages of any nature whatsoever, resulting from any injury or damages sustained by any person(s) or property to the extent resulting from any negligent act, error or omission of CONSULTANT or its agents, employees, subcontractors or consultants. CONSULTANT's obligation to indemnify and hold harmless CITY shall not be limited to the amount of insurance actually secured under this Agreement, but shall extend to the full amount on any claims, loss or damage incurred or awarded, including costs, expenses and attorney fees.
3. CONSULTANT shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the PROJECT site unless CONSULTANT's acts or omissions introduced, caused, or allowed said hazardous materials or toxic substances to be introduced to the PROJECT site. "Hazardous Materials" means any material that has been designated as hazardous under 49 U.S.C. Sec. 5103.

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

F. Jurisdiction, Venue, and Non-Waiver. It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Failure of either Party to exercise any of the

rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

- G. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, CONSULTANT shall not assign or transfer, by operation of law or otherwise, any or all of its rights, burdens, duties or obligations without the prior written consent of CITY. Any attempted assignment without such consent shall be invalid and void.
- H. Consultant Representative. CONSULTANT hereby designates Ned Warnick as CONSULTANT's project manager ("Project Manager") to manage and direct the work of CONSULTANT. The Project Manager shall represent CONSULTANT and be in attendance at all PROJECT design meetings (with limited approved exceptions); shall direct the work of CONSULTANT and its sub-consultants; and shall serve as the primary point of contact and communications for CITY. CONSULTANT shall not change the Project Manager without CITY's written consent. Such consent shall only occur upon the satisfaction of CITY that the proposed new Project Manager possesses the professional skills, experience and acumen to successfully perform the services provided for herein. Such consent shall not be unreasonably withheld or delayed.
- I. City Representatives. CITY shall designate a person to act as its representative for the performance of this Agreement ("CITY's Representative"). CITY's Representative shall be authorized to act as liaison between CONSULTANT and CITY in the administration of this Agreement and the Construction Documents and shall have the power to act on behalf of CITY for all purposes under this Agreement. CITY's Representative shall assist CONSULTANT in observing the construction of the PROJECT and participating in the preparation of punch-list items. CITY may designate new and/or different individuals to act as CITY's Representative from time to time. CITY's Representative shall render decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of the Services.
- J. Notice. Such communications as are required by this Agreement shall be satisfied by mailing or by personal delivery to the Parties at the following addresses:

CONSULTANT:

Design West Architects, P.A.
Ned Warnick
AIA, Principal
254 E. Main St.
Pullman, WA 99163

CITY:

City of Moscow
David Schott
Parks and Facilities Manager
PO Box 9203
Moscow, Idaho 83843

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

L. Special Provisions.

1. Ownership and Publication of Materials. All reports, information, data, and other materials prepared by CONSULTANT, pursuant to this Agreement, shall be the property of CITY, which shall have the exclusive and unrestricted authority to release, publish, or otherwise use them, in whole or in part. All such materials developed under this Agreement shall not be subject to copyright or patent in the United States or in any other country without the prior written approval and express authorization of CITY. It is mutually understood that any alterations made to documents without CONSULTANT's direction shall void CONSULTANT's liability under this subsection.
2. Disclosure of Materials. It is expressly understood by CITY and CONSULTANT that all reports, information, data and other materials prepared by CONSULTANT pursuant to this Agreement, may be subject to disclosure under Idaho Code § 74-101, et seq, commonly known as the Public Records Act unless exempt from disclosure. CONSULTANT shall clearly designate individual documents as “exempt” on each page of such documents and shall indicate the basis for such exemption by citing the applicable statute. CITY will not accept the marking of an entire document as exempt. In addition, CITY will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. CONSULTANT shall indemnify and defend CITY against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for CONSULTANT's failure to designate individual documents as exempt. CONSULTANT's failure to designate as exempt any document or portion of a document that is released by CITY, shall constitute a complete waiver of any and all claims for damages caused by such release.
3. Americans With Disabilities Act. CONSULTANT will use its professional efforts to interpret all applicable Federal, State and Local Laws, rules and regulations with

respect to access, including those of the Americans with Disabilities Act of 1990 ("ADA"). CONSULTANT will adhere to the standard of care provided for in this Agreement and will use its reasonable professional efforts and judgment in making its interpretations.

- M. **PROJECT Confidentiality.** All communications and reports for the PROJECT shall be handled in a professional manner. After completion of the PROJECT, CONSULTANT shall return to CITY all documents obtained from CITY or generated during the course of this PROJECT. If CONSULTANT or CITY receives information specifically designated "confidential", the receiving Party shall keep such information strictly confidential and shall not disclose it to any other person except (1) its employees; (2) those who need to know the content of such information in order to perform services solely and exclusively for the PROJECT; (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information; (4) as required pursuant to Idaho Code §74-101, et seq.; or (5) as ordered by a court of competent jurisdiction. CITY herein designates the following as confidential information: security measures; security access codes; pending real estate purchases, exchange, lease or value; any information pertaining to litigation; student likenesses and student record information; employee information; and any other information deemed confidential by law.
- N. **Qualified Estimates of Cost.** The estimates of cost for the PROJECT herein are to be prepared by CONSULTANT through exercise of CONSULTANT's professional experience and judgment in applying presently available cost data; but it is recognized that CONSULTANT has no control over cost of labor and materials or over competitive bidding procedures and market conditions. Nothing in this paragraph shall serve to release or relieve CONSULTANT from exercising the skill, care, and professional judgment exercised by similarly situated professional organizations. CITY acknowledges that CONSULTANT makes no warranty, express or implied, as to the accuracy of such opinions as compared to bid or actual costs. If at any time CONSULTANT's estimates of cost for the PROJECT exceeds CITY's budget for the PROJECT, CONSULTANT shall redesign the PROJECT elements to achieve cost savings, but in doing so, shall not delete any essential elements of the PROJECT. If CONSULTANT is unable to redesign the PROJECT, it shall make appropriate recommendations to CITY to adjust the PROJECT's size, quality or budget. CITY shall consider CONSULTANT'S recommendations, but shall decide, in its discretion, how to proceed. Any schedule modification based on the need for a redesign of the PROJECT shall be mutually agreed upon by both Parties.
- O. **Modification and Assignability of Agreement.** This Agreement and the attachments represent the entire and integrated agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations and agreements, either written or oral. This

Agreement may be amended only by written instrument signed by the Parties hereto. CONSULTANT may not subcontract or assign its rights (including the right to compensation) or duties arising hereunder without the prior written consent and express authorization of CITY. Any such subcontractor or assignee shall be bound by all of the terms and conditions of this Agreement as if named specifically herein.

- P. No Third-Party Rights. This Agreement shall not create any rights in, or inure to the benefits of, any third-party except as expressly provided herein.
- Q. Exhibits and Recitals. All attachments and recitals contained herein and attached hereto are material parts of this Agreement and are incorporated as if fully set forth.
- R. Severability. The terms of this Agreement shall be deemed severable. Should any provision in this Agreement be held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect.
- S. Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the addresses shown above, or at such other address as the respective Parties may provide in writing for this purpose.
- T. CITY's Right to Employ Other Consultants. CITY reserves the right to employ other consultants in connection with this PROJECT.
- U. Drug/Tobacco Free Facilities. All CITY facilities are drug and tobacco free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of CITY facilities.
- V. Employment Discrimination: It is illegal under the U.S. Federal law to discriminate against an employee, either intentionally or through disparate impact, on account of race, color, gender, religion, sex (including pregnancy), national origin, disability, or genetic information, age (40 and older), marital or familial status, sexual orientation, or gender identity. CONSULTANT shall not discriminate against any employee or applicant for employment. CONSULTANT's action under this Section shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and other applicants for employment, notices setting forth the provisions of this non-discrimination Section.

- W. Appropriations and Approval. This Agreement is contingent upon CITY receiving the necessary funding to cover the obligations of CITY. In the event that such funding is not received or appropriated, then, and in that event, CITY's obligations under this Agreement shall cease and each Party shall be released from further performance under this Agreement without any liability to the other Party.
- X. Headings, Captions and Titles. Headings, captions and titles of sections of this Agreement are for the convenience of reference only, and are not intended to define, limit, or describe the scope or intent of any provision of this Agreement, and shall not affect the construction of any provision of this Agreement.
- Y. Authority to Execute. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

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

I, Ned Warnick, certify under the penalty of perjury pursuant to the law of the State of Idaho that the forgoing is true and correct and that I am an authorized agent to bind Design West Architects, P.A. to this Agreement. If I am signing this Agreement utilizing an electronic signature, I understand that this electronic signature is valid and binding upon me to the same force and effect as a handwritten signature and the acknowledgement before a notary is not required.

CONSULTANT

CITY

Ned Warnick, Principal

Bill Belknap, City Administrator

ATTEST:

Laurie M. Hopkins, City Clerk

ATTACHMENT “A”
Scope of Basic Services

SECTION 1. GENERAL SERVICES TO BE PROVIDED

- A. **GENERAL SERVICES.** CONSULTANT shall provide CITY with professional services for the PROJECT as outlined in this Agreement in accordance with the terms and conditions of this Agreement for the preparation and completion of professional design services (including civil, structural, mechanical, electrical, architectural, and other related building and site design and engineering services), construction drawing and specifications production, bid advertisement and award assistance, construction inspection services, as-built drawing preparation, and warranty review and warranty defect resolution assistance.
- B. **GENERAL PROJECT DESCRIPTION.** The PROJECT shall include the final design of an approximately 1,200 square foot covered stage situated on an existing City owned 5.7-acre site. The proposed covered stage is to be attached to the existing restroom building and will include storage and electrical/mechanical rooms. The building is to be constructed of similar materials to the existing restroom and include an exposed steel truss system, concrete stage platform, wood accents in protected areas, and the necessary electrical, mechanical, and sound infrastructure to support various performances. Access to water outside the restroom will need to be provided. The PROJECT shall also include site planning, including, but not limited to removal of the existing stage, earthwork as required, underground utilities, relocation and removal of the pathways, and repair of landscape as necessary.
- C. The initial basis of the PROJECT scope and program elements shall be based upon the Concept Plan prepared by CONSULTANT under a prior separate contract.

SECTION 2. PREPARATION AND DESIGN PHASE

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

- B. PROJECT PROGRAM VERIFICATION. CONSULTANT shall meet with CITY representatives and PROJECT stakeholders to re-confirm the size, scope, elements, and quality of the PROJECT. These meetings will be summarized in a restatement of the current written program to define the parameters of the PROJECT to be designed. CONSULTANT shall provide a preliminary evaluation of CITY's program, schedule and construction budget requirements.
- C. SCHEMATIC DESIGN. Based on the mutually agreed-upon program, schedule and construction budget requirements, CONSULTANT shall prepare, for approval by CITY, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of the PROJECT's components. The Schematic Design Documents shall include a conceptual site plan, if appropriate, and preliminary plans and studies, sections, elevations, schematic drawings, site utilization plans, and phasing plans showing the scale and relationship of the components of the PROJECT, the plot plan development at the site, and the proposed architectural concept of the buildings. CONSULTANT shall incorporate the programmatic and the functional requirements of CITY into the Schematic Design Documents. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing. All drawings for the PROJECT shall be in a form suitable for reproduction. CONSULTANT, at its own expense, shall provide a complete set of the Schematic Design Documents described herein, for CITY's review and approval.
- D. DESIGN DEVELOPMENT. Once CITY provides CONSULTANT with specific written approval of the Schematic Design Documents and any adjustments authorized by CITY in the program, schedule or construction budget, CONSULTANT shall prepare, for approval by CITY, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the PROJECT as to architectural, site design, civil, structural, mechanical and electrical systems, materials and such other elements as may be appropriate including a preliminary opinion of probable construction cost based on current area, volume or similar conceptual estimating techniques. CONSULTANT shall submit to CITY, drawings, probable construction cost estimates, and other items necessary to confirm financing for the PROJECT. CONSULTANT, at its own expense, shall provide a complete set of the Design Development Documents described herein for CITY's review and approval. CONSULTANT shall provide a written timetable for full and adequate completion of the PROJECT to CITY. CONSULTANT shall assist CITY in applying for and obtaining required approvals from all Federal, State, Regional or Local Agencies concerned with the PROJECT. CONSULTANT shall furnish and process all architectural and engineering information required to prepare and process applications to applicable utilities in order to secure priorities and materials, to aid in the construction of the PROJECT and to obtain final approval and acceptance by any agencies as may be required. CONSULTANT shall provide, for CITY's review and approval, a preliminary schedule of all color materials and selections of textures, finishes, fixtures and furnishings, and other matters involving an aesthetic decision about the PROJECT.

SECTION 3. CONSTRUCTION DOCUMENTS AND BIDDING PHASES

- A. **CONSTRUCTION DRAWINGS AND SPECIFICATIONS.** Based on CITY'S written approval of Design Development Documents and any further adjustments in the scope or quality of the PROJECT or in the construction budget as authorized in writing by CITY, CONSULTANT shall prepare, for approval by CITY, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the PROJECT, and which will comply with all applicable laws, ordinances, codes, rules and regulations as of the date of issuance of such Construction Documents. The Construction Documents shall reflect all agreements between CITY and CONSULTANT related to CITY's budget constraints, programmatic needs and expectations as to quality, functionality of systems, maintenance costs, and usable life of equipment and facilities.
- B. **PROJECT BID ASSISTANCE.** Following CITY's approval of the Construction Documents, CONSULTANT shall assist CITY in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract for construction, and the form of Agreement between CITY and Contractor, for CITY's final review, approval and use.
- C. **CONSTRUCTION COST PREPARATION.** CONSULTANT shall advise CITY of any adjustments to previous preliminary opinion of probable construction cost indicated by changes in requirements or general market conditions.
- D. **PERMITTING AND CONSTRUCTION APPROVAL.** CONSULTANT shall provide CITY with a list of all permits, approvals or other authorizations required for the PROJECT from all Federal, State or Local Governmental Bodies with approval jurisdiction over the PROJECT. CONSULTANT shall then assist CITY in obtaining all such permits, approvals and other authorizations. The costs of such permits, approvals and other authorizations shall be paid by CITY.
- E. **CONTRACT AWARD ASSISTANCE.** CONSULTANT, following CITY approval of the Construction Documents and of the latest preliminary opinion of probable construction cost, shall assist CITY in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

SECTION 4. CONSTRUCTION ADMINISTRATION PHASE

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

- B. Duties, responsibilities and limitations of authority of CONSULTANT under this Agreement shall not be restricted, modified or extended without written agreement of CITY and CONSULTANT.
- C. CONSULTANT REPRESENTATION OF CITY. CONSULTANT shall be a representative of and shall advise and consult with CITY during the administration of the Contract for Construction. CONSULTANT shall have authority to act on behalf of CITY only to the extent provided in this Agreement unless otherwise modified by written amendment.
- D. CONSTRUCTION OBSERVATION SERVICES. CONSULTANT, as a representative of CITY, shall visit the site at intervals appropriate to the stage of the Contractor's operations (1) to become generally familiar with and to keep CITY informed about the progress and quality of the portion of the work on the PROJECT completed; (2) to endeavor to guard CITY against defects and deficiencies in the work on the PROJECT; and (3) to determine in general if the work on the PROJECT is being performed in a manner indicating that the work on the PROJECT, when fully completed, will be in accordance with the Contract Documents. However, CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work on the PROJECT. CONSULTANT shall neither have control over nor charge of, nor be responsible for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work on the PROJECT, since these are solely the Contractor's rights and responsibilities under the Contract Documents.
- E. NOTICE OF DEVIATIONS OF CONTRACT DOCUMENTS. CONSULTANT shall report to CITY known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. However, CONSULTANT shall not be responsible for Contractor's failure to perform the work on the PROJECT in accordance with the requirements of the Contract Documents. CONSULTANT shall be responsible for CONSULTANT's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the work on the PROJECT.
- F. ACCESS TO PROJECT SITE. CONSULTANT shall at all times have access to the work on the PROJECT wherever and whenever it is in preparation or progress.
- G. COMMUNICATION WITH CONTRACTOR. Except as otherwise provided in this Agreement or when direct communications have been specially authorized, CITY shall endeavor to communicate with Contractor through CONSULTANT about matters arising out of or relating to the Contract Documents. Communications by and with CONSULTANT's sub-consultants shall be through CONSULTANT.

- H. INTERPRETATION OF CONTRACT DOCUMENTS. CONSULTANT shall make interpretations and decisions regarding the intent of the Contract Documents. When making such interpretations and initial decisions, CONSULTANT shall endeavor to secure faithful performance by both CITY and Contractor, and shall not be liable for results of interpretations or decisions so rendered in good faith.
- I. DISPUTE RESOLUTION. The CONSULTANT shall make initial decisions on claims, disputes or other matters in question between CITY and Contractor as provided in the Contract Documents. However, CONSULTANT's decisions on matters relating to aesthetic effects shall be final if consistent with the intent expressed in the Contract Documents.

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**ATTACHMENT “B”
Fee Schedule**

PROJECT Services Fee Schedule

- Schematic/Design Devel. Phase: \$18,175.00 twenty five percent (25%)
- Construction Documents Phase: \$29,080.00 forty percent (40%)
- Bidding or Negotiation Phase: \$7,270.00 ten percent (10%)
- Construction Phase: \$18,175.00 twenty five percent (25%)
- Total Basic Compensation: \$72,700.00 one hundred percent (100%)

Reimbursable Expenses:

Reimbursable expenses would generally be included in the base fee, with the exception of large size color plotting, and printing of drawing sets. Should these services be requested Design West will provide costs for these services prior to proceeding.

Additional Services if required/requested:

It is possible, depending on input received from the client, that additional services may be required or requested. Should further services for more extensive planning, consideration of alternative scopes, multiple meeting attendance, or preparation of multiple graphics packages, estimates, or reports; these services would be authorized in advance, the architect shall proceed upon written authorization for these additional services. Any additional services would be negotiated on the basis of standard hourly rates.

Standard Hourly Rates: valid through December 2025

- Principal Architect - \$250 / hour
- Senior Architect - \$225 / hour
- Project Manager - \$200 / hour
- Production Staff - \$150 / hour
- Administrative Staff - \$110 / hour

ATTACHMENT “C”

Schedule of Service Delivery

Professional Service Task	Date of Service Completion
PROJECT Program Verification	01-30-2026
Design Development Phase	02-27-2026
Construction Documents (60%)	03-20-2026
Construction Documents (90%)	04-10-2026
Final Bid Document Delivery	05-10-2026
Construction Administration Phase	09-07-2026 Through 3-31-2027

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COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, December 15, 2025



AGENDA ITEM TITLE

Downtown Event Street Closure Policy Proposal (ACTION ITEM) - Bill Belknap

RESPONSIBLE STAFF

Bill Belknap, City Administrator

ADDITIONAL PRESENTER(S)

DESCRIPTION

Earlier this year, the City received a request from the Moscow Chamber of Commerce and Visitor Center (Chamber) and the Downtown Business Alliance (DBA) to consider establishing a policy to reduce downtown street closures for community events during normal weekday business hours. Over the last several years, the City has seen an increasing number of event street closure requests downtown. The Chamber and DBA believe these closures significantly deter access to businesses, disrupt regular commercial activity, and negatively impact both customers and business owners. The Mayor and Council Leadership reviewed the request and requested Staff to prepare a draft resolution that would prohibit event closures Monday through Friday from 8:00 AM to 5:00 PM for events other than those conducted by the City or on behalf of the City, as well as street closures associated with City related emergency services and the maintenance, repair, or reconstruction of City roadways and utilities located within the public right-of-way. This resolution is before the Council for consideration.

REVIEWED BY

Legal and Community Events

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the proposed Resolution, or take other action as deemed appropriate.

STAFF RECOMMENDATION

Approve the proposed Resolution, or take other action deemed appropriate.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. DBA Closure Letter
2. Resolution 2025 _ Downtown Street Closure Policy



03/11/2025

Bill Belknap
City of Moscow
206 East Third St.
Moscow, ID 83843

Dear Mr. Belknap,

I am writing on behalf of the Moscow Chamber of Commerce + Visitor Center (MCOC+VC) Downtown Business Alliance regarding City Code Title 10, Chapter 17, which governs street closures and related permitting.

We formally request an amendment to this code specifying that no permits involving street closures be issued within the Downtown Business Alliance/Central Business District footprint during regular business hours (Monday through Friday, 9:00 a.m. – 5:00 p.m.). Due to the limited availability of parking and the already constrained traffic patterns in the downtown core, street closures during these hours significantly deter access to businesses, disrupt regular commercial activity, and negatively impact both customers and business owners. When Main Street is closed, these effects are amplified, causing considerable strain on daily operations. This amendment intends to minimize these disruptions to our local businesses. For reference, MCOC+VC Downtown Business Alliance's footprint matches the City of Moscow's designated Entertainment District.

We appreciate the City's commitment to fostering a thriving downtown and would welcome the opportunity to discuss this proposed amendment further. Please let us know a convenient time to meet or if additional information is required to move this request forward.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Samantha Martinet
Executive Director
Moscow Chamber of Commerce + Visitor Center

Anthony Mangini
President
Moscow Chamber of Commerce & Visitor Center



RESOLUTION 2025-__

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE ESTABLISHMENT OF STANDARDS FOR THE CLOSURE OF PUBLIC STREETS IN THE DOWNTOWN AREA; PROVIDING FOR SPECIFIC LIMITATIONS TO THE CLOSURE OF PUBLIC STREETS DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY; AND PROVIDING THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the City of Moscow recognizes that Main Street and other public streets in downtown Moscow provide essential access and vehicle parking for the businesses and establishments within downtown Moscow; and

WHEREAS, the City of Moscow recognizes that frequent closures of Main Street and other public streets in downtown Moscow for public events may have a potential negative impact upon the downtown businesses by limiting public access and parking for patrons and the public; and

WHEREAS, the City of Moscow wishes to balance the public benefit of community events with the potential negative impact these events may have upon downtown businesses; and

WHEREAS, the City of Moscow believes that prohibiting the closure of Main Street and other public streets in downtown Moscow for events during normal business hours of 8:00 AM to 5:00 PM, local time, Monday through Friday, strikes an appropriate balance allowing the opportunity for community events with that limitation while reducing the potential negative impact upon downtown businesses when community events are held in downtown Moscow;

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

1. That the City of Moscow hereby establishes a policy to prohibit the closure of public streets within Downtown Moscow (defined as the area bounded by Lewis Street on the South, Washington Street on the East, A Street to the North, and Jackson Street on the West), for the purpose of holding public or private events, other than those conducted by the City or on behalf of the City, from 8:00 AM to 5:00 PM local time, Monday through Friday, excluding Federal Holidays. This prohibition shall not apply to street closures associated with City related emergency services and the maintenance, repair, or reconstruction of City roadways and utilities located within the public right-of-way.
2. That any City of Moscow Resolution inconsistent with this Resolution herein shall be and are hereby superseded by this Resolution.
3. That the provisions of this Resolution shall be deemed severable, and the invalidity of any provision of this Resolution shall not affect the validity of the remaining provisions.

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

PASSED on Motion by the Following Vote:

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

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

Arthur D. Bettge, Mayor

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

Laurie M. Hopkins, City Clerk

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, December 15, 2025



AGENDA ITEM TITLE

Access Agreement-City of Moscow and New Saint Andrews College (ACTION ITEM) - Bill Belknap

RESPONSIBLE STAFF

Bill Belknap, City Administrator

ADDITIONAL PRESENTER(S)

DESCRIPTION

City Staff is recommending approval of an agreement that will allow New Saint Andrews College (NSA) access across unimproved City property adjacent to the academic building at 112 N. Main Street. The access easement will allow NSA to improve a non-conforming parking lot that has historically served various tenants of the building. The term of the agreement is 20 years, with options for renewal, and termination clauses for failure to comply or with a change in ownership. The agreement requires NSA to pay the City annually for the easement. The first payment of \$1,200 is due within 30 days of execution of this agreement. The subsequent annual payments have a 3% escalation, with payments due on November 1st of each year.

The academic use of the building, often referred to as the North Campus, was approved by a conditional use permit in July of 2017. A condition of that approval required NSA to provide a minimum of 47 off-street parking spaces. To date, the required parking has been provided in multiple locations in the vicinity. However, the onsite parking has always been non-conforming in terms of dimensional standards, surface treatment, and landscaping. Approval of the access easement will bring the parking lot into conformance. The improved parking lot will include approximately 8 paved spaces, including an accessible stall not previously accommodated. This parking will be located entirely on NSA property. However, to accommodate the 24' wide service drive, an approximately 16' wide easement across City property is needed to support two-way traffic.

The City property is an irregularly shaped parcel of approximately 3,720 square feet. It is a remnant from the installation of the one-way couplet. Given the odd shape, topography, and in consideration of required setbacks, the property has little beneficial use, beyond landscaping. It has been identified in this way in past beautification plans, and more recently, in the Downtown Streetscape Study, completed in 2023. This was reviewed by Council Leadership and recommended to be advanced to the full Council for consideration.

Approval of the easement to NSA will not preclude the landscape improvements envisioned for the City property. In fact, it will enhance the project by completing paving and landscaping adjacent to the City parcel. The terms of the agreement require NSA to complete their improvements within two years of approval, and the City within two additional years. The result will be a fully-improved property in a visible downtown location, within four years. This will benefit the general public and users of the NSA building.

This item was reviewed by the Administrative Committee on November 24, 2025, and forwarded to the full Council without a recommendation.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the access easement; or take other action deemed appropriate.

STAFF RECOMMENDATION

Approve the access easement; or take other action deemed appropriate.

OTHER RESOURCES

FISCAL IMPACT

The agreement requires NSA to pay the City annually for the easement. The first payment of \$1,200 is due within 30 days of execution of this agreement. The subsequent annual payments have a 3% escalation, with payment due on November 1st of each year.

PERSONNEL IMPACT

ATTACHMENTS

1. Access Easement and Parking Lot Development - NSA_draft with attachments

**AGREEMENT FOR ACCESS EASEMENT AND
DEVELOPMENT OF A PARKING LOT
BETWEEN NEW SAINT ANDREWS COLLEGE, INC.
AND CITY OF MOSCOW, IDAHO**

THIS AGREEMENT FOR ACCESS EASEMENT AND DEVELOPMENT OF A PARKING LOT BETWEEN NEW SAINT ANDREWS COLLEGE, INC. AND CITY OF MOSCOW, IDAHO (hereinafter “Agreement”) is entered into the _____ 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 New Saint Andrews College, Inc., located at 405 South Main Street, Moscow, Idaho, 83843 (hereinafter “NSA”).

WITNESSETH:

WHEREAS, NSA and CITY are separate owners of unimproved properties that share a property line identified and described on Attachment “A”, attached hereto and incorporated herein by this reference, located at 112 N. Main Street, Moscow, Idaho, (hereinafter “Property”); and

WHEREAS, NSA wishes to construct parking spaces for NSA’s exclusive use, on their property, at 112 N. Main Street, Moscow, Idaho; and

WHEREAS, CITY owns an area of unimproved property adjacent to 112 N. Main Street as shown on Attachment “A” that is currently unimproved and not being utilized; and

WHEREAS, CITY wishes for the unimproved Property to be landscaped in a manner that benefits the public; and

WHEREAS, NSA and CITY wish to enter into an agreement that allows NSA to use a portion of City property only for the sole purpose of providing access to their parking area as conceptually illustrated on Attachment “B” labeled “service drive”, attached hereto and incorporated herein by this reference; and

WHEREAS, in accordance with LUP2017-00007, NSA is required to provide 47 off-street parking spaces within approximately one quarter (1/4) mile of the 112 N. Main Street property; and

WHEREAS, as conceptually illustrated on Attachment “B”, upon completion of the specified improvements, approximately ten (10) of the spaces required by LUP2017-00007 will be accommodated on the 112 N. Main Street property;

NOW, THEREFORE, CITY and NSA hereby agree that all matters stated above are true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted along with the following:

SECTION 1: PROPERTY AFFECTED

This Agreement affects property known as 112 N. Main Street, Moscow, Idaho as shown and described on Attachment “A”.

SECTION 2: GRANT OF ACCESS EASEMENT

- A. CITY grants NSA a non-exclusive access easement for use to access NSA parking area as conceptually illustrated on Attachment “B” pursuant to the terms and conditions provided herein.
- B. CITY, its agents, successors and assigns, reserves the right to improve said easement area as long as such improvement shall not unreasonably interfere with NSA’s use.

SECTION 3: COMPENSATION

NSA shall pay CITY annually for the access easement. The first payment shall be One Thousand Two Hundred Dollars (\$1,200) due within thirty (30) days of execution of this Agreement. The subsequent annual payments shall have a 3% annual escalation each year with payments to be made by November 1st of each subsequent year after the first payment.

SECTION 4: NSA’S OBLIGATIONS

- A. NSA shall be responsible for submitting plans to CITY, for CITY approval, for the development of the parking lot, the access and service drive, which will be located partially on the access easement, and NSA’s portion of landscaping, which shall be consistent with the concept drawing depicted in Attachment “B”, in accordance with CITY Standard Construction Drawings and Standard Construction Specifications (hereinafter “CITY Standards”).
- B. NSA shall obtain all applicable permits and pay the applicable fees to construct, at NSA’s expense, the parking lot, service drive and NSA’s portion of the landscaping in accordance with the CITY approved plans, in compliance with CITY Code and CITY Standards. The parking lot and service drive shall be completed within two years from date of execution of this Agreement and NSA’s portion of the landscaping shall be completed prior to the parking lot being open for use.
- C. NSA shall be responsible for the maintenance and snow removal of the parking lot and service drive. Maintenance of the parking lot shall be in accordance with CITY Standards.
- D. NSA’s use of the parking lot and service drive shall be for NSA’s exclusive use in support of the adjacent academic use occurring at 115 N. Main Street, Moscow, Idaho. NSA shall not use the Property for other commercial purposes and has no right to lease the parking spaces.

- E. NSA shall inform CITY of NSA's intent to sell the building in order to provide CITY an opportunity to discuss this Agreement to determine if it is in the new Owner's and CITY's interest to continue this Agreement. NSA shall provide CITY a minimum of thirty (30) days' notice of any change in ownership or change of use of the building located at 115 N. Main Street, Moscow, Idaho for the Parties to determine if continuation of the Agreement is in both Parties' best interest.

SECTION 5: CITY'S OBLIGATIONS

- A. CITY shall be responsible for retaining a surveyor and obtaining a legal description of the Property, which will include an access easement to be utilized for the parking lot (hereinafter "Easement").
- B. CITY shall be responsible for the landscaping and maintenance of the landscaping on the north side of the Easement, as shown on Attachment "B". CITY shall provide an opportunity for NSA to provide input on the landscape plan prior to installation, with the ultimate decision left to CITY's discretion. CITY has the right to use the landscape area on CITY's portion of the Property for future right-of-way improvements should there be a determination by CITY that it is in CITY's best interest.
- C. CITY shall provide NSA an opportunity to be included in the selection process for any art installation in the landscape area north of the parking lot, with the ultimate decision as to what art installation will be selected is at CITY's discretion.
- D. CITY shall provide NSA a minimum of twenty-four (24) hours' notice of work being performed that would obstruct access to parking spaces.

SECTION 6: NSA AND CITY JOINT OBLIGATIONS

- A. NSA and CITY agree to cooperate with the joint use of the Easement as described herein.
- B. Upon termination of this Agreement, both Parties agree to execute any necessary documents to rescind the Easement and joint use of the Property.

SECTION 7: TERM AND PROJECT COMPLETION TIMELINE

- A. Initial Term: The Initial Term of this Agreement is twenty (20) years from the date of execution by both Parties.
- B. Renewal Term: At the end of the Initial Term, unless the Agreement is otherwise terminated, the Agreement will automatically renew on an annual basis until either Party provides notice of Termination as provided herein.
- C. Project Completion Timeline:

1. NSA shall complete construction of the access drive, parking lot, walkways, and required landscaping on the Property in accordance with Moscow City Code, as shown on Attachment “B”, within two years of execution of this Agreement. Completion will be achieved upon NSA notifying CITY in writing of completion and CITY’s written acceptance of improvements.
2. CITY shall complete installation of the landscaping within the Property as provided herein and as shown on Attachment “B” within two years of NSA’s completion of the parking lot.

SECTION 8: FAILURE TO COMPLY

- A. Both Parties have a duty to comply with the terms and conditions of this Agreement.
- B. If either Party fails to comply, such non-compliance may be grounds for termination of this Agreement. Prior to termination, a written Notice of Non-Compliance shall be served on the other Party with a request to comply. The Party who received the Notice of Non-Compliance shall respond in writing within thirty (30) days addressing the non-compliance and provide a plan to achieve compliance by a specified date. Both Parties need to accept the plan for the non-compliance remedy to begin. Should the Parties be unable to reach an agreement to gain compliance, then termination of this Agreement may continue.
- C. If non-compliance is such that it causes an immediate danger or harm to the public, CITY has the ability to pursue any action available as a matter of law and may demand compliance within a shorter period of time.

SECTION 9: TERMINATION

- A. Termination for Cause.
 1. CITY may terminate this Agreement for cause if NSA fails to comply with terms of this Agreement and failed to remedy any breach within the timeframes and pursuant to the process provided herein. CITY may also terminate for cause should there be a violation of the CUP associated with the subject property, which would include changing the Property’s currently permitted use.
 2. NSA may terminate this Agreement for cause if CITY fails to comply with terms of this Agreement and failed to remedy any breach within the time specified and pursuant to the process provided herein.
- B. Termination for No Cause. After the Initial Term, either Party may terminate this Agreement without cause by providing thirty (30) days’ written notice to the other Party.
- C. Upon termination of this Agreement the Easement will be rescinded unless CITY enters into a new agreement authorizing the continued use of the Easement.

SECTION 10: NON-TRANSFERABLE, ENTIRE AGREEMENT, MODIFICATION, AND RECORDING

- A. It is expressly agreed and understood by the Parties hereto, that NSA shall not have the right to change the current use of the Property, or assign, transfer, hypothecate or sell any of its rights or obligations under this Agreement except upon the prior express written consent of CITY.
- B. This Agreement and the attachments hereto contain 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.
- C. This Agreement shall be binding upon the heirs and assignees of the Parties, and subsequent purchasers of the Property described herein. This Agreement shall run with the land affected hereby, as shall all covenants contained herein, and shall be to the benefit of CITY, its successors and assigns. This Agreement shall be recorded with the Latah County Recorder.

SECTION 11: GENERAL TERMS AND CONDITIONS

- A. Jurisdiction, Venue, Attorney Fees, and Non-Waiver.

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

- B. Severability.

The terms of this Agreement shall be deemed severable. If any part of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining portions of the Agreement will, nevertheless, remain in full force and effect so long as the remainder of this Agreement is capable of completion.

- C. Notices.

For the purpose of this Agreement, the addresses of the Parties shall be as follows:

NSA

New Saint Andrews College
405 South Main Street
Moscow, Idaho 83843

CITY

City of Moscow
P O Box 9203
206 East Third Street

D. No Joint Venture or Partnership and No Employer-Employee or Agency Relationship.

Nothing contained in this Agreement 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. The Parties warrant by their signatures that no employer-employee or agency relationship is established between CITY and NSA by the terms of this Agreement

E. Compliance with Laws.

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

1. Pursuant to Idaho Code § 67-2359, NSA certifies that it is not currently owned or operated by the government of China and will not for the duration of this Agreement be owned or operated by the government of China. The terms in this section defined in Idaho Code § 67-2359 shall have the meaning defined therein.
2. NSA certifies it is not currently engaged in and will not for the duration of this Agreement engage in, a boycott of goods and services from Israel or territories under its control. Failure to comply with Idaho Code § 67-2346 will result in this Agreement being void as against public policy.
3. Pursuant to Idaho Code Title 18 Chapter 87, NSA certifies that it is not an abortion provider or an affiliate of any abortion providers and does not, and will not for the duration of this Agreement, authorize the use of state facilities or public funds for abortion related activity.

F. Hold Harmless and Indemnification.

In addition to other rights granted CITY by this Agreement, NSA shall defend, indemnify, and hold harmless CITY, its officers, agents, and employees, from and against any and all losses, lawsuits, actions, claims, judgments for damages, or any injuries or damages received or sustained by any person, persons, or property, and losses, expenses and other costs including litigation costs and attorney's fees arising out of, resulting from, or in connection with the acts and/or any performances, activities, errors or omissions by NSA or its subcontractors; or on account of or in consequence of any neglect in safeguarding the work as described herein; or because of any act or omission, neglect, or misconduct of NSA or its subcontractors; or from

any claims or amounts arising or recovered under the Workers' Compensation Act or any other law, ordinance, order, or decree.

G. Interpretation.

As a further condition of this Agreement, NSA and CITY acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each Party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any Party.

H. Headings, Captions and Titles.

Headings, captions, and titles of sections of this Agreement are for the convenience of reference only, and are not intended to define, limit, or describe the scope or intent of any provision of this Agreement, and shall not affect the construction of any provision of this Agreement.

I. Understanding.

This Agreement shall not become effective or binding until approved by CITY. NSA represents and warrants that it has read and understands this Agreement and the contents thereof and has had the opportunity to avail itself of legal and of other counsel before entering into this Agreement and before signing it.

IN WITNESS WHEREOF, NSA, by and through its authorized representative, and CITY, by and through its Mayor and City Clerk, have caused this Agreement to be executed on the date above written.

I, _____, certify under the penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and that I am the authorized agent to bind New Saint Andrews College, Inc. to this Agreement.

NSA:

CITY:

Arthur D. Bettge, Mayor

ATTEST:

Laurie Hopkins, City Clerk

APPROVED AS TO FORM:

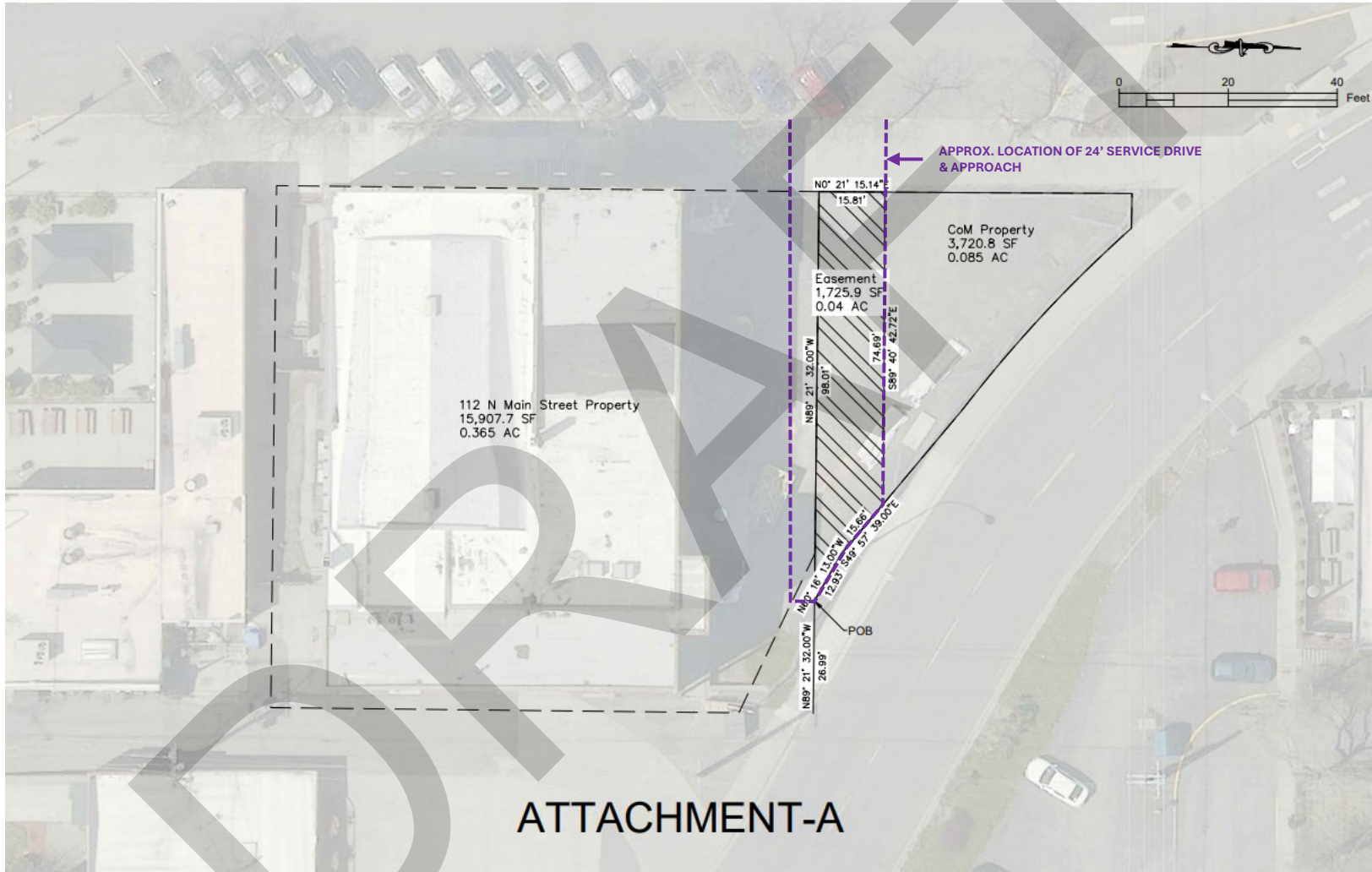
Mia Bautista, City Attorney

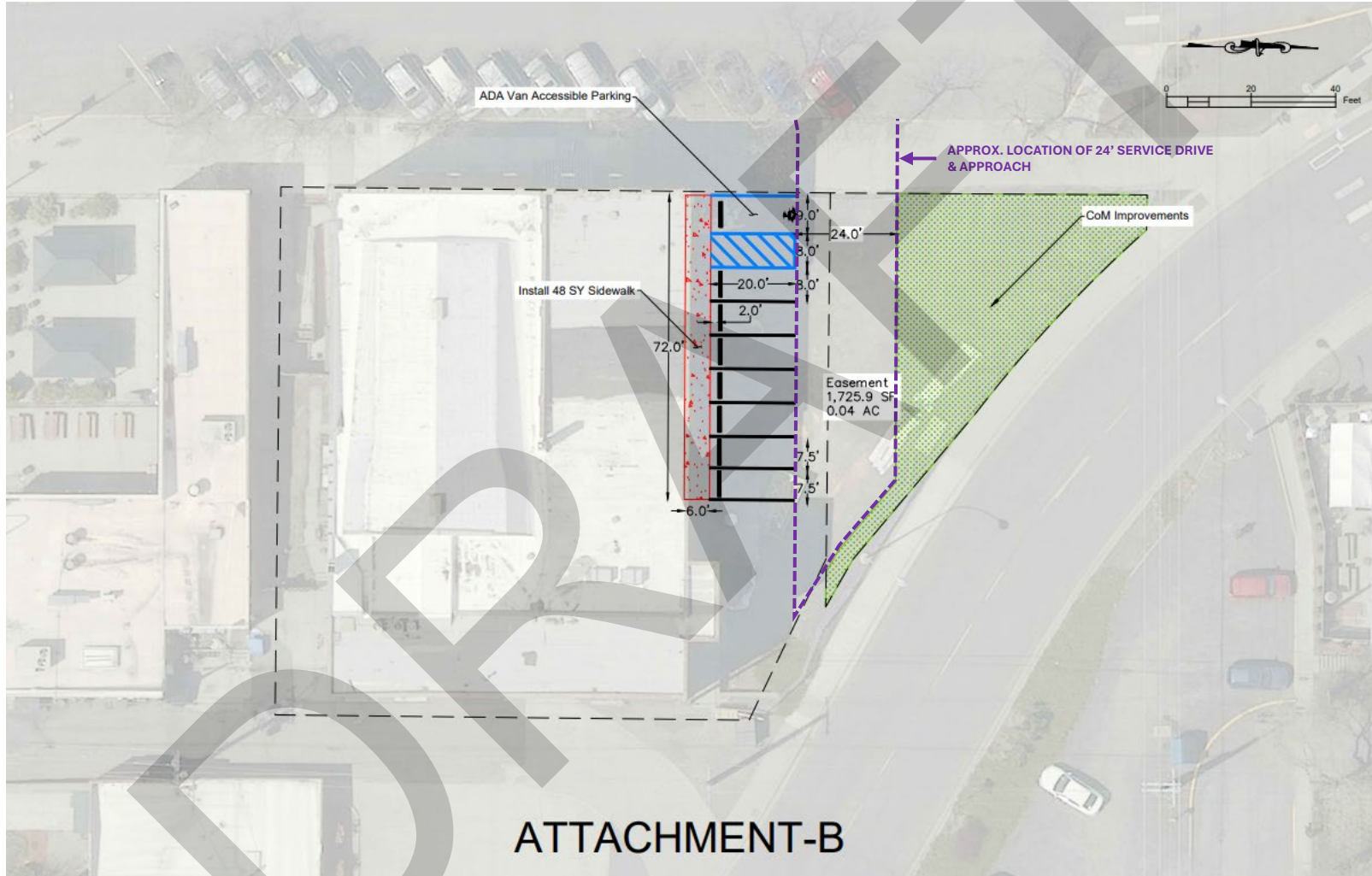
ACKNOWLEDGMENT

STATE OF IDAHO)
) ss.
COUNTY OF LATAH)

On this _____ day of _____, 2025, before me, a Notary Public in and for said State, appeared _____, known to me to be the person named above and acknowledged that they executed the foregoing document as the duly authorized agent of New Saint Andrews College, Inc.

Notary Public for the State of Idaho
Residing at _____
My commission expires _____





ATTACHMENT-B