

# Public Works / Finance Committee



Regular Meeting  
~Minutes~

Laurie M. Hopkins  
City Clerk

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208.883.7015

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Monday, December 8, 2025

4:00 PM

Council Chambers  
206 E. Third St.

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

PRESENT: Hailey Lewis, Sandra Kelly, Julia Parker

OTHERS: Drew Davis, Bryce Blankenship, Evan Holmes, Sage McCetich

STAFF: Bill Belknap, Lucy Falcy, Alisa Anderson, Scott Bontrager, Laurie M. Hopkins

## REGULAR AGENDA

### 1. Approval of Public Works/Finance Committee November 10, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

### 2. Disbursement Report November 2025 (ACTION ITEM) - Sarah Decker

Presentation of the Accounts Payable Report for the month ending November 2025.

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

Decker presented the disbursement report and provided details on the major expenses including payroll, City Shop construction project, Well #6 repair, and annual workers compensation. The Committee accepted the report and that it be placed on the Council consent agenda. The Committee accepted the disbursement report for the month of November 2025.

### 3. Proposed Lot Line Adjustment Between 2534 and 2540 East Third Street (ACTION ITEM) - 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 10<sup>th</sup> 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.

**PROPOSED ACTIONS:** Recommend approval of the lot line adjustment with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

Faley introduced the item as written above. This adjustment will meet the five feet side yard setback. The Committee recommended approval and that it be placed on the Council consent agenda.

**4. Surface Transportation Block Grant – Small Urban Funds Grant Application (ACTION ITEM) - 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 \$1,179,475, 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.

**PROPOSED 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 \$1,179,475 with the corresponding Resolution or provide staff further direction.

Anderson introduced the item as written, noting that Moscow is the only city in District 2 that meets the population requirement for this grant. Bontrager presented a map of the proposed project, which includes D Street from Main Street to Hayes Street. The project is included in the Capital Improvement Plan for FY2028–2030. Anderson stated that this is the same program through which the A Street and Mountain View improvements were completed. He noted that the program has been restarted, making the City eligible to apply again.

Belknap stated that the City previously applied for this work under the Strategic Initiatives Program which were one-time funds, but Moscow was not successful in that application.

Kelly asked about the timing of the project in relation to F Street repairs. Bontrager explained that a grind-and-inlay was completed on the worst section of F Street, but the Streets Division would like to defer further work on F Street due to higher priorities. He noted that grind-and-inlay projects typically take approximately one week to complete and include pedestrian ramp improvements. Capital funds for the D Street project are fully planned for FY2028–2030, while 7.34% funds would be available in FY2027. If awarded, LHTAC would manage the project and select a consultant for design, and in many cases also provide construction management.

The Committee recommended approval and placement of the item on the City Council consent agenda.

**5. 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:** Recommend approval of the proposed Resolution, or provide staff further direction.

Belknap introduced the item as written above. Kelly asked why the restriction ended at 5:00 p.m.?

Sam Martinet, Chamber of Commerce, said they had a conversation with the DBA. The Alliance wanted to be open to community events but find balance between events and business operations Monday through Friday. They felt this proposal struck a good balance. Belknap added the businesses open past 5:00 p.m. could benefit most from an event as attendees may want to eat or drink at one of the downtown establishments whereas if you're a realtor's office or bank, it wouldn't provide the same benefit. Businesses open past 5:00 p.m. would see less detrimental impact. Additionally, staff felt it should be a policy, not code, so it can be adjusted in the future if necessary.

The Committee recommended approval and placement of the item on the City Council regular agenda.

**ADJOURN**

The meeting closed at 4:22 p.m.



Minutes Approved On  
January 12, 2026  
*[Handwritten Signature]*  
(Clerk Signature)