

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208-883-7015

Monday, August 24, 2026

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. 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 and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that council committee 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.

REGULAR AGENDA

1. Approval of Administrative Committee June 22, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins

2. Resolution for the Destruction of City Records (ACTION ITEM) - Laurie M. Hopkins

Earlier this year, the City Council adopted Resolution 2026-06 classifying City records as temporary, semi-permanent, and permanent, each with a retention period. Idaho Code 50-907 allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City departments have reviewed their current records to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

PROPOSED ACTIONS: Recommend approval of the resolution for the destruction of City records, or provide staff further direction.

3. Proposed Lot Line Adjustment at 514 and 520 S Washington St and 212 E 6th St (ACTION ITEM) - Lucy Falcy

The applicants, Bac Truong and Kestral Rentals LLC, are requesting a lot line adjustment between one property located at 514 S. Washington Street and two adjoining properties located at 520 S. Washington Street and 212 E. Sixth Street. The proposed lot line adjustment would increase the lot size of 514 S. Washington Street by approximately 682 square feet and bring it to a total of 4,432 square feet. 520 S. Main Street will be reduced to 5,171 square feet following the lot line adjustment and 212 E. Sixth Street will be reduced to 6,766 square feet. 514 S. Main Street is owned by Bac Truong and contains the southern portion of Chang Sing Chinese Restaurant. Kestral Realty LLC is the owner of 520 S. Main Street which contains a four-unit apartment complex and 212 E. Sixth Street which contains offices for Kestral Realty. All three properties are located within the Central Business (CB) Zoning District. The CB Zoning District has no minimum lot size or setback requirements. The proposed lot line adjustment does not interfere with easement or utilities on either property and clarifies the historical pedestrian access to 514 S. Washington Street from Washington Street. The proposed lot line adjustment meets all

zoning code requirements.

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

4. Idaho Community Development Block Grant – Lola Clyde Park Restroom (ACTION ITEM) – Alisa Anderson / Luke Hajda

City staff is requesting approval to submit a grant application to the Idaho Department of Commerce under the Idaho Community Development Block Grant (ICDBG) program for a new restroom at Lola Clyde Park. Under the program, public park projects must meet the area-wide benefit national objective, prioritizing improvements to existing parks, such as installing permanent playground equipment and enhancing ADA accessibility for facilities like restrooms, splash pads, pools, and courts. To qualify as a low and moderate-income project, at least 51% of the beneficiaries must be low and moderate-income persons, defined as households earning 80% or less of the median county income. This project aims to serve all residents within the City, where at least 51% are classified as low or moderate income. The project includes purchasing and installing a fully accessible, pre-cast restroom unit with two single-user toilets, estimated at \$130,000 in addition to site preparation, utilities, and pathway connections estimated at \$115,000, bringing total costs construction costs to \$245,000. The City will contribute cash match not to exceed \$50,000 toward construction costs and in-kind services valued at \$24,500 for grant administration along with an estimated \$30,000 for engineering, design, and construction management costs bringing the total project costs to \$299,500. The grant request amount is estimated to range from \$195,000 and \$225,000. The application is due on September 21, 2026, with approval recommendations expected in January 2027 and final approval in April 2027.

PROPOSED ACTIONS: Recommend approval to submit a funding request not to exceed \$245,000 under the ICDBG Public Parks Program for a new restroom at Lola Clyde Park; or provide staff further direction.

ADJOURN

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