

Administrative Committee



Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208-883-7015

Monday, January 26, 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. Selection of Committee Chair and Vice Chair (ACTION ITEM)**
- 2. Approval of Administrative Committee November 24, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins**
- 3. Moscow Winterfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona**

The Moscow Chamber of Commerce + Visitor Center is hosting its annual Moscow Winterfest on Saturday, February 7, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The applicant anticipates eight licensed beer and/or wine vendors and ten non-alcoholic and/or food vendors, along with a variety of outdoor games and activities for all ages. Warming fires may be provided at the event at the determination of the Moscow Volunteer Fire Department. The event has been reviewed and approved as of November 17, 2025. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscow Winterfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Title 10, Chapter 1, Section 1-12; a draft resolution has been prepared for Administrative Committee for Council's consideration.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of the Entertainment District for Moscow Winterfest for the duration of the event; or provide staff further direction.

- 4. Public Art at Moscow Police Department (ACTION ITEM) - Megan Cherry**

The Moscow Police Department, Arts staff, and the Moscow Arts Commission have developed a public art project concept to commemorate the 20th anniversary of an incident in Moscow, ID that greatly affected the lives of multiple law enforcement personnel and resulted in three civilian deaths as well as the loss of one officer's life. The sculptural artwork would be permanently installed in an alcove at the front of the MPD station at 155 Southview Ave. The installation would be complete in advance of the commemoration ceremony on May 19, 2027. Budgeted items include finalist honoraria, the artwork commission, lighting, and signage. The project is

now set to move into the submission phase upon approval of the RFQ and artist agreements by City Council. The project is slated for an initial submission period from February - March 2026, with a goal of completing installation by the end of April 2027.

PROPOSED ACTIONS: Recommend approval of the RFQ and proposed installation, or provide staff with further direction.

5. Woodbury 1st Addition Final Replat and Final Major PUD Amendment (ACTION ITEM) - Mike Ray

On July 21, 2025, City Council conducted a public hearing and approved the preliminary subdivision replat and preliminary Major Planned Unit Development (PUD) Amendment for Woodbury 1st Addition with one condition. On November 26, 2025, the applicant submitted the final subdivision replat and final Major PUD Amendment to be reviewed by the Planning and Zoning Commission and City Council. After reviewing and comparing the preliminary replat and preliminary Major PUD Amendment that was approved with the final replat and final Major PUD Amendment, it is Staff's determination that the proposal is substantially consistent with the application that provided preliminary approval. The Planning and Zoning Commission reviewed the final subdivision replat and final Major PUD Amendment at their meeting on January 14, 2026, and recommended approval to City Council with no conditions.

PROPOSED ACTIONS: Recommend approval of the Woodbury 1st Addition Final Replat and Final Major PUD Amendment; or recommend approval of the Woodbury 1st Addition Final Replat and Final Major PUD Amendment with conditions; or recommend denial of the Woodbury 1st Addition Final Replat and Final Major PUD Amendment; or provide staff further direction.

6. Idaho Energy Efficiency & Conservation Block Grant Program Application (ACTION ITEM) - Alisa Anderson / Karl Riedinger

The Idaho Energy Efficiency and Conservation Block Grant (Idaho EECBG) provides competitive subawards to eligible cities and counties to promote energy efficiency, reduce costs, and support community growth, with funding managed by the Governor's Office of Energy and Mineral Resources (OEMR). The program is funded through the Infrastructure Investment and Jobs Act (IIJA), offering federal grants to states and tribes for local projects, with a second round announced to continue investing in energy-saving initiatives. Previous funding supported retrofits in municipal facilities, with applications due by February 4, 2026, and projects completing by September 1, 2026, with a maximum cost of \$50,000 and no cost share required. The City staff is requesting approval to apply for a grant to purchase a \$45,000 Mean Green "EVO" electric zero-turn lawn mower, which offers up to 8 hours of continuous operation, significantly reduces fuel and oil consumption, operates quietly at 78-82 db, and enhances safety and efficiency for the Parks Department by allowing early morning mowing free from noise disruption.

PROPOSED ACTIONS: Recommend approval to apply for an Idaho Energy Efficiency & Conservation Block Grant in amount not to exceed \$50,000 to purchase a Mean Green Mower or provide staff further direction.

7. Membership and Mutual aid agreement to the Idaho Water/Wastewater Agency Response Network (IDWARN) (ACTION ITEM)- Justin Kilborn

IDWARN is a voluntary, statewide mutual aid network that allows water and wastewater utilities to request and provide personnel, equipment, and materials in response to emergency events such as natural disasters, major infrastructure failures, or other utility emergencies. The City of Moscow approved participation in the Idaho Water/Wastewater Agency Response Network (IDWARN) in April 2011. IDWARN has recently renewed and updated its mutual aid

agreement. The updated agreement formalizes the framework under which participating agencies may provide or request assistance and establishes the terms related to reimbursement, liability protections, and operational coordination. The renewed agreement has been reviewed by the City's legal counsel and was found to be sufficient, with no issues identified. Participation in IDWARN does not require payment of membership fees and does not obligate the City to respond to any request for assistance. The agreement preserves local control and allows the City to determine, on a case-by-case basis, whether resources are available and appropriate to deploy. When the City provides assistance to another agency, the agreement allows for reimbursement of eligible costs, including personnel time, equipment use, and materials. The agreement also establishes legal and liability protections designed to support emergency response activities and reduce risk to participating agencies. Continued participation in IDWARN is consistent with the City's prior approvals, current emergency response practices, and standard best practices within the water and wastewater utility industry. Maintaining this agreement strengthens the City's ability to both request and provide support during emergency situations, improving overall system resilience.

PROPOSED ACTIONS: Recommend authorization for the renewal of the Mutual Aid Agreement and continued membership in the Idaho Water/Wastewater Agency Response Network (IDWARN); or provide staff with further direction.

8. Task Order No. 27 Moscow Water Reclamation Facility (WRF) – Effluent Filtration, Dewatering System, and Disinfection System Improvements (ACTION ITEM) - Evan Timar

Task Order No.27, pursuant to the Master Agreement for Professional Services between City of Moscow and J-U-B Engineers, consists of design phase and bidding services for the effluent filtration improvements, dewatering system improvements, and disinfection system scrubber replacement. The dewatering system and the gas scrubber are original pieces of equipment installed during the Phase II facility upgrades in 1996 and are now well beyond their intended service life. Each of these systems plays an essential role in keeping the facility operating safely and reliably. The effluent filtration system helps reduce the amount of phosphorus released into the receiving waters, protecting water quality and meeting regulatory limits. The dewatering system removes water from residual solids so they can be handled and disposed of efficiently. The disinfection system scrubber is a critical safety system that treats air in the event of a chlorine or sulfur dioxide gas release, helping protect staff, the public, and the environment. Together, these systems support continuous, safe, and compliant plant operations. Implementing the upgrades recommended in the 2020 Water Reclamation Facility Plan will reduce operational risk, improve system reliability, and ensure the facility can continue to meet current and future regulatory requirements.

PROPOSED ACTIONS: Recommend acceptance of the Agreement in the amount of \$1,204,300 or provide staff with further direction.

9. Comprehensive Water and Sewer System Plans Project (ACTION ITEM) - Tyler Palmer

As part of the management of the City of Moscow's public water and sewer utilities, it is necessary to perform a periodic review of the existing Public Drinking Water and Sewer Conveyance Systems and to assess the system's needs to resolve existing issues and meet long term growth, rehabilitation, and capacity demands. The State of Idaho Department of Environmental Quality (IDEQ) requires Public Drinking Water and Sewer Systems to prepare and update their "System Facilities Plan" periodically. The most recent comprehensive plans were adopted and approved in 2011 (sewer) and 2012 (water). The City of Moscow entered into a professional services agreement (PSA) to update the City's Comprehensive Water and Sewer Conveyance System Plans with HDR Engineering, Inc. The PSA tasked HDR to provide a

review of the existing systems, identify system inadequacies, and detail system improvements to resolve deficiencies and meet future growth needs. The updated Plans, before you today, will serve as the management and business plan for the water and sewer utilities covering policies, operations, water quality and supply, water rights, and system improvements. They provide a detailed utilities work plan for the next decade, identify long-term needs and opportunities, and outline strategies for utility management for the next 50 years. Following adoption by the council, the Plans will be submitted to IDEQ for approval.

PROPOSED ACTIONS: Recommend adoption of the updated Comprehensive Water and Sewer System Plans, 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.