

Public Works / Finance Committee



Regular Meeting
~Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, April 13, 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 Public Works/Finance Committee March 9, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins**
- 2. Disbursement Report March 2026 (ACTION ITEM) - Sarah Decker**
Presentation of the Accounts Payable Report for the month ending March 2026.
PROPOSED ACTIONS:
- 3. Second Quarter Financial Report January 1, 2026 to March 31, 2026 for FY2026 (ACTION ITEM) - Sarah Decker**
Presentation of the financial report for the Second Quarter of Fiscal Year 2026 (January 1, 2026 to March 31, 2026).
PROPOSED ACTIONS: Recommend approval of the FY2026 Second Quarter Financial Report, or provide staff further direction.
- 4. Moscow Renaissance Fair Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona**
Moscow Renaissance Fair LLC is hosting the annual Moscow Renaissance Fair on Saturday, May 2 and Sunday, May 3 in East City Park. The applicant anticipates 1 (one) licensed vendor offering beer and wine in the beer garden, which is estimated to be 40'x20' in size. Following standard operating procedures for events with alcohol within a City Park, Moscow Renaissance Fair LLC is requesting the allowance of attendees to possess and consume alcoholic beverages within the beer garden from 12:00-8:00 pm on Saturday and 12:00-5:00 pm on Sunday. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity.
PROPOSED ACTIONS: Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Moscow Renaissance Fair for the listed dates and times during the event; or provide staff with further direction.

5. Task Order No. 2 Palouse Mall Lift Station Rehabilitation Construction Administration and Observation Services (ACTION ITEM) - Scott Bontrager

Task Order No.2, pursuant to the Master Agreement for Professional Services between City of Moscow and Ardurra, consists of construction administration and observation services for the Palouse Mall Lift Station Rehabilitation project. This Task Order would continue Ardurra's professional engineering services from design services provided in Task Order No. 1 to construction administration and observation services proposed in Task Order No. 2. The construction project will rehabilitate the existing Palouse Mall lift station, which includes replacing the wet well cover and hatch, replacing the existing pumps with submersible pumps, new electrical/control, upgrading the existing force main out of the wet well, fence upgrades, and installing a new valve vault and flow meter vault. The construction bid and agreement with DW Excavation was recently accepted and approved by City Council on 4/6/2026.

PROPOSED ACTIONS: Recommend acceptance of Task Order No. 2, award the Agreement in the amount of \$290,870 or provide staff with further direction.

6. Authorization of Payment for Tier II Demolition Landfill Partial Cell Closure(ACTION ITEM)- Tyler Palmer

Closure and partial closure is periodically necessary at the Tier II (Non-Municipal Solid Waste) demolition landfill at the Solid Waste Processing Facility for continued operations. The Franchise Agreement dictates that the City is responsible for costs associated with closures. Inland North Waste submitted formal requests for reimbursement for completed closure work associated with cells at the Solid Waste Processing Facility. The closure work has been independently verified by a licensed professional engineer and meets the requirements of the approved closure plan. Pursuant to the City's established Closure Payment Procedure, staff has reviewed the submitted documentation and found it compliant with requirements for reimbursement.

PROPOSED ACTIONS:Recommend authorization of payment to Inland North Waste for completed and verified closure work associated with the documented areas of the Tier II (Non-Municipal Solid Waste) demolition landfill at the Solid Waste Processing Facility, in an amount not to exceed \$297,968, in accordance with the City's established Closure Payment Procedure or provide staff with further direction.

7. 2026 City of Moscow Water Conservation Plan Updates (ACTION ITEM)- Kelli Cooper

The City of Moscow relies exclusively on the Palouse Groundwater Basin as its municipal drinking water source. Long-term declines in aquifer levels, documented since the late 1800s, necessitate ongoing implementation and periodic refinement of water conservation programs to ensure they remain effective and aligned with current best management practices. This proposal builds on the foundation of the plan implemented in 2016 with adjustments to rebate amounts for fixture replacement and Wisescape® programs, revisions to the Wisescape® Guidebook, rebates for instant hot water recirculation systems, development of a commercial-focused rebate program, and introduces voluntary conservation measures applicable to new construction. These updates are designed to enhance participation, improve program effectiveness, and reflect current conservation technologies and practices.

PROPOSED ACTIONS: Recommend approval of the Water Conservation Plan updates or provide staff with further direction.

8. Public Records Classification and Retention Resolution and City Code Updates (ACTION ITEM) - Bill Belknap

The City Council approved the implementation of body-worn cameras for law enforcement personnel in 2020, with the official launch occurring in 2021. Since that time, the City has

accumulated over 85 Terabytes of video data that are becoming costly to retain and which are difficult to import into the City's new video management system. Under State Law, counties have specific record retention standards for both vehicle/body-worn and building-mounted video recordings. The City's current public records retention resolution does not address law enforcement video recordings. Staff has prepared an updated resolution that mirrors the existing county video data retention requirements under Idaho Law. Additionally, there are currently several inconsistencies between provisions in City Code and the current records classification and retention resolution. Staff has also prepared a draft ordinance to amend City Code to address these inconsistencies and to rely upon the records classification and retention resolution to address records retention standards. The proposed ordinance also improves the portion of the subject chapter addressing the City Clerk's duties and responsibilities.

PROPOSED ACTIONS: Recommend approval of the proposed Public Records Ordinance and Classification and Retention Resolution; or take other action deemed appropriate.

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.