

Administrative Committee



Regular Meeting
~Agenda~

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Laurie M. Hopkins
City Clerk

208-883-7015

Monday, April 27, 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 March 23, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins**
- 2. Resolution Authorizing the City Attorney and Finance Director to submit a claim for Payment Discover Card Merchant Settlement (ACTION ITEM) — Mia Bautista**

A class action law suit was filed against Discover Card for misclassifying Discover-issued consumer credit cards as commercial credit cards, which in turn caused merchants and others to incur excessive interchange fees beginning January 1, 2007, through December 31, 2023. A settlement was reached, and the City is an eligible merchant to submit a claim in the Settlement. If the City does not submit a claim for a settlement payment, it will not be entitled to receive funds under the terms of the settlement agreement. Staff has prepared a resolution authorizing the City Attorney and Finance Director to submit a claim and sign any documents or agreements related to the settlement claim on behalf of the City.

PROPOSED ACTIONS: Recommend approval of the Resolution Authorizing the City Attorney and Finance Director to submit a claim on behalf of the City of Moscow for the Discover Card Merchant Settlement; or provide staff further direction.
- 3. Proposed Amendment to the FY2026 Fee Resolution for Recreation Program Convenience Fees (ACTION ITEM) - Bill Belknap**

The City accepts credit cards, debit cards, and Automated Clearing House (ACH) transactions as a form of payment for City fees. Prior to 2021, the City paid all convenience/transaction fees related to these forms of payment. In the spring of 2021, the City transitioned to a new financial software system that allowed the City to pass these convenience/transaction fees to customers for many of the City's utility and program fees, except for the City's Parks and Recreation program and facility fees, due to a limitation of the software platform used for those programs. In 2025, the convenience/transaction fees related to Parks and Recreation programs exceeded \$100,000. The recreation program software vendor recently allowed the use of other payment processors, which now lets customers pay the convenience/transaction fees associated with these payment formats. The proposed transaction fees for recreation programs will be 2.75% of the transaction with a \$2.00 minimum, and 3.5% with no minimum for concession sales. All

convenience/transaction fees go directly to the payment processor and are not received by the City. While these are not new fees received by the City, they are additional charges that will be imposed when using these payment forms. As a result, Staff recommends that the Council amend the FY2026 Fee Resolution to clearly reflect these convenience/transaction fees. Under Idaho code, the implementation of any new fee or any increase of an existing fee by more than 5% requires a public hearing. This matter has been noticed as a public hearing and is before the Council for consideration.

PROPOSED ACTIONS: Recommend approval of the proposed Amended FY2026 Fee Resolution, or provide staff further direction.

4. Consideration of Request to Amend the Entertainment District Open Container Exemption to Allow Liquor (ACTION ITEM) - Bill Belknap

The Mayor and City Council recently received a letter from the Moscow Chamber of Commerce & Visitor Center and the Downtown Business Alliance requesting the City Council to consider the allowance of liquor to be served during permitted events held within the downtown Entertainment District. Ordinance 2021-11, passed on August 16, 2021, allows the City Council to suspend the prohibition of open containers of alcohol during permitted events within the designated Entertainment District by resolution. Ordinance 2021-11 specifically limits this exemption to the service of beer and wine. This request is before the Council for consideration, and if the Council desires to allow the service of liquor as requested, Staff will prepare an ordinance for the Council's consideration at a future meeting.

PROPOSED ACTIONS: Consider the proposed request and forward the matter to the full Council with or without recommendation, 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.