

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, May 13, 2019

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

The meeting was called to order at 4:30 p.m.

PRESENT: Kathryn Bonzo, Brandy Sullivan, Gina Taruscio

STAFF: Mayor Bill Lambert, Art Bettge, Gary J. Riedner, Mia Vowels, Tyler Palmer, Dwight Curtis, Megan Cherry, Tony Bonucceli, Bill Belknap, Caylee Birge

1. Approval of March 25, 2019 Administrative Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, or provide staff further direction.

The minutes were approved as presented.

2. Moscow Charter School (MCS) Request for HIRC Rental Fee Waiver for the 2019-2020 school year (ACTION ITEM) - Dwight Curtis / Tony Bonuccelli

Moscow Charter School (MCS) is requesting a rental fee waiver for use of the HIRC facility for their physical education and movement classes for the 2019-2020 school year. The request is the same as last year, except fewer hours requested. The MCS would use one half-gym space, leaving the other half open for public use. The present school year's use alternates between 9-15 hours per week. The new request is for 8 hours per week. This has not negatively affected public use or City programs in the past and the MCS reciprocates with our use of their facilities for recreation programs during breaks and summer. The Parks and Recreation Commission reviewed the request on April 25, 2019, recommending Council approval.

PROPOSED ACTIONS: Recommend approval of the HIRC Rental fee waiver request by Moscow Charter School for the 2019-2020 School year, or provide staff further direction.

Curtis introduced the item as written above. The Committee agrees this is great partnership and fulfills the mission of the Hamilton funds. Riedner stated if there is ever another entity that wishes to utilize the HIRC in the same way, we will need to come up with an agreement to accommodate both parties as best we can. Bonzo abstained from voting since she works for the Charter School.

The Committee recommended approval and that it be placed on the Council consent agenda.

3. Authorization for Parks and Recreation Director to Administratively Approve Annual Moscow Charter School Request for HIRC Rental Fee Waiver (ACTION ITEM) - Dwight Curtis

Staff is seeking authorization for the Parks and Recreation Director to administratively approve

the annual Moscow Charter School (MCS) request for HIRC rental fee waiver, provided the requests are for the same or less hours than the previous year's approved request. The MCS utilizes half of the gym for their physical education classes. The MCS requests have become routine through the years and unless there is an increase in the usage being sought, having the Parks and Recreation Director administratively approve the request is a more efficient use of time and resources. Should there be an increase in time used request, it would simply be brought through for a City Council decision. The request for the 2019-2020 school year is for 8 hours per week. There has been no negative affect on public use or City programs in the past.

PROPOSED ACTIONS: Recommend authorization of the Parks and Recreation Director to administratively approve the annual Moscow Charter School requests for HIRC rental fee waiver, provided the requests are for the same or less hours than the previous year's approved request, or provide staff further direction.

Curtis introduced the item as written above. The annual rental fee waiver for the Charter School request will still go through the Parks and Recreation for approval each year. Riedner stated it would be best to draft a resolution laying out parameters of the previous approval in order to protect Dwight or his successor. If there is another party wanting the space we will address it at that time. Our city programs will have top priority over others.

The Committee recommended a resolution be brought forward to Council on the regular agenda.

4. Artwalk Beer and Wine Garden Resolution And Artwalk Sidewalk Cafe Temporary Expansion Resolution (ACTION ITEM) - Megan Cherry

Artwalk 2019 is scheduled for June 21, 2019. Since 2016, Council has permitted beer and wine gardens within the City streets and rights-of-way in the Moscow Central Business District for select events by way of Council Resolution. The current proposal will allow appropriate City staff to issue permits for beer and wine gardens during Artwalk June 21st, 2019. An establishment interested in participating in Artwalk by hosting a beer/wine garden would contact the Community Events Manager to coordinate participation in accordance with this resolution and the authorized street closure permit process. Approved participating establishments are required to apply for a catering permit with the City of Moscow in accordance with State Liquor regulations. Additionally, the City regulates sidewalk cafes in the downtown central business to the area immediately in front of an establishment. In an effort to add to the festive and enticing atmosphere of Artwalk businesses may opt to expand their currently permitted sidewalk cafe to the abutting neighboring business property lines with the neighboring business' permission. An establishment wishing to temporarily expand its sidewalk cafe for Artwalk, pursuant to Resolution, would be required to file an amended Sidewalk Cafe Licensed Area diagram to the City Clerk with written permission from the neighboring business allowing the extension of the area in front of the neighboring business. Those establishments permitted to serve alcohol would be required to apply for a catering permit with the City of Moscow in accordance with State alcohol regulations.

PROPOSED ACTIONS: Recommend approval of the Resolution related to beer and wine gardens and the Resolution related to temporary expansion of sidewalk cafes, or provide staff further direction.

Cherry introduced the item as written above. This would be similar to the resolutions in the past, we would like to promote Artwalk with a more streamline process. Only businesses with current

sidewalk cafes can utilize the Resolution.

The Committee recommended approval and that it be placed on the Council consent agenda.

5. Waiver of McConnell Mansion re-roof permit fees (ACTION ITEM) – Gary J. Riedner

The Latah County Historical Society is replacing the roof on the McConnell Mansion. The LCHS is proceeding with roof replacement this summer and is requesting the Council to waive the building permit fees for the project. The amount of the permit fee is \$675.50.

PROPOSED ACTIONS: Recommend waiver of permit fees in the amount of \$675.50 for McConnell Mansion roof replacement project, or provide staff further direction.

Riedner introduced the item as written above. We have waived fees in the past for other 501C3 entities when there is a benefit to the public.

The Committee recommended approval and that it be placed on the Council consent agenda.

6. Consideration of City of Moscow Mayor and City Council Salary Adjustments (ACTION ITEM) - Gary J. Riedner

Moscow City Code 1-8-1 states that "the salary for elective officers shall be fixed by ordinance. Salary adjustments for such elective officers shall be made every two (2) years from the date of the previous adjustment in accordance and in proportion with adjustments in the Consumer Price Index as published by the United States Department of Labor. Such adjustments must be specifically approved by ordinance at least six (6) months prior to the effective date of such adjustments. Ref. Idaho Code, § 50-203." The proposed Ordinance amends the Mayor and City Council salaries by the CPI adjustment of the past 24 months: January 1, 2017 to December 31 2018. The calendar year 2017 Consumer Price Index (CPI) was 0.12% while the calendar year 2018 CPI was 1.3%. In accordance with Moscow City Code 1-8-1 the salary adjustment would be appropriated during the budget considerations and final adoption and effective salary would begin January 1, 2020.

PROPOSED ACTIONS: Recommend approval of the attached Ordinance making salary adjustments for Mayor and City Council effective January 1, 2020 or provide staff further direction.

Riedner introduced the item as written above.

The Committee recommended approval and that it be placed on the regular Council agenda.

ADJOURN

The meeting adjourned at 4:53 p.m.

