

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 9, 2020

4:30 PM

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

REGULAR AGENDA

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

PRESENT: Art Bettge, Maureen Laflin, Anne Zabala

OTHERS: Mayor Bill Lambert

STAFF: Tyler Palmer, Mia Bautista, Jen Pfiffner, Dwight Curtis, Amanda Argona, Laurie M. Hopkins

The Committee added a staff report regarding the coronavirus. Pfiffner said the City is collaborating with many agencies regarding this virus in order to update emergency and preparedness plans, both regional and individual plans. The City has a pandemic flu plan that staff is updating. Many of the updates are based on the State of Idaho Public Health and the CDC. Main focus is on continuity of services in order to keep essential services going and promoting the Public Health recommendations community wide. Public Health Idaho North Central District created a flyer promoting washing hands, seeking medical care when needed, covering cough or sneeze, and staying home when you don't feel good. The City has provisions in place to send employees home if needed. Staff is working on best practices for sanitation and keeping supplies on hand and resources in place for any additional issues.

**1. Approval of February 10, 2020 Administrative Committee Minutes (ACTION ITEM) -
Laurie M. Hopkins**

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.
Minutes approved as presented.

**2. Request Authorization for Beer Garden for Renaissance Fair 2020 (ACTION ITEM) -
Dwight Curtis**

In accordance with Moscow City Code 5-13-4(B), Renaissance Fair 2020 is requesting that the City Council pass a Resolution allowing them to have a beer garden catered by a licensed vendor in East City Park for Renaissance Fair on May 2, 2020 between 11:00 a.m. and 7:30 p.m., and May 3, 2020, from 11:00 p.m. and 5:30 p.m. The event is open to the public and there have been no issues related to this request since the first beer garden request was approved in 2016.

PROPOSED ACTIONS: Recommend approval of the resolution authorizing the beer garden request for 2020 Moscow Renaissance Fair, or provide staff further direction.

Curtis explained the request is the same as previous years. There have been no issues in years past. The Committee recommended approval and that it be placed on the Council consent agenda. Dean Pittinger said this year the Board is requiring attendees purchase compostable cups and rotating vendors, with this year being Moscow Brewing Co.

3. Request Authorization for Beer Garden for Rendezvous in the Park 2020 (ACTION ITEM) - Dwight Curtis

In accordance with Moscow City Code 5-13-4(B), Rendezvous in Moscow, Inc. is requesting that the City Council pass a Resolution allowing them to have a beer garden catered by a licensed vendor in East City Park for Rendezvous in the Park 2020 on July 16th, 17th and 18th, 2020, between 4:00 p.m. and 10:00 p.m. The event is open to the public and there have been no issues related to this request since the first beer garden request was approved.

PROPOSED ACTIONS: Recommend approval of the resolution authorizing the beer garden request for Rendezvous in the Park 2020, or provide staff further direction.

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

4. Law Enforcement Mutual Assistance Agreements with Multiple Agencies (ACTION ITEM) - James Fry

The City of Moscow benefits from having mutual aid agreements with surrounding law enforcement agencies. These agreements provide that when assistance is needed for a mutual aid partner to meet the need of an emergency, another partner may render that assistance. The Moscow Police Department would like to enter into mutual aid agreements with the Clarkston, Washington Police Department, the Whitman County, Washington Sheriff's Office, and the Asotin County, Washington Sheriff's Office. Each agency has determined that cooperative provision of law enforcement assistance across jurisdictional lines will enhance the ability of the agency to preserve the safety and welfare of the entire geographic area.

PROPOSED ACTIONS: Recommend approval of three individual Mutual Assistance Compact Agreements between the City of Moscow, Whitman County, Washington Sheriff's Office, Asotin County, Washington Sheriff's Office, and the City of Clarkston, Washington or provide staff further direction.

Fry introduced the item as written above adding there are current agreements with the City of Pullman, WSU, Latah County and City of Lewiston. Assists with child pornography cases or shooting events. City is increasing cross enforcement activities with investigations, especially with Kjorness working on child pornography. This agreement would be in place in the event an emergency requires additional assistance. The Committee recommended approval and that it be placed on the Council consent agenda.

5. 2020 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona

In 2018, the Moscow Farmers Market implemented the first iteration of the Moscow Farmers Market Vendor Handbook. The Handbook is an expanded policy document meant to provide expanded clarity and serve as a resource for current and future Market Vendors. At the end of each season, the policies that make up the Handbook are considered in depth by staff and the Farmers Market Commission. The Commission reviewed the updated document on February 4, 2020, and moved unanimously to forward the Handbook on to the Council with a recommendation for approval and adoption for the 2020 Market Season.

PROPOSED ACTIONS: Recommend approval of the 2020 Moscow Farmers Market Handbook, or provide staff further direction.

Argona introduced the item as written above. A subcommittee was created to review the policies and ensure those policies are aligned with the vision of the FM. After four meetings the subcommittee took

their recommendations to the Commission. Recommendations included a non-discrimination policy in the vendor selection; adding a value-added product definition to vendor categories; allowing the request for a full space for junior vendors. What wasn't clear was if a junior vendor does request a full space, whether they pay full vendor fees. The subcommittee is recommending full fees for now. Also recommended is added paperwork requirements for performance vendors and details about who is a performance vendor; definition of vehicle and clarification as a Tier 3 vendor with discretion for Tier 1 and 2; clear signage in spaces; required attendance for the annual orientation; and prohibition of resale. The Committee recommended approval and that it be placed on the Council consent agenda.

6. Palouse Basin Aquifer Committee Alternative Water Supply Management Contract - Tyler Palmer

The Palouse Groundwater Basin underlies an approximately 500 square mile area of north central Idaho and eastern Washington. Over 60,000 residents of the basin rely on groundwater as the sole source for their municipal supply. Water levels in the lower Grande Ronde aquifer system have been declining since measurements began in the early 1900's. In 1992, the committee, now known as the Palouse Basin Aquifer Committee (PBAC), in conjunction with the Idaho Department of Water Resources and the Washington Department of Ecology, enacted a groundwater management plan for the basin. The plan included voluntary pumping targets as well as a call for continued pumping and water level monitoring and research involving hydrogeologic characterization and alternative water supply options. In 2015, PBAC hired a consultant team to evaluate previously studied water supply projects to determine the most promising supply alternatives to meet current and future water supply demand. In March 2017, the consultant team completed the Palouse Groundwater Basin Water Supply Alternatives Analysis Report, which identified the four most promising water supply alternatives. The report is available on PBAC's website: <http://palousebasin.org>. PBAC continues to refine the alternatives toward a goal of selecting a viable alternative or a set of alternatives by late 2020/early 2021 to help position PBAC's water supply project in the Idaho Department of Water Resources future water project funding cycle. The estimated capital cost of the four alternatives ranges from \$60 million to \$86 million. The City of Moscow is requesting proposals on behalf of PBAC for project management services to further refine these water supply alternatives and help position PBAC to provide a presentation to the Idaho Water Resource Board regarding these alternatives.

ACTION: Approve the request for proposals for management services.

Palmer introduced the item as written above. The cost to the City is minor administrative costs. This is a cooperative relationship with the entire region. The City of Pullman conversation program had toilet rebates which was used to create the Moscow toilet rebate program. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting concluded at 5:05 p.m.

