

# Administrative Committee



## Regular Meeting ~Minutes~

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Laurie M. Hopkins  
City Clerk

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**Monday, October 26, 2020**

**3:00 PM**

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

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**The meeting was called to order at 3:00 p.m.**

PRESENT: Art Bettge, Maureen Laflin, Anne Zabala (virtual)

OTHERS: Mayor Bill Lambert, Council Member Taruscio, Council Member Kelly, Council Member Sullivan (virtual)

STAFF: Gary J. Riedner, Mia Bautista (virtual), Bill Belknap (virtual), Jen Pfiffner (virtual), David Schott, Nichole Baker, Laurie Hopkins (virtual), Taylor Riedner (virtual)

### **REGULAR AGENDA**

**1. Approval of September 28, 2020 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner**

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or take such other action deemed appropriate.

The minutes were approved as presented.

**2. Acceptance of Berman Estate Land Donation (ACTION ITEM) – David Schott**

The City of Moscow has been approached by Hoey Graham, Personal Representative of the Estate of Katrina Berman, and John H. Norton, the attorney for the estate. Mrs. Berman's Will provided for a gift of land to the City of Moscow as a small addition to the western side of Berman Creekside Park.

The parcel contains approximately 0.36 acres on the western edge of Berman Creekside Park and will add approximately thirty-two (32) feet to the western boundary of the park. This parcel lies directly west of the parcel of land previously donated to the City of Moscow in November of 1996. The proposed 0.36-acre parcel will have the same conditions as the 0.73-acre parcel donated in 1996, encumbered with a conservation easement to the Palouse Land Trust.

Under Idaho Law, any donation or transfer of real property to the City must be accepted by the City Council. Parks and Recreation Director, Dwight Curtis, and Assistant Parks and Recreation Director, David Schott, both support acceptance of the Berman Estate land donation.

**PROPOSED ACTIONS:** Recommend acceptance of the Berman Estate land donation, or provide staff further direction.

Schott presented the item as written above. The parcel has a conservation easement which prevents the property from being subdivided, the construction of buildings or structures, or other improvements except for those necessary for the public enjoyment. There are no immediate plans for the land except

for mirroring the maintenance of the adjacent conservation easement. The Committee recommended approval and that it be placed on the Council regular agenda.

### **3. Proposal to Develop Plan to Address Potential for Gender-Neutral Restroom Conversion (ACTION ITEM) - Jen Pfiffner**

At the request of the Mayor in response to inquiries and encouragement from citizens and the Human Rights Commission, City staff has conducted preliminary research to determine the potential for converting city-owned restrooms to gender-neutral facilities where feasible.

Preliminary research has been conducted to determine an approach to address that request. A review of gender-neutral restrooms in Idaho have been completed to provide background on how other municipalities have or have not addressed the conversion process. An inventory of the existing City of Moscow restroom facilities has also been completed. Facilities include City occupied buildings, City owned but not occupied buildings, and City parks facilities. Should staff receive direction to develop a plan, additional considerations initially identified (certainly not limited to) would include safety, privacy, number of fixtures, accessibility, etc. Additional considerations would include costs for conversion.

Staff is seeking City Council direction to develop a phased planning approach for conversion of existing City restrooms to gender-neutral restrooms.

**PROPOSED ACTIONS:** Recommend Council approval to develop a phased planning approach for conversion of existing City restrooms to gender-neutral restrooms, or provide staff further direction.

Pfiffner shared the item as written above. Research showed that some cities have already implemented family or multi-use restroom plans which have benefited families with children that need assistance and have been purposefully built or redesigned to accommodate these needs. Most facilities that have been converted are public-facing locations such as libraries, recreation centers, parks, etc. Few cities have specifically labeled restrooms as gender-neutral and are purposefully building new amenities to accommodate such needs and are in the process of converting previous built facilities. These cities are using their non-discrimination policies for the basis of their gender-neutral facilities, which are similar to Moscow's City Code Title 10 Chapter 19. An inventory of City of Moscow facilities show that a majority of restrooms would require simple additions such as locks and signs to complete these conversions, while others may require more work and redesign. Additional considerations for these changes include public access, employee access, ADA accessibility, safety features, and user groups. The Human Rights Commission will assist with this planning process. The Committee forwarded the item to the full Council for discussion with no recommendation.

## **REPORTS**

### **Water Conservation Program Report – Nichole Baker**

The City's water supply is pumped from 2 different aquifers, the Wanapum and the Grande Ronde. The Grande Ronde is a shared resource and is currently declining at 9/10 foot per year. The City has been looking at conservation efforts throughout the decades. An early program, supplying reclaimed water to the University of Idaho for green spaces, began in the 1970's with this year supplying 75 million gallons to the U of I. Moscow has been an active member of the Palouse Basin Aquifer

Commission (PBAC). In 1992 PBAC set voluntary goals for the pumping entities. Since that time, Moscow has developed a device program, a public information and education program and the 2016 Water Conservation Plan. In the past, the City communicated the conservation message and programs available to residents through the Water Matter newsletter. This was an effective communication source, however it proved to soon be too expensive and declining in effectiveness. Use of social media, public service announcements and targeted mailing will improve efficiency. The targeted mailing with postcards had a significant response with the most successful toilet rebate in FY2020 with a savings of 4.3 million gallons annually. Three Moscow hotels ultimately changed out all their toilets as well. Resident wisescape (water-efficient landscaping) successes motivated neighbors to remove existing turf or avoid new construction. Wisescape rebates save 954,000 gallons annually. An expansion to City Hall's wisescape garden further reduced water use by 75% less water than an efficiently irrigated lawn. Recent beautification projects include water-efficient landscaping to compliment local art and a creative outreach which brings awareness to our water resource and how to conserve it. In 2021, there will be an educational vinyl wrap installed at each school to encourage awareness to water resource. The pumping update shows the positive response to community conservation efforts and operational efficiencies and an overall drop in the City's per capita.

#### **ADJOURN**

The meeting adjourned at 3:42 p.m.

