

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
January 11, 2021**

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. Due to the rise in COVID-19 cases in the area, the meeting is open to the public, but is subject to social distancing protocols and masks will be required of attendees. If you do not have a mask, a disposable mask will be provided. Per the modified Stage 2 of the Idaho Rebounds Plan, the number of attendees at any one time is limited to no more than 10. We appreciate and encourage public participation. Citizens wishing to comment on business on the agenda are encouraged to communicate with the Mayor and City Council by phone or email (council@ci.moscow.id.us) in order to respect social distancing protocol. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Thank you for your interest in City government.

REGULAR AGENDA

1. Selection of Committee Chair and Vice Chair (ACTION ITEM)

Nominate incoming Administrative Committee Chair and Vice Chair.

ACTION: Approve Committee Chair and Vice Chair.

2. Approval of December 14, 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.

3. Moscow Farmers Market Design Toolkit RFQ (ACTION ITEM) – Amanda Argona

The City of Moscow continues to support a consistent and unified brand, as outlined in the Strategic Plan issue developed in 2015. Significant work was completed with the adoption of the branding issue and was moved to operational status in 2018. Branding efforts have included enhancements made to existing platforms, including the social media team's growth, expansion of social media use, development of City Department and Commission logos, and most recent, development of the Arts Program Graphics.

The Moscow Farmers Market is another highly visible City program that would benefit from developing a comprehensive and consistent visual or graphic identity for the Market in keeping with the City's ongoing branding efforts. A sub-committee of Moscow Farmers Market Commission members and City staff has developed a Request for Qualifications. This RFQ seeks to engage a professional in developing a Moscow Farmers Market Design Toolkit to develop a visually pleasing and consistent identity for the Market and the greater community that is complimentary to the City of Moscow. The Toolkit will include a style guide to illustrate and support Market programs and events such as entertainment, youth activities and volunteer programs, food access, education, demonstration activities, and Farmers Market Commission

education and outreach.

The Moscow Farmers Market Commission has reviewed and approved the draft RFQ for presentation to City Council. The branding project was budgeted for \$9,000 in the FY2021 City budget.

PROPOSED ACTIONS: Received the Moscow Farmers Market Design Toolkit RFQ, or provide staff further direction.

4. Amending Moscow City Code Title 1 Chapter 11 Emergency Powers - Gary J. Riedner

On March 20, 2020, in response to the COVID-19 pandemic, the City Council approved Ordinance 2020-03, which created a new Moscow City Code Title 1, Chapter 11 Emergency Powers, vesting the Mayor with temporary powers in times of emergency for a period of seven days (similar to the powers authorized by Idaho Code section 46-1011, and stating that the City Council may choose to extend the time of the Emergency Powers beyond seven days by Resolution. Subsequently, Mayor Lambert issued Public Health Emergency Order 20-01 and 20-02, which were extended to May 5, 2020 by City Council Resolutions 2020-06 and 2020-07 respectively. On April 30, 2020, at 11:59 pm, by Resolution 2020-09, City Council terminated the previous Public Health Emergency Orders, in favor of Idaho Governor Brad Little's implementation of his Idaho Rebounds plan and Stay Healthy Order, which was implemented on May 1, 2020. Thereafter, on July 1, 2020, in response to continuing effects of the COVID-19 pandemic, Mayor Lambert issued Amended Public Health Emergency Order 20-03 (APHEO 20-03), requiring social/physical distancing when in public settings and face coverings in situations when social/physical distancing cannot be maintained. City Council extended APHEO 20-03 to June 9, 2021, by successive City Council Resolutions. The last Resolution (2020-27), included metrics to be considered by City Council in the determination of early termination of APHEO 20-03.

The attached Amendment to Moscow City Code Title 1, Chapter 11 Emergency Powers has been drafted by staff for Council consideration to address issues identified since MCC 1-11 has been enacted. Some of these issues include specific language regarding those emergency powers, which activities are regulated when a public health emergency is declared, and potential penalties for violation.

PROPOSED ACTIONS: Recommend approval of Amendments to Moscow City Code Title 1, Chapter 11 Emergency Powers, or provide staff further direction.

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.