

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208-883-7015

Monday, March 22, 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. The number of attendees at any one time is limited to no more than 14 due to social distancing requirements in Stage 3 of the Idaho Rebounds Plan and the City of Moscow Public Health Emergency Order. 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 Council Committee meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of March 8, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner

2. Community Events Applications & Permits Update (ACTION ITEM) - Amanda Argona

The Community Events Division is responsible for processing Community Event applications that take place in the public right-of-way (ROW). Such events include marches, demonstrations, block parties, fun runs, etc., and hosted by individuals, organizations, and other City departments and programs. On August 3, 2020, City Council suspended events in the City ROW due to COVID-19. The Community Events Division has begun to receive inquiries about hosting events, in addition to planning for the 2021 Moscow Farmers Market season. Per the State's guidelines, all events expecting more than 50 participants are required to develop a large-gathering plan and submit a required attestation to the Idaho North Central District Public Health office. In addition, last July, the City updated the current City of Moscow Community Event Application to include a specific Hold Harmless Agreement section as approved by the City's Legal Department to include language regarding State COVID-19 regulations. With these updates to State requirements and City process, City staff is looking for further guidance regarding the permitting of community events.

PROPOSED ACTIONS: Provide staff direction on the Community Events application process.

3. 2021 Moscow Farmers Market Operations Proposal (ACTION ITEM) - Amanda Argona

The 2021 Moscow Farmers Market is scheduled to begin on Saturday, May 1. During the 2020 Market season, staff implemented a gradual re-opening of the Moscow Farmers Market, but also limited the types of amenities offered. These included the cancellation of the following programs: Market Entertainment, POP Club!, youth and performance (aka buskers) vendors, City Commission tabling, and more.

Due to the modifications made last year, which affected the atmosphere of the Market and the impact to Vendors and their sales, staff recommended and Council approved a reduction in

Vendor fees.

For the 2021 Market season, staff is proposing the return of several amenities, including the curbside, pick-up service of Motor-In Moscow Farmers Market. The potential return of a more lively Market atmosphere is beneficial to Vendors and their ability to make sales. Pending which amenities are approved to return, a temporary reduction in fees is recommended by staff. Specifically, if providing entertainment in a modified manner is deemed as not feasible, staff requests waiving registration fees for the 2021 season.

In preparation for the start of Market, staff has submitted an attestation to the Idaho North Central Public Health District which was approved on Friday, March 12, 2021 but has not submitted a Community Events application for review.

PROPOSED ACTIONS: Review and provide direction regarding operation plan for the 2021 Farmers Market Season; recommend approval of associated fee adjustment based on that direction; or provide staff further direction.

REPORTS

Staff Report (if needed)

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.