

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 8, 2021

4:30 PM

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

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

PRESENT: Brandy Sullivan, Gina Taruscio, Sandra Kelly

OTHERS: Mayor Bill Lambert, Council Member Sandra Kelly, Council Member Maureen Laflin, Council Member Anne Zabala (Virtual), Jenny Kostroff (1912 Center Staff, Virtual)

STAFF: Jen Pfiffner, Megan Cherry (Virtual), Bill Belknap (Virtual), Mia Bautista (Virtual), Gary Riedner, Tyler Palmer (Virtual), Laurie Hopkins (Virtual), Taylor Riedner (Virtual)

REGULAR AGENDA

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

The minutes were approved as presented.

2. 1912 Center Auditorium & Staircase Naming Request (ACTION ITEM) - Jen Pfiffner / Jenny Kostroff

Heart of the Arts, Inc. (HAI) is proposing naming the newly remodeled 1912 Center auditorium, "Lecompte Auditorium" honoring Janet Lecompte who donated the initial funds to purchase and begin restoration of the 1912 Center (please see attached proposal). HAI is also proposing naming the newly remodeled 1912 west staircase, "Mark Ford Anderson Staircase" honoring Mark Ford Anderson whose family made significant financial contribution to the renovation of the staircase to the second and third floors of the 1912 Center (please see attached proposal).

PROPOSED ACTIONS: Recommend City Council approval to name the newly remodeled 1912 Center auditorium, "Lecompte Auditorium", and name the newly remodeled 1912 west staircase, "Mark Ford Anderson Staircase."

Kostroff introduced the item by sharing the request received from the Mark Ford Anderson family and Janet Lecompte's involvement with the 1912 Center. The Anderson family had donated to the 1912 Center to sponsor the western staircase for Mark who was a very talented Renaissance man who loved everything from star gazing to painting to practical jokes. In addition to the Anderson Staircase plaque, there will be a displayed piece of Mark's artwork that was gifted from the family. Janet Lecompte was the original anonymous donor to save the 1912 Center and helped create the 1912 Center as the community space that it is today. This summer there will be a ribbon cutting for the Anderson Staircase and another on the second floor for the Lecompte Auditorium. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

3. City of Moscow Restroom Facility Gender-Neutral Conversion Plan Proposal (ACTION ITEM) - Jen Pfiffner

City staff was directed to develop a plan for conversion of its public restrooms to gender-neutral (GN) facilities. This plan includes restroom facilities in parks and all City-owned buildings. The goal is to have a GN accessible restroom in every building and park. Overall, the City is in pretty good shape. An inventory reveals most City-owned buildings and parks already have GN restrooms, or with minor modifications, can become GN. Modifications for conversion range from simple signage, to change of locking systems. A few restrooms facilities in high use areas will experience

diminished/inadequate service for the public with a conversion. Costs for conversion vary, but the only significant expenses will occur for the two restroom facilities: 1) the Downtown Restroom and 2) Mountain View Park restroom. These will likely require construction of an additional single user/family room. These could be constructed or modular. Please see the attached memo with plan details, and attached spreadsheet with inventory details.

PROPOSED ACTIONS: Recommend City Council approval of City of Moscow Restroom Facility Gender-Neutral Conversion Plan, or direct staff otherwise.

Pfiffner introduced the item as written above and reflected on the previous presentation given to Council in November. An inventory of City facilities and their suggested changes can be found in the meeting packet for further information. The majority of current facilities would be an easy conversion to GN accessible and locations that require no change have either a family or a single user restroom already. Facilities that would require signage change are already set up with appropriate locks and are setup as single or family user. The downtown and Mountain View Park facility will encounter use-capacity issues that will be more difficult to convert, and will be considered in future planning. Staff will also be working on the development of a Resolution for the planning and construction of new facilities. After reviewing with Chief Fry, the Idaho Chiefs of Police Association, and the FBI, there were no concerns for potential safety issues nor any existing concerns in the current facilities. With no recommendation, the Committee placed it on the Council regular agenda.

REPORTS

Public Art Maintenance Plan – Megan Cherry

The Public Art Collection currently consists of 136 pieces which include permanent, temporary and portable collections. The Maintenance Plan focuses primarily on the permanent features, however, still giving other pieces attention as needed. The objective of the Maintenance Plan is to integrate longevity and maintenance considerations which includes reviewing materials, installation methods, and finishes that are important for the conservation of the artwork. The plan will also establish artwork recordkeeping, guidelines for annual inspections, maintenance, and cleaning routines. These objectives will help prevent large expenses in the future due to neglect and poor conservation, assist in budget requests, promote a positive public outreach, and increase program sustainability. The Maintenance Plan will be reviewed and updated annually to ensure care of the collection is prioritized.

2021 Sidewalk Cafe Process Update - Gary J. Riedner

Staff have been working on addressing temporary versus potentially permanent changes to the downtown sidewalk café that were made last year due to COVID-19. There were some implementations that do not translate very well to permanent such as the redirecting of pedestrian traffic into the street or parking spaces with the use of concrete barriers. These practices were implemented in a temporary situation in need for social distancing, but are not a permanent solution. It is staff recommendation to bring a Resolution to Council, similar to that which was passed last year, allowing the City to work with businesses for one more year due to the lasting effects of COVID into 2021. Improvements and updates will be made to the Resolution now that the City is more knowledgeable in the situation compared to this time last year. A downtown revitalization and ADA accessibility project is anticipated to happen within the next 3 to 4 years which will be considered throughout the process as well as public input.

ADJOURN

Meeting adjourned at 5:15 p.m.

