

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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Monday, March 22, 2021

4:00 PM

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

The meeting was called to order at 4:00 p.m.

PRESENT: Sandra Kelly, Brandy Sullivan, Gina Taruscio

OTHERS: Mayor Bill Lambert, Council Member Anne Zabala (Virtual), Council Member Art Bettge, Council Member Maureen Laflin

STAFF: Amanda Argona, Gary Riedner, Chief James Fry, Mia Bautista (Virtual), Tyler Palmer (Virtual), Bill Belknap (Virtual), Taylor Riedner (Virtual)

REGULAR AGENDA

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

The minutes were approved as presented.

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.

Argona introduced the item as written above. The Committee received the presentation and asked staff to develop additional information to be presented to Council. Committee also suggested to improve the notification process to alert the public of upcoming events as well as event application requirements.

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.

Argona introduced the item as written above. The continued suspension of performance vendors will help avoid crowd gathering. Should there be a return of entertainment to the Market, there would be no reduction in vendor fees. If entertainment does not return to the market, it is suggested to waive the vendor registration fees only. Some vendors have acknowledged this possibility and understand the situation. Paid time slot entertainment from 10:30 to 12:30 and canned music options were discussed as a possibility for the Market. Additional seating near the entertainment would not be available to reduce crowd gathering. The Committee and asked staff to develop additional information to be presented to Council.

ADJOURN

The meeting adjourned at 4:33 p.m.

