

# Administrative Committee



## Regular Meeting ~Minutes~

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Laurie M. Hopkins  
City Clerk

208.883.7015

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Monday, July 26, 2021

**4:00 PM**

Council Chambers  
206 E. Third St.

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### REGULAR AGENDA

PRESENT: Maureen Laflin, Gina Taruscio, Sandra Kelly

OTHERS: Mayor Bill Lambert, Council Member Art Bettge

STAFF: Gary Riedner, David Schott, Tyler Palmer, Bill Belknap, Jen Pfiffner, Mia Bautista

#### 1. Approval of July 12, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

#### 2. Personnel Policy Updates, Discipline, Grievance, Name Clearing Sections (ACTION ITEM) - Jen Pfiffner

Updates to the City of Moscow Personnel Policies continue. Discipline, Grievance, Name Clearing Sections include updates to current policies and a new proposed policy. Updates to language throughout are included in the presented drafts. A new proposed Name Clearing Policy is also included for consideration.

Policy sections will continue to be presented for review. As policies are approved they will be compiled into an updated document to be implemented at one time. Timeline for completion for all policies to be updated, reviewed and approved is estimated to be completed by September 2021.

**PROPOSED ACTIONS:** Recommend approval of the proposed personnel policy or provide staff further direction.

Pfiffner introduced the item by reviewing changes made in two existing policies and reviewed a new policy. The Discipline and Grievance Policies are pre-existing, and Name Clearing is the new policy. The Discipline and Grievance Policies now include forms to provide consistency, guidance, and better recording practices. Changes to the Discipline Policy include an updated description of the progressive disciplinary process. In every disciplinary instance, the City does its best to support and assist the employee with meeting expectations. Employees have access to these records in their personnel files and are considered during the AMPS process. All City employees receive an introductory period of six months when they start a new job, are transferred, or receive a promotion. During this time, an employee may not apply for any other position or transfer. The same applies if an employee is on a performance improvement plan through AMPS.

The Grievance Policy assists in any harassment, discrimination, safety, and any other instance the employee feels they are not being treated fairly. The City will typically perform an investigation to determine the root cause. An investigation may not occur with every instance if there is another way to resolve the issue, such as counseling. Employees also can reach out to sources outside of their department and utilize the forms available to express their grievances. In extreme situations, the City will outsource legal advice to take action in protecting the employee.

The new Name Clearing policy also referred to as Opportunity To Be Heard, is a recommendation by ICRMP and allows individuals to be fully transparent. This practice is used in instances where an employee felt discrimination which ended in termination or demotion. These discussions would be held directly with the City Supervisor and HR Manager. Many states are beginning to adopt the Name Clearing process.

These policies start with a draft from HR followed by a review from the Risk Management Team, City Supervisor, Employee Advisory Committee, and the Legal department. Discussion ensued regarding placement on the Council agenda. With no recommendation, the Committee placed the item on Council consent agenda.

**3. ~~Beer/Wine Garden request for Grace Agenda Block Party (ACTION ITEM) Amanda Argona~~**

~~The Grace Agenda Block Party is requesting alcohol use for a Beer/Wine Garden as part of their community event on Saturday, August 14. The applicant has submitted all required paperwork and the event has been reviewed and approved by City staff. In accordance with alcohol use requests in the Downtown Central Business Zoning District, a Resolution has been drafted to allow for a Beer/Wine Garden with the Permitted Event.~~

~~**PROPOSED ACTIONS:** Recommend approval of the Resolution permitting a Beer/Wine Garden for Grace Agenda Block Party, or provide staff further direction.~~

*Item removed and application withdrawn.*

**REPORTS**

**Water Conservation and Parks Irrigation - David Schott**

Schott shared the proposed Strategic Irrigation Program regarding water conservation, specifically through irrigation systems in parks. Total water usage has seen a reduction in 2017 even though acreage has been added since then. The parks crew has improved efficiencies through training that the City has invested in. However, the City's water supply is declining at an unstable rate. The staff has reviewed places throughout the City where water usage could be reduced. The proposed areas include 8th St Reservoir, Virginia Triangle, WRRF, Milton Arthur Park, Alturas Park, Vista Park, south triangle zone of Ghormley Park, the south lower section of Anderson Frontier Park, Fire Station 2, and the Bridge Street Property. By reducing the watering in these areas from 1.5 inches per week to .5 inches every two weeks, the City will save nearly 27,000 gallons of water over a span of 23 weeks. These locations were classified as Tier 1 based on amenities, trees, shelters, and playgrounds. Tier 2 parks include typical parks with playgrounds and shelters. Tier 3 has athletic fields, high-use areas, new parks, and areas of high visibility. Irrigation to these parks will not be shut off. Tiers 2 and 3 will not be included in this program. Instead, the amount of water used in these areas to keep the turf dormant and still stay alive. Spokane is also providing the same program to lead their citizens by the example of "goldening." The City is also looking at ways to encourage citizens of "goldening" their lawns to help reduce water usage.

**Staff Report (if needed)**

**ADJOURN**

The meeting adjourned at 4:43 p.m.

