

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
September 13, 2021**

4:30 PM

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

REGULAR AGENDA

PRESENT: Maureen Laflin, Sandra Kelly, Gina Taruscio

OTHERS: Mayor Bill Lambert, Council Brandy Sullivan

STAFF: Tyler Palmer, Megan Cherry, Amanda Argona, David Schott, Bill Belknap, Gary Riedner, Taylor Riedner, Mia Bautista

1. Approval of August 9, 2021 Administrative Committee Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Moscowberfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

The Moscow Chamber of Commerce is hosting the inaugural Moscowberfest on Saturday, October 2nd, from 4 pm to 8 pm on Main Street between 3rd and 5th Streets. The event is intended to be an annual event stylized in the spirit of fall folk festivals. The applicant anticipates 16 beer and/or wine tents/vendors and 4 food vendor tents, face painting, chalk drawing, yodeling competition, chicken dance, sidewalk checkers, two music locations featuring traditional music, cardboard cutouts for photo opportunities. etc. The event has been reviewed and approved as of August 25, 2021.

Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Moscowberfest is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration.

PROPOSE ACTIONS: Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of Moscowberfest for the duration of the event; or provide staff with further direction.

Argona reviewed the application and draft resolution for the use of the Entertainment District for Moscoberfest, which includes the event's footprint, the number of vendors involved, and the duration of the event. Six different departments are involved with the process, and all have reviewed and approved the application. Previous events that were canceled due to COVID-19 were events sponsored by the City. At the moment, there are no COVID restrictions; however, there are recommendations. If circumstances change, the City has the right to revoke permits. The City will wait for further guidance from the North Central Health District, the Governor's Office, and Council. The Mayor or City Council will need to re-implement the metric system or other alternatives to address these standards in the future if they wish. The City has not recently reviewed the metrics standings, and the Committee requested that staff researches this before the next Council meeting. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Professional Services Amended Agreement for Alternative Water Supply Project (ACTION ITEM) - Tyler Palmer

The City of Moscow is administering the contract on behalf of the Palouse Basin Aquifer Committee (PBAC) for the Palouse Groundwater Basin Alternative Water Supply Project. The base project anticipated the need for amendments as the project progressed. This amendment extends the work to

include additional work to coordinate with fisheries, and also generate operations and maintenance estimates for alternatives 1 and 2. The proposed amendment extends the contract time to March 31, 2022, and adds \$56,605.00 to the contract, which will be transferred to the City prior to any payment on the amendment. This amendment was approved by PBAC at their August 19, 2021 meeting, contingent on the approval for the extension of administrative services by the City.

PROPOSED ACTIONS: Recommend approval of the proposed Amended Agreement for Alternative Water Supply Project; or provide staff further direction.

Palmer stated that this contract would be executed with ALTA Science and Engineering to continue the work completed in 2017. This work identified alternative water supply projects to help provide water for the 50-year demand horizon and account for population growth. Up to this point, no unusual or unanticipated data has been found. A leadership round table discussion and presentation by ALTA will be on September 15th to share the current findings and where the conservation research is at the moment. The annual Water Summit will be held on October 21st to cover a general basin update that is open to the public. The Groundwater Management Plan was established in 1992, and the population has increased by 35% since then. However, the City currently uses 14% less water now even with the increased growth. Education will continue to be a focal point for the community to inform the public of the declining aquifer and deter the thought that annexations and subdivisions are the sole reason for declining supply.

Mayor Lambert reiterated that the PBAC round table would provide a lot of information. Staff may then help educate the public by sending a press release, news articles, and posting to the City website.

The Committee recommended approval and that it be placed on the Council consent agenda.

4. Affordable Housing Grant Program Proposal (ACTION ITEM) - Bill Belknap

During the development of the FY2022 Budget, the City Council appropriated \$30,000 in funding to be utilized to promote the development of affordable housing within the community. City staff have met with affordable housing developers within the City including the Moscow Affordable Housing Trust and the local Habitat for Humanity Chapter to discuss how the funds could be utilized to leverage grants and donations to support the construction of affordable housing. Staff has prepared an outline for a potential affordable housing grant program that would be available for nonprofit organizations focused upon the development of affordable housing. The outline identifies eligible organizations, allowed use of the grant funds, homebuyer qualifications, and ongoing housing affordability requirements. Staff will provide an overview of the proposed program for the Council's review and consideration.

PROPOSED ACTIONS: Review the proposed program outline and provide staff with direction.

Belknap introduced the item as written above and shared the outline for the program. Eligible organizations are non-profit developers (501C3 entities) such as the Moscow Affordable Housing Trust and Habitat for Humanity. Staff will research eligibility for other entities such as a 501C6. Awards will be a first-come, first-serve starting annually on October 1st with a maximum of \$10,000 per unit unless otherwise specified by Council. Grants will be awarded on a reimbursement basis and paid within 30 days of a property closing notice, and funds go towards the construction of affordable single-family homes and condominiums. The buyer's household income must be 80% or less of the Area Median Income (AMI). The sales price must not exceed affordability for a family of three based on 70% of the AMI annual household income, and the annual mortgage payment may not exceed 35% of the 70% AMI based on the buyer's family size. Units must be owner-occupied at all times, and recipients shall provide means to ensure the grant award will be retained to preserve the affordability of the housing unit. The Fair and Affordable Housing Commission and entities listed above have expressed support of the proposed program. Upon approval, staff will begin implementing the program in the fall of 2021. Staff may be open to exceptions and allowing construction extensions depending on the situation. If all the appropriated funds are not used by the end of the fiscal year, the Council may determine to re-appropriate to the following year. The Committee provided staff with direction to draft a resolution for their consideration.

REPORTS

2020 Weed Monitoring Report and Pesticide Free Park – David Schott

In 2019 the Parks and Recreation Department began to monitor weeds within Lillian Woodworth Otness Park (Otness) and Almon Asbury Lieuallen Park (AAL), both of which have been pesticide-free since April 2019. Findings showed an increase in weeds and staff time for controlling them. The monitoring continued into 2020, which showed an increase again in staff time and weeds. Schott shared details with different weed populations over the last few years in both the parks and additional staffing hours needed as a result. In the future, the staff is recommending designating one park each year to be pesticide-free, excluding fertilizer. This will rotate annually and include a playground to give residents with pesticide sensitivities a safe park option. This rotation will exclude East City Park, Oylear Fields, and the School District community playfields due to high use and disease control. Both the Sustainable Environment and Parks and Recreation Commissions recommended approval for the program beginning in 2022. Depending on the program results, staff may consider two years of pesticide-free for the chosen park rather than one.

Staff Report (if needed)

ADJOURN

The meeting adjourned at 5:17 p.m.

