

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
October 25, 2021**

4:00 PM

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

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

PRESENT: Gina Taruscio, Sandra Kelly, Brandy Sullivan

OTHERS: Mayor Bill Lambert, Council Member Maureen Laflin, Council Member Art Bettge, Jenny Kostroff (1912 Center)

STAFF: Gary Riedner, Bill Belknap, Tyler Palmer, David Schott, Chief James Fry, Amanda Argona, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee September 13, 2021 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Lease with Moscow School District for Ghormley Park Tennis Courts (ACTION ITEM) – Gary J. Riedner

The City owns tennis courts at Ghormley Park. The tennis courts had fallen into disrepair and were unsuitable for playing tennis without extensive and expensive repairs. The City Council originally approved the construction of pickleball courts on the tennis court site. However, a more suitable location was identified at the site of the former Ghormley Park swimming pool because of accessibility and parking, and pickleball courts have been constructed there. As part of the pickleball construction project, the contractor bid an alternate for the demolition of the tennis courts, in the amount of \$53,400. That alternate was not selected, and thereafter it was determined that the resurfacing of the tennis courts with asphalt would make the courts safer, and would provide a hard surface for children's recreation. The cost of resurfacing of the tennis courts was \$25,000, and that project was completed this past summer. Moscow School District (MSD) would like to lease the newly resurfaced area for recreation for the students of West Park Elementary School. MSD has proposed to pay one-half of the cost of the resurfacing (\$12,500) in exchange for a ten-year lease of the site. The area would be open for public recreation outside of school hours.

PROPOSED ACTIONS: Recommend approval of the lease of the Ghormley Park Tennis Courts to Moscow School District, or provide staff further direction.

Riedner introduced the item as written above. If the City were to terminate the lease agreement before the agreement expires, the City would reimburse the school district \$1,250 for every short year. After the original ten-year lease, it will revert to a year-to-year lease. The public would also be able to use the surface outside of school hours. The school district would be responsible for the maintenance over the ten-year term. Tennis courts and netting will not be reinstalled at the location but instead will be left as a hard surface. Schott shared that the additional lighting for the pickleball courts has yet been put up but will be soon. The Committee recommended approval and that it be placed on the Council consent agenda.

3. 1912 Center Management Agreement with Heart of the Arts, Inc. (ACTION ITEM) - David Schott

Heart of the Arts, Inc. (HAI) has consistently and satisfactorily operated the 1912 Center in accordance with the terms of the initial agreement for the entirety of the prior fourteen years and desires to enter into a new lease and operations agreement. The City of Moscow desires to continue leasing the 1912 Center

to the Heart of the Arts, Inc. along with having Heart of the Arts, Inc. continue to manage the operations of the 1912 Center. The current lease and operations agreement terminated on September 30, 2021. Idaho Code §50-1407 authorizes the Mayor and City Council to lease City-owned property that is not otherwise needed for city purposes, by resolution. The initial term of the proposed agreement for lease, programs and operations management will commence on October 1, 2021 and shall end on September 30, 2031. Heart of the Arts, Inc. may extend the initial term of the agreement for two (2) consecutive, additional periods of ten (10) years beyond the expiration of the initial term. The first renewal would extend the agreement through September 30, 2041, and a second renewal would extend the agreement through September 30, 2051.

PROPOSED ACTIONS: Recommend approval of the Agreement for Lease, Programs and Operations Management between the City of Moscow and Heart of the Arts, Inc. as operator of the 1912 Center, and authorizing Resolution, or provide staff further direction.

Schott introduced the item as written above and provided facility use background. The initial agreement with HAI was from January 2007 to September 2011 and was renewable for two consecutive five-year terms. The fiscal impact of the agreement includes the City paying HAI \$7,000 per month, which will increase by 2% each term renewal for professional services such as janitorial. The City will also disperse \$45,000 annually for utility expenses, increasing by 1% each renewal period. These payments are not intended to cover all expenditures but assist HAI with operational costs and facility renovation. The HAI monitors energy and operation efficiency within the building and minimizes additional expenses.

Kostroff shared 1912 Center building updates and the improved opportunities for the community. The HAI agrees to let the City host events at no charge within the facility and does not wish to ask for more support funds.

Riedner mentioned the original agreement allowed the City to maintain office space within the building for the Art Department; however, the area is no longer needed. Initially, the HAI used to submit bills to the City for payment. The City determined it easier to contribute a flat amount for the 1912 Center to provide continuity to the City and a base for HAI to budget off of. The City used to be responsible for snow removal, but the HAI now handles that.

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

REPORTS

Moscow Farmers Market Program Graphics Unveiling – Amanda Argona

Argona shared the Farmers Market Commission's and the Community Events Division's effort to update graphics for the market to a cohesive and consistent look. The parties felt it was appropriate with the 50th anniversary coming up and rating top ten in national farmers markets this year. Staff sent out an RFQ to the community and local artist and longtime market vendor Julene Ewert. With the Moscow Farmers Market voted top 10 markets nationally, it is an excellent time to update. The final market is Saturday, October 30th, and individuals can receive free stickers of the new graphics. The goal of the new graphics was to reflect all types of vendors involved with the market. Staff will update signage during the upcoming off-season, and the new graphics will be used for next year's market. With the new graphics, the market may be able to sell merchandise as well.

Staff Report (if needed)

No report.

ADJOURN

The meeting adjourned at 4:27 p.m.

