

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208-883-7015

**Monday
December 13, 2021**

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. Attendees are subject to protocols established by Governor Little's Stay Healthy Guidelines of the Idaho Rebounds Plan. If you do not have a mask, a disposable mask will be provided. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Citizens wishing to comment on business on the agenda are encouraged to communicate with the Mayor and City Council by phone or email (council@ci.moscow.id.us) in order to respect social distancing protocol. Please note that Committee meetings are televised, videotaped and/or recorded. Links to view the Committee meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

REGULAR AGENDA

- 1. Approval of Administrative Committee November 8, 2021 Minutes (ACTION ITEM) - Taylor Riedner**
- 2. Portable Collection Deaccession (ACTION ITEM) - Megan Cherry**

The City of Moscow Portable Collection currently houses 95 pieces, and with its first accession in the mid-1980s, it is the longest-standing of all City Public Art collections. The pieces are displayed in different locations according to accessibility to the public as well as staff interest. Frank Werner's wooden duck decoy was donated to the City Portable Collection by Samuel and Lois Butterfield in 2004, and has been on display in City Supervisor Gary Riedner's office since that time. With Riedner's retirement approaching in January 2022, the MAC discussed on October 12, 2021 and voted on November 9, 2021 to implement the deaccession process in order to present the decoy as a farewell gift. Commission members noted that Portable Collection deaccessions are not anticipated as a standard practice for City staff retirement celebrations, and added that their recommendation for gifting the duck is based upon Riedner's length of service, appreciation of and proximity to the duck, as well as his support of the arts in Moscow.

PROPOSED ACTIONS: Recommend deaccession as well as gifting, recommend against deaccession, or direct staff further direction.

- 3. Classification and Retention of Public Records Resolution (ACTION ITEM) – Mia Bautista / Laurie M. Hopkins**

Idaho Code requires the City Council adopt by Resolution a records classification and retention schedule listing the various types of City records and the retention period for each type of record. The current resolution was adopted in 2008 and included the list of permanent records, semipermanent records, and temporary records specifically included in Idaho Code 50-907. Idaho Code 50-907 also allows the City Council to deem additional documents or records as Permanent, Semipermanent and Temporary. The proposed resolution includes a more expansive list of records in each category than the 2008 resolution and provides an update to the list of transitory items.

PROPOSED ACTIONS: Recommend approval of the records classification and retention schedule resolution, or provide staff further direction.

4. Public Records Request Guidelines Resolution (ACTION ITEM) – Mia Bautista / Laurie M. Hopkins

Idaho Code § 74-119 requires cities to adopt guidelines that identify the general subject matter of all public records maintained by the City, including the physical location of such records. Idaho Code also requires the designation of a custodian to receive public records requests and an alternate custodian to help members of the public who want to request public records. Staff has drafted a resolution detailing the location of records, a policy for requesting records, and the designation of a primary and alternate custodian.

PROPOSED ACTIONS: Recommend approval of the public records guidelines resolution, or provide staff further direction.

5. Records Management Policies and Procedures Code Amendment (ACTION ITEM) – Mia Bautista / Laurie M. Hopkins

In 2015 the City Council adopted Title 1 Chapter 10 Records Management Policies and Procedures, in compliance with Idaho Code, to ensure orderly and efficient management of municipal records. Since that time, the pertinent sections of Idaho Code dealing with public records has been amended. The proposed ordinance includes the changes the Legislature adopted, specifically through the enactment of the Public Records Act under Title 74 of the Idaho Code. The amendments include updates to the references of Idaho Code for the classification and retention of municipal records, digital media requirements, and the disclosure of public records.

PROPOSED ACTIONS: Recommend adoption of the ordinance amending Moscow City Code Title 1, Chapter 10 of the records management policies and procedures, or provide staff with further direction.

6. Winterfest Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

The Moscow Chamber of Commerce + Visitor Center is hosting the inaugural Winterfest on Saturday, January 22nd, from 12 pm to 4 pm on Main Street between 3rd and 6th Streets. The event is intended to be an annual event, with this year's theme '80s Ski. The applicant anticipates 9 (nine) beer and/or wine tents/vendors and ten (10) food vendor tents, putt-putt contest, Rubik's Cube contest, corn hole, snowball relay race, lip-sync battle, and more. The event has been reviewed and approved as of December 3, 2021. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Winterfest 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.

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

REPORTS

Arts Education Report - Megan Cherry

Staff Report (if needed)

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.