

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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**Monday
December 13, 2021**

4:00 PM

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

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

PRESENT: Gina Taruscio, Brandy Sullivan, Sandra Kelly

OTHERS: Mayor Bill Lambert, Council Member Art Bettge, Council Member Maureen Laflin

STAFF: Gary Riedner, Megan Cherry, Mia Bautista, Laurie Hopkins, Amanda Argona, Jen Pfiffner, Mia Bautista, Cody Riddle, Taylor Riedner

REGULAR AGENDA

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

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

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.

Cherry introduced the item as written above. The deaccessioning process outlined in the Public Art Guidelines has been followed for this instance. Cherry spoke with Werner, who mentioned his pieces go for \$600 per piece. Bautista stated the City does not currently implement any conditions for handling art pieces once they are gifted. The Committee recommended approval and that it be placed on the Council regular agenda.

3. Classification and Retention of Public Records Resolution – 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.

Bautista introduced the item by reflecting on the differences between the 2008 resolution and the proposed, drafted resolution. After consulting with the City Clerk and AIC, additional items were added to each record type. Transitory items do not specifically fall in any of the three above-listed categories. These types of records are not required to be maintained for a specified period. The Committee suggested adding definitions of social media posts where possible for future guidance. Social media posts depend on their context to determine the type of record they would fall under. Posts regarding City business may be considered Temporary, while others may be regarded as Transitory. Due to complexity reasons, not all types of records are included in the resolution. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Bautista introduced the item as written above, and reviewed the different types of public records requests and the guideline for receiving and processing them. With no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

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.

Bautista introduced the item as written above, and needing no further discussion, the Committee recommended approval and that it be placed on the Council regular agenda.

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.

Argona introduced the item by reviewing the request that was received. Should the weather provide difficulty for the event, the Streets Department has been informed of the event and is ready to assist should they be needed. Should there be an accumulation of more than 4 inches of snow, there may be a delay in the event. Compared to Moscoberfest, new changes include types of glassware and the addition of the first bay of the Jackson parking lot to place signage and allow access to the public restrooms. There will also be additional porta potties available to limit the usage of the Friendship Square and reduce lines. There are currently no restrictions on dogs attending events in the Entertainment District. However, Council has the ability to do so should it be needed. The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

Arts Education Report - Megan Cherry

Cherry provided an update on arts education which is a focus of the Arts Commission. The MACtivities Box program began during the pandemic to allow families to take home lessons and are offered free of charge to the community, and the next toolbox will be coming out in the Spring. The Idaho Commission on the Arts awarded the City \$1453 through a grant program to support two more editions of the toolbox. Arts Idaho has partnered with the City to provide four workshop sessions during 2022 held at Moscow City Hall. The recent Box Gallery addition has been successful since its opening and installed LED lighting. Middle school art students will be featured in the Box Gallery in January 2022.

Staff Report (if needed)

No report needed

ADJOURN

The meeting adjourned at 4:48 p.m.

