

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208-883-7015

**Monday
May 9, 2022**

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. 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. 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 February 14, 2022 Minutes (ACTION ITEM) - Laurie M. Hopkins

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

The Moscow Chamber of Commerce + Visitor Center is hosting Camp Moscowanna on Saturday, June 4th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This summer camp-themed event is designed to evoke the nostalgia of family-friendly gatherings and features: corn-hole, a children's fishing hole, sing-a-long log, relay race, scavenger hunt, live music, up to ten local food vendors, and up to nine beer/wine vendors. The event has been reviewed and approved by staff as of April 13, 2022. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Camp Moscowanna 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 the 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 Camp Moscowanna for the duration of the event; or provide staff with further direction.

3. Idaho Commission on the Arts ARPA Grant (ACTION ITEM) - Megan Cherry

The Idaho Commission on the Arts (ICA) announced an American Rescue Plan Act (ARPA): Relief for Arts Nonprofits grant opportunity on April 22, 2022, with a deadline of May 9, 2022. This opportunity is for a one-time, non-matching grant available to arts organizations throughout Idaho. Grant funding for this program originates from federal ARPA funds, with award amounts based upon a formula similar to the ICA's annual Public Programs in the Arts grant. Staff anticipates up to \$8000 in funds awarded through this program. If received, the revenue would offset existing full-time personnel costs. Due to the short time between the announcement and the deadline for applications, the Arts Department submitted an application on behalf of the City of Moscow Arts Department on May 4, 2022, and is seeking ratification of that application.

PROPOSED ACTIONS: Recommend ratification of the ICA ARPA grant funds application made May 4, 2022, or provide staff further direction.

4. Rendezvous in the Park Beer and Wine Garden Request (ACTION ITEM) - David Schott

Rendezvous in Moscow, Inc. is requesting City Council approve a Resolution allowing them to have a beer garden provided by a licensed vendor in East City Park for Rendezvous in the Park 2022 between the hours of 3:00 p.m. and 10:00 p.m. local time from July 13, 2022, through July 17, 2022. The event is open to the public, and there have been no issues related to this request since the first beer and wine garden was approved. The location of the beer garden has changed this year. The beer and wine garden in 2022 will be on the east side of East City Park. Security will be provided by Allied Universal Security Services again this year. The Chief of Police has reviewed the request and the safety requirements addressed in the Resolution and had no issue with the request.

PROPOSED ACTIONS: Recommend approval of the Resolution authorizing the beer and wine garden request for Rendezvous in the Park 2022; or provide staff with further direction.

REPORTS

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.

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
February 14, 2022**

4:00 PM

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

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

PRESENT: Sandra Kelly, Hailey Lewis, Julia Parker

OTHERS: Mayor Art Bettge, Council Member Gina Taruscio, Council Member Maureen Laflin, Cami McClure (U of I)

STAFF: Bill Belknap, Laurie Hopkins, Megan Cherry, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee January 24, 2022 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Approval of Liquor License for University of Idaho Golf Course (ACTION ITEM) - Laurie M. Hopkins

On December 14, 2021, the University of Idaho applied for a new liquor license including beer, wine and restaurant certification for the UI golf course. Moscow City Code Title 9, Section 7-3 requires approval of the City Council prior to the City Clerk issuing a license to sell liquor. State of Idaho and Latah County licenses have been obtained by the University.

PROPOSED ACTIONS: Recommend approval of the alcohol license and restaurant certification for the University of Idaho golf course, or provide staff further direction.

Hopkins introduced the item as written above and explained that renewals do not go before the Council but are processed through the Clerk's office. The golf course would have both on, and off-premise consumption that allows individuals to drink alcohol on the course, and they can send bottled beer out the door. However, consumers cannot bring their own alcohol onto the course.

Cami McClure (U of I) mentioned this is not the first time alcohol has been at the golf course, but it has been a long time.

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

3. Resolution for Destruction of City Records (ACTION ITEM) - Laurie M. Hopkins

In December 2021, the City Council adopted Resolution 2021-27 classifying City records as temporary, semi-permanent, and permanent, each with a retention schedule. Idaho Code allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City Staff from City departments have reviewed the retention schedules and its current records in order to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

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

Hopkins introduced the item as written above and explained details of the resolution, which the City Clerk and Legal Department reviewed. The documents listed would have both electronic and digital copies destroyed. Should this be approved, the resolution is also sent to the State Historical Society for

review. They then have 30 days to identify any documents they deem appropriate to retain in their permanent records repository. After those 30 days, the records could be destroyed, which the City Clerk then schedules a day for shredding. The records in question are stored throughout the City within different departments. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Commission Code Updates to Include Subcommittees (ACTION ITEM) - Laurie M. Hopkins

City commissions play an important role in all aspects of programs, preservation, and enhancement of Moscow. Establishing subcommittees assist the commissions in carrying out the duties of their particular commission. This proposed ordinance clarifies the establishment of subcommittees for the Moscow Arts Commission, Fair and Affordable Housing Commission, Historic Preservation Commission, and the Moscow Tree Commission.

PROPOSED ACTIONS: Recommend approval of the ordinance, or provide staff further direction.

Hopkins introduced the item as written above and mentioned that Parks and Recreation Commission should be added to the above list of commissions. Subcommittees are subject to the same open meeting and record-keeping guidelines as the regular commissions. The Committee recommended approval and that it be placed on the Council regular agenda.

5. Becker Memorial at ITC Sculpture Garden (ACTION ITEM) - Megan Cherry

The public art project at the ITC Sculpture Garden, funded by a donation from the family of Andrew Becker, was open for artist submissions from July - September 2021, with an extended submission period open from October – November 2021. No artist submissions were received, and following conversations with local arts professionals, City Administration and Legal staff as well as the donor, the MAC voted during the January 11, 2022 meeting to recommend the use of the direct artist invitation option as stated in the 2021 Public Art Guidelines section III. C. 4.b. 2. The MAC recommends local artist J. Casey Doyle to create the memorial, as his service at the University of Idaho and active work in the public art field are aligned with the project's goals. Further, the MAC noted that Doyle has been integral to the development of the Sculpture Garden since its inception in 2012.

Further artist input about the project included the concern that the budget would not accommodate the material requirements set forth by the City. These material parameters stipulate the use of materials that are impervious to environmental degradation, and are meant to prolong the life of accessions into the Permanent Public Art Collection. Staff have identified available funds in the FY22 Community Public Art budget (120-200-642-25) to augment the \$5000 in donor-provided funds, increasing the project budget from \$5000 to \$8000. The additional \$3000 will not cause an overrun in this line item, as the available funding results from the annual vinyl wrap installation costs being lower than anticipated.

PROPOSED ACTIONS: Recommend approval to increase the project budget, approval of the Becker Amended Donor Agreement, Becker Memorial Design Contract, and Becker Memorial Artwork Commission to create a memorial sculpture at the ITC Sculpture Garden, or provide staff further direction.

Cherry introduced the item as written above and reflected on previous Council discussions of the project. More background of the recommended artist, J. Casey Doyle, was also shared. The artist has agreed to the suggested timeline proposed by staff. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Staff Report (if needed)

No report needed.

ADJOURN

The meeting adjourned at 4:35 p.m.

DRAFT

COMMITTEE STAFF REPORT

DATE: Monday, May 9, 2022



RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S)

Jen Pfiffner, Deputy City Supervisor - Recreation, Culture and Employee Services

OTHER RESOURCES

AGENDA ITEM TITLE

Camp Moscowanna Alcohol Use Request in Entertainment District (ACTION ITEM) - Amanda Argona

DESCRIPTION

The Moscow Chamber of Commerce + Visitor Center is hosting Camp Moscowanna on Saturday, June 4th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This summer camp-themed event is designed to evoke the nostalgia of family-friendly gatherings and features: corn-hole, a children's fishing hole, sing-a-long log, relay race, scavenger hunt, live music, up to ten local food vendors, and up to nine beer/wine vendors. The event has been reviewed and approved by staff as of April 13, 2022. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Camp Moscowanna 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 the Council's consideration.

STAFF RECOMMENDATION

Recommend approval of the resolution allowing for the temporary suspension of the open container law within the event footprint of Camp Moscowanna for the duration of the event.

PROPOSED ACTIONS

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

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution_Beer-Wine_The Entertainment District_Camp Moscowanna_final

RESOLUTION NO.

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE AND EXEMPTION TO THE OPEN CONTAINER PROHIBITION IN THE ENTERTAINMENT DISTRICT UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE 10-1-12; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Moscow City Code 9-6-35 and 9-8-17 prohibit any person from selling, serving, giving away, dispensing, consuming or carrying any beer or wine in open containers on or in any public street, highway, alley, lane, sidewalk, public or private parking lot, conveyance, or primary and secondary school facility in the City of Moscow, Idaho (hereinafter “City”) except in accordance with specific regulations adopted by the Council by Resolution; and

WHEREAS, The Entertainment District is defined in Moscow City Code 10-1-12 as an exemption to the Open Containers Prohibition (hereinafter “The Entertainment District”); and

WHEREAS, Moscow Chamber of Commerce (hereinafter “the Event Sponsor”) desires to have its sponsored event, Camp Moscowanna (hereinafter “the Permitted Event”), in The Entertainment District (see Attachment “A”); and

WHEREAS, the Permitted Event (see Attachment “B”) is an event or series of events sponsored by the Event Sponsor, intended to promote family and community fellowship; and

WHEREAS, Council wishes to allow for the vending and responsible consumption of beer and/or wine under certain conditions, contained herein and during limited hours during the Permitted Event; and

WHEREAS, Council wishes to prohibit the sale and/or consumption of liquor during the Permitted Event; and

WHEREAS, Council believes the regulations contained herein are appropriate; and

WHEREAS, Council believes that the specific regulations contained herein balance health and safety concerns of citizens with the desire to promote responsible use of alcoholic beverages; and

WHEREAS, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within City limits (including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit); and

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of the Event Sponsor or of the Permitted Event, and/or its affiliates, associations, contributors, supporters, participants, etc.;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho as follows:

SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING CAMP MOSCOWANNA 2022:

Intent:

This Resolution is intended to allow the sale and consumption of beer and wine only (not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event. Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution is not a waiver of any State, County, or local requirement of a permit or licensure related to sales and/or distribution of alcohol including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the 4 day of June, 2022, from 4:00 p.m. to 8:00 p.m.

Liability, Insurance and Safety:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer and/or wine, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the licensed vendor(s) has current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. City shall be named as an additional insured on the insurance policy of the licensed vendor.
2. No less than ten (10) days prior to the first activity of the Permitted Event herein described, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the Permitted Event has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event.
3. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time he/she reasonably determines that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his designee to terminate all or part of the Permitted Event.

Vendor/Event Sponsor:

1. The number of licensed vendors selling beer and/or wine allowed at the Permitted Event, will be reviewed and approved as part of the permitting process.
2. Event Sponsor is required to ensure all beer and/or wine shall be sold only by a licensed vendor.
3. Every licensed vendor shall obtain and shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a City catering permit; a State beer and wine permit for benevolent, charitable, or public purpose events; or a winery sponsored event permit.

4. The name, address, telephone number, alcohol license permit number of every licensed vendor, shall be provided to the Community Events Division at the same time the required proof of insurance is provided.
5. The City shall play no role in determining which vendor shall be selected to sell alcoholic beverages during the Permitted Event, unless it is a City sponsored event.
6. The Event Sponsor shall provide at least two (2) persons to check proper identification for those who shall be sold beer and/or wine during the Permitted Event. These persons shall be clearly identified and shall be stationed at a central identification checking station where they shall issue one (1) wristband per individual 21 years of age or older.
7. The Event Sponsor shall provide at least two (2) law enforcement officers or two (2) guards from a recognized private security firm to provide security for the Permitted Event. Such officers or guards shall be clearly identified as such and shall be on duty at all times beer and/or wine is being served during the Permitted Event. The Event Sponsor shall have sole discretion on who will provide security at the Permitted Event and shall be responsible for all payment and costs associated with such security services.
8. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, and/or negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event.

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer and/or wine, the Event Sponsor shall deliver to the Community Events Division a finalized site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer and/or wine sales and dispensing area within The Entertainment District; and (b) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by Moscow Deputy City Supervisor – Recreation, Culture, and Employee Services or his/her designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and/or wine sales and dispensing shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. All food sales and service shall have a space of no less than ten feet (10') between the approved beer and/or wine sales and dispensing area and the food sales or service area.
4. The Event Sponsor shall include an identification checking station and its general location on Event Site Map.
5. No person shall be allowed to purchase beer and/or wine other than within the area designated for beer and/or wine sales and dispensing as shown on the map required by this Resolution and only persons with a designated wristband shall be allowed to purchase and possess beer and/or wine.
6. All beer and/or wine shall be dispensed in and consumed from the designated Event container. Such container shall be a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo of an alcoholic beverage.
7. Every occupant within The Entertainment District shall provide identification to law enforcement officers or City employees at any point in time or location when requested to do so.
8. No person under twenty-one (21) years of age shall be allowed to wear the designated wristband at any time during the Permitted Event.

9. A sign shall be prominently posted at or near the area designated for beer and/or wine sales and dispensing stating that service to persons under twenty-one (21) years of age is prohibited.
10. Beer and/or wine shall be sold only within the designated area in The Entertainment District only between the hours of 4:00 p.m. and 8:00 p.m. local time on the 4 day of June, 2022, during the Permitted Event.
11. Beer and/or wine shall be consumed only within The Entertainment District between the hours of 4:00 p.m. and 8:00 p.m. local time on the 4th day of June, 2022, during the Permitted Event.
12. No person shall carry or consume any alcoholic beverage within The Entertainment District which is not purchased or dispensed from the licensed vendor(s) at the Permitted Event. Consumption of alcohol outside of The Entertainment District, in any public street, highway, alley, lane, sidewalk, public or private parking lot, conveyance, or primary and secondary school facility in the City of Moscow, shall be considered a violation of the City's open container ordinance.

Fee:

The Event Sponsor shall submit to the Community Events Division, within ten (10) days of the event, any remaining required fees established by Council that is associated with this Resolution.

Failure To Comply:

Failure to comply with this Resolution shall expose any such person to all relevant civil and criminal consequences and may result in denial of subsequent applications for alcohol permits in public parks for a period of no less than five (5) years.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Anne Zabala	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____

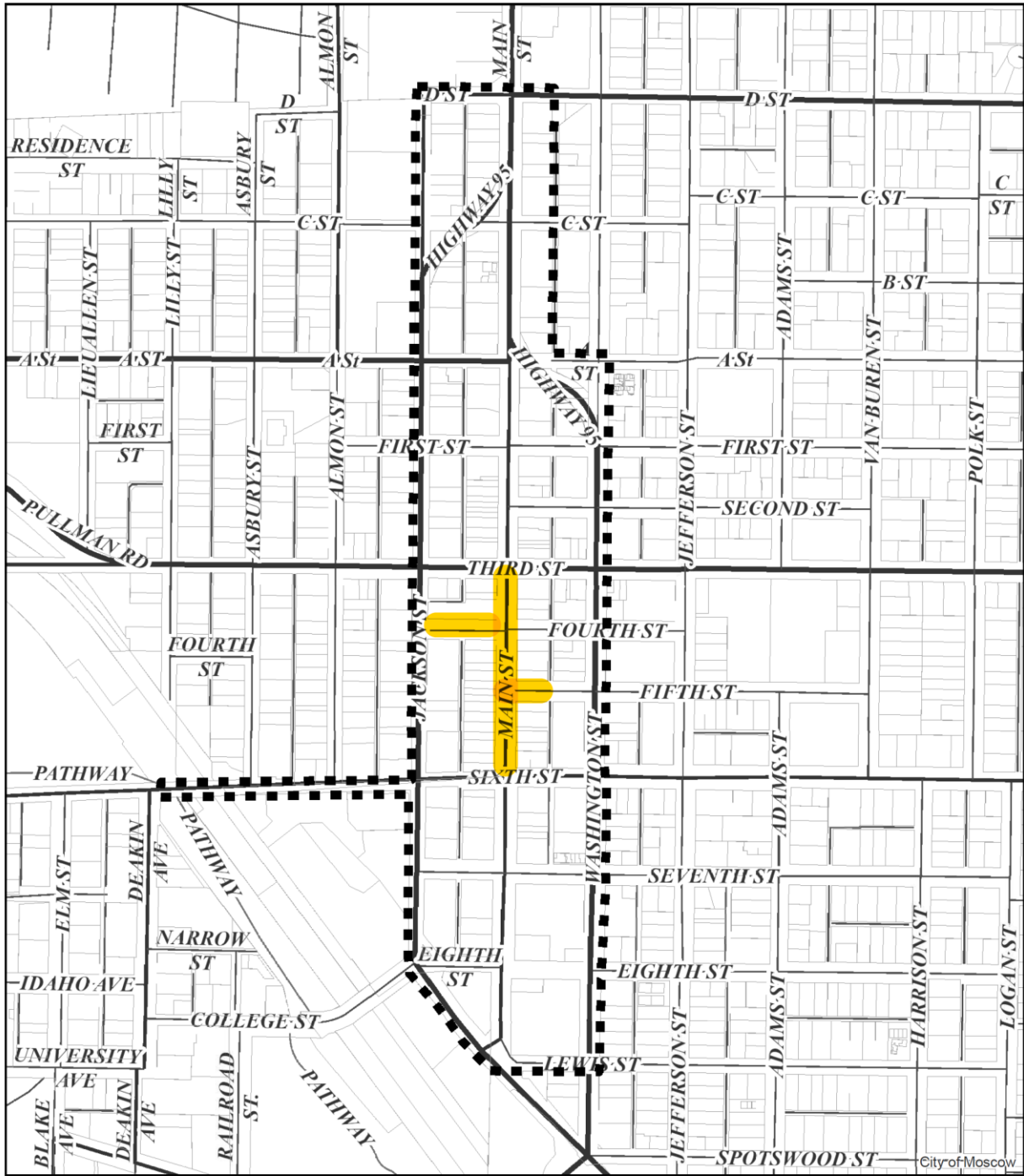
ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, Idaho this ____ day of _____, 2022.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2022 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

Exhibit 'A' - Entertainment District Boundary



Legend

 Entertainment District Boundary

Attachment B

	CITY OF MOSCOW	PERMIT NUMBER: <u>CE2022-08</u>								
	206 E. THIRD	EVENT DATE: <u>Saturday, June 4th, 2022</u>								
	MOSCOW, ID 83843	EVENT TIME: <u>4:00 pm – 8:00 pm</u>								
	208-883-7000									
THIS IS TO CERTIFY THAT Dre Arman Moscow Chamber of Commerce 411 S Main St Moscow, ID, 83843 IS HEREBY GRANTED A CITY OF MOSCOW COMMUNITY EVENT PERMIT FOR THE LOCATION NAMED BELOW WITHIN THE CORPORATE LIMITS OF THE CITY OF MOSCOW, IN CONFORMITY WITH THE PROVISIONS OF CHAPTER 17, TITLE 10 OF THE MOSCOW CITY CODE. PERMIT TYPE: <u>Community Event</u> PERMIT LOCATION: <u>Main St. Moscow from 3rd - 6th St.</u> I, _____, CERTIFY UNDER PENALTY OF PERJURY PURSUANT TO THE LAWS OF THE STATE OF IDAHO, THAT THE FOREGOING IS TRUE AND CORRECT. I AGREE TO ALL THE TERMS AND CONDITIONS OF MOSCOW CITY CODE TITLE 10, CHAPTER 17 PARADE; PUBLIC ASSEMBLY AND RESOLUTION 2015-05 POLICY AND PROCEDURES FOR RIGHT-OF-WAY PERMITS. DAMAGE TO ANY PUBLIC IMPROVEMENTS ARE THE RESPONSIBILITY OF THE PERMIT HOLDER. ISSUED THIS _____ DAY OF _____, 2022 <table border="0"><tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>(SIGNATURE OF LICENSEE)</td><td>DATE</td><td>(SIGNATURE OF STAFF)</td><td>DATE</td></tr></table>			_____	_____	_____	_____	(SIGNATURE OF LICENSEE)	DATE	(SIGNATURE OF STAFF)	DATE
_____	_____	_____	_____							
(SIGNATURE OF LICENSEE)	DATE	(SIGNATURE OF STAFF)	DATE							

City of Moscow Community Events Division
EVENT APPLICATION



*Thank you for your interest in organizing/sponsoring an Event in the City of Moscow!
Events by local citizens add to the cultural wealth of our town and may range from fun runs to political marches,
neighborhood block parties to street fairs.*

Submit completed forms electronically or physically to the Community Events office:
communityevents@ci.moscow.id.us or 206 E. Third Street, Suite 300, Moscow. All applications must be legible.

The City reserves the right to request additional information reasonably necessary to a fair determination as to issuance of a permit. Permits are issued on a first-come, first-served basis. According to Moscow City Code Title 10 Section 17-4, event applications for regular or recurring events must be submitted at least sixty (60) days and not more than one hundred eighty (180) days before the proposed date of the event. Event applications for single, non-recurring events must be submitted at least ten (10) days and not more than one hundred eighty (180) days before the proposed date of the event.

Events with alcohol are to be submitted at least two (2) months prior to the event date to allow for adequate review and presentation to Administrative Committee and City Council. Administrative Committee meets on the 2nd and 4th Monday of each month and City Council meets on the 1st and 3rd Monday of each month pending no holiday delays or rescheduling of meetings.

1. Name of Event: Camp Moscowanna
2. Event Date(s): Saturday, June 4th, 2022
3. Event Location: Main St. Moscow from 3rd - 6th St.
4. Are you requesting a street closure for Event? Yes ☒ No ☐

If yes, provide street closure location(s). List cross streets, intersections, building addresses, etc. Include these details on your site map (see item 27.)

Main St. from 3rd - 6th. Also blocking the intersection of 5th & Main.

We would also like to close off the first turn into the Jackson St. parking lot in order to include

Friendship square bathrooms in our event footprint, as well as host additional bathrooms.

5. Do you require parking restrictions for the Event? Yes ☒ No ☐

If yes, list parking restrictions (i.e. no parking on day of event, parking restricted to a particular area, etc.).

No parking on Main St. the day of the event

6. Street Closure set-up/Load-in time: 2:00pm Event(s) Start time: 4:00 pm
7. Event(s) End time: 8:00pm Street Closure take-down/Load-out time: 10:00pm
8. Is this a recurring Event (i.e. every 1st Thurs. or every Sat. May thru Oct.)? Yes ☐ No ☒
9. Is this an annual Event? Yes ☒ No ☐
10. Are you planning on having refreshments and/or food? Yes ☒ No ☐

EVENT APPLICATION – LAST UPDATED AUGUST 11, 2021

Page 1 of 8

City of Moscow Community Events Division
EVENT APPLICATION



If **yes**, describe your waste and recycling plan. Applicants are responsible for removing all waste from their event footprint and disposing of properly, including emptying permanent trash receptacles in the downtown area. Dumpsters located downtown are for private use.

We will empty city trash cans throughout the event. We will also have additional trash and recycling bins placed throughout the event. We will have volunteers to help keep trash and recycling bins usable throughout the event.

11. Are you planning on serving alcohol/having alcohol available for purchase at the Event?

Yes ☒ (continue to Q.12)

No ☐ (skip to Q.14)

**All events with alcohol are required to have a Catering Permit.
This process is to be handled by your licensed alcohol Vendor.**

Catering Permit applications are to be submitted to the City Clerk/Deputy City Clerk for approval.

12. Is the Event taking place in the public right-of-way (i.e. sidewalks, streets, etc.) within the City of Moscow Entertainment District? The Entertainment District allows for a temporary suspension of the Open Container law by Resolution of the City Council. See page 6 for a map of the Entertainment District.

Yes ☒ (continue to Q.13)

No ☐ (skip to item B.)

13. Are the Event organizers interested in pursuing a temporary suspension of the Open Container law by City Council Resolution?

Yes ☒ (see item A.)

No ☐ (skip to item B.)

A. Event organizers pursuing a temporary suspension by City Council Resolution of the Open Container law for their Event within the public right-of-way of the Entertainment District boundaries must satisfy the following conditions with their Event listed below, in addition to any requirements detailed in the Moscow City Code, as set forth by City Council Resolution, and/or Catering Permit:

- ☐ Include an identification checking station and its general location on Event Site Map. Identification checking station shall include a minimum of two (2) persons to check proper identification. These persons shall be clearly identified and be responsible for the issuance of wristbands denoting attendees are of legal drinking age.
- ☐ Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- ☐ Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.
- ☐ Post signage and waste receptacles at Event entry and exit points. Signage to clearly state "No Alcohol Permitted Beyond this Area". Additional requirements may be mandated by City Council Resolution.

City of Moscow Community Events Division
EVENT APPLICATION



B. Event organizers requesting for alcohol use for their Event that takes place in the public right-of-way **NOT within the Entertainment District boundaries must satisfy the following conditions with their Event, in addition to following any requirements set forth by Resolution and/or Catering Permit. This option is also available to Event organizers who are **NOT** pursuing a temporary suspension by City Council Resolution of the Open Container law:**

- ☐ Include the location and estimated size of the beer garden on Event Site Map. Please note: barricades required for beer gardens are 8' in length.
- ☐ Complete and submit a Barrier Use Contract with this application.
- ☐ Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- ☐ Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.

Upon approval from Council, remaining Event fees will be due, and applicant's vendor(s) are required to submit a Catering Permit application to the City Clerk/Deputy City Clerk. Any additional required paperwork outlined by the City Council Resolution and/or this process will also be due upon approval.

14. Are you planning on having a band or music? Yes ☒ No ☐

If yes, describe below any recording equipment, sound amplification equipment, etc. Submit a completed **Noise Exemption Permit Request** with this Event application.

Live band with PA system

15. Approximate number of persons, animals, and/or vehicles comprising the Event, the type(s) of animals and description of vehicles, and approximate number of participants and spectators in viewing attendance:

19 vendors - 10 food and n/a beverages, 9 alcohol vendors

up to 4 food trucks

2,000 attendees

16. Do you plan on having banners, signs, or other attention-getting devices in the Event? Yes ☒ No ☐

17. Do you plan on using any designated public facilities or infrastructure for the Event? Yes ☒ No ☐
If yes, list public facilities or infrastructure (i.e. public restrooms, picnic shelters, stages, etc.).

City of Moscow Community Events Division
EVENT APPLICATION



friendship square, friendship square bathrooms, city electric outlets in friendship square
and surrounding area

18. Are you requesting additional City Police services for escort services, traffic, and/or crowd control?
Yes ☒ No ☐

If yes, contact City of Moscow Police Department at 208-883-7059 to discuss and see attached Fee Schedule.

19. Please use this area to include more detail or attach additional pages for additional information about
Event that is pertinent for us to know.

Event will feature camp-style activities like corn-hole, a fishing pond for children (fake fish), s'more station
sing-a-long log, scavenger hunt, egg on spoon relay, more activities TBD, locations TBD

This event will include a 10k race with Palouse Road Runners, routing TBD

20. Organization Sponsoring Event: Moscow Chamber of Commerce + Visitor Center
21. Organization Address: 411 S. Main St. Moscow, ID
22. Organization Officers/Authorized Representatives: Dre Arman, Sam Martinet
23. Individual Responsible for Event Organization: Dre Arman
24. Individual's Address: 411 S. Main St.
25. Individual's Day, Message, or Cell Phone Number: 419-966-7153
26. Individual's E-mail: marketing@moscowchamber.com
27. City reserves the right to alter your route if the City determines the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas. Applicant understands and agrees that the City is reserving that right? If answers no, application may be denied. Yes ☒ No ☐
28. **Submit a Site Map with this application.** Event Applications without a Site Map will not be processed. Details on a Site Map may include but are not limited to locations of desired street closures, walking routes, assembly points, start and finish points, locations of food and beverage vendors, stages, service areas, etc. A blank map of downtown Moscow is available on page 7.
29. **Residential Neighborhood Block Parties:** Provide Proof of Insurance (Requirement may be waived at Discretion of City)
30. **All other Event Types (except Public Assembly):** Provide Proof of Insurance (Required – Certificate of Insurance must include the City of Moscow as an Additional Insured and list \$500,000 as the minimum amount of general liability or \$1,000,000 if alcohol is included.)

City of Moscow Community Events Division
EVENT APPLICATION



HOLD HARMLESS AGREEMENT:

The applicant/group/organization (hereinafter "SPONSOR"), through its duly and specifically authorized agents, hereby releases City of Moscow, Idaho (hereinafter "CITY") and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by SPONSOR's own agents, officers, employees and representatives, to which SPONSOR might otherwise be immune, arising from the Community Event, Block Party, Public Assembly, Parade or Sidewalk Walking Parade scheduled to occur as indicated on this application (hereinafter "Event"), including any Street Closure permitted under the terms of CITY's Policy on Street Closure. No SPONSOR shall be required to indemnify or hold harmless CITY for claims, actions and demands that arise out of CITY's sole negligence. Inspection, review and/or acceptance by CITY of any activity performed by or during the Event, or any activity or non-activity by CITY Police officers or other officers, employees, agents or representatives of CITY, shall not be grounds for avoidance of any of the covenants of defense, indemnification or hold harmless by SPONSOR on behalf of CITY.

SPONSOR acknowledges that he/she has read and understands the current Idaho Governor's Idaho Rebounds Plan which includes any existing Stay Healthy Order and/or Guidelines and has read the protocols for social/physical distancing, use of face masks/face coverings, and sanitation requirements and guidelines. SPONSOR agrees to comply with the Governor's Order and/or Guidelines and ensure that all participants will comply with the Order and/or Guidelines. SPONSOR acknowledges any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees to comply with any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event and ensure that all participants comply with the City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees that if CITY determines she/he and/or any participant is not in compliance with the Governor's Orders and Guidelines and/or is not in compliance with City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event, CITY reserves the right to revoke the Event permit.

I, SPONSOR, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I have the authority to bind the group or organization, if applicable, to this Agreement.

NAME: Dre Arman

DATE: 3-22-22

EVENT SPONSOR ELECTRONIC SIGNATURE:



By checking this box as an electronic signature, I agree to all the terms and conditions that apply to the Community Event /Residential Neighborhood Block Party/Public Assembly/Street Parade/Sidewalk/Pathway Event, Permitting Process, and Hold Harmless Agreement. I certify under penalty of perjury pursuant to the law of the State of Idaho that everything in the application is true and correct and that I have authority to bind the group or organization, if applicable, to this Agreement.

EVENT SPONSOR NON-ELECTRONIC SIGNATURE:

(Required only if printing and submitting in person)

*The information on this form is Public Record and may be posted to a public website.
Moscow City Code Title 10, Chapter 17 is available from the City Clerk at PO Box 9203, Moscow, ID, 83843, or on the City's web page at <https://www.ci.moscow.id.us/393/City-Code>.*

FOR OFFICE USE ONLY

☐ Community Event without alcohol	☒ Community Event with alcohol	☐ Street Parade Event
☐ Sidewalk/Pathway Event (fun runs, trail runs, walk-a-thons)	☐ Public Assembly – no fee (march, picket, rally, demonstration, etc.)	☐ Residential Neighborhood Block Party Event
Date App Rec'd: <u>3/22/2022</u>	Fees Due: _____	Fees Paid: _____

NOISE EXEMPTION PERMIT REQUEST
(Moscow City Code 10-11-2)

Requested Event Date(s): June 4th Begin time: 4:00 End time: 8:00
Event Location: Main St. Moscow from 3rd - 6th St.

Amplified Music (DJ, party, etc.) ☐ No ☒ Yes
Alcoholic Beverages Available ☐ No ☒ Yes - Purchaser: multiple
(Marking this box does not mean your request will be denied) (If hosted or catered, name of serving organization)
Live Band Performing ☐ No ☒ Yes - Group: multiple

Describe the event: Camp Moscowanna is a summer camp themed, family friendly, block party in downtown Moscow.
There will be live music, food and beverage available from 4:00 - 8:00pm. We are expecting up to 2,000 people to attend.

(use back of this form if more space is needed)

Name of requesting person/Group/Organization: Moscow Chamber of Commerce + Visitor Center
Person responsible for Group or Organization: Dre Arman
Requesting Person's Address: 411 S. Main
Home phone: 208-882-1800 Work phone: 208-882-1800 Cell phone: 419-966-7153 Pager: n/a
Daytime phone number is required

Responsible person available AT AND DURING this event: Dre Arman
Cell- or contact-phone during event: 419-966-7153

Your signature is unconditional acceptance of all terms and conditions. This permit may be modified or revoked by City at any time if permit conditions are violated. Read the following carefully:

The applicant/group/organization hereby agrees to indemnify and hold harmless City of Moscow, Idaho from all claims, actions and demands of any kind whatsoever related to and/or arising out of the activity(ies) specified in this application and does hereby accept all risk and responsibility for any damage(s) stemming from such activity. Every Applicant requesting a noise Exemption Permit shall cooperate with law enforcement by adjusting the noise level in the event of any citizen complaint(s). In the event of non-compliance, law enforcement may revoke this permit. No applicant/group/organization shall be required to indemnify or hold harmless City of Moscow, Idaho for claims, actions and demands that arise out of City's sole negligence.
Date: 3-22-2022 Requesting Person's Signature: Dre Arman

☒ APPROVED ☐ DENIED

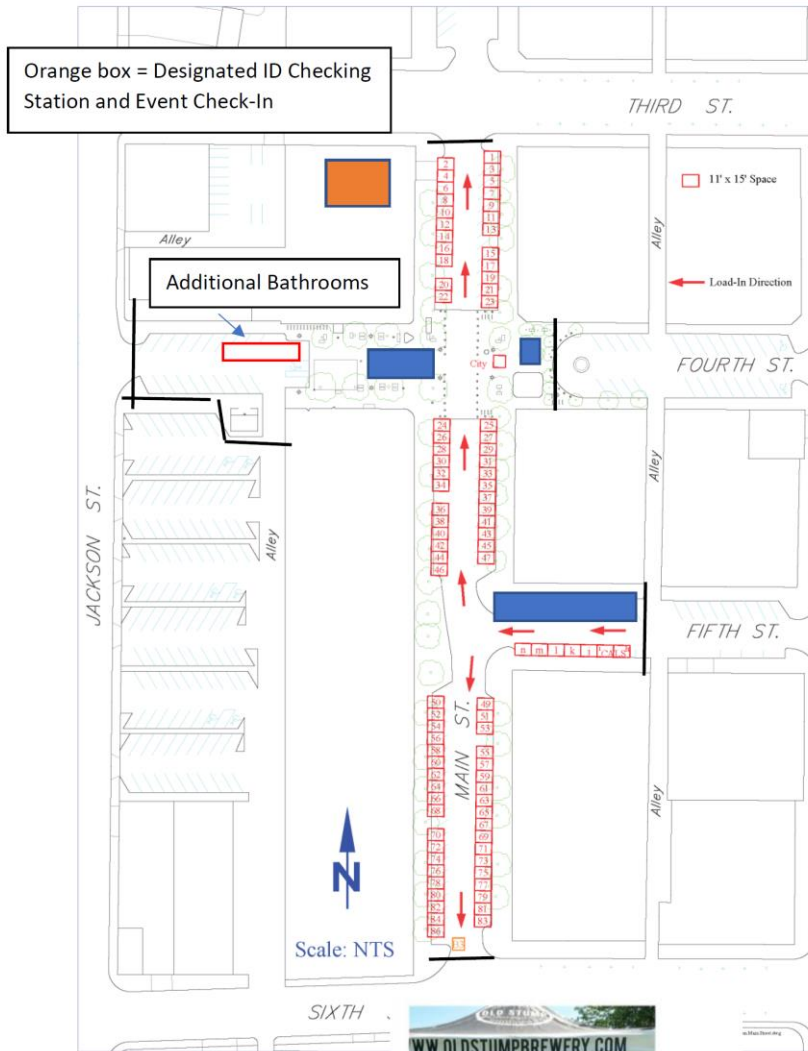
Conditions:

Date permit valid: 06/04/2022 Hours permit valid: 4pm-8pm
Noise level (dBA) shall not exceed 85 Dba at ☒ source at ☐ property line
Other Conditions: _____

James Fry Jr.
James Fry Jr. (Mar 31, 2022 14:19 PDT)

Chief of Police (208) 883-7054

Camp Moscowanna Proposed Event Layout



Alcohol Vendors:

Hunga Dunga 21/23
 Pour Company 50/52
 Shattuck Brewing 2/4
 Moscow Brewing Co 24/26
 Moscow Ale House 61/63
 Garden Lounge 20/22
 Colters Creek 69/71
 Lindsey Creek 7/9
 Vin 15/17

Food and N/A Beverage Vendors:

Café Artista 1/3
 One World Café 84/86
 Sushi Man 8/10
 Patty's 73/79
 Humble Burger 78/80
 HS Environmental Club 55/57
 Rotary Club 66/68
 Paradise Grill 43/45
 Maialina 20/22
 Battleground Food Truck 25/27/29

Event Check in 81/83

Vendors are assigned spaces. Tables will face towards Main St. All alcohol will be served on Main St. Some vendors may have 2 tents to fill space and some 1 tent. All vending tents are standard market tents. Vendors will only accept event tickets for alcohol and will serve into event glassware.

Other event activities, location TBD:

- S'more station
- Cornhole
- Egg in spoon relay race
- Fishing game (fake fish)
- Sing-a-long log



Above is an example of how tents will be set up with one way serving.



CLEARWATER GEAR

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THIS IS YOUR VIRTUAL PROOF: Please Read it Carefully! We cannot take responsibility for errors after receipt of your Art Approval email. Double Check for ANY spelling errors.

FOR APPROVAL: **YOUR ORDER IS ON HOLD!** Reply to this virtual proof email within 24 Hours "APPROVED" or "CHANGES NEEDED" if an error is found and describe the change needed for your approval. Virtual proof may not accurately depict registration, size or pms colors. All computer monitors show colors differently; final print colors may vary. We do our best to match PMS colors, but due to the materials and processes, some colors may vary. Capacity measurements are estimates and have some variance from glass to glass. There may be mis-registration on multi-color designs, within industry standards. Actual layout is shown to size.

Company name: Camp Moscovanna

Date: 4-5-22

WO:

Proof #2

art file: camp moscovanna 5oz pour 602 jar.ai

_____ ? qty #602 16oz Pint Jar White imprint Logo is 2.75" high (max), 5oz pour line is 1" wide	☐ LAYOUT APPROVED AS SHOWN, PROCEED. ☐ LAYOUT APPROVED WITH CHANGES NOTED. ☐ CHANGE LAYOUT AS NOTED, SUBMIT NEW LAYOUT.
--	---



5 oz





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/23/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Troy Insurance Agency Inc 1822 18th Ave P.O. Box 796 Lewiston ID 83501		CONTACT NAME: Amanda Nelson PHONE (A/C, No, Ext): (208) 743-3541 FAX (A/C, No): (208) 743-3542 E-MAIL: amtroy@troyins.com ADDRESS:	
INSURED Moscow Chamber of Commerce 411 South Main St Moscow ID 83843		INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Group INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2022-2023 LIABILITY REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS						
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		NBP1563070	01/30/2022	01/30/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ Liquor Liability \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ Included in CGL BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$						
	☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY						NBP1563070	01/30/2022	01/30/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$			
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0									CUP1567801	01/30/2022	01/30/2023	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below												N/A

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITY OF MOSCOW IS LISTED AS ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY REFERENCED ABOVE REGARDING THE JUNE 4TH, 2022 EVENT IN THE ENTERTAINMENT DISTRICT.

CERTIFICATE HOLDER

CITY OF MOSCOW 206 E 3RD ST PO BOX 9203 MOSCOW ID 83843
--

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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Community Events Division Event Application Review

Camp Mocowanna Saturday, June 4th 2:00 - 4:00 pm.
Event Name **Date(s)/Time(s)**

<u>DEPARTMENT/DIVISION</u>	<u>DESIGNEE</u>	<u>EVENT(S) APPROVED/DENIED</u>	<u>DATE REVIEWED</u>
<u>James Fry Jr.</u> James Fry Jr. (Mar 26, 2022 13:45 PDT)	☒ ☐	☐ ☐	MM/DD/YYYY
Moscow Police Department	Approve Deny		
Officer presence required? ☒ ☐ ☐	Officers available? ☒ ☐ ☐		
Yes No N/A	Yes No N/A		
<u>Don Ellwood</u>	☒ ☐	☐ ☐	MM/DD/YYYY
Moscow Volunteer Fire Department	Approve Deny		
<u>David R. Schott</u> David R. Schott (Mar 28, 2022 07:56 PDT)	☒ ☐	☐ ☐	MM/DD/YYYY
Parks and Recreation Department	Approve Deny		
<u>Kyle Rainer</u> Kyle Rainer (Apr 13, 2022 11:55 PDT)	☒ ☐	☐ ☐	MM/DD/YYYY
Community Development-Engineering Division	Approve Deny		
<u>Ty Thompson</u> Ty Thompson (Apr 13, 2022 10:52 EDT)	☒ ☐	☐ ☐	MM/DD/YYYY
Public Works-Environmental Services Division	Approve Deny		
<u>Steven Schulte</u> Steven Schulte (Mar 26, 2022 13:42 PDT)	☒ ☐	☐ ☐	MM/DD/YYYY
Public Works-Streets Department	Approve Deny		
Street closure required? ☒ ☐ ☐	ITD permit required? ☐ ☒ ☐		
Yes No N/A	Yes* No N/A		
*Application will remain pending until ITD grants applicant a permit			
Time of street closure?	2:00 PM	10:00 PM	
	Start	End	
<u>Lauren O'Laughlin</u> Lauren O'Laughlin (Apr 12, 2022 09:39 PDT)			
City Clerk/Deputy City Clerk	Date		

City of Moscow Community Events Division
ALCOHOL USE APPLICATION



This application is required for Events requesting Alcohol Use within the Moscow Downtown Central Business Zoning District. Applicants are to submit their completed Event Application to the Community Events Division first. Upon approval of Event, Applicants may then submit this form along with the non-refundable fee to begin the review process by City Council for their Alcohol Use request. City Council has the ability to deny Alcohol Use requests, but applicants may still move forward with their approved Event without alcohol.

Ideal timeline for Events requesting Alcohol Use:

1. At least two months prior to event, Applicant submits Event Application for review.
2. Upon approval of Event, Applicant submits Alcohol Use Application and pays \$100 non-refundable fee.
3. Staff drafts a Resolution for the beer/wine garden request OR a Resolution for the temporary suspension of open container law. Applicants must provide their licensed alcohol providers to staff to include in the draft Resolution.
4. Applicant must be present at Administrative Committee meeting (meetings are held on the 2nd and 4th Mondays of each month pending no holiday delays).
5. Applicant must be present at City Council meeting (meetings are held on the 1st and 3rd of each month pending no holiday delays).
6. Upon approval, Applicant pays any remaining fees and is issued permit for Event.

Name of Event: Camp Moscowanna

Event Date(s): June 4th

Event Location: Main St. Moscow between 3rd and 6th st.

Event Start time: 4:00pm Event End time: 8:00pm

Responsible Individual listed on Event Application: Dre Arman

By signing this Alcohol Use Application, Applicant understands that their Event may not have alcohol unless approved by City Council and that City Council has the right to deny Alcohol Use Requests for Events. Applicant also understands that the Alcohol Use Fee of \$100 is non-refundable regardless of the decision issued by City Council.

Dre Arman

Digitally signed by Dre Arman
Date: 2022.04.30 12:31:36 -07'00'

Signature of Responsible Individual for Event Organization

Date

Date Received: 4/30/2022

Date non-refundable fee paid: 5/3/2022

COMMITTEE STAFF REPORT

DATE: Monday, May 9, 2022



RESPONSIBLE STAFF

Megan Cherry, Arts Program Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Idaho Commission on the Arts ARPA Grant (ACTION ITEM) - Megan Cherry

DESCRIPTION

The Idaho Commission on the Arts (ICA) announced an American Rescue Plan Act (ARPA): Relief for Arts Nonprofits grant opportunity on April 22, 2022, with a deadline of May 9, 2022. This opportunity is for a one-time, non-matching grant available to arts organizations throughout Idaho. Grant funding for this program originates from federal ARPA funds, with award amounts based upon a formula similar to the ICA's annual Public Programs in the Arts grant. Staff anticipates up to \$8000 in funds awarded through this program. If received, the revenue would offset existing full-time personnel costs. Due to the short time between the announcement and the deadline for applications, the Arts Department submitted an application on behalf of the City of Moscow Arts Department on May 4, 2022, and is seeking ratification of that application.

STAFF RECOMMENDATION

Recommend ratification of the ICA ARPA grant funds application made May 4, 2022.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend ratification of the ICA ARPA grant funds application made May 4, 2022, or provide staff further direction.

FISCAL IMPACT

The only fiscal impact anticipated is the receipt of unanticipated revenue in FY2022.

PERSONNEL IMPACT

Personnel impact is relatively minimal due to the simplicity of application documents.

ATTACHMENTS

1. 2023_ICA_ARPA_NEA_Program Overview

Opportunity

05478-American Rescue Plan Act: Relief for Arts Nonprofits

One-Time Funding

Application Deadline: 05/09/2022 11:59 PM

Award Amount Range:	Not Applicable	Program Officer:	Michael Faison
Project Start Date:	07/01/2022	Phone:	208-334-2119 x
Project End Date:	12/31/2022	Email:	michael.faison@arts.idaho.gov
Award Announcement Date:			

Description

Description

This one-time, non-matching grant helps the arts sector recover from the COVID-19 pandemic through funding from the American Rescue Plan Act. Funds are intended to support day-to-day business expenses or operating costs. Support is limited to any or all of the following:

- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for artists and/or contractual personnel for services they provide for specific activities in support of your organization's general operations.
- Ordinary facilities costs

Amount

Applicants that received Entry Track or Public Programs in the Arts grant funds from the Commission during the State's 2022 fiscal year will receive an additional award based on a funding formula. All other approved grantees will receive a flat amount of \$2,500.

Grant Period

July 1, 2022 through December 31, 2022

Eligibility and Restrictions

As of the application deadline date, applicant must:

1. have been in operation in Idaho for at least one year as a nonprofit, IRS tax exempt 501(c)(3) organization or a unit of local, county, tribal, or state government; and
2. have submitted all final reports for any past Commission grants.

Narrative Questions

Applicants receiving Entry Track or PPA funding as described above are not required to answer the narrative questions; all others must complete.

1. Describe your organization; include structure, mission statement, history, programs, services, and community you serve. (maximum 400 words)
2. Describe how you propose to use the grant funds (maximum 200 words)

Attachments

- Nonprofit organizations are required to attach a copy of their IRS 501(c)(3) determination letter
- Support Materials (not required for applicants receiving Entry Track or PPA funding as described above)

Evaluation Criteria

Artistic Merit / Educational Merit

- Organization produces programs of artistic merit appropriate to its mission.

Examples

Grant funds must support the organization's regular, day-to-day work and cannot be for a new or special project or program. Some examples:

- A museum could contract with security guards for ongoing protection of the collection as that is a day-to-day function of the museum's operations
- An organization might need to hire/contract with IT experts to address its website as part of ongoing marketing and promotion which is an allowable cost, or to upgrade technology to improve virtual engagement.
- An arts education organization whose day-to-day work is developing and presenting educational programs might need to contract with a teaching artist to design or deliver a program.
- Contracting for a new professional development training program for staff would not be permissible as it is new and programmatic, but support for a training officer's salary would be permissible as that is operational.
- An organization might need to hire/contract for tech support to carry out its ongoing virtual activities in response to COVID-19, including individuals to provide expertise in the areas of staging, lighting, or sound.
- Facilities costs such as rent and utilities, e.g., electric, phone, gas bills. Not to include upgrades to HVAC/ventilation systems. *Note:* Costs related to home offices are unallowable.
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Marketing and promotion costs.

Late or incomplete applications will not be considered.

For help with questions related to eligibility or projects, please contact the Commission.

Attachments

Click on the File Name to open attachment

Description	File Name	File Size
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Website Links

Click on the URL to go to website

URL	Description
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COMMITTEE STAFF REPORT

DATE: Monday, May 9, 2022



RESPONSIBLE STAFF

David Schott, Parks and Facilities Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Rendezvous in the Park Beer and Wine Garden Request (ACTION ITEM) - David Schott

DESCRIPTION

Rendezvous in Moscow, Inc. is requesting City Council approve a Resolution allowing them to have a beer garden provided by a licensed vendor in East City Park for Rendezvous in the Park 2022 between the hours of 3:00 p.m. and 10:00 p.m. local time from July 13, 2022, through July 17, 2022. The event is open to the public, and there have been no issues related to this request since the first beer and wine garden was approved. The location of the beer garden has changed this year. The beer and wine garden in 2022 will be on the east side of East City Park. Security will be provided by Allied Universal Security Services again this year. The Chief of Police has reviewed the request and the safety requirements addressed in the Resolution and had no issue with the request.

STAFF RECOMMENDATION

Staff recommends approval of the Resolution authorizing the beer and wine garden request for Rendezvous in the Park 2022.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Resolution authorizing the beer and wine garden request for Rendezvous in the Park 2022; or provide staff with further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 03.25.22 Alcohol Use Application Rendezvous
2. Resolution 2022 - Beer-WineRendezvousInMoscow_final

CITY OF MOSCOW
ALCOHOL USE APPLICATION
(For alcohol use in City parks and facilities)

FEE: \$100.00 per event

Date Fee Paid: 3/23/22 **Note:** Fee shall not be refunded.

Applicant's Name: John Preston

Event Name, if different than applicant: Rendezvous in the Park

Address of Applicant: 621 Hathaway St., Moscow, ID 83843

Day Phone: 208-310-3205 Other Message Phone: _____

Email address, if any: tpreston1963@gmail.com

WHEN AND WHERE PERMIT WILL BE USED:

1. Date(s): 7/13 - 7/17

2. Time: All Day

3. Event Location: East City Park

Signature of Applicant: John Preston

Upon payment of alcohol use application fee, applicant then proceeds through the approval process with the guidance/assistance of the Parks and Recreation Director or designee.

Attached is a copy of the process and requirements

Attachment
Agreement/AlcoholPermit/App(FeeChg)/pm



RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE IN EAST CITY PARK UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE 5-13-4B; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Moscow City Code 5-13-4B prohibits the possession of alcoholic beverages while present in a public park in the City of Moscow, Idaho (hereinafter “City”) except in accordance with specific regulations adopted by the Council by Resolution; and

WHEREAS, East City Park in Moscow is a City park as defined in Moscow City Code 5-13-3.C. (hereinafter “the Park”); and

WHEREAS, Rendezvous in Moscow, Inc. (hereinafter “the Event Sponsor”) desires to have its sponsored event, Rendezvous in the Park (hereinafter “the Permitted Event”), in East City Park (see Attachment “A”); and

WHEREAS, the Permitted Event is an event or series of events sponsored by Event Sponsor, intended to promote family and community fellowship; and

WHEREAS, Council wishes to allow for the vending and responsible consumption of beer and/or wine under certain conditions, contained herein and during limited hours during the Permitted Event; and

WHEREAS, Council wishes to prevent the sale and/or consumption of liquor during the Permitted Event; and

WHEREAS, Council believes the regulations contained herein are appropriate; and

WHEREAS, Council believes that the specific regulations contained herein balance health and safety concerns of citizens with the desire to promote responsible use of alcoholic beverages; and

WHEREAS, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within City limits (including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit); and

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of the Event Sponsor or of the Permitted Event, and/or its affiliates, associations, contributors, supporters, participants, etc.;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho as follows:

SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE FROM JULY 13, 2022 THROUGH JULY 17, 2022:

Intent:

This Resolution is intended to allow the sale and consumption of beer and wine only (not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event. Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution is not a waiver of any State, County, or local requirement of a permit or licensure related to sales and/or distribution of alcohol including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the 13th day of July through the 17th day of July, from 3:00 p.m. to 10:00 p.m on each day.

Liability, Insurance and Safety:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer and/or wine, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the licensed vendor has current, paid up, off-premise liquor liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits.
2. No less than ten (10) days prior to the first activity of the Permitted Event herein described, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the Permitted Event has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event.
3. City shall be named as an additional insured on the insurance policy of the licensed vendor.
4. No less than ten (10) days prior to the Permitted Event, the Event Sponsor shall deliver to the City Clerk the signed original of the Agreement, attached as Attachment "B", with City to defend, hold harmless and indemnify City of Moscow, Idaho, its agents, servants, employees, officers and contractors from any and all claims, causes of action or damages which may arise from the Event Sponsor use of the Park premises.
5. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time he/she reasonably determines that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his designee to terminate all or part of the Permitted Event.

Vendor/Event Sponsor:

1. There shall be only one (1) licensed vendor of beer and/or wine at the Permitted Event;
2. All beer and/or wine shall be sold only by a licensed vendor.
3. Every licensed vendor shall obtain and shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a City catering permit; a State

beer and wine permit for benevolent, charitable, or public purpose events; or a winery sponsored event permit.

4. The name, address, telephone number, alcohol license permit number of every licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the City Clerk no less than ten (10) days prior to the Permitted Event at which such licensed vendor shall sell beer and/or wine.
5. The City shall play no role in determining which vendor shall be selected to sell alcoholic beverages in the Park during the Permitted Event; described herein.
6. The vendor shall provide at least two (2) persons to check proper identification for those who shall be sold beer and/or wine during the Permitted Event. These persons shall be clearly identified and shall be stationed no less than ten feet (10') from the vendor's sales or dispensing counter.
7. The Event Sponsor shall provide at least two (2) law enforcement officers or two (2) guards from a recognized private security firm to provide security for the Permitted Event. Such officers or guards shall be clearly identified as such and shall be on duty at all times beer and/or wine is being served during the Permitted Event. The Event Sponsor shall have sole discretion on who will provide security at the Permitted Event and shall be responsible for all payment and costs associated with such security services.
8. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, and/or negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event.

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer and/or wine, the Event Sponsor shall deliver to the City Clerk three (3) copies of a site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer and/or wine garden within the Park; (b) the barricade, sales and/or dispensing area, consumption area, entry and exit points; (c) identification checking station; and (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by Moscow City Parks and Facilities Manager or his/her designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and/or wine sales and consumption shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution.
3. The designated sales and service area(s) shall be physically separated from the rest of the Park by a barricade which is no less than forty-four inches (44") tall and which is constructed so no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map required by this Resolution. All sales, dispensing, service, and consumption shall take place inside the approved barricade.
4. All food sales and service shall be located outside the approved barricade and have a space of no less than ten feet (10') between the approved barricade and food sales or service area.
5. No person shall be allowed to purchase, consume or possess beer and/or wine other than within the area designated for beer/wine sales and consumption as shown on the map required by this Resolution.
6. There shall be no more than one (1) entrance and one (1) exit to each area designated for beer and/or wine consumption, as shown on the map required by this Resolution.

7. All beer and/or wine shall be dispensed in and consumed from its original container. Such container shall be a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a non-alcoholic beverage.
8. Every occupant within the area(s) designated for beer and/or wine consumption shall provide identification to law enforcement officers or City employees who request it.
9. No person under twenty-one (21) years of age shall be present in the area(s) designated for beer and/or wine sales or consumption at any time beer and/or wine is being served.
10. A sign shall be prominently posted at or near the entrance and exit to each area designated for beer and/or wine sales or consumption, stating that entrance by persons under twenty-one (21) years of age is prohibited.
11. Beer and wine shall be sold and consumed only within the designated areas at the Park only between the hours of 3:00 p.m. and 10:00 p.m. local time from July 13, 2022 through July 17, 2022, during the Permitted Event.
12. No person shall carry or consume any alcoholic beverage within the Park which is not purchased or dispensed from the licensed vendor at the Permitted Event and consumed within the approved consumption area. Consumption of alcohol within the Park and outside of the approved consumption area shall be considered a violation of the City's open container ordinance.

Fee:

The Event Sponsor shall submit to the City Clerk, within ten (10) days of the event, the required fee established by Council that is associated with this Resolution.

Failure To Comply:

Failure to comply with this Resolution shall expose any such person to all relevant civil and criminal consequences and may result in denial of subsequent applications for alcohol permits in public parks for a period of no less than five (5) years.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis				
Gina Taruscio				
Sandra Kelly				
Maureen Laflin				
Anne Zabala				
Julia Parker				

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this 16th day of May, 2022.

Arthur D Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____ and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

Attachment A



Attachment B

AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY
BETWEEN CITY OF MOSCOW, IDAHO AND
RENDEZVOUS IN MOSCOW, INC., FOR
THE RENDEZVOUS IN THE PARK EVENT

THIS AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY, between City of Moscow, Idaho (hereinafter "CITY") and the sponsor of the event, Rendezvous in Moscow, Inc. (hereinafter "SPONSOR"), is made and entered into this 16th day of May, 2022.

WHEREAS, Resolution No. 2022-_____ of the City of Moscow, Idaho, passed and approved on the 16th day of May, 2022, provides, in part, for the person(s) and/or group holding the approved event to enter into an agreement with CITY to defend, hold harmless and indemnify CITY, its agents, servants, employees, officers, and contractors from any and all claims, causes of action, or damages which may arise from the SPONSOR's use of CITY Park premises for the approved event; and

WHEREAS, this Agreement meets such requirement;

NOW, THEREFORE, CITY and SPONSOR agree as follows:

AGREEMENT TO DEFEND, HOLD HARMLESS, AND INDEMNIFY;

SPONSOR, through its duly and specifically authorized agents, hereby releases CITY and agrees, contracts and covenants not to bring suit, and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by SPONSOR's own agents, officers, employees and representatives to which SPONSOR might otherwise be immune, arising from the event scheduled to occur July 13, 2022 through July 17, 2022, permitted under the terms of Resolution No. 2022-_____.

SPONSOR expressly agrees that this indemnity provision extends to any and all claims, losses, actions or judgments for damages to property or injury, sickness or death to persons, arising out of, or in connection with, the acts and/or any performances or activities of SPONSOR, SPONSOR's officers, employees, agents, and representatives, or caused by the presence, dispensing, sale, gift, or ingestion of alcohol by SPONSOR or its officers, employees, agents, and representative including, but not limited to, the caterer and/or vendor of alcohol during the event.

Inspection, review and/or acceptance by CITY of any activity performed by or during the event or any activity or non-activity by CITY police officers or other officers, employees, agents or representatives of CITY, shall not be grounds for avoidance of any of the covenants of defense, indemnification or hold harmless by SPONSOR on behalf of CITY contained in this Agreement.

SPONSOR agrees that she/he (i) has read the foregoing Agreement, understands it, and agrees with its contents and conditions; (ii) has had an opportunity to speak with legal counsel prior to signing this Agreement; and (iii) understands that the terms of this Agreement are contractually and legally binding and that no verbal statement to the contrary, by any person, can void or alter the terms of this Agreement.

I, Tom Preston, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I have the authority to bind Rendezvous in Moscow, Inc. to this Agreement.

SIGNED this _____ day of _____, 2022.

RENDEZVOUS IN MOSCOW, INC.

CITY OF MOSCOW, IDAHO

Tom Preston

Arthur D Bettge, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk