

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

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.

