

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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Monday
February 27, 2023

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 p.m.

PRESENT: Maureen Laflin, Sandra Kelly

OTHERS: Mayor Art Bettge

STAFF: Bill Belknap, Cody Riddle, Amanda Argona, Brian Nickerson, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee January 23, 2023 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Earth Day Celebration Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona

Inland North Waste is sponsoring an Earth Day Celebration on Saturday, April 22nd, from 3 to 7 pm in East City Park. The annual event honors the ways our community protects and preserves our environment and is offered free of charge. Live music and eco-minded organizations are part of this event, in addition to food and a beer garden. The applicant anticipates 1 (one) licensed beer and/or wine vendor in the beer garden, which is estimated to be 25'x25' in size. Following standard operating procedures for events with alcohol within a City Park, Inland North Waste is requesting the allowance of attendees to possess and consume alcoholic beverages within the 25'x25' beer garden during the aforementioned date and time. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in the designated beer garden in East City Park for Earth Day Celebration for the duration of the event; or provide staff with further direction.

Argona introduced the item as written above and explained the progression of working with the Parks Department for the reservation process. The event organizers are responsible for coordinating recycling and waste options for consumers which is spelled out in the Resolution. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

3. Lewis Clark State College and City of Moscow Facilities Agreement (ACTION ITEM) - Brian Nickerson

Lewis Clark State College (LCSC) has approached the City of Moscow to request occasional use of the Moscow Fire Department's training facilities, equipment, and tools to conduct its Firefighter Training Program. The attached Memorandum of Understanding enumerates the benefits of entering into such an agreement with LCSC, the City's general responsibilities upon approval, LCSC's general responsibilities upon approval, terms, compensation, termination of the agreement and general provisions.

PROPOSED ACTIONS: Recommend approval of the agreement for use of facilities with Lewis Clark State College; or provide staff further direction.

Nickerson introduced the item by reflecting on the City's relationship with LCSC and their associates degree program over the last 7 years. Some Moscow firefighters attend LCSC for classes and training opportunities and this provides an opportunity to solidify the partnership between the two entities. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

4. 2023 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona

In 2018, the Moscow Farmers Market implemented the first iteration of the Moscow Farmers Market Handbook. The Handbook is an expanded policy document meant to provide clarity and serve as a resource for anyone seeking information on the Market, as well as hold Market participants accountable for operating procedures. At the end of each season, the policies that make up the Handbook are considered in depth by staff and the Farmers Market Commission. The Commission reviewed the proposed changes to the Handbook on February 7, 2023, and unanimously accepted all changes for approval and adoption by the Council for the 2023 Market Season.

PROPOSED ACTIONS: Recommend approval of the 2023 Moscow Farmers Market Handbook, or provide staff further direction.

Argona introduced the item by reflecting on the Farmers Market Subcommittee's review process of the Handbook and the goals of their meetings. 4 members of the Farmers Market Commission make up the Subcommittee who present the recommendations to the full Commission. Argona reviewed the various portions of the Handbook that were revised including the Mission Statement, Core Values, Youth Vendors, and Market Operating Policies. All vendors have already been notified of the proposed changes with no major concerns. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 3:14 p.m.

