

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208-883-7015

**Monday
August 28, 2023**

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 July 24, 2023 Minutes (ACTION ITEM) - Taylor Riedner

2. Pour Company Homecoming Block Party Alcohol Use Request in Ghormley Park (ACTION ITEM) - Amanda Argona

Pour Company is requesting an alcohol use permit in Ghormley Park for their Homecoming Block Party on Sat., Oct. 14 from 1-6 p.m. This event is the first of its kind for the Ghormley Park location with the potential to be an annual function. The applicant anticipates no more than four licensed beer/wine vendors and up to three food trucks, as well as live music. In similar fashion to Rendezvous in the Park, the event footprint will act as the beer garden with barriers structured in such a way as to ensure no individuals may pass under or over the barriers and there is a single entry check-in point to control open container access.

Following standard operating procedures for events with alcohol within a City Park, Pour Company is requesting the allowance of attendees to possess and consume alcoholic beverages within the event footprint during the hours of 1 to 6 p.m. during the aforementioned date. 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.

PROPOSED ACTIONS: Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in Ghormley Park within the event footprint of Homecoming Block Party during the listed time and date of the event; or provide staff further direction.

3. Health Insurance Consulting Group Contract Renewal (ACTION ITEM) - Bonnie Dennler / Sarah Banks

The City of Moscow has utilized the Murray Group, Inc. for a number of years to provide consulting services for strategic benefits planning and support for the city's employee benefits program. Services provided by the Murray Group include Health insurance and benefits planning and design, vendor management and administration, day-to-day administrative issues, COBRA administration, actuarial services, Employee Navigator (benefits platform) administration, as well as other necessary consulting and services.

In order to effectively manage and administer the city's employee health benefit programs, as well as maintain compliance with benefit and employment law surrounding ERISA, COBRA, HIPAA, ACA, Section 125, and other benefit administration requirements, approval is needed to renew contract agreements with the Murray Group for the 2023-2024 benefits plan year which began on August 1, 2023.

PROPOSED ACTIONS: Recommend approval of the Murray Group Consulting agreement, Murray Group Business Associate Agreement, and Employee Navigator Client Agreement; or provide staff with further direction.

4. Proposed Lot Line Adjustment at 1998 Ben Gifford Ct and 1974 Sunnyside Ave (ACTION ITEM) - Aimee Hennrich

The applicant, Jim Swift, is requesting a lot line adjustment between 1998 Ben Gifford Ct and 1974 Sunnyside Ave. The proposed lot line adjustment would increase 1974 Sunnyside Ave from 10,627 sf to 11,697 sf, and decrease 1998 Ben Gifford Ct from 21,378 sf to 20,308 sf. 1998 Ben Gifford Ct is currently a vacant lot and a single-family home is currently under construction at 1974 Sunnyside Ave. The applicant is requesting the lot line adjustment in order to make more symmetrical rear property lines to improve landscaping and maintenance. The subject properties are currently within the Medium Density Residential (R-3) Zoning District, where the minimum lot size is 6,000 sf and the minimum lot width is 60 feet. All proposed lots meet the minimum lot size and width requirements of the R-3 Zone, and the single-family dwelling currently under construction will meet all setback requirements.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.