

Administrative Committee



Regular Meeting ~Minutes~

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

PRESENT: Hailey Lewis, Gina Taruscio, Maureen Laflin

OTHERS: Council Member Julia Parker, Council Member Sandra Kelly

STAFF: Bill Belknap, Cody Riddle, Amanda Argona, Sarah Banks, Bonnie Dennler, Aimee Hennrich, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee July 24, 2023 Minutes (ACTION ITEM) - Taylor Riedner

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

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.

Argona introduced the item as written above. The initial request was made for 6th St, however due to past homecoming events, the park was found to be a better fit for the event. Per the Resolution, the maximum number of vendors allowed is 4 and glasses used must be opaque and not necessarily glass. Lighting accommodations will be discussed with the Parks Department should they be needed. The Homecoming Parade is scheduled to take place just prior to this event and kick off is scheduled just after to allow for the public to attend all events.

Stefan Yauchzee (Pour Company) shared his vision of the event, goals to continue the event annually, and measures that have already been taken for the security and safety of the event.

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

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.

Dennler introduced the item by sharing a summary of the 3 agreements. The Consulting Agreement provides general terms and conditions for consulting services and associated fees, payments, and responsibilities. The Business Associate Agreement provides Murray Group with access to employee protected health information. Per HIPAA regulations, it is necessary to provide this access in order to assist with consultations, claims, legal advice, billing disputes, and other case-by-case scenarios with the approval of the employee. The final agreement for Employee Navigator is an online platform to assist with employee benefits, open enrollment, new hire orientation, and additional resources.

This year's benefit plan started August 1st. The contracts did not come forward earlier due a much needed review of contracts prior to approval. All agreements are necessary in order to continue receiving the benefits with Murray Group. Regardless of the delay in approval, there have been no gaps in services and the relationship between the City and the Murray Group well exceeds 10 years.

Belknap shared that Murray Group has provided services that would otherwise require additional staffing at the City and the current services cost approximately \$45,000 per year. The City will be shopping amongst additional brokers towards the end of the year to ensure they are the best option. In the past, these agreements only went through administrative review rather than committee review and this year required additional updating.

The Committee requested the City do some shopping in the industry to ensure this broker is in the best interest of the City and to continue bringing these agreements to Committee for review in the future.

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

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.

Hennrich introduced the item as written above and reflected on the subject property and the zoning requirements. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 4:22 p.m.

