



Administrative Committee

Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
January 8, 2018**

3:00 PM

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

1. **Approval of Administrative Committee November 27, 2017 Minutes – Laurie M. Hopkins**
2. **Approval of Administrative Committee December 11, 2017 Minutes – Laurie M. Hopkins**
3. **Selection of Committee Chair and Vice Chair**

4. **Idaho Commission on the Arts Grant Application – Kathleen Burns**

The Idaho Commission on the Arts (ICA) Entry Track Grant is an annual opportunity designed to support public programs in the arts delivered by Idaho's arts organizations. Americans for the Arts is the federal agency that provides funding that is administered by the ICA. Grant awards are based on a formula that considers the panel review assessment, fiscal size of the organization, and past Commission funding.

If awarded, funds would be used for purchasing new display cases for the Third Street Gallery, enhancements to an exhibit scheduled for this fall regarding family collections and preservation, and potentially for funds related to hosting the Northwest Public Art Consortium (NowPAC).

The City of Moscow has applied and received this grant for several consecutive years. The current cycle requires an application due on January 31, 2018. Awards are anticipated to be announced in June of 2018 and funding is available in July of 2018. The grant was not included in the FY2018 budget. While it will be received during fiscal year 2018 it will be deferred and expended in fiscal year 2019.

PROPOSED ACTIONS: Recommend approval of Idaho Commission on the Arts (ICA) Entry Track Grant or provide staff further direction.

Reports

Long-Term Disposal RFP Update – Tim Davis

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

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208.883.7015

Monday
November 27, 2017

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 PM

PRESENT: Kathryn Bonzo Chair, Art Bettge Councilmember, Brandy Sullivan Councilmember

OTHERS: Mayor Lambert, Councilmember Gina Taruscio

STAFF: Jen Pfiffner, Kathleen Burns, Rod Hall, Sarah Banks, Laurie M. Hopkins

1. Approval of Administrative Committee October 23, 2017 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Kathryn Bonzo, Art Bettge, Brandy Sullivan

2. Moscow Library Public Art Project - Kathleen Burns

The City of Moscow Arts Department and Moscow Arts Commission has partnered with the Moscow Public Library to develop a public art installation at the library. An initial call was held in late spring and included public input and review process of submissions. A suitable proposal was not received and all submissions were rejected. A review of the process and resulting adjustments were implemented for a second call including expansion of the geographical area that artists may apply from to include all states that adjoin Idaho. The second call to artists was announced mid-summer 2017 and closed on October 9, 2017. Artist Melissa Cole was determined the successful candidate for the project with several different elements highlighting pollinators and wildflowers. The Moscow Public Library Public Art project is budgeted at \$30,000. The funding of this project is a partnership that includes the Idaho Commission of the Arts with a grant award of \$6,194, Moscow Public Library contributing \$13,806 and City of Moscow using the 1% for Public Art funds at \$10,000. This was reviewed and recommended for approval by the Administrative Committee on November 27, 2017.

PROPOSED ACTIONS: Recommend approval of selection of Melissa Cole for the Moscow Public Library Public Art project and accompanying contract or provide staff further direction.

Burns introduced the item as written above. Conceptual pictures of the proposal as well as previous projects were shown. Installation completion is set for May 2018 so that there can be a ribbon cutting during Artwalk. The balance of the 1% Art line item after this project is approximately \$58,000. Chris Sokol, Library Director, said the entryway garden was intended to be a water wise pollinator garden. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Art Bettge, Brandy Sullivan

3. Amendment to MCC Title 9 Chapters 6, 7, and 8 Alcohol Catering Permits - Roderick Hall

The proposed amendment to Moscow City Code would allow micro-breweries and wineries, located outside the City limits, to be able to apply for an alcohol catering permit to be able to serve and sell alcohol at special events in Moscow. This was reviewed by the Administrative Committee on November 27, 2017 with the suggested ordinance to include all breweries with a State and County license rather than only those licensed through the State and County that produce under 30,000 barrels of beer annually, otherwise known as micro-breweries.

Minutes Acceptance: Minutes of Nov 27, 2017 4:00 PM (Regular Items)

PROPOSED ACTIONS: Recommend approval of the proposed amendments to Moscow City Code Title 9 Chapters, 6, 7 and 8 to allow micro-breweries and/or wineries located outside the City to cater within the City limits with an alcohol catering permit, or provide staff further direction.

Hall introduced the item as written above adding the City Clerk received a request this past summer for a Latah County brewery to cater within the City limits and our code does not allow for that. The proposed ordinance would allow those breweries outside the Moscow City Limits to cater within the City limits. Staff provided two options for the Committee to review. One option would allow only microbreweries. The other option would allow larger breweries over 30,000 barrels annually. Bettge said he suggests allowing all breweries regardless of size to allow the event organizer to decide. Bettge read a letter of support for this code change from Tom Lamar, Latah County Commissioner. Bonzo is also leaning towards allowing all breweries. Sullivan also brought up regulation and knowing the difference between the breweries. Hall said their state license says which group they are licensed for. The Committee asked to use the option to include all breweries and put it on the regular agenda.

Reports

Series 2008 Sewer Revenue Bond Refinancing/Refunding Report - Sarah Banks

Banks reported the refunding went through and staff has received five proposals. Eric Heringer from Piper Jaffray & Co sent a memo today with a comparison of the proposals. The recommended proposal is from Zions Bank with a 2.48% rate. Wells Fargo was a lower percentage but was subject to change. The savings from the refinance should be approximately \$340,000. Bettge said these are not general obligation bonds so do not go towards our debt limit and Banks agreed. The refinance documents are being drafted and will be presented at the December 4, 2017 City Council meeting.

Adjourn

The meeting was closed at 4:25 PM



Administrative Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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**Monday
December 11, 2017**

4:30 PM

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

The meeting was called to order at 4:30 PM

PRESENT: Kathryn Bonzo Chair, Art Bettge Councilmember, Brandy Sullivan Councilmember

OTHERS: Mayor Bill Lambert

STAFF: Jen Pfiffner, Justin Goodwin, Bill Belknap, Rod Hall, Laurie M. Hopkins

1. Set Public Hearing: Amending MCC Title 7 Chapter 1, 2, 3, 15 and 16 Relating to Construction Regulations - Roderick Hall

The State of Idaho recently adopted the 2015 International Building Code, the 2015 International Existing Building Code, the 2015 Idaho State Plumbing Code based off the 2015 Uniform Plumbing code, the 2015 International Energy Conservation Code, and the 2017 National Electrical Code, with amendments, under the advice of State Boards: Building Code Board, Plumbing Board, and Electrical Board. As required by law, the City must also adopt the 2015 editions of these codes and the 2017 National Electrical Code. The City's Building Code Advisory Committee has reviewed and provided recommendations in various sections where they believed certain clarification, or additional requirements were warranted for the public health and safety of citizens of Moscow. The Advisory Committee also recommended Amendments to the 2012 International Residential Building Code. This matter has been scheduled for a public hearing before the City Council on December 18, 2017. This was reviewed and recommended for approval by the Administrative Committee on December 11, 2017.

PROPOSED ACTIONS: Review and forward to City Council to conduct public hearing on ordinance for adoption of the 2015 International Building Code, the 2015 International Existing Building Code, the 2015 Idaho State Plumbing Code based off the 2015 Uniform Plumbing code, the 2015 International Energy Conservation Code, and the 2017 National Electrical Code, with amendments to the 2012 International Residential Code at the December 18, 2017 City Council Meeting or provide staff further direction.

Goodwin introduced the item as written above. The members on the Building Code Advisory Committee (BCAC) were listed and an explanation of how they were chosen was given. Goodwin went through the specific amendments the BCAC recommended in the different codes. See attached PowerPoint presentation. Whole house fans and sprinklers were discussed. The Committee agreed to forward this item onto the City Council to conduct a public hearing on December 18, 2017 on the ordinance.

RESULT:	FORWARD TO CITY COUNCIL REGULAR AGENDA
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2. Cancellation of December 26 City Council Administrative Committee Meeting - Gary J. Riedner

Due to the fact that Christmas Day falls on a Monday, the Administrative Committee moves to Tuesday, December 26. With the holiday season, vacations, and school out of session, it would likely result in reduced attendance at such meeting. Traditionally committee meetings during this week have been cancelled.

Minutes Acceptance: Minutes of Dec 11, 2017 4:30 PM (Regular Items)

PROPOSED ACTIONS: Cancel the City Council Administrative Committee meeting scheduled for December 26, 2017; or take other such action deemed appropriate.

The Committee was in consensus to cancel the Administrative Committee on December 26, 2017.

RESULT:	APPROVED [UNANIMOUS]
AYES:	Kathryn Bonzo, Art Bettge, Brandy Sullivan

Reports

New Website Update - Jen Pfiffner

Pfiffner said staff has contracted with CivicPlus back in May to update our City website. Staff collected pictures, logos and other such items to begin design. Phase one for the committee was looking at different websites from other communities to see which features staff preferred. CivicPlus took staff input and created a layout and color proposal and that draft was reviewed in August. In late November, CivicPlus took the current website and began transition of the pages, documents and information. She showed some examples of what the page looked like before and after. Some pages are similar with the same type of columns and call-out boxes for links. The pages will also transition from a web to phone or tablet which the current website does not do. The new site will include widgets that citizens click on it pops up, rather than having a long page. Functionality will include Google maps and social media. January 15, 2018 is the go-live date. Training for staff will occur in late December, beginning January. Information will go out to the public so they know the new website is coming. Payments and registrations will all work the same. The layout of the website will be more intuitive and the main page will be much more categorized. There will be a search engine on the main page and carries over to other pages and the analytics will be much better. Rewriting will be an ongoing process.

Adjourn

The meeting was closed at 5:05 PM

Minutes Acceptance: Minutes of Dec 11, 2017 4:30 PM (Regular Items)

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 01/08/2018**Title:** Idaho Commission on the Arts Grant Application**Responsible Staff:** Kathleen Burns

Information

DESCRIPTION: The Idaho Commission on the Arts (ICA) Entry Track Grant is an annual opportunity designed to support public programs in the arts delivered by Idaho's arts organizations. Americans for the Arts is the federal agency that provides funding that is administered by the ICA. Grant awards are based on a formula that considers the panel review assessment, fiscal size of the organization, and past Commission funding.

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STAFF RECOMMENDATION: Recommend approval of Idaho Commission on the Arts (ICA) Entry Track Grant.

PROPOSED ACTIONS: Recommend approval of Idaho Commission on the Arts (ICA) Entry Track Grant or provide staff further direction.

Necessary Resources/Impacts

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments
