



Administrative Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
February 26, 2018

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Gina Taruscio Chair, Anne Zabala Councilmember, Brandy Sullivan Councilmember

ABSENT: Art Bettge Councilmember

OTHERS: Mayor Bill Lambert

STAFF: Gary J. Riedner, Daniel Stewart, Kathleen Burns, Alisa Anderson, Dwight Curtis, Jen Pfiffner, Laurie M. Hopkins

1. Approval of Administrative Committee February 12, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala, Brandy Sullivan
ABSENT:	Art Bettge

2. Idaho Unified Certification Program – Alisa Anderson

The City of Moscow, as a direct recipient and/or sub recipient of United States Department of Transportation (USDOT) funding, is required to execute a Resolution and a Statement of Agreement for the Idaho Unified Certification Program (IUPC) recognizing the Idaho Transportation Department (ITD) Office of Civil Rights as the agency authorized to manage the Disadvantaged Business Enterprise (DBE) Program for the State of Idaho. As required by 49 Code of the Federal Regulation, Part 26, the attached Agreement executed by ITD establishes the required one-stop-shop in the administration of a DBE organization and a Unified Certification Program (UCP) for Idaho in managing the certification, renewal and decertification of DBE's. Attached to this report is the letter from the ITD Office of Civil Rights requesting this action with the Agreement Establishing the IUPC for the DBE Program for the State of Idaho, the State of Agreement to be completed by the City, and a corresponding Resolution authorizing the requirements described.

PROPOSED ACTIONS: Recommend approval of the Statement of Agreement, Idaho Unified Certification Program and corresponding Resolution or provide staff further direction.

Anderson introduced the item as written above. The Committee had no questions, recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMEND APPROVAL TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala, Brandy Sullivan
ABSENT:	Art Bettge

3. Resolution Appointing New City ADA Coordinator – Gary J. Riedner

In order to remain compliant and to update ADA documents, the City is required to appoint an ADA Coordinator to replace former City Clerk Stephanie Kalasz who was previously appointed as ADA Coordinator. The City Supervisor is recommending the appointment of Alisa J. Anderson as the new ADA Coordinator. A new Resolution is attached amending

Resolution No. 2013-10 in the section regarding the designation of an ADA Coordinator and maintaining all other sections of the prior Resolution.

PROPOSED ACTIONS: Recommend approval of Resolution appointing Alisa J. Anderson as the City ADA Coordinator or provide staff further direction.

Riedner introduced the item as written above. The Committee had no questions, recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMEND APPROVAL TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala, Brandy Sullivan
ABSENT:	Art Bettge

4. Moscow Farmers Market Handbook – Daniel Stewart

The vendor policy document for upcoming Farmers Market season is reviewed annually and updated as needed. Per the adopted Moscow Farmers Market Strategic Plan, updates to the 2018 season policies has included more robust changes in order to enhance transparency and understanding and to provide vendors with additional information for the reasoning behind policies. Specifically, the goal of the update was to increase the clarity, quality, consensus on and consistency of policies.

PROPOSED ACTIONS: Recommend approval of the Moscow Farmers Market 2018 Vendor Handbook or provide staff further direction.

Stewart introduced the item as written above. The handbook spells out the histories and philosophies of the market so the incoming new vendors will know who we are, where we came from and where the market is going. Notable changes in the policies are: vendor sections including a table of contents; the new fee structure; youth age has changed from 11 to 16; a new prohibition of generators in writing; inclusion of references such as the FDA Food Safety Modernization Act; jury process specifics. The goal was to compile separate market items into one handbook to assist the vendors. This will be included in the Market vendor packet. The vendor packet includes everything related to being a vendor in the market and is mailed out annually to current vendors as well as given to new vendors.

Riedner said from where we started, this one document with an easy to use format is incredible and shows how far the market has come professionally.

Stewart explained other components and how they fit in the Market such as facilitation of SNAP benefits through Backyard Harvest; social media outlets; the City table at the market for City commissions to promote their mission; educational institutes and other program sponsor opportunities.

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

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Gina Taruscio, Anne Zabala, Brandy Sullivan
ABSENT:	Art Bettge

Adjourn

The meeting was closed at 3:18 PM

