

Administrative Committee



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, March 11, 2019

4:30 PM

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

The meeting was called to order at 4:30 p.m.

PRESENT: Gina Taruscio, Art Bettge, Anne Zabala

OTHER: Mayor Bill Lambert

ABSENT: Kathryn Bonzo, Brandy Sullivan,

STAFF: Gary J. Riedner, Mia Vowels, David Schott, Amanda Argona, Caylee Birge

REGULAR AGENDA

1. Approval of Administrative Committee February 25, 2019 Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

The minutes were approved as presented.

2. Edible Forest Park Official Naming (ACTION ITEM) - David Schott

The Parks and Recreation Department is requesting to officially name the edible forest park, Harvest Park. On September 12, 2018, the City requested suggestions for an official name for the edible forest park, which is the working name for the park. Nominations were accepted through October 20, 2018. The City received thirty five (35) nominations for the official park name. The Tree Commission considered the thirty five (35) nominations at their November 6, 2018 meeting and recommended Harvest Park as the official name. Given the recommendation, a sixty (60) day public comment period began with press releases issued on November 20, 2018 and again on December 20, 2018. The public comment period closed on February 1, 2019 with one comment received. The Tree Commission considered public comments and recommended Harvest Park as the official name for the park. The Parks and Recreation Commission also considered public comments and recommended the name Harvest Park as the official name for the park at their February 28, 2019 meeting.

PROPOSED ACTIONS: Recommend the name Harvest Park as the official name of the edible forest park, or provide staff further direction.

Schott presented the item as written above. One public comment received was "I like Harvest Park as the name of the proposed park. I also think it is a wonderful idea! I certainly hope that is water wise, however." The Committee recommended approval and that it be placed on the Council consent agenda.

3. 2019 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona

In 2018, the Moscow Farmers Market implemented the first version of the Moscow Farmers Market Vendor Handbook, an expanded policy document for vendors of the Market. Staff and a Farmers Market Commission Policy Sub-Committee reviewed and proposed revisions for the 2019 Moscow Farmers Market Handbook. These revisions were reviewed by the Farmers Market Commission at their December, January, and February meetings. The Commission accepted the revisions as a whole at the February 5, 2019 Moscow Farmers Market Commission meeting. Annual adoption of the Handbook by the City Council is required for adoption of the policies for the Market season.

PROPOSED ACTIONS: Recommend approval of the 2019 Moscow Farmers Market Handbook, or provide staff further direction.

Argona presented the revisions to the 2019 Moscow Farmers Market handbook. The market philosophies include a product mix of 50% agriculture, economic development, and removal of vending philosophies. All policies will have the same penalty action. Market operating policies will include 5th street and the 1st parking bay. Market fees will expand to state the policy on refunds and attendance, and benefits of each Tier package. Public health management has been expanded to theft of services and health inspections. Annual gross sales reporting is mandatory and can result in removal from the market. The revision will now include a vendor parking map and a preferred take down method to facilitate traffic and safety. The fee schedule worksheet was removed to take back control of invoices. The Committee recommended approval and that it be placed on the regular Council agenda.

ADJOURN

The meeting was closed at 4:48 PM

