



Commission Training

Gary J. Riedner, City Supervisor



Commission Types

Quasi-Judicial Commissions

- Board of Adjustment
- Planning and Zoning
- Tree Commission
- Duties
 - Court-like system
 - No legislative authority
- **No public input outside of public hearing process**

Regular Commissions

- Arts
- Fair & Affordable Housing
- Farmers Market
- Historic Preservation
- Human Rights
- Moscow Pathways
- Parks & Recreation
- Sustainable Environment
- Transportation

Commission Responsibilities

- Membership set by City Ordinance
 - Attendance
 - Participation/Engagement
 - Policy Recommendation
- Leadership
 - Chair elected annually by members
 - Facilitate meetings
 - Interface with staff
 - Providing staff direction as appropriate
- Open Meetings
 - Commission meetings open to the public
 - Public comment during meetings
 - Public notice of meetings required
 - Modified Roberts Rule
- Communication
 - Annual Reports to City Council
 - Written Communications
 - Coordinate with Administration for authorization
 - From Chair with Commission authorization
 - Addressing policy or stating Commission position
- Financial & Budget Processes
 - Annual budget request
 - Training
 - Materials
 - Some projects/programs

Staff & Council Responsibilities

- Assists Commission in accomplishing mission
- Council Liaison
 - “Sounding Board”
 - Report back to Council on activities and endeavors
- Staff Liaison
 - Defined by position or as directed by supervisor
 - Appointed to provide connection to City Council
 - “Sounding Board”
 - Reports Commission activities to Department Head or City Supervisor
 - Provides background for potential staff and City Council discussion of Commission policy recommendations
- Staff Liaison with Staff Support
 - Management of ministerial functions
 - Meeting scheduling & legal notices
 - Prepares draft agenda for Chair input
 - Posts and sends agenda as appropriate
 - Provides information/research requested by Commission
 - Coordinates communication activities
 - Coordinates budget and expenditures



Idaho Law

Open Meetings

Idaho Open Meetings Law

- Definitions (74-202)
 - Public agency includes any municipal corporation of the state of Idaho, and any sub-agency of a public agency which is created by ordinance.
 - Meeting means the convening of a governing body of a public agency to make a decision or to deliberate toward a decision on any matter.
 - Regular Meeting – date fixed by law or rule
 - Special Meeting – pursuant to a special call for the conduct of business
- ALL subcommittees, advisory committees, neighborhood groups must follow Idaho Open Meetings Law

Sec. 2-1. Regular Meetings.

The regular meetings of the Council shall be held in the City Hall on the first and third Monday in each and every month at seven (7:00) o'clock P.M.

If the first or third Monday in any month shall fall upon a legal holiday, then the regular meeting of the Council shall, for such month, be on the next succeeding day at seven (7:00) o'clock P.M.

(Ord. 2003-04; 02/18/03; 2010-02, 01/19/2010)

Sec. 2-2. Special Meetings of Council.

One half (1/2) plus one (1) of the members of the full Council shall have the power to call special meetings of the Council, the object of which shall be submitted to the Council in writing; the call and object, as well as the disposition thereof, shall be entered upon the journal of the Clerk.

Ref. Idaho Code § 50-706, (Ord. 2003-04; 02/18/03; 2010-02, 01/19/2010)

Idaho Open Meetings Law

- Meeting notice
 - 5 calendar day meeting notice or the regular meeting day, time and place may be posted
- Agenda notice
 - 48 hour agenda notice requirement
 - May be amended after posting and before 48 hours prior to the start of a regular meeting
 - Less than 48 hours to the time of the meeting, provided:
 - The city acts in good faith, and
 - Includes in the agenda all issues known to be probable items of discussion.
 - Motion to accept the amended agenda.
- Minute filing

Commission Subcommittees

Subcommittees Authorized

- Planning Zoning
 - Subcommittees
 - Advisory Committees
 - Neighborhood Groups
- Sustainable Environment, Transportation, Human Rights Commissions
 - Subcommittees
 - Advisory Committees
- Farmers Market Commission
 - Subcommittees

Subcommittees NOT Authorized

- Arts Commission
- Board of Adjustment
- Fair & Affordable Housing
- Historic Preservation
- Moscow Pathways
- Parks & Recreation
- Tree Commission

Local Land Use Planning Act

- Idaho Code §67-6502: The purpose of this act shall be to promote the health, safety and general welfare of the people of the state of Idaho as follows:
 - To protect property rights while making accommodations for other necessary types of development such as low-cost housing and mobile home parks.
 - To ensure that adequate public facilities and services are provided to the people at reasonable cost.
 - To ensure that the economy of the state and localities is protected.
 - To ensure that the important environmental features of the state and localities are protected.
 - To encourage the protection of prime agricultural, forestry and mining lands and land uses for production of food, fiber and minerals, as well as the economic benefits they provide to the community.
 - To encourage urban and urban-type development within incorporated cities.
 - To avoid undue concentration of population and overcrowding of land.
 - To ensure that the development on land is commensurate with the physical characteristics of the land.
 - To protect life and property in areas subject to natural hazards and disasters.
 - To protect fish, wildlife and recreation resources.
 - To avoid undue water and air pollution.
 - To allow local school districts to participate in the community planning and development process so as to address public school needs and impacts on an ongoing basis.
 - To protect public airports as essential community facilities that provide safe transportation alternatives and contribute to the economy of the state.



Agendas & Minutes

MOSCOW FARMERS MARKET COMMISSION



Erin Carroll
Commission Chair

~Agenda~

Kathleen Burns
Staff Liaison

Erincarroll123@gmail.com

208.883.7036

<http://www.ci.moscow.id.us/commissions/Pages/farmers-market.aspx>

Tuesday
April 12, 2016

4:00 PM

Council Chambers
206 E 3rd Street

Call to order

- 1. Welcome and Attendance – Erin Carroll, Chair**
- 2. Approval of February 1, 2017 and March 7, 2017 Minutes (5 minutes)**
ACTION: Review and approve minutes for February 1, 2017 and March 7, 2017 Meeting
- 3. Public Comment (10 minutes)**
Members of the Public may speak to the Commission regarding matters NOT on the Agenda or currently pending before the Farmers Market Commission. Please state your name and address for the record and limit your remarks to three minutes.
- 4. Immediate Market Concerns (5 Minutes – Daniel Stewart)**
This is a standing agenda item during market season to address any immediate market concerns or ideas which may require discussion by the commission.

ACTION: Discuss and provide direction to Chair and City Staff as needed.
- 5. Farmers Market Strategic Planning (10 Minutes - Jen Piffner)**
The Farmers Market Strategic Plan was adopted on February 8 by the Commission. With the adoption of the plan, staff has prepared a reporting tool to provide updates to the Commission on progress made on the determined actions/strategies outlined for the coming 12 months. Staff has prepared the report template with updates to date on progress completed.

ACTION – Provide feedback or direction on information presented to ensure the Commission’s informational needs are met.

Agenda

Items to include:

- Title
- Description
- Action

FAIR & AFFORDABLE HOUSING COMMISSION



Randy Baukol
Commission Chair

~Meeting Minutes~
June 2, 2016

Ryan Cash
Staff Liaison

rvbaukol@gmail.com

208.883.7095

<http://www.ci.moscow.id.us/commissions/Pages/fair-housing.aspx>

The meeting was called to order at 5:30 PM

MEMBERS PRESENT: Jamal Lyksett, Vice-Chair; Stetson Holman; Jeff Dodge; John Freeland

MEMBERS ABSENT: Jill Maxwell; Randy Baukol

ALSO IN ATTENDANCE: Rebecca Couch, Staff Liaison; Art Bettge, Council Liaison

1. Approval of minutes from March 3, 2016

The minutes were approved as presented.

2. FY2017 Budget Approval

Jeff Dodge moved that the commission approve the budget for the upcoming year, John Freeland seconded and the motion was approved.

3. Affordable Housing Discussion – report back on research

The commission continued its discussion of ways to promote affordable housing development in Moscow. Jill forwarded a statement about 10 principles of affordable housing that came from the mass.gov website. Commissioners will look into other cities as well.

John Freeland updated the commission about the possible impact of the Schweitzer expansion – pointing out that the additional 800 jobs will bring additional people into the area.

Over the upcoming year, commissioners will look into ways to provide incentives to owners of substandard homes to improve them, as well as other mechanisms to promote affordable housing – such as set aside fees.

4. Announcements/Other Business

The April Fair Housing Training will be held April 18th in council chambers.

The commission will table at the Farmer's Market on May 14th.

The meeting was adjourned at 6:30 p.m.

Randy Baukol, Chair (or stamped by Deputy City Clerk)

Minutes

Staff Support to provide minutes consistent with guidelines directed by the City Clerk

Meeting Processes

Agendas

- Staff Liaison to create draft agenda
- Commission Chair to review draft
 - Make changes
 - Approve agenda
- Staff Liaison forwards approved agenda to Staff Support
- Staff Support to post meeting
 - 5 days in advance for meeting notice
 - 48 hours in advance for meeting agenda notice

Minutes

- Staff Support to take minutes
- Minutes to be included for approval at next meeting
- Staff Support manages approved minutes:
 - Minutes are scanned to PDF
 - OCR'd (text recognition)
 - Save in public records file
 - Uploaded to website
 - Original sent to the City Clerk



Questions?