

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Agenda~

Amanda Argona
Staff Liaison

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

Tuesday, May 7, 2019

4:00 PM

**Council Chambers
206 E. 3rd St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of Farmers Market Commission April 2, 2019 Minutes (ACTION ITEM)

2. Public Comment and Response to Previous Comments (limited to 10 minutes)

3. Farmers Market Commission Budget Letter Request (ACTION ITEM) (10 minutes)

The Commission asked for professional development to be included in the Farmers Market Commission line item for the Community Events Division budget. After taking into consideration expenses for a Commission Member to attend a conference like the Washington State Farmers Market Association (registration and travel), staff is requesting \$2,000 for FY 2020 for the Farmers Market Commission, with \$1,500 allocated towards Commission training and \$500 promotional items for the Market.

PROPOSED ACTIONS: Review and accept the proposed budget request or take other such action as deemed appropriate.

4. Comprehensive Fee Schedule (ACTION ITEM) (60 minutes)

The Farmers Market Commission opted to defer implementation of a comprehensive fee schedule for the 2019 season and this proposal was accepted by City Council. The development of a comprehensive fee schedule will allow for more predictably to our vendors regarding the annual fee structure. Considerations include implementation date and span of time the schedule covers.

PROPOSED ACTIONS: Develop and propose a comprehensive fee schedule or take other action deemed appropriate.

REPORTS

1. Farmers Market Commission at Moscow Farmers Market (5 minutes)

The following dates are available for the Farmers Market Commission to table at the Market:

- May 25 (sharing with Parks and Rec. Commission)
- July 6, 13, 20, 27
- August 10
- October 12, 19 (Homecoming), 26

2. Sub-Committee Updates (10 minutes)

Oral History Project: Hill

Site Visits: Argona

- i. Next site visit is on May 21 (Texas Ridge and Brush Creek Farm)
- ii. Argona and DePhelps only to visit Hadley Farm and Garden
- iii. Need Commission Member interest for June:
 - 1. Palouse Prairie Farms and Hands and Hearts Farm
 - 2. Summit to Sea Project Farm and Country Time Alpacas

Craft and Food Jury: Argona

- i. Next jury is on Friday, June 7 3:30 pm-5:30 pm, 1912 Center; need at least 3 Commission Members as judges

Branding: Pfiffner

- i. Meeting on Friday, May 10, 2:30 pm -3:30 pm, Council Chambers

Fee sub-committee: Re-establish committee members

Downtown Business Survey: none at this time

ANNOUNCEMENTS

1. Proposed Items for Future Agendas

Commission members may email Amanda Argona (aargona@ci.moscow.id.us) to propose future agenda items for discussion.

2. Farmers Market Commission Regular meeting June 4, 2019 at Moscow City Hall in the Council Chambers

ADJOURN

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MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Commission Chair

~Minutes~

Amanda Argona
Staff Liaison

<http://www.ci.moscow.id.us/362/Farmers-MarketCommission>

**Tuesday
April 2, 2019**

4:00 PM

**Council Chambers
206 E 3rd St.**

The meeting was called to order at 4:08 PM

PRESENT: Jamie M. Hill, David Pierce, Jenny Ford, Joann Muneta, Renee Love, Linda Heath, Colette DePhelps,

ABSENT: Adam Reed,

ALSO IN ATTENDANCE: Amanda Argona, Staff Liaison; Brandy Sullivan, Council Liaison; DJ Scallorn, Administrative Specialist;

Welcome and Attendance

Chair Hill called the meeting to order.

REGULAR AGENDA

1. Approval of Farmers Market Commission March 5, 2019 Minutes (ACTION ITEM)

Pierce moved that the March 5, 2019 minutes be approved as presented; DePhelps seconded. Motion carried.

2. Public Comment and Response to Previous Comments (limited to 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 (3) minutes.

No public comment.

3. Review Farmers Market Poster Contest Submissions (ACTION ITEM)

The 2019 post contest deadline closed on Wednesday, March 27th. The Market office received thirteen submissions.

PROPOSED ACTIONS: Select and approve finalists for public voting or take other action deemed appropriate.

Poster contest submissions were reviewed by the Commission and the four finalists were selected. Pierce moved to accept the four finalists for the public vote. Love seconded. Vote by Acclamation: Ayes: Seven (7). Nays: None. Abstentions: None. Motion carried.

4. Commission By-laws Review (ACTION ITEM)

Suggest proposed changes to by-laws if needed.

PROPOSED ACTIONS: Approve proposed changes or take other action deemed appropriate.

Argona referenced the by-laws for the Farmers Market Commission in the packet and asked if the

Commission had any suggested changes.

Love said the section 5.1 should identify as the Moscow Farmers Market.

Discussion ensued regarding the ag representative Commission member and the process for having this member attend meetings or be replaced. Sullivan will follow up with the Mayor on sending letter to this member.

Discussion ensued regarding section 5.4 dealing with Sub-Committees and looking at how to include community representatives for projects. Argona will look into this language.

5. Commission Budget Proposal (ACTION ITEM)

The Commission is provided a budget line item each year. For fiscal year 2019, the Commission was granted \$500. Allocated monies are available for Commission projects.

PROPOSED ACTIONS: Approve proposed budget and associated project or take other action deemed appropriate.

Each year the Commission receives funding in the Community Events budget. In the past this line item has been funded at \$500. Argona asked how the Commission would like to utilize the money this budget year and if there was a request for additional funding for something specific for fiscal year 2020. Discussion ensued regarding using the money for materials, members to attend training, Commission events, projects, uniforms, and providing food for the Vendor orientation. Argona will research what this line item has been used for in the past so options for the current budget can be looked at.

Muneta moved to request \$600 for the 2020 budget. Pierce seconded. Vote by Acclamation: Ayes: Seven (7). Nays: None. Abstentions: None. Motion carried..

6. Farmers Market Strategic Plan Review and Update (ACTION ITEM)

Review current strategic plan and develop scope of work to complete for 2019 with an appropriate timeline.

PROPOSED ACTIONS: Approve proposed scope of work and timeline or take other action deemed appropriate

Love moved to table the Strategic Plan Review and Update until the May meeting. No second needed. Vote by Acclamation: Ayes: Seven (7). Nays: None. Abstentions: None. Motion carried.

7. Commission Fee Schedule

The Farmers Market Commission opted to defer implementation of a comprehensive fee schedule for the 2019 season and this proposal was accepted by City Council. The development of a comprehensive fee schedule will allow for more predictably to our vendors regarding the annual fee structure. Considerations include implementation date and span of time the schedule covers.

PROPOSED ACTIONS: Develop and propose a comprehensive fee schedule or take other action deemed appropriate.

Hill called for suggestions. Discussion ensued regarding having a fee increase based on actual budgets and not an arbitrary yearly percentage, looking at what the city's expectations are for how vendor fees cover market expenses, and how higher fees affect vendor's prices and therefore shoppers.

Discussion ensued regarding staffing costs and how these might adjust in the future, looking at justifying increases in vendor fees with actual needs for additional funding in the yearly budget, how to balance the predictability of fee increases with actual budget requests, and looking at additional options for covering market expenses (revenue generators, grants, etc.).

The Commission asked for a more detailed breakdown of the Market's budgets, comparisons in fees

between the Moscow Farmers Market and other area markets, the City Council's expectations for the amount that vendor fees cover the budget, and more data on where the actuals to date are for the 2019 budget.

DePhelps moved to table this discussion until the May meeting. No second needed. Vote by Acclamation: Ayes: Seven (7). Nays: None. Abstentions: None. Motion carried.

ANNOUNCEMENTS

1. Proposed Item For Future Agendas

Commission members may email Amanda Argona (aargona@ci.moscow.id.us) to propose future agenda items for discussion.

2. Moscow Farmers Market Vendor Orientation - April 4, 2019 at the 1912 Center

3. Farmers Market Commission Regular meeting, Tuesday, May 7, 2019 at Moscow City Hall in the Council Chambers

4. 2019 Craft and Food Jury dates - Friday, 3:00 to 6:00 p.m. on June 7 and June 28 at the 1912 Center

The meeting adjourned at 5:48 PM