

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Commission Chair

~Minutes~

Amanda Argona
Staff Liaison

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

**Tuesday
May 7, 2019**

4:00 PM

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

The meeting was called to order at 4:01 PM

PRESENT: Jamie M. Hill, David Pierce, Renee Love, Colette DePhelps, Kerry Morsek, Kelly Kingsland, Linda Heath,

ABSENT: Jenny Ford, Joann Muneta,

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

Welcome and Attendance

Chair Hill called the meeting to order.

REGULAR AGENDA

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

Pierce moved that the April 2, 2019 minutes be approved as presented; DePhelps seconded. Motion carried.

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

No public comment.

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.

In April, the Commission discussed increasing the Farmers Market Commission line item for 2020 from \$500 to \$600 so members could attend conferences and in turn better serve the market, and still have additional monies leftover for promotional items. After reviewing true costs of attending a conference like the Washington State Farmers Market Association, Argona presented a draft letter requesting the increase of funding to \$2,000. DePhelps moved to increase the requested funds to \$2,000 and accept the letter as written. Pierce seconded. Discussion ensued regarding how budgeting for extra funds might affect vendor fees. Pfiffner clarified that there are two sources of review for the market, vendor fees and the City general fund support. The Fee Sub-Committee would look at the best way to cover market expenses with vendor fees. Vote by Acclamation: Ayes: Seven (5). Nays: None. Abstentions: Two (2) Love and Kingsley. Motion carried.

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.

Hill said currently vendor fees are based on a three-tier system. The question is how to raise vendor fees in a predictable manner by either looking at a flat percentage or dollar amount. The goal is to find a comprehensive fee schedule or discover another way to keep Council informed on the fee schedule. Discussion ensued regarding how vendors are committed to the market and that the goal is to have a justifiable reason for fee increases. Pfiffner said vendor fees and the City general fund support the market. Since the market split from the Arts Department, more data is starting to be collected on the true cost to run the market. Discussion ensued regarding how City Council has not clearly expressed their expectations for how much vendor fees should cover the cost of the market, that looking at the available data some operating costs have decreased, and that extra time to gather more data would be beneficial. DePhelps moved to not increase vendor fees for FY 2020, to work with City Council to get clear understanding of their expectations for how much vendor fees should cover expenses, to gather additional data, and have a plan for vendor fees in place by FY 2021. Morsek seconded. Discussion ensued regarding the benefit of gathering more data and actuals and giving vendors time to settle into the new tier system. Vote by Acclamation: Ayes: Seven (7). Nays: None. Abstentions: None. Motion carried.

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

The Commission will table at the market on May 25th and July 27th.

2. **Sub-Committee Update (10 Minutes)**

Oral History Project: Hill

DePhelps, Hill, and Argona met to discuss the project including the historical timeline, questions to ask, and who to interview.

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

The visits are going very well. The next visit is May 21st. Regular Site Visit sub-committee members are DePhelps and Pierce. Additional Commission members available were Kingsland and Hill for May visits and Morsek and Love for the June visits.

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

The final jury for the 2019 season is almost full. Volunteers to serve as judges were Love, Pierce, DePhelps, and Morsek.

Branding: Pfiffner

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

Fee Sub-Committee: Re-establish Committee Members

The Sub-Committee will assess different fee structures and put forth suggestions for a comprehensive fee schedule. Volunteers should email Argona.

Downtown Business Survey: none at this time

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

The meeting adjourned at 5:37 PM

Minutes Approved On

JUN 4 2019

D. Scallon
Clerk/Deputy Signature