

MOSCOW FARMERS MARKET COMMISSION



Adam Reed
Commission Chair

~Minutes~

Jen Pfiffner
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**Tuesday
January 2, 2018**

4:00 PM

**Mayor's Conference Room
City Hall 206 E Third St**

The meeting was called to order at 4:00 PM

PRESENT: Erin Carroll, Linda Heath, Joann Muneta, Jeremy Ritter, Jamie M. Hill, David Pierce, Adam Reed, Colette DePhelps

ABSENT: Jenny Ford,

ALSO IN ATTENDANCE: Jen Pfiffner, Staff Liaison; Jim Boland, Council Liaison; Daniel Stewart, Farmers Market Manager; Jenine Estlick, AmeriCorps Volunteer Coordinator;

Welcome and Attendance

1. Approval of Farmers Market Commission December 5, 2017 Minutes

RESULT:	ACCEPTED [8 TO 0]
MOVER:	David Pierce
SECONDER:	Jamie Hill
AYES:	Carroll, Heath, Muneta, Ritter, Hill, Pierce, Reed, DePhelps
ABSENT:	Jenny Ford

2. 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 (3) minutes.

No public comment.

3. Strategic Planning Monthly Update - Jen Pfiffner, Assistant City Supervisor

Monthly update of the staff deliverables as outlined in the Moscow Farmers Market Strategic Plan.

ACTION: Receive report and provide staff further direction as deemed necessary.

Pfiffner presented an update to the Strategic Plan deliverables with several schedule adjustments including:

- Waste Audit Findings & Compost Program moved from May 2017 to March 2018.
- Volunteer Procedures Handbook moved from December 2017 to March 2018

Pfiffner noted a more in depth annual report on Strategic Planning initiatives will be developed in the coming months as part of the City's annual budget process.

In addition a draft Annual Calendar was distributed. This Calendar will be updated to provide a background for annual work of the Commission with important operating dates as well.

Direction was provided to staff to continue to update the calendar as a Commission resource.

4. Business Survey Report - Jen Pfiffner, Assistant City Supervisor

Work to finalize the Business Survey was delayed this month. No additional feedback was provided since the December meeting and the survey draft will be updated per December meeting comments and shared at the February meeting.

ACTION: Receive report and provide staff further direction as deemed necessary.

A revised draft survey was distributed for review. Pfiffner committed to sending the survey via Survey Monkey for members to review online as the business would see it. Several adjustments to the document were noted and will be incorporated before that survey is sent for review.

Direction was provided to send the survey electronically after adjustments noted in the meeting were completed.

5. 2018 Vendor Handbook and Policies - Daniel Stewart, Community Events Manager

Per Commission direction and as outlined in the Moscow Farmers Market Commission Strategic Plan, the policy document for the 2018 Farmers Market season has been thoroughly revised and updated. Changes from the previous seasons document to the proposed include clarification of unclear policies, inclusion of policy information that was previously accidentally excluded such as restrictions regarding the use of generators. The policy document has been updated to serve as a handbook for vendors and now includes Commission information, definitions (including vendor type definitions), as well as more comprehensive references throughout the document.

The document was routed in early December for Commission review, with final comments being received as late as December 29, 2017. No additional changes were recommended following the comment period.

This document is presented for consideration and recommendation of approval to the City Council at the January 16 City Council meeting.

ACTION: Receive 2018 Vendor Handbook and Policies document and recommend approval to City Council for 2018 Moscow Farmers Market Season or take such other action as deemed necessary.

As noted in the agenda, the draft document was routed in early December for Commission review, with final comments being received as late as December 29, 2017. No additional changes were recommended following the comment period.

The Commission discussed several areas within the document that they'd like to address. It was determined that a sub-committee will meet to review the areas of concern. Stewart will coordinate that process in the next week. After the sub-committee works through changes the document will be presented for final feedback in advance of the February meeting.

6. Manager's Report and Immediate Market Concerns - Daniel Stewart, Market Manager

Farmers Market Manager will report on items relevant to the Farmers Market.

ACTION: Discuss and provide direction to staff as needed.

- Looking forward to reviewing dogs in the Market and smoking in the Market. It was also noted that policies were the priority at moment.

7. Tabled Business for Future Agendas - Email items to Jen Pfiffner at jpfiffner@ci.moscow.id.us

Items to be included for future discussion include:

- Annual Strategic Plan Report
- Regulations regarding dogs in the Market
- Regulations regarding smoking in the Market
- Discussion of potential addition of second farmer representative on Commission

8. Upcoming Dates

A. FMC Regular Meeting - February 6, 2018 at 4:00 P.M. in the Council Chambers

Adjourn

The meeting was closed at 5:20 PM

Minutes Approved On

FEB 6 2018

D. Scallon
Clerk/Deputy Signature