

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Commission Chair

~Minutes~

Amanda Argona
Staff Liaison

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

**Tuesday
June 4, 2019**

4:00 PM

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

The meeting was called to order at 4:02 PM

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

ABSENT: Joann Muneta, Kerry Morsek,

ALSO IN ATTENDANCE: Amanda Argona, Staff Liaison; Brandy Sullivan, Council Liaison; Jen Pffifner, Assistant City Supervisor; DJ Scallorn, Administrative Specialist;

Welcome and Attendance

Chair Hill called the meeting to order.

REGULAR AGENDA

1. Approval of Farmers Market Commission May 7, 2019 Minutes (ACTION ITEM)

Pierce moved that the May 7, 2019 minutes be approved as presented; Heath 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. Vendor Requests – Amanda Argona (10 minutes)

Market management has received the following clarification requests from a new vendor and current vendor regarding Market policies:

a. Ahtanum Berry Patch: Located in Yakima, WA, Sam Weaver with Ahtanum Berry Patch signed up to be a vendor with the Moscow Farmers Market last season but was unable to attend due to lack of product. Ahtanum Berry Patch has applied to be a vendor again. After reviewing their products which include fresh fruit, jams, drinks, and baked goods, management has asked them to jury all of their baked goods as the majority of the products offered do not all feature their berries or is not sourced directly from the farm. After a phone conversation last week, Sam Weaver, owner of Ahtanum Berry Patch, said that he and his daughter reviewed our market's handbook. They had hoped to send Sam's grandson who lives and works on the farm to the Moscow Farmers Market. Currently, the handbook outlines the following policy: Page 8, Item 2. Vendor Production and Location Rule "All Vendors shall be the grower/producer and shall conduct their growing/producing operations in a location not more than 200 air miles from the City of Moscow, Idaho". If approved, this vendor will have a site visit conducted this year.

b. Patty's Mexican Kitchen: Last season, Gerardo Alvarez made management aware that he was investing in a food trailer for his business and Market booth. At the time, Alvarez brought up the fact that he may have to pay for an additional space due to his trailer being 24' in length. He also invested in more narrow tents so he would stay within his confined spaces at the Market, and not extend beyond the pins in the asphalt. In an effort to be transparent, Management brought up to Alvarez that his business may be charged a truck space if his operation went beyond the space restrictions and to be consistent with fees applied to other vendors. At this time, Patty's Mexican Kitchen does extend beyond the pins in the asphalt. Alvarez plans to remedy this by investing in an awning that would be attached to the food trailer that could be rolled out to the preferred and desired length, thus getting rid of the need for tents. It was also discovered last week that Alvarez is able to fit his food trailer into two 11'x15' spaces lengthwise and does not encroach or take over space 18, which is between his spaces and Mela's neighboring space 16. Management and Alvarez have been in active discussion on what constitutes a truck space and subsequent fee, and whether a food trailer would fit into that fee requirement.

PROPOSED ACTIONS: Staff is seeking direction from the Farmers Market Commission on how best to handle these requests while keeping with the Moscow Farmers Market values, philosophies, and policies.

Argona requested input from the Commission regarding vendor Ahtanum Berry Patch. They registered for the 2018 market but did not attend, have some baked goods that do not use their farm fruit and some that do, and would like to have their grandson attend the market to facilitate sales. Discussion ensued regarding the intent of the policy of grower/producer as a method of having someone onsite at the market that knows the products, the need to verify with the vendor if the grandson is participating in the production of the baked goods, and how other vendors in the market have juried similar products. The Commission came to the consensus to allow the grandson to sell at the market, clarified that the only products that need to be juried are the baked goods that do not use the farm fruit in them, and the need to have more information about who prepares the baked goods.

Argona requested input from the Commission regarding vendor Patty's Mexican Kitchen. They have converted their traditional market operation into a food trailer and clarification is needed on the truck fee. Discussion ensued regarding how other vendors are charged for a truck space, the need for a definition in the policies on what a truck space/trailer space is, and clarification on whether the intent of charging an extra fee is to limit the number of vehicles/trailers in the market. The Commission came to the consensus to communicate with the vendor that if they condense the setup to stay within the space then an additional truck space fee, this season, will not be charged and to discuss the truck/trailer space policy for the 2020 season.

4. Farmers Market Strategic Plan Review and Update (ACTION ITEM) (20 minutes)

In April, the Farmers Market Commission moved to table the Strategic Plan Review and Update for the May meeting. The item was unable to make it onto the May agenda to allow time for a fee discussion. Review current strategic plan and develop scope of work for complete for the remainder of 2019 with an appropriate timeline.

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

Pfiffner reported that the City is looking at purchasing a strategic plan software to help track progress made and that the goal is to implement the software by September 2019. Discussion ensued regarding the need to rework the language of the Farmers Market Commission plan to incorporate updates.

[Ford arrived to the meeting]

Love moved to postpone the discussion on the Strategic Plan until September 2019. Pierce seconded. Vote by Acclamation: Ayes: Seven (7). Nays: None. Abstentions: None. Motion carried.

5. Comprehensive Fee Schedule Update – Jen Pfiffner (15 minutes)

Pfiffner said she discussed fees with Gary Riedner and the Mayor to get direction and guidance and they requested looking at what other market's charge their vendors and to review the amenities offered by other markets. Discussion ensued regarding which markets are being looked at and also to record the annual income of each city these markets are in.

6. Farmers Market Commission Open Projects (ACTION ITEM) (10 minutes)

The Farmers Market Commission has several open projects that require Commission commitment to complete them, in addition to active sub-committee tasks. No more than four Commission members may be involved with a sub-committee or open project at a given time.

Sub-Committees:

- Site Visits Tuesday, June 18 and 25 (DePhelps, Pierce; rotating members include Hill, Love, Morsek)
- Craft and Food Jury (DePhelps, Hill, Love, Pierce)
- Fees
- Policies (reviewed and proposed during fall and winter)

Open Projects:

- Oral History Project
- Branding
- Downtown Business Survey

PROPOSED ACTIONS: Review open projects and determine feasibility and need based on Commission members' interest and Moscow Farmers Market Strategic Plan or take other such action as deemed appropriate.

Hill said there are a number of ongoing projects that need attention from the Commission. Some are necessary but there may be others that are no longer needed. Discussion ensued regarding Commission member interest in each Sub-Committee.

Hill said open projects are the History Project, Survey, and Branding. Discussion ensued regarding the components of the Downtown Business Survey. The Commission came to the consensus to have Hill draft a letter.

The Oral History Project is progressing and interviews need to be set up.

Ford moved to accept the addition of new Sub-Committee members and to amend the Downtown Business Survey as a letter to business owners. DePhelps seconded. 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. Farmers Market Commission Regular meeting July 2, 2019 at Moscow City Hall in the Council Chambers. Any conflicts due to July 4th holiday?

Argona will review the availability of the Council Chambers for July 10th.

The meeting adjourned at 5:34 PM

Minutes Approved On

JUL 10 2019


Clerk/Deputy Signature