

MOSCOW FARMERS MARKET COMMISSION



Adam Reed
Commission Chair

~Minutes~

Jen Pfiffner
Staff Liaison

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

**Tuesday
December 04, 2018**

4:00 PM

**City Council Chambers
206 E Third St**

The meeting was called to order at 4:00 PM

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

ABSENT: Adam Reed, Jenny Ford,

ALSO IN ATTENDANCE: Katheryn Bonzo, Council Liaison; Amanda Argona, Community Events Manager; Davy Frogley, AmeriCorps Programs Coordinator; DJ Scallorn, Arts Assistant;

Welcome and Attendance

Vice Chair Hill called the meeting to order in Chair Reed's absence.

1. Approval of Farmers Market Commission October 2, 2018 Minutes (ACTION ITEM)

Pierce moved that the minutes be approved as presented; Heath seconded approval of the October 2, 2018 minutes. Motion carried.

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 report.

3. Fee Sub-Committee Update And Recommendation (ACTION ITEM) – Amanda Argona

Staff has conducted a review of the fee structure implemented for the 2018 season. Further review to determine an appropriate recommendation for fees for the 2019 season has also been conducted and shared with the Fee Sub-Committee who met on November 29th.

ACTION: Review the current proposed fee revision and accept as presented or take such other action as deemed appropriate.

The Fee Sub-Committee (Muneta and Reed) met with staff, reviewed the data on fees, and are proposing an increase for 2019 of 4% across all vendor fees. This would calculate out to be a 1% increase to the percentage of the market budget that is offset by the Vendors.

[Bonzo arrived to the meeting]

Argona said along with the fee increase, she was looking into the possibility to give Ag Vendors in tier 3 with 2 or more booth spaces a discount, since the market is a farmers market first. Discussion ensued regarding a need for justification on increasing Vendor fees by 4% and a need for direction from City Council on what percentage range the Vendor fees should offset the market budget.

Carroll moved to return the fee discussion back to Sub-Committee so additional details can be developed and brought back to the Commission. DePhelps seconded. Vote by Acclamation: Ayes: Six (6). Nays: None. Abstentions: None. Motion carried.

[Frogley left the meeting]

4. Policy Sub-Committee Update (ACTION ITEM) - Amanda Argona

The Policy Sub-Committee has established a meeting schedule and mapped initial revisions to be considered during the review process. Three meetings have taken place so far, with the initial meeting attended by the commission members assigned to this Sub-Committee (Linda Heath, Joann Muneta, and David Pierce). The goal of the Policy Sub-Committee is to: eliminate and remove redundancy where necessary; clarify and more explicitly state policies where necessary; discuss revision/additions, all while keeping the policies aligned with the mission and vision of the market. The Sub-Committee has completed its first set of revisions for policies located on page 3 through page 9.

ACTION: Review current proposed revisions and accept as presented or take such other action as deemed appropriate.

The Policy Sub-Committee (Heath, Pierce, and Muneta) met with staff and are proposing a number of changes to the policies. The revisions are edits to verbiage not policy, clarification of current policy, or to remove redundancy. Discussion ensued on how to better edit some sections for clarification.

Hill called for a motion. Pierce moved to accept the revisions as amended. DePhelps seconded. Vote by Acclamation: Ayes: Six (6). Nays: None. Abstentions: None. Motion carried.

5. Discuss Alternate Date For January Commission Meeting

Since the January regular Commission meeting falls on New Year's Day a new meeting day needs to be set. The Commission came to the consensus to meet on January 3, 2019 at 4 p.m. in the Council Chambers.

6. Market Operations Report – Amanda Argona

Moscow Farmers Market operations update.

- Vendor-on-Vendor complaint to be addressed
- Sales Reporting
- Market Footprint Project - Davy Frogley

Argona said a Vendor has voiced concern that another Vendor may not be creating their product. Staff will look into conducting a site visit and investigate as needed.

Vendor sales reports are coming in and the deadline to submit has passed. The current policy on Vendor sales reporting states that Vendors who fail to report their sales will be ineligible for the following market season. Staff is contacting Vendors who still need to report their sales, making them aware of the policy/penalty in emails, phone calls, and letters reminding of the penalty for not reporting sales this season and giving them an opportunity to submit their sales. Discussion ensued regarding the lack of enforcement of this penalty and the grace period given to Vendors in the past. Staff has reviewed this process and has a plan in place to implement this policy and associated penalty.

Amanda reported that Frogley compiled data showing the market footprint and created a map showing which spaces are always filled, which are sometimes filled, and which are mostly always open. The data shows that only a few spaces are left open on Main Street with the majority of open spaces on 5th Street. Staff is looking at ways to expand attendance in 5th Street including the possibility of incentives and limiting the approval at the jury so as not to overfill the market. Argona suggested having the percentage of Ag Vendors revised to apply to the market footprint and not the overall enrolment. Discussion ensued regarding the need of the percentage to prioritize farmers, how the percentage is currently difficult to implement on the ground, and how adding a Vendor mid season who has missed the all Vendor meeting and is not familiar with the policies is disruptive. Argona recommended having farmers subject to a site visit before they are approved to attend the market (similar to how craft and food products be subject to the jury). Discussion ensued regarding ways to better develop 5th Street including only offering new tier 3 Vendors space on 5th Street and adding signage at the intersection

listing the types of Vendors on 5th Street.

7. Proposed Item For Future Agendas

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

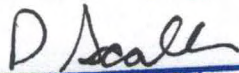
8. Upcoming Meetings & Events

- Moscow Farmers Market Commission Regular Meeting - January 3, 2019

The meeting adjourned at 5:31 PM

Minutes Approved On

JAN 3 2019



Clerk/Deputy Signature