

MOSCOW FARMERS MARKET COMMISSION



Adam Reed
Commission Chair

~Minutes~

Jen Pfiffner
Staff Liaison

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

**Tuesday
January 3, 2019**

4:00 PM

**City Council Chambers
206 E Third St**

The meeting was called to order at 4:05 PM

PRESENT: Jamie M. Hill, David Pierce, Colette DePhelps, Joann Muneta, Jenny Ford,

ABSENT: Adam Reed, Linda Heath,

ALSO IN ATTENDANCE: Jen Pfiffner, Staff Liaison; Kathryn Bonzo, Council Liaison; Amanda Argona, Community Events Manager; DJ Scallorn, Administrative Specialist;

Welcome and Attendance

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

1. Approval of Farmers Market Commission December 4, 2018 Minutes (ACTION ITEM)

Pierce moved that the minutes be approved as presented; Ford seconded approval of the December 4, 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. Election of Officers (ACTION ITEM)

Nomination and Election of Chair and Vice Chair.

ACTION: Nominate and elect a Chair and Vice Chair or provide direction to staff as needed.

DePhelps nominated Hill for chair. Ford seconded. Vote by Acclamation: Ayes: Five (5). Nays: None. Abstentions: None. Motion carried. The Commission came to the consensus to table the election of vice chair until the February meeting.

4. Market Vendor Fee Discussion (ACTION ITEM) - Amanda Argona

Staff has conducted a review of the fee structure implemented for the 2018 season, provided recommendations to the Fee Sub-Committee and the Commission in December. Additional information and proposals was requested and has been developed for discussion. A packet of information has been included with this agenda as items for reference, as well as projections and breakdowns.

ACTION: Review the proposed fee revision information take such action as deemed appropriate.

Argona presented a document showing the budget for the Market in 2018, the amount actually spent in 2018, the proposed budget for 2019; the vendor fees for 2018; the vendor fees with an increase of 2%,

increase of 4%, a flat rate increase of only the registration fee, and an incremental percentage increase of only the registration fee. Pfiffner said there is no direction for vendors to pay a certain percentage of the Market. The goal is to work with vendors to support the Market and historically the City has supported the market at 70% with the vendors covering 30%. The Commission can recommend no increase of vendor fees and staff will prepare information for a presentation to City Council with support of why there is the request for no increase. Discussion ensued regarding: the value the Market brings to the City; how 2018 saw a number of changes for vendors including a new pricing system and registration program; whether this is the time to raise fees or allow more time for vendors to become familiar with the current tier system then look at a long term plan for fees; and that other markets charge more. DePhelps moved that the Commission recommend no fee increase to give vendors time to better understand the tier and registration system. Muneta seconded. Vote by Acclamation: Ayes: Five (5). Nays: None. Abstentions: None. Motion carried.

5. 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. 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.

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

Looking at the setup and take down process, language has been added to include early departure or if a vendor sells out. The policy on violations has been revised to add a \$50 fine if a vendor reaches a third penalty. The first and second penalties include verbal and written warnings, and a third penalty would require the fine to be paid before a vendor could return to market. A section has also been added that addresses egregious behavior (not something that has every occurred, but that would take effect if it ever did). Discussion ensued regarding the wording on the egregious behavior policy; who vendors will state their case to (the Commission) prior to a decision being made for expulsion; the wording of the third penalty; the wording on the appeal process; wording on who makes the decision for the appeal process; that aggregate sales are presented in market reports; and the notice for not reporting sales and the appeals process. The final policy corrections will be presented at the February Commission meeting for approval before being presented to City Council.

6. Market Operations Report – Amanda Argona

Moscow Farmers Market operations update.

A schedule for 2019 vendor site visits has been drafted. Members interested in participating in the visits are to email Argona.

Six vendors have not submitted their sales reports and will be receiving letters of ineligibility to participate in the 2019 Market season.

[Pfiffner left the meeting]

A Jury date of March 15th has been selected.

Friday, April 5th is the tentative All Vendor Meeting.

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 – February 5, 2019

Minutes Approved On

The meeting adjourned at 5:40 PM

FEB 5 2019

Clerk/Deputy Signature