

Minutes of the regular meeting of the Winslow Agriculture Commission held on April 20, 2022 at 4:30 p.m. in the City Hall Conference Room, 21 Williamson Avenue, Winslow, Arizona.

MEMBERS PRESENT

Chairperson Larson
Commissioner Beall (telephonically)
Commissioner Mansfield
Commissioner Westwood

MEMBERS ABSENT

Commissioner Wood

STAFF

Suzy Wetzel, City Clerk
Trish Stuhan, City Attorney
Ashley Salyers, Recording Secretary
Councilmember Samantha Crisp

The meeting was called to order by Chairperson Larson at 4:32 p.m. The Pledge of Allegiance was recited and a moment of silence was observed. Roll was called and Commissioner Wood was absent. Motion: Moved by Commissioner Mansfield, seconded by Commissioner Westwood, to excuse Commissioner Wood. Motion passed unanimously with Chairperson Larson and Commissioners Beall, Mansfield and Westwood voting yes.

DISCUSSION AND/OR ACTION TO APPROVE MINUTES – March 16, 2022 Regular Meeting; April 6, 2022 Work Session

Motion: Moved by Commissioner Westwood, seconded by Commissioner Mansfield, to approve meeting minutes from the work session on April 6, 2022 and meeting minutes from March 16, 2022. Motion passed unanimously with Chairperson Larson and Commissioners Beall, Mansfield and Westwood voting yes.

COMMISSION CONSIDERATION AND ACTION

A. Discussion and/or Recommendations from City Attorney Regarding Commission Duties, Responsibilities, Meetings, Conduct of Business, Farmers Market, Establishment of Policies and Other Operational Issues

Chairperson Larson introduced the City Attorney and stated that she will be discussing various responsibilities and duties of the Commission. The City Attorney referred to the Open Meeting Law training that she conducted earlier in the year via Zoom and stated that she is attending today to provide guidance and answer any questions since the Agriculture Commission is a newly established commission.

Commissioner Westwood referred to an email that he sent to the City Attorney after the training stating that she did respond and provided answers to all of his questions. There was discussion regarding conduct of the Commission Members at the Farmers Market as it relates to the Open Meeting Law wherein the City Attorney advised that the Commission should designate a manager for the Farmers Market or assign duties for specific members so that on-site decisions can be made without violating the Open Meeting Law. Those individuals would also be responsible for working with the city regarding the Farmers Market.

In response to a question from Chairperson Larson regarding possible conflicts if Commission Members are also vendors at the Farmers Market, the City Attorney explained that a possible quorum notice can be posted if four or more members are in attendance. The City Attorney cautioned the members that they should not make decisions as a Commission at the event but they can note items that need to be included on a future agenda for discussion and/or action. The same would apply to educational workshops or other social events sponsored by the Agriculture Commission.

At the request of Commissioner Westwood, the City Attorney provided information on the best way to respond to members of the public who come to them with questions or concerns while they are attending events. The City Attorney stated that if four members of the Commission are listening to a concern, one should walk away so a quorum is not present during the conversation.

The City Attorney discussed details of the Conflict of Interest Laws in response to a question from Councilmember Crisp regarding potential conflicts with Commission Members also being vendors at the Farmers Market. The City Attorney explained that there is a Rule of Impossibility that applies to the unlikely situation that a public agency cannot act because a majority of its members have a conflict of interest. Members may, however, participate in the decision after making it known on the official record that a conflict has been declared. The City Attorney asked to be included in the process where the Rule of Impossibility may come into play so that she can be involved with preparation of the agenda and attend the meeting.

The City Attorney was asked to stay on the phone for the next item to provide any guidance or advice that may be needed.

B. Discussion and/or Action Regarding Farmers Market Season Including Initial Guidelines to Start the Season

After Chairperson Larson stated that Commissioner Mansfield will be presenting this item, copies of Farmers Market applications from the cities of Show Low, Flagstaff, Sedona, Phoenix and Gilbert were distributed to each member. Commissioner Mansfield stated that she would like for every vendor to complete a form showing what they will be selling along with their name, contact number and emergency contact information.

Commissioner Mansfield discussed items that will be allowed at the Farmers Market including home grown plants and produce, homemade goods (food handler's card required if baked or food items), handcrafted items and/or services from local residents or businesses. Commissioner Mansfield also stated that she would like for the Commission to reach out to the FAA and the 4H to see if they would be interested in setting up informational booths. Further guidelines discussed included the allotted 10 x 10-foot space for vendors, no dogs at vendor stations, no vendor smoking, drinking or foul language, no loud music, no open flames and no selling of animals or fowl, i.e. chickens, ducks, rabbits.

With regard to signage for no parking for the loading zone area, Commissioner Mansfield stated that she spoke to the City Manager and the city will provide barricades. At the request of Chairperson Larson, Commissioner Mansfield clarified her statement regarding services from local residents or businesses. Commissioner Westwood requested that vehicle information also be included on the form and there was further discussion regarding the 10-foot space limitation being in place to avoid a potential safety hazard, labeling on food items sold and the process for obtaining a food handlers card. The City Attorney also spoke regarding language that should be included on the application form that is signed by vendors so that they are aware that it is their responsibility to comply with all laws including permits and their ability to pass required inspections.

Councilmember Crisp stated that past practice has been to not allow religious or political organizations to set up booths at the Farmers Market so that it is a non-hostile environment. The City Attorney provided clarifying information on how best to proceed

without discriminating against organizations and groups. There was also discussion on how to handle requests for fundraising booths wherein the decision was made that they would be allowed if they comply with the sale of allowable items and they are scheduled in advance with the Farmers Market Manager.

After a brief discussion regarding the information that should be included on the application form, the City Attorney requested that the draft form be sent to her for review prior to finalizing. The following motion was then made:

Motion: Moved by Commissioner Westwood, seconded by Commissioner Beall, to accept the proposed guidelines for this season's Farmers Market as presented by Vice Chair Mansfield, along with the addition of the vehicle information, the fundraiser information and the indemnity statement. Motion passed unanimously with Chairperson Larson and Commissioners Beall, Mansfield and Westwood voting yes.

Following the vote on the motion, there was discussion regarding the timeline for having the form ready for vendors to complete since May 7th is the opening day of the season. Commissioner Mansfield stated that the stipulations can be included in the paper and also on Facebook with the goal of having 100% participation by May 21st. Commissioner Westwood recommended that the official logo be printed on anything related to the Farmers Market and there was also discussion regarding signage and the best way to advertise the Farmers Market, including The Tribune, Facebook and Instagram.

In response to an inquiry from Commissioner Westwood to have the application form put on the city website, the City Clerk stated that Chairperson Larson should contact the City Manager so that he can proceed with getting that accomplished.

C. Discussion and/or Action Regarding Vision Development and Goal Planning

The City Attorney advised that she would be leaving the meeting at this time

After referring to previous discussions regarding the Commission's vision and goals, Chairperson Larson distributed a draft list of the goals that she felt were established based on that discussion. There was a lengthy discussion regarding the intent of the "seeking and creating funding opportunities" goal and whether it refers to grant opportunities or general funding opportunities, or both. Chairperson Larson stated that she has spoken to the City Manager regarding the budget for the Agriculture Commission and there was discussion regarding calling a special meeting to discuss funding that the Commission feels should be included in next year's budget. The City Clerk advised that she would speak to the City Manager to determine if there is a need for a special meeting or whether he could just work with Chairperson Larson to make sure sufficient funds are budgeted.

Motion: Moved by Commissioner Mansfield, seconded by Commissioner Westwood, to approve the draft version of the vision and goals. Motion passed unanimously with Chairman Larson and Commissioners Beall, Mansfield and Westwood voting yes. After voting on the motion, the City Clerk stated that staff will prepare the vision and goals on a flyer for Commission review at a future meeting.

D. Discussion and/or Action Regarding Education Program Including Establishment of Program Development Team

Commissioner Westwood stated that due to the time, it might be better to discuss this item at the next meeting so that there is adequate time for discussion and to ask for volunteers to serve on the Development Team. Chairperson Larson stated that she would like to include events involving Earth Day and Arbor Day next year and there was a brief discussion regarding class/workshop locations in both the winter and summer months. Prior to the following motion being made, the City Clerk noted that an individual has picked up an application to serve on the Commission:

Motion: Moved by Commissioner Westwood, seconded by Commissioner Mansfield, to table Item D to the next meeting. Motion passed unanimously with Chairman Larson and Commissioners Beall, Mansfield and Westwood voting yes.

FUTURE AGENDA ITEMS

Chairperson Larson noted that advertising for the Farmers Market will be placed on a future agenda with Commissioner Mansfield requesting that advertisement for education classes to also be included.

Chairperson Larson suggested that 2023 Farmers Market guidelines be included on all future agendas so that there can be open discussion moving forward. After further comments were made regarding proposed options to develop the guidelines, the City Clerk reminded the Commission that too much discussion under this item is a violation of the Open Meeting Law.

ADJOURNMENT

Motion: Moved by Commissioner Westwood, seconded by Commissioner Mansfield, to adjourn at 6:10 p.m. Motion passed unanimously with Chairperson Larson and Commissioners Beall, Mansfield and Westwood voting yes.

Chairperson Berry Larson

ATTEST:

Ashley Salyers, Recording Secretary