

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

MEMBERS PRESENT

Vice Chairperson Mansfield
Commissioner Chambers
Commissioner Thompson
Commissioner Wood (telephonically)

MEMBERS ABSENT

Commissioner Beall

STAFF

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

The meeting was called to order by Vice Chairperson Mansfield at 4:30 p.m. The Pledge of Allegiance was recited, and a moment of silence was observed. Roll was called and Commissioner Beall was absent. Motion: Moved by Commissioner Thompson, seconded by Commissioner Chambers, to excuse Commissioner Beall. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

DISCUSSION AND/OR ACTION TO APPROVE MINUTES – JUNE 15, 2022

Motion: Moved by Commissioner Chambers, seconded by Commissioner Thompson, to approve the meeting minutes of June 15, 2022. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

COMMISSION CONSIDERATION AND ACTION

A. Discussion and/or Action Regarding Agriculture Commission’s Participation at the Rural Policy Forum as it Relates to the Farmers Market

Councilmember Crisp referred to the Rural Policy Forum scheduled for August 3rd – 5th and stated that the Planning Committee would like to extend an invitation to the Farmers Market vendors to participate. Councilmember Crisp explained that the Kickoff Party on August 3rd will be held in the downtown area and forum attendees will be given \$5.00 tokens at the event that could be used at the Farmers Market if the vendors elect to accept them. The hope is that attendees will stay in Winslow for both the Farmers Market on Saturday morning and the Blues Festival on Saturday evening.

There was discussion regarding the process for accepting tokens wherein Councilmember Crisp advised that the Commission would need to notify vendors of the token requirements as well as the requirement that they have a business license on file with the city. Councilmember Crisp stated if the decision is made to not accept tokens, flyers advertising the Farmers Market will be included in the swag bags without mentioning the tokens. After Vice Chairperson Mansfield stated that the Economic Development Director advised vendors at the last Farmers Market that tokens were optional, the following motion was made:

Motion: Moved by Vice Chairperson Mansfield, seconded by Commissioner Chambers, to not participate in the use of tokens and ask city staff to make copies of the flyers to include in the Rural Policy Forum bags. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes. After voting on the motion, there was a brief discussion regarding tickets for the forum as well as the agenda for the event.

B. Discussion and/or Action Regarding Farmers Market Operations Which May Include Establishing Vendor Setup Requirements

Vice Chairperson Mansfield discussed recent issues with vendors not complying with the 8:00 to 9:00 a.m. setup time and confirmed that vendors are made aware of the time when they are provided with paperwork to register. Councilmember Crisp stated that vendors need to be made aware that they will not be allowed to set up after a certain time. There was discussion regarding whether this requirement should be established for the remainder of this season or include it in the 2023 guidelines.

Due to the fact that Commissioner Wood's service dropped at 4:45 p.m., the meeting was paused until he was able to rejoin the meeting at 4:50 p.m.

Motion: Moved by Commissioner Thompson, seconded by Commission Chambers, to require setup from 8:00 to 9:00 a.m. and not allow further setup after 9:10 a.m. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

C. Discussion and/or Action Regarding Participation in Winslow Garden Tour

Commissioner Chambers noted that she did not have anything to report on this item but she intends to follow up with members of the Community Garden at their meeting on July 21st. The City Clerk stated that since the tour is coming up soon, Chairperson Mansfield can reach out to individual commission members as well as members of the Sweetland Community Garden since previous action was taken by the Commission to partner with the Community Garden for the tour. The City Clerk reminded the members that emails should not be sent to the entire commission to avoid a potential open meeting law violation.

D. Discussion and/or Action Regarding Education Programs/Workshops Which May Include Gardening Classes at Northland Pioneer College (NPC)

After stating that she did not have any updates regarding the NPC classes, Commissioner Chambers made a motion to table this item until the next meeting. The motion was seconded by Commissioner Thompson and passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

E. Discussion and/or Action Regarding Status of Submittal of USDA Grant Application by the City

Councilmember Crisp advised that the USDA Grant Application has been submitted but a response has not yet been received. In response to a questions from Commissioner Thompson, Councilmember Crisp stated that the grant funds will provide various assistance with the Farmers Market.

F. Discussion and/or Action Regarding Requirements to Become a Tree City

It was the consensus of the Commission that no discussion was needed regarding this item due to the fact that it was included on the agenda at the request of former Chairperson Larson.

G. Discussion and/or Action Regarding 2023 Farmers Market Guidelines

Vice Chairperson Mansfield stated that she has received complaints that there were not enough produce booths at the Farmers Market making it appear to be more of a craft show. There was discussion regarding the possibility of limiting the number of non-produce booths, such as jewelry and crafts, and requiring a vendor fee to assist with advertising and marketing the Farmers Market. There was also discussion regarding appointment of a committee to oversee the application process, approve applications and answer questions from vendors with an application deadline of April 1st. The City Clerk reminded the Commission that the committee could not be made up of more than three members because four members would result in a quorum of the Commission.

Vice Chairperson Mansfield commented on the fact that Winslow's Farmers Market is one of the few that doesn't charge a fee and the Commission discussed the proposed fee requirement as well as limiting each vendor to one 10X10 space. Councilmember Crisp stated that if the Commission is going to limit craft/jewelry vendors, they will have to make sure they are getting an appropriate amount of produce beforehand. In response, Vice Chairperson Mansfield stated that she has a list of farms outside the city that can be contacted to see if they are interested in selling at the next year's Farmers Market.

Current signage to bring tourists to the First Street gazebo was discussed, including the two banners that were purchased using commission funds, one of which was damaged and is no longer usable. There was also discussion regarding moving the location of the Farmers Market and how grant funds, if received, could assist with this effort.

In response to a comment from Councilmember Crisp regarding requests that she has received to expand the hours of the Farmers Market, the Commission discussed still opening at 9:00 a.m. but not closing down until 2:00 p.m. The Commission stated that they would discuss further guidelines for next season once they know if the grant has been awarded to assist with Farmers Market operations.

FUTURE AGENDA ITEMS

The Commission requested that and update from the Economic Development Director regarding grant opportunities and further discussion regarding the Garden Tour be included on the next agenda.

ADJOURNMENT

Motion: Moved by Commissioner Chambers, seconded by Commissioner Thompson, to adjourn at 5:25 p.m. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

Vice Chairperson Linda Mansfield

ATTEST:

Ashley Salyers, Recording Secretary