

MOSCOW FARMERS MARKET COMMISSION



Adam Reed
Commission Chair

Regular Meeting
~Agenda~

Jen Pfiffner
Staff Liaison

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

Tuesday
June 5, 2018

4:00 PM

City Council Chambers
206 E Third St

Welcome and Attendance

1. Approval Of Farmers Market Commission May 1, 2018 Minutes

Documents:

[MINFMC20180501.PDF](#)

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.

3. Latah County Historical Society Oral History Project - Daniel Stewart, Community Events Manager

The Moscow Farmers Market Commission has agreed to partner with the Latah County Historical Society to develop an oral history of the Market. Jamie Hill has agreed to lead a subcommittee for the project.

ACTION: Project update.

4. 2018 Rapid Market Assessments - Colette DePhelps & Jenny Ford

Report and update to the Commission on the 2018 Rapid Market Assessment (RMA) plans with draft questions for the "dot posters". Assessments are planned for July 28 and August 11 for full RMA and customer count event is scheduled for September 8.

ACTION: Receive report and provide direction as needed.

5. Business Survey - Jen Pfiffner

Per the direction of the Commission staff has developed a proposal for gathering downtown business feedback regarding how the Market can better support and partner with those businesses. The project will provide an opportunity for Commission members and staff to introduce themselves and share information regarding the Market.

Staff has developed a questionnaire for an in person survey (attached). For the visits, a map dividing businesses into smaller areas to allow for Commission members and staff to each visit with several businesses will be developed. Also, a Market information overview document is being developed as a handout for the visits.

ACTION: Review and approve the proposed questionnaire as a tool to gather feedback from Main Street businesses.

Documents:

[MAIN STREET SURVEY.DOCX](#)

6. Manager's Report And Immediate Market Concerns - Daniel Stewart, Market Manager

The Farmers Market Manager will report on items relevant to the Farmers Market.

7. Proposed Items For Future Agendas

Commission members may email Jen Pfiffner (jpgiffner@ci.moscow.id.us) to propose future agenda items for discussion.

- Farmers Market Commission Representation
- Farmers Market 2017 Report

8. Upcoming Meetings & Events

- Market Jury - June 6, 2018
- Regular Moscow Farmers Market Commission Meeting - July 3, 2018 (holiday)

Adjourn

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