

MOSCOW FARMERS MARKET COMMISSION



Adam Reed

Regular Meeting

Jen Pfiffner

~Agenda~

Commission Chair

Staff Liaison

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

Tuesday

City Council Chambers

4:00 PM

October 2, 2018

206 E Third St

Welcome and Attendance

1. Approval Of Farmers Market Commission August 7, 2018 Minutes (ACTION ITEM)

Documents:

[MINFMC20180807.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. Business Survey Tool And Plan (ACTION ITEM) - Jen Pfiffner

A Main Street & Market Relationship Survey questionnaire has been developed with the Commission's input and consideration. Previous Commission discussion has recommended conducting in person conversations with the various businesses that are open during Market Hours on Main Street from Third to Sixth Street. The questionnaire has been attached to this agenda for review. Staff will provide a list of businesses to be included in the survey to work with Commission members and staff in coordinating collection of the information.

ACTION: Review draft questionnaire and accept as presented or take such other action deemed appropriate.

Documents:

[MAIN STREET SURVEY.PDF](#)

4. Development Of Review Sub-Committees (ACTION ITEM) - Jen Pfiffner

With the close of the 2018 Market Season, planning for updates to policies and

fee schedules and soon be underway. Following Commission direction from the previous year's update process, development of sub-committees to review recommendations, discuss and provide recommendations to staff in formulation of a formal recommendation to the entire Commission for these projects is proposed. Sub-committees are needed for review of the Vendor Handbook and Policies as well as the fee structure for the 2019 Season.

ACTION: Authorize and appoint individuals as appropriate for a Vendor Handbook and Policies Sub-Committee and Fee Structure Review Sub-Committee.

5. Manager's Report And Immediate Market Concerns - Jen Pfiffner

A report on the operational issues at the Moscow Farmers Market.

- Farm Visits
- Homecoming

6. Proposed Items For Future Agendas

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

- Farmers Market Commission Representation
- Policy Updates for 2019 Season
- Vendor Fees for 2019 Season
- Layout Discussion
- Jury/Farm Visit Process

7. Upcoming Meetings & Events

- Moscow Farmers Market Commission Regular Meeting - November 6, 2018

Adjourn

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