

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Agenda~

Amanda Argona
Staff Liaison

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

Tuesday, April 6, 2021

4:00 PM

**Council Chambers
206 E. Third St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Reading of the Mission Statement

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell locally farmed and/or created agricultural products (e.g., crops, meat, cheese, wine, etc.), distinctive handmade goods, artisan pieces, and original recipe cuisine. This venue is meant to encourage and support sustainable economic, social and environmental practices.

2. Approval of Farmers Market Commission March 2, 2021 Minutes (ACTION ITEM)

3. Public Comment and Response to Previous Comments (limited to 10 minutes)

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and address for the record and limit your remarks to three (3) minutes.

4. Multi-year fee plan (ACTION ITEM) – Hill and Argona

Per direction of the Commission, Vendors were notified of the proposed fee plan via email on Wednesday, March 9. Included in the email were examples of a 2% and 3% increase from 2022 to 2026, an example of a 1.2% increase using the 2019 Vendor roster, and the ten (10) year history of COLA as utilized by the City of Moscow. Vendors were encouraged to provide public comment to Chair Hill or staff via email, as well as attend today's meeting either physically or via Zoom to express any concerns or feedback about the plan. Another email reminder was sent out on Wednesday, March 24. In both emails, staff indicated that fees would not increase more than 3%. If approved, the multi-year fee plan would take affect in 2022, with a 1.2% increase to fees.

PROPOSED ACTIONS: Approve the adoption of COLA as the mechanism for increasing vendor fees or take other action deemed appropriate.

5. Vendor Production and Location – Argona

Based on previous discussions, staff is requesting that the Commission determine if further discussion and changes are desired to the current Vendor Production and Location policy of sourcing Vendors from within a 200 air-mile radius.

- Interest by Commission members to have the Policy Subcommittee evaluate the 200 air-mile radius for efficacy and/or explore other models to replace the 200 air-mile radius policy (i.e. county based).
- Interest by Commission members to have the Policy Subcommittee develop criteria for new Agricultural Vendors to empower staff in determining the acceptance of such Vendors into the Moscow Farmers Market.

6. 2021 Moscow Farmers Market poster art & recap – Argona

The voting period for this year's poster art ended on Friday, March 26 at 8 a.m. After a three (3) week voting period, 1,004 votes were collected.

- Matteson, E. – 36
- Phelps, B. – 114
- Antkowiak, M. – 146
- Segota, S. – 279
- **Biggs, M. – 429**

Attached for the Commission's review is a report from Submittable regarding artist submissions such as date of submission, number of total submissions that were accepted, declined, or withdrawn, and other demographics.

7. Branding Subcommittee Request for Qualifications Design Toolkit applicant recommendations (ACTION ITEM) – Hill, DePhelps, and Martinet

The Branding Subcommittee met on Thursday, March 25 to review applicants' materials for the Request for Qualification Design Toolkit. The application period was open for just over two (2) months and six applications were received.

Of the six applications the panel reviewed, which comprised of the Branding Subcommittee, Community Events Manager, and Culture, Recreation, and Employee Services Deputy City Supervisor, two were selected as recommendations for the project. The selected applicant will enter into a contract with the City of Moscow to develop a style guide and suite of program graphics in service to the Moscow Farmers Market.

PROPOSED ACTIONS: Select an applicant or take other action deemed appropriate.

REPORTS

- 1. Craft & Food Jury Subcommittee – DePhelps, Kingsland, Morsek, Scott, and Argona**
 - a. New Vendors accepted for 2021 season**
 - b. Current Vendor re-jury (see attached list)**
 - i. May 17**
 - ii. May 19**
 - iii. May 21**
- 2. Site Visit Subcommittee – Hill, Lawrence, DePhelps, and Argona**
 - a. TBD – Fiddler's Ridge Farm**
 - b. Friday, April 23 - Nez Perce County**
 - i. Adorn Flower Farm, Lewiston**
 - ii. Stewart Family Farm, Lewiston**
 - iii. Winchester Ridge Farm, Winchester**
 - c. TBD May – June**

- i. Healthy Harvest Farm, Moscow
 - ii. Smoot's Flavor Farm, Pullman
 - iii. Viola Gardens, Viola
 - iv. Flannigan Creek Flower Farm, Viola
 - v. Wing Over Farm, Moscow
- d. TBD July 20-23
 - i. Ten BlueBird Acres, Kooskia
 - ii. Flowers! By Roxanne, Troy
 - iii. L&K Cattle Ranch, Deary (tentative)
- e. TBD
 - i. The Herd 5C, Ritzville
 - ii. Frisson Farms, Rosalia

ANNOUNCEMENTS

1. Farmers Market Commission representation required

Thurs., Apr. 8, 2021, 2 to 5 pm, **Council Chambers [location change]/Zoom** – Annual Vendor Orientation

Sat., May 8, 2021, 9 am to 12 pm – Moscow Farmers Market tabling

Sat., Aug. 7, 2021, 9 am to 12 pm – Moscow Farmers Market tabling

Sat., Oct. 30, 2021, time TBD – Halloween Costume Contest

2. Proposed Items for Future Agendas

Commission members may email Amanda Argona (aargona@ci.moscow.id.us) to propose future agenda items for discussion.

- Future meeting date conflicts
- Commission tabling – action item
- Citizen Commission Survey – reports
- Subcommittee Reports – reports

3. Farmers Market Commission regular meeting May 4, 2021 at Moscow City Hall in Council Chambers

4. Farmers Market Commission regular meetings and holiday weekends

To avoid conflict with the adjustment to staff's seasonal Market schedule, the following alternatives are being proposed for paid holidays observed on Mondays.

- a. June 1, 2021 (alternative dates and times June 2, 3, or 4 at 4 to 5:30 pm)
- b. July 5, 2021 (alternative dates and times July 7 or 9 at 4 to 5:30 pm)
- c. September 7, 2021 (alternative dates and times September 8 or 10 at 4 to 5:30 pm)

ADJOURN

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