

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Agenda~

Amanda Argona
Staff Liaison

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

Tuesday, April 5, 2022

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 3, 2022 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. REPORTS

1. Conference Attendance – Hill, Parker, Argona
2. 2021 Site Visits – DePhelps, Hill, Lawrence, and Argona

5. FY23 Fees update – Argona

Last spring, the Commission voted to adopt the City's COLA as the mechanism to increase Vendor fees, with a 3% cap on increases per year. At the annual Vendor orientation, Vendors were made aware of the 1.2% increase to fees, resulting in a change of Tier 2 and 3 registrations from \$50 to \$51 and \$125 to \$127 respectively. This year's COLA for fiscal year 2023 adoption consideration by City Council is currently at 4.69%. If adopted, Vendor fees will increase by an additional 3% for the 2023 season resulting in the following.

Tier 1	2022	2023
Registration	\$15	\$16
Full Space	\$30	\$32
Half Space	\$15	\$16
Vehicle Parking	\$25	\$26
Tier 2		
Registration	\$51	\$53
Full Space	\$20	\$21

Half Space	\$12	\$13
Vehicle Parking	\$20	\$22
Tier 3		
Registration	\$127	\$131
Full Space	\$15	\$16
Half Space	\$9	\$9
Vehicle Parking	\$15	\$16
Amenities		
Electricity	\$10	\$11
Corner	\$5	\$5
Youth (per group)	\$6	\$6
Buskers (per group per 2.5 hours)	\$7	\$7

6. 2022 Moscow Farmers Market poster art recap – Argona

The voting period for this year's poster art ended on Friday, March 25 at 8 a.m. After a three (3) week voting period, 972 votes were collected, compared to last year's 1,004:

- MacPherson, G. – 99
- Pham, K. – 158
- Mendoza, A. – 161
- Fujii, Z. – 186
- **Ewert, J. – 368**

Attached for the Commission's review is a report on artist submissions, outreach, and voting.

ANNOUNCEMENTS

1. Farmers Market Commission representation required

Thurs., Apr. 7, 2022, 2 to 5 pm – Annual Vendor Orientation

Mon., Apr. 18, 2022, 9:45 to 11:45 am – Craft & Food Re-Jury (*Martinet, Rau, Scott*)

Wed., Apr. 20, 2022, 3:45 to 5:45 pm – Craft & Food Re-Jury (*Scott, plus 2 TBD*)

Sat., May 14, 2022, 9 am to 12 pm – Tabling at the Market (hosting artist)

Sat., Jul. 23, 2022, 8 am to 1 pm – RMA at the Market

Sat., Aug. 13, 2022, TBD – National Farmers Market Week Celebration

Sat., Sep. 10, 2022, 8 am to 1 pm – RMA at the Market

Sat., Oct. 29, 2022, TBD – Halloween Costume Contest (*DePhelps, Martinet, Parker*)

2. Proposed Items for Future Agendas

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

3. Farmers Market Commission regular meeting May 3, 2022 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. **July 5, 2022 moved to July 6, 2022**

b. **September 5, 2022 moved to September 6, 2022**

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Minutes~

Amanda Argona
Staff Liaison

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

Tuesday, March 1, 2022

4:00 PM

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

WELCOME AND ATTENDANCE

The meeting was called to order at 4:03 p.m.

MEMBERS: Jonathan Rau, Jamie Hill (Chair), Stu Scott, Sam Martinet, Jenny Parker, Kerry Morsek, Mackenzie Lawrence (Vice Chair)

ABSENT: Claire Friedrichsen, Colette DePhelps

OTHERS: Hailey Lewis (City Council Liaison), Amanda Argona (Community Events Manager), Lauren O’Laughlin (Administrative Specialist).

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.

Scott read the mission statement aloud.

2. Approval of Farmers Market Commission February 2, 2022 Minutes (ACTION ITEM)

Scott motioned to accept the minutes as presented, Rau seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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

No public comment offered.

4. Farmers Market Poster artwork selection (ACTION ITEM) – Argona

The 2022 poster artwork submission period closed on Wed., Feb. 23. Commission members were provided the opportunity to view all qualifying submissions over the weekend and determine their top five submission using the rubric provided by staff.

PROPOSED ACTIONS: Approve finalists for public voting or take other action deemed appropriate.

The Commission was presented with the submissions that scored highest according to the scoring rubric provided by staff. Due to tied scores, six submissions were included in the presentation. Per this year's published guidelines, no more than five finalists may be presented to the public for voting. Commission members pointed out that two of the finalists included depictions of dogs in the Market, which is not allowed. The poster guidelines did not state that the Market scene must exclude dogs or expressly follow Market rules, so those submissions cannot be disqualified on those grounds. Two submissions were disqualified this season for the inclusion of text, something expressly not allowed in the poster guidelines. Council Member Lewis asked if modifications can be made after an art piece is selected (like adding a service vest onto the dog). Argona indicated that the public is voting on the current art and adding modification after the fact affects the integrity of the vote, so should be avoided. The Commission members discussed how to move forward fairly with eliminating one of the six highest scoring submissions. Morsek mentioned that the purpose of the rubric is to determine the strongest finalists based on criteria, but then Commission members discretion is needed to reduce finalists to five. Commission members agreed on using an anonymous vote to determine which finalist will not be included in the final five for public voting. Scott moved to remove the submission with the most votes for elimination, Parker seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Commission Budget Request FY 2023 (ACTION ITEM) – Hill

The Commission is provided a budget line item each year. For fiscal year 2022, the Commission was granted \$2,000 of which \$1,241.93 is currently remaining. Allocated monies are available for Commission projects. A history of the Commission's budget and actuals is available for review:

- FY21 - \$1,620 budget; \$608.20 actuals (38%)
- FY20 – \$2,000 budget; \$1,364.11 actuals (68%)
- FY19 – \$500 budget; \$130 actuals (26%)
- FY18 – \$1,000 budget; \$47.80 actuals (4%)

PROPOSED ACTIONS: Direct staff to submit a memo with FY23 budget request or take other action deemed appropriate.

The Commission discussed projected inflation in the coming year as a reason to increase their budget line item. Morsek moved to request \$2,500 for fiscal year 2023, Lawrence seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

6. Vendor/Product Alignment with Production and Location Rule (ACTION ITEM) – Argona

It is the responsibility of the Community Events Manager to bring to the Commission's attention Vendor requests and/or unique circumstances. There are two considerations before the Commission:

- a. Aichele Farms – Jeff Aichele has been a Vendor with the Moscow Farmers Market since 2012 and had site visits in 2013 and 2015. He offers raspberries and strawberries throughout the season, and was previously a reseller of blueberries from a neighboring farm in Stanfield, Oregon. In 2019-2020, the Commission voted to remove the resale policy, and it was approved for the 2020 season. Since this action, Aichele purchased land to grow his own blueberries. This land is currently outside the 200 air-mile radius policy.
- b. Lil' Monsters Plushies – Cat Dippell has been a Youth Vendor with the Moscow Farmers Market for several years. While Youth Vendors are held to the same standards of being the maker, grower, producer of their products, flexibility is granted regarding primary address to

account for extended family visits during the summer. Dippell is interested in returning as an adult Vendor who has a primary address outside the 200 air-mile radius, but creates all of her products in Pullman, Washington. Attached for the Commission's review is an email from Cat and her mother, Mary Schultheis.

PROPOSED ACTIONS: Approve Vendor attendance with products or take other action deemed appropriate.

The Commission discussed Lil' Monsters Plushies residence. Concern was expressed regarding the difficulty of ensuring that the products are made in Pullman, and not at her primary residence. Cat and her mother have stated a site visit is welcome by staff and Commission members to ensure integrity of Market policies. Lawrence moved that Aichele Farms be approved as a Vendor, but to disallow them from selling anything outside the 200 air mile radius, as per Market policies. Martinet seconded. Scott moved that Little Monsters Plushies be approved for the 2022 season under current circumstances. Morsek Seconded. Roll Call Vote on both motions: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

1. 2021 Site Visits – DePhelps, Hill, Lawrence, Argona

Report deferred to April's meeting as DePhelps was absent.

ANNOUNCEMENTS

1. Farmers Market Commission representation required

Wed., Mar. 2, 2022, 9:45 to 11:45 am – Craft and Food Jury 1 (*Martinet, Rau, Scott*)

Mon., Mar. 7, 2022, 3:45 to 5:45 pm – Craft and Food Jury 2 (*Martinet, Rau, Scott*)

Wed., Mar. 9, 2022, 9:45 to 11:45 am – Craft and Food Jury 3 (*Martinet, Rau, TBD*)

Parker volunteered to assist with the Mar. 9th Jury.

Thurs., Apr. 7, 2022, 2 to 5 pm – Annual Vendor Orientation

Mon., Apr. 18, 2022 TBD – Craft and Food Re-Jury

Wed., Apr. 20, 2022 TBD – Craft and Food Re-Jury

Sat., May 14, 2022 9:30 am to 12:30 pm – Tabling at the Market

Sat., Jul. 23, 2022 8 am to 1 pm – RMA at the Market

Sat., Aug. 13, 2022 TBD – National Farmers Market Week Celebration

Sat., Sep. 10, 2022 8 am to 1 pm – RMA at the Market

Sat., Oct. 30, 2021 time TBD – Halloween Costume Contest (*DePhelps, Martinet, Parker*)

2. Proposed Items for Future Agendas

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

- Subcommittee Reports

3. Farmers Market Commission regular meeting April 5, 2022 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. July 5, 2022 moved to July 6, 2022**
- b. September 5, 2022 moved to September 6, 2022**

ADJOURN

The meeting adjourned at 4:57 p.m.

DRAFT

MOSCOW FARMERS MARKET COMMISSION



Submission Dates	
Feb. 1	1
Feb. 16	3
Feb. 17	3
Feb. 18	2
Feb. 19	1
Feb. 20	2
Feb. 21	3
Feb. 22	1
Feb. 23	4
Feb. 24	5
	25

Submitter's Location	
Moscow, ID	20
Potlatch, ID	1
Troy, ID	1
Viola, ID	1
Pullman, WA	2
	25

Are you a college student?	
University of Idaho	5
	5

Please select your submission type	
2D Submission	25
	25

How did you hear about the 2022 MFM Poster Contest?	
Social Media - City Facebook	1
Social Media - City Instagram	4
Social Media - Market Facebook	1
City of Moscow Website	1
Word of Mouth	7
E-newsletter	7
Other - Flyer	1
Other - UI Art & Architecture email	1
Other - Teacher/faculty	2
Other - Instagram	1
	26

Voting	
Mar. 4	352
Mar. 5	130
Mar. 6	50
Mar. 7	31
Mar. 8	44
Mar. 9	24
Mar. 10	14
Mar. 11	22
Mar. 12	9
Mar. 13	6
Mar. 14	2
Mar. 15	4
Mar. 16	23
Mar. 17	4
Mar. 18	35
Mar. 19	13
Mar. 20	5
Mar. 21	37
Mar. 22	13
Mar. 23	56
Mar. 24	87
Mar. 25	11