

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Agenda~

Amanda Argona
Staff Liaison

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

Tuesday, August 2, 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 July 7, 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. National Farmers Market Week Celebration (ACTION ITEM) – Argona

This year's local National Farmers Market Week Celebration will take place on August 13 at the Moscow Farmers Market. The following activities have been identified to take place, with the number of individuals from the Commission needed. Staff will be responsible for set-up of the event, including soliciting donations and purchasing items for four prize baskets (The Gardener, The Cook, The Artist, and The Local), as well as supplying all other equipment, merchandise, costumes, etc.

- Merchandise sales, 2 Commission members (cash & check; credit card TBD)
- Prize basket and ticket entry monitoring, 1 Commission member
- Self-directed, free giveaways table (ISDA Idaho Preferred bags with posters, temporary tattoos, stickers, etc.)
- Event emcee, 1 Commission member

Timeline for the event:

- 9 am – Emcee announcing event and opening of merchandise sales
- 9:15 am – Emcee announcement
- 9:30 am – Emcee announcement
- 9:45 am – Emcee announcement
- 10 am – Tickets no longer accepted for prize baskets and Veggie Shimmy Dance Party begins

- 10:30 am – Veggie Shimmy Dancy Party ends and prize drawing begins
- 11 am – Official end of event

Commission member Lawrence has volunteered for this event, with a minimum of three other Commission members needed. Staff will issue a press release pending the Commission's approval and create an event on the Market's Facebook page.

PROPOSED ACTIONS: Approve National Farmers Market Week activities and timeline and identify Commission members to assist, or take other such action as deemed appropriate.

5. Downtown Streetscape Project – Argona, Riddle, and guests (45-60 mins.)

The City of Moscow is embarking on the Downtown Streetscape Project which seeks to update the look and feel of downtown Moscow. Deputy City Supervisor Cody Riddle was invited, along with individuals from the Welch-Comer team, to provide updates and feedback on this project to the Farmers Market Commission due to the Commission's stakeholder position with the Moscow Farmers Market. This is a question and answer opportunity for the Commission to understand scope and expectations of the project, as well as its impact to the Market and for the Commission to consider how such impacts may affect normal aspects of Market operations such as Vendor recruitment and retention (Craft & Food Juries), temporary relocations (if any), etc.

REPORTS

1. Rapid Market Assessment feedback – DePhelps

ANNOUNCEMENTS

1. Farmers Market Commission representation required

Sat., Aug. 13, 2022, 9 am to 12 pm – National Farmers Market Week Celebration (*Lawrence, +2 TBD*)

Tue., Sep. 6, 2022, 7 pm – Annual Citizen Commission report to City Council (*Hill, Lawrence*)

Sat., Sep. 10, 2022, 8 am to 1 pm – RMA at the Market (*DePhelps, Lawrence, Hill, Larson, Martinet*)

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 September 7, 2022 at Moscow City Hall in Council Chambers

4. Farmers Market Commission Policies Subcommittee meeting 9 am, August 11, 2022 at Moscow City Hall in Mayor's Conference Room

5. 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. September 6, 2022 moved to September 7, 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



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~Minutes~

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

Wednesday, July 7, 2022

4:00 PM

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

WELCOME AND ATTENDANCE

The meeting was called to order at 4:02 pm.

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

ABSENT: Jenny Parker, Josh Larson

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

REGULAR AGENDA

1. Reading of the Mission Statement

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Martinet read the mission statement.

2. Approval of Farmers Market Commission June 1, 2022 Minutes (ACTION ITEM).

Morsek indicated that a correction needs to be made regarding her availability for the Rapid Market Assessments. The minutes should list her as available for Jul. 23rd RMA and not available for Sep. 10th.

Martinet motioned to approve the amended minutes, Scott seconded.

Roll Call Vote: Ayes: Hill, Lawrence, Morsek, Rau, Scott. Nays: None. Abstentions: DePhelps, Martinet. Motioned carried.

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

Argona asked for clarification on Aichele Farms ability to take orders for blueberries and conduct sales transactions for those orders outside of the Market. Commission members were in agreeance that any sales activity outside of the Market is not under their purview.

Argona reported to the Commission of a potential Performance Vendor/Busker who inquired about setting up a booth of carnival games. The individual was denied on the grounds that the proposed booth lacked the artistic element as defined by the Performance Vendor/Busker definition in the Handbook.

4. Rapid Market Assessments- Argona

The Commission voted to accept a Rapid Market Assessment as part of their scheduled activities for this year. The ideal number of volunteers needed to successfully implement an RMA are five dedicated clicker counters to click for ten-minute intervals on the hour and four individuals to monitor the dot posters and engage with the public for participation. Clicker counters will need to be at their station from 8-8:10 am; 9:10-9:20 am; 10:20-10:30 am; 11:30-11:40 am; 12:40-12:50 pm. Dot poster monitors preferably are available from 8 am – 1 pm, but may substitute for a two- and half-hour shift.

July 9

- Larson – 3rd & Main
- Martinet – 4th & Fountain
- D. Arman – 4th & Playground
- Lawrence – 5th & Main
- C. Riddle – 6th & Main

July 23

- Morsek – 3rd & Main
- TBD – 4th & Fountain
- Martinet – 4th & Playground
- Hill – 5th & Main
- S. Peterson – 6th & Main
- Lewis – Dot Poster
- Lawrence – Dot Poster
- TBD – Dot Poster
- TBD – Dot Poster

September 10

- Morsek – 3rd & Main
- TBD – 4th & Fountain
- Martinet – 4th & Playground
- Hill – 5th & Main
- S. Peterson – 6th & Main
- Lawrence – Dot Poster
- Larson – Dot Poster
- K. Gutierrez – Dot Poster
- TBD – Dot Poster

DePhelps provided a clarification on the job descriptions, stating that clicker counters will also need to take shifts monitoring the dot posters. Lewis will ask members of City Council to volunteer for July 23rd and September 10th. DePhelps is providing a one-hour Zoom orientation on RMAs on Friday, July 22nd at 12 pm.

REPORTS

1. Merchandise and Promotional Items – Argona and O’Laughlin

Argona asked Commission members how they want to utilize extra aprons and referenced possibilities for outstanding volunteer recognition or as prize donations, such as the Moscow Chamber of Commerce's annual request for auction items. DePhelps recommended that staff put together a guideline on how the Community Events Division determines when items may be donated for prizes or auctions. Scott asked for a clarification on how funds may need to be spent by the end of the fiscal year. Argona said that funds from merchandise sales will be deposited into a revolving fund, which carries over each fiscal year. She suggested that the Commission begin brainstorming potential uses for the funds such as scholarships for vendors.

ANNOUNCEMENTS

1. Farmers Market Commission representation required

Sat., Jul. 9, 2022, 8 am to 1 pm – RMA (customer count only)

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

Sat., Aug. 13, 2022, 9 am to 12 pm – National Farmers Market Week Celebration (*Lawrence, +2 TBD*)

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

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

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ADJOURN

The meeting adjourned at 4:42 pm.