

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Minutes~

Amanda Argona
Staff Liaison

<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

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.

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**)

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 August 2, 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

The meeting adjourned at 4:42 pm.

