

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Agenda~

Amanda Argona
Staff Liaison

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

Tuesday, October 4, 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 September 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. Subcommittee Assignments (ACTION ITEM)

The Farmers Market Commission has several subcommittees to support the work of the Commission and mission of the Moscow Farmers Market. Current subcommittees include: Policy, Craft & Food Jury, and Site Visit. Inactive subcommittees include: Fees and Branding. Attached are the Commission members assigned to the subcommittees. To avoid violating Idaho's Public Meeting Law, subcommittees will have no more than four Commission members assigned at a given time. Scope of work for active subcommittees is as follows:

- **2022-2023 Policy Subcommittee** – Schedule a standing meeting for October, November, December, and January to review the 2022 Market Handbook for proposed changes.
- **2022-2023 Craft & Food Jury Subcommittee**
 - Schedule one date this fall for the two remaining Vendor re-juries. Available dates in Council Chambers are: Tue., Nov. 15; Wed., Nov. 16; and Fri., Nov. 19
 - Determine availability for spring 2023 juries. Available dates in the 1912 Center's Great Room are: Wed., Mar. 1; Fri., Mar. 3 (morning preferred); Mon., Mar. 6; Mon., Mar. 20; Wed., Mar. 22; and Fri., Mar. 24 (morning preferred)
- **2023 Site Visit Subcommittee** – Determine availability for spring/summer 2023 site visits.

The Commission relies heavily on non-vendor representatives during the Market season to assist with Rapid Market Assessments and specialty events like National Farmers Market Week. Staff is proposing a re-evaluation of subcommittees, as well as allow Commission members an opportunity to change their subcommittee assignment or remain on their current subcommittee.

PROPOSED ACTIONS: Dissolve inactive subcommittees, implement an additional subcommittee, and assign Commission members to active subcommittees, or take other such action as deemed appropriate.

- 5. Halloween Costume Contest (ACTION ITEM) – Argona, DePhelps, Martinet, and Parker**
At the September meeting, the Commission voted on the format of the Halloween Costume Contest, but not categories or scoring. Attached is a proposal for the Commission’s consideration based on judges’ feedback from last year.

PROPOSED ACTIONS: Accept the Halloween Costume Contest judging criteria, or take other such action as deemed appropriate.

REPORTS

- 1. America’s Farmers Market Celebration**
- 2. Rapid Market Assessments**

ANNOUNCEMENTS

- 1. Farmers Market Commission representation required**
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 November 1, 2022 at Moscow City Hall in Council Chambers**

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City’s ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Minutes~

Amanda Argona
Staff Liaison

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

Wednesday, September 7, 2022

4:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:00 pm.

PRESENT: Colette DePhelps; MacKenzie Lawrence, Vice Chair; Kerry Morsek (arrived at 4:03 pm); Jenny Parker; Jonathan Rau; Stuart Scott

STAFF: Amanda Argona; Donna Howard; Hailey Lewis (arrived at 4:07 pm).

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.

Lawrence invited Scott to read the mission statement. Scott read the mission statement aloud.

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

Scott moved to approve the minutes as presented. DePhelps seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Motion carried.

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

No public comment provided.

4. Rapid Market Assessment

The Commission voted to accept a Rapid Market Assessment (RMA) 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.

Eight Washington State University students have registered to volunteer for the event on GivePulse and will be provided the Zoom training: Adame, D.; Caliva, M.; Ecklund, I.; Lagondino, K.; Lee, R.; Manalo, I.; Quizon, C.; Sischo, C. The assignments are as follows:

September 10

- TBD – 3rd & Main
- TBD – 4th & Fountain
- TBD – 4th & Playground
- Hill – 5th & Main
- TBD – 6th & Main

- Lawrence – Dot Poster
- Larson – Dot Poster
- K. Gutierrez – Dot Poster
- TBD – Dot Poster

Lawrence invited Argona to open the RMA discussion. DePhelps asked for clarification of the check-in process.

Morsek arrived at 4:03 pm.

Discussion ensued about scheduled tasks and whether enough volunteers will be present for the day. Argona stated that she will emphasize to volunteers to watch the training video.

Lewis arrived at 4:07 pm.

Commission members discussed which questions will be included on the September RMA. Argona reminded the Commission about last month's meeting on the City's Downtown Streetscape Design Study and a desire to include a transportation question for Market customers. The goal is to determine how people arrive to Market and whether individuals use alternate modes of transportation for crowded events. This question can also provide insight to staff on how the effectiveness of the Bicycle Benefits program. DePhelps recommended accepting specific answers to allow a complete assessment. Answer choices may include walking, riding bike, e-bikes, scooters, e-scooters, own scooter vs. a rented scooter, used public transportation, single household carpool, multiple family carpool, etc. Lewis asked about e-scooter deployment and Argona said that events will be able to implement a geofence around the event boundary to prevent individuals from riding them.

5. Halloween Costume Contest (ACTION ITEM) – Argona, DePhelps, Martinet, and Parker

This will be the third annual costume contest to celebrate the final day of the 2022 season. Previous contests have been held in a self-directed manner, with this as the first in-person contest. As such, a format, schedule, and other event amenities must be determined.

PROPOSED ACTIONS: Determine the format of the 2022 Halloween Costume Contest, or take other such action as deemed appropriate.

Lawrence opened the discussion. Argona ran through a few scenarios for the Commission's consideration, including inviting last year's winner to judge this year's contest. DePhelps and Parker suggested adding more categories, including homemade vs. store bought costumes. Lawrence recommended having the contestants list the name or theme of their costume to avoid the judges having to guess what the contestant dressed up as. Argona said that similar to last year, photo backdrops will be available, and three Commission members will be present to judge. She suggested having an additional Commission member emcee the contest rather than a staff member. DePhelps recommended not requiring the contestants be present to win, taking their photo as part of the entry and notifying the winners by phone call, text or email. She also suggested increasing the categories further than adult or youth. Argona asked the Commission to consider categories or other amenities for the Costume Contest for discussion at the October meeting that at the next meeting.

DePhelps moved to have staff take a photo of each contestant, with an emcee introducing contestants to the judges between 9 am and 12 pm on Sat. Oct. 29, with contestants not needing to be present to win. Scott seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Motion carried.

REPORTS

ANNOUNCEMENTS

1. Farmers Market Commission representation required

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*)

Argona will email a reminder regarding the details of RMA.

2. Proposed Items for Future Agendas

Commission members may email Amanda Argona (aargona@ci.moscow.id.us) to propose future agenda items for discussion. She currently has future items as costume contest categories and the judging rubric. DePhelps would like to review assignment of subcommittees. Scott would like an update on bag sales. DePhelps asked for a report on how the merchandise sales were for national Farmers Market celebration. Lewis added that the University of Idaho will help with a large email push to spread the word about the voting for Moscow in America's Farmers Market Celebration Contest.

3. Farmers Market Commission regular meeting October 4, 2022 at Moscow City Hall in Council Chambers

The meeting was adjourned at 4:35 pm.

MOSCOW FARMERS MARKET COMMISSION



Farmers Market Commission Subcommittees

Subcommittees meet outside of regularly scheduled Commission meetings to focus on specific aspects of the Moscow Farmers Market or pursue special projects to the Commission. Commission members may be asked to assist with a subcommittee they are not regularly assigned to on an as needed basis when requested by staff.

POLICY SUBCOMMITTEE

- Kerry Morsek, 2021
- Mackenzie Lawrence, 2021
- Jenny Parker, 2021

Serve as the initial revisionists of the Market Handbook. This subcommittee works with Market staff to suggest and update policies and ensure policies are in line with Market operations. Primarily active in the Fall and Winter.

CRAFT & FOOD JURY SUBCOMMITTEE

- Stu Scott, 2020
- Jonathan Rau, 2021
- Sam Martinet, 2021

Serve as the primary judging panel for any scheduled Moscow Farmers Market Juries. This subcommittee reviews current jury standards and provides feedback and recommendations on the Market's jury process. Primarily active in the Winter and Spring.

BRANDING SUBCOMMITTEE (CURRENTLY INACTIVE)

- Jamie Hill, 2019
- Colette DePhelps, 2019
- Sam Martinet, 2021
- Stu Scott, 2021

A special project to ensure the identity of the Moscow Farmers Market is captured and protected through visual representation. This subcommittee will serve as the initial reviewers of a design tool kit that will contain design elements applicable to equipment, merchandise, and promotional items. Ongoing.

FEES SUBCOMMITTEE (CURRENTLY INACTIVE)

- Kerry Morsek, 2020
- Stu Scott, 2020

The Commission meets regularly on the first Tuesday of the month from 4 to 5:30 p.m. in Council Chambers on the second floor of City Hall, 206 E. Third Street.

MOSCOW FARMERS MARKET COMMISSION



Serve as the initial reviewers of the current fee schedule. This subcommittee works with Market staff to assess fees on an annual basis, with the ultimate goal of working towards a comprehensive, multi-year fee plan that reflects an equitable structure. Primarily active in the Spring and early Summer.

SITE VISIT SUBCOMMITTEE

- Colette DePhelps, 2019
- Mackenzie Lawrence, 2020
- Jamie Hill, 2019

Serve as the primary visitors to Agricultural Vendor operations. This subcommittee assists to document farms, ranches, gardens, etc. for record keeping and to stay informed about the issues facing Agricultural Vendors, as well as to be able to attest that Vendors are the operators and owners of their business. Primarily active in the Spring and early Summer.

The Commission meets regularly on the first Tuesday of the month from 4 to 5:30 p.m. in Council Chambers on the second floor of City Hall, 206 E. Third Street.

Halloween Costume Contest

0 – Poor

1– Average

2 – Excellent

Contestant #	Theme (concept is apparent)	Creativity (minimal use of store-bought or pre-made items)	Execution (costume is well-constructed)	Total
1				
2				
3				
4				
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MOSCOW
FARMERS MARKET
COMMISSION



**GENERAL RELEASE AND HOLD HARMLESS
BETWEEN CITY OF MOSCOW, IDAHO
AND HALLOWEEN COSTUME CONTEST PARTICIPANT**

THIS GENERAL RELEASE AND HOLD HARMLESS BETWEEN CITY OF MOSCOW, IDAHO AND HALLOWEEN COSTUME CONTEST PARTICIPANT (hereinafter "Release") is made and entered into between City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY"), and individual signing Release (hereinafter "PARTICIPANT").

WHEREAS, PARTICIPANT desires to participate in the 2022 Halloween Costume Contest (hereinafter "Contest") and CITY desires assurances and commitments from PARTICIPANT in order to allow such participation;

NOW, THEREFORE, be it agreed, for and in consideration of the foregoing mutual covenants and promises between the Parties hereto, and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. PARTICIPANT acknowledges that this Release is entered into with the knowledge that it is intended to serve as a general release, for PARTICIPANT, his/her heirs, executors, administrators and assigns, and PARTICIPANT hereby waives, forever discharges and releases CITY, its officers, employees, agents and representatives from any and all claims, which can or may ever be asserted as a result of any injuries or damages, physical or mental that may arise out of being a PARTICIPANT in the Contest. PARTICIPANT agrees that PARTICIPANT understood and appreciated any risk(s) prior to participation in the Contest.
2. PARTICIPANT hereby agrees to defend and indemnify, release, hold harmless, acquit and forever discharge CITY and its successors, assigns, agents, servants, employees, and insurers of and from all legal and equitable claims of every kind, action, or cause of action related to or arising out of PARTICIPANT's participation in the Contest.
3. PARTICIPANT, himself, herself, or through PARTICIPANT's, parent(s), guardian(s), and/or duly and specifically authorized agent(s), hereby releases CITY and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by any and all persons participating in the Contest.
4. Unless CITY is notified in writing to the contrary, it is understood that the photograph taken by CITY staff for purposes of the Contest (hereinafter "Images") may be reproduced in publications for publicity purposes connected with the Contest and/or for other educational purposes. Such Images, whether now known or hereafter existing, will be controlled by CITY, in perpetuity, and be made available for other uses by CITY. PARTICIPANT will make no monetary or other claim against CITY for the use of such Images. PARTICIPANT understands and agrees that these Images will remain in all aspects the property of CITY.
5. PARTICIPANT further acknowledges that neither PARTICIPANT nor any other party will receive financial compensation of any type associated with the taking or publication of these Images or participation in CITY publications or marketing materials. PARTICIPANT acknowledges and agrees that publication of said Images confers no rights of ownership to PARTICIPANT, no royalties shall be due PARTICIPANT whatsoever, and that participation is voluntary.

**GENERAL RELEASE AND HOLD HARMLESS
BETWEEN CITY OF MOSCOW, IDAHO
AND HALLOWEEN COSTUME CONTEST PARTICIPANT**

6. PARTICIPANT hereby releases CITY, its successors, assigns, agents, servants, employees and any third parties involved in the creation or publication of marketing materials from liability for any claims by PARTICIPANT or any third party in connection with the Contest.
7. PARTICIPANT and PARTICIPANT's parent(s), guardian(s) and/or agents, officers, employees and representatives, if any, expressly agree that this indemnity provision extends to any and all claims, losses, actions, or judgments for damages or injury to persons or property, sickness, or death of any person, including CITY officers, employees, agents and representatives arising out of, related to, or in connection with the activities of PARTICIPANT, PARTICIPANT's officers, employees, agents, and representatives under this Release, or caused by PARTICIPANT's participation in the Contest.
8. PARTICIPANT (1) acknowledges having read the foregoing Release, understands it and agrees with its contents and conditions; (2) either has had an opportunity to speak with legal counsel or opted not to seek legal counsel prior to signing this Release; and (3) understands that the terms of this Release are contractually and legally binding and that no verbal statement to the contrary, by any person, can void or alter the terms of this Release.

I, PARTICIPANT, certify under penalty of perjury, pursuant to the laws of the State of Idaho, the foregoing is true and correct.

Costume Category (select one):

☐ Sprout (single individual 10 years old or younger) ☐ Pair/Duo/Couple

☐ Junior (single individual 11 to 17 years old) ☐ Group/Family

☐ Adult (single individual 18 years old or older)

Costume Theme: _____

Name: _____ Date: 10/29/2022

Phone: _____ Email: _____

Signature: _____

Parental Permission required for participants under eighteen (18) years of age:

Name(s) of child(ren): _____

Signature of parent/guardian: _____

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