

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Agenda~

Amanda Argona
Staff Liaison

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

Tuesday, November 1, 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 October 4, 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) – Argona (5 mins.)

Commission members are provided the opportunity to change or remain on their subcommittee assignments each year. To avoid violating Idaho's Public Meeting Law, subcommittees will have no more than four Commission members assigned at a given time. The following members have expressed interest either at the October Commission meeting or via email to the Community Events Manager.

- **2022-2023 Policy Subcommittee** – Parker and Lawrence requested to remain on this subcommittee. Larson expressed interest in serving on this subcommittee via email. Morsek's expressed interest in remaining on this subcommittee via email.
- **2022-2023 Craft & Food Jury Subcommittee** – Martinet and Scott requested to remain on this subcommittee. Larson expressed interest in serving on this subcommittee. Rau expressed interest in remaining on this subcommittee via email.
- **2023 Site Visit Subcommittee** – Martinet requested to join and Lawrence requested removal from this subcommittee. Hill and DePhelps interest is unknown at this time.
- **2023 Branding Subcommittee** – Hill, Martinet, and Scott requested to remain on this subcommittee. DePhelps interest is unknown at this time.

PROPOSED ACTIONS: Assign Commission members to active subcommittees or take other such action as deemed appropriate.

5. 50th Anniversary Project (ACTION ITEM) – Argona (5 mins.)

According to an article in the August 31, 1976 edition of The Argonaut, the inaugural Moscow Farmers Market took place on July 31, 1976 organized by the Moscow Food Co-op. July 31, 2026 will mark fifty years of the Moscow Farmers Market in existence.

Staff is proposing for the Farmers Market Commission to either have a standing agenda item for 50th anniversary festivities, or form a subcommittee to develop project scope for approval by the entire Commission. Regardless of either option selected, any activity or action will likely not begin until 2024.

PROPOSED ACTIONS: Form a subcommittee for this specialized project, allow for this project to be handled by the entire Commission, or take other such action as deemed appropriate.

6. Downtown Streetscape Project – Argona and Riddle (30 mins.)

Deputy City Supervisor Cody Riddle will provide an update on the proposed layout and amenities and potential affects to the Moscow Farmers Market for the 2023 season. No formal plans have been adopted by City Council and the proposal has been driven by input from the key staff, a downtown business steering committee, and public meetings, including two days of dot posters at the Market in August.

REPORTS

- 1. Rapid Market Assessments – DePhelps**
- 2. Policy Subcommittee – Lawrence, Argona, Parker, and Morsek**

ANNOUNCEMENTS

1. Farmers Market Commission representation required

Mon., Nov. 7, 2022, 7 pm at City Council – Halloween Costume Contest award presentation (*Hill and Lawrence*)

Mon. Dec. 5, 2022, 7 pm at City Council – Downtown Streetscape Project proposal (*optional*)

Thu., April 6, 2023, 3 to 5 pm in 1912 Center Great Room – Annual Vendor Orientation (*all*)

Craft & Food Jury Subcommittee members

Fri., Nov. 18, 2022, 11 am in Council Chambers – Fall Re-juries

Wed., Mar. 1, 2023, 8 am to 12 pm in 1912 Center Great Room – Craft & Food Jury 1

Fri., Mar. 3, 2023, 8 am to 12 pm in 1912 Center Great Room – Craft & Food Jury 2

Mon., Mar. 20, 2023, 2 to 6 pm in 1912 Center Great Room – Craft & Food Jury 3

Wed., Mar. 22, 2023, 2 to 6 pm in 1912 Center Great Room – Craft & Food Jury for returning Vendors

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 December 6, 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>

Tuesday, October 4, 2022

4:00 PM

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

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

PRESENT: Jamie Hill (Chair), Mackenzie Lawrence (Vice Chair), Jenny Parker, Stuart Scott, Sam Martinet

ABSENT: Kerry Morsek, Josh Larson, Colette DePhelps, Jonathan Rau

OTHER: Amanda Argona (Community Events Manager), Laura Perrigo (Community Events Administrative Specialist), Kelsey Manning (Human Resources Specialist), Hailey Lewis (City Council Liaison)

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 September 7, 2022 Minutes (ACTION ITEM)

Scott moved to accept the minutes as presented; Lawrence seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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.

Argona introduced Perrigo as the current Administrative Specialist.

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.

Martinet moved to keep the Policy, Craft & Food Jury, Site Visit and Branding subcommittees active and dissolve the inactive Fees subcommittee; Lawrence seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Commission members were provided the opportunity to change or remain on their subcommittee assignments.

- **2022-2023 Policy Subcommittee** – Parker and Lawrence requested to remain on this subcommittee. First meeting to take place on Tue., Oct. 18 at 9 am in Mayor's Conference Room.
- **2022-2023 Craft & Food Jury Subcommittee** – Martinet and Scott requested to remain on this subcommittee. Dates identified for the remaining fall re-juries were Nov. 15 and 19. At this time there was no conflict with the proposed 2023 Spring jury dates.
- **2023 Site Visit Subcommittee** – Martinet requested to join and Lawrence requested removal from this subcommittee.
- **2023 Branding Subcommittee** – Hill, Martinet, and Scott requested to remain on this subcommittee.

No formal action was taken on subcommittee assignments due to absent Commission members.

Argona proposed a larger conversation on the 50th anniversary of the Market beyond the Branding subcommittee. Hill proposed to add to discussion to November meeting.

- 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.

Argona proposed the following costume categories based on feedback from last year: Best Sprout (ages 0-10); Best Junior (ages 11-17); Best Adult (ages 18+); Best Duo/Couple (all ages); Best Group/Family (all ages). Argona referenced the scoring criteria and points system.

Martinet moved to approve the costume categories and scoring criteria; Parker seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

1. America’s Farmers Market Celebration

Argona stated that the Moscow Farmers Market received a ranking of 24th best Farmers Market out of 2,000 participating Farmers Market based on 1,604 votes; an increase of 246 votes from last year. The Market also ranked second in Idaho behind Nampa Farmers Market and third in the Pacific Region. Martinet commented that Moscow Chamber of Commerce + Visitor Center Tourism Director, Dre Arman, is interested in partnering with the Community Events team to promote and strengthen votes for 2023. Argona also commented that this was the first year she ran paid ads on the Market’s Facebook.

2. Rapid Market Assessments

Report was moved to November meeting due to DePhelps absence.

ANNOUNCEMENTS

1. Farmers Market Commission representation required

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

Argona requested an emcee for the event. Lewis and Hill indicated they both plan to be at the event to assist.

2. Proposed Items for Future Agendas

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

- Downtown Streetscape Project updates
- Subcommittee assignments
- Rapid Market Assessment report
- Policy Subcommittee report

3. Farmers Market Commission regular meeting November 1, 2022 at Moscow City Hall in Council Chambers

ADJOURN

Meeting adjourned 4:38 p.m.

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