

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Commission Chair
fmc@ci.moscow.id.us

Regular Meeting
~Agenda~

Amanda Argona
Staff Liaison
208-883-7132

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

Tuesday
February 7, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Mission of the Moscow Farmers Market

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 January 3, 2023 Minutes (ACTION ITEM)

PROPOSED ACTIONS: Approve minutes, amend minutes, or take such other action deemed appropriate.

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 city of residence for the record and limit your remarks to three (3) minutes.

4. 2023 Moscow Farmers Market Handbook revisions (ACTION ITEM)

The Policies Subcommittee held five meetings between Oct. 18 and Dec. 13, 2022 to review revision proposals to the 2023 Market Handbook. This subcommittee serves as the initial revisionists of the Handbook by suggesting and updating policies to ensure they are in line with Market operations. The Subcommittee reported on finalized proposed revisions to the Commission at the Jan. 3, 2023 meeting:

- Mission Statement, Core Values, and Philosophies Page 6.
- Youth Vendors Page 10.
- Market Vendor Space Page 14. Item 5. Sub-item b.
- Market Fees Page 16. Item. Sub-item b. Tier Packages i. Tier 3

Vendors were notified of proposed changes via the following methods:

- Monthly email sent on Fri., Jan. 11

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- 2023 Welcome Packet mailed out on Fri., Jan. 13
- Youth Vendor email sent on Thu., Jan. 26
- Reminder email sent on Mon., Jan 30

All notices included the date of Mon., Feb. 6 as the final date to provide feedback. Any emails received by the Community Events Manager were to be compiled into one document for the Commission to review.

PROPOSED ACTIONS: Accept revisions, or take such other action as deemed appropriate.

5. Commission Budget Request FY24 (ACTION ITEM)

The Commission is provided a budget line item each year. For fiscal year 2023, the Commission was granted \$2,500 of which \$951.64 will be available after WSFMA lodging and registration is accounted for. Allocated monies are available for Commission projects. A history of the Commission's budget and actuals is available for review:

- FY22 - \$2,000 budget; \$1,391.80 actuals (70%)
- 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: Accept and submit drafted FY24 budget request memo or take other action as deemed appropriate.

6. 2023 Vendor Rosters and Inquiries – Argona

Updates on and guidance for the Adult, Youth, and Performance Vendor rosters and Prospective Vendor inquiries.

7. 2023 Farmers Market Commission calendar – Argona

An annual overview of Commission projects, tasks, and involvement.

REPORTS

ANNOUNCEMENTS

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1. Proposed Items for Future Agendas

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

- Selection of finalists' artwork for 2023 Poster (March)

2. Farmers Market Commission regular meeting March 7, 2023 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



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Regular Meeting
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Tuesday
January 3, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Meeting called to order at 4:03 pm

WELCOME AND ATTENDANCE

MEMBERS: Jaimie Hill (Chair), Mackenzie Lawrence (Vice Chair), Josh Larson, Jenny Parker, Colette DePhelps, Kassie Smith, Samantha Martinet

ABSENT: Kerry Morsek, Gerardo Alvarez

STAFF: Amanda Argona (Community Events Manager), Laura Perrigo (Administrative Specialists), Hailey Lewis (Councilmember)

REGULAR AGENDA

1. Mission of the Moscow Farmers Market

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.

Hill gave a formal introduction of new Commission member Kassie Smith. Smith is the Craft/Artisan Vendor representative and has been a Vendor with the Moscow Farmers Market for over six years. Hill requested Smith read the mission statement. Smith read the mission statement aloud.

2. Approval of Farmers Market Commission December 6, 2022 Minutes (ACTION ITEM)

Lawrence moved to approve minutes as presented. Larson seconded. DePhelps asked about the use of councilmember as one word rather than two. Lewis said that because councilman and councilwoman are used as one word, the gender neutral term 'member' can be used as an alternative.

Roll Call Vote: Ayes: Unanimous Nays: None Abstentions: None

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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 city of residence for the record and limit your remarks to three (3) minutes.

There was no public comment.

4. Farmers Market Commission Officer Elections (ACTION ITEM)

Commission members may nominate another member or self-nominate for the positions of Chair and Vice-Chair.

PROPOSED ACTIONS: Elect officers or take such other action as deemed appropriate.

Hill called for nominations for Vice-Chair. DePhelps and Parker nominated Lawrence. Lawrence accepted nomination.

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

Hill called for nominations for Chair. Lawrence nominated Hill. Hill accepted nomination.

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

5. Washington State Farmers Market Association Conference (ACTION ITEM)

At the December meeting, the Commission voted to select two members to attend the 2023 WSFMA Conference, held in Leavenworth, WA from Feb. 23-25. At the direction of the Commission, staff has purchased two conference tickets and reserved a room totaling \$1,048.36. This leaves the Commission with \$951.64 in their FY23 budget.

PROPOSED ACTIONS: Select Commission members to attend, or take such other action deemed appropriate.

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Martinet and Smith both indicated interest in attending the conference, but need to confirm availability. DePhelps and Lawrence both indicated that in the event that Martinet and Smith are unable to attend, they may be able to attend in their stead. Staff will follow-up with these Commission members via email for confirmation.

Lawrence moved to accept the proposal of a combination of Smith, Martinet, herself, and DePhelps attend the WSFMA conference on behalf of the Farmers Market Commission and Moscow Farmers Market. DePhelps seconded.

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

6. **2023 Poster Artwork Submission guidelines (ACTION ITEM)**

Staff has modified this year's submission guidelines based on feedback from the Commission during the 2022 submission and finalist selection process.

PROPOSED ACTIONS: Accept new submission guidelines, or take such other action deemed appropriate.

Argona reviewed the changes to this year's guidelines including:

- The addition of dogs not allowed in poster designs to keep in alignment with Market policies.
- Public voting period.
- The addition of product and people diversity.

DePhelps requested adjustment of the wording, "animals and/or pets" to "dogs and/or other pets". There were no further edits or suggestions.

Martinet motioned to approve new submission guidelines with the edits requested by DePhelps. Larson seconded.

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

(Parker left the meeting at 4:37 pm.)

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REPORTS

1. Policy Subcommittee – Larson, Lawrence, Morsek, Parker, Argona

Lawrence presented the proposed revisions from the Policy Subcommittee for the 2023 Market Handbook. The subcommittee discussed at length whether to make any changes to the ADA-only policy. There was consensus to wait on any changes as there may be updates to the Americans with Disabilities Act on service-animal identification. Dog tracking will continue at the market. Discussion ensued on the topic. Argona finalized the discussion with brief overview of Policy Subcommittee minutes.

2. Five Year Sales Reporting – Argona

Argona presented the Five-Year Sales Report and opened it up to questions. Lawrence proposed question to DePhelps on economic effects. DePhelps responded to question and notes how the graphs show agriculture being a strong drive for the Market's success and how COVID-19 affected the Market in 2020.

3. Downtown Streetscape Project update - Argona

Argona provided Downtown Streetscape update. She stated that during one of the public sessions an individual suggested that an overlay of proposed changes be applied to the current Market footprint, which is the graphic she was sharing with the Commission today. Argona highlighted that the greatest loss of Vendor space is in Zone 1 of the Market, from 3rd Street to Friendship Square. These spaces may be recouped in the proposed design on 4th Street. The final proposed plan will be presented to City Council for approval later this month. Hill notes the new space on 4th Street has potential. Argona discussed locations of walk thru spaces in the Market and location of the Woonerf concept.

ANNOUNCEMENTS

1. Proposed Items for Future Agendas

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

- Proposed revisions to 2023 Handbook (February)
- Selection of finalists' artwork for 2023 Poster (March)

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2. Farmers Market Commission regular meeting February 7, 2023 at Moscow City Hall in Council Chambers

Martinet indicated she will be absent at this meeting.

ADJOURN

Meeting adjourned at 4:53 pm.

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From: [Jeannine Apt](#)
To: [Amanda Argona](#)
Subject: Re: Moscow Farmers Market Youth Vendor program updates
Date: Friday, January 27, 2023 9:07:50 AM
Attachments: [image003.png](#)
[image004.png](#)
[image001.png](#)

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Amanda,

Thank you for listening to my comments. We spent several Saturdays next to the vendors you mentioned, and it was definitely the adults handling the sales. I did not see the child interact with any customers. Maybe I just didn't happen to notice when it did happen. The adults would bring unopened/sealed boxes filled with plastic packages of the items mentioned and open them as they sold out of the items on their table. The adults would also take the money and talk to the customers. It's not any of my business, really, but that's just my observation. I love how the market is a local shopping experience, and that's why I was saddened to see this. If the child decided to embellish the items in some way, like you mentioned with the golf balls, I wouldn't have an issue with it.

I'm working on getting my son to start making things to sell. He is 13. We have a neighbor who crochets small animals, and I'm also working on getting her to sign up. We might see if she can share a table with Morgan at some point, because I think she's a little nervous about having a table on her own.

Thanks again!
Jeannine

On Friday, January 27, 2023 at 08:46:59 AM PST, Amanda Argona <aargona@ci.moscow.id.us> wrote:

Hi Jeannine,

Yes, Youth Vendors are required to produce their items within 200 air miles of Moscow, per the Handbook and be the maker/producer/creator of their products. If your concern is in reference to the pop-its that were sold last year, you are the third person to comment on whether this aligns with the program. Staff is aware of the concerns and we will be bringing them forth to the Commission at their February meeting. Our office balances youth vendor ideas against the vision of the program and are often willing to give some latitude on items if there is good faith effort put forward. One example is a youth who wanted to sell found golf balls at the Market, to which we stated that he had to somehow manipulate them to make them an eligible product and he drew faces on each golf ball collected. But this is also an example of a product that may not be in alignment with the program.

We look forward to Morgan's participation this year as a Junior Youth Vendor, and hope we also get to see more of her sister's products as well.

Your feedback is most appreciated and will be included with other parent and adult Vendor feedback

received by our office for the Commission.

Best,

Amanda

Amanda Argona

Community Events Manager

Moscow Farmers Market | Community Events Division

Office| 221 E. Second Street, Moscow, ID 83843

Phone| 208.883.7132 [Email|aargona@ci.moscow.id.us](mailto:aargona@ci.moscow.id.us)



From: Jeannine Apt <jeannineapt@yahoo.com>

Sent: Thursday, January 26, 2023 6:32 PM

To: Amanda Argona <aargona@ci.moscow.id.us>

Subject: Re: Moscow Farmers Market Youth Vendor program updates

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Amanda,

Are the youth vendors also required to have locally produced items, as highlighted in the attachment? Morgan works really hard to produce handmade items and handles all of her own sales. Not all of the youth vendors do these two things. That is my recommendation for change.

Note: I like requiring the youth vendors to be set up by 8:00, as mentioned earlier.

Thanks for reading my feedback. This program has been amazing for my children. Thank you so much for offering it. Morgan will definitely take part again this year.

Jeannine

On Thursday, January 26, 2023, 3:05 PM, Amanda Argona <aargona@ci.moscow.id.us> wrote:

Hello!

You are receiving this email due to your child's participation in the Youth Vendor program at the 2022 Moscow Farmers Market. Our office is busy preparing for the upcoming 2023 season, including updating the Market Handbook which serve as an operational and policies document.

The Farmers Market Commission Policies subcommittee reviews the Handbook each Fall/Winter to propose changes for review by the entire Commission, who then go on to make recommendations to Council for adoption. The subcommittee works in conjunction with staff to evaluate current policies, provide clarifications, remove redundancies, etc. This year, the subcommittee is proposing the following changes to the Youth Vendor section of the Handbook:

1. Inclusion that Youth Vendors are held to the same standard as Adult Vendors and have their booths set-up by 8:00 a.m.
2. Inclusion that Youth Vendors and their chaperones are subject to the Market's Notice of Penalty if they fail to meet policies.

The Youth Vendor program at our Market is a robust one and is intended to foster early entrepreneurial interest while teaching responsibility and accountability in a festive community environment. Staff, along with the Policies subcommittee, felt that the inclusion of the above items brings the Youth Vendor program in closer alignment with Adult Vendor standards.

The above two items, along with other changes to the Handbook (see attached for originals and revisions), will be voted on by the Commission for recommendation to Council at their next meeting on Tue., Feb. 7 at 4 pm in City Hall Council Chambers. **Our office is receiving feedback on proposed Handbook changes until end-of-business day on Mon., Feb. 6. Please do not hesitate to reach out, or feel free to attend the Commission meeting, which is open to the public.**

Additionally, we are also providing special notice on a Craft & Food Jury for Junior Youth Vendors (ages 13-17) and/or Juniors who may be turning 18 in 2023. As outlined in our current policies, Juniors who are interested in having an 11'x15' space are required to undergo a Craft & Food Jury or Site Visit, pending their product type. We will be hosting a Jury on Wed., Mar. 22 at 3 pm for any Juniors aging up, or who desire to upgrade from half to full space. For more information about the Jury process, [please review Appendix 6 of the Handbook](#). ***If, after review, your Junior Youth Vendor is interested in pursuing this, please have them contact our office by Fri., Feb. 17 to provide you with next steps.*** As a reminder, Juniors who receive a qualifying score of 70% are then held to the same standards as Adult Vendors including registration through the online platform, Farmspread, attendance at the Annual Vendor Orientation, and Tiered fees (Youth Vendor fees will no longer apply). Juniors who do not receive a qualifying score are still welcome to participate in the Market under the Youth Vendor program standards.

As always, we welcome any feedback on our Youth Vendor program.

Best,

Amanda

Amanda Argona

Community Events Manager

Moscow Farmers Market | Community Events Division

Office| 221 E. Second Street, Moscow, ID 83843

Phone| 208.883.7132 [Email|aaargona@ci.moscow.id.us](mailto:aaargona@ci.moscow.id.us)



From: [Jason Karl](#)
To: [Amanda Argona](#)
Subject: Re: Moscow Farmers Market Youth Vendor program updates
Date: Thursday, January 26, 2023 3:25:58 PM
Attachments: [image001.png](#)
[image003.png](#)

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Hi Amanda-

Thanks for sending these changes along with a chance to comment. I think the proposed changes are fantastic and needed. Eirene is excited for market this year and is already doing her "business planning" and new design.

Cheers!

Jason

On Thu, Jan 26, 2023 at 3:05 PM Amanda Argona <aargona@ci.moscow.id.us> wrote:

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As always, we welcome any feedback on our Youth Vendor program.

Best,

Amanda

Amanda Argona

Community Events Manager

From: [Amanda Argona](#)
To: ["Midsummer Beeswax Goods"](#)
Subject: RE: One week remaining for feedback
Date: Monday, January 30, 2023 4:33:00 PM
Attachments: [image001.png](#)
[image004.png](#)
[image003.png](#)

This is a great question, Caroline!

Our previous definition read as "...50% of all **approved** Vendors selling agricultural products." Our Market roster consistently has more Non-Agricultural Vendors (Craft & Food) than Agricultural Vendors. During the 2022 season there were 78 eligible Non-Ag. Vendors compared to 55 eligible Ag. Vendors. Unless the Commission is willing to take drastic steps, this goal will never be achieved and has not been achieved in my time with the Market.

However, when you look at the amount of space occupied for the majority of season, the gap between Non-Ag. and Ag. Vendors narrows significantly.

For this evaluation, we only focused on Tier 3 Vendors due to their attendance commitment of 18+ Markets. This is how the evaluation broke down:

- 24 Tier 3 Ag. Vendors occupying 37.5 spaces
- 36 Tier 3 Non-Ag. Vendors 38.5 spaces

With Tier 3 Vendors occupying a total of 76 spaces, you can see that the above numbers show 49% spaces dedicated by Ag. Vendors v. 51% spaces occupied by Non-Ag.

Of course, it is important to remember that many of our Tier 3 growers do not return to Market until mid- to late-June, and do not fully occupy their spaces immediately, but grow into them as the season progresses, so these spaces are available to be occupied by other Vendors until their return.

It is the Policies Subcommittee's intention to have the Handbook be in harmony with on-the-ground operations. This proposed revision is more in alignment with how space is assigned, while also providing staff with another tool for evaluating Vendor requests to be granted Tier 3 status, as well as identify areas for Vendor recruitment.

As for your example, it is difficult to say whether or not that would actually happen because there are some Craft Vendors who literally attend Market once and others who want to attend 15 times (and some who do everything to attend and just never end up getting to Market!). This also does not account for when Tier 3 Vendors are absent from Market, effectively providing space for Tier 1 and 2 Vendors to be assigned into.

In short, I don't see this proposed revision affecting how space assignments are currently granted unless every Saturday is sunny, between 70-80 degrees, and Vendors are not taking any sort of time-off from the Market. It is possible that if you are signing up for a number of Markets in the mid-range of 12-17 days that you may be waitlisted a handful of times, but we balance wait listing by prioritizing you at

your next request date, so you would never be waitlisted for back to back requested dates. And you are always welcome to add additional dates to make up for waitlisted ones.

Please let me know if this makes sense. It is definitely a nuanced question and answer and I am happy to explore how scenarios might affect you.

If you need some points of reference from 2022:

- We had a total of 41 Tier 1 and 2 Vendors that were classified as Non-Ag.
- We had 25 spaces not assigned to Tier 3 Vendors (aka "open").
- We had about five Saturdays (or less; this is my best guess without digging into email) of Vendors being waitlisted.

Cheers,
Amanda

Amanda Argona

Community Events Manager

Moscow Farmers Market | Community Events Division

Office | 221 E. Second Street, Moscow, ID 83843

Phone | 208.883.7132 Email | aargona@ci.moscow.id.us



From: Midsummer Beeswax Goods <midsummerbeeswaxgoods@gmail.com>

Sent: Monday, January 30, 2023 1:41 PM

To: Amanda Argona <aargona@ci.moscow.id.us>

Subject: Re: One week remaining for feedback

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Hi Amanda,

Question on the Mission Statement:

if proposed changes pass and agricultural vendors must constitute at least 50% of vendors, will that end up re-distributing the crafters into fewer spots for craft booth rotation? Any weighting/priority system within craft category to prioritize locally sourced materials?

For example, there may be 50 craft vendors in rotation for market spots this season, and new booth distributions may work out so that a craft vendor realistically may work a max of 7 markets so to give

spots to the other craft vendors?

I ask these questions more to understand how the process works, not necessarily in self-interest. But the market may be my sole income this summer - need to get an idea of how it might look for my own planning.

Thanks, hope those questions made sense,

Caroline

On Mon, Jan 30, 2023 at 09:48 Amanda Argona <aargona@ci.moscow.id.us> wrote:

Happy Monday, Vendors!

This is a reminder that our office is accepting feedback on the proposed changes to the 2023 **Market Handbook** **until next Mon., Feb. 6.**

Proposed revisions apply to the following sections:

- Mission Statement, Core Values, and Philosophies on page 6.
- Youth Vendors on page 10.
- Space Assignments on page 14.
- Tier 3 package on page 16.

Attached is a document that provides the original version followed by the revised version. All received feedback will be saved and compiled into a .PDF document and presented to the Farmers Market Commission at their Tue., Feb. 7 meeting. Commission meetings are open to the public and begin promptly at 4 pm in Council Chambers in City Hall.

We look forward to hearing from you,
Amanda

Amanda Argona

Community Events Manager

Moscow Farmers Market | Community Events Division

Office | [221 E. Second Street, Moscow, ID 83843](https://www.ci.moscow.id.us/221-E-Second-Street-Moscow-ID-83843)

Phone | 208.883.7132 Email | aargona@ci.moscow.id.us



From: [steve kadlec](#)
To: [Amanda Argona](#)
Subject: Re: One week remaining for feedback
Date: Wednesday, February 1, 2023 12:01:13 PM
Attachments: [image001.png](#)
[image002.png](#)

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

2023 Market handbook acceptable as revised.

Steve Kadlec
dba Rotary Club of Moscow

From: Amanda Argona <aargona@ci.moscow.id.us>
Date: Monday, January 30, 2023 at 9:48 AM
To: Daniel Stewart <farmersmarket@ci.moscow.id.us>
Cc: Colette DePhelps <cdephelps@uidaho.edu>, Jamie Hill <jhill@uidaho.edu>, Josh Larson <josh@colterscreek.com>, Kerry Morsek <kerry.morsek@gmail.com>, Mackenzie Lawrence <mlawrence@uidaho.edu>, Maureen Laflin <mlaflin@ci.moscow.id.us>, Jenny Ford <director@moscowchamber.com>
Subject: One week remaining for feedback

Happy Monday, Vendors!

This is a reminder that our office is accepting feedback on the proposed changes to the 2023 [Market Handbook](#) **until next Mon., Feb. 6.**

Proposed revisions apply to the following sections:

- Mission Statement, Core Values, and Philosophies on page 6.
- Youth Vendors on page 10.
- Space Assignments on page 14.
- Tier 3 package on page 16.

Attached is a document that provides the original version followed by the revised version. All received feedback will be saved and compiled into a .PDF document and presented to the Farmers Market Commission at their Tue., Feb. 7 meeting. Commission meetings are open to the public and begin promptly at 4 pm in Council Chambers in City Hall.

We look forward to hearing from you,
Amanda

Amanda Argona
Community Events Manager
Moscow Farmers Market | Community Events Division



Memo

To: Bill Belknap, City Supervisor
Cc: Cody Riddle, Deputy City Supervisor
From: Amanda Argona, Community Events Manager
Date: January 30, 2023
Re: Farmers Market Commission budget request

The Farmers Market Commission guides the vision and values of the Moscow Farmers Market. It is the duty of the Commission to suggest ways to promote and improve the Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to City Council. The Commission reports to City Council annually in September and advises City staff as needed. Commission members represent the various constituencies of the Market, including vendors, patrons, and downtown businesses.

The Commission requests \$3,500 for FY24. This year, two members are attending the Washington State Farmers Market Association conference in Leavenworth, WA from Feb. 23-25. Due to schedule conflicts and costs, no members are able to attend the InTents Conference in San Diego, CA. The request increase is due to increased travel costs. The primary use of the Commission's budget is to attend conferences and workshops that provide trends and insights affecting Farmers Markets. The secondary use is for the purchasing of outreach and promotional items in support of the Market at tabling and community events. In 2022, the Commission used funds to purchase aprons with Market branding for use during Rapid Market Assessments as means of identifying members and volunteers and holding RMA materials like clicker counters and stickers for dot surveys. They were immensely successful when engaging the public and the Commission is interested in purchasing more to accommodate student volunteers during the months of Aug.-Oct. Their tabling/event schedule for 2023 includes May 13, Jun. 24, Aug. 12, and Oct. 28 at Market, with identified RMA customer counts generally falling on the last Sat. of each month. The purchasing of promotional items has allowed the Market to have a presence at other events that Commission members attend in their professional capacities, such as Moscow Chamber of Commerce + Visitor Center and University of Idaho.



Jamie Hill
Chair

Mackenzie Lawrence
Vice chair

Colette DePhelps
University of Idaho
representative

Joshua Larson
At-large member

Sam Martinet
Moscow Chamber of
Commerce + Visitor Center
representative

Kerry Morsek
At-large member

Jenny Parker
Produce Vendor
representative

Gerardo Alvarez
Specialty Food Vendor
representative

Kassie Smith
Crafts Vendor representative



Amanda Argona
Staff Liaison

Maureen Laflin
Council Liaison



Community Events Division
Moscow Farmers Market
221 East 2nd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7132
[www.ci.moscow.id.us/197/
Farmers-Market](http://www.ci.moscow.id.us/197/Farmers-Market)



MOSCOW FARMERS MARKET COMMISSION



2023 Annual scope of work

Monthly meetings

4 - 5:30 pm

Jan. 3

Feb. 7

Mar. 7

Apr. 4

May 2

Jun. 6

Jul. 5 (Wed.)

Aug. 1

Sep. 6 (Wed.)

Oct. 3

Nov. 7

Dec. 5

Conferences

Feb. 24 to 25

WSFMA

Leavenworth, WA

Other

Jan. 11 - Artwork submission period opens

Feb. 22 - Artwork submission period closes

Mar. 10 - Artwork public voting opens

Mar. 31 - Artwork public voting closes

Apr. 6 - Annual Vendor Orientation, 3 - 5 pm

Jun. - America's Farmers Market Celebration voting
opens

Sep. 5 - Annual Citizen Commission report to Council

Sep. - America's Farmers Market Celebration voting
closes



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Craft & Food Jury Subcommittee

Mar. 1 - Craft & Food Jury 1, 8 am - 12 pm

Mar. 3 - Craft & Food Jury 2, 8 am - 12 pm

Mar. 20 - Craft & Food Jury 3, 2 - 6 pm

Mar. 22 - Craft & Food Jury 4, 2 - 6 pm

Site Visit Subcommittee (tentative)

May 17 & 19

May 24, 25, & 26

Non-Vendor Commission Members

Tabling @ Market

May 13 - Hosting 2023 Artist

Jun. 24 - Promoting AFMC voting

Aug. 12 - Celebrating NFMW

Oct. 28 - Judging Halloween Costume Contest

Rapid Market Assessments, customer counts only

May 27

Jun. 24

Jul. 29

Aug. 26*

Sep. 30*

Oct. 21*

*UI/WSU student volunteer recruitment