

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

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