

MOSCOW FARMERS MARKET COMMISSION



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

Regular Meeting
~Minutes~

Amanda Argona
Staff Liaison
208-883-7132

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

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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