

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
May 2, 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 local and regional 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 April 4, 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. **Downtown Streetscape Project update – Argona, Riddle**

5. **Upcoming outreach (ACTION ITEM) – Argona, Hill**

2023 scope of work was accepted by the Commission at their December 6, 2022 meeting. The following dates require Commission member commitment and involvement:

- **May 13, 9 am-12 pm | Commission hosting 2023 poster artist**
Minimum of two Commission members to table either together for duration, or for 1.5 hours.
- **May 27, 7:45 am-1 pm | RMA Customer count**
Non-Vendor Commission members to be available for customer counts on the hour for ten-minute intervals. Volunteers will be recruited to fill in assignments as needed.

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
May 2, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

- **Jun. 24, 7:45 am-1 pm | RMA Customer count; tabling at Market to promote America's Farmers Market Celebration voting**
Non-Vendor Commission members to be available for customer counts on the hour for ten-minute intervals. Volunteers will be recruited to fill in assignments as needed.
- **Jul. 29, 7:45 am-1 pm | RMA Customer count**
Non-Vendor Commission members to be available for customer counts on the hour for ten-minute intervals. Volunteers will be recruited to fill in assignments as needed.
- **Aug. 12, 9-11 am | National Farmers Market Week Celebration**
Minimum of three Commission members to assist with emceeing, engagement, and prize drawing.
- **Aug. 26, 7:45 am-1 pm | RMA Customer count**
Non-Vendor Commission members to be available for customer counts on the hour for ten-minute intervals. Volunteers will be recruited to fill in assignments as needed.
- **Sep. 30, 7:45 am-1 pm | RMA Customer count**
Non-Vendor Commission members to be available for customer counts on the hour for ten-minute intervals. Volunteers will be recruited to fill in assignments as needed.
- **Oct. 21, 7:45 am-1 pm | RMA Customer count**
Non-Vendor Commission members to be available for customer counts on the hour for ten-minute intervals. Volunteers will be recruited to fill in assignments as needed.
- **Oct. 28, 9 am-12 pm (potentially longer for tallying votes) | Halloween Costume Contest**
Minimum of four Commission members to assist with emceeing and judging.

PROPOSED ACTIONS: Assign members to outreach dates, or take such other action deemed appropriate.

6. 2023 Site Visits – Argona, DePhelps, Hill, Martinet

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
May 2, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Ten Agricultural Vendors have been added to the 2023 roster and require site visits per Market policies. In the event that Site Visit subcommittee members are unavailable, other Commission members may attend. Site Visits are projecting to be all-day (at least 8 hours) due to accommodate travel time. Lunch is provided.

Preliminary schedule is as follows:

- **Wed., May 17** – Browning Beef (Spangle, WA); Fancy Free Farms (Pullman, WA); Al's Foraging (Troy, ID)
- **Wed., May 24** – Blue Wildrye Farm (Princeton, ID); Ugly Barn Flower Farm (Garfield, WA); Clearwater Ridge Wagyu (Clarkston, WA); Ee-li-ee-li-oo Ranch – location 1 (Clarkston, WA)
- **Fri., May 26** – Parlor by Bar46 (Culdesac, ID); Ee-li-ee-li-oo Ranch – location 2 (Culdesac, ID); Idaho Jams (Kooskia, ID)

PROPOSED ACTIONS: Assign subcommittee members to attend Site Visits, or take such other action deemed appropriate.

REPORTS

1. **Community Events Manager report – Argona**

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.

- Strategic Plan update (July)
- WSFMA Conference report (July) – DePhelps, Lawrence

2. **CANCELLED – Farmers Market Commission regular meeting June 3, 2023 at Moscow City Hall in Council Chambers. *Next regular meeting Wed., July 5, 2023 to accommodate staff holiday schedule.***

ADJOURN

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
May 2, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

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
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
April 4, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Meeting called to order at 4:16 pm

WELCOME AND ATTENDANCE

PRESENT: Joshua Larson; Jamie Hill (Chair); Colette DePhelps; Kerry Morsek; Kassie Smith

ABSENT: McKenzie Lawrence; Jenny Parker; Samantha Martinet; Gerardo Alvarez

STAFF: Amanda Argona (Community Events Manager), Laura Perrigo (Administrative Specialist); Maureen Laflin (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.

Smith read the mission statement out loud.

2. Approval of Farmers Market Commission March 7, 2023 Minutes (ACTION ITEM)

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

DePhelps moved to approve minutes, Smith seconded.

Roll Call vote: Ayes: Unanimous Nays: None Abstain: None
Motion carried

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

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
April 4, 2023**

4:00 PM

**Council Chambers
206 E. 3rd St.**

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.

No public comment was made.

4. 2023 Moscow Farmers Market Poster selection recap

The voting period for this year's poster art ended on Fri., Mar. 31 at 8 a.m. After a three (3) week voting period, over 1,246 votes were collected.

- Klingler, M. – 173
- Foutch, K. – 189
- Lopez de Boie, P. – 218
- Barmore, L. – 249
- **Schmidt, W. – 428**

Attached for the Commission's review is a report on artist submissions, outreach, and voting.

Argona announced Wendy Schmidt as the selected artist for this year's Market poster. Commission members asked when the poster will be ready for print. Argona stated staff plans to finalize the poster by May 1, and be available at the May 13 Market.

Argona reviewed the attached report which covered location demographics of submissions, student involvement, and advertising efforts. She noted that the most votes are captured on the first two days of public voting, with the first week indicating which artist is capturing the most votes.

Not only is Wendy Schmidt, is the selected artist, but she is also a new Vendor with the Market this year.

REPORTS

1. WSFMA Conference – DePhelps, Lawrence, Argona

WSFMA Conference report was moved to a future Commission meeting.

2. Budget report – Argona

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
April 4, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Argona reviewed the attached spreadsheet printout with the Commission. Years with the letter 'E' are estimates due to comingling of expenses when the Market was a program of the Arts Department. Years the letter 'A' indicate actual costs and are compared against those with the letter 'B' for budgeted costs. The report also illustrated how much Vendor fees offset expenses attributed to the Market, and how much is offset by the City's general tax fund, as well as average fee increases over the years. Commission members generally expressed approval, and asked clarifying questions on the fee increases for Vendors in terms of cost of living adjustments. Argona also provided clarification on the City's fiscal year. It is her plan to provide an annual update like this to the Commission.

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.

- 2023 Site Visits (May)
- Downtown Streetscape Project update (May)
- Strategic Plan update (May)

Argona reminded the Commission of the annual Vendor Orientation on Thu., Apr. 6 and asked for assistance with checking-in Vendors. Hill, Smith, Morsek, and DePhelps indicated they are available. Argona will follow-up with meeting time and expectations in a separate communication.

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

Meeting was adjourned at 4:46 pm.

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.