

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
May 2, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Meeting called to order at 4:02 pm

WELCOME AND ATTENDANCE

PRESENT: Jamie Hill (Chair), Gerardo Alvarez, Kassie Smith, Joshua Larson, Jenny Parker, Kerry Morsek,

ABSENT: Samantha Martinet, Mackenzie Lawrence, Colette DePhelps

STAFF: Amanda Argona, Laura Perrigo, Maureen Laflin, Cody Riddle (left at 4:42 pm)

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.

Larson read the mission statement out loud.

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.

Larson moved to accept the minutes as presented; Smith 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 city of residence for the record and limit your remarks to three (3) minutes.

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No public comment was made.

4. Downtown Streetscape Project update – Argona, Riddle

Riddle and Argona presented the current concept of the Streetscape Project that was presented to City Council on Monday, May 1. Riddle and Argona discussed with the Commission the following updates:

- The Woonerf concept being extended from 3rd St. through 6th St.
- Future electricity layout to benefit Vendors at the Market and accommodate other downtown events.
- Pavers providing an opportunity to have permanent booth space numbers.
- Addition of Vendor spaces on the east 4th St.

Alvarez suggested that new or added electricity be able to accommodate large food trailers and/or trucks, similar to the Latah County Fairgrounds' hookups for recreational vehicles. Smith was curious about rain water flow during heavy rain events and how will it be channeled without a curb. Riddle talked about a channel that will be a part of the Woonerf design to direct water flow. Argona presented options to continue running Market during construction and other changes that might come once project is underway. Riddle stated the construction wouldn't begin until 2026, once funding is established. Discussion continued around how donations can help with funding.

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.

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- **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.

Argona stated that Commission members who are Vendors are exempt from volunteering for these dates, but are welcome to do so if it makes sense with their schedule.

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Staff will focus on student volunteer recruitment for the RMA customer counts for August, September, and October. Laflin highlighted different ideas on how to get students down to the Market during UI orientation. Hill called for a vote on member availability.

- May 13 – Morsek indicated she may be available. Argona relayed that Martinet is available.
- May 27 – Morsek confirmed her availability; Martinet is tentative; Larson and Hill are unavailable.
- June 24 – Larson and Morsek confirmed availability; Martinet and Hill are unavailable.
- July 29 – Hill confirmed availability; Morsek and Larson are unavailable.
- August 12 – Hill and Larson confirmed availability; Morsek is tentative.
- August 26 – Larson confirmed availability; Hill and Morsek are tentative.
- September 30 – Hill and Larson confirmed availability; Morsek is tentative.
- October 21 – Hill and Larson confirmed availability; Morsek is tentative.
- October 28 – Larson confirmed availability; Parker, Hill, and Martinet are tentative; Morsek is unavailable.

Smith moved to approve Commission member attendance at the various outreach events; Larson seconded.

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

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

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)

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- **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.

Argona and Hill presented to the Commission the intention of Site Visits for new Commission members. Any issues that arise during a Site Visit will be brought to the Commission. Vendors under review can continue coming to Market until a decision has been made, unless the issue is an obvious public health violation or concern. Argona went into details around each Vendor and what they have to offer. The Site Visit subcommittee is comprised of Hill, DePhelps, and Martinet. DePhelps will be attending all of the Site Visits, Hill will be unable to attend, and Martinet can attend some but not all. Additional Commission members were requested to attend in lieu of subcommittee members.

- May 17 – Morsek confirmed her availability; Alvarez indicated he may be available.
- May 24 – Morsek confirmed her availability; Alvarez and Parker are tentative.
- May 26 – Morsek confirmed her availability.

Smith moved to approve Commission member attendance on Site Visits; Alvarez seconded.

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

REPORTS

1. Community Events Manager report – Argona

Argona reported on the following for future consideration by the Commission:

- The use of solar power units or portable batteries as electricity options for Vendors.
- Copyright use and license on items at the Market.
- In-person attendance for Vendors who have been with the Market for 20+ seasons.

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- Classification of Vendors who are foraging and creating a value-added product.

Argona felt that several of the items are appropriate to address this fall with the Policies Subcommittee.

The Commission generally felt that solar powered units are acceptable alternatives to have in the Market.

In regards to the copyright and license use, Morsek had concerns about asking staff to enforce that issue. She suggested that including language in the Handbook that Vendors are to respect any cease and desist orders issued by such entities (i.e. Disney), rather than having staff investigate whether a Vendor should be using certain imagery or not..

Argona elaborated on her vision for an alternative Vendor Orientation for long-time Vendors, which may comprise of having them watch a video and answer questions. Vendors are still welcome to attend in-person, but she noted that every year they are reaching a standing room only capacity with the Orientation. Morsek is interested in staff exploring a specific orientation geared towards new Vendors.

Argona is concerned that she has misclassified a new Vendor and is interested in providing greater clarity to the Value-Added Agricultural Vendor definition. She indicated that further action may need to be taken if a misclassification was made, which will likely be determined at their Site Visit.

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.***

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Cancelled meeting is June 6 and not June 3.

Meeting adjourned at 5:25 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.

