

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
August 1, 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 July 5, 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. WSFMA Conference Report – Lawrence, DePhelps, Argona

The Commission voted to send available members to conferences relevant to Moscow Farmers Market operations and based on available Commission budget. Two Commission members attended the Washington State Farmers Market Association Conference in February 2023, allowing greater coverage of conference offerings.

This report is a summary of the conference and ideas for the Commission to consider in regards to strategic planning, Commission member training, etc.

5. Biennial Commission Survey (ACTION ITEM) – Argona

City Administration has requested that Commissions review their history of questions that have been included on previous Citizen and Commission surveys, and determine vision and goals for utilizing this survey tool.

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Each Commission is being asked to submit up to five questions to be considered for inclusion on the upcoming Commission survey by the end of August 2023. Questions are to be rated from most important to least important by the Commission in case not all questions can be included on the survey. Historically, the Farmers Market Commission has asked between three and four questions that are logic dependent.

PROPOSED ACTIONS: Review attached history of questions and select up to five questions for consideration with appropriate rating of importance; or take such other action as deemed appropriate.

6. 2023-2024 Subcommittee assignments (ACTION ITEM)

The Farmers Market Commission has several subcommittees to support the work of the Commission and mission of the Moscow Farmers Market.

- Active subcommittees include: Policy, Craft & Food Jury, and Site Visit
- Inactive subcommittees include: Branding
- Dissolved subcommittees: Fees

Attached are current assignments. To avoid violating Idaho's Public Meeting Law, subcommittees will have no more than four Commission members assigned at a given time. Scope of work for active subcommittees is as follows:

- **Policy Subcommittee** – Schedule standing meetings for September-January to review 2023 Market Handbook for proposed changes.
- **Craft & Food Jury Subcommittee** – Determine dates and available judges for March 2024.
- **Site Visit Subcommittee** – Determine availability for spring/summer 2024 site visits. Determine availability for fall 2024 site visits for producers with site visits older than three years.

REPORTS

1. Community Events Manager report – Argona

ANNOUNCEMENTS

1. Farmers Market Commission representation required

- Aug. 12, 9 to 11 am – National Farmers Market Week Celebration

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Minimum of three Commission members to assist with emceeing, engagement, and prize drawing.

Confirmed: J. Hill, J. Larson

- **Aug. 26, 7:45 am to 1 pm – RMA Customer count**

Minimum of five Commission members and/or volunteers.

Confirmed: J. Larson, C. DePhelps

Maybe: J. Hill, K. Morsek

- **Sep. 5, 7 pm – Annual Citizen Commission report to Council**

- **Sep. 30, 7:45 am to 1 pm – RMA Customer count**

Minimum of five Commission members and/or volunteers.

- **Oct. 21 7:45 am to 1 pm – RMA Customer count**

Minimum of five Commission members and/or volunteers.

- **Oct. 28, 9 am to 12 pm (contest)– Halloween Costume Contest**

Minimum of four Commission members to assist with emceeing and judging. Two to three additional volunteers to be recruited for check-in.

2. Proposed Items for Future Agendas

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

- FY23 Budget
- Strategic Plan update
- Downtown Streetscape Project update
- Community Events Manager leave

3. Farmers Market Commission regular meeting **Wednesday September 6, 2023 at Moscow City Hall in Council Chambers.**

ADJOURN

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