

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>

Wednesday
September 6, 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 August 1, 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. **Halloween Costume Contest (ACTION ITEM) – Argona**

This will be the fourth annual costume contest to celebrate the end of the Market season. Attached for review is the proposed in-person format. Last year, three Commission members acted as judges and one Commission member co-emceed the event with a Council member. Volunteers were recruited to assist with check-in, and staff assisted with photos of each participant.

PROPOSED ACTIONS: Select format for the 2023 Halloween Costume Contest; or take such other action as deemed appropriate.

5. **Assign members to new Commission Handbook Subcommittee (ACTION ITEM)**

The Farmers Market Commission voted to create a new subcommittee at the Aug., 1 meeting. The purpose and intent of this subcommittee is to create a more comprehensive on-boarding process via the development of a Handbook specific to the Farmers Market

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Commission. Attached are current assignments; it is generally recommended that Commission members not serve on more than two subcommittees to avoid burnout and share tasks. To avoid violating Idaho's Public Meeting Law, subcommittees will have no more than four Commission members assigned at a given time. Staff is also recommending that this Commission be active in the Spring/Summer based on current subcommittee activities during the calendar year.

PROPOSED ACTIONS: Assign up to four Commission members to the Commission Handbook Subcommittee; or take such other action as deemed appropriate.

REPORTS

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

ANNOUNCEMENTS

1. **Farmers Market Commission representation required**

- **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.

3. **Farmers Market Commission regular meeting Tuesday, October 3, 2023 at Moscow City Hall in Council Chambers.**

ADJOURN

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.

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Regular Meeting
~Minutes~

Amanda Argona
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Tuesday
August 1, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Meeting called to order at 4:03 pm

WELCOME AND ATTENDANCE

MEMBERS: Jamie Hill (Chair), Colette DePhelps, Gerardo Alvarez, Samantha Martinet, Mackenzie Lawrence (Vice Chair), Joshua Larson, Kerry Morsek (4:04 pm)

ABSENT: Jenny Parker, Kassie Smith

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 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.

Lawrence read the mission statement out loud.

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.

Larson moved to approve minutes as presented; Alvarez seconded.

Roll Call vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion Carried.

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

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206 E. 3rd St.

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No public comment.

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.

Lawrence and DePhelps shared their notes and feedback on attending the conference. Ideas for the Commission to consider included: roles of each Commission member, time commitment expected from Commission members, and improving the onboarding experience when new members are appointed.

DePhelps felt the Commission may benefit from its own handbook. Inclusion of items in the Commission handbook would be some of the items briefly discussed, the Market's Strategic Plan, Market policies, etc.

Lawrence discussed the need for basic training around policies, and a possible cheat sheet on Commission terminology.

Discussion continued around member responsibilities and roles. DePhelps advised officer nominations be brought to Argona first prior to nominees voted on at a Commission meeting. This allows time for nominated members to accept or decline their nomination.

DePhelps suggested subcommittees have a process on how to bring matters to the entire Commission so information is accurately disseminated and decisions can be made with a clear explanation. This was mostly in reference to the Site Visit subcommittee. Discussion

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ensued around subcommittee responsibilities and communication between the subcommittees and the Commission.

DePhelps opened up the dialogue around a session at the conference that centered on climate impact, climate change, how it can impact growers, and implications for our Market specifically. Cited examples included needing more shade as temperature rise and protocol for poor air quality.

Hill noted other markets have air quality and temperature thresholds for closures. Argona stated the Market's current policy to determine a closure is based on reviewing the Air Quality Index from the Environmental Protection Agency and National Oceanic Atmospheric Administration. Discussion ensued about whether City leadership has established thresholds for all aspects of City operations. If such protocols were adopted, then the Market wouldn't need to develop its own protocol.

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.

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.

Argona reviewed the Commission survey history. Argona asked the Commission to propose questions for the next Commission survey.

Members discussed different options for the first question. Morsek questioned if the information from the survey holds any value for the Commission. Lawrence felt an

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appropriate question 1 is “Do you feel the Market is an important part of the community?”. Martinet proposed “Why do you come to the Market?”, stating that this can help guide City staff in operating the Market. Lawrence proposed that including a Rapid Market Assessment (RMA) question may be interesting for consistency and comparison. DePhelps proposed the RMA question, “How much do people feel they spend at the Market?”.

Hill indicated preference for, “What’s your number one reason for coming to Market?”. DePhelps wanted to bring attention to and ask questions around sustainable and humane practices of the Vendors. DePhelps has a survey layout that could ask how important each attribute is to the respondent.

Discussion ensued about which questions are best for the survey, and what action, if any, might be taken from the responses, or guide Market operations. Martinet asked what data the Commission might receive from this survey that isn’t already collected from the RMAs.

Argona proposed asking a question around the Market’s animal policy. Discussion ensued about the current animal policy, education about Americans with Disabilities Act (ADA) Service Dogs, and other options for staff to implement rather than including a question about this policy on the survey.

DePhelps pivoted the conversation and suggested asking a question around the Market’s upcoming 50th anniversary. Commission members asked if they can have an extension to decide on the questions. Argona explained that the survey is expected to be prepared and mailed out sometime in September and she has been directed by City Administration to have the Commission propose up to five questions for inclusion. The two questions that resonated the most with Commission members were, “Did you attend the Market in this last year?” for consistency and “What type of 50th anniversary activities would like to see/participate in?”. Argona consented to Commission members emailing their ideas for the 50th anniversary survey question by a given deadline.

Lawrence moved for Commission members to provide feedback to Argona via email on the following questions: “Have you attended Market?” and “What events would you like to see at the 50th Anniversary?”. Martinet seconded.

Roll call vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion Carried.

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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.

Argona reviewed active subcommittees and their purposes. Commission members can choose to stay on their current subcommittee, ask to be removed, and/or join another. Lawrence suggested that DePhelps be considered for the Policy Subcommittee as this was Lawrence's last meeting.

DePhelps requested to join the Policy Subcommittee and be removed from the Branding Subcommittee, which is currently inactive. Alvarez requested to join the Site Visit Subcommittee. No other requests were made regarding current assignments, removals, or additions.

Morsek asked about adding a subcommittee, and the process around it. Argona responded this would be the best time to add a subcommittee.

DePhelps moved to create a Commission Handbook Subcommittee, and to elect members in the next Commission meeting. Morsek seconded.

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Roll call vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Lawrence moved to assign DePhelps to the Policy Subcommittee, remove DePhelps from the Branding Subcommittee, and assign Alvarez to the Site Visit Subcommittee. Larson seconded.

Roll call vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

1. Community Events Manager report – Argona

Argona presented items for Commission consideration to ensure consistency and alignment with Market policies.

Request from Bald Butte Lavender Farm to bring food items that feature lavender in them (cookies and lemonade). Argona is seeking direction from the Commission on whether these products qualify as a Value-Added Agricultural product. If yes, then the Vendor is permitted to bring them. If not, then Argona will provide information to the Vendor on the 2024 Craft & Food Jury process. Martinet suggested all baked goods go through a Craft & Food Jury to maintain Market standards. DePhelps expressed that if the lavender is the signature ingredient in the food item and it is grown by the Vendor, it should be considered a Value-Added product and not be subject to a Craft & Food Jury. General consensus was to allow the Vendor to bring the product to Market with the understanding that they may be subject to the Craft & Food Jury process for next season.

Argona shared that new Vendor Bitterroot Botanicals of Idaho was initially categorized as a Value-Added Agricultural Vendor and subject to a Site Visit. Argona and Hill visited the commercial kitchen the Vendor uses, and learned more about their sourcing, which takes place on both public and private property (including their own). Both felt that based on the information shared by the Vendor, Bitterroot Botanicals should be qualified as a Craft & Food Vendor, and subject to the jury process. Hill and Argona indicated this information to the Vendor, to which they were amenable. DePhelps referenced Idaho Jams, who has similar sourcing practices, and suggested the Vendor be exempted from the Jury process to maintain consistency. It became clear that further clarification and review of the Value-

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Added Agricultural definition needs to be reviewed by the Policy Subcommittee for clarity and consistency.

Argona received a request from a Vendor who lives in Pullman during the summer months, but lives outside of the Market's 200-air mile radius for the remainder of the year.

She cited two similar circumstances and the consensus the Commission reached for each one: a) the Vendor Lil' Monster Plushies lives outside the 200-air mile radius, but that they make their items in Pullman and only sell at the Moscow Farmers Market; this was satisfactory for the Commission and considered in alignment with Market policies; b) the Vendor Simon Tate Impressions lived outside the 200-air mile radius, but owned a home in Moscow and their items could not be guaranteed to be made within the 200 air-mile radius; this was not satisfactory for the Commission and considered not in alignment with Market policies.

The Commission concluded that unless the products are made within the 200-air mile radius, the Vendor does not meet the Market's basic eligibility requirements.

Argona reviewed the last item which was the consideration of single-use water bottles to be sold by Vendors, especially given extreme temperatures during the summer. She indicated she would like the Policies Subcommittee to review this policy, with the caveat that it does have the potential to add more waste at Market.

Argona reported on the Commission's budget, which was estimated to be \$600 to \$300 remaining after purchases for upcoming tabling. DePhelps would like to discuss merchandise purchases in a future meeting.

ANNOUNCEMENTS

1. Farmers Market Commission representation required

- **Aug. 12, 9 to 11 am – National Farmers Market Week Celebration**
Minimum of three Commission members to assist with emceeing, engagement, and prize drawing.
Confirmed: J. Hill, J. Larson, S. Martinet
- **Aug. 26, 7:45 am to 1 pm – RMA Customer count**
Minimum of five Commission members and/or volunteers.

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Confirmed: J. Larson, C. DePhelps, S. Martinet

Unavailable: 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.**

Meeting adjourned at 5:40 pm.

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Halloween Costume Contest

0 – Poor (unable to determine theme, is pre-packaged costume, required no effort in designing)

1 – Average (theme is apparent but common, uses mostly pre-packaged items, some effort made in designing)

2 – Great (theme is apparent and slightly less common, uses a combination of homemade and pre-packaged items, clear effort in gathering pieces to design)

3 – Outstanding (theme is apparent and uncommon, costume almost entirely homemade, time and effort put into design)

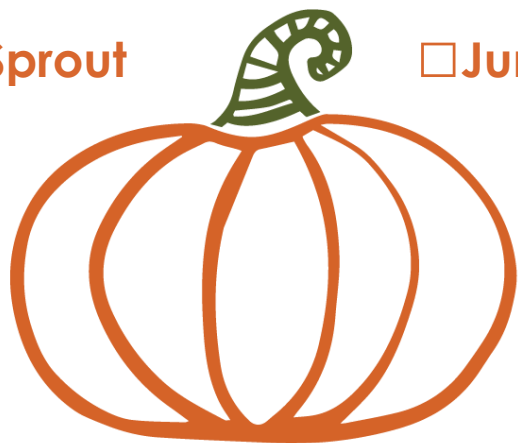
Contestant #	Theme (costume clearly depicts a character or concept)	Creativity (evidence of uncommon and/or multiple components used to create costume)	Execution (costume is well-constructed with evidence of design from contestant)	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

MOSCOW
FARMERS MARKET
COMMISSION



Halloween Costume Contest

☐ Sprout ☐ Junior

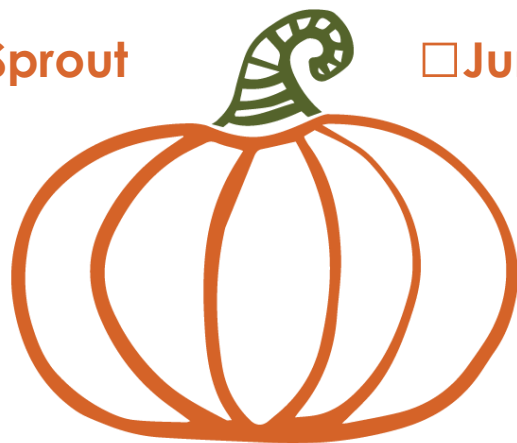


☐ Adult ☐ Pair ☐ Group

Theme

Halloween Costume Contest

☐ Sprout ☐ Junior

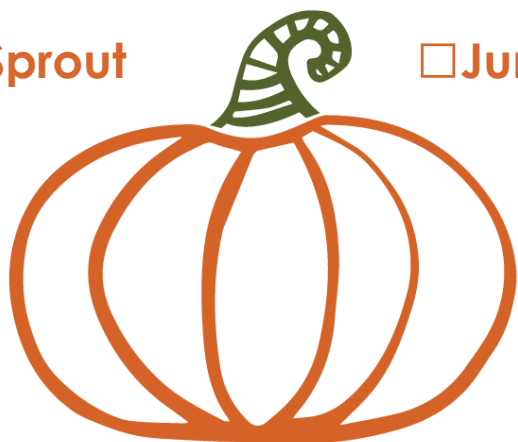


☐ Adult ☐ Pair ☐ Group

Theme

Halloween Costume Contest

☐ Sprout ☐ Junior

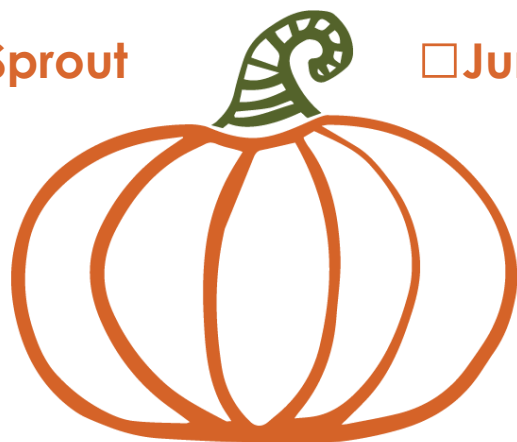


☐ Adult ☐ Pair ☐ Group

Theme

Halloween Costume Contest

☐ Sprout ☐ Junior



☐ Adult ☐ Pair ☐ Group

Theme



Jamie Hill
Chair

Mackenzie Lawrence
Vice chair

Colette DePhelps
University of Idaho
representative

Joshua Larson
At-large member

Sam Martinet
Moscow Chamber of
Commerce + Visitor Center
representative

Kerry Morsek
At-large member

Jenny Parker
Produce Vendor
representative

Gerardo Alvarez
Specialty Food Vendor
representative

Kassie Smith
Crafts Vendor representative

Amanda Argona
Staff Liaison

Maureen Laflin
Council Liaison

Community Events Division
Moscow Farmers Market
221 East 2nd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7132
[www.ci.moscow.id.us/197/
Farmers-Market](http://www.ci.moscow.id.us/197/Farmers-Market)

MOSCOW FARMERS MARKET COMMISSION



6 September 2023 Manager Report

VENDORS

- Melliflora (aka Mellifera Farm) request to bring sheep pelts to Market

COMMISSION

- FY20-24 Commission Budget requests
Conference expenses
2020 - \$683.03 (Hill)
2021 - \$502.83 (Hill & DePhelps)
2022 - \$1,214.98 (Hill @ InTents; Parker @ WSFMA)
2023 - \$1,698.08 (DePhelps and Lawrence)

Misc. (name tags, binders, reimbursements)

2020 - \$30.98
2021 - \$105.37
2022 - \$60.61
2023 - \$74.46

Outreach and tabling materials

2020 - \$649.80
2021 - \$0.00
2022 - \$603.22
2023 - \$474.00

- FY23 CEDivision Budget
- Community Events Manager parental leave



Heart of the Arts



Bill Lambert
Mayor

Jim Boland
Council President

Brandy Sullivan
Council Vice-President

Art Bettge
Council Member

Kathryn Bonzo
Council Member

Gina Taruscio
Council Member

Anne Zabala
Council Member



Gary J. Riedner
City Supervisor



City of Moscow, City Hall
c/o Gary J. Riedner, City Supervisor
206 East 3rd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7000
Fax (208) 883-7018

Website: www.ci.moscow.id.us
Hearing Impaired (208) 883-7019



May 10, 2019

To: Mayor Lambert and the Moscow City Council
From: Farmers Market Commission

The City of Moscow's Farmers Market Commission was established to guide the vision and values of the market. It is the duty of the Commission to suggest ways to promote and improve the Farmers Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to the Moscow City Council. The Commission provides annual reports to the City Council and advises City staff as needed. Commission members represent the various constituencies of the Market, including vendors, patrons, and downtown businesses.

The Farmers Market Commission requests \$2,000 for the FY20 budget. Of this request, \$1,500 is for training and/or conference opportunities for Commission members to attend on behalf of the Moscow Farmers Market, like the Washington State Farmers Market Association conference. This request includes related travel expenses and conference registration. The remaining request of \$500 is for the purchasing of promotional item giveaways for the Moscow Farmers Market at tabling and other community outreach events.

The Farmers Market Commission looks forward to having our community's market be an enduring tradition on the Palouse for years to come. Thank you for your consideration.

Sincerely,

Jamie Hill
Chair, Farmers Market Commission



Memo

To: Gary J. Riedner, City Supervisor
Cc: Jen Pfiffner, Deputy City Supervisor
From: Amanda Argona, Community Events Manager
Date: April 29, 2020
Re: Farmers Market Commission budget request

The City of Moscow's Farmers Market Commission was established to guide the vision and values of the market. It is the duty of the Commission to suggest ways to promote and improve the Farmers Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to the Moscow City Council. The Commission provides annual reports to the City Council and advises City staff as needed. Commission members represent the various constituencies of the Market, including vendors, patrons, and downtown businesses.

The Farmers Market Commission requests \$1,620 for the FY21 budget. Of this request, \$795 is for training and/or conference opportunities for Commission members to attend on behalf of the Moscow Farmers Market, like the Washington State Farmers Market Association conference. This request includes related travel expenses and conference registration. The remaining request of \$825 is for the purchasing of outreach promotional items in support of the Moscow Farmers Market at tabling and other community outreach events.



Memo

To: Gary J. Riedner, City Supervisor
Cc: Jen Pfiffner, Deputy City Supervisor
From: Amanda Argona, Community Events Manager
Date: March 8, 2021
Re: Farmers Market Commission budget request

The City of Moscow's Farmers Market Commission was established to guide the vision and values of the market. It is the duty of the Commission to suggest ways to promote and improve the Farmers Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to the Moscow City Council. The Commission provides annual reports to the City Council and advises City staff as needed. Commission members represent the various constituencies of the Market, including vendors, patrons, and downtown businesses.

The Farmers Market Commission requests \$2,000 for the FY22 budget. Like in previous years, the Commission's primary use of their budget is to send members to attend conferences and workshops that are applicable to Farmers Markets such as the Washington State Farmers Market Association conference and the InTents Farmers Market conference. These conferences often provide trends and insights that affect Farmers Markets, as well as event best practices.

The secondary use of the Commission's budget is for purchasing of outreach and promotional items in support of the Moscow Farmers Market at tabling and community events.



Memo

To: Bill Belknap, City Supervisor
Cc: Jen Pfiffner, Deputy City Supervisor
From: Amanda Argona, Community Events Manager
Date: March 2, 2022
Re: Farmers Market Commission budget request

The City of Moscow's Farmers Market Commission was established to guide the vision and values of the Market. It is the duty of the Commission to suggest ways to promote and improve the Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to the Moscow City Council. The Commission provides annual reports to the City Council and advises City staff as needed. Commission members represent the various constituencies of the Market, including vendors, patrons, and downtown businesses.

The Farmers Market Commission requests \$2,500 for the FY23 budget. This year, the Commission had the Produce Vendor representative attend one day of the Washington State Farmers Market Association conference remotely, and is sending the Chair to attend the InTents Conference in-person in San Diego, CA. The increase of requesting funds is in recognition of a desire by other Commission members to attend these conferences provided sufficient notice, as well as an understanding of potential increase in travel costs. The primary use of the Commission's budget is to attend conferences that provide trends and insights that affect Farmers Markets, as well as adaptable practices for events.

The secondary use of the Commission's budget is for the purchasing of outreach and promotional items in support of the Market at tabling and community events. The Commission continues to hone their tabling and outreach opportunities and has established a schedule for 2022 which includes May 14, June 25, August 13, and October 29 at the Market; August 20 at Palousafest; and October 1 in the UI Homecoming Parade.



Memo

To: Bill Belknap, City Supervisor
Cc: Cody Riddle, Deputy City Supervisor
From: Amanda Argona, Community Events Manager
Date: Jan. 30, 2023
Re: Farmers Market Commission budget request

The Farmers Market Commission guides the vision and values of the Moscow Farmers Market. It is the duty of the Commission to suggest ways to promote and improve the Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to City Council. The Commission reports to City Council annually in September and advises City staff as needed. Commission members represent the various constituencies of the Market, including vendors, patrons, and downtown businesses.

The Commission requests \$3,500 for FY24. This year, two members are attending the Washington State Farmers Market Association conference in Leavenworth, WA from Feb. 23-25. Due to schedule conflicts and costs, no members are able to attend the InTents Conference in San Diego, CA. The request increase is due to increased travel costs. The primary use of the Commission's budget is to attend conferences and workshops that provide trends and insights affecting Farmers Markets. The secondary use is for the purchasing of outreach and promotional items in support of the Market at tabling and community events. In 2022, the Commission used funds to purchase aprons with Market branding for use during Rapid Market Assessments as means of identifying members and volunteers and holding RMA materials like clicker counters and stickers for dot surveys. They were immensely successful when engaging the public and the Commission is interested in purchasing more to accommodate student volunteers during the months of Aug.-Oct. Their tabling/event schedule for 2023 includes May 13, Jun. 24, Aug. 12, and Oct. 28 at Market, with identified RMA customer counts generally falling on the last Sat. of each month. The purchasing of promotional items has allowed the Market to have a presence at other events that Commission members attend in their professional capacities, such as Moscow Chamber of Commerce + Visitor Center and University of Idaho.



Jamie Hill
Chair

Vice chair

Colette DePhelps
University of Idaho
representative

Joshua Larson
At-large member

Sam Martinet
Moscow Chamber of
Commerce + Visitor Center
representative

Kerry Morsek
At-large member

Jenny Parker
Produce Vendor
representative

Gerardo Alvarez
Specialty Food Vendor
representative

Kassie Smith
Crafts Vendor representative



Amanda Argona
Staff Liaison

Maureen Laflin
Council Liaison



Community Events Division
Moscow Farmers Market
221 East 2nd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7132
[www.ci.moscow.id.us/197/
Farmers-Market](http://www.ci.moscow.id.us/197/Farmers-Market)



MOSCOW FARMERS MARKET COMMISSION



2023-2024

Annual scope of work

2023 monthly meetings 4 - 5:30 pm

Oct. 3 Nov. 7 Dec. 5

2024 monthly meetings 4 - 5:30 pm

Jan. 2 Feb. 6 Mar. 5 Apr. 2 May 7
Jun. 4 Jul. 2 Aug. 6 Sep. 4* Oct. 1
Nov. 5 Dec. 3 *indicates Wednesday meeting

Sep. TBD - Policies Subcommittee determines scope of work;
present as action item at Oct. meeting

October 3 Agenda items

- Interim Vice-Chair (action)
- Policies Subcommittee scope of work (action)
- Halloween Costume Contest finalization (confirm)
- America's Farmers Market Celebration (report)

Oct. TBD - Policies Subcommittee begins tackling scope of
work; provides report at Nov. meeting

Oct. 28 - Halloween Costume Contest

November 7 Agenda items

- 2024 chair and vice-chair nominations sent to Laura and Cody
for review and individual follow-up on acceptance or
declination
- Rapid Market Assessment customer count (report)
- Policies Subcommittee (report)

Nov. 6 - Staff presents Costume Contest winners to Council;
Commission invited to attend and assist with presenting awards

Nov. TBD - Policies Subcommittee continues scope of work and
finalizes recommendations; provides report at Dec. meeting

December 5 Agenda items

- 2024 Conferences (action)
- Policies Subcommittee (report)
- Annual Gross Sales Vendor compliance (report)

Dec. TBD - Policies Subcommittee meets to finalize
recommendations for Vendor notice; provides report at Jan.
meeting



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MOSCOW FARMERS MARKET COMMISSION



2024 Annual scope of work

January 2 Agenda items

- Officer elections
- Poster Artwork guidelines
- Policies Subcommittee (report)

January

- Craft & Food Jury registrations open
- Friendship Square performance application opens
- Poster Artwork submission period open

February

- Artwork submission period closes
- Craft & Food Jury registrations begin closing

March

- Artworks finalists selected
- Craft & Food Juries
- Artwork public voting open for three week period
- Friendship Square performance application closes

April

- Site Visits begin
- Annual Vendor Orientation

May

- Site Visits continue
- National Bike Month

June

- Site Visits continue
- America's Farmers Market Celebration voting opens

July

- Where's Waldo on the Palouse

August

- National Farmers Market Week
- Idaho Farmers Market Month

September

- Annual Citizen Commission report to Council
- America's Farmers Market Celebration voting closes

October

- UI Homecoming Parade and Market
- Halloween Costume Contest