

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
October 3, 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 September 6, 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. Appoint interim Vice-Chair (ACTION ITEM)

The interim Vice-Chair will be responsible for conducting meetings in case of absence by the Chair and will act as a tie-breaker vote in the case of action item deadlock. The Vice-Chair may be included on email communication to Vendors and the public if deemed necessary. Staff will communicate with Vice-Chair in the Chair's absence regarding cancellation of meetings due to lack of quorum. Commission member appointed will serve in this role until official annual nomination and election process begins (November and January).

PROPOSED ACTIONS: Appoint a Commission member to serve as interim Vice-Chair or take such other action deemed appropriate.

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5. Policies Subcommittee scope of work (ACTION ITEM) – Larson, Parker, DePhelps, Morsek, Argona

Subcommittee members are set to meet in the Mayor's Conference Room on the following dates, with a Zoom link provided for cases where physical attendance is problematic:

- 1:30 – 2:30 pm, Mon., Oct. 23
- 9 – 10 am, Wed. Nov. 1
- 9 – 10 am, Wed., Dec. 13

Their 2023-2024 scope of work is attached for review. The timeline for policy work for both the Subcommittee and Commission is as follows:

- Oct. 3 – Commission action item to approve scope of work
- Nov. 7 – Report to Commission
- Dec. 1 – Report to Commission (if needed)
- Jan. 2 – Present draft policies to Commission for Vendor notice
- Week of Jan. 8 – Notice to Vendors via email and letter
- Feb. 6 – Commission action to approve 2024 Market Handbook
- Feb. – Legal reviews 2024 Market Handbook
- Mar. 13 – Administrative Committee presentation of 2024 Market Handbook
- Mar. 20 – City Council presentation of 2024 Market Handbook

PROPOSED ACTIONS: Accept the proposed scope of work or take other action as deemed appropriate.

REPORTS

1. Community Events Manager report – Argona

ANNOUNCEMENTS

1. Farmers Market Commission representation required

- **Oct. 21 7:45 am to 1 pm – RMA Customer count**
Hill, Larson, and Martinet confirmed. Two additional volunteers required.
- **Oct. 28, 9 am to 12 pm (contest)– Halloween Costume Contest**
DePhelps, Larson, and Martinet confirmed as judges. Three additional WSU volunteers signed-up through GivePulse. One emcee needed.

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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, November 7, 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.