

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>

Wednesday
September 6, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Meeting called to order at 4:08 pm

WELCOME AND ATTENDANCE

MEMBERS: Joshua Larson, Jamie Hill (Chair), Colette DePhelps, Kassie Smith, Kerry Morsek

ABSENT: Samantha Martinet, Gerardo Alvarez, Jenny Parker

STAFF: Amanda Argona (Community Events Manager), Laura Perrigo (Administrative Specialists), Julia Parker (Councilmember, arrived 4:22 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 August 1, 2023 Minutes (ACTION ITEM)

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

DePhelps moved to approve minutes as presented. Larson 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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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.

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.

Argona went over suggestions made from last year's judges, and asked the Commission if they would like to make any changes to the categories from last year's costume contest. DePhelps suggested adding a new contest category to account for parents that assist with children's costumes, citing the Grumpy Grannies winner from 2021. Hill suggested adding the categories to the scoring sheet to help with the final judging and scoring.

Argona asked who would like to be judges this year. DePhelps and Larson volunteered to be judges.

DePhelps moved to approve the Halloween Costume Contest format with the suggestions made by her and Hill. Larson seconded.

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

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 Commission. Attached are current assignments; it is generally recommended that

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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.

Hill proposed to assign members now, but wait to start meeting is the spring or summer. Hill iterated the Commission can have up to 4 people on the new Subcommittee. DePhelps asked for clarification when the Policy Subcommittee met during the year. Argona responded now until the end of the year, at which point any changes made to a policy will be presented to the Commission, then presented to City Council for approval.

Argona proposed the Commission Handbook Subcommittee meet February through May. Hill, Smith, and Larson offered to join the Subcommittee.

Larson moved to assign himself, Hill, and Smith to the Commission Handbook Subcommittee. Smith 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 Melliflora Flower Farm to bring sheep pelts to the Market. Melliflora Flow Farm aka Mellifera Farm is considered to be a flower Vendor with the Market, but does raise Icelandic sheep on her farm and requested to bring the pelts for the cooler weather Markets. The Vendor was unsure if the product fits the value-added definition as she sends the hides off to a tannery. Argona confirmed with Aniroonz Sheep Co., a fiber and meat

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Vendor, that this is common practice in order to have a quality product. Argona also confirmed that both Vendors do as much processing as they are able (raising the animals, skinning the hide, washing the hide, etc.) prior to shipping it to a tannery for finishing. After some discussion, the Commission agreed the Vendor is meeting Market policies, with both Larson and Smith noting how difficult it is to process hides on your own without a tannery.

Argona presented the Commission's budget history as requested. Discussion ensued that the Commission's budget be used for items requested by the Commission such as education or travel for conferences, or t-shirts for Commission members (similar to apron purchases) and not for giveaway materials. There was general consensus that if the Commission needs items for tabling, those items are to be provided by the Community Events Division, via the Market's Programming budget. The Commission's budget has been set for fiscal year 2024, with potential adjustments to be made for fiscal year 2025 at the purview of the Commission.

Argona reviewed the Commission's scope of work while she is on parental leave. She stated that in her absence, Laura Perrigo will be the acting Community Events Manager and the Cody Riddle will be the staff liaison.

Argona spoke with City Clerk Laurie Hopkins on the Vice-Chair vacancy and was advised to appoint a Commission member in the interim until annual nominations and elections.

DePhelps inquired about the At-Large vacancy. Argona and Hill made announcements during the annual report to Council. Argona indicated she will be including it on social media and the Market's e-newsletter. Several names were suggested by Commission members for Argona to follow-up with.

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.
Available: Hill
Unavailable: DePhelps, Larson, Morsek
- **Oct. 21 7:45 am to 1 pm – RMA Customer count**

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Minimum of five Commission members and/or volunteers.

Available: Larson, Hill (maybe)

Unavailable: Morsek

- **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.

- America's Farmers Market Celebration

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

ADJOURN

Meeting adjourned at 4:56 pm.



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