

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

Cody Riddle
Staff Liaison

~Agenda~

<https://www.ci.moscow.id.us/362/Farmers-MarketCommission>

Tuesday, November 7, 2023

4:00 PM

**Council Chambers
206 E. Third St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Reading of the Mission Statement

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell locally farmed and/or created 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 October 3, 2023 Minutes (ACTION ITEM)

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 address for the record and limit your remarks to three (3) minutes.

REPORTS

- 1. Streetscape Project Update – Riddle**
- 2. RMA – DePhelps**
- 3. Halloween Costume Contest Results - Perrigo**

ANNOUNCEMENTS

1. Nominations for Chair and Vice-Chair due by Nov. 30

Email criddle@ci.moscow.id.us with your nominations. Voting for Chair and Vice-Chair will take place Dec. 5.

2. Proposed Items for Future Agendas

Commission members may email Cody Riddle (criddle@ci.moscow.id.us) and Laura Perrigo (lperrigo@ci.moscow.id.us) to propose future agenda items for discussion.

a. Policies subcommittee report

- b. End of Season Vendor compliance report**
- 3. Farmers Market Commission regular meeting December 5, 2023 at Moscow City Hall in Council Chambers**

ADJOURN

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MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Commission Chair
fmc@ci.moscow.id.us

Regular Meeting
~Minutes~

Amanda Argona
Staff Liaison
208-883-7132

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Meeting called to order at 4:00 pm

WELCOME AND ATTENDANCE

MEMBERS: Joshua Larson, Gerardo Alvarez, Jamie Hill (Chair), Colette DePhelps, Kassie Smith, Samantha Martinet, Jenny Parker

ABSENT: Kerry Morsek

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.

Larson read the mission statement out loud.

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.

DePhelps moved to approve minutes. Larson seconded.

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

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

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No public comment.

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.

DePhelps suggested for Larson to be interim Vice-Chair. Larson agreed to filling the position.

DePhelps nominated Larson to be interim Vice-Chair. Smith seconded.

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

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

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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.

Argona presented the scope of work for the 2024 season for the Policy subcommittee. New policies to address include animal welfare and copyright issues. Revision of policies include Agriculture Vendor definitions, Vendor Orientation attendance requirements and the selling of mass-produced bottled beverages. Argona opened the table up to discuss the current changes be presented.

No comments for changes were made.

Martinet moved to approve the scope of work as presented. Larson seconded.

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

REPORTS

1. Community Events Manager report – Argona

Argona went over the America's Farmers Market Celebration results, discussing rankings and what marketing methods worked best this year. From little to no paid marketing, the Farmers

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Market has been consistently in the top rankings for Idaho and in the top 25 Farmers Markets Nationwide.

Argona reviewed the current Agricultural criteria in the handbook, and the current Prospective Vendor Inquiry form, and examined what the form addresses. Then brought up questions that would make the form more robust. Argona is hoping to mitigate the process making sure Agriculture Vendors accepted into the Market are in alignment with Market policies. Similar to the Craft & Food Jury process, Argona presented a rubric to help score Prospective Agriculture Vendors. Hill questioned if it would be staff or the Commission that would be going over results of the screening. Argona replied staff would go over results and present once a month to the Commission with a percentage of how good a fit a Prospective Agriculture Vendor would be. The Commission discussed pros and cons around scoring Agriculture Vendors before a Site-Visit, and how the score would affect their entry into the Market. Smith suggested to test the new screening method on vetted Agriculture Vendors already attending Market. Smith requested to have a similar rework done for Prospective Craft & Food Vendors. Martinet agreed with Smith. Discussion ensued around farming practices. Parker used her farm as an example how well it would score with the presented screening.

Argona ended with the discussion asking the Commission to think over the new rubric concept for Agriculture Vendors. DePhelps and Martinet both agreed additional questions added to the Prospective Vendor Inquiry form could clarify an Agricultural Vendor's priorities and could eliminate the need for a rubric. Commission will further discuss changes in future meetings.

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. Justin will joining and hopefully will have a returning volunteer.
- **Oct. 28, 9 am to 12 pm (contest)– Halloween Costume Contest**
DePhelps, Larson, and Martinet confirmed as judges. Three additional WSU students have volunteered to help with event. One emcee needed. Hill volunteered to emcee if no one else is available.

2. Proposed Items for Future Agendas

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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

Meeting adjourned at 4:53 pm

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