

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

Cody Riddle
Staff Liaison

~Agenda~

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

Tuesday, December 5, 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 November 7, 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 address for the record and limit your remarks to three (3) minutes.

4. Introduction of New Commission Members

5. Appoint Farmers Market Commission Chair and Vice Chair (ACTION ITEM)

PROPOSED ACTIONS: Elect officers or take such other action as deemed appropriate.

6. Market Hours of Operation

Discuss a request for longer tear down time, and staff's responsibilities to Vendors, i.e. 15 min reminders.

REPORTS

- 1. Policies Subcommittee Update – Riddle and subcommittee**
- 2. Farmers Market Sales/Vendor Compliance Report - Perrigo**

ANNOUNCEMENTS

1. Discuss Quorum for Jan. 2 meeting.

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.

3. Farmers Market Commission regular meeting January 2, 2024 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.

MOSCOW FARMERS MARKET COMMISSION



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~Minutes~

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

Tuesday, November 7, 2023

4:00 PM

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

Meeting called to order at 4:01 pm

WELCOME AND ATTENDANCE

MEMBERS: Joshua Larson (Vice-Chair), Kassie Smith, John Manning, Colette DePhelps, Jamie Hill (Chair), Jenny Parker, Gerardo Alvarez

ABSENT: Samantha Martinet, Phillip Blankenship

STAFF: Laura Perrigo (Administrative Specialist), Cody Riddle (Deputy City Supervisor), Maureen Laflin (Councilmember)

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.

Manning read the mission statement out loud.

2. Approval of Farmers Market Commission October 3, 2023 Minutes (ACTION ITEM)

Smith moved to approve minutes. Larson second it.

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

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.

No public comment.

Hill announced Morsek has stepped down from her position with the Commission. Parker announced, starting in January, she will also be stepping down from her position with the Commission.

REPORTS

1. Streetscape Project Update – Riddle

Riddle went over recent updates on the timeline of the Streetscape project. Due to unforeseen events, the project has been shelved for a couple of years. The Farmers Market will continue as normal on Main St. Alvarez was curious if something can be done in the interim to improve the circuits downtown to accommodate more power and outlets. Riddle will look further into a possible update.

2. RMA Report – DePhelps

DePhelps shared the results of this year's Rapid Market Assessment with the Commission, and explained in detail how the report is generated. This year's data showed an average of over 7,038 adults and over 1,300 children attend the Market per day. DePhelps continues to explain the number of people attending the Market is lower, but the average spending is higher. Other elements that impact the results can be weather and economic challenges. Smith, as a Market Vendor, has noticed higher sales in the past two years. Parker also agrees that she has had record breaking sales as a Vendor. DePhelps further explained the importance on the Market's data and how the Market impacts economic contribution. The Commission would like to further discuss different data that should be collected from the Vendors and public.

3. Halloween Costume Contest Results – Perrigo

Perrigo presented a slideshow and results of this year's Halloween Costume Contest to the Commission. There was a total of 55 entries, with a total of 89 participants. The Commission reflected positively to this year's event.

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.

DePhelps confirmed with the Commission who will be returning next year and will be an option to nominate. Hill explained the roles and responsibilities of the Chair and Vice-Chair.

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.

At the next Commission meeting members will introduce themselves to new Commission members and the position they hold on the Commission.

- 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

Meeting adjourned at 4:42 pm

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2024 Market Handbook | Staff recommendations

CLEAN PROPOSAL OF PAGE 9

Agricultural Vendors

Vendors who participate in the planting, growing, cultivating, harvesting, production and/or management of crops, livestock, or bees. Vendors ~~are encouraged to~~ shall demonstrate how their practices are hygienic, sustainable, align with regenerative principles, promote animal welfare ~~and/or, and~~ are supportive of environmental stewardship via a Site Visit.

Forager: Vendors who harvest ~~fresh items where the majority of products sold are wild-grown and not cultivated~~ wild-grown, non-cultivated food. Examples include but are not limited to mushrooms, berries, herbs, etc.

Livestock/Poultry: Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, hides etc. Animals must be under a Vendor's care and management for the majority of its lifespan (51% or greater) and finished by the vendor.

Value-Added: Vendors who grow, produce, forage, and/or harvest raw ingredients that impart a distinct and predominate flavor or characteristic in their processed products. Vendor must manage land, ranch, or garden where such raw ingredients are sourced from or have permission and access to forage land for the collection of raw ingredients. Examples include but are not limited to: raising sheep for fiber and hides, harvesting fruit trees for jams, raising goats for goat's milk products, etc. The majority of a Vendor's products must meet the above parameters to be classified in this category. If a Vendor is unable to be the processor of their products, does not have complete oversight and ownership of the final product, or the majority of products do not meet the above parameters, then products are classified as Non-Agricultural and are subject to the jury process, unless required by law to use a third-party processor.

Commented [CD1]: I am thinking that perhaps this should be in Livestock/Poultry, as fiber is often a primary livestock product. Suggest we discuss this at the December meeting with the full Commission and get their feedback.

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Annual Vendor Orientation

All Vendors are required to attend the mandatory annual Vendor Orientation meeting in-person prior to start of Market Season, at a date and time set by the Community Events Manager. Failure to attend will result in one of the following:

- Tier 1 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- Tier 2 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- Tier 3 Vendors: Loss of designated Market space.

An alternative to the in-person meeting is provided to Vendors ~~in the following situations:~~

~~• Vendors who experience illness, emergency, or another unanticipated conflict that forces their absence.~~

~~• Vendors who have participated in the Market for twenty (20) consecutive seasons or more.~~

If a Vendor meets ~~either any~~ of the above parameters for missing the in-person meeting, then Vendor is subject to the following:

- Vendor provides notice and/or request to the Community Events Manager.
- Vendor answers list of questions via email by a date and time set by the Community Events Manager demonstrating that they viewed the alternative meeting format.
- Vendors who fail to provide an email with answers by the set date and time are subject to the consequences as designated by Tier status.

Compliance with all applicable Laws and Regulations.

Vendors are to comply with all applicable federal, state and local laws and regulations, including U.S. copyright laws.

Use of licensed, trademarked or registered characters or images.

In general, products featuring licensed, trademarked, and/or registered characters or images are not permitted for sale at the Market (i.e. Disney characters, professional sports team logos, other commercial entities, etc.).