

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

Cody Riddle
Staff Liaison

~Agenda~

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

Tuesday, January 9, 2023

4:00 PM

**Haddock Building
504 S. Washington 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 December 5, 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. FY24 Farmers Market Commission budget (ACTION ITEM)

The Commission has been allocated \$3,500 which is to be spent before September 30, 2024. The majority of this budget is to be used for educational purposes, such as sending members to appropriate conferences, workshops, etc.

Conferences available for Commission member attendance include:

- Washington State Farmers Market Association, Feb. 23 – 24, Leavenworth, WA
 - WSFMA 2023 expenses for two Commission members totaled \$1,698.98.
- InTents Farmers Market Pros, Mar. 4 – 6, San Diego, CA

- InTents 2022 expenses for one Commission member totaled \$1,214.98.

PROPOSED ACTIONS: Select conference and Commission members to attend, or take such other action deemed appropriate.

5. 2024 Poster Artwork Submission guidelines (ACTION ITEM)

PROPOSED ACTIONS: Accept submission guidelines, or take such other action deemed appropriate.

6. 2024 Craft & Food Juries (ACTION ITEM)

All juries will be held in the Great Room of the 1912 Center:

- **Fri., Mar. 1 and Fri., Mar. 8**
 - 9 am – Set-up begins
 - 9:50 am – Participants leave
 - 10 am to 11:30 am – Judging commences
 - 11:45 am – Participants return
 - 12 pm – Jury ends
- **Mon., Mar. 18**
 - 3 pm – Set-up begins
 - 3:50 pm – Participants leave
 - 4 pm to 5:30 pm – Judging commences
 - 5:45 pm – Participants return
 - 6 pm – Jury ends
- **Afternoon of Wed., Mar. 20 AND/OR Morning of Fri., Mar. 22 (*current Vendors only*)**

PROPOSED ACTIONS: Assign judging panel for each jury, or take such other action deemed appropriate.

REPORTS

1. Policies Subcommittee – DePhelps, Larson, Parker, and Riddle

ANNOUNCEMENTS

1. 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.

- **Proposed revisions to 2024 Handbook (February action item; presented to Council in March)**
- **FY25 Commission budget request (February action item)**
- **Selection of finalists' artwork for public voting (March action item)**
- **2024 Poster Artwork submission and selection recap (April report)**
- **2024 Site Visits (March)**

- **Future RMA schedule proposal**
2. **Farmers Market Commission regular meeting February 6, 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



Jamie Hill
Chair

Cody Riddle
Staff Liaison

~Minutes~

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

Tuesday, December 5, 2023

4:00 PM

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

Meeting called to order at 4:00 pm

WELCOME AND ATTENDANCE

MEMBERS: Joshua Larson (Vice Chair), Jamie Hill (Chair), JT Manning, Phillip Blankenship, Kassie Smith, Colette DePhelps (4:05 pm), Jenny Parker (4:09 pm)

ABSENT: Samantha Martinet

STAFF: Cody Riddle (Deputy City Supervisor), Laura Perrigo (Administrative Specialist), 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 November 7, 2023 Minutes (ACTION ITEM)

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

Larson moved to approve minutes. Smith seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstention: 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 was made.

4. Introduction of New Commission Members

Hill opened up the table to new commission members to introduce themselves. Blankenship shared some of his background in agricultural. He will be an At-large representative on the Commission. All present members introduced themselves and what role they fill on the Commission.

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

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

At the last Commission meeting, members were requested to email in their nominations. Riddle announced through email election, Hill nominated for Chair, and Larson nominated for Vice Chair.

DePhelps moved to approve the elected nominees. Manning seconded.

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

6. Market Hours of Operation

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

Per request of a few Vendors, Riddle opened up the conversation around a possible time extension for Vendors during post Market tear down. Hill relayed the history behind today's tear down hour to the Commission. Working with downtown businesses and to allow traffic back on Main St earlier, it was agreed to give Vendors one hour to pack up after closing bell.

Parker has observed one hour not being enough time for older Vendors, or those with bigger booths. Smith suggested an extra 30 minutes for those Vendors in need, but also sees a concern around traffic already trying to come into the footprint before streets open at 2 pm. Extending the hour could cause tension with the community wanting access to Main St. Discussion ensued around the Commission table. DePhelps suggested a 15-

minute time extension as a good compromise. Parker sees the time extension as a good way to reduce or eliminate the need to call out 15 min reminders from Market staff. Which some Vendors find unnecessary. No action will be made at this time to change tear down time, but may be discussed in future.

REPORTS

1. Policies Subcommittee Update – Riddle and subcommittee

Riddle outlined proposed changes made by the subcommittee on Agricultural, Forager, Livestock/Poultry, and Value-Added definitions. DePhelps recommended to move raising sheep for fiber and hide to Value-Added and remove from Livestock/Poultry, as it is not an altered product. DePhelps informed new Commission members on the reasonings behind the policy changes. DePhelps continued to explain the language around the highlighted definitions.

Minor changes are proposed for the Annual Vendor Orientation requirements. After some discussion, the Commission concluded long term Vendors should still be required to come to the Vendor Orientation. The Commission wants to encourage the feeling of community throughout the Market family. Other suggestions made were; adding activities to have old and new Vendors engage with each other; using name tags; Q & A between vetted Vendors and new Vendors. The Commission will continue to discuss these options as the Vendor orientation in April approaches.

2. Farmers Market Sales/Vendor Compliance Report - Perrigo

Perrigo updated the Commission on end of year sales reporting. Only one Vendor was not compliant by not making sales report deadline. Majority of Vendors are recorded using Farmspread to submit their sales reports and moving away from the paper report. Perrigo is still processing sales report data but believes this year's total annual sales will be higher than last year's sales.

ANNOUNCEMENTS

1. Discuss Quorum for Jan. 2 meeting.

The Commission requested to move the meeting to Jan. 9.

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.

ADJOURN

Meeting adjourned at 4:55 pm.

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



Artwork wanted for feature on the Moscow Farmers Market Poster!



The City of Moscow Community Events Division and Farmers Market Commission are accepting artwork submissions for feature on the 2024 Moscow Farmers Market poster. Artists are invited to submit visual interpretations of this longstanding community event **with no accompanying text** through the City of Moscow Submittable portal at <https://moscowarts.submittable.com/submit>. Text will be added upon selection of artwork utilizing the Market's current design standards. For additional information regarding this annual call for art, please visit:

- www.ci.moscow.id.us/197/Farmers-Market
- www.ci.moscow.id.us/206/Market-Poster
- www.facebook.com/MoscowFarmersMarket

ELIGIBILITY & SUBMISSIONS

- Artist resides in a 200 air-mile radius from Moscow, Idaho. Students from the following schools are exempt from this restriction: University of Idaho, New Saint Andrews College, Washington State University, and Lewis-Clark State College.
- Artist may only submit one entry.
- Artist submission portrays one or more of the following themes:
 - A scene at the Moscow Farmers Market

MOSCOW FARMERS MARKET



- The social culture of the Moscow Farmers Market
- A collection of assemblage of products available at the Moscow Farmers Market
- Submission is of original design and any picture(s) or graphic(s) used must belong to the artist.
- Submissions featuring the following design elements **will not** be considered:
 - Produce not available at the Moscow Farmers Market (i.e. bananas, avocados, pineapples, etc.)
 - Dogs and/or other pets. Dogs that are shown assisting an individual with a disability, or wearing an ADA Service Dog vest are acceptable.
- Submissions may be in any 2D medium including drawing, painting, mixed media, photography, crayon, marker, original graphic art, etc. or a photograph of a 3D art piece.

SELECTION PROCESS

The selection panel includes members of the Farmers Market Commission and City of Moscow staff. From the submissions, the panel selects a maximum of five finalists for public voting. Public voting will begin at 8 am on Fri., Mar. 8 until 8 am on Fri., Mar. 29. The finalist submission with the most votes at the end of the voting period is the winner and will be announced via social media and press release.

Finalist selection criteria includes:

- The use of bright, lively, and festive colors.
- The subject matter aligns with one of the three submission themes.
- The subject matter reflecting diversity of products and/or people.
- The ability of the artwork to read well from various distances.
- The ability of the artwork to be replicated on an 11"x17" or 17"x11" sized poster, of which up to 2" is primarily dedicated to information about the Moscow Farmers Market such as City and program logos, supporting organizations, etc.

The selected artist has the option to be present during a Moscow Farmers Market in the month of May to sign finalized posters in-person. The original selected artwork will become property of the portable City of Moscow Art Collection and the selected artist, or guardian if applicable, agrees to sign an art purchase agreement and receive a \$500 honorarium. The artist is responsible for delivering the original artwork to the Arts Department for professional framing. The artist will retain the copyright to the artwork, though

MOSCOW FARMERS MARKET



the City of Moscow will be granted an irrevocable license to reproduction of the winning work for promotional needs.

FILE UPLOADS

2D and 3D Submission must conform to the following:

- Save all images in 300 DPI (Dots per Inch) resolution
- File size should be less than 30MB.
- file name format: LastnameFirstname_ArtworkTitle_DateCompleted
Example: SmithDana_FarmerInTheGarden_2021
- 2D submissions: Upload (1) print ready digital file in .jpeg, .png, or .pdf
- 3D submissions: Upload up to (3) digital files in .jpeg, .png, or .pdf

