

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
February 6, 2024

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 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 January 9, 2024 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. 2024 Moscow Farmers Market Handbook revisions (ACTION ITEM)

The Policies Subcommittee held three meetings between Sep. 13 and Dec. 13 2023 to review revisions proposals to the 2024 Market Handbook. This subcommittee serves as the initial revisionists of the Handbook by suggesting and updating policies to ensure they align with Market operations. The Subcommittee reported on finalized proposed revisions to the Commission at the Jan. 9 meeting:

Vendors were notified of proposed changes via the following methods:

- Monthly email sent on Fri., Jan. 12
- 2024 Welcome Letter mailed out on Wed., Jan. 17
- Reminder email sent on Mon., Jan. 22

All notices included the date of Fri., Feb. 2 as the final date to provide feedback. Received emails were compiled for Commission review.

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PROPOSED ACTIONS: Accept revisions, or take such other action as deemed appropriate.

5. Commission Budget Request FY25 (ACTION ITEM)

The Commission is provided a budget line item each year. For fiscal year 2024, the Commission was granted \$3,500 to be primarily spent on educational opportunities for members. Below is a history of the Commission's budget and actuals.

- FY24 - \$3,500 budget; estimate 100%
- FY23 - \$2,500 budget; \$2,146.54 actuals (85%)
- FY22 - \$2,000 budget; \$1,391.80 actuals (70%)
- FY21 - \$1,620 budget; \$608.20 actuals (38%)
- FY20 - \$2,000 budget; \$1,364.11 actuals (68%)
- FY19 - \$500 budget; \$130 actuals (26%)
- FY18 - \$1,000 budget; \$47.80 actuals (4%)

PROPOSED ACTIONS: Accept and submit drafted FY25 budget request memo or take other action as deemed appropriate.

6. Commission Subcommittee assignments (ACTION ITEM)

The Commission has three regular subcommittees that conduct additional work outside of monthly meetings. The Commission has also expressed interest in creating a Commission onboarding process and 50th anniversary celebration. Special projects such as these may be conducted through the addition of new subcommittees, or may be conducted through regular monthly meetings with the entire Commission.

Attached are current subcommittees, assigned members, and the year they were assigned. Subcommittees are assigned no more than four Commission members to comply with Idaho Open Meeting Law.

PROPOSED ACTIONS: Assign members to subcommittees or take other action as deemed appropriate.

REPORTS

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1. Community Events Manager report

ANNOUNCEMENTS

1. Proposed Items for Future Agendas

Commission members may email Amanda Argona (aargona@ci.moscow.id.us) to propose future agenda items for discussion.

- **Selection of finalists' artwork for public voting (March action item)**
- **2024 Site Visits (March/April)**
- **2024 Poster Artwork submission and selection recap (April report)**
- **Future RMA schedule proposal**

2. Upcoming Deadlines and Meetings

- Wed., Feb. 21 – Poster artwork submissions due
- Wed., Feb. 23 – Registration closes for Craft & Food Jury 1
- Fri., Mar. 1 – Craft & Food Jury 1 held 9 am to 12 pm
- Fri., Mar. 1 – Registration closes for Craft & Food Jury 2
- Fri., Mar. 8 – Public voting opens for Market Poster artwork at 8 am
- Fri., Mar. 8 – Craft & Food Jury 2 held 9 am to 12 pm
- Mon., Mar. 11 – Registration closes for Craft & Food Jury 3
- Mon., Mar. 18 – Craft & Food Jury 3 held 3 pm to 6 pm
- Fri., Mar. 29 – Public voting closes for Market Poster artwork at 8 am
- Thu., Apr. 4 – Vendor Orientation

3. Farmers Market Commission regular meeting March 5, 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.