

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
October 1, 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 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.

2. Approval of Farmers Market Commission September 4, 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. 2024-2025 Subcommittee meetings (ACTION ITEM)

Schedule regular meetings for the following subcommittees:

- Policies – Larson, Alvarez, Manning, Blankenship
- 50th Anniversary – Hill, Martinet, Manning, Smith
- Onboarding – Hill, Smith, Martinet

PROPOSED ACTIONS: Identify dates for subcommittee members to meet or take other action as deemed appropriate.

REPORTS

1. Site Visit report – DePhelps
2. Market Manager report - Argona

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.

2. Upcoming Deadlines and Subcommittee meetings

- Mon., Oct. 21 – Annual Citizen Commission report to Council
- Sat., Oct. 26 – Halloween Costume Contest

3. Farmers Market Commission regular meeting Tuesday, October 1, 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
Commission Chair
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Regular Meeting
~Minutes~

Amanda Argona
Staff Liaison
208-883-7132

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

Wednesday
September 4, 2024

4:00 PM

Council Chambers
206 E. 3rd St.

Meeting called to order at 4:12 pm.

WELCOME AND ATTENDANCE

MEMBERS: JT Manning, Kassie Smith, Jamie Hill (Chair), Jodi McClory, Samantha Martinet

ABSENT: Phillip Blankenship, Gerardo Alvarez, Josh Larson, Colette DePhelps

STAFF: Amanda Argona (Community Events Manager), Laura Perrigo (Administrative Specialist), Julia Parker (Councilmember, arrived 4:19 pm)

REGULAR AGENDA

1. Mission of the Moscow Farmers Market

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Smith read the mission statement aloud.

2. Approval of Farmers Market Commission August 6, 2024 Minutes (ACTION ITEM)

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

Smith moved to approve the minutes. Manning seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstain: 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 city of residence for the record and limit your remarks to three (3) minutes.

Argona presented a request from Bald Butte Lavender Farm's to use a premade teddy bear sack to stuff with lavender. Commission members discussed the merits of the item, similarities to other Market products, and alignment with policies. The Commission provided guidance that the Craft and Food Jury was the best avenue for this request, and also encouraged collaboration with other Vendors who make plush dolls.

4. 2024-2025 Policies Subcommittee scope of work (ACTION ITEM)

The Policies subcommittee is tasked with reviewing and/or editing the following for possible inclusion in the 2025 Market Handbook:

- Definition of terms (i.e. AI)
- Service Vendor category
- Fish/aquatic Vendor category
- Food Vendor title and definition
- Minority-owned business support
- Assignments and waitlisting

Subcommittee members include: Larson (2022), Alvarez (2024), Manning (2024), Blankenship (2024)

PROPOSED ACTIONS: Accept the proposed scope of work as presented or take other action as deemed appropriate.

The Commission reviewed the list. Smith requested for a policy regarding no live animal sales. She also asked for clarification on the fish/aquatic Vendor category. Argona provided historical background information.

Argona requested that the subcommittee provide clarification on the ability for Vendors to act as Buskers in the event they cannot be assigned space at the Market.

Argona also addressed the issue of un-affiliated Vendors selling just outside of Market boundaries. She suggested that such adjustments would need to be made in City Code, which the Market Handbook could reference. She also suggested inclusion of a buffer zone of the Market boundaries.

Smith moved to accept the list of original presented items, along with the inclusion of additional presented items. Martinet seconded.

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

5. Halloween Costume Contest (ACTION ITEM)

This will be the fifth annual costume contest to celebrate the end of the Market season. Attached for review is the proposed in-person format.

Traditionally, we have hosted three to four judges, an emcee, and additional volunteers to assist with contestant check-in. The contest has been held from 9 am to 12 pm, with a formal presentation of awards at a City Council meeting in November.

Vendor TACOM Photography has offered photography services for the event.

PROPOSED ACTIONS: Select format for the 2024 Halloween Costume Contest and confirm Commission member assistance; or take such other action as deemed appropriate.

Argona indicated that TACOM Photography is tentatively scheduled to provide her services pending recovery from an injury. Argona referenced the judging rubric and asked if any changes need to be made. No changes were put forward. Argona requested confirmation of Commission members available to assist with the contest. Hill, Manning, and Martinet indicated availability as emcee and judges, respectively. McClory indicated she may be available.

Manning moved to accept the format as presented and confirm member assistance. Smith seconded.

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

REPORTS

1. Site Visit report – DePhelps

Postponed until October Commission meeting.

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.

2. Upcoming Deadlines and Subcommittee meetings

- Mon., Sep. 16 – Annual Citizen Commission report to Council
- Sat., Oct. 26 – Halloween Costume Contest

3. Farmers Market Commission regular meeting Tuesday, October 1, 2024 at Moscow City Hall in Council Chambers

Meeting adjourned at 4:42 pm.

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