

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Commission Chair
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Regular Meeting
~Minutes~

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

Tuesday
December 3, 2024

4:00 PM

Council Chambers
206 E. 3rd St.

Meeting was called to order at 4:02 pm.

WELCOME AND ATTENDANCE

MEMBERS: Josh Larson (Vice Chair), Samantha Martinet, Jodi McClory, Gerardo Alvarez, JT Manning, Jamie Hill (Chair), Kassie Smith, Colette DePhelps, Phil Blankenship (arrived 4:50 pm).

STAFF: Amanda Argona (Community Events Manager), Laura Perrigo (Community Events Specialist), Julia Parker (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.

Hill read the mission statement out loud.

2. Approval of Farmers Market Commission November 5, 2024 Minutes (ACTION ITEM)

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

Martinet moved to approve the minutes. Alvarez 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 letter from Erika Sattler, current Vendor and owner of Texas Ridge LLC, about new Agricultural Vendors attending the Market before completing a site visit to confirm that they meet the Market's standards and requirements. Argona and the Commission recommended having the Policy Subcommittee review site visit guidelines. Sattler suggested a clause be added regarding verification of animal possession for Livestock/Poultry Vendors.

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

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

Argona announced the accepted nominees for Chair and Vice Chair as Manning (Chair) and Larson and Smith (Vice Chair). A public vote was held to elect Manning as Chair. A silent vote was executed to elect the Vice Chair. Hill tallied the votes; the majority of members voted in favor of electing Smith as Vice Chair.

Smith moved to accept Manning as Commission Chair. Alvarez seconded.

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

DePhelps moved to accept Smith as Commission Vice Chair. Larson seconded.

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

5. FY25 Farmers Market Commission budget (ACTION ITEM)

The Commission has been allocated \$3,500 which is to be spent before September 30, 2025. Most of this budget is to be used for educational purposes, such as sending members to appropriate conferences, workshops, etc. At a minimum, conference registration expenses are covered, but travel, lodging, and per diem are not guaranteed.

Conferences available for Commission member attendance include:

- Washington State Farmers Market Association, Feb. 21 – 22, Bremerton, WA (early bird pricing in effect until Feb. 1)
 - WSFMA 2024 expenses for two Commission members totaled \$1,009.22.
 - WSFMA 2023 expenses for two Commission members totaled \$1,698.98.
- InTents Farmers Market Pros, Mar. 10 – 12, San Diego, CA (early bird pricing in effect until tickets are sold out)
 - InTents 2024 expenses for one Commission member totaled \$1,686.81.
 - 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.

Argona informed members that all registration expenses will be covered, and depending on budget, a per diem will be issued. Smith and DePhelps expressed interest in attending the InTents Conference, while Larson and Alvarez both showed interest in the WSFMA Conference. Argona is considering sending staff to both conferences pending budget.

Martinet moved to send two commission members to each conference pending budget. Larson seconded.

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

REPORTS

1. Policy Subcommittee – Larson, Alvarez, Blankenship, Manning, and Argona

Subcommittee members referenced their last meeting to ensure they were in alignment with the Commission's goals.

Discussion ensued about the concerns raised by Slatter, ensuring Vendor product integrity and offerings, and a stricter penalty protocol. McClory suggested the Site Visit subcommittee meet before the next Policy subcommittee meeting so they may pass along any information that could impact the decisions made by the Policy subcommittee.

Argona reminded the Commission of the timeline associated with policy changes. She indicated that the subcommittee will meet again and report at the January meeting their finalized proposed changes. These changes will then be put out for Vendor feedback and action will be taken at the February meeting.

2. Onboarding Subcommittee – Hill, Martinet, Smith, and Argona

The subcommittee reviewed the current materials in Commission binders noting several items which are not needed or can be consolidated to one reference page. Subcommittee members reviewed the differences or lack of onboarding each have had, and intentions for future onboarding of Commission members.

3. Branding Subcommittee – Hill, Martinet, Smith, Manning, and Argona

Hill shared ideas for the 2026 50th Anniversary celebration of the Farmers Market citing the citizen survey results. Smith added the subcommittee's focus will be on community engagement. Ideas are still tentative, including but not limited to a farm-to-table menu series, gallery series highlighting the history of the market, and a calendar. DePhelps encouraged the subcommittee members to reevaluate the workload of the farm-to-table series. Discussion continued around different ideas and uses for a proposed 50th-anniversary logo.

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.

- **Preliminary 2025 Vendor roster and compliance**

2. Farmers Market Commission regular meeting Tuesday, January 7, 2025 at Moscow City Hall in Council Chambers

Meeting adjourned at 5:29 pm.



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