

MOSCOW FARMERS MARKET COMMISSION



JT Manning
Commission Chair
fmc@ci.moscow.id.us

Regular Meeting ~Minutes~

Amanda Argona
Staff Liaison
208.883.7132

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

**Wednesday
September 3, 2025**

4:00 PM

**Council Chambers
206 E. Third Street**

Manning called the meeting to order at 4:05 PM

MEMBERS PRESENT: JT Manning, Chair; Gerardo Alvarez, Phil Blankenship, Josh Larson, Samantha Martinet, Jodi McClory, Kassie Smith, Kristin Strong
MEMBERS ABSENT: Colette DePhelps
OTHERS: Drew Davis
STAFF: Amanda Argona, Jennifer Fleischman

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.

Martinet read the mission statement aloud.

2. Approval of Farmers Market Commission August 5, 2025 Minutes (ACTION ITEM)

Martinet moved for approval of the minutes as presented, seconded by Smith. Roll Call Vote: Ayes: Unanimous (8). 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 city of residence for the record and limit your remarks to three (3) minutes.

None offered.

4. 2025-2026 Subcommittee Assignments (ACTION ITEM)

The Farmers Market Commission has several subcommittees to support the work of the Commission and mission of the Moscow Farmers Market. This list and assignments is reviewed annually and Commission members are offered a chance to change or remain on subcommittees. To avoid violating Idaho's Public Meeting Law, subcommittees will have no more than four Commission members assigned at a given time.

Argona provided a handout with information about the different subcommittees of the Farmers Market Commission (see attached) and requested input on assignments. The Commission members reviewed the various subcommittees and talked about member assignments. Proposed assignments were as follows:

- Policies Subcommittee – Larson (2022), Alvarez (2024), Blankenship (2024), Manning (2024)
- Craft & Food Jury Subcommittee – Martinet (2021), Larson (2022), Alvarez (2023), Smith (2023)
- Site Visit Subcommittee – DePhelps (2019), Alvarez (2023), McClory (2024), Strong (2025); Smith available as an alternate.

- Branding Subcommittee (50th Anniversary special project) – Martinet (2021), Manning (2024), Smith (2024), Strong (2025)
- Onboarding Subcommittee – Manning (2024), Martinet (2024), Smith (2024)

Martinet moved for approval of the Policies Subcommittee members as presented, seconded by Smith. Roll Call Vote: Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

Smith moved for approval of the Craft & Food Jury Subcommittee members as presented, seconded by McClory. Roll Call Vote: Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

Smith moved for approval of the Site Visit Subcommittee members as presented, seconded by Blankenship. Roll Call Vote: Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

Martinet moved for approval of the Branding Subcommittee members as presented, seconded by Smith. Roll Call Vote: Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

Smith moved for approval of the Onboarding Subcommittee members as presented, seconded by McClory. Roll Call Vote: Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

REPORTS

1. Community Events Manager report

Argona shared the Manager report as provided in the packet. There was a discussion about creating a booth space for sponsored programs associated with special groups such as University of Idaho alum. Argona provided a recap on the National Farmers Market Week Celebration. Discussion ensued about the America's Farmers Market Celebration voting period and current standings, including marketing and encouragement to vote for the Moscow Farmers Market. Shagetz Bagels is looking to expand into other traditional Jewish bread/pastry products.

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.

- *Strategic Plan review and update:*

Smith requested a review of the number of vendors that can be waitlisted in each category.

2. Upcoming Deadlines and Subcommittee meetings

- *Mon., Sep. 15 – Annual Citizen Commission report to Council*

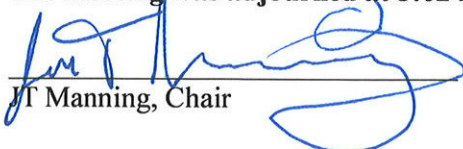
The City Council meeting will be at 7 pm and Commission members are encouraged to attend in support.

- *Sat., Oct. 25 – Halloween Costume Contest*

Judges will be selected at the October meeting.

3. Farmers Market Commission regular meeting October 7, 2025 at Moscow City Hall in Council Chambers

The meeting was adjourned at 5:02 PM


JT Manning, Chair


Date

MOSCOW FARMERS MARKET COMMISSION



Mission Statement

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.

Core Values

Access: Providing the community with access to local Vendors and their goods with an emphasis on having at least fifty percent (50%) of the Market's Vendors located within Latah and Whitman counties.

Agricultural Focus: Prioritizing space for agriculturally-derived products by having at least fifty percent (50%) of the Market's footprint occupied by Vendors selling such products for the majority of the Market Season.

Economic Opportunity: Contributing to the greater Moscow economy with emphasis on assisting independently-owned and start-up enterprises, while encouraging Vendors to locally source materials and ingredients direct from regional businesses and/or producers.

Community: Providing a safe space and opportunity for positive engagement that welcomes all residents and visitors.

Information: Increasing awareness of regional agriculture, sustainability, and sound environmental practices through education and outreach activities.

Management Structure

Market leadership is a collaboration of City of Moscow Staff and the Moscow Farmers Market Commission. City staff manages the operational and regulatory aspects of the Market while the Commission guides the vision and values of the market. It is the duty of the Commission to suggest ways to promote and improve the Farmers Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to the Moscow City Council. The Commission provides annual reports to the City Council and advises City staff as needed. Commission members represent the various constituencies of the Market, including vendors, patrons, downtown businesses, etc. The Commission meets regularly to discuss Market concerns and create

The Commission meets regularly on the first Tuesday of the month from 4 to 5:30 p.m. in Council Chambers on the second floor of City Hall, 206 E. Third Street.

MOSCOW FARMERS MARKET COMMISSION



increased awareness of Market needs and opportunities to ensure sustainable and responsible management and growth.

Community Events Division Staff

Cody Riddle
Deputy City Supervisor

Amanda Argona
Community Events Manager

Amanda Reyes
Administrative Specialist

City of Moscow

504 S. Washington Street, Moscow, ID
www.ci.moscow.id.us | 208.883.7132
farmersmarket@ci.moscow.id.us

Moscow Farmers Market

May through October
Saturdays | 8:00 a.m. to 1:00 p.m.
Main Street and Friendship Square



**MOSCOW
FARMERS
MARKET**
EST. 1976
growers | makers | performers

FARMERS MARKET COMMISSION MEMBERS

Vendor Representatives

Jodi McClory

Produce Vendor representative

Gerardo Alvarez

Specialty Food Vendor representative

Kassie Smith, Vice Chair

Crafts Vendor representative

Community Representatives

JT Manning, Chair

At-large representative

Phillip Blankenship

At-large representative

Josh Larson

At-large representative

Kristin Strong

At-large representative

Specialty Representatives

Colette DePhelps

*University of Idaho Extension
representative*

Samantha Martinet

*Moscow Chamber of Commerce +
Visitor Center representative*

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Farmers Market Commission Subcommittees

Subcommittees meet outside of regularly scheduled Commission meetings to focus on specific aspects of the Moscow Farmers Market or pursue special projects to the Commission. Commission members may be asked to assist with a subcommittee they are not regularly assigned to on an as needed basis when requested by staff.

POLICIES SUBCOMMITTEE

- Josh Larson, assigned 2022
- Gerardo Alvarez, assigned 2024
- Phillip Blankenship, assigned 2024
- JT Manning, assigned 2024

Serve as the initial revisionists of the Market Handbook. This subcommittee works with Market staff to suggest and update policies and ensure policies are in line with Market operations. Primarily active in the Fall and Winter.

CRAFT & FOOD JURY SUBCOMMITTEE

- Sam Martinet, assigned 2021
- Josh Larson, assigned 2022
- Gerardo Alvarez, assigned 2023
- Kassie Smith, assigned 2023

Serve as the primary judging panel for any scheduled Moscow Farmers Market Juries. This subcommittee reviews current jury standards and provides feedback and recommendations on the Market's jury process. Primarily active in the Winter and Spring.

SITE VISIT SUBCOMMITTEE

- Colette DePhelps, assigned 2019
- Sam Martinet, assigned 2022
- Gerardo Alvarez, assigned 2023
- Jodi McClory, assigned 2024

Serve as the primary visitors to Agricultural Vendor operations. This subcommittee assists to document farms, ranches, gardens, etc. for record keeping and to stay informed about the issues facing Agricultural Vendors, as well as to be able to attest that Vendors are the operators and owners of their business. Primarily active in the Spring and early Summer.

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BRANDING SUBCOMMITTEE (50TH ANNIVERSARY SPECIAL PROJECT)

- Sam Martinet, assigned 2021
- JT Manning, assigned 2024
- Kassie Smith, assigned 2024

A special project to ensure the identity of the Moscow Farmers Market is captured and protected through visual representation. This subcommittee will serve as the initial reviewers of a design tool kit that will contain design elements applicable to equipment, merchandise, and promotional items. As needed.

ONBOARDING SUBCOMMITTEE (SPECIAL PROJECT)

- JT Manning, assigned XXXX
- Kassie Smith, assigned 2024
- Sam Martinet, assigned 2024

A special project to ensure recruited and appointed individuals understand their roles and responsibilities while serving on the Farmers Market Commission. This subcommittee will serve as the initial reviewers of an onboarding packet that will cover broad overview of City Commissions (i.e. Robert's Rules, advisory capacities, etc.) with special attention and emphasis on Farmers Market Commission tasks and calendar of events and history of the Market. As needed.

FEES SUBCOMMITTEE (DISSOLVED OCTOBER 4, 2022)

Serve as the initial reviewers of the current fee schedule. This subcommittee works with Market staff to assess fees on an annual basis, with the ultimate goal of working towards a comprehensive, multi-year fee plan that reflects an equitable structure. Primarily active in the Spring and early Summer.

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