

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>

Tuesday
November 4, 2025

4:00 PM

Council Chambers
206 E. 3rd St.

Manning called the meeting to order at 4:01 PM

MEMBERS PRESENT: JT Manning, Chair; Samantha Martinet, Gerardo Alvarez, Kassie Smith, Jodi McClory, Phil Blankenship, Colette DePhelps (4:35pm)
MEMBERS ABSENT: Josh Larson, Kristin Strong
OTHERS: Drew Davis
STAFF: Amanda Argona, Amanda Reyes

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.

Smith read the mission statement aloud.

2. Approval of Farmers Market Commission October 7, 2025 Minutes (ACTION ITEM)

Smith moved for approval of the minutes as presented, seconded by Alvarez. Roll Call Vote: Ayes: Unanimous (6). 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.*

Cynthia King, Moscow, with the Moscow Report.

4. Limiting of Vendor Types (ACTION ITEM)

The 2025 Market season included 159 Vendors eligible for participation. Since the expansion onto E. 4th Street, the Market now hosts 110 spaces but continues to experience waitlists particularly for Craft Artisan Vendors. Staff has put together a report that shows the number of Vendor types, number of weeks at capacity, and number of Vendors on waitlists. Commission members and staff have fielded concerns regarding whether the Market has reached a point in placing a moratorium on certain Vendor types, or if changes need to be considered to the current process for granting space assignments and/or accepting Vendors. Vendor acceptance is thoroughly outlined in Appendix 6 of the Market Handbook. Any proposed changes to acceptance, moratoriums, etc. must be vetted by the Policy Subcommittee for further review by the entire Commission.

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PROPOSED ACTIONS: *Task Policy Subcommittee with review of limiting Vendor types in their annual scope of work or take such other action deemed appropriate.*

Argona shared Vendor waitlist statistics, as provided in the packet. It was explained that the decrease in the waitlist on some market days was attributed to last-minute Vendor callouts, allowing waitlisted Vendors to be brought in on short notice. Discussion ensued about the lengthy waitlist during popular weekends and discussed possible solutions such as: pushing for the proposed 4th Street expansion by staff to allow for more vendors; raising the minimum qualifying score to be an eligible Craft or Food Vendor; forgoing Craft & Food Juries for the 2026 season and looking at Vendor recruitment again in 2027. The consensus was to remain open to prospective Vendors to support a balanced product mix, recognizing that Vendors within the same category can provide unique offerings, and to task the Policy Subcommittee with reviewing areas of the Market Handbook applicable to Vendor recruitment for potential changes.

Martinet moved for approval of the review of limiting Vendor types in their annual scope of work, seconded by McClory. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

5. 2025-2026 Policy Subcommittee scope of work (ACTION ITEM)

The subcommittee is tasked with reviewing and/or editing the following for the 2026 Market Handbook. Members met on Tue., Oct. 28 to propose a scope of work which includes review of the following policies:

- *Annual Vendor Orientation*
- *Appendix 6*
 - *Forage Vendors*
 - *Adding Products*
 - *Product classification for foraged, non-plant derived materials (may also apply to Vendor Categories)*
- *Pricing*

Subcommittee members for the 2025-2026 review period are Larson (2022), Alvarez (2024), Manning (2024), and Blankenship (2024). All were present at the subcommittee meeting.

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

There was consensus regarding the proposed scope of work. Discussion focused on adding products, with an idea about the possibility of allowing non-agricultural Vendors to bring in agricultural products (i.e. eggs or garden produce) for a limited time without conducting a Site Visit. Argona also mentioned that both under and overpricing concerns have been expressed by Agricultural Vendors and that the Policy Subcommittee will be researching whether to expand on the current pricing policy in the Market Handbook is appropriate to address concerns.

Martinet moved for approval of the Policy Subcommittee scope of work as presented in addition to agenda item number 4, Smith seconded. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

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REPORTS

1. Branding Subcommittee 50th anniversary report – Manning, Martinet, Smith, Strong, Argona

Argona recapped the meeting, with member input. Proposed drafts of the 50th anniversary logo was shared. Argona expressed concerns about being behind in the celebratory timeline, but felt the subcommittee's scope of work was manageable and feasible.

2. Community Events Manager report – Argona

Argona shared the Manager report as provided in the packet. Feedback on the Halloween Costume Contest included suggestions to shorten the judging timeframe by opening registration earlier, introduce online pre-registration combining city and photo waivers, have judges photograph contestants with their numbers for easier contestant review post-Contest and provide microphones for judges and contestants to encourage engagement.

ANNOUNCEMENTS

1. Chair and Vice-Chair nominations due by Fri., Nov. 21

Email aargona@ci.moscow.id.us with nominations. Voting will take place at Dec. 2 meeting.

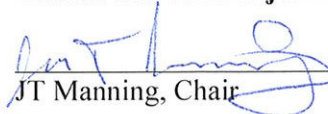
2. Proposed Items for Future Agendas

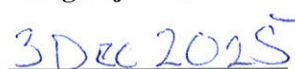
Commission members may email Amanda Argona (aargona@ci.moscow.id.us) to propose future agenda items for discussion.

- a. Policies Subcommittee report*
- b. Strategic Plan update*
- c. Conference selection and attendance*

3. Farmers Market Commission regular meeting December 2, 2025 at Moscow City Hall in Council Chambers

Colette moved to adjourn, Blankenship seconded. The meeting adjourned at 5:13 PM.


JT Manning, Chair


Date

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