

# MOSCOW FARMERS MARKET COMMISSION



JT Manning  
Commission Chair  
[fmc@ci.moscow.id.us](mailto: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**  
**December 2, 2025**

**4:00 PM**

**Council Chambers**  
**206 E. 3rd St.**

**Manning called the meeting to order at 4:00 PM.**

MEMBERS PRESENT: JT Manning, Chair; Gerardo Alvarez, Kassie Smith, Phil Blankenship, Colette DePhelps, Josh Larson, Jodi McClory (4:02 pm),  
MEMBERS ABSENT: Kristin Strong, Samantha Martinet  
OTHERS: Drew Davis (absent)  
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.*

Blankenship read the mission statement aloud.

### **2. Approval of Farmers Market Commission November 4, 2025 Minutes (ACTION ITEM)**

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

DePhelps moved for approval of the minutes as presented, seconded by Smith. Roll Call Vote: Ayes: Unanimous (7). 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, Moscow, with the Moscow Report. Evan Holmes, Moscow, introduced himself as a new City Council member.

### **4. Appointing Farmers Market Commission Chair and Vice Chair (ACTION ITEM)**

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

Argona shared that she only received nominations for Manning and Smith to retain their current

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positions as chair and vice chair respectively. Both Manning and Smith accepted their nominations.

DePhelps moved to appoint Manning as chair and Smith as vice chair, seconded by Alvarez. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

## **5. 2026 Commission scope of work**

*Annual review of Commission projects, tasks, and engagement.*

Argona presented an overview of the general timeline for meetings, application deadlines, and related processes as presented in the meeting packet. Proposed Rapid Market Assessments (RMAs) dates were reviewed to obtain comparable data to previous RMAs. Discussion ensued regarding potential cancellation of June and July regular meetings due to traditional summer break and Market schedule; consideration of limiting the number of RMAs conducted due to the additional volunteer requirements (7/25, 8/8, and 9/12); and Commission member availability for upcoming Craft and Food juries. Argona will provide an updated calendar after confirming previous RMA dates. She also noted absences of present Craft and Food Jury subcommittee members Larson (2/26, 3/4, 3/11); Alvarez (3/11); and Smith (3/25).

## **6. 2026 Poster Art submission guidelines (ACTION ITEM)**

*Annual review of guidelines to artists wishing to submit artwork for feature on the official Moscow Farmers Market Poster.*

**PROPOSED ACTIONS:** *Accept submission guidelines or take such other action deemed appropriate.*

Argona presented the previous year's guidelines and indicated there have been no changes made. She requested feedback from the Commission on changes, if any, and whether they wanted to use the traditional call to artists format given the Market's 50<sup>th</sup> anniversary. Discussion ensued on whether submitted artwork must specifically reflect the 50-year celebration theme or if existing artistic freedom should remain. Several members indicated that acknowledgement of the 50<sup>th</sup> anniversary should be included in the call to artists but make no changes to eligibility requirements or submission guidelines.

Commission members also asked about increasing participation, noting the low number of submissions last year. Suggestions included direct outreach via email to strategic contacts at the University of Idaho and Moscow School District, in addition to the traditional methods of social media, e-newsletters, and physical flyers.

DePhelps moved to approve the presented poster art submission guidelines with the addition of

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adding 50<sup>th</sup> year celebration acknowledgement and to fix the typo on page (“A collection of assemblage” to “A collection or assemblage), seconded by Smith. Roll Call Vote: Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

## **7. FY26 Farmers Market Commission budget (ACTION ITEM)**

*The Commission has been allocated \$1,500 to be expended before September 30, 2026. Historically, much of the budget has been used towards fulfilling its purpose, specifically the “keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings” through select conference and workshop attendance. Only attendance registrations are eligible to be extended to the Commission budget.*

*Conferences available for Commission member attendance include:*

- *Washington State Farmers Market Association, Fri., Feb. 20-Sat., Feb. 21, Bremerton, WA; \$275 early bird registration (ends on Sat., Jan. 31)*
- *InTents Farmers Market Pros, Sun., Mar. 1-Wed., Mar. 4, San Diego, CA; \$445 in-person participation registration or \$225 remote participation registration*

**PROPOSED ACTIONS:** *Select conference and Commission members to attend or take such other action as deemed appropriate.*

DePhelps volunteered to attend the InTents Conference. Smith volunteered to attend the WSFMA Conference, schedule allowing.

McClory moved that DePhelps attend the InTents Conference using available Commission funds for payment of registrations only, seconded by Alvarez. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

McClory moved that Smith attend the WSFMA Conference (permitting schedule) using available Commission funds for payment of registrations only, Larson seconded. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

## **REPORTS**

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

The subcommittee reviewed the proposed changes and plans meet a final time before the end of the year. Discussions ensued about proactive communication regarding Vendor Orientation absences; applying similar standards for backyard growers with surplus produce; and the intention around pricing in the Market. Argona and McClory also noted a request by one Vendor to shift the Vendor Orientation to a Saturday for greater accessibility. The subcommittee also noted that rather than adjust the required approval percentage as entry to Market for Non-Agricultural Vendors, they are recommending reducing the number of Craft and Food Jury registrants from 15 to 10 per jury.

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Argona indicated that the model has served them well, and that last year's juries were not reaching capacity.

## **2. Community Events Manager report – Argona**

Argona reviewed compliance with gross sales reporting and potential expansion at the 4th Street location. The expansion seems unlikely due to a local non-profit's needs of serving clients with special needs and disabilities, and maintaining entry access as close to the building as possible is essential to meet those clients' needs.

## **ANNOUNCEMENTS**

### **1. Proposed Items for Future Agendas**

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


#### **a. Strategic Plan update**

DePhelps requested a five year overview of gross sales reporting to be made available at a future meeting.

### **2. Farmers Market Commission regular meeting January 6, 2026 at Moscow City Hall in Council Chambers**

**Alvarez indicated tentative absence for the January meeting. DePhelps moved to adjourn, Blankenship seconded. The meeting adjourned at 5:38 PM.**

  
\_\_\_\_\_  
JT Manning, Chair

  
\_\_\_\_\_  
Date

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