

MOSCOW FARMERS MARKET COMMISSION



JT Manning
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
March 3, 2026

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 February 3, 2026 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. 2026 Moscow Farmers Market Poster artwork selection (ACTION ITEM)

The 2026 artwork submission period closed on Fri., Feb. 20. Commission members were provided with the opportunity to view all qualifying submissions prior to the March meeting and score submissions using a pre-determined rubric.

Staff reviewed the Commission members' rubrics to present the top finalists for public voting consideration. No more than five finalists may be selected for public voting, which opens Fri., Mar. 6 and closes Fri., Mar. 27.

PROPOSED ACTIONS: Select finalists for public voting, or take such other action deemed appropriate.

5. Commission Budget Request FY27 (ACTION ITEM)

The Commission approved the FY7 budget request memo at the February meeting. An updated draft memo clarifying what the budget may be used for is being presented for approval. No changes have been made to the requesting amount.

PROPOSED ACTIONS: Accept and submit drafted FY27 budget request memo or take

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other action as deemed appropriate.

REPORTS

1. Community Events 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.

- **2026 Site Visits (April)**
- **2026 Poster Artwork submission and selection recap (April)**
- **Branding Subcommittee 50th Anniversary report (April)**

2. Upcoming events and deadlines

- ~~Fri., Feb. 6 “Cheers to 50 Years” exhibit opening reception at 1912 Center~~
- ~~Fri., Feb. 20 Submissions due for Poster artwork~~
- ~~Mon., Feb. 23 Registration closes for Craft & Food Jury 2~~
- ~~Wed., Feb. 25 Craft & Food Jury 1 held 9 am to 12 pm~~
- ~~Mon., Mar. 2 Registration closes for Craft & Food Jury 3~~
- Wed., Mar. 4 – Craft & Food Jury 2 held 9 am to 12 pm
- Fri., Mar. 6
 - Public voting opens for Market Poster artwork at 8 am
 - Applications due to Friendship Square entertainment
- Wed., Mar. 11 – Craft & Food Jury 3 held 9 am to 12 pm
- Wed., Mar. 25 – Returning Vendor Jury held 9 am to 12 pm
- Fri., Mar. 27 – Public voting closes for Market Poster artwork at 8 am
- Thu., Apr. 9 – Vendor Orientation

3. Farmers Market Commission regular meeting April 7, 2026 at Moscow City Hall in Council Chambers

ADJOURN

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Regular Meeting
~Minutes~

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Tuesday
February 3, 2026

4:00 PM

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Smith called the meeting to order at 4:03 PM

MEMBERS PRESENT: Kassie Smith, Acting Chair; Phil Blankenship, Jodi McClory, Colette DePhelps, Josh Larson, Gerardo Alvarez, Samantha Martinet
MEMBERS ABSENT: Kristin Strong, JT Manning
OTHERS: Drew Davis (4:07)
STAFF: Amanda Argona, Amanda Reyes

REGULAR AGENDA

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DePhelps read the mission statement aloud.

2. Approval of Farmers Market Commission January 6, 2025 Minutes (ACTION ITEM)

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

Martinet moved for approval of the minutes as presented, seconded by DePhelps. 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.

None.

4. 2026 Moscow Farmers Market Handbook revisions (ACTION ITEM)

The Policies Subcommittee met on Oct. 28, Nov. 17, and Dec. 15 to review revision proposals to the 2026 Market Handbook. This subcommittee serves as the initial revisionists of the Handbook by suggesting and updating policies to ensure they align with Market operations while also acting as a guide for future decision-making. The Subcommittee reported on finalized proposed revisions to the Commission at the Jan. 6 meeting. Vendors were notified of proposed changes via the following methods:

- Monthly email sent on Fri., Jan. 9
- 2026 Welcome Letter mailed out week of Jan. 12
- Reminder email sent on Fri., Jan. 30

Vendor feedback was due by the end of January. Any received emails were compiled for Commission review.

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Argona presented the proposed revisions to the Market Handbook and reviewed Vendor feedback related to those changes.

Robust discussion took place on the pricing revision such as whether any wording revisions were necessary and emphasized that the intent of the pricing updates is to uphold standard pricing practices that are customary and familiar to consumers, such as “per item,” “per bunch,” or “per weight.” It was noted that all pricing must be clearly marked. Clarification was provided that Vendors will continue to have discretion to offer discounts to frequent or repeat customers. DePhelps raised further concerns around “per leaf” pricing models, noting potential food safety issues depending on how that product was being made available to customers (i.e. tongs vs. bared hands).

Regarding changes to the Orientation policy, Argona clarified that the goal is proactive communication between Vendors and staff. She cited an example that a planned vacation holds the same weight as an unplanned illness.

Finally, it was confirmed that there are no changes affecting vendors who offer tanned hide.

Martinet moved for approval of the presented Handbook revisions with the addition of the words similar to “per unit” and/or inclusion of examples, seconded by Alvarez. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

5. *Commission Budget Request FY27 (ACTION ITEM)*

The Commission is provided a budget line item each year. For fiscal year 2026, the Commission was granted \$1,500 eligible to be spent on conference registrations, educational, and promotional materials. Below is a history of the Commission’s budget and actuals.

- *FY26 - \$1,500 budget; estimate 85%*
- *FY25 - \$5,500 budget; \$4,563.75 actuals (83%)*
- *FY24 - \$3,500 budget; \$2,905.07 actuals (83%)*
- *FY23 - \$2,500 budget; \$2,146.54 actuals (85%)*
- *FY22 - \$2,000 budget; \$1,391.80 actuals (70%)*
- *FY21 - \$1,620 budget; \$608.20 actuals (38%)*
- *FY20 - \$2,000 budget; \$1,364.11 actuals (68%)*
- *FY19 - \$500 budget; \$130 actuals (26%)*
- *FY18 - \$1,000 budget; \$47.80 actuals (4%)*

The budget was reviewed as presented in the meeting packet. Clarification was requested regarding the allocation of Market merchandise sales. It was clarified that all Market revenue is attributed back to the General Fund. Further exploration is required to determine if merchandise sales can be placed into a special fund. A questions was raised about increasing the request, even if it seemed unlikely for it to be fulfilled.

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Argona indicated a preference for no increase, stating that should the Commission exhaust their funds for two fiscal years, they would have stronger rationale for a request increase in FY28. There was also discussion about exploring other potential ongoing use for those funds.

Larson moved for approval of the presented FY27 budget request as drafted, seconded by McClory. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

REPORTS

1. *Community Events Manager report – Argona*

Argona reviewed the Vendor roster, Tier 3 upgrade requests, and new product requests. She sought guidance on whether Alpine Chai would be required to jury in their new products: a freeze-dried instant chai and freeze-dried chai crunchies made from brewed recipe remnants. Argona indicated that an argument could be made in favor of either requiring a jury or not requiring a jury because the new products went through a phase change (i.e. liquid vs. solid) than original products but remain within the same scope (i.e. chai-based). The Commission confirmed no jury is required since the products are within the same scope despite the phase change.

2. *Strategic Plan – Argona*

Argona reviewed the Strategic Plan and whether items reached a terminal status, were in-progress, or were being suggested for carry-over or removal. Highlights included the following with Council liaison Davis addressing some items that had greater impacts beyond Market:

- Organizational structure and performance and its effect on Saturday staffing and Friendship Square entertainment.
- Market boundary
- Market growth
- Aging downtown
- Safety

Martinet left at 4:55 pm.

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.

- *Selection of finalists' artwork for public voting (March action item)*
- *2026 Site Visits (March/April)*
- *2026 Poster Artwork submission and selection recap (April report)*
- *Questions for 2026 Marketspread application*
- *Tier 3 Vendor requests*
- *Branding Subcommittee 50th Anniversary report*

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There was a request to preview the questions that will be in the Marketspread application.

2. Upcoming events and deadlines

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- *Thu., Apr. 9 – Vendor Orientation*

None. Commissioners picked available dates to attend Craft and Food Juries.

3. Farmers Market Commission regular meeting March 3, 2026 at Moscow City Hall in Council Chambers

The meeting was adjourned at 5:38 PM

JT Manning, Chair

Date

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Memo

To: Bill Belknap, City Administrator
Cc: Nichoel Baird-Spencer, Deputy Administrator
From: Amanda Argona, Community Events Manager
Date: February 28, 2026
Re: Farmers Market Commission budget request

The Farmers Market Commission guides the vision and values of the Moscow Farmers Market. It is the duty of the Commission to suggest ways to promote and improve the 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 City Council. The Commission reports to City Council annually in September and advises City staff as needed. Commission members represent the various constituencies of the Market, including vendors, patrons, and downtown businesses.

The Commission requests \$1,500 for FY27; no change from FY26. FY26 funds have been used to register one member to attend the InTents Conference in San Diego, CA (Mar. 1-4). Remaining funds are expected to be used in support of the Market's 50th anniversary promotion and outreach.

The primary use of the Commission's budget is to attend in-area conferences and workshops, as defined by City policy, that provide trends and insights affecting Farmers Markets. The secondary use is for the purchasing of outreach and promotional items for Commission member use in support of the Market.



MOSCOW FARMERS MARKET COMMISSION



March 3, 2026 Manager Report



JT Manning
Chair

Kassie Smith
Vice Chair

Crafts Vendor representative

Phillip Blankenship
At-large member

Colette DePhelps
University of Idaho
representative

Joshua Larson
At-large member

Sam Martinet
Moscow Chamber of
Commerce + Visitor Center
representative

Jodi McClory
Produce Vendor
representative

Gerardo Alvarez
Specialty Food Vendor
representative

VACANT
At-large member



Amanda Argona
Staff Liaison

Drew Davis
Council Liaison



Community Events Division
Moscow Farmers Market
504 S. Washington St.
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7132
[www.ci.moscow.id.us/197/
Farmers-Market](http://www.ci.moscow.id.us/197/Farmers-Market)



First year Tier 3 status requests

- Runner Bean Ranch
- Chesed Farms

Confirming returning Vendor Jury requests needed

- The Little Shop of Serendipity – flour sack kitchen towels
- Papa's Kitchen – E. European breakfast items
- The Battleground – Expanded menu

Returning Vendor updates

- Weekes Family Farm Tier downgrade for 2026 season

Craft & Food Jury judges

- **Wed., Mar. 4**
- **Wed., Mar. 11**
- **Wed., Mar. 25**

Marketspread questions

Check-in volunteers for Orientation

Letter of Recommendation for Chesed Farms

From Alex Heiser <alex@downtownwallawalla.com>

Date Thu 2/26/2026 1:05 PM

To Amanda Argona <aargona@ci.moscow.id.us>

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Community Events Manager, Amanda Argona

On behalf of the Walla Walla Farmers Market, I am very pleased to offer our strong support for our local mushroom farmers Chesed Farms in their application to participate in the Moscow Farmers Market.

This grower has been a valued members of our market community. They consistently provide high-quality, responsibly cultivated mushrooms and have built a loyal customer base through their reliability, professionalism, and commitment to sustainable agricultural practices. They grow a wide variety of mushrooms. Their booth is well-presented, their products are handled with care, and they engage positively with customers and fellow vendors alike.

Beyond the quality of their products, they contribute meaningfully to the overall market atmosphere. They uphold market guidelines, collaborate respectfully with other vendors, and demonstrate integrity in their business practices. We are confident they would bring the same level of excellence and community spirit to the Moscow Farmers Market.

We fully support their participation and believe they would be a strong asset to your market community. Please feel free to contact me if you require any additional information.

Sincerely,

Downtown Walla Walla Foundation

Alex Heiser

Operations Manager / Farmers Market Director

alex@downtownwallawalla.com

(509) 529-8755
109 East Main, Suite 302T
Walla Walla, WA 99362

Chesed Farm recommendation

From RFMmarketmanager <farmmarketrichland@gmail.com>

Date Thu 2/26/2026 1:59 PM

To Amanda Argona <aargona@ci.moscow.id.us>

Cc Sundown Hazen <sundown@chesedfarms.com>

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

2/26/26

To whom it may concern:

I am honored to be asked to write a letter of reference for Sundown Hazen, owner of Chesed Farms. I am the market manager for the Richland Farmers Market and Chesed Farms has been a vendor at the market for several years. The mushrooms are absolutely beautiful, and have been a definite positive for the market. We are lucky to have him share his work with us and the community... he has developed a dedicated following of customers and consistently sells out. There's no question in my mind that any market would be lucky to have him and his products as one of their vendors.

If you have any questions, please feel free to contact me at 509-986-6828 and I'll be happy to answer any questions you may have.

Kind regards,

Kathleen Hanson

Market Manager/Richland Farmers Market

Moscow Market

From Beth Swanson <bethswansonpr@gmail.com>

Date Fri 2/27/2026 9:07 AM

To Amanda Argona <aargona@ci.moscow.id.us>

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Dear Amanda

Please accept this letter as a recommendation for Chesed Farms to attend your Farmer's Market.

I have had the privilege to work with Sundown Hazen and his team at Chesed Farm's for 6 years now. He is a reliable vendor with an amazing product. He is one of our most popular vendors at two different markets that we have locally in Walla Walla. He and his team are hard working and always have a quality product. His product is locally grown, in most of our local restaurants, and natural.

I do believe his greatest strength is Sundown and his team make the vendors around him better. He inspires them to be more creative in display, in promotion and in customer service.

If you choose Chesed Farms to participate in your market, they will help others to elevate by their presence.

Thank you for your time and consideration.

Sincerely,
Beth

--

Beth Swanson PR & Consulting

bethswansonpr@gmail.com

509-301-7471



Letter of Community Support-Chesed Farms

From Jessica McPeak <jessijmcpeak@gmail.com>
Date Fri 2/27/2026 4:05 PM
To Amanda Argona <aargona@ci.moscow.id.us>
Cc Sundown Hazen <sundown@chesedfarms.com>

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Dear **Community Events Manager, Amanda Argona**
Moscow Farmers Market Selection Committee,

I am writing to express my enthusiastic community support for Sundown Hazen and his exceptional mushroom farm, Chesed Farms as a new vendor at the Moscow Farmers Market for the 2026 year. As a fellow farmers market vendor of four years serving the Richland, Walla Walla, Kennewick and Pasco Markets and as the interim operations manager for the newly formed Tri-Cities Food Co-op, I have had the honor of getting to know Chesed Farms and Sundown as a fellow vendor and an extremely valued member of our local food community. Chesed is a champion for persistent LOCAL and delicious foods.

The Moscow Farmers Market is incredibly fortunate to have a cultivar of this caliber within the region. Sundown's products are truly unique and delicious, reflecting an admirable commitment to quality and local food access. His attention to detail and genuine kindness via customer service are second to none; his booth is always immaculate, constantly improving, and remains a consistent source of joy at both the Richland, Pasco and his hyperlocal Walla Walla farmers markets.

I cannot voice my support for this farmer strongly enough. Plain and simple, the Moscow Farmers Market and the community it serves will love having Chesed as a new vendor. I am personally excited to make the trip to visit the Moscow Farmers market this season knowing that he will be there regularly.

Thank you for your time and for considering such a fantastic addition to your market. If you have any questions please feel free to reach out. I would be happy to assist.

Thank you for all you do! Wishing you an abundant growing season and a very blessed 2026.

In strong community support,

Jessica McPeak

Amanda and Members of the Moscow Farmers Market Committee

I would offer a brief letter introduction for those of you that don't already know us. My Mom and I have a small farm just outside of Palouse Washington. We have lived and grown produce here for over twenty years. We are what you would call an "Old School Organic" farm. We have bugs and weeds and that's just sometimes how it is. In the face of that we still manage to deliver some pretty respectable produce. For the last ten years we have been growing produce for the food pantries; we will continue to cultivate our relationship with the food pantries as we move forward. We really miss doing the Market, there is a lot of effort that goes into making a successful market and we had a lot of fun being a part of it.

Thank you for your consideration,
Guy and Beverly Spencer.
Award winning Farmers

January 16, 2026

Moscow Farmers Market Commission

Re: Runner Bean Ranch

Dear Esteemed Members of the Farmers Market Commission,

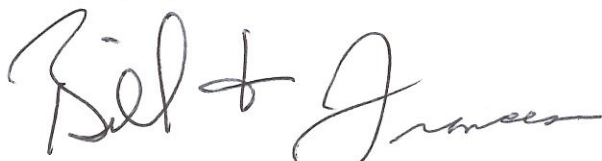
We are writing in support of Runner Bean Ranch's application to be part of our Moscow Farmers Market. We have subscribed to the Runner Bean Ranch's CSA for the past several years after trying some of the other local CSA's, and we will not be looking further. Guy and Beverly provide a wonderful selection of quality produce at a great price.

We have also had the occasion to visit their farm outside of Palouse and were impressed with the numerous examples of responsible and sustainable operations.

Finally, Guy and Beverly are simply neat people – friendly with addictive senses of humor as well as a strong commitment to their ranch and products.

We hope you will view their application with favor and allow our Market customers the opportunity to enjoy Runner Bean Ranch's great products.

Thank you,

A handwritten signature in cursive script that reads "Bill + Frances". The signature is written in dark ink and is positioned above the printed name.

Bill and Frances Thompson

1113 Highland Dr.

Moscow

208-882-6444

January 15, 2026

To the Members of the Farmers Market Commission,

We are writing to offer a sincere and enthusiastic letter of support for Runner Bean Ranch/Guy and Bev Spencer as relates to our renowned Moscow Farmers Market. We have known them for over five years now, initially as customers of their farm and CSA, and now we count them as friends. We can confidently say Runner Bean Ranch would be an exceptional addition to our market community.

Guy and Bev demonstrate professionalism and dedication to sustainable farming, as well as dependability and a solid work ethic. We have visited their farm on several occasions, and as members of their CSA we know firsthand that their vegetables and fruit are always fresh and beautiful, reflecting their skill, pride, and dedication to what they produce. In addition, Guy's colorful newsletters keep happy customers informed as to what's going on at the farm.

Runner Bean and the character, integrity, and values of Guy and Bev are exactly what the Moscow Farmers Market is all about, and they would be an excellent addition to our thriving market.

Sincerely,

Russ and Tina Baker
1376 Franklin Road
Moscow, ID 83843
239-691-7854

Dear Amanda,

1/15/2025

This letter serves as a reference for Bev Spencer and her son, Guy Spencer, who together manage the Runner Bean Ranch.

We first met the Spencers many years ago when they operated a farm stand next to Leah and Greg from Pokey Creek Farm. Our daughter, Elle, worked for Pokey Creek for several years, often sharing stories about how kind the folks from Runner Bean Ranch were.

We quickly included Runner Bean among our favorite farmers/produce at the farmers market.

I was a no brainer when we found out that Runner Bean was doing a CSA....we joined up ASAP.

Each week during the CSA season, we are delighted to receive a box brimming with beautiful produce, sourced directly from the farm. The berries, walnuts, garlic—everything has been fresh and absolutely delicious.

It may not be entirely 'normal' to feel as thrilled as we do about fresh vegetables from the farm, but when our CSA arrives, it truly feels like Christmas every week.

Everything is not only incredibly fresh and delicious, but the way it is delivered and showcased in their weekly newsletter is exceptional. We are huge fans of Runner Bean Ranch and the Moscow Farmer's Market as a whole.

We are very grateful for farmers like Bev and Guy, who supply our local community with access to fresh, wholesome foods.

Kimberli Sutherland
(Moscow Resident)