

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
February 3, 2026

4:00 PM

Council Chambers
206 E. 3rd St.

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

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.

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.

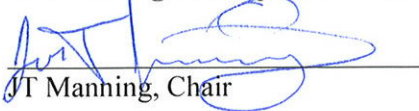
2. *Upcoming events and deadlines*

- *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*

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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