

MOSCOW FARMERS MARKET COMMISSION



Adam Reed

Regular Meeting

Jen Pfiffner

~Agenda~

Commission Chair

Staff Liaison

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

Tuesday

City Council Chambers

4:00 PM

December 4, 2018

206 E Third St

Welcome and Attendance

1. Approval Of Farmers Market Commission October 2, 2018 Minutes (ACTION ITEM)

Documents:

[MINFMC20181002.PDF](#)

2. Public Comment (10 Minutes)

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Farmers Market Commission. Please state your name and address for the record and limit your remarks to three (3) minutes.

3. Fee Sub-Committee Update And Recommendation (ACTION ITEM) – Amanda Argona

Staff has conducted a review of the fee structure implemented for the 2018 season. Further review to determine an appropriate recommendation for fees for the 2019 season has also been conducted and shared with the Fee Sub-Committee who met on November 29th.

ACTION: Review the current proposed fee revision and accept as presented or take such other action as deemed appropriate.

4. Policy Sub-Committee Update (ACTION ITEM) - Amanda Argona

The Policy Sub-Committee has established a meeting schedule and mapped initial revisions to be considered during the review process. Three meetings have taken place so far, with the initial meeting attended by the commission members assigned to this Sub-Committee (Linda Heath, Joann Muneta, and David Pierce). The goal of the Policy Sub-Committee is to: eliminate and remove redundancy where necessary; clarify and more explicitly state policies

where necessary; discuss revision/additions, all while keeping the policies aligned with the mission and vision of the market. The Sub-Committee has completed its first set of revisions for policies located on page 3 through page 9.

ACTION: Review current proposed revisions and accept as presented or take such other action as deemed appropriate.

Documents:

[POLICY REVISION AND COMPARISON.PDF](#)

5. Discuss Alternate Date For January Commission Meeting

6. Market Operations Report - Amanda Argona

Moscow Farmers Market operations update.

- Vendor-on-Vendor complaint to be addressed
- Sales Reporting
- Market Footprint Project - Davy Frogley

7. Proposed Items For Future Agendas

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

8. Upcoming Meetings & Events

- Moscow Farmers Market Commission Regular Meeting - January 2019

Adjourn

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

MOSCOW FARMERS MARKET COMMISSION



Adam Reed
Commission Chair

~Minutes~

Jen Pfiffner
Staff Liaison

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

**Tuesday
October 2, 2018**

4:00 PM

**City Council Chambers
206 E Third St**

The meeting was called to order at 4:09 PM

PRESENT: Linda Heath, Joann Muneta, Erin Carroll, Colette DePhelps, David Pierce, Adam Reed, Jenny Ford

ABSENT: Jamie M. Hill

ALSO IN ATTENDANCE: Jen Pfiffner, Staff Liaison; Kathryn Bonzo, Council Liaison; Davy Frogley, AmeriCorps Programs Coordinator; DJ Scallorn, Arts Assistant;

Welcome and Attendance

Carroll called the meeting to order in Chair Reed and Vice Chair Hill's absence.

1. Approval of Farmers Market Commission August 7, 2018 Minutes

Pierce moved that the minutes be approved as presented; Ford seconded approval of the August 7, 2018 minutes. Motion carried.

2. Public Comment (10 Minutes)

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Farmers Market Commission. Please state your name and address for the record and limit your remarks to three (3) minutes.

Heath said parts of the Vendor Handbook regarding loading out and breakdown of a vendors booth need to be reviewed for the 2019 season. The Commission came to the consensus to have the newly formed Policy Sub-Committee discuss the load up policy for the 2019 season.

[Reed arrived to the meeting]

DePhelps said she noticed an error in the recently approved minutes. The minutes were corrected as requested. Pierce moved to amend the minutes that had previously been approved. Ford seconded. Motion passed.

3. Business Survey Tool and Plan (ACTION ITEM) – Jen Pfiffner

The current iteration of Main Street & Market Relationship Survey questionnaire has been developed with the Commission's input and consideration. Previous Commission discussion has recommended conducting in person conversations with the various businesses that are open during Market Hours on Main Street from Third to Sixth Street. Staff will provide a list of businesses to be included in the survey to work with Commission members and staff in coordinating collection of the information.

ACTION: Review draft questionnaire and accept as presented or take such other action deemed

appropriate.

Pfiffner passed around a list of downtown businesses for the Commission to consider including in the survey and asked if there were any changes to the Business Survey Questionnaire as presented in the packet. Discussion ensued regarding: the wording of questions, how many questions to include on the survey, how to leave businesses with contact information for the market, and whether or not to mail a postcard to the businesses prior to Commission members showing up with the survey.

Pfiffner read the amended survey questions. Reed called for a motion on the survey questions. Ford moved to accept the survey as amended. Peirce seconded. Muneta abstained. Motion passed.

Ford asked about the businesses on the list to visit and whether the list should include businesses on the outside corners and alleyways of the market footprint. Discussion ensued regarding: what businesses to add to the list, whether to send written surveys to some businesses and conducting one-on-one interviews with others, and having the Moscow Chamber of Commerce contact the businesses prior to the survey date. The Commission came to the consensus to include the surrounding businesses. Additionally, it was determined that pre-survey contact would be preferable. Ford volunteered to have the Moscow Chamber of Commerce contact the businesses one-on-one and hand deliver a post card with information regarding the survey. Staff will develop the post card and coordinate with Ford for distribution.

4. Development of Review Sub-Committees (ACTION ITEM) – Jen Pfiffner

With the close of the 2018 Market Season, planning for updates to policies and fee schedules and soon be underway. Following Commission direction from the previous year's update process, development of sub-committees to review recommendations, discuss and provide recommendations to staff in formulation of a formal recommendation to the entire Commission for these projects is proposed. Sub-committees are needed for review of the Vendor Handbook and Policies as well as the fee structure for the 2019 Season.

ACTION: Authorize and appoint individuals as appropriate for a Vendor Handbook and Policies Sub-Committee and Fee Structure Review Sub-Committee.

Pfiffner explained the Community Events Manager will be heading up two sub-committees, one will discuss policy and the other fees. Both groups will report back to the full Commission. Reed called for volunteers for each Sub-Committee. Additionally, it was recommended that a Communication Sub-Committee be developed as well.

Policy Sub-Committee: Pierce; Health; and Muneta

Fee Sub-Committee: Reed; Hill; and Carroll

Pierce moved to establish the Sub-Committees as outlined. Ford seconded. Motion passed.

5. Manager's Report And Immediate Market Concerns – Jen Pfiffner

A report on the operational issues at the Moscow Farmers Market.

- Farm Visits
- Homecoming

With the transition and lateness of the year, Dephelps noted it would be better to conduct the farm visits June to September 2019. DePhelps said she and Daniel Stewart looked at reworking the farm visit form before he left. Discussion ensued regarding: having the Policy Sub-Committee start looking at the form in January 2019, adding farm visit schedule to the Vendor Handbook for 2019, and having staff begin scheduling the farm visits in January 2019. The Commission came to the consensus to have the farm visits on the agenda for November.

Pfiffner said the Homecoming market will be in the parking lot.

6. Proposed Item For Future Agendas

Commission members may email Jen Pfiffner (jpfiffner@ci.moscow.id.us) to propose future agenda

items for discussion.

- Farmers Market Commission Representation
- Policy Updates for 2019 Season
- Vendor Fees for 2019 Season
- Layout Discussion
- Jury/Farm Visit Process

7. Upcoming Meetings & Events

- Moscow Farmer Market Commission Regular Meeting – November 6, 2018

The meeting adjourned at 5:46 PM

Policy Revision and Comparison
2019 v. 2018

5. Market Vendor Space, item a.

- **Original:** Most Market Vendor spaces will be marked as an eleven foot by fifteen foot (11' x 15') space. A Market Vendor's business must be conducted within Market Vendor's assigned space. Market Vendors may not extend beyond the limits of the assigned space or into the pedestrian area at the entrance of the Market Vendor space unless specifically authorized by Market Management. Canopies and umbrellas cannot extend outside a Market Vendor space. Requests for additional adjacent Market Vendor space will be granted at the discretion of Market Manager, where possible. The Moscow Fire Department conducts unscheduled inspections for compliance with relevant safety regulations throughout the Market Season to assure public safety and emergency vehicle accessibility. Market Vendors who use tents must comply with Fire Department safety regulations. See Appendix 3.
- **Revised:** Most Vendor spaces will be marked as an eleven foot by fifteen foot (11' x 15') space. A Vendor's business must be conducted within their assigned space. Vendors may not extend beyond the limits of the assigned space or into the pedestrian area at the entrance of the Vendor space unless specifically authorized by Market Management. Any Vendor utilizing coverings for their space, such as canopies, tents, and/or umbrellas may not extend these items outside their space. Requests for additional adjacent space will be granted at the discretion of Market Manager, where possible. The Moscow Fire Department conducts unscheduled inspections for compliance with relevant safety regulations throughout the Market Season to ensure public safety and emergency vehicle accessibility. Market Vendors who use canopies, tents, or umbrellas must comply with Fire Department safety regulations (see Appendix 3).

6. Market Fee Packages, item e.

- **Original:** Any Vendor scheduled for a Market that will not be able to attend is required to notify the Market Manager in person, by phone, or email on or before the Friday before the Market day that will be missed. Market Vendors who do not notify the Market Manager of their absence will be in violation of policy and subject to penalties as provided in the Policy Violations section of these policies. Refunds are not provided for days canceled or missed.
- **Revised:** The Market does not issue refunds to Vendors for days that are cancelled or missed.

7. Regulation of Certain Activities during Market Operations, item f.

- **Original:** Smoking is prohibited within the boundaries of the Farmers Market during the hours of operation and through the duration of the Farmers Market season, the first Saturday in May through and including the last Saturday in October. Resolution No. 2015-16, .
- **Revised:** All types and kinds of nicotine use, including smoking, vaping in all forms (including nicotine-free vape pens), and chewing tobacco, are prohibited within the boundaries of the Farmers Market during the hours of operation and through the duration of the Farmers Market season. Resolution No. 2018-13.

7. Regulation of Certain Activities during Market Operations, item g.

- **Original:** Only ADA Service Animals, as defined in the Americans with Disabilities Act 2014 final regulations, main thoroughfare of the Moscow Farmers Market (as shown in Appendix 1). Resolution No. 2015-02.
- **Revised:** Only ADA Service Animals, as defined in the Americans with Disabilities Act 2010 final regulations, are allowed throughout the Market boundaries, and are not restricted to the eastern and western sidewalks.. Resolution No. 2018-12.

7. Cleanliness & Waste Management

- **Original:** All Vendors must minimize container waste. Market Vendors are responsible for the set-up, clean-up and safe operation of their Market booth space. State and local health and safety requirements, particularly those in the food area of the Market, will be enforced by the Market Manager and/or the Health Department. Market Vendors should have their own receptacles/bags to manage waste, then must take with them at the end of the Market day. Failure by a Market Vendor to remove waste will result in violation of Market policies and subject to penalties as stated in Appendix 4. The waste receptacles in the Market are for use by Market customers and should not be used by Market Vendors for waste at the end of the Market day. The dumpsters in the Jackson Lot are privately owned and are not for Market use. Vendors are required, when applicable, by Idaho State law to deposit grey water waste in the receptacle provided at the Market. No grey water or other waste water, fat, grease, oil, or other liquid shall be placed in the gutter or in a City storm-water catch basin or other City water collection system. Note: the City will provide grey water dump stations for use by Vendors. Vendors must take with them their non grey water waste at the end of Market day.
- **Revised: Public Health Management.** To ensure the Market is creating a safe and non-hazardous environment to the public, all vendors will abide by the following public health measures:
 - a. **Waste Management.** Vendors are responsible for the set-up, clean-up and safe operation of their assigned space. Vendors will provide their own receptacles/bags to manage waste, then must take with them at the end of the Market day. Waste receptacles in the Market are for use by Market customers and should not be used by Vendors for their waste. The dumpsters located throughout the downtown area are privately owned and are not for Vendors' use.
 - b. **Health Regulations.** The Idaho Public Health Department conducts unscheduled inspections for compliance with relevant health and safety regulations throughout the Market Season to ensure public safety and adequate health practices. The Market Manager and/or a Public Health Department representative will enforce applicable state and local requirements and have the authority to stop the sale of any items that are in violation of these regulations.
 - c. **Grey Water.** Vendors are required, when applicable, by Idaho State law to deposit grey water waste in the receptacle provided at the Market. No grey water or other waste water, fat, grease, oil, or other liquid shall be placed in the gutter or in a City storm-water catch basin or other City water collection system. The Market provides grey water dump stations for use by Vendors. Vendors must take with them their non-grey water waste at the end of Market day.

5. Generators

- **Original:** In efforts to minimize noise and exhaust pollution, generators may not be in use during Market operational hours (5:00 a.m. – 2:00 p.m.)
- **Revised:** The Market does not allow the use of generators during operating hours.

11. Annual Gross Sales Reporting

- **Original:** All Market Vendors are required to report their Annual Gross Sales by November 15th, immediately following the current Farmers Market Season, utilizing the online management software they register with. Failure of Market Vendors to report Annual Gross Sales, as required under this Policy, will result in said Vendor being disqualified to participate in the following Market Season. This information will kept confidential and be used for future grant proposals and economic impact data collection.

Policy Revision and Comparison
2019 v. 2018

- **Revised:** All Vendors are required to report their Annual Gross Sales by the third Wednesday in November utilizing the online management software they register with, or via paper format. This information will be kept confidential and be used for future grant proposals and economic impact data collection. ***Failure of Market Vendors to report Annual Gross Sales, as required under this Policy, will result in said Vendor being disqualified to participate in the following Market Season.***

12. Idaho Sales Tax Reporting

- **Original:** Market Vendors must complete an Idaho Sales Tax Form ST-124 as required by the Idaho State Tax Commission. If you have questions, contact the Department of Revenue and Taxation, Idaho State Tax Commission (208) 799 3491. The State Tax Commission reserves the right to perform unscheduled inspections for tax compliance throughout the Market Season. All Market Vendors are required by law to have a copy of Form ST-124 in their Vendor space at all times.
- **Revised:** Vendors must complete an Idaho Sales Tax Form ST-124 as required by the Idaho State Tax Commission. All Vendors are required by law to have a copy of Form ST-124 in their assigned space at all times. The Tax Commission reserves the right to perform unscheduled inspections for tax compliance throughout the Market Season.

14. Permits and License Requirements

- **Original:** All Vendors shall provide, at the time of application, current copies of any permits and licenses applicable and necessary for the sale of their products. Specific requirements related to the Fire Department, sampling, and other common permits, can be found in Appendix 3 – Fire Inspection Requirements and Appendix 5 – Permits, Resources & Contacts.
- **Revised:** All Vendors shall provide, at the time of application, current copies of any permits and licenses applicable and necessary for the sale of their products. For a list of permits and licensing resources, please refer to Appendix 5.

15. Certifications

- **Original:** All Market Vendors presenting products as 3rd party certified, such as organic or certified naturally grown, etc. shall include the authorized certification form with their Market Vendor application, unless otherwise exempt under Idaho Code. Certification will be checked for compliance by the State that granted certification. Certification shall be posted in the Market Vendor's space at all times. Vendors not in compliance may constitute a violation of policy. They will be required to remove signage stating the certification(s) and may be subject to the terms of policy violation. See Appendix 5 – Resources & Contacts for contact information to learn more about organic certification.
- **Revised:** *Certifications (Organic and Other).* All Vendors presenting products as 3rd party certified, such as organic, certified naturally grown, etc. shall include the authorized certification form with their Vendor application, unless otherwise exempt under Idaho Code. Certification will be checked for compliance by the State that granted certification. Vendors not in compliance with their certification requirements, or cannot produce a current certification will be required to remove signage stating the certification(s).

17. Approve Market Vendor Substitution—Move to Tier 3 fee package as “benefit”

Policy Revision and Comparison
2019 v. 2018

18. Non-Attendance

- **Original:** Market Vendors are required to call or email the Market Manager on or before the Friday before the Market day that will be missed. If illness or emergency forces non-attendance, the Market Vendor must contact the Market Manager as soon as they are able (see appendix 5). Market Vendors who do not notify the Market Manager of their imminent absence will be in violation of policy and subject to penalties as provided in the Policy Violations section of these policies.
- **Revised:** Vendors are required to call or email the Market Manager on or before the Friday before the Market day that will be missed. If illness or emergency forces non-attendance, the Vendor must contact the Market Manager as soon as they are able.