

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Minutes~

Amanda Argona
Staff Liaison

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

Tuesday, March 2, 2021

4:00 PM

**Council Chambers
206 E. Third St.**

Meeting called to order at 4:04 p.m.

PRESENT: Jamie Hill (Virtual, Chair), Jonathan Rau (Virtual), Ryan Lazo (Virtual), Colette DePhelps (Virtual), Kelly Kingsland (Virtual), Mackenzie Lawrence (Virtual, Vice Chair), Kerry Morsek (Virtual) Stuart Scott

ABSENT:

OTHER: Sandra Kelly (City Council), Samantha Martinet (Virtual)

STAFF: Amanda Argona (Community Events Manager), Britnee Christen (Administrative Specialist)

REGULAR AGENDA

1. Reading of the Mission Statement

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell locally farmed and/or created 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.

The Mission Statement was read aloud by Lawrence.

2. Approval of Farmers Market Commission February 2, 2021 Minutes (ACTION ITEM)

Scott moved, Morsek seconded to approve the February 2, 2021 minutes.

Roll Call Vote: Ayes: Unanimous. 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 address for the record and limit your remarks to three (3) minutes.

No public comment was offered.

4. Farmers Market Poster artwork selection (ACTION ITEM) – Argona (10 mins.)

The 2021 poster artwork submission period closed on Wednesday, February 24. Commission members were provided the opportunity to view all qualifying submissions over the weekend and determine their top five submission using the rubric provided by staff.

Staff reviewed the Commission members' rubrics and is presenting the top finalists for public voting consideration. No more than five finalists may be selected for public voting.

PROPOSED ACTIONS: Approve finalists for public voting or take other action deemed appropriate.

The top five post artwork submissions were presented to the Farmers Market Commission based upon Commission member's rubric scoring totals. Argona reminded that Commission they may choose to send all five finalists forward for public voting, or select less than five.

Lawrence moved, Morsek seconded to approve the top five finalists for public voting.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Commission Budget Request FY 2022 (ACTION ITEM) – Hill (10 mins.)

The Commission is provided a budget line item each year. For fiscal year 2021, the Commission was granted \$1,620, of which just over \$1,300 is currently remaining. Allocated monies are available for Commission projects. A history of the Commission's budget and actuals is available for review:

- FY20 – \$2,000 budget; \$1,364.11 actuals (68%)
- FY19 – \$500 budget; \$130 actuals (26%)
- FY18 – \$1,000 budget; \$47.80 actuals (4%)

PROPOSED ACTIONS: Direct staff to submit a memo with FY22 budget request or take other action deemed appropriate.

Argona stated the Farmers Market Commission budget typically sends Commission members to appropriate conferences and purchase materials for outreach tabling. Past conferences have included the Washington State Farmers Market Association; there has been discussion about sending members to the In Tents conference, but pricing and scheduling have been problematic. Argona explained that the Idaho Farmers Market Association is working to develop a conference that may be an option in the future.

Hill stated interest in investing some of the budget into promotion items such as stickers or bags and other items. Hill also expressed interest in purchasing gear for each Commission member for the purposes of community visibility.

Scott suggested using the budget to help enhance the physicality of the market. Argona stated there are other department line items that can help purchase those types of items and operations of the market.

The Commission discussed potential outreach materials it would like to have for outreach. DePhelps recommended purchasing more reusable bags from the Idaho State Department of Agriculture and Idaho Preferred program. Lawrence expressed interest in printed materials focused on Market history, in-season produce, and how to be a Vendor. Scott agreed with having information about how to become involved with the Market.

DePhelps moved, Lawrence seconded to request \$2,000 for the Farmers Market Commission budget for the purchase of outreach and promotional items and for Commission members to attend appropriate conferences and workshops.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

6. Commission tabling at Moscow Farmers Market – Argona (5 mins.)

The Community Events Division is planning on hosting City Commission tables this year and the date request form has been sent out to City staff liaisons for their Commission to discuss.

Key dates for consideration for the Farmers Market Commission include:

- Late June when American Farmland Trust voting opens for Farmers Market Celebration
- August 7 during National Farmers Market Week
- September during Eat Local Month

All Commissions have the opportunity to table at least twice during the season, and Commission representatives are expected to present from 9 am to 12 pm. Vendor representatives are typically exempt from volunteering due to scheduling conflicts.

Hill stated the dates suggested by staff are popular times with patrons, and so are the first and second weekends of the market. The Commission discussed dot surveys as a possible tabling activity. Hill encouraged Commission members to connect with her to schedule a time to volunteer.

7. Fees Subcommittee multi-year plan recommendation – Morsek, Scott, and Argona (10 mins.)

The Moscow Farmers Market Strategic Plan identified the need to develop a multi-year plan regarding fees. The Fees Subcommittee met on Monday, February 22 from 10 am to 12 pm to review this Strategic Plan, Market cost comparison of budgets v. actuals, and approaches to achieving a multi-year plan including target percentage of costs covered by Vendor fees, and the potential to have fees aligned with Cost Of Living Adjustment (COLA).

Staff has prepared documents illustrating how COLA may affect vendor fees over the next five years. Included is a ten (10) year history of COLA from the City. The COLA number to be used by City for other contracts and operations in FY22 is 1.2%.

The Subcommittee and staff are requesting any other suggestions from the Commission for consideration. If there are further suggestions, then the Subcommittee will schedule future meetings to investigate these requests. If there are no requests to evaluate other models, then Vendors will be informed of the direction of a multi-year plan, allowed to submit public comment, and this item will appear as an action item at the April meeting of the Farmers Market Commission.

The Commission's recommendation on fees is required by the June meeting of the Farmers Market Commission to align with the City's budget and fee schedule development process.

Argona stated in 2017 the Market fee structure was overhauled drastically, but that there has not been a multi-year plan implemented to address annual fees. The recommendation from the Fees Subcommittee is to offer Vendors predictability by applying Cost of Living Adjustments (COLA) to fees. The subcommittee brought forward several examples of how percentage increases between zero (0) to three (3) percent may affect fees (documents attached). Scott added this proposal gives all parties involved transparency in the process of why fees are increasing and by how much. Morsek stated this proposal is on the assumption the current fee structure would remain intact and can be evaluated when the Commission sees fit. Discussion ensued from the Commission and staff about clarification of certain numbers in the document, how this may impact Vendors, and effective date.

Argona stated that if there is no desire for the Fees Subcommittee to evaluate other models, the next steps are to open public comment to the Vendors and for the Commission to vote on the proposal at their April meeting.

8. Review Strategic Plan item "Market Threatened by Lack of Clear Policies" – Argona (30 mins.)

As part of the Moscow Farmers Market Strategic Plan, five Major Challenge Areas (MCA) were identified. Staff and the Commission have made great progress in addressing actions and strategies outlined in this MCA, especially with the overhaul of the Craft & Food Jury criteria and subsequent decision by the Commission to re-jury current vendors to bring them into alignment with the current system and standards.

Staff has prepared a timeline of the Vendor Production and Location Rule for discussion by the Commission. Included for review is a draft concept of criteria for new Agricultural Vendors, as well as a list of Farmers Markets within the 200 air-mile radius. Produce Vendor representative Kelly Kingsland has also gathered information from her regional network of farmers to learn of different rules and processes in regards to Vendor sourcing and has provided her notes on this subject.

Prior to discussion Argona asked the Commission to consider the packet materials as a reference of what has happened in the past and how the current conversation can help determine criteria moving forward. Argona stated that aside from the basic requirements of operating within a 200 air mile radius and individuals being the maker/owner/producer/grower of their goods, she has not additional criteria to apply to prospective agricultural Vendors. She referenced the draft agricultural criteria she developed, which is modelled from the Craft and Food Jury process, would be used in conjunction with a set of presented questions from the Prospective Vendor inquiry form. The point system would be based on a prospective Vendor's answers.

Discussion ensued regarding the final determination of the 200 air-mile radius by City Council and the value of adding agricultural criteria. There were expressed concerns regarding the challenges of evaluating vendors on the ideo of sustainability. DePhelps noted, just because the

air-mile radius hasn't been a topic of the discussion in the last few years does not mean it isn't important.

Scott made the recommendation to establish agricultural product categories and assign a target number for the number of vendors allowed at each market. This could help the Market establish how many vendors in a particular area it can handle at one time. Kingsland countered Scott's point by stating it is hard to remove a vendor once they are in the market. Limiting how many vendors in a product category can be admitted into Market places a limit on how many small, local vendors can be introduced to the Market.

The discussion continued with explanation of the sample criteria developed by Argona. Argona added a majority of the Moscow Farmers Market vendors come from Latah and Whitman counties. In addition to the Moscow Farmers Market Handbook, staff has data that can help guide the criteria conversation. Ultimately, the Commission could recommend a different air-mile radius, but City Council has the authority to override that recommendation. Argona made the recommendation to reduce air-mile radius to 175 air-miles and develop agricultural criteria.

Discussion continued around long-distance vendors versus local vendors and if local vendors were seeing a negative economic impact. Argona stated many of the vegetable producers are in the 100 air-mile radius, and most of the fruit producers were outside of the 100 air-mile radius. Argona asked Kingsland who her biggest competition was in the market. Kingsland stated the biggest competition was other local farms.

Argona closed discussion by noting this topic will continue to be a discussion item on future agendas until the Commission desires to make an official vote.

REPORTS

1. Craft & Food Jury Subcommittee – DePhelps, Kingsland, Morsek, Scott, and Argona (10 mins.)

The Craft & Food Jury met and discussed how they would like to move forward with the re-jury of vendors. The subcommittee agreed to focus on the vendors that did not have a jury record on file. The subcommittee would like to see those vendors juried first and then focus on the vendors who joined in 2015/2016 in the fall, closer to off-season. The subcommittee reiterated this is not intended to be a recurring process, but will help bring all vendors up to the same standard that is currently employed. Once every Vendor is under the same standard, then the normal process of only jurying in new products outside of a current Vendor's scope would be re-instated. This would address the ongoing oversight of the craft and food jury on new products.

ANNOUNCEMENTS

1. Farmers Market Commission representation required

Fri., Mar. 5, 2021, 9:45 to 11:45 am – Craft and Food Jury 1 (*Scott, Morsek, ~~Kingsland~~ DePhelps*)

Fri., Mar. 12, 2021, 3:45 to 5:45 pm – Craft and Food Jury 2 (*DePhelps, Morsek, Kingsland*)

Fri., Mar. 26, 2021, 3:45 to 5:45 pm – Craft and Food Jury 3 (*~~Scott~~ DePhelps, Kingsland, Morsek*)

Thurs., Apr. 8, 2021, 2 to 5 pm – Annual Vendor Orientation

Sat., Oct. 30, 2021 time TBD – Halloween Costume Contest

2. Proposed Items for Future Agendas

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

- Request for Qualifications – action item
- Commission tabling – action item
- Future meeting date conflicts
- Citizen Commission Survey – reports
- Subcommittee Reports – reports

3. Farmers Market Branding Subcommittee meeting Friday, March 26 at Moscow City Hall in Council Chambers

4. Farmers Market Commission regular meeting April 6, 2021 at Moscow City Hall in Council Chambers

5. Farmers Market Commission regular meetings and holiday weekends

To avoid conflict with the adjustment to staff's seasonal Market schedule, the following alternatives are being proposed for paid holidays observed on Mondays.

- a. **June 1, 2021 (alternative dates and times June 2, 3, or 4 at 4 to 5:30 pm)**
- b. **July 5, 2021 (alternative dates and times July 7 or 9 at 4 to 5:30 pm)**
- c. **September 7, 2021 (alternative dates and times September 8 or 10 at 4 to 5:30 pm)**

ADJOURN

Meeting adjourned at 5:30 p.m.

Minutes Approved On

April 6, 2021

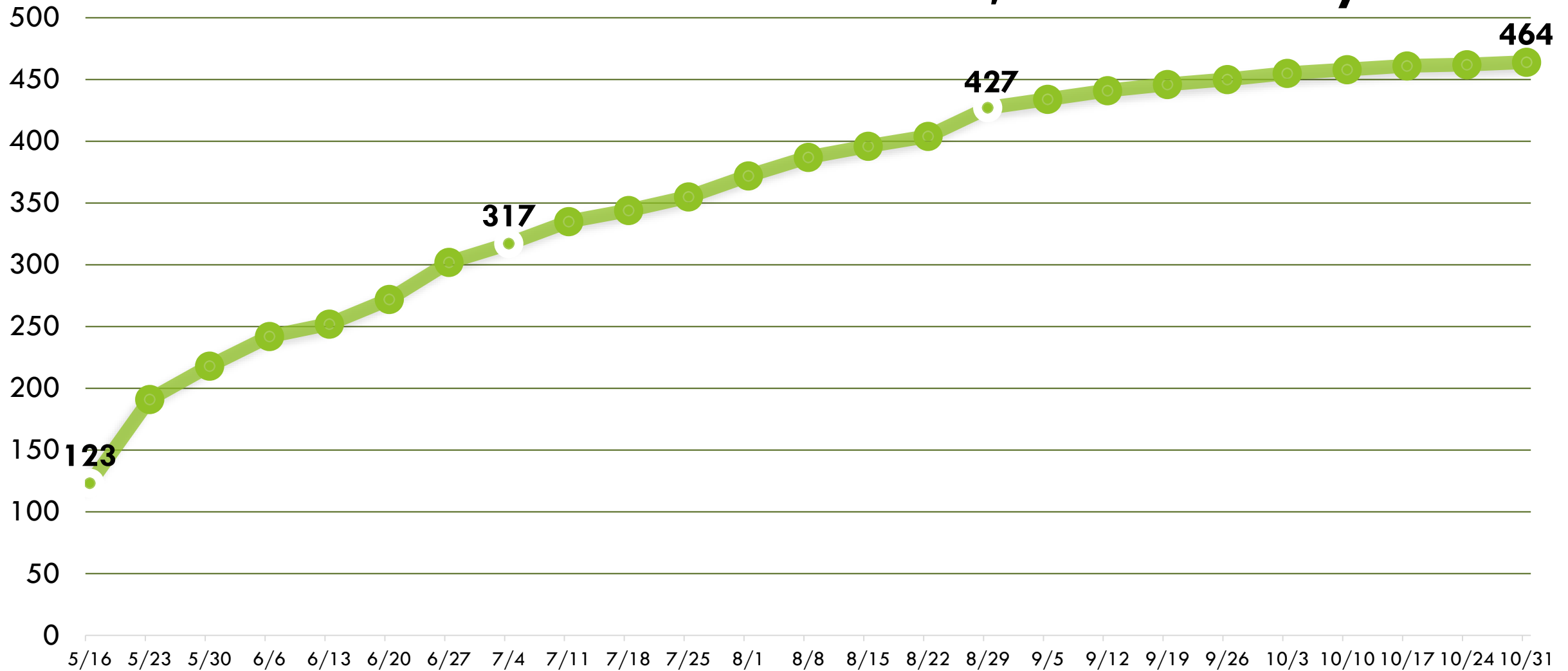

Clerk/Deputy Signature

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

Motor-In Moscow Farmers Market

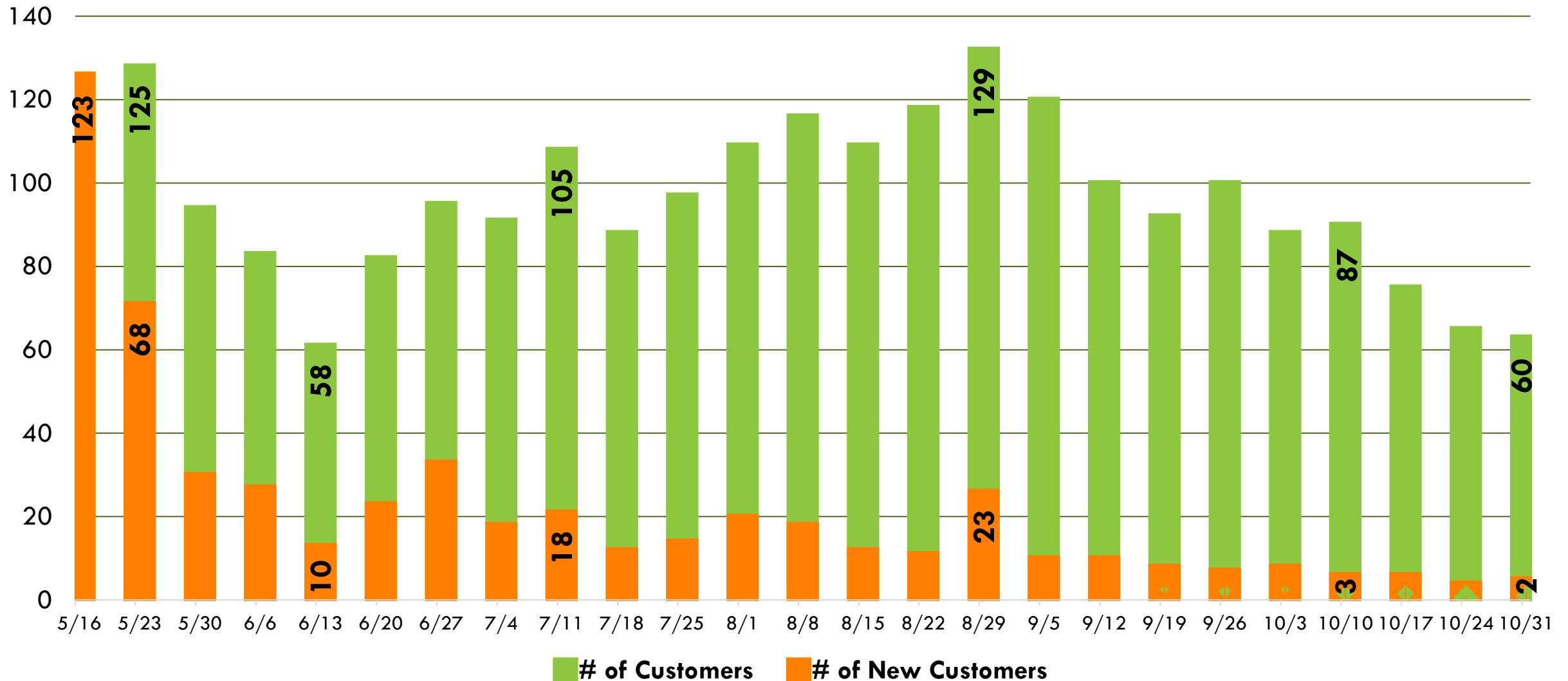
Motor-In Moscow Farmers Market

Number of Households Served, Cumulatively



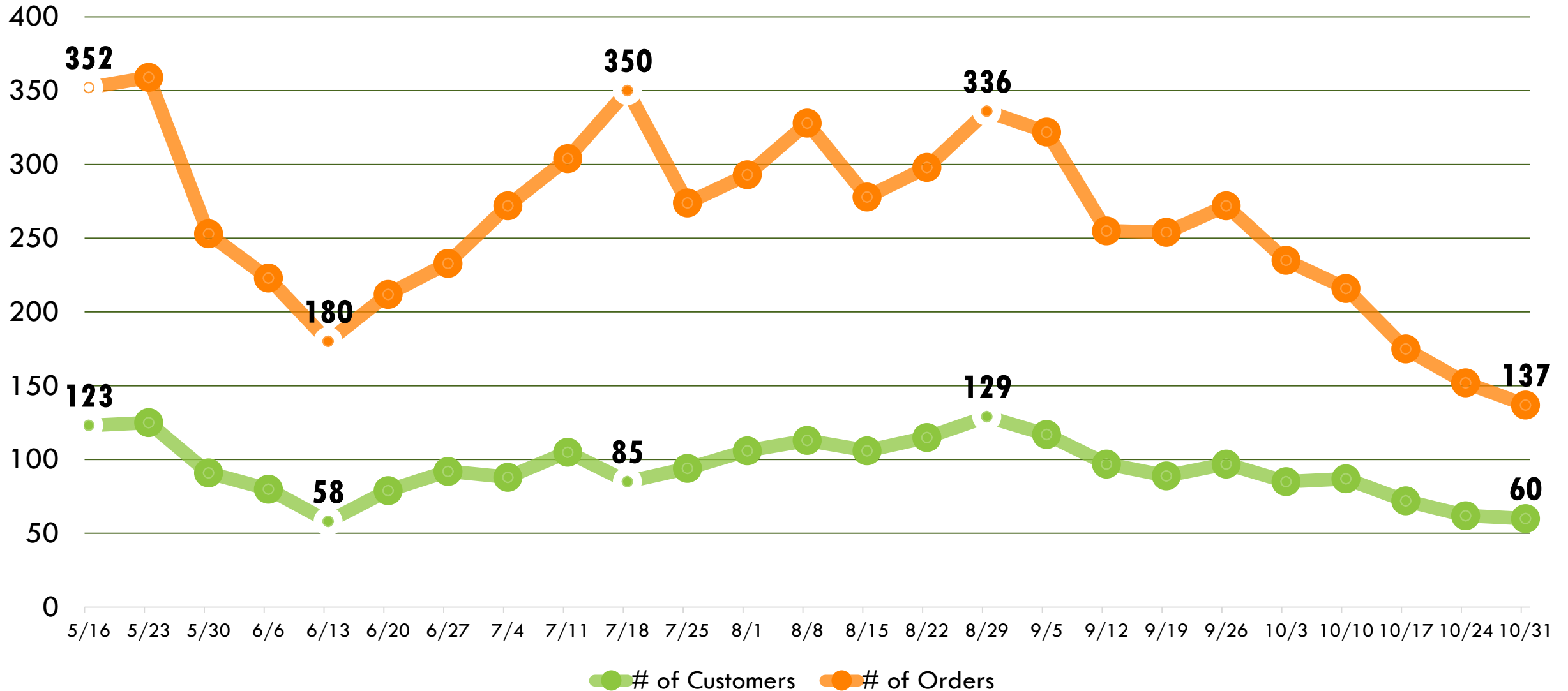
Motor-In Moscow Farmers Market

Customers per Week with New Customers



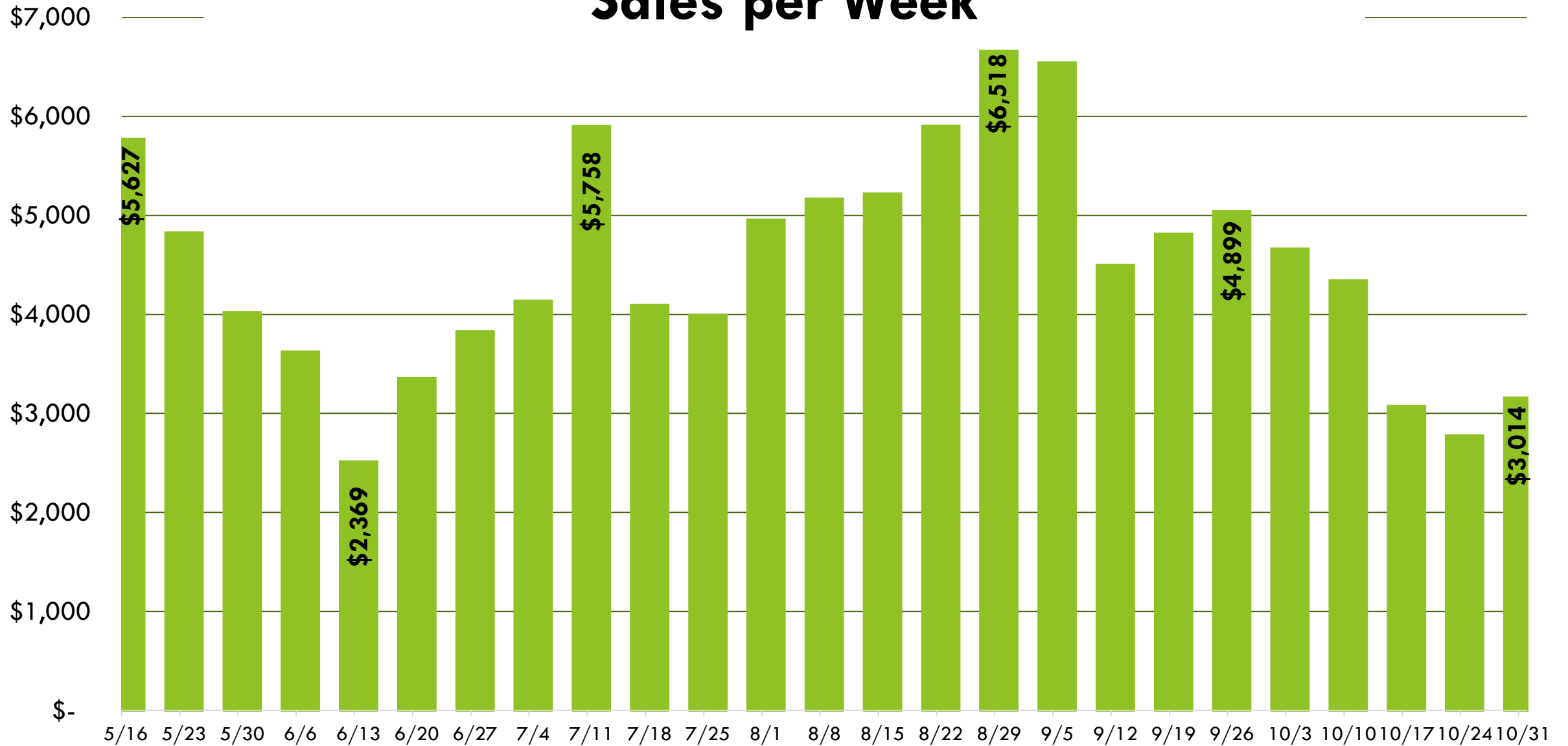
Motor-In Moscow Farmers Market

Number of Customers and Orders per Week



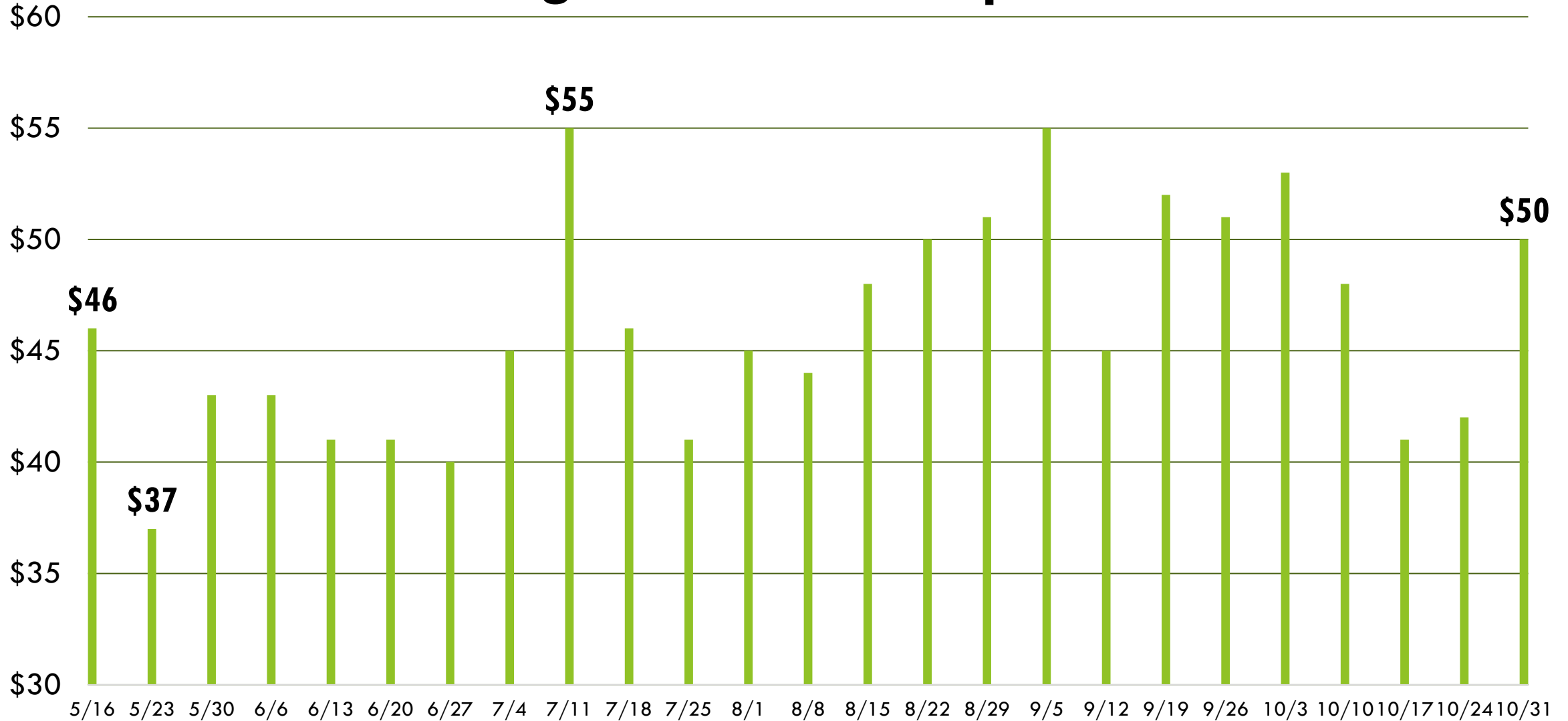
Motor-In Moscow Farmers Market

Sales per Week



Motor-In Moscow Farmers Market

Average Sale Amount per Customer



The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic feel. The shapes are layered, with some appearing more prominent than others, and they extend from the corners towards the center of the frame.

MOSCOW FARMERS MARKET VENDOR & CUSTOMER FEEDBACK

VENDOR COMPARISON

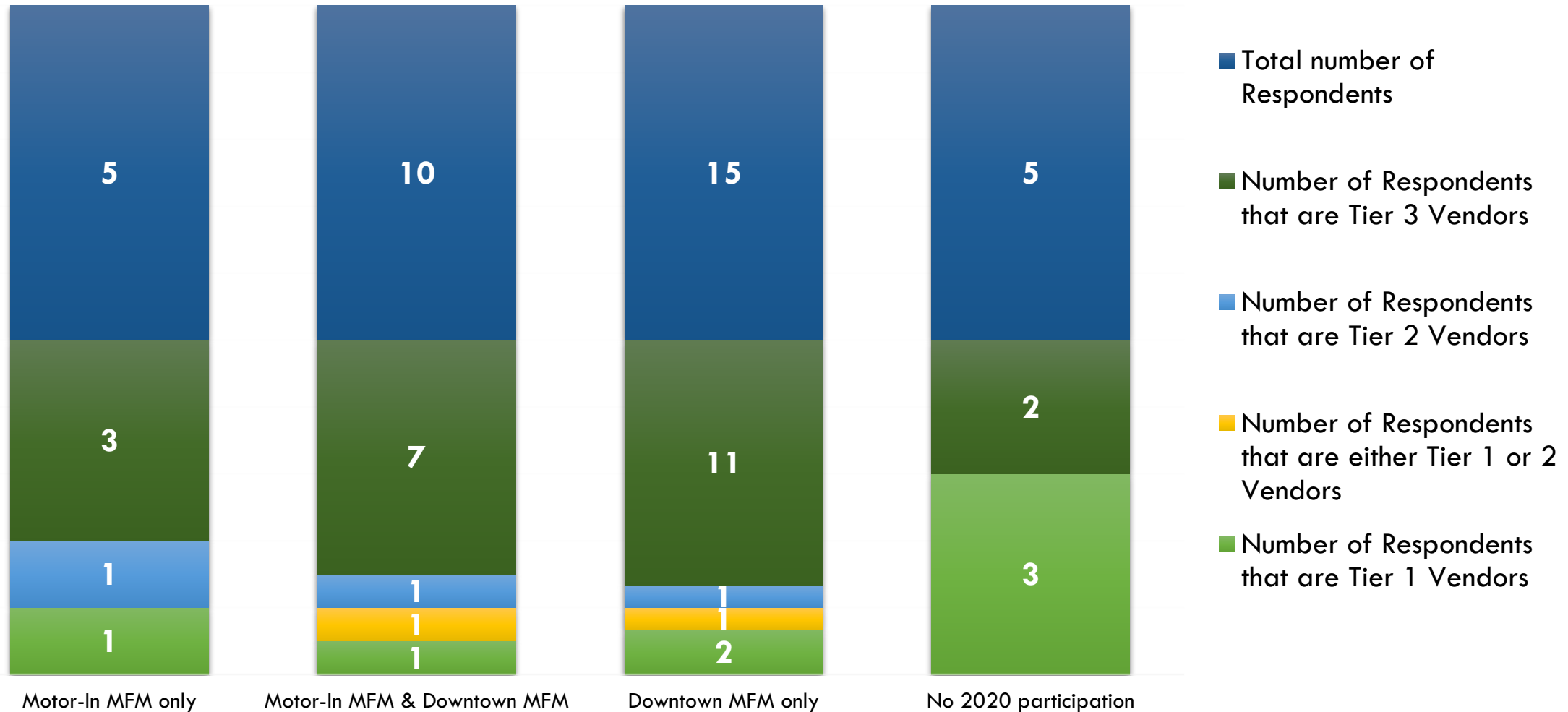
2019

- ▶ 129 attended
- ▶ 140 roster eligible

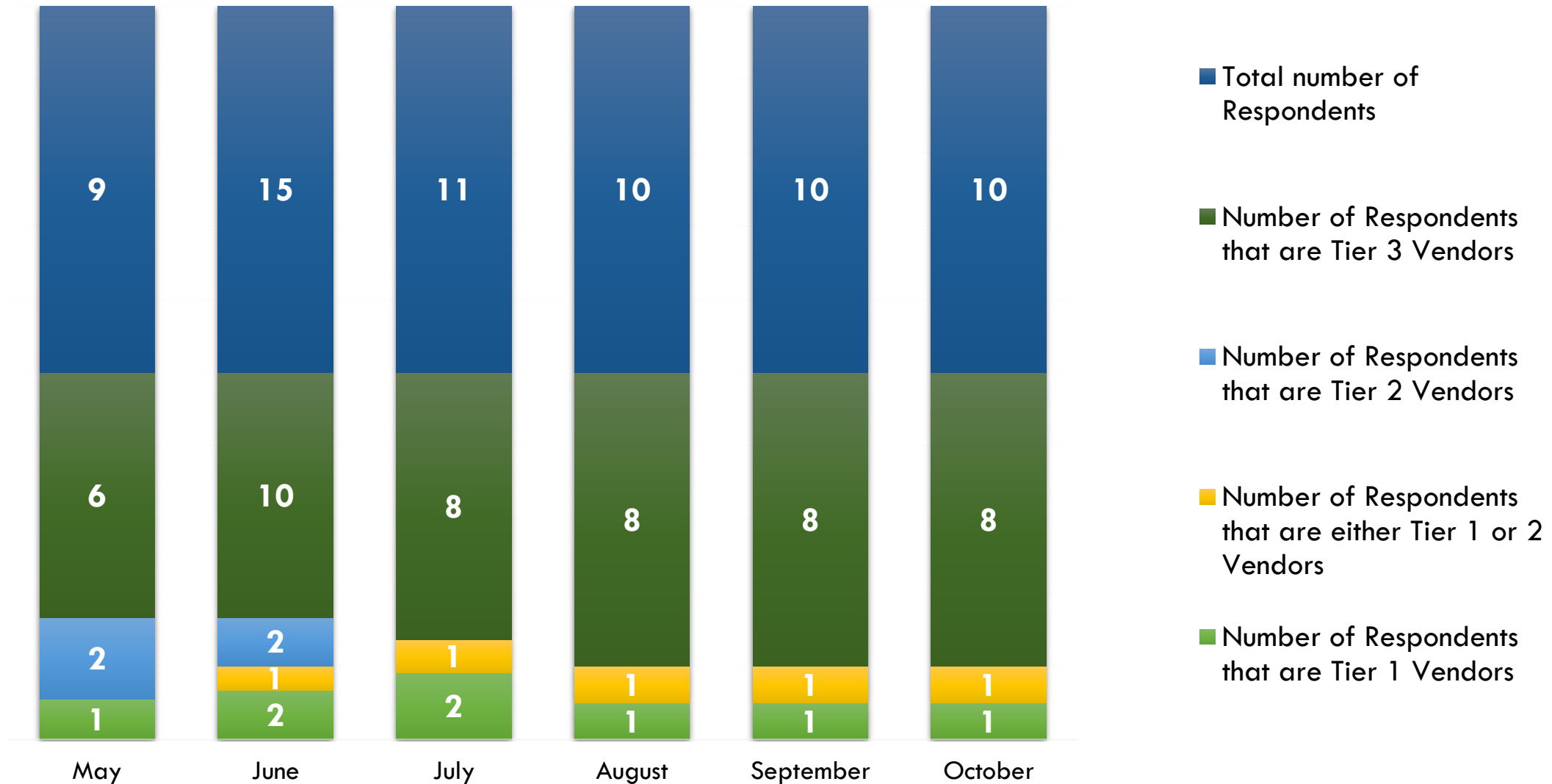
2020

- ▶ 76 attended
- ▶ 109 roster eligible
- ▶ 15 opted-out
- ▶ 37 respondents; 35 completed
 - ▶ 30 participated in 2020 season
 - ▶ 5 did not participate in 2020 season

HOW VENDORS PARTICIPATED IN 2020



VENDOR UTILIZATION OF MOTOR-IN MFM



TO USE OR NOT TO USE MOTOR-IN MFM

Used Motor-In MFM

- ▶ 15 respondents
- ▶ 40% Reach customers who felt uncomfortable attending the Downtown MFM

Did not use Motor-In MFM

- ▶ 20 respondents
- ▶ 40% Did not think my product would do well on platform
- ▶ 40% Other

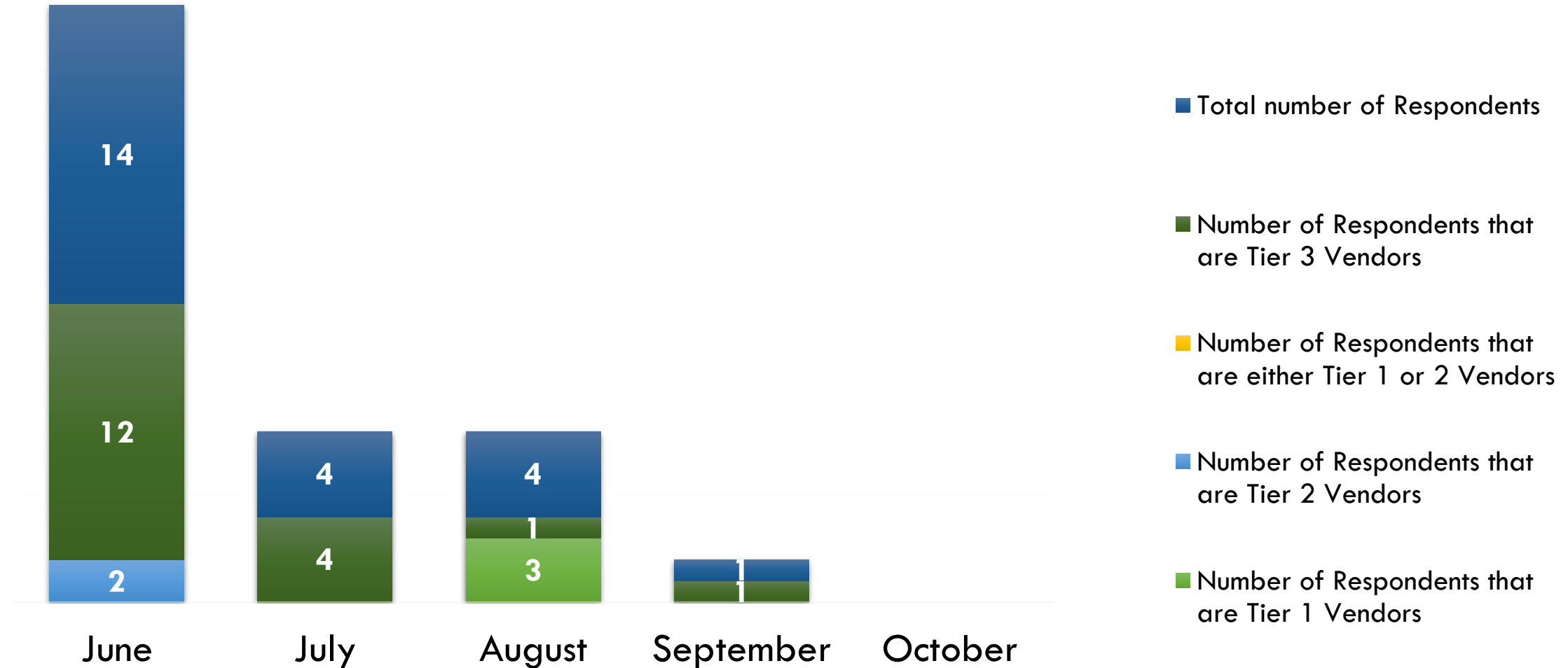
TEMPORARY PAUSE OR DISCONTINUED MOTOR-IN MFM

- ▶ 27% Paused Motor-In MFM service
 - ▶ Product availability
 - ▶ Other
- ▶ 53% Discontinued Motor-In MFM service
 - ▶ 50% occurred in October
 - ▶ 50% responded “Other”

OVERVIEW OF CURBSIDE AND PICK-UP SERVICES

- ▶ 60% likely to offer
- ▶ 47% satisfied with Local Line
- ▶ 80% preferred to keep Motor-In MFM on Saturday

VENDOR ATTENDANCE AT DOWNTOWN MFM



TEMPORARILY STOPPED OR CEASED ATTENDING DOWNTOWN MFM

- ▶ 44% Temporarily stopped attending
 - ▶ 36% Increase of COVID-19 cases or Other
 - ▶ 27% Not enough produce inventory or practicing social distancing/quarantining
 - ▶ 18% Desire to slow the spread of COVID-19 in community
- ▶ 17% Ceased attending

DID NOT ATTEND DOWNTOWN MFM

- ▶ 60% In an at-risk population or caregiver
- ▶ 30% Did not believe business would be viable
- ▶ 20% Other

FEELINGS OF SAFETY AT DOWNTOWN MFM

Vendor face covering requirement

- ▶ **39% Somewhat Safe**
- ▶ 30% Neutral
- ▶ 30% Very Safe

Customer face covering requirement

- ▶ **39% Somewhat Safe**
- ▶ 35% Neutral
- ▶ 29% Very Safe

FEELINGS OF SAFETY AT DOWNTOWN MFM

Addition of hand sanitizer stations

- ▶ **43% Somewhat Safe**
- ▶ 35% Neutral
- ▶ 22% Very Safe

Addition of hand washing station

- ▶ 43% Somewhat Safe
- ▶ 43% Neutral
- ▶ 13% Very Safe

FEELINGS OF SAFETY AT DOWNTOWN MFM

Distribution of hand sanitizer and alcohol wipes

- ▶ **45% Somewhat Safe**
- ▶ 36% Neutral
- ▶ 18% Very Safe

Cancellation of Entertainment and Programming

- ▶ **48% Neutral**
- ▶ 30% Somewhat Safe
- ▶ 22% Very Safe

FEELINGS OF SAFETY AT DOWNTOWN MFM

Single Entry Point

- ▶ **61% Neutral**
- ▶ 22% Very Safe
- ▶ 17% Somewhat Safe

Market Wagon Sanitation

- ▶ **45% Neutral**
- ▶ 36% Somewhat Safe
- ▶ 18% Very Safe

FEELINGS OF SAFETY AT DOWNTOWN MFM

Entry Signage

- ▶ **43% Somewhat Safe**
- ▶ 35% Neutral
- ▶ 22% Very Safe

Distance Dots

- ▶ **43% Neutral**
- ▶ 35% Somewhat Safe
- ▶ 22% Very Safe

FEELINGS OF SAFETY AT DOWNTOWN MFM

Vendor options for managing hand sanitation

- ▶ **48% Somewhat Safe**
- ▶ 35% Neutral
- ▶ 17% Very Safe

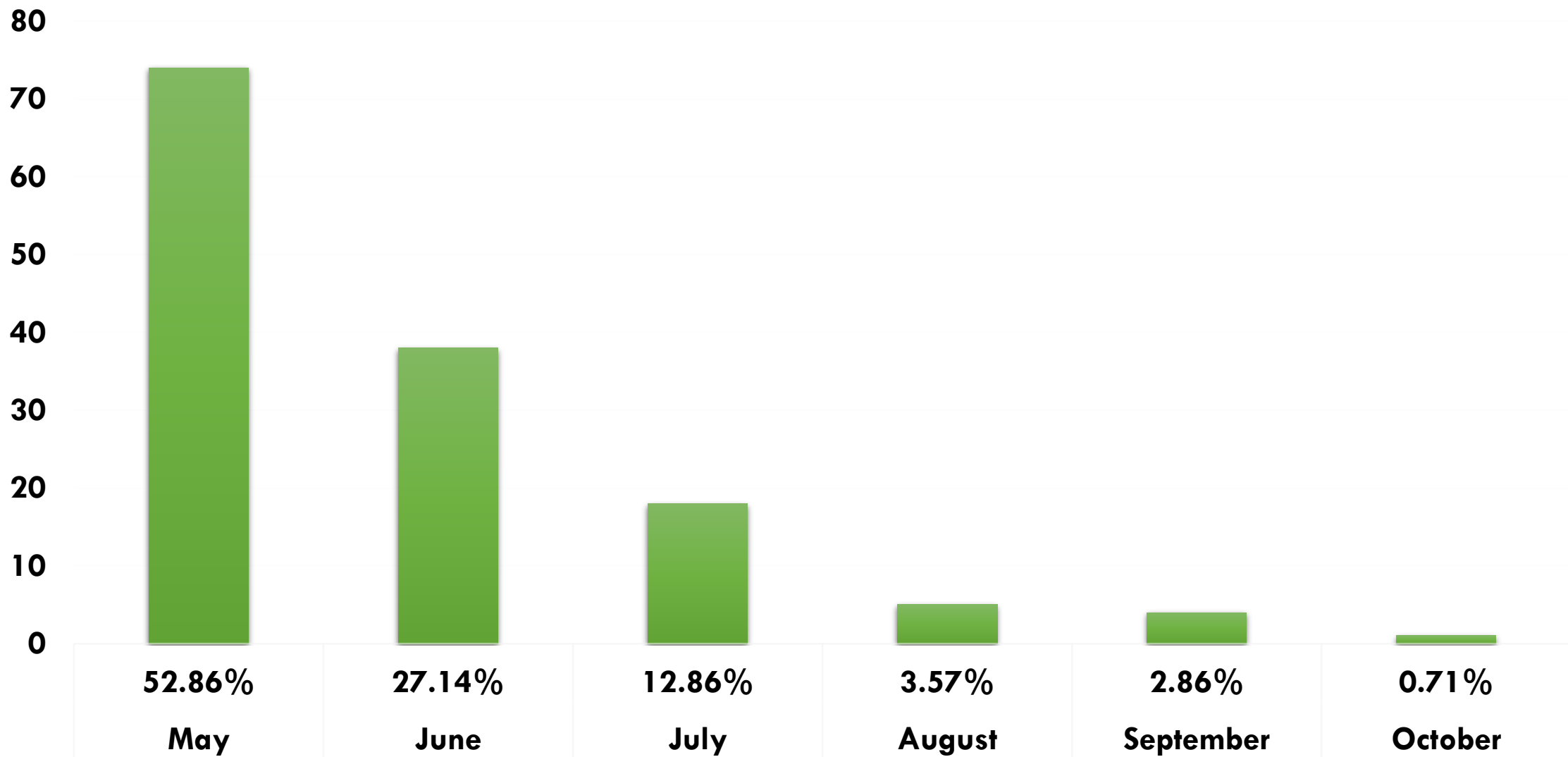
Vendor options for allowing customers to interact with products

- ▶ **43% Neutral**
- ▶ 35% Somewhat Safe
- ▶ 17% Very Safe

CUSTOMERS

- ▶ 321 responses
- ▶ 279 completed
 - ▶ 259 attended in 2019; 45% attended 2 or more Saturdays a month
 - ▶ 20 did not attend in 2019
- ▶ 139 used Motor-In MFM
- ▶ 140 did not use Motor-In MFM
- ▶ 171 attended in 2020
- ▶ 108 did not attend in 2020

WHEN DID CUSTOMERS BEGIN USING MOTOR-IN MFM



WHEN DID CUSTOMERS BEGIN USING MOTOR-IN MPM

Frequency of use for customers that began in May & June

- ▶ **37% Twice or more a month**
- ▶ **35% Every week**
- ▶ **14% Once a month**
- ▶ **14% Other**

Frequency of customers that began in July-October

- ▶ **32% Once a month**
- ▶ **29% Other**
- ▶ **25% Twice or more a month**
- ▶ **14% Every week**

HOW DID MOTOR IN MFM USE CHANGE AFTER DOWNTOWN MFM OPENED IN JUNE?

- ▶ 88% of customers that began using Motor-In MFM in May & June continued use; 12% discontinued
 - ▶ Of those that continued, 83% stated their use remained relatively the same, 10% decreased their use, and 7% increased their use
 - ▶ Of the 10% that decreased, 60% went from using twice or more a month to using monthly

HOW DID MOTOR IN MFM USE CHANGE AFTER DOWNTOWN MFM OPENED IN JUNE?

- ▶ Of customers that began using Motor-In MFM in July through October
 - ▶ 57% stated their use remained relatively the same

PRIMARY REASON FOR CUSTOMERS TO USE MOTOR-IN MFM



OPEN ENDED RESPONSES

► Other

- 31% referenced desire to keep COVID spread and exposure to a minimum in the community
- 26% indicated that it was a combination of the available answers
- 17% used this service because of the delayed start date to downtown

OVERVIEW OF CURBSIDE AND PICK-UP SERVICES

- ▶ 37% likely to use; 36% somewhat likely
- ▶ 86% preferred to keep Motor-In MFM on Saturday

WHAT WORKED WELL? WHAT CAN BE IMPROVED?

OPEN ENDED RESPONSES

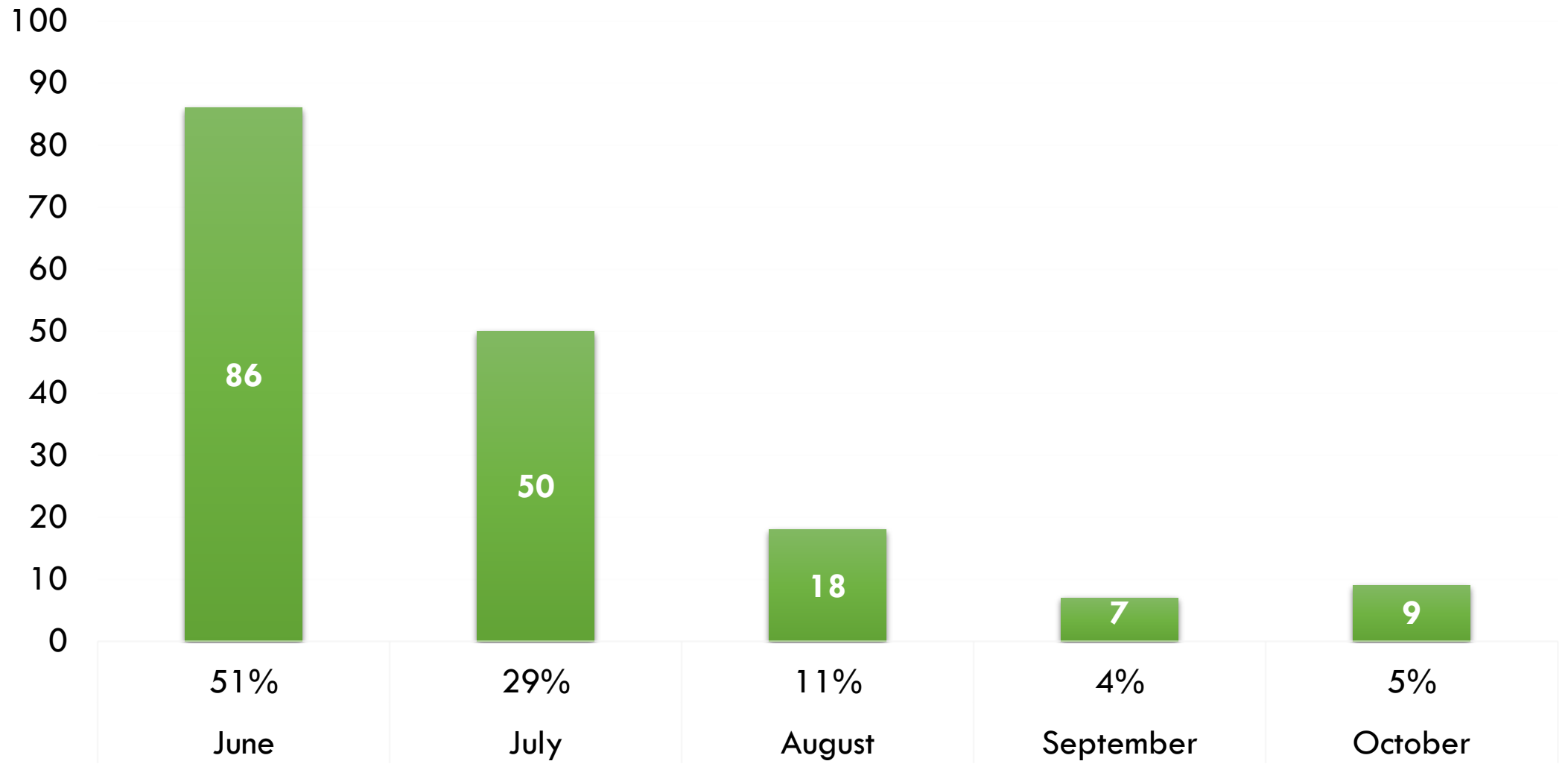
- ▶ Of the 131 respondents
 - ▶ 34% indicated that the process was efficient, quick, easy
 - ▶ 24% commented on the convenience of shopping from home and pre-ordering/pre-paying
 - ▶ 16% used this to better plan meals and shopping
 - ▶ 13% enjoyed the limited contact

WHAT WORKED WELL? WHAT CAN BE IMPROVED?

OPEN ENDED RESPONSES

- ▶ Of the 118 respondents
 - ▶ 31% did not have any comments for improvement
 - ▶ 23% indicated that Local Line functionality was the most cumbersome part
 - ▶ 19% did not think there was the same variety as downtown or were unable to find what they were looking for and had to go downtown
 - ▶ 12% commented on the short ordering window

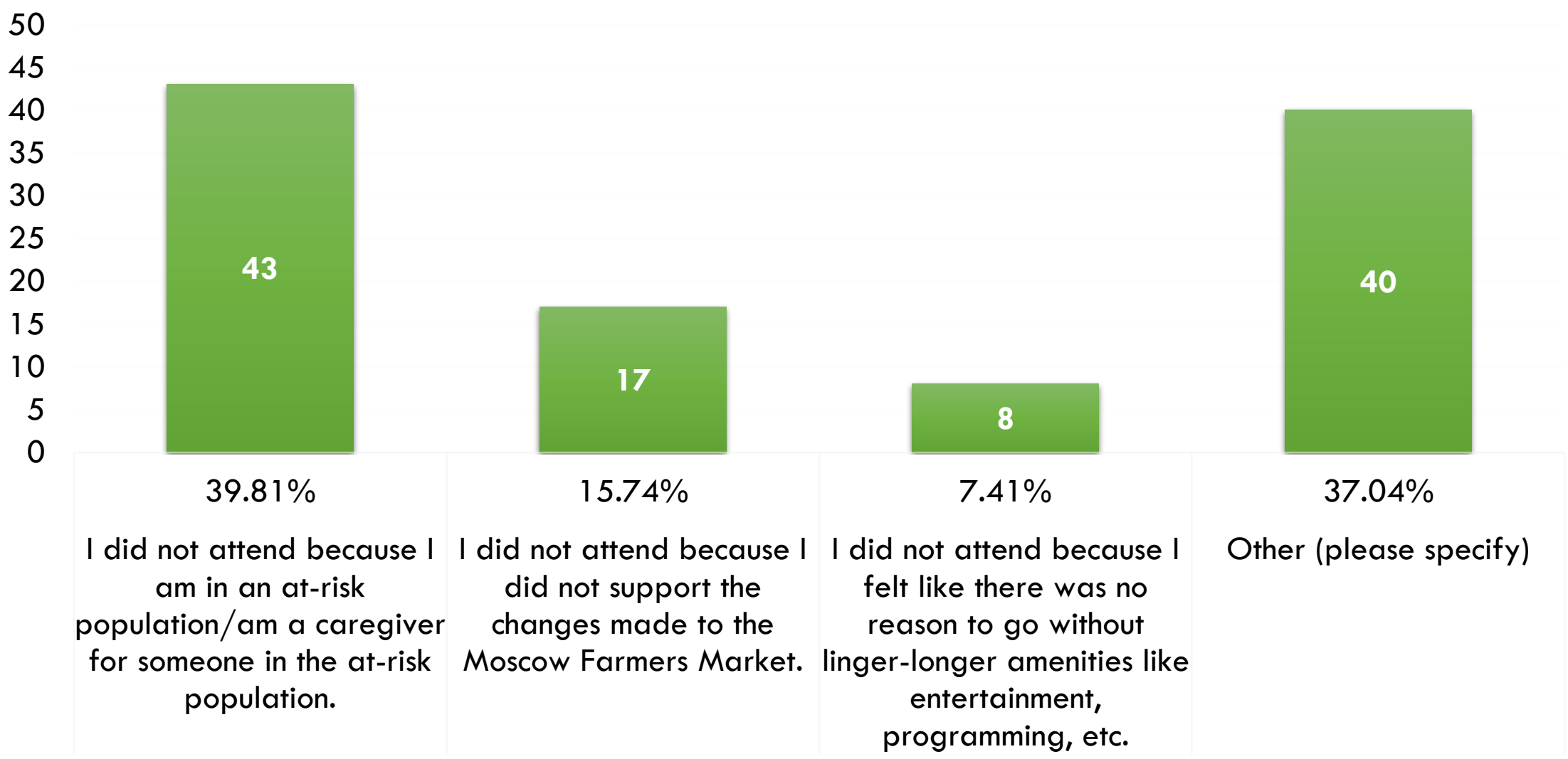
ATTENDANCE AT DOWNTOWN MFM



ATTENDANCE FREQUENCY AT DOWNTOWN MFM



PRIMARY REASON FOR NOT ATTENDING DOWNTOWN MFM

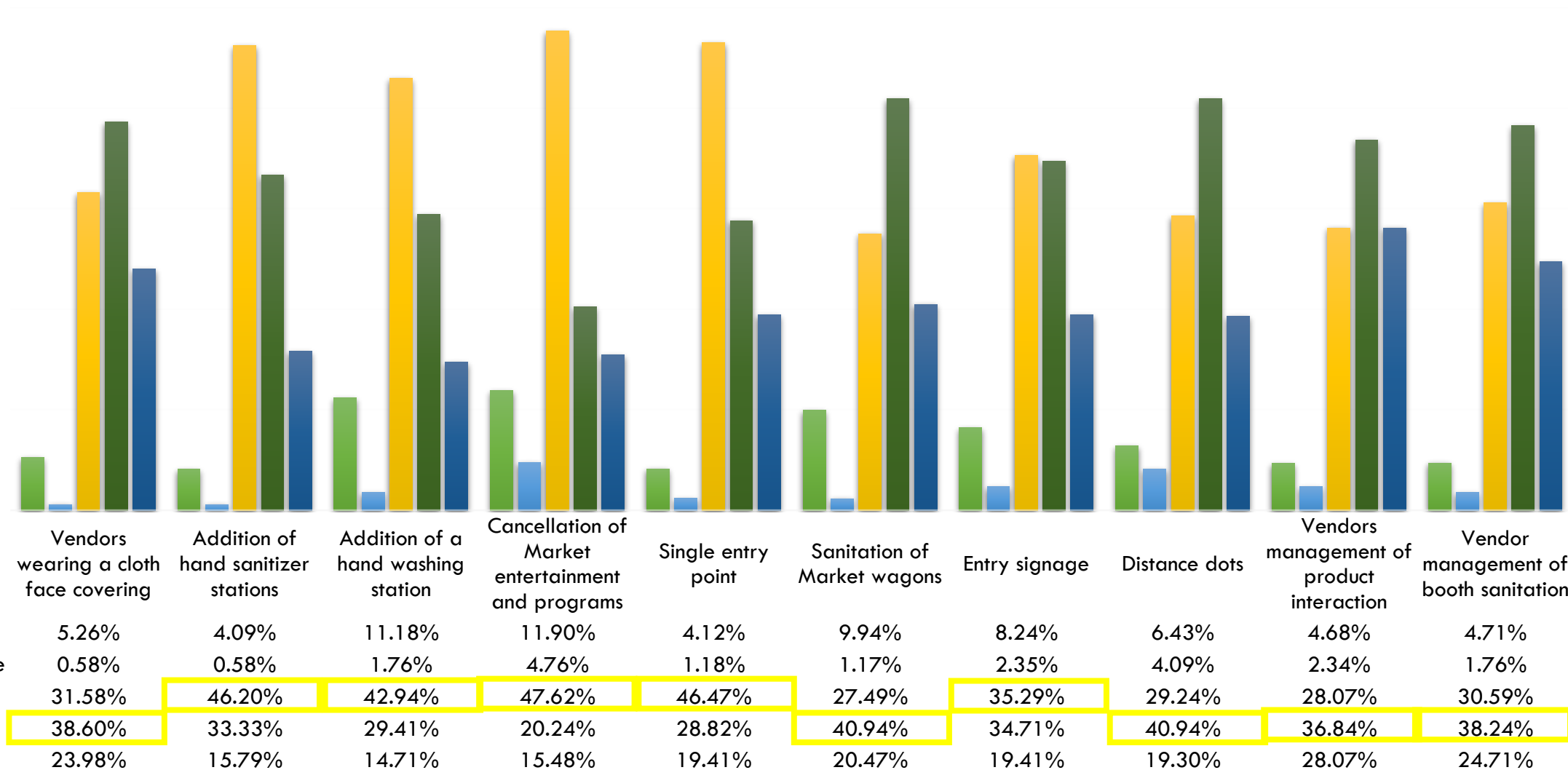


OPEN ENDED RESPONSES

► Other

- 48% indicated that minimizing exposure for everyone was a top priority
- 23% used Motor-In MFM instead of attending downtown
- 18% did not agree with the Emergency Public Health Order

FEELINGS OF SAFETY AT DOWNTOWN MFM



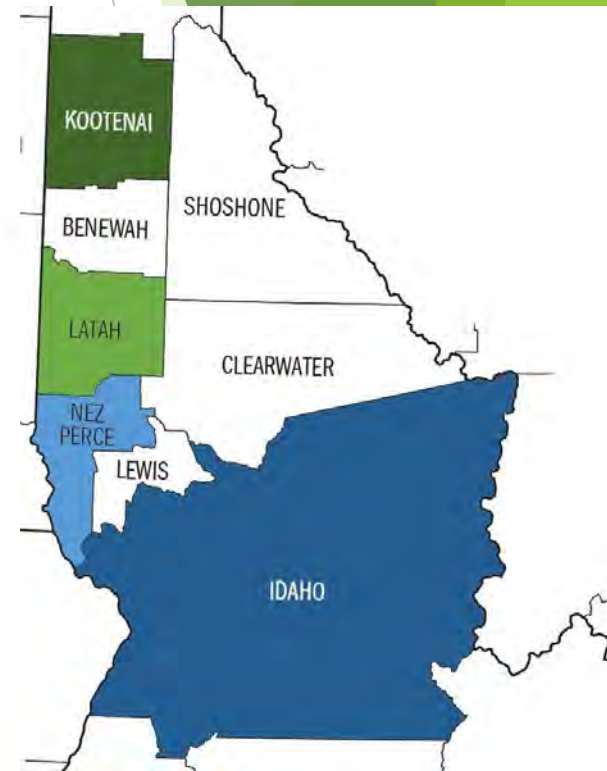
ADDITIONAL FEEDBACK

OPEN ENDED RESPONSES

- ▶ Of the 204 respondents that provided additional feedback
 - ▶ 27% expressed some form of disappointment, disagreement, or unhappiness
 - ▶ 21% felt management did a great job and expressed gratitude and understanding
 - ▶ 15% would like to see better enforcement of rules, guidelines, and Emergency Public Health Order
 - ▶ 14% were generally happy with the service
 - ▶ 12% were thankful for Motor-In MFM

RESPONDENTS LOCATIONS

Totals by Zip Code			
City	County	Zip Code	Count
Clarkston	Asotin	99403	1
Pomeroy	Garfield	99347	1
Grangeville	Idaho	83530	1
Worley	Kootenai	83876	1
Moscow	Latah	83843	189
Viola	Latah	83872	1
Troy	Latah	83871	9
Deary	Latah	83823	1
Genesee	Latah	83832	2
Potlatch	Latah	83855	1
Lewiston	Nez Perce	83501	1
Pullman	Whitman	99163	38
Palouse	Whitman	99161	6
Almota/Step toe	Whitman	99111	3
Colton	Whitman	99113	1
Uniontown	Whitman	99179	1
Invalid Zip Code	n/a	84843	1



MOSCOW FARMERS MARKET



DEPARTMENT & COMMISSION TABLING REQUEST FORM

The Moscow Farmers Market averages 10,000 visitors per Market day, with many of these individuals residing within Latah and Whitman County. In an effort to promote collaboration between City departments and divisions, and bring awareness to citizens about special projects, programs, and initiatives, the Community Events Division invites City Commissions and Departments to host a table during the Market season.

To host a table, simple select the City-affiliated Commission or Department you are representing and up to five dates for tabling at the Market. A minimum of two dates will be selected by the Community Events Division. **Selection of dates on this form does not guarantee assignment.** Applicants will be notified of the final tabling schedule by early- to mid-April.

- | | |
|---|---|
| ☐ Board of Adjustment | ☐ Moscow Arts Commission |
| ☐ Fair & Affordable Housing Commission | ☐ Moscow Pathways Commission |
| ☐ Farmers Market Commission | ☐ Sustainable Environment Commission |
| ☐ Historic Preservation Commission | ☐ Transportation Commission |
| ☐ Human Rights Commission | ☐ Tree Commission |
| ☐ Parks & Recreation Commission | ☐ City Department or Division |
| ☐ Planning & Zoning Commission | |

MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
☐ 1	☐ 5	☐ 3	☐ 7	☐ 4	☐ 2
☐ 8	☐ 12	☐ 10	☐ 14	☐ 11	☐ 9
☐ 15	☐ 19	☐ 17	☐ 21	☐ 18	☐ 16
☐ 22	☐ 26	☐ 24	☐ 28	☐ 25	☐ 23
☐ 29		☐ 31			☐ 30

One to two sentence description of outreach efforts for weekly press release, social media, and e-newsletter.

Contact for Outreach Events:

First Name Last Name Cellphone Number Email

FOR COMMISSIONS

City Staff Liaison Signature: _____

Date: _____

By signing this form, City Staff Liaison acknowledges they are aware of their Commission's outreach efforts and are responsible for collecting items at the end of Market day if Commission members fail to do so.

For office use only

Request Form received on: _____

MM/DD/YYYY

MOSCOW FARMERS MARKET



COMMISSION TABLING GUIDELINES

The Community Events Division welcomes City of Moscow Commissions to host a table at the Moscow Farmers Market to conduct public outreach.

All City Commissions must adhere to the following:

- Conduct tabling hours between **9 am and 12 pm** within the confines of the tabling space next to the **bus shelter in Friendship Square**.
- Be responsible for the transportation of their tabling materials.
- Submit date requests no later than April 1 each year for priority consideration.
- Include a brief description on outreach initiative for inclusion in the Moscow Farmers Market weekly press release and monthly e-newsletter.

The following items will always be provided and set-up by Market Staff for Commissions:

- One, six (6) foot table
- City of Moscow tablecloth
- Shade umbrella with weighted stand (a pop-up tent with tent weights will be supplied during inclement weather)
- Two chairs

Commissions that are unable to table on their assigned day must inform their City staff liaisons. Staff liaisons are to contact the Moscow Farmers Market regarding such cancelations and to find an alternative date. Office hours during the Moscow Farmers Market season are Tues. through Fri., 8 am to 5 pm.

2021													
Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)	Tier 1-# of days attending	1	2	3	4	5	6	7	8	
Annual Registration Fee	\$15	\$50	\$125	11'x15'	\$45	\$75	\$105	\$135	\$165	\$195	\$225	\$255	
Daily Full Booth Space Fee 11' x 15'	\$30	\$20	\$15	5'x15'	\$30	\$45	\$60	\$75	\$90	\$105	\$120	\$135	
Daily Shared Booth Space 5' x 15'	\$15	\$12	\$9	Tier 2-# of days attending	9	10	11	12	13	14	15	16	17
Daily Electricity	\$10	\$10	\$10	11'x15'	\$230	\$250	\$270	\$290	\$310	\$330	\$350	\$370	\$390
Limited outlets, 16 amp max				5'x15'	\$158	\$170	\$182	\$194	\$206	\$218	\$230.00	\$242	\$254
Daily Truck Parking	\$25	\$20	\$15	Tier 3-# of days attending	18	19	20	21	22	23	24	25	26
Daily Corner Space	\$5	\$5	\$5	11'x15'	\$395	\$410	\$425	\$440	\$455	\$470	\$485	\$500	\$515
Daily Youth Vendor	\$6	\$6	\$6	5'x15'	\$287	\$296	\$305	\$314	\$323	\$332	\$341	\$350	\$359
Daily Performance Vendor	\$7	\$7	\$7										

Annual Season Increase Per Day Increase

2022													
Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)	Tier 1-# of days attending	1	2	3	4	5	6	7	8	
Annual Registration Fee	\$15	\$51	\$128	11'x15'	\$46	\$77	\$107	\$138	\$168	\$199	\$230	\$260	
Daily Full Booth Space Fee 11' x 15'	\$31	\$20	\$15	5'x15'	\$31	\$46	\$61	\$77	\$92	\$107	\$122	\$138	
Daily Shared Booth Space 5' x 15'	\$15	\$12	\$9	Tier 2-# of days attending	9	10	11	12	13	14	15	16	17
Daily Electricity	\$10	\$10	\$10	11'x15'	\$235	\$255	\$275	\$296	\$316	\$337	\$357	\$377	\$398
Limited outlets, 16 amp max				5'x15'	\$161	\$173	\$186	\$198	\$210	\$222	\$234.60	\$247	\$259
Daily Truck Parking	\$26	\$20	\$15	Tier 3-# of days attending	18	19	20	21	22	23	24	25	26
Daily Corner Space	\$5	\$5	\$5	11'x15'	\$403	\$418	\$434	\$449	\$464	\$479	\$495	\$510	\$525
Daily Youth Vendor	\$6	\$6	\$6	5'x15'	\$293	\$302	\$311	\$320	\$329	\$339	\$348	\$357	\$366
Daily Performance Vendor	\$7	\$7	\$7										

\$5
\$3

\$8
\$5

\$10
\$7

\$0.64
\$0.34

\$0.46
\$0.30

\$0.40
\$0.28

2023													
Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)	Tier 1-# of days attending	1	2	3	4	5	6	7	8	
Annual Registration Fee	\$16	\$52	\$130	11'x15'	\$47	\$78	\$109	\$140	\$172	\$203	\$234	\$265	
Daily Full Booth Space Fee 11' x 15'	\$31	\$21	\$16	5'x15'	\$31	\$47	\$62	\$78	\$94	\$109	\$125	\$140	
Daily Shared Booth Space 5' x 15'	\$16	\$12	\$9	Tier 2-# of days attending	9	10	11	12	13	14	15	16	17
Daily Electricity	\$10	\$10	\$10	11'x15'	\$239	\$260	\$281	\$302	\$323	\$343	\$364	\$385	\$406
Limited outlets, 16 amp max				5'x15'	\$164	\$177	\$189	\$202	\$214	\$227	\$239.29	\$252	\$264
Daily Truck Parking	\$26	\$21	\$16	Tier 3-# of days attending	18	19	20	21	22	23	24	25	26
Daily Corner Space	\$5	\$5	\$5	11'x15'	\$411	\$427	\$442	\$458	\$473	\$489	\$505	\$520	\$536
Daily Youth Vendor	\$6	\$6	\$6	5'x15'	\$299	\$308	\$318	\$327	\$336	\$346	\$355	\$365	\$374
Daily Performance Vendor	\$7	\$7	\$7										

\$5
\$3

\$8
\$5

\$11
\$8

\$0.65
\$0.34

\$0.47
\$0.30

\$0.40
\$0.30

2024													
Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)	Tier 1-# of days attending	1	2	3	4	5	6	7	8	
Annual Registration Fee	\$16	\$53	\$133	11'x15'	\$48	\$80	\$111	\$143	\$175	\$207	\$239	\$271	
Daily Full Booth Space Fee 11' x 15'	\$32	\$21	\$16	5'x15'	\$32	\$48	\$64	\$80	\$96	\$111	\$127	\$143	
Daily Shared Booth Space 5' x 15'	\$16	\$13	\$10	Tier 2-# of days attending	9	10	11	12	13	14	15	16	17
Daily Electricity	\$11	\$11	\$11	11'x15'	\$244	\$265	\$287	\$308	\$329	\$350	\$371	\$393	\$414
Limited outlets, 16 amp max				5'x15'	\$168	\$180	\$193	\$206	\$219	\$231	\$244.01	\$257	\$269
Daily Truck Parking	\$27	\$22	\$16	Tier 3-# of days attending	18	19	20	21	22	23	24	25	26
Daily Corner Space	\$5	\$5	\$5	11'x15'	\$419	\$435	\$451	\$467	\$483	\$499	\$515	\$531	\$547
Daily Youth Vendor	\$6	\$6	\$6	5'x15'	\$305	\$315	\$324	\$334	\$344	\$353	\$363	\$372	\$382
Daily Performance Vendor	\$7	\$7	\$7										

\$5
\$3

\$8
\$5

\$11
\$8

\$0.66
\$0.36

\$0.48
\$0.31

\$0.42
\$0.30

2025													
Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)	Tier 1-# of days attending	1	2	3	4	5	6	7	8	
Annual Registration Fee	\$16	\$53	\$135	11'x15'	\$49	\$81	\$114	\$146	\$179	\$211	\$244	\$276	
Daily Full Booth Space Fee 11' x 15'	\$32	\$22	\$16	5'x15'	\$32	\$49	\$65	\$81	\$97	\$114	\$130	\$146	
Daily Shared Booth Space 5' x 15'	\$16	\$13	\$10	Tier 2-# of days attending	9	10	11	12	13	14	15	16	17
Daily Electricity	\$11	\$11	\$11	11'x15'	\$248	\$270	\$291	\$313	\$335	\$356	\$378	\$400	\$421
Limited outlets, 16 amp max				5'x15'	\$170	\$183	\$196	\$209	\$222	\$235	\$247.83	\$261	\$274
Daily Truck Parking	\$27	\$22	\$16	Tier 3-# of days attending	18	19	20	21	22	23	24	25	26
Daily Corner Space	\$5	\$5	\$5	11'x15'	\$428	\$444	\$460	\$476	\$493	\$509	\$525	\$541	\$558
Daily Youth Vendor	\$6	\$6	\$6	5'x15'	\$312	\$321	\$331	\$341	\$351	\$361	\$370	\$380	\$390
Daily Performance Vendor	\$7	\$7	\$7										

\$5
\$3

\$7
\$4

\$11
\$8

\$0.67
\$0.36

\$0.43
\$0.25

\$0.42
\$0.31

2026													
Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)	Tier 1-# of days attending	1	2	3	4	5	6	7	8	
Annual Registration Fee	\$17	\$54	\$138	11'x15'	\$50	\$83	\$116	\$149	\$182	\$215	\$248	\$282	
Daily Full Booth Space Fee 11' x 15'	\$33	\$22	\$17	5'x15'	\$33	\$50	\$66	\$83	\$99	\$116	\$133	\$149	
Daily Shared Booth Space 5' x 15'	\$17	\$13	\$10	Tier 2-# of days attending	9	10	11	12	13	14	15	16	17
Daily Electricity	\$11	\$11	\$11	11'x15'	\$253	\$275	\$297	\$319	\$341	\$363	\$385	\$407	\$430
Limited outlets, 16 amp max				5'x15'	\$173	\$187	\$200	\$213	\$226	\$239	\$252.72	\$266	\$279
Daily Truck Parking	\$28	\$23	\$17	Tier 3-# of days attending	18	19	20	21	22	23	24	25	26
Daily Corner Space	\$6	\$6	\$6	11'x15'	\$436	\$453	\$469	\$486	\$502	\$519	\$536	\$552	\$569
Daily Youth Vendor	\$7	\$7	\$7	5'x15'	\$318	\$328	\$338	\$348	\$358	\$368	\$378	\$388	\$398
Daily Performance Vendor	\$8	\$8	\$8										

\$6
\$3

\$8
\$5

\$11
\$8

\$0.69
\$0.37

\$0.49
\$0.32

\$0.43
\$0.31

2021													Annual Season Increase	Per Day Increase
Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)	Tier 1-# of days attending	1	2	3	4	5	6	7	8		
Annual Registration Fee	\$15	\$50	\$125	11'x15'	\$45	\$75	\$105	\$135	\$165	\$195	\$225	\$255		
Daily Full Booth Space Fee 11' x 15'	\$30	\$20	\$15	5'x15'	\$30	\$45	\$60	\$75	\$90	\$105	\$120	\$135		
				Tier 2-# of days attending	9	10	11	12	13	14	15	16	17	
Daily Shared Booth Space 5' x 15'	\$15	\$12	\$9	11'x15'	\$230	\$250	\$270	\$290	\$310	\$330	\$350	\$370	\$390	
Daily Electricity	\$10	\$10	\$10	5'x15'	\$158	\$170	\$182	\$194	\$206	\$218	\$230.00	\$242	\$254	
Limited outlets, 16 amp max				Tier 3-# of days attending	18	19	20	21	22	23	24	25	26	
Daily Truck Parking	\$25	\$20	\$15											
Daily Corner Space	\$5	\$5	\$5	11'x15'	\$395	\$410	\$425	\$440	\$455	\$470	\$485	\$500	\$515	
Daily Youth Vendor	\$6	\$6	\$6	5'x15'	\$287	\$296	\$305	\$314	\$323	\$332	\$341	\$350	\$359	

2022															
Fees	Tier – 1 (1 – 8 Market Days)	Tier – 2 (9 – 17 Market Days)	Tier – 3/Season (18 – 26 days)	Tier 1-# of days attending	1	2	3	4	5	6	7	8			
Annual Registration Fee	\$15	\$52	\$129	11'x15'	\$46	\$77	\$108	\$139	\$170	\$201	\$232	\$263		\$8	\$0.96
Daily Full Booth Space Fee 11' x 15'	\$31	\$21	\$15	5'x15'	\$31	\$46	\$62	\$77	\$93	\$108	\$124	\$139		\$4	\$0.51
Daily Shared Booth Space 5' x 15'	\$15	\$12	\$9	Tier 2-# of days attending	9	10	11	12	13	14	15	16	17		
Daily Electricity	\$10	\$10	\$10	11'x15'	\$237	\$258	\$278	\$299	\$319	\$340	\$361	\$381	\$402	\$12	\$0.69
Limited outlets, 16 amp max				5'x15'	\$163	\$175	\$187	\$200	\$212	\$225	\$236.90	\$249	\$262	\$8	\$0.45
Daily Truck Parking	\$26	\$21	\$15	Tier 3-# of days attending	18	19	20	21	22	23	24	25	26		
Daily Corner Space	\$5	\$5	\$5	11'x15'	\$407	\$422	\$438	\$453	\$469	\$484	\$500	\$515	\$530	\$15	\$0.59
Daily Youth Vendor	\$6	\$6	\$6	5'x15'	\$296	\$305	\$314	\$323	\$333	\$342	\$351	\$361	\$370	\$11	\$0.41
Daily Performance Vendor	\$7	\$7	\$7												

[illegible][illegible][illegible][illegible]

Vendor	Tax	# of Days Attended	2019 Invoice	Tax Estimate	FY22 application with 2019 levels	FY22 Estimate without new vendors from 2020 or 2021
Cowboy Shirts	1	1	\$ 70	N/A	\$ 71	
Perfume Essentials	1	1	\$ 45	N/A	\$ 46	
Perfume Garden Club	1	1	\$ 46	1	\$ 46	\$ 46
Reze Boutique	1	1	\$ 48	1	\$ 48	\$ 48
Doctor David's Erotic Pleas	1	2	\$ 45	1	\$ 46	\$ 46
Scena & Solace	1	3	\$ 105	1	\$ 106	\$ 106
WEAT Bakery	1	3	\$ 84	N/A	\$ 84	
Caron Beyer Designs	1	4	\$ 133	1	\$ 137	\$ 137
Amber's Dress and Lace City Center	1	4	\$ 176	1	\$ 176	\$ 176
Tell Back Farms	1	4	\$ 140	N/A	\$ 142	
Handmade & Co.	1	5	\$ 182	1	\$ 182	\$ 182
Nature's Hair Chics	1	5	\$ 183	2	\$ 187	\$ 187
Princess Dora	1	5	\$ 95	1	\$ 91	\$ 91
Amber's Bows	1	5	\$ 86	N/A	\$ 81	
Rex Risky Design	1	6	\$ 193	1	\$ 197	\$ 197
PaintedKitties Farm	1	6	\$ 200	2	\$ 233	\$ 233
SecondStory	1	6	\$ 204	1	\$ 207	\$ 207
Beahtford	1	7	\$ 170	1	\$ 172	\$ 172
Country Time Alpacas	1	7	\$ 120	1	\$ 121	\$ 121
Shutters	1	7	\$ 223	1	\$ 228	\$ 228
Blue Sky Handbags	1	8	\$ 245	2	\$ 248	\$ 248
Stiletto All Blackberry Farm	1	8	\$ 244	1	\$ 248	\$ 248
St and Roy Tote	1	8	\$ 260	N/A	\$ 263	
Rain Coasters by Time	1	9	\$ 285	N/A	\$ 288	\$ 288
Harsh and Maurin Farm	1	11	\$ 325	3	\$ 329	\$ 329
Willow River Ranch	1	11	\$ 320	1	\$ 324	\$ 324
Scrunch out of India	2	3	\$ 120	N/A	\$ 122	
Geophagus Farm	2	4	\$ 130	N/A	\$ 132	
Handmade Coats	2	4	\$ 102	2	\$ 102	\$ 152
The Little Shop of Serendipity LLC	2	5	\$ 170	2	\$ 172	\$ 172
YGA	2	6	\$ 185	2	\$ 197	\$ 197
RayZom	2	6	\$ 174	2	\$ 172	\$ 172
Rever Coffee & Cookies	2	6	\$ 163	N/A	\$ 167	\$ 167
J & A Woodstock	2	7	\$ 173	2	\$ 177	\$ 177
Parasollette	2	7	\$ 230	2	\$ 233	\$ 233
Indigofields handmade goods	2	8	\$ 210	2	\$ 213	\$ 213
Reverie Farm	2	8	\$ 210	2	\$ 213	\$ 213
Reverie Iron Fashs	2	9	\$ 200	2	\$ 203	\$ 203
Los Gardens	2	9	\$ 200	2	\$ 203	\$ 203
Oh, World Oh	2	9	\$ 230	N/A	\$ 233	
Rain Farm Publishing	2	10	\$ 245	N/A	\$ 248	
Sensation Soons	2	10	\$ 250	2	\$ 253	\$ 253
insipide	2	11	\$ 290	2	\$ 293	\$ 293
Palouse Protein Farms LLC	2	11	\$ 270	2	\$ 273	\$ 273
Almanac Berry Patch	2	12	\$ 280	2	\$ 283	
Amber's "Nashville Styled Wood Sculptures"	2	12	\$ 300	2	\$ 303	\$ 303
Artive Old Windows	2	13	\$ 310	2	\$ 314	\$ 314
Sedgwick Farm	2	14	\$ 330	2	\$ 334	\$ 334
Thrive Arts	2	14	\$ 300	2	\$ 303	\$ 303
Alexxon Vintage	2	15	\$ 330	2	\$ 334	\$ 334
Baths of Life	2	16	\$ 342	2	\$ 345	\$ 345
Salt and Rock Vineyard	2	16	\$ 300	3	\$ 303	\$ 303
Trailblazer Arts	2	16	\$ 300	2	\$ 304	\$ 304
Ball Out Foods	2	17	\$ 390	3	\$ 393	\$ 393
John Landgrave Photography	2	20	\$ 440	3	\$ 443	\$ 443
Harvest Life Foods	2	24	\$ 338	3	\$ 343	\$ 343
Rain's Creative Woodworking	2	24	\$ 300	3	\$ 306	\$ 306
Texas Ridge LLC	2	24	\$ 330	3	\$ 336	\$ 336
North Carolina	2	25	\$ 500	3	\$ 506	\$ 506
Amber's Art	2	26	\$ 513	3	\$ 521	\$ 521
Rain Protein Growth	2	7	\$ 485	N/A	\$ 491	
Rex Roberts	3	7	\$ 544	3	\$ 552	\$ 552
Clonburg Farm LLC	3	8	\$ 365	3	\$ 369	\$ 369
Freemans Creek Originals	3	14	\$ 455	3	\$ 460	\$ 460
Carboun Family Fruit	3	15	\$ 605	3	\$ 612	\$ 612
Art Andree and Floral	3	16	\$ 500	3	\$ 506	\$ 506
Samuel Jo Sue Pottery	3	16	\$ 120	N/A	\$ 124	
Albale Farms	3	17	\$ 605	3	\$ 612	\$ 612
Bird by the Hand Photography	3	17	\$ 610	3	\$ 615	\$ 615
Hagen's Orchard	3	17	\$ 665	3	\$ 673	\$ 673
Emotional Overcast	3	17	\$ 610	3	\$ 615	\$ 615
Affinity Arts	3	18	\$ 624	3	\$ 703	\$ 703
Pine Creek Farms	3	18	\$ 605	N/A	\$ 611	
Howley Farm and Garden	3	18	\$ 640	3	\$ 648	\$ 648
Art By Adams	3	19	\$ 399	3	\$ 390	\$ 390
Rex Canyon Reef	3	19	\$ 455	3	\$ 460	\$ 460
Indiana Todd Antiques	3	19	\$ 104	N/A	\$ 111	\$ 111
Reverie Creek Farm	3	19	\$ 1,073	3	\$ 1,088	\$ 1,088
Unconquered Hill Farm	3	19	\$ 935	3	\$ 946	\$ 946
Coyote Cotton Art	3	20	\$ 483	3	\$ 491	\$ 491
Coke Ranch Farm	3	20	\$ 440	3	\$ 445	\$ 445
Rockybranch Blacksmiths	3	20	\$ 424	N/A	\$ 430	
Family Garden	3	21	\$ 615	3	\$ 625	\$ 625
Humble Repair	3	21	\$ 445	3	\$ 452	\$ 452
Orchard Farm	3	21	\$ 440	3	\$ 445	\$ 445
Pink Scenties	3	21	\$ 323	3	\$ 327	\$ 327
Classic Equation	3	22	\$ 444	3	\$ 460	\$ 460
J Leath Payne	3	22	\$ 425	3	\$ 430	\$ 430
Pink's Pops Treats	3	22	\$ 455	3	\$ 460	\$ 460
Whisper Wines/Chewin Collapsible & Arts	3	22	\$ 455	N/A	\$ 460	
Red Beans	3	23	\$ 470	N/A	\$ 476	
Homestead Farm	3	23	\$ 484	3	\$ 491	\$ 491
LandVibe Creations	3	23	\$ 615	3	\$ 625	\$ 625
Little Rabbit's Home Décor	3	23	\$ 500	3	\$ 506	\$ 506
Nash's Sewing & Crafts	3	23	\$ 470	3	\$ 476	\$ 476
Painting of the Hills	3	23	\$ 500	3	\$ 506	\$ 506
Ree-Joe-Pop Shop	3	23	\$ 514	3	\$ 521	\$ 521
Alison Meyer Photography	3	24	\$ 873	3	\$ 886	\$ 886
Rex The Oxen	3	24	\$ 881	N/A	\$ 891	
Opava Fruit Farm	3	24	\$ 845	3	\$ 853	\$ 853
Griffith's Ridge Farm	3	24	\$ 600	3	\$ 607	\$ 607
Stout Scott Natural Oils	3	24	\$ 341	3	\$ 345	\$ 345
Reverie Creek Creamery	3	25	\$ 500	3	\$ 506	\$ 506
Reverie Creek Farm	3	25	\$ 500	3	\$ 506	\$ 506
Electric Woodies	3	25	\$ 500	3	\$ 506	\$ 506
Grasslands Edin's Jem and Jeff's	3	25	\$ 350	3	\$ 354	\$ 354
Monsoon's Tannery	3	25	\$ 484	3	\$ 491	\$ 491
Amie LLC	3	25	\$ 750	3	\$ 759	\$ 759
Nature Strips	3	25	\$ 485	3	\$ 491	\$ 491
Farm's Kitchen	3	25	\$ 1,085	3	\$ 1,098	\$ 1,098
Ree	3	25	\$ 635	3	\$ 633	\$ 633
Yanna's Alley	3	25	\$ 750	3	\$ 759	
Carson Protein Wherry	3	26	\$ 515	3	\$ 521	\$ 521
Old Housewares	3	26	\$ 389	3	\$ 393	\$ 393
Cassanova Arroz Farm	3	26	\$ 890	3	\$ 901	\$ 901
Quilting Henry	3	26	\$ 107	3	\$ 103	\$ 103
K and C Farms	3	26	\$ 1,293	3	\$ 1,311	\$ 1,311
Jacyn Korthof	3	26	\$ 515	3	\$ 521	\$ 521
Woodstock Heritage Farm	3	26	\$ 515	3	\$ 521	\$ 521
Falkner Creek Farms	3	26	\$ 905	3	\$ 916	\$ 916
Redhawk Seasonings	3	26	\$ 500	3	\$ 506	\$ 506
Reverie Club of Alpacas	3	26	\$ 624	3	\$ 633	\$ 633
Reverie Cookies Company	3	26	\$ 515	3	\$ 521	\$ 521
Twickenham Cakes	3	26	\$ 485	3	\$ 491	\$ 491
Woodland Assistants	3	26	\$ 515	3	\$ 521	\$ 521
			\$ 51,028		\$ 51,640	\$ 46,629
Other Vendor Fees (Youth, Performance, etc.)			\$ 3,692		\$ 3,700	\$ 3,700
Fees collected			\$ 54,720		\$ 55,340	\$ 49,329
					\$ 620	

N/A = an unlikely return to AFM (moved, no response, other)

Opt-out for "21, likely return for "22

Year	Annual
2010	1.6
2011	3.2
2012	2.1
2013	1.5
2014	1.6
2015	0.1
2016	1.3
2017	2.1
2018	2.4
2019	1.8
2020	1.2

	FY22 Budget - ESTIMATED NOT COMPLETE								
		FY21 Actual	FY21 Budget - 76%	FY20 Actual - 82%	FY20 Budget - 76%	FY19 Actual - 83%	FY19 Budget - 83%	FY18 Actual - 80%	FY18 Budget - 81%
Personnel	\$ 150,000		\$ 109,182	\$ 100,035	\$ 110,973	\$ 96,188	\$ 66,988	\$ 58,587	\$ 78,698
(Wages, taxes, insurance, etc.)									
Program Support - 100%	\$ 21,750		\$ 18,270	\$ 10,234	\$ 19,695	\$ 24,214	\$ 32,850	\$ 19,445	\$ 11,500
Program Support - 80%	\$ 2,920		\$ 3,160	\$ 1,930	\$ 4,880	\$ 2,681	\$ 3,800	\$ 3,987	\$ 8,920
Commodity/Service - 100%	\$ 8,300		\$ 13,300	\$ 17,370	\$ 12,700	\$ 8,013	\$ 9,300	\$ 7,762	\$ 8,500
Commodity/Service - 80%	\$ 960		\$ 8,664	\$ 8,600	\$ 8,600	\$ 8,144	\$ 8,144	\$ 9,040	\$ 9,040
Total	\$ 183,930		\$ 152,576	\$ 138,169	\$ 156,848	\$ 139,240	\$ 121,082	\$ 98,821	\$ 116,658
Vendor Fees	\$ 55,500		\$ 55,500	\$ 20,545	\$ 55,500	\$ 54,720	\$ 55,500	\$ 51,888	\$ 55,500
General Tax Fund	\$ (128,430)		\$ (97,076)	\$ (117,624)	\$ (101,348)	\$ (84,520)	\$ (65,582)	\$ (46,934)	\$ (61,158)
Vendor % Contribution	30%		36%	15%	35%	39%	46%	53%	48%

\$ 138,169.00
\$ 54,750.00
\$ (83,419.00)
40%

Notes

FY18- Full Time Comm. Events Manager; 20% Arts; 20% Digital Media (9 mo., 20 hr. seasonal paid out of PnR) [AmeriCorps J.E. and D.F.]
FY19- Full Time Comm. Events Manager; 50% Arts; 20% Digital Media; transitioned from full time AmeriCorps to 9 mo., 40 hr. seasonal [AmeriCorps D.F.]
FY20- Full Time Comm. Events Manager; 50% Arts; 20% Digital Media; 9 mo., 40 hr. seasonal [AmeriCorps A.D.]
FY21- Full Time Comm. Events Manager; 50% Arts; 20% Digital Media; 9 mo., 40 hr. seasonal
FY22- Full Time Comm. Events Manager; full time Admin; 20% Digital Media

Entertainment Programs were for all contract performances regardless if same event or not
In FY19 Entertainment Programs were merged with Comm. Events. Programs (all encompassing)
In FY20 MFM Program line item developed to account for Market Entertainment and Market-related expenses
In FY20 Comm. Events Programs and Ad. & Publishing were line items dedicated to events and programs outside of MFM scope

GL Codes with 100% allocation to MFM

Postage

Uniform

Department Supplies

Dues, Subscriptions, & Memberships

Repair & Maint.

Minor Equipment

Farmers Market Commission

MFM Programming

Misc. Services & Charges

Professional Services

GL Codes with 80% allocation to MFM

Personnel

Office Supplies

Travel & Meetings

Professional Development

I.S. Systems Services

Transfer to I.S. Fund

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

February 21, 2012 – Resolution No. 2012-02 identifies location production requirements

“Those who participate in the Market include Season Vendors (selling produce, nursery products, hot and cold food, and crafts); Child Vendors; Walk-on Vendors; International Day Walk-on Vendors; and Promoters (all as defined within these policies). Such Vendors and Promoters shall produce the food, produce, and/or crafts offered at the Market in a location not more than one hundred (100) miles from Moscow City limits, unless otherwise provided for by these Market Policies. Produce and Craft Vendors who had farms or workshops more than one hundred (100) miles from Moscow City limits and who participated in the 2011 Market Season may remain in the Market unless and until they fail to participate in any subsequent Market Season. Live animals shall not be sold or given away by any Market Vendor or other person during Market hours.”
[Res. 2012-04; 2012-13]

February 25, 2013 – Farmers Market Advisory Board policy recommendations (Alison Meyer, Webb French, Marci Miller, Amanda Hixson-House, Russell Poe)

“Current Market policy requires that vendors hail from within a 100 mile radius of Moscow, with vendors from 100+ miles who were accepted to the Market prior to 2011 grandfathered in for continued participation.

We recommend changing this radius to 150 air miles (not road miles). Air miles are simple to calculate using websites such as <http://www.distancefromto.net/>. The following air mile distances from Moscow are particularly relevant:

Prosser (Durfey): 136.82

Royal City (Tonnemaker): 125.05

Quincy, WA (Scott Mickelson Farm, blueberry farmer): 139

Stanfield, WA (Aischele strawberry farmer): 124.81

Riggins, ID: 96.40

White Bird: 75.03

Benefits of Enlarging Vendor Radius to 150 Air Miles:

- Would end the need for grandfathering of vendors hailing from greater than 100 miles who were accepted prior to 2011, including Tonnemaker Farm, Durfey Farm, and Aichele Berry Farm (strawberry farmer), simplifying the rules and making all farmers feel more fairly welcomed.
- Makes it unnecessary to implement the Plan’s proposed “supplemental local” 250 mile recommendation, which we believe does not promote sustainable practices or local farmers and which is too complex to interpret and enforce. Instead of having to calculate growing zones as required by the proposed “supplemental local” idea, this 150 air mile proposal places the emphasis more appropriately on simply accepting new produce that adds to product diversity.
- Allows Scott Mickelson Farms of Quincy, WA to become a season pass holder. Scott has a 4 acre blueberry farm which could provide a huge amount of blueberries to the Market,

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

as well as sweet corn, snap peas, and strawberries. Scott is a WSU graduate who participated as a walk-on for 4 years, although he hasn't brought all of his blueberry crop to market before.

- Would support the ending of resale. Currently, 2 vendors sell products purchased from outside farms. Blueberries are a product that customers have expressed particular concern over losing if resale is ended. By allowing the 150 mile radius, Scott Mickelson Farms' blueberries could be available to our customers. This would support a more local, sustainable-minded farmer who has come to the Market to sell in person.
- Would include several warm growing areas which increase the population base from which new farmers may be recruited, including Riggins, Idaho.
- Adjusts what has been viewed as the "arbitrary" 100 mile radius to a 150 mile radius, thoughtfully considering current needs of customers and the intents of policy.

The success of this solution relies on management using good judgment in admitting new vendors.

When reviewing new vendor applicants several criteria should be considered. Preference should be given to the most local producer, and to producers who primarily direct market their products. Quality, and how well the vendor's product complements existing produce should also be considered.

Also, Market policies should properly exclude farms that are not in keeping with the mission of our Market to support sustainable practices. Most think the Market should be more of an incubator for smaller, more sustainable farms, rather than just another outlet for industrial operations that have many other wholesale options available to them. Although this 150 air mile proposal excludes one such huge farm (Imperial Gardens of Wapato, WA at 166.58 air miles), we'd like to continue seeking policy solutions that exclude industrial farms, no matter their distance from Moscow. Using an acreage limitation is not a viable solution, as the different acreage needs of products might exclude some desired goods (it would be undesirable to exclude an organic grain farm because it's larger than a low arbitrary acreage limit, e.g.). While still hoping in the future to define additional stronger policy measures to limit industrial farm participation, we suggest that this language be added to the policies for 2013: "Without compromising quality, preference will be given to the most local producer. Farmers who use environmentally responsible growing methods will also be given priority." This will give the manager more power to refuse participation of farms that do not fit with the mission of the Market."

October 9, 2013 – Farmers Market Commission Policy Subcommittee Report

"Muneta reported that the other topic discussed by the Sub-Committee was expanding the distance vendors can come from to 150 miles. Muneta said that the Sub-Committee said felt that



Vendor Location Policy- A History Timeline

there wasn't a push to extend the distance because current vendors would be grandfathered in. Discussion ensued regarding the benefit of expanding the distance vendors can come from. Pierce said that there is a policy that if a vendor can supply a product not found in the Market that they are able to be added. Burns said that the Arts Director has the ability to add vendors. Carroll asked for the Sub-Committee to agree on what recommendations they will bring to the full Commission. Muneta said that there are other topics that the Sub-Committee hasn't considered yet."

November 4, 2013 – Farmers Market Commission Policy Subcommittee Report

"Carroll reported that the Sub-Committee has three recommendations for the Commission to consider. Poe said that the first was the distance vendors can come from and that the Sub-Committee recommends leaving the distance at 100 miles. Pierce said he would like to see the distance at 150 miles to allow for more variety. Hixson-House said that the recommendation is to also omit the phrase "until they fail to participate in any subsequent Market Season". Hixson-House moved that the policy be kept at 100 miles, include the language mile radius, and remove the language: "until they fail to participate in any subsequent Market Season". Muneta seconded. Williams said that she would like to hear all the recommendations before a vote is held. Hixson-House withdrew the motion...

Discussion ensued regarding the recommendations brought before the Commission and whether the Commission would be ready to vote. Carroll said that if a decision can't be made tonight that the policies need to be an agenda item for the next meeting for more discussion. Discussion ensued regarding the distance vendors could come from. Greene said she wanted more information before voting on the radius, that she felt 125 or 150 miles is still within our local area. Discussion ensued regarding the resale of blueberries and asparagus, where resold produce currently comes from, and the availability of blueberries and asparagus in our local area. Williams said that she would like the Commission to look at a 125 mile radius from Moscow and would like to see what towns are included at that distance. Hixson-House said she would try to find out how many blueberries and asparagus are sold at the Market and where they come from. Carroll said that the Sub Committee would look at the location and layout of the Market, community and shared space events, defining crafts, international day at the market, and general reorganization of the policies. Burns said that the international day has been in the market for over 6.5 years and that only one vendor brings items."

December 11, 2013 – Farmers Market Commission Policy Subcommittee Report

"*Policy Sub-Committee* – Muneta reported that the sub-committee looked at the 100 mile radius. Muneta said that the radius of air miles is much larger than driving miles and that the sub-committee suggests that the radius be left at 100 miles and that air miles should be used to generate this radius. Muneta reported that the sub-committee also recommends the elimination of resale except for blueberries and asparagus grown within the allowed 100 mile radius. Carroll referenced to a document and said that the suggested changes to the resale policy allow for

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

vendors to resale blueberries and asparagus grown within 100 miles of the Market. The proposed policy allows for the Commission and Arts Director to make exceptions for vendors outside the 100 mile radius on a yearly basis. Discussion ensued regarding the exemption for vendors outside the 100 mile radius. Williams said that farms that supply resold blueberries and asparagus need to be held to the same standard as Market vendors and that an application should be obtained from them. Carroll suggested that the document be reworded to include this text. Discussion ensued regarding holding locations within the 100 mile radius where blueberries and asparagus are picked for resale to the same standards as Market vendors. The Committee came to consensus that these farms need to be held to the same standards as vendors. Hixson-House said that it can be difficult to replace an existing vendor from outside the 100 mile radius. Williams said that the policy allows for an exemption on a yearly basis. Carroll clarified that the text in the policy allows the Commission to make exemptions, but that it does not require exemptions be made. Hixson-House said that the current policy states that vendors who sold the year before are able to return if they do not miss a Market. Muneta said that this text is the grandfather clause that allows vendors outside the 100 miles in the Market. Muneta suggested that the date remain 2012, to grandfather in returning vendors but that new vendors outside the 100 miles will not be guaranteed space and will be allowed on a yearly basis. Discussion ensued regarding the grandfather clause. The Commission came to consensus to leave the grandfather clause as 2012. Hixson-House asked if a sign could be made that lists guidelines for the Market like no smoking. Discussion ensued regarding a sign for the Market. The Commission came to consensus to provide a sign announcing the guidelines for the Market. Burns referenced to a part of the document proposing that vendors must provide permits, license, and insurance at the time of application. Discussion ensued regarding the submission of licenses and insurance. The Commission came to consensus that the Policy sub-committee would review this issue.”

January 27, 2014 – Administrative Committee 2014 Moscow Farmers Market Policy Change Recommendations

“The Moscow Farmers Market Commission has been meeting since May 2013. While meeting as a Commission they have formed a sub-committee to discuss changes to the market policies. The whole Commission met and recommended several changes to policy. These recommendations were mailed out to all previous Moscow Farmers Market season vendors in a bulk mailing that occurred on Friday January 10, 2014. The draft policy document with recommended changes was emailed out to all vendors on Thursday January 23rd in preparation for January 27th Administrative Committee discussion.

ACTION: Review Draft Farmers Market policies and forward to City Council for consideration, or provide further staff direction.

Burns presented the issue as written above and explained who worked on the proposed policy changes. She went through the proposed changes to Farmers Market Policies. There was discussion about the 100 mile radius policy for vendors. Burns displayed a map to show a 100 mile and

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

200 mile radius from the city. Hall said it was changed from 100 road miles to 100 air miles. Burns displayed a map to show the location of various farms.

Joann Muneta said International Day was not mentioned. Burns said the International Day was removed because there was only one vendor and that person was reselling goods. Erin Carroll, Chair of the Farmers Market Commission, thanked the Committee. Burns explained why 5th Street was proposed to be closed.

Christine Boothman, Farmers Market Vendor outside the 100 mile map, said one of the changes has to do with resale. She said those items that are allowed to be brought in such as blueberries, would only be allowed within 100 miles. It makes the vendors outside that feel like they are second-class. There has been a lot of discussion and the definition changed. She said 200 mile location is a reasonable definition and would make customers happy as well. Carroll said the 100 air miles did include the vendors who are outside that area but are currently at the market. Blueberries and asparagus are recommended to be provided from within the 100 miles radius because that has been deemed local and they should be available in that area. There was discussion about resale. Carroll said they have looked at other markets and some do allow resale and some do not. Some needs in our community cannot be filled without some resale being allowed. Lamar explained why blueberries and asparagus were selected. There was discussion about changing the language slightly so the Arts Director would have the discretion to allow any vendor to resell blueberries or asparagus. Weber said the consumer needs to be the final consideration in these policies.

Tom Bitterwolf, 1423 Ridgeview Drive, Moscow, said he is concerned about the resale policy. The market is a major part of their lives. He said the 100 mile radius being local is arbitrary and capricious. There is produce that is local (within 200 miles), better quality and is priced better. Customers have become friends with the vendors. The question needs to be asked why 100 miles has been chosen. It needs to be more than a yearly exception granted. There is a lot of empty space in Washington and the Yakima Valley is a big growing area. Think about the customers who are buying the goods and want good quality. Burns said the 100 mile radius was a recommendation from the advisory board. They wanted to encourage more local growers to get involved in the market. Carroll said the Commission did discuss the issue of 100 miles because local is not defined. They are still looking at whether increasing the size of the area will increase the types of products available.

Eric Wilson, Banner Ranch, Clarkston, said when used to come to the Farmers Market years ago, they were the largest vendor. He said he has a problem with the policy because Market Vendor is not defined. They have an LLC and anyone employed by them is a representative of their business not just family members who are part of the business. He read the mission statement and said locally farmed is also not defined and should be. There is also nothing in the mission statement about resale. It is the opportunity for a buyer to purchase products without the middle-man of the grocery store and they know where the product comes from and how it has been processed. Customer dollars will support the vendors they want to support so he would be in favor

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

of no mileage limit. He discussed why some resale fruit should be allowed because some years they may not have a crop that someone else does and if their customers expect to get that item every year, they would like to be able to provide it. If there is a markup on resale, that is fine because if customers want it they will support it.

Eric Wilson Sr. said people think that the vendors should be protected but the customer should have the choice as long as they know where each item has been grown. If the market tries to protect people it can be a problem.

Krauss said consumers can protect themselves. This seems to be a never-ending process. He is getting concerned about over-regulating the Farmers Market. It may be getting too complicated. We don't want it to strangle.

Travis Heath said his wife is a craft vendor at the Farmers Market. He said if the market is going to be opened for produce what will be done with the craft vendors? He said there are many vendors in the market not just produce. He said he would not like resale to be allowed for craft vendors.

Lamar provided a recap of some of the items brought up at a meeting. There was discussion about whether an employee of an LLC could be a seller at the market and it was determined that they could not. Eric Wilson Jr. said prior to the LLC, their business was a sole proprietorship. The LLC was formed because his father could no longer do all of the work. It does not make sense that relatives who do not work on the farm can sell but employees who know more about the fruit and the farm are not allowed to sell.

Krauss said he does not want to make this more complicated and the 100 mile radius should be reconsidered. There was some discussion. Lamar said he would like the policy to move on to the Council as it is for this year with the resale items and other things to be considered to go back to the Farmers Market Commission based on Council desire. The 100 miles versus 200 miles and the LLC question would be good for the Farmers Market Commission to discuss for the following year."

February 3, 2014 – City Council Moscow Farmers Market Policy Amendment Recommendations

The Moscow Farmers Market Commission was formed by the City Council on March 18, 2013 and began formal meetings in May of 2013. The Commission formed a subcommittee to review and propose changes to the Farmers Market policies that were previously adopted by the City Council on August 20, 2012. The Commission reviewed and approved the subcommittee's proposed recommendations which were subsequently mailed to all previous Moscow Farmers Market season vendors on January 10, 2014 describing the proposed changes and providing dates of when they would be reviewed by the City

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

Council. Once the recommendations were incorporated within the existing policy document, the revised draft policy document was emailed out to all vendors on January 23, 2014. The proposed amended policy document was reviewed by the Administrative Committee on January 27, 2014, at which time the Committee recommended approval of the proposed revised policies with a few minor revisions.

ACTION: Approve the proposed Resolution amending the City of Moscow, Idaho Farmers Market Policies; or take other action as deemed appropriate.

Bums presented the issue as written above and discussed the process that was followed in drafting the policy revisions. She explained the recommendations for the 2014 Market and the adjustments that were made after it was considered by the Administrative Committee. Mayor Lambert invited public comment.

Amanda Hixson House, 4410 Highway 8, Troy, said she is on the Farmers Market Commission and is also a food vendor at the Market and a consumer as well. She said many of the letters offered as input at the last meeting were inaccurate. The 100 mile policy has been in effect since 2011. People beyond the 100 miles were not kicked out of the Market and as long as they continue with it consistently. She said the soil in the Palouse is some of the best- on the planet so many different types of crops can be grown in this area. She discussed places within 100 miles that grow asparagus and blueberries. She read a portion of the mission statement. She said if the air miles are extended to 200 then some of those vendors will drive five hours to get to the market and it will be only larger operations that can afford to do it. If that happens, then smaller farmers in this area will not be able to make it.

Steed asked how new the 100 air mile policy is. Bums explained that vendors who are beyond that are being grandfathered in and that is the change. Bettge asked about applying in the spring when people do not know what their crop will be like in the fall. Bums said most farmers know what they have. Bettge mentioned that it presupposes weather.

Joann Muneta said she thinks "air miles" was added to the policy as something new because it used to be driving miles which was also a change. She said they are hoping that blueberries will be offered from people within 100 miles but the Arts Director has the ability to allow someone else in if there is not someone within the 100 miles who applies. Carroll discussed how exceptions can be made either based on what produce may be needed in the Market or allowing the vendor to reapply to the Market and be re-evaluated to again be a season vendor. There was discussion about why blueberries and asparagus are being required to be grown within 100 miles. Weber said local growers should have a competitive advantage. Hixson House said resale is much cheaper than growing the berries yourself. Weber discussed blueberry pricing. Carroll said asparagus and blueberries are very important in the Market. She discussed the information the Commission gathered. Lamar said it takes many years to grow those items so it takes more time and money. It is an attempt to change what is available to the consumers of Moscow. Carscallen confirmed that it is a way to actively pursue vendors of these items. Mayor Lambert expressed concern about over-regulating the Market.

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

Carscallen said on page 1, it says that the Policy represents market vendor interests and it does more than that so the language should be removed. Bettge said the Market seems to be trying to serve two masters. He said

the issue of why the Market exists should be decided because many of these things would work themselves out. He said an arbitrary mile radius may not be effective in regulating the market. Some things are seasonal in other places before they are available in our area. There is no appeal after the decision of the Commission is made which he thinks is a problem. He said it needs more discussion. The scale of the producers seems to be more of a question than where they are. He does not like having a mileage limit but suggested instead having the area from the crest of the Cascades to the continental divide and from Canada to the 45th parallel which would also relieve the Arts Director from having to make decisions about who is in and who is out. It would also give a degree of predictability to the farmers and consumers.

Lamar said there are aspects of the policy that can be addressed over the next year. He recommends supporting this policy for now and other items can be considered later. Riedner said the market consultant recommended a 250 mile area. He recommends that the Council let it evolve because the Commission is relatively new and the Market has only been on Main Street for two years. Steed said he is not comfortable with this policy. He said the Council has started telling businesses what they can do. This is market driven. The cost of production will be included in the price of the produce. He agrees with Bettge. He does not want the Arts Director to pick winners and losers. Many consumers weighed in at having the limit 200 miles. The vendors were not happy with the move to Main Street but it was done because the consumers wanted it.

Lamar moved to approve the policy as written and Resolution and that the Farmers Market Commission continues to look at these issues over the next year. Carscallen second the motion.

Weber moved to amend the motion to increase the distance from 100 to 200 miles because he thinks the Market should be customer based. Steed seconded the motion. Bettge said avoiding unpredictability he would support the amendment although he would prefer no arbitrary number. Lamar said he might consider it after the Farmers Market Commission recommended it. He said the Farmers Market Commission has been charged with this role and the Council should listen to it. Carscallen said the Council has changed the recommendation of many commissions so it is not unheard of and that does not mean that the Council does not appreciate the Commission's work or the other parts of the policy.

Roll Call Vote: Ayes: Bettge, Steed, Weber. Nays: Carscallen, Lamar. Abstentions: None. Motion carried.

Vote on the amended motion: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried. Resolution 2014-05 was approved.

Steed asked if changes need to be made due to the change in mileage. He said he would like to clean up some of the language in the policy. There was general discussion about how this should be done. Steed asked if certain items in the policy still apply with the change to mileage. Steed

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

moved to drop the 4th paragraph on page one of the Farmers Market Policies, and that the 5th paragraph appendix 5 be redrafted by the City Attorney to include an appeal process to be reviewed by the Administrative Committee. Weber seconded the motion. Bums said the policies were created in 2012 and were not changed in 2013. She said the minimal penalty has worked. This was a first attempt at a penalty process and the first penalty has worked in correcting errors. Steed said he wants to have an appeal process which the City offers with many other licenses and applications.

Roll Call Vote: Ayes: 4. Nays: Lamar. Abstentions: None. Motion carried. Mayor Lambert read Resolution 2014-05 by title.

February 3, 2014 – Resolution No. 2014-05

“Those who participate in the Market include Season Vendors (selling produce, nursery products, hot and cold food, and crafts); Child Vendors; and Walk-on Vendors (all as defined within these policies). Such Vendors shall produce the food, produce, and/or crafts offered at the Market in a location not more than two hundred (200) air miles from Moscow City limits.” [Res. 2015-02]

October 8, November 19, and December 10, 2014- Farmers Market Commission Regular Meetings

Various discussion points about distance, farm size, and other adjacent items in regards to a proposal to Council for decreasing from 200 to 100 air-miles.

January 14, 2015 – Farmers Market Commission 2015 Recommendations and Report Development

“Carroll called for recommendations on a distance policy. Discussion ensued regarding: how to accommodate vendors outside 100 air miles if the policy was changed and how vendors outside 100 air miles would be defined (legacy, preexisting, grandfathered). Hixson House moved that vendors are allowed from 100 air miles from Moscow and the language from 2013 that allows vendors from outside the 100 air miles be added. Greene seconded. Discussion ensued regarding: the option to either make a recommendation to change the air miles or to keep the distance at 200, whether the 100 air miles would be approved, and changing the air miles to 150 in order to move toward a smaller radius. Greene called to question. Carroll called for a vote. Vote by Acclamation: Ayes: One (1). Nays: Six (6). Abstentions: One (1). Motion did not pass. Carroll called for any other motions. Taruscio moved that vendors are allowed from 100 air miles from Moscow and the language from 2013 that allows vendors from outside the 150 air miles be added. Pierce seconded. Discussion ensued regarding: how the Commission would like to see 100 air miles for vendors but that 150 is a compromise that will appeal better to the Council, looking at the definition of farm size and scale of farming as a defining factor rather than air miles, and if the policy could be changed mid-season. Taruscio withdrew the motion. Carroll said she would send out an additional email with information about the upcoming Council dates.”

February 11, 2015 – Farmers Market Commission Review City Council Presentation Materials and Policy Sub-Committee Update

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

“6. Review City Council Presentation Materials

Carroll presented the Commission's recommendations to the Administrative Committee meeting on Monday, February 9th. She said that there were very few questions and concerns with the recommendations and that they were put onto the consent agenda. She referred to the policy on child vendors and the language of "should" versus "shall" and how market closure in the morning got the Committee thinking about market closure in the afternoon. Discussion ensued about market hours and how that would look with extending hours. Hixson-House asked could the Commission ask the City if clean-up for Market vendors could be extended to 2:30 p.m. rather than 2:00 p.m. Miller said that an extension would be very helpful. Discussion ensued on how to enforce the Market hours so vendors have enough time to get off the street and how to help vendors who are already having a difficult time with the current hours. Carroll cut off the discussion to move on. Carroll referenced the draft letter addressed to City Council. She said this letter describes how the Commission came to each decision for recommendations and is means of extra support. Carroll asked for any other suggestions and additions to the letter. Muneta wanted to make a distinction between "performance art" and "performance artist". Hixson-House had a clarification on the electricity usage. Carroll referenced the table within the policies and stated it was one unit per outlet. Muneta pointed out that the letter does not mention the discussions on distance, family-owned farms and direct sales. Carroll said the Administrative Committee is aware of other issues the Commission is still working on. Carroll went on to say that the letter doesn't contain any contentious issues and she would like to keep it that way. Krauss agreed with Carroll about the decision not to include those issues. Williams asked for a clarification on policy recommendations to City Council and if those policies will be implemented this year or next. Carroll said that the Commission can make more policy recommendations for this year but they won't be presented to the Council at the next meeting on Tuesday, February 17th.

7. Policy Sub-Committee Update

Carroll asked the Policy Sub-Committee to present their updates. Muneta stated that the Policy SubCommittee discussed the idea of using a biogeographical region rather than a mileage radius. Cinda felt that biogeographical were more arbitrary than a radius. She went out to discuss that counties would be more appropriate because biogeographical don't always include an entire county. Discussion ensued about the definition of biogeographical regions and the different maps available to define these areas. Carroll went on to say that this policy is meant to be pro-active; to prioritize vendors, not change market structure, and use it in conjunction with other desired criteria for future Market vendors. Miller brought up a comparison to the Kootenai County Farmers Market and how they define priorities to vendors. Miller said part of this discussion is how to fill the gaps in the market and encourage new growers in the region. Pierce proposed using other criteria rather than priority because priority is subjective. He suggested using a tier system for criteria. Carroll reminded the Commission that the policy should not be overly complicated and be mindful of creating a policy that creates exceptions. Muneta said that she would like to see the focus on direct marketing and family owned and operated considered for additional criteria in addition to distance. Muneta said "focus on direct marketing" would have to be clarified. McGarrah said the Commission should work backwards from what they don't want. Miller brought up her concern with the percentage of wholesale and direct marketing. Williams said it depends on whether the farmer is selling direct and wholesaling to local markets versus somebody who is a wholesaler or broker bringing in food that they didn't produce.

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

Discussion began on the criteria wanted for vendors and how will the policy be enforced. Hixson-House said that mileage is relevant to vendor criteria and that if the mileage is going to stay at 200, re-sale should not be in the market. She said that exceptions should not be made for blueberries and asparagus. Williams said she is not for the 200 miles and brought up her research on defining 100 miles as local. She went on to discuss what the Commission is trying to develop with the Market and the importance of the mission and criteria to reflect the Market values. Argona discussed the map and how to use mileage and other criteria to support the mission of the Market as well as local growers and the local economy. Discussion ensued about new vendors versus current vendors and grandfathering in vendors. Krauss went on to express that the Market is for the citizens of Moscow. Krauss went on to state that the Commission needs to support the philosophy of the Market and bring those reasons to City Council. Discussion continued on the local economy, the importance of vendors closer to home, and the strength of those points if presented to City Council. Miller went on to say that whether it is the Arts Director, the Market Manager, or the Commission that has the discretion to say yes or no to incoming vendors, they need to keep in mind all these issues. Carroll directed the Policy Subcommittee to continue to work on this topic to craft a well-rounded recommendation that is not rushed."

February 9 & 17, 2015 – 2015 Moscow Farmers Market policies changes presented to Admin (2/9/2015) and accepted (2/17/2015); no changes to 200 air-mile radius included and language remains the same from 2014

April 8, 2015 – Farmers Market Commission Vendor Selection Process Policy Subcommittee report

Muneta was not available to give an update. Carroll mentioned some of the checklist criteria that the Policy Sub-Committee talked about such as percentages of sales, best practices, family owned, size, etc. The Commission missed the deadline to add questions to Manage my Market before it went live to vendors. Carroll referenced some of the questions they would ask vendors such as: indirect and direct sales, locally sourced products, sustainable practices, etc. Carroll opened the discussion for feedback from members. Discussion ensued about the Manage my Market system and what can be exported for data. Carroll suggested an end-of-season packet for season vendors that could include a thank you and some questions. Discussion continued about the software system and the Commission directed Staff to ask Manage my Market about reports that can be developed. Carroll directed a question to Miller about the best time during the Market season to distribute an end-of-season packet to season vendors. Miller suggested end of September. Carroll would like to continue this discussion for the next meeting and for the Commission to consider what they would like to see in the packet. Williams stated that the profile criteria may not be as valuable as we think. Discussion continued about the use and functionality of the registration software.

March 14 & 21, 2016 – 2016 Moscow Farmers Market policies changes presented to Admin (3/14/2016) and Council (3/21/2016); no changes to 200 air-mile radius included and language remains the same from 2014

MOSCOW FARMERS MARKET COMMISSION



Vendor Location Policy- A History Timeline

February 13 & 21, 2017 – 2017 Moscow Farmers Market policies changes presented to Admin (2/13/2017) and Council (2/21/2017); no changes to 200 air-mile radius included and language remains the same from 2014

February 26 & March 5, 2018 – 2018 Moscow Farmers Market Handbook presented to Admin (2/2/2018) and Council (3/5/2018); no changes to 200 air-mile radius included and language remains the same from 2014

March 11 & 18, 2019 – 2019 Moscow Farmers Market Handbook presented to Admin (3/11/2019) and Council (3/18/2019); no changes to 200 air-mile radius included and language remains the same from 2014

March 9 & 16, 2020 – 2020 Moscow Farmers Market Handbook presented to Admin (3/9/2020) and Council (3/16/2020); no changes to 200 air-mile radius included and language remains the same from 2014

MOSCOW FARMERS MARKET COMMISSION



AGRICULTURAL CRITERIA		Poor (0)	Average (1)	Excellent (2)
BUSINESS/PRODUCT FIT	Contributes to the greater Moscow economy (4 points)			
	Business is located in Latah or Whitman County (2); county that borders Latah or Whitman County (1); county that doesn't border Latah or Whitman County (0)			
	Enhances Market's current offerings by providing a niche or versatile product			
FARMERS MARKET COMMUNITY FIT	Builds positive and welcoming relationships (4 points)			
	Sales channels demonstrate a primary reliance on and need for direct sales			
	Sales channel types demonstrate a desire to support community food systems and access			
SMALL BUSINESS SUPPORT	Supports desire to assist small, independently owned, and start-up enterprises (4 points)			
	Business has been in operation within the 200 air-mile radius for five years or less (2); operation for five to ten years (1); operation for over a decade (0)			
	Business demonstrates a healthy balance of employees to owner(s) ratio			

Business/Product fit:	Farmers Market Community fit:	Small Business Support:	Minimum qualifying score: <u>8.4/12 = 70%</u>
Vendor Accepted: ☐ Yes ☐ No Site Visit Required: ☐ Yes ☐ No			Participant's score: <u> /12 = %</u>
Notes to the Community Events Manager:			

MOSCOW FARMERS MARKET COMMISSION



1. Vendor Requirement
2. Location Requirement
3. Vendor Type
4. Product Offerings
5. Select the sales channels you currently use to sell your products
 - a. CSA model (2)
 - b. Contracts (Farm to School, Food Bank) (2)
 - c. Farmers Markets (2)
 - d. On Farm/U-Pick (2)
 - e. Distributor (1)
 - f. Online/E-Commerce (1)
 - g. Other (1)
 - h. Restaurants (1)
 - i. Retail (1)
 - j. Subscription (1)
 - k. Broker (0)
 - l. Wholesale (0)
 - m. None of These (0)
6. Estimate the percent of your income (sales) that is generated from Farmers Markets
 - a. 0% to 25% (0)
 - b. 25% to 50% (1)
 - c. 50% or greater (2)
7. Contact Info (add Business Name)
8. How long have you owned/operated this business at its current location?
 - a. Less than five years (2)
 - b. Five to ten years (1)
 - c. Over a decade (0)
9. List the number of individuals involved with this business and their relationship to the business (i.e. 1 owner, 2 unpaid family members, 5 employees, 1 unpaid intern)
10. Do you or anyone else associated with this business own or operate other businesses?
Yes No (If Yes, List businesses)
11. Do any other business operations list the physical and/or mailing address you provided?
Yes No (If Yes, List businesses)

Business/Product fit:	Farmers Market Community fit:	Small Business Support:	Minimum qualifying score: <u>8.4/12 = 70%</u>
Vendor Accepted: ☐ Yes ☐ No			Participant's score: <u> /12 = %</u>
Site Visit Required: ☐ Yes ☐ No			
Notes to the Community Events Manager:			

MOSCOW FARMERS MARKET COMMISSION



Farmers Market within 200 air-mile radius of Moscow, ID

Washington Farmers Markets (source: WSFMA)

1. Pullman*
2. Clarkston*
3. Northeast WA (Colville)
4. Newport
5. Fairwood
6. Emerson-Garfield (Spokane)
7. Spokane
8. Thursday Market in S. Perry (Spokane)
9. Millwood
10. Spokane Valley
11. Liberty Lake
12. Okanogan Valley
13. Okanogan Valley – Omak
14. Lake Chelan
15. Leavenworth
16. Wenatchee Valley
17. Ellensburg
18. Downtown Yakima
19. Granger
20. Quincy
21. Mattawa
22. Prosser
23. Richland
24. Kennewick
25. Pasco
26. Downtown Walla Walla
27. College Place

Idaho Farmers Markets (source: IFMA)

1. Athol
2. Bonners Ferry
3. Farmers Market at Sandpoint (Sandpoint)
4. Upper Pack Farm & Art Market (Sandpoint)
5. Kootenai County (Hayden & CDA)
6. Only Local (Sage)
7. One Sky One Earth (Plummer)
8. Silver Valley (Kellogg)
9. St Maries
10. Grangeville
11. Orofino
12. Kooskia*
13. Weippe*
14. Alpha Nursery Farmers Market
15. Donnelly
16. McCall
17. Lemhi County (Salmon)
18. Emmett

MOSCOW FARMERS MARKET COMMISSION



Farmers Market within 200 air-mile radius of Moscow, ID

19. Payette

Montana Farmers Markets (source: MT Dept. of Ag.)

1. Anaconda Community Market (Anaconda)
2. Darby
3. Hamilton
4. Stevensville
5. Florence
6. Target Range Farmers Market (Missoula)
7. Orchard Homes Farmers Market (Missoula)
8. Missoula Farmers Market (Missoula)
9. Clark Fork Farmers Market (Missoula)
10. Seely Lake
11. Arlee
12. Saint Ignatius
13. Ronan
14. Hot Springs
15. Sanders County Community Market (Plains)
16. Polson
17. Big Fork
18. Kalispell
19. Columbia Falls
20. West Glacier
21. Whitefish
22. Trego
23. Eureka
24. Libby
25. Troy
26. Trout Creek

Oregon Farmers Markets (source: OFMA)

1. Wallowa County (Enterprise)
2. La Grande
3. Baker City
4. Pendelton
5. John Day
6. Irrigon

*indicates not listed, but anecdotal knowledge

Distance Rule eligibility -survey of farmers

Kalispel Farmers Market- Surrounding County and the county to the south (Canada is north, mountains to the east and west) as reported by Raven Ridge Farm Kalispel, Mt

Sandpoint Farmers Market- Rule used to be Bonner County and all adjacent counties- has been changed to 100 mile radius- though this presents as an open sided circle, because proximity to Canada. Rule was changed to include stone fruit from Kettle Falls. -Red Wheel Barrow Produce, Sandpoint, Id

Hamilton Farmers Market -Ravali County only. Produce vendors increasing every year. They used to include a melon vendor that came from far away ~100 miles. 5-6 years ago it was decided to return to (or actually enforce the standing, Ravali County only rule. It was a big fight, people were going to die, the market was going to die, but none of these things happened, and the reporting farm, and other local farms increased their melon production to meet the demand. It doesn't even come up in conversation any more. -Sweet Root Farm, Hamilton, Mt.

Spokane Farmers Market -Produce vendors only evening market. Was too small for this particular farm to continue to attend- not worth the time. -Casacano Farm, Valley Ford, Wa

Missoula Farmers Market- Limits attendance to Western Montana producers only. From the Clark Fork Farmers Market rules and regs: "In accordance with our mission statement, market vendors will be limited to producers from Western Montana (west of the Continental Divide) Exceptions can be made by the Board of Directors on a case by case basis for agricultural products that are not locally available"

Kootenai County Farmers Market- Preference is given to Kootenai County residents. Producers from outside of Kootenai County may be considered if their product is not currently well represented at the market. Even farms that are located just outside of the county line, struggle to get a spot in this market. Kootenai County Web site and Rugged Roots Farm Bayview Idaho.