

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Commission Chair
fmc@ci.moscow.id.us

Regular Meeting
~Agenda~

Amanda Argona
Staff Liaison
208-883-7132

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

Tuesday
December 6, 2022

4:00 PM

Council Chambers
206 E. 3rd St.

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Mission of the Moscow Farmers Market

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell 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.

2. Approval of Farmers Market Commission November 1, 2022 Minutes (ACTION ITEM)

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

3. Public Comment and Response to Previous Comments (limited to 10 minutes)

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

4. 50th Anniversary Project – Hill, DePhelps, Argona

Staff has compiled a list of actions previously taken in regards to an oral history project in service to the Moscow Farmers Market 50th anniversary. The Commission has requested for the project to remain a standing agenda item until further notice.

5. FY23 Farmers Market Commission budget (ACTION ITEM) – Hill

The Commission has \$2,000 available for conference attendance and outreach materials. Funds are available until September 30, 2023.

Conferences available for Commission attendance include:

- Washington State Farmers Market Association, Feb. 23 – 25, Leavenworth, WA
 - \$600-\$900 in estimated expenses
- InTents Farmers Market Pros, Mar. 5 – 9, San Diego, CA

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Commission Chair
fmc@ci.moscow.id.us

Regular Meeting
~Agenda~

Amanda Argona
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Tuesday
December 6, 2022

4:00 PM

Council Chambers
206 E. 3rd St.

- \$1,500-\$2,000 in estimated expenses

PROPOSED ACTIONS: Select conference to attend, or take such other action deemed appropriate.

6. Community Events Manager report (ACTION ITEM) – Argona

Report covers:

- 2022 merchandise sales total and paid sales tax
- 2022 annual gross sales reporting per item 12 on page 22 of the Market Handbook
- 2023 scope of work for the Commission

PROPOSED ACTIONS: Accept entire report, accept portions of the report, or take such other action deemed appropriate.

REPORTS

- 1. Rapid Market Assessments – DePhelps**
- 2. Policy Subcommittee – Larson, Lawrence, Morsek, Parker, Argona**

ANNOUNCEMENTS

1. Proposed Items for Future Agendas

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

- Proposed revisions to 2023 Handbook
- Chair and Vice-Chair nominations and elections

2. Farmers Market Commission regular meeting January 3, 2023 at Moscow City Hall in Council Chambers

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

MOSCOW FARMERS MARKET COMMISSION



Jamie Hill
Chair

~Minutes~

Amanda Argona
Staff Liaison

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

Tuesday, November 1, 2022

4:00 PM

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

Meeting called to order at 4:02 pm.

WELCOME AND ATTENDANCE

MEMBERS: Jamie Hill (Chair) arrived at 4:07 pm, Mackenzie Lawrence (Vice Chair), Stuart Scott, Joshua Larson, Jonathan Rau, Jenny Parker, Colette DePhelps, Kerry Morsek

STAFF: Amanda Argona (Community Events Manager), Laura Perrigo (Administrative Specialist), Hailey Lewis (Councilmember; arrived at 4:04 pm)

GUESTS: Cody Riddle (Deputy City Supervisor)

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.

Vice-chair Lawrence requested that Larson read the mission statement. Larson read the mission statement aloud.

2. Approval of Farmers Market Commission October 4, 2022 Minutes (ACTION ITEM)

Scott moved to approve minutes as presented. Lawrence seconded.

Roll Call Vote: Ayes: Scott, Lawrence, Hill, Larson, Parker, and Rau.

Nays: None. Abstentions: Morsek and DePhelps. 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.

Joann Muneta of Moscow, Idaho was present at the meeting to offer commentary on the Downtown Streetscape Project. No public comment provided.

4. Subcommittee Assignments (ACTION ITEM) – Argona (5 mins.)

Commission members are provided the opportunity to change or remain on their subcommittee assignments each year. To avoid violating Idaho's Public Meeting Law, subcommittees will have no more than four Commission members assigned at a given time. The following members have expressed interest either at the October Commission meeting or via email to the Community Events Manager.

- **2022-2023 Policy Subcommittee** – Parker and Lawrence requested to remain on this subcommittee. Larson expressed interest in serving on this subcommittee via email. Morsek expressed interest in remaining on this subcommittee via email.
- **2022-2023 Craft & Food Jury Subcommittee** – Martinet and Scott requested to remain on this subcommittee. Larson expressed interest in serving on this subcommittee via email. Rau expressed interest in remaining on this subcommittee via email.
- **2023 Site Visit Subcommittee** – Martinet requested to join and Lawrence requested removal from this subcommittee. Hill's and DePhelps' interests are unknown at this time.
- **2023 Branding Subcommittee** – Hill, Martinet, and Scott requested to remain on this subcommittee. DePhelps' interest is unknown at this time.

PROPOSED ACTIONS: Assign Commission members to active subcommittees or take other such action as deemed appropriate.

Hill reviewed the current subcommittee assignments and requests. Scott moved to accept the subcommittee assignments and requests. DePhelps seconded the motion.

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

5. 50th Anniversary Project (ACTION ITEM) – Argona (5 mins.)

According to an article in the August 31, 1976 edition of The Argonaut, the inaugural Moscow Farmers Market took place on July 31, 1976 organized by the Moscow Food Co-op. July 31, 2026 will mark fifty years of the Moscow Farmers Market in existence.

Staff is proposing for the Farmers Market Commission to either have a standing agenda item for 50th anniversary festivities, or form a subcommittee to develop project scope for approval by the entire Commission. Regardless of either option selected, any activity or action will likely not begin until 2024.

PROPOSED ACTIONS: Form a subcommittee for this specialized project, allow for this project to be handled by the entire Commission, or take other such action as deemed appropriate.

Argona called for discussion on the 50th Anniversary project. DePhelps suggested the staff and the Commission review previous ideas that were discussed, such as the StoryCorps interviews. Scott also agreed and proposed that the Commission first collect ideas for the project before deciding. Lawrence suggested that the Commission see historic ideas, then create a subcommittee to sort through finer details. Scott agreed.

Argona asked for clarification on whether the project remain a standing agenda item. Commission members indicated yes. DePhelps suggested getting insight from the Co-op on their 50th Anniversary Project because of their historic connection to the Farmers Market.

DePhelps moved to keep anniversary project a standing agenda item until further notice. Lawrence seconded.

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

6. Downtown Streetscape Project – Argona and Riddle (30 mins.)

Deputy City Supervisor Cody Riddle will provide an update on the proposed layout and amenities and potential affects to the Moscow Farmers Market for the 2023 season. No formal plans have been adopted by City Council and the proposal has been driven by input from the key staff, a downtown business steering committee, and public meetings, including two days of dot posters at the Market in August.

Riddle recapped the scope of the Downtown Streetscape Project before providing an update. The recap included:

- Outreach and planning process
- Community feedback on downtown street trees
- Potential improvements to degraded curbs and sidewalks
- Updating the look and amenities of Friendship Square
- Maintaining a downtown water feature
- Woonerf concept of at grade sidewalk
- Changes to parking availability

Riddle also addressed the potential expanded space for Farmers Market after approved improvements. He asked for feedback from the Commission.

Lawrence asked for clarification on the Woonerf concept between 3rd and 5th Streets. She suggested that it is worth the time and investment to extend it to 6th Street for the continuity of the Market. Riddle responded the current proposal for the Woonerf is limited simply because it will likely be a costly endeavor. Riddle also stated that a similar treatment is proposed for 2nd Street.

Joann Muneta asked if the Market would be moved to 2nd Street. Argona responded that the Market may temporarily move pending what Council approves, but that there are no plans to expand the Market beyond its current footprint.

Lawrence asked about amenities at Friendship Square. Argona responded that there is still further discussion on amenities.

Scott asked if Council will be able to pick and choose features in the final design and how will proposed planters and seating interact with Vendors' ability to set-up booths. Riddle commented that he understands that the space needs to be flexible for Vendors to set-up and anticipates the project design team has been taking that into consideration.

The Commission questioned how the project will be funded. Riddle responded it is still yet to be determined but there are some options the City is looking into.

Rau asked about construction phasing. Riddle and Argona both indicated that it will likely be based on what makes sense for traffic patterns. Argona went further to state that she is not in favor of phasing that has the potential to split the Market.

Muneta expressed concerns to keep Friendship Square a good public space, keep live music, and ensuring the free speech wall is intact for the Market. Hill clarified there will still be public space and walk space it will just be leveled. Discussion ensued on where music should continue to be performed and on which side of Main St. DePhelps approved of music on eastside, and Scott also endorsed this idea.

Hill commented that she would be in favor of the sidewalk and street being at grade, but expressed concerns of varying textures being an issue for individuals with mobility issues. Lawrence saw texture being an issue for vendors as well. DePhelps echoed Lawrence's idea to extend the Woonerf project to 6th St. Lewis asked for Argona's input on how the proposed layout may affect Vendors. Argona responded that ideally Vendors are receiving the same information on how to set-up their booth, but that the current Market layout already creates unique spaces and issues for each Vendor.

REPORTS

1. Rapid Market Assessments – DePhelps

DePhelps presented on the 2022 Rapid Market Assessments to the Commission, focusing on estimated attendance and dollars spent at the Market per shopping group. The presentation is attached for review. Argona requested that this be a report at the December meeting to review the additional questions on merchandise and transportation.

Larson left at 5:02 pm.

2. Policy Subcommittee – Lawrence, Argona, Parker, and Morsek

Argona and Lawrence provided a brief overview since Parker and Morsek were absent, and Larson was only present to observe. The scope of discussion for their next meeting on Tue., Dec. 13 includes:

- Are Market philosophies and core values in alignment, and what distinguishes one from the other?
- Changing fifty percent (50%) of all Vendors being Agricultural Vendors, to fifty percent (50%) of the Market footprint occupied by Agricultural Vendors.
- Reviewing the ADA Service Animal only policy. This topic generated a lot of discussion amongst the Commission on the pros and cons of only permitting ADA Service Animals rather than being a 'dog-friendly' Market.

ANNOUNCEMENTS

1. Farmers Market Commission representation required

Mon., Nov. 7, 2022, 7 pm at City Council – Halloween Costume Contest award presentation (*Hill and Lawrence*)

Mon. Dec. 5, 2022, 7 pm at City Council – Downtown Streetscape Project proposal (*optional*)

Thu., April 6, 2023, 3 to 5 pm in 1912 Center Great Room – Annual Vendor Orientation (*all*)

Craft & Food Jury Subcommittee members

Fri., Nov. 18, 2022, 11 am in Council Chambers – Fall Re-juries

Wed., Mar. 1, 2023, 8 am to 12 pm in 1912 Center Great Room – Craft & Food Jury 1

Fri., Mar. 3, 2023, 8 am to 12 pm in 1912 Center Great Room – Craft & Food Jury 2

Mon., Mar. 20, 2023, 2 to 6 pm in 1912 Center Great Room – Craft & Food Jury 3

Wed., Mar. 22, 2023, 2 to 6 pm in 1912 Center Great Room – Craft & Food Jury for returning Vendors

2. Proposed Items for Future Agendas

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

3. Farmers Market Commission regular meeting December 6, 2022 at Moscow City Hall in Council Chambers

ADJOURN

Meeting adjourned at 5:30 pm.

MOSCOW FARMERS MARKET COMMISSION



50th Anniversary Project history

April 3, 2018 – Project first proposed by Latah County Historical Society

May 1, 2018 – Subcommittee formed by Hill, DePhelps, Pierce, and Muneta

- Project goal: capturing the human connection of the Market to be used interactively or internal history
- Develop five to eight questions to ask during interviews
- Develop a list of ten people to interview each year
- Use the same person to conduct the interviews for consistency
- Keep interviews to 45 minutes or less in length
- Publish interview recordings to StoryCorps
- Compile interviews to create a book or exhibit for 50th Anniversary

June 5, 2018 – Project listed for update; subcommittee had not yet met and able to provide update

July 11, 2018 – Project update provided by Hill

- Timeline developed
- Questions brainstormed
- Interview place identified

February 5, 2019 – Project listed under “Open Projects”

- Hill, DePhelps, and Argona listed as leads

May 7, 2019 – Project update provided by Hill, DePhelps, and Argona

June 4, 2019 – Project listed under “Open Project”

- Interviews were in process of being scheduled

Marketside Chats took place at the MCOC+VC on the following days, with final recordings available via the Idaho Food Works Story Corps channel (<https://archive.storycorps.org/user/idaho-food-works/>).

- July 18, 2019 – 2 interviews
- July 22, 2019 – 1 interview
- July 27, 2019 – 1 interview
- July 29, 2019 – 4 interviews
- August 24, 2019 – 4 interviews
- September 29, 2019 – 1 interview

MOSCOW FARMERS MARKET COMMISSION



50th Anniversary Project history

May 23, 2019 – Subcommittee met; notes as follows

- Purpose of Subcommittee: Develop a Living Timeline of the Moscow Farmers Market in celebration of its upcoming 50th Anniversary
- Part 1 – Collecting stories about the MFM
 - Engage community
 - Confirm MCOC+VC conference room is available
 - Create Story Corps account and use application to collect stories
 - Collect stories on the fourth Saturday of each month
 - May 25
 - June 22
 - July 27
 - August 24
 - September 28
 - October 26
 - Interview times
 - 9-11 am
 - 9:30-11:30 am
 - 10 am – 12 pm
 - Potential interviewers (two per day)
 - Ryan Lazo
 - Max Newland
 - Dulce Kersting-Lark
 - Michelle Blankas
 - Jenny Ford
 - Kendra Ewing
 - Sophia Magnini
 - Erin Carroll
 - Kerry Morsek
 - Renee Love
 - Colette DePhelps
 - Jamie Hill
 - Orientation
 - Date: TBD
 - Materials: Interviewer tip sheet, participant permission form
- Part 2 – Companion book with stories, quotes, and images



Jamie Hill
Chair

Mackenzie Lawrence
Vice chair

Colette DePhelps
University of Idaho
representative

Joshua Larson
At-large member

Sam Martinet
Moscow Chamber of
Commerce + Visitor Center
representative

Kerry Morsek
At-large member

Jenny Parker
Produce Vendor
representative

Jonathan Rau
Specialty Food Vendor
representative

Stuart Scott
Crafts Vendor representative

Amanda Argona
Staff Liaison

Hailey Lewis
Council Liaison

Community Events Division
Moscow Farmers Market
221 East 2nd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7132
[www.ci.moscow.id.us/197/
Farmers-Market](http://www.ci.moscow.id.us/197/Farmers-Market)

MOSCOW FARMERS MARKET COMMISSION



Community Events Manager report

Merchandise Sales

- FY22
 - 17 bags
 - \$399.50 net
 - \$25.50 sales tax
- FY23
 - 5 bags
 - \$117.50 net
 - \$7.50 sales tax

Annual Gross Sales

- 133 Vendors eligible; 10 did not participate
 - 6 Agricultural
 - 2 Craft/Artisan
 - 2 Prepared Food
- 123 Vendors attended
- 120 Vendors reported ('21 - 111 Vendors reported)
 - 26% reported via mail
 - 74% reported electronically
 - 48 Agricultural Vendors - \$896,137.68 ('21 - \$764,056.01)
 - 52 Craft/Artisan Vendors - \$327,648.72 ('21 - \$254,991.57)
 - 20 Prepared Food Vendors - \$485,898.73 ('21 - \$445,044.21)
- 3 Vendors disqualified
 - Compass Moon Creations
 - The Little Shop of Serendipity
 - Wilson Banner Ranch



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University of Idaho
representative

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At-large member

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representative

Kerry Morsek
At-large member

Jenny Parker
Produce Vendor
representative

Jonathan Rau
Specialty Food Vendor
representative

Stuart Scott
Crafts Vendor representative

Amanda Argona
Staff Liaison

Hailey Lewis
Council Liaison

Community Events Division
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Farmers-Market](http://www.ci.moscow.id.us/197/Farmers-Market)

MOSCOW FARMERS MARKET COMMISSION



2023 Annual scope of work

Monthly meetings

Jan. 3
Feb. 7
Mar. 7
Apr. 4
May 2
Jun. 6
Jul. 5 (Wed.)
Aug. 1
Sep. 6 (Wed.)
Oct. 3
Nov. 7
Dec. 5

Conferences

Feb. 24 to 25
WSFMA
Leavenworth, WA

Mar. 6 to 8
Farmers Market Pros InTents
San Diego, CA

Outreach & Other Deadlines

Jan. 11 - Artwork submission period opens
Feb. 22 - Artwork submission period closes
Mar. 1 - Craft & Food Jury 1, 8 am-12 pm
Mar. 3 - Craft & Food Jury 2, 8 am-12 pm
Mar. 10 - Artwork public voting opens
Mar. 20 - Craft & Food Jury 3, 2-6 pm
Mar. 22 - Craft & Food Jury 4, 2-6 pm
Mar. 31 - Artwork public voting closes
Apr. 6 - Annual Vendor Orientation, 3-5pm
May 13 - FMC @ Market hosting 2023 Artist
June 24 - FMC @ Market promoting AFMC voting
Aug. 12 - FMC @ Market celebrating NFMW
Sep. 5 - Annual Citizen Commission report to Council
Oct. 28 - FMC @ Market judging Halloween Costume Contest

MOSCOW FARMERS MARKET COMMISSION



Philosophies Page 6.

Original

The Market has adopted several important philosophies to maintain its integrity. Using these concepts, in conjunction with the Mission and values, has provided operational guidelines for the Market for many years.

Agricultural Focus: It is the goal of the Moscow Farmers Market to have fifty percent (50%) of all approved Vendors selling agricultural products.

Economic Development: The Market encourages all Vendors to utilize local sourcing that is direct from producer in an effort to support regional agriculture and small businesses.

Local Production: All Vendors shall be the grower/producer and conduct their operation in a location not more than two hundred (200) air miles from Moscow, Idaho.

Subcommittee reviewed with recommended revisions

10/18/22

General idea to overhaul and review all of page 6 (Mission Statement, Core Values, and Philosophies) to eliminate redundancy and provide clarity, including:

- Adding the word "regional" to Mission Statement
- Suggestion of adding a Sustainable philosophy
- Understanding of what is a core value v. a philosophy and ensuring their support of the one another.

11/15/22

Subcommittee determined that current Philosophies be consolidated with Core Values.

2022-2023 Policy subcommittee

Mackenzie Lawrence, At-Large Rep.

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



Proposed Revision(s) to Page 6

Mission Statement

The Moscow Farmers Market celebrates life on the Palouse by providing the community with the opportunity to buy and sell [local and] regional agricultural products (e.g. crops, meat, cheese, wine, etc.), distinctive handmade goods, artisan pieces, and original-recipe cuisine. This venue is meant to encourage and support sustainable economic, social, and environmental practices.

Core Values

Access: Providing the community with access to local Vendors and their goods with an emphasis on having at least fifty percent (50%) of the Market's Vendors located within Latah and Whitman counties.

Agricultural Focus: Prioritizing space for agriculturally-derived products by having at least fifty percent (50%) of the Market's footprint occupied by Vendors selling such products for at least four or more months during the Market season.

Economic Opportunity: Contributing to the greater Moscow economy with emphasis on assisting independently-owned, and start-up enterprises while encouraging Vendors to locally source materials and ingredients direct from regional businesses and/or producers.

Community: Providing a safe space and opportunity for cultural enrichment and positive engagement that welcomes all residents and visitors.

Information: Increasing awareness of regional agriculture, sustainability, and sound environmental practices through education and outreach activities.

2022-2023 Policy subcommittee

Mackenzie Lawrence, At-Large Rep.

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



Youth Vendors Page 10.

Original

The Market encourages and supports early entrepreneurial interest of farming, gardening, crafts, and food preparation. This Handbook generally applies to Youth Vendors. Adults, chaperones, guardians, and/or other family members in attendance with a Youth Vendor shall also abide by this Handbook and subsequent policies, especially in decorum and etiquette. The following sub-categories are applicable to Youth Vendors to assist with product distribution:

Sprouts (ages 6-12): Youth Vendors in this age category are limited to a three-foot by three-foot (3'x3') space located at the intersection of 5th Street and Main Street. Three (3) spaces will be available to Sprouts on a Market day.

Juniors (ages 13-17): Youth Vendors in this age category are limited to a five-foot by fifteen-foot (5'x15') space located at the intersection of 5th Street and Main Street. Three (3) spaces in this area will be available to Juniors on a Market day. Juniors may be assigned to a shared five-foot by fifteen-foot (5'x15') space along Main Street pending availability. Juniors requesting an eleven-foot by fifteen-foot (11'x15') space will be required to jury their products or will submit to a site visit, as outlined in Appendix 6 – Vendor Eligibility and Approval. Pending acceptance through these processes, Juniors will be subject to Tier 1, 2, or 3 registration and stall fees in the Vendor Fee Schedule and the Youth Fee will no longer be applicable, see Appendix 2 – Moscow Farmers Market Vendor Fees.

All Youth Vendors shall adhere to the following:

- Be the grower or producer of items for sale.
- Complete and submit paperwork.
 - Food Risk Assessment form (applicable for the sale of drink or food).
 - Youth Vendor registration form.
 - Release and Hold Harmless form.
 - ST-124 tax form (submitted to the Idaho Tax Commission at the end of the season).
- Request space by Tuesday at 5:00 p.m. for priority consideration.

2022-2023 Policy subcommittee

Mackenzie Lawrence, At-Large Rep.

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



- Actively sell their goods and items without the assistance of a parent and/or chaperone, where possible.
- Have an adult chaperone present at the Moscow Farmers Market, or be supervised by a parent and/or guardian.
- Be limited to no more than three (3) individual youths in the cases of group participation.

Subcommittee reviewed with recommended revisions

10/18/22

Inclusion of:

- Have their booth set-up by 8:00 a.m.
- Youth Vendors and their designated chaperone(s) who consistently fail to meet the Policies of this Handbook and Youth Vendor Guidelines are subject to the penalty process as outlined in Appendix 4 – Moscow Farmers Market Notice of Penalty.

11/15/22

No further discussion on changes.

2022-2023 Policy subcommittee

Mackenzie Lawrence, At-Large Rep.

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



Market Vendor Space Page 14. Item 5. Sub-item b.

Original

b. Space Assignments: The Market recognizes the value of Vendors maintaining a consistent location for the development of a healthy customer base. Without compromising quality, preference will be given to the most local grower/producer when space becomes available. Vending space allocation is decided at the discretion of the Community Events Manager and is based on the level of commitment chosen by the Vendor as defined in the fee schedule (see Appendix 2 – Moscow Farmers Market Vendor Fees), as well as historical occupation and availability as it pertains to Market Product Mix. Vendors that have consistently occupied a specific space(s) in the Market during the previous Market Season, and who purchase the Tier 3 vending package for the upcoming Market Season, will be given the opportunity to remain in that same location for the duration of that Market Season. Agricultural based Vendors whose product readiness is determined by the growing seasons will be given special consideration by Market Management on a case-by-case basis.

Subcommittee reviewed with recommended revisions

10/18/22

Proposed Revision(s)

b. Space Assignments: The Market recognizes the value of Vendors maintaining a consistent location for the development of a healthy customer base. Vending space allocation is based on the level of commitment chosen by the Vendor as defined in Appendix 2 – Moscow Farmers Market Vendor Fees, as well as historical occupation and availability as it pertains to Market Product Mix. Agricultural based Vendors whose product readiness is determined by the growing seasons will be given special consideration by Market Management on a case-by-case basis and will not be penalized due to weather events that delay or impact their products.

11/15/22

- Consider inclusion of verbiage under Tier 3 package
- Consider inclusion of verbiage that addresses parental leave, family emergencies, etc.

2022-2023 Policy subcommittee

Mackenzie Lawrence, At-Large Rep.

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



- a. **Tier Packages:** Packages are non-transferrable and non-refundable. The Market currently offers the following tier packages to Vendors.
- i. **Tier 3** – Seventy-five percent (75%) or more attendance
 - Vendor chooses to attend between eighteen (18) and twenty-six (26) consecutive Markets
 - Highest registration fee
 - Lowest daily per booth fee
 - Guaranteed same location
 - Allowed to substitute representation for two (2) Markets
 - Must notify Management of their first and last anticipated attendance date
 - Eligible for bereavement, parental, and/or sabbatical leave at discretion of Management without jeopardizing space location.