

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
October 3, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Mission of the Moscow Farmers Market

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

2. Approval of Farmers Market Commission September 6, 2023 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. Appoint interim Vice-Chair (ACTION ITEM)

The interim Vice-Chair will be responsible for conducting meetings in case of absence by the Chair and will act as a tie-breaker vote in the case of action item deadlock. The Vice-Chair may be included on email communication to Vendors and the public if deemed necessary. Staff will communicate with Vice-Chair in the Chair's absence regarding cancellation of meetings due to lack of quorum. Commission member appointed will serve in this role until official annual nomination and election process begins (November and January).

PROPOSED ACTIONS: Appoint a Commission member to serve as interim Vice-Chair or take such other action deemed appropriate.

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
October 3, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

5. Policies Subcommittee scope of work (ACTION ITEM) – Larson, Parker, DePhelps, Morsek, Argona

Subcommittee members are set to meet in the Mayor's Conference Room on the following dates, with a Zoom link provided for cases where physical attendance is problematic:

- 1:30 – 2:30 pm, Mon., Oct. 23
- 9 – 10 am, Wed. Nov. 1
- 9 – 10 am, Wed., Dec. 13

Their 2023-2024 scope of work is attached for review. The timeline for policy work for both the Subcommittee and Commission is as follows:

- Oct. 3 – Commission action item to approve scope of work
- Nov. 7 – Report to Commission
- Dec. 1 – Report to Commission (if needed)
- Jan. 2 – Present draft policies to Commission for Vendor notice
- Week of Jan. 8 – Notice to Vendors via email and letter
- Feb. 6 – Commission action to approve 2024 Market Handbook
- Feb. – Legal reviews 2024 Market Handbook
- Mar. 13 – Administrative Committee presentation of 2024 Market Handbook
- Mar. 20 – City Council presentation of 2024 Market Handbook

PROPOSED ACTIONS: Accept the proposed scope of work or take other action as deemed appropriate.

REPORTS

1. Community Events Manager report – Argona

ANNOUNCEMENTS

1. Farmers Market Commission representation required

- **Oct. 21 7:45 am to 1 pm – RMA Customer count**
Hill, Larson, and Martinet confirmed. Two additional volunteers required.
- **Oct. 28, 9 am to 12 pm (contest)– Halloween Costume Contest**
DePhelps, Larson, and Martinet confirmed as judges. Three additional WSU volunteers signed-up through GivePulse. One emcee needed.

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
October 3, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

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 Tuesday, November 7, 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
Commission Chair
fmc@ci.moscow.id.us

Regular Meeting
~Minutes~

Amanda Argona
Staff Liaison
208-883-7132

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

Wednesday
September 6, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Meeting called to order at 4:08 pm

WELCOME AND ATTENDANCE

MEMBERS: Joshua Larson, Jamie Hill (Chair), Colette DePhelps, Kassie Smith, Kerry Morsek

ABSENT: Samantha Martinet, Gerardo Alvarez, Jenny Parker

STAFF: Amanda Argona (Community Events Manager), Laura Perrigo (Administrative Specialists), Julia Parker (Councilmember, arrived 4:22 pm)

REGULAR AGENDA

1. Mission of the Moscow Farmers Market

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

Larson read the mission statement out loud.

2. Approval of Farmers Market Commission August 1, 2023 Minutes (ACTION ITEM)

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

DePhelps moved to approve minutes as presented. Larson seconded.

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

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

MOSCOW FARMERS MARKET COMMISSION



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

Regular Meeting
~Minutes~

Amanda Argona
Staff Liaison
208-883-7132

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

Wednesday
September 6, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

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.

No public comment.

4. Halloween Costume Contest (ACTION ITEM) – Argona

This will be the fourth annual costume contest to celebrate the end of the Market season. Attached for review is the proposed in-person format. Last year, three Commission members acted as judges and one Commission member co-emceed the event with a Council member. Volunteers were recruited to assist with check-in, and staff assisted with photos of each participant.

PROPOSED ACTIONS: Select format for the 2023 Halloween Costume Contest; or take such other action as deemed appropriate.

Argona went over suggestions made from last year's judges, and asked the Commission if they would like to make any changes to the categories from last year's costume contest. DePhelps suggested adding a new contest category to account for parents that assist with children's costumes, citing the Grumpy Grannies winner from 2021. Hill suggested adding the categories to the scoring sheet to help with the final judging and scoring.

Argona asked who would like to be judges this year. DePhelps and Larson volunteered to be judges.

DePhelps moved to approve the Halloween Costume Contest format with the suggestions made by her and Hill. Larson seconded.

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

5. Assign members to new Commission Handbook Subcommittee (ACTION ITEM)

The Farmers Market Commission voted to create a new subcommittee at the Aug. 1 meeting. The purpose and intent of this subcommittee is to create a more comprehensive on-boarding process via the development of a Handbook specific to the Farmers Market Commission. Attached are current assignments; it is generally recommended that

MOSCOW FARMERS MARKET COMMISSION



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

Regular Meeting
~Minutes~

Amanda Argona
Staff Liaison
208-883-7132

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

Wednesday
September 6, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Commission members not serve on more than two subcommittees to avoid burnout and share tasks. To avoid violating Idaho's Public Meeting Law, subcommittees will have no more than four Commission members assigned at a given time. Staff is also recommending that this Commission be active in the Spring/Summer based on current subcommittee activities during the calendar year.

PROPOSED ACTIONS: Assign up to four Commission members to the Commission Handbook Subcommittee; or take such other action as deemed appropriate.

Hill proposed to assign members now, but wait to start meeting in the spring or summer. Hill iterated the Commission can have up to 4 people on the new Subcommittee. DePhelps asked for clarification when the Policy Subcommittee met during the year. Argona responded now until the end of the year, at which point any changes made to a policy will be presented to the Commission, then presented to City Council for approval.

Argona proposed the Commission Handbook Subcommittee meet February through May. Hill, Smith, and Larson offered to join the Subcommittee.

Larson moved to assign himself, Hill, and Smith to the Commission Handbook Subcommittee. Smith seconded.

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

REPORTS

1. Community Events Manager report – Argona

Argona presented items for Commission consideration to ensure consistency and alignment with Market policies.

Request from Melliflora Flower Farm to bring sheep pelts to the Market. Melliflora Flow Farm aka Mellifera Farm is considered to be a flower Vendor with the Market, but does raise Icelandic sheep on her farm and requested to bring the pelts for the cooler weather Markets. The Vendor was unsure if the product fits the value-added definition as she sends the hides off to a tannery. Argona confirmed with Aniroonz Sheep Co., a fiber and meat

MOSCOW FARMERS MARKET COMMISSION



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

Regular Meeting
~Minutes~

Amanda Argona
Staff Liaison
208-883-7132

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

Wednesday
September 6, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Vendor, that this is common practice in order to have a quality product. Argona also confirmed that both Vendors do as much processing as they are able (raising the animals, skinning the hide, washing the hide, etc.) prior to shipping it to a tannery for finishing. After some discussion, the Commission agreed the Vendor is meeting Market policies, with both Larson and Smith noting how difficult it is to process hides on your own without a tannery.

Argona presented the Commission's budget history as requested. Discussion ensued that the Commission's budget be used for items requested by the Commission such as education or travel for conferences, or t-shirts for Commission members (similar to apron purchases) and not for giveaway materials. There was general consensus that if the Commission needs items for tabling, those items are to be provided by the Community Events Division, via the Market's Programming budget. The Commission's budget has been set for fiscal year 2024, with potential adjustments to be made for fiscal year 2025 at the purview of the Commission.

Argona reviewed the Commission's scope of work while she is on parental leave. She stated that in her absence, Laura Perrigo will be the acting Community Events Manager and the Cody Riddle will be the staff liaison.

Argona spoke with City Clerk Laurie Hopkins on the Vice-Chair vacancy and was advised to appoint a Commission member in the interim until annual nominations and elections.

DePhelps inquired about the At-Large vacancy. Argona and Hill made announcements during the annual report to Council. Argona indicated she will be including it on social media and the Market's e-newsletter. Several names were suggested by Commission members for Argona to follow-up with.

ANNOUNCEMENTS

1. Farmers Market Commission representation required

- **Sep. 30, 7:45 am to 1 pm – RMA Customer count**
Minimum of five Commission members and/or volunteers.
Available: Hill
Unavailable: DePhelps, Larson, Morsek
- **Oct. 21 7:45 am to 1 pm – RMA Customer count**

MOSCOW FARMERS MARKET COMMISSION



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

Regular Meeting
~Minutes~

Amanda Argona
Staff Liaison
208-883-7132

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

Wednesday
September 6, 2023

4:00 PM

Council Chambers
206 E. 3rd St.

Minimum of five Commission members and/or volunteers.

Available: Larson, Hill (maybe)

Unavailable: Morsek

- **Oct. 28, 9 am to 12 pm (contest)– Halloween Costume Contest**

Minimum of four Commission members to assist with emceeing and judging. Two to three additional volunteers to be recruited for check-in.

2. Proposed Items for Future Agendas

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

- America's Farmers Market Celebration

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

ADJOURN

Meeting adjourned at 4:56 pm.

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 adaordinator@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



Original Page 9

Agriculture Vendors

Vendors who participate in the cultivation, harvesting, or production of crops, or management of livestock and bees. Vendors are strongly encouraged to be hygienic and sustainable with their practices in the planting, growing, cultivating, harvesting, transporting, and offering of such items for sale.

Fresh Produce/Nursery: Vendors who grow or produce herbs, fruits, vegetables, cut flowers, plants, grains, seeds, raw nuts, shrubs, trees, and vine starts.

Meat/Poultry: Vendors who raise animals with the intent of selling the majority of those products as cuts of meat, "off the hoof" sales, and byproducts like milk, eggs, etc.

Apiarist: Vendors who keep bees and manage beehives where the majority of products sold are the honey, honeycomb, and wax from their hives.

Value-Added: Vendors who produce supplies or ingredients for their processed goods and/or foods, which includes fibers, wood products, preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, etc. The significant constituents of the product must be grown or raised on the producer's farm, ranch, or market garden. If a Vendor is unable to be the processor of their items and/or does not have complete oversight and ownership of the final product, then items are subject to the jury process unless required by law to use a third-party processor (i.e. meat products).

Forager: Vendors who harvest qualified, unaltered items from the wild.

2022-2023 Policy subcommittee

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

Colette DePhelps, UI Rep.

MOSCOW FARMERS MARKET COMMISSION



2019-2020 Policies Subcommittee review of Value-Added definition Kelly Kingsland, Renee Love, and Joann Muneta

Original – Market Vendors who produce the majority of supplies or ingredients for their processed goods and/or foods, which include fibers, wood products, preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, etc. The significant constituents of the product must be grown or raised on the producer's farm, ranch, or market garden. Where possible, Vendors in this category must also be the processor of these value-added items.

Revision 1 – Vendors who produce the majority of supplies or ingredients for their processed goods and/or foods, which include fibers, wood products, preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, etc. **Seventy-five percent (75%) of the product ingredients must be grown or raised on the producer's farm, ranch, or market garden. If a Vendor is unable to process their items, then items are subject to the jury process unless required by law to use a third-party processor (i.e. meat products).**

Revision 2 – Vendors who produce the majority of supplies or ingredients for their processed goods and/or foods, which include fibers, wood products, preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, etc. **The significant constituents of the product must be grown or raised on the producer's farm, ranch, or market garden. If a Vendor is unable to be the processor of their items and/or does not have complete oversight and ownership of the final product, then items are subject to the jury process unless required by law to use a third-party processor (i.e. meat products).**

Revision 3 (adopted 1/7/2020) – **Vendors who produce supplies or ingredients for their processed goods and/or foods, which include fibers, wood products, preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked meats, cheeses, dried fruits and herbs, flours, oils, etc. The significant constituents of the product must be grown or raised on the producer's farm, ranch, or market garden. If a Vendor is unable to be the processor of their items and/or does not have complete oversight and ownership of the final product, then items are subject to the jury process unless required by law to use a third-party processor (i.e. meat products).**

2022-2023 Policy subcommittee

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

Colette DePhelps, UI Rep.

MOSCOW FARMERS MARKET COMMISSION



Original Page 23

Item 17. Annual Vendor Orientation

All Vendors are required to attend the mandatory annual Vendor Orientation meeting prior to start of Market Season, at a date and time set by the Community Events Manager. Failure to attend will result in one of the following scenarios:

- a. Tier 1 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- b. Tier 2 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- c. Tier 3 Vendors: Loss of designated Market space.

If illness, emergency, or another unanticipated conflict forces absence, the Vendor must contact the Community Events Manager as soon as they are able.

2019-2020 Policies Subcommittee review of Vendor Orientation

Kelly Kingsland, Renee Love, and Joann Muneta

Original – Vendors are required to attend the mandatory annual Market Orientation meeting prior to start of Market Season, at a date and time set by the Market Manager.

Revision 1 (reviewed and adopted on 2/4/2020)– All Vendors are required to attend the mandatory annual Vendor Orientation meeting prior to start of Market Season, at a date and time set by the Community Events Manager. Failure to notify the Community Events Manager of absence for a compelling reason will result in one of the following scenarios:

- a. Tier 1 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- b. Tier 2 Vendors: Loss of eligibility to participate in the upcoming Market Season.
- c. Tier 3 Vendors: Loss of designated Market space.

If illness or emergency forces absence, the Vendor must contact the Community Events Manager as soon as they are able.

2022-2023 Policy subcommittee

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

Colette DePhelps, UI Rep.

MOSCOW FARMERS MARKET COMMISSION



SUBCOMMITTEE REVIEW NOTES

9/13/23 – *Larson, Parker, Argona, and Riddle present.* Requested that staff propose additional screening questions for Prospective Vendor form and re-visit development of Agricultural rubric for October Commission meeting. In reference to 2024 Handbook, generally agreed to:

- Review the following on page 9:
 - General Agricultural Vendor definition, especially “strongly encouraged to be hygienic and sustainable with their practices” language.
 - Value-Added subcategory definition; see history on this category.
 - Applicability to foraged items that are processed (is it Ag. and subject to Site Visit, or Food and subject to Jury?)
 - Applicability of “significant constituents” to various products (i.e. homegrown lavender in a cookie v. homegrown raspberry in a jam).
 - Forager subcategory definition. Only addresses “fresh, unaltered items”. Does this definition need to be expanded?
 - Meat subcategory definition for inclusion of length of ownership language.
- Review Annual Vendor Orientation for inclusion of a potential alternative for ‘longstanding’ Vendors.
- Consider an animal health and welfare policy as it relates to sustainability.
- Consider a copyright and license to use policy.
- Not make changes to current policy not allowing for the sale of water bottles citing the following:
 - Single-use plastic waste.
 - Encourages patrons to go into downtown businesses for purchases.
 - Available water fountains downtown; suggested that staff keep disposable cups on-site for such requests.

2022-2023 Policy subcommittee

Kerry Morsek, At-Large Rep.

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

Colette DePhelps, UI Rep.

Halloween Costume Contest Rubric

0 – Poor

Theme: Unable to determine theme
Creativity: Costume is pre-packaged costume
Execution: Required no effort in designing

1 – Average

Theme: Is apparent but common
Creativity: Uses mostly pre-packaged items
Execution: Some effort made in designing

2 – Great

Theme: Is apparent and slightly less common
Creativity: Uses a combination of homemade and pre-packaged items
Execution: Clear effort in gathering pieces to design

3 – Outstanding

Theme: Is apparent and uncommon
Creativity: Costume almost entirely homemade
Execution: Evidence of time and effort put into design

Contestant #	Category	Theme	Creativity	Execution	Total
1	☐ Sprout-Individual ☐ Sprout-Group (2+) ☐ Junior-Individual ☐ Adult-Individual ☐ Pair/Duo ☐ Group (3+)				
2	☐ Sprout-Individual ☐ Sprout-Group (2+) ☐ Junior-Individual ☐ Adult-Individual ☐ Pair/Duo ☐ Group (3+)				
3	☐ Sprout-Individual ☐ Sprout-Group (2+) ☐ Junior-Individual ☐ Adult-Individual ☐ Pair/Duo ☐ Group (3+)				
4	☐ Sprout-Individual ☐ Sprout-Group (2+) ☐ Junior-Individual ☐ Adult-Individual ☐ Pair/Duo ☐ Group (3+)				

MOSCOW
FARMERS MARKET
 COMMISSION



Halloween Costume Contest

- ☐ Sprout-Individual
- ☐ Sprout-Group
- ☐ Junior - Individual
- ☐ Adult - Individual
- ☐ Pair/Duo
- ☐ Group (3+)

Theme/Character(s)

Halloween Costume Contest

- ☐ Sprout-Individual
- ☐ Sprout-Group
- ☐ Junior - Individual
- ☐ Adult - Individual
- ☐ Pair/Duo
- ☐ Group (3+)

Theme/Character(s)

Halloween Costume Contest

- ☐ Sprout-Individual
- ☐ Sprout-Group
- ☐ Junior - Individual
- ☐ Adult - Individual
- ☐ Pair/Duo
- ☐ Group (3+)

Theme/Character(s)

Halloween Costume Contest

- ☐ Sprout-Individual
- ☐ Sprout-Group
- ☐ Junior - Individual
- ☐ Adult - Individual
- ☐ Pair/Duo
- ☐ Group (3+)

Theme/Character(s)

Halloween Costume Contest

Contestant Name(s)



Halloween Costume Contest

Contestant Name(s)



Halloween Costume Contest

Contestant Name(s)



Halloween Costume Contest

Contestant Name(s)





Jamie Hill
Chair

VACANT
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

Gerardo Alvarez
Specialty Food Vendor
representative

Kassie Smith
Crafts Vendor representative



Amanda Argona
Staff Liaison

Maureen Lafflin
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



3 October 2023 Manager Report

VENDORS

- Nothing to report at this time

COMMISSION

- America's Farmers Market Celebration
 - **2023** - 2,280 votes, 2nd Idaho, 2nd Pacific, **12th Nationwide**
 - **2022** - 1,604 votes, 2nd Idaho, 2nd Pacific, **23rd Nationwide**
 - **2021** - 1,358 votes, 1st Idaho, 2nd Pacific, **8th Nationwide**
 - **2020** - 2nd Idaho, 3rd Pacific, **11th Nationwide**
 - **2019** - 86 endorsements, 1st Idaho, 3rd Pacific
 - **2018** - 1st Idaho, 15th Nationwide (Focus on Farmers, Champion for the Environment), **16th Nationwide** (People's Choice, Healthy Food For All, Pillar of the Community)
 - **2017** - 1st Idaho, 19th Nationwide (Pillar of the Community), **20th Nationwide** (People's Choice, Healthy Food For All), 21st Nationwide (Focus on Farmers), 22nd Nationwide (Champion for the Environment)
 - **2016** - 1st Idaho, 14th Nationwide (Pillar of the Community), **15th Nationwide** (People's Choice), 16th Nationwide (Focus on Farmers, Healthy Food For All, Champion for the Environment)
 - **2015** - 1st Idaho, 18th Nationwide (Focus on Farmers, Healthy Food For All), 19th Nationwide (Champion for the Environment), 20th Nationwide (Pillar of the Community), **21st Nationwide** (People's Choice)
 - **2014** - 1st Idaho, **Top 100 Nationwide**
 - **2011** - Favorite Idaho Farmers Market



Jamie Hill
Chair

VACANT
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

Gerardo Alvarez
Specialty Food Vendor
representative

Kassie Smith
Crafts Vendor representative



Amanda Argona
Staff Liaison

Maureen Laflin
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



3 October 2023 Manager Report

VENDORS

- Nothing to report at this time

COMMISSION

- Prospective Vendor Form
- Agricultural Vendor rubric

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 food 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.			
SUSTAINABLE PRACTICES	Supports desire to encourage sound environmental and sustainable practices (4 points)			
	Practices demonstrate effort to balance productivity of land while making improvements.			
	Practices demonstrate an effort to reduce reliance on conventional practices where possible.			

Business/Product fit: Small Business Support:	Farmers Market Community fit: Sustainable Practices:	Minimum qualifying score: <u>9.8/14 = 70%</u>
Vendor Accepted: ☐ Yes ☐ No	Site Visit Required: ☐ Yes ☐ No	Participant's score: <u> /14 = %</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
 - ☐ Broker (0)
 - ☐ Wholesale (0)
 - ☐ None of These (0)
 - ☐ Distributor (1)
 - ☐ Online (1)
 - ☐ Restaurants (1)
 - ☐ Retail (1)
 - ☐ Subscription (1)
 - ☐ CSA model (2)
 - ☐ Contracts (Farm to School, Food Bank) (2)
 - ☐ Farmers Markets (2)
 - ☐ On Farm/U-Pick (2)
6. Estimate the percent of your income (sales) that is generated from Farmers Markets
 - ☐ 0% to 25% (0)
 - ☐ 25% to 50% (1)
 - ☐ 50% or greater (2)
7. How long have you owned/operated this business at its current location?
 - ☐ Over a decade (0)
 - ☐ Five to ten years (1)
 - ☐ Less than five years (2)
8. List the number of individuals involved with this business and their relationship to the business (i.e. # of owners, unpaid family members, paid full-time employees, paid seasonal employees, unpaid interns)
9. Select the types of practices used to produce your products
 - ☐ No-till
 - ☐ Intensive tillage
 - ☐ Moderate to light (select) tillage
 - ☐ Cover cropping
 - ☐ Floating row cover
 - ☐ Living plant rows/trap crops
 - ☐ Plastic or non-biodegradable landscape fabric/mulch
 - ☐ Biodegradable or bio-derived landscape fabric/mulch
 - ☐ 100% grass-fed and finished
 - ☐ 100% grain-fed and finished
 - ☐ Combination of grain and grass feed and finishing
 - ☐ No access to pasture
 - ☐ Limited/seasonal access to pasture
 - ☐ Free-range access to pasture
 - ☐ Crop/paddock rotation
 - ☐ Therapeutic use of antibiotics
 - ☐ Prophylactic use of antibiotics
 - ☐ Sub-therapeutic use of antibiotics
 - ☐ Quarantine/isolation before antibiotics
 - ☐ No-spray
 - ☐ Integrative pest management
 - ☐ Pesticides approved for organic certification
 - ☐ Pesticides not approved for organic certification
10. Contact Info (add Business Name)