

# MOSCOW FARMERS MARKET COMMISSION



Jamie Hill  
Chair

## Agenda

Cody Riddle  
Staff Liaison

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

### 2023-2024 Policies subcommittee

Jenny Parker, Produce Vendor Rep.

Josh Larson, At-Large Rep.

Colette DePhelps, At-Large Rep.

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Mon., Oct. 23, 2023

1:30 PM

Mayor's Conference Room

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## WELCOME AND ATTENDANCE

### REGULAR AGENDA

1. Explore additional screening questions for Prospective Vendor Inquiry Form under the Agriculture Vendor selection.
2. Review general Agriculture Vendor definition in Handbook for proposed changes.
3. Review Value-Added definition:
  - a. Applicability to foraged items
  - b. Applicability to "significant constituent"
4. Address possible changes to Forager subcategory definition.
5. Discuss revision to Meat subcategory:
  - a. Length of ownership
  - b. Animal welfare practices
6. Discuss Vendor Orientation alternate requirements for "long standing Vendors."
7. Next meetings:
  - a. 9 am, Wed., Nov. 1, Mayor's Conference Room
  - b. 9 am, Wed., Dec. 13, Mayor's Conference Room

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

**Location Requirement\***

Do you grow/produce/make your products within 200 air miles of Moscow, ID?

- ☐ Yes
- ☐ No
- ☐ Unsure
- 

**Vendor Type\***

Agricultural - fresh produce, nursery plants, meat, honey, . ▼

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**Non-Agricultural Products\***

Will you be selling any non-agricultural products in addition to your agricultural products?

- ☐ Yes
- ☐ No
- ☐ Unsure
- 

**Product Offerings**

Select all products that you grow, produce, and/or forage that you wish to sell at the Moscow Farmers Market.

- |                                                                                 |                                                    |                                                                             |                                                      |
|---------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Produce (tree fruit, berries, vegetables)              | <input type="checkbox"/> Beef                      | <input type="checkbox"/> Wood items                                         | <input type="checkbox"/> Dried fruits, herbs, spices |
| <input type="checkbox"/> Live plants (house plants, trees, shrubs, vine starts) | <input type="checkbox"/> Goat                      | <input type="checkbox"/> Preserves, jams, jellies                           | <input type="checkbox"/> Flour                       |
| <input type="checkbox"/> Fresh herbs (cut or potted)                            | <input type="checkbox"/> Lamb                      | <input type="checkbox"/> Pickles, pickled food                              | <input type="checkbox"/> Oils, vinegars              |
| <input type="checkbox"/> Cut flowers                                            | <input type="checkbox"/> Chicken                   | <input type="checkbox"/> Canned, processed goods (syrup, salsa, fish, etc.) | <input type="checkbox"/> Wild mushrooms              |
| <input type="checkbox"/> Grain                                                  | <input type="checkbox"/> Milk                      | <input type="checkbox"/> Cider, beer, wine                                  | <input type="checkbox"/> Wild berries                |
| <input type="checkbox"/> Seeds                                                  | <input type="checkbox"/> Eggs                      | <input type="checkbox"/> Smoked meats                                       | <input type="checkbox"/> Wild herbs                  |
| <input type="checkbox"/> Nuts                                                   | <input type="checkbox"/> Honey, honeycomb, beeswax | <input type="checkbox"/> Cheese                                             | <input type="checkbox"/> Other                       |
| <input type="checkbox"/> Pork                                                   | <input type="checkbox"/> Fiber                     |                                                                             |                                                      |
- 

**First Name\*****Last Name\***

# 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
 

|                                            |                                           |                                                                    |
|--------------------------------------------|-------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Broker (0)        | <input type="checkbox"/> Restaurants (1)  | <input type="checkbox"/> Contracts (Farm to School, Food Bank) (2) |
| <input type="checkbox"/> Wholesale (0)     | <input type="checkbox"/> Retail (1)       | <input type="checkbox"/> Farmers Markets (2)                       |
| <input type="checkbox"/> None of These (0) | <input type="checkbox"/> Subscription (1) | <input type="checkbox"/> On Farm/U-Pick (2)                        |
| <input type="checkbox"/> Distributor (1)   | <input type="checkbox"/> CSA model (2)    |                                                                    |
| <input type="checkbox"/> Online (1)        |                                           |                                                                    |
6. Estimate the percent of your income (sales) that is generated from Farmers Markets
 

|                                        |                                         |                                             |
|----------------------------------------|-----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> 0% to 25% (0) | <input type="checkbox"/> 25% to 50% (1) | <input type="checkbox"/> 50% or greater (2) |
|----------------------------------------|-----------------------------------------|---------------------------------------------|
7. How long have you owned/operated this business at its current location?
 

|                                            |                                                |                                                   |
|--------------------------------------------|------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Over a decade (0) | <input type="checkbox"/> Five to ten years (1) | <input type="checkbox"/> 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
 

|                                                                              |                                                                            |                                                                            |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> No-till                                             | <input type="checkbox"/> 100% grass-fed and finished                       | <input type="checkbox"/> Prophylactic use of antibiotics                   |
| <input type="checkbox"/> Intensive tillage                                   | <input type="checkbox"/> 100% grain-fed and finished                       | <input type="checkbox"/> Sub-therapeutic use of antibiotics                |
| <input type="checkbox"/> Moderate to light (select) tillage                  | <input type="checkbox"/> Combination of grain and grass feed and finishing | <input type="checkbox"/> Quarantine/isolation before antibiotics           |
| <input type="checkbox"/> Cover cropping                                      | <input type="checkbox"/> No access to pasture                              | <input type="checkbox"/> No-spray                                          |
| <input type="checkbox"/> Floating row cover                                  | <input type="checkbox"/> Limited/seasonal access to pasture                | <input type="checkbox"/> Integrative pest management                       |
| <input type="checkbox"/> Living plant rows/trap crops                        | <input type="checkbox"/> Free-range access to pasture                      | <input type="checkbox"/> Pesticides approved for organic certification     |
| <input type="checkbox"/> Plastic or non-biodegradable landscape fabric/mulch | <input type="checkbox"/> Crop/paddock rotation                             | <input type="checkbox"/> Pesticides not approved for organic certification |
| <input type="checkbox"/> Biodegradable or bio-derived landscape fabric/mulch | <input type="checkbox"/> Therapeutic use of antibiotics                    |                                                                            |
10. Contact Info (add Business Name)

# 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

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## **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**

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## 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**

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