

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>

Tuesday
December 3, 2024

4:00 PM

Council Chambers
206 E. 3rd St.

Meeting was called to order at 4:02 pm.

WELCOME AND ATTENDANCE

MEMBERS: Josh Larson (Vice Chair), Samantha Martinet, Jodi McClory, Gerardo Alvarez, JT Manning, Jamie Hill (Chair), Kassie Smith, Colette DePhelps, Phil Blankenship (arrived 4:50 pm).

STAFF: Amanda Argona (Community Events Manager), Laura Perrigo (Community Events Specialist), Julia Parker (Councilmember)

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.

Hill read the mission statement out loud.

2. Approval of Farmers Market Commission November 5, 2024 Minutes (ACTION ITEM)

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

Martinet moved to approve the minutes. Alvarez seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstain: 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 city of residence for the record and limit your remarks to three (3) minutes.

Argona presented a letter from Erika Sattler, current Vendor and owner of Texas Ridge LLC, about new Agricultural Vendors attending the Market before completing a site visit to confirm that they meet the Market's standards and requirements. Argona and the Commission recommended having the Policy Subcommittee review site visit guidelines. Slatter suggested a clause be added regarding verification of animal possession for Livestock/Poultry Vendors.

4. Appoint Farmers Market Commission Chair and Vice Chair (ACTION ITEM)

PROPOSED ACTIONS: Elect officers or take such other action deemed appropriate.

Argona announced the accepted nominees for Chair and Vice Chair as Manning (Chair) and Larson and Smith (Vice Chair). A public vote was held to elect Manning as Chair. A silent vote was executed to elect the Vice Chair. Hill tallied the votes; the majority of members voted in favor of electing Smith as Vice Chair.

Smith moved to accept Manning as Commission Chair. Alvarez seconded.

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

DePhelps moved to accept Smith as Commission Vice Chair. Larson seconded.

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

5. FY25 Farmers Market Commission budget (ACTION ITEM)

The Commission has been allocated \$3,500 which is to be spent before September 30, 2025. Most of this budget is to be used for educational purposes, such as sending members to appropriate conferences, workshops, etc. At a minimum, conference registration expenses are covered, but travel, lodging, and per diem are not guaranteed.

Conferences available for Commission member attendance include:

- Washington State Farmers Market Association, Feb. 21 – 22, Bremerton, WA (early bird pricing in effect until Feb. 1)
 - WSFMA 2024 expenses for two Commission members totaled \$1,009.22.
 - WSFMA 2023 expenses for two Commission members totaled \$1,698.98.
- InTents Farmers Market Pros, Mar. 10 – 12, San Diego, CA (early bird pricing in effect until tickets are sold out)
 - InTents 2024 expenses for one Commission member totaled \$1,686.81.
 - InTents 2022 expenses for one Commission member totaled \$1,214.98.

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

Argona informed members that all registration expenses will be covered, and depending on budget, a per diem will be issued. Smith and DePhelps expressed interest in attending the InTents Conference, while Larson and Alvarez both showed interest in the WSFMA Conference. Argona is considering sending staff to both conferences pending budget.

Martinet moved to send two commission members to each conference pending budget. Larson seconded.

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

REPORTS

1. **Policy Subcommittee – Larson, Alvarez, Blankenship, Manning, and Argona**

Subcommittee members referenced their last meeting to ensure they were in alignment with the Commission's goals.

Discussion ensued about the concerns raised by Slatter, ensuring Vendor product integrity and offerings, and a stricter penalty protocol. McClory suggested the Site Visit subcommittee meet before the next Policy subcommittee meeting so they may pass along any information that could impact the decisions made by the Policy subcommittee.

Argona reminded the Commission of the timeline associated with policy changes. She indicated that the subcommittee will meet again and report at the January meeting their finalized proposed changes. These changes will then be put out for Vendor feedback and action will be taken at the February meeting.

2. **Onboarding Subcommittee – Hill, Martinet, Smith, and Argona**

The subcommittee reviewed the current materials in Commission binders noting several items which are not needed or can be consolidated to one reference page. Subcommittee members reviewed the differences or lack of onboarding each have had, and intentions for future onboarding of Commission members.

3. **Branding Subcommittee – Hill, Martinet, Smith, Manning, and Argona**

Hill shared ideas for the 2026 50th Anniversary celebration of the Farmers Market citing the citizen survey results. Smith added the subcommittee's focus will be on community engagement. Ideas are still tentative, including but not limited to a farm-to-table menu series, gallery series highlighting the history of the market, and a calendar. DePhelps encouraged the subcommittee members to reevaluate the workload of the farm-to-table series. Discussion continued around different ideas and uses for a proposed 50th-anniversary logo.

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.

- **Preliminary 2025 Vendor roster and compliance**

2. Farmers Market Commission regular meeting Tuesday, January 7, 2025 at Moscow City Hall in Council Chambers

Meeting adjourned at 5:29 pm.

DRAFT

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DRAFT



MOSCOW FARMERS MARKET COMMISSION



2025 Annual scope of work

Monthly meetings

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

Conferences

Feb. 21 to 22
WSFMA
Bremerton, WA

Mar. 10 to 12
Farmers Market Pros InTents
San Diego, CA

Outreach & Other Deadlines

Pre-Season

- Jan. 10 @ 8 am General application, registration, and submission period opens
- Feb. 21 @ 5 pm Artwork submission period closes
- Feb. 26 @ TBD Craft & Food Jury 1
- Mar. 5 @ 8 am-12 pm Craft & Food Jury 2
- Mar. 7 @ 8 am Artwork public voting opens;
Friendship Square entertainment application closes
- Mar. 17 @ TBD Craft & Food Jury 3
- Mar. 19 @ TBD Craft & Food Jury 4 (current/returning)
- Mar. 28 @ 8 am Artwork public voting closes
- Apr. 10 @ 3-5 pm Annual Vendor Orientation

In-Season

- May 10 Hosting 2025 Poster Artist
- Jun. TBD Promoting AFMC voting
- Jun. 30 @ 5 pm 50th Anniversary submission and application period closes
- Aug. 9 Celebrating NFMW
- Sep./Oct. TBD Annual report to Council
- Oct. 25 Judging Halloween Costume Contest

JT Manning
Chair

Kassie Smith
Vice chair
Crafts Vendor representative

Gerardo Alvarez
Specialty Food Vendor
representative

Phillip Blankenship
At-large member

Colette DePhelps
University of Idaho
representative

Joshua Larson
At-large member

Sam Martinet
Moscow Chamber of
Commerce + Visitor Center
representative

Jodi McClory
Produce Vendor
representative

VACANT
At-large member

Amanda Argona
Staff Liaison

Julia Parker
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)



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MOSCOW FARMERS MARKET COMMISSION



2025 Annual scope of work

January

- Craft & Food Jury registrations open
- Poster Artwork submission period open
- Friendship Square performance application opens
- 50th Anniversary license-to-use application community content submission period opens

February

- Artwork submission period closes
- FY26 Commission budget request due
- Craft & Food Jury registrations begin closing
- 2025 Handbook recommendations approved for Legal review

March

- Craft & Food Juries
- Artwork finalists selected
- Artwork public voting open for three week period
- Friendship Square performance application closes
- 2025 Handbook presentation to Committee and Council

April

- Site Visits begin
- Annual Vendor Orientation

May

- Site Visits continue
- National Bike Month

June

- Site Visits continue
- America's Farmers Market Celebration voting opens
- 50th Anniversary application and submission period closes

July

- Where's Waldo on the Palouse
- America's Farmers Market Celebration voting closes
- Branding subcommittee reviews and selects 50th Anniversary content

August

- Idaho Farmers Market Month
- National Farmers Market Week
- 50th Anniversary selections approved

September

- Annual Citizen Commission report to Council TBD

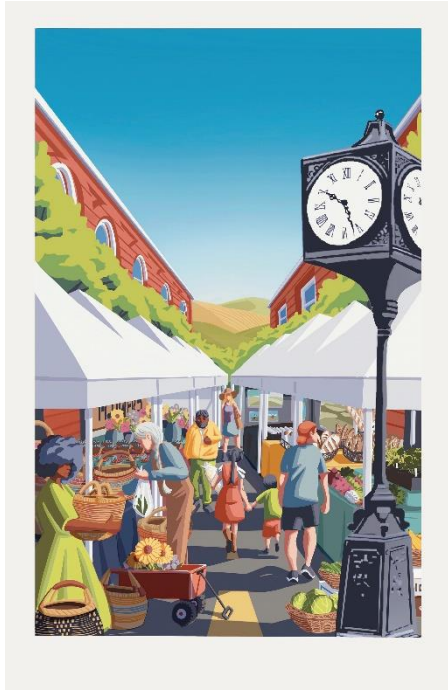
October

- UI Homecoming Parade and Market
- Halloween Costume Contest

MOSCOW FARMERS MARKET



Artwork wanted for feature on the Moscow Farmers Market Poster!



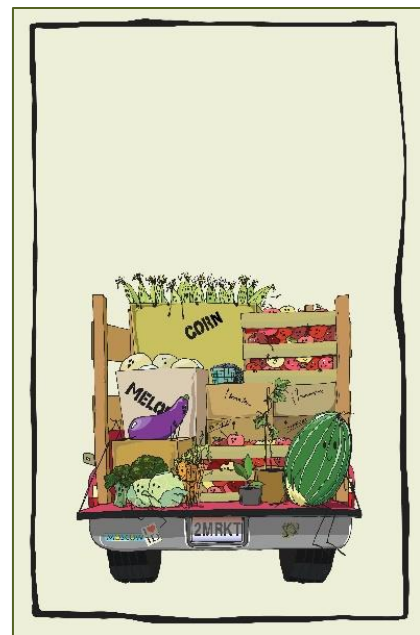
The City of Moscow Community Events Division and Farmers Market Commission are accepting artwork submissions for feature on the 2025 Moscow Farmers Market poster. Artists are invited to submit visual interpretations of this longstanding community event **with no accompanying text** through the City of Moscow Submittable portal at <https://moscowarts.submittable.com/submit>. Text will be added upon selection of artwork utilizing the Market's current design standards.

For additional information regarding this annual call for art, please visit:

- www.ci.moscow.id.us/197/Farmers-Market
- www.ci.moscow.id.us/206/Market-Poster
- www.facebook.com/MoscowFarmersMarket

ELIGIBILITY & SUBMISSIONS

- Artist resides in a 200 air-mile radius from Moscow, Idaho. Students from the following schools are exempt from this restriction: University of Idaho, New Saint Andrews College, Washington State University, and Lewis-Clark State College.
- Artist may only submit one entry.
- Artist submission portrays one or more of the following themes:
 - A scene at the Moscow Farmers Market
 - The social culture of the Moscow Farmers Market
 - A collection of assemblage of products available at the Moscow Farmers Market



MOSCOW FARMERS MARKET



- Submission is of original design and any picture(s) or graphic(s) used must belong to the artist.
- Submissions featuring the following design elements **will not** be considered:
 - Produce not available at the Moscow Farmers Market (i.e. bananas, avocados, pineapples, etc.)
 - Dogs and/or other pets. Dogs that are shown assisting an individual with a disability, or wearing an ADA Service Dog vest are acceptable.
- Submissions may be in any 2D medium including drawing, painting, mixed media, photography, crayon, marker, original graphic art, etc. or a photograph of a 3D art piece.

SELECTION PROCESS

The selection panel includes members of the Farmers Market Commission and City of Moscow staff. From the submissions, the panel selects a maximum of five finalists for public voting. Public voting will begin at 8 am on Fri., Mar. 7 until 8 am on Fri., Mar. 28. The finalist submission with the most votes at the end of the voting period is the winner and will be announced via social media and press release.

Finalist selection criteria includes:

- The use of bright, lively, and festive colors.
- The subject matter aligns with one of the three submission themes.
- The subject matter reflecting diversity of products and/or people.
- The ability of the artwork to read well from various distances.
- The ability of the artwork to be replicated on an 11"x17" or 17"x11" sized poster, of which up to 2" is primarily dedicated to information about the Moscow Farmers Market such as City and program logos, supporting organizations, etc.

The selected artist has the option to be present during a Moscow Farmers Market in the month of May to sign finalized posters in-person. The original selected artwork will become property of the portable City of Moscow Art Collection and the selected artist, or guardian if applicable, agrees to sign an art purchase agreement and receive a \$500 honorarium. The artist is responsible for delivering the original artwork to the Arts Department for professional framing. The artist will retain the copyright to the artwork, though the City of Moscow will be granted an irrevocable license to reproduction of the winning work for promotional needs.

MOSCOW FARMERS MARKET



FILE UPLOADS

2D and 3D Submission must conform to the following:

- Save all images in 300 DPI (Dots per Inch) resolution
- File size should be less than 30MB.
- file name format: LastnameFirstname_ArtworkTitle_DateCompleted
Example: SmithDana_FarmerInTheGarden_2021
- 2D submissions: Upload (1) print ready digital file in .jpeg, .png, or .pdf
- 3D submissions: Upload up to (3) digital files in .jpeg, .png, or .pdf



MOSCOW FARMERS MARKET COMMISSION



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Minutes

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

**Monday
December 9, 2024**

9:00 AM

**Moscow Chamber of
Commerce + Visitor Center
411 S. Main Street**

WELCOME AND ATTENDANCE

Hill absent.

REGULAR AGENDA

1. Conflict of interest disclosure
Review the intent of including this in the onboarding process and determine timing (i.e. annual basis, quarterly basis, appointment of new Commission members, etc.).

Subcommittee members recommend the following if implemented:

- *Bias and conflicts disclosure to take place annually*
- *No forms required as minutes serve as official public record*
- *Request and interest in updating Title 3, Chapter 5 – Farmers Market Commission to include member participation in process.*

2. Volunteer rules and regulations
Review federal Fair Labor Standards Act (FLSA) materials.

Subcommittee members reviewed and no further concerns were brought forward.

3. Propose ownership of onboarding responsibilities
At the December Farmers Market Commission meeting, there was a proposal to have the onboarding overseen by the Vice chair and staff liaison. Subcommittee proposal will be presented as an action item at a future Commission meeting.

Subcommittee members recommend that the Onboarding subcommittee be inactive while the Vice chair and staff liaison develop and implement the

2024-2025 Onboarding subcommittee

Jamie Hill, At-Large Rep.
Kassie Smith, Crafts Vendor Rep.
Samantha Martinet, MCOC+VC Rep.

MOSCOW FARMERS MARKET COMMISSION



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process. Opportunity to have subcommittee regroup with feedback from any new members to evaluate process. If needed, subcommittee will remain intact, with active and inactive periods similar to other subcommittees, or dissolve if no further action is required.

4. Other

There were no new items for the subcommittee to address.

5. Next meeting: TBD

Subcommittee suggested next meeting to take place when staff has drafted onboarding materials for review.

ADJOURN

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2024-2025 Onboarding subcommittee

Jamie Hill, At-Large Rep.

Kassie Smith, Crafts Vendor Rep.

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MOSCOW FARMERS MARKET COMMISSION



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**Wednesday
December 18, 2024**

10:00 AM

**Mayor's Conference Room
206 E. Third Street**

WELCOME AND ATTENDANCE

Hill absent.

REGULAR AGENDA

1. Propose anniversary schedule of events

At the December Farmers Market Commission meeting, there was discussion about ensuring proposed events can be implemented easily given the Commission's and staff's normal responsibilities. The subcommittee proposal will be presented as an action item at a future Commission meeting.

Subcommittee members presented ideas. Smith suggested the idea of "Bring a newbie to Market day". The premise would be to engage the Vandal community. Discussion ensued about incentivizing new Vandals to visit the Market during the month of August and engaging key UI personnel to host a booth and provide the incentive to eliminate additional responsibilities to staff. Martinet is still in favor of hosting a "Market History" show in partnership with the Latah County Historical Society. She suggested that the show could take place in August and run through October, but is open to other dates. Argona presented more information on a Community Art Show at the 1912 Center. Suggested dates from Jenny Kostroff included pre-season (February-March), or June Artwalk. Subcommittee members discussed the benefits of pre-season for engagement kick-off and again to limit staff time and responsibilities. Manning presented a slew of suggestions. The ones that resonated the most with the subcommittee members included a Vendor appreciation reception and to tie this to the Community Art Show, opening day ribbon cutting, and closing day ceremony tied in with the Halloween Costume Contest. Argona reminded subcommittee members about the "Produce" show at the Third Street Gallery hosted by the Arts Department. Subcommittee members felt that it was okay for events to overlap.

2024-2025 Branding subcommittee | 50th Anniversary project

JT Manning, At-Large Rep.

Kassie Smith, Crafts Vendor Rep.

Samantha Martinet, MCOC+VC Rep.

Jamie Hill, At-Large Rep

MOSCOW FARMERS MARKET COMMISSION



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2. Next meeting

Subcommittee members did not schedule their next meeting.

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Friday
December 13, 2024

9:00 AM

Council Chambers
206 E. 3rd St.

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Review proposed revisions
 - a. Page 3 – Economic Opportunity
 - b. Page 5 – Definition of Terms
 - c. Page 6-7 – Vendor Category definitions
 - d. Page 20 – Sale and Distribution of Non-Approved Items
 - e. Page 22 – Vendor Space Assessment
 - f. Page xi – Appendix 6

Subcommittee members reviewed the proposed revisions. The word “live” was removed from the proposed Seafood Vendor definition as this conflicted with the proposed inclusion of “no live animal sales” on page 20. The subcommittee members generally agreed that the revisions were ready to be reported to the entire Commission for further presentation to Vendors for feedback.

2. Discuss and refine idea around permitting or not permitting established businesses/brick & mortar businesses into Market.

Staff brought up concerns about excluding established and/or brick & mortar businesses from Market participation who meet eligibility and qualification standards. She cited two Vendors who would have been prohibited from Market participation if this type of policy were enacted and expressed concerns that this idea conflicts with the Market's Economic Opportunity core value. Discussion ensued about maintaining the culture and identity of the Market through current processes, how only a handful of brick & mortars meet Market eligibility criteria, and a brick & mortar's limited ability to participate often due to staffing.

2024-2025 Policy subcommittee

Josh Larson, At-Large Rep.

Gerardo Alvarez, Specialty Food Rep.

JT Manning, At-Large Rep.

Phillip Blankenship, At-Large Rep.

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3. Address penalty process for 2026

Staff cited that any changes to increase the penalty fine will need to wait until next year in alignment with the City's fee schedule. Further discussion by subcommittee members indicated a desire to increase forced absences or disqualify Vendors who reach a third penalty violation as missed sales had greater impact on a Vendor than a one-time penalty fee. Members agreed to address this section of the Handbook for next season. Alvarez also brought up during this time the idea that new owners of a Market Vendor operation be required to re-jury. Larson said it is not uncommon when a turn-key business has new ownership, new owners are required to submit new paperwork rather than inherit previous business owners' certifications, licenses, etc.

4. Next meeting

The subcommittee members decided no future meetings were necessary unless at the direction of the Commission.

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2024-2025 Policy subcommittee

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Phillip Blankenship, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



Proposed Revision – Page 3

Core Values

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

Proposed Revisions – Page 5

Definition of Terms

These definitions are included to provide a background for terms used throughout this document. The Market relies on a variety of sources in formulating and adapting terms to keep on trend with farmers market best practices. Sources include but are not limited to: American Farmland Trust, Certified Naturally Grown, Farmers Market Coalition, U.S. Department of Agriculture, Washington State Farmers Market Coalition, etc. The ultimate interpretation of these definitions lies with the Community Events Manager.

Handmade: Items that show evidence of manual and conscious skills, human imagination, and dedication of one's own design, creativity, and making.

Regenerative Agriculture: A holistic approach to addressing improvements in traditional agricultural systems by generating positive impacts that build soil health, promote animal welfare, and remedy social inequities.

Proposed Revisions – Page 6

Agricultural Vendors

Seafood: Vendors who harvest aquatic animals where the majority of products sold are whole and/or fillets of fish, shellfish, and crustaceans either live, raw, smoked, or canned. Seafood must be harvested from within Pacific Northwest waters of the following states: Idaho, Washington, Oregon, and Montana.

MOSCOW FARMERS MARKET COMMISSION



Proposed Revisions – Page 7

Non-Agriculture Vendors

Food Artisan Vendors: Vendors who offer handmade food products in limited quantities using traditional and/or cultural cooking or preparation methods.

Vendors in this category must make these items in accordance with local and state regulations. State code requires the use of commercial kitchens to prepare certain foods. The following sub-categories apply to Food Artisan Vendors:

Specialty Foods: Vendors who create and process foods not intended for immediate consumption, including, but not limited to, preserves, jams, jellies, ciders, beer, wine, syrups, salsas, smoked/cured meats and/or cheeses, dried fruits, dried herbs, roasted nuts, seasonings, drink mixes, flavored oils, etc., with all such ingredients not grown or raised by the producer.

Ready to Eat Foods: Vendors who create ready-to-eat foods made on-site on Market day or prepared in advance and served on Market day that are ready for immediate consumption.

Craft Artisan Vendors: Vendors who offer handmade or manually designed products that are of a home, studio, or cottage-type industry using an intermediate type of technology rather than industrial-type production. Vendors in this category may not sell items made by others unless it is a part of the final product design (i.e. a wooden honey dipper that accompanies a ceramic honey pot; a chain for a pendant; a frame for a photo; etc.).

~~Examples of unacceptable items include, but are not limited to, tracings, paint-by-number, wood or metal products using duplicating machines, kits in any form, and any other items which clearly do not reflect originality of design, as determined by the jury process or Community Events Manager.~~ The following sub-categories apply to Craft Artisan Vendors:

2024-2025 Policy subcommittee

Josh Larson, At-Large Rep.

Gerardo Alvarez, Specialty Food Rep.

JT Manning, At-Large Rep.

Phillip Blankenship, At-Large Rep.

MOSCOW FARMERS MARKET COMMISSION



Proposed Revisions – Page xi

Appendix 6 – Vendor Approval

1) Basic Eligibility

A Vendor is eligible to participate in the Market if they are the grower/producer of the products they are interested in selling at the Market and these same products are grown/produced within 200 air miles of Moscow, ID. Franchises, multi-level marketing companies, and retail chains are not eligible to participate in the Market.

2) Qualifications for eligible Agricultural Vendors

a) Apiarist, Fresh Produce/Nursery, Livestock, and Value-Added Vendors qualify for Market participation upon completion of the following:

- i) Create a Marketspread account and complete applicable season registration.
- ii) Attend the mandatory Vendor Orientation.
- iii) Complete a Site Visit with the Farmers Market Commission and Community Events Staff. Site Visits must be completed prior to a Vendor being assigned space at the Market.
 - Purpose – The purpose of a Site Visit is to verify growing and/or production practices as listed by the Vendor in Marketspread, to ensure the Vendor has or will have tangible goods for sale that meet Agricultural subcategory definitions, as well as evaluate compatibility with the Market's mission statement and core values.
 - Issues and Actions – Any food safety and/or public health violations discovered during a Site Visit may result in a Vendor being unable to receive a space assignment at Market until the violation is rectified. Vendors who are deemed incompatible with the Market's mission statement and core values by the Site Visit subcommittee may receive a space assignment at the Market until further notice by the Commission.

b) Forage and Seafood Vendors qualify for Market participation upon completion of the following:

- i) Create a Marketspread account and complete applicable season registration.
- ii) Attend the mandatory Vendor Orientation.

2024-2025 Policy subcommittee

Josh Larson, At-Large Rep.

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MOSCOW FARMERS MARKET COMMISSION



- iii) Forage Vendors are required to disclose where product was harvested within a five [5] square mile description. The Market may require the Vendor to sign a disclosure form that no laws were violated in harvesting or selling of wild mushrooms, plants, or berries.
- iv) Seafood Vendors are required to disclose tributaries where product was harvested within a five [5] square mile description. Seafood must be commonly found within both the defined bodies of water on page 6 and identified tributaries. The Market requires Vendors in this sub-category to furnish any licenses and/or permits demonstrating that seafood was legally harvested, and sales are abiding by local, state, and federal laws and regulations.

3) Qualifications for eligible Non-Agricultural Vendors

- a) Food Artisan and Craft Artisan Vendors qualify for Market participation upon completion of the following:
 - i) Sign-up to attend a Craft & Food Jury via the City of Moscow's Submittable online portal.
 - ii) Receive a minimum qualifying score of 70%.
 - iii) Create a Marketspread account and complete applicable season registration.
 - iv) Attend the mandatory Vendor Orientation.
- b) Craft & Food Jury Information
 - i) Vendors are encouraged to have the following documents prepared prior to signing-up for their preferred Craft & Food Jury date:
 - Vendor Statement – A statement that describes any tools, techniques, and traditions utilized in crafting final product(s).
 - Sourcing List – A list showing where raw materials/ingredients are purchased or sourced from (i.e. businesses, farms, etc.).
 - Price/Menu List – Include pricing of items and/or a menu of product offerings as part of table display at the jury.
 - Completed Food Risk Assessment from Idaho North Central Public Health District or copy of current Food Permit License. **[Food Artisan Vendors only]**

2024-2025 Policy subcommittee

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- Examples of packaging for unsealed/open food items (i.e. plates, bulk containers, to-go packaging, etc.). Styrofoam packaging and containers are not permitted. **[Food Artisan Vendors in the Ready to Eat Foods subcategory only]**
 - Rendering (digital, hand drawn, or photograph) of proposed booth layout that includes handwashing station location, prep areas, backstock, coolers, etc. **[Food Artisan Vendors in the Ready to Eat Foods subcategory only]**
- ii) Day-of Jury
- Set-Up and Take-Down – Tables are provided for Vendors. Vendors have one (1) hour to complete their table set-up and may not be present during the judging period. Vendors are required to collect their items at the end of a jury. Failure to do so results in a zero (0) score and items left behind are discarded.
 - Judging Criteria and Scoring – A jury panel handles, examines, and/or tastes presented items. Panelists are generally comprised of Farmers Market Commission members. A Vendor's score is based on their Table Display, Sourcing Information, and Product Design and Integrity. Each evaluator completes a score card (see examples on following pages) per Vendor. Score cards are tallied, and an average score is provided per Vendor.
- iii) Post-Jury
- Re-Jurying – Vendors who do not receive the minimum score may re-jury at a later date pending space availability.
 - Notification – Community Events Staff notifies Vendors of their results, and approved products if applicable, within two (2) business days. The Community Events Manager reserves the right to select fewer qualified Vendors based on availability of space and current Market product mix. Upon request, the Community Events Manager provides evaluation feedback to Vendors seeking to make improvements to their operation.

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- Adding Products – Requests to sell additional products throughout the season are to be submitted to the Community Events Manager for review.
- Approved Non-Agricultural Vendors are subject to Site Visits if warranted by Community Events staff or Commission.

4) Approval Status

A Vendor is considered approved to sell their products and receive a space assignment in the Market when above eligibility and qualifications result in one of the following:

- a) A satisfactory Site Visit.
- b) An affirmative Commission decision.
- c) Disclosure forms and/or copies of current, applicable licenses and/or permits received by Community Events staff.
- d) Affirmative notification of jury score and approved juried products sent by Community Events staff.

5) Tier Selection

- a) First Season – New Vendors and Vendors that have been absent for two (2) consecutive seasons are eligible to select Tier 1 or Tier 2 packages (see Tier Packages on page 16). Approval status does not equate to guaranteed space assignment at the Market. Vendors who complete their first season may submit a request to the Community Events Manager to be promoted to Tier 3 status for the following season. Considerations for Tier 3 status includes the Vendor's attendance, timeliness, adherence to this Handbook, available space, and product mix.
- b) Special Considerations – Tier 3 status is not typically granted to new Vendors in their first season. Agricultural Vendors, and Non-Agricultural Vendors who receive a qualifying score of ninety percent (90%) or greater, requesting Tier 3 status in their first season shall appeal to the Community Events Manager for consideration.

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Proposed Revisions – Page 17

Sale and Distribution of Non-Approved Items

The sale, distribution, or display of non-approved items such as canned or bottled beverages, literature, live animals, information, signage, etc. not related to the Vendor's normal product offerings and/or services is prohibited.

Proposed Revisions – Page 22

Vendor Space Assessment & Audit

All Vendors are subject to a space assessment and audit at Market by the Community Events Manager and/or Farmers Market Commission members acting in an official capacity. Vendors may be asked to produce current, required permits or have their goods or menus inspected. The purpose of the on-site walk-through is to maintain transparency and authenticity in the Market by ensuring Vendors are held accountable regarding any sourcing and/or practices claims. Vendors found to be violating Market policies will be subject to penalties.

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