

MOSCOW FARMERS MARKET COMMISSION



JT Manning
Chair

Agenda

Amanda Argona
Staff Liaison

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

2025-2026 Policy subcommittee

Josh Larson, At-Large Rep. • Gerardo Alvarez, Specialty Food Rep. •
JT Manning, At-Large Rep. • Phillip Blankenship, At-Large Rep.

Monday
November 17, 2025

2:00 PM

Haddock First Floor
Conference room
504 S. Washington Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Review proposed edits to Annual Vendor Orientation
2. Review proposed edits to Appendix 6
 - a. Forage Vendors
 - b. Adding new products
3. Inclusion of the word skull into Livestock/Poultry definition
4. Discuss fair market pricing and its applicability in Handbook
5. Discuss limiting of Vendor type proposals from Nov. 4 Commission meeting
6. Next meeting: Mon., Dec. 8 or 15

ADJOURN

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MOSCOW FARMERS MARKET COMMISSION



2025 Handbook (Original)

Annual Vendor Orientation

All Vendors are required to attend the mandatory annual Vendor Orientation meeting in-person 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:

- 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.

An alternative to the in-person meeting is provided to Vendors who experience illness, emergency, or another unanticipated conflict that forces their absence. If a Vendor meets any of these parameters for missing the in-person meeting, then Vendor is subject to the following:

- a. Vendor provides notice and/or request to the Community Events Manager.
- b. Vendor answers list of questions via email by a date and time set by the Community Events Manager demonstrating that they viewed the alternative meeting format.
- c. Vendors who fail to provide an email with answers by the set date and time are subject to the consequences as designated by Tier status above.

2025-2026 Policy subcommittee

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MOSCOW FARMERS MARKET COMMISSION



2025 Handbook (Revised)

Annual Vendor Orientation

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- 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.

An alternative to the in-person meeting is provided for Vendors who experience illness, emergencies, or another unanticipated conflict that forces their absence. Eligibility to receive the alternative format is based on meeting these parameters and communication of absence to the Community Events Manager no later than two business days of the Vendor Orientation. The following apply to the alternative format:

- a. Vendor provides notice and/or request to the Community Events Manager regarding their absence. Communication must be received before 5 pm on Monday following the Vendor Orientation.
- b. Vendor answers list of questions via email by a date and time set by the Community Events Manager demonstrating that they viewed the alternative format.
- c. Vendors who fail to provide an email with answers by the set date and time are subject to the consequences as designated by Tier status above.

2025-2026 Policy subcommittee

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MOSCOW FARMERS MARKET COMMISSION



2025 Handbook (Original)

Appendix 6 – Vendor Approval

2. Qualifications for eligible Agricultural Vendors

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.
- 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 six (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

b. Craft & Food Jury Information

iii. Post-Jury

- Adding Products: Requests to sell additional products throughout the season are to be submitted to the Community Events Manager for review.

2025-2026 Policy subcommittee

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2025 Handbook (Revised)

Appendix 6 – Vendor Approval

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.
- iii. Forage Vendors are required to disclose location where product was harvested within a five [5] square mile description. Products must be commonly found within and/or native to geographic description. The Market requires Vendors in this sub-category to furnish any disclosure forms and/or statements demonstrating that products were legally harvested, and sales are abiding by local, state, and federal laws and regulations.
- 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 six (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

b. Craft & Food Jury Information

iii. Post-Jury

- Adding Products: Requests to sell additional products throughout the season are to be submitted to the Community Events Manager for review prior to Vendor bringing them to Market. Submissions will be reviewed within a ten-business day timeframe and will result in one of the following:
 - Permission from the Community Events Manager to add products to Vendor's approved products list.
 - Permission from the Community Events Manager to bring and sell products for a limited time pursuant to Farmers Market Commission feedback and standards set forth in this Handbook.
 - Decision from the Community Events Manager to not allow products to be brought to or sold at Market until the next season following completion of a satisfactory Site Visit and/or Craft & Food Jury.

2025-2026 Policy subcommittee

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2025 Handbook (Original)

Livestock/Poultry: Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, and hides. Animals must be under a Vendor's care and management for the majority of its lifespan (51% or greater) and finished by the Vendor.

2025 Handbook (Revised)

Livestock/Poultry: Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, **hides, and skulls**. Animals must be under a Vendor's care and management for the majority of its lifespan (51% or greater) and finished by the Vendor.

SUBCOMMITTEE REVIEW NOTES

10/28/25 (5:30-6:30 pm) – Larson, Manning, Blankenship, and Alvarez present.
11/4/25 (4-5:30 pm) – Policy subcommittee report
11/17/25 (2-3:30 pm) –
12/2/25 (4-5:30 pm) – Policy subcommittee report
1/6/26 (4-5:30 pm) – Policy subcommittee report; Vendor feedback period open
1/31/26 – Vendor feedback due
2/3/26 – Policy subcommittee action item
2/23/26 – 2026 Handbook revisions presented to Council Committee

2025-2026 FMC Policies Subcommittee totals:

- Larson – 1 @ 1.5 hour
- Alvarez – 1 @ 1.5 hour
- Manning – 1 @ 1.5 hour
- Blankenship – 1 @ 1.5 hour

Notice to Vendors:

- January 9 – annual welcome letter
- January 16 – monthly Vendor email
- January 26 – reminder email to submit feedback by Jan. 31

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MOSCOW FARMERS MARKET COMMISSION



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Minutes

Amanda Argona
Staff Liaison

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

Tuesday
October 28, 2025

5:00 PM

Haddock First Floor
Conference room
504 S. Washington Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Review scope of work

- a. Address items from 2025 Handbook revisions**
 - i. Economic Opportunity core value – determine inclusion of language that is supportive of minority business owners (i.e. women, veterans, people of color, etc.)**
 - ii. Regenerative Agriculture definition – determine if adopted definition is still relevant and applicable**
 - iii. Policy Violations and Penalties – determine an increase to fine or replace with a forced absence in lieu of fine**
- b. Review and determine updates to Annual Vendor Orientation on page 20**
- c. Review Appendix 6**
 - i. Determine need for inclusion of private v. public land foraging**
 - ii. Address consistent protocol for Vendors offering or adding products mid-season**
 - 1. Food Vendors with expanded menus**
 - 2. Non-Ag Vendors with produce/nursery items (exempt from Jury, triggers Site Visit, limited time/inventory, etc.)**
 - iii. Determine product classification of foraged non-plant derived materials (i.e. Craft & Food Jury or Value-Added Ag)**
 - 1. Skulls, hides, etc.**
 - 2. Rocks, driftwood, etc.**

Subcommittee members reviewed the scope of work for the 2026 Handbook and opted not to make any changes to holdovers from the 2025 Handbook.

Subcommittee members were in favor of adding a time limit of two business day notice of absence to the Vendor Orientation policy.

Subcommittee members were in favor of adapting language from the Seafood Vendor subcategory definition into the Forage Vendor subcategory definition regarding private versus public land harvesting.

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Discussion ensued around adding products mid-season and maintaining a consistent protocol that allows for management discretion. Subcommittee is suggesting review/adding the following under "Adding Products" on page xiii:

- *Requests to be submitted ten business days prior to products brought to Market*
- *Layout options available and what follow-up if any may be required (i.e. Site Visit versus waiting for Craft & Food Jury)*

Alvarez provided historic management practices around Vendors adding products. During course of this discussion, concerns were brought up around Non-Ag. Vendors offering agriculture products and ensuring fair value and market price. Argona cited at least two long-time Craft Vendors who do bring surplus garden products to Market, indicating it is usually in small quantity and for a limited time.

Discussion ensued around product classification. Several examples were provided, with Blankenship asking how goatskin gloves might be classified if the Vendor raises and skins the goat and then fashions the gloves. Argona indicated that her interpretation would be to classify it under Value-Added, similar to goat's milk lotion. Members discussed intent, sourcing, and other scenarios as points of consideration. There was no consensus or idea put forward on how to classify foraged skulls and hides. Members agreed that items like rock and driftwood may not be sold on their own as raw materials.

2. Next meeting

Next meeting to be determined following Commission action and feedback at the Nov. meeting.

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