

# Moscow City Council



Regular Meeting  
~Agenda~

Laurie M. Hopkins  
City Clerk

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

208.883.7015

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**Monday, March 2, 2026**

**7:00 PM**

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

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The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

## **PLEDGE OF ALLEGIANCE**

## **PROCLAMATION**

**Moscow Public Library 120th Anniversary**

## **CONSENT AGENDA**

### **1. All Consent Items (ACTION ITEM)**

**A. Approval of Moscow City Council February 17, 2026 Minutes - Laurie M. Hopkins**

**B. Approval of Payment of Claims - Sarah Decker**

## **REGULAR AGENDA**

### **2. Mayors Appointments (ACTION ITEM)**

### **3. Public Comment (limit 15 minutes)**

### **4. 1912 Center Annual Report - David Schott / Jenny Kostroff**

### **5. 2026 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona**

In 2018, the Farmers Market Commission and Community Events Division implemented the first iteration of the Moscow Farmers Market Handbook. The Handbook is an expanded policy document meant to provide clarity and serve as a resource for anyone seeking information on the Market, as well as hold Market participants accountable for operating procedures. At the end of each season, the policies that make up the Handbook are considered in depth by staff and the Farmers Market Commission. The Commission reviewed the proposed changes to the Handbook on February 3, 2026, and are presenting accepted changes for approval and adoption by the

Council for the 2026 Market Season.

**PROPOSED ACTIONS:** Recommend approval of the 2026 Moscow Farmers Market Handbook, or take other action deemed appropriate.

**6. Set FY2027 Budget Hearing Date (ACTION ITEM) - Bill Belknap**

Per Idaho Code 63-802(A) the City is required to notify Latah County of the public hearing date for the City's annual budget no later than April 30 each year. Staff is requesting that the Council officially set the date for the FY2027 Budget hearing for August 17, 2026, so the Notification of Budget Hearing form can be completed and returned to the Latah County Auditor's Office as required.

**PROPOSED ACTIONS:** Set August 17, 2026, as the public hearing date for the City of Moscow FY2027 budget, or take other action deemed appropriate.

**REPORTS**

**City Council**

**Mayor**

**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](mailto: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.

# PROCLAMATION TO HONOR THE MOSCOW PUBLIC LIBRARY FOR 120 YEARS OF SERVICE 1906-2026

**WHEREAS,** Libraries have been in existence for approximately 5,000 years, dating back to archives constructed in the Fertile Crescent; and

**WHEREAS,** The oldest free public library in America, the Peterborough Public Library, was established in 1833 in New Hampshire; and

**WHEREAS,** Title 33, Chapter 27 of Idaho State Statute proclaims: “It is hereby declared to be the policy of the state of Idaho, as a part of the provisions for public education, to promote the establishment and development of public library service for all the people of Idaho. By so declaring, the state acknowledges that the ability of its citizens to access information has a critical impact on the state’s educational success, economic development, provision for an informed electorate, and overall quality of life;” and

**WHEREAS,** Andrew Carnegie, who funded the construction of over 2,000 free public libraries during his lifetime, including the Moscow Public Library, said, “There is not such a cradle of democracy upon earth as the Free Public Library,” and

**WHEREAS,** The members of the Pleiades Club and the Ladies Historical Club organized, staffed, and funded the Moscow Public Library’s precursor, a reading room, raised the necessary funds to build the library building in 1906, and provided the vision, desire, and expertise necessary to make their dream a reality; and

**WHEREAS,** The Moscow Public Library building, owned by the City of Moscow, serves as headquarters for the Latah County Library District, allowing both city and county residents high-quality library service and wider access to library materials; and

**WHEREAS,** The Moscow Public Library has provided 120 years of continuous service to its community.

**NOW, THEREFORE,** I, Hailey Lewis, Mayor of the City of Moscow, do hereby recognize 2026 as the *120th anniversary of the Moscow Public Library* and extend appreciation to all the Library Boards, Staff members, Friends, and citizens of Moscow throughout the Library’s long history who have worked to create and develop an outstanding library for the good of the greater Moscow community.



DATED this 2<sup>nd</sup> day of March, 2026

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Hailey Lewis, Mayor

# Moscow City Council



Regular Meeting  
~Minutes~

Laurie M. Hopkins  
City Clerk

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

208.883.7015

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Tuesday, February 17, 2026

7:00 PM

Council Chambers  
206 E. Third St.

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**The meeting was called to order at 7:00 p.m.**

PRESENT: Mayor Hailey Lewis, Bryce Blankenship, Drew Davis, Evan Holmes, Sandra Kelly, Scott Sumner

ABSENT: Sage McCetich

STAFF: Bill Belknap, Mia Bautista, Bob Buvel, Nichoel Baird Spencer, Laurie M. Hopkins

## PLEDGE OF ALLEGIANCE

Mayor Lewis led the Pledge of Allegiance.

## CONSENT AGENDA

### 1. All Consent Items (ACTION ITEM)

#### A. Approval of Moscow City Council February 2, 2026 Minutes - Laurie M. Hopkins

#### B. Disbursement Report January 2026 - Sarah Decker

Staff presented the January 2026 Accounts Payable Report to the Public Works / Finance Committee on February 9th, 2026. The Committee received the report and recommended approval of the disbursement report.

**ACTION:** Accept the Disbursements Report for the month of January 2026.

#### C. Approval of Payment of Claims - Sarah Decker

#### D. Southeast Moscow Water and Sewer District Service Agreement Extension - Bill Belknap

The City of Moscow accepts and treats wastewater from the Southeast Moscow Water and Sewer District through an agreement between the District and City. The District was formed in 1974 as an independent Water and Sewer District. It is located on the southeast corner of Moscow, and comprises primarily of residential properties, the majority of which are located outside City-Limits, in Latah County. The District has contracted with the City for sewage conveyance and disposal services since October of 1980. The long-standing agreement allows properties in the District to connect to City facilities. Similarly, it allows the conveyance of wastewater through the District from properties located outside its boundaries. The current agreement will expire on March 1, 2026. The City and District have been engaged in agreement renewal discussions for almost two years and have now reached a general agreement on revisions to the existing agreement terms. However, the new agreement will not be prepared and adopted prior to the expiration of the existing agreement. The City has prepared an agreement to extend the existing agreement to December 31, 2026, to allow time to finalize the agreement and have it approved by both bodies. This was reviewed by the Public Works/Finance Committee on February 9, 2026, and recommended for approval.

**ACTIONS:** Approve the extension agreement with the Southeast Moscow Water and Sewer District.

**E. Verizon Wireless Communications Facility Lease Agreement - Bill Belknap**

The City of Moscow leases space on the City’s water reservoirs to wireless communications providers. In 2004, the City entered into a lease agreement with Cellco Partnership (dba Verizon Wireless) to lease space on the Jim Lyle Rotary Park water reservoir and to build the joint restroom/equipment structure that exists in the park. That agreement spanned 25 years and will end in 2029. Verizon Wireless has expressed the desire to renew and extend the lease agreement. Staff has prepared a new lease agreement that would renew the lease for up to another 25 years with an initial term of 5 years and five additional 5-year renewal terms. At the end of the current lease term in 2029, the lease fees would be increased to the City’s existing lease rate of \$15,690 per year to \$35,420.40 per year with 3% annual escalator each year thereafter. The lease agreement is before the Council for consideration. This was reviewed by the Public Works/Finance Committee on February 9, 2026, and recommended for approval.

**ACTION:** Approve the lease agreement.

**F. Selective Traffic Enforcement Program – Grant Application - Alisa Anderson**

The Moscow Police Department (MPD) is requesting participation in the national Selective Traffic Enforcement Program (STEP), sponsored by the Idaho Transportation Department (ITD) Office of Highway Safety (OHS). The program aims to reduce traffic crashes resulting in fatalities and serious injuries. Through problem identification, participating agencies focus on addressing specific behaviors and safety deficiencies within their jurisdictions. MPD is requesting to submit a grant application due on February 27, 2026, in an amount not to exceed \$75,000 with an in-kind match of \$18,750 for FY2027. This was reviewed by the Public Works/Finance Committee on February 9, 2026, and recommended for approval.

**ACTION:** Approval for the Moscow Police Department to apply for the Selective Traffic Enforcement Program, requesting grant funding assistance not to exceed \$75,000, with an in-kind match of \$18,750 for FY2027.

Blankenship moved and Davis seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

**REGULAR AGENDA**

**2. Mayors Appointments (ACTION ITEM)**

None offered.

**3. Public Comment (limit 15 minutes)**

Tom LaPointe (Moscow) spoke on communication. He felt the City is good at notifications for agendas but fall on other communications. In regard to one particular issue, he talked to five residents and only one was aware of the issue. He isn’t sure of solutions but maybe community meetings.

Mary Elizabeth Copple (Moscow) invited council to a community forum on March 7 to discuss issues we face. Council members will have opportunity to address constituents.

**4. Citizen Commission Report**

None offered.

**5. PUBLIC HEARING: Moser Extension Right-of-Way Vacation Request (ACTION ITEM) - Bob Buvel**

On October 15, 2025, the City received a letter requesting the vacation of portions of the right-of-way (ROW) located within the currently undeveloped portion of the Pine View Addition to the City. The request was made by Pam and Joe Jucsen, who are the owners of the Pine View Addition. Pam and Joe Jucsen are proposing to plat the area which requires the vacation of an extension of Moser Street which is located within the plat area. According to Pam and Joe Jucsen, the proposed vacation is to provide wider street right-of-way within the Pine View Addition. A vicinity map of the proposed vacation area is shown on the Notice of Public Hearing attached herein. The notice of the hearing was advertised in the newspaper of record and mailed to properties within 300 feet of the subject ROW and all franchise and other utility providers were also provided notice.

**PROPOSED ACTIONS:** Conduct the public hearing and upon consideration of any testimony received, approve the vacation request by adoption of the Ordinance under suspension of the rules requiring three complete and separate readings and that the ordinance be read by title and published by summary; or consider the Ordinance on first reading; or deny the vacation request; or take such other action deemed appropriate.

Buvel introduced the item providing an aerial of the area and as noted above. This right-of-way vacation is a condition in advance of the Pine View Addition. It will be effective once the Pine View Plat is recorded. No utilities that staff are aware of but the utility companies received notice of the opportunity for public comment.

Belknap provided a background that the ROW was dedicated over 20 years ago as a condition of approval of a lot division. The ultimate design of the subdivision wasn't known so that was the alignment that was chosen as the dedicated ROW to provide access for those lots to be divided and homes constructed. Now the plat has come forward which was approved last year. This ROW doesn't align with the current plat.

Mayor Lewis opened the public hearing at 7:11 p.m.

Scott Becker (Hodge and Associates) thanked staff for the introduction and he can answer any questions.

Greg Bohach (Moscow) lives on Rose Court and representing the neighbors concern of traffic. He spoke with Scott Becker many times. The neighbors are concerned about access to D Street and emergency vehicle access.

Nancy Chaney (Moscow) offered a few reasons why more detail should be included in the ordinance. She suggested a recitation that spoke on public good and three edits within the ordinance.

Mayor Lewis closed the public hearing at 7:20 p.m.

Sumner confirmed the ordinance is written so that the vacation is valid once the final plat is recorded. Belknap added that State code dictates that upon vacation, the property is divided with half going to each adjoining owner unless council states otherwise.

Holmes pondered passing the vacation ordinance on first reading to incorporate some of the suggested language that helps establish the public interest aspect. Lewis explained the process of passing an ordinance. Belknap said the ordinance as presented is legally correct and accurate. The council can put as much detail and explanation as desired. Because it is a right-of-way that was pre-dedicated prior to this plat being designed, Staff didn't feel it was necessary to embellish the recitations or ordinance. If the council would like to provide elements to be included, Staff can incorporate it and bring it back for second reading.

Blankenship felt it is fairly routine in nature and suggested taking the public comment into consideration on future similar ordinances.

Kelly moved to approve the vacation request by adoption of the Ordinance under suspension of the rules requiring three complete and separate readings and that the ordinance be read by title and published by summary. Sumner seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lewis read Ordinance 2026-01 by title:

AN ORDINANCE OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE VACATION OF A PORTION OF PUBLIC STREET RIGHT-OF-WAY LOCATED WITHIN THE CITY OF MOSCOW AND LEGALLY DESCRIBED IN SECTION 2 OF THIS ORDINANCE; PROVIDING THAT TITLE TO SAID VACATED PUBLIC RIGHT-OF-WAY SHALL VEST WITH THE OWNERS OF THE PROPERTY AS SPECIFIED IN SECTION 4 OF THIS ORDINANCE; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE THE FINAL PLAT FOR THE PINE VIEW ADDITION SUBDIVISION IS RECORDED.

**6. Public Transportation Services Agreement with Regional Public Transportation (dba SMART Transit) (ACTION ITEM) - Bill Belknap**

For over 20 years, the City of Moscow has provided financial support to Regional Public Transportation (RPT) (dba SMART Transit) for the provision of public transit services in Moscow, including fixed route and on-demand (dial-a-ride) services. During that time period, the City has never had a formal agreement with RPT for these services. Staff have prepared an agreement with RPT to document the services the City receives in exchange for the annual financial support. The agreement includes a five year term with annual financial support in the amount of \$140,329 per year with a 1% annual escalator. The University of Idaho provides equal annual financial support to RPT to fund public transit services to the students, faculty, and staff in the community. The agreement is before the Council for consideration. This was reviewed by the Public Works/Finance Committee on February 9, 2026, and recommended for approval.

**PROPOSED ACTIONS:** Approve the public transit services agreement with Regional Public Transportation, or provide staff further direction.

Belknap introduced the item as written above. The University of Idaho also contributes at the same level of financial support and are also memorializing their contribution. Lewis said SMART also receives grants from the State of Idaho.

Kelly and Blankenship expressed what a vital service transit is for the community.

Belknap said this agreement is \$10,000 more than budgeted. During the FY2026 budget preparation, Staff was still trying to understand SMART's financial position. With a lower health insurance increase than anticipated, the city can contribute the original \$40,000 request and that will meet their obligation for their grants.

Davis appreciated formalizing the contribution and moved to approve the public transit services agreement with Regional Public Transportation. Kelly seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

## 7. BUILD Grant Local Match Commitment Resolution (ACTION ITEM) - Bill Belknap

Whitman County has been actively working to advance improvements to Sand Road and Kirkendahl Road to provide an alternative east-west route for freight traffic to utilize to reduce traffic within downtown Pullman. This improvement would also benefit Moscow by reducing freight traffic in downtown Moscow. This route was studied in the recent Pullman-Whitman County Freight Alternatives Study completed by the Palouse Regional Transportation Planning Organization. Whitman County would like to apply for a Federal BUILD grant to complete the design and engineering for the project. As envisioned in the study, the project would begin at the Mountain View/Highway 8 intersection with the installation of a signal and continue south and then west with improvements to Mountain View Road and Palouse River Drive continuing west to U.S. Highway 195. On September 15, 2025, the Council approved a Memorandum of Understanding with Whitman County to jointly fund consultant services for the preparation of the BUILD grant application. The total estimated planning and design cost, inclusive of WSDOT Local Programs and Local Highway Technical Assistance Council administration, is \$2.53 million, of which \$1.1 million is attributable to improvements within the City of Moscow. Within the draft application, the City and Whitman County are proposing a 10% match commitment toward these costs, which would be \$110,000 for the City. Staff has prepared a resolution to affirm this match contribution should the grant be awarded. The match funding would come from the Capital Project fund accumulations. This was reviewed by the Public Works/Finance Committee on February 9, 2026, and recommended for approval.

**PROPOSED ACTIONS:** Approve the match commitment resolution, or provide staff further direction.

Belknap introduced the item. See attached presentation. In 2014, the City completed a Multimodal Transportation Plan that evaluated a potential removal/bypass concept using traffic modeling. The analysis concluded the project would provide limited benefit and would not justify the estimated \$110–140 million cost (2014 dollars), and the City discontinued pursuit of the concept. The southwest quadrant showed the most potential benefit, but costs outweighed projected improvements. The City instead shifted focus to protecting existing corridors and recognizing that a future western US-95 bypass would likely be a state-led project.

The 2019 Comprehensive Plan formally designated Palouse River Drive as a future east–west minor arterial on the south end of town, emphasizing access management to preserve roadway capacity. The surrounding area is primarily industrial and commercial, with some residential uses. In recent years, significant development activity in south Moscow, including expansion of the SEL campus, a proposed 50,000 square-foot manufacturing facility with the potential to add up to 1,000 jobs, commercial subdivision development, and new multifamily housing, has increased pressure on existing roadways.

Several south-end corridors are experiencing safety and capacity concerns. The Mountain View Drive/Palouse River Drive/State Highway 8 intersection is nearing warrant thresholds for operational improvements. South Mountain View Drive has inconsistent frontage improvements, and East Palouse River Drive has deteriorating pavement conditions, narrow sections, and limited bicycle and pedestrian facilities. Estimated corridor improvements exceed \$8.3 million (2024 dollars), which is beyond the City's current capital funding capacity without grant assistance.

In 2024, the Idaho Transportation Department (ITD) initiated a US-95 and SH-8 corridor study to evaluate intersection operations through 2050. Several intersections are projected to fall below acceptable service levels. Alternatives under consideration include lane reassignments, access control measures, and potential removal of on-street parking in portions of downtown. Some one-way couplet concepts were evaluated and eliminated, while others remain under review. Additional public outreach is anticipated before the study is finalized.

Whitman County's regional freight study identified a potential bypass route intended to reduce truck traffic through downtown Pullman and Moscow. The concept would connect Kirkendahl Road and Sand Road in Washington to Palouse River Drive and Mountain View Drive in Idaho, with improvements including a new signal at Mountain View Drive and State Highway 8, a roundabout at Mountain View Drive and Palouse River Drive, and corridor upgrades to support freight mobility and multimodal safety. The project is anticipated to reduce truck traffic in downtown Moscow, improve safety for all users, and support future growth.

The City is pursuing BUILD grant funding for engineering and design only, estimated at approximately \$2.5 million, with about \$1.1 million allocated to improvements within Moscow. Construction funding would be pursued separately at a later date. Council previously approved a Memorandum of Understanding with Whitman County to jointly fund consultant services for the grant application, which is scheduled for submission on the 24th. A resolution confirming the City's local match commitment is before Council for consideration.

Mayor Lewis spoke on the public outreach process for ITD's studies. Davis highlighted the many City Council transportation discussions. He said Whitman County will be using this corridor so traffic will be directed into Moscow at this location.

Approximately two years ago, Staff became aware Whitman County was pursuing a BUILD grant. Staff explained that anticipated south-end growth and increasing traffic volumes will continue to strain substandard roadway conditions, regardless of the freight project. After meeting with County representatives, staff concluded it would be in the City's best interest to collaborate on a grant application to proactively improve Mountain View Drive and Palouse River Drive. The intent is to upgrade the corridors to standard two-lane urban roadways with appropriate speeds, bicycle and pedestrian facilities, and the ability to safely accommodate larger vehicles, not to create a highway facility.

Staff noted the City's long history of annexing former county roads and incrementally upgrading them over time. Mountain View Drive has been improved in phases over approximately 40 years. Two projects are scheduled this summer to add missing pedestrian and bicycle facilities, and staff plans to submit a grant application this fall for the remaining segment near Highway 8. However, improvements have occurred gradually as funding allows, often lagging behind development.

This grant opportunity could provide up to 90 percent federal funding for design, allowing the City to advance corridor improvements ahead of continued growth rather than responding after deficiencies emerge. Staff emphasized the importance of being proactive to avoid long-term maintenance burdens and to provide alternatives to potential Idaho Transportation Department actions, such as removing on-street parking or increasing capacity through downtown. Pursuing this cooperative project would position the City to address growth responsibly while preserving local transportation priorities.

Davis stated that both communities are growing, which is positive, and noted the proposal would remove approximately 200 heavy vehicles from the downtown Moscow corridor. He expressed strong support for the project, emphasizing the long-term benefit of addressing Mountain View Road proactively rather than deferring improvements for decades. Drew stated this is an opportunity for Council to act responsibly and utilize available resources, and that failing to pursue the project would create long-term transportation challenges for future generations.

Blankenship stated the proposal represents a proactive rather than reactive approach. He noted that if the City does not participate and Whitman County proceeds independently, Moscow would be left playing

catch-up. He expressed appreciation for the cooperative effort and acknowledged that, if the grant is awarded, there will be opportunities for public outreach and input on implementation. He emphasized that growth will continue, and planning ahead is a positive step.

In answer to Sumner's question regarding the 10% match, Belknap explained these grants are highly competitive. If you're in the urban category it's a required 20% match. Rural projects do not have a defined match but because this is a very highly competitive program, Staff felt meeting somewhere in the middle at 10% would be an appropriate position. Whitman County felt that that was a level they could support as well. The City has not received a BUILD grant in the past. Application was made for Mountain View improvements but were not successful in receiving. LHTAC will improve both approaches to the bridge, including realigning the sharp, blind corner on the west side to remove sight obstructions and create a safer transition near the County Highway District bridge. The project also includes construction of a new bridge wide enough to accommodate vehicle traffic as well as bicycle and pedestrian facilities.

Holmes noted that creating an alternative freight corridor would not remove Highway 95 or Highway 8 from downtown, and ITD could still implement changes such as on-street parking removal if congestion thresholds are met. He questioned the competitiveness of securing future construction funding, given that the current request is for a highly competitive design grant, and expressed concern that the completed plans could remain unused. He also raised concerns about long-term maintenance costs, noting that if the corridor becomes a truck arterial under City jurisdiction, ongoing maintenance responsibilities would fall to Moscow. He asked about the likelihood of advancing from design to construction funding and whether portions of the design could still be utilized if full project funding is not secured.

Belknap responded that projects receiving initial federal design funding are generally more competitive for future construction grants. He noted that the design phase would answer outstanding questions about scope and roadway configuration, and that Council could later determine whether to pursue construction funding. He confirmed that portions of the design could potentially be implemented independently if funding becomes available.

Mayor Lewis emphasized that improvements to Mountain View Drive have occurred incrementally over approximately 40 years and that south-end growth is already driving the need for infrastructure upgrades, independent of the freight study. He clarified that City matching funds would only be expended if the grant is awarded and stated that the return on investment would be significant. Belknap added that with estimated construction costs near \$9 million, design could total approximately \$1.2 million if contracted, compared to the City's proposed \$110,000 match. He noted that completing the work in-house would create substantial opportunity costs for staff.

Kelly expressed appreciation for the public comments and staff input, noting the complexity of the proposal and the significant time Council has spent reviewing it. She stated the 90 percent federal match is a strong benefit and voiced concern that, without alternatives, downtown parking could be reduced in the future. She supported the addition of a signal at Mountain View and Highway 8 and emphasized that continued south-end growth will naturally change existing views and traffic patterns over time. Kelly highlighted safety as a primary concern, referencing past successful roadway improvements with pedestrian and bicycle facilities, and shared personal experiences regarding poor visibility and unsafe conditions on Palouse River Drive. She stated she believes the project includes positive, forward-looking components and would be beneficial for the community if awarded.

Sumner asked whether updated traffic counts were available following improvements on the Washington side. Belknap responded that while specific counts were not available, Whitman County has reported increased traffic since paving Sand Road. Sumner noted that future employment growth at SEL will likely

generate additional traffic and stated that Palouse River Drive currently does not meet safety standards. He emphasized that making improvements now, while adjacent land remains largely undeveloped, would be more cost-effective and practical than attempting upgrades after further development occurs.

Davis moved to approve the match commitment resolution. Kelly seconded. Roll Call Vote: Ayes: Four (4). Nays: One (Holmes). Abstentions: None. Motion carried.

## REPORTS

### City Council

*Farmers Market Commission* – Davis said they have milestones to celebrate this year and working on policies.

*Moscow Urban Renewal Agency* – Kelly said they are reevaluating the RFP process for the 6th and Jackson St property.

*Human Rights Commission* – Kelly reported the Commission is planning a Know your Rights forum to take place March 24.

*Historic Preservation Commission* – Kelly said Reese stepped down as chair.

*Parks & Recreation Commission* – Sumner said the Commission selected Itani Park for the pesticide free park. They are looking for a consultant to analyze parks and recreation systems to get data make informed decisions.

*Moscow Arts Commission* – Sumner said they have many RFQ's out for various projects.

*Sustainable Environment Commission* – Holmes said the energy fair will take place April 4

*Fair & Affordable Housing Commission* – Holmes said they discussed proposed legislature regarding “protected group”. They are unable to sponsor the annual workshop normally held during the affordable housing month.

*Planning and Zoning Commission* – Holmes said they have been working on ideas for better regulation of R-3 duplexes. They also discussed ADU's.

Council members spoke on other meetings and events they attended.

### Mayor

Mayor Lewis said she attended the AIC legislative meetings as well as the City Official’s Day at the Capitol. She met with the ASUI. State of the City is tomorrow.

## ADJOURN

It was moved, seconded and mutually agreed upon to adjourn at 8:43 p.m.

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Hailey Lewis, Mayor

ATTEST:

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Laurie M. Hopkins, City Clerk



# Accounts Payable Checks for Approval

February 25, 2026 03:10 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name	Amount
115557	02/18/2026	Stormwater Fund	Maintenance	Amazon Capital Services	\$56.98
				Check Total:	\$56.98
115558	02/18/2026	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00
115558	02/18/2026	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00
				Check Total:	\$400.00
115559	02/18/2026	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.	\$71.24
				Check Total:	\$71.24
115560	02/18/2026	Sewer Fund	R & M - Equipment	Beckwith & Kuffel, Inc.	\$16,003.06
				Check Total:	\$16,003.06
115561	02/18/2026	General Fund	Refunds & Reimbursements	Brice Garrison	\$25.00
				Check Total:	\$25.00
115562	02/18/2026	Water Fund	Operations & Maintenance Parts	CONSOLIDATED SUPPLY CO.	\$1,010.92
115562	02/18/2026	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$45,844.76
				Check Total:	\$46,855.68
115563	02/18/2026	Sewer Fund	R & M - Equipment	Crown Enterprises	\$19.16
				Check Total:	\$19.16
115564	02/18/2026	Sewer Fund	Rental Equipment	EquipmentShare.com, Inc.	\$2,812.93
				Check Total:	\$2,812.93
115565	02/18/2026	Sewer Fund	R & M - Equipment	Ferguson Waterworks	\$394.44
				Check Total:	\$394.44
115566	02/18/2026	Sewer Fund	R & M - Equipment	GRAINGER, INC.	\$30.93
115566	02/18/2026	Water Fund	R & M - Buildings	GRAINGER, INC.	\$908.53
115566	02/18/2026	Stormwater Fund	Maintenance	GRAINGER, INC.	\$69.52
115566	02/18/2026	Stormwater Fund	Maintenance	GRAINGER, INC.	\$45.54
115566	02/18/2026	Sewer Fund	R & M - Equipment	GRAINGER, INC.	\$795.33
				Check Total:	\$1,849.85

Check #	Check Date	Fund	Account	Vendor Name	Amount
115567	02/18/2026	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
115567	02/18/2026	Water Fund	Rental Property & Equipment	HAHN RENTAL CENTER, INC.	\$47.50
115567	02/18/2026	Stormwater Fund	Rental Property & Equipment	HAHN RENTAL CENTER, INC.	\$47.50
Check Total:					\$238.00
115568	02/18/2026	Stormwater Fund	Professional Services	HMH Engineering	\$2,308.60
Check Total:					\$2,308.60
115569	02/18/2026	Sewer Fund	Department Supplies	Home Depot U.S.A, Inc.	\$44.91
115569	02/18/2026	Sewer Fund	Department Supplies	Home Depot U.S.A, Inc.	\$116.24
Check Total:					\$161.15
115570	02/18/2026	Streets Fund	Professional Services	Inland North Waste	\$780.00
Check Total:					\$780.00
115571	02/18/2026	Sewer Fund	Professional Services	J-U-B Engineers, Inc.	\$5,333.00
Check Total:					\$5,333.00
115572	02/18/2026	Transit Center	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$28.43
115572	02/18/2026	Transit Center	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$12.62
Check Total:					\$41.05
115573	02/18/2026	General Fund	Professional Services	Nicole Larson	\$1,600.00
Check Total:					\$1,600.00
115574	02/18/2026	Water Fund	Department Supplies	NORTH IDAHO CRUSHING, INC.	\$126.45
115574	02/18/2026	Water Fund	Department Supplies	NORTH IDAHO CRUSHING, INC.	\$102.15
115574	02/18/2026	Water Fund	Department Supplies	NORTH IDAHO CRUSHING, INC.	\$99.00
Check Total:					\$327.60
115575	02/18/2026	General Fund	Department Supplies	Northwest Engraving Services	\$61.50
115575	02/18/2026	General Fund	Department Supplies	Northwest Engraving Services	\$61.50
Check Total:					\$123.00
115576	02/18/2026	General Fund	Section 125 Administration	Peak 1 Administration, LLC	\$634.50
115576	02/18/2026	General Fund	Professional Services	Peak 1 Administration, LLC	\$3.00
115576	02/18/2026	General Fund	Professional Services	Peak 1 Administration, LLC	\$20.00
Check Total:					\$657.50
115577	02/18/2026	General Fund	Recruitment Expense	PERSONNEL EVALUATION, INC.	\$150.00
Check Total:					\$150.00
115578	02/18/2026	General Fund	Office Supplies	PRINCRAFT PRINTING, INC.	\$1,195.00
Check Total:					\$1,195.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
115579	02/18/2026	General Fund	Professional Development	Relentless LLC	\$749.00
Check Total:					\$749.00
115580	02/18/2026	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$80.00
115580	02/18/2026	Recreation & Culture	R & M - Equipment	ROBERT MCGAHAN	\$76.00
115580	02/18/2026	Recreation & Culture	R & M - Equipment	ROBERT MCGAHAN	\$40.00
115580	02/18/2026	Recreation & Culture	R & M - Equipment	ROBERT MCGAHAN	\$50.00
115580	02/18/2026	General Fund	R & M - Buildings	ROBERT MCGAHAN	\$30.00
115580	02/18/2026	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$148.00
115580	02/18/2026	Recreation & Culture	R & M - Equipment	ROBERT MCGAHAN	\$100.00
115580	02/18/2026	Transit Center	R & M - Equipment	ROBERT MCGAHAN	\$60.00
115580	02/18/2026	Water Fund	R & M - Buildings	ROBERT MCGAHAN	\$130.00
115580	02/18/2026	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$342.00
115580	02/18/2026	Fleet Management Fund	R & M - Buildings	ROBERT MCGAHAN	\$88.00
115580	02/18/2026	Water Fund	R & M - Buildings	ROBERT MCGAHAN	\$30.00
115580	02/18/2026	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$40.00
115580	02/18/2026	General Fund	R & M - Equipment	ROBERT MCGAHAN	\$40.00
115580	02/18/2026	Fleet Management Fund	R & M - Buildings	ROBERT MCGAHAN	\$187.00
Check Total:					\$1,441.00
115581	02/18/2026	Water Fund	Department Supplies	STEVE CARLTON CONSTRUCTION, INC	\$4,175.00
Check Total:					\$4,175.00
115582	02/18/2026	General Fund	R & M - Buildings	Stoneway Electric Supply Co.	\$74.55
115582	02/18/2026	Capital Projects Fund	Improvements	Stoneway Electric Supply Co.	\$7,188.73
Check Total:					\$7,263.28
115583	02/18/2026	General Fund	Travel & Meetings	The Grove Hotel	\$209.00
115583	02/18/2026	General Fund	Professional Development	The Grove Hotel	\$418.00
115583	02/18/2026	General Fund	Travel & Meetings	The Grove Hotel	\$418.00
115583	02/18/2026	General Fund	Travel & Meetings	The Grove Hotel	\$681.00
115583	02/18/2026	General Fund	Travel & Meetings	The Grove Hotel	\$418.00
115583	02/18/2026	General Fund	Travel & Meetings	The Grove Hotel	\$418.00
Check Total:					\$2,562.00
115584	02/18/2026	Water Fund	Lab Supplies	USABLUEBOOK	\$60.50
115584	02/18/2026	Water Fund	Lab Supplies	USABLUEBOOK	\$36.15
115584	02/18/2026	Sewer Fund	Lab Supplies	USABLUEBOOK	\$499.40
Check Total:					\$596.05
115585	02/18/2026	Water Fund	R & M - Equipment	Western States Equipment Co.	\$1,516.07
115585	02/18/2026	Water Fund	R & M - Equipment	Western States Equipment Co.	\$1,698.96

Check #	Check Date	Fund	Account	Vendor Name	Amount	
					Check Total:	\$3,215.03
115586	02/25/2026	Water Capital Fund	Improvements	Accelerated Construction	\$282.62	
115586	02/25/2026	Water Capital Fund	Improvements	Accelerated Construction	\$31,569.53	
					Check Total:	\$31,852.15
115587	02/25/2026	Sanitation Fund	Printing & Binding	ALLEGRA PRINT & IMAGING	\$762.45	
					Check Total:	\$762.45
115588	02/25/2026	Information Systems Fund	Professional Services	ALMOTA FIBER LLC	\$360.00	
					Check Total:	\$360.00
115589	02/25/2026	Recreation & Culture	Refunds & Reimbursements	Amanda Carlson	\$113.21	
					Check Total:	\$113.21
115590	02/25/2026	Fleet Management Fund	Office Supplies	Amazon Capital Services	\$31.37	
115590	02/25/2026	Fleet Management Fund	Office Supplies	Amazon Capital Services	\$109.22	
115590	02/25/2026	Fleet Management Fund	R & M - Buildings	Amazon Capital Services	\$27.98	
115590	02/25/2026	Streets Fund	Traffic Control	Amazon Capital Services	\$89.00	
115590	02/25/2026	Stormwater Fund	Maintenance	Amazon Capital Services	\$53.51	
					Check Total:	\$311.08
115591	02/25/2026	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00	
					Check Total:	\$200.00
115592	02/25/2026	General Fund	Insurance	Apex Roofing LLC	\$4,838.75	
					Check Total:	\$4,838.75
115593	02/25/2026	Water Fund	Professional Services	Backflow Assembly Testing & Supply	\$114.20	
					Check Total:	\$114.20
115594	02/25/2026	Water Fund	Utility Accounts Receivable	BEEBE BROTHERS LLC	\$44.75	
					Check Total:	\$44.75
115595	02/25/2026	General Fund	Travel & Meetings	BEST WESTERN PLUS UNIVERSITY INN	\$500.00	
115595	02/25/2026	General Fund	Travel & Meetings	BEST WESTERN PLUS UNIVERSITY INN	\$313.68	
115595	02/25/2026	General Fund	Department Supplies	BEST WESTERN PLUS UNIVERSITY INN	\$313.68	
					Check Total:	\$1,127.36
115596	02/25/2026	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00	
115596	02/25/2026	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00	
115596	02/25/2026	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00	
115596	02/25/2026	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00	
					Check Total:	\$40.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
115597	02/25/2026	General Fund	Uniform Cleaning	BLUE RIBBON LINEN SUPPLY, INC.	\$174.81
				Check Total:	\$174.81
115598	02/25/2026	Information Systems Fund	Department Supplies	Cactus Computer & Internet	\$59.00
				Check Total:	\$59.00
115599	02/25/2026	Information Systems Fund	Department Supplies	Canon U.S.A, Inc.	\$16.27
115599	02/25/2026	General Fund	R & M - Equipment	Canon U.S.A, Inc.	\$30.18
115599	02/25/2026	General Fund	R & M - Equipment	Canon U.S.A, Inc.	\$84.05
115599	02/25/2026	General Fund	R & M - Equipment	Canon U.S.A, Inc.	\$105.74
				Check Total:	\$236.24
115600	02/25/2026	Sanitation Fund	Utility Accounts Receivable	CHRISTY KAES	\$308.58
				Check Total:	\$308.58
115601	02/25/2026	Fleet Management Fund	Operations & Maintenance Parts	Cobalt Truck Equipmnet LLC	\$804.84
				Check Total:	\$804.84
115602	02/25/2026	Fleet Management Fund	R & M - Buildings	COLEMAN OIL CO.	\$123.89
115602	02/25/2026	Sewer Fund	R & M - Equipment	COLEMAN OIL CO.	\$831.37
115602	02/25/2026	Fleet Management Fund	Motor Fuels & Lubricants	COLEMAN OIL CO.	\$640.89
				Check Total:	\$1,596.15
115603	02/25/2026	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$4,522.37
115603	02/25/2026	Water Fund	Operations & Maintenance Parts	CONSOLIDATED SUPPLY CO.	\$477.40
115603	02/25/2026	Water Fund	Operations & Maintenance Parts	CONSOLIDATED SUPPLY CO.	\$1,888.11
				Check Total:	\$6,887.88
115604	02/25/2026	General Fund	Professional Services	Devin Moura	\$25.00
				Check Total:	\$25.00
115605	02/25/2026	Water Fund	Other Miscellaneous Supplies	Diamond Speed Products, Inc.	\$696.79
				Check Total:	\$696.79
115606	02/25/2026	Water Fund	R & M - Buildings	Door & Window Specialist	\$1,572.80
115606	02/25/2026	Sewer Fund	R & M - Buildings	Door & Window Specialist	\$1,572.80
				Check Total:	\$3,145.60
115607	02/25/2026	Stormwater Fund	Maintenance	Extendobed	\$256.00
				Check Total:	\$256.00
115608	02/25/2026	Fleet Management Fund	Office Supplies	Farmer Brothers Co.	\$167.32
115608	02/25/2026	Streets Fund	Office Supplies	Farmer Brothers Co.	\$167.32
115608	02/25/2026	Stormwater Fund	Office Supplies	Farmer Brothers Co.	\$167.31

Check #	Check Date	Fund	Account	Vendor Name	Amount
115608	02/25/2026	Recreation & Culture	Department Supplies	Farmer Brothers Co.	\$167.31
				Check Total:	\$669.26
115609	02/25/2026	Recreation & Culture	Dues, Subscriptions & Memberships	FARMSPREAD LLC	\$1,402.50
				Check Total:	\$1,402.50
115610	02/25/2026	Water Fund	Meters	Fastenal Company	\$469.60
				Check Total:	\$469.60
115611	02/25/2026	General Fund	Uniform Expense	Galls, LLC	\$68.77
115611	02/25/2026	General Fund	Uniform Expense	Galls, LLC	\$118.22
				Check Total:	\$186.99
115612	02/25/2026	General Fund	Janitorial Services & Supplies	GG Gutters, Inc.	\$3,708.67
115612	02/25/2026	Transit Center	Janitorial Services & Supplies	GG Gutters, Inc.	\$1,012.09
				Check Total:	\$4,720.76
115613	02/25/2026	General Fund	R & M - Buildings	GROPP, LLC	\$132.40
115613	02/25/2026	Water Fund	R & M - Buildings	GROPP, LLC	\$100.00
115613	02/25/2026	Streets Fund	Traffic Control	GROPP, LLC	\$1,228.47
				Check Total:	\$1,460.87
115614	02/25/2026	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
115614	02/25/2026	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
				Check Total:	\$286.00
115615	02/25/2026	General Fund	Travel & Meetings	HAILEY LEWIS	\$218.95
				Check Total:	\$218.95
115616	02/25/2026	Water Fund	Professional Services	HDR ENGINEERING, INC.	\$862.86
115616	02/25/2026	Sewer Fund	Professional Services	HDR ENGINEERING, INC.	\$393.25
115616	02/25/2026	Water Fund	Professional Services	HDR ENGINEERING, INC.	\$4,478.13
				Check Total:	\$5,734.24
115617	02/25/2026	1912 Center Fund	Professional Services	HEART OF THE ARTS, INC.	\$7,000.00
115617	02/25/2026	1912 Center Fund	Utility Expense	HEART OF THE ARTS, INC.	\$3,750.00
				Check Total:	\$10,750.00
115618	02/25/2026	Capital Projects Fund	Roadway Improvement Program	HMH Engineering	\$131.31
115618	02/25/2026	Capital Projects Fund	Roadway Improvement Program	HMH Engineering	\$1,657.63
				Check Total:	\$1,788.94
115619	02/25/2026	General Fund	Department Supplies	Home Depot U.S.A, Inc.	\$14.88
115619	02/25/2026	Stormwater Fund	Maintenance	Home Depot U.S.A, Inc.	\$6.28

Check #	Check Date	Fund	Account	Vendor Name	Amount
115619	02/25/2026	Stormwater Fund	Maintenance	Home Depot U.S.A, Inc.	\$107.96
				Check Total:	\$129.12
115620	02/25/2026	Fleet Management Fund	Operations & Maintenance Parts	HUBER ACTION FREIGHT, INC.	\$15.60
				Check Total:	\$15.60
115621	02/25/2026	General Fund	Humane Society Allocation	HUMANE SOCIETY OF THE PALOUSE	\$4,991.58
				Check Total:	\$4,991.58
115622	02/25/2026	Recreation & Culture	Concession Supplies	IDAHO BEVERAGES, INC.	\$204.00
				Check Total:	\$204.00
115623	02/25/2026	Water Fund	Lab Supplies	IDEXX DISTRIBUTION, INC.	\$363.21
				Check Total:	\$363.21
115624	02/25/2026	Water Fund	Utility Accounts Receivable	ITANI QUALITY HOMES	\$24.16
115624	02/25/2026	Sewer Fund	Utility Accounts Receivable	ITANI QUALITY HOMES	\$14.36
115624	02/25/2026	Sanitation Fund	Utility Accounts Receivable	ITANI QUALITY HOMES	\$4.10
115624	02/25/2026	Stormwater Fund	Utility Accounts Receivable	ITANI QUALITY HOMES	\$2.13
				Check Total:	\$44.75
115625	02/25/2026	Sewer Capital Fund	WRRF Facility Improvements	J-U-B Engineers, Inc.	\$1,600.80
				Check Total:	\$1,600.80
115626	02/25/2026	General Fund	Professional Development	Jeremiah Lanie	\$408.00
				Check Total:	\$408.00
115627	02/25/2026	Fleet Management Fund	Operations & Maintenance Parts	JESS FORD OF PULLMAN	\$278.10
115627	02/25/2026	Fleet Management Fund	Operations & Maintenance Parts	JESS FORD OF PULLMAN	\$1,201.44
				Check Total:	\$1,479.54
115628	02/25/2026	Fleet Management Fund	Vehicles	Joe Hall Ford	\$(16,000.00)
115628	02/25/2026	Fleet Management Fund	Vehicles	Joe Hall Ford	\$53,888.00
				Check Total:	\$37,888.00
115629	02/25/2026	Recreation & Culture	Third Street Gallery	JULENE EWERT	\$1,350.00
				Check Total:	\$1,350.00
115630	02/25/2026	Fleet Management Fund	Operations & Maintenance Parts	Les Schwab Tire Centers	\$819.96
				Check Total:	\$819.96
115631	02/25/2026	General Fund	Department Supplies	MALLORY PAINT STORE	\$5.49
				Check Total:	\$5.49
115632	02/25/2026	Water Fund	Water Conservation Program	Maurice Raquet	\$250.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$250.00
115633	02/25/2026	General Fund	R & M - Buildings	McCoy Plumbing & Heating, Inc.	\$561.90
115633	02/25/2026	General Fund	R & M - Buildings	McCoy Plumbing & Heating, Inc.	\$269.20
Check Total:					\$831.10
115634	02/25/2026	General Fund	Janitorial Services & Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$24.77
Check Total:					\$24.77
115635	02/25/2026	General Fund	Travel & Meetings	MOSCOW CHAMBER OF COMMERCE, INC.	\$52.00
115635	02/25/2026	General Fund	Travel & Meetings	MOSCOW CHAMBER OF COMMERCE, INC.	\$52.00
115635	02/25/2026	General Fund	Travel & Meetings	MOSCOW CHAMBER OF COMMERCE, INC.	\$26.00
115635	02/25/2026	General Fund	Travel & Meetings	MOSCOW CHAMBER OF COMMERCE, INC.	\$52.00
115635	02/25/2026	General Fund	Travel & Meetings	MOSCOW CHAMBER OF COMMERCE, INC.	\$26.00
115635	02/25/2026	General Fund	Travel & Meetings	MOSCOW CHAMBER OF COMMERCE, INC.	\$26.00
Check Total:					\$234.00
115636	02/25/2026	General Fund	Professional Services	MOSCOW MEDICAL, P.A.	\$274.18
Check Total:					\$274.18
115637	02/25/2026	General Fund	Rental Property & Equipment	MOSCOW VOLUNTEER FIRE DEPARTMENT	\$1,750.00
Check Total:					\$1,750.00
115638	02/25/2026	Streets Fund	Maintenance	NORTH IDAHO CRUSHING, INC.	\$117.45
115638	02/25/2026	Streets Fund	Maintenance	NORTH IDAHO CRUSHING, INC.	\$119.25
Check Total:					\$236.70
115639	02/25/2026	General Fund	Office Supplies	ODP Business Solutions LLC	\$166.28
Check Total:					\$166.28
115640	02/25/2026	Sewer Fund	Chemicals	OXARC, INC.	\$9,275.61
Check Total:					\$9,275.61
115641	02/25/2026	Sewer Fund	Utility Accounts Receivable	PALOUSE MALL	\$87.77
115641	02/25/2026	Water Fund	Utility Accounts Receivable	PALOUSE MALL	\$44.36
115641	02/25/2026	Stormwater Fund	Utility Accounts Receivable	PALOUSE MALL	\$12.43
115641	02/25/2026	Sanitation Fund	Utility Accounts Receivable	PALOUSE MALL	\$5.45
Check Total:					\$150.01
115642	02/25/2026	Sewer Fund	Utility Accounts Receivable	PALOUSE MALL	\$91.87
115642	02/25/2026	Water Fund	Utility Accounts Receivable	PALOUSE MALL	\$66.06
Check Total:					\$157.93
115643	02/25/2026	Fleet Management Fund	Travel & Meetings	Patrick Dahlinger	\$63.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Check Total:	\$63.00
115644	02/25/2026	Information Systems Fund	Telephones & Communications	PORT OF WHITMAN COUNTY	\$502.91
				Check Total:	\$502.91
115645	02/25/2026	General Fund	Department Supplies	ROSAUERS SUPERMARKETS, INC.	\$27.97
				Check Total:	\$27.97
115646	02/25/2026	Sewer Fund	Miscellaneous Services & Charges	SE Moscow Sewer District	\$137.00
				Check Total:	\$137.00
115647	02/25/2026	Sewer Fund	Utility Accounts Receivable	SHELLEY L BENNETT	\$58.50
115647	02/25/2026	Water Fund	Utility Accounts Receivable	SHELLEY L BENNETT	\$44.75
115647	02/25/2026	Sanitation Fund	Utility Accounts Receivable	SHELLEY L BENNETT	\$28.41
115647	02/25/2026	Stormwater Fund	Utility Accounts Receivable	SHELLEY L BENNETT	\$4.32
				Check Total:	\$135.98
115648	02/25/2026	General Fund	R & M - Buildings	SHERWIN-WILLIAMS COMPANY	\$55.11
				Check Total:	\$55.11
115649	02/25/2026	Water Fund	Other Miscellaneous Supplies	Spence Sales & Service	\$19.98
				Check Total:	\$19.98
115650	02/25/2026	Fleet Management Fund	Operations & Maintenance Parts	Spokane House of Hose, Inc.	\$639.80
				Check Total:	\$639.80
115651	02/25/2026	Fleet Management Fund	Operations & Maintenance Parts	STEVEN E. BRANDT	\$293.00
				Check Total:	\$293.00
115652	02/25/2026	Transit Center	R & M - Buildings	Stoneway Electric Supply Co.	\$142.61
				Check Total:	\$142.61
115653	02/25/2026	Sanitation Fund	Utility Accounts Receivable	SW7 LLC	\$51.62
				Check Total:	\$51.62
115654	02/25/2026	Fleet Management Fund	Operations & Maintenance Parts	SWS Equipment	\$4,853.88
115654	02/25/2026	Fleet Management Fund	Operations & Maintenance Parts	SWS Equipment	\$(347.33)
				Check Total:	\$4,506.55
115655	02/25/2026	Sanitation Fund	Utility Accounts Receivable	TEAM IDAHO PROPERTY MANAGEMENT	\$100.98
				Check Total:	\$100.98
115656	02/25/2026	Sanitation Fund	Utility Accounts Receivable	TEAM IDAHO PROPERTY MANAGEMENT	\$91.65
				Check Total:	\$91.65
115657	02/25/2026	Fleet Management Fund	Vehicles	TITAN TRUCK EQUIPMENT	\$40,641.61

Check #	Check Date	Fund	Account	Vendor Name	Amount	
					Check Total:	\$40,641.61
115658	02/25/2026	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$240.30	
					Check Total:	\$240.30
115659	02/25/2026	General Fund	Professional Services	University of Idaho Vandal	\$169.05	
					Check Total:	\$169.05
115660	02/25/2026	General Fund	Department Supplies	Walter E. Nelson Co.	\$394.67	
115660	02/25/2026	Recreation & Culture	Department Supplies	WALTER E. NELSON CO.	\$139.63	
					Check Total:	\$534.30
115661	02/25/2026	General Fund	Professional Services	Xavier Murdoch	\$25.00	
					Check Total:	\$25.00
115662	02/25/2026	Water Fund	Meters	Zenner USA, Inc.	\$3,133.67	
					Check Total:	\$3,133.67
115663	02/25/2026	Water Fund	Meters	Zenner USA, Inc.	\$83,174.36	
					Check Total:	\$83,174.36

Check #	Check Date	Fund	Account	Vendor Name	Amount
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**Total Amount Being Paid: \$380,384.63**



# Accounts Payable Checks for Approval

February 25, 2026 03:08 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name	Amount
439	02/25/2026	Capital Projects Fund	Buildings	LCA Architects, Inc.	\$11,965.19
439	02/25/2026	Water Capital Fund	Buildings	LCA Architects, Inc.	\$450.30
439	02/25/2026	Sewer Capital Fund	Buildings	LCA Architects, Inc.	\$450.30
Check Total:					\$12,865.79

Check #	Check Date	Fund	Account	Vendor Name	Amount
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**Total Amount Being Paid: \$12,865.79**

# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, March 2, 2026



## AGENDA ITEM TITLE

2026 Moscow Farmers Market Handbook (ACTION ITEM) - Amanda Argona

## RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

In 2018, the Farmers Market Commission and Community Events Division implemented the first iteration of the Moscow Farmers Market Handbook. The Handbook is an expanded policy document meant to provide clarity and serve as a resource for anyone seeking information on the Market, as well as hold Market participants accountable for operating procedures. At the end of each season, the policies that make up the Handbook are considered in depth by staff and the Farmers Market Commission. The Commission reviewed the proposed changes to the Handbook on February 3, 2026, and are presenting accepted changes for approval and adoption by the Council for the 2026 Market Season.

## REVIEWED BY

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Recommend approval of the 2026 Moscow Farmers Market Handbook, or take other action deemed appropriate.

## STAFF RECOMMENDATION

Recommend approval of the 2026 Moscow Farmers Market Handbook.

## OTHER RESOURCES

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

1. Resolution 2026 - Farmers Market 2026 Handbook\_final with attachment

**RESOLUTION NO. 2026 -**

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE MOSCOW FARMERS MARKET 2026 HANDBOOK INCLUDED HERewith AND INCORPORATED HEREIN BY THIS REFERENCE; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

**WHEREAS**, the Moscow Farmers Market (hereinafter “the Market”) has been in existence for many years; and

**WHEREAS**, the Market is an integral part of Moscow’s vibrant downtown, bringing together people from diverse backgrounds and interests and of all ages; and

**WHEREAS**, the Council wishes to continue to support and promote the Market; and

**WHEREAS**, the Moscow Farmers Market 2026 Handbook (hereinafter “Handbook”) policies have been developed and recommended by the Moscow Farmers Market Commission, with input from City staff members, and made available for review by vendors and the public through public Commission meetings; and

**WHEREAS**, establishment of the Handbook will allow for an efficient, effective, predictable and fair administration of the Market activities during the 2026 Market Season; and

**WHEREAS**, this Handbook enhances transparency and understanding, and provides additional information for the reasoning behind policies, as the goal of the Handbook was to increase the clarity, quality, consensus on, and consistency of policies; and

**WHEREAS**, the Council believes that this Handbook and the policies contained herein are appropriate, and will support the Market and enhance the Market experience for all of those who participate in this great City activity;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Moscow that all matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following:

1. The attached Moscow Farmers Market 2026 Handbook is hereby adopted for the 2026 Market Season.
2. That provisions of this Resolution shall be deemed severable and the invalidity of any provisions of this Resolution shall not affect the validity of the remaining provision.
3. That this Resolution shall become effective upon its passage and approval.

**PASSED** on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Scott Sumner	_____	_____	_____	_____
Sage McCetich	_____	_____	_____	_____
Bryce Blankenship	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Even Holmes	_____	_____	_____	_____

**ADOPTED** by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Hailey Lewis, Mayor

**CERTIFICATION and ATTESTATION.** I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on \_\_\_\_\_, 2026 and attest to the Mayor's signature.

\_\_\_\_\_  
Laurie M. Hopkins, City Clerk



# MOSCOW FARMERS MARKET

EST. 1976

**growers | makers | performers**

2026 HANDBOOK

CITY OF MOSCOW | 504 S. WASHINGTON STREET | MOSCOW, ID

WWW.CI.MOSCOW.ID.US | 208-883-7132

FARMERSMARKET@CI.MOSCOW.ID.US



DRAFT

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# Moscow Farmers Market Overview

The Moscow Farmers Market has been a treasured and vibrant part of the community since its inception in 1976 as a small grass-roots gathering. It serves to provide locally grown produce and quality wares, as well as bring the community together in ways no other event or service does. Whether Market goes visit to purchase their weekly groceries or simply to enjoy the music and socialize, the experience of the Market promotes a sense of place and helps citizens feel tied to the community. The Moscow Farmers Market is unique in its ability to stay rooted to its original purpose and charm of a local market while growing and progressing with trends and needs. The variety of stakeholders invested in the Moscow Farmers Market means that each decision can have a great impact on our residents, vendors, local businesses, City staff, and more.

Market Leadership is formed by a collaboration of City of Moscow Staff and a Moscow Farmers Market Commission comprised of community residents, vendors, and other representatives. City staff manages the operational and regulatory

## FARMERS MARKET COMMISSION MEMBERS

### VENDOR REPRESENTATIVES

**Jodi McClory**

*Produce Vendor representative*

**Gerardo Alvarez**

*Specialty Food Vendor representative*

**Kassie Smith, Vice Chair**

*Crafts Vendor representative*

### COMMUNITY REPRESENTATIVES

**Phillip Blankenship**

*At-large representative*

**Josh Larson**

*At-large representative*

**JT Manning, Chair**

*At-large representative*

**VACANT**

*At-large representative*

### SPECIALTY REPRESENTATIVES

**Colette DePhelps**

*University of Idaho Extension representative*

**Samantha Martinet**

*Moscow Chamber of Commerce + Visitor Center representative*

aspects of the Market while Commission members guide the vision and values of the Market.

It is the duty of the Commission to suggest ways to promote and improve the Farmers Market, propose and/or review Market policies, keep abreast of trends and opportunities for advancing Market interests, products, standards, and offerings, and to otherwise act in an advisory role to the Moscow City Council.

The Commission meets regularly on the first Tuesday of each month, from 4:00 p.m. to 5:30 p.m. in the Council Chambers at City Hall, 206 E. Third Street, Moscow, Idaho. Meetings are open to the public.

The Moscow Farmers Market does not discriminate on account of race, color, gender, religion, sex, national origin, physical or mental disability, age, marital or familial status, sexual orientation or gender expression in its selection and inclusion of vendors.

**CITY OF MOSCOW  
COMMUNITY EVENTS DIVISION & MOSCOW FARMERS MARKET STAFF**

**Nichoel Baird-Spencer, Deputy City Administrator**  
nspencer@ci.moscow.id.us

**Amanda Argona, Community Events Manager**  
aargona@ci.moscow.id.us | 208-883-7132

**Amanda Reyes, Administrative Specialist**  
areyes@ci.moscow.id.us | 208-883-2777

**FIND, LIKE & FOLLOW THE MOSCOW FARMERS MARKET**

**Website** [www.ci.moscow.id.us/723/Current-Vendors](http://www.ci.moscow.id.us/723/Current-Vendors)

**Facebook** @MoscowFarmersMarket

**Instagram** @moscowfarmersmarket

## Mission Statement

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

## Core Values

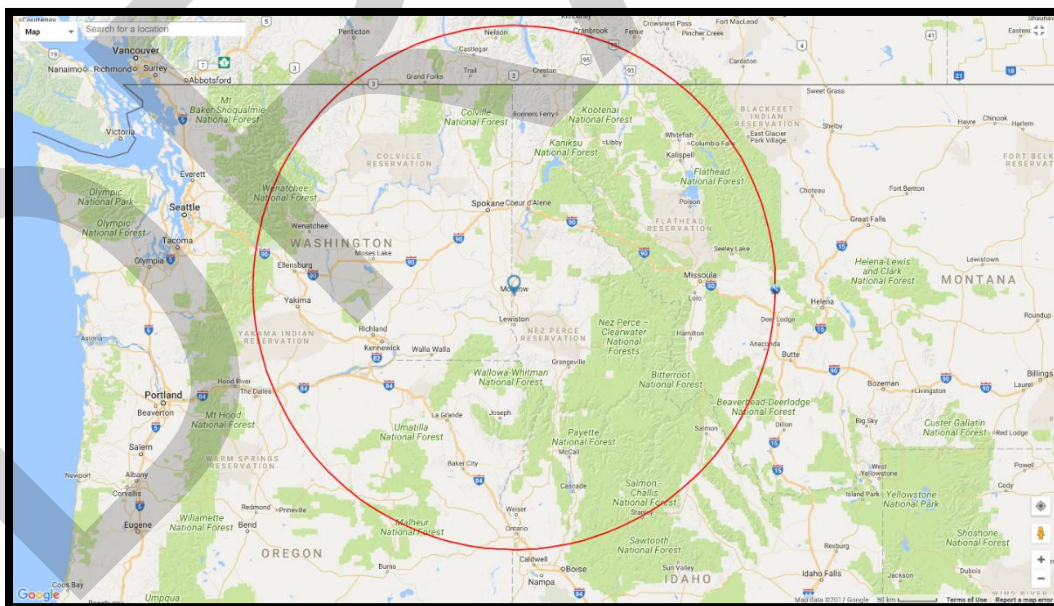
**Access:** Providing the community with access to local Vendors and their goods with an emphasis on having at least fifty percent (50%) of the Market's Vendors located within Latah and Whitman counties.

**Agricultural Focus:** Prioritizing space for agriculturally-derived products by having at least fifty percent (50%) of the Market's footprint occupied by Vendors selling such products for the majority of the Market Season.

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

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

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



200 AIR-MILES FROM THE CITY OF MOSCOW, IDAHO



## 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 best practices for farmers markets. 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 Association, etc. The ultimate interpretation of these definitions lies with the Community Events Manager.

**Agriculture:** The science, art, or practice of cultivating the soil, producing crops, and raising livestock, and in varying degrees, the preparation and marketing of the resulting products.

**Approved Vendor:** An individual or a group that qualifies to participate in selling at the Market in at least one (1) of the listed vending categories listed on pages 6-9 and has undergone one of the two processes outlined in Appendix 6 – Vendor Approval.

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

**Local:** Defined in this Handbook as "No more than two hundred (200) air miles from the City of Moscow, Idaho". Please see the visual aid on page 3.

**Local Sourcing:** The purchase of goods directly from local growers/producers for use in creating a product for sale at the Moscow Farmers Market.

**Product Mix:** A recognition that the Moscow Farmers Market, as a whole, needs a balance of products.

**Regenerative Agriculture:** An approach to farming that prioritizes soil health, biodiversity, and natural processes. It is a holistic, systems-based approach that seeks to create resilient and regenerative agricultural systems that restore and replenish natural resources using a variety of practices such as crop rotation, cover cropping, reduced tillage, and livestock integration to improve soil health, conserve water, and promote biodiversity.

**Sustainable Practices:** An integrated system of plant and animal production practices that are capable of maintaining their productivity and usefulness to society over the course of time. These systems incorporate the most efficient use of nonrenewable resources and on-farm resources, and where appropriate, utilize natural biological cycles and controls that maintain agricultural productivity, promote economic viability in both the short and long term, and maintain stable rural communities, and quality of life.

## Vendor Categories

All Vendors are required to submit relevant copies of permits, licenses, and/or third-party certifications prior to vending. It is the responsibility of the Vendor to know and understand what regulations may apply to their operation. See Appendix 5 - Permits, Licenses, and Resource Contacts for a list of resources.

### Agriculture Vendors

Vendors who participate in the planting, growing, cultivating, harvesting, production and/or management of crops, livestock and bees. Vendors shall demonstrate how their practices are hygienic, sustainable, build soil health, promote animal welfare and are supportive of environmental stewardship via a Site Visit.

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

**Forager:** Vendors who harvest wild-grown, non-cultivated food. Examples include, but are not limited to, mushrooms, berries, and herbs.

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

**Livestock/Poultry:** Vendors who raise animals where the majority of raw products sold are cuts of meat, milk, eggs, fiber, hides, soup bones, 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.

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

**Value-Added:** Vendors who grow, produce, forage, and/or harvest raw ingredients that impart a distinct and predominate flavor or characteristic in their processed products. Vendor must manage the land, ranch, or garden where such raw ingredients are sourced from or have permission and access to forage land for the collection of raw ingredients. Examples include, but are not limited to, harvesting fruit trees for jam and raising goats for goat's milk products. The majority of a Vendor's products must meet the above parameters to be classified in this category. If a Vendor is unable to be the processor of their products, does not have complete oversight and ownership of the final product, or the majority of products do not meet the above parameters, then products are classified as

Non-Agricultural and are subject to the jury process, unless required by law to use a third-party processor.

## Non-Agriculture Vendors

**Food Artisan Vendors:** Vendors who handmake 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 fruit, 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 handmake or manually design products that are of a home, studio, or cottage-type industry using an intermediate type technology rather than industrial-type production. Vendors in this category may not sell items made by others unless it is a part of the product design as a whole (i.e. a wooden honey dipper that accompanies a ceramic honey pot; a chain for a pendant; a frame for a photo; etc.). The following sub-categories apply to Craft Artisan Vendors:

**Fine Arts:** Painting, drawing, sculpture, pottery, ceramics, etc.

**Heritage Arts:** Basket-making, soap-making\*, candle-making, woodworking, blacksmithing, knitting, crocheting, etc.

**Decorative Arts:** Items for self or home and garden, such as jewelry, birdhouses, furniture from recycled materials, mosaics, stained-glass items, lawn sculpture, photography, etc.

*\*Cosmetics fall under the Crafts/Artisan category, unless the Vendor grows or raises the majority of items used to create the final product. Cosmetics include creams, lotions, shampoos, and some soap products. The Market does not consider items consisting primarily of alkali salts and of fatty acids that make no label claim other than the cleansing of the human body as cosmetics but the following rules may still apply: Cosmetics must follow rules set by the Federal Drug Administration, comply with the Federal Food, Drug, and Cosmetic Act, and the Fair Packaging and Labeling Act.*

## Youth Vendors

The Market encourages and supports early entrepreneurial interest of farming, gardening, crafts, and food preparation. This Handbook generally applies to Youth Vendors. Adults, chaperones, guardians, and/or other family members in attendance with a Youth Vendor shall also abide by this Handbook and subsequent policies, especially in decorum and etiquette. Youth Vendors and their designated chaperone(s) who fail to meet the policies of this Handbook and Youth Vendor Guidelines are subject to the penalty process as outlined in Appendix 4 – Moscow Farmers Market Notice of Penalty. The following sub-categories are applicable to Youth Vendors to assist with product distribution:

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

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

All Youth Vendors shall adhere to the following:

- Be the grower or producer of items for sale.
- Complete and submit the following paperwork:
  - Food Risk Assessment form (applicable for the sale of drink or food).
  - Youth Vendor registration form.
  - Release and Hold Harmless form.
  - Register with the Idaho Tax Commission.
- Request space by Tuesday at 5:00 p.m. for priority consideration.
- Have their booth set-up by 8:00 a.m.
- Actively sell their goods and items without the assistance of a parent and/or chaperone, where possible.
- Have an adult chaperone present at the Moscow Farmers Market, or be supervised by a parent and/or guardian.

- Be limited to no more than three (3) individual youths in the cases of group participation.

## **Performance Vendors (Buskers)**

The Market values the performing arts and has created the Performance Vendor category to support emerging artists in developing their skills and audience at an affordable rate. The Market defines Performance Vendors as any person or group of persons who provide entertainment in the Market by playing musical instruments, singing, dancing, speaking, face painting, balloon tying, etc. Commercial vending of products is not a “performance”. This definition is not applicable to live entertainment scheduled in Friendship Square. Space availability for Performance Vendors is on a first come, first serve basis, with sign-ups beginning at 7:45 am on Market day. Performance Vendors must complete and submit paperwork prior to receiving a space assignment. Moscow Farmers Market staff reserve the right to designate locations for these activities in non-Vendor spaces, screen Performance Vendors for suitability, and rotate space assignments to create a varied atmosphere and ambiance for patrons, shoppers, and vendors. This Handbook generally applies to Performance Vendors. Adults, chaperones, guardians, and/or other family members in attendance with a Performance Vendor who is a minor shall also abide by this Handbook and subsequent policies, especially in decorum and etiquette. All Performance Vendors shall adhere to the following:

- Complete and submit the following paperwork:
  - Performance Vendor registration form;
  - Release and Hold Harmless form; and.
  - Register with the Idaho Tax Commission.
- Amplification is prohibited.
- May only seek tips or donations.
- Shall only perform in designated areas.
- May not utilize tents, canopies, or umbrellas with weighted bases.
- Limit their performance group to three (3) individuals or fewer.
- Hawking, swearing, and/or aggressive, lewd, and inciting language is prohibited.
- May not occupy the same, designated space for more than a two and one-half (2.5) hour time period.

# Policies

Market Policies shall apply to the Moscow Farmers Market and its Vendors. The Farmers Market Commission and Community Events Manager developed these Policies, and City Council approved them. Failure to abide by these Policies is grounds for penalty action.

## Market Operating Policies

### 1. Market Location

The Market is located generally on Main Street south of Third Street and north of Sixth Street, east of Main Street on the 4th Street right-of-way (west) of the cul-de-sac, east on 5th Street from Main Street to the alley, and Friendship Square in downtown Moscow, unless temporarily located or extended elsewhere when found to be in the best interest of the City. *Most generally, the Market moves off Main Street for University of Idaho's Homecoming Parade.* See Appendix 1 – Moscow Farmers Market Map & Boundaries.

### 2. Vendor Production and Location Rule

All Vendors shall be the grower/producer and shall conduct their growing/producing operations in a location not more than two hundred (200) air-miles from the City of Moscow, Idaho.

### 3. Market Schedule

- a. **Market Season:** The Market operates every Saturday in the months of May through October, annually.
- b. **Hours of Operation:** Market sales occur between the hours of 8:00 a.m. and 1:00 p.m., local time.
- c. **Public Access:** Main Street will be closed by City of Moscow Staff beginning at 5:00 a.m. and re-opened by 2:00 p.m. by City of Moscow Staff.
- d. **Unauthorized Vehicles:** The City of Moscow Police Department will have any non-Market related vehicles removed from Main Street and 5<sup>th</sup> Street, and any non-ADA vehicles removed from the first parking bay of the Jackson Street parking lot by 5:00 a.m.

### 4. Vendor Eligibility and Approval

- a. **New Vendors:** New Vendors are defined as any Vendor who has not previously sold at the Market or has been absent for two (2) or more consecutive Market Seasons. These Vendors are required to complete either a satisfactory Site Visit or receive a qualifying score through a Craft & Food Jury to become eligible. Basic eligibility, approval process, and tier eligibility are described in Appendix 6 – Vendor Approval.

- b. **Returning Vendors:** Returning Vendors are defined as any Vendor that has not been absent from the Market for two (2) or more consecutive Market Seasons. Return Vendors need to register for the upcoming Market Season and submit relevant required documents to maintain eligibility.

## 5. **Market Vendor Space**

- a. **Space Dimensions and Safety:** Most Vendor spaces will be marked as an eleven-foot by fifteen-foot (11' wide x 15' deep) space. A Vendor's business must be conducted within their assigned space. Vendors may not extend beyond the limits of the assigned space or into the pedestrian area at the entrance of the Vendor space unless specifically authorized by Market Management. Any Vendor utilizing coverings for their space, such as canopies, tents, and/or umbrellas, may not extend these items outside their assigned space. Requests for additional adjacent space will be granted at the discretion of Community Events Manager, where possible. All Vendors are subject to unscheduled inspections throughout the Market Season by the Moscow Volunteer Fire Department for compliance with relevant safety regulations to ensure public safety and emergency vehicle accessibility. See Appendix 3 – Safety Compliance Requirements.
- b. **Space Assignments:** The Market recognizes the value of Vendors maintaining a consistent location for the development of a healthy customer base. Vending space allocation is based on the level of commitment chosen by the Vendor as defined in Appendix 2 – Moscow Farmers Market Vendor Fees, as well as historical occupation and availability as it pertains to Market Product Mix. Agricultural based Vendors whose product readiness is determined by the growing seasons will be given special consideration by Market Management on a case-by-case basis and will not be penalized due to weather events that delay or impact their products.
- c. **Vehicles in Spaces:** Tier 3 Vendors may utilize motor vehicles or tow-behind trailers in their assigned space. Such usage will result in an additional vehicle surcharge fee. The Community Events Manager may grant Tier 1 and Tier 2 Vendors motor vehicle usage pending space availability and feasibility of access on a market-to-market basis. The Market defines motor vehicles and tow-behind trailers as any road-ready and licensed vehicle.
- d. **Non-Neighbor Spaces:** The Market recognizes that spaces which do not have adjacent vendors are more valuable due to greater visibility and/or

increased customer access. The Market defines these spaces as non-neighbor spaces (previously referred to as 'corner' and/or 'walk-thru' spaces). Vendors occupying a space with this type of designation are subject to an additional surcharge fee.

- e. **Space Use:** Use of a Vendor space for purposes other than those outlined in this Handbook is prohibited, unless specifically authorized.
- f. **Sharing Spaces:** Any proposal by Vendors to share a Vendor space must be approved by the Community Events Manager.
- g. **Space Allocation:** The City reserves the right to make the final decision on vending space and Tier package allocation, based upon overall Market Product Mix needs.

## 6. Market Fees

Fees include an annual registration fee, a daily per booth fee, and any additional amenity fees as outlined in Appendix 2 – Moscow Farmers Market Fees.

- a. **Structure:** The Market utilizes a tier structure based on the number of Market days a Vendor plans on attending during the Market Season. A Vendor's rate is determined based on the tier they select. Vendors pay the same rate throughout the Market Season, regardless if they attend more or less of their anticipated Market dates.
  - i. **Annual Registration Fee:** All Vendors, regardless of their selected tier, will be required to pay their associated registration fee at the Annual Vendor Orientation. Vendors unable to attend the Orientation shall arrange to pay this fee prior to the start of the Market Season.
  - ii. **Invoices:** All Vendors will receive invoices (weekly, monthly, or entire season) via Marketspread. Vendors without access to reliable internet or computers will receive invoices through the City of Moscow.
  - iii. **Refunds:** The Market does not provide refunds to Vendors for days that Vendors cancel their attendance or do not show up to the Market (no call, no show). In the event that severe weather or public safety issues force a Market cancellation as determined by City Administration, all Vendors that were granted a space assignment and did not cancel in advance of the stated closure may request a refund within two (2) weeks of the stated closure.
  - iv. **Payments:** To reduce risk of theft and improve record keeping, payments will be collected prior to Saturday. Failure to submit payment prior to Saturday will result in the Vendor's space being revoked for the following Market or their next space request not accommodated until

payment has been received. Vendors may choose to pay their fees the following ways:

- Online via Marketspread invoices.
- In-person with cash, check, or credit card.
- By mailing a check to the Moscow Farmers Market, PO Box 9203, Moscow, Idaho, 83843.

b. **Tier Packages:** Packages are non-transferrable and non-refundable. The Market currently offers the following tier packages to Vendors.

i. **Tier 3** – Seventy-five percent (75%) or more attendance.

- Vendor chooses to attend between eighteen (18) and twenty-six (26) consecutive Markets;
- Highest registration fee;
- Lowest daily per booth fee;
- Guaranteed same location;
- Allowed to substitute representation for two (2) Markets;
- Must notify Community Events Manager of their first and last anticipated attendance date; and
- Eligible to maintain space location if unforeseen circumstances arise that affect a Vendor's ability to meet attendance requirements upon communication with Community Events Manager. Such examples may include: parental leave, bereavement, elder care, etc.

ii. **Tier 2** – Thirty to sixty percent (30-60%) attendance.

- Vendor chooses to attend between nine (9) and seventeen (17) Markets;
- Mid-range registration fee;
- Mid-range daily booth fee; and
- Same block location, as available.

iii. **Tier 1** – Less than thirty percent (30%) attendance.

- Vendor chooses to attend between one (1) and eight (8) Markets;
- Lowest registration fee;
- Highest daily per booth fee; and
- Not guaranteed same location.

c. **Registration:** Registration for the Market Season will open annually in March, with notice sent to all Returning Vendors at the beginning of each year.

d. **Attendance Requests:** In order to streamline communication with the Community Events Manager, Vendors are encouraged to use the Marketspread platform when requesting, changing, or cancelling

attendance days. Requests during the Market Season shall be made by Tuesday at 5:00 p.m. for priority consideration. Requests submitted after this time will be considered at the discretion of the Community Events Manager.

## **7. Regulation of Certain Activities during Market Operations**

Because it is important for the continuing success of the Market to preserve its character and appearance, and because the Market was established and remains primarily a local growers Market, certain activities that otherwise occur during non-Market hours are regulated in the public right-of-way during the Market hours, as follows:

- a. **“Cart” Vendors:** Vendors who are licensed pursuant to Moscow City Code Title 9, Chapter 11, shall not be allowed in the Market Location during Market hours unless they qualify as a current authorized Farmers Market Vendor independent of their Vending license. See M.C.C. § 9-11-13.
- b. **Licensed Sidewalk Cafes:** The possessor of a current, valid, sidewalk café license from the City may operate a sidewalk café in the Market during Market hours, pursuant to regulations contained within Moscow City Code Title 9, Chapter 12. Council recognizes and reaffirms that the purpose of the sidewalk café license is to allow the contiguous storefront restaurant to extend its typical and customary service into the portion of the public right-of-way shown in its license. Independent contractors, sub-contractors, sub-lessees, agents, or others who are not part of the day-to-day business of the contiguous restaurant owner, shall not be allowed to sell or promote in the Market, unless they otherwise qualify as a Farmers Market Vendor and meet all of the Farmers Market Vendor’s requirements in this Policy. See M.C.C. § 9-12-6(B).
- c. **Downtown Businesses Other Than Sidewalk Cafes:** Downtown businesses may continue their operations during Market hours. The areas in the Market that are contiguous with non-retail business(es) or business(es) that are closed during Market hours, are not to be used for the display or sale or promotion of produce, products, goods or services by such business(es) or by any person or group, other than as specifically authorized by the Council or by this Policy. Sales, promotions tables, and displays placed contiguous with the front of downtown business(es) are allowed as long as those sales or displays are an extension of what is available for sale or promotion by and within the contiguous business, and such sales or promotions are carried out by the owners or their employees. No activity which directly interferes with or competes with the Market and/or its

Vendors shall be allowed within the public right-of-way during Market hours, unless that activity occurs by and within the contiguous business on a day-to-day basis as an integral part of such business. Independent contractors, sub-contractors, sub-lessees, agents, or others who are not part of the day-to-day business of the contiguous owner shall not be allowed to sell or promote in the Market unless they otherwise qualify as a Farmers Market Vendor and meet all of the Farmers Market Vendor's requirements in this Policy. Sales tables, clothes racks, free-standing displays, etc., shall be placed contiguous with the storefront in a manner that allows the preservation of an unobstructed pedestrian access on the sidewalk of not less than four (4) contiguous feet, and as approved by the City Fire Marshall.

- d. **Universities, Colleges or Other Educational Institutions Participation in Farmers Market:** Universities, colleges, or other educational institutional departments and retail outlets are not allowed to apply as Market Vendors. Student organizations, if qualified, may participate as Vendors.
- e. **First Amendment Activities:** Because of the importance the City places on First Amendment rights and activities, the Council has adopted specific regulations relative to downtown First Amendment activities during Farmers Market hours. The City has established reasonable time, place, and manner restrictions and has designated Friendship Square as the location for such activities in the downtown area during Farmers Market hours. See Resolution No. 2012-12. No separate, additional, or expanded First Amendment activities shall be allowed within the Market during Farmers Market hours, unless specifically authorized by Council or required by the United States or Idaho Constitutions.

*Per Resolution No. 2012-05, "The City wishes to coordinate the multiple and varied uses of Friendship Square during Market days of the Market Season. Uses include playground, pedestrian, and other travel through Friendship Square, maintenance of an emergency access lane, music and arts performances, demonstrations by various arts groups and the like, and presentations of various messages, ideas, philosophies, and opportunities by various individuals and groups who wish access to the Market participants and members of the public on Market day. The City does not intend to control, or regulate and coordinate the message or content of a Speaker's "speech" on a Market day, but rather, desires to reasonably regulate and coordinate the time, place, and manner of the speech by allowing Speakers to avail themselves of the designated Friendship Square*

*Speakers Space on Market days, while continuing to coordinate and accommodate their use of Friendship Square on Market day. Also, the City desires to preserve the principally non-commercial nature of Friendship Square and the Speakers Space to the extent allowed by law.” For the complete resolution, see Appendix 7 – Resolution No. 2012-05 Friendship Square Use Policy During Farmers Market Season.*

- f. **Nicotine Products:** All types and kinds of nicotine use, including smoking, vaping in all forms (including nicotine-free vape pens), and chewing tobacco, are prohibited within the boundaries of the Farmers Market during the hours of operation and through the duration of the Farmers Market Season. See Resolution No. 2018-13.
- g. **Animals Prohibited in the Market:** Only ADA Service Animals, as defined in the Americans with Disabilities Act 2010 final regulations, are allowed throughout the Market boundaries, and are not restricted to the eastern and western sidewalks. All other non-ADA Service Animals are restricted to the eastern and western sidewalks. See Resolution No. 2018-12.

# Vendor Operating Policies

## 1. **Market Vendor Requirements**

Those who participate in selling at the Market must be the owner and/or producer of their goods, represent at least one (1) vending category, as defined within this Handbook, and be approved through a jury process or site visit, as outlined in Appendix 6 – Vendor Approval.

## 2. **Hawking**

Hawking (to offer for sale by calling aloud in public) is prohibited.

## 3. **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.

## 4. **Vendor Merchandise**

The Market permits Vendors to sell merchandise items that are directly related to and/or promoting the Vendor's business operations in a limited capacity. Vendors wishing to sell merchandise must first register all merchandise items with the Community Events Manager. Upon approval, Vendors may display no more than one type of approved merchandise item for sale among the majority of their current products per Market day.

## 5. **Public Health Management**

To ensure the Market is creating a safe and non-hazardous environment to the public, all Vendors will abide by the following public health measures:

- a. **Waste Management:** Vendors are responsible for the set-up, clean-up, and safe operation of their assigned space. Vendors will provide their own receptacles/bags to manage waste, then must take any waste they generate with them at the end of the Market day. Waste receptacles in the Market are for use by Market customers and should not be used by Vendors for their waste. The dumpsters located throughout the downtown area are privately owned and are not for Vendors' use. Unauthorized use of other's solid waste container(s) is considered "theft of services" pursuant to Idaho Code § 18-2403(5)(c). This activity is a misdemeanor crime and punishable by up to a \$1,000 fine, plus court costs and up to one (1) year in jail.
- b. **Health Regulations:** The Idaho Public Health Department conducts unscheduled inspections for compliance with relevant health and safety regulations throughout the Market Season to ensure public safety and adequate health practices. The Community Events Manager and/or a Public Health Department representative will enforce applicable state and

local requirements and have the authority to stop the sale of any items that are in violation of these regulations.

- c. **Grey Water:** Vendors are required by Idaho State Law, when applicable, to deposit grey water waste in the receptacle provided at the Market. No grey water or other waste water, fat, grease, oil, or other liquid shall be placed in the gutter or in a City storm water catch basin or other City water collection system. The Market provides a grey water dump station for use by Vendors. Grey water must be disposed of at this dump station. Vendors must take with them their non-grey water waste at the end of Market day.

## **6. Generators**

The Market does not allow the use of generators during operating hours.

## **7. Decorum and Etiquette**

The Market requires and expects considerate, polite, common sense, and friendly cooperation among all Vendors and toward other Market participants and patrons. Vendors shall respect the authority of the Community Events Manager and Staff. Vendors shall respect the rights of the other Vendors, participants, and patrons. If a Vendor feels that they are being treated unfairly or in an unprofessional manner by the Community Events Manager, such complaint shall be made only to the Deputy City Administrator.

## **8. Participation in Market Promotion**

Participation in the Market acts as a grant of permission to City to use photographs and other images of Vendors for promotional purposes, without compensation. All Vendors give permission to City to release the Vendor's preferred method of contact information (name, business name, address, or phone numbers) to requesting patrons and other organizations for promotional purposes and for publication by print media, video, or motion picture.

## **9. Signage**

All Vendors are encouraged to display at their booth the Vendor's business name, City, and State of operation. Vendors subject to signage requirements as listed under any federal, state, or city regulation must comply. All signage must be contained within the Vendor's designated space(s).

## **10. Pricing**

Market Vendors shall clearly post visible pricing for each item. Posted pricing must be aligned with a Vendor's industry standard (i.e. per bunch, per bag, per pound, per unit).

## **11. Packaging and Labeling**

The Market encourages the use of recyclable packaging, and prohibits the use of Styrofoam packaging. All packaged food products (e.g., jams, jellies, salsa,

nuts, etc.) must be labeled. Labels must include the Vendor's name and address; ingredients listed in order of volume (most to least); and potential allergenic ingredients. It is recommended that Vendor's also list their phone number on the label.

#### **12. Annual Gross Sales Reporting**

All Vendors are required to report their Annual Gross Sales by the third Wednesday in November, utilizing their Marketspread account, or via paper format. Individual Vendor reports will be kept confidential by Market Staff. Aggregate data will be used for future grant proposals, economic impact data collection, and Market reports. **Failure of Market Vendors to report Annual Gross Sales, as required under this Policy, will result in said Vendor being disqualified to participate in the following Market Season. No appeals process provided.**

#### **13. Idaho Sales Tax Reporting**

Vendors must complete an Idaho Sales Tax Form ST-124 as required by the Idaho State Tax Commission. All Vendors are required by law to have a copy of Form ST-124 in their assigned space at all times. The Idaho State Tax Commission reserves the right to perform unscheduled inspections for tax compliance throughout the Market Season.

#### **14. Agreement to Hold Harmless, Defend, and Indemnify**

In order to participate in the Market, all Vendors shall sign an agreement that holds City harmless for any and all actions or inactions of every Market Vendor or person associated with such Vendor, and agree to defend and indemnify City for any claim filed against City related to any and all activities which are associated with the Vendor, the Market, or the Vendor's business.

#### **15. Compliance with all applicable Laws and Regulations**

Vendors are to comply with all applicable federal, state and local laws and regulations, including U.S. copyright laws.

#### **16. Permits and Licenses**

At the time of application, all Vendors shall provide current copies of any permits and licenses applicable and necessary for the sale of their products. For a list of permits and licensing resources, please refer to Appendix 5 – Permits, Licenses, and Resource Contacts.

#### **17. Use of Licensed, Trademarked, or Registered Characters or Images**

In general, products featuring licensed, trademarked, and/or registered characters or images are not permitted for sale at the Market (i.e. Disney characters, professional sports team logos, and other commercial entities).

### 18. **Third Party Certifications**

All Vendors presenting products as third-party-certified, such as Organic, Certified Naturally Grown, etc., shall include the authorized certification form with their Vendor application. Certification will be checked for compliance with the certifying entity or organization. Vendors not in compliance with their certification requirements, or who cannot produce a current certification, will be required to remove signage stating the certification(s).

### 19. **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 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 5:00 p.m. two (2) business days after the Vendor Orientation (e.g. if the Orientation is hosted on a Thursday, a Vendor has until 5:00 p.m. the following Monday to communicate absence).

The following apply to the alternative format:

- a. Vendor provides notice and/or request to the Community Events Manager regarding their absence.
- 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.

### 20. **Non-Attendance**

Vendors are required to communicate with the Community Events Manager on or before the Friday before the Market day that will be missed. If illness or emergency forces non-attendance, the Vendor must contact the Community Events Manager as soon as they are able.

## 21. **Setup**

Setup may begin at 5:00 a.m. Vendors are to enter on 5th Street, pull into their assigned space, unload their items to the sidewalk, and exit via 3<sup>rd</sup> Street or 6<sup>th</sup> Street. Vendors will park their vehicle a minimum of two (2) City blocks away from the Market (parking is available at Moscow City Hall and the adjacent Jefferson lot. See Appendix 8 – Vendor Parking Map). Once a Vendor's vehicle is parked, they can then begin setting up their space for the Market. **Large vehicles and trailers should arrive early to allow sufficient time for unloading during setup.** Vendors must allow for traffic flow and may not block the main thoroughfare. 5th Street will be closed to all vehicles at 7:30 a.m. Vendors must be in their assigned space and be unloaded by 7:45 a.m. and must have their tent(s) and booth(s) set-up by 8:00 a.m. All vehicles must be off Main Street by 7:45 a.m. unless otherwise specifically allowed by the Community Events Manager. All tents must be placed as close to the adjacent curb as is physically possible unless specifically authorized by the Community Events Manager to do otherwise.

## 22. **Take-Down**

5th Street will remain closed to Vendor traffic until 1:10 p.m. to ensure the safety of any children and patrons who may still be in the main thoroughfare. Beginning at 1:00 p.m., Vendors may begin to disassemble their space and move items to the sidewalk before retrieving their vehicle. **Vendors shall not retrieve their vehicle before items are ready to be loaded.** No vehicle may enter or leave the Market Location unless directed to do so by the Community Events Manager, a Peace Officer, or an emergency services provider. Vendors must allow for traffic flow and may not block the 5<sup>th</sup> Street alley, the main thoroughfare, or obstruct traffic on Washington Street. Vendors may continue loading their items from the sidewalk after 2:00 p.m. if their vehicle is off Main Street, in a parking stall, and facing the direction of traffic flow. The City requires that the Market Location be made available to the public by 2:00 p.m.

## 23. **Early Departure / Selling Out**

Vendors requiring early departure must inform the Community Events Manager and obtain permission prior to leaving. Vendors must carry goods, supplies, and equipment out of their assigned space without using a vehicle. Vendors that sell out are encouraged to remain in their assigned space, but may pack-up items and carry them out without the use of a vehicle.

## 24. **Vendor Space Assessment & Audit**

All Vendors are subject to a space assessment and audit at Market by the Community Events Manager and/or members of the Farmers Market Commission 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.

**25. Resale**

The resale or reselling of any product is strictly prohibited.

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## Policy Violations

Unless explicitly stated, violation of any Policy will be subject to the penalties outlined below. The purpose of penalties is to encourage communication between Vendor(s) and Market Management to correct the offending action so that the Vendor, where possible, may continue to sell goods within the Market. Penalties are cumulative whether the same Policy has been violated multiple times or multiple Policies violated multiple times. Nothing related to the Market's penalties shall affect, in any way, other laws and/or regulations with which Vendors must comply (e.g., health, tax, police, fire, etc.).

### Penalties

All penalties will be issued via a carbon copy format with one (1) copy for the Vendor's records, and one (1) copy for the Market's records. See Appendix 4 – Moscow Farmers Market Notice of Penalty.

#### 1. **First Penalty**

A verbal warning shall be given to the Vendor.

#### 2. **Second Penalty**

A written warning shall be given to the Vendor. Vendor will provide Management an email or letter that states how the Vendor will correct the behavior. Failure to receive a statement from the Vendor will result in a forced absence for the next Market attendance.

#### 3. **Third Penalty**

A fifty-dollar (\$50) fine will be imposed upon the Vendor. Failure to remit payment will result in the Vendor being prohibited from attending Market until the fine is paid.

### Enforcement

The City of Moscow Farmers Market ("Market") Policies will be enforced by the on-site Community Events Manager and/or in consultation with the Deputy City Administrator, depending on circumstances. As the Market Location encompasses public rights-of-way or City-controlled property, City reserves its right to regulate activities which occur within such public property. All Vendors agree to abide by Market Policies upon acceptance into the Market.

### Egregious Behavior and Offense

In the case of a Vendor(s) acting in threatening or belligerent behavior, Community Events Manager has the right to cease sales for the remainder of the Market and have the Vendor dismissed early from the Market. Community Events

Manager will issue a penalty and present a case of expulsion or termination from the Market to the Farmers Market Commission. Vendor will be provided an opportunity to state their case, either orally, or in writing.

## **Appeals Process**

If a Vendor has been found in violation of Market Policies, and the Vendor believes the penalty imposed is based upon inaccurate or incomplete information, or the penalty would constitute an unfair action if imposed, the Vendor may use the appeals process.

### **1. *Appealing a Penalty***

Vendor(s) who have been issued a penalty for an alleged Policy violation may appeal the decision within five (5) business days of the violation.

### **2. *Written Statement***

Appeals must take the format of a written statement detailing the reasons as to why the Vendor did not violate the Policy. Statements must be addressed to the Assistant City Administrator.

### **3. *Number of Appeals***

Vendor(s) may only appeal the alleged violation one (1) time.

### **4. *Final Decision***

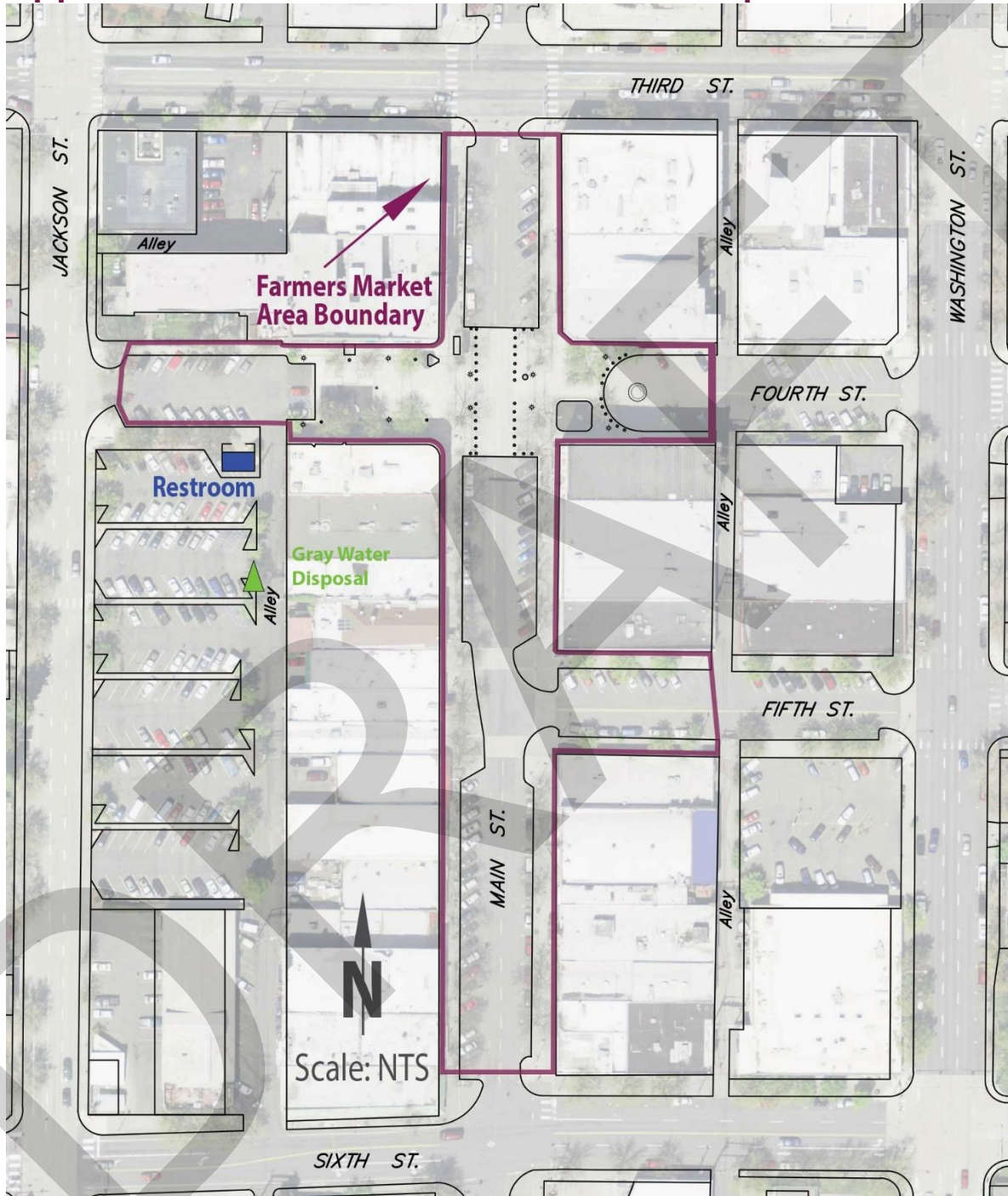
A decision regarding the appeal will be rendered within five (5) days of receiving the appeal and shall be final.

## **Effective Date**

These policies shall be effective upon approval by the Moscow City Council.

# Appendices

## Appendix 1 – Moscow Farmers Market Map and Boundaries



## Appendix 2 – Moscow Farmers Market Vendor Fees

Number of days in attendance at the Market & associated fee by stall size									
<b>Tier 1 (\$17 reg. fee)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
11'x15' (\$34/day)	\$34	\$68	\$102	\$136	\$170	\$204	\$238	\$272	
5'x15' (\$17/day)	\$17	\$34	\$51	\$68	\$85	\$102	\$119	\$136	
<b>Tier 2 (\$57 reg. fee)</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
11'x15' (\$23/day)	\$207	\$230	\$253	\$276	\$299	\$322	\$345	\$368	\$391
5'x15' (\$14/day)	\$126	\$140	\$154	\$168	\$182	\$196	\$210	\$224	\$238
<b>Tier 3 (\$143 reg. fee)</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
11'x15' (\$17/day)	\$306	\$323	\$340	\$357	\$374	\$391	\$408	\$425	\$442
5'x15' (\$10/day)	\$180	\$190	\$200	\$210	\$220	\$230	\$240	\$250	\$260
<b>Additional Amenities</b>									
Electricity <i>Limited outlets, 16 amps max</i>	Flat rate of \$11/day, regardless of Tier								
Non-Neighbor Spaces	Flat rate of \$6/day, regardless of Tier								
Vehicle Surcharge	Flat rate of \$17/day, regardless of Tier								
<b>Other Vendor Categories</b>									
Performance/ Busker	\$8 per group								
Youth Vendor	\$7 per group								

## Appendix 3 – Safety Compliance Requirements

The Moscow Volunteer Fire Department requires Vendor compliance with the following items at all times. Vendors are subject to inspection on an irregular basis for these requirements:

### 1. **Tents, Canopies, Umbrellas, etc.**

- a. **Weights:** Weights are required on all types of coverings utilized by Vendors to reduce risk and harm from being blow down. Each anchor point must have no less than twenty-four pounds (24 lbs.) weighing it down.
- b. **Attachment:** Weights requiring tethering shall
  - i. Not create a tripping hazard;
  - ii. Use lines that are visible with soft edges to avoid abrasions; and
  - iii. Be securely attached to the tent, canopy, etc., at ground level, and not above a person's head, to prevent a clothesline effect.
- c. **Tripping Hazards:** Any part of a tent, canopy, etc., in a walkway will have a red or florescent tape applied to the portion in the walkway to prevent tripping hazards.

### 2. **Fire Extinguishers**

- a. **Certified Fire Extinguishers:** Vendors shall arrange for annual service of their fire extinguishers and ensure that a 'verification tag of service date' is in place.
- b. **Number of Fire Extinguishers:** A minimum of one (1) five-pound (5 lb.) ABC type portable fire extinguisher is required for each Vendor with any type of cooking device or warming plate.
- c. **Class Type:** A class K rated portable extinguisher is required for **deep-vat fry** cooking equipment involving vegetable or animal oils and fats.

### 3. **Portable Cooking Devices**

- a. **Tent Standards:** The national standard set by the National Fire Protection Agency (NFPA) 701 applies to the Market regarding portable cooking devices under any type of coverings. Vendors using this method to prepare or cook food shall do one (1) of the following:
  - i. Provide a certificate from an approved testing laboratory that states the covering's materials and performance meet the criteria outlined in NFPA 701; or
  - ii. Provide the brand of flame-retardant used to treat the covering. Treatment application must be through an approved manner that

meets the flame propagation performance criteria outlined in NFPA 701.

- b. **Combustible Materials:** No combustible material shall be within five feet (5') of any open flame or portable cooking device.
- c. **Smoke Stacks:** Portable cooking devices with a smoke stack must be a minimum of five feet (5') from any combustible material.
- d. **Gas Cylinders and Tanks:** Compressed gas cylinders must be secured to prevent tipping and potential damage to the stem and/or regulator. Approved methods include chained to a stable structure or placed in a milk crate. Always secure gas cylinders in an upright, vertical manner on a flat surface.

#### 4. **Electrical Cords**

- a. **Cord Standards:** All electrical cords shall be Underwriters Laboratories (UL) approved.
- b. **Tripping Hazards:** Cover all electrical cords to prevent tripping hazards.

#### 5. **Fire Lanes**

A minimum fire lane of twenty-five feet (25') shall be maintained at all times.

# Appendix 4 – Moscow Farmers Market Notice of Penalty

## MOSCOW FARMERS MARKET



### POLICY VIOLATION NOTICE OF PENALTY

NO. XXXXXX

Today's date: \_\_\_/\_\_\_/\_\_\_

1<sup>st</sup> – verbal warning

Date of policy violation: \_\_\_/\_\_\_/\_\_\_

2<sup>nd</sup> – written warning

Date penalty issued: \_\_\_/\_\_\_/\_\_\_

3<sup>rd</sup> – \$50 fine

### MOSCOW FARMERS MARKET VENDOR HANDBOOK POLICY VIOLATED BY VENDOR

\_\_\_\_\_  
Name and job title of Moscow Farmers Market staff issuing penalty

\_\_\_\_\_  
Signature of Moscow Farmers Market staff issuing penalty

**VENDOR INFORMATION**  Tier 1  Tier 2  Tier 3

Primary contact for Vendor: \_\_\_\_\_  
First name Last name

Vendor doing business as: \_\_\_\_\_  
Name of Business Operation

By signing this policy violation, I acknowledge receipt of penalty notice for my business operation at the Moscow Farmers Market

Signature of Vendor primary contact: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY

## Appendix 5 – Permits, Licenses, and Resource Contacts

Permits and licensing information is different for each Vendor category. The following list is not exhaustive and is meant for user education purposes.

### **Moscow Volunteer Fire Department**

229 Pintail Lane or 603 South Main  
Moscow, ID 83843  
208-882-2831  
[dellinwood@ci.moscow.id.us](mailto:dellinwood@ci.moscow.id.us)

### **Public Health – Idaho North Central District**

333 East Palouse River Drive  
Moscow, ID 83843  
208-882-7506  
<https://www.idahopublichealth.com/district-2/aboutidahopublichealth>

### **Idaho State Tax Commission**

11321 W. Chinden Blvd.  
Boise, ID 83714-1021  
800-972-7660 or 208-334-7660  
[www.tax.idaho.gov](http://www.tax.idaho.gov)

### **State of Idaho Alcohol Beverage Control**

#### **Idaho State Police**

700 S. Stratford Dr., Ste. 115  
Meridian, ID 83642  
208-884-7060  
<https://www.isp.idaho.gov/abc/>

### **Idaho State Department of Agriculture (ISDA)**

2270 Old Penitentiary Road  
Boise, ID 83712  
208-883-8500  
info@isda.idaho.gov  
<https://agri.idaho.gov/>

### **ISDA Division of Animal Industries**

Eggs, Cattle, Dairy, Sheep & Goats, Swine  
208-332-8540 or 208-332-8560  
animal\_info@isda.idaho.gov  
<https://agri.idaho.gov/animals/>

### **ISDA Division of Plant Industries**

Nursery, Florist, Landscaping & Apiary  
208-332-8620  
plants.information@isda.idaho.gov  
<https://agri.idaho.gov/plant-industries/>

### **ISDA Food Safety Modernization Act (FSMA)**

<https://agri.idaho.gov/fsma-hemp-hops/>

### **ISDA FSMA**

Produce Safety  
208-332-8502  
[fsma@isda.idaho.gov](mailto:fsma@isda.idaho.gov)  
<https://agri.idaho.gov/fsma-hemp-hops/produce-safety/>

### **ISDA Organic Program**

208-332-8680  
organics@isda.idaho.gov  
<https://agri.idaho.gov/ag-inspections/organics/>

**ISDA Idaho State Seed Lab Seeds**

2240 Kellogg Lane

Boise, ID 83712

208-332-8630

<https://agri.idaho.gov/laboratories/seed-laboratory/>

**Food & Drug Administration (FDA) Food Safety Modernization Act (FSMA) Preventative Controls in Human Food Rule – Value-added projects and processed products made on-farm and in licensed commercial kitchens**

<https://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/ucm525201.htm>

**University of Idaho (UI) Extension**

606 S. Rayburn Street

E.J. Iddings Agricultural Science

Laboratory, Room 52

208-885-5883

[extension@uidaho.edu](mailto:extension@uidaho.edu)

**UI Extension Small Acreages and Local Food**

Area Extension Educator, Community Food

Systems, Colette DePhelps

Agricultural Science, Room 333

Moscow, ID 83843

208-885-4003

[cdephelps@uidaho.edu](mailto:cdephelps@uidaho.edu)

Extension Educator, Small Farms &

Horticulture, Iris Mayes

Annex, Ste. 201

Moscow, ID 83843

208-883-2267

[imayes@uidaho.edu](mailto:imayes@uidaho.edu)

<https://www.uidaho.edu/extension/small-farms>

**UI Extension FSMA Food Safety for Produce Growers**

<http://www.uidaho.edu/extension/food-safety-for-produce-growers>

**UI Extension FSMA Produce Safety Rule guide with concern to your farm**

[https://uidaho.co1.qualtrics.com/jfe/form/SV\\_8D1ucSIeq749AF](https://uidaho.co1.qualtrics.com/jfe/form/SV_8D1ucSIeq749AF)

**Bees (Apiary):** For information on registration for commercial and hobbyist beekeepers see the Apiary Program, <https://agri.idaho.gov/plant-industries/apiary-program/>.

**Dairy:** For information on selling raw milk, small herd exemptions, and selling shares of raw milk see the Dairy Bureau, <https://agri.idaho.gov/animals/dairies-milk/raw-milk/>.

**Eggs:** For information on standards and requirements for individuals with less than 300 birds wishing to sell eggs see Egg Candler & Distributors, <https://agri.idaho.gov/animals/eggs-birds/egg-candlers-distributors/>.

**Fresh Produce:** The FSMA Produce Safety Rule was made final in January 2016, and establishes science-based minimum standards for the safe growing, harvesting, packing and holding of fruits and vegetables grown for human consumption. Many, if not all farms, are impacted by at least part of the FSMA Produce Safety Rule, even those that are very small. The FDA has a clearinghouse of FAQs for the different facets of FSMA. For FAQs on fresh produce see Produce Safety Rule section, <https://www.fda.gov/food/food-safety-modernization-act-fsma/frequently-asked-questions-fsma>. The University of Idaho has developed a self-guided tool to determine if the FMSA Produce Safety Rule applies to your farm at [https://uidaho.co1.qualtrics.com/jfe/form/SV\\_8D1ucSlEeq749AF](https://uidaho.co1.qualtrics.com/jfe/form/SV_8D1ucSlEeq749AF). For regulatory compliance in Idaho see <https://agri.idaho.gov/fsma-hemp-hops/produce-safety/>. For regulatory compliance in Washington see <https://agr.wa.gov/departments/food-safety/produce-safety>.

**Meat and Poultry:** All meat and poultry sold at the Market needs to be processed in a USDA approved facility. Individuals wishing to sell these products are to contact the closest Idaho Public Health District for additional food permit licenses and food safety requirements, <https://healthandwelfare.idaho.gov/health-wellness/community-health/public-health-districts>.

**Nursery, Florists, and Landscaping:** For information on licensing requirements for individuals who engage in, conduct, or carry on the business of propagating, growing, selling, dealing in, or importing into Idaho, for sale or distribution, any

nursery or florist see Nursery, Florists, and Landscaping,  
<https://agri.idaho.gov/nursery-florist-landscaping/>.

**Organic:** For information on complying with the USDA's National Organic Program in Idaho see ISDA Agricultural Inspections – Organic Certification Program, <https://agri.idaho.gov/ag-inspections/organics/>. For compliance in Washington see WSDA Food Safety & Consumer Service Division – Organic Program, <https://agr.wa.gov/departments/organic>.

**Processed and Value-Added Foods:** For information on how the [FSMA Prevention Controls for Human Food Rule \(PCHF\)](#) applies to your business see the following

- FDA FSMA Final Rule for PCHF, <https://www.fda.gov/Food/GuidanceRegulation/FSMA/ucm334115.htm>.
- FDA FSMA Fact Sheet for PCHF, <https://www.fda.gov/media/108775/download?attachment>.
- FDA Small Entity Compliance Guide for PCHF, <https://www.fda.gov/regulatory-information/search-fda-guidance-documents/small-entity-compliance-guide-what-you-need-know-about-current-good-manufacturing-practice-hazard>.

**Soil and Plant Amendments:** For information on required registration regarding distribution of soil or plant amendments in Idaho. See Fertilizer and Soil & Plant Amendments, <https://agri.idaho.gov/fertilizer-and-soil-plant-amendments/>.

**Weights and Measures:** For information on annual licensure of any weighing or measuring instrument or device used for commercial purposes in see Weights and Measures, <https://agri.idaho.gov/weights-and-measures/>.

## 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 firms, 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 tangible goods for sale that meet Agricultural subcategory definitions, as well as to 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 not 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.

- iii. Forage Vendors are required to disclose the location where product was harvested within a five (5) square mile description. Products must be commonly found within or are native to the geographic description provided. The Market requires Vendors in this sub-category to furnish Market approved disclosure forms 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**

- a. Food Artisan and Craft Artisan Vendors qualify for Market participation upon completion of the following:
  - i. Register to attend a Craft & Food Jury via the City of Moscow's Submittable online portal.
  - ii. Receive a minimum qualifying score of seventy percent (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 registering for their preferred Craft & Food Jury date:
    - **Vendor Statement:** A statement that describes the tools, techniques, and traditions utilized in crafting final product(s).
    - **Sourcing List:** Materials/ingredients sourcing list to include businesses, farms, and/or locations of supplies utilized to create final product(s).
    - **Price/Menu List:** Include pricing of items and/or a menu of product offerings as part of table display at the jury.

- **Assessment/Permit License:** Completed Food Risk Assessment Form from Idaho North Central Public Health District or copy of current Food Permit License. **[Food Artisan Vendors only]**
  - 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 photography) 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. Vendors must receive a minimum score of seventy percent (70%) to be qualified to participate in the Market. Upon request, the Community Events Manager provides evaluation feedback to Vendors seeking to make improvements to their operation.
- 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.

- **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 ten (10) business days 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 or sold at Market until the next season following completion of a satisfactory Site Visit and/or Craft & Food Jury.
- Approved Non-Agricultural Vendors are subject to Site Visits if warranted by Community Events staff or Commission Members.

#### 4. **Approval Status**

A Vendor is considered approved to sell their products and receive space assignments in the Market when the above eligibility and qualifications are met and result in one of the following based on their vending category:

- 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; or
- 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 for Tier 1 or Tier 2 packages (see Tier Packages on page 16). Approval status does not equate to receiving space 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 Craft and Food 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.

ARTISAN/CRAFT CRITERIA		Poor (0)	Average (1)	Excellent (2)	Notes (shared with prospective vendors that request them and are entered into the Market's record database)
DISPLAY	Display is visually appealing (6 points)				
	Neat and attractive				
	Items are relatable and present a cohesive theme				
	Product list is present and prominently displayed with prices (prices listed on each item is an acceptable substitute)				
SOURCING	Products feature local sourcing (4 points)				
	Material choices reveal a consideration for environmental and economic sustainability				
	Material choices are sourced locally within a 200 air-mile radius				
PRODUCT DESIGN AND INTEGRITY	Products offer a distinct look and feel not readily duplicated (12 points)				
	Unique				
	Structurally intact				
	Exhibit craftsmanship				
	Exhibit original design				
	Reflect local/regional area				
	Made by the prospective vendor without excessive reliance on ready-made or mass-produced elements (e.g. pre-die-cut objects, pre-fabricated objects, stamp kits, promo items, etc.)				
Display:	Sourcing:	Product design & integrity:		<b>Minimum qualifying score:</b> $\frac{15.5}{22} = 70\%$ <b>Participant's score:</b> $\frac{\quad}{22} = \quad\%$	
All products accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No (list products not accepted below)					
Notes to the Community Events Manager:					

HOT/PREPARED/PROCESSED/ PACKAGED FOOD CRITERIA		Poor (0)	Average (1)	Excellent (2)	Notes <i>(shared with prospective vendors that request them and are entered into the Market's record database)</i>
DISPLAY	Display is visually appealing (6 points)				
	Neat and attractive				
	Item arrangement reveals forethought for customer engagement				
	Menu is present and prominently displayed with prices				
SOURCING	Products feature local sourcing (4 points)				
	Ingredient choices reveal a consideration for environmental and economic sustainability				
	Ingredient choices are sourced locally within a 200 air-mile radius				
PRODUCT DESIGN AND INTEGRITY	Product flavors & textures are appealing (6 points)				
	Appearance (sight)				
	Flavor (taste) & Aroma (smell)				
	Unique with an innovative approach to cuisine and original recipes by prospective vendors				
	Products presented in an appetizing manner (6 points)				
	Ingredient(s) label present and distinct				
	Potential allergen warnings clearly listed				
	Serving and packaging techniques exhibit adequate food safety practices (e.g. hot food served at appropriate temperatures, dairy products served at appropriate temperatures, packaged food seals are unbroken, etc.)				
Display: _____ Sourcing: _____ Product design & integrity: _____ All products accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No (list products not accepted below)				<b>Minimum qualifying score:</b> $\frac{15.5}{22} = 70\%$ <b>Participant's score:</b> $\frac{\quad}{22} = \quad\%$	
Notes to the Community Events Manager:					

# Appendix 7 – Resolution No. 2012-05 Friendship Square Use Policy during Farmers Market Season

## RESOLUTION NO. 2012 - 05

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING A POLICY FOR THE USE OF FRIENDSHIP SQUARE ON MARKET DAYS DURING THE FARMERS MARKET SEASON; PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, Friendship Square is City property owned, operated, and controlled by the City; and

WHEREAS, Friendship Square functions, in part, as a downtown meeting place, a place for arts performances, playground and visiting uses, protests and demonstrations, and the presentation to the public of various messages, ideas, and public expressions; and

WHEREAS, Moscow's Farmers Market (hereinafter "the Market") has been in existence for many years; and

WHEREAS, the Market is an integral part of various downtown Saturday activities during the months of May through October annually; and

WHEREAS, multiple individuals and groups (in increasing numbers) seek to access the Farmers Market audience and participants (also increasing in number) by utilizing a portion of Friendship Square on Market days; and

WHEREAS, the City wishes to make space in Friendship Square available to individuals and groups to allow them to present their messages, ideas, opportunities, and information on Market days (Saturdays) during the Farmers Market Season; and

WHEREAS, the Council believes that these Friendship Square regulations comprise Constitutionally reasonable time, place, and manner restrictions and coordination of uses in Friendship Square during Market days; and

WHEREAS, the City also wishes to coordinate Friendship Square uses by reserving portions of Friendship Square for pedestrian, music, arts and other performances, visiting, emergency access, playground uses, recreation, and other uses and access to the Market and Main Street; and

WHEREAS, coordination and accommodation of such multiple uses in Friendship Square on Market days are consistent with the law, City goals and values, and will support Market activities without undue interference with the Market;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Moscow as follows:

The attached *Friendship Square Use Policy During Farmers Market Season* is hereby adopted and shall be effective upon publication according to law.

**PASSED AND APPROVED** by the Council and Mayor of the City of Moscow, Idaho, this 16<sup>th</sup> day of April, 2012.

ATTEST:

  
Stephanie Kalasz, City Clerk



  
Nancy Claherty, Mayor

FRIENDSHIP SQUARE USE POLICY  
DURING FARMERS MARKET SEASON

- A. **Definitions.** For purposes of this Friendship Square Use Policy During Farmers Market Season ("Policy"), certain words and terms used herein are defined as follows:

**City of Moscow Farmers Market, Farmers Market, Market.** City-sponsored selling and associated activities which take place every Saturday from May through October in the downtown area which focuses on the sale of locally grown and/or value added produce and goods and which has traditionally occurred in 4<sup>th</sup> Street and South Jackson Street parking lot (and as shown on Attachment "A" incorporated into this Policy).

**Friendship Square.** The public pedestrian mall area in downtown Moscow immediately south of the Moscow Hotel, immediately north of the Skattaboe Building, east of the 4<sup>th</sup> Street and South Jackson Street parking lot and west of Main Street, as designated on the Attachment "A", incorporated into this Policy.

**Market day.** Every Saturday during the Farmers Market Season (from May through October) during which the Market is in operation, (i.e., 8:00 a.m. to 1:00 p.m. local time).

**Speaker(s).** A person or entity whose presence in Friendship Square on a Market day is primarily for the purpose of presenting a message, activity or opportunity to the Market audience, participants, and/or members of the public and which message or activity does not compete directly with Market Vendors. This includes individuals or groups who wish to utilize Speakers Space for local arts, philanthropic, charitable, non-profit, social, and other similar purposes governed by this Policy.

**Speakers Space.** The area generally south of the current emergency access lane, playground and permanent benches in Friendship Square and north of the north wall of the Skattaboe building currently occupied by New Saint Andrews College and Bloom Restaurant (minus the spaces in front of the ingress/egress features) that is currently available for continuing use by Speakers, as described in this Policy and as shown on Attachment "A".

- B. **Background.** Since the establishment of the Farmers Market in the early 1970's, a portion of Friendship Square (adjacent to the Market) has been used during Market hours of operation for local arts, philanthropic, performance, pedestrian, charitable, non-profit, social, and similar purposes. Individuals and groups in Friendship Square during Market days focus principally on getting their "message" or opportunity out to those participating in the adjacent Market (approximately 5,329 people per Market day).

The City wishes to preserve part of Friendship Square (i.e., the area in Friendship Square not identified and set apart as "Speakers Space" in Attachment "A") for the emergency access lane that runs east-west through the entirety of Friendship Square so that it remains free and open for access and/or use by emergency responders. The City also desires to allow for the safe and open use of the established public playground and benches during Farmers Market hours of operation. Additionally, the non-Speakers Space portion of Friendship Square to the north and south of the emergency access lane needs to remain open for visiting, foot traffic, bicycle, stroller, wheelchair, and similar movement through Friendship Square to access the Market and Main Street, and for music, arts, and other programs (including those organized or sponsored by City) that occur within Friendship Square as a multi-faceted downtown public venue.

Because Moscow is an inclusive community with a deep and long-term commitment to education and diversity (in all of its aspects), the City wishes to preserve space to accommodate "messages" and Speakers ("Speakers Space") in Friendship Square.

- C. **Policy Purpose.** The City wishes to coordinate the multiple and varied uses of Friendship Square during Market days of the Market Season. Uses include playground, pedestrian and other travel through Friendship Square, maintenance of an emergency access lane, music and arts performances, demonstrations by various arts groups and the like, and presentations of various messages, ideas, philosophies and opportunities by various individuals and groups who wish access to the Market participants and members of the public on Market day. The City does not intend to control or regulate and coordinate the message or content of a Speaker's "speech" on a Market day, but rather, desires to reasonably regulate and coordinate the time, place and manner of the speech by allowing Speakers to avail themselves of the designated Friendship Square Speakers Space on Market days while continuing to coordinate and accommodate their use of Friendship Square on Market day. Also, the City desires to preserve the principally non-commercial nature of Friendship Square and the Speakers Space to the extent allowed by law.

By this Policy, the City does not wish to interfere with Market Policies or activities and desires that this Policy be administered independently from any Market Policy. Additionally, because of the multiplicity of uses and because of the increased density of occupancy in Friendship Square during Market day operations, with the exception of a "service animal" (as defined in the Americans With Disability Act 2010 Final Regulations), dogs and other animals and pets are not allowed in Friendship Square during the hours of 8:00 a.m. through 1:00 p.m. local time on Saturdays in May through October, unless specifically authorized in writing by the City Parks and Recreation Director for a specific planned event or demonstration (such as a raptor show or magic act).

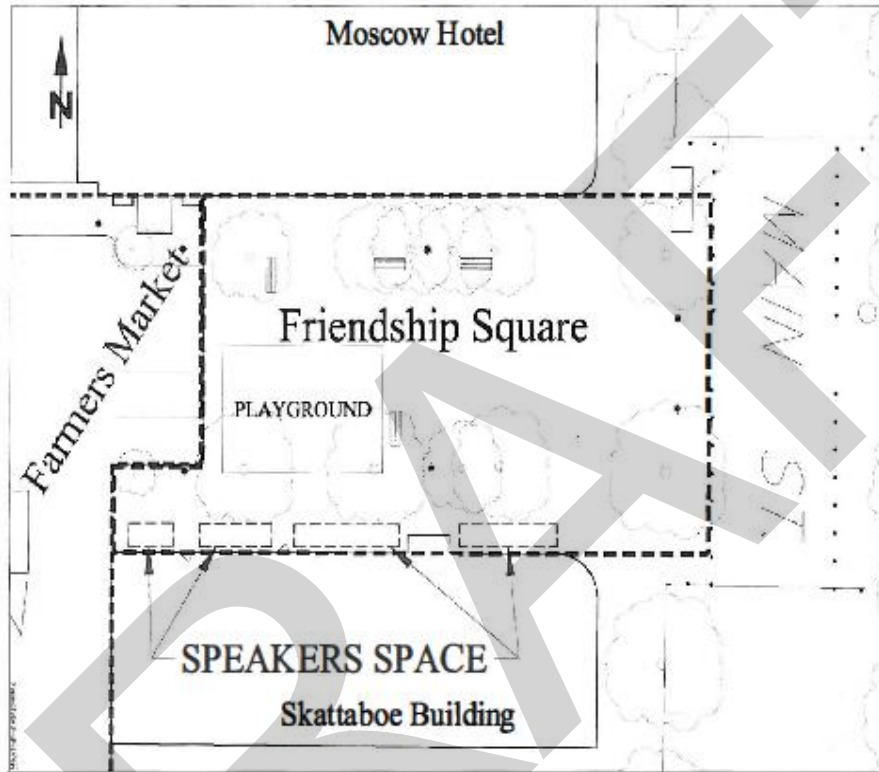
- D. **Speakers' Activities.** Within the Speakers Space, Speakers are allowed to offer information, answer questions, hand out materials, participate in discussions, and/or suggest ideas relative to their cause or message in whatever lawful manner they wish. Speakers may sell or give away promotional and other articles with the sponsoring individual or group's name, logo, cause, or graphic on them. The selling of raffle or other tickets for future local events (plays, concerts, charities, fundraisers, etc.); campaign and other political activities; solicitation and acceptance of donations; fundraising; food drives; and similar commercial speech and/or activities that do not compete with Market Vendors, are allowed in the Speakers Space during Market hours. Speakers may not sell, distribute, or give away any item that is available for purchase from a Vendor in the Market.

"For-profit" individuals and groups may use the Speakers Space if their presence is not intended to and does not result in on-site sales (other than those allowed Speakers by this Policy), taking orders for merchandise and/or for paid services. For-profit concerns may wish to contact the City for information on how to qualify as a Vendor in the Market.

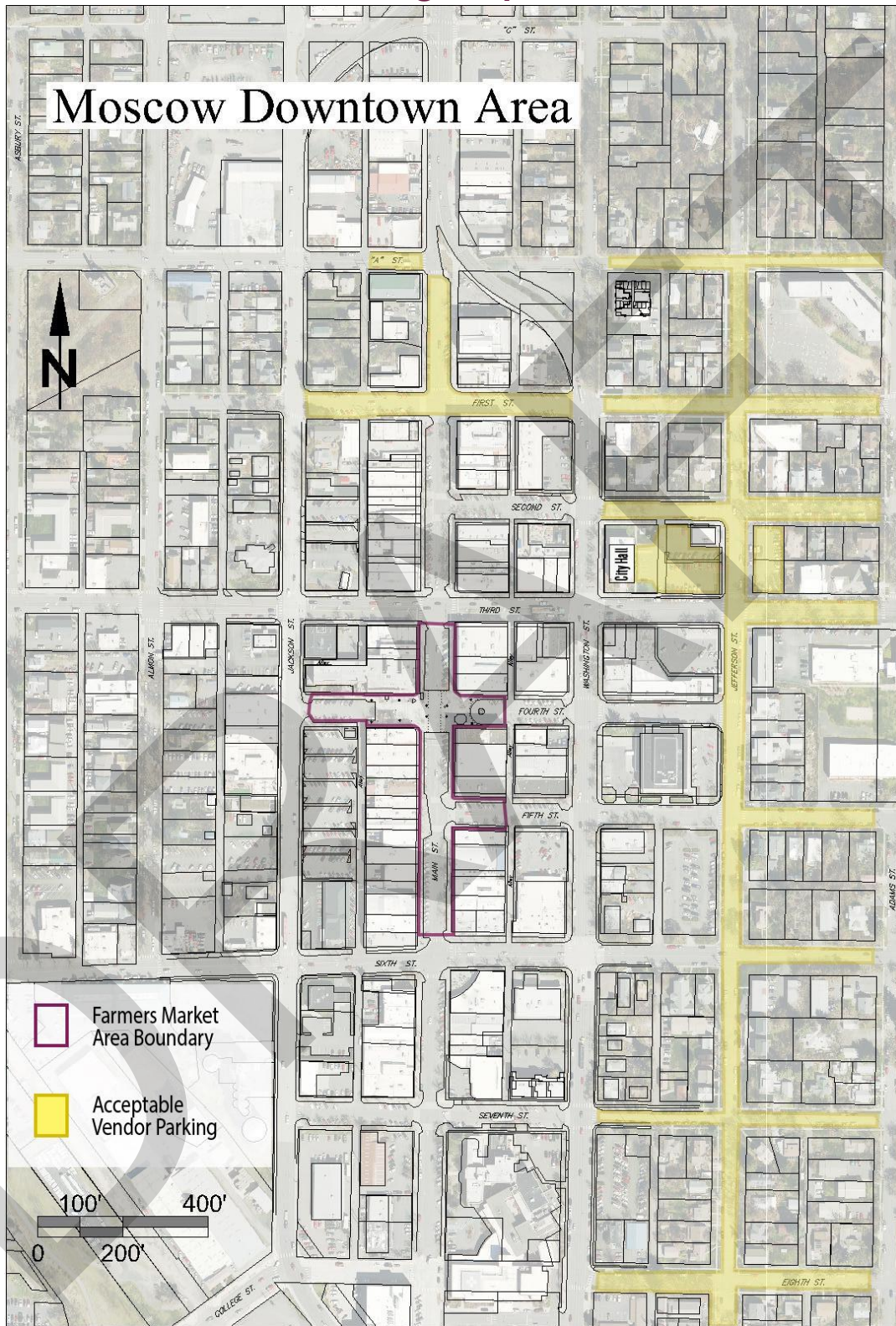
Any individual or group using all or part of the Speakers Space may also move freely within Friendship Square and within public spaces outside of the Market but such Speaker(s) may not conduct business, sales or Speakers activities within the Market. Speakers are allowed to place temporary structures in the Speakers Space (such as a piece of equipment, a table, or self-standing sign), so long as the structures are removed by 2:00 p.m. local time on Market day.

- E. **The Speakers Space, identified in Attachment "A" attached to this Policy and fully incorporated herein by reference, is reserved for Speakers and Speakers activities during Market days, pursuant to this Policy.**
- F. **Alternatives to Speaker(s) Display in Friendship Square.** If there is no Speakers Space available on a Market day pursuant to this Policy, the City may be contacted about using other public facilities and/or other venues or outlets for their messages, such as peaceful moving pickets or demonstrations on City sidewalks outside of the Friendship Square Speakers Space; the use of City parks and other public spaces, venues, and facilities; securing of a Vendor permit pursuant to Moscow City Code Title 9, Chapter 11; using Friendship Square during non-Market hours, etc.

ATTACHMENT " A "



# Appendix 8 – Vendor Parking Map



# COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, March 2, 2026



## AGENDA ITEM TITLE

Set FY2027 Budget Hearing Date (ACTION ITEM) - Bill Belknap

## RESPONSIBLE STAFF

Bill Belknap, City Administrator

## ADDITIONAL PRESENTER(S)

## DESCRIPTION

Per Idaho Code 63-802(A) the City is required to notify Latah County of the public hearing date for the City's annual budget no later than April 30 each year. Staff is requesting that the Council officially set the date for the FY2027 Budget hearing for August 17, 2026, so the Notification of Budget Hearing form can be completed and returned to the Latah County Auditor's Office as required.

## REVIEWED BY

## PROPOSED ACTIONS

**PROPOSED ACTIONS:** Set August 17, 2026, as the public hearing date for the City of Moscow FY2027 budget, or take other action deemed appropriate.

## STAFF RECOMMENDATION

Set August 17, 2026, as the public hearing date for the City of Moscow FY2027 budget.

## OTHER RESOURCES

## FISCAL IMPACT

## PERSONNEL IMPACT

## ATTACHMENTS

None