

# **LANESBORO FARMERS MARKET - City Policy and Procedures**

## **I. Market Sponsor**

The Lanesboro Farmers Market is a project of the City of Lanesboro.

## **II. Mission**

The mission of the Lanesboro Farmers Market is

To support sustainable agriculture, the family farm and consumption of locally grown and produced food

To provide local farmers and growers with a well organized and promoted marketplace.

To provide Lanesboro area residents and others access to a wide variety of local, "2000 miles fresher" food and farm products

To strengthen relationships between family farms and the community of Lanesboro

To develop the local food economy by promoting the growth of direct marketing

To provide a structure for communication between farmers, growers and consumers

To provide a limited marketplace for crafts or other non-edible products which are made or produced by vendors and substantially derived from vendors' farm products

To encourage the public to visit, shop and eat in Lanesboro

To promote Lanesboro as a destination for availability of fresh, local food

To provide a marketplace for quality baked goods, either homemade or baked "from scratch" by Fillmore County commercial bakers.

## **III. Farmers Market Advisory Committee**

The operations and governance of the Farmers Market will be the responsibility of a volunteer advisory committee. The committee will consist of the market manager and four people appointed by the city council. The city council will give preference in making these appointments to volunteers who will be active vendors at the Farmers Market. The advisory committee will be appointed each February for a one year term. There is no limit on succeeding terms. The committee may meet at times and places to be determined by the committee.

## **IV. Farmers Market Advisory Committee Responsibilities**

- 1) Financial operations - The advisory committee will be responsible for financial recordkeeping and accountability to the City. Any expenses associated with the Farmers Market will be paid from Farmers Market revenues, and not from the city general fund.
- 2) Vendor applications - The advisory committee will accept and process vendor applications and will devise the necessary application forms.
- 3) Vendor compliance with state or federal law or rules - Neither the volunteer advisory committee nor city employees will be responsible for enforcing government regulations which are the responsibility of the respective governments to enforce.
- 4) Farmers Market records - The advisory committee will maintain records at the city offices, such as a list of currently qualified vendors, meeting notices, correspondence, market rules, vendor stall applications and any other important written records of the Farmers Market. Access to these records will be governed by the provisions of the Minnesota Data Practices Act.

- 5) Advise the City Council - Advise the City Council regarding any matter related to the operation of the Farmers Market, including but not limited to vendor qualifications and market rules.
- 6) Promote Lanesboro - Work with the city, the Economic Development Authority, the Chamber of Commerce and any other interested people or organizations to promote the Farmers Market and Lanesboro as a destination for fresh, local food.

#### **V. Market Manager**

A volunteer market manager will be named by the Lanesboro City Council, after consultation with the Advisory Committee, some time during the month of February each year for a one year term. There is no limit to the number of succeeding terms. The market manager will serve at the pleasure of the Council. The market manager may delegate some or all of his/her responsibilities to an assistant market manager as needed from time to time. The market manager and assistant manager are, for the purpose of workers compensation regulations, uncompensated independent contractors.

#### **VI. Responsibilities of the Market Manager**

1. Oversee day to day operations of the market, including public safety and management of pedestrian and vehicle traffic. This provision will in no way abrogate the authority and responsibilities of the Lanesboro Police Department.
2. Cooperate with the Park Board and Lanesboro city employees to ensure that operation of the Farmers Market does not interfere with park maintenance or other public uses of the park and the adjacent parking areas.
3. Monitor vendor compliance with market rules, through stall inspections and other means
4. Assist the advisory committee by serving as the main contact person for market activities and coordinating special events.
5. Collect and deposit fees and other revenue, keep financial records and pay bills, upon approval of the advisory committee. Resolve any disputes or conflicts between or among vendors or any questions about application of the policies and procedures. If necessary, refer a dispute or question to the advisory committee for resolution. Any matter not resolved by the advisory committee will be referred to the city council for appropriate action.

#### **VII. Vendor Requirements**

Due to space limitations the maximum number of vendors is thirty.

In order to be assigned a stall, a person must

1. Obtain a Farmers Market permit from the City of Lanesboro, in accordance with the application procedure set by the Advisory Committee. Such procedure includes obtaining a certificate of insurance coverage. Such coverage shall defend, indemnify and hold harmless the Lanesboro Farmers Market and the City of Lanesboro for any liability or expenses, including attorney fees, arising from the vendor's products or the vendor's Farmer's Market-related activities.
2. Pay the required annual fee, to be set by the City Council each February.
3. Live and grow products of a farm or garden located either in Fillmore County or within a 20 mile radius of Lanesboro or live and prepare foods in Fillmore County or within a 20 mile radius of Lanesboro.

4. Participate either as an individual, family or household, or business entity such as a partnership, sole proprietorship, 4-H Club, corporation or limited liability company.

### **VIII. Responsibilities of the City of Lanesboro**

1. Insurance - The City shall maintain insurance coverage to defend, indemnify and hold harmless the City, the Farmers Market, City employees, the Farmer's Market advisory committee, the market manager, and any other volunteers who are acting on behalf of the City of Lanesboro Farmers Market from any expense or liability, including attorney fees, arising out of the operation of the City of Lanesboro Farmers Market, as distinguished from liability arising out of the vendor operation of a particular vendor or stall.
2. Annual review - The City will review the operation and finances of the Farmers Market each year during the month of February.
3. The City is not responsible for enforcing any state or federal law or regulations relating to the Farmers Market. The City will contact the State Health and Agriculture Departments to notify them that the Farmers Market is operational.

### **IX. Market Rules**

- 1) Only a qualified vendor may sell products at the Farmers Market.
- 2) Vendors may not sell products in their stalls which have been grown or produced by any other person, family, household, farm, 4-H club member or business entity.
- 3) Each vendor is responsible for promptly cleaning up all refuse, waste or plant material from their stall and the immediate area surrounding their stall. If the vendor fails to perform prompt clean up such that city employees must provide clean up services, the vendor will be assessed a clean up surcharge.
- 4) Each vendor must supply their own tables, scales, and other equipment. The Farmers Market does not supply any equipment. Vendors may use city park trash containers and electrical outlets. The city is not responsible for damages due to power loss or surges.
- 5) Market hours are May through October, 9 a.m. to noon every Saturday and 4 p.m. to 6 p.m. every Wednesday. Vendors may not conduct sales before the opening time. Vendors may stay later than noon. If a vendor leaves before noon, they must walk out, not drive, for safety's sake.
- 6) A vendor must be present at their stall when it is in operation, except as provided in subparagraph 7 below. If a stall space is held by a family, any family member is considered a vendor for purposes of this rule. If a stall space is held by a business partnership, either partner is considered a vendor for purposes of this rule. If the vendor is a corporation or limited liability company, then a shareholder or member is considered a vendor for purposes of this rule. Any vendor which is a business entity may have employees work at their stall.
- 7) Someone other than the vendor may "stall sit". A "stall sitter" may be an employee of the vendor or other person designated by the vendor for this purpose. However, a "stall sitter" may not be another vendor.
- 8) No vehicles may move in the area of the Market during Market hours.
- 9) Vendors may not call out or hawk their products.
- 10) Live or recorded music or other entertainment is not allowed at the Market unless approved by the advisory committee.

### **X. Products Allowed to be Sold at the Farmers Market**

- 1) Fruits, vegetables, wild or cultivated mushrooms, nuts, herbs, eggs, honey, maple syrup, sorghum, jams or jellies.
- 2) Plant products - Flowers, herbs or bedding plants or nursery stock that have been started from seed or raised by the vendor for 45 days or more. The intent of this time requirement is to ensure that plant vendors are local growers who care for or modify their plant products in some significant way, and are not retailers who simply buy and then resell plants.
- 3) Meat, poultry or fish products, if made 100% from animals or fish produced or raised by the vendor.
- 4) Dairy products, if made 100% from milk produced by the vendor
- 5) Baked goods
- 6) Forest products - wood or other plant products harvested by the vendor from their own forest land or from public land, subject to applicable permits.
- 7) Crafts - no crafts unless a) they are made by the vendor and substantially derived from vendor's farm or forest products and b) they do not include purchased raw materials or commercially prepared products, unless they are significantly transformed through handcrafting.
- 8) Nothing may be sold which is prohibited under local, state or federal law or rules.

#### XI. City Prohibition of Certain Sales

No one is allowed to sell food, food products, beverages, plant products or crafts to the public in Sylvan Park unless

- 1) the sale is conducted within the scope of the City of Lanesboro Farmers Market and the policies and procedures applicable thereto; or
- 2) the sale is in connection with a city authorized event, including but not limited to events such as Art in the Park, Buffalo Bill Days, or Cattleman's Steak Fry; or
- 3) the sale is in connection with a business licensed by the city of Lanesboro in accordance with city ordinances;
- 4) the sale is in connection with the informal Amish market which has customarily occurred in Sylvan Park on Saturday mornings. This exception is based on a finding by the City Council that the customs and religious beliefs of the Amish preclude their participation in the Lanesboro Farmers Market and that the presence of the Amish in the park on Saturday mornings provides a unique asset and benefit to the local economy.

ADOPTED BY THE LANESBORO CITY COUNCIL BY RESOLUTION DATED  
February 4, 2008

Steve Rahn, Mayor

Rita Peterson, Deputy Clerk

