

# **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 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 with the market manager. The city council can access these records at any time, should they so choose. Access to these records will be governed by the provisions of the Minnesota Data Practices Act.

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

1. Annual review - The City will review the operation and finances of the Farmers Market each year during the month of February.
2. 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.
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### **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 cleanup 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. Vendors must be in their stall 15 minutes before market opens. 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 mushroom, nuts, herbs, eggs, honey, maple syrup, sorghum, jams or jellies.