

Lanesboro Farmers Market – City Policy and Procedures

I. Market Sponsor

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

II. Mission

- a. To Support sustainable agriculture, the family farm and consumption of locally grown and produced food
- b. To provide local farmers and growers with a well-organized and promoted marketplace
- c. To Provide Lanesboro area residents and others access to a wide variety of local “2000 miles fresher” food and farm products
- d. To strengthen relationships between family farms and the community of Lanesboro
- e. To develop a local fresh economy by promoting the growth of direct marketing
- f. To provide a structure for communication between farmers, growers, and consumers
- g. To provide a limited marketplace for non-edibles and crafts which are made or produced by vendors and substantially derived from vendors’ farms or farm products
- h. To encourage the public to visit, shop and eat in Lanesboro
- i. To promote Lanesboro as a destination for availability of fresh, local food
- j. 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 up to 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 Lanesboro Farmers Market. The advisory committee may meet at times and places to be determined by the committee.

IV. Farmers Market Advisory Committee Responsibilities

- a. Financial Operations – The advisory committee will be responsible for financial record keeping and accountability to the city. Any expenses associated with the Lanesboro Farmers Market will be paid from Farmers Market revenues, and not from the city general fund.
- b. Vendor applications – The advisory committee will accept and process vendor applications and devise the necessary application forms.
- c. 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.
- d. 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. The provisions of the Minnesota Data Practices Act will govern access to these records.
- e. 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.

- f. Promote Lanesboro – Work with the city, Economic Development Authority, the Chamber of Commerce and any other interested people or organizations to promote the Lanesboro 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, sometime 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 City 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

- a. 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 responsibility of the local Police Department.
- b. Cooperate with the park board and Lanesboro city employees to ensure that operation of the Lanesboro Farmers Market does not interfere with park maintenance or other public uses of the park or adjacent parking areas.
- c. Monitor vendor compliance with market rules, through stall inspections and other means.
- d. Assist the advisory committee by serving as the main contact for the market activities and coordinating special events.
- e. Collect and deposit fees and other revenues, keep financial records, pay bills upon the approval of the advisory committee. Resolve any disputes or conflicts between or among vendors or any questions about application of the policy 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.

- a. Pay the required annual fee, set by the advisory committee each February.
- b. Fill out required application; produce necessary permits and licenses dependent upon what the applicant intends to sell.
- c. Live and grow/prepare products of a farm or garden located either in Fillmore County or within a 25 mile radius of Lanesboro.
- d. Participate either as an individual, family or household or business entity such as a partnership, sole proprietorship, 4-H club, and corporation or limited liability company.
- e. Follow market rules, section IX. Follow state and federal health and safety standards as required by law. This includes, but not limited to, the Cottage Food Law.

VIII. Responsibilities of the City of Lanesboro

- a. Annual Revue – The City will review the operation and finances of the Lanesboro Farmers Market each year during the month of February.
- b. The City is not responsible for enforcing any state or federal law or regulations relating to the Farmers Market.

- c. The City will contact the State Health and Agriculture departments to notify them that the Farmers Market is operational.

IX. Market Rules

- a. Only a qualified vendor may sell at the Lanesboro Farmers market.
- b. Vendors may not sell products in their stalls which have been grown or produced by any other person, family, household, farm, 4iH club member or business entity.
- c. 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.
- d. Each vendor must supply their own tables, scales, and other equipment. The Lanesboro Farmers Market does not supply equipment. Vendors may use city park trash containers and electrical outlets. The city is not responsible for damages due to power loss or surges.
- e. Market hours are May through October, 9 a.m. to noon every Saturday. Vendors may not conduct sales before the opening time. Vendors may stay later than noon. If a vendor leaves before noon, they must inform the market manager of their intent to leave early, and only drive out if it is deemed safe for the public, other vendors, and anyone else in the vicinity.
- f. A vendor must be present at their stall when it is in operation, except as provided in subparagraph g. If a stall 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 the 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.
- g. 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. The vendor shall list all qualified stall sitters on their application. This information may be added to throughout the market season by contacting the market manager.
- h. No vehicles may move in or through the Lanesboro Farmers Market during Market hours.
- i. Vendors may not call out or hawk their products.
- j. 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 Lanesboro Farmers Market

- a. Fruits, vegetables, wild or cultivated mushrooms, nuts, herbs, eggs, honey, maple syrup, sorghum, jams, jellies, pickles, or salsas.
- b. Plant Products – Flowers, herbs, 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 resell plants.
- c. Meat, poultry, or fish products, if made 100% from animals or fish produced or raised by the vendor.
- d. Dairy products, if made 100% from milk produced by the vendor.

- e. Baked goods
- f. Forest Products – wood or other plant products harvested by the vendor from their own forest land or from state land, subject to applicable permits.
- g. Crafts – Crafts and works of art may be sold by the vendor who also offer allowed products as defined above in section X. Items must be created by the vendor. Items must be substantially derived from the farm or farm/forest products. Items may be sold if they are created from purchased raw materials, but must be significantly transformed by the vendor through handcrafting.
- h. 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 in Sylvan Park unless

- a. The sale is conducted within the scope of the Lanesboro Farmers Market
- b. 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, Rhubarb Fest, or Cattleman's Steak Fry.
- c. The sale is in connection with a business licensed by the city of Lanesboro in accordance with city ordinance.