

## **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  
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."

### **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 volunteers who are active vendors at the farmer's market. The committee will determine new committee members as needed. 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.

- 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, 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 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 stalls is twenty-five.

In order to be assigned a stall, a person must

1. Pay the required annual fee, to be set by the Market Board each February.
2. Fill out required application; produce necessary permits and license dependent upon what the applicant intends to sell.
3. Live and grow products of a farm or garden located either in Fillmore County or within a 25 mile radius of Lanesboro or live and prepare foods in Fillmore County or within a 25 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.
5. 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.

6. Previous year summer market vendors will have stalling guaranteed until the spring vendor meeting. Complete application and payment must be turned into market manager before end of meeting to save stall.
7. New vendor application will be subject to approval by market manager and market board. Complete application and payment must be post marked by April 10<sup>th</sup> and received no later than April 15<sup>th</sup>.

## **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.
3. 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 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.

- 11) Any product/s that requires the customer to be 18 years of age or older in order to purchase are not allowed to be sold at market.
- 12) Any product that is required to be kept at or below a specific temperature must be done so mechanically.
- 13) No Food Trucks allowed

## **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.
- 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- Crafts and works of art may be sold by vendors who also offer allowed products as defined above in section X and 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;