

To: HONORABLE MAYOR AND CITY COUNCIL.

FROM: Dave Maroney, Director of Economic Development.

SUBJECT: 2018 Downtown Farmers Market Permit.

DATE: April 12, 2018.

BACKGROUND.

On behalf of the participating Vendors, Arlyn Lamb prepared the accompanying *Plan* (“Application”) for the *2018 Downtown Farmers Market*. Dianne and I assisted Arlyn with development of the *Plan* and feel that the document addresses the issues and considerations for operating a Farmers Market on **municipally owned property**. To obtain a permit to operate, the participating vendors have submitted an Application to the City of Cannon Falls fully describing: (a) the location of the Market; (b) operational details (days, hours, traffic control, clean-up, signage, etc.); (c) the rules and policies that will apply to participating vendors; and (d) vendor contact information.

REQUESTED COUNCIL ACTION.

A complete Application has been received and the City Council is requested to review the *Plan* and approve issuance of a **Farmers Market Permit** for the *2018 Downtown Farmers Market*.

**2018 Cannon Falls Downtown Farmers
Market**

VENDOR APPLICATION

(Please submit this application, the ST19 and all other applicable forms to the agent of the Downtown Farmers Market: Arlyn Lamb, 25145 Chippendale Ave. W., Farmington, MN 55024

YOUR BUSINESS NAME: _____

MN State Tax ID Number, (if applicable): _____

BUSINESS OWNER'S NAME: _____

PRIMARY SELLER'S NAME: _____

PRIMARY SELLER'S EMAIL: _____

PRIMARY SELLER'S ADDRESS: _____

PRIMARY SELLER'S PHONE NUMBER: _____

PLEASE NOTE: If you are selling produce, food product or other homemade farmers market items at the Downtown Farmers Market in Cannon Falls, you are required to be approved by the Downtown Farmers Market Board, as well as have the required forms submitted. Thank you!

**I understand that it is my own responsibility to carry general liability insurance and product liability insurance. Cannon Falls Downtown Farmers Market will not provide this coverage.*

I AGREE that the Cannon Falls Downtown Farmers Market is not liable for any injury, theft or damage to either buyer or seller or their property arising out of or pertaining to preparation for or participation in the Cannon Falls Downtown Farmers Market whether such injury, theft or damage occurs prior, during or after the farmers market.

I AGREE to indemnify and hold the City of Cannon Falls as well as Cannon Falls Downtown Farmers Market harmless for and against any claims for such injury, theft or damage.

I AGREE to produce, prepare, display and store all produce in accordance with applicable MN Department of Agriculture, MN Department of Health, and Goodhue County Health Department guidelines and regulations.

Vendors selling baked goods, canned goods or pickled foods are required to be registered with the State of Minnesota Department of Agriculture and as an agent for the Cannon Falls Downtown Farmers Market, the City of Cannon Falls and the market operator will require that you provide a copy of your certificate to keep on file prior to selling said items.

DATE: _____

VENDOR SIGNATURE: _____

THANK YOU FOR APPLYING TO BE A VALUED VENDOR AT OUR MARKET! We appreciate your interest in joining us. The Cannon Falls Downtown Farmers Market Board will review all vendor applications for acceptance. Upon acceptance, you will receive notification via mail or email.

*Arlyn Lamb
Operator
Downtown Farmers Market
ahlshop@frontiernet.net*

CANNON FALLS

FARMERS MARKET RULES

I. Vending Rules:

****All food items sold at the Cannon Falls Farmers Market must be homegrown and/or homemade by the vendor (no reselling) – exceptions must be approved by the Board of Directors. Permitted items:***

1. Vendor grown fresh fruits and vegetables.
2. Vendor grown herbs and spices.
3. Vendor produced farmstead products such as cheese, meats, fish, poultry, alpaca products, eggs, baked goods, mushrooms, honey, maple syrup and preserves.
4. Vendor grown bedding plants, hanging and potted plants, and cut flowers.
5. Vendor grown dried flowers or plants.
6. Craft items will be allowed if they are designed and made by hand by the vendor. There will be a limit of the space available to vendors for those selling crafts.
7. Market reserves the right to inspect vendor facilities upon board approval.
8. A copy of the vendors Cottage license, where applicable, needs to accompany market application.
9. All vendors must keep their area neat and clean while selling and make sure that the area is clean before leaving. No left over produce, litter or garbage may be placed in City receptacles. The market manager is responsible for assuring that the Market area is kept clean of refuse and debris.
10. Market Manager will submit a copy of all applications, insurance information and ST-19 forms to the City of Cannon Falls.

****All items must be produced, processed, prepared, displayed and stored in accordance with the MN Dept of Agriculture, MN Dept of Health and Goodhue County Health Dept guidelines.***

****All vendors must be present at their stands during normal business hours.***

II. Market Rules:

- No alcoholic beverages in the market.
- We discourage smoking in the market for everyone's comfort.
- No obscene language.
- No selling of produce under false information. i.e. variety, organic, or bought to be resold.
- MN law discourages dogs from farmers markets, with the exception of service dogs.
- Vendors must provide their own tables, chairs, awnings, stand signage, etc.
- Vendors are responsible for daily set-up and cleanup of their stalls and general common area daily.
- Absolutely no dumping of unsold produce at City Lot.
- No downplaying of other grower's quality, pricing or product.

**Pricing Your Product: Gross undercutting hurts everybody. Pay attention to what others are charging for similar products, especially if those products are in the market in abundance.*

Cannon Falls Downtown Market Plan (4/12/18 version):

- 1. Reflecting the number of vendors that you have participating, how much of the parking lot is needed for the Market? Are you able to “assign” spaces and identify vendors and products? Provide map?**

A. Vendor applications are still coming in. I am providing the map with the vendor information I presently have. The market area will be adjusted weekly to accommodate and reflect the actual number of vendors present. This practice is a continuation of past market practice.

- 2. Regarding the “exception” (Josephson’s and???), where will the “occasional vendor(s)” be located in the parking lot and when will they be selling product? Market rules apply?**

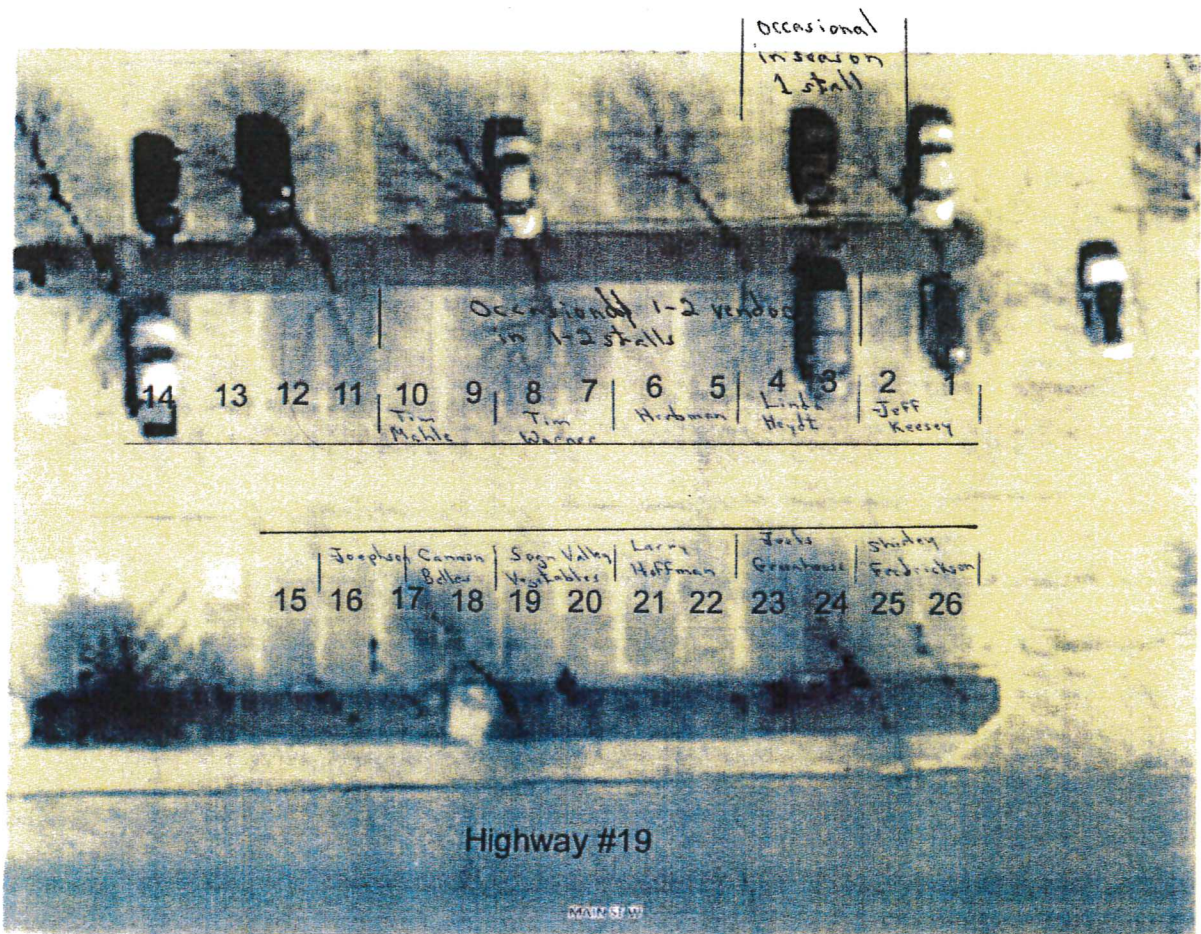
A. Other than market days the occasional vendors will be located somewhere in the area of stalls 3 thru 10 dependent on vehicles in the lot upon arrival. Historically it has only been one or two vendors that would be there when the market isn’t officially operating.

B. The exception to this would be one sweet corn vendor, Josephson. He is a seasonal vendor and would be there once the sweet corn comes in. Josephson’s will locate across the median that separates the south tier of parking from the middle tier of parking just north of stalls 2-4, again dependent on vehicles in the lot upon arrival. We know of no permits required of him to sell his corn at this location in the past.

- 3. Please clarify details describing the (A) “Organization” and “Board” – legal entity, for-profit (B) dues bylaws and articles, etc.?**

A. The board will be either 3 or 5 people elected by the vendors. We will be holding the election for the board when or if the city council approves the location of the City’s lot for use by the Farmers Market. The organization of the Farmers Market is starting as a group of vendors without the formation of an LLC, Non-Profit organization.

B. There are no dues planned at this time. Vendors will be required to fill out the application for the market, an ST-19 form, and insurance form removing the city from any liabilities if there should be a problem at the market. At present the Farmers Market Rules make up the bylaws and or articles that have been adopted for the Market and vendors to follow. See the inserted and attached forms.



Preliminary Map (Subject to change with additional vendors.)

4. The Market Manager will provide the City with a signed copy of every Vendor Application as approved by the Board.

A. It is stated in rule 10 of the Farmers Market rules the city will receive copies of all applications.

5. Cottage Rules will have to be enforced by the Market Manager and applicable information provided to Vendors who qualify.

A. It is stated in rule 8 of the Farmers Market rules a copy of the Cottage license needs to accompany, where applicable, the market application. A copy of this document will be included in the package the city receives.

6. Unless otherwise approved by the City Council, barricades must be provided, stored and placed by the Market Manager.

A. During past markets the manager or vendors placed the barricades before the market and removed them after the market was over. Though it was not stated in the paperwork given to the city this year's plan is to continue the same practice. The city had provided the barricades in the past and the market is hoping they will provide them this year.

7. No leftover produce, litter or garbage may be placed in City receptacles. The Market Manager is responsible for assuring that the Market area is kept clean of refuse and debris.

A. I've taken the liberty to add rule 9 to the Market Rules. All vendors will be notified of the rule change. I don't recall this as being a problem in the past but it is a reasonable request.

8. Any problems, complaints or issues at the downtown market will have to be addressed and resolved by the Market Manager or the Board.

A. The Market board is responsible for resolving any problems that arise due to the Market.

9. The Market must provide a plan for signage to be approved by the City.

- A. Planned locations for the market signs are:*
- a. On the side of Hwy 19 at the southbound exit of Hwy 52.*
 - b. On the south side of Hwy 19 in front of the Family Fresh parking lot. We understand this area is under MnDot jurisdiction.*
 - c. Northwest corner of Main Street & 4th Street.*
- B. We will use sandwich boards of similar style as the city provided in the past. Vendors put the signs out and remove them on market days in the past and that practice would be continued.*

This photo is the sandwich board that was located at the Hwy 52 southbound exit on Hwy 19:

