

To: HONORABLE MAYOR AND CITY COUNCIL.

FROM: Dave Maroney, City Administrator.

SUBJECT: *Approve Employment Agreement.*

DATE: May 31, 2019.

BACKGROUND.

The City Council previously approved two locations for Farmers Markets to operate in 2019 – the downtown municipal parking lot and Artisan Plaza. This year, the participating vendors are working together to promote *two Markets, one location* with both receiving management assistance and guidance from Dianne Howard and Michelle Sandeen, the Farmers Market Managers. Similar to last year, Cannon Falls is receiving \$2,000 of grant assistance from the Minnesota Department of Agriculture (FMAP) which is available to compensate the Managers for the many services that they provide. The *2019 Employment Agreement* is attached for your review.

REQUESTED COUNCIL ACTION.

The City Council is asked to approve the *Employment Agreement* for the Farmers Market Managers as recommended by the Personnel (Finance) Committee.

EMPLOYMENT AGREEMENT

THIS AGREEMENT made as of June 4, 2019 between the City of Cannon Falls and Michelle Sandeen and Dianne Howard.

WHEREAS the City of Cannon Falls desires to retain two farmers market managers for the 2019 season: Michelle Sandeen and Dianne Howard

1. Employment: Dianne Howard and Michelle Sandeen (together, the Managers) agree that they will at all times faithfully, industriously and to the best of their skill ability, experience and talents perform all of the duties required by this position.
2. Duties: To oversee the Downtown Cannon Falls Farmers Market, the Artisan Plaza Farmers Market and the City of Cannon Falls (Economic Development Authority) Food Aggregation Program. The Managers will be GAP Certified and responsible for coordinating and administering the advertising/marketing program; managing/ordering of supplies; tasks required to open and close weekly markets; and related work to administer operations and communication for the farmers markets. Manager duties will include: work tasks to conduct special events and managing the food aggregation program; assistance and communication with all vendors as needed; maintaining related documentation and fiscal management; and work with the City to keep appropriate records.
3. Compensation: \$2,000.00 to be split equally between the Managers as follows: Michelle Sandeen will receive two payments of \$500.00 each—one payment at the beginning of the market season (on or before June 10, 2019) and one payment at the close of the market season (on or before November 1, 2019). Dianne Howard will also receive two payments of \$500.00 each—one at the beginning of the market season and one at the close of the market season for services rendered.



Michelle Sandeen, Market Manager



Dianne Howard, Market Manager

Dave Maroney
City Administrator
City of Cannon Falls

Date