

CITY OF DEXTER
FARMERS MARKET & COMMUNITY GARDEN OVERSIGHT COMMITTEE REGULAR MEETING
Wednesday, January 13, 2016 @ 5:30 PM
Location: City Offices, 8123 Main Street
PNC Bank, Second Floor – Enter at rear door

A G E N D A

- 1. CALL TO ORDER**
- 2. ROLL CALL**
Carol Jones
Martin Ruhlig
Jeffrey Peters
Quaila Pant
Mary Ellen Miller
Mark Olexa
Julie Knight – Ex Officio
- 3. APPROVAL OF THE MINUTES – November 17, 2015**
- 4. APPROVAL OF AGENDA**
- 5. CITIZENS WISHING TO ADDRESS THE COMMITTEE**
- 6. VENDOR REPORT**
- 7. STAFF REPORT**
- 8. COMMUNITY GARDEN BUSINESS**
- 9. NEW BUSINESS**
None
- 10. OLD BUSINESS**
A. Farmer's Market Application and Guidelines
- 11. CITIZENS WISHING TO ADDRESS THE COMMITTEE**
- 12. ADJOURNMENT**

**CITY OF DEXTER
FARMERS MARKET AND COMMUNITY GARDEN OVERSIGHT COMMITTEE
REGULAR MEETING MINUTES
TUESDAY, NOVEMBER 17, 2015**

The regular meeting of the City of Dexter Farmers Market and Community Garden Oversight Commission was called to order at 5:37 pm at the City Offices, 8123 Main Street.

ROLL CALL

Present: Carol Jones, Jeff Peters, Julie Knight, Martin Ruhlig, and Mary-Ellen Miller

Absent: Qualia Pant, Mark Olexa

Other Present: Brenda Tuscano, Farmers Market Manager; Justin Breyer, Assistant to the City Manager; Olga Austin, Community Garden Manager

APPROVAL OF THE MINUTES – OCTOBER 20, 2015

Motion by Knight, Seconded by Jones to approve the minutes from October 20, 2015.

Motion Adopted

APPROVAL OF THE AGENDA

Motion by Ruhlig, Seconded by Jones to approve the agenda as presented, with the following changes:

- Move agenda item 8 - Community Garden Business, to item 6.

Motion Adopted

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

COMMUNITY GARDEN BUSINESS

Olga Austin from the Community Garden presented their end of year report. She reported that it was a good year, and only one bed was remained unsold at the end of the year. Regarding a question about the raised beds, Mrs. Austin reported that the Eagle Scouts built eight raised beds. She also reported that the new fence held-up well, but the Garden has always had issues with deer eating plants.

The Committee discussed inviting the Master Gardener program to the Farmer's Market in early June for a joint program with the Community Garden. Brenda Tuscano reported that the plant sale is usually the third weekend in May.

VENDOR REPORT

Martin Ruhlig reported that he was down at both markets (Dexter and Chelsea) by approximately the same amount. Jeff Peters reported that the price of the average sale was up this year, but that the total volume sold was down. Vendors discussed the possible reasons why

vendor sales were down, which included weather and the resulting lower customer turnout. Mr. Ruhlig stated that the season started off slowly and that every year is different.

STAFF REPORT

Brenda Tuscano reported that staff placed two ads with the Sun Times, which were high quality ads. She also reported that 25 kids attended the costume contest, and more than 16 people attended the dog dress-up event. She stated that she would like to do more Facebook advertising, and would like to meet with Wendy Wood of the Sun Times to do more advertising for next season.

Mrs. Tuscano reported that she and Justin Breyer will be meeting with Gordon Darr in the next few weeks to begin working on a schedule for next season.

Mrs. Tuscano reported that she spoke with Mary Ann Simpkins to see if she would help with the Market every other Saturday. She stated that she would consider waiving Mary Ann's vendor fees for her help.

NEW BUSINESS

None

A. DISCUSSION OF : ADVERTISING IDEAS

Discussed under Vendor Report.

B. DISCUSSION OF: FARMERS MARKET BUDGET

Briefly discussed under Vendor Report.

C. DISCUSSION OF: PLANNING FOR NEXT SEASON

None

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

ADJOURNMENT

Move Jones, support Olexa to adjourn at 6:30 pm
Motion Carried



2016 DEXTER FARMERS MARKET APPLICATION

Located at: 3233 Alpine Street, Dexter MI 48130

MAIL APPLICATION TO: 8140 MAIN STREET, DEXTER, MI 48130

(734) 426-8303 x 10; Fax: (734) 426-5614 or email: btuscano@dextermi.gov

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CONTACT INFORMATION

Name:

Street Address:

City, State, Zip Code:

Email/Website:

Home/Cell Phone:

Work Phone:

Products: Please indicate the products that will be sold on the product inventory sheet provided.

If you do not intend to be at the market weekly from May – October please provide a general idea of the months you will be attending by: Y or N, or in the line below indicate specific dates you will be absent.

May _____ June _____ July _____ August _____ Sept. _____ October _____

Licenses & Inspections:

List the license numbers and inspection numbers required for the operation of your business or sale of product:

Michigan Sales Tax: License Number: _____

Nursery/Plant Dealer: License Number: _____ Date of Last Inspection: _____

Date of Last Health Inspection: _____

Note: A Health Inspection may be required on all products such as baked goods (Cottage Food exempt), candy, cider, poultry, honey, etc. The health agencies that govern this market operation are: Washtenaw County Environmental Health:

<http://www.washtenaw.org> and Michigan Department of Agriculture: <http://www.michigan.gov/mdard>.

Copies of any inspections by these agencies and licenses must be attached with a sample of your label.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. By signing below, I certify that I have read, understand and will adhere to all applicable guidelines as stated in the Operating Guidelines. The City of Dexter reserves the right to terminate my participation for failing to comply with these rules and regulations of the Dexter Farmers Market.

Name (printed):

Signature:

Date:

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

INDEMNIFICATION, HOLD HARMLESS/RELEASE AND ASSUMPTION OF RISK AGREEMENT

To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the City of Dexter, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Dexter any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Dexter, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Dexter, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or in any way connected or associated with my participation in the Dexter Farmers Market.

CAUTION: This document release liability, results in assumption of risk, and provides for indemnification and hold harmless of the City of Dexter by Participant. Please read carefully before signing.

CITY OF DEXTER

PARTICIPANT:

By: _____

Signature of Participant

Its: _____

Print Name of Participant

Dated: _____

Return an executed copy of this document to:

City of Dexter
Brenda Tuscano
Market Manager
8140 Main Street
Dexter, MI 48130

Office: 734-426-8303 x 10
Fax# 734-426-5614
btuscano@dextermi.gov

Dexter Farmers Market Operating Guidelines; Retain for your records

1) Registration and Fees:

Vendors are required to complete the attached application and Hold Harmless Agreement. City staff shall verify information is complete and fees are paid. **Seasonal fees are \$120 per season per stall** (a savings of \$140, which includes Tuesdays free) or \$10 per stall per market day. If you rent two stalls you; are required to pay double fees. For Tuesdays only, the seasonal fee is \$50, or \$5 per day. All vendors who pay seasonal fees will be listed on the website as a regular vendor at the market. Seasonal fees are to be paid by May 2, 2016 for your same assigned space as last season, otherwise, stalls will be assigned on a first come first served basis.

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2) Hours and Days of Operation/Loading and Unloading:

Opening day will be May 2, 2016. Market hours are Saturday 8 am to 1 pm; Tuesday 2 pm to 6 pm, until October 31, 2016. Selling will not begin prior to official opening time (8 am Saturday/ 2 pm Tuesday) and will end promptly at 1 pm Saturday and 6 pm Tuesday. Set-up and unloading shall take place one hour prior to market opening. Please remove your vehicle immediately after unloading. Vendors with assigned spaces must be at their space by 7:30 am unless prior arrangements have been made with the Market Manager. You may contact the Market Manager at the City offices at 734-426-8303 x 10, Mon-Fri 8:30 am - 4:30 pm, or 734-972-1822. **Vendors shall NOT park in on-street spaces on Alpine Street during market hours. Parking is available behind PNC Bank at 8123 Main Street or in Mill Creek Park behind the Fire Dept. at 8140 Main Street, Dexter.**

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3) Application and Products to be sold:

All vendors must complete an application listing the types of products to be sold during the season. All produce must be grown within a 100 mile radius within the State of Michigan. Fresh, high quality fruits, vegetables, herbs, honey, jams and jellies, baked goods, cheese, vinegars, cider, maple syrup, flowers, bedding plants, potted plants, handmade crafts, artwork, and other items at the discretion of the Market Committee. Attention artisans; if you do not make what you sell please indicate who makes it and it must be handmade by a local Michigan crafter.

4) Space:

Stalls are approximately 8' x 6'. Spaces will be assigned by the Market Manager. Please set up at the same stall every week. Vendors who need more than one stall should make arrangements with the Market Manager by April 6, 2016. **If a vendor is not at their stall for more than 2 consecutive weeks without prior consent from the Market Manager, you will forfeit your stall space and may have to re-locate to a new stall space.**

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5) Signage:

Vendors must clearly display the name of their business and post prices for all items being sold.

Produce vendors must provide signage that specifically indicates where food is grown, produced or if purchased from another farm.

6) Market Manager:

The Market Manager is an employee of the City of Dexter, appointed by the City Manager.

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The duties of the Market Manager include:

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a) To fulfill administrative responsibilities of the Market including but not limited to: liaison with the City of Dexter and funding sources, vendor communication, applications, budgets and reporting, fee collection, complaint and dispute resolution, payments and other administrative matters.

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b) Recruit and maintain food vendors of quality produce (vegetables and fruit) along with grains, protein and dairy.

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c) Creatively "market the Market" to increase sales of quality fresh food to the community.

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d) Improve low-income families' access to healthy food via food assistance programs.

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e) Volunteer recruitment.

f) Research and seek out fundraising opportunities for the Market.

g) Delegate Market duties as necessary in their absence.

When possible, vendors will share the duties of the Market Manager, i.e. placement and collection of signs, collecting daily market fees, and operating the EBT machine.

7) Vendor Behavior:

No political solicitation is permitted.

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Solicitation and the distribution of literature unrelated to Market products are not permitted; an exception to this rule is allowed for non-profit or local business vendors, at the discretion of the Market Manager.

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Vendors at the Market shall at all times conduct themselves in a pleasant and courteous manner.

If any verbal or physical confrontation occurs, the Market Manager may ask the parties to leave the market immediately. The vendor or vendors involved may be dismissed permanently from the market.

Vendors shall not engage in behavior subversive to the Market or the effective management thereof. Such behavior may include but is not limited to: negative communication about the market, vendors, or the market manager to market patrons or other vendors. The procedure to voice concerns may be found under "Disputes and Grievances."

8) Clean-up:

Vendors are responsible for cleaning all trash and waste within and around their allotted space. A refuse container will be provided on-site for end of day clean-up. Please bring a broom to clean your stall if necessary.

9) Licenses, Inspections and Hold Harmless Agreement:

All vendors are required to secure proper licenses and inspections for their products and to provide this information with the application. The Dexter Farmer's Market and the City of Dexter are not liable for any non-compliance with Michigan Department of Agriculture or the Washtenaw County Health Department. Please sign the attached Hold Harmless agreement and return with your application.

10) Cottage Food Vendors:

Please be sure to read the current information obtained from the State of Michigan's website regarding the new Cottage Food Laws. The City of Dexter would like to encourage vendors who operate under this law to obtain Liability Insurance and provide a copy with your application.

11) Michigan Raised Beef, Poultry or other meats:

Vendors selling meats at the market must be licensed by the USDA and a copy of the license must be displayed at their stall and included with their application.

12) Weather Policy:

If the National Weather Service has issued a severe thunderstorm warning that carries lightening before or during the Market hours the Market Manager will cancel the market. If there is a tornado warning during market hours the market vendors can take cover in the basements of the Dexter District Library or the Dexter Area Fire Department at 8140 Main Street. If a vendor feels they need to leave the market due to bad weather conditions, please notify the Market Manager or advise another vendor.

13) Spraying pesticides:

The City of Dexter will no longer spray for insects of any kind at the Farmer's Market unless there is a serious problem. If we must spray there will be signs posted and an email notification will be sent to the vendors. If a vendor has an issue with insects at the market, please refrain from spraying chemicals.

14) Non-Compliance:

The Market Manager oversees the Market on Market days, having the authority to interpret and enforce these Operating Guidelines. Any vendor may be dismissed by the Market Manager for failure to comply with Dexter Farmers Market Operating Guidelines.

15) Rule Enforcement:

The Market Manager shall have the authority to interpret and enforce Market rules and regulations.

The Market Manager reserves the right to reject a vendor's application. Common reasons for rejection include: the produce, goods or food items are not compatible with the overall concept of the Market or the product mix currently offered at the Market. The Market Manager may also reject an application for prior non-compliance with Market rules and regulations.

16) Disputes and Grievances:

Problems, complaints or concerns must be directed immediately to the Market Manager. The Market Manager may require that descriptions of disputes be submitted in writing.

Any disputes between vendors must be directed immediately to the Market Manager. If an arbitrator is needed, the Market Manager will act as, or supply, a neutral party.

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<#>Disputes and Grievances:¶

If a dispute or grievance arises between vendors or any other persons or parties at the Dexter Farmer's Market and cannot be resolved peacefully between the parties involved, please bring it to the attention of the Market Manager for resolution. If any loud verbal or physical confrontation occurs between the parties, the Market Manager may ask the parties to leave the market immediately, and the vendor or vendors involved may be dismissed permanently from the market.¶

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