



FARMERS MARKET ASSOCIATION BOARD REGULAR MEETING

City of Dripping Springs
Council Chambers, 511 Mercer St, Dripping Springs, TX
Thursday, June 17, 2021 at 10:00 AM

Agenda

CALL TO ORDER AND ROLL CALL

Board Members

Gouri Johannsen, Chair
Marianne Simmons, Vice Chair
Teresa Strube, Secretary
David Vincent
Nikki Dahlin
Claudia Oney
Janet Musgrove

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Kelly Schmidt
Farmers Market Manager Charlie Reed
Farmers Market Specialist Johnna Krantz
City Attorney Laura Mueller

PRESENTATION OF CITIZENS

A member of the public who desires to address the Board regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Board's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Board. It is the request of the Board that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens for the City Secretary. By law no action may be taken during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the Farmers Market Association Board May 20, 2021 regular meeting minutes.**

REPORTS

- 2. Parks & Community Services May 2021 Monthly Report**
Kelly Schmidt, PCS Director

- 3. Farmers Market Manager May 2021 Report**
Charlie Reed, Farmers Market Manager

MARKETING AND PUBLIC RELATIONS

- 4. Discuss and consider possible action regarding the Provision and Sale of Reusable Bags.**
- 5. Discuss and consider possible action regarding the Tomato Time / Tomato Round-Up annual event.**

MARKET VENUE

- 6. Discuss and consider possible action regarding venue alternatives related to the Farmers Market Venue.**

RULES AND REGULATIONS SUBCOMMITTEE

- 7. Discuss and consider a recommendation amending the current Farmers Market Rules and Regulations to address safety parameters that will define vendor booth setup conditions during market.**

OTHER BUSINESS

- 8. Discuss and consider approval of the Vendor Application for Jake & Jubi's Snack Co., LLC.**
- 9. Discuss and consider approval of the Vendor Application for Bottles and Birds.**
- 10. Discuss and consider recommendation on Ordinance modifying meeting procedures and clarifying duties of the Farmers Market Board.**

EXECUTIVE SESSION

The Farmers Market Association Board for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Farmers Market Association Board for the City of Drippings Springs may act upon any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

- 11. Consultation with City Attorney related to the Public Dissemination of Information at the Farmers Market.** *(Consultation with Attorney, 551.071).*

UPCOMING MEETINGS

Farmers Market Association Board Meetings

July 15, 2021 at 10:00 a.m.

August 19, 2021 at 10:00 a.m.

September 16, 2021 at 10:00 a.m.

City Council Meetings

July 6, 2021 at 6:00 p.m.

July 20, 2021 at 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **June 11, 2021 at 1:00 p.m.***

City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



FARMERS MARKET ASSOCIATION BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, May 20, 2021 at 10:00 AM

MINUTES

VIDEOCONFERENCE MEETING

This meeting will be held via videoconference and the public is encouraged and welcome to participate. Public comment may be given during the videoconference by joining the meeting using the information below. Public comment for this meeting may also be submitted to the City Secretary at acunningham@cityofdrippingsprings.com, no later than 9:00 a.m., the day of the meeting.

The Farmers Market Association Board respectfully requests that all microphones and webcams be disabled unless you are a member of the Board. City staff, consultants and presenters please enable your microphone and webcam when presenting to the Board.

Join Zoom Meeting

<https://us02web.zoom.us/j/89140955022?pwd=dINDZDkzenZocVVuRWpIOElao0lzQT09>

Meeting ID: 891 4095 5022

Passcode: 926966

Dial Toll Free:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/89140955022>

Join by Skype for Business: <https://us02web.zoom.us/j/89140955022>

CALL TO ORDER AND ROLL CALL

Board Members present were:

Gouri Johannsen, Chair

Marianne Simmons, Vice Chair

Teresa Strube, Secretary

David Vincent

Janet Musgrove

Board Members absent were:

Nikki Dahlin

Claudia Oney

Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Kelly Schmidt
 Farmers Market Manager Charlie Reed
 Farmers Market Specialists Johnna Krantz
 Public Works Coordinator Aaron Reed
 City Secretary Andrea Cunningham
 Council Member Taline Manassian

With a quorum of the Board present, Chair Johannsen called the meeting to order at 10:03 a.m.

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

MINUTES

- 1. Discuss and consider approval of the April 15, 2021 Farmers Market Association Board regular meeting minutes.**

A motion was made by Vice Chair Simmons to approve the April 15, 2021 Farmers Market Association Board regular meeting minutes. Board Member Vincent seconded the motion which carried unanimously 4 to 0.

REPORTS

Reports are on file and available for review upon request.

- 2. Farmers Market Manager April 2021 Report**
Charlie Reed, Farmers Market Manager

Charlie Reed presented the report and announced that the report will be distributed the Tuesday before market.

- 3. Parks & Community Services Director February/March 2021 Report**
Kelly Schmidt, PCS Director

Kelly Schmidt presented the report and noted staff changes.

4. **Parks & Community Services Director April 2021 Report**
Kelly Schmidt, PCS Director

Kelly Schmidt presented the report and reviewed the overall marketing plan.

5. **Farmers Market March 2021 Financial Report**
Shawn Cox, Finance Director

6. **Farmers Market April 2021 Financial Report**
Shawn Cox, Finance Director

MARKETING AND PUBLIC RELATIONS

7. **Discuss and consider possible action regarding the Farmers Market webpages.**

The Board discussed the importance of cohesive messaging and following the marketing in development.

No action was taken on this item.

RULES AND REGULATIONS SUBCOMMITTEE

8. **Discuss and consider possible action to amend current Farmers Market Rules & Regulations to clearly define safety parameters that will apply to vendor booth canopy set up day of market.**

This item was tabled to the next meeting.

OTHER BUSINESS

9. **Discuss and consider recommendation regarding the Farmers Market Budget Request for Fiscal Year 2022.**

A motion was made by Vice Chair Simmons to approve the Farmers Market Budget Request for Fiscal Year 2022. Board member Vincent seconded the motion which carried unanimously 4 to 0.

10. **Discuss and consider Approval of a Resolution Of Support regarding the City Of Dripping Springs Application for Funding under the 2021 Texas Department of Transportation TASA Call for Projects Program for the construction of a pedestrian pathway on Mercer St. and US Highway 290 between RR-12 and Rob Shelton Blvd.**

Aaron Reed presented the staff report which is on file.

A motion was made by Vice Chair Simmons to approve a Resolution Of Support regarding the City Of Dripping Springs Application for Funding under the 2021 Texas Department of Transportation TASA Call for Projects Program for the construction of a pedestrian pathway on Mercer St. and US Highway 290 between RR-12 and Rob Shelton Blvd. Board member Vincent seconded the motion which carried unanimously 4 to 0.

Filed as Resolution No. 2021-FMB01

11. Discuss and reconsider action related to the denial of Jake and Blues Raw Dog Food Farmers Market Vendor Application. Applicant: Ray Rangel

A motion was made by Secretary Strube to reconsider action taken at the April 15, 2021, meeting regarding the denial of the Application for Jake and Blues Raw Dog Food Farmers Market Vendor Application. Vice Chair Simmons seconded the motion which carried unanimously 4 to 0.

Ray Rangel, Ronald Jordan and Kambry Moneyon presented the item.

This item was tabled until the end of the meeting and the following action was taken:

A motion was made by Vice Chair Simmons to approve the Farmers Market Vendor Application for Jake and Blues Raw Dog Food with the condition that the owner sign the application and the application is amended to display the details of meat processing. Chair Johannsen seconded the motion which carried unanimously 4 to 0.

12. Discuss and reconsider action related to the denial of Yallatizers Farmers Market Vendor Application. Applicant: Mo Mhirs

A motion was made by Board Member Musgrove to reconsider action taken at the April 15, 2021, meeting regarding the denial of the Application of Yallatizers Farmers Market Vendor Application. Board member Vincent seconded the motion which carried unanimously 4 to 0.

A motion was made by Board Member Vincent to approve the Yallatizers Farmers Market Vendor Application. Secretary Strube seconded the motion which carried unanimously 4 to 0.

13. Discuss and consider approval of a Farmer's Market Vendor Application for Rishikesh Bliss by Liz. Applicant: Elizabeth Rodriguez

A motion was made by Board Member Musgrove to approve the Farmer's Market Vendor Application for Rishikesh Bliss by Liz. Board member Vincent seconded the motion which carried unanimously 4 to 0.

14. Discuss and consider approval of a Vendor Application for Mt. Hoppe Farms. Applicant: Laura Hoppe

A motion was made by Board Member Musgrove to approve the Farmers Market Vendor Application for Mt. Hoppe Farms. Secretary Strube seconded the motion which carried unanimously 4 to 0.

15. Discuss and consider approval of a Farmer's Market Vendor Application for Kimchi Jon's. Applicants: Amanda Hawks and Zachary Miller

Zach Miller presented the item.

A motion was made by Board Member Vincent to approve the Farmer's Market Vendor Application for Kimchi Jon's. Vice Chair Simmons seconded the motion which carried unanimously 4 to 0.

16. Discuss and consider possible action regarding the formation of the Farmers Market Association Board.

Andrea Cunningham presented the staff report which is on file.

A motion was made by Chair Johannsen to recommend approval of the reformation as a Committee. Board Member Musgrove seconded the motion which carried unanimously 4 to 0.

EXECUTIVE SESSION

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The Board did not meet in Executive Session.

UPCOMING MEETINGS

Farmers Market Association Board Meetings

June 17, 2021 at 10:00 a.m.

July 15, 2021 at 10:00 a.m.

August 19, 2021 at 10:00p.m.

City Council Meetings

June 8, 2021 at 6:00 p.m.

June 15, 2021 at 6:00 p.m.

ADJOURN

A motion was made by Board Member Musgrove to adjourn the meeting. Vice Chair Simmons seconded the motion which carried unanimously 4 to 0.

This regular meeting adjourned at 12:20 p.m.

PARKS

Charro Ranch Park:

Due to the World Migratory Event on May 8 at Charro Ranch Park, the monthly volunteer workday was canceled.

Dripping Springs Ranch Park & Event Center –

Submitted by Emily Nelson, Interim DSRP Manager



The month of May was so exciting at the Ranch Park. It was the first time for a lot of the staff to experience a heavily booked month. From horses to comic books, the Ranch Park staff successfully hosted new and returning events. Retromania, a comic book and retro toy expo, was so pleased with their first show at DSRP that they are already booking return shows. Both Shorty Scott Memorial Roping and Central Texas Arabian Horse shows successfully returned to the Ranch Park. Shorty Scott had record attendance that had ropers watching the sunrise. Even our two DSRP Riding Series shows experience a surge in attendance. While our Arena rentals naturally slow down due to Texas heat, our first ever Coyote Kids Summer Camp will be ramping up. All 11 sessions are almost completely sold out! We are so excited to reconnect our campers with Nature this summer. From meteorologists

to survival specialist, the campers get to experience an exciting lineup of guest speakers each session of camp. Dripping Springs Ranch Park is definitely back in the saddle and we couldn't be happier.



Founders Memorial Park & Pool:

Submitted by Mack Rusick, Programs and Aquatics Manager



We are excited to finally open to the public for the summer at the end of May. Although the rain and weather have made things difficult, we are hopeful the sun and the community will come out and enjoy the facility! We have had many people every day dropping by the pool to ask when we are opening. We have several families that have already purchased season passes and several rentals set up for the season as well. We have opened Swim Club registration for youth ages 9-15. These classes are 1hr long for two-week sessions and provide both swim instruction and fitness for young swimmers. Despite posting on the PCS Facebook we only have one person registered. We are hoping to blast more advertising for the program to generate more registrations.

The plumber finally arrived after several weeks of delays to hook up the gas lines and get the new commercial heater running. Several days of cold water for swim practice made for some very grateful swimmers and tiger splash volunteers when the heat finally kicked on. Unfortunately, without the thermal covers the cooler weather has caused us to eat up our propane quickly. Managing the temperature down as low as possible helped conserve some of the cost but sadly there is not much to be done except

wait for warmer weather. Staff hiring for 2021 is complete and new-hire orientation was held at City Hall where the Finance department's Penny Appleman helped to complete hiring paper and City Administrator, Michelle Fischer gave a presentation on the City's personnel manual. The guards were excited to receive their uniforms and equipment and participate in some team-building exercises. The last portion of orientation was spent in the water practicing patron surveillance, proper rescue techniques, and putting it all together with our EAP (Emergency Action Plan).

Tiger Splash had their first swim meet in the pouring rain on Saturday, May 22, 2021. Despite the bad weather operations, it ran smoothly and it was fun to see all the young swimmers in their first race. Many families attended with ponchos, umbrellas, and tents to shield from the rain. We spent extra effort hosing off muddy feet before kids entered the water. We were relieved to get through the entire meet without any delays from lightning or thunder. It will be an event that many of us won't forget!

We will be opening to the public for Memorial Day Weekend and are anticipating warmer weather on the horizon!

Sports & Recreation Park:

Nothing to report.

Rathgeber Natural Resource Park:

Nothing to report.

Veterans Memorial Park & Triangle

Nothing to report.

COMMUNITY SERVICES

Community Services

Submitted by Melanie Blakely, Community Services Coordinator



May 8, 2021 was the first annual Festival of Flight (World Bird Migratory Day) from 8am-12pm. Paul Fushille, Dripping Springs Parks Commissioner, lead the charge in starting a Community Bird Group that has grown leaps and bounds. The tour times were 7:30, 9:00 and 10:30 and they were fully booked. Followed by the tours were kids crafts that was hosted by Twisted X Brewery. Unfortunately, due to high winds the movie in the park "A Big Year" was postponed until later in the summer.

May had a total of seven (7) private pavilion rentals. The end of May brought "April Showers", so we had to reschedule 2 of the rentals.

There were two (2) permits that were issued in May. One special event permit for the Community Date Night and one Itinerant Vendor Permit was issued for peaches for Farmers Market.

May seems to be a good indicator of how busy this summer's rentals will be, residents are ready to get back out and enjoy good food and good company!

Coyote Kids Nature Camp

Submitted by Hanna Gregory, Coyote Kids Nature Camp Director



The last month has been a very busy and exciting one for the Coyote Kids Camp crew. Last week, we reached maximum enrollment for the entire summer! We spent most of the month developing curriculum, making sure that our campers will be able to take away not only fun memories, but also, new knowledge. Each week has its own theme, with activities to match. This includes curriculum-rich activities, games, and guest speakers. Our goal was to have at least one guest speakers scheduled per week, and with the help of friends and neighbors, we made it happen. My favorite guests of the summer include the meteorologist during Big Sky Fun week, the traveling reptile educator who will bring live animals during Ways of the Wild, and the Fire Truck during Wet-N-Wild.

Staff training for the Coyote Kids camp counselors took place over the past two weekends. We are so thankful to be fully staffed with a group of such incredibly passionate and talented folks. Now that staff training is over, we are focused on ordering the rest of our supplies and getting the Coyote Den ready for the campers next week. We are looking forward to a great summer!

Farmers Market –

Submitted by Charlie Reed, Farmers Market Manager



May was a happening month for the Farmers Market, starting with the return of long-time crowd pleaser, Blanco Cowboy Kettle Corn, after two years away. The Market was also featured on Fox7 Austin with three live segments on the morning of Monday, May 10. For the event, reporter Tierra Neubaum interviewed five vendors, which led to some shoppers coming to the next market from as far away as Liberty Hill. Throughout the month, Johnna revived the Market's Instagram account to further feature vendors as well as exciting, cute, and fun scenes from each week's event. Make sure you follow

the Market @DS_Farmers_Market and tag your photos to show off your good times, fabulous finds, and the delicious recipes you create when you get home!



Marketing, Website, Social Media, Branding & Communications

The PCS department continues to expand its website pages to encompass the resource as a tool to provide the full scope of services within the department's span of responsibility. Currently, the "Community Services" aspect of the department is lacking in web presence and ease of service access. Staff is in the process of creating an easier application process and information dissemination platform.

- Road closure requests
- Itinerant Vendor Permits
- Event Permit for events held on city property and events held within City Limits
- Co-Sponsorship applications that include banners at the triangle requests
- Filming Permits (which tend to be last minute in nature – less than 48hrs notice)

It is a goal of the department to streamline operations and scope of the Programs & Events Coordinator position through renaming the position to serve comprehensively in the coordination of all aspects of community services and not just events and programming. The title change will be to that of Community Services Coordinator and the scope will expand to include the coordination of all such services in addition to events and programs will fall under the Programs & Aquatics Manager's scope entirely.

Farmers Market Manager Report for 6/17/2021 Board Meeting

by Charles Reed

1. Vendor News:

- New (Approved): Yallatizers; Jake & Blues Raw; Mt. Hoppe Farms; Kimchi Jon's; Rishikesh Bliss by Liz
- New (Provisional): Jake & Jubi's; Southwest Farm; Bubb's Seltzer;
- Returning: Engel Farms (Seasonal, Fruits); Onion Creek Farm; Brangus Best

Vendor Attendance:

5/19 – 17 (Heavy rain leading up to market)

5/26 – 46

6/02 – 44

6/09 – 49

1. Vendor parking and unloading on the monument side of the Triangle has become an issue. Charlie will inform vendors prior to 6/16 market that this is no longer permitted.
2. Charlie and Johnna measured several park dimensions and determined that the maximum vendor capacity is 52, confirming earlier estimates.
3. With increasing attendance, Charlie will need to begin turning new applicants away.
4. A change of the vendor registration system is needed as well; creating new categories for vendors, with registration limits on each category, will auto-generate waiting lists and eliminate potential of over-booking. There will need to be increased communication and education to ensure vendors pick up new system.

Tracking of Vendor Sales

This will be re-implemented with the 6/16 market. A trial at the 6/9 market showed vendors were receptive. Charlie will be exploring efficient ways to track, analyze, and report.

2. Customer News:

Clicker counts at the last three markets have surpassed 500, though this doesn't come close to representing total visitors, as many enter the market through gaps. This should be alleviated as distance between booths has returned to a closed, pre-COVID position.

For the 6/2 and 6/9 markets, crowds at opening have been 30+. Charlie is soliciting volunteers to help with crowd control and ushering early shoppers out of the market. If the demand is there, we might need to consider opening and closing earlier. The 5-6pm market is noticeably quieter than the 3-4 slot.

Feedback:

Overwhelmingly positive response to increased vendors, energy, and the layout. There has been one complaint passed to a vendor, from a customer who liked it when it was less crowded.

"I love this market and you are doing a fantastic job with it. The results have been quick and dramatic. Along with vaccinations, things are taking off. It's becoming a top Dripping Springs destination!" – Vendor Feedback

3. Market News:

We are still receiving visitors who saw the market featured on Fox7. One gentleman who'd seen the feature called last week, hoping to make a day trip to Dripping from Waco; he asked if we sold hot soups. This seemed very important to him.

Maintenance:

As of the 6/9 market, Charlie and Johnna have taken over transportation, set-up, and take-down of tent, 290 signs, sandwich boards, and all other items. As they are both part-time workers with regulated hours, they have to begin taking down at 5:45.

A circuit tripped at the 6/9 market, cutting power to two vendors. Charlie flipped all fuses and reset, which did not fix the problem. One vendor switched to another outlet. Charlie again flipped switches to no avail. Maintenance promptly came and flipped the switches. This fixed the problem.

Music:

Unfortunately, we lost long-time musician Jon Parmantier due to insufficient pay. His spot in the rotation was filled by newcomer Melvin Brown. This was most likely a one-time performance from Mr. Brown, who also commands higher fees, and the Market is actively seeking an act to fill out the four-musician team.

4. Marketing/Outreach:**Social Media:**

Instagram: 1,465 Followers (+115); Reach +3%

Facebook: 4.9K Likes (+70); Reach -38%

Newsletter:

Newsletter Stats: +25 recipients May 19-June 9; Open Rate 31% (industry avg. 20%); Click Rate 11% (industry average 2.5%).

There is a steady exploration of vendor links by users, though the heaviest clicking is on DSFM Social Media accounts, especially Instagram.

Dripping Springs Farmers Market Rules

Mission Statement: *To provide a community gathering place where local food producers, artisans and community organizations educate and sell directly to consumers.*

The purpose of these rules is to govern the operation and management of the Dripping Springs Farmers Market (the Market) as administered by the Dripping Springs Farmers Market Association Board (the Board).

1. Operational Rules

1.1 Application and Fees

All Market Participants must complete the appropriate application, pay the applicable fees and be approved by the Market Manager or the Board.

New Applicants may be accepted into the Market on a temporary status, pending an inspection. Upon review, the Board may revoke the temporary status, extend a probationary period, or grant full acceptance as a Market Participant.

1.2 Market Participants

Producers (farmers, ranchers, fishers), prepared-foods producers (bakers, ready-to-eat, value-added), artists and craftspeople, service providers, entertainers, and community organizations, that fulfill the Mission of the Market, may participate in the Market.

An approved Vendor may assign an Agent to sell their product at the Market.

Participants in the Market include Vendors, Agents, and any other individual who has applied and received approval to participate in the Market.

1.3 Site Inspection

All Vendors must agree to and assist in the inspection of their operations by representatives of the Market at any time. For inspections farther than 50 miles from Dripping Springs, the applicant will be charged a mileage fee at the current IRS rate per mile.

If a Vendor does not own the land used to grow their products, they must provide documentation from the landowner as part of the application.

Wild gathered products may be sold with written permission of the landowner and Market Board approval.

1.4 Booth Fees

Market booth fees will be determined annually and assessed weekly. Income generated from booth fees will be used for Market Manager salary, marketing and advertising, and other expenses associated with the operation of the Market.

Participants must comply with the fee schedule found at www.cityofdrippingsprings.com.

1.5 Booth Assignments, Appearance and Safety

Vendor booth spaces are 10' wide by 10' deep, including back-stock storage area. All selling and promotion must be contained within the booth space. All product, signs, and booth furniture (including tables and chairs) must be placed inside the assigned booth space.

The Market Manager assigns booth spaces to all Participants. Assigned spaces not occupied 30 minutes prior to opening may be reassigned to another Participant.

City of Dripping Springs
Resolution No. 2018-R1 I
Farmers Market Rules Amendment
Page 3 of 6

Commented [CR1]: Does this need to be included?

Each booth space must prominently display a sign clearly identifying the business name and location of the farm or business. Feather flags are prohibited.

All booths must be setup by the Opening Bell. No booths may be taken down prior to close of Market

without the Manager's permission.

Booths should be arranged so that customers are able to shop without invading another Participant's space.

Booth areas must be kept tidy throughout the market day and must be left clean at the end of the market day.

Participants are expected to provide trash receptacles when offering samples and remove the trash from the premises. Market trash containers are for customers' use only.

Participants must park in the assigned lots/spaces designated for Vendors. Driving through the Market selling area is prohibited.

There will be a designated truck vending area for Vendors who will sell from their trucks (i.e. food trailers).

Vendors cooking food on site must have their own 2A10BC fire extinguisher. If using a deep fryer, a Class K extinguisher is required.

Booth tents must be weighted down with a minimum of ~~15~~25 lbs per leg.

1.6 Attendance

If a Participant cannot attend the market any given day they must contact the Market Manager in writing by 2:00 p.m. on the day prior to the Market. Failure to do so without good cause shall result in No-Show Fee. In case of emergency, the Participants shall contact Market Manager as soon as possible.

1.7 Public Policies

No smoking will be allowed in the market area.

All Participants must conduct themselves in a courteous and professional manner at all times.

No loud, aggressive promotion is allowed.

No consumption of illegal drugs is allowed at the Market.

Leashed dogs are allowed at the Market. Dog-owners are required to collect and properly dispose of waste.

1.8 Grievances

Grievances about the Market should be directed to the Market Manager in writing using the *DS Farmers Market Complaint and Incident Report*. All such grievances will be considered by the Board.

1.9 Fines and Penalties

Infringement of the Rules may result in verbal warning, written warning, fine, suspension or expulsion from the Market. Penalty Fees/Fines that are levied must be paid prior to re-entering the Market for selling.

1.10 Market Manager

The Market Manager's duties shall include collecting booth fees, assigning market booths, supervising the Market, and other duties as assigned by the Board. The Manager will be the final authority on the day of the Market. All decisions may be appealed to the Board for later consideration.

The Manager will maintain order and cleanliness, start the market, and distribute information about the Market. The Manager has the discretion to ask anyone to leave the market area.

1.11 Community Organizations

Community organizations that fulfill the Mission of the Market and seek to fundraise or educate at the Market shall submit an application. The organization's product and/or activity must be approved by the Board.

1.12 Opening Bell

All Vendors must wait for the sound of the Opening Bell to commence sales to the public.

1.13 Public Dissemination of Information

Because of potential pedestrian and traffic safety hazards, and space limitation at Veterans Memorial

Park, the dissemination of information is regulated on Market days from 3:00 PM to 6:00 PM. Those seeking to disseminate information, not governed by other provisions of these rules, must:

1. Disseminate information in areas designated by the Market Manager;
2. Not impede pedestrian or vehicular traffic; and
3. Not interfere or disrupt normal Market operation.

Only Participants who have applied and been approved for booth space may bring tables and chairs or other furniture to be placed inside the Farmers Market. Such furniture may only be placed inside a booth.

2. Regulatory Rules

2.1 Sales Tax

Each Vendor is responsible for his or her own sales tax permit and sales tax payments.

2.2 Weights and Measures

A scale certified by Texas Department of Agriculture must be used at the Market for all products sold by weight.

2.3 Food Samples

Food samples must be distributed in accordance with the rules set forth by the *DSFM Food Sampling Rules* and Texas Department of State Health Services.

2.4 Potentially Hazardous Foods and Product Temperature

Potentially Hazardous Foods must be held at proper temperature, as currently defined by law. Vendors are solely responsible for any damages resulting from the sale of unsafe, unapproved or unsound goods.

2.5 Home Process Foods Law

Home-canned processed foods and baked goods can be sold at farmers markets. They must comply with the Texas Cottage Food Laws as defined by the Texas Department of State Health Services and Texas Health and Safety Code.

2.6 Permits and Licenses

All Vendors must obtain any and all required permits and licenses required by the State of Texas and Hays County to sell each product, and submit copies with their application. Knowledge and receipt of the required permits and licenses are the responsibility of the Vendor. Organic labeling and claims require proof of current certification by USDA accredited certifier. Vendors are responsible for complying with federal, state and local health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products.

2.7 Indemnity Agreement

All Market Participants (including Agents) are required to sign the Indemnity Agreement as part of the Application.

3. Product Rules

3.1 Product Source

All items sold at the Market must be raised, prepared, processed or crafted by Vendor within a 150-mile radius of City of Dripping Springs and meet the Mission of the Market.

If a specialty product is produced or processed outside of the 150-mile radius, but within the State of Texas, the Board shall review and may approve exceptions on an annual basis.

Vendors may resell items that complement their own products, not to exceed 20% of their inventory. Community Supported Agriculture (CSA) distributions are allowed at the Market. Items included in

CSA share distributions, including eggs, agricultural products or value-added items, must be produced by Vendor or obtained from another Market Vendor.

3.2 Product Quality and Pricing

All Vendors will be subject to inspection by the Market Manager prior to selling at the Market. Vendors will be asked to remove any products from their displays if deemed by the Market Manager to be of inferior quality. Products that are cosmetically imperfect or very ripe may be sold as "seconds" and must be labeled appropriately. Product pricing should be conducted in a manner that protects overall stability and friendly competition at the market.

3.3 Live Animals

No live animals may be sold or given away at the Market.

4. Amendments

The Market Rules may be amended only with the approval of a majority of the Board and will be presented to the City Council for final approval.

Canopy Safety Guide

Most accidents at street festivals and markets involve wind-blown tents, canopies, and umbrellas. Numerous festival organizers have developed guidelines, rules, regulations, and best-practices to minimize or eliminate injury caused by high winds. Below are some of the guidelines from festivals and markets around the United States for using canopy weights.

Setting up & taking down canopy weights

- Set-up and secure the canopy with weights at the same time. Set-up times often prove to be the most vulnerable to the wind. Stay focused and don't get distracted.
- Always attach canopy weights to the canopy.
- Secure weights in a way that do not create additional safety hazards.
 - Weights should not cause a tripping hazard.
 - Weights should be tethered with a line that is visible or use a weight designed to effectively capture the leg bracket. Avoid stretched out lines or cords.
 - Weights should have soft edges to prevent scrapes and cuts.
 - Weights should not hang over a person's head.
- Canopy weights should have at least ~~25~~0-40 pounds per leg for a 10'X10' ~~X~~ canopy and 50 pounds per leg for a 10'X20' canopy.
- Take down the canopy and weights at the same time. Take-down times are equally vulnerable to the wind. Stay focused and don't get distracted at the end of the day.

Examples of Good Canopy Weights

- Pre-Filled Cement or Duracast Canopy Weights – Pre-filled cement weights with pre-cut leg openings generally range for 5-10 pounds and are stackable. These convenient weights are easy to set-up and take down, and store. They are not messy and do not rust. Pre-filled canopy weights are available from a variety of retailers, including USW.

- Cast Iron Weights – Cast iron weights convenient and offer the most density. They generally range for 10-20 pounds per piece. These weights are stackable and easy to set-up and take down. They are available from a variety of retailers, including USW.
- 2.5 Gallon+ Cement-Filled Buckets - Filling an empty bucket (2.5 gallon works great) with cement and tying this to each corner of the tent with a rope or bungee. It is not sufficient to place the bucket on the feet of the canopy.
- PVC Cement-Filled Pipe - These homemade canopy eights are often capped and filled with cement can be hung on the inside of canopy poles as long as it is secured so that it does not collide with a person and is below the head.
- Sandbag Weights – Sandbag weights that specially made for securing canopies and weigh at least 20 pounds filled with sand. These sandbag weights are vertical and can be strapped the legs of the canopy. They are available from a variety of retailers including USW.
- 2+ Gallon Canopy Weight Buckets - Water-filled or sand-filled buckets are another alternative. These generally weigh between 17-25 pounds each depending on the fill. They are available from a wide variety of retailers.

Examples of Bad Canopy Weights

- ~~One-Gallon Water Jugs – One-Gallon Jugs are just not heavy enough for large gusts of wind. One gallon of water weighs only eight pounds. ~~One gallon of water on each corner would be the equivalent of a 3-year old child trying to hold down a 100 square foot parachute.~~~~
- Stakes – A strong wind will easily uproot stakes. They will also create serious tripping hazards since they are often barely visible.
- Tying - Tying tents, canopies or umbrellas to tables, coolers or vehicles provides tripping hazards and frequently does not provide adequate weight.
- Sandbags – Sandbags that cannot be placed upright and securely tied to the tent or canopy should not be used.
- Cinder Blocks – Cinder blocker are a tripping hazard and not heavy enough. Cinder blocks weigh 22 pounds each. They are also ~~pretty ugly!~~ unsightly.!!

Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 25# ~~(pounds)~~ lb anchoring each leg, and market umbrellas, 50 lbs#. In certain inclement weather conditions, even properly secured canopies can be precarious. If canopies need to be taken down in the middle of market due to inclement weather, vendors should direct customers to move out of the way so they are not injured. Weights and canopy tie-downs should be safely secured -- "safely," meaning that the method used to secure the canopy does not create its own safety hazards:

- Weights should not cause a tripping hazard
- Weights should be tethered with lines that are clearly visible
- Weights should have soft edges to avoid causing cuts and scrapes
- Weights should be securely attached · Weights should be on the ground (NOT above people's heads).

<https://www.youtube.com/watch?v=QOBFEVleHY>

ARTICLE 6.05. FARMERS MARKET COMMITTEE ASSOCIATION

DIVISION 1. GENERALLY

Sec. 6.05.001. ~~Popular name.~~ Title.

This article shall be commonly cited as the Farmers Market Association ordinance.

Sec. 6.05.002. Purpose.

The purpose of the Dripping Springs Farmers Market ~~Association~~ Committee (the "~~association committee~~") is to:

- (1) support and coordinate the farmers market;
- (2) The association's board of directors provide recommendations to the city council related to the operation of the farmers market;
- (3) support the Farmers Market Manager, city staff, and the City in coordinating the farmers market;
- (4) support and determine the mission of the market; and
- (5) review and decide on vendor applications based on the mission of the market. oversight of the market and serves as an advisory body for the city council.

Sec. 6.05.003. Mission of the market.

The mission of the farmers market is to provide the city and the surrounding Central Texas region with locally grown foods and farm products in a direct farm-to consumer marketing venue that will serve diverse populations, preserve and promote regional agriculture and improve our quality of life.

- (1) The market creates a food secure community by improving access to local, healthy, affordable food for children and adults in Central Texas.
- (2) The market strives to achieve are increased education about and support of regional agriculture.

Sec. 6.05.004. Definitions.

- (a) Rules of interpretation. Words and phrases used in this article shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in the code of ordinances, shall be given the meanings set forth in the code. Words and phrases not defined in the code of ordinances shall be given their common, ordinary meaning unless

the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense; words in the plural number shall include the singular number (and vice versa); and words in the masculine gender shall include the feminine gender (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory. Headings and captions are for reference purposes only.

(b) Specific.

Agricultural facilities: A farm, garden or greenhouse where produce is grown.

~~Association: The Dripping Springs Farmers Market Association, as created herein. Board: The board of directors (i.e., governing body) of the Dripping Springs farmers market.~~

City administrator: The employee appointed by the city council to serve as the chief administrative officer of the city.

City limits: The incorporated municipal boundary of the city.

Committee: The farmers market committee created herein.

~~Director: The city employee serving as director of parks, recreation and open space and community services~~ for the city, as designated by the city council.

ETJ: The extraterritorial jurisdiction of the city.

Market manager: The city employee designated by the city administrator to supervise the operations of the market.

Sec. 6.05.005. ~~Association~~ Membership, Meetings

(a) Membership. Farmers, ranchers, and harvesters are eligible to be members of the ~~association~~ committee, as allowed by the rules and regulations for market operations.

(b) Number of members. The committee shall have eight members.

(c) Terms of members. Committee members will serve two-year terms. Members may be reappointed with no limitation on the number of terms one member may serve.

(d) Member selection.

~~(b) — Responsibilities, activities and benefits. All responsibilities, activities and benefits of association membership shall be as provided in the rules and regulations for market operations.~~

(1) Every year, city staff will prepare a slate of nominees for city council consideration.

(2) Committee members shall be appointed by majority vote of the city council.

(3) Committee members may be residents or business owners with agricultural facilities in the city limits or ETJ or within 150 miles of the city limits. At least two committee members must be farmers who sell their own produce.

- (4) Although not strictly required, preference for committee membership shall be given to persons who raise, grow or make food products, or artists who make crafts from agricultural products.
- (e) Officers. The chair shall be appointed by the city council from among the membership. A vice-chair shall be selected by the committee members. In the absence of the chair or vice-chair, the remaining committee members may select a person among themselves to preside over a meeting.
- (f) Member removal.
The city council may remove committee members by majority vote, with or without cause.
- (g) Resignation; vacancies.
A committee member may resign by providing the city secretary written intent to resign. A failure to attend three or more sequential, regular committee meetings will constitute automatic notification of intent to resign. The city council may fill vacancies by majority vote. Committee members appointed to fill a vacancy will complete the unexpired portion of the term.
- (h) Meetings.
- (1) The committee will meet monthly at city hall, as coordinated with and arranged by city staff. Agendas will be drafted by the chair with the support of city staff.
 - (2) Committee-designated subcommittees may meet more often, as coordinated with and arranged by city staff. Agendas will be drafted by the subcommittee chair.
 - (3) A quorum of four or more committee shall constitute a quorum. The chair shall count toward the establishment of a quorum. Abstentions shall not affect the establishment of a quorum.

Sec. 6.05.006. Authority.

The committee is advisory only. They have no authority to make decisions binding on the city. The authority of the committee will include:

- (a) To make recommendations to the city council regarding market operations.
- (b) To evaluate the market to identify means of making improvements.
- (c) To make recommendations related to the drafting and implementation of all rules and procedures for the market to the city council.
- (d) To assist city staff with the operations of the market, in addition to preparations and post-event recovery of the site.
- (e) To make recommendations to city council regarding budget for the farmers market and expenditures related to appropriated funds.
- (f) To perform other duties as established in the rules and regulations for market operations, as enacted by the city council.

(g) The committee's work and work product will be subject to the Public Information Act, Texas Government Code chapter 552.

Sec. 6.05.006. Support for the association.

- (a) City staff ~~will~~ shall provide logistical support to the ~~board~~ committee and its subcommittees, as defined by access to city facilities for purposes of public meetings; access to city resources for purposes of copies and communications; and a designated market manager to serve as staff liaison to coordinate and direct such support. ~~Market managers shall also perform the functions established in the rules and regulations for market operations, as may be amended.~~
- (b) One or more market managers shall be designated by the city administrator. A market manager shall be a city staff member (employee or contract professional services). ~~In addition to any other means of compensation for other municipal duties, market managers shall be compensated monthly for services directly related to the market in the form of a commission on gross (or net) market sales. The amount of the commission shall be established by the city administrator. Market managers shall be assigned to work on market days in accordance with a schedule approved by the city administrator.~~
- (c) The city website will provide a page via the market manager upon which the ~~association~~ committee may request that the City post:
- (1) ~~Board~~ Committee meeting information;
 - (2) ~~Board~~ Committee agendas and minutes; and
 - (3) Resource materials, if any.

(d) City staff shall inform the Committee on changes on personnel, logistical support, and other matters related to the operation of the farmers market.

Sec. 6.05.031. Number.

The ~~board~~ committee will have eight members.

~~(Ordinance 1550.10, ex. A, § 3.1.1, adopted 6/9/09)~~

Sec. 6.05.032. Terms.

~~Board members will serve two-year terms. There is no limit as to how many terms a member may serve. Original (first) board members shall draw lots to determine who will serve a one-year initial term. Members are volunteers.~~

~~(Ordinance 1550.10, ex. A, § 3.1.2, adopted 6/9/09)~~

~~Sec. 6.05.033. Board Committee member selection.~~

- ~~(a) Each year, city staff will prepare a slate of nominees for city council consideration.~~
- ~~(b) Board Committee members shall be appointed by majority vote of the city council.~~
- ~~(c) Board members may be residents or business owners with agricultural facilities in the city limits or ETJ or within 150 miles of the city limits. At least two board members must be farmers who sell their own produce.~~
- ~~(d) Although not strictly required, preference for board membership shall be given to persons who raise, grow or make food products, or artists who make crafts from agricultural products.~~
- ~~(e) Board members are municipal officers, and as such must take the oath of office and abide by all applicable ethics rules.~~

~~(Ordinance 1550.10, ex. A, § 3.1.3, adopted 6/9/09)~~

~~Sec. 6.05.034. Officers.~~

~~The chairperson shall be appointed by the city council from among the membership. A vice-chairperson shall be selected by the board members. In the absence of the chairperson or vice-chairperson, the remaining board members may select a person among themselves to preside over a meeting.~~

~~(Ordinance 1550.10, ex. A, § 3.1.4, adopted 6/9/09)~~

~~Sec. 6.05.035. Removal and vacancies.~~

~~A board member may resign by providing the city secretary written intent to resign. A failure to attend three or more sequential, regular association meetings will constitute automatic notification of intent to resign. The city council may remove board members by majority vote, with or without cause. The city council may fill vacancies by majority vote. Board members appointed to fill a vacancy will complete the unexpired portion of the term.~~

~~(Ordinance 1550.10, ex. A, § 3.1.5, adopted 6/9/09)~~

~~Sec. 6.05.036. Meetings.~~

- ~~(a) The board will meet monthly at city hall, as coordinated with and arranged by city staff. Agendas will be drafted by the board chairperson.~~
- ~~(b) Board designated subcommittees may meet more often, as coordinated with and arranged by city staff. Agendas will be drafted by the subcommittee chairperson.~~

- (c) ~~A quorum of board members must be present for the board to conduct a meeting. A quorum shall be 51 percent of the number of members serving (i.e., vacancies shall not count when calculating a quorum). Abstentions shall not affect the establishment of a quorum.~~
- (d) ~~The board chairperson, or the chairperson's designee(s), will attend the first city council meeting of each month to update the council.~~
- (e) ~~Board meetings are subject to the Texas Open Meetings Act, Texas Government Code chapter 551.~~

~~Sec. 6.05.037. Authority.~~

~~The association and its board of directors are advisory only. They have no authority to make decisions binding on the city. With the consent of the city administrator, the board may expend city funds in accordance with budget appropriations by the city council.~~

~~(Ordinance 1550.10, ex. A, § 3.2, adopted 6/9/09)~~

~~Sec. 6.05.038. Responsibilities.~~

- ~~(a) The board shall make recommendations to the city council regarding market operations.~~
- ~~(b) The board shall evaluate the market to identify means of making improvements.~~
- ~~(c) The board shall conduct the market and implement all rules and procedures established by the board and by the city council. The board is obligated to assist city staff with the day-off operations of the market, in addition to preparations and post-event recovery of the site.~~

~~(Ordinance 1550.10, ex. A, § 3.3, adopted 6/9/09)~~

~~Sec. 6.05.039. Duties.~~

- ~~(a) The board shall make recommendations to the city council regarding market operations.~~
- ~~(b) The board shall evaluate the market to identify means of making improvements.~~
- ~~(c) The board shall conduct the market and implement all rules and procedures established by the association and by the city council.~~
- ~~(d) The board shall perform other duties as established in the rules and regulations for market operations, as enacted by the city council.~~
- ~~(e) The board's work and work product will be subject to the Public Information Act, Texas Government Code chapter 552.~~

~~(Ordinance 1550.10, ex. A, § 3.4, adopted 6/9/09)~~