

MEETING MINUTES  
Farmers Market Task Force  
June 16, 2022

Steve Doan called the meeting of the Erlanger Farmers Market Task Force to order in the City of Erlanger Small Council Chambers at 5:00 PM, Thursday, June 16, 2022.

The following Members of the Farmers Market Task Force were present: Steve Doan (City of Erlanger), Diana Niceley (City of Erlanger), and Sherry Hoffman (City of Erlanger).

Also present were Harry Wessell (Erlanger Baptist Church) and Butch Bowling (Erlanger Baptist Church).

## DISCUSSION

### Current Farmers Market

- Discussion
  1. Location - Erlanger Baptist Church
  2. Structure - None
  3. Day of Week - Thursday
  4. Comparisons - Reviewed other Farmers Markets in Kentucky that have different types of covered structures
- Goal
  1. To apply for state funding and build a covered structure at Erlanger Baptist Church for a Farmers Market; the covered structure could be used for other City of Erlanger and/or Erlanger Baptist Church events or programs

### Agricultural Development Fund, Farmers Market Guidelines

- Discussion
  1. Eligible Projects
    - Expenses related to the construction of a new Farmers Market
    - Application would need to include multiple uses and benefits of a new facility
  2. Funding Limitations
    - Applicants for funding would be limited to 50% cost-reimbursement for eligible expenditures
    - Applicants would be limited to no more than \$250,000 in state and county funds
    - Counties are limited to no more than \$250,000 in state funds

### Agricultural Development Fund Application

- Discussion
  1. Guiding Principles Type - Nonprofit Regional or Statewide project application
  2. Post-Award Grant Management - Post-Approval Process guidelines are important to understand and follow

### Closing

- Action Suggested
  1. Day of Week - Consider changing the day to Saturday so that more people can attend
  2. Structure - Apply for a grant to install a covered structure at Erlanger Baptist Church
  3. Responsibilities
    - City of Erlanger
      - A. Determine fiscal responsibility of the City of Erlanger
      - B. Apply for a grant
      - C. Prepare and facilitate bids for structure of a new facility
      - D. Enter into an agreement between the City of Erlanger and Erlanger Baptist Church
    - Erlanger Baptist Church
      - A. Obtain liability coverage for new facility
      - B. Handle scheduling/reservations for the new facility
      - C. Facilitate other responsibilities to be disclosed in agreement

Next Meeting

- > Reports from Task Force Members
  1. Draft Bid Packet with Specifications - Sherry Hoffman
  2. Draft Agreement - Steven Doan
- > Date of Next Meeting
  1. Thursday, July 14, 2022 at 5:00 PM in Small Council Chambers.

**ADJOURNMENT**

M/S, Niceley-Doan, to adjourn the Farmers Market Task Force meeting at 5:31 PM. All ayes, no nays, motion carried.

RESPECTFULLY SUBMITTED  
AND ATTESTED BY:

  
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Sherry Hoffman  
City Clerk

APPROVED BY:

  
\_\_\_\_\_  
Steven Doan  
Chairperson, Farmers Market Task Force