

MEETING MINUTES
Farmers Market Task Force
July 14, 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, July 14, 2022.

The following Members of the Farmers Market Task Force were present: Steve Doan (City of Erlanger), Tyson Hermes (City of Erlanger), Rebecca Reckers (City of Erlanger), Kara Kramer (City of Erlanger), and Sherry Hoffman (City of Erlanger).

Also present were B.J. Donahue (Erlanger Baptist Church) and Butch Bowling (Erlanger Baptist Church).

APPROVAL OF MINUTES

M/S, Doan-Reckers, that the minutes of the Farmers Market task force meeting held on June 16, 2022 be approved as read. All ayes, no nays, motion carried.

DISCUSSION

Project Timeline and Application Process

- > Discussion
 1. Grant Application Process - Not ready to submit an application for a covered Farmers Market facility; would require Ms. Kramer and the Finance Department to complete the application process once it has been decided to move forward
 2. Timeline - After the grant application has been submitted and awarded, the City would have one year to pay the full amount; once the project was completed, the City would be required to submit receipts; the State would reimburse the City up to \$250,000
- > Action Suggested
 1. Grant Application - Once approved, appropriate persons would work collectively to submit the completed grant application with nineteen proposal copies
 2. City Funding - Project was not budgeted, would require a budget amendment

Bid Packet and Specifications

- > Discussion
 1. Draft Bid Packet - Distributed
 2. State Requirements - Prefers at least two bids be submitted with the application
- > Action Suggested
 1. Invitation - Share bid packet with Public Works and invite Director Peter Glenn to attend the next task force meeting; Public Works needs to be included for accurate building specifications

Erlanger Baptist Church Agreement

- > Discussion
 1. Draft Contract - Mr. Doan met with Erlanger Baptist Church regarding a draft contract between the Church and the City of Erlanger for a new covered Farmers Market facility on their property; City Attorney Jack Gatlin received a copy of the draft contract to review
- > Action Suggested
 1. Liability Insurance - Ms. Hoffman to confirm who would be responsible for liability insurance

Next Meeting

- > Date of Next Meeting
 1. Thursday, August 18, 2022 at 5:00 PM in Small Council Chambers.

ADJOURNMENT

M/S, Doan-Reckers, to adjourn the Farmers Market Task Force meeting at 5:29 PM. All ayes, no nays, motion carried.

RESPECTFULLY SUBMITTED
AND ATTESTED BY:

Sherry Hoffman
City Clerk

APPROVED BY:

Steven Doan
Chairperson, Farmers Market Task Force

NOT APPROVED
Task Force ended
per Steven Doan,
Chairperson