

Leroy James Farmers Market Policy Committee – Second Quarter Meeting

The Leroy James Farmers Market Policy Committee Second Quarter meeting will be held at 6:00 pm on Tuesday April 11, 2023. The meeting will be conducted in person at the Pitt County Community Schools and Recreation Arts and Crafts Room, 4561 County Home Road, Greenville, NC.

1. Call to Order/Roll Call
2. Approval of March 14, 2023 minutes (Attachment 1)
3. Public Comment

ADMINISTRATIVE MATTERS

4. Restructuring of Constitution and Bylaws (Attachment 2 and 3)
 - Rules of Procedure
 - Policies & Standard Operating Procedures
5. 2023 Market Schedule (Attachment 4)
6. FY 23-24 Budget Update
7. Improvements to Farmers Market Facilities
 - Sewer Service
 - Parking/Traffic Circulation
8. Advertising/Marketing for Market Activities
 - Spring Marketing Campaign
 - Facebook/Website
9. Manager's Report
 - SNAP/Double Bucks
 - Weekly Clean up of Booths
 - Upcoming Events and Activities

INFORMATIONAL ITEMS

10. Upcoming Policy Committee Dates: July 11, 2023, October 10, 2023, and January 9, 2024
at 6:00pm at the Community Schools and Recreation Building
11. Adjourn

DRAFT - March 14, 2023

Farmer's Market Policy Committee and Annual Vendor Meeting

1. Call to Order/Roll Call

Policy Committee Members in Attendance: Andy McLawhorn, Chair; Jean Spong, Vice-Chair; Patty Shegas; Wilbert Futrell; Mary Hardy.

Staff in Attendance: LaRita Johnson; James Rhodes; Hannah Smith; Matt Stevens.

2. Approval of Previous Meeting Minutes (January 10, 2023)

Previous Policy Committee minutes- Wilbert Futrell made a motion to approve; Jean Spong seconded. McLawhorn;Shegas;Hardy - all in favor. Minutes approved.

3. Public Comment

Chair opened the floor for public comment. Six individuals requested to address the board during this section; they were recognized by the chair and given three minutes to share their comments. The following is a brief summary of those comments:

Jean Sokolofski: Safety concerns around the use of motorized scooters within the market building at an unsafe speed. Ms. Sokolofski would like to see some sort of speed limit or regulation put in place to address this concern. Mr. James Rhodes will refer the matter to the County Risk Manager for review and recommendations as to future action.

Scott Johnson: Raised concerns about limiting the location of eligible vendors to the market. Mr. Johnson would like to see anyone within North Carolina have the ability to sell at the Leroy James Farmers' Market. Less limitations will increase the diversity of products available to those who visit the market.

Wayne Heiser: Addresses several sections of proposed changes to the standard operating procedures. Mr. Heiser first requests that his wife's name be added to the list of vendors along with his own (Jean Sokolofski); then moves to section regarding distance between booths, and required size of signage, mentions discrepancies with recommendations for the future and past precedence. Also notes that corners of the building are not well-maintained and makes it difficult for individual vendors to keep their spaces clean. Mr. Heiser also questions how the recommendation for the new fee schedule was calculated. Final comment was to recommend reviewing the wording regarding cleaning up/removing items from individual booths.

Wendy Stallings: Concerns with "market saturation" - specifically regarding craft and baked goods vendors. Would like to see limitations on the number of vendors allowed to sell the same products within the market.

Sam Hardy: Mr. Hardy feels that multiple vendors with the same product can help one another if everyone works together. States that he has been a part of the market for 27 years and will retire this season. His son will be taking over. Due to the demands of picking fresh produce, Mr. Hardy would like to see changes to the market schedule that better reflect the seasons/schedules of the producers of the market.

Patricia Shegas: Has an issue with eliminating Thursday markets as she says “they are some of the best market days” because the senior citizen buses are dropped off at the market. Reiterates that there should be limitations on the selling of the same products by multiple vendors - believes that those decisions should be left up to the discretion of the market manager. States that the county should rely on vendors when making decisions as the county does not have the knowledge to run businesses. Would like for there to be monthly advisory board meetings with more participation and better marketing/publicity for the market. Comments that she has lost many “regular” customers. Ms. Shegas ends her comments by recognizing Matt Stevens, the new Extension director, stating that he has a strong market background and should lead the discussion of new ideas for the market.

ADMINISTRATIVE MATTERS

Chair recognizes James Rhodes to review discussion and recommendations for changes to the standard operating procedures. Mr. Rhodes begins by introducing additional county staff present at the meeting; Hannah Smith, Pitt Soil and Water Conservation, Matt Stevens, Cooperative Extension Director, and LaRita Johnson, Market Manager.

4. Restructuring of Constitution and Bylaws (Attachments 2 and 3)

Mr. Rhodes gives a brief review of proposed changes and revisions; encourages everyone to attend advisory board meetings when possible as well as thoroughly review the documents included in their agenda packet for this meeting. These documents include notes, comments and recommended changes that will be further discussed during the April 11, 2023 Advisory Board meeting.

5. 2023 Market Schedule (Attachment 4)

The Market Schedule was recommended and voted on at a previous advisory board meeting. Several proposals for changes have been made and are under the discretion of the policy committee. Any changes to the current market schedule will be decided by the policy committee, vendors will be notified if changes are made.

6. Fee Schedule and 2023 Vendor List (Attachment 5 and 6)

Recommended 2023 Payment Deadline - January 31st ; 2024 Fee Proposal - \$300.00 year-round; \$250.00 peak season; \$25.00 one-time Special Event. Mr. Rhodes states that these changes are recommended to ensure that all vendors have paid their fees before the start of the season. An annual fee will make it easier to monitor and collect fees from vendors and avoid weekly cash handling by the Market Manager.

7. Improvements to Farmer’s Market Facilities

Mr. Rhodes shares that progress has been made in improving the overall market space including the indoor storage unit and the water line installed by Pitt County Soil and Water and Building and Grounds Department. Developments for connecting to sewer

service are moving forward, the county anticipates the project being completed within the next month. Improvements and changes to the parking lot are also moving forward, surveying is being done as we speak and anticipate having the parking lot completed before June 30, 2024.

8. Advertising/Marketing for Market Activities

The Pitt County Public Information Office continues to promote and advertise for the Market via Facebook and the Pitt County website. Information is pulled from provided vendor information so vendors should check regularly to ensure appropriate information is being shared. Paid radio advertising ran throughout the month of February, and does not have sufficient data at this time to determine the efficacy of those ad runs. Individual vendors should also be marketing and reaching out to customers for their individual businesses, as the county is focused on promoting the market as a whole.

9. Manager's Report

LaRita Johnson, Market Manager, gives an update on DoubleBucks. WellCare has provided \$2,000 to extend the DoubleBucks program which is being tracked through the county. Ms. Johnson reminds vendors to clean and sweep up their booths at the end of each market week. States that she does take care of the middle aisles and other shared spaces throughout the market. Mr. Rhodes adds that it is not only the floors that are of concern but product and produce left behind which have been attracting mice and other risks to the overall health and security of the market. Ms. Johnson also shares that the Market will be donating approximately 300 eggs and 4 baskets to the Village of Yesteryear's Annual Easter Egg Hunt event.

INFORMATIONAL ITEMS

10. Upcoming Meeting Dates

The policy committee will meet on Tuesday, April 11, 2023, July 11, 2023, October 10, 2023, and January 9, 2024 at 6:00pm in the Arts and Crafts Room at the Pitt County Community Schools and Recreation.

11. Adjourn

Chair McLawhorn adjourned the meeting at 7:10 pm.



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JAMES F. RHODES, AICP
Assistant County Manager for
Planning and Environment

MEMORANDUM

TO: Farmers' Market Policy Committee

FROM: James Rhodes, Assistant County Manager Planning & Environment
JR

DATE: April 6, 2023

RE: REWRITE OF FARMERS' MARKET CONSTITUTION AND BYLAWS

Following the January Committee meeting and March Vendors meeting, staff has continued the process of reviewing and redrafting the Market's Constitution and Bylaws, which are now reformatted as Rules of Procedure (ROP-Attachment 2) for the Policy Committee and Policies/Standard Operating Procedures (SOP-Attachment 3) for the Market. As previously discussed, the advantages for restructuring these documents include:

- The proposed structure is aligned with other County appointed boards/committees (e.g., Planning Board, Board of Adjustment, Farm & Food Council, etc.) and now recognizes the appointed board's role as an advisory body;
- The proposed structure delineates the roles of the Policy Committee in one document (ROP) and the operation and management of the Market in another (SOP), whereas the current configuration is a mixed bag; and
- The SOP would also serve as the policies and guidelines for the Market Manager to enforce/follow.

Staff has updated the documents based on input to date and has provided optional language for those sections that the Committee has yet to make final decisions. We welcome input and feedback from Committee members and would like a Committee recommendation at the April meeting to forward to the Board of County Commissioners.

PITT COUNTY FARMERS' MARKET POLICY COMMITTEE RULES OF PROCEDURE

SECTION 1.0 PURPOSE

The Pitt County Farmers' Market ~~Policy Committee~~ **Advisory Committee** is responsible for advising on the operation of the Leroy James Farmers' Market, hereinafter referred to as "Market." Specific duties of the ~~Policy~~ **Advisory** Committee, as delegated by the Pitt County Board of Commissioners, include: recommending to the Board the operating procedures for the Market; ~~establishing administrative procedures and policies for carrying out the operating procedures;~~ recommending to the Board an annual budget to support Market operations; ~~adopting the annual calendar for Market dates;~~ receiving, considering and regularly acting upon reports from the public, vendors and the Market Manager; ~~determining vendor eligibility and ruling on revocation of privileges based on Market policies;~~ and ~~monitoring products offered for sale at the Market to ensure product quality is acceptable for consumer demand and/or consumption.~~ **{All items struck from this section would become the responsibility of the Market Manager/ County Staff.}**

The purpose of these guidelines is to establish rules of procedure for conducting the business of the Pitt County Farmers Market ~~Policy~~ **Advisory** Committee, hereinafter referred to as the "~~Policy~~ **Advisory** Committee."

SECTION 2.0 MEMBERSHIP

The ~~Policy~~ **Advisory** Committee shall consist of five members who are Market vendors, three being active farmers and two at-large members. Vacancies shall be filled by the Board of County Commissioners. The ~~Policy~~ **Advisory** Committee is subject to Pitt County's General Policy for Appointments to Boards, Commissions and Committees.

SECTION 3.0 OFFICERS AND DUTIES

3.1 Election of Officers

The ~~Policy~~ **Advisory** Committee shall annually elect a Chairman and Vice Chairman from its membership at the first meeting of the calendar year. The Vice Chairman shall succeed the Chairman, unless the ~~Policy~~ **Advisory** Committee chooses to elect another member as Chairman. Officers shall serve for no more than two (2) consecutive years.

3.2 Chairman

The Chairman shall preside at all meetings and public hearings; shall decide on all matters of order and procedure; shall vote on matters before the ~~Policy~~ **Advisory** Committee (except as prohibited by Sec. 4.7 Conflict of Interest); and shall appoint any subcommittees deemed necessary to investigate matters before the ~~Policy~~ **Advisory** Committee.

3.3 Vice Chairman

The Vice Chairman shall assume the duties of the Chairman in the Chairman's absence. The Vice Chairman shall also assist the Chairman with tasks, as needed.

3.4 Acting Chairman

In the absence of both the Chairman and the Vice Chairman, the longest serving member in attendance shall serve as Acting Chairman.

3.5 Executive Secretary

The Assistant County Manager for Planning and Environment, or designee, shall serve as Executive Secretary to assist with the administrative functions of the Policy Advisory Committee. The Executive Secretary shall prepare meeting agendas in cooperation with the Chairman, supervise the recording and maintenance of the minutes; carry on routine correspondence; maintain files and records; prepare staff reports and recommendations for the Policy Advisory Committee; and shall represent the Policy Advisory Committee at meetings of the Board of County Commissioners, when needed.

SECTION 4.0 MEETINGS

4.1 Regular Meetings

Regular meetings of the Policy Advisory Committee shall be held on the second Tuesday of January, April, July and October. The meetings shall be held at the Community Schools and Recreation Building in Greenville, North Carolina and shall begin at 6:00pm. Meetings may be held at alternate locations as approved by the Chairman, provided the alternate meeting location is properly noticed as required by North Carolina Open Meeting Laws.

4.2 Special Meetings

Provided written notice of the time and place is given at least 48 hours in advance, special meetings of the Policy Advisory Committee may be called at any time by the Chairman.

4.3 Quorum

A quorum shall consist of a majority of members. Vacant seats shall not count towards calculating a quorum. Where a quorum does not exist, the meeting may be held, but no vote shall be taken. Official action shall occur at the next meeting where a quorum is present.

4.4 Attendance

Members shall faithfully attend all meetings. Any member not meeting the standards set forth in the policy of the Pitt County Board of County Commissioners in General Policy for Appointment to Boards, Commissions and Committees Board may be replaced. Members shall notify the Executive Secretary if attendance at a meeting will not be possible.

4.5 Conduct of Meetings

All meetings shall be open to the public and shall be conducted following Robert's Rules of Order Newly Revised, "Informal Procedure for Small Boards" except that all motions must be seconded, and except when such rules conflict with these rules of procedure.

4.6 Vote

Except as otherwise specified, a majority vote shall be sufficient to decide matters before the Policy Advisory Committee. A majority vote is one which receives the vote of more than half of the members present. In the event of a tie vote, a motion before the Policy Advisory Committee fails for lack of a majority vote. All members of the Policy Advisory Committee have voting rights and responsibilities, including the Chairman and Vice Chairman. A member who fails to vote, excluding absent members or members with a conflict of interest, shall be counted as voting in the affirmative.

4.7 Conflict of Interest

No member of the Policy Advisory Committee shall vote on or preside over any issue involving his/her own financial interest or official conduct.

4.8 Cancellation of Meeting

In the event that there is no business to conduct, the Executive Secretary may, with 24 hours' notice and with approval of the Chairman, cancel a regular meeting.

4.9 Initiation of Matters

Matters initiated by the Board of County Commissioners, the Executive Secretary, and the Policy Advisory Committee shall be scheduled for the next meeting when received at least 14 days prior to meeting. Agenda items proposed by Policy Advisory Committee members are subject to the consent of the Chairman.

4.10 Public Addresses to the Policy Committee

The Policy Advisory Committee welcomes public input pertinent to the operation of the Leroy James Farmers' Market. Prior to the start of the meeting, each citizen or group that wishes to speak at the Policy Advisory Committee meeting must sign up on a sign up

sheet, giving their name, the organization they represent (if any), mailing address and the subject matter they wish to discuss. Only the persons listed on the sign-up sheet may speak, unless otherwise permitted by the Chairman. The Chairman may recognize any citizen to speak to the Policy Advisory Committee during the course of any meeting if deemed appropriate. Each citizen shall be allowed three (3) minutes for his presentation unless the Policy Advisory Committee, by consensus, grants a greater amount of time. All citizens are expected to follow proper decorum and shall not use profanity or defamatory speech. The public is expected to remain seated except when leaving the room, or unless specifically requested by the Chairman of the Policy Advisory Committee to approach the podium.

SECTION 5.0 RECORDS

5.1 Public Records

All records of the Policy Advisory Committee, including correspondence between Policy Advisory Committee members about Policy Advisory Committee business are public records and subject to disclosure under Chapter 132 of the North Carolina General Statutes, unless otherwise exempted by some provision of law.

5.2 Files

The Executive Secretary shall maintain a file of all studies, plans, reports, recommendations, minutes, and other materials generated by the Policy Advisory Committee in the conduct of its activities.

SECTION 6.0 STAFF

6.1 County Staff and Cooperative Extension Office

Pitt County staff, ~~in cooperation with the Cooperative Extension Office,~~ shall serve as the technical staff of the Policy Committee.

6.2 Other Departments

The County Attorney, Public Health Director, Planning Department and other County officials and staff shall also be available for technical information and advice.

SECTION 7.0 CHANGES TO RULES OF PROCEDURE

7.1 Initiation

All proposed amendments to these rules of procedure shall be presented in writing at a regular meeting before the meeting at which the vote is taken.

7.2 Vote

No changes shall be made without the affirmative vote of a majority of members of the Policy Committee.

SECTION 8.0 REPEAL AND EFFECTIVE DATE

These Rules of Procedure take effect on _____.

Chairman

Executive Secretary

LEROY JAMES FARMERS' MARKET POLICIES AND STANDARD OPERATING PROCEDURES

SECTION 1.0 NAME AND PURPOSE

As established by the Pitt County Board of County Commissioners, the Pitt County Farmers' Market is named the Leroy James Farmers' Market. **The purpose of this Market is to provide area farmers, producers, and artisans with a storefront for retail sales of their products.**

SECTION 2.0 MANAGEMENT

Pitt County Government is responsible for the management of the Market and will employ appropriate staff to fulfill this responsibility.

SECTION 3.0 VENDOR MEMBERSHIP AND MEETINGS

At least one annual meeting of the vendors who have paid the current year's dues shall be held. Special or emergency meetings for vendors may be held provided required notice is given.

Interested vendors will receive an application packet that includes all necessary forms. This application packet along with required fees is due annually, prior to the beginning of the market season in order to participate in the market.

SECTION 4.0 POLICY CONFLICTS

If at any time the policies of the Market conflict with those of Pitt County, the policies of the County shall prevail.

SECTION 5.0 VENDOR CERTIFICATIONS & DESIGNATIONS

1. All vendors must achieve "market-certification," documenting that they actually grow, produce, or create their items per market policy. **"Market-certified" vendors are accepted from:**
 - a. Those counties surrounding Pitt County (Martin, Edgecombe, Beaufort, Craven, Lenoir, Greene, and Wilson).
 - b. Within 50 miles of the Leroy James Farmers' Market.
 - c. Within 50 miles of Pitt County.
 - d. Within the State of North Carolina.

The exception is seafood.

2. The Market Manager and/or County staff will conduct on-farm inspections and/or verifications as needed to monitor compliance by market-certified vendors and designated sellers. Willful abuse of the market-certification procedures may result

in suspension of an individual's market participation for the remainder of the market season.

3. Vendors must be the original producer of:
 - a. a majority of the products sold in their booth space.
 - b. 75% of items sold April – August, 50/50 remainder of season.

Items not produced by the vendor must be documented by a sign in the vendor's booth space, stating where the product was produced and by whom. All vendors should have an in-depth knowledge of all products sold at their booth.

4. Vendors selling food items prepared or cooked off-site are required to provide evidence of satisfying food and safety requirements of the Food and Drug Protection Division, N.C. Department of Agriculture & Consumer Services. For most baked goods, a certificate of home kitchen inspection is required. Vendors preparing pickled foods must successfully complete an FDA approved "Better Process Control School." All food items must be labeled with the vendor's name and its ingredients as required by the NCDA&CS. The sale of foods that require refrigeration should follow guidelines set by the NCDA&CS.
5. The Leroy James Farmers' Market permits artisans who handcraft their items. Examples of such artisan products include, but are not limited to; pottery, woodwork, stained glass, all-natural soaps, farm raised spun yarns, and basketry. Handcrafted, uniquely made items constructed with raw materials such as plants, animals, or forest products will be considered.
 - a. Preference will be given to applicants with locally sourced materials. The item must show evidence of manual skill obtainable only through a significant period of experience and dedication.
 - b. Market artisans are encouraged, if possible, to actively demonstrate their handmade craft while participating at the Market.
6. Vendors who sell unprocessed agricultural products are not required to collect sales tax from their customers. **However, vendors who sell items other than unprocessed agricultural products they themselves produce must provide the Market manager a copy of their NC Department of Revenue "Certificate of Registration."** A vendor failing to provide this documentation will not be permitted to sell at the market. The NC Department of Revenue makes it possible to obtain a "Certificate of Registration" by visiting the following link and clicking on REGISTER ONLINE. <https://www.ncdor.gov/taxes-forms/business-registration/online-business-registration>
7. The market manager will categorize vendors as agricultural, baked goods, or artisans according to observation and judgment that a majority of a vendor's sales activity is in one of these categories. Overall market percentages must stand at 70% producers to 30% baked goods/artisans. **The Leroy James Farmers' Market does not impose any other limitations on vendors, other than those cited in this document or other related County policies.**

SECTION 6.0 SPECIFIC PRODUCT LIMITATIONS

1. The sale of agricultural products is encouraged at the Leroy James Farmers' Market. Agricultural products include vegetables, fruits, farm raised meats, dairy products, eggs, honey, plants, nuts, seafood, and fiber.
2. The sale of homemade baked goods, candy, jelly, jams, preserves, homemade ice cream, and specialty food items produced by the vendor is generally allowed, provided required inspections and certifications are satisfied.
3. The sale of artisan products includes, but is not limited to pottery, woodwork, stained glass, all-natural soaps, farm raised spun yarns, and basketry. Handcrafted, uniquely made items constructed with raw materials such as plants, animals, or forest products will be considered.
4. The sale of ready-to-eat items such as snow cones, cotton candy, sandwiches, and beverages are not generally permitted but may be allowed by the market manager during special events.

SECTION 7.0 VENDOR REQUIREMENTS

To ensure the purpose of the Market is fulfilled and to provide a safe, pleasant, and responsible Market for customers, vendors must:

1. Adhere to the requirements, policies, and code of ethics of the Leroy James Farmers' Market, as agreed upon with the completion and return of the vendor application packet.
2. Be present at the market and ready for customers by 8:00 a.m. for the daily sale. If not, the vendor shall notify the Manager prior to 8:00 a.m. **Failure to do so will result in the loss of booth space and constitute a violation of these policies.** If a vendor elects not to sell during the week but intends to sell on Saturdays, he/she should contact the Manager.
3. Not misrepresent any products as to quality, price, origin, variety or amount. Vendors are expected to stand behind the sale of their product.
4. Indicate their acceptance of SNAP/EBT and Double Bucks tokens as a form of payment for eligible food items at the Leroy James Farmers' Market.
5. Be responsible for the disposal of unsold products, containers, or waste to their farms or homes. Vendors are also responsible for cleaning and sweeping their booth space at the end of each market day.
6. Empty booths of product at the end of each market day. Requests for exception must be submitted in writing for review and approval by County staff. The Leroy James Farmers' Market is not responsible for any items left by the vendor at the close of the market day.

7. Not approach customers while they are at the location of another vendor. No loud calling out of prices or hawking is permitted. It is the responsibility of the vendor to promote the Leroy James Farmers' Market and all vendors in a positive way to market customers. Failure to do so may result in the vendor losing market certification and suspension of their market participation.
8. **Must agree to booth assignment by the Market Manager.** Each vendor may rent one booth. A second booth may be rented if space is available and the required fee is paid. A booth space is considered occupied only when both the vendor or vendor's employee and products is present. Transfer of market space assignments by and among vendors is prohibited.
9. Reserve a space of fifteen inches on each side of each booth (inside of the market area), to allow customers to walk between each booth for better viewing of products.
10. Not sale flea market items within the facility or grounds while it is in operation. Use of the Market for other functions shall be based upon the discretion of the Pitt County Board of Commissioners.
11. Not deface or alter the Market building or grounds (inside or outside). Any additions must be approved by the Market Manager.
12. Must display a sign that includes their name or business name, location and telephone number. Minimum size will 8 ½ X 11 inches. A sign will not be larger than 6 square feet.
13. Be responsible for any and all taxes, insurance, adherence to all local, state and federal laws, rules and regulations, including all laws, rules and regulations regarding food safety. A certificate of liability insurance and workers' compensation coverage, if required by law, shall be provided by the vendor to the Market Manager upon request.
14. Serve as an independent contractor, and is responsible for his or her own actions. and that Pitt County, its agents, and/or employees are in no way responsible for his or her acts or omissions. Further, each vendor agrees to sign a release and waiver releasing Pitt County employees and agents, from any liability, whatsoever, arising from the use of the Farmers' Market space. This release, includes but is not limited to, adulterated food, damage to food or property, stolen items, and any third-party claims.

SECTION 8.0 GENERAL REQUIREMENTS

To ensure Market's long-term viability and sustainability, the following management and operational policies are established.

1. No alcoholic beverages will be permitted on the Market premises, except those approved by County staff after review of application.

2. No profanity, abusive language, disruptive or loud noise, is permitted. Live music, bands, etc. are limited to special market events with prior approval from Market Manager.
3. No dogs or animals will be allowed in the market building, *except for service dogs*.
4. Washing of vegetables will not be allowed in the building.
5. Thermostats will be controlled by the Market Manager. Other electrical devices will be permitted only upon consent of the Market Manager.
6. Children are welcomed but must be supervised and not allowed to interfere with customers and/or vendors within the Market.
7. No persons or corporations shall sell any goods at the Farmers' Market, including on its parking area or grounds, without an approved application.
8. The Market Manager will not accept gifts from vendors, nor attempt to influence product pricing.
9. The Market Manager may ask vendors or customers to leave the market building and grounds, if it is determined they are disruptive to the atmosphere or purpose of the market.
10. The Market Manager will use discretion to address situations not specifically described by these published standard operating procedures.

SECTION 8.0 AMENDMENTS

Modification of these policies must be approved by the Board of Commissioners, upon recommendation of the Advisory Board. These policies shall be published and a copy made available to each vendor in good standing of the market.

The Policies and Standard Operating Procedures were approved by the Board of Commissioners on _____.



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JAMES F. RHODES, AICP
Assistant County Manager for
Planning and Environment

MEMORANDUM

TO: Farmers' Market Policy Committee
FROM:  James, Rhodes, Assistant County Manager Planning & Environment
DATE: April 6, 2023
RE: **2023 MARKET SCHEDULE**

Attached is the 2023 Market schedule adopted by the Committee in January (Attachment 4). It was determined that Thursday Market days are no longer justified (i.e., averaged three vendors on Thursdays in 2022). Based on additional input concerning the adopted schedule, the Committee may alter the 2023 Market dates at the April 11th meeting (e.g., add Tuesday Market days during peak season).

2023

-JANUARY-

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-FEBRUARY-

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-JUNE-

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-JULY-

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-AUGUST-

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-OCTOBER-

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-NOVEMBER-

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-DECEMBER-

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Total Market Days:

- 51 Saturday Markets
- 31 Friday Markets

Dates of Note:

- Tuesday, March 14, 2023: Annual Vendors Meeting
- Saturday, March 25, 2023: Season "Kickoff"
- Wednesday, November 22, 2023: Thanksgiving Market