

**RESOLUTION NO. 2023-**

**A RESOLUTION OF THE VILLAGE OF PINECREST,  
FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO  
ENTER INTO AN AGREEMENT WITH MIAMI CULINARY  
KITCHEN LLC FOR OPERATION OF THE FARMERS  
MARKET AT PINECREST GARDENS; PROVIDING FOR AN  
EFFECTIVE DATE.**

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Manager is hereby authorized to enter into an agreement with Miami Culinary Kitchen LLC. for the operation of the Farmers Market at Pinecrest Gardens.

Section 2. This resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 9th day of May, 2023.

\_\_\_\_\_  
Joseph M. Corradino, Mayor

Attest:

\_\_\_\_\_  
Priscilla Torres, CMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
Mitchell Bierman  
Village Attorney

Consent Agenda



Cristina Blanco  
Pinecrest Gardens Director  
gardens@pinecrest-fl.gov

MEMORANDUM  
Pinecrest Gardens

---

DATE: May 1, 2023  
TO: Yocelyn Galiano, ICMA-CM, LEED GA, Village Manager  
FROM: Cristina Blanco, Pinecrest Gardens Director  
RE: Famers Market

---

I hereby respectfully request the approval to move forward with a six-month independent contractor agreement with Miami Culinary Kitchen LLC, the half owner of the Green Market Co-op.

Due to health matters of the second owner of The Green Market Co-op, the Co-op will discontinue its practice. The Miami Culinary Kitchen LLC under the management of Susan T. Muci would continue to manage our Farmers Market as an independent contractor for a probationary period of six month. The scope of services including the updated payment sum is attached.



**EXHIBIT A**  
**SCOPE OF SERVICES**

This Scope of Services (or Scope of Work) is made part of the Professional Services Agreement dated April XX, 2023 (“Agreement”) between Village of Pinecrest/Pinecrest Gardens (“Client”) and Miami Culinary Kitchen, LLC /Susan T. Muci (“Contractor”).

**TERM**

April XX, 2023 – September 30, 2023

**SOW SUMMARY**

To manage and operate the Pinecrest Farmers Market for the Client. The market will operate on a weekly basis at Pinecrest Gardens on Sundays from 9:00 am to 2:00 pm. Vendors will be allowed to set up at 8:00 am. All sales will end at 2:00 pm to ensure all the vendors have cleaned their area and are off premise by 4:00 pm.

**CONTRACT SUM**

- Contract sum is \$9,000 for an initial six-month period; in the form of a monthly payment in the amount of \$1,500 to Village of Pinecrest/Pinecrest Gardens

**SCOPE OF WORK/DELIVERABLES**

**1. Operation of the Pinecrest Farmers Market**

- **Execute Current FY22-23 Season:** Contractor will work as primary point of contact and liaison between Pinecrest Gardens and Farmers Market vendors agreements are executed within budget and defined timelines and maximize quality of experience of both parties.
- **Vendor Management** to include but not limited to:
  - Prepare letter to vendors explaining the transition from Green Market to Contractor, this is expected to be well received. Provide new contact numbers and email addresses. Grow goodwill amongst vendors while maintaining high quality of service to the community.
  - Prepare a temporary interim contract for vendors effective for the designated months as determined by the Village of Pinecrest/Pinecrest Gardens between Contractor and the individual vendor.
  - Prepare a new manageable rule of operation for the vendor.
  - Contractor will prepare and send monthly invoices through PayPal to Vendors to collect monthly vendor fees. Fees are due on Tuesday prior to the first Sunday of the month.
  - Prepare communications to the vendors through Constant Contact in a timely manner to include weekly layouts and noting adjustments as needed and pertinent weekly information.
  - Prepare communication to vendors to ensure vendors are compliant with all applicable state, county, and local statues including:
    - Business Registration & Taxation
    - Food Licensing & Permitting
    - Fire Safety Regulations
    - Environmental Ordinances
    - General Liability Insurance, COI’s for the Client and Contractor
  - Set up a new vendor application software (eg. 17Hats) or alternate application for new potential vendors. This has to be recreated to quickly find those applicants who were lost

during the transition and to fill the last few spaces available.

- Set up a program where a new vendor is paired with a veteran vendor as a mentor to teach them best practices of the market, to show them the parking areas, restrooms, trash dumpsters and other such things. Additionally, introduce new vendors to Client staff as well as other vendors in the market so they feel more like part of the family.
- **Facility Management** to include but not limited to preparing and maintaining the designated area for a weekly market by:
  - Provide and place throughout the market trash receptacles along with the Client's recycling receptacles. Work with Client staff to empty and replace liner as needed and place full bags in the designated pickup area.
  - Ensure that no damage is done to the parking lot and plantings around the market. Make sure the vendors take their trash home or put it in the dumpsters in the public works area.
  - Coordinate with Client's Operations staff to update and maintain gate codes as needed with the new and old vendors. Provide vendors with identifying dashboard tags.
  - Provide updates to Client staff on the status of any issues or problems for the market and vendors.
- **Date Management** to include but not limited to:
  - Send remittance to the Client's Finance staff in the amount of one month's rent by the 10th day of the following month.
  - Prepare and share all financial records as requested.
  - Secure General Liability insurance in the values as designated by the Client.
- **Marketing Support** to include but not limited to:
  - Revise contact information from GM to Contractor "MCK" on Google and other search engines.
  - Create new social media accounts and postings on Instagram, Facebook and other social media platforms.
  - Create a new more robust website designed to let patrons know the market vendors. To provide a place for potential new vendors to express interest in the Pinecrest Farmers Market and to apply to participate.

## **SOW CHANGES**

Contractual work duties may change during the course of the contract. Changes will be communicated at check-in meetings and captured in the contractor action plan.

## **REPORTING STRUCTURE, MEETING & REPORTS**

Contractor will report to the Pinecrest Gardens Director, attend biweekly or monthly Zoom meetings with Client plus additional meetings as required to support delivery of successful Farmers Market days. Contractor will submit monthly status reports about progress on new vendor applications, acquisition or termination of vendors and any potential threats to the success operation of the farmers market.