

**RESOLUTION NO. 2024-**

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

WHEREAS, Resolution 2023-75 authorized the manager to enter into an agreement with Miami Culinary Kitchen, LLC. for Farmers Market Operation.

WHEREAS, the Village Manager wishes to extend the agreement with Miami Culinary Kitchen, LLC. for twelve months;

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

Section 1. That the Village Council hereby authorizes the Village Manager to enter into the attached agreement (Exhibit A) with Miami Culinary Kitchen, LLC. for Operation of the Pinecrest Farmers Market, in amount not to exceed \$1,800 per month for a period of twelve months.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 10th day of December, 2024.

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

Attest:

\_\_\_\_\_  
Priscilla Torres, MMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

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

Consent Agenda



PINECREST

Pinecrest Gardens Department

DATE: November 22, 2024

TO: Yocelyn Galiano, ICMA-CM, Village Manager

FROM: Cristina Blanco, Pinecrest Gardens Director *Cristina Blanco*

RE: Farmers Market Service Renewal

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I hereby respectfully request the approval to extend our independent contractor agreement with Miami Culinary Kitchen LLC for twelve months.

Miami Culinary Kitchen LLC under the management of Susan T. Muci took over operation and management of our Farmers Market on November 1, 2023. Together we have significantly improved vendor relations through regular communications, updated application process and coordination with vendors as well as piloted a new location for the market. The full scope of services document is attached.

Summary of key updates include to the scope of work:

- Increase monthly rent
- Additional market staff to manage the vendors and support the operation of the market
- Additional enforcement of traffic laws with ticketing to discourage parking in restricted areas
- Development of an inclement weather policy

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

This Scope of Services (or Scope of Work) is made part of the Professional Services Agreement dated December 01, 2024 (“Agreement”) between Village of Pinecrest/Pinecrest Gardens (“Client”) and Miami Culinary Kitchen, LLC /Susan T. Mucci (“Contractor”).

**TERM**

December 01, 2024 – November 30, 2025

**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 7:00 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**

- Monthly payment of \$1,800

**SCOPE OF WORK/DELIVERABLES**

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

- **Execute Current FY24-25 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.
- **New Market Location:**
  - Miami Culinary Kitchen agrees to move the market to its new location on the Southeastern side of the parking lot in its current condition and standing.
- **Inclement Weather Policy:**
  - Miami Culinary Kitchen will create and implement a dedicated weather policy and procedures for Market operations. The policy will define the conditions that call for cancellation, such as severe weather advisories or county mandated closures. Cancellations will be made in cooperation with the Village of Pinecrest Director and/or Operations Manager and must be decided no later than 12 hours before the Market opening. In the event of cancellations, financial considerations for the week may take place.
- **Vendor Management** to include but not limited to:
  - Contractor will prepare and send monthly invoices to Vendors to collect monthly vendor fees. Fees are due on Tuesday prior to the first Sunday of the month.
  - Continue communications with the vendors in a timely manner to include weekly layouts and noting adjustments as needed and pertinent weekly information.
  - Provide parking decals for vendor parking in the Public Works Department area, and ensure they are being used.
  - Distribute wristbands to vendors needing access to Pinecrest Gardens during

- market operations. Wristbands will be provided by Pinecrest Gardens staff.
  - Prepare communication to vendors to ensure vendors are compliant with all applicable state, county, and local statutes including:
    - Business Registration & Taxation
    - Food Licensing & Permitting
    - Fire Safety Regulations
    - Environmental Ordinances
    - General Liability Insurance, COI's for the Client and Contractor
  - Continue the current new vendor application process.
  - Continue the program where a new vendor is paired with a veteran vendor as a mentor to teach them the 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:
  - Continue to update information on Google and other search engines.
  - Continue social media accounts and postings on Instagram and Facebook.
  - 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 and Operations Manager, attend bimonthly 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.