



# Tentative Agenda

**ROBINS CITY COUNCIL**  
**MONDAY, MARCH 18<sup>TH</sup>, 2024**  
**5:30 P.M. @ ROBINS CITY HALL**

*(ONE OR MORE MEMBERS OF THE COUNCIL MAY BE ATTENDING VIA ELECTRONIC DEVICE)*

## AGENDA:

1. Call the Meeting to Order
2. Pledge Allegiance to the Flag.
3. Roll Call
4. Approval of the Agenda
5. Presentation by Joe Horaney Cedar Rapids Linn County Solid Waste Agency.
6. Consent Agenda:
  - a. Approve Minutes of the March 4<sup>th</sup>, 2024 Meeting
  - b. Approve Resolution No. 0324-8, setting the date for public hearing and additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principle amount not to exceed \$2,045,000.
  - c. Approve Resolution No. 0324-9, approving Plat of Survey # 2795, Raymond and Mary Collins property.
6. BUSINESS ITEMS
  - a. Proposal from Jane Stevens and Robins Civic Club and possible motion.
  - b. Approval of Resolution No. 0324-1, setting public hearing date to approve the FY '25 General Fund Proposed Property Tax Levy.
  - c. Approval of Resolution No. 0324-7, setting public hearing date to approve the FY'25 Proposed Budget.
7. MOTION TO ADJOURN



## ROBINS CITY COUNCIL MINUTES OF THE MARCH 4<sup>TH</sup>, 2024 MEETING

Mayor Hinz called the meeting to order at 7:02 p.m. Roll call was taken with Council Members JD Smith, Dave Franzman, Leigh Cook and Cary Smith present. Absent was Council Member Mike Foley. Others in attendance were Greg Neumeyer, Engineer Dax Suntken, Attorney Holly Corkery, and three guests. Franzman moved to approve the Agenda, Smith seconded and all voted aye.

### COMMITTEE REPORTS

- Leigh Cook, Finance Coordinator noted work continues on the FY'25 Budget.
- Cary Smith, Streets Coordinator noted Public Works Superintendent Mike Kortenkamp has submitted a report to FEMA for the back-to-back snowstorms in February of this year. The total of the report totaled \$27,000.
- JD Smith, Public Works Coordinator had nothing to report.
- Dave Franzman, Parks Coordinator noted there is not much happening in the parks, since they are closed for the winter.
- Engineer Dax Suntken reported attending a meeting with the Corridor MPO and Linn County personnel to discuss swapping the MPO funding for West Main Street until February FY 2028.

### CITIZEN COMMENTS

- There were no comments for agenda items.
- Heidi Barnhart with the Robins Civic Club reminded the Council of the upcoming Easter Egg Hunt at the East Knoll Park on March 30<sup>th</sup>, 9:30 a.m. sharp.

### CONSENT AGENDA

- Franzman moved to approve the Consent Agenda which contained the Minutes of the February 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and February 28<sup>th</sup> meetings along with Resolution No. 0324-3, approving the alcohol permit application for Dry Creek Brew; and Resolution No. 0324-4 the alcohol permit application for the Epic Event Center. Cook seconded the motion and all voted aye by a roll call vote.

### NEW BUSINESS

- Resolution No 0324-3 authorizing the transfer of funds for the Robins Baseball/Softball (RBI) from the special revenue account to the general fund parks department. Pickart noted years ago Louis Ervin established an RBI baseball league to host teams of kids to play baseball around eastern Iowa, and to host baseball tournaments in Robins. Since RBI baseball and softball no longer exists, Mr. Ervin asked if the funds could just be added to the parks budget to maintain the ball diamonds. Franzman moved to approve Resolution 0324-3, JD Smith seconded and all voted aye.
- Resolution No. 0324-5 approving the Final Plat of the Collins of Stamy First Addition. Smith moved to approve the said final plat, Cook seconded and all voted aye.

Smith moved to adjourn at 7:11 p.m., Cook seconded and all voted aye.

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Chuck Hinz, Mayor

ATTEST:

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Lori Pickart, City Clerk/Treasurer

RESOLUTION NO. 0324-8

Resolution setting the date for public hearing on proposal to enter into General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,045,000

WHEREAS, the City of Robins (the "City"), in Linn County, State of Iowa, proposes to enter into a loan agreement (the "Loan Agreement"), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$2,045,000 for the purpose of paying the costs, to that extent, of undertaking sanitary sewer system improvements (the "Project"); and it is necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Loan Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Robins, Iowa, as follows:

Section 1. This City Council shall meet on April 3, 2024, at the Robins City Hall, Robins, Iowa, at 5:30 p.m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Loan Agreement described in the preamble hereof.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than four (4) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO  
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY  
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,045,000

(GENERAL OBLIGATION)

The City Council of the City of Robins, Iowa (the "City"), will meet on April 3<sup>rd</sup>, 2024, at the Robins City Hall, Robins, Iowa, at 5:30 p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$2,045,000 for the purpose of paying the costs, to that extent, of undertaking sanitary sewer system improvements.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of Robins, Iowa.

Lori Pickart  
City Clerk

Section 3. Pursuant to Section 1.150-2 of the Income Tax Regulations (the "Regulations") of the Internal Revenue Service, the City declares (a) that it intends to undertake the Project which is reasonably estimated to cost approximately \$2,045,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the "Bonds"), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Project have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 18, 2024.

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Chuck Hinz, Mayor

Attest:

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Lori Pickart, City Clerk/Treasurer

RESOLUTION NO. 0324-9

RESOLUTION APPROVING PLAT OF SURVEY

WHEREAS, Plat of Survey No. 2795 has been received from Raymond and Mary Collins, property owners, dated November 16<sup>th</sup>, 2024, relating to property addressed as 225 Stamy Road, City of Robins, Iowa, and

WHEREAS, Raymond and Mary Collins, desire to divide approximately 0.04 A of their property (Parcel A) into a separate property. Raymond and Mary Collins desire to sell said Parcel A to their neighbor, lot 28 of Flynn's Second Addition who will add the property to their lot, and,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBINS, IOWA, that Plat of Survey No. 2795 be, and the same is hereby acknowledged and approved on the part of the City of Robins, Iowa.

PASSED AND APPROVED this 18<sup>th</sup> day of March 2024.

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Chuck Hinz, Mayor

ATTEST:

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Lori Pickart, City Clerk/Treasurer

PLANNING AND ZONING RESOLUTION NO. 2023-13

Approving Plat of Survey No. 2795

WHEREAS, Plat of Survey No. 2795 has been received from Raymond and Mary Collins dated November 8<sup>th</sup>, 2023; and

WHEREAS, the requester desires to sever .04 acres from their parcel as depicted in Plat of Survey No. 2795 to sell to the neighboring parcel.

NOW THEREFORE BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF ROBINS, Plat of Survey No. 2795 is hereby accepted by the Planning and Zoning Commission and recommends approval to the Robins City Council.

Passed and Approved December 19<sup>th</sup>, 2023.



Tim O'Hara, Chairperson



Dean Helander, Planning &  
Zoning Administrator

# **PLAT OF SURVEY No. 2795 PARCEL A**

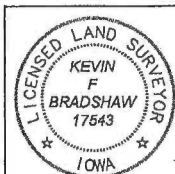
**Index Legend**  
**Location Description:** A part of the S 1/2 SW 1/4 NE 1/4, Section 20-T84N-R7W, Linn County, Iowa  
**Requestor:** Raymond L. Collins  
**Proprietor:** Raymond L. Collins Trust dated Nov. 17, 2016 and Mary A. Collins Trust dated Nov. 17, 2016  
**Surveyor:** Kevin F. Bradshaw, L.S.  
**Surveyor Company:** Brain Engineering, Inc.  
**Return to:** SM Brain, 1540 Midland Ct NE Cedar Rapids, IA 52402 or mikeb@brain-eng.com (319) 294-9424



**LEGAL DESCRIPTION**  
A part of the S 1/2 of the SW 1/4 NE 1/4 of Section 20, Township 84 North, Range 7 West of the 5th Principal Meridian, in the City of Robins, Linn County, Iowa described as follows:

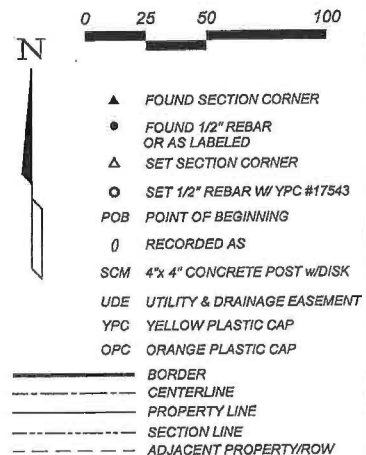
Beginning at NW Corner of said S 1/2 of the SW 1/4 NE 1/4;  
thence N88°43'08"E along the north line of said S 1/2 of the SW 1/4 NE 1/4, 45.00 feet;  
thence S28°08'12"W, 91.84 feet to the west line of said S 1/2 of the SW 1/4 NE 1/4;  
thence N01°12'08"W along said west line, 80.00 feet to the Point of Beginning containing 0.04 acres.

**SURVEYOR:** BRAIN ENGINEERING, INC.  
1540 MIDLAND COURT NE  
CEDAR RAPIDS, IA 52402  
319-294-9424



I hereby certify that this land surveying document and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Kevin F. Bradshaw, L.S.  
My License Renewal Date is December 31, 2024  
License Number 17543  
Pages or sheets covered by this seal: THIS PAGE



DATE OF SURVEY: 9/18/21

NOTE: ALL MEASUREMENTS IN FEET AND DECIMALS THEREOF.

Project No: 606323-10	Title:	<b>PLAT OF SURVEY No. 2795</b>	
		PARCEL A	
	Drawn: DJB	Book:	DC
	Checked: KFB	Scale:	1" = 50'
	11/8/23		
	11-16-23		



# **Robins Farmers Market Proposal**

## **Jane Stevens & Robins Civic Club**

**Market Manager:** Jane Stevens

**Committee Members:** Heidi Barnhart, Maria Bowman, Amber Felker, Molly Iversen, Lisa Goodin, Rosemary O'Hara

**Goal:** Create an inviting Farmers Market for Robins Community and beyond.

**Proposal:** **The Robins Farmers Market** will take place in South Troy Park on selected Saturdays - May – September, 2024 from 10:00am - 1:00pm for a total of 8 markets:

- o May 11, June 15, June 29, July 13, July 27, August 17, September 7, September 21

- **The Robins Farmers Market will be run by volunteers**, with Jane Stevens acting as the *Market Manager* to recruit and communicate with vendors, operate market software, and help coordinate volunteers.
- The Robins Farmers Market will be set up as a Non-Profit 501(c)3 (I believe). I will be discussing/meeting with an attorney to get this set up.
- Like the Robins Civic Club, I would like to use the City Hall address for mail (rather than my home address).
- Revise the Indemnity Agreement to include the Robins Civic Club and the Robins Farmers Market.
- The Robins Farmers Market will obtain a \$1M Certificate of Liability insurance policy, naming the City of Robins as an Additional Insured. (I am in the process of getting the quotes.)
- The Robins Farmers Market may require its Vendors to have a Certificate of Liability insurance policy, with the exception of Youth Vendors. They (parent or guardian) will complete the Indemnity Agreement.
- Prior to vending, Vendors will be required to complete (Annually):
  - o City of Robins Peddlers Permit or Mobile Food Merchant License Application (**\$20/year** payable to the City of Robins)
  - o Indemnity Agreement and/or provide proof of a current Certificate of Liability insurance policy naming the City of Robins as an Additional Insured.
- **The Robins Farmers Market** will rent the South Troy Park pavilion for **\$30/date** for the hours of 6:00am - 2:00pm, which allows the City to rent it out again after 2:00pm.

- The 2024 Robins Farmers Market will consist of entertainment/demonstrations, food (produce, baked goods, and prepared foods), food trucks (serving lunch, desserts and coffee) and artisans. I would also like to invite Youth entrepreneurs to the markets.
- Each market date will be staffed by 2-4 volunteers (Robins Civic Club and others) to assist with setup, parking, and clean up. *Signup Genius* will be utilized to connect with and track volunteers.
- Market will utilize event management software, *MarketSpread*.
  - Software will provide vendor registration and document tracking, collect and track payments, create event maps and provide email/text communication.
  - *MarketSpread* is used by Cedar Rapids & Marion. Vendors with existing *MarketSpread* accounts will be able to easily find and register for Robins' market.
- **The Robins Farmers Market** will be soliciting Sponsors to help fund the market expenses.

**Marketing:** In order to attract Vendors and community attendance, **The Robins Farmers Market** will utilize social media, web presence, and flyers to be posted in Robins and surrounding areas. We will utilize EDDM (Every Door Direct Mail) to notify Robins residents, reach out to television and radio stations, and advertise in the PennySaver to be on the Calendar of Events.

- Dedicated **Robins Farmers Market Facebook** page for social media exposure and provide dates and links to *MarketSpread*. Facebook page to be maintained by *Market Manager* and Volunteers.
- **The Robins Farmers Market** is now a member of the Iowa Farmers Market Association, and as such will be promoted on the IFMA website and Facebook page.
- City of Robins to provide a dedicated tab on cityofrobins.org with market dates, updates and vendor information. Links to:
  - *MarketSpread* – Vendor registration
  - *Facebook* page
  - *Signup Genius* - Volunteer registration
- City of Robins to include market dates on the city calendar of upcoming events. (cityofrobins.org)
- City of Robins to include information about **The Robins Farmers Market** in monthly *Robins News* newsletter
  - Market dates
  - Vendor listing
  - Vendor profiles
- City of Robins to send out timely e-blasts advertising upcoming market dates.

- Robins Civic Club to provide a dedicated page. Links to:
  - Facebook page
  - Signup Genius
  - MarketSpread

**City of Robins Income from The Robins Farmers Market**

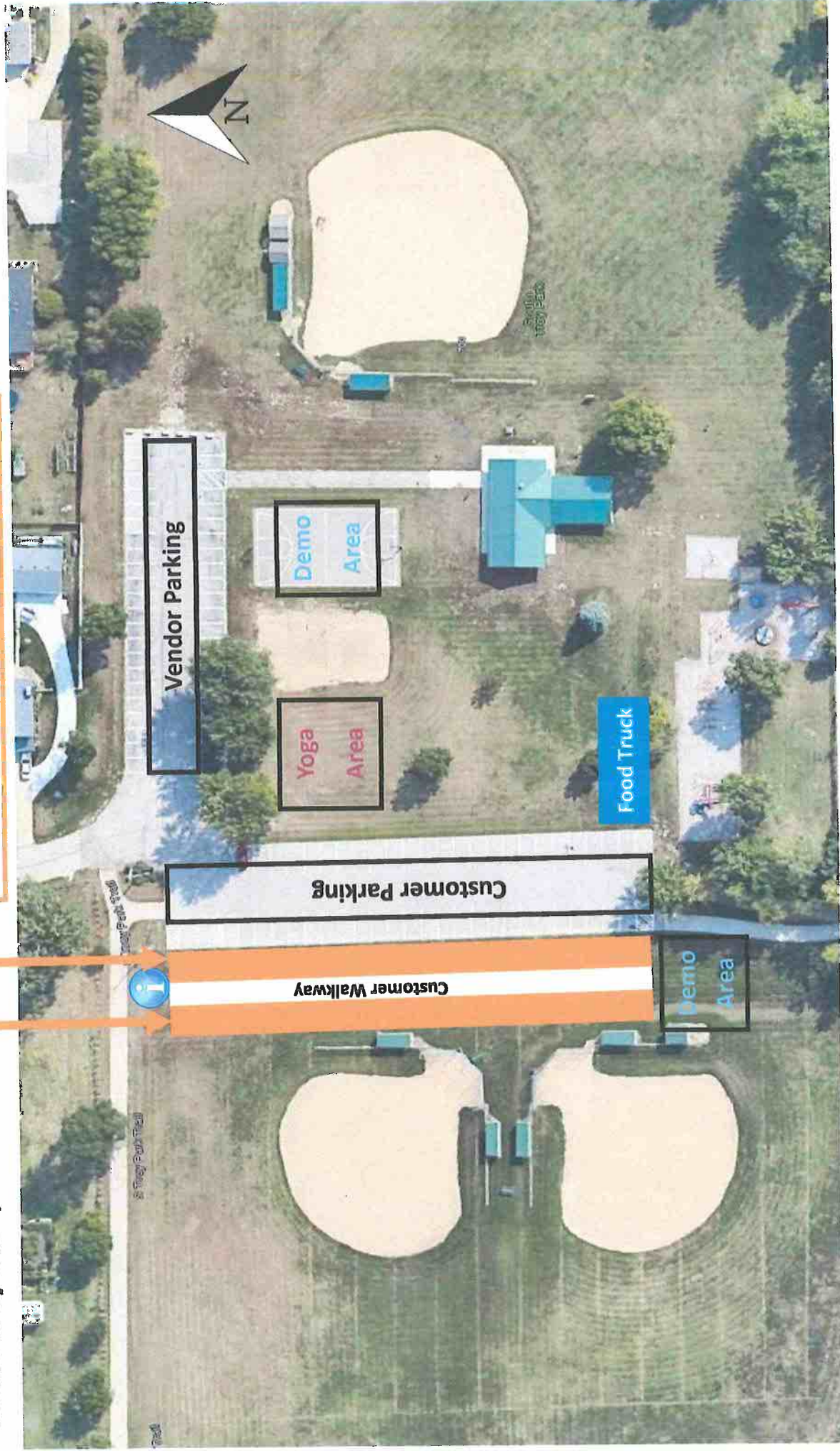
Annual City of Robins Peddlers Permit Registration Fees	\$20.00 per vendor 25 (estimate #) vendors <b>\$500</b>
South Troy Park Pavilion Rent	\$30 per date - 8 dates <b>\$240</b>



Information & First Aid Booth

Vendor Booths 10x10

South Troy Park, Robins





Draft



2024 Vendor Handbook

THE ROBINS FARMERS MARKET RESERVES THE RIGHT TO CHANGE OR ADJUST ANY POLICY IN THIS HANDBOOK AS NECESSARY AT ANY TIME IN THE MARKET SEASON. SUCH CHANGES ARE EFFECTIVE IMMEDIATELY UPON NOTIFICATION TO VENDORS.

VENDORS WILL BE NOTIFIED IN WRITING VIA EMAIL AND/OR POSTAL MAIL REGARDING ANY CHANGES TO THE POLICIES IN THIS HANDBOOK.

VIOLATIONS OF THE POLICIES CONTAINED IN THIS HANDBOOK COULD RESULT IN THE OFFENDING VENDORS REMOVAL FROM THE ROBINS FARMERS MARKET, PLUS FORFEITURE OF ANY RENTAL STALL FEES PREVIOUSLY PAID BY VENDOR.

\*BY SIGNING THIS HANDBOOK, YOU ACKNOWLEDGE AND UNDERSTAND THAT YOUR PARTICIPATION INCLUDES POSSIBLE EXPOSURE TO AND ILLNESS FROM INFECTIOUS DISEASES INCLUDING BUT NOT LIMITED TO COVID. YOU KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS RELATED TO ILLNESS AND INFECTIOUS DISEASES.

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## MARKET CONTACT INFORMATION

The Robins Farmers Market is run by a Committee of Volunteers.

Market Manager: Jane Stevens  
319-360-1795  
[robinsfarmersmarket@gmail.com](mailto:robinsfarmersmarket@gmail.com)

## MARKET HOURS & DAYS OF OPERATION

The Robins Farmers Market operates on Saturdays in May through September, for a total of eight market dates.

### 2024 DATES

May 11  
June 15 & 29  
July 13 & 27  
August 17  
September 7 & 21

### HOURS OF OPERATION

10:00 a.m. - 1:00 p.m.

**Vendors are required to stay for the entirety of the market (10:00 a.m. - 1:00 p.m.).**

Vendors abide by and comply with the hours of operation as prescribed.

Vendors shall not sell to the public from the back-stall area or any surrounding area prior to the opening of the market.

Vendors shall not pack up their booth/stall prior to 1:00 p.m.

Vendors are permitted to sell to other vendors prior to opening.

## MARKET LOCATION

South Troy Park  
700 South Troy Road  
Robins, Iowa



## MARKET FEES & REQUIRED DOCUMENTATION

VENDOR REGISTRATION FEE (PER VENDOR) \$15.00

VENDOR STALL FEE \$10.00 - \$15.00 (see below)

CITY OF ROBINS PEDDLERS PERMIT/  
MOBILE FOOD MERCHANT LICENSE  
(REQUIRED TO BE FILED ANNUALLY) \$20.00 (Payable to the City of Robins)  
The Robins City Hall is located at  
265 South 2nd Street, Robins, IA 52328

INDEMNITY AGREEMENT No charge (Filed with the City of Robins)

STALL DESCRIPTION	STALL DETAILS	STALL COST PER DAY	FULL MARKET SEASON (8 MARKETS)
<b>Agriculture -</b> Fruits/veggies/herbs, oils, spices/teas, honey, flowers/houseplants, wine/beer/kombucha	10' x 10'	\$10.00	\$80.00
Arts & crafts, prepared foods, pet supplies	10' x 10'	\$15.00	\$96.00 (\$24 savings)

Vendors will be assigned a stall location at the discretion of Market staff. Vendors must remain within the limits of the marked area.

## ADDITIONAL FEES & FINES

The Robins Farmers Market staff reserves the right to impose additional fines, as necessary.

Vendors are assessed any fines the week following a Market and will receive notice and invoice via email or postal mail. Payment is due by noon, the Friday before the next Market.

Vendors with unpaid fees will not be permitted to vend until their account is current.

## **NO SHOW FEE OR LATE CANCELLATION FEE - \$40**

Vendors shall notify the Robins Farmers Market Market Manager at 319-360-1795 by noon Monday the week of the market if they are not going to use their space. A No Show or Late Cancellation Fee of \$40 may be enforced if the Robins Farmers Market is not notified in advance of a vendor's absence from a Market. Any non-emergency cancellations made after this date may be subject to the fee. Market staff reserves the right to cancel a vendor's lease if the vendor has more than two No Show or Late Cancellation Fees assessed in a Market season.

## **LATE ARRIVAL FEE - \$30**

Late Arrival Fee of \$30 will be assessed to vendors arriving after 9:45 a.m. more than twice in the season.

## **TRASH DISPOSAL FEE - \$50**

Vendors are responsible for removal of all trash associated with their stall. A \$50 Trash Disposal Fee will be charged to vendors leaving trash in their stall or next to trash cans, to be paid prior to renting future space.

## **SMOKING FEE - \$100**

Smoking during markets is prohibited. If you are caught smoking during market hours, 10:00 a.m. -1:00 p.m., you will be fined \$100 dollars and may be subject to pay for damaged products in vendor stalls nearby.

## **RECKLESS DRIVING FEE - \$200 AND/OR REMOVAL FROM MARKET**

Vendors shall not exit the market venue prior to closing. Vendors shall not drive recklessly within the Market venue at any time. Penalties for leaving early or driving recklessly will include a fee of \$200 and potential removal from the Robins Farmers Market for the remainder of the season.

## **APPLICATION TO THE MARKET**

### **MARKET VENDORS**

**VENDORS WISHING TO BE CONSIDERED FOR A FULL SEASON SPACE SHOULD APPLY BY 4/22/2024.**

All persons/entities/organizations interested in selling their products at the Robins Farmers Market must be pre-approved by the Market Manager and Committee.

Selection of vendors is at the sole discretion of the Robins Farmers Market. Participation in any prior Robins Farmers Market does not guarantee participation in this year's Robins Farmers Market.

Applicants must apply electronically through FarmSpread (<https://farmspread.com/>) and must electronically sign a lease for their stall.

Applicants must ensure that their application is complete. This includes updated photos, accurate product lists and descriptions, updated contact information, etc. Incomplete applications will not be considered.

### Special note regarding samples:

- **Baked goods vendors:** Baked goods vendors who have never vended at the Robins Farmers Market are required to submit samples as part of the market application process. Applications will not be considered or reviewed until product samples have been submitted. (Make arrangements with the Market Manager to submit samples.) **This requirement only applies to baked goods vendors not previously approved to vend at the Robins Farmers Market.**
- All other vendors are invited to submit samples but will not be required to do so in order for their application to be considered. Samples allow our selection committee to better understand and promote your products. If selected to participate as a vendor in this year's Robins Farmers Market, vendors must then also provide any proof of permits/certificates/licenses as required by law, pay all required fees in a timely manner and acknowledge receipt of and compliance with the current Vendor Handbook prior to vending.

## CORPORATIONS/BUSINESSES

The Robins Farmers Market does NOT accept applications from corporations or businesses such as banks, realtors, insurance, politicians, cell phone or other service provider businesses/organizations. For corporations and businesses interested in sponsorship opportunities, please contact Jane Stevens at [robinsfarmersmarket@gmail.com](mailto:robinsfarmersmarket@gmail.com) or 319-360-1795.

## FRANCHISES

The Robins Farmers Market does NOT accept vendor applications from businesses that are franchises.

## MULTI-LEVEL MARKETING COMPANIES

The Robins Farmers Market does NOT accept vendor applications from Multi-Level Marketing companies.

## ACCEPTANCE INTO THE MARKET

Applications for booth space at the Robins Farmers Market are reviewed beginning in mid-March.

Email notifications will be sent to vendors who have been accepted to participate in the 2024 Robins Farmers Market season. Vendors who do not receive a notification by early May should check their status in their FarmSpread account.

## APPROVAL PROCESS

Traditional farmers market products (produce, flowers, meats, dairy, wine, etc.) are always given priority.

Remaining applicants (artisans, baked goods, prepared foods, etc.) are selected based on quality (as demonstrated by samples or photographs included in the application process), uniqueness, and diversity of product, as well as booth/table presentation.

Applicants are reviewed based on the entire range of products applied to sell at the Market. Please be thorough when completing your application.

Vendors will NOT be allowed to add or change products after the application process is complete, or throughout the duration of the Market season, without prior approval from Market staff.

Vendors are selected for the Robins Farmers Market based on a variety of factors and using a scoring process. The selection committee considers the following criteria when reviewing vendors:

- Type of product
- Quality of product and booth/table presentation (this is where providing samples or photos in your application can make a difference!)
- Previous farmers market experience – either in the Robins Farmers Market or other farmers markets
- Complete, accurate application (including submission of any requested pictures or samples)

## **PAYMENT**

Full payment for your rental stall is due within 10 days of the vendor receiving notification of acceptance from the Robins Farmers Market, or prior to vending.

Failure to pay by requested deadlines may result in terminating your participation in the 2024 season of the Robins Farmers Market.

Payment for stall rentals and additional fees can be made in the following ways:

- Credit Card – online via link from notification email. Cards accepted are Visa, Master Card, Discover or American Express. Please note that you may incur a 3.5% surcharge for using your credit card.
- Check – by mail to Robins Farmers Market, 230 Brougham Road, Robins, IA 52328. Checks should be made out to the Robins Farmers Market. Checks returned due to insufficient funds will be assessed with a \$25 fee per check and no future checks will be accepted from that vendor.
- Cash - make arrangements with the Market Manager to pay in cash.

Any previous account balances, including fees for insufficient funds, shall be paid prior to renting future space.

**NO REFUNDS WILL BE ISSUED FOR ANY REASON**

## **LICENSE REQUIREMENTS**

Vendors at the Robins Farmers Market will be required to obtain and provide proof of certain licenses, insurance documents, permits, etc. prior to vending.

**Copies of licenses must be uploaded in FarmSpread, or provided to Market staff, prior to vending at the Robins Farmers Market.**

## PERMITS/CERTIFICATES

Vendors must obtain necessary permits/certificates to sell the following items:

- Honey
- Poultry
- Eggs
- Meat
- Wine/Brewed Beverages
- Wild Morel mushrooms
- Salsa, shelf-stable

It is the sole responsibility of each vendor to be familiar with and abide by all state and federal regulations pertaining to the production, harvest, preparation, preservation, labeling and safety of products brought to the Market.

## POSSIBLE FOOD LICENSES NECESSARY

Additional licenses may be required depending on the type of business owned:

- Farmers Market potentially hazardous food license
- Mobile food license
- Temporary food service license
- Health department permit

Vendors with questions about food license requirements or certificates/permits should contact Linn County Public Health at 501 13th St. NW, Cedar Rapids, IA 52405 or by phone at 319-892-6000.

## SALES TAX PERMITS

It is an individual vendor's responsibility to ensure that, if necessary, proper sales tax is applied and appropriate permits are obtained.

Vendors may obtain an annual sales tax permit online at [www.state.ia.us/tax](http://www.state.ia.us/tax) or by calling 515-281-3114.

## LOGO/TRADEMARK LICENSES

Vendors must obtain appropriate licenses to sell logos or trademarked items. Examples of this include college/university logos, Disney products, etc.

## INSURANCE REQUIREMENTS

Upon acceptance into the Robins Farmers Market, vendors **must** provide proof of insurance. Please do not purchase this insurance until you have been accepted into the Market. Valid insurance policy certificates must be provided at least 30 days prior to the opening market date and uploaded to FarmSpread for full season vendors. Partial season vendors must have insurance policy certificates provided a minimum of one week prior to the first market in which they will vend. If you are unable to upload it, email it to [robinsfarmersmarket@gmail.com](mailto:robinsfarmersmarket@gmail.com) or by mail using the Robins City Hall address of 265 S. 2nd St., Robins, IA 52328. **IF YOU MAIL, ALLOW EXTRA TIME FOR MAIL CARRIER TO PROCESS.**



Vendors with policies that renew mid-market season must send the most recently updated certificate of insurance to Market staff before expiration of the previously provided policy.

All vendors must maintain a **minimum of a \$1M liability policy** and provide a Certificate of Liability **naming the following organization as additionally insured:**

City of Robins  
265 South 2nd St.  
Robins, IA 52328

The Robins Farmers Market is required to request this of our vendors by our insurance company. We are not able to make any exceptions to this request.

In most cases, the additionally insured (City of Robins) are given coverage only for their vicarious liability arising out of the acts of the named insured (the vendor). In other words, if a claim was presented against the additional insured that did not arise out of the activities of the named insured (vendor), there would be no coverage for the claim from the vendor's insurance.

SEE SAMPLE INSURANCE FORM ON FOLLOWING PAGE TO CONFIRM CORRECT CERTIFICATE INFORMATION. The highlighted portions must read EXACTLY as written in order to be accepted by Market staff. Please ensure your insurance provider is given this example to follow. Any incorrect certificates will be returned to the vendor with errors highlighted so that they may contact insurance providers for corrections. Under no circumstances is a vendor allowed to participate in the Market without valid insurance. Failure to provide a valid certificate of insurance will result in dismissal from the Market until the certificate is received.

## NONPROFIT ORGANIZATIONS

Nonprofit organizations are offered the opportunity to participate in the Robins Farmers Market at no charge, as space allows and at the discretion of Market Staff.

Organizations interested in being considered for space must complete the application on FarmSpread.com in the same way that a traditional market vendor would.

Organizations approved for space will receive an approval notice and be contacted with further instructions prior to the Market date.

It is preferred that organizations hand out information about their organization, and/or sell products within the normal market guidelines. However, exceptions can be made if the following guidelines are observed:

- The product is advertising the organization (i.e., logo products)
- Products have been approved for sale by the Market staff prior to the Market date

Nonprofits must prepare all food and beverage that is sold in their booth. All applicable health permits and licensing procedures apply to items being sold.

Nonprofits are subject to all applicable guidelines within the current Vendor Handbook and are expected to abide by the guidelines and policies as a paid vendor would.

## INCLEMENT WEATHER POLICY

**The Robins Farmers Market is a rain or shine event.**

Market staff takes the safety of our patrons and our vendors seriously.

The market staff is the only entity with the ability to close the venue.

The Market will close in the case of severe weather (i.e., thunder/lightning, tornadoes/heavy winds, or hail). Vendors and patrons should expect a closure of the market in the following instances:

- Lightning strikes within a 10-mile radius of our event venue. The venue may reopen 30 minutes after the last lightning strike, depending on the time of strikes.
- Sustained wind speeds of 40 mph or more. Gusts will be evaluated dependent on other weather factors.
- Sustained hail.
- Air Quality. For air quality of **RED** (unhealthy, index values of 151-200), we recommend that those patrons, volunteers, and vendors with sensitive health concerns remain at home. Please notify market staff if you fall into this category and will be staying home from the market. For air quality of **PURPLE** (very unhealthy, index values of 201-300) or **MAROON** (hazardous, index values of 301 or higher), the Robins Farmers Market will be canceled for the day.

Should the Market close, vendors will be notified by event staff members ASAP, and will be provided directions for safety. No refunds will be provided to any vendor, and no additional Market dates will be rescheduled.

Vendors are permitted to pack their product at any time to maintain quality and safety.

## VENDOR CONDUCT

### PRODUCT SALES

Vendors at the Market shall not approach a buyer for the purpose of making a sale while said buyer is in conversation with another vendor. **Vendors must remain within their allotted stall space when selling or sampling.**

### DRUG & ALCOHOL POLICY

Should a Vendor/Grower or any of its employees, agents or representatives enter the market under the influence of alcohol or drugs, they will forfeit the stall for a minimum of one day, and a maximum of the remainder of the Market season.

## ORDINANCE & REGULATION COMPLIANCE

All vendors are required to comply with all city ordinances, regulations, and rules together with state and federal laws relating to the Robins Farmers Market and the vendor's business conducted in the Market. Failure to abide by ordinance, laws and regulations may be the basis for suspension or expulsion. This includes but is not limited to: assault or abuse directed toward other vendors, customers, Market management, employees or the general public.

## CODE OF CONDUCT

The Robins Farmers Market may, at its discretion, cancel a lease without a refund or close any stall for any fraudulent, dishonest and deceptive practices, inappropriate conduct, activities or otherwise disturbing the peace by the vendor, or its employees, agents or representatives on the premises.

No vendor shall attract attention to products by outcry in a boisterous or annoying manner. Vendors shall not solicit customers who have not voluntarily approached their stall.

Display or sale of obscene, illegal, controversial or unsafe merchandise is prohibited, the determination of which is at the sole discretion of Market staff.

**The Robins Farmers Market reserves the right to refuse vendors at any time for any reason.**

## ADDITIONAL MARKET GUIDELINES

Items that may be sold at the Robins Farmers Market include:

- Fresh fruits & vegetables
- Meats
- Dairy
- Wines
- Plants/Flowers
- Honey
- Homemade jams & jellies
- Baked goods (except soft pies & custards)
- Specialty foods
- Foods prepared for consumption on-site
- Art
- Artisan gifts & crafts

**Vendors are required to use their stall for the sale of items produced or manufactured by the vendor, in his or her garden, farm, home or plant.** Vendors found selling items that violate this policy will be removed from the Market.

All ready-to-eat food must be in covered containers or individually wrapped.



Vendors shall display food and/or produce on well-constructed, safe, maintained, and clean tabletops and shelves.

All signs & price tags must be legible.

### SUBLEASING VENDOR BOOTHS

Vendors are not permitted to rent their space to anyone or permit additional vendors to sell goods in their space.

All vendor placement decisions are made by Market staff.

### ONE VENDOR BOOTH PER VENDOR

Vendors who have multiple businesses are permitted to have more than one stall next to each other. They must apply separately and as separate businesses. One vendor cannot have multiple stalls under one business.

### PRODUCTS

The Robins Farmers Market reserves the right to approve, refuse or limit products sold at the Market.

### MADE IN IOWA

**All products sold at the Robins Farmers Market must be grown, produced, fashioned or transformed in Iowa.** Vendors found selling items that violate this policy will be removed from the Market. **Vendors are only permitted to sell items they have produced or crafted themselves.**

### LIVE ANIMALS

No live animals can be sold at the market. Vendors are not permitted to have pets with them at the Market. Exceptions to this policy are made for service animals.

### SMOKING

The Robins Farmers Market is a No Smoking Area, pursuant to the Iowa Smoke Free Air Act. Vendors are not allowed to smoke while doing business at the Market. Vendors wishing to smoke must do so outside of the Market venue. Vendors failing to abide by this rule will be subject to the Smoking Fee.

### PRODUCT DAMAGE OR LOSS AT THE MARKET

The Robins Farmers Market and the City of Robins shall have no responsibility for damage or loss of use that the Lessee may incur because of acts of God, or any other cause not under the Robins Farmers Markets' control.

### MUSIC

Vendors are permitted to play music that can be heard within their booths, but reasonable volume levels must be maintained. Market staff reserve the right to ask vendors to turn off music if it is above reasonable levels and/or if staff deem the music inappropriate.

## SET UP POLICIES

Vendors may start setting up at 8:30 a.m.

Vendors requiring more time to set up should make arrangements with the Market Manager prior to the market date.

Vendors should arrive in a timely manner in order to be set up prior to the 10:00 a.m. market start time.

### PLEASE BE ON TIME!

Market staff will be available to guide vendors to their assigned stall, make adjustments and answer questions.

Vendors must check in with Market Staff prior to entering the market.

## SUPPLIES

The Market does not provide any set up equipment or supplies. It is the responsibility of the vendor to provide any/all tables, chairs, cash registers or cash boxes, signage, extension cords, tape, decoration, display equipment, tent, tent weights and proper city, county, state, and federal licenses necessary to do business.

## ELECTRICAL ACCESS

No electrical access will be available to vendors.

## GENERATORS

Vendors are permitted to use generators not exceeding 70 decibels when in full operation. All efforts should be made to place generators and extension cords away from patrons.

## VEHICLES

After unloading, vendors will move their vehicles to the designated vendor parking area. Vendors are expected to drive with caution in the market venue.

## STALL BOUNDARIES AND APPEARANCE

Vendors shall keep their stall and surrounding area clean at all times. All spare stock, packing materials, cardboard boxes, and bags are to be kept in an orderly fashion as well.

Vendors are required to keep all contents, and products in the boundaries of their assigned stall.

## CANOPY

The Robins Farmers Market does not provide canopies to vendors.

All canopies must be secured and weighted on all four corners - 25 pounds per corner is recommended. No drilling or staking is permitted.

## TEAR DOWN & CLEAN-UP POLICIES

Vendors will have approximately 60 minutes to tear down and leave their stall.

Stalls should be left as they were found: empty, picked up and swept clean (if applicable).

Any and all merchandise, valuables, vehicles, trailers, tables, chairs, equipment, signage, décor, displays and trash must be removed by the designated closing time for that Market Day.

All trash should be disposed of or taken with vendors when they leave. Vendors failing to abide by this rule will be subject to the Trash Disposal Fee.



## INDEMNITY AGREEMENT

\_\_\_\_\_ d/b/a \_\_\_\_\_ Printed  
Name Business Name, if applicable

agrees to hold harmless and indemnify and defend the City of Robins and its employees, the Robins Civic Club and its volunteers, and the Robins Farmers Market and its volunteers, from all liability claims, demands, causes of action, suits or judgements for death or injury to persons or property, including attorneys' fees and costs, arising out of or in connection with concessionaire's use of the premises or the intended use thereof from all liability claims arising out of:

- 1) the actions of myself, my employees, agents and helpers at the Robins Farmers Market;
- 2) items brought to the Robins Farmers Market (including vehicles, booth materials, umbrellas);
- 3) items sold at the Robins Farmers Market; and
- 4) other liability except that arising out of the sole negligence of the City of Robins.

I agree that this Indemnity Agreement shall include all concessionaire employees, agents, helpers, or any other persons using the space on the concessionaire's behalf.

I have received and read the rules for the Robins Farmers Market and the indemnity agreement and I agree to abide by them as I participate in the Robins Farmers Market. Failure to abide may lead to my being ineligible to vend at said market.

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

## RESOLUTION NO. 0324-1

### RESOLUTION SETTING PUBLIC HEARING TO HEAR COMMENTS AND CONCERNS RELATING TO THE FY '25 GENERAL FUND PROPOSED PROPERTY TAX LEVY

WHEREAS, the City Council proposes to approve the fiscal year FY '25 proposed property tax levy and finds that a public hearing should be held thereon,

NOW THEREFORE, it is resolved by the City Council of the City of Robins, Iowa, that it will meet at 7:00 p.m. o'clock on the 2<sup>nd</sup> day of April, 2024 at the City Hall 265 S. Second Street, in Robins, Iowa, at which time it will hear comments for or against the approval of the General Fund Proposed Property Tax Levy and the City Clerk is hereby authorized and directed to publish notice of this public hearing in accordance with State Law.

PASSED AND APPROVED, this 18<sup>th</sup> day of March 2024.

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Chuck Hinz, Mayor

ATTEST:

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Lori Pickart, City Clerk

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 4/2/2024 Meeting Time: 07:00 PM Meeting Location: Robins City Hall, 265 S. Second Street, Robins, Iowa 52328

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After the hearing of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)  
 www.cityofrobins.org

City Telephone Number  
 (319) 393-0588

Iowa Department of Management	Current Year Certified Property Tax 2023 - 2024	Budget Year Effective Property Tax 2024 - 2025	Budget Year Proposed Property Tax 2024 - 2025
Taxable Valuations for Non-Debt Service	214,215,369	228,347,814	228,347,814
Consolidated General Fund	991,059	991,059	1,025,670
Operation & Maintenance of Public Transit	0	0	0
Aviation Authority	0	0	0
Liability, Property & Self Insurance	0	0	95,550
Support of Local Emergency Mgmt. Comm.	0	0	0
Unified Law Enforcement	0	0	0
Police & Fire Retirement	0	0	0
FICA & IPERS (If at General Fund Limit)	0	0	83,171
Other Employee Benefits	0	0	82,543
Capital Projects (Capital Improv. Reserve)	0	0	0
Taxable Value for Debt Service	239,930,745	256,987,923	256,987,923
Debt Service	219,849	219,849	463,807
CITY REGULAR TOTAL PROPERTY TAX	1,210,908	1,210,908	1,750,741
CITY REGULAR TAX RATE	5.54276	5.19561	7.44063
Taxable Value for City Ag Land	2,849,528	2,869,128	2,869,128
Ag Land	8,560	8,560	8,607
CITY AG LAND TAX RATE	3.00375	2.98348	2.99987
<b>Tax Rate Comparison-Current VS. Proposed</b>			
Residential property with an Actual/Assessed Value of \$100,000	Current Year Certified 2023/2024	Budget Year Proposed 2024/2025	Percent Change
City Regular Resident	303	345	13.86
Commercial property with an Actual/Assessed Value of \$100,000	Current Year Certified 2023/2024	Budget Year Proposed 2024/2025	Percent Change
City Regular Commercial	303	345	13.86

Note: Actual/Assessed Valuation is multiplied by a Rollback Percentage to get to the Taxable Valuation to calculate Property Taxes. Residential and Commercial properties have the same Rollback Percentage at \$100,000 Actual/Assessed Valuation.

**Reasons for tax increase if proposed exceeds the current:**

Increased tax rates are due to increased costs for the Indian Creek Sanitary Sewer Upgrade.

## RESOLUTION NO. 0324-7

### RESOLUTION SETTING PUBLIC HEARING TO HEAR COMMENTS AND CONCERNS RELATING TO THE FY '25 MUNICIPAL BUDGET

WHEREAS, the City Council proposes to approve the fiscal year FY '25 Municipal Budget and finds that a public hearing should be held thereon,

NOW THEREFORE, it is resolved by the City Council of the City of Robins, Iowa, that it will meet at 5:30 p.m. on the 8<sup>th</sup> day of April, 2024 at the City Hall 265 S. Second Street, in Robins, Iowa, at which time it will hear comments for or against the approval of the FY '25 Municipal Budget and the City Clerk is hereby authorized and directed to publish notice of this public hearing in accordance with State Law.

PASSED AND APPROVED, this 18<sup>th</sup> day of March 2024.

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Chuck Hinz, Mayor

ATTEST:

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Lori Pickart, City Clerk

**NOTICE OF PUBLIC HEARING – PROPOSED BUDGET**  
**Fiscal Year July 1, 2024 - June 30, 2025**

**City of: ROBINS**

**The City Council will conduct a public hearing on the proposed Budget at: Robins City Hall, S. Second Street, Robins, IA Meeting Date: 4/8/2024**  
**Meeting Time: 05:30 PM**

**At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.**

**City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.**

**The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.**

The estimated Total tax levy rate per \$1000 valuation on regular property 7.44063

The estimated tax levy rate per \$1000 valuation on Agricultural land is 2.99987

**At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.**

Phone Number  
(319) 393-0588

City Clerk/Finance Officer's NAME  
Lori Pickart

		Budget FY 2025	Re-estimated FY 2024	Actual FY 2023
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	1,759,348	1,439,317	1,642,162
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	3	1,759,348	1,439,317	1,642,162
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	697,458	670,188	843,366
Other City Taxes	6	508,000	344,421	514,165
Licenses & Permits	7	47,500	52,560	39,847
Use of Money and Property	8	75,500	35,700	133,330
Intergovernmental	9	445,949	435,980	725,842
Charges for Fees & Service	10	509,812	404,380	457,240
Special Assessments	11	0	0	0
Miscellaneous	12	41,390	53,000	108,859
Other Financing Sources	13	0	2,045,000	0
Transfers In	14	697,458	670,188	874,096
<b>Total Revenues and Other Sources</b>	15	4,782,415	6,150,734	5,338,907
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	466,975	209,192	440,595
Public Works	17	1,144,066	74,212	1,461,867
Health and Social Services	18	0	0	0
Culture and Recreation	19	602,760	293,717	162,187
Community and Economic Development	20	513,066	52,250	97,621
General Government	21	387,515	287,744	375,823
Debt Service	22	1,163,206	856,341	1,152,930
Capital Projects	23	378,059	3,397,023	766,744
<b>Total Government Activities Expenditures</b>	24	4,655,647	5,170,479	4,457,767
Business Type / Enterprises	25	621,832	416,156	409,018
<b>Total ALL Expenditures</b>	26	5,277,479	5,586,635	4,866,785
Transfers Out	27	697,458	670,188	874,096
<b>Total ALL Expenditures/Transfers Out</b>	28	5,974,937	6,256,823	5,740,881
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	-1,192,522	-106,089	-401,974
Beginning Fund Balance July 1	30	7,552,426	7,658,515	8,060,489
<b>Ending Fund Balance June 30</b>	31	6,359,904	7,552,426	7,658,515