

Oak Park Farmers' Market Commission
Meeting Minutes
January 8, 2014
Village Hall – Room 101

Present: Chairperson: Jennifer Lowe; Commissioners: Rebekah Braslow, Molly Carson; Warren Bakker, Lisa Capozzi, Market Manager: Jessica Rinks, Staff Chairperson: Mike Charley, Trustee Liaison: Ray Johnson

Excused: Commissioners: Aly Schoenfeldt, Farmers' Liaison: Jim Vitalo; Church Liaison: Jeff Petertil

1. Call to order at 7:05 pm
2. Agenda Approval - The Commission approved the agenda
3. Public Comment – None
4. Minutes - Minutes were approved from November 13, 2013 meeting
5. Administrative Report from staff liaison
 - a. Jessica Rinks communicated that 13 vendor surveys have been completed to date, Jessica provided a brief summary of some of the survey results
 - i. All 13 vendors have said they are coming back
 - ii. Vendor of the week program - 12 vendors answered this question.

There were mixed responses from vendors in regards to whether to continue the vendor of the week. The commission discussed the vendor of the week further. The outcome of the vendor of the week discussion is that Rebekah Braslow will provide a recipe or two based on the vendor's products and provide copies of the recipes at the vendor of the week display.
 - iii. Credit card processing - 9 of 13 vendors said they would continue to use the wireless device even if the Village charged them a fee
 1. Molly Carson made statement that not only does the Village incur the wireless fees but two paid staff members must manage the wireless device at all times. Managing the device is at the expense of other tasks the market manager and/or market assistant could be doing such as monitoring market activity outside of the market's information booth.
 - b. Jessica Rinks provided a summary of the wireless sales data from 2013
 - c. Mike Charley communicated that John Owens, Farmers' Market Assistant resigned
 - d. Jessica Rinks stated that the vendor application will be sent out around February 1st.
6. Vendor Liaison - no report, vendor liaison not in attendance
7. Church Liaison - no report, vendor liaison not in attendance

8. Old Business: Review of Ordinances - Molly provided a brief overview of why the commission is considering suggesting amendments. Mike Charley communicated that he met with the Village Attorney and Assistant Village Attorney and that they agreed to meet with him and review the recommendations of the commission and then work on amending the applicable sections of the market.
9. New Business: 2014 Market Dates - Jennifer Lowe stated that Jeff Petertil, Church liaison submitted an email to her where he observed that there was one less week in this year's market compared to last year's market. Jeff asked if the Village would consider starting the market one week earlier (the third to the last Saturday in May). The outcome of the discussion was that Jessica Rinks would touch base with the other Village Departments that are involved in the market to determine how the early opening or late closing would affect them. She will also check for the food truck rally (May) and with the vendors to determine their availability. Trustee Ray Johnson stated that he believes the Village Board would support extending the market.
10. Board Member Comments – Jennifer Lowe communicated that Farmers' Market Commissioner Bob Melican has resigned. Warren Baker asked if the Double Coupon program would continue? Jessica Rinks stated that she has submitted a document to Experimental Station requesting that remaining 2013 funds be carried over and also requested additional monies for 2014.
11. Meeting Adjourned at 8:28 pm

Next Meeting Wednesday, February 12, 2014