



FARMERS' MARKET COMMISSION
Meeting Minutes
February 17, 2016
Village Hall – Room 102

Present: Commissioners:, Chairperson: Molly McDonough Carson, Joanne Balice, Dominic Cianciolo, Erin Schoop, Mary Chris Jaklevic, Jennifer Purrenhage, Erin Schoop, Jasmine Cleofe, Sandra Novack-Gottshall; Staff Liaison: Mike Charley; Farmers' Market Manager: Jessica Rinks

Excused: Commissioners: Adam Gill, Todd Kuna, Courtney Greve-Hack; CIC Liaison: Frank Pond; Church Liaison Jeff Petertil; Vendor Liaison: Jim Vitalo

1. Call to Order at 7:03 pm
2. Agenda Approval: Agenda approved, first by Balice, second by Cianciolo
3. Public comment: none
4. Approval of minutes (January 13, 2016): minutes approved, first by Cianciolo, second by Cleofe
5. Church Liaison Report (Jeff Petertil): McDonough Carson read a short email she received from Jeff Petertil. The email stated that the Donut Committee would be holding its first winter meeting on Sunday February 21 and he questioned whether there would be 24 market dates again. Market staff will respond to his inquiry.
6. Vendor Liaison Report (Jim Vitalo): no report
7. Chair Report
 - a. Ordinance Update – Molly stated that Commissioner Adam Gill is working on ordinance amendment recommendations. Molly communicated that she would like to update the Rules of Operation including adding any new language as recommended on progressive discipline. The commission had some discussion on whether or not to add prepared foods to the market. Discussion included past history, different vendor types and ready-to-eat prepared food vendors. The commission agreed to table discussion on this for now.
8. Farmers' Market Liaison Report (Mike Charley)
 - a. Staffing updates: Charley communicated that he spoke to the Human Resources Department today and the Farmers' Market Manager job posting should be posted within the next couple of business days.
9. Farmers' Market Manager Report (Jessica Rinks)
 - a. Vendor Application Update: vendor applications went out to vendors on Monday.
 - b. The 2016 Bake Sale application went out today to past bake sale participants.
 - c. Vendor updates: Three Queens (maple syrup) and Wettstein Organic Farm are not returning to the market. Staff are actively looking for a new meat vendor.

Jessica stated that there are two bread vendors that have shown interest in applying to participate: Bread of Heaven and Katic.

- d. Farmers' Market Conference – Jessica communicated that Mike Charley, John Owens and her presented at the 2016 Illinois Farmers' Market Association Conference at the Chicago Cultural Center. The title of the presentation was “Data Collection and Visualization for Farmers' Markets” and they presented on the Village's LINK/Double Coupon programs and use of the Access database and reports generated as part of the program.

10. Ordinance Updates – (See Chairperson's report above.)

11. Committee/Project Reports

- a. Schoop shared that the Friends recruitment night has been scheduled for Thursday May 12 at 7:30 pm at the Oak Park main public library.
- b. McDonough Carson reminded the commission that planning must start soon with Go Green Days and the first Kids' event. Jaklevic communicated that she would take the leading role in coordinating the Go Green Days event.
- c. Schoop recommended having a master calendar with all special events prepared soon. It was agreed that a master calendar will be set by the next commission meeting scheduled for March 9.

12. Old Business: None

13. New Business: Jaklevic shared that she attended a January 28 Commission Chair meeting. She communicated that the Village will have a volunteer appreciation event on April 28, food will be served. The Village will be notifying all volunteers of the event. Balice stated that she will contact the Lake Theatre to get some marketing on the marquee prior to the start of the market season.

14. Adjourn at 8:17 pm , first by Schoop, second by Novack-Gotshall

Next Meeting: Wednesday, March 9, 2016 in room 102, Village Hall @ 7:00 p.m.