

FARMERS' MARKET COMMISSION

Meeting Minutes

March 9, 2022, 7:00 pm

Conducted Remotely

Commission Members Present: Chairperson Rachel Hahs, Dominic Cianciolo, Jessica Green, Dina Ross, Jill Stewart, Liz Stolfa

Commission Members Not Present: Myndi DeVore, Julia Knier

Staff Liaisons Present: Dr. Theresa Chapple, Sara Semelka, Cindy Hansen

Pilgrim Church Liaison Present: Leslie Sutphen

Vendor Liaison Present: Frank Damiano

Call to Order. Chairperson Hahs called the meeting to order at 7:03 pm.

Agenda Approval. Chairperson Hahs requested to move the Village Staff Update up. Commissioner Ross made a motion and Commissioner Cianciolo seconded to approve.

Approval of the Minutes. Commissioner Ross made a motion and Commissioner Cianciolo seconded to approve the November 10 minutes. Commissioner Stolfa made a motion and Commissioner Ross seconded to approve the February 9 minutes.

Public Comment. There were no public comments submitted for this meeting.

Chairperson's Report. Chairperson Hahs is stepping down as chair but will remain a commissioner. Commissioner Knier will be at the Board of Trustees meeting for approval for her to become chair. The health department doesn't currently have staff to do the required inspections for onsite food preparation.

Village Staff Update. Ms. Semelka reported that hiring a manager is our top priority and asked commissioners to share the position with their networks. Staff are stepping in to process vendor applications and the commission might also be able to support some of the upfront work. Bake sale applications went out and guidelines are posted online. We meet with the transition team weekly and we met onsite at Pilgrim.

If COVID-19 metrics remain low, we plan to open the market as we did pre-pandemic. We will need a plan if we have to put mitigations back in place. This also applies to the tables by the donuts and musicians. Three of the 17 vendors in process are new. We want to be sure we are not approving vendors that do not meet our requirements.

Commissioners would like the vendor survey response rate and insight on why it was lower this year. Ms. Semelka will send the numbers to commissioners and Ms. Sutphen.

Committee/Project Reports:

Volunteer. Commissioner DeVore was not present at the meeting.

Communications and Logo. Commissioner Stewart reported that the group reviewed the four submissions and came to a unanimous decision about one that is a whole system of ideas we can implement. We will share at the next meeting. We may put together a communications plan for rolling out the design and ordering merchandise.

Children's Events. The market manager creates a full calendar to determine where there is room for special events and children's events.

Events. Go Green Days are usually the first two Saturdays, Corn Roast is the first Saturday in August, Pie Contest is in September, Stone Soup is the last day. We have pop-up vendors and chef demos. We decided Labor Day weekend is not good. We talked about doing an Apple Festival but may postpone it another year. We will be able to have pop-up vendors and bake sales this year.

Sustainability. Commissioner Knier knows that Go Green Days are a go.

Liaison Reports:

Pilgrim Church Liaison. Ms. Sutphen is signing up donut partners, most are coming back. We'll continue to package donuts in threes and mask in our donut preparation. Commissioners should let her know of any non-profits that might be interested in partnering. We can ask the donut committee how they'd like to approach sharing the info. Last year's partners are posted on Pilgrim's website.

Market Vendor Representative. Mr. Damiano advocated for more special events. He heard from customers and vendors that it seemed empty the first month.

Old Business:

Special Event Dates. The commission may be able to help in setting up this year's calendar. Our next step is to look at mapping and scheduling.

New Market Manager – Commission Support. Chairperson Hahs will circulate the spreadsheet and commissioners should send her their updates. A revised spreadsheet will be circulated for the April meeting.

New Business:

Open Meetings Act training. OMA training is required for new members. If you need the information again, please contact Chairperson Hahs.

Adjourn. With no further business, Commissioner Cianciolo made a motion to adjourn. Commissioner Ross seconded. Chairperson Hahs adjourned the meeting at 8:02 pm.