



FARMERS' MARKET COMMISSION
Meeting Minutes
January 13, 2016
Village Hall – Room 101

Present: Commissioners: Adam Gill, Todd Kuna, Joanne Balice, Dominic Cianciolo, Erin Schoop, Courtney Greve-Hack, Mary Chris Jaklevic, Jennifer Purrenhage, Erin Schoop; Staff Liaison: Mike Charley; Farmers' Market Manager: Jessica Rinks; Vendor Liaison: Jim Vitalo

Excused: Commissioners: Chairperson: Molly McDonough Carson, Jasmine Cleof, Sandra Novack-Gottshall; CIC Liaison: Frank Pond; Church Liaison Jeff Petertil

1. Call to Order at 7:00 pm
2. Agenda Approval: Agenda approved, first by Jaklevic, second by Gill
3. Public comment: none
4. Approval of minutes: minutes approved, first by Balice, second by Cianciolo
5. Church Liaison Report: no report
6. Vendor Liaison Report – Jim Vitalo stated that he has received no complaints from any growers in the off season and that he is looking forward to new season. Vitalo mentioned something regarding Farmers Market Management and in response Jessica Rinks announced to the commissioners that she has obtained a new position with the Cook County Clerk's Office and her tenure as Farmers' Market Manager will end as early as the end of February.
7. Chair Report- Courtney Greve Hack is chairing this meeting in the excused absence of regular Chair McDonough Carson.
 - A. Greve Hack communicated that Chair McDonough Carson would like to know if any commissioners were interested in participating in an ordinance subcommittee. Commissioner Gill and commissioner Balice stated they would participate in the subcommittee.
 - B. The Mission Statement was approved at the last meeting. On behalf of Chair McDonough Carson, Greve Hack read a draft letter that McDonough Carson plans on sending to the vendors. The letter provided information on the 2015 accomplishments, the mission statement, invited vendors to participate in commission meetings and invited vendors to provide feedback to the Village that would improve market operations. Todd Kuna asked if we can get the mission statement posted to the Farmers' Market website. Staff Liaison Mike Charley responded he would check with the Communications Department.
8. Farmers' Market Liaison Report (Mike Charley)
 - A. Staffing updates: Charley communicated that three of the five Farmers' Market Assistants have communicated that they are returning for 2016. Charley then reiterated that Jessica Rinks will be leaving the Village at the end of February. Charley will submit personnel requisitions soon to start the process of hiring new

staff.

- B. 2016 Farmers' Market Budget Presentation: Charley distributed the 2016 Farmers' Market budget to the commissioners and described each line item.
9. Farmers' Market Manager Report (Jessica Rinks)
- A. Vendor Survey - Jessica Rinks provided an overview of the survey results.
 - B. Changes to Debit/credit processing at the market - Mike Charley provided information on some changes that may occur with the wireless processing policies and procedures including:
 - a. Charging vendors for debit/credit. Charley stated that each vendor will be charged a percent of their sales based on the costs associated with managing the merchant services account. Charley communicated that vendors would not be charged for LINK processing.
 - b. Streamlining wireless processing making it more efficient. Charley communicated that the process of managing transactions at the market will be updated so that computer data entry will not be necessary at the market. This will increase efficiency and most likely reduce the need for two staff to manage the processing of credit, debit and LINK cards at the market.
 - c. Require vendors to process LINK if they sell LINK eligible products, credit/debit is optional. Charley communicated that the plan is to add a clause in the vendor contract requiring those vendors that sell LINK eligible products to participate in the LINK processing program; credit/debit processing will be optional however.
10. Ordinance Updates - Next Steps: See prior notes in minutes regarding the new ordinance subcommittee.
11. Committee/Project Reports
- A. Children's Activities: Todd Kuna stated that he had created a list of all the organizations that have supported the market in the past. He will be contacting all of them in advance of the 2016 market starting, so everything is scheduled prior to the start of the market.
 - B. Erin Schoop recommended creating a postcard size magnet for a giveaway at A Day in Our Village and at the market. Her recommendation was well received by the commission. The magnet would contain key market dates and special events.
12. Old Business: None
13. New Business
- A. Jessica Rinks communicated that the bake sale process will be a lottery process in 2016 (no longer first submitted first scheduled). Todd Kuna recommended leveraging the bake sale participants to encourage them to volunteer as Friends of the Market.
14. Adjourn at 8:26 pm , first by Schoop, second by Jaklevic

Next Meeting: Wednesday, February 9, 2016 in room 101, Village Hall @ 7:00 p.m.