



FARMERS' MARKET COMMISSION
Meeting Minutes - Draft
April 13, 2016
Village Hall – Room 102

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

Excused:; CIC Liaison: Frank Pond; Church Liaison Jeff Petertil;

1. Call to Order at 7:05 pm
2. Agenda Approval: Agenda approved, first by Balice, second by Cianciolo
3. Public comment: none
4. Approval of minutes (March 9, 2016): minutes approved, first by Novack-Gottshall, second by Gill
5. Church Liaison Report (Jeff Petertil): Donut sales scheduling is working well. The donut kitchen commercial kitchen ventilation fan was installed during the off season. It is likely that the donut prices will increase in 2016. The church is trying to compost more food items from the kitchen. Jeff asked whether the commission had any ideas regarding how to best sort the different forms of garbage, including compost at the farmers' market. Molly will reach out to Karen Rozmus at Public Works for ideas and for literature. Erin asked about community service persons participating in some way. Charley will reach out to Adjudication.
6. Vendor Liaison Report (Jim Vitalo): No significant updates
7. Chair Report (Molly McDonough Carson)
 - a. Vegetable of the Week – YMCA: Create glossy card, distribute at the market. YMCA is requesting a booth at the market up to 12 of the markets. Erin motion to move forward with the West Cook YMCA Farmers' Market proposal. Sandy second. Motion passed.
 - b. In-kind marketing proposal – WBEZ: Molly handed out a letter/agreement from Chicago Public Media for them to provide free marketing to the market in return for the opportunity to participate at the market four times in 2016. Motion: Adam: Commission to negotiate the terms of the contract and for Molly to interact with WBEZ. Jasmin Second. Motion passed. Charley communicated he would share the current agreement terms with the Village Attorney and provided feedback to the commission.
8. Farmers' Market Liaison Report (Mike Charley)
 - a. Staffing updates: Jessica Rinks is returning. There are a number of interviews scheduled for next week for the Farmers' Market Assistant position.
9. Farmers' Market Manager Report (Jessica Rinks)
 - a. Bake Sale: There were 18 applicants. All applicants are scheduled for a bake sale date.
 - b. 2016 Vendor Application Update: Had 5 meat vendor applicants. Top three were Mint Creek, Jake's Country Meats and Sandhill Organics (current vendor). Jessica has reached out to current vendors and other market managers and her recommendation is to approve Mint Creek as the second meat vendor. The commission discussed the limitation on meat vendors in the current Farmers' Market Ordinance. A motion was made by Adam Gill to amend section 18-2-2 definitions of the ordinance under Grower or Producer to strike the sentence that states "No more than two permits can be issued in any market season for the sale of meat poultry and fish" Second by Courtney. Motion passed. Charley will follow-up. In regards to break, there were several bread applicants, Jessica chose Katic based on their menu offerings.

10. Committee/Project Reports:
 - a. Go Green Days: Mary Chris is managing this event. She has had some positive feedback from potential participants to-date and will work on getting all the groups scheduled for the first two market dates.
 - b. Kids' Day Activities: Todd Kuna and Courtney Greve Hack are managing kids' activities. They have reached out to past participants and the response has been enthusiastic. The groups have started submitted which dates they would like to participate and Todd and Courtney will coordinate and schedule the groups for available open dates at the market.
 - c. Volunteer support: Erin reminded everyone that there is a Sign up Genius for volunteers to sign up for specific market dates to volunteer.
 - d. Day in Our Village: Erin showed the commission a draft hand out that can be given out that shows the calendar of events for the market. She will continue to work on this handout.
11. Old Business:
 - a. Head-in the hole board: Todd showed the commission the designs for the head-in-the hole board.
12. New Business: None
13. Adjourn at 8:40 pm, first by Schoop, second by Greve-Hack

Next Meeting: Wednesday, May 11, 2016 in room 101, Village Hall @ 7:00 p.m.