



FARMERS' MARKET COMMISSION  
Meeting Minutes  
September 14, 2016  
7:00PM  
Village Hall – Room 102

Present: Chairperson: Molly McDonough Carson; Commissioners: Erin Schoop, Jasmine Cleof, Dominic Cianciolo, Joanne Balice, Adam Gill, Jennifer Purrenhage; CIC Liaison: Frank Pond; Farmers' Market Manager: Kelly Katzmann; Staff Liaison: Mike Charley

Excused: Commissioner: Sandra Novack-Gottshall, Todd Kuna, Mary Chris Jaklevic, Church Liaison Jeff Petertil; Vendor Liaison: Jim Vitalo

Guests: Julia Knier

- 1) Call to Order @ 7:05 pm
- 2) Agenda Approval: Agenda approved, first by Purrenhage, second by Gill
- 3) Public Comment: Julia Knier introduced herself, she is attending the meeting as part of the process of applying to be a Farmers' Market Commissioner.
- 4) Approval of Minutes – August 10, 2016: Minutes approved, first by Gill, second by Purrenhage
- 5) Church Liaison Report (Jeff Petertil), not present
- 6) Vendor Liaison Report (Jim Vitalo), not present
- 7) Chair Report: Molly communicated the her time as chair of the commission ends April 7, 2017. A new chair will be needed after that date.
- 8) Farmers' Market Liaison Report (Mike Charley): No updates
- 9) Farmers' Market Manager Report (Kelly Katzmann)
  - a) Merchandise is being ordered, clothing.
  - b) Katzmann thanked Jessica Rinks for helping with the transition to the Manager position.
  - c) Bake sale inquiries: Katzmann communicated that she had received 5 bake sale requests recently. Katzmann stated that she will make sure she emails all potential bake sale participants the 2017 application when available and will send reminder emails if applicable.
  - d) Johansen's not showing up: McDonough Carson communicated that Sandy Novack Gottshall submitted an email where she stated her concern that Johansen's did not show up at several market dates in a row. Katzmann communicated there have been three dates total for 2016. The question came up whether they should be allowed to participate in 2017 because of their unexcused absences. Katzmann will talk to Johansen's at Saturday's market.



- e) Mint Creek: There were two complaints regarding their meat being frost-bitten. Katzmann thinks that the complaint came in from the same person. Staff will monitor the situation.
- f) McDonough Carson recommended that full vendor applications be submitted for next year so that more up-to-date and complete records can be collected. There may have been changes in products the last couple of years, so this may be something that should be done. Gill recommended notifying the vendors in advance that a full application may be required for 2017, so they have time to prepare for their application.

#### 10) Committee/Project Reports

- a) Sandy Novack Gotshall submitted an email which stated that she did an attendance survey on the corn roast date. Attendance for the Corn Roast date was down 1,000 patrons compared to last year's corn roast date. Attendance for 2017 was 4,731 patrons, and for 2016 was 5,650 patrons.
- b) The corn Roast net was \$1451 in 2016 vs \$1838 for 2015.
- c) Volunteering at Market: Purrehage communicated that the commission may want to look into encouraging more teenagers to volunteer at the market, specifically set-up and tear-down times at the market. Purrehage will take steps to see if she can recruit more teenagers. The question came up as to what the minimum age for volunteering at the market was. Charley sent Village Attorney Paul Stephanides an email during the meeting with this inquiry.
- d) Stone Soup: Cleofe stated that it appears Piggy Back is no longer willing to cook the stone soup. She has reached out to Winberie's and they have shown interest.

#### 11) Old Business

- a) Review and approve 2017 Work Plan: The commission voted to approve the 2017 work plan, first by Schoop, second by Gill. Charley will submit the work plan to the Village Manager's Office and the work plan will be sent to the Village Board for their review and approval.
- b) Parking Garage & OPRF High School Pool: This item was tabled until next meeting.

#### 12) New Business, none

#### 13) Adjourn @ 8:40, first by Cleofe and second by Balice

Next Meeting Wednesday, October 12, 2016, 7-9 pm, Room 101, Village Hall