

FARMERS' MARKET COMMISSION

DRAFT Meeting Minutes

August 11, 2021

7:00 PM

Conducted Remotely

Commission Present: Chair Rachel Hahs, Dina Ross, Jill Stewart, Myndi Devore, Julia Knier, Dominic Cianciolo, Katie Weaver, Liz Stolfa, Jessica Green

Director Health Department Present: Dr. Theresa Chapple-McGruder

Staff Liaison Present: Cameron Davis.

Farmers' Market Manager Present: Kimball Ingram.

Others Present: Church Liaison Leslie Sutphen and Mr. Frank Pond, CIC Liaison

- **Call to Order:** The meeting was called to order by Chairperson Hahs at 7:01 pm.
- **Agenda Approval:** A motion to accept the agenda, as presented, was made, seconded and approved.
- **Public Comment:** Staff Liaison Davis stated that no public comment had been submitted, per the directions provided on the agenda document.
- **Approval of Minutes:**
 - The commission discussed updates to the meeting minutes
 - Commissioner Knier asked if Kimball had reached out to Dr. Chapple about the prepared foods pilot. Kimball reported that he had not reached out to Dr. Chapple, but that the idea hadn't gotten traction because of the pandemic.
 - A motion was made, seconded and approved to approve the July 14th meeting minutes with the following changes:
 - Numerical sequence, change second number 12 to 13
 - Change Frank Pond's title to CIC Liaison
 - Change the language in the Farmers' Market manager report to note the reported increased sales was a comparison 2021 sales to 2020 sales only.

Chair Hahs also requested that future minutes are less detailed and more concise for the commissioners to review. Staff Liaison Davis agreed to shorten the minutes.
- **Chair Report (Rachel Hahs):**
 - The Commission has been able to coordinate with Kimball and other organizations, to organize special events and children's activities this year.
 - The commission can provide input/direction regarding the types of vendors we'd like to bring to the market if not in 2021, then 2022.
 - Commissioner Hahs suggested Farmers' Market merchandise could be displayed near the entrance to increase visibility. Commissioner Knier agreed it's best to sell as much as possible this year as next year there will possibly be a change in logo.
- **Health Director Report (Dr. Theresa Chapple McGruder):**
 - Dr. Chapple McGruder shared that there has been significant increase in COVID cases in Oak Park over the last few weeks. With this in mind the Health Dept. will be looking at events as to what can continue and what will need to be scaled back. The Delta variant transmits within 5 minutes as opposed to COVID19 15-minute transmission meaning there is no longer a level a protection for outdoor spaces. She will review the Farmers' Market current Health Order and will have a new order out soon, based on the new variant and its transmission. She will carefully look at all the upcoming Farmers' Market events to determine which ones can happen in a safe manner and which cannot work with the mitigation, especially ones that draw young children that

can't be vaccinated.

- The commission discussed how to run the corn roast to minimize congregation near the event and keep people moving quickly. Farmers' Market Manager Ingram stated that the Corn Roast's layout includes social distancing in the line along Lake Street and separates ticket sales from corn pickup tables which will help with minimizing crowds.
- Commissioner Ross asked about whether children's activities will be looked at individually or as a whole as some may be more problematic than others. Dr. Chapelle indicated she will look at each event. Commissioner Ross will send short descriptions of each activity to help with the decision.
- Pie Contest will be looked at by the Health Department closer to the date.
- Any changes made to the church's donut sales and the musicians and will be determined by Dr. Chapple by Friday.
- **Committee/Project Reports:**
 - **Events:**
 - Corn Roast: Commissioner Cianciolo asked what the setup was for the upcoming Corn Roast. Farmers' Market Manager Ingram gave a description of the layout he submitted to the Health Department and will send to Commissioner Cianciolo Thursday morning to further discuss Commissioner Cianciolo concerns. Social distancing signs will be available for the line. Kimball will do ticket sales with cash and credit cards. Commissioner DeVore will be looking for more volunteers for later times in the morning as more volunteers are needed for cleanup.
 - Pie Baking Contest: Commissioner Ross shared plans for the contest that is scheduled for October 9th. She asked if the commissioners know of anyone interested in being a judge to let her know or anyone interested in being the MC. Also, working with Communications Department for publication of the registration link. She plans to discuss setup with Market Manager Ingram at a later time.
 - Stone Soup: Commissioner Cianciolo said that if Carnivore is still willing to make the soup, they know the drill. Kimball had not reached out to them yet. More to report on this at a later date.
 - **Volunteers:** Commissioner Devore does not any more to report, she is hoping to get a few more volunteers for Saturday. Asked if she could contact Commissioner Knier to ask for her thoughts for the Volunteer Appreciation for this year.
 - **Communications:** Commissioner Stewart sent a quote to Melissa Elsmo (Wednesday Journal) on the Corn Roast.
 - **Sustainability:** Commissioner Knier asked if all the materials for the Corn Roast are compostable. Manager Ingram replied yes and confirmed that there were enough compost bins for the corn roast.
- **Church Liaison Report (Leslie Sutphen):**
 - Leslie will be replacing Jeff Petertil as the Church Liaison to the market. The church has reinstated coffee and iced coffee, tables and musicians. They are adaptable for any changes coming through the new health order.
- **Vendor Liaison Report (Frank Damiano) - Not present.**
 - Chair Hahs had talked previously with Frank and updated the commission on the following vendor concerns:
 - New vendors added this year carry goods duplicate goods that already exist in the market; and
 - Restroom location too far from the market. Units must be located on grass and not along thoroughfares or people. Current location is only viable option for this year.
- **Farmers' Market Manager Report (Kimball Ingram):**
 - Vendor update Old Gaffers urban farmer in Berwyn is working on getting organic certification. They recently started participating in the market. He has also been speaking with an organic farm in Wisconsin, with possible pop-ups toward end of year. The plan for next year to try and find vendors with wide variety of products. Old Gaffers could be receptive to receiving input regarding products customers are looking for but aren't currently available at the market. Kimball and Cam are trying to figure out a way to survey

customers about the products they would like to see at the market; this information would be provided to the vendors.

- Commissioner Knier mentioned she has heard from several people about wanting fermented products, to see Buschel and Peck back at the market, Ted's Greenhouse or a vendor like Ted's, Collard greens, bok choy, daikon, Organic food options to replace "the dirty dozen".
- Waiting for the new health department order in regard to bake sales and events.
- Commissioner Cianciolo asked about whether La Provence is purchasing filling from Stovers. Kimball reported they have started buying it the last couple weeks and should be showing up in products soon.

- **Farmers' Market Staff Liaison Report (Cameron Davis)** – Davis updated the Commission on the 2021 budget. Davis reported that although Kimball reported merchandise sales at around \$1,000, there is a couple week lag in reporting so the full amount is not reflected in the budget report out. In addition, Davis reported that crossing guard expenses would be reflected in the budget in September.

- **Old Business:**
 - Chair Hahs -- This month the commission planned to discuss the Market Manager's position in regard to part-time to full-time. Davis provided a comparison of the cost of the current position to the cost of it being a full-time position. There is a significant difference in cost. Adding an additional month to the part-time position would cost less than going to full-time. Chair Hahs advocated to continue the part-time position but have it start earlier, possibly in January, because of the following:
 - Market manager duties may not fill the entire year; a position that combines the responsibilities for the market with additional Village operations is outside of the Commission's purview.
 - In 2021, the late timing of both sending out the applications and hiring the market manager was an anomaly. In addition, the Vendor Liaison indicated to Commissioner Hahs that applications going out after the winter holidays is the best time for farmers.
 - Turnover for the Market Manager position requires that new managers have time for onboarding; a February 1 start date requires them to hit the ground running and for managers new to the market this may not be possible.
 - Commissioner Knier agreed and recommended that if there is an opportunity to create a full-time job, that would be optimal to retain a market manager for continuity and reduce the gap in market knowledge, history and experience.
 - Hahs will follow up with Trustee Arti regarding the possibility of a full-time position and report out next meeting.
 - Davis suggested that the commissioners give Chair Hahs the authority to make the recommendation to the Village Manager that the part-time position starts in January and budget the needed amount accordingly.
 - Motion made: I move to give Chairperson Hahs the authority to make recommendations to the Village Manager in regard to adding additional money to the Farmer's Market budget to allow the part-time Farmer's Market Manager to begin work in January and continue their part-time work through the second week of November (Total = 990 hours). The three part-time Farmers' Market Assistants will be recommended to continue working 106 hours each. Motion made by Commissioner Ross, seconded by Commissioner Knier and approved.

- **New Business:** None.

14) **Adjourn:** A motion was made, seconded and approved, to adjourn the meeting at 8:02 p.m.

Next Meeting: September 29, 2021