

FARMERS' MARKET COMMISSION  
Meeting Minutes  
July 13, 2022, 7:00 pm  
Conducted Remotely

Commissioners Present: Jessica Green, Julia Knier (Chair), Tom Newman, Dina Ross, Jill Stewart, Liz Stolfa  
Commissioners Excused: Kristina Becvar, Dominic Cianciolo, Myndi DeVore, Rachel Hahs, Artie Walker (Trustee Liaison)  
Staff Liaisons Present: Cindy Hansen, Erica Helms, Sara Semelka, Cindy Hansen  
Pilgrim Church Liaison Present: Leslie Sutphen

**Call to order.** Chair Knier called the meeting to order at 7:06 pm.

**Agenda approval.** Commissioner Newman moved to approve the agenda as presented. Commissioner Ross seconded. All commissioners present voted in favor.

**Minutes approval.** Commissioner Newman moved to approve the minutes of the June 8, 2022 meeting as submitted. Commissioner Ross seconded. Commissioners Green, Knier, Stewart voted in favor. Commissioner Stolfa abstained.

**Public comment.** No public comments were submitted.

**Chairperson's Report.** Chair Knier acknowledged that Scott Maser has applied to be a commissioner and is attending this meeting. Commissioners Becvar and Green need to do OMA training and Chair Knier will check with Clerk Waters on the status of Commissioner Ross's OMA training.

Commissioners should be conscientious of volunteering as much as possible for the Market. We do not have funds to continue paying Public Works. The greatest need is for teardown.

Ms. Helms suggested a policy be created for when the Market provides tables and tents to organizations and when they need to provide their own. Chair Knier would like to make it mandatory for bake sales, children's events, and sustainability organizations to bring their own tents and tables because we do not have the staff to provide them. Ms. Helms agreed with that for this year and we can revisit for 2023.

**Village/Liaison Reports:**

**Market Manager.** Ms. Helms was able to lower the age limit for the market assistant to 16. Commissioners are encouraged to share the position with their networks. Chair Knier will send Ms. Helms additional places to post the position.

Attendance has been slowly increasing, with over 4,000 visitors each Saturday. We're seeing less of a morning spike and it feels more bustling the entire day. We should get even busier as we get corn and watermelon and more events.

The Cruelty Free You + Me children's event on July 9 was well received. Bake sales are scheduled most weekends through the season. The mobile response van has been doing COVID testing. Go Plastic Free has been at the Market every weekend in July. The Corn Roast is scheduled for August 6th but we can push it to the 13th. R. Smits & Sons says sweet corn should be ready this weekend.

We have over \$1,000 in merch sales to date. New tote bags are expected in 2-3 weeks. We're updating the logo on all assets including tablecloths and signage. Ms. Helms is researching other markets and getting vendor feedback. We're monitoring the new COVID variant and our protocols.

**Pilgrim Church Liaison.** In Ms. Sutphen's absence, Chair Knier reported that donut sales are increasing, though so are prices and supply chain issues.

**Vendor Representative.** Commissioner Newman talks to the vendors each week. They seem happy and traffic has been good, though they still perceive that the Market tails off after 11:00 am. Commissioner Newman is familiar with the Elmhurst Market which also tails off. The La Grange Market is downtown and has prepared food vendors so they stay busier through the lunch hour.

Ms. Helms says a lot of other markets end at 12:30 pm. Commissioner Newman advises against closing earlier because vendors will tear down sooner. Ms. Semelka confirmed our policy is that vendors cannot leave the Market prior to 1:00 pm, but there is nothing in the policy about when to start tearing down. Commissioner Newman suggested we require vendors to leave one tent up with their signage until close. Commissioner Stewart wondered if vendors might want to offer a discount near the end of the Market. Commissioner Newman will ask vendors.

The current ordinance allows for two spaces each Saturday for food demonstrations, which are exempt from temporary food service permits. If we want to do it this year, we should consult with the Health Director and Environmental Services team. Chair Knier asked if Ms. Semelka could bring the requirements to the next meeting. Katic Breads and Brunkow Cheese have expressed interest. It will take a few months to change the ordinance. Ms. Helms suggested we survey the vendors.

#### **Committee/Project Reports:**

**Volunteer.** Commissioner Green reiterated that volunteers are needed, especially for teardown. She encourages commissioners to sign up for an hour and bring friends and neighbors. She would like to confirm the Corn Roast date on the SignUpGenius to start getting volunteers.

**Communications.** Commissioner Stewart said an article in the *Wednesday Journal* featured our new logo and the previous designer and we were in the Village print newsletter. Someday she would like to do banners. Chair Knier suggested Commissioners Stewart and Green work together to get the word out about volunteers. Ms. Semelka confirmed this year's \$500 advertising budget all went toward the logo redesign. Commissioner Green suggested creating posters. Ms. Semelka said we may be able to print them in-house. Commissioner Green offered to post them in the community and will follow up with Ms. Semelka, Ms. Helms, and Commissioner Stewart.

**Children's Events.** Commissioner Ross is working with Wonderworks to confirm a date. Others have confirmed. She'd like to promote the September 17 Pie Bake-Off in the Village newsletter. Ms. Semelka will check on the September/October issue deadline. We also have the weekly E-News and Facebook page. Commissioner Ross will follow up with Ms. Semelka.

**Sustainability.** Chair Knier said in previous years the Village bought compostable bags and gave them to the vendors. She inquired about the price difference between plastic and compostable bags. Ms. Helms will follow up with a company that sells compostable bags. Chair Knier wondered if we can set a policy for vendors to not use plastic bags or to charge for them.

## **New Business:**

**Making the Market Manager a full-time position.** The Market Manager used to be part-time January through October with a max of 20 hours per week. It is now a part-time (20 hours per week) year-round position. As we enter budget season, we would like to make it a full-time (37.5 hours per week) year-round position. The health department is working internally to make this request. It would be helpful for the Commission to make a formal recommendation to the Board of Trustees.

A full-time position would allow for changing ordinances and making improvements to the community and vendor experiences. Other area markets all have full-time year-round managers with seasonal staff. This position would not have to be full-time year-round forever.

Chair Knier is in favor of making the position full-time and is comfortable writing and presenting a recommendation to the Board of Trustees. All commissioners present indicated they were comfortable with this suggestion. Chair Knier will follow up with Clerk Waters to see if she can arrange a study session for the commissioners to discuss further.

**Executive Session.** A motion was made by Commissioner Ross and seconded by Commissioner Stewart to enter into executive session to discuss the appointment of volunteers and vendor proprietary information.

**Adjourn.** With no new or old business, Commissioner Ross moved to adjourn. Commissioner Stewart seconded. Chair Knier adjourned the meeting at 8:34 pm.