FARMERS' MARKET COMMISSION

Meeting Minutes

January 11, 2022 7:00 pm

Conducted Village Hall Council Chambers Rm 201

Commissioners Present: Myndi DeVore, Jessica Green, Julia Knier (Chair), Liz Stolfa, Jill Stewart

Commissioners Excused: Kristina Becvar, Tom Newman, Britta Cochran, Dina Ross,

Church Liaison Present: Leslie Sutphen

Staff Liaisons Present: Erica Helms, Sara Semelka, Dr. Chapple

Macaire Ament attended the meeting as potential commission candidate observer.

**Call to order.** Chair Knier called the meeting to order at 7:02 pm.

**Agenda approval** A quorum was received motion to approve agenda. Jill first to approve the agenda and Myndi second.

**Minutes approval**. Minutes were not provided for 11/9 and 12/11. Final minutes will be provided at next meeting 2/8/23.

**Public comment.** No public comments were submitted for this meeting.

**Chairperson’s Report.**

Chair Knier announced Erica Helms will transition to fulfill the vacant position in public works. Gave kudos to Sara Semelka and Erica Helms for a job well done over the past year for the farmer’s market 2022. Chair Knier is outlining Commissioner 2023 plan regarding items such as; volunteer info, vendor survey responses, and sustainability focus.

Chair Knier inquired on the status of the storage room at the Church. Commissionner Myndi planned to assist with storage set up, inventory, and how to store items with Ms Helms before her last day. Ms. Helms has left instructions on storage, inventory, and contact information for access to the church for farmer’s market items.

**Village/Liaison Reports:**

Ms. Semelka annonce Ms. Helms is moving to Public Works leaving Farmer’s Market manager position currently vacant. The Farmer’s Market manager role is now a full-time year-round position. Dr. Chapple and Ms. Semelka added more components under the job description including nutrition, health education, and sustainibility. The new title is now Farmer’s Market Manager and Nutrition Coordinator, this has not been posted to the public, as HR is still finalizing details.

Ms Semelka will send out information for the new role to the commissioners to assist with recruiting candidates to help fill this position swiftly. Commissioner Devore and Comissioner Green will assist with social media as a recruiting tool. Commissionner Stewart proposed an article in the Wednesday journal to raise awareness. Jill will look into scheduling an interview with Ms Semelka or Dr. Chapple.

**Ordinance update:**

In December meeting, prospal was moved to Board of Trustees regarding Vendor space rental fee increase and first time vendor application increase. Previously, the price for space rental was $130 per space up to 5 seat each space, with a purchase of 2 space minimum totaling $260. The increase proposed was $20 per space with a minimum of $300.

Proposal to increase first time application fee to $100 also moved to the Board of Trustees. The Board of Trustees will review the prospoal on Jan 17, 2023 meeting. Per Dr. Chapple, Board of Trustees wants to review and discuss the impact the fee increase will have on the vendors.

Dr. Chapple proposes we should be prepared to answer the question of„will there be another fee increase?“ for the Board of Trustees. Advised the Chair and Vendor liasion should attend the Board of Trustee meeting regarding the vendor fee increase.

**new business** no discussion

**Market Manager.** Ms. Helms went over a small portion of Survey results with 240 responses, an increase from last survey of 50 responses. Ms. Helms and Ms. Semelka went through responses of 19 survey questions gathered collectively from all market days of 2022.

A summary of the survey is to be distributed to each commissioner.

**Pilgrim Church Liaison.**

Ms. Sutphen reported due to an increase in donut prices, 2022 was the largest amount of sales in four years. Ms. Sutphen included premium iced coffee with her sales and stated that the iced coffee was a great seller. The cost increase of the donuts offset cost of supplies needed to substitute items out of stock or severely delayed. The church kitchen is still being renovated for baking and cooking of prepared foods, construction is expected to be complete May 2023 but may not be complete until June, 2023.

Ms. Sutphen stated the donuts may not be available for the first and/or second market day events in 2023 due to kitchen renovation. The volunteers to assist with donuts are aging out and ~~is~~ making it much harder for the set up and make donuts. She is looking to reduce volunteers down to 10 to become manageable with time preparing the donuts.

Ms. Helms explained per the survey the community wanting to bring back the individual donuts. Ms. Sutphen stated for sanitary reasons and reduction of volunteers, she will not go back to individual donuts.

Children free babysitting day was very popular for donut day and the community loved it.

**Vendor Representative.** Commissioner Newman discussion was regarding prepared foods, Chair Knier will discuss at prepared foods meeting.

**Committee/Project Reports:**

**Volunteer:** No discussion

**Communications** : Dr. Chapple will introduce Commissioner Stewart to the new director of Communications.

**Sustainability:**  Chair Knier proposed “Go Green Days” can be tied with children events those 2 days.

Children‘s

**Events.** Commissioner Ross needs a calendar of special events for the new season of 2023. This will allow her to coordinate Children’s events with special events.

Events: Britta Cochran will be new lead but wasn’t present.

**Old Business:** No Old business

**2023 Work Plan Approval.** No discussion

**Prepared Foods** per Chair Knier with Commissioner Newman in favor, prepared foods will be discussed later in a separate meeting detailing the entire process to not disrupt the regular meeting.

**Adjourn.** Chair Knier adjourned the meeting at 8:39 pm.