



FARMERS' MARKET COMMISSION
Meeting Minutes
February 8, 2017
7:00PM
Village Hall – Room 102

Present: Chairperson: Molly McDonough Carson; Commissioners: Erin Schoop, Jasmine Cleofe, Dominic Cianciolo, Sandy Novack-Gottshall, Jennifer Purrenhage, Julia Knier, Mary Chris Jaklevic, Adam Gill; Farmers' Market Staff: Kelly Katzmann; Staff Liaison: Mike Charley; CIC Liaison: Frank Pond

Excused: Commissioner Todd Kuna; Vendor Liaison: Jim Vitalo; Church Liaison Jeff Petertil

Guest: Laura Lencioni (Potential Farmers' Market Commissioner)

- 1) Call to Order @ 7:03 pm
- 2) Agenda Approval, first by Purrenhage, second by Gill, agenda approved
- 3) Public Comment
- 4) Approval of Minutes – January 11, 2017, first by Jaklevic, second by Cianciolo, minutes approved
- 5) Church Liaison Report (Jeff Petertil): McDonough-Carson read an email from Jeff Petertil where Petertil communicated that only the basement bathrooms are to be used according to the lease agreement between the Village and the church. Katzmann will clarify this statement with Jeff and get back to the commission to ensure that the appropriate bathrooms are used by staff, volunteers and vendors.
- 6) Vendor Liaison Report (Jim Vitalo): No comments
- 7) Chair Report:
 - a) McDonough-Carson communicated that if the commission and/or Village desires WBEZ to participate that WBEZ must be contacted prior to the market starting. Charley provided some feedback as to the steps required to get the agreement between WBEZ and the Village approved including Law Department review and signature by the Village Manager.
 - b) McDonough-Carson communicated that kids activities will require a booth twice per month and bake sale vendors, special events and local government participants will require booth space also. Katzmann will work with commission chairs to ensure that the scheduled dates for the “guests” are noted in a spreadsheet that can be shared. McDonough-Carson stressed that special event dates should be included in the Oak Park FYI that is released prior to the first day of the market.
 - c) The seed planting event will be organized by Jen Purrenhage.
 - d) March 5 is the One Earth Film festival. John Owens from Shawnash Institute will “man” a booth for this event. Sugar Beet invited the Village Farmers' Market to participate in this event.
 - e) May 11 is the Friends Recruitment night. Jen Purrenhage is organizing this event.
 - f) Lake Street Theatre Marquee – McDonough Carson communicated that the Lake Theatre is usually contacted in early April to request signage on the marquee in early May. Village staff (Katzmann) will contact the Lake Theatre to collect information and set up the information on the marquee.
 - g) May 20: Vendor Breakfast at 5:30 am. Novack-Gottshall will organize this.

If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708-358-5430 or e-mail building@oak-park.us at least 48 hours before the scheduled activity

- h) May 20 & 27: Go Green Days. It was recommended that bake sale vendors be invited to participate during Go Green Days this year. Jaklevic will organize this event with the help of Knier. Up to twelve tables (12 guest organizations) can fit in the space available for each date of this event.
- i) June 4: Day in Our Village. We are already registered according to McDonough Carson. It is undecided which commissioner will organize this event.
- j) July 1: Pie baking contest. Novack-Gottshall will organize.
- k) August 12: Corn Roast Event. Village staff will rent the roaster from Scott Kostner. Volunteers to work the event must be summoned. A Temporary Food Permit must be submitted to the Health Department; Charley communicated Village Health staff will assist with the temporary food application.
- l) October 28: Stone Soup Event. Cleofe recommended contacting restaurants early to organize their participation. It is unknown at this point who will chair this event, McDonough recommended seeing if one of the new members to the commission can chair the organization.

8) Farmers' Market Liaison Report (Mike Charley): No comments.

9) Farmers' Market Manager Report (Kelly Katzmann)

- a) 2017 Application Review/Updates: Vendor application will be available February 17 and will be due March 24. April 14 will be the date vendors are selected by.
- b) Bake Sale Application process is a lottery system again this year. February 17 – April 4 is open dates for applying for lottery.
- c) Vendor Update: Tree of Life and Nordic Creamery are not returning. Herbally Yours has communicated they only want to participate every-other week this season. For Herbally Yours space, Katzmann is recommending that the extra dates be used for 1 date per month kid's activity and 1 date per month guest organization tent. Novack-Gottshall will touch base with Todd Kuna (not in attendance) to discuss kid's event scheduling, since Kuna is responsible for organizing kid's events.
- d) Katzmann verbally provided a list of vendors that may be interested in participating in 2017. McDonough-Carson recommended that Prairie Fruits Farm be contacted. They were a vendor in the past at this market and sell dairy products such as cheese and goat milk gelato.

10) Committee/Project Reports:

- a) Caring Carrots program, food donation program. Schoop communicated that a commissioner is required to organize/manage this program that partners with the Oak Park River Forest Food Pantry. Laura Lencioni, guest stated she would help with this program if/when she becomes a commissioner.

11) Old Business

- a) Pie Contest: Novack-Gotshall communicated event will be scheduled for July 1 as a "pilot" event. She is working on drafting an application for the contest. Novack-Gottshall will be looking for volunteers to help organize the event.

12) New Business

- a) Frank Pond from the CIC Commission communicated that the Volunteer appreciation event is April 11 at Cheney Mansion. Pond encouraged all commissioners to participate in this event.

13) Adjourned at 8:27 pm, first by Jaklevic, second by Cianciolo

Next Meeting Wednesday, March 8, 2017, 7-9 pm, Room 101, Village Hall