

FARMERS' MARKET COMMISSION  
DRAFT Meeting Minutes October 13, 2021  
7:00 PM  
Conducted Remotely

Commission Present: Chairperson Rachel Hahs, Jill Stewart, Myndi Devore, Julia Knier, Katie Weaver Dina Ross

Commission Not Present: Liz Stolfa, Jessica Green

Staff Liaison Present: Cameron Davis, Kathy Jacob

Vendor Liaison: Frank Damiano

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

- 1) **Call to Order:** The meeting was called to order by Chairperson Hahs at 7:00 pm.
- 2) **Agenda Approval:** A motion was made to approve the agenda, as presented. The motion was seconded and approved.
- 3) **Public Comment:** Staff Liaison Davis stated that no public comment had been submitted, per the directions provided on the agenda document.
- 4) **Approval of Minutes:** Chair Hahs reminded the commission of her request to delay approval of the August 11, 2021 minutes at the last meeting so she could review and add more detail. Commissioner Knier was appreciative of her efforts. Commissioner Ross questioned if Jeff Peteril was no longer Pilgrim Church's liaison. The answer is that he is being replaced by Leslie Stuphen as the new church liaison. Commissioner Knier felt she would like to say good bye to Jeff and Staff Liaison Davis said that he would reach out to him and invite him to attend the next meeting. Motion was made to approve the August 11, 2021 minutes, motion was seconded and approved.
- 5) **Chair Report (Rachel Hahs)** - Chair Hahs requested that at the Commission's November meeting the commissioners are prepared to discuss prepared foods at the 2022 market. She had nothing further to discuss.

## 6) Committee/Project Reports

### Events:

- **Children's Events:** Commissioner Ross shared that events are going well. Botanical Gardens will be featured at the next market.
- **Communications:** Commissioner Stewart has contacted several designers who have expressed interest in redesigning the Farmers' Market logo. If any of the Commissioners have criteria they would like to add please contact her.

Next step is to put together a short RFP. Staff Liaison Davis informed the commission that the budgeted amount for the logo redesign is \$500 or less. The Commission should request proposals from the vendors that are interested in the redesign detailing the services they will provide and the cost. He will work with Commissioner Ross on a limited RFP. Commissioner Knier and Chair Hahs volunteered to be involved in the redesign. Davis asked the Commission to keep in mind when designing the logo that the Public Works Department will only print signs on a white background.

- **Pie-Bake-Off:** Commissioner Ross said the contest went well. She thought that next year they needed to have at least 8 contestants and recommended not to schedule the event on a holiday weekend. This year there were three winners, and the results were published in the Wednesday Journal along with the winning pie recipes.
  - **Stone Soup:** Carnivore will provide the soup. Health Department working with Kimball and Carnivore on health guidelines.
  - **Sustainability:** Commissioner Knier nothing new to report. She requested that Kimball order compostable supplies for special events.
  - **Volunteers:** Commissioner DeVore, will send out email to volunteers to help with cleanup for the last two markets. The Commission hasn't set any plans this year for Volunteer appreciation. After a short discussion the decision was made to email the volunteers an appreciation letter.
- 7) **Church Liaison Report (Leslie Sutphen )** - The church will prepare special Chocolate and apple cinnamon donuts for the last market. She will be happy to help with transition of the new Market Manager in 2022.
- 8) **Vendor Liaison Report (Frank Damiano)** – Does not have anything to report other than business is good and vendors are happy.
- 9) **Farmers' Market Manager Report (Kimball Ingram)** – Not present. Staff Davis stated Manager Ingram has had some conversations with the Health Director on prepared food. One vendor expressed interest. New vendor (?) had several good weeks at the Market. They are interested in participating in the market next year.
- 10) **Farmers' Market Staff Liaison Report (Cameron Davis)** – Davis sent the Vendor survey questions from last year to Chair Hahs for review as he would like to send out to vendors in November. After checking with HR, he was informed that the Market Manger position will be advertised as soon as the board has finished budget discussions. Commissioner Knier asked when is Kimball's last day. Manager Ingram will work through the third week in November. Assistant Market Manager Kelly Heigel's last market is this weekend.
- 11) **Old Business:** Chair Hahs shared the revised 2022 work-plan and asked if the Commissioners had any further comments. Commissioner Knier "Go Green Days"

are to educate and conduct outreach and engagement on sustainability efforts. Commissioner Ross noted that the Pie Bake off contest should change to was held. Commissioner Ross motioned to approve the work plan, the motion was seconded and all approved. Chair Hahs asked if the Commissioners had any ideas on how to support the new market manager. She would like to put together a document that aligns with the Commission's workplan outlining the Manger's and the Commission's responsibilities Chair Hahs will work on a document that coordinates 2022 events and responsibilities to share at the next meeting.

12) **Adjourn:** A motion was made, seconded and approved, to adjourn the meeting at 8:07 p.m.

Next Meeting: November 10, 2021