

FARMERS' MARKET COMMISSION
Meeting Minutes
February 9, 2022, 7:00 pm
Conducted Remotely

Commission Members Present: Chairperson Rachel Hahs, Dominic Cianciolo, Jessica Green, Myndi DeVore, Dina Ross, Jill Stewart, Julia Knier, Liz Stolfa
Commission Members Not Present: Katie Weaver
Staff Liaisons Present: Sara Semelka, Cindy Hansen
Pilgrim Church Liaison Present: Leslie Sutphen

Call to Order: Chairperson Hahs called the meeting to order at 7:03 pm.

Agenda Approval: A motion carried to approve the agenda as presented.

Approval of Minutes: With no changes recommended, a motion carried to approve the minutes of the January 12, 2022 meeting. Chairperson Hahs recalled that the minutes from the November 10, 2021 minutes have not yet been approved. They will be circulated for approval at our next meeting.

Public Comment: Staff Liaison Hansen stated no public comments were submitted.

Chairperson's Report: Chairperson Hahs reported that Commissioner Weaver's term is expiring and she will not be returning due to changes from the pandemic. We will miss her and we appreciated her volunteering her time to the Market.

We previously discussed updating the Market's Rules of Operation to include clearer language around onsite food prep. Chairperson Hahs would like to talk to the Health Department to make sure they have the resources necessary to ensure the rules are being followed. Staff Liaison Semelka will connect Chairperson Hahs to the Health Department. Church Liaison Sutphen is willing to join that conversation.

Committee and Project Reports:

Volunteers: Commissioner DeVore said once the dates are set, she can organize the Sign-Up Genius and volunteers earlier than we did last year. Church Liaison Sutphen also needs to know the dates as they are reaching out to donut partners. Staff Liaison Semelka said the vendor applications list the dates as May 21 through October 29.

Commissioner Hahs acknowledged the COVID-19 limitations with last year's events and wondered how the Health Department is thinking about events this summer. Staff Liaison Semelka said decisions are continually evolving based on data and metrics. She will check with Dr. Chapple on how decisions will be made regarding larger events.

Chairperson Hahs recommended we move forward with planning for our usual events. Once we have a new Market Manager we can update dates as needed. Commissioner

DeVore remembered we discussed it being desirable to have set dates for the Corn Roast and Pie Bake Off so we can email save-the-dates to volunteers so we're not scrambling like last year.

Communications: Commissioner Stewart distributed an RFP on February 1 and held a Q&A with five designers. She requested a letter of intent by February 15 and we expect to submissions by February 25. We will review them, make a selection, and share at the next meeting. Commissioner Green offered to collaborate on marketing communications ideas. She and Commissioner Stewart will work together and report back.

Children's Events: Commissioner DeVore said children's events tend to be filler on days we don't have anything else, so she just needs to know those dates.

Sustainability: Commissioner Knier seeks approval for Go Green Days. We've received many requests this year since we haven't had it the past two years. This is the time of year she typically emails dates, details, and protocols to organizations. Staff Liaison Semelka will check with Dr. Chapple about Go Green Days and they will follow up with Commissioner Knier.

Church Liaison Sutphen is interested in the new waste vendor's plans. Commissioner Knier has not yet met with them but she needs to make sure they will have the same number of bins onsite for the Market. She will contact to the sustainability coordinators to understand how the Market can support them, perhaps pulling in children's events.

Commissioner Knier asked if we are allowing pop-up events this year. We haven't had pop-up vendors the last couple years, so it would be great to have them back because they're well loved. She also asked for the difference between pop-up vendors and pop-up events like plastic-free July. Chairperson Hahs will follow up with Dr. Chapple to discuss pop-up vendors and events and onsite food prep so we're clear on any possible restrictions. If the Village allows pop-up events this year, we'll coordinate with vendors.

Pilgrim Church Report: Church Liaison Sutphen said they are gearing up for donuts and recruiting our charitable partners. She would like to know where the musicians and tables will be in relation to the donuts. Pilgrim Church is upgrading their kitchen and would like to help the Market do more. They are happy to help with the staff transition.

The Market's start time was 7:30 am in 2020 and 7:00 am in 2021. Chairperson Hahs confirmed the intention is to open the Market on May 21 and go back to the regular schedule of starting at 7:00 am.

Previously the Village provided port-a-potties near the dog park. The church cannot have people coming inside to use the restrooms because of the insurance and security risk. She hopes port-a-potties will be part of the checklist of things that need to be provided. Chairperson Hahs noted that the port-a-potties location comes up often and she does not expect their location to change this year.

Church Liaison Sutphen confirmed the lease with Pilgrim was renewed through the end of 2022 and there will be discussions between Jeff Petertil and the Village about making updates in the future.

Village Staff Update: Staff Liaison Semelka reported that we are in the final hiring stages and hope to introduce our new Marketing Manager at the next meeting. She is meeting with the Development Services Department to transition everything over to the Health Department.

She has been receiving and responding to the Market applications, of which we have nine so far, including two new vendors. Commissioner Knier noted that we are a producers-only market so we want to be sure we're communicating that to prospective vendors. Commissioner Knier offered her assistance and Commissioner Cianciolo who has been with the Market the longest.

Old Business:

New Market Manager – Commission Support. Chairperson Hahs received help from Commissioners Ross, Knier, and Cianciolo to fill out a spreadsheet about the events and market operations tasks the Commission participates in, which is pulled from the work plan we submit each year. She would like to add the responsibilities of the Commission and the Market Manager and the equipment and volunteers needed for each event, along with any documents and notes that we use so we can save them in one place.

She wonders how we can share this spreadsheet and documents so we don't violate the OMA. Staff Liaison Semelka suggested we can share a document and then Commissioners can prepare answers to share at the next meeting. Chairperson Hahs will attempt to fill in the rest of the spreadsheet and then send it and the Commission can suggest additions or edits or comments. We can share a draft the new Market Manager and then we can make final changes and it will be complete for now.

Chairperson Hahs will also go back through the information from the previous commission chairs and make sure that she's adding any additional information and documents into this that she can find.

New Business:

Open Meetings Act training. Chairperson Hahs will email any Commissioners who have not yet completed the OMA training. Those who completed it previously do not have to do it again. Liaisons do not need to complete the training, only Commissioners.

Adjourn. With no further business, the meeting adjourned at 7:55 pm.

Next meeting: Wednesday, March 9, 2022