

**FARMERS MARKET AD HOC COMMITTEE
AUGUST 25, 2016 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Mrs. Hirn at 10:05A.M.

I. Roll Call

Present: Erin Hirn, Assistant Manager, Becky Nelson, Colette Dickson, Carol Butler

II. Persons Desiring to be Heard

None

III. Consideration of Minutes: June 7, 2016

It was moved by Mrs. Dickson and seconded by Mrs. Butler to approve the minutes from the June 7, 2016 Meeting. The motion carried unanimously.

IV. New Business

A) Financial Overview

Mrs. Hirn review the current finances.

B) Budget Overview

Mrs. Hirn reviewed the current projected budget and suggested that next year there is an additional line item for volunteer staff in order to hire a summer helper at the farmer's market. There was a unanimous agreement from the committee and Mrs. Hirn said she would create a job description and that it would be posted February 2017. The pay was discussed as being \$10/hour for 4 hours a week for 20 weeks. This will be a trial run year to see what times are best. Mrs. Hirn will look further into obtaining an EBT machine and find training for the summer staff.

Ms. Nelson suggested that all performances, location, and all other items are decided by March in order to advertise properly. She acknowledged that the vendor application will be mailed in January and she will provide a final date of registration so that we are set on who will be at the market.

C) Survey Discussion

Mrs. Hirn introduced the rough draft of the survey to be handed out to vendors. Mrs. Butler brought up that this year there was a large amount of price cutting by vendors. Further discussion ensued. Ms. Nelson said she would reach out to one of the vendors to see if they could translate our document for our Hmong vendors. Ms. Nelson also indicated that the tent case is broken and needs to be replaced.

Next meeting scheduled for October 6th, at 10:00 a.m.

V. Adjournment

It was moved by Ms. Nelson and seconded by Mrs. Butler to adjourn at 10:55 a.m. The motion carried unanimously.



Erin Hirn, Assistant Village Manager