

**FARMERS MARKET AD HOC COMMITTEE  
MARCH 7, 2019 MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Mrs. Hirn at 8:00 A.M.

**I. Roll Call**

Present: Erin Hirn, Assistant Manager, Becky Nelson, Holly Pett  
Other: Jim Liermann  
Absent: Carol Butler

**II. Persons Desiring to be Heard**

Mr. Liermann said the winter market was not very well attended. Further discussion ensued. It was decided that next year we will not hold the winter market; however, when the new library opens, the committee may consider it.

**III. Consideration of Minutes: January 17, 2019**

*It was moved by Ms. Nelson and seconded by Mrs. Pett to approve the minutes from the January 17, 2019 Meeting. The motion carried unanimously.*

**IV. Report of Staff/Committee Members**

Mrs. Hirn gave a brief report on the Eat & Greet event. It was determined that both Becky and the new Marketing Coordinator, Melissa Felix would attend the event. For promotional material it was determined that the farmers market would purchase 250 potable plants like last year from Adco Marketing as well as order 1,000 calendar magnets.

**V. New Business Items**

**A) Financial Review**

Mrs. Hirn went through current finances. Revenues are \$250. Expenditures are currently 0% of the budgeted amount. The farmers market is sitting on a fund balance of \$16,845.96.

**B) Summer Market Vendor List Discussion**

Mrs. Hirn gave a summary of the vendors who have applied up to March 6<sup>th</sup>, 2019. There are 5 non-produce vendors, 9 produce vendors, and 4 prepared food vendors. Discussion ensued. There was only one issue with the submitted vendors. There were two application for individuals serving egg rolls. It was suggested by the committee that Mrs. Hirn reach out to the vendors and see if there would be any issues and report back to the committee. Ms. Nelson will review the map to verify the number of vendor spots are available in order to make sure we only accept as many as will fit.

**C) Review Market Schedule**

The committee reviewed the market schedule. Ms. Nelson suggested we invite the new marketing coordinator to every meeting for an update. Mrs. Hirn verified that she would make the arrangements.

Next Scheduled meeting will be Thursday April 18<sup>th</sup> at 8:00 a.m.

**A. Adjournment**

*It was moved by Ms. Nelson and seconded by Mrs. Pett to adjourn at 8:58 a.m. The motion carried unanimously.*

*Erin M. Hirn*

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Erin Hirn, Assistant Village Manager