



MINUTES of the COMMITTEE MEETING HELD, January 7, 2010

(cont.)

b. Verify timeline The overall site plan for the 1 acre parcel, which includes the fire station, must be submitted on January 19; our committee is responsible for the farmers' market structure part of the site plan. The Planning Commission will address the site plan on February 23 and should approve it at that meeting. The detailed farmers' market structure must be submitted for approval at the February 8 Board meeting. Once approval is received, DeLoof Construction will request the building permit.

B. Vendor Survey Status

McClurkan stated that the labels are ready for mailing the final surveys and they will go out this week.

C. Market Manager Position Description

The final Job Description will be presented to the Board on January 11 for their approval.

D. Vendor Application Status and Timeline

Vendor applications will go out late January, early February. McClurkan will bring a draft of the application to our next meeting.

ITEM 5. NEW BUSINESS

McClurkan indicated that she is receiving many requests from last year's vendors regarding the permanent structure. It was determined that a FAQ sheet be mailed along with the 2010 vendor application form, in late January/early February to all prospective vendors with a concept structure drawing.

ITEM 6. RECAP ACTION ITEMS/DECISIONS

1. Site plan approved.
2. N. Loeks to send electronic version of Market structure to committee members.
3. Vendor surveys to be mailed this week.

ITEM 7. ADJOURN

Meeting adjourned at 2:30 p.m.

NEXT Farmers' Market Committee Meeting will be held on Thursday, January 14, 2010 at 1:00 p.m.

Respectfully submitted by Shari Groendyk, Secretary/Treasurer