

Village of Richmond  
Adhoc Long Term Planning Committee Meeting Minutes for July 24, 2014

Meeting was called to order at 7:00pm by Scott Drabant

Members Present:

Scott Drabant, Dave Kielpinski, Craig Kunz, Peter Koenig, Debbie Tiritilli, Gary Tiritilli

Approval of Minutes

Motion to approve the meeting minutes for July 15, 2014 as amended was made by Craig Kunz, seconded by Pete Koenig. All in favor, motion passed.

Scott Drabant gave a summary of the last meeting.

Unfinished Business: Continued to work on the Farmers Market Event:

1. **Parking Lot:** cars to enter and exit on George Street. The “do not enter” signs at the entrance of the parking lot will have to be covered. Pete to check out the parking lot to make sure cars can in fact park in the designated parking spaces.
2. **Location/Vendor Spaces:** vendors will be on both sides of west Broadway. Pete to work out layout along with the new parking space changes on Broadway. The area per each vendor will be 20’x20’. Their vehicles will be located in their space.
3. **Signs “Farmers Market Today”:** size 22”x28” standard plastic coated. Colors were discussed, suggestions – white background with red letters, white background with green letters or possibly a yellow background. Some of the signs will need arrows. Dave to email Scott with the names of the printers who are in the Richmond Spring Grove Chambers of Commerce. Scott to contact them for quotes and ask the printers for ideas on color scheme. Pete to figure out location of signs and determine the number of signs needed.
4. **Vendor Agreement/Application:** Pete to check out the applicable regulations with Woodstock.
5. **Vendor Fee:** suggestion of \$10 per Saturday or \$50 for the season.
6. **Vendor List:** will be discussed next meeting. Vendors to include local businesses, farmers, crafters, services.
7. **Flyers:** a dual purpose flyer will be designed to notify the local stores of the event and for display in their windows. Include a digital format for businesses to post on their websites.
8. **Start Date:** a new start was proposed for August 23<sup>rd</sup> in order for proper approval by the Village Board. This date may change if more time is needed.
9. **Finances:** need to request from the Finance Committee a budget line item. The plan is the Farmers Market will be a “self-funded” event.
10. **Website:** post the event on the Village website.

Community Survey:

A rough draft of the Community Survey was passed out for consideration, comments, and suggestions. This will be discussed at the next meeting.

Public Comments: None

New Business: None

The next meeting will be on Monday, August 4, 2014 at 7pm in the Village Hall.

Motion to adjourn was made by Pete, seconded by Dave, approved by acclamation. Adjourned at 8:30pm.

Minutes by Debbie Tiritilli