



Approved March 20 2008

**CITY OF ANN ARBOR – PUBLIC MARKET ADVISORY COMMISSION
MEETING MINUTES
February 21, 2008**

The regular meeting of the Public Market Advisory Commission was held on Thursday, February 21, 2008 at 5:00 p.m. in the Council Chambers located in City Hall, 100 N. Fifth Avenue, Ann Arbor, Michigan.

1. Call to Order

The meeting was called to order at 5:07 p.m. by P. Pollack.

2. Roll Call

| | | |
|------------------|-----|--|
| Members Present: | (4) | G. Service, S. Brines, K. King, P. Pollack |
| Members Absent: | (1) | D. Black |
| Staff Present: | (2) | J. Black, M. Notarianni |
| Guests: | (1) | Gary Cooper, Cooper Design |

3. Special Presentations

4. Public Commentary – Agenda Items only (3 minutes per speaker)

5. Approval of Agenda

P.Pollack requested that agenda be adjusted so that item number 5 – Agenda Approval occurs before items number 4 – Public Commentary. This way, the public will be able to speak to items we may have added to the agenda. P. Pollack also requested to add Phase 1 Market improvements update to item 7. Commission Business under a. Old Business as number 2.

The agenda was approved as changed.

6. Approval of Minutes

January 17 2008 minutes moved by S. Brines, seconded by G. Service. Approved unanimously.

7. Commission Business

a. Old Business

(1) Market Mission Statement

J.Black – before you start with the Mission Statement discussion, can we allow Gary Cooper to discuss the Phase 1 and 2 market improvements?

P.Pollack – Sure go ahead. The Commission has received emails from one vendor and one citizen regarding Phase 1 improvements for the market. The commission will not be dealing with this level of detail and will however look at the general principle topics and issues. Issues that have been raised include the electrical service adequacy as a system now and in the future and the Public Address system.

J.Black – Gary Cooper with Cooper Design is here today to discuss the Phase 1 and 2 improvements we have scheduled for the market as well as address the emails we have received. The commission has a work session scheduled for March 6 2008 and I have asked all of you to check your calendars for a day/time to hold a vendor/public meeting at Cobblestone Farm. Let's try to set that day tonight. Gary is set to respond to the emails received about the electrical and public address system.

Scheduled

62
63 **(2) Phase 1 and 2 Improvements**
64

65 Gary Cooper – I have brought drawings and specs if you would like to review them. In the fall of 2007, we
66 began the process for improvements at the market space. We developed various scenarios based on
67 vendor, public and staff input received during the master plan process. After further review, the project was
68 found to be significantly under funded. City staff looked for alternate funding sources and ultimately it was
69 decided that a three-phased approach to spread out the costs would be best. The City's commitment to
70 this project was reinforced and a schedule was developed with Phase 1 starting in the spring of 2008.
71 Phase 1 consists of improvements to the existing canopy; Phase 2 involves removing the middle canopy,
72 building new center canopy structure, site works, and addressing storm water management. Phase 2
73 involves constructing the new pavilion and other minor work.
74 Phase 1 in detail involves pressure washing the existing canopy, prep work associated with painting and
75 lighting upgrades. There is a need for more lighting specifically at the vendor table level and fluorescent
76 lighting is the most efficient easily available type. LED lighting is no more efficient than what we are
77 proposing. The fixture we propose is being installed in parking decks and will double the candle foot at the
78 table level. Gutter repair will also be done at this time.
79 Improvement of the power supply and number of duplex receptacles available within the market will be
80 addressed in Phase 2. The current electrical system is in bad condition. Phase 2 will address the electrical
81 system and will provide an opportunity to increase the number of receptacles at market stalls. We will also
82 improve the power supply and control of lighting and power by staff.
83 Included in Phase 2 will be storm water management. It may be a rain capture system where water is held
84 and reused for watering, etc.

85
86 J.Black – please speak about the Public Address system.
87

88 G Cooper – The PA system was added as a deduct alternate within the bid. It was developed principally for
89 announcements on market days to the vendors and public. It is designed to have play music if needed
90 however we were told specifically by staff that music on market days is not wanted. I saw the emails
91 regarding using 240 volt ballast instead of the 120 volt ballast. There is no advantage to using the 240 over
92 the 120. The lights we are recommending are not available in a 240 volt ballast. The market needs a cold
93 weather (-20 degrees) ballast due to the outdoor weather conditions.
94

95 S.Brines – regarding the power supply in Phase 1; is there a loss, gain or do we remain as status quo?
96

97 G.Cooper – There is technically a loss in Phase 1 of 2 or 3 receptacles. We are installing twice the amount
98 of lights which use less power than what we currently have. The 2 or 3 removed receptacles will be added
99 back, plus more, in Phase 2.

100 J.Black – I have indicated to Gary where we can afford to temporarily loose receptacles for the
101 spring/summer seasons. With Phase 2 being in the late fall/winter, we should not have much of an issue.
102

103 S.Brines – What about water?
104

105 G.Cooper – Not addressing this until Phase 2. There may be a combination of potable and captured rain
106 water opportunities.
107

108 S.Brines – Is funding for Phase 1 and 2 secure?
109

110 J.Black – Yes, we still need funding for Phase 3.
111

112 G.Cooper – The bids came in surprisingly low for Phase 1. Our estimate was \$190,000 and the low bid
113 was \$95,000 which may mean that additional monies are available for later phases.
114

115 K.King – Not sure if we need water at every stall.
116

117 G. Cooper – Water may not be available at every stall – mapped out with Jessica where water is needed. It
118 may be along one side of the market or at every other stall.
119

120 K.King – A few well place hydrants near to the ground for practicality purposes should serve well.
121
122

123 P.Pollack – If you had your druthers, would you put all electrical wiring underground and wait until Phase 2?
124
125 G.Cooper – No, wiring within the canopy is ok. It is easily accessible and protected. There is a voltage drop
126 due to the length of the run however with Phase 2, we may be able to run underground to the new canopy.
127 In Phase 1 and with this project, underground wiring is not preferred.

128
129 P.Pollack – Any other questions?
130

131 G.Cooper – I will leave the drawings and specifications here for you to review.
132

133 P.Pollack – The nature of sequencing and how the events have taken place to lead us to this point may
134 have alluded to some lack of transparency. I think that the upcoming public and vendor meeting at
135 Cobblestone will serve as an opportunity to address concerns and questions about this project. The
136 process will become more transparent. It is not the role of the commission to be involved with the details
137 but to look at the bigger picture and stay involved. Let's introduce Molly, the new market manager.
138

139 J.Black – Since I accepted my new position, Gayle LaVictoire has been managing the market while we
140 looked nationwide for a new market manager. Molly Notarianni is our new market manager. She is
141 originally from this area however has been living in Portland, OR and working as a site manager for the
142 Portland Farmers Market Assoc.
143

144 M.Notarianni – Thanks. I am honored to be here and excited about the future of the market.
145

146 P.Pollack and all – Welcome.
147

148 **(1) Market Mission Statement** 149

150 P.Pollack – Ken King started this document and I have provided you all with a version 2 for discussion and
151 deliberation this evening. We should also make this document available for the public and the vendors at
152 the meeting at Cobblestone. As a commission we will discuss this more at our work session.
153

154 S.Brines – I like the version 2 and think we should discuss this at our work session.
155

156 G.Service – I like the bullet points; what do you think Molly?
157

158 M.Notarianni – I think it is comprehensive and touches on many points. Let's discuss it in detail at the work
159 session.
160

161 K.King – We should also start working on a commission mission statement.
162

163 P.Pollack – A statement by the commission for the public would be a nice idea. Let's discuss both at the
164 work session.
165

166 J.Black – Only thing that might be missing is reference to artisans at the market. May want to add
167 additional language to address the artisan component.
168

169 P.Pollack – The primary focus of the market is food and the interactions that take place. It is important to
170 give credit to the artisans with out taking about the primary focus of food. Possibly add language to bullet
171 number 5 or create additional bullet for the relationship between the artisans and the farmers market.
172

173 K.King – There are many farmers who are artisans as well and this can be a difficult thing to define.
174

175 S.Brines – I think overall this is a good draft. Let's discuss at the work session and possibly have
176 something to adopt at the March 2008 meeting.
177

178 **b. New Business** 179 **(1) Potential work program and work schedule for 2008** 180

181 P.Pollack – Included in our January 2008 packet was the work program and schedule for review of the
182 market policies. The vendor/public meeting will be an opportunity to start the dialogue. The commission

183 may want to give questions to the vendors/public regarding what is working, what's not, seniority, etc. If we
184 issue a set of questions to all, this should assist use in our work program.

185
186 K.King – I need assistance with the Growers Association and my contact with them. They are would like to
187 hear from me. They are a long standing informal group with very strong opinions made up of strong
188 opinions. I am not sure what their role is within the process.

189
190 J.Black – There are too loosely organized groups at the market – the Grower's Association and the Daily
191 Grower's Association. I feel that they should all be working together to set up open lines of communication
192 between staff, vendors and the public. Let's all look at changing past practices for our future.

193
194 S.Brines – I agree with Jessica and Peter. Let's develop a few questions at the work session to share at
195 the public meeting at Cobblestone. At the public meeting, the focus should be on the market phase 1 and 2
196 improvements and then the questions.

197
198 P.Pollack – The intent is for the comments to come from the community of interest to assist with the
199 process.

200
201 K.King – For the upcoming Growers Association meeting, Shannon, could you join me?

202
203 S.Brines – Depending on the date, yes I can go.

204
205 **(2) Commission Mission Statement**

206 P.Pollack – Let's not talk about this today but begin thinking about it. The by-laws are cut and dry – what
207 does the commission want to be doing? We have a relationship with the DDA, PAC, all vendors and the
208 public. Think about this and let's discuss more at the work session.

209
210 J.Black – Take a look at Chapter 8 and the bulleted items as a reference for the mission statement.

211
212 P.Pollack – There should be an emphasis on education and outreach how we can better use the
213 Wednesday and Saturday market for various activities.

214
215 G.Service – There is a potential for many great opportunities that combine food and the environment.

216
217 J.Black – Molly will be great at this!

218
219 **8. Reports and Communications**

220 **a. Market Manager**

221
222 J.Black – I apologize for not having a written report for you tonight. I would like to highlight our hiring of
223 Molly Notarianni as the new market manager. I met with the Kerrytown District Association today and they
224 are working on board development as well as planning events for the summer and entire year. The solar
225 project and market renovations are moving forward.

226
227 P.Pollack – At one point, Jeff Dehring was looking at establishing an advisory committee for market
228 renovations. Is there going to be a small advisory committee?

229
230 J.Black – I will look into this and let you know.

231
232 **b. Related Boards, Commissions, Committees, and Task Forces**

233
234 P.Pollack – This item was added to the agenda as a place for items from PAC, Council, DDA ,etc that relate
235 to the market and the commission could be added.

236
237 **c. Items from Commissioners**

238
239 P.Pollack – This agenda item will be where commissioners can bring up topics for discussion, add future
240 agenda items, etc.

241

242 S. Brines – Just a reminder about the Homegrown Festival on Saturday Sept. 13th 2008. This festival is a
243 celebration of local food. Chefs will demonstrate recipes and there will be an educational component. The
244 festival will take place on the green space at Community High and possibly along Detroit Street if needed.
245

246 K.King – Ideally this event could take place in the sandlot at the market. This is the type of event we could
247 have at the market.
248

249 S. Brines – We would like to encourage this type of events at the market. I would like to work with Molly to
250 integrate the market activities with special events.
251

252 J.Black – If you have any additional items you would like added to the packet or on the agenda, make sure
253 to send them to Molly and I.
254

255 **d. Transmittals/communications received**

256
257 P.Pollack – We received emails from Glenn Thompson and Denise Brock.
258

259 **10. Adjournment**

260 The regular meeting was adjourned at 6:17pm.
261
262