

MEMORANDUM

TO: Public Market Advisory Commission

FROM: Sarah DeWitt, Farmers Market Manager

DATE: January 17, 2013

SUBJECT: Resolution to Support Changes to the Farmers Market Vendor Application

Attached for your consideration is a resolution to approve the updates made to the vendor applications for the Ann Arbor Farmers Market.

In response to feedback from the market manager, the contracted market inspector, and city staff, updates were made to the existing vendor application. These updates include:

1. Addition of the cover sheet to encourage vendors to conduct a self-review of application completeness before submission.
2. A reworking of the question regarding resale at other outlets (pg. 2) to gather clearer information about products and to uphold the market's producers' only status.
3. A more comprehensive property information section (pgs. 3 & 4) that will move the burden of work from the inspection process to the application by creating a verification process for inspections.
4. The addition of required variety lists for items with an asterisk and items for which the vendor produces 5 or more varieties (pages 5 & 6).
5. The addition of more specific prepared foods and artisan questions and requirements for product lists (pg. 7).
6. Updated lease agreement requirements (pg. 9).

These changes provide for better alignment between the market application information provided to the market manager and the information provided to the market inspector during the inspection process.

The application updates address previous inconsistencies and require more detailed and complete information from vendors so as to have the most accurate and complete information on file for each vendor.

Staff recommends that the Market Commission **approve** the motion above regarding these application updates because it will improve the application process and records for vendors and applicants to the Ann Arbor Farmers Market.

Prepared by: Sarah DeWitt, Farmer's Market Manager
Jeff Straw, Deputy Manager of Parks and Recreation Services

Reviewed by: Colin Smith, Manager of Parks and Recreation Services
Sumedh Bahl, Community Services Area Administrator

RESOLUTION TO RECOMMEND IMPLEMENTATION OF PROPOSED CHANGES TO
THE ANN ARBOR FARMERS MARKET VENDOR APPLICATION

Whereas, City staff have submitted changes and adjustments to be made for the improvement of the market vendor application.

Whereas, the proposed vendor application changes have been reviewed by the City attorney's office.

Whereas, the Public Market Advisory Commission reviewed the draft changes to the vendor application at the December 20, 2012 meeting.

Whereas, the Market Manager will facilitate the yearly application process with the newly updated vendor application.

RESOLVED, that the Public Market Advisory Commission recommend that changes to the vendor application be implemented as proposed.

January 17, 2013