



Approved February 21 2008

City of Ann Arbor – Public Market Advisory Commission  
Meeting Minutes  
January 17, 2008

The regular meeting of the Public Market Advisory Commission was held on Thursday, January 17, 2008 at 5:00 p.m. in the Council Chambers located in City Hall, 100 N. Fifth Avenue, Ann Arbor, Michigan.

I. The meeting was called to order at 5:00 p.m. by C. Smith.

II. Roll Call:

Members Present: (3) D. Black, S. Brines, K. King, P. Pollack

Members Absent: (1) G. Service

Staff Present: (2) C. Smith, J. Dehring

Guests: (0) None

**APPROVAL OF AGENDA –**

P. Pollack requested that Election of Officers be added to the agenda.

Moved by P. Pollack, second by D. Black to approve the agenda with noted changes.

The agenda was approved - Unanimous

**PUBLIC COMMENTARY - AGENDA ITEMS (3 Minutes per Speaker)**

**A - APPROVAL OF MINUTES**

**SPECIAL PRESENTATIONS**

**PUBLIC HEARINGS**

**B - UNFINISHED BUSINESS**

**C - NEW BUSINESS**

**C - 1** Public Market Advisory Commission Bylaws

Moved by S. Brines, second by P. Pollack to approve the Public Market Advisory Commission Bylaws as presented.

Approved Unanimous

**C - 2** Election of Officers

P Pollack was nominated as Chair of the Commission.

Approved Unanimous

S Brines was nominated as Vice-chair of the Commission

Approved Unanimous

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63 C - 3 Market Renovation Update  
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65 J. Dehring provided an overview of the Market renovation project. He presented a time-  
66 line history of the planning process. He also provided an explanation of planned  
67 improvements and phasing of the work.  
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69 Due to the current funding shortfall, staff has worked with BRI (project consultants) to  
70 identify a three-phased approach to implement the renovations. The first phase will focus  
71 on upgrades to existing shed structures, addressing several of the maintenance issues that  
72 have been deferred for years. The second phase, which is anticipated to begin fall of 2008  
73 will involve the major site reconfiguration work and includes design elements required for  
74 Site Plan approval. The third phase will concentrate on construction of a new pavilion  
75 located along the Fourth Avenue frontage and is subject to availability of funding.  
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77 Throughout early 2008, Parks staff and the BRI team will coordinate with Dave Konkle on  
78 the Solar project installation as it interfaces with the Phase 1 work elements. Staff will also  
79 meet with the Market Advisory Commission and vendors in January/February 2008 to  
80 coordinate continued Market function strategies through the spring and fall construction  
81 work. It is our goal to keep impacts to the Market operation at a minimum.  
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83 A summary of the proposed phasing for the Market renovation is provided below:  
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85 Proposed Market Renovation Schedule  
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87 *Initial Work Phases, 1 and 2:*  
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89 Phase 1 Project Elements:

- 90 • Paint existing shed roofs and framing structure
- 91 • Electrical and Lighting upgrades
- 92 • Public address system  
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94 Phase 1 Tentative Schedule:

95 January 2008	Prepare Contract Bid Documents
96 Late January	Solicit Bids
97 Mid-February	Bid Opening
98 End February	Award Bid
99 Mid-March	Begin Construction
100 Early-May	Majority of Construction Complete
101 Mid-June 2008	Construction Work Complete 102

103 Phase 2 Project Elements:

- 104 • Preparation of Final Design Details and Site Plan Documents
- 105 • Reconfiguration of parking lot and site circulation
- 106 • Site Infrastructure renovation (storm water management system, walkways)
- 107 • Removal of the existing center shed and aisle. Modify remaining existing shed structure.
- 108 • Construct new center shed structure for vendors
- 109 • Landscaping  
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111 Phase 2 Tentative Schedules:

112 March 2008	Prepare Final Design and Site Plan Submittal Documents
113 April	Present Plans to PAC and Market Advisory Commission
114 Early-May	Submit Site Plan Application
115 Mid-May	Planning Commission Review/Approval
116 Mid-June	City Council Approval of Project
117 Late June/1 <sup>st</sup> July	Advertise for Construction Bid
118 Early August	Award Construction Contract
119 October 2008	Begin Site Construction/Demolition
120 May 2009	Majority of Construction Complete
121 June/July 2009	Phase 2 Complete

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Phase 3:

Timeline: As funding is secured

- Pavilion structure at the Fourth Avenue frontage
- Miscellaneous Site work

Solar Project

In conjunction with the Market project work, the northerly shed structure adjacent to Kerrytown will receive new roof materials and solar panels. Dave Konkle in the city's Energy Office is overseeing this project. We have recently identified that the solar panels and roof sheeting replacement work can be executed during the initial construction for Phase I of the Market renovations.

Dave Konkle has provided us the following proposed schedule for implementing the Solar Project portion:

- February 2008 - Prepare and advertise RFP for the Solar Project construction work.
- March 2008 - Award of construction contract and order solar panels
- Spring/Summer - Installation pending the manufacturer's production and shipping of the solar collectors.

The Solar Project could be operational as early as July, with a late Summer/early Fall completion contingency.

**C - 4** Mission Statement

A draft mission statement that was prepared by K. King was read by P. Pollack and discussed. Commissioners will review the draft mission statement over the next two weeks. The mission statement will be discussed at the February meeting.

**D - COMMISSION PROPOSED BUSINESS**

**E - REPORT FROM MARKET MANAGER**

**E - REPORT FROM PARKS AND RECREATION MANAGER**

**H - REPORTS FROM RELEVANT COMMISSIONS, COMMITTEES, BOARDS AND/OR TASK FORCES**

**I - PUBLIC COMMENTARY – GENERAL (3 Minutes per Speaker)**

**J - CLOSED SESSION TO DEAL WITH LAND ACQUISITION ISSUES (If Applicable)**

**K - TRANSMITTALS**

There being no further business to come before the Commission, K. King moved supported by S. Bines that the meeting be adjourned. The regular meeting was adjourned at 6:14 p.m.