

City of Ann Arbor

301 E. Huron St.
Ann Arbor, MI 48104
<http://a2gov.legistar.com/Calendar.aspx>



Meeting Minutes - Draft

Thursday, July 17, 2025

5:30 PM

This meeting will be broadcast live on CTN Cable Channel 16,
ATT Channel 99. Online at a2gov.org/watchCTN. To speak at
public comment call Toll Free: 877 853 5247 or 888 788 0099
Electronic Meeting
Enter Meeting ID: 993 9792 7065

Public Market Advisory Commission

A CALL TO ORDER

Chair Young called meeting to order at 5:31pm.

B ROLL CALL

Present: 4 - Lisa Young, Jeff Nemeth, James Booge IV, and Emma Hardy

C APPROVAL OF AGENDA

A motion was made by Booge IV, seconded by Nemeth, that the Agenda be Approved as presented. On a voice vote, the Chair Young declared the motion carried.

D FIRST PUBLIC COMMENTARY (AGENDA ITEMS ONLY) - (3 Minutes per Speaker)

No public commentary provided

E APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A motion was made by Hardy, seconded by Booge IV, that the Minutes of the previous meeting be Approved as presented. On a voice vote, Chair Young declared the motion carried.

G REGULAR BUSINESS (AGENDA ITEMS)**I. General Updates**

- a. Vendor Yearly Payments
- b. Vendor Attendance & Stall Move-up
- c. Marketing & Outreach
- d. Events
- e. Grants & Research
- f. Recruiting new PMAC members
- g. Facility/Repairs/Demolition Updates
- h. Construction Updates

a. Vendor Yearly Payments
Market Manager Stauffer said that the vendor payment deadline, required for annuals, and optional for daily vendor passed on June 30. She mentioned that due to a change in staff roles at Finance, the

invoices went out later that desired so market staff is willing to be flexible with vendors who were late. However, that didn't really need to happen since most vendors paid on time, aside from a few invoicing errors. She mentioned as well that hopefully by next year we will have changed programs so that market staff can invoice people and not have to rely on Finance for that part.

b. Vendor Attendance & Stall Move-up

Market Manager Stauffer explained the process of the seniority list updates after attendance information is complete for the fiscal year. She said that vendors who do not attend 15 times in the fiscal year, without a attendance waiver, get bumped to the end of the seniority list, below the new vendors who have not had the chance to attend enough times. Booge and Young both asked questions about the waiver process- who initiates it, what's it for, etc. Stauffer explained that it has to be initiated by the vendor and submitted by the June 30 deadline. She also said it was common during COVID but not so much now outside of extenuating circumstances like medical emergencies or other reasons market attendance was too difficult to make the 15 times.

She showed the before and after daily vendor sign-in spreadsheets, with new vendors and mobile food vendors highlighted, to show how the moves happen. She also showed the updated annual vendor sign-in spreadsheet, showing which stalls will become available for move-up. She said that Stephen Kinnard will be getting his seniority since Dayna Brooks relinquished one of her stalls, and that she thinks there will be 4 other daily vendors getting their seniority. She said she would be making an announcement to vendors soon, once we have chose the date of stall move-up, which usually takes place on a September Saturday when there is not a football game. She wants to check the schedule and get back to them.

Commissioners Booge, Young, and Hardy asked questions about how the process worked and appreciated having the visuals.

c. Marketing & Outreach

Market Manager Stauffer said that July events like food trucks & cooking demos is what we have been focusing on doing the marketing for. Also market days and special programming we have for those days. She also mentioned that market staff have been doing some outreach to get farmers and customers signed up for the newly digitized Senior Project Fresh program.

Stauffer spoke about the different ways that info about market

events can be found- the govdelivery email listing for parks, Ann Arbor Observer, Edible WOW advertisements, our website, and of course the market Instagram and facebook pages. She also mentioned that she was hoping to get the vendor spotlights re-started but am not sure of the timeline on that, for a reason I will mention later.

d. Events

July food truck rally & season-kick-off was last night. We had 16 food businesses participating, including market vendors Nemeth Farms & Tassy's Cookies. Music provided by Isaac Roughton and henna by Surya Mehndi. The Ecology Center cancelled last minute so could not help us sort waste, and AADL we thought was coming but they actually came during market instead. I also said the turnout was a bit lower than the last few July rallies and I think that had something to do with the weather- intermittent rain and storms that ended less than 30 minutes before the event. It was also extremely hot and humid. It was also the first day Art Fair closed the streets down on Tuesday so that maybe reduced the traffic as well. Next rally is August 20, our plant-based celebration!

Cooking Demos- last Wednesday Jaspreet from Zaica led the cooking demo, inspired by recent travels in the Himalayas. He prepared 3 dishes using seasonal vegetables purchased from market vendors. A beet drink similar to kvass, a Nepali stew, and Mushroom Biryani. About 50 people attended even with raining weather. Lisa said she enjoyed how it was laid out with the recipe cards and agreed he did a good job. I mentioned that next month would be fruit jam canning with Karen, a community member who's demo last year had very raining weather. I also said that the September demo will be done by Alex from Ukrainian Homemade Food.

Local Food Festival August 28. It's a Thursday- OSI is the lead on the event but the market & Argus are co-organizers and co-sponsors. I mentioned that if anyone wants to participate as a vendor or community group to let us know.

e. Grants & Research

Market Manager Stauffer discussed the MSU farmers market marketing research project funded by USDA FMPP. Phase 1 began last year and involved gathering customer info at the market. Phase 2 has just begun, where they sent mailers to people to get them to redeem their \$5 token and complete a survey. She clarified that the market would be reimbursed \$1000 to cover the token costs for the

first \$200 people who showed up with their mailer.

DUFB grant approval has come through. Stauffer explained that it usually takes a few months and has to go through City Council approval and get signatures from City leadership. She also said that it covers the cost of DUFB tokens vendors redeem with us.

MIFMA shared fundraising initiative- She also explained how it works and how we are part of the pilot program. 50% goes to AAFM, 50% goes to MIFMA. More info coming soon, including fliers and marketing materials. She noted that she just attended the webinar yesterday.

f. Recruiting new PMAC members

Market Manager Stauffer said she has not heard any more info about it. Lisa said that has not heard back either. She said we should all ask more info and do more recruitment. Karlene Goetz has applied but is not sure. Chair Young said she will email everyone the link application link again tomorrow.

g. Facility/Repairs/Demolition Updates

Water is back! Both to the stalls and a water cooler in the office.

They both happened on the day of the cooking demo last week.

Construction fence coming down at the end of the month hopefully, so that that area can be reconnected with the walkway and increase customer access since right now vendors do not really want to set up in that area.

Stauffer mentioned that we have a few open tickets about cleaning gutters and other items, as well as Jeb's question about tripping hazard in the area by stalls 141 & 140. Hopefully they will get completed once the demolition project is fully complete.

She also mentioned that PCI has completed the first phase of re-stripping the parking spaces in the lot. They still need to do the accessible spaces and may need to do touch-ups once the pavement is fully replaced at the end of the demo project.

h. Construction Updates

Market Manager Stauffer said that Dunbar Tower is still moving ahead quickly and 330 Detroit St is also moving ahead, albeit more slowly. She also said that 303 Detroit St just got approved by City Council on July 7, but we are not aware of any specifics of the timeline. Stauffer mentioned that she is hopeful that it will be slower than first anticipated, giving the Dunbar Tower more time to complete their project before it gets started.

Commissioner Young said went to planning commission in May and

said that she brought up the issue of parking to them and said that they were really concerned. Planning staff from the City was open with the commissioners to a conversation about it. Also seems like there needs to be a discussion of what appropriate parking would look like. She asked Commissioner Booge & Nemeth if there are other suggestions. They are supposed to do wayfinding in the area and replace anything damaged by the end of the project. Booge- is just listening & said it is a constant problem.

Market Manager Stauffer mentioned the ticketing of vendors and that City staff has been made aware to not ticket vendors 5-7am or 2-4pm. Maybe something else can be done for the construction workers. Give them a pass and if they violate it give them a ticket. Young asked if our vendors could have a parking pass so that they will not be ticketed either.

Young worrying about the changes for the new construction coming from 303 Detroit St because of all the potential disruptions coming to parking and them using our space for staging. Mentioned that the market has already gone above and beyond on it for us and that MAVD needs to communicate more effectively with their construction staff.

Commissioner Hardy said he got feedback from one of the food truck rally vendors that they felt disrespected by staff when coming into the lot to park. Stauffer asked if they could send me the person's name offline so that I could follow-up with them. Hardy also wants to know how the construction workers are parking on 4th and Detroit St beyond the 2 hour limit- I said that is a great question.

Young- asked how Oneal was able to pay for their workers to park. Stauffer said I did not know but I would imagine they worked with PCI.

II. Producer Only Subcommittee Updates

Commissioner Hardy said there were no real updates from their end since it is busy. Market Manager Stauffer told her that conservation district may be tapped by Remy and they are exploring options within their own structure to maybe be able to take on this project. Hardy said that that was a good option.

H NEW BUSINESS (NON-AGENDA ITEMS)

Market Manager Stauffer mentioned that Assistant Market Manager II Layla put her 2 weeks in yesterday. Commissioner Hardy asked why

she was leaving and Stauffer said that her heart is more in doing landscaping work.

Stauffer asked the commissioners about what is ideal- hiring someone now or waiting until a better time to have a 2 month exclusion for the future. Nemeth said that he thinks a maintenance person may be better than having market administrative staff and Stauffer disagreed saying we are very much under water with all the tasks that we have.

Young asked about people coming into get people to do routine tasks like counting tokens in the meantime.

The commissioners had a long conversation about the different types of hiring we can have- TFT, TPT, RPT, and Stauffer explained the pros and cons of each. TFT & TPT have 2 month exclusion whereas RPT does not but has a very strict 19 hour maximum.

Booge asked if one was easier than the other for hiring and I said there was not. Young emphasized that the City needs to know that the market needs more staffing because of all the extra items we are dealing with and Stauffer assured her I have told them this information multiple times and is compounded by the fact that she cannot get OT hours. Stauffer also mentioned that the City had been having internal conversations for a few years about the issues of temporary staffing and it is not us just dealing with this- it is many other facilities, parks, departments, etc. Stauffer also reminded them of the improvement she made by getting a TFT position instead of the two TPT the market had before. She also reminded the commissioners that many of the times she brings it up to Parks leadership they just suggest that we borrow staff from other facilities that need hours and how, although helpful in some instances of acute staffing shortages, takes a lot to train people to take care of.

Commissioner Hardy added that Lunia will have good feedback about this and Stauffer said sje would definitely ask her but have not had a chance yet since she just found out about this departure last night.

Chair Young asked about timeline for community engagement and wanted to express her frustration with the City taking so long on this project. Stauffer explained that the longer the demolition takes to complete, the longer Parks Planning are not able to work on this project and are also short-staffed and that many infrastructure projects are coming due at the same time. Hardy chimed in that they are short-staffed as we are.

Young also wants to think about scheduling the next in person meeting.

J SECOND PUBLIC COMMENT (NOT LIMITED TO AGENDA ITEMS)

No public commentary provided

L ADJOURNMENT

Meeting adjourned at 7:07pm

All persons are encouraged to participate in public meetings. Citizens requiring translation or sign language services or other reasonable accommodations may contact the City Clerk's office at 734.794.6140; via e-mail to: cityclerk@a2gov.org; or by written request addressed and mailed or delivered to:

**City Clerk's Office
301 E. Huron St.
Ann Arbor, MI 48104**

Requests made with less than two business days' notice may not be able to be accommodated.