

City of Ann Arbor

301 E. Huron St.

Ann Arbor, MI 48104

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Meeting Minutes - Draft

Thursday, December 18, 2025

5:30 PM

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Electronic Meeting
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Public Market Advisory Commission

A CALL TO ORDER

Chair Young called the meeting to order 5:33pm

B ROLL CALL

Present: 5 - Lisa Young, Jeff Nemeth, Will Brinkerhoff, Marcus Flores, and Karlene Goetz

Absent: 2 - James Booge IV, and Emma Hardy

C APPROVAL OF AGENDA

A motion was made by Flores, seconded by Brinkerhoff, that the Agenda be Approved as presented. On a voice vote, 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 Brinkerhoff, seconded by Flores, that the Minutes from the November Meeting be Approved as presented. On a voice vote, Chair Young declared the motion carried.

G REGULAR BUSINESS (AGENDA ITEMS)

- a. Market Schedule**
- b. Food Assistance Updates**
- c. 2026 applications**
- d. Marketing, Outreach, & Merch**
- e. LOGOS to Civic Rec Transition**
- f. Facility & Repairs**
- g. Neighboring Construction Updates**

a. Market Schedule
Market Manager Stauffer said that Wednesday Market ends next Wednesday until May. She also said that 8am start for winter hours is January 3.

b. Food Assistance Updates

Market Manager Stauffer said that the Fair Food Network unlimited match expires at the end of December, as do Double Up Bonus Bucks. She said that Fair Food Network expanded beyond 1 set of vouchers per household, to handing out as many as there is demand for. Stauffer said the demand has been so high that we had to order both EBT tokens and get more silver Double Up Food Bucks tokens twice. Chair Young asked if vendors were still getting paid out in a timely fashion as a result of the increased food assistance sales. Stauffer said the regular payment schedule has been happening since the increased food assistance sales has been offset by vendors finishing up for the season.

Stauffer mentioned that WIC Produce Connections ended in mid-October, Senior Project Fresh ended at the end of November, and Prescription for Health also ended at the end of November. She said that the final invoice had gone out to the Washtenaw County Health Department earlier this week so vendors should see those checks soon.

c. 2026 applications

Stauffer said that she has a meeting tomorrow with IT to discuss and get our 2026 vendor applications ready. She gave some context for the new PMAC members that all returning vendors have to apply again by March 1 to participate next season. She also said that new vendors would be able to apply as well once the application becomes available in January. Stauffer mentioned as well that they were weighing creating a new vendor application deadline to better space out applications with having available information about how many stalls are open and what types of products are most needed.

Commissioner Flores had a question about the applications. He wanted to know what percentage of vendors are waiting for us to get back to them. Market Manager Stauffer said that it depends on when the application is received and what type of product they have. She said that last year we had 67 applications for 15 spots, so market staff had to put a pause on new applications.

Chair Young mentioned the problems that there have been in the past and hopes they will be fixed. Market Manager Stauffer mentioned that the applications will no longer be pre-populated with vendor responses, but other glitches and errors will be fixed.

d. Marketing, Outreach, & Merch

Stauffer said market staff will now be doing the merch in house, with Jade taking the lead on designing the shirt. She also said that Assistant Market Manager Whittaker-Mitts had been doing a great job with marketing and outreach with the holiday gift guides and other social media posts, and this winter they will be working on re-launching the vendor spotlight series.

Chair Young wanted to know where vendor spotlight was posted. Stauffer said social media and the market website.

e. LOGOS to Civic Rec Transition

Market Manager Stauffer said all the vendors are entered into the Civic Rec program now ahead of the transition deadline in January. She said they are now figuring out what the set-up will be in the office for the new process, since Parks has new monitors and computers for us to use. She also said that the yearly invoicing process has time since they will not be due until June 30.

f. Facility & Repairs

Market Manager Stauffer said that a downspout had been damaged by a vendor vehicle and Park Ops has ordered the part to fix it and will replace it when the part is in.

She also mentioned that a market roof structure assessment had been completed and bolts will be replaced, as well as necessary columns, in the coming months, hopefully before May markets.

g. Neighboring Construction Updates

Parking issues continue with construction workers and vehicles blocking access on Detroit Street and taking up parking on 4th Ave and in the market parking lot.

Commissioner Young wants to know when 303 Detroit Street will be staging in our space.

H NEW BUSINESS (NON-AGENDA ITEMS)

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Commissioner Booge is leaving PMAC due to a change in his business structure where he cannot give time that he would want to. We need to find a new daily vendor representative to step in. Market Manager Stauffer mentioned there had been some suggestions at the last meeting.

Commissioner Flores wanted to know about the process of getting a new PMAC person. He wanted to know if there is an application for that or how it works. Market Manager Stauffer said that it is a bit different for this one since they are a daily vendor.

Chair Young said people can apply even if there is not a vacancy. January meeting is where we have the election for the new officers, and PMAC will need to elect Chair & Vice Chair since her term will expire in May 2026.

Commissioner Brinkerhoff asked if there is a term length for Chair/Vice Chair? Young answered that it is 1 year.

Chair Young wanted to start talking about next in person meeting. February? She also wanted to make sure people know there is a new zoom link for next year's meetings.

J SECOND PUBLIC COMMENT (NOT LIMITED TO AGENDA ITEMS)

No public commentary provided

L ADJOURNMENT

Chair Young adjourned the meeting at 6:08pm

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