

City of Ann Arbor

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Ann Arbor, MI 48104
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Meeting Minutes - Draft

Thursday, November 20, 2025

5:30 PM

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Public Market Advisory Commission

A CALL TO ORDER

Chair Young called the meeting to order at 5:33pm.

B ROLL CALL

Present: 5 - Lisa Young, Jeff Nemeth, Emma Hardy, Will Brinkerhoff,
and Marcus Flores

Absent: 2 - James Booge IV, and Karlene Goetz

C APPROVAL OF AGENDA

A motion was made by Flores, seconded by Hardy, 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) This is an opportunity for persons to speak up to 3 minutes about an issue that is listed as a public hearing on this agenda.

Market vendor Debbie Marx wants to welcome the new PMAC members to the body. She said she is loving to see the holiday lights at the market now and wants to see more decorations in general. It's a dark year and it brightens it up. She wants the decorations to be done earlier in the year. She thanked Gracias for donating wreaths to the market. She wants Parks to step up and provide more and wants music to come back to holiday season. She wants to spruce up the overall dreariness. She thanks everyone again for participating.

E APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A motion was made by Hardy, seconded by Brinkerhoff, that the October Minutes be Approved as presented. On a voice vote, Chair Young declared the motion carried.

G REGULAR BUSINESS (AGENDA ITEMS)

I. General Updates

- a. Market Schedule
- b. Staffing Updates
- c. Food Assistance Updates
- d. Events, Marketing, & Outreach
- e. LOGOS to Civic Rec Transition
- f. Events, Marketing, & Outreach
- g. Facility & Repairs
- h. 303 Detroit Street Staging
- i. Neighboring Construction Updates

I. General Updates

a. Market Schedule

Market Manager Stauffer said 8am-3pm Saturday hours start in January. She said that Wednesday market ends for the year on December 24.

b. Staffing Updates

Market Manager Stauffer said that Tyler Moss will be the new Assistant Market Manager and will be starting on Friday. She also discussed what his role would be as the new market inspector as well.

Chair Young asked where the vendor inspections happen.

Commissioner Hardy said the producer only subcommittee have not been working on precise details without the new inspector. She will look forward to meet with him and sit down to help move forward with producer only guidelines. She wants there to be a period of review and making sure that they don't inspect just new vendors, but also catches up on old vendors with new products. She is very excited that he is starting tomorrow.

Commissioner Nemeth said there is always going to be something extra on the application that is not grown that year, and is not necessarily going to be always accurate. To update the product list the focus should be on adding the new things to the application. Then again, if he is going to be at market and does not see it on the table he will be more aware of that.

Market Manager Stauffer clarified that the old inspector had not kept up details of vendor product changes, but we are looking forward to having more accurate info with the new inspector.

c. Food Assistance Updates

Market Manager Stauffer said that as a result of the federal SNAP/EBT pause, Fair Food Network decided to lift their \$20 Double Up Food Bucks matching cap, and also added frozen produce with no added sugar, salt, or fat, to the list of allowable items. She also said that Fair Food Network had created a special, temporary program called Double Up Bonus Bucks, where SNAP participants get \$40 in free vouchers to spend at the market on fresh or frozen produce. These changes both expire at the end of the year on December 31, 2025.

Commissioner Flores asked a follow-up question about Double Up Food Bucks and how customers are getting access to it. Specifically, he wanted to know if the market is the first point of knowledge about the program going into the community. Market Manager Stauffer answered that yes, market staff are the main ones informing everyone of the changes and facilitating these program changes.

Market Manager Stauffer mentioned that the WIC Produce Connections program ended at the end of October, and the Senior Project Fresh program ends at the end of November, although since both programs have been 'modernized,' markets have been removed from their role of facilitator and administrator. In the case of both programs, Stauffer pointed out how vendor participation went to the lowest possible levels due to the burdens and costs placed on vendors for participating. She also mentioned how WIC ended the program early this year in October without sharing that information with our market or even the Michigan Farmers Market Association, which represents markets throughout the state.

Stauffer also mentioned that the Washtenaw County Prescription for Health program is set to end for the season at the end of November. She said that this local program continues to be very popular and successful at our market and at the other participating markets.

Commissioner Hardy asked about how Ann Arbor Farmers Market can encourage more vendors to participate with WIC & Senior Fresh. Stauffer explained about the work market staff has already done to try to get vendors participating, and how the financial and logistical support from Michigan Farmers Market Association is the main reason that we have even the level of participation we currently have.

d. Events, Marketing, & Outreach

Market Manager Stauffer said that the market special events calendar is complete for the year. She also said that Assistant Market Manager Whittaker-Mitts has been helping a lot with this work, whether that is through outreach about the food access updates due to the SNAP pause, or with marketing for the holiday gift guide.

Chair Young asked about marketing postcards that had existed in the past. Market manager Stauffer said that initiative pre-dated her time with the market so she was not aware of them.

Commissioner Nemeth said that the market used to have magnets to distribute to customers and that bringing something like that back could be helpful in reminding customers about the market schedule.

Commissioner Brinkerhoff said the University of Michigan Campus Farm has a mobile unit on campus for their Thursday market that could maybe get involved with our outreach. Stauffer said that she had spoken to campus farm organizers in the past about even popping up at our market with their unit, but nothing came from it as of yet.

Stauffer also mentioned that Merch will coming back to the market in person, not longer just the online Parks Shop. She said that there would be canvas tote bags first, then token pouches, then t-shirts, and potentially other items.

e. LOGOS to Civic Rec Transition

Market Manager Stauffer explained that the City Finance Department has mandated that market staff change their financial reporting software from LOGOS to Civic Rec. She said that the change will go into effect in the New Year and it will impact three areas: vendor token sales, vendor invoicing, and vendor token reimbursement.

For vendor token sales, instead of running transactions on our POS machine and entering into LOGOS later, the idea would be to run our POS transactions and then enter into CIVIC REC in the moment. The main difficulty with this aspect will be changing the market office token processing set-up. In terms of vendor invoicing, this means that we will now be able to have more control over vendor invoicing. Specifically, if there are edits that need to be made, we can do them ourselves, instead of asking Finance to fix it in LOGOS for us. Stauffer said that the invoices due June 30, 2026 will be the first round using the new system. Vendor token reimbursement will

allow vendors to have a better ability to view receipts digitally, without having to rely just on paper receipts.

f. Facility & Repairs

Market Manager Stauffer said that the Holiday lights got put up on the market roof, and market rain garden clean-up and weeding happened with the help of 9 volunteers on the love a park day on November 17.

Chair Young asked if the sunshade in the market picnic area was still happening & also the way-finding to the market from the Ann Ashley structure. What is the timeline? Stauffer said she had not heard anything recently and is not aware of any timeline specifics.

g. 303 Detroit Street Staging

Market Manager Stauffer said that the Crane placement will not interfere with the market roof and structure, but it will not be maintaining a walkway between the market and 4th avenue on that side.

Chair Young asked if it is in the contract for them to help with wayfinding.

h. Neighboring Construction Updates

Market Manager Stauffer said that the continuing issues from construction workers and equipment parking along Detroit Street as well as inside the market lot are ramping up again, after months of improvement. She also expressed concerns of what would happen as they get further into the 303 Detroit Street development.

Commissioner Nemeth said it is really hard to get in & out because of the construction fence & sometimes have crane in the middle of Detroit street. He said it makes it difficult for him to get in & out for his spot and sometimes they are coming in passenger cars and can't really see if they are construction workers. He thinks that something needs to be done on Detroit street so people are not parking overnight when the 303 & 330 developments open. He said there was always talk in the past of an underground parking lot at Community High. He also mentioned that market has still been really busy with foot traffic, all things considered.

Commissioner Hardy asked about the double-sided dog signs in the market with construction worker signs. She asked if market staff can change that, maybe to have a different side with market info?

Market Manager Stauffer mentioned that we are looking into having loading zone no parking signs in the area on Detroit street to help mitigate the parking headaches in that area, but is not sure of the timeline on that.

H NEW BUSINESS (NON-AGENDA ITEMS)

Market Manager Stauffer said Jeb's last meeting on PMAC is December and then we will have a vacancy for a new daily vendor representative. Commissioners thought maybe Helen Bunch will be interested? We will ask her.

J SECOND PUBLIC COMMENT (NOT LIMITED TO AGENDA ITEMS):

This is an opportunity for persons to speak up to 3 minutes about an issue that is not listed as a public hearing on this agenda.

vendor Debbie Marx wants to thank everyone. She thinks that the young people are the ones that are going to liven up the market and see that they are very excited to have a hands on experience when they come to market on Wednesdays in particular. She is excited to see them excited. She also mentioned the wonderful new David Zinn piece in the Kerrytown Shops Courtyard.

Commissioner Brinkerhoff said that Sparrow market is now owned by his friends Ray & Christina, & Monahan's also has younger ownership. He says there is synchronicity in the space and people are gravitating to the space more as a result.

L ADJOURNMENT

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