

# City of Ann Arbor

301 E. Huron St.

Ann Arbor, MI 48104

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## Meeting Minutes - Draft

Thursday, February 19, 2026

5:30 PM

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**Public Market Advisory Commission**

**A CALL TO ORDER**

**Chair Flores called the meeting to order at 5:33 pm**

**B ROLL CALL**

**Present:** 3 - Lisa Young, Marcus Flores, and Karlene Goetz

**Absent:** 3 - Jeff Nemeth, Emma Hardy, and Will Brinkerhoff

**C APPROVAL OF AGENDA**

**A motion was made by Young, seconded by Goetz, that the Agenda be Approved as presented. On a voice vote, Chair Flores 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**

**Edit made to the section about bird netting**

**G REGULAR BUSINESS (AGENDA ITEMS)**

**I. General Updates**

**a. staffing**

**b. 2026 applications**

**March 1 returning vendors**

**April 1 new vendors**

**April 15 food truck rallies**

**musicians & community groups**

**c. LOGOS to Civic Rec Transition**

**d. Facility & Repairs**

**e. Neighboring Construction Updates**

**a. Staffing**

**Market Manager Stauffer said that Assistant Market Manager Oriol went on her 2 months off yesterday and will be returning in mid-late April. Stauffer noted that she had done a lot of work to streamline**

the application processing systems before leaving. The market manager team is now three: Stauffer, Whittaker-Mitts, and Moss

**b. 2026 applications**

**March 1 returning vendors**

Market Manager Stauffer said that March 1 is the application deadline for returning vendors. She said that as of now, 27 annual vendors still need to submit. She said that there are also a bunch of daily vendors that still need to submit their applications ahead of the deadline.

Commissioner Young asked what percentage of the new daily vendors from last year are returning, and Stauffer said that she did not have the exact numbers in front of her, but it is roughly 75% as of then.

Commissioner Goetz asked about the process for having to fill in new info and whether next year the applications could be pre-filled, or if not, if vendors could have a copy of their previous year application to help fill it out more easily.

Market Manager Stauffer said that that is one of the changes with the online application and she explained the very labor intensive mail merge process that existed before and how difficult it was for staff to complete previously. She noted that it may seem like more work for vendors, but it is a great improvement for market staff. She also said that she has received feedback from vendors who love the new application, as well as others that struggled to complete it. She pointed out that she has helped vendors complete the online application both over the phone and in person, and that market staff plans on providing the previous year application to help vendors complete it. She also mentioned that one of the drawbacks of the previous process is that many vendors were not updating their application with the correct product lists, contact information, staff details, and more, so the new process also help the market to have the most accurate information.

**April 1 new vendors**

Stauffer said that the market had received 42 applications so far from new vendors, with 9 accepted, including 2 mobile food vendors. She also noted how the acceptances had been agreed upon by market staff through consensus, with a more formalized process for assistant market managers to provide feedback than before. She also explained that the optimal number of new acceptances would be ~12, plus a couple additional mobile food vendors, and that this assessment is based in experiences from last

season, combined with trying to be cautious about potential reduction of space due to construction pressures this season. Commissioner Goetz asked what the product mix of the newly accepted vendors is, and stated that vendors with the most diversified products lists tend to have the most success and longevity at the market. Stauffer agreed and added that another litmus test for success for new vendors is whether they know other current vendors are already feel part of the community, although that is not to say we don't welcome vendors with no ties because we do and they quickly become part of our community.

#### **April 15 food truck rallies**

Market Manager Stauffer said that market has received 16 applications so far for the food truck rallies, with about a 70/30 split of returning to new food trucks, carts, and pop-ups. She also noted that market staff always gives priority to returning vendors but will add new vendors as space allows. She specified that they had not handed out any official acceptances yet since the current focus is on returning vendors and new vendor applications.

#### **Musicians & Community groups**

Market Manager Stauffer said that market staff had received 4 community group applications and 3 musician applications so far. She mentioned that the TedXUM student group already started to attend last week & will be at market again this week, and that they are promoting their event on campus like they have done the last 2 years. She said there is no deadline for applications for musicians and community groups.

#### **c. LOGOS to Civic Rec Transition**

Stauffer noted that the original CivicRec launch date of 1/24 had been postponed until 1/31 due to the extreme cold weather and lack of vendor and patron attendance on that date. She said that market staff seem to have a good handle on the market day token sales and vendor token receipt processing aspects. She did say that market staff receive incorrect information in their initial training about the cashout and cash deposit process and have had to change their workflow accordingly. She pointed out that the main reason she wanted to use CivicRec initially is to get more control over the invoicing process, including the ability to edit vendor addresses, invoice amounts, etc. Vendor invoicing is the last part of the process that will be transitioned to Civic Rec later this spring, in preparations for the June 30 yearly payment deadline.

**d. Facility & Repairs**

Market Manager Stauffer reiterated that repairs were coming up for the support columns for the roof and replacements for some of the bolts that hold the columns in place. She said that the schedule is still aiming to be done before Wednesday Market starts in May. She noted that the bird deterrents are still in a wait and see process. She said that from what she had observed that they were not working, with birds landing directly above them. She also shared that vendors had told her about the mesh that used to be in the roof spine but had been removed from unknown reasons. Chair Flores echoed that sentiment since vendors had also told him the same thing. Stauffer revealed that her supervisor Remy Long will be submitting call for proposals (RFP) next week for the market's community engagement process. She mentioned that it would be a 12 month process to complete, and once that visioning concluded the City would focus on rebuilding the office. She also encouraged PMAC members to emphasize the need for a new market office, in addition to winterization plan, with their comments in the community engagement process. Commissioner Goetz said she was glad to hear that they are going to work on the posts to stabilize the facility and that that RFP is moving forward. Commissioner Young said that hopefully people will give feedback to rebuilding the office and other things in the process.

Market Manager Stauffer also mentioned that the trailer will be painted to make it look nicer, and since market staff lost a few sign banners in the wind storms this winter, it will also help share information without worrying about losing more banners in subsequent wind events.

**e. Neighboring Construction Updates**

Stauffer mentioned that she is still waiting for more info about the Braun Court development.

She shared that she received notice from the City that MAVD will still be staging their materials in our pocket park after all due to road closure prohibitions from other projects. Commissioner Goetz said it would be nice to have a sturdy fence that looks good, which would be different than what there is now. She also said that anything to get the word out about market being open during the construction projects can help.

**II. Officer Elections**

- a. Chair
- b. Vice Chair

**Market Manager Stauffer officially announced the results of the 2026 officer elections:**

- a. Chair- Flores
- b. Vice Chair- Goetz

**H NEW BUSINESS (NON-AGENDA ITEMS)**

**Commissioner Young mentioned the issue with a March in person meeting due to lack of space in City Hall. She wants to know if PMAC members can shift it to April? Since half the commission is absent, she wants to wait until next meeting to discuss.**

**Commissioner Goetz wants to know if we want to schedule out other 3 in person meetings during the next meeting as well.**

**Commissioner Young asked about the inclement weather cancellation policy. Market Manager Stauffer said that focus of it will be for dangerous weather events only and that there will be a vendor waiver developed for people who think they really need to be there if market staff cancels. Commissioner Goetz is glad that that waiver will be available and wants to make sure market staff is taking it seriously when cancellations occur since they can be disruptive to vendor livelihoods. Stauffer assured her that she does take it seriously and as a farmer herself, she is very careful to check the weather from multiple sources, including radars, hourly forecasts, NOAA projections, etc. Commissioner Young asked that any changes adopted would be put into the operating rules and Stauffer confirmed that they would.**

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

**Debbie Marx- veteran artisan farmers market vendor and Ann Arbor resident said she wants to thank everyone for their work and commitment to the market. She said that the live feed went black for a portion of the meeting and when it came back on there was no audio. She mentioned that she did not receive an agenda for the meeting and reiterated that she wants to go back to in person meetings. She said that she knows there are daily vendors who want to apply for PMAC but can't find the application online. She said we also need inspections, and she wants them to happen before new vendors start.**

She also said we need proper restrooms for the customers, and that needs to happen before we get a new market office and winterization. She also thinks that the market doesn't need an office much bigger than what we currently have. She doesn't think that it is fair as well for all the construction to be happening all at once and doesn't understand why the City is allowing that. In closing, she thanked Marcus & Karlene for taking on the roles of Chair and Vice Chair and to thank Lisa for loving the market.

Market Manager Stauffer noted that Assistant Market Manager Tyler Moss will be starting inspections soon and that the Agenda for the meeting is always available on Legistar if an email is not received. She also pointed out that unfortunately due to State law the City is unable to pause developments, and that question is outside of the scope of PMAC's role.

**L ADJOURNMENT**

Chair Flores adjourned the meeting at 6:33 pm

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