

City of Ann Arbor

301 E. Huron St.

Ann Arbor, MI 48104

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Meeting Minutes - Draft

Thursday, January 18, 2024

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 at 5:32pm

B ROLL CALL

Present: 5 - Peter Woolf, Lisa Young, Jeff Nemeth, James Booge IV, and Emma Hardy

C APPROVAL OF AGENDA

A motion was made by Woolf, seconded by Booge IV, that the Agenda be Approved. 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 Woolf, seconded by Hardy, that the December Minutes be Approved. On a voice vote, the Chair Young declared the motion carried.

G REGULAR BUSINESS (AGENDA ITEMS)

I. General Updates

- a. Returning Vendor Applications
- b. Staffing Update
- c. 2024 Events
- d. Facility & Repairs
- e. Vendor Survey

a. Market Manager Stauffer mentioned that the returning vendor applications are in the mail and new vendor applications are still being evaluated.

b. Stauffer said that Assistant Manager Hannah will be going on her 2 months off starting next week. She discussed how the new hire

for the 2nd Assistant Manager position would be coming soon.

c. Market Manager Stauffer provided an overview of the 2024 calendar of events coming to the market. Many favorite events like food truck rallies, cooking demos, & flower day will be coming back and an additional emphasis will be put on programming for kids like story time and bringing activities from the natural history museum. She also mentioned that instead of a standard CSA day like in the past, we would fold it into an Earth Day event.

d. Market Manager Stauffer spoke about the meeting coming up soon about the market building repairs and that a vandal had damaged the holidays lights market staff and Commissioner Booge had hung up on the roof.

e. Assistant Manager Bradshaw gave a presentation about the vendor survey. She noted that 63 vendors took the survey, accounting for almost half of the vendors at market, with an even distribution of vendor categories. She pointed out that 63% said that vendors should have a maximum of 3 stalls while 20% said 4 stalls. She provided an overview of the most and least popular hours in terms of sales, an overview of the responses to the question of plastic use, and said that the majority wanted to pursue some type of winterization. She also shared that in the additional comments at the end of the survey, 1/3 of respondents said the hours are too long, 1/3 discussed plans for winterizing the market, and 1/4 asked for later starting hours. Additional comments addressed the issues of cleanliness and the roof birds. In response to the presentation Chair Young asked for a copy of the slides, Commissioner Hardy asked more about the context for the question about plastic use and what we were trying to measure, and Market Manager Stauffer provided that context that had come out of questions from customers and vendors to ban plastic usage at the market. Commissioner Woolf inquired whether it would be feasible to have a 'soft start; soft end' policy but both Market Manager Stauffer and Commissioner Hardy were worried that a flex start would be logistically difficult and increase parking headaches in the morning.

II. PMAC Officer Election

- a. Chair
- b. Vice Chair

Market Manager Stauffer called for a secret ballot to determine

PMAC Chair and Vice Chair, with votes to be revealed at the next meeting. Commissioner Woolf gave an explanation of the what the responsibilities are for the roles. Commissioner Hardy and Commissioner Booge both wanted to gain more experience before stepping into the role, and Commissioner Nemeth is too overextended to take it on. Chair Young nominated Commissioner Woolf for the Chair and nominated herself for Vice Chair.

III. Updates on Continuing Conversations

- a. Bylaws Revisions- still in process
- b. Producer Only Subcommittee- still in process
- c. Market Office Building repairs- still in process

a. Market Manager Stauffer said that the process is moving forward. The changes have gone to legal and CM Radina is still interested in sponsoring the ordinance change to enable the expansion of the body membership and add term limits. She mentioned as well that once the revision goes through, Conflict of Interest statements would be part of the annual reporting process, as echoed by Commissioner Woolf.

b. Commissioner Booge discussed his meeting with Market Manager Stauffer to better understand the context and need behind the Producer Only Subcommittee. He mentioned wanting to get other vendors involved and that it is a good time to get started. He hopes to present a document with goals in next month's meeting. Market Manager Stauffer said she will also give Commissioner Booge the notes from the spring 2023 meeting.

c. Market Manager Stauffer mentioned that the market building repair meeting is tomorrow and that she was hoping to have a clearer picture of the repair process moving forward afterward.

H NEW BUSINESS (NON-AGENDA ITEMS)

Market Manager Stauffer mentioned that she would like to see an inclement weather cancellation policy put into place at the market in light of last week's blizzard and high winds that saw 4 vendors plus a food truck at the market. It would cover winter wind advisories and warnings as well as similar wind alerts in the summer. It could also be impacted by air quality alerts like we saw last summer due to the Canadian wildfires. It would cover cancelling outright as well as

calling the market off early. Stauffer said she would like to take cues from NOAA advisories, watches, and warnings in the future. Commissioner Hardy & Young had questions about the conditions under which it would be called and when vendors would be notified. Commissioner Woolf said that "cold makes the market unpleasant but winds shut it down."

Chair Young wants to schedule another in person PMAC meeting. After discussion amongst the Commissioners, May 16 was chosen for the next in person date. Chair Young also asked for Remy to join a PMAC meeting to talk to the Commissioners.

J SECOND PUBLIC COMMENT (NOT LIMITED TO AGENDA ITEMS)

Vendor Karlene Goetz called in for public comment but due to a poor phone connection we had a hard time hearing her. She will email her comments to Market Manager Stauffer to share with the commission.

L ADJOURNMENT

Chair Young adjourned the meeting at 6:42 pm

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