City of Ann Arbor

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Ann Arbor, MI 48104
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Meeting Minutes - Draft

Thursday, July 16, 2026

5:30 PM

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Public Market Advisory Commission

A CALL TO ORDER

Chair Flores called the meeting to order at 5:32 pm

B ROLL CALL

Present: 4 - Jeff Nemeth, Emma Hardy, Marcus Flores, and Karlene Goetz

Absent: 1 - Will Brinkerhoff

C APPROVAL OF AGENDA

A motion was made by Hardy, seconded by Nemeth, 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

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

G REGULAR BUSINESS (AGENDA ITEMS)

I. General Updates

a. Events
Cooking Demos #2 & #3 June 10 & July 8
A2Zero Week Food Walking Tour June 3 11am-1:30pm
2nd Annual Asian Night Market June 12 5-9pm
FTR Season Kick-Off July 15

b. 2026 applications
Market Vendors & Food Truck Rally Applications closed
Musicians & community groups application still open

c. LOGOS to CivicRec Transition
New Yearly Invoicing Process for Annual & Daily Vendors
June 30 payment deadline has passed

d. Food Assistance
$50 DUFB daily match began May 1
DUFB grant paperwork submitted for approval- expect it to be finalized in August
Prescription for Health program began in June
WIC Produce Connections & Senior Project Fresh- still very low vendor participation.
WIC distribution day at Wednesday market on August 5.

e. Facility & Repairs
RFP selection almost complete for 12 month engagement- waiting on cost approval from City leadership
Portable Toilets Removal Complete
Waiting on multiple repairs to be completed by Park Operations

f. Neighboring Construction Updates
303 Detroit Street staging on market property
Braun Court redevelopment
4th Ave closure coming soon

I. General Updates

a. Events

Cooking Demos #2 & #3 June 10 & July 8
Market Stauffer noted that the Cooking Demos have been continuing and 4 have been completed so far out of the 6 total scheduled.
Stauffer explained that the June demo was a double-header, with one demo conducted by new Wednesday vendor Chef Miguel Larger, and also one conducted by assistant market manager Tyler Moss for the high school students participating in UM Ross School of Business Summer Business Academy.

For July, she said the demo featured Kapnick peaches & raspberries prepared as a jam that was served on White Lotus cinnamon swirl bread. Community member Karen Wanza joined us again to make the recipe, serve the samples, and showcase canning techniques. Stauffer said that market has 2 more demos in our series on the 2nd Wednesday in August & September. She mentioned how Jade had been doing an awesome job with promoting the demos and the rallies, in addition to regular market days.

A2Zero Week Food Walking Tour June 3 11am-1:30pm
Stauffer said that A2Zero Week Walking Tour on June 3rd was super successful and had more interest than anticipated, both from market vendors and patrons.
2nd Annual Asian Night Market June 12 5-9pm
She also noted that the 2nd Annual Asian Night Market was a huge success, with even higher turnout than before, and lots of food vendors selling out of product early. She emphasized that the only negative was the extreme volume of trash generated, that overwhelmed market resources, and for next year, they may need to get a temporary dumpster placed on site for the event.

FTR Season Kick-Off July 15
Stauffer shared that the Food Truck Rally Season Kick-off was July 15, with 13 food businesses participating- 8 trucks & 5 carts/pop-ups. She said it was an OK turnout given the extreme heat & art fair week road closure disruptions. She said that market staff hopes that August, September, and October rallies will have more attendees as we have more food businesses signed up.
She also told the commission that on August 5 WJR will be broadcasting live from the Wednesday Market to promote the Local Food Festival on August 27 & highlight local food more generally. She said they are partnering again w/ OSI/A2Zero & Argus Farm Stop to present the Local Food Festival at market—a celebration of local agriculture and culinary arts with vendors, cooking demos, produce tastings, live music, kids activities and more.

b. 2026 applications
Market Vendors & Food Truck Rally Applications closed— Market Manager Stauffer noted that market still has tons of interest coming through for new vendors of all kinds although our application season is over until next year.
Musicians & community groups application still open- she explained

these applications are still open since it is easy to bring community groups to Wednesdays as well as musicians.
c. LOGOS to CivicRec Transition

New Yearly Invoicing Process for Annual & Daily Vendors
Stauffer mentioned that the invoicing process using CivicRec this year worked well, since it better enabled people to pay online, and also gave market staff better ability to change the invoices to add parking, subtract a stall, and other items. She said that this will be the last update on Civic Rec since the market has transitioned financial processes over to it successfully.

June 30 payment deadline has passed
Stauffer noted that the yearly payment deadline was June 30 and the rest of the daily and mobile food vendors that did not choose the yearly payment option will have to pay per day.

d. Food Assistance
$50 DUFB daily match began May 1
Market Manager Stauffer informed the commissioners that the $50/day match is still in effect and all the customers are excited to use it to buy more produce. She also said market had not run out of green EBT tokens again, although there is a shortage of double up food bucks at Fair Food Network.
DUFB grant paperwork submitted for approval- expect it to be finalized in August
Stauffer explained that the DUFB grant approval process is still underway and City leadership anticipates that those approvals will be complete in August, a bit later than usual.

Prescription for Health program began in June
Stauffer noted as well how Prescription for Health is a 'prescription' from a doctor for $100 in paper vouchers to be spent on Michigan-grown fruits & vegetables at local markets in Washtenaw County. She said this program has not been 'digitized' like the others and vendors have already been receiving them as payment.

WIC Produce Connections & Senior Project Fresh- still very low vendor participation.
Stauffer explained why the vendor participation is still so low since WIC Produce Connections and Senior Project Fresh as been 'digitized', and how they also make it difficult for growers to get reauthorized year to year, and as a result only Kapnick is authorized

for Senior right now, although Madison's Closer & Goetz Greenhouses are in process of getting it up and running. She said as well that Goetz is the only one set-up for WIC and they will be participating in the WIC distribution day on August 5.
WIC distribution day at Wednesday market on August 5.

e. Facility & Repairs
RFP selection almost complete for 12 month engagement- waiting on cost approval
from City leadership
Stauffer told the commissioners that the committee working on the consultant selection for the RFP had selected their desired team but is now waiting on top City leadership to move the process forward, due to the costs involved in the top pick. She explained that she had been told that the main bulk of the 12 month engagement now would likely not be until 2027, given all the approvals still needed on the consultant that needs to work its way through City staff and City Council. She said she knows that is not ideal and PMAC was hoping for a faster timeline.

Portable Toilets Removal Complete & working on issue
Stauffer reiterated that the portable toilets had been removed from the market after on-going issues with vandalism, disrepair, and cleanliness, and that Parks, and Community Services as a whole, is trying to find another solution for Saturdays. She mentioned how Kerrytown Shops is available but on July 4th, the closure of the upstairs bathrooms there caused a difficult situation at market. She mentioned that she had had a meeting on Tuesday of this week with Kerrytown Shops partially to come up with strategies to improve the restroom situation. She also spoke about how the throne is great but that it has been having issues with the door sensor on the last few market days, making it more difficult to use, and other times where it works OK with a phone, but not with the key cards that we have.

Waiting on multiple repairs to be completed by Park Operations
Stauffer said the market is waiting on 10+ repairs to be completed by Parks Operations and Market supervisor Remy Long has checked in with Parks Operations to see if those fixes can be expedited. She explained that the fixes range from issues with drains clogging to gutters pouring water on stalls to damage from trucks crashing into the roof and drainpipes, with some higher priority than others. Commissioner Hardy agreed that it is helpful to have those looked

at, but wants to the restrooms problem-solving to be given priority.

f. Neighboring Construction Updates
303 Detroit Street staging on market property
Market Manager Stauffer said that the construction fencing + barrier is up on market property for the 303 Detroit Street staging. She noted that it will remain there for the duration of the redevelopment of that building into housing, unless we need it sooner to build a new market office.

4th Ave closure coming soon
Market Manager Stauffer reiterated that she is still not fully sure when the 4th Ave partial closure will occur. She said that the development team said that they would give 2 week notice beforehand and had initially stated June or July during the pre-demolition meeting, but that timeframe is not likely. She reminded the commissioners that when the closure does occur, the South entrance to the market parking lot will be closed for the duration of the water main replacement project, ~4-8 weeks, while the North entrance to the parking lot will remain open. She also mentioned that for a duration no longer than '2 market days', the North entrance will be temporarily shifted further to the North, removing the signage and adding a ramp, so that large trucks and other large farm vehicles can still get into the lot, before it reverts to its regular position.

Braun Court redevelopment
Market Manager Stauffer said there has not been much activity at the Braun Court property since it was demolished and the site cleared in early May. When construction begins it will be 7 story 'above market' condominiums- 34 or 36 units, with an entrance to underground parking off the alley behind that lot.

II. Transfer of Seniority

a. Application assessment for Mind Your Beeswax

b. Discussion of Parker family transfer

II. Transfer of Seniority

a. Application assessment for Mind Your Beeswax
Stauffer explained the background on this vendor and transfer application and how vendor Kathy Kohlman-Buell had sold the

business to her long-term staff person Paul. Commissioner Hardy said she was in favor of it since there has been more turnover than in year's past so makes sense to allow someone to keep theirs and Chair Flores agreed. Commissioner Nemeth asked questions about the original vendor of record to get more info about their business operation and where it was located. Chair Flores noted their operation was in Hartland, according to their application. Commissioner Hardy motioned to approve the transfer and Nemeth seconded, with all commissioners approving.

b. Discussion of Parker family transfer
Stauffer explained how when this vendor passed away last year, his sister Ilene had told market staff of their interest in maintaining the seniority and still attending the market. Stauffer said Ilene said that she would keep the products the same with the vegetables and maybe kettle corn. Stauffer said that she had sent her the application materials via email in the fall and due to Irene's lack of access to technology, she was not able to submit the application before the 90 day deadline expired. Stauffer explained that Ilene reached out again a few weeks ago, still interested in completing the transfer, and based on the circumstances, Stauffer said she gave her until August 1 to complete her application, and asked the commissioners if they are OK with that decision. Chair Flores, and commissioners Hardy & Nemeth said they were both fine with it and Commissioner Nemeth motioned to approve their application, while commissioner Hardy seconded, with all voting in favor.

H NEW BUSINESS (NON-AGENDA ITEMS)

a. Staffing
Market Manager Stauffer said she wanted to thank all of her staff for doing an exceptional job at keeping the market running and vibrant during my absence last month, and also on regular market days! She also said Jade's mandated 2 months off begins August 2 and lasts until October 2 and. Tyler's mandated 2 months off begin September 27 and lasts until November 27. She noted that although neither are ideal timing, especially with many full market days and events unfolding during that those time periods, and optimal times for inspections, we are again beholden to this City policy.
b. Vendor Stall Move-Up
Stauffer said now that we know that the Parker's seniority application is going through, she can say that 17 stalls are currently open for move-up in September- 1 artisan (Myla Snyder/Myla's

Exclusives) will get their seniority since an artisan retired (Nancy Willoughby/Willowbee Wood) & 7 producers. She said they started notifying vendors gaining seniority at market last week and are continuing to do so and wanted to do it in person as much as possible. She also stated that move-up this year will be September 19, after market at 4pm, and she is choosing this date since it is the best work around for Michigan football schedule so vendors are both at market and not stuck in traffic on the way home.

c. Recruiting new PMAC members

Stauffer mentioned that Commissioner Hardy has been reappointed for a new term and that we are still waiting for confirmation from the mayor on Helen Bunch joining us as the new daily vendor representative. She said that once he puts the approval in and it goes through City Council, she will join us.

In addition, Stauffer said that PMAC needs to recruit a 'regular customer' to take Lisa Young's spot that opened up at the end of May when she was term-limited. She encouraged the commissioners to encourage people to apply.

J SECOND PUBLIC COMMENT (NOT LIMITED TO AGENDA ITEMS)

Artisan Vendor Debbie Marx said she is so glad to hear about Helen Bunch and that she is going to be considered for the daily vendor representative position. She said she also just wants to thank everyone for being involved in PMAC even though it may seem thankless

L ADJOURNMENT

Chair Flores adjourned the meeting at 6:30pm

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