

Public Market Advisory Commission

Thursday March 20, 2008
5:00pm Council Chambers
City Hall, 100 N. Fifth Avenue

Meeting Agenda

1. Call to Order
2. Roll Call
3. Special Presentations
4. Approval of Agenda
5. Public Commentary – Agenda items only (3 minutes per speaker)
6. Approval of Minutes
 - a. Meeting of February 21, 2008
7. Commission Business
 - a. Old Business
 - (1) Market Mission Statement
 - (2) Commission Mission Statement
 - (3) Vendor Public Meeting of 11 March 2008
 - b. New Business
 - (1) A program of Promotional and Educational Events
8. Reports and Communications
 - a. Market Manager
 - b. Related Boards, Commissions, Committees, and Task Forces
 - c. Items from Commissioners
 - d. Transmittals/communications received
9. Public Commentary – General (3 minutes per speaker)
10. Adjournment

TELEvised ON ANN ARBOR COMMUNITY TELEVISION NETWORK CHANNEL 16

LIVE: Thursday February 21, 2008 5:00pm

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DRAFT

**CITY OF ANN ARBOR – PUBLIC MARKET ADVISORY COMMISSION
MEETING MINUTES
February 21, 2008**

The regular meeting of the Public Market Advisory Commission was held on Thursday, February 21, 2008 at 5:00 p.m. in the Council Chambers located in City Hall, 100 N. Fifth Avenue, Ann Arbor, Michigan.

1. Call to Order

The meeting was called to order at 5:07 p.m. by P. Pollack.

2. Roll Call

Members Present:	(4)	G. Service, S. Brines, K. King, P. Pollack
Members Absent:	(1)	D. Black
Staff Present:	(2)	J. Black, M. Notarianni
Guests:	(1)	Gary Cooper, Cooper Design

3. Special Presentations

4. Public Commentary – Agenda Items only (3 minutes per speaker)

5. Approval of Agenda

P.Pollack requested that agenda be adjusted so that item number 5 – Agenda Approval occurs before items number 4 – Public Commentary. This way, the public will be able to speak to items we may have added to the agenda. P. Pollack also requested to add Phase 1 Market improvements update to item 7. Commission Business under a. Old Business as number 2.

The agenda was approved as changed.

6. Approval of Minutes

January 17 2008 minutes moved by S. Brines, seconded by G. Service. Approved unanimously.

7. Commission Business

a. Old Business

(1) Market Mission Statement

J.Black – before you start with the Mission Statement discussion, can we allow Gary Cooper to discuss the Phase 1 and 2 market improvements?

P.Pollack – Sure go ahead. The Commission has received emails from one vendor and one citizen regarding Phase 1 improvements for the market. The commission will not be dealing with this level of detail and will however look at the general principle topics and issues. Issues that have been raised include the electrical service adequacy as a system now and in the future and the Public Address system.

J.Black – Gary Cooper with Cooper Design is here today to discuss the Phase 1 and 2 improvements we have scheduled for the market as well as address the emails we have received. The commission has a work session scheduled for March 6 2008 and I have asked all of you to check your calendars for a day/time to hold a vendor/public meeting at Cobblestone Farm. Let's try to set that day tonight. Gary is set to respond to the emails received about the electrical and public address system.

Scheduled

62
63 **(2) Phase 1 and 2 Improvements**
64

65 Gary Cooper – I have brought drawings and specs if you would like to review them. In the fall of 2007, we
66 began the process for improvements at the market space. We developed various scenarios based on
67 vendor, public and staff input received during the master plan process. After further review, the project was
68 found to be significantly under funded. City staff looked for alternate funding sources and ultimately it was
69 decided that a three-phased approach to spread out the costs would be best. The City's commitment to
70 this project was reinforced and a schedule was developed with Phase 1 starting in the spring of 2008.
71 Phase 1 consists of improvements to the existing canopy; Phase 2 involves removing the middle canopy,
72 building new center canopy structure, site works, and addressing storm water management. Phase 2
73 involves constructing the new pavilion and other minor work.
74 Phase 1 in detail involves pressure washing the existing canopy, prep work associated with painting and
75 lighting upgrades. There is a need for more lighting specifically at the vendor table level and fluorescent
76 lighting is the most efficient easily available type. LED lighting is no more efficient than what we are
77 proposing. The fixture we propose is being installed in parking decks and will double the candle foot at the
78 table level. Gutter repair will also be done at this time.
79 Improvement of the power supply and number of duplex receptacles available within the market will be
80 addressed in Phase 2. The current electrical system is in bad condition. Phase 2 will address the electrical
81 system and will provide an opportunity to increase the number of receptacles at market stalls. We will also
82 improve the power supply and control of lighting and power by staff.
83 Included in Phase 2 will be storm water management. It may be a rain capture system where water is held
84 and reused for watering, etc.

85
86 J.Black – please speak about the Public Address system.
87

88 G Cooper – The PA system was added as a deduct alternate within the bid. It was developed principally for
89 announcements on market days to the vendors and public. It is designed to have play music if needed
90 however we were told specifically by staff that music on market days is not wanted. I saw the emails
91 regarding using 240 volt ballast instead of the 120 volt ballast. There is no advantage to using the 240 over
92 the 120. The lights we are recommending are not available in a 240 volt ballast. The market needs a cold
93 weather (-20 degrees) ballast due to the outdoor weather conditions.
94

95 S.Brines – regarding the power supply in Phase 1; is there a loss, gain or do we remain as status quo?
96

97 G.Cooper – There is technically a loss in Phase 1 of 2 or 3 receptacles. We are installing twice the amount
98 of lights which use less power than what we currently have. The 2 or 3 removed receptacles will be added
99 back, plus more, in Phase 2.

100 J.Black – I have indicated to Gary where we can afford to temporarily loose receptacles for the
101 spring/summer seasons. With Phase 2 being in the late fall/winter, we should not have much of an issue.
102

103 S.Brines – What about water?
104

105 G.Cooper – Not addressing this until Phase 2. There may be a combination of potable and captured rain
106 water opportunities.
107

108 S.Brines – Is funding for Phase 1 and 2 secure?
109

110 J.Black – Yes, we still need funding for Phase 3.
111

112 G.Cooper – The bids came in surprisingly low for Phase 1. Our estimate was \$190,000 and the low bid
113 was \$95,000 which may mean that additional monies are available for later phases.
114

115 K.King – Not sure if we need water at every stall.
116

117 G. Cooper – Water may not be available at every stall – mapped out with Jessica where water is needed. It
118 may be along one side of the market or at every other stall.
119

120 K.King – A few well place hydrants near to the ground for practicality purposes should serve well.
121
122

123 P.Pollack – If you had your druthers, would you put all electrical wiring underground and wait until Phase 2?
124
125 G.Cooper – No, wiring within the canopy is ok. It is easily accessible and protected. There is a voltage drop
126 due to the length of the run however with Phase 2, we may be able to run underground to the new canopy.
127 In Phase 1 and with this project, underground wiring is not preferred.

128
129 P.Pollack – Any other questions?

130
131 G.Cooper – I will leave the drawings and specifications here for you to review.

132
133 P.Pollack – The nature of sequencing and how the events have taken place to lead us to this point may
134 have alluded to some lack of transparency. I think that the upcoming public and vendor meeting at
135 Cobblestone will serve as an opportunity to address concerns and questions about this project. The
136 process will become more transparent. It is not the role of the commission to be involved with the details
137 but to look at the bigger picture and stay involved. Let's introduce Molly, the new market manager.

138
139 J.Black – Since I accepted my new position, Gayle LaVictoire has been managing the market while we
140 looked nationwide for a new market manager. Molly Notarianni is our new market manager. She is
141 originally from this area however has been living in Portland, OR and working as a site manager for the
142 Portland Farmers Market Assoc.

143
144 M.Notarianni – Thanks. I am honored to be here and excited about the future of the market.

145
146 P.Pollack and all – Welcome.

147
148 **(1) Market Mission Statement**

149
150 P.Pollack – Ken King started this document and I have provided you all with a version 2 for discussion and
151 deliberation this evening. We should also make this document available for the public and the vendors at
152 the meeting at Cobblestone. As a commission we will discuss this more at our work session.

153
154 S.Brines – I like the version 2 and think we should discuss this at our work session.

155
156 G.Service – I like the bullet points; what do you think Molly?

157
158 M.Notarianni – I think it is comprehensive and touches on many points. Let's discuss it in detail at the work
159 session.

160
161 K.King – We should also start working on a commission mission statement.

162
163 P.Pollack – A statement by the commission for the public would be a nice idea. Let's discuss both at the
164 work session.

165
166 J.Black – Only think that might be missing is reference to artisans at the market. May want to add
167 additional language to address the artisan component.

168
169 P.Pollack – The primary focus of the market is food and the interactions that take place. It is important to
170 give credit to the artisans with out taking about the primary focus of food. Possibly add language to bullet
171 number 5 or create additional bullet for the relationship between the artisans and the farmers market.

172
173 K.King – There are many farmers who are artisans as well and this can be a difficult thing to define.

174
175 S.Brines – I think overall this is a good draft. Let's discuss at the work session and possibly have
176 something to adopt at the March 2008 meeting.

177
178 **b. New Business**
179 **(1) Potential work program and work schedule for 2008**

180
181 P.Pollack – Included in our January 2008 packet was the work program and schedule for review of the
182 market policies. The vendor/public meeting will be an opportunity to start the dialogue. The commission

183 may want to give questions to the vendors/public regarding what is working, what's not, seniority, etc. If we
184 issue a set of questions to all, this should assist use in our work program.

185
186 K.King – I need assistance with the Growers Association and my contact with them. They are would like to
187 hear from me. They are a long standing informal group with very strong opinions made up of strong
188 opinions. I am not sure what their role is within the process.

189
190 J.Black – There are to loosely organized groups at the market – the Grower's Association and the Daily
191 Grower's Association. I feel that they should all be working together to set up open lines of communication
192 between staff, vendors and the public. Let's all look at changing past practices for our future.

193
194 S.Brines – I agree with Jessica and Peter. Let's develop a few questions at the work session to share at
195 the public meeting at Cobblestone. At the public meeting, the focus should be on the market phase 1 and 2
196 improvements and then the questions.

197
198 P.Pollack – The intent is for the comments to come from the community of interest to assist with the
199 process.

200
201 K.King – For the upcoming Growers Association meeting, Shannon, could you join me?

202
203 S.Brines – Depending on the date, yes I can go.

204
205 **(2) Commission Mission Statement**

206 P.Pollack – Let's not talk about this today but begin thinking about it. The by-laws are cut and dry – what
207 does the commission want to be doing? We have a relationship with the DDA, PAC, all vendors and the
208 public. Think about this and let's discuss more at the work session.

209
210 J.Black – Take a look at Chapter 8 and the bulleted items as a reference for the mission statement.

211
212 P.Pollack – There should be an emphasis on education and outreach how we can better use the
213 Wednesday and Saturday market for various activities.

214
215 G.Service – There is a potential for many great opportunities that combine food and the environment.

216
217 J.Black – Molly will be great at this!

218
219 **8. Reports and Communications**

220 **a. Market Manager**

221
222 J.Black – I apologize for not having a written report for you tonight. I would like to highlight our hiring of
223 Molly Notarianni as the new market manager. I met with the Kerrytown District Association today and they
224 are working on board development as well as planning events for the summer and entire year. The solar
225 project and market renovations are moving forward.

226
227 P.Pollack – At one point, Jeff Dehring was looking at establishing an advisory committee for market
228 renovations. Is there going to be a small advisory committee?

229
230 J.Black – I will look into this and let you know.

231
232 **b. Related Boards, Commissions, Committees, and Task Forces**

233
234 P.Pollack – This item was added to the agenda as a place for items from PAC, Council, DDA ,etc that relate
235 to the market and the commission could be added.

236
237 **c. Items from Commissioners**

238
239 P.Pollack – This agenda item will be where commissioners can bring up topics for discussion, add future
240 agenda items, etc.

241

242 S. Brines – Just a reminder about the Homegrown Festival on Saturday Sept. 13th 2008. This festival is a
243 celebration of local food. Chefs will demonstrate recipes and there will be an educational component. The
244 festival will take place on the green space at Community High and possibly along Detroit Street if needed.
245

246 K.King – Ideally this event could take place in the sandlot at the market. This is the type of event we could
247 have at the market.
248

249 S. Brines – We would like to encourage this type of events at the market. I would like to work with Molly to
250 integrate the market activities with special events.
251

252 J.Black – If you have any additional items you would like added to the packet or on the agenda, make sure
253 to send them to Molly and I.
254

255 **d. Transmittals/communications received**

256
257 P.Pollack – We received emails from Glenn Thompson and Denise Brock.
258

259 **10. Adjournment**

260 The regular meeting was adjourned at 6:17pm.
261
262

Farmers Market Draft Mission Statement

The Ann Arbor Farmers Market is a setting for contact between area farmers and artisans and the public, where:

1. producers of locally grown, raised, and prepared foods and plants can offer their goods for sale directly to consumers;
2. interaction fosters the sharing of information about food, healthy living, and the interdependence of the built and natural environments;
3. vendors and their goods are as diverse as the demographic of shoppers
4. cultural and economic values of food and craft are further enhanced by related educational and promotional offerings;
5. a positive symbiosis exists with neighboring businesses and the surrounding residential community;
6. and where the Farmers Market; as a venue for and contributor to local sustainable practices, is seen operated as a clean and healthy, beautiful and hospitable physical space that speaks to its intended purpose: a direct link between area farmers' fields and products, and our local kitchens and quality of life.

Market Commission Draft Mission Statement

The Market Commission exists to:

cultivate relationships among all vendors, the public, local and national government agencies, and the Kerrytown area business and residential neighborhood, through open communication and the collection and sharing of information.

advise the Market Manager in advertising and promotion of the market, as well as offer input on musical, educational, and other special events at market.

engage in strategic planning for the market, reviewing market policy as necessary and implementing plans step by step.

meeting summary

Ann Arbor Farmers Market

Vendor Meeting Summary (Market Improvements Portion of the Meeting Only)

March 11, 2008

5:30 p.m.

Cobblestone Farm

38 individuals from the public attended the meeting.

1. Introductions

Jessica Black began the meeting by introducing Molly Notarianni as the new Market Manager. Molly then introduced Jeff Dehring as the City's landscape architect and project manager for the Market Improvements Project. Molly also introduced Gary Cooper of Cooper Design Inc. (CDI) and Christy Summers of Beckett & Raeder, Inc. (BRI) as the project consultants.

2. General Discussion about Market Improvements Project

Jeff Dehring began the discussion by stating that we were here to have a dialogue regarding the Council-approved market master plan of January 2006. He then explained that the City had hired the consultant team of BRI, CDI and Berbiglia & Associates for the implementation of the market master plan. Jeff indicated that the implementation will be executed in a manner that matches funding availability; thus, the work will be constructed in a phased approach.

Phase I will include painting, lighting (but not power distribution) and a public address system. Phase I will not include any structural change or shed modifications. As bids have been received for the construction work, Council may take action to award a construction contract on March 17.

Phase II will include site configuration modifications to parking lot circulation, elimination of the existing center shed, addition of a new shed in the sand lot, storm water management, and added landscaping to meet the City's Site Plan Approval requirements. This phase will require Site Plan Approval through the Planning Commission and, therefore, will afford another opportunity for public input. The goal for Phase II is implementation in fall of 2008 and spring of 2009, making attempts to minimize disruption to the vendors during peak market times.

Phase III will include the end shed pavilion adjacent to the sand lot fronting on Fourth Ave. The schedule for this phase will be based on funding availability.

Jeff pointed out that the City is looking for alternative funding sources including grants for the implementation of the market master plan. He has found that most currently available grants are for marketing purposes instead of capital improvements. However, the Downtown Development Authority will contribute some funding to the project. Jeff also mentioned that the City's Energy Office is seeking to add a photovoltaic (solar) panel to the south side of the north shed structure. This will be a demonstration project and the power generated will be used by the Market, with excess supplied to the DTE grid for credit.

Jeff completed the discussion by pointing out that the vendors and others must recognize that the market sheds and its adjacent site have other uses besides the market itself. The improvements project is intended to improve the functionality of all of these important uses.

*meeting summary***3. Questions and Answers**

Jeff then opened the discussion to audience questions and comments. Following is a summary of the questions posed and the responses given.

Why can Phase I not address power distribution? The existing electrical system is not sufficiently documented in the City archives. Phase I will allow the existing system circuitry to be mapped, affording proper design for the desired distribution in Phase II. This schedule will also allow the consultant team to determine the load needs and to coordinate with the solar project.

Is the solar shed a stand-alone shed? No. The photovoltaic panels will be placed on the south side of the existing northernmost shed structure – the one nearest Kerrytown. The material is similar to a very thick duct tape and will be affixed to the roof with an adhesive.

If there is excess energy available from the solar project, why not provide radiant heat in the existing shed structure? There will not be a great deal of excess energy. However, energy efficient heating may be added to the new structure(s) built in a future phase.

Will vendors still be able to keep their trucks on market day? Yes. The construction project is not intended to change such operational issues.

The electrical design does not make sense. The City has hired professional consultants to develop the proper electrical engineering of the system. While such comments will be reviewed by the consultant team, the details of the project are not being discussed here, but rather the overall project goals and scheduling, and how that will impact the vendors. Additionally, the City's Energy Office is considering other lighting sources, such as LED, for this project.

Why was the construction budget increased? Will future phases be underbudgeted? The original budget was prepared several years ago and required an increase to reflect current construction costs. The first phase bids came in under budget, which may reflect the current economic condition. The project phasing was established to ensure that future phases can be adequately funded.

Will the Phase I project interrupt the market? The Phase I project will not make structural changes to the market sheds, thus will not interrupt the market operation. Further, certain requirements were written into the contract documents to preclude interruption, barring unforeseen circumstances. These requirements include provisions for temporary lighting if the permanent lighting is not operational on market days, as well as limitations on contractor use of parking.

Has Phase II been approved by Council? Yes, as it is part of the overall master plan. However, each phase's construction contract will require Council approval.

If the north shed's roof will be removed and replaced as a part of the solar project, will it be missing on market days? No, as with Phase I certain provisions have been written into the construction contract documents. For the solar project, there is a requirement that they cannot remove more roof panels than can be replaced in the same day in order to avoid gaps in the roof on market days.

Some electrical plugs will be removed in Phase I in order to install the new lighting. This will create problems for some vendors. Unfortunately the existing circuitry does not have capacity to add lighting without removing some plugs. However only 2-3 plugs will be eliminated in Phase I. Phase II will provide a duplex receptacle at each vendor stall, and will upgrade the system's deficiencies as well.

meeting summary

Why does the market need a public address system? The public address system will allow for general and emergency announcements, which are currently accomplished by yelling and word-of-mouth with unsatisfactory results. Additionally, on non-market days and during events such as Trunk-a-palooza, music can be piped over the system.

After Phase II is implemented, can you drive around the center shed on market days? No, one can only drive around the center shed on non-market days. During market days, that space will be for pedestrians only and could even be vendor space. The establishment of those spaces as vendor space will be dependent on demand and as desired by the Market Commission and Market Manager, with input from the vendors.

The north shed has less lighting than the others. Will that be improved in Phase I? Yes. The north shed's existing lights are, indeed, spaced further apart than the other sheds. The Phase I improvements will provide an even level of lighting in each of the improved sheds. Additionally, the proposed lighting design places the new fluorescent fixtures over the market tables to provide better lighting where it is most critical. The design team attempted to address a number of criteria to improve the current lighting situation (footcandle levels, energy efficiency, color rendition, cold start temperature, etc.). The City's Energy Office is also looking at LED lighting options for the space.

The energy required to heat the office is greater than the energy required to light the sheds. Shouldn't this be looked at as a potential source of energy savings? Yes. The City's Energy Office is looking at options to reduce energy use for the building.

Will lighting be placed in the peak of the roof structure? No. The new lighting being proposed will be installed over each pair of adjacent vendor stalls (in general). A sketch of the concept was drawn to illustrate the idea.

What about night lighting and cloudy day lighting? The lighting design allows flexibility for only lighting certain circuits outside of market hours or on cloudy days when a lower level of lighting is needed to supplement daylight.

How will the existing lighting transition to new lighting during construction? As the consultant team's direction was to minimize disruption to the market operation, the contract documents require the construction contractor to work in small, manageable areas that can be completed quickly. Should the work not be completed prior to any given market day, temporary provisions will be put into place to allow market operations. As an example, temporary lighting or power may be required if permanent improvements are not in place on market day.

Will the middle shed structure be improved in Phase I? No. Because the middle shed structure will be removed in Phase II, the Phase I project will not make painting or lighting improvements to it.

Will the damaged gutters be addressed? Yes. Phase I will repair the damaged gutters on all but the middle shed structure.

There are two posts with rusted or missing bolts. Will these be addressed? Yes. While we were only aware of one post with rusted or missing bolts, we will revisit this issue and correct any posts with deficient connections to their foundations.

meeting summary

Are we adding storm water management so that a neighboring developer does not have to? No. The market site is essentially all impervious and must address its stormwater runoff just as any other project would.

Where will the storm water management system be located? Mostly underground, under the parking areas. We may also utilize certain features as rain barrels, cisterns and rain gardens to address storm water on a small scale.

The roof gutters need to be evaluated, especially at vendor site number 15. The consultant team will look into this isolated problem and any others that are brought to our attention.

If Phase II work is scheduled to begin in October 2008, excavation for the storm water management system will impact the market at a peak time. The construction sequencing will proceed in a manner that will least disrupt the market during peak times. Large scale excavations will be postponed to non-peak months and provisions for access will be made. Inconvenience will be likely despite the City's, consultant's and contractor's best attempts to avoid disruption. Thus, some level of give and take will be necessary to see the project to a successful completion.

Why can't the proposed middle shed extend to the existing shed to eliminate any "gap" in the shed structure? Because vehicular traffic will be able to drive through the "gap", any roof structure would need to be high enough to accommodate service vehicles, including stake trucks. The height of such a roof would not be congruent with the adjacent shed structures and would offer limited protection on rainy, windy days. This was discussed as a part of the master plan development and a connected roof was ultimately decided against.

Will vendors be displaced as a result of these projects? Overall the project will result in a gain in vendor spaces. No vendors will be displaced (i.e., losing your place to sell goods), but may instead be relocated. The method for reassigning relocated vendors has not yet been determined.

Can the "gap" area between the old and new shed structures be filled with vendor spaces on market days? Yes, if there is demand for these spaces, as determined by the Market Commission and Market Manager, with input from the vendors. Whether or not these spaces are permanent is part of a bigger policy decision.

How can the gutters be reinforced? Unfortunately, there is not a good way to reinforce the gutters as even reinforced gutters would be damaged by vehicles. The current light sheet metal material is more cost effective to repair than a reinforced material.

The above is submitted as a summary of the subjects discussed and items agreed upon by the parties present at the meeting. Please direct any errors or omissions to the undersigned.

Prepared by:

Beckett & Raeder, Inc.

Christy Summers, Project Manager

Principal

Market Manager Report
Presented Thursday March 20 2008

Molly and I will provide the commission with a written report at the Public Market Advisory Commission meeting.

Thanks,
Jessica Black