

## **Public Market Advisory Commission**

**Please note the change in time and place of this and subsequent meetings**

Tuesday, February 2, 5:30 pm  
Fourth Floor Board Room  
Ann Arbor District Library  
343 S. Fifth Ave

### **Meeting Agenda**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Special Presentations
5. Public Commentary – Agenda items only (3 minutes per speaker)
6. Approval of Minutes
  - a. Meeting of January 5, 2010
7. Commission Business
  - a. Old Business
    - (1) Quarterly Financial Report
  - b. New Business
    - (1) New Vendor Discussion
    - (2) Spring Public Meeting: March 8, 2010
8. Reports and Communications
  - a. Market Manager
  - b. Related Boards, Commissions, Committees, and Task Forces
    - (1) Outreach Subcommittee
    - (2) Policy/Procedure Subcommittee
  - c. Items from Commissioners
  - d. Transmittals/communications received
9. Public Commentary – General (3 minutes per speaker)
10. Adjournment

***Note: In response to pending City Hall/Courts and Police construction, Market Commission meetings have been relocated to the 4th floor Board Room of the Ann Arbor District Library, and will occur on the first Tuesday of each month, at 5:30 pm.***

***PMAC meetings will be rebroadcast on CTN at 10:00 AM on Thursday, 5:30 PM on Friday, and 3:00 PM on Saturday.***

## Public Market Advisory Commission Minutes- January 5, 2010

### Meeting Agenda

#### 1. Call to Order

The meeting was called to order at 5:30pm

#### 2. Roll Call

Members Present: (3) S. Brines, D. Black, P. Pollack

Members Absent: (1) G. Service

Staff Present: (1) M. Notarianni

Guests: (0)

#### 3. Approval of Agenda

#### 4. Special Presentations

#### 5. Public Commentary – Agenda items only (3 minutes per speaker)

G. Thompson: The subject is the proposed market rules and the labeling of organic produce. I sent an info packet on the MI Organic Producers Act and the National Organic Production Act shortly before the December meeting. Today I sent an additional email as a result of a communication with a member of the MDOA. In short, certification is a national requirement and the certifiers are nationally recognized or licensed. The state of MI requires the additional step of registration, which is basically sending the state a copy of your certification and a check. The language requiring submission of both certification and registration is adequately covered in the existing market rules. We've heard some comments that organic certification is prohibitively expensive for a small producer. I talked with a vendor who expressed interest in changing to organic certification a few Saturdays ago. I asked him how long he anticipated it would take him to recover the certification fee, estimated to be approximately \$600. His reply was, "If I could put the sign out today, I'd have a higher than \$600 gross increase". In short, one Saturday. He was not particularly concerned about the certification cost. His primary concern was in the organic production: would it be more labor-intensive, would he have lower yields? Both of these are common for initial transition to organic. There are also many other vendors at the market who do not find the certification cost prohibitive: Tantre, Carpenter, Gardenworks, Wilson Farms and Shetler are all certified organic. Also several years ago MI would reimburse small farmers for the cost of the certification. Currently MI participates in a federal program that will reimburse farmers for up to 2/3 of the cost. I don't think the certification cost is really prohibitive if you wish to go down that road. There is a strong economic advantage in the Organic label and the primary cost is in the actual production through organic means. This means there is a strong profit in advertising organic and producing otherwise. If this is not already happening in the market, it will. That is the reason I would encourage you to consider modifying the market rules or enforce the existing rules to require that someone advertising or implying organic be certified organic. This does not limit anyone from selling at market, we are

only discussing the advertising.

6. Approval of Minutes

- a. Meeting of December 1, 2009

7. Commission Business

- a. Old Business
- b. New Business
  - (1) New Vendor Discussion

M. Notarianni: Applications are slowing down, but new vendor requests include a farm who is certified organic who wants to bring organic beef and pork, an artisan interested in bringing block printing, notecards and small stuffed animals, and a vendor who wants to sell handmade chocolates, coffee, baked good, hot chocolate, and ceramic boxes just on Saturdays. This vendor has some relationship to an estate in Latin America where the coffee and chocolate is grown on their property, but they are applying not as a grower but as a producer of value-added products.

S. Brines: We could use more vendors throughout the winter. We already have some of those things but variety can be good.

8. Reports and Communications

- a. Market Manager

M. Notarianni: No vendors have been inspected in the last month. November and December were quite busy at market. We sold the remainder of our tote bags and now we have another batch in the office. We are working to promote the winter market, hanging banners and CTN produced another video segment on the winter market. I was also invited to speak with a group of national food writers who were visiting Ann Arbor. We are running ads in the Observer, Chronicle, PFC newsletter, Westside News. I received one of the city of Ann Arbor's customer service grants, to institute a program that works similar to the EBT program. It will allow shoppers to use their credit or debit cards, in exchange for tokens to spend at the market. The tokens can also be used as gift certificates.

P. Pollack: Perhaps you could collaborate with the KDA's gift certificate program!

P. Pollack: You mentioned the seasonal banners: any thoughts about where we are with any new market signage?

M. Notarianni: I am in the process of updating all of the market's outdoor signage.

P. Pollack: One of the aspects of the earlier master plan was making sure the 4th Ave side has an indication of the market, maybe at the market's entrances.

M. Notarianni: Continuing with my report, there are two new vendors who haven't started

attending yet - Willowbrook Farms who will bring heirloom organic beans, eggs and fruits and vegetables, and Unity Vibrations Living Kombucha.

b. Related Boards, Commissions, Committees, and Task Forces

M. Notarianni: In the next week, the outreach committee will be meeting with the city's outreach coordinator for some direction and guidance.

P. Pollack: Policy and Procedures subcommittee - there was a meeting on the 15th?

D. Barkman: We discussed updating the application and inspection forms, to include more information for added clarity. We also discussed the issue of organic certification. For the people we are sure are certified and registered we could give them an extra hanging vendor sign that states something to that affect, so that it gives customers some confidence and perhaps other vendors incentive to seek out certification.

P. Pollack: That's an appropriate approach where it's a market produced sign rather than an individual's sign.

M. Notarianni: We wouldn't necessarily force everyone to change their signs, but we can provide an additional official sign for those who have verified they are certified organic.

P. Pollack: This is a great way to get vendors to help us to market the market. The more we can make it a personal experience between the vendor and customer the better.

P. Pollack: It seems as if we're focusing on several items now, ways of changing the application and inspection form, giving a response back on inspection, so we need to think about gathering that together as suggestions and thinking about when we will be having our public meeting with the vendors. We should pick a date, even if it's tentative and then we will have our suggestions ready within two weeks or ten days of the meeting. So I think the policies and procedures subcommittee should pull these suggestions together and drafting some documents and thinking about scheduling the meeting in mid-march.

(Policies and Procedure subcommittee meeting scheduled for 5:30pm, in the market building, January 19)

c. Items from Commissioners

d. Transmittals/communications received

- (1) Kapnick Orchards, 12/21/2009, EBT and Project Fresh redemptions

M. Notarianni: Part of the confusion is that there's two things the vendors are reimbursed for: one is EBT tokens from the Bridge card program, where the money goes directly from a customers account into the city's account and then I turn into Finance each week

how much each vendor is owed, and I'm not sure why that was delayed; and then there are the project fresh vouchers which customers get from the State and I have to mail those in and wait to get the money back from the state, and that was delayed because I don't have the money until I get the money from the state, and the timing of that can't really be helped.

D. Barkman: Is it possible in the budget if we could make a line item for this, and then it could be funded up front so that vendors wouldn't have to wait till the end of the year?

M. Notarianni: I think that's a good idea. I will start discussions on this with the City.

(2) G. Thompson, 1/7/2010, Organic certification of vendors

9. Public Commentary – General (3 minutes per speaker)

10. Adjournment

The meeting was adjourned at 6:05 pm.

**General announcement - meetings will still be on the first Tuesday of every month, but will now take place at 5:30pm, instead of 6pm.**

## Quarterly Financial Report, 2/2/10

### **EXPENSES**

#### ***Farmers Market***

code	Description	FY 2010 YTD	Budgeted	% of budget
1100	permanent time	19255	44340	43%
1200	temporary pay	5195	6012	86%
	utilities	4538	7827	58%
2430	contract services	3830	7500	51%
2850	advertising	3255	6500	50%
4310	municipal service charge	9312	18621	50%
	building/equip maint	540	1500	36%
4423	IT	6030	12057	50%
	misc	24710	46424	53%

#### ***Non-Farmers Market***

negligible

### **REVENUE**

#### ***Farmers Market***

code	description	FY 2010 YTD	Budgeted	% of budget	2009 % ytd
1518	inspection	880	2000	44%	0%
5483	merchandise	1240	500	248%	35%
6200	invesst income	0	3500	0	0
7401	annuals/yr	-325	59850	0	-12%
7403	daily/yr	3000	22425	13%	9%
7404	annuals/day	2425	4500	61%	79%
7405	daily/day	4825	7000	69%	51%
7406	parking fees	1314	13000	10%	38%

#### ***Non-Farmers Market***

code	description	FY 2010 YTD	Budgeted	% of budget	2009 % ytd
2763	op trns 0063	32612	31000	105%	100%
5459	park use fee	3619	7000	52%	13%

## **Market Manager Report**

*Presented February 2, 2010*

### Inspection Update

No vendors have been inspected in the past month.

### Promotional and Educational Events Update

Saturdays at market throughout the month of January have been vibrant and busy!

New tote bags area available for sale in the office, as are free promotional stickers. Seasonal banners are being re-installed in the market, alerting shoppers that we are open year-round. CTN has created a promotional segment focusing on the market, which will air throughout the winter. New signs are being created for the market, and bird screen has been installed. A small “certified organic” sign has been designed, and are being printed.

With the onset of the winter season, I am intensifying my promotional efforts. Advertisements continue in the Observer, Ann Arbor Chronicle, & West Side News.

I am working with a very excited and qualified volunteer, to revive the oral history project over the upcoming winter months.

I have been selected as a mentor for another SE Michigan Farmers Market Manager, to share my experiences with EBT over the past year.

Finally, one new vendor was admitted to the market in the last month: Black Oak Farms, with certified organic pork.

**DRAFT-Spring 2010 Public Meeting**  
*Ann Arbor Farmers Market Vendors and Friends*

**Monday, March 8, 6-8 pm**  
Cobblestone Farms  
2781 Packard Rd, Ann Arbor

- (1) Welcome and introductions
- (2) 2010 season schedule of events
  - (a) Farmers Market
  - (b) Public Market
- (3) Kerrytown District update
- (4) Outreach Subcommittee report
  - (a) Volunteer Coordination
  - (b) Oral History Project, continued
  - (c) 2010 Advertising/Outreach
- (5) Proposed updates to vendor application
- (6) Inspection update
- (7) Q & A / 2010 season event brainstorming!



# City of Ann Arbor Farmers Market

2010 Vendor Application

Vendor Name \_\_\_\_\_

(Vendor Name is defined as the name of person or business that holds or will hold seniority for Farmers Market. Vendors with seniority must use the name or business that has previously established seniority with the Market)

**Contact Information:**

Business Name \_\_\_\_\_

Person's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

**Vendor Identity**

Choose **one**:

Producer

Artisan

Food Cart Vendor

Applying to sell on (check all that apply): Wednesday \_\_\_\_\_ Saturday \_\_\_\_\_

**If you chose "producer," please check all of the following products that apply:**

*Grower*

field grown crops

greenhouse items

nursery stock

perennials

meat/poultry

eggs

other \_\_\_\_\_

*Processor*

baked goods

jams/jellies

dairy products

specialty product (specify) \_\_\_\_\_

\_\_\_\_\_

**Type of business**

Choose **one**:

Sole Proprietorship Total years of operation \_\_\_\_\_

Assumed Name Total years of operation \_\_\_\_\_

Partnership Total years of operation \_\_\_\_\_

Limited Liability Company Total years of operation \_\_\_\_\_

Corporation Total years of operation \_\_\_\_\_

If you are a business or cooperative, please list names and addresses of other persons involved and attach copies of the partnership, incorporation, organization, cooperative, or assumed name papers filed with the state or county. Also, provide the most recent annual filing for the business or cooperative (if any).

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

List immediate family members who are actively participating in the business or actively participating with the vendor at market. If any of these immediate family members have a stall of their own at the Ann Arbor Farmers Market, they cannot be listed on the application.

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any others who actively participate with vendor at market (employees, etc).

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other markets (if any) where you are a vendor :

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**Check one:**

This is my first time selling at the Ann Arbor Farmers Market  
 Date seniority established at Ann Arbor Farmers Market (or current daily vendor number):

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**Farm Information (if applicable). List all addresses where items are grown or produced.**

**Property 1:**

Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Total # of acres used to produce products: \_\_\_\_\_ Rent or own (*circle applicable answer*)  
 Total # of greenhouses \_\_\_ What months of the year is this property used? \_\_\_\_\_

**Property 2:**

Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Total # of acres used to produce products: \_\_\_\_\_ Rent or own (*circle applicable answer*)  
 Total # of greenhouses \_\_\_ What months of the year is this property used? \_\_\_\_\_

**Property 3**

Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Total # of acres used to produce products: \_\_\_\_\_ Rent or own (*circle applicable answer*)  
 Total # of greenhouses \_\_\_ What months of the year is this property used? \_\_\_\_\_

**Property 4**

Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Total # of acres used to produce products: \_\_\_\_\_ Rent or own (*circle applicable answer*)  
 Total # of greenhouses \_\_\_ What months of the year is this property used? \_\_\_\_\_

Total Acres Farmed (for all parcels of land): \_\_\_\_\_  
 Acres in Production (for all parcels of land):  
 Vegetables \_\_\_ Fruit \_\_\_ Nursery \_\_\_ Pasture \_\_\_ Greenhouse \_\_\_ Herd Size \_\_\_

Draw a farm (or farms) diagram below.

**Grower Product List**

Describe the number of varieties and expected months of availability of **each product you grow and sell**. You may attach additional sheets if necessary; this list is not comprehensive. If you are selling **nursery stock, bulbs, or cut flowers**, please attach a complete list of the items you intend to sell. The source of materials used **in growing** your products should be indicated: own product, locally grown, or purchased. The products should meet MDA, Washtenaw County Health Department, and USDA regulations, and good food safety practices.

Product	# of varieties	Month(s) Available	Estimated Yield	Source of Material
<b>Vegetables</b>				
<b>EX: Artichokes</b>	<b>1</b>	<b>June</b>	<b>100</b>	<b>Seed saved</b>
Arugula				
Asian Greens				
Beans, green				
Beans, dry				
Beets				
Bok Choy				
Broccoli				
Broccoli Rabe				
Brussels Sprouts				
Cabbage				
Carrots				
Cauliflower				
Celery				
Chard				
Collards				
Corn				
Cucumbers				
Eggplant				

Endive				
Escarole				
Fennel				
Garlic				
Kale				
Kohlrabi				
Leeks				
Lettuces				
Mustard Greens				
Onions				
Parsnips				
Peas				
Peppers (hot)				
Peppers (sweet)				
Potatoes				
Pumpkins				
Radicchio				
Radishes				
Romanesco				
Rutabaga				
Salad Mix				
Shallots				
Spinach				
Squash (winter)				
Squash (summer)				
Sweet Potatoes				
Tomatoes				
Tomatoes (heirloom)				
Turnips				

	# of varieties	Month(s) Available	Estimated Yield	Source of Material
Product				
<b>Fruit</b>				
<b>EX: Apples</b>	<b>20</b>	<b>6</b>	<b>500 bu</b>	<b>own trees</b>
Apples				
Apricots				
Asian Pears				
Blackberries				
Blueberries				
Cherries				
Cranberries				
Figs				
Gooseberries				



**Meat/Poultry/Eggs/Other**

	# of varieties	Month(s) Available	Estimated Yield	Source of Material
<b>Product</b>				
<b>Meat/Poultry</b>				
<b>EX: Beef</b>	<b>Angus</b>	<b>12</b>	<b>50 head</b>	<b>purchased calf</b>
Chicken				
Duck				
Lamb				
Pork				
Rabbit				
Turkey				
Beef				
Buffalo				
Eggs				
<b>Other</b>				
Mushrooms				
Honey				
Maple Syrup				

**Prepared Foods**

Prepared foods include items such as baked goods, hot foods, coffee, pasta, jams and jellies, and cheese. **These items should have ingredients that you have combined or assembled to create the product and be prepared in a licensed facility.** The products should meet MDA, Washtenaw County Health Department, and USDA regulations, and good food safety practices.

Vendors must list all products they wish to sell at the Ann Arbor Farmers Market. Additional products may be added, contingent upon Market Manager’s approval, at any point during the season.

<b>Product name</b>	<b>Description</b>	<b>Source of ingredients</b>
<b>EX: Bread</b>	whole wheat	flour from Westwind Mills, Linden, MI
<b>EX: Flavored oils</b>	olive oil with garlic and herbs	garlic, herbs from my garden

**Artisan Product Classification**

If applying as an artisan, include pictures of your craft and other supporting information. The source of ingredients should be indicated as your own product, locally grown, or purchased.

<b>Product</b>	<b>Description</b>	<b>Source of Ingredients</b>
<b>EX: bowls</b>	turned wood salad bowls	hard wood from property owned

**Food Cart Vendors**

A food cart vendor is a vendor who sells food items for immediate consumption that are made or prepared at the market prior to the Market by the vendor and offered for sale at the Market from a licensed cart. Food Cart Vendors may not offer products that directly compete with items offered for sale by Producers or Artisans. The products should meet MDA, Health Department, USDA regulation and good food safety practices.

<b>Product</b>	<b>Description</b>	<b>Source of Ingredients</b>
<b>EX: burritos</b>	breakfast burritos with bacon, eggs, and salsa	Local bacon from Apple Schram Orchard, local eggs from Back Forty Acres, purchased salsa

List below the license and inspection numbers required for the operation of your business and/or sale of your products, and any other license, registration, certification, or permit required by local, state, or federal law. Provide copies of all current and valid licenses, registrations, certifications, or permits with your application packet.

Michigan sales tax license number \_\_\_\_\_  
 Nursery dealer license number \_\_\_\_\_  
 Plant dealer license number \_\_\_\_\_  
 Plant or nursery inspection number \_\_\_\_\_  
 Organic certification license number \_\_\_\_\_  
 Other relevant license number \_\_\_\_\_  
 Other relevant inspection numbers \_\_\_\_\_

Give the name, address, and phone of at least 2 people who can verify that you are growing or producing items offered for sale at market (family members and business -related persons NOT allowed):

<b>Name</b>	<b>Address</b>	<b>Phone</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Vendor's Affidavit**

- I/We \_\_\_\_\_ certify that I/ We am/are a Producer (s), Artisan (s), or Food Cart Vendor as defined in the Public Market Operating Rules and the ordinances of the City of Ann Arbor, and intend to offer for sale and sell only articles of my/our own production or raising while occupying the Market. I agree that verification of this may be sought by the City of Ann Arbor in accordance with the Public market Operating Rules.
- I/We understand that I/we am/are entitled to sell or offer for sale only such items that have been described on this Vendor Application filed with the Market Manager.
- I/We understand that my/our Vendor Application must be updated and approved prior to selling any new items.
- I/We understand and agree that I/we am/are prohibited from supplementing my/our own products with any other products that are partially or totally produced by anyone else.
- I/We acknowledge receipt of a copy of the Ann Arbor Farmers Market Operating Rules in effect as of this date and agree to comply with them.
- I/We further swear that all information provided to the City of Ann Arbor in or along with this Vendor Application by me/us on my/our behalf is complete and correct.
- I/We understand and agree that violation or falsification of any of the terms of this affidavit will result in immediate and permanent loss of permission to sell any product at the Ann Arbor Farmers Market.
- If signing for a business or cooperative, the individual(s) signing this Application and Affidavit have the requisite authority to do so.

Signature of Applicant (s):

\_\_\_\_\_

Or Authorized Agent for Applicant(s):

\_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County

My commission expires: \_\_\_\_\_

**This application valid for three years. Thank you for your interest in the Ann Arbor Farmers Market.**

**FOR INTERNAL USE ONLY**

**Date Application Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Date Application Approved:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date Fee Received:** \_\_\_\_\_

**CITY OF ANN ARBOR  
ANN ARBOR FARMERS MARKET**

Vendor Inspection Report

Inspector name: \_\_\_\_\_ Inspection date & time \_\_\_\_\_ a.m./p.m.  
Vendor name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: *(Please list all addresses that are to be inspected – include land/property that is rented or owned)*

1. Street address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Total # of acres used to produce products: \_\_\_\_\_  
Rent or own (circle one) If rented, check to verify lease agreement on file \_\_\_\_\_  
Total # of greenhouses \_\_\_\_\_ Rent or own (circle one)

2. Street address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Total # of acres used to produce products: \_\_\_\_\_  
Rent or own (circle one) If rented, check to verify lease agreement on file \_\_\_\_\_  
Total # of greenhouses \_\_\_\_\_ Rent or own (circle one)

3. Street address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Total # of acres used to produce products: \_\_\_\_\_  
Rent or own (circle one) If rented, check to verify lease agreement on file \_\_\_\_\_  
Total # of greenhouses \_\_\_\_\_ Rent or own (circle one)

What other sales outlets do you have for your products?  
\_\_\_\_\_  
\_\_\_\_\_

What percentage of your business's total sales occurs at the Ann Arbor Farmers Mkt.? \_\_\_\_\_

**Please describe employment practices. How many employees do you have? What basic tasks do they do? Do you hire additional help during harvest season?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRODUCT LIST: All products that a vendor proposes to sell or currently sells at the City of Ann Arbor Farmers' Market shall be listed below. A general timeframe of when products will be brought to the market must be included. For example: Bedding Plants sold at market from April 1 to June 30. Vendor must also provide reasonable approximation of the volume or yield of each product they plan to bring to the market. Vendor may provide product list in another fashion for inspector to use. Any additional or supplemental information must be attached and noted below.

ITEM	DATES TO SELL	EST. YIELD	INSPECTOR NOTES
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Product list continued on separate sheets \_\_\_ yes \_\_\_ no

Additional notes/comments:

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FARM/ACREAGE DIAGRAM: Please provide your farm/acreage diagram that illustrates the number of acres used to produce items listed on the previous page. The diagram shall consist of a sketch drawing indicating what products are grown at the addresses listed below. If products are grown in greenhouses, please list number of greenhouses, square footage of each greenhouse and items that are grown within. Diagram shall contain description of storage facilities that are on site or rented. Items that are stored in these facilities will need to be listed as well.

Describe irrigation system \_\_\_\_\_

Describe types of equipment used \_\_\_\_\_

Growing supplies existing on-site (i.e. baskets, soil, flats, etc) \_\_\_\_\_

# OF GREENHOUSES	SQUARE FOOTAGE	ITEMS GROWN/STORED
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Total greenhouse space (square footage) \_\_\_\_\_

Heated greenhouse space (square footage) \_\_\_\_\_

Unheated greenhouse space (square footage) \_\_\_\_\_

Number of:

6" pots \_\_\_\_\_ Baskets \_\_\_\_\_ Flats of annuals \_\_\_\_\_

Perennials \_\_\_\_\_ Shrubs \_\_\_\_\_ Flats of vegetables \_\_\_\_\_

Miscellaneous \_\_\_\_\_

### Livestock

BREED	SIZE OF HERD	EST. YIELD	INSPECTOR NOTES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Please describe breeding practices, livestock housing and conditions, feed sources (grown onsite?), and pasture/grazing land management: \_\_\_\_\_

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### **Prepared Foods**

Please describe facilities and process. Include source of ingredients. \_\_\_\_\_

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ORDER FORMS/RECEIPTS: Vendor must supply to the City of Ann Arbor Farmers' Market Inspector copies of seed, plug, seedling and supplies (dirt, baskets, flats, etc.) order forms, receipts or acknowledgements. Market Inspector may either attach this information or make a note of the information on this form



**Market Manger Evaluation**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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Based on the above inspection, this vendor (choose one):

- Complies with Public Market Operating Rules
  
- Complies with Public Market Operating Rules with the following modifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Does not comply with the Public Market Operating Rules

Market Manager Signature: \_\_\_\_\_ DATE: \_\_\_\_\_