

PUBLIC MARKET ADVISORY COMMISSION MEETING
THURSDAY, JANUARY 17, 2008
5:00 P.M. COUNCIL CHAMBERS
CITY HALL, 100 N. FIFTH AVENUE

MEETING AGENDA

- CALL TO ORDER
- ROLL CALL
- APPROVAL OF AGENDA
- PUBLIC COMMENTARY - (3 Minutes per Speaker)
- A - APPROVAL OF MINUTES
- SPECIAL PRESENTATIONS
- PUBLIC HEARINGS
- B - UNFINISHED BUSINESS
- C - NEW BUSINESS
 - C - 1 Public Market Advisory Commission Bylaws
 - C - 2 Market Renovation Update
 - C -3 Mission Statement
- D - COMMISSION PROPOSED BUSINESS
- E - REPORT FROM MARKET MANAGER
- F - REPORT FROM PARKS AND RECREATION MANAGER
- G - REPORTS FROM RELEVANT COMMISSIONS, COMMITTEES, BOARDS AND/OR TASK FORCES
- H - PUBLIC COMMENTARY – GENERAL (3 Minutes per Speaker)
- I - TRANSMITTALS
 - I - 1 Notes from Thursday, November 1, 2007 work session
 - I - 2 2nd Qtr. Financial Statement

TELEVISED ON ANN ARBOR COMMUNITY TELEVISION NETWORK CHANNEL 16

LIVE: Thursday January 17, 2008 5:00 P.M.

Persons with disabilities are encouraged to participate. Accommodations, including sign language interpreters, may be arranged by contacting the City Clerk's Office at 994-2700 (V/TDD) at least 24 hours in advance.

PUBLIC MARKET ADVISORY COMMISSION WORKSESSION
THURSDAY, NOVEMBER 1, 2007
5:30 P.M. at CITY HALL, 6TH FLOOR CONFERENCE ROOM

WORKSESSION NOTES

1. Public Market Advisory Commission Meeting Schedule

2008 Meeting Schedule

Third Thursday of each month at 5:00pm in Council Chambers
Beginning in January 2008

2. Work session with market vendors – January/February

Informal discussion hosted by Public Market Advisory Commission to gather input of needs/interest of vendors; what is working, what is not working

Purpose: Create good (smooth) relationships with vendors

3. January meeting agenda will include an update on Market renovation plans

4. Annual event meeting

- City staff
- DDA staff
- Public Market Advisory Commission

5. Future Discussions

- Plan events at the end of the day to hold/attract patrons during afternoon hours (Examples: activities, education, music)
- Seniority and stall assignments
- Advertising for the Market during Art Fair week; cooperate/collaborate with Art Fair to make it a positive week for the Market; provide parking for Art Fair patrons
- Attracting new (young) vendors to the Market; scout them and encourage them to participate
- Attracting new farms to the Market

The meeting was adjourned at 7:30 pm.

**DRAFT BYLAWS OF THE
PUBLIC MARKET ADVISORY COMMISSION - CITY OF ANN ARBOR, MICHIGAN**

Article I Name

The name of this citizen board shall be the Public Market Advisory Commission.

Article II Enabling Authority and Scope of Jurisdiction

The Ann Arbor City Charter, Chapter 8, Section 1:195. provides for the Public Market Advisory Commission.

Article III Purposes and Objectives

The purpose of the Public Market Advisory Commission shall be to provide a consistent and formal opportunity for public involvement and perspective regarding public market services.

The objectives of the Public Market Advisory Commission shall be as follows:

- (a) To provide recommendations concerning the Public Market to the Park Advisory Commission and City Council regarding policies and actions requiring City Council approval.
- (b) To periodically review the Market Operating Rules and Chapter 31 (Public Market) of City Code and recommend changes to the Community Services Administrator for review.
- (c) To advise the Market Manager regarding the promotion and advertising of the market and the various activities which take place there.
- (d) To advise the Market Manager regarding outreach education activities as they pertain to farmers markets and sustainable agriculture.
- (e) To advise the Market Manager regarding vendor recruitment.

Article IV Membership

Section 1. The Public Market Advisory Commission shall be composed of five members and shall be appointed by the Mayor with the approval of City Council. The Commission shall be responsible directly to the Mayor and City Council.

Section 2. One member of the Public Market Advisory Commission shall be an annual vendor at the market, 1 member shall be a daily vendor at the market, 1 member shall be a representative of the surrounding Kerrytown neighborhood, and 2 members shall be regular customers of the market.

Section 3. Should any member of the Commission miss three (3) consecutive meetings without informing the Market Manager or the Chair in advance of the meeting, the Chair shall inform the Mayor of the absences.

Section 4. Commission appointments shall be for staggered terms of three (3) years, respectively, so as to provide membership continuity.

Section 5. No person serving on this Commission continuously for 6 years shall be eligible to reappointment until the lapse of 3 years.

Article V Officers

Section 1. The officers shall be a Chair and Vice Chair. A Community Services Administrative Support Specialist or the Market Manager shall be the ex-officio Recording Secretary of the Commission.

Section 2. The Chair shall preside at all meetings and hearings of the Commission and shall have the normal duties conferred by *Robert's Rules of Parliamentary Order*. The Chair shall have the privilege of discussing all matters before the Commission and to vote thereon.

Section 3. The Chair shall be elected by majority vote of members present beginning in September of each year with the term expiring at the Call to Order of the following September meeting of the Commission.

Section 4. The Vice Chair shall be elected by the majority of members present each September for the same term as the Chair. The Vice Chair shall act for the Chair in his/her absence.

Section 5. Should the Chair resign during the term of office, the Vice Chair shall immediately assume the duties of the Chair, and at the first regular meeting of the Commission thereafter, the Commission shall elect a Chair in the manner prescribed above.

Section 6. Should the Vice Chair resign during the term of office, the Commission, at the first regular meeting thereafter, shall elect a Vice Chair in the manner prescribed above.

Section 7. The Recording Secretary shall perform such duties as the Commission may determine, in addition to preparing the official record for each meeting.

Section 8. Commission members shall not receive compensation or expense reimbursement.

Article VI Meetings

- Section 1. Regular monthly meetings shall be held at a time and location agreed upon by the majority vote of the Commission.
- Section 2. Special meetings may be called by the Chair or any three (3) members of the Commission. The purpose of the meeting shall be stated in the call.
- Section 3. The Recording Secretary shall give written notice of all meetings, both regular and special, to all members of the Commission and the general public at least forty-eight (48) hours in advance of the meeting.
- Section 4. Five (3) members of the Commission shall constitute a quorum. The concurring vote of five of the appointed members of the Commission shall be necessary to act on any issue before the Commission except as may be authorized by the Bylaws.
- Section 5. The meetings shall be conducted in accordance with the 1967 Open Meetings Act 267 of the State of Michigan.
- Section 6. All persons shall be allowed to address the Commission on any issue related to the Commission's purpose at a specified place in the order of business. Such person shall give their name and address for the record. Reasonable time limits may be established by the Chair for individual and group presentations.
- Section 7. Order of Meeting
- A. Public Commentary (limited to items on agenda)
 - B. Approval of Agenda
 - C. Reading and Approval of Minutes
 - D. Old Business as Listed on the Agenda
 - D. New Business as Listed on the Agenda
 - E. Report from Market Manager
 - F. Reports from relevant commissions, committees, boards and/or task forces
 - G. Public Commentary (not limited to agenda items)
 - H. Commission Proposed Business
 - I. Transmittals
 - J. Adjournment
- Section 8. The Commission may, at its discretion, hold public hearings on matters it determines to be of significant public interest.
- Section 9. Minutes shall be kept showing the record of all important facts pertaining to each meeting, which shall include, but not be limited to, the following: names and addresses of all persons appearing before the Commission; a copy of each resolution acted upon by the Commission; members present; members

absent. The Recording Secretary shall cause any other details to be included within the record as may be ordered by the Commission or its Chair. Such records shall be filed in the Community Services Area and shall be a public record.

Article VII Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Commission in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Commission may adopt.

Article VIII Committees

- Section 1. Committees, standing or special, of the Commission shall be created as deemed necessary to carry on the work of the Commission.
- Section 2. Committees, standing or special, shall work under the Commission's supervision and according to specific instructions and charge. The subordinate group shall not act independently of the Commission except as may be authorized by the Bylaws or within the charge to the subcommittee.
- Section 3. Membership on committees, standing or special, shall be open to members of the City as deemed appropriate by the Chair. Membership on committees will be solicited via public media.
- Section 4. Appointments to committees, standing or special, shall be made by the Chair of the Public Market Advisory Commission in consultation with the Market Manager and with the subsequent majority concurrence of the Commission membership.
- Section 5. A standing committee shall be constituted by name and by a specific amendment to the Bylaws if any of the following conditions apply:
- A. All issues and business of a certain class are to be automatically referred to the committee, or
 - B. The committee is to have standing authority to act for the Public Market Advisory Commission on matters of a certain class without specific instruction from the full commission.
- Section 6. A standing committee may be chaired by a citizen of the City or member of the Public Market Advisory Commission.
- Section 7. A special committee may be chaired by a citizen of the City or member of the Public Market Advisory Commission.
- Section 8. Special committees shall prepare and submit a report to the Public Market Advisory Commission; this report shall address the following topics:

- A. A description of the way in which the reporting body undertook its charge,
- B. The facts identified and/or information obtained,
- C. The findings or conclusions derived from the facts or information,
- D. Recommendations or resolutions.

Article IX Amendment of Bylaws

Section 1. These Bylaws can be amended at any regular meeting of the Public Market Advisory Commission by the concurring vote of six (3) members, provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2. The Bylaws of the Public Market Advisory Commission shall be reviewed each September and acted on accordingly. The Commission may approve the Bylaws at the September meeting without change. If acceptance of the Bylaws is not forthcoming, the status quo will remain in effect until amended and approved.

Amended:

Farmers Market Mission Statement

Hi Folks, there was mention of a Farmers Market Mission Statement at our meeting. This is meant to maybe get the ball rolling, rather than be complete and definitive. I'm aware from the start that Crafters are not mentioned, though by agreement they represent a certain fixed fraction of the Market. This could be remedied; it was simply a problem of writing style, and limited time, that I could not express this fact. Hope this might be helpful. Ken King

It is the primary purpose of the Ann Arbor Farmers Market to be a place of contact between local farmers and the public. In this setting, consumers would be allowed and encouraged to interact directly with the persons growing their food, and to ask pertinent questions as well as offer helpful suggestions towards the ends of learning more about food production and ensuring for themselves the products they desire. With this kind of dialogue, there would also be a sort of cultural interchange that should enrich both the City of Ann Arbor and the surrounding rural areas. For this to take place, it is desirable that Vendors themselves be integrally involved with the production of their goods, and that there be a wide and rich diversity of vendors and goods along with a wide and rich demographic of shoppers. In this atmosphere, it should be natural for shoppers and vendors too, to discuss among themselves issues pertaining to food, health, the environment, and other matters. Finally, this cultural and economic setting should be further enhanced by there being on occasions various promotional, educational, and entertainment offerings, all adding appropriate ambiance to the market, and also by the market in general being made and kept a clean and healthy, and beautiful, physical space. Lastly, but very importantly, the Ann Arbor Farmers Market should be aware and encouraging of the positive symbiosis with the neighboring business community, and seek opportunities to cooperate not only for promotional purposes but also for the mutual enrichment, both cultural and economic.

Public Market Advisory Commission

Work Plan for 2008-2009

Public Market Policy Analysis:

- Development of a mission statement for the Public Market
- Clarification of language and definitions that are included in the Public Market Rules
- Vendor seniority
- Verification and inspections of vendors
- Seasonal markets and associated rules
- Vendor marketing strategies

The Market Commission, working in cooperation with representatives of the market vendors to review and analyze market policies, will:

1. Prepare a draft revision to the Public Market Operating Rules for review by the Market Commission in June, 2008.
2. Seek public comment on the draft revision to the Public Market Operating Rules beginning on June 1, 2008 and continuing until September 31, 2008.
3. Recommend new Public Market Operating Rules to the City Council by December 31, 2008.
4. Public Market Operating Rules will be effective May 1, 2009.

2008 MEETING SCHEDULE PUBLIC MARKET ADVISORY COMMISSION

The Commission meets on the third Thursday of each month at 5:00 p.m. in City Council Chambers

January 17, 2008

February 21, 2008

March 20, 2008

April 17, 2008

May 15, 2008

June 19, 2008

July 17, 2008*

August 21, 2008

September 18, 2008

October 16, 2008

November 20, 2008

December 18, 2008**

*Date Subject to Change due to conflict with Art Fair

**Tuesday – Possible Alternate Date due to Christmas Holiday schedules