

Farmers Market Infrastructure Improvement Project

Vendor Operations Advisory Committee (VOAC)

CHARTER

December 2015

Introduction

The City of Ann Arbor Public Market Advisory Commission is forming a Vendor Operations Advisory Committee (VOAC) to assess operational components of the Market Infrastructure Improvement project. The information that follows describes how the VOAC will function.

Purpose

The VOAC is intended to provide feedback, from a vendor perspective, on the operational components of the Market Infrastructure Improvement Project, including issues related to parking, stall assignment and layout, rules governing building operations on market days and market operations during the construction period.

Membership

The VOAC will consist of nine individuals who represent the broad diversity of vendors operating at the market. Specifically, the committee must include at least two produce vendors, one artisan, one prepared foods vendor, and one plant vendor. At least four of the nine participants must be vendors who have a history of attending market regularly (3-4 times per month) during the months of January-April. VOAC members will be selected from those vendors who submit an application to participate on the VOAC. Additional appointments may be made by the Chair of the Market Commission if the applicant pool does not adequately supply a diverse group of vendors and viewpoints.

VOAC Role

The VOAC is an advisory body created to assist the Public Market Advisory Commission with the operational aspects of the Market Infrastructure Improvement Project. It has no independent, decision-making authority.

Operating Principles

VOAC meetings will be chaired by City Staff, and will follow an established agenda to be distributed by email prior to the meeting along with supporting documents and supplemental information. VOAC members will be expected to read and familiarize themselves with the content of this material prior to meetings and be prepared to engage in substantive discussion of the agenda topics. VOAC meetings will be open to the public.

Schedule

The VOAC will meet at least three times during the months of February, March and April 2016 after which time feedback will be submitted to the Market Commission. VOAC meetings will be scheduled to run for up to two hours and will be held at a conference room in City Hall. Once the VOAC is formed, the entire body will determine a preference for either daytime or evening meetings.

VOAC members are expected to attend and participate in all three meetings unless an unavoidable conflict arises which necessitates an absence. Prior notice shall be given to Staff if a member is unable to attend a VOAC meeting.