

**CITY OF DEXTER  
FARMERS MARKET & COMMUNITY GARDEN OVERSIGHT COMMITTEE REGULAR MEETING**

*Tuesday, April 19, 2016 @ 5:30 PM*

**Location: City Offices, 8123 Main Street  
PNC Bank, Second Floor – Enter at rear door**

**A G E N D A**

- 1. CALL TO ORDER**
- 2. ROLL CALL**  
Carol Jones  
Martin Ruhlrig  
Jeffrey Peters  
Quaila Pant  
Mary Ellen Miller  
Mark Olexa  
Julie Knight – Ex Officio
- 3. APPROVAL OF THE MINUTES – March 15, 2016**
- 4. APPROVAL OF AGENDA**
- 5. CITIZENS WISHING TO ADDRESS THE COMMITTEE**
- 6. VENDOR REPORT**
- 7. STAFF REPORT**
- 8. COMMUNITY GARDEN BUSINESS**
- 9. NEW BUSINESS**
  - A. Discussion of: Advertising
  - B. Consideration of: Mission Statement
  - C. Consideration of: Market Improvements
- 10. OLD BUSINESS**
- 11. CITIZENS WISHING TO ADDRESS THE COMMITTEE**
- 12. ADJOURNMENT**

**CITY OF DEXTER  
FARMERS MARKET AND COMMUNITY GARDEN OVERSIGHT COMMITTEE  
REGULAR MEETING MINUTES  
TUESDAY, MARCH 15, 2016**

The regular meeting of the City of Dexter Farmers Market and Community Garden Oversight Commission was called to order at 5:31 pm at the City Offices, 8123 Main Street.

**ROLL CALL**

**Present:** Jeff Peters, Martin Ruhlig, Mary-Ellen Miller, Mark Olexa, Julie Knight, and Carol Jones (arr. 5:35pm),

**Absent:** Quaila Pant

Other Present: Brenda Tuscano, Farmers Market Manager; Justin Breyer, Assistant to the City Manager

**APPROVAL OF THE MINUTES – NOVEMBER 17, 2015**

Motion by Knight, Seconded by Ruhlig to approve the minutes from January 13, 2016.  
Motion Adopted

**APPROVAL OF THE AGENDA**

Motion by Ruhlig, Seconded by Olexa to approve the agenda as presented.  
Motion Adopted

**CITIZENS WISHING TO ADDRESS THE COMMISSION**

None

**COMMUNITY GARDEN BUSINESS**

None

**VENDOR REPORT**

Jeff Peters reported that he anticipates that rototilling and seed planting will begin in one to two weeks. He is looking for someone to help him at the market.

Martin Ruhlig reported that he has downsized the farm significantly. He is going to have a small garden and will still be at the Dexter Farmers Market.

**STAFF REPORT**

Justin Breyer reported that the Parks and Recreation Master Plan was submitted to the State. He also reported that staff was looking for people to assist with setting-up the Easter Eggstravaganza event on Saturday, March 26.

## **NEW BUSINESS**

### **A. DISCUSSION OF: FARMERS MARKET APPLICATION AND GUIDELINES**

Brenda Tuscano reported that she had received an application from a barbeque food truck vendor who was interested in setting-up for the market. Committee members discussed an ordinance that was passed by City Council regarding food carts. Mrs. Tuscano reported that she had not heard back from the vendor since the initial application.

### **B. DISCUSSION OF: GARDEN CLUB GRANT APPLICATION**

Brenda Tuscano reported that she intended to submit a grant application to the Dexter Garden Club to help fund the purchase and installation of brick pavers and a storage shed. She also stated that the application would include a request to help fund the restoration of the well adjacent to the Community Garden.

### **C. DISCUSSION OF: MARKET MUSIC**

Brenda Tuscano reported that staff had been working with Gordon Darr to set up musical acts for the Market. Staff has established a Sign-Up Genius link that can be forwarded to performers for them to sign-up.

## **OLD BUSINESS**

### **A. DISCUSSION OF: VENDOR DINNER**

Brenda Tuscano reported that the vendor dinner would be taking place on April 5th at 6:00pm at the Dexter District Library.

## **COMMITTEE COMMENTS**

Martin Ruhlrig asked about previous proposed business of developing a mission statement. Brenda Tuscano reported that it would be put on the next agenda.

Jeff Peters asked about the proposed painting of the Market structure. Justin Breyer reported that the Committee had passed a resolution recommending the project to City Council. Staff received negative feedback from members of the DDA who originally purchased the structure, and it never made it to City Council. Julie Knight stated that she would bring up the issue at the next City Council meeting.

Jeff Peters asked about a previous report from staff regarding the intention to investigate putting more advertisements in the Sun Times. Brenda Tuscano reported that no investigation had yet taken place, but she would be doing so over the next few weeks.

Mark Olexa asked about booth fees. Brenda Tuscano reported that seasonal fees went up \$20.

Julie Knight commented that she would like to investigate the selling of bricks from the DTE building.

**PROPOSED BUSINESS FOR FUTURE MEETINGS**

Nonee

**CITIZENS WISHING TO ADDRESS THE COMMISSION**

None

**ADJOURNMENT**

Move Knight, support Jones to adjourn at 6:01 pm  
Motion Carried



CITY OF DEXTER  
FARMERS MARKET AND COMMUNITY GARDEN  
OVERSIGHT COMMITTEE

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614 • [www.Dextermi.gov](http://www.Dextermi.gov)

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**MEMORANDUM**

TO: Farmers Market and Community Garden Oversight Committee  
FROM: Brenda Tuscano, Market Manager  
RE: REPORT  
DATE: April 15, 2016

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**Advertising:** We will be advertising with the Sun Times this season. The ads should run every other week beginning the end of April.

**Mission Statement:** This May we are starting our 11<sup>th</sup> season and it's time for us to consider a Mission Statement for the market. Most Farmers Markets have a Mission Statement. They are an important statement that gives the community a sense of what the Farmers Market represents and what it wants to bring to the community. It does not have to be complicated. Most are only a few sentences long and should be able to be read in 30 seconds.

I have a sample Mission Statement below. I would appreciate some input from the Committee on language.

***The Dexter Farmers Market offers a community destination for residents and visitors to gather and purchase locally grown fresh produce along with homemade items grown and made by local vendors committed to their trade and their community. The market strives to meet the needs of the local consumer as well as building relationships through educational and family friendly activities.***

**Improvements to the Market:** In March 2015, a presentation was given to the Dexter City Council regarding some improvements to the Farmers Market. The items discussed were:

- Painting the wrought iron sign at the top of each side of the market that says "Dexter Farmers Market"
- Installation of shade/screen panels held down anchors mounted in the ground
- Installation of 2 Kiosks
- Installation of a market banner
- Storage locker
- Removal of 2 trees
- Installation of 3 benches

In November 2015, the Farmers Market/Community Garden Oversight Committee held a meeting to discuss the upgrades to the market. At that time it was recommended by the Committee to:

- Paint the words "Dexter Farmers Market" on the wrought iron grates with a description of the colors requested. Staff reported that the item had not yet been in front of City Council, but the goal would be to paint in the spring when the snow thaws.
- Find some way to screen the vendors from the sun, which included the discussion of setting up a white picket fence to also block cars from pulling to close to the vendors
- Placing eyehooks in the concrete next year to secure sun screens for the market.

At the end of 2015/beginning of 2016, staff was directed to get the opinion of the DDA. Staff received some negative feedback about painting the wrought iron, and because of this there was some hesitancy to bring the item before City Council. In March 2016, the painting item was discussed at a City Council goal setting session as a lead-in on how Council wanted to handle items recommended from Committees that have received negative feedback. Staff was then instructed to put together an item for City Council that lists all of the improvements that the Farmers Market and Community Garden Oversight Committee would like to undertake. My opinions on these modifications to the market are listed below:

- It is my opinion that painting the wrought iron signs that say “Dexter Farmers Market” would enhance the visibility of the Market to passerby’s by creating a colorful focal point. Every year we try to come up with ideas to make the market more visible to the public and this would do just that.
- The shades screen panels would be very useful for the months that the sun is very strong and the temperatures rise above 80 degrees. The intent is to protect vendors from sun burns and also to keep the market area cooler. The idea is that they would be used on a need basis only.
- I do not feel there is a strong need at this time for Kiosk’s at the market. The City has 6 Kiosk’s and we put advertising for the market in them every season.
- I do not feel we need an additional banner sign at the market. Currently, there is already a large sign in the middle of the market facing the road.
- A storage locker/shed would be very useful to the easy of set-up on market days, the shed would contain signs, a table and chairs, and additional items for events at the market and cleanup. We have applied for a grant from the Dexter Garden Club to help with the cost of the shed.
- I do not feel the removal of the 2 trees in the entertainment area is necessary, the trees actually provide shade for the entertainers and vendors.
- As for the benches it would be very useful to have additional places to sit for our patrons, we want to encourage customers to come and stay and make the market their Saturday morning destination.

**Grant Application:** On April 1, 2016, I applied for a grant with the Dexter Garden Club on behalf of the Dexter Farmers Market to fund the installation of brick pavers where the picnic table is located at the north end of the market near the stairs leading to the park. Also included in the application is a request for funds for a small storage shed. At this time no decision has been issued from the Garden Club.

Please feel free to contact me prior to the meeting with any questions, etc.

Thank you.

# Dexter Farmers Market Events

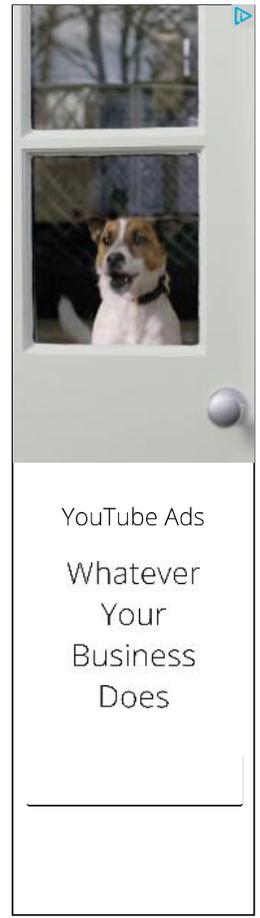
This resource is designed to assist with organizing performances and events at the Dexter Farmers Market.

Created by: Justin Breyer ✕

Already signed up? You can [change your sign up](#).

Date <small>(mm/dd/yyyy EDT)</small>	Available Slot	 <a href="#">Calendar View</a>
05/07/2016 (Sat. 11:00am - 1:00pm)	Primary Back-Up	<div data-bbox="771 657 933 699">Sign Up <input type="checkbox"/></div> <div data-bbox="771 716 933 758">Sign Up <input type="checkbox"/></div>
05/14/2016 (Sat. 11:00am - 1:00pm)	Primary Back-Up	<div data-bbox="771 804 933 846">Sign Up <input type="checkbox"/></div> <div data-bbox="771 863 933 905">Sign Up <input type="checkbox"/></div>
05/21/2016 (Sat. 11:00am - 1:00pm)	Primary Back-Up	<div data-bbox="771 951 933 993">Sign Up <input type="checkbox"/></div> <div data-bbox="771 1010 933 1052">Sign Up <input type="checkbox"/></div>
05/28/2016 (Sat. 11:00am - 1:00pm)	Primary Back-Up	<div data-bbox="771 1098 933 1140">Sign Up <input type="checkbox"/></div> <div data-bbox="771 1157 933 1199">Sign Up <input type="checkbox"/></div>
06/04/2016 (Sat. 11:00am - 1:00pm)	Primary Back-Up	<div data-bbox="771 1245 1213 1360"> <input checked="" type="checkbox"/> Gordon Darr                      Gordon Darr Presents the 2016 Rising Stars of the Hudson Education Center                 </div> <div data-bbox="771 1371 933 1413">Sign Up <input type="checkbox"/></div>
06/11/2016 (Sat. 11:00am - 1:00pm)	Primary Back-Up	<div data-bbox="771 1434 933 1476">Sign Up <input type="checkbox"/></div> <div data-bbox="771 1493 933 1535">Sign Up <input type="checkbox"/></div>
06/18/2016 (Sat. 11:00am - 1:00pm)	Primary Back-Up	<div data-bbox="771 1581 933 1623">Sign Up <input type="checkbox"/></div> <div data-bbox="771 1640 933 1682">Sign Up <input type="checkbox"/></div>
06/25/2016 (Sat. 11:00am - 1:00pm)	Primary Back-Up	<div data-bbox="771 1728 933 1770">Sign Up <input type="checkbox"/></div> <div data-bbox="771 1787 933 1829">Sign Up <input type="checkbox"/></div>
07/02/2016 (Sat. 11:00am - 1:00pm)	Primary Back-Up	<div data-bbox="771 1875 933 1917">Sign Up <input type="checkbox"/></div> <div data-bbox="771 1934 933 1976">Sign Up <input type="checkbox"/></div>

Submit and Sign Up



YouTube Ads

Whatever Your Business Does

<b>07/09/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>07/16/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<input checked="" type="checkbox"/> Gordon Darr Gordon Darr Presents 2016 Rising Stars of the Hudson Education Center  <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>07/23/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>07/30/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>08/06/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>08/13/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>08/20/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<input checked="" type="checkbox"/> Gordon Darr Gordon Darr Presents the 2016 Rising Stars of the Hudson Education Center  <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>08/27/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>09/03/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>09/10/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>09/17/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>09/24/2016</b> (Sat. 11:00am - 1:00pm)	<b>Primary</b>  <b>Back-Up</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block; margin-bottom: 5px;">Sign Up <input type="checkbox"/></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>
<b>10/01/2016</b>	<b>Primary</b>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">Sign Up <input type="checkbox"/></div>

(Sat. 11:00am - 1:00pm)	Back-Up	<a href="#">Sign Up</a> <input type="checkbox"/>
10/08/2016 (Sat. 11:00am - 1:00pm)	Primary	<a href="#">Sign Up</a> <input type="checkbox"/>
	Back-Up	<a href="#">Sign Up</a> <input type="checkbox"/>
10/15/2016 (Sat. 11:00am - 1:00pm)	Primary	<a href="#">Sign Up</a> <input type="checkbox"/>
	Back-Up	<a href="#">Sign Up</a> <input type="checkbox"/>
10/22/2016 (Sat. 11:00am - 1:00pm)	Primary	<a href="#">Sign Up</a> <input type="checkbox"/>
	Back-Up	<a href="#">Sign Up</a> <input type="checkbox"/>
10/29/2016 (Sat. 11:00am - 1:00pm)	Primary	<a href="#">Sign Up</a> <input type="checkbox"/>
	Back-Up	<a href="#">Sign Up</a> <input type="checkbox"/>

# DEXTER FARMERS MARKET

Proposed elements, continuing development

March 2015

## MARKET IDENTITY

- Paint 'DEXTER FARMERS MARKET' and SUNRISE in end gables (3)  
Paint
- New MARKET BANNER above fence, south approach  
Banner, custom fabricated  
Support posts (2)
- Remove 2 Serviceberry trees ( front of central pavilion)  
Removal, including roots  
Infill concrete
- SCULPTURE (metal) roof feature, top of central pavilion

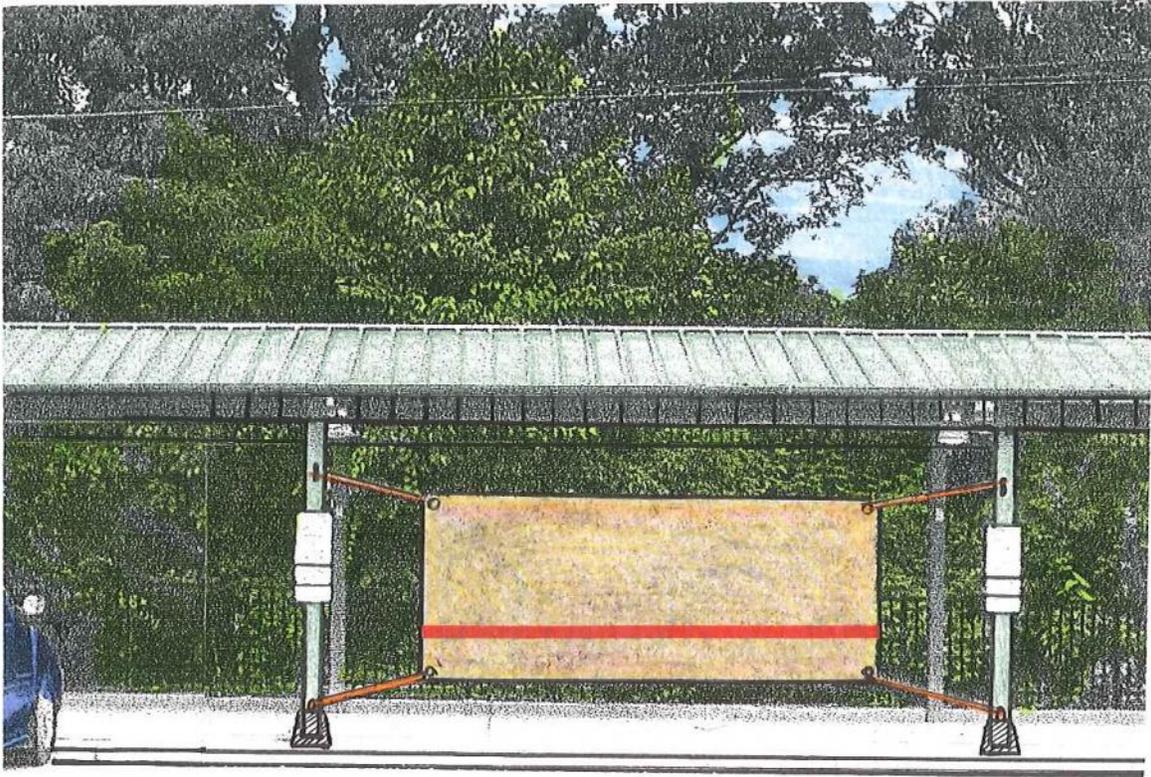
## FURNISHINGS

- Information KIOSKS (2), match existing kiosks (Klapperich Welding)
- BENCHES (relocate 2 existing)
- EVENT CANOPY in street-side plaza  
SLEEVES in pavement  
TENT/CANOPY (approx dimensions 16' x 20')  
Performance TENT (8-10 feet square) on north lawn  
TENT purchase  
SLEEVES in lawn for tent support

## CLIMATE CONTROL / SAFETY / STORAGE

Woven mesh SCREEN PANELS across 6 street-side market bays  
8 hanger arms -- design, fabrication, and installation  
6 woven poly mesh 6' x 14' panels, w/ attachment fittings  
SAFETY GRAPHIC across full width of all screen panels  
8 concrete ANCHOR BLOCKS w/ top ring  
8 HANGER ARMS -- design, fabrication, and installation

STORAGE SHED for tents, shade panels/fittings, tables, folding chairs  
level site, relocate three fence sections

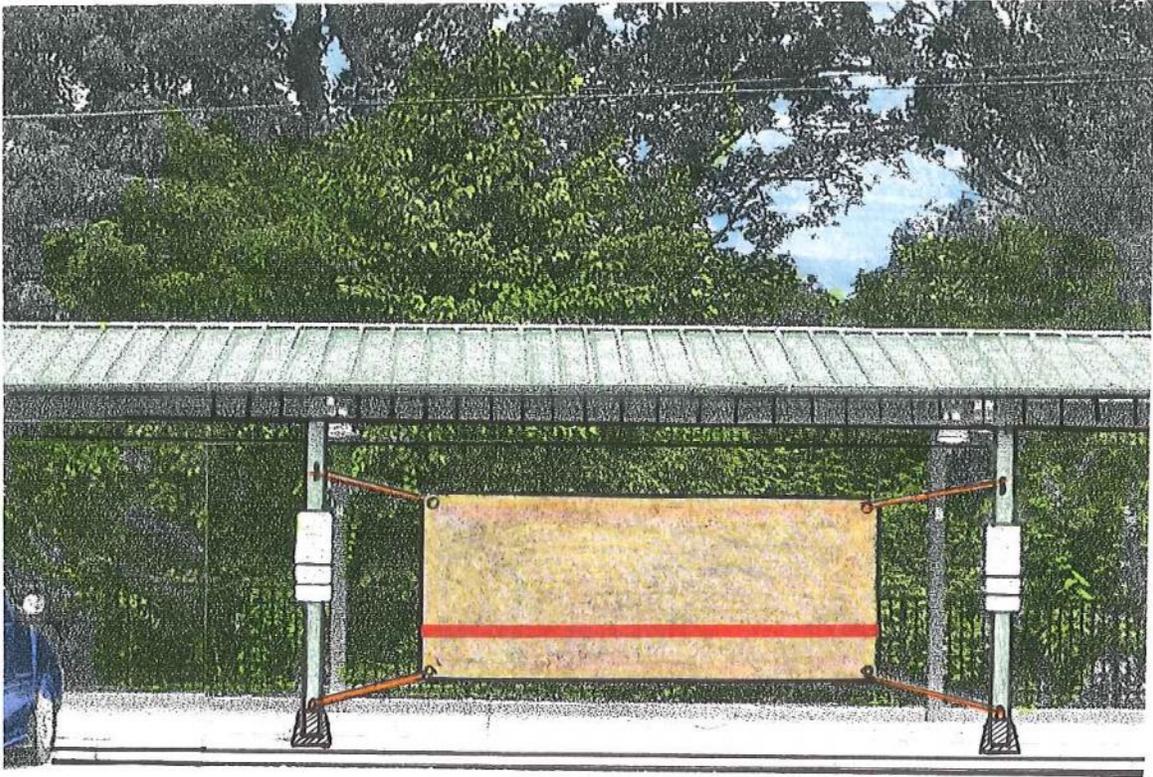


14' x 6' shade panel with safety strip



Paint metal identity features in 3 end gables





14' x 6' shade panel with safety strip



Paint metal identity features in 3 end gables

## Dexter Garden Club Grant Application

Application deadline: April 1st, 2016

Response deadline to all applicants: May 1st, 2016

Return completed form to Grant Committee Chair

Mary Robinson

3275 Dover Street

Dexter, MI 48130

### Fill in the following information.

Name of person preparing this application \_\_\_\_\_

Name of group or organization \_\_\_\_\_

Address of group or organization \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of Project/Program \_\_\_\_\_

Amount requested \_\_\_\_\_

Check payable to \_\_\_\_\_

**Please answer the following requests for information on a separate, attached page rather than writing them on this form.** Number your answers to correspond with the requests for information on this form.

1. Describe the objectives of the project to be funded, especially the horticultural education or therapy aspects.
2. Briefly outline the program plan.
3. Describe how the requested grant will be spent. Give specific costs for items or groups of materials, plants, etc.
4. Describe the likely participants in the project to be funded.
5. Explain what support resources will be utilized to help bring this project to fruition.
6. A reference of the applicant's status from a representative of the group or organization needs to be attached to the application form.

## **Dexter Garden Club Grant Application Community Gardening Grants**

### **Description and Selection Criteria**

#### **1. Who can apply?**

- Any educational group, not-for-profit organization or other groups of persons providing horticultural education and or horticultural therapy
- The applicant must be based in and serve residents of Dexter and its environs (Townships of Scio, Webster and Dexter)

#### **2. What is required in the application?**

- Clearly defined objectives
- An outline of the plan to be implemented
- An explanation of how the money is to be used
- A description of the population it will impact
- A list of support personnel or resources to ensure its success
- **A verification of the applicant's status such as a cover letter from a representative of the group or organization identifying the relationship or a letter from a close associate**

#### **3. What are the limitations?**

- Projects requesting up to \$500.00 will be considered
- Grants will not be provided to support general operations. Funds must be used to directly support the horticultural education and/ or horticultural therapy aspects of the project

#### **4. What are the selection criteria?**

- Applicants seeking to develop pilot programs in horticulture or strengthen existing programs
- Projects/programs that emphasize horticultural education and/or horticultural therapy

#### **5. What are the expectations for the awarded projects?**

- The funds are used for the items specifically outlined in the grant application
- The Dexter Garden Club members expect an accounting of the successful awardees to report how the project turned out by one of the following: correspondence and photos, or (even better) a short presentation at the September meeting in the fall.

1. The goal for this request is to help enhance the appearance of the Dexter Farmers Market at the entrance closest to the Dexter District Library and the stairs that lead to the park. Our patrons come to the market to buy locally grown produce, baked goods, plants, and handmade items. The Dexter Farmers Market promotes small gardens to large farms in order to bring Dexter resident's fresh produce every season.

We also would like to create a space to store items for the market in an effort to assist the Market Manager and Vendors and with an easier market set up and tear down. The shed can also be used to store additional items to keep the market and surrounding areas clean and properly landscaped. The City of Dexter employs a part-time employee to plant flowers and foliage around the fenced area of the market.

2. We would like install brick pavers where there currently is a picnic table in place. The idea is to level the area where the table sits so that it will be more inviting to patrons of the market and library to stay longer and enjoy their time in the City.

For the Storage Shed: we would like a container to store signs, tables, chairs and additional items for market in order to make for an easier set up for Market functions each Saturday and Tuesday. Currently, we store our equipment below the Fire Department and a security code to enter the storage area is required and has to be given to anyone who wants to get in to retrieve stored items.

3. The cost to pave the 104 Sq. Ft. patio will include materials and labor of \$1500, which provides:
  - a. Excavating 10 inches of existing soil, grass.
  - b. Installation of a 21AA Limestone base.
  - c. Level slag sand
  - d. Installation of pavers
  - e. Poly sand for finishing

The cost of the Storage Shed will be \$229 and will be purchased from Lowe's Home Improvement Store. The shed is 9.5 square feet and it is accessible through the top and front of the unit. It weighs 76 pounds making it easy to install and remove at the end of the season to help the prevention of wear and tear.

4. The Dexter Farmers has 30 vendor stalls and between 15-21 vendors every Saturday and anywhere from 200-500 visiting patrons depending on the time of season.
5. The City of Dexter's General Fund will be used to fund the remaining portion of this project. The completion of this project will be overseen by the Market Manager and the Foreman for the Department of Public Works.