

CITY OF DEXTER
FARMERS MARKET & COMMUNITY GARDEN OVERSIGHT COMMITTEE REGULAR MEETING
Tuesday, May 17, 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 Ruhlig
Jeffrey Peters
Quaila Pant

Mary Ellen Miller
Mark Olexa
Julie Knight – Ex Officio
- 3. APPROVAL OF THE MINUTES – April 19, 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: Mission Statement

C. Discussion 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
THURSDAY, APRIL 21, 2016**

The special meeting of the City of Dexter Farmers Market and Community Garden Oversight Commission was called to order at 6:32 pm at the City Offices, 8123 Main Street.

ROLL CALL

Present: Jeff Peters, Martin Ruhlig, Mary-Ellen Miller, Mark Olexa, and Julie Knight

Absent: Carol Jones and Quaila Pant

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

APPROVAL OF THE MINUTES – MARCH 15, 2016

Motion by Knight, Seconded by Olexa to approve the minutes from March 15, 2016.

Motion Adopted

APPROVAL OF THE AGENDA

Motion by Miller, Seconded by Knight to approve the agenda as presented.

Motion Adopted

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

COMMUNITY GARDEN BUSINESS

Olga Austin reported that all (16) of the regular plots at the Community Garden have sold. There are four raised beds that have not sold. She is working to get the beds settled. The Garden will open on May 7th.

VENDOR REPORT

Jeff Peters reported that the Market starts in two weeks and that he may have produce for May.

STAFF REPORT

Justin Breyer provided an update on items addressed at recent Parks and Recreation Commission and Art Selection Committee meetings.

NEW BUSINESS

A. DISCUSSION OF: ADVERTISING

Brenda Tuscano reported that ads began running this week in the Sun Times. They will run every other week through the summer.

B. DISCUSSION OF: GARDEN CLUB GRANT APPLICATION

Brenda Tuscano presented a draft mission statement that she would like the Committee to review and discuss.

C. CONSIDERATION OF : MARKET IMPROVEMENTS

Brenda Tuscano presented a draft list of improvements that have, in the past, been discussed by the Committee. The Committee discussed their preferences, priorities, and costs for physical improvements at the Farmers Market.

- Painting the wrought iron signage – the Committee discussed the desire to increase the Market’s visibility as a means of promoting the Market. Committee members commented that the wrought iron is not currently visible, and people frequently walk through without noticing the signage. The Committee would like to paint the signage in the colors presented. The Committee came to a consensus that the painting would cost less than \$150, not including staff time. For the sake of liability and safety, the Committee agreed that staff should perform the work.
- Sun Screens - The intent behind the screens is to protect vendors from sun burns and also to keep the market area cooler. The screens would be made of a mesh fabric that allows drivers and passerbys some visibility inside the Market. There is currently no way to secure attractive coverings that would protect vendors from the sun. I-bolts would be required to secure the screens. The idea is that they would be used on a need basis only. The Committee directed Staff to seek costs for the installation of i-bolts and screens.
- Benches – The purpose of installing additional benches is to encourage customers to come, stay, and make the Market their morning destination. There is currently limited seating for patrons. The Committee discussed the cost of the benches present throughout the rest of the community. Staff indicated that the backless benches could run as high as \$800 each.
- Storage Shed - 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. The shed would be locked and secured to the fence to prevent theft. Staff indicated that small sheds that would meet the Market’s needs would cost less than \$250.

The Committee set its priorities as: 1) painting three (not four) sides of the wrought iron signage; 2) installing i-bolts and purchasing two screens to shield vendors from the sun; 3) the purchase of two backless benches; 4) the purchase of a small storage shed.

Motion by Ruhlig, Support by Olexa to recommend to City Council that three wrought iron Farmers Market signs attached to the Farmers Market structure be painted, the installation of i-bolts and the purchase of two sun screens, the purchase of two benches, and the purchase of a storage shed for the Farmers Market, in an amount not to exceed \$5,000.

Yeas: Peters, Ruhlig, Miller, Olexa, and Knight

Nays: None

Absent: Jones and Pant

OLD BUSINESS

None

COMMITTEE COMMENTS

None

PROPOSED BUSINESS FOR FUTURE MEETINGS

None

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

ADJOURNMENT

Motion by Ruhlig, support Peters to adjourn at 7:27 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

MEMORANDUM

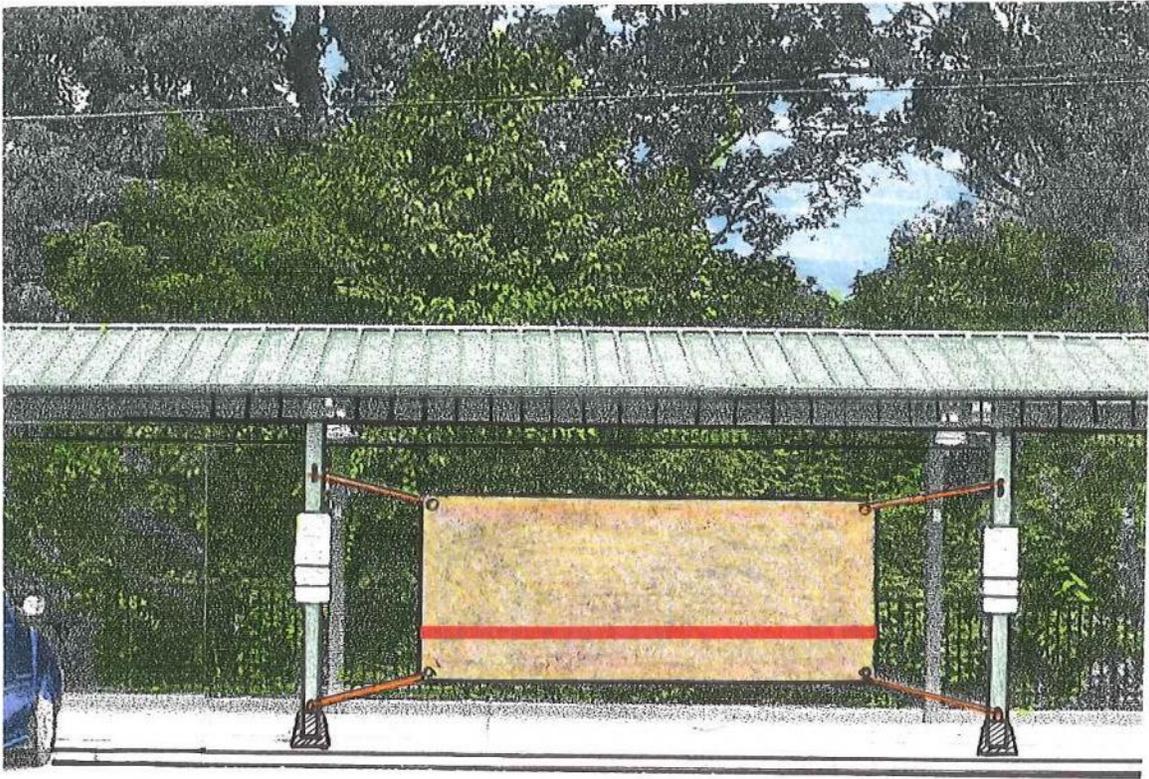
TO: Farmers Market and Community Garden Oversight Committee
FROM: Brenda Tuscano, Market Manager
RE: REPORT
DATE: May 13, 2016

Advertising: Sean Dalton from WeLoveDexter, a website that promotes the Dexter Community and highlights local news and events, has offered to discuss advertising with me. He is interested in promoting the Farmers Market through the website with articles, pictures, and advertisements.

Improvements to the Market: Staff has been asked to follow-up with the Farmers Market and Community Garden Oversight Committee regarding the Committee's recommendation to City Council from April 19th. At the May 9, 2016 City Council meeting staff, on behalf of the Committee, presented the recommendations for Market improvements. City Council expressed some concerns regarding the recommendations, including the need to eliminate of the trip hazard created by the bolts necessary for the shade panels, the length of the shade panels, the painting of the wrought iron grates, the placement of the shed, and the cost of improvements. Since that meeting, staff has conferred with appropriate sources in an attempt to address those concerns.

- Some members of Council were opposed, while others supportive, of painting the wrought iron gates that read "Farmers Market" at the top of the pavilion. Another option that was not presented that the Committee may wish to consider is to reduce the number of colors from 3 to 2 and only use the yellow and red (or some other combination of colors). Cost of paint is \$60.
- At this time we need to eliminate the trip hazard that would result from the "D" brackets being mounted into and above the concrete to hold the sun screens in place. One option is to mount brackets at the top and folding D-brackets to the bottom of the poles and increase the length of the panels to 20' to prevent patrons from squeezing between the poles and the panels, therefore eliminating all trip hazards. The cost of the top brackets would be \$750 and cost of the D-brackets would be \$60.
- The expressed intent of the screens is to protect vendors from sun rays and also to keep the market area cooler. The challenge that this creates is that having all shades up at one time encourages patrons to walk in the street to access one of the three primary entrances. However, the screens would be used on a need basis only. The panels will be 20' long and the cost for 6 panels would be \$296.
- A storage shed would be very useful for the set-up on market days; the shed would hold signs, a table and chairs as well as additional items for events and cleanup. It would be placed out the first of May and removed the end of October. The cost of the shed is \$350.
- While the idea for more benches at the market is a good one, we have the option to eliminate the cost for new benches by replacing them with a picnic table from Mill Creek Park North. Cost is \$0.
- Total Cost of improvements is: \$1516.





14' x 6' shade panel with safety strip



Paint metal identity features in 3 end gables

**Suncast Outdoor Storage Shed
(70.5" x 44.25")**



**Proposed Location of Storage Shed
(Where the trashcan is currently located)**

