

Muskegon Farmers Market Advisory Board-Meeting Minutes

Thursday, August 31, 2023 – Muskegon Farmers Market Barn 2:00 pm

Present: Kim Martens, Kathy Upton, Janine Platt, Teresa Emory, Jon Zandstra, J Visser, Dianne Snow

Absent: Cindy Larsen

1. Appointment of Chair

John Zandstra nominated Kathy Upton to be named Chairperson of the Board; supported by Jon Visser and carried unanimously.

2. Public Comment on Agenda

None

3. Approval of Minutes

John Zandstra moved to approve the Farmers Market Advisory Board minutes of August 31, 2023; supported by Kim Martens and carried unanimously.

4. Discussion

Staff recommended vendor placement by 7:15 am – **changed by Board to 7:00 am** beginning in 2024;

Priority order for limited stalls to include flowers and plants as follows: 1) grown farm goods, 2) **grown flowers and plants**, 3) edible food products, 4) non-perishables such as arts and crafts;

Add a rule that vendors and customers remain 10 feet away from the staff window when staff is conducting business with another vendor to give the vendor privacy;

Vendors taking photos of other vendors or questioning vendors at the market without their permission is considered harassment and will result in one strike as set forth in section 7.5, “three-strike rule” enforcement procedure;

The Market Manager, or designee, will accommodate requests for double stalls when possible. The vendor must have enough product for two stalls, pay for the rental of two stalls, and cannot share stalls with another vendor;

The Market Manager, or designee, makes ADA accommodations as needed;

The Market Manager, or designee, may make considerations in assigning vendors with special items in areas without stall numbers as needed;

Crafters/Artisans may be placed after all others by lottery. The vendor is given a ticket. The Market Manager or designee will pull a ticket. The vendor will come up to the window once their ticket is drawn for their stall assignment by the Market Manager;

Chairperson Upton asked that section 4.1 be changed from “all products sold must be created by the person selling” to 90% of products sold” and amended again following input from the committee to “**80% of products sold must be created by the person selling**” to be consistent with farmers. All changes were moved for approval by John Zandstra, supported by Jon Visser and carried unanimously by voice vote.

5. Other Business

None

6. General Public Comment

Mike stated concerns with the condition of the port-a-jon and would like the building left open after the market closes to allow vendors to use the restrooms. The Market Manager said that vendors can knock and staff will let them in while the office is still open.

Eric Egeler would like winter vending to be included in the points system toward earning a seasonal stall.

Becky shared that her product, wine from home-grown grapes, has a limited season and would like to set up later as few people like to taste or buy wine early in the morning.

Chairperson Upton spoke about harassment of the Market Manager, Lisa Potter, because of discontent about daily placements and said that the current manager is the best the market has ever had and should not have to endure the treatment she has been subjected to this year.

Eric Hood, City Commissioner, said that he believes voicing a complaint is okay. Chairperson Upton agreed but wants it to be appropriately submitted by filing a formal complaint with the committee and following the proper channels.

Director Dwana Thompson said that observation at the Market with Commissioner Hood had taken place following a minority vendor complaint about daily placement and a comparison of procedures at other markets, other ways to assign stalls tried, and recommendations resulting from those review actions will be provided at a later meeting.

Terry Walter, vendor, said she vended from Morris Street in the past and suggested finding a way to drive shoppers toward that area. Ann Meisch responded that a committee is being developed to research how to accomplish this.

7. Additional Business

Chairperson Upton requested an amendment to Vendor Guideline, 3.12 Cancellation/No Show Policy recommendations to remove the suggested "shall try to call" by noon the day prior to the market day for which space is reserved to **"must try to call the day prior or must call by 6:45 am the day of if there is an emergency"**. Moved for approval by Dianne Snow; supported by John Zandstra and carried unanimously.

8. Adjournment

John Zandstra moved to adjourn at 3.28 pm; supported by Jon Visser and carried unanimously.

Shelly Stibitz, Recording Secretary