

Meadville Market Authority Minutes
January 24, 2024

<p>Call to order – Roll Call</p>	<p>The meeting of the Market Authority of the City of Meadville was held Wednesday, January 24, 2024. Board Members present were Vice Chair Jill Hyatt, Treasurer John Fulmer, Secretary Adrienne Krone, Ashley Mattocks-Rose, Mark Richmond, and Seth Ernst. Staff present was City Manager Maryann Menanno and City Accountant April Smith. Ms. Hyatt called the meeting to order at 4:51 pm.</p>
<p>Public Comment</p>	<p>Nancy Asmus offered a public comment with associated documentation related to the change whereby she went from being a vendor to working under a license agreement. She went over all the documents and gave an overview of the conversations she had with city representatives and Market Authority representatives related to the license agreement. Ms. Asmus was primarily concerned about the increased rent and utilities and mistakes related to the name of her business, which is Nancy’s Under the Steps. Ms. Asmus requested more time from the Market Authority.</p>
<p>Approval of Minutes <i>January 10, 2024</i></p>	<p>Mr. Ernst noted that Nancy’s Under the Steps was typed incorrectly in the minutes. Ms. Krone made the change. Mr. Richmond motioned to approve the January 10, 2024 minutes with the correction. Ms. Mattocks-Rose seconded and the vote was unanimous.</p>
<p>Approval of Financial Report <i>December 2023</i></p>	<p>Ms. Smith went over the December financials. She pointed out that the Market House ended up in the black for the first time in a few years. Ms. Krone asked whether this report includes all the expense receipts for the Café and Ms. Smith confirmed that it does. Ms. Hyatt asked whether the Café is breaking even and Ms. Smith said that with payroll and expenses, the Café is breaking even. Denise, a Market House vendor of alpaca products, noted that the Café brings people into the Market House so even if it is not making money in the Café itself, it is bringing business into the Market House. Ms. Krone asked if the Friends of the Market House received the Crawford County Gives funds and they did receive \$7,823 in December which was listed on the revenues page. Ms. Hyatt asked about whether there are any outstanding revenues and Ms. Smith said that there are not.</p>

	<p>Ms. Krone motioned to approve the December financials. Mr. Fulmer seconded and the vote was unanimous.</p> <p>Mr. Fulmer motioned to approve the December check register. Mr. Richmond seconded and the vote was unanimous.</p>
<p>Market Manager Update</p>	<p>Mx. Pane started by saying that they last few weeks have been exciting. Mx. Pane noticed that October was a slow month, so she has been working with the City of Meadville and the Crawford County Historical Society to plan a fall harvest festival, possibly the same weekend as the Thurston Classic because balloon events are limited to the morning and the evening. Ms. Mattocks-Rose asked about the timing and Mx. Pane said she was thinking the festival could take place after the morning farmer’s market and the Crawford County Historical Society’s house tour.</p> <p>Mx. Pane explained that Kettle Lake Kitchen is working with Al’s Melons for their produce and if we start working with Al’s Melons, we could carry produce and even things like bananas that are not local to Meadville but would fill the produce shelves in seasons when we don’t usually have produce. Mx. Pane talked to the Tiger Lily vendor about displaying only her products instead of resale items. Ms. Hyatt asked about whether selling non-local produce would align with our mission. Mx. Pane explained that she was thinking more about it as a partnership with a local company – Al’s Melons – and less about it being a non-local product. Mr. Fulmer noted that it would be good to have something to sell if the shelves are empty and Mr. Ernst agreed with this but also asked about how local we want to be (i.e. do vendor craft supplies have to be sourced locally). Ms. Mattocks-Rose suggested trying out the produce sales to see how it goes. Mx. Pane said that Kettle Lake Kitchen is also willing to buy produce that doesn’t sell. Ms. Smith asked if the produce coolers are still running. Mx. Pane said that one is on and one is off but it could be turned back on.</p> <p>Mx. Pane also asked if she should reach out to Emily to start working on the poster for the farmer’s markets this year. Ms. Mattocks-Rose noted that it is nice to bring in new artists each year. Mr. Ernst proposed the idea of an illustrated map and Ms. Mattocks-Rose suggested reaching out to Brenna Thummler, a local artist. Mx. Pane has also been working on a plan to grow produce in the MARC Garden while retaining the community plots there. Mx. Pane has also been talking to Josh Sherretts about gardening at the Baldwin Reynolds House. Ms. Smith suggested starting with the garden at the Baldwin Reynolds House and seeing how that goes before diving into the MARC project. Mr. Richmond asked about staffing and Mx. Pane explained that the Market House VISTA, Em Hayes, could work on this project and the MARC Garden also still has some money for a coordinator this year.</p>

<p><i>Collaboration with Friends of the Market House</i></p> <p><i>Cookie Walk</i></p> <p><i>Real Estate (Executive Session)</i></p>	<p>for Dessert hasn't yet signed the Code of Conduct or the license. Ms. Hyatt asked if Mx. Pane could bring copies of the Code of Conduct to the next meeting for the Market Authority Members to sign, and Mx. Pane said she could do that.</p> <p>Ms. Mennano noted that Nancy's Under the Steps did receive an updated document with revised utilities information on January 10, 2024. On January 23, 2024, Nancy's Under the Steps received an updated document with the name of the business corrected.</p> <p>Ms. Hyatt reminded the Market Authority members that we agreed at our last meeting to establish a committee to coordinate between the Friends of the Market House and the Market Authority. Mr. Fulmer volunteered to represent the Friends of the Market House. Mr. Richmond volunteered to represent the Market Authority. Ms. Hyatt recalled Ms. Mattocks-Rose being interested but she had left the meeting for a class, so Ms. Hyatt decided to ask her after the meeting.</p> <p>Mr. Richmond asked if we need volunteers for the Cookie Walk on February 2. Mx. Pane reminded the Market Authority members that the oven is broken. She thought it might be helpful to have 1-2 volunteers. Ms. Hyatt volunteered. Ms. Krone volunteered to help make cookies if help is needed.</p>
<p>Next Meeting</p>	<p>The next scheduled Market Authority Meeting would be Wednesday, February 14, 2024.</p>
<p>Executive Session</p> <p><i>Real Estate</i></p>	
<p>Adjournment</p>	<p>Mr. Fulmer moved to adjourn to Executive Session. Mr. Ernst seconded, and the vote was unanimous to adjourn to Executive Session at 5:55 PM.</p>

Paula Burleigh
Chair