

Meadville Market Authority Minutes
January 10, 2024

<p>Call to order – Roll Call</p>	<p>The meeting of the Market Authority of the City of Meadville was held Wednesday, January 10, 2024. Board Members present were Chair Paula Burleigh, Vice Chair Jill Hyatt, Treasurer John Fulmer, Secretary Adrienne Krone, Ashley Mattocks-Rose and Mark Richmond. Staff present was City Manager Maryann Menanno. Ms. Burleigh called the meeting to order at 4:48 pm.</p>
<p>Public Comment</p>	<p>Ms. Burleigh opened with an announcement that the Market Authority will be utilizing the City Council public comment policy because we have a full agenda.</p>
<p>Approval of Minutes</p> <p><i>December 13, 2023</i></p> <p><i>October 25, 2023</i></p>	<p>Ms. Hyatt noted an error related to the use of the terms “leases” and “licenses” in the minutes. Ms. Krone made the changes. Mr. Richmond motioned to approve the minutes with the correction. Mr. Fulmer seconded and the vote was unanimous.</p> <p>Ms. Hyatt also notice an issue with the years for the leases and licenses in October 25, 2023 minutes. Ms. Krone made the changes. Mr. Richmond motioned to re-approve those minutes with the changes made. Mr. Fulmer seconded and the vote was unanimous.</p>
<p>Market Manager Update</p>	<p>Mx. Pane was not present but sent a report with Ms. Burleigh. Mx. Pane reported that the Market Authority ended the year well but October ended up being a slow month. Mx. Pane is working with the City of Meadville to plan a harvest festival event for October 2024 to increase business during that month. Richard Burchard is stepping back from serving lunch, it turns out they weren’t as profitable as the Saturday brunches and Mr. Burchard was feeling burned out from running the lunches. Mr. Burchard is stepping back into his role as the Market House Events Coordinator and has been attending meetings with the Meadville Independent Business Alliance (MIBA) to plan upcoming events. Mx. Pane would like the Market Authority to look up the job description for the Events Coordinator so she can plan to incorporate that position. Mx. Pane is thinking about options for the café so we can still have something there during the day in the future. Mx. Pane is also hoping to repaint shelves and would like volunteers to help with that. Mx. Pane has expanded the bulk foods options. The Market House hours are changing for the winter until the Farmers Market reopens in the Spring and the Market House will now be open Tuesday – Friday 10-5:30, Saturdays 9-3, and Sundays-Mondays 11-3.</p>

**Friends of the
Market House
Report**

Mr. Fulmer reported that the Friends of the Market House is hoping to restart a physical mailing but asked a question about the role of the Authority and the Friends related to fundraising. After a visit from an adorable canine, Ms. Burleigh explained that the Market Authority cannot fundraise (through mailings or otherwise) because the Market Authority is not a registered non-profit organization, so all fundraising has to go through the Friends of the Market House. Mr. Fulmer clarified that in the future, what they would like to do is pre-authorize funds that the Friends raise for particular things and then transfer those funds to be used for those purposes. City Manager Maryann Menanno noted that this would work.

Mr. Fulmer explained that the Friends are interested in holding an event in the parking garage with appetizers or desserts and possible partnerships with the College or other organizations. Mr. Fulmer also noted that the Friends are interested in bringing in stories of the history of the Market House, like the existence of a shooting range in the basement of the Market House in the past. The Friends are hoping to partner with the Crawford County Historical Society to highlight some of these stories in the mailed newsletters.

The Friends of the Market House also discussed getting new liners for the hanging plant baskets outside the Market House. Ms. Burleigh asked if the Friends had received a list from Mx. Pane about the wish list for café updates because that was part of the fundraising plan in 2023. Ms. Mattocks-Rose raised the issue of the oven in the café being broken. Ms. Burleigh confirmed that the oven is broken and Mx. Pane talked to a repairperson but given the age of the oven, it might not make sense to repair it. Nick from Kettle Lake Kitchen may have an oven we can use. David Vines looked it up on his phone and found a commercial oven for \$4,000. Ms. Burleigh reported that City Accountant April Smith suggested allocating no more than \$5,000 for café updates including the oven, so purchasing a used oven from Kettle Lake might be a good option.

Ms. Mattocks-Rose reported that the Friends would also appreciate more volunteers to help out with things around the Market House. The Friends wondered if there might be a way to bring in regular weekly volunteers from Allegheny College. Ms. Burleigh said she would check in with Andy Walker at the College because he had previously coordinated Allegheny volunteers for Merry Meadville. Ms. Mattocks-Rose also suggested checking in with the Crawford County Mental Health Awareness Program (CHAPS) and the Arc because they might be interested in volunteer opportunities. Ms. Burleigh also suggested that we use the newsletter to let people know about volunteer opportunities.

Ms. Mattocks-Rose asked if we had sent thank-you notes to the musician that played at Merry Meadville and the Doctor that leant his parking lot to

	<p>the carriage ride staging area. Mr. Fulmer will send a gift certificate and a thank-you note to the musician and Ms. Burleigh will send a gift basket to the Doctor's office.</p> <p>Ms. Mattocks-Rose also reported that the Friends of the Market House treasurer Jane Westenfeld would like to be more involved in the finances. Ms. Burleigh made a note to set up a meeting with Ms. Smith to arrange for a meeting with Ms. Westenfeld in the future.</p>
<p>New Business</p> <p><i>Upcoming Events</i></p> <p><i>2024 Goals in Collaboration with the Friends of the Market House</i></p> <p><i>Fieldtrip</i></p> <p><i>Bread for the Market House</i></p> <p><i>Real Estate (Executive Session)</i></p>	<p>There is a cookie walk on February 2, 2024. The Market House is the site for the cookie box distribution. Mx. Pane isn't sure quite what this will look like but she would appreciate a couple volunteers for this event. Last year, they ran out of boxes, but Ms. Hyatt clarified that this was because the business owners planned to give out a certain amount of cookies. There will also be a fundraising Valentine's Dinner on Sunday, February 18 (after Valentine's Day).</p> <p>Ms. Burleigh noted that some of this was discussed during the Friends of the Market House report, but ideally, we'd figure out a time for members of the Market Authority and the Friends of the Market House to discuss fundraising goals together. Ms. Menanno explained that there could be a working group as long as membership was limited to less than a majority from each group.</p> <p>Mr. Richmond asked about a visit the Market Authority had discussed to Good Intentions Market and Cafe. Ms. Burleigh reported that they have been closed for the holidays. Ms. Mattocks-Rose has been talking to the manager and could make reservations for us to visit. They would prefer we visit on Saturday. Ms. Burleigh noted that previously the Market Authority would have a planning meeting so we could fold this visit in with the planning meeting. Ms. Mattocks-Rose will check in with them to see if we could visit on a Saturday afternoon or for a private event.</p> <p>The bread pickup from Bakery on the Square would be difficult to continue in the spring due to scheduling issues. Bakery on the Square is still willing to deliver frozen bread and Mx. Pane has been working with The Boro Sweet Spot in the Edinboro Market to offer fresh bread. There are some complicated logistics there but Ms. Hyatt reported that the bread is really good and reasonably priced.</p>

<i>Legal Representation (Executive Session)</i>	
Old Business <i>Lease, License, and Code of Conduct Updates</i>	As of January 10, 2024, Kettle Lake Kitchen and the Meadville Council on the Arts have signed the Code of Conduct and their leases for 2024. Nancy's Under the Steps has signed the Code of Conduct but not the license for 2024. Save Room for Dessert has not signed the Code of Conduct or the license for 2024.
Next Meeting	The next scheduled Market Authority Meeting would be Wednesday, January 24, 2024.
Executive Session <i>Real Estate and Legal Representation</i>	<p>Mr. Richmond moved to adjourn to Executive Session. Ms. Hyatt seconded, and the vote was unanimous to adjourn to Executive Session at 5:46 PM.</p> <p>The Market Authority discussed real estate and legal representation in executive session.</p> <p>At 6:24 PM the Market Authority Ms. Mattocks-Rose motioned to return from Executive Session. Mr. Fulmer seconded, the vote was unanimous, and the Market Authority returned from Executive Session.</p> <p>Mr. Richmond motioned to retain Knox Law Firm as the Market Authority's legal representation conditioned on the City of Meadville paying for that legal representation. Mr. Fulmer seconded, the vote was unanimous and the motion passed.</p> <p>Mr. Fulmer motioned to authorize Knox Law Firm to act per the discussion in Executive Session. Mr. Richmond seconded, the vote was unanimous and the motion passed.</p>
Adjournment	With no further business to come before the Market Authority, Ms. Krone moved to adjourn. Mr. Fulmer seconded, and the vote was unanimous to adjourn at 6:28 PM.

Paula Burleigh
Chair