

**Meadville Market Authority Minutes
February 28, 2024**

<p>Call to order – Roll Call</p>	<p>The meeting of the Market Authority of the City of Meadville was held Wednesday, February 28, 2024. Board Members present were Vice Chair Jill Hyatt, Treasurer John Fulmer, Secretary Adrienne Krone, Mark Richmond, and Seth Ernst. Staff present was Market Manager Jesse Pane, City Manager Maryann Menanno, and City Accountant April Smith. Ms. Hyatt called the meeting to order at 4:46 pm.</p>
<p>Public Comment</p>	<p>No public comment.</p>
<p>Approval of Minutes <i>February 14, 2024</i></p>	<p>Mr. Fulmer noted that there was a mistake in the minutes related to the number of cookies we would suggest for next year’s Cookie Walk. Ms. Krone made the change.</p> <p>Mr. Richmond motioned to approve the February 14, 2024 minutes with the correction. Mr. Fulmer seconded, and the vote was unanimous.</p>
<p>Approval of Financials <i>January 2024</i></p>	<p>Ms. Smith went over the January 2024 financials. She pointed out some key figures on the revenues and expenditures page that were specific to the holiday season. Ms. Hyatt asked about the expenditures for January 2024 and Ms. Smith explained that this actually reflects the December 2023 payouts because of how the payments are scheduled. Ms. Krone asked how we covered those expenditures and Ms. Smith explained that we had enough money to cover that payout in the reserves from last year. Ms. Smith explained that the events revenue listing does not include the cost of the food, which was paid out separately. Mx. Pane added that with payroll costs included, the café lost money in January 2024. Ms. Smith explained some things related to the check register including a new notation for the payroll charge because the City of Meadville is now doing the payroll for the Market House.</p> <p>Mr. Fulmer motioned to approve the January Financials. Mr. Richmond seconded and the vote was unanimous.</p> <p>Mr. Richmond motioned to approve the January check register. Mr. Fulmer seconded and the vote was unanimous.</p>

<p>Market Manager Report</p> <p><i>Job Descriptions</i></p> <p><i>Solar Eclipse Meals</i></p> <p><i>Other Updates</i></p>	<p>Mx. Pane is working on sharing the new job descriptions with the Market House employees to get their feedback before finalizing them.</p> <p>Mx. Pane talked to Richard Burchard about the proposed Eclipse dinner and they decided to host three brunches instead because the brunches tend to be profitable and Mr. Burchard manages them well. The brunches will be on the Saturday, Sunday, and Monday of the eclipse weekend. Mx. Pane created a trifold brochure to distribute to hotels and bed and breakfasts to encourage people to visit downtown Meadville and the Market House. Mx. Pane is planning to distribute these in Meadville and in Conneaut Lake for the summer. Mx. Pane ordered some eclipse glasses but Ms. Menanno mentioned that the City of Meadville had ordered some so Mx. Pane may cancel the order and use the City of Meadville glasses instead.</p> <p>Mx. Pane is hoping to update the counter in front of the café with a new countertop and stools so people can sit and enjoy their food. Mx. Pane ordered fertilizer and worm casting for the summer. Mx. Pane has also been in touch with more farmers and a few seem interested in being part of the Farmers Markets this year. Mr. Fulmer asked if Friends of the Market House can sell produce to help the Market House and Ms. Menanno said that would be fine.</p>
<p>New Business</p>	<p>No new business.</p>
<p>Old Business</p> <p><i>Lease/License Updates</i></p> <p><i>Solar Eclipse Event Updates & Discussion</i></p>	<p>All of the leases and licenses and codes of conduct for 2024 have been signed.</p> <p>Mr. Fulmer asked the Friends of the Market House if anyone was available to volunteer to help with the eclipse event but except for Devon Stout they didn't seem interested so he asked the Authority members. Ms. Krone and Mr. Richmond volunteered to help. Mr. Fulmer is planning to pre-sell tickets to a set number of people who want to attend an eclipse watch party on the roof of the parking garage near the Market House. Mx. Pane added that we could use the Market House's Shopify account to sell tickets. Mx. Pane asked how much the tickets would be and Mr. Fulmer said he was thinking \$20. Mr. Ernst suggested \$10 for a base level of things (a drink, snacks, glasses) and then charge more for drinks etc. beyond that. Mr. Fulmer suggested asking a musician to play for the event and the Authority was supportive of that idea. Mr. Fulmer asked if the café oven is fixed and</p>

<p><i>USDA Planning Grant</i></p>	<p>Mx. Pane confirmed that it is. Mr. Fulmer said he might make cookies for the event.</p> <p>Mr. Ernst asked if we could sell alcohol at the event. Mr. Fulmer hadn't thought about that. The Market Authority members discussed the possibility of providing champagne and sparkling grape juice. Mx. Pane mentioned that Blissful Meads might be interested in participating in the event. Mr. Fulmer will work with the Friends of the Market House to make final plans.</p> <p>Ms. Menanno offered an overview of a USDA Planning Grant that the City of Meadville is submitting for the Market House for interior master planning. This grant includes an interior condition report, conceptual layouts for the interior Market House space, and market research including interviews and a consumer survey. The grant will be submitted on February 29, 2024 and it is for \$99,500. Separately, the City of Meadville is still working on getting a structural engineer to work on the roof.</p>
<p>Next Meeting</p>	<p>The next scheduled Market Authority Meeting would be Wednesday, March 13, 2024.</p>
<p>Adjournment</p>	<p>With no further business to come before the Market Authority, Mr. Fulmer moved to adjourn, Ms. Krone seconded, and the vote was unanimous to adjourn at 5:25 PM.</p>

Paula Burleigh
Chair