

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE
REGULAR MEETING
NOVEMBER 28, 2018**

MINUTES

Attendance: Chuck Burger, Vice Chair; Chander Jayaraman; Tom Kuchenberg, Treasurer; Richard Layman; Susan Oursler; Jonathan Page; and Donna Scheeder, Chair, were present. Nikki Dean and Anita Jefferson arrived after the meeting began.

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, November 28, 2018, at 7:00 P.M., in the North Hall of Eastern Market. The Chair called the meeting to order at 7:03 P.M.

Mr. Burger moved the adoption of the agenda. The agenda was adopted.

Mr. Burger moved approval of the April 4, 2018, special meeting minutes. The minutes were approved.

Mr. Burger moved approval of the July 25, 2018, regular meeting minutes. The minutes were approved.

Mr. Burger moved approval of the October 24, 2018, regular meeting minutes. The minutes were approved.

Report of the Executive Committee

The Chair noted that Monte Edwards, Secretary, and Bill Glasgow were unable to attend and excused. The Chair highlighted the EMCAC meeting dates in 2019 and the Eastern Market Metro Plaza Community Meeting on Thursday, December 13, 2018, at 7:00 PM at the Hill Center.

The Vice Chair provided a reminder that the election of the independent community representative will be held at the January 23, 2019, meeting.

Report of the Finance Subcommittee

Mr. Kuchenberg, Chair of the Finance Subcommittee, reported that the attached capital and non-capital budget requests for fiscal year 2020 was supplied to the Department of General Services (DGS).

Report of the Market Manager

Mr. Margeson provided a written report of the Market Manager, which is attached to these minutes. He agreed to provide comparative outdoor vendor data and consider an evening community potluck supper for the 10-year anniversary of Eastern Market's re-opening.

By unanimous consent, it was agreed that the Chair will send a letter to the new Acting Director of DGS indicating that EMCAC regards the lease negotiations to be a major priority and requesting a progress report no later than EMCAC's meeting on January 23, 2019.

Mr. Layman moved to authorize the Executive Committee to pursue all issues regarding the memorandum of understanding that is included in the zoning order, including, but not limited to, parking. The motion was adopted unanimously.

Special Task Force on Market Violations and Dispute Resolution Process Report

Ms. Oursler, Chair of the Special Task Force on Market Violations and Dispute Resolution Process, reported on the existence of the DGS Ombudsman, established pursuant to D.C. Law 21-158, Procurement Integrity, Transparency, and Accountability Amendment Act of 2016, and on behalf of the task force recommended its use for complaints and concerns.

Report of the Tenants Council

Ms. Jefferson, Interim Chair of the Tenants Council, provided a written report of the Tenants Council, which is attached to these minutes.

Community Comments and Concerns

Commissioner Jayaraman announced that he will likely step down in the new year as the Advisory Neighborhood Commission representative to EMCAC.

Madeleine Odendahl announced two Eastern Market Main Street holiday events, a caroling marathon on Saturday, December 8, 2018, and a board of directors' open house in the North Hall on Tuesday, December 11, 2018, 8:30 AM to 10:00 AM.

Mr. Kuchenberg thanked Messrs. Edwards and Margeson for their work regarding the HVAC system, particularly Mr. Margeson's research regarding the original HVAC system. He also thanked Mr. Layman for research conducted on a zoning matter.

The meeting adjourned at 8:31 P.M.

Monte Edwards, Secretary

Recommendations for the FY20 Budget for Eastern Market

The Eastern Market Community Advisory Committee
November 13, 2018

EMCAC met with DGS on October 25 concerning the 2019 Eastern Market budget and following that meeting, DGS provided a spreadsheet concerning the Enterprise Fund (referred to by DGS as the “Eastern Market Fund”).¹ During the meeting the need for both an operating budget and requests for inclusion of Eastern Market projects in the Capital budget was discussed.

In reviewing the information provided by DGS, EMCAC has been guided by the Eastern Market Legislation that requires EMCAC to review the annual budget for Eastern Market, any proposals for capital improvements and any proposal to expend money from the Enterprise Fund (DC Code §39-111(g)(3)). In conducting its review, EMCAC took into account the requirement that the District of Columbia is responsible for capital expenditures (DC Code §37-102) and that the Enterprise Fund (the repository for rents and revenues from Eastern Market) can only be used to pay management and maintenance expenses of the Market.²

The Eastern Market Community Advisory Committee is making the following recommendations. You will also find attachments to the report. The first is a report from the Chair of the Capital Improvements Committee which has more detail regarding the capital improvements recommendations. We are also attaching the excel spreadsheet for capital projects which we have reviewed and annotated.

Recommendations of Items for Inclusion in the Capital Plan for the District of Columbia.

\$2,238,100.

The Eastern Market Community Advisory Committee has worked with Barry Margeson, the Manager of Eastern Market and we recommend that three projects be approved for the District Capital plan. A spread sheet is attached that outlines the components and cost of each of these projects.

¹ At the October 25, DGS meeting, DGS employed a Power Point presentation and has subsequently provided EMCAC with copies of the Power Point presentation entitled: *Eastern Market Financials*. On October 29, DGS provided EMCAC with an Excel spreadsheet document entitled: *20181029 Eastern Market Fund Prioritized and Categorized.xlsx*.

² DC Code 37-103 was amended by the 2018 Budget Support Act (<http://lims.dccouncil.us/Download/39944/B22-0753-SignedAct.pdf>) to emphasize that the Enterprise Fund could not be used for capital expenditures by adding the provision:

(e) Money in the Fund may not be used to fund capital expenditures for Eastern Market and the Eastern Market Special Use Area.

1. Historic Renovation Needs. \$556,000.

This project includes replacement of brickwork, foundation and other stonework, roof restoration and repainting the entire building.

2. HVAC System \$680,000

The HVAC system has never worked properly since its installation as part of the post fire renovation. The attached report explains why this has never worked properly which has resulted in a severe shortening of the life of the system. Money was spent this fiscal year to conduct a study to determine what actions need to be taken so that the system will run as designed. This requests money so that the recommendations of the study can be implemented. This is the only project, both this request and the 2019 work that has been fully reviewed by EMCAC. There is a report of the Capital Improvements subcommittee attached to this submission which has detailed information.

3. Strategic infrastructure upgrades. \$1,001,500.

This category represents the completion of items that should have been addressed when the market was rebuilt post fire. One of the most pressing items in this category is the need for a backup electric generator. Any building which houses fresh food businesses needs to be able to allow its tenants to preserve their valuable inventory in the case of a power outage. Completion of waterproofing, acoustical treatment for the North hall and a number of other items makeup this project.

Money Appropriated by the Council of the District of Columbia for Capital Improvements should be in a separate fund and not mixed with Enterprise fund money.

There is a \$25,000 item in the fy19 budget that is designated as a “fund transfer.” In fact, this is a special appropriation for the Bollard study that was added to the budget by the Council. It should not be added to the Enterprise Fund, but rather maintained in a separate account as a capital budget item because under the CFO guidelines, it involves “design work relating to an individual capital project.”

Reimbursement of the Enterprise funds for the money that was spent on capital improvements

EMCAC recommends that DGS reimburse the Enterprise Fund for the money spent on the launch pad projects the HVAC study, and the rental of the chiller as they are capital improvement projects and were the responsibility of the city to fund. There was a \$223,143 expenditure from the Enterprise Fund in 2018 which consisted of a package of projects which were referred to as Launch Pad since this was the shortened procurement process used plus rental of the temporary chiller. The individual projects that comprised the Launch Pad cost \$134,663 and were characterized as “Total Historic Preservation launch Pad.”³ But looking at the description of them indicates that they all qualify as capital projects under the CFO guidelines because they involve a District owned asset, and increase the life of a District owned asset by at least 2 years.

While the rental of the Temporary Chiller - \$88,480, is not so clearly capital, the rental was in lieu of initiating the evaluation and repair of the HVAC system and thus was in fact an expense undertaken as an alternative to the required capital expense, much like “design work relating to an individual capital project and therefore not an expense to be covered by the Enterprise fund.

The \$34,720 expense for an evaluation and the \$47,557 for immediate repair to be done in fy19 of the HVAC system that were charged to the Enterprise Fund should also be handled as a capital expense.

Recommendations Regarding the Budget for the Enterprise Fund.

1 .Operational and safety projects which should be included.

Finalize plans for emergency procedures (Cost TBD) These include (a) Determining which aspects of these procedures can be financed with federal funds and which must be financed through District sources, (b) Then proceeding with (1) Installation of the bollards, (2) Implementation of an emergency broadcast system, (3) Development of emergency evacuation plans, and (4) an integrated plan to test all of the emergency systems

Needed repairs and maintenance. \$16,500. This includes repair of bathroom tile and fixtures (\$5,000), waterproofing market poultry (\$35,000), dance floor Replacement (\$9,800), and restriping the alley, \$1,500.

2. Information needed for proper budget control and oversight.

It is the responsibility of the market Manager to manage the Enterprise fund in such a way that expenses do not exceed revenue and it is the responsibility of EMCAC to provide oversight and make recommendations on the budget for Eastern Market. It is also preferable that the Market produce a small surplus which can be reinvested in the coming years for marketing, special events and other items that will enhance business and also a sinking fund for recurring, predictable maintenance expenses. Since the city took over responsibility for managing this business, there was a significant decline in the quality and amount of information received on the expenses for the market. The current state of reporting makes it nearly impossible to determine whether the market is running in a financially sound position. To correct this situation EMCAC recommends the following:

1.DGS has indicated that EMCAC will receive quarterly reports regarding the Income **and expenses** for Eastern Market. DGS has also committed to presenting an operating budget for Eastern Market that represents the projected income and expenditures for the Enterprise Fund for the coming fiscal year. Projections for expenditures and actual figures on a quarterly basis is critical to insuring that the Market is managed in such a way that its operating expenditures do not exceed its operating income. There are several areas where there are no projected expenses and figures are not available until after the close of the fiscal year. Thus must be rectified in order to run the Eastern market as a viable business.

2. The handling of contracted services in the Eastern market budget represent a serious challenge to the ability of the Market Manager and EMCAC to monitor costs to insure that they are not exceeding revenue or to identify areas where money can be moved to where it may be needed in the line items of exterminators, trash, snow removal and janitorial services, there are no actuals provided. We

recommend that DGS use historical data to attempt to provide this information. In addition, to the lack of timely information on contract costs, it is not clear when contracts are up for renewal and at what terms. This deprived EMCAC of any opportunity to make recommendations regarding services received by the Market and the value received. EMCAC needs to be given copies of these contracts and needs to be consulted when they are up for renewal.

3. EMCAC needs a clearer narrative regarding personnel duties and expenses. What is the number of employees involved either full or part time in various duties. For example, who is involved in office support and who performs various janitorial functions and what are the costs of the services of the various individuals.

4 EMCAC would also like to see a separate line item in the Eastern Market budget for legislative fund transfer. This would be the appropriate place to indicate money which is received from the city for any non-capital improvements and the expenditures of it.

Categorized Projects for Inclusion in Budget

Historic Renovation Work	Replace spalling stonework	2	\$ 350,000	Replace foundation stones at the market that are spalling
	North Hall Brickwork	1	\$ 40,000	Replace brickwork in North Hall Plaza - Trip hazard
	Replace Pottery Studio stonework	2	\$ 51,600	Replace stonework outside pottery studio
	Roof inspection and repair	3	\$ 70,000	Inspect roof, esp near sky light and repair as required
	Repaint Market	3	\$ 45,000	Repaint entire market including shed
	Total		\$ 556,600	
HVAC	Chiller replacement		\$ 400,000	Replace chiller part of HVAC system
	Longterm HVAC Repairs		\$ 125,000	Follow-through on all HVAC system repairs based on FY19 Report
	Building Management System		\$ 155,000	Establish connection between building mgmt system and circular windows
	Total		\$ 680,000	
Strategic Infrastructure Upgrades	Generator	2	\$ 550,000	Back-up Electric Generator
	Complete North Hall acoustical treatment	3	\$ 64,500	Treat additional wall of North Hall and install sound reducing blinds
	Replace door hardware	3	\$ 110,000	Replace all door hardware with programmable magnetic locks
	Emergency Broadcast System	2	\$ 76,000	Design and install emergency broadcast system for inside and outside
	Eastern Market Exterior signage	2	\$ 55,000	Add Eastern Market sign to exterior of market
	Waterproof Market Poultry	3	\$ 35,000	Waterproof Market Poultry
	Uplights	3	\$ 11,000	Fix the up lights in the North Hall and South Hall
	Seal Floors	3	\$ 15,000	Seal all floors of the market
	Repair or replace freight lift	3	85,000	Repair or replace freight lift that breaks down regularly
	Total		\$ 1,001,500	
Total			\$ 2,238,100	

Not Capital Expenditures	Restripe Alley		\$ 1,500	Restripe back alley
	Dance Floor		\$ 9,800	Replace Dance Floor for North Hall
	Repair bathroom tile and fixtures		\$ 5,000	Fix bathroom tile
Total			\$ 16,300	

Notes:

1. The North Hall Plaza Brickwork would appear to be a capital expenditure, but whether responsibility of DGS or DDOT is unclear, since the Plaza is "Public Space" generally controlled by DDOT. In 2009, DDOT was involved in the redesign of the North Plaza in terms of relocating the tree boxes, selection of trees, location of the bicycle racks and other aspects of the redesign. Whatever the cost responsibility, it requires review and comment by EMCAC.

2. The need for Replacement of Pottery Studio Stonework, Generator, Emergency Broadcast, Eastern Market Exterior Signage have been reviewed and endorsed by EMCAC in concept. They constitute capital expenditure, but the final capacity, location, design and implementation will require review by EMCAC

3. The need for Repaint Market, Roof Repairs, Replace Door Hardware Complete North Hall Acoustic Treatment, Waterproof Market Poultry, Uplights, and Repair or replace freight lift all appear to be capital projects, but EMCAC has not reviewed any of these projects and needs to do so pursuant to DC Code §37-111(g)(3)(C) and (h).



Eastern Market Manager's Report to the EMCAC

November 28, 2018

Finances

September and October Revenues

Description	September	October
South Hall Rent	\$ 27,262	\$ 14,937
Exhibitors & Farmers Line	\$ 27,606	\$ 23,339
North Hall	\$ 21,490	\$ 41,755
Application and Event Fees	\$ 210	\$ 35
Flea Market	\$ 9,150	\$ 6,100
ATM	\$ 0	\$ 9,048
Total Income	\$ 85,717	\$ 95,214

Budget meeting at the Reeves Center took place on October 25. Thank you to all who were able to attend. We spent a significant amount of time talking about the Capital budget which was submitted along with the rest of the DGS budget. The next step is that the Mayor will submit the budget to Council in March. Freight lift replacement cost was included.

Leases

Currently, no lease meeting is on the schedule. I will report back with an update.

North Hall

November

Public events:

- Boogie Babes
- Aerobic Fitness
- Stroller Strides
- Tango
- Passion City Church

- Board of Elections
- Eastern Market Toastmasters
- EMCAC

Private events:

- World AIDS Day Celebration
- M-I Wedding
- Book Release Party
- National Young Farmer's Coalition Community Party
- D-B Wedding

Operations

HVAC:

Compressor Room: We have switched the way the compressor room is operating for the winter. We believe it will result in significantly less heat loss for the market. Already, I believe that we have felt a change from years before.

The HVAC contract has been approved and now it is with the Contracting Division to be put out for bid.

We had an issue with the heating of the market on 11/24. Heat was not working at 5:30am, Engineer arrived at 7:30am, Contractor arrived at 10am and the heat was working again at 2pm.

Parking:

Two representatives of Stanton Development provided their input to me today regarding the PUD and MOA. Per my understanding, their interpretation of the documents is that the "Market management" of the MOA refers to the two flea market managers by virtue of the fact that there is not an Eastern Market Trust providing coordinated management for the entire market space and as a consequence, SEB entered into contract with the flea markets.

It appears that there are two alternative approaches available:

- If we agree with their interpretation, we work with them to get more spaces from them than the 10 that they currently have provided and we work to get the pricing down to a level that motivates vendors to park in the garage and not on the street;
- If we disagree with their interpretation, EMCAC proceeds with a complaint to zoning, as Richard Layman has initiated.

Miscellaneous:

Holiday tree sellers are out.



EASTERN MARKET

Marketing Report

INSTAGRAM

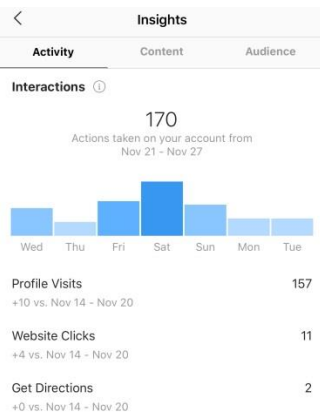
DATE	FOLLOWERS	+
Start	1324	
9/12/17	1410	86
10/24/17	1477	67
11/16/17	1500	23
11/29/17	1517	17
12/21/18	1572	55
1/24/18	1616	44
2/27/18	1727	111
3/27/18	1781	54
4/25/18	1865	84
5/23/18	1922	57
6/27/18	2003	81
7/25/18	2060	57
9/26/18	2253	193
11/28/18	2513	260

TWITTER

DATE	FOLLOWERS	+
Start	31.9k	
9/26/17	32116	
10/24/17	32252	136
11/16/17	32298	46
11/29/17	32325	27
12/21/18	32385	60
1/24/18	32470	85
2/27/18	32527	57
3/27/18	32609	82
4/25/18	32691	82
5/23/18	32725	34
6/27/18	32817	92
7/25/18	32497	- 320
lost around 11 followers per day		
9/26/18	32668	171
11/28/18	32767	99

FACEBOOK

DATE	FOLLOWERS	+
Start	44675	
9/26/17	44719	44
10/24/17	44858	139
11/16/17	44918	60
11/28/17	44946	28
12/20/18	45024	78
1/23/18	45138	114
2/26/18	45227	89
3/26/18	45280	53
4/24/18	45593	313
5/22/18	45671	78
6/26/18	45841	170
7/24/18	45930	89
9/25/18	46111	181
11/27/18	46199	88





PROJECTS:

Signage Project for FY19 will consist of:

- Smoking Signs
- Parking Signs
- Traffic Signs
- Door Operation Signs
- Welcome Signs - Printing cost for 10 signs: \$272.50



PROMOTIONS:



Participated in the Office Campaign: Eastern Market Main Street distributed 1,000 goody bags to various professional offices on the corridor and a bit beyond to engage more people who work in the area. Featured was our Holiday Cards.

AND

Participated in Small Business Saturday: Eastern Market Main Street handed out 200 Small Business Saturday giveaway bags. Featured was our Holiday Cards.

Total cost for 1200 postcards: \$155



HillRag: “Shop at Eastern Market this Holiday Season” ad will be featured in December’s Publication.

AND

Modern Postcards: 3000 postcards printed, 2500 shipped this week. Postcards were sent out within a 5 miles radius of Eastern Market. Residence will receive the postcards by December 3, 2018. The 500 remaining postcards will be distributed to merchants and vendors for promoting.

Printing cost for 3000 postcards: \$260, mailing cost for 2500 postcards: \$978.14.

ALSO

- Wreathes are up on all the external 7th Street side oculus windows
- North Hall Activities: So that we can accommodate vendors in the North Hall on cold winter days, we will only be having live music in the North Hall. This worked well last year and we will continue with the tradition;
- We doubled the budget for advertising on WAMU, going up to \$5,000. Starting last Friday and going for the five weeks until Christmas, they have begun playing the following copy 65 times. The copy is: SUPPORT FOR WAMU 88.5 COMES FROM EASTERN MARKET, A DC DESTINATION FOR WEEKLY FRESH PRODUCE, CUSTOM CUT MEATS, FISH, AND MORE. ON WEEKENDS, ENJOY BREAKFAST, SHOP FOR DINNER, AND CHOOSE HOLIDAY GIFTS FROM HUNDREDS OF ARTISTS AND CRAFTERS. This is slightly changed from last year.
- We will not be advertising on WTOP. The price/value did not make sense to us.
- City Paper: We are part of the Eastern Market Main Street pullout in the City Paper. They are on the rack across from the ATM’s.
- Toastmasters is tomorrow and Open House with Jonathan Bardzik (and food!) on January 10.

Eastern Market Main Street

Agenda of last board meeting attached.

Bowers Fancy Dairy's deli case, funded in part by Eastern Market Main Street, is in place and beautiful. Thank you EMMS!



**Eastern Market
Main Street**

**Eastern Market Main Street
Meeting of the Board of Directors
Thursday, November 15, 2018 8:30am-9:30am
The Yard: Eastern Market**

The mission of Eastern Market Main Street is to capitalize on our historic assets and entrepreneurial culture to promote and retain our diverse, small businesses through the Main Street Four-Point Approach: Organization, Promotion, Design, and Economic Vitality.

1. Approval of Minutes from the October 18, 2018 Board meeting*
2. Committee Updates
 - a. Organization
 - i. 2018 Financials and Fundraising
 - ii. 2018 Stakeholder Engagement
 - iii. 2019 Board Calendar
 - iv. Office Space Update
 - b. Design
 - i. Eastern Market Metro Park Update
 - ii. Next Meeting: Friday, January 11
 - c. Promotions
 - i. Constitutional(n) Impression Report and Evaluation
 - ii. The Holly Days
 - iii. Next Meeting: Thursday, December 13
 - d. Economic Vitality
 - i. Small Retail Property Tax Relief Credit
 - ii. Next Meeting: Thursday, January 10
3. Corridor Updates
 - a. Opened
 - i. Samsung
 - b. Closing
 - i. Cove
 - ii. Business Printing Services
 - c. Other
4. Next Meeting
 - a. Board Open House: December 11, 8:30am-10am, Eastern Market
5. Closed Session: Executive Director Review

*Requires Board Approval



**EASTERN MARKET MAIN STREET
MEETING OF THE BOARD OF DIRECTORS
Thursday, October 18, 2018**

A meeting of the Board of Directors of Eastern Market Main Street was held at The Yard on Thursday, October 18th. The meeting was called to order at 8:44am.

Board members attending included Manuel Cortes, Terry McDonald, Mike Berman, Sean Pichon, Barry Margeson, Alex Golding, Mary Quillian, Lona Valmore, and Loren Pushkar. Also attending was Executive Director Madeleine Odendahl and Community and Economic Development Assistant Tiffany Brannum. A quorum of the voting members of the board was present.

Mike Berman motioned to approve the minutes from the September board meeting, with a change to the date of the next meeting. Mary Quillian seconded the motion, and it passed unanimously.

On behalf of the Organization Committee, Madeleine gave an update on overall financials, fundraising, and Stakeholder Engagement. We are still waiting on our final disbursement from DSLBD. We reviewed the proposed Board of Directors meeting calendar for 2019 and agreed to make a few changes.

On behalf of the Design Committee, the board discussed alley lighting for The Holly Days. DDOT has pushed back the release of Small Cell Guidelines until January. The next meeting of the Design Committee will be Friday, November 9th.

On behalf of the Promotions Committee, ticket sales are going well for the Constitutional event on October 20th. We will be creating a sub-committee to discuss Third Thursdays, starting in January. Third Thursdays will be May through September from 4:00pm-8:00pm. The next meeting of the Promotions Committee will be Thursday, October 25th.

We are partnering with CHAMPS again for the Capitol Hill Business Sessions in 2019. Topics will include banking; the future of retail; better utilization of online services and social media; and stronger coordination with local organizations like Made in DC. The next meeting of the Economic Vitality Committee will be Wednesday, October 31st.

The board discussed ideas to revamp the EMMS website with the goal to launch in early 2019.

Our next board meeting will November 15th at The Yard from 8:30am-9:30am.

The board meeting adjourned at 9:38am.

Respectfully submitted,
Lona Valmore
Secretary, Eastern Market Main Street

November 8, 2018 Tenants Council Meeting Minutes

In Attendance: Anita Jefferson, Nikki Dean, Jamie Langhoff, Brian Van Fleet, Barry Margeson, Katrina Cuffey, Mike Bowers.

Made in DC meeting report was presented by Brian, our TC liaison to Eastern Market Mainstreets and Made in DC.

- Part of the Dept of small business econ division
- Leadership and communication staff change
- Dropped out of managing markets
- Shifting to become a platform to open doors for local artists and makers to get grants and for vending opportunities

Parking Meeting update

This item should be addressed in Management's Monthly report. These are a few of the issues that were further discussed in the TC meeting which followed.

The developer had some specific agreed upon requirements to make parking available based on DC Zoning Code # 11-24 page 63.:

10 spaces are immediately available for use at a discounted rate and the agreement reached in the meeting was that 7 would be available to vendors on the weekend until 9:30 am at which time the 3 remaining would be released for vendor use if not taken by merchants/merchant employees. Management would further pursue the balance of the 50 total spaces outlined in the PUD agreement.

TC made several suggestions on how management might approach how to allocate the use of the 7 spaces. However, it was strongly suggested that the process be transparent and equitable. To that end going in alphabetical order of vendor last name was posed as a way for all to see what order spaces were being allotted and would eliminate issues of favoritism or inequities.

Management said they would consider our request in their final plan. Management would launch first attempt of pilot program on weekend of 11/24 & 25.

Management agreed to a touch base meeting in 3 weeks with the Parking committee and the TC.

Barry and Katrina will test parking plan for 3 weeks, then report back to TC

- Merchants and outdoor vendors on both weekdays and weekends. This would attempt to make more street parking available to customers.

- Customers at a discounted rate was also discussed.
- Management also was requested to pursue additional parking options with surrounding surface lots.

TC Request management create written rules for vendor space assignment requests

This is a revisited resolution and not a new item however having both Barry and Katrina in attendance, and having received additional complaints and requests for assistance from vendors this was an opportunity to have the issue addressed.

Resolution 1011201806 (passed 4-0) TC requests management to present written formal process for vendor space assignment and reassignment. TC requests process for at least 3 categories of vendor permits:

1. For current permanent space permit holders who seek a different space than assigned
2. Lottery Vendors without specific permanent permitted space but are on the map regularly to clarify temporary status
- 3 Lottery Vendors who are permitted without permanent space. Consider a process like:
 - a. June to August space reassignment request window
 - b. September management set new spaces
 - c. October sign new permit

TC requests that all farmers follow the one-way direction of 7th street or they should wait to leave until 6pm, so as to not cause traffic back- ups and risk damage to other vendors' property in the street.

7th street is a one way street from 7am until street opens at 6pm or earlier during time change.

Some Farmer's trucks that are closer to North Carolina leave before 6pm or when street is still a one way. Since the street is still blocked by cones to allow only vendor traffic in, these Farmer's trucks can cause a back- up while sitting at the entrance waiting to turn left. It blocks vendors who have gone to retrieve their vehicles and are attempting to enter onto 7th street at the light at North Carolina. It also causes a back-up of regular traffic on North Carolina if they are behind a vendor waiting for the truck to move. This may seem like a small issue however those vendors waiting are likely those who are set up on 7th street who have a set time to be off the street.

Painting of space markings along 7th street

Space markings on 7th street need to be finished, only partially complete

On north half of 7th street, there are only paint marks for the line of the fronts of the booth spaces, but no marking for where the corners of the tents are supposed to be.

Both front line marking AND corner markings are necessary to allow vendors quickly set up.

Management agreed to address this issue.

Maintenance issues:

- Soap dispenser out in Women's bathroom
Barry will call DGS facilities
- Door sweep on Broadway side entrance (loose door sweep plate)- Fix or replace
Barry will call DGS facilities

Finance update (Nikki)

Copy of spreadsheet handed out and those that did not attend the Finance subcommittee meeting were brought up to date.

There are different subcommittee meetings open to the public outdoor vendors and farmers are always encouraged to participate. They are Finance, Market Operations, and Marketing.

Change to permit was made without notification to TC

New Vendor Permit increases management appropriation of vendor spaces from 2 times a year to 4 times, if needed for an event

TC does not support the reasoning that by signing permits once per year instead of every six months, it is thereby assumed that management should be allowed to appropriate their space for twice as many days. This is the type of issue that should have been addressed with both the TC and The EMCAC.

The TC requests the Permits revert back to the originally agreed upon 2 times per year. This was an issue that caused great problems in the past with the Top Chef event and whose spaces were taken away and how they were compensated. You can give a vendor \$28 for their space but that is not compensating them for any lost business if customers cannot find them. 2 times per year is more than enough especially given that this option has rarely been used. More than 2 would indicate a break from the norm and that should be in consultation with the TC and the EMCAC.

TC requests Management address all outstanding resolutions

Election update:

- Charles Allen wins
- DGS gets a new Director

Housekeeping:

- Getting vendors, farmers and merchants to attend subcommittee meetings
- Marketing subcommittee needs more participants not on TC or EMCAC to assist in getting more money for events and advertising for the Market as a whole as well as the weekend sidewalk market.
- Make sure everyone knows the other EMCAC subcommittee meetings are open to the public.
- TC should look at putting out a year in review report.
- Discuss procedures for getting out notes/minutes from draft to TC approved to all hands announcement and also to EMCAC.
- Consider asking vendors to contribute to annual cost of EMCAC for Farmer and Arts & Crafts reps.