

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE  
REGULAR MEETING  
NOVEMBER 29, 2017**

**MINUTES**

Attendance: Chuck Brome; Chuck Burger, Vice Chair; Nikki Dean; Monte Edwards, Secretary; Bill Glasgow; Diane Hoskins; Tom Kuchenberg, Treasurer; Richard Layman; Susan Oursler; Jonathan Page; and Donna Scheeder, Chair, were present. Angie Brunson arrived at 7:11 P.M.

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, November 29, 2017, at 7:00 P.M., in the North Hall of Eastern Market. The Chair called the meeting to order at 7:04 P.M.

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

Mr. Burger moved approval of the October 25, 2017, regular meeting minutes. The minutes were approved as corrected, with Commissioner Hoskins abstaining from voting.

**Report of the Executive Committee**

The Chair highlighted the EMCAC meeting dates in 2018. The Chair indicated that she will consult with the Executive Committee to determine the dates of Executive Committee meetings and distribute those dates in December.

**Report of the Finance Subcommittee**

Mr. Kuchenberg reported that he and Ms. Oursler meet with Barry Margeson, the Market Manager, and presented a set of questions regarding Eastern Market's fiscal year 2016 budget and actuals. Mr. Margeson provided answers to the questions in his report, which is attached. He agreed to provide a maintenance schedule for the market, inquire whether the Department of General Services (DGS) will release budget targets for fiscal year 2019, and provide copies of all market contracts.

The Chair stated that EMCAC will ask the Office of the Chief Financial Officer to send a representative to an EMCAC meeting for a briefing on the budget and the budget process and the Finance Subcommittee will continue its work.

**Report of the Ad Hoc Group on Eastern Marketing and Promotion**

Mr. Burger, Chair of the Ad Hoc Group on Eastern Market Marketing and Promotion, indicated that an excellent promotional piece on Eastern Market recently aired during a National Football League game.

**Report of the Market Manager**

Mr. Margeson provided a written report of the Market Manager, which is attached to these minutes. He agreed to gather data on the impact of the downtown holiday market on Eastern Market outdoor vendors and inquire about obtaining ATM signs.

The Chair announced that she asked Mr. Layman to chair a task force addressing parking, transportation, and public safety issues and encouraged interested individuals to join the task force.

**Capital Improvements Subcommittee**

Mr. Edwards, Chair of the Capital Improvements Subcommittee, provided a written report, which is attached.

Mr. Edwards announced that he would: (1) contact the District Department of Transportation to inquire whether the department is inspecting the paving and it meets standards and (2) coordinate with the Chair regarding the need for a letter to advocate for a full restoration.

**Report of the Tenants Council**

Chuck Brome, Co-Chair of the Tenants Council, provided a report, which is attached to these minutes.

The Chair announced that she would put the matter of the appeals process on the agenda of the January regular meeting.

**Community Comments & Concerns**

Mike Bowers inquired regarding the status of the Market Manager's request for a written legal review by DGS's Office of General Counsel of the authority for rent increases.

The meeting adjourned at 8:23 P.M.

Monte Edwards, Secretary



## Eastern Market Manager's Report to the EMCAC

November 29, 2017

### Finances

#### October Revenues

Description	Revenue
APPLICATION FEE REVENUE	\$105.00
ATM LEASE PAYMENTS	\$10,773.66
NORTH HALL REVENUE	\$29,462.00
OUTDOOR VENDOR REVENUE	\$32,680.09
FLEA MARKET	\$6,000.00
SOUTH HALL REVENUE	\$18,209.48
TOTAL	\$96,896.32

#### Responses to questions from Finance Committee about the FY16 Budget and Actuals:

**How do we arrive at actuals?** In many cases there is a direct line from what we are charged by a contractor to the budget item. This is the case for Electricity, Trash, etc. For most of these, Eastern Market is a part of a larger contract and Eastern Market is broken down as a clear component of the contracts. For snow removal, on the other hand, DGS tracks the work that is done. We (Eastern Market team) track the work independently and when the bills come in, we review them to make sure that they are accurate.

**What is the breakdown between Repairs and Maintenance?** We don't have a precise breakdown of Repairs and Maintenance but I can tell you that a higher percentage of the work is repairs.

**What is the fee for a late payment?** The current lease reads: Base Rent shall be due on the first of the month and Merchant shall pay a late charge of ten percent (10%) for each rent payment received by Manager which is more than five (5) days late and a returned check charge of Twenty-five Dollars (\$25.00). Receipt and acceptance of a late charge shall not constitute a waiver of Manager's right to declare a default if subsequent payments are not made on the first of the month, in advance. In FY16, \$1,824 in late fees were paid. This is .8% of the rent payments made that year.

**What is a rough breakdown of outdoor costs vs indoor costs?** I will have this by the next meeting.

**How are contract costs apportioned out to Eastern Market?** Answered above in the first question.

**What was the surplus/loss for past fiscal years?**

FY14: -\$19,410

FY15: \$233,503 (Made up largely of PSD and Facilities costs that were not reclassified. This means that PSD and Facilities were not reimbursed for services that they provided to Eastern Market).

FY16: \$25,857

## **Leases**

No news on leases.

## **Marketing**

Marketing report attached.

## **Outdoor Vending**

Eight out of nine new vendors that we introduced last month have been out to the market. The next group of vendors we accept will be put on standby. If there is space for them to come out, they will be invited in advance.

We are now accepting requests from DC Authors to set up at the market for 3 weekend days. Katrina places them with the lottery group in the morning. They pay \$60/day. Our first was Carol Schwartz this past weekend. She was promoting, "Quite a Life: From Defeat to Defeat ... And Back."

## **Fresh Tuesdays**

Only a few farmers still coming out: Walnut Hill Farm, Groff's Content Farm, Michael Stauffer, and Farm to Family. Holiday trees are out!

## **Operations**

I spoke with the Colonial representative to the triangular surface lot on C Street lot behind the post office. They are willing to do a Saturday/Sunday validation program where participating merchants or vendors pay the standard fee of \$10 flat rate for customer parking. They will not reserve spaces for us.

## **Eastern Market Main Street**

Minutes from EMMS Board meeting are attached.

## North Hall

November events included:

### **Wed Nov 1**

8:00am-9:00am Aerobics Exercise Class

### **Thu Nov 2**

9:30am-11:30am Boogie Babes

5:00pm-1:00am Tango

### **Fri Nov 3**

8:00am-9:00am Aerobics Exercise Class

### **Sat Nov 4**

5:00pm-2:00am Tango

### **Wed Nov 8**

8:00am-9:00am Aerobics Exercise Class

1200pm-12:00am Brew Across America Competition

### **Thu Nov 9**

9:30am-11:30am Boogie Babes

5:00pm-1:00am Tango

### **Fri Nov 10**

8:00am-9:00am Aerobics Exercise Class

9:30am-10:30am Stroller Strides

4:00pm-1:00am Jason King & Courtney Weiner Rehearsal Dinner

### **Tue Nov 14**

12:00pm-12:00am ModSquad 10th Anniversary Celebration

### **Wed Nov 15**

8:00am-9:00am Aerobics Exercise Class

3:00pm-11:00pm Passion City Church of DC - Community Group

### **Thu Nov 16**

9:30am-11:30am Boogie Babes

5:00pm-1:00am Tango

### **Fri Nov 17**

8:00am-9:00am Aerobics Exercise Class

5:00pm-12:00am Oklahoma State Society Barn Dance

### **Wed Nov 22**

8:00am-9:00am Aerobics Exercise Class

### **Fri Nov 24**

8:00am-9:00am Aerobic Fitness

### **Wed Nov 29**

8:00am-9:00am Aerobics Exercise Class

9:00am-12:00pm Barbara Mowat Memorial Service

7:00pm-9:00pm EMCAC

### **Thu Nov 30**

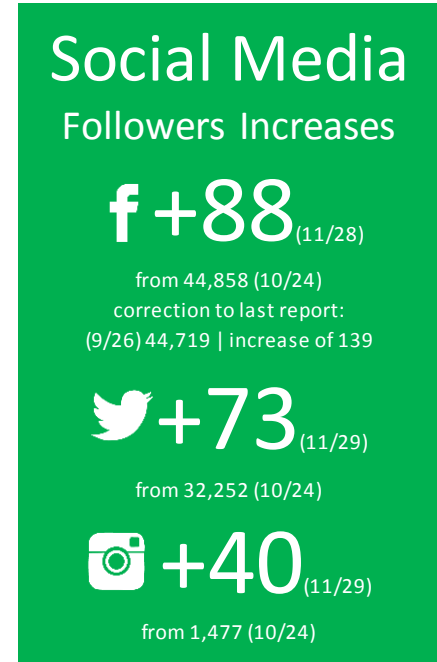
9:30am-11:30am Boogie Babes

5:00pm-1:00am Tango



# EASTERN MARKET

## Marketing Report



\*More brochures are in the process of being ordered

## PROJECTS:

### Holiday Celebration:

This Saturday kicks off our Holiday Celebration! Earlier this week, the Farmers Shed Line was decorated with lights. We are working on getting wreath hung in the North Hall and the outside of Eastern Market. We have a total of 26 wreaths, which were decorated by one of our vendors. These decorations will remain throughout the month of December. There will be live music performances held in the North Hall on December 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, and 23<sup>rd</sup>. Our performers are: Capitol Hill Arts Workshop Suzuki Players, Capitol Hill Chorale, and Bill Alfred. *(Please view 3rd page for flyers and postcards)*

### Holiday Celebration Advertisement:

- Advertisement on WAMU and WTOP starting this Friday
- 2,000 Postcards (4x6), 30 flyers (8.5x11), 15 posters (11x17)
- Eastern Market Main Street pullout in the City Paper
- Postings on our Facebook, Twitter, Instagram, and web site

### Vendors' Profile:

You may have noticed some changes made to Our Outdoor Vendors web page. This page is currently being updated to provide visitors information about each vendor here at Eastern Market. Vendors have been encouraged to fill out and submit an online Vendors' Profile form. 36 vendors (an increase of 20) have submitted a form and are represented on our site.

## NEWS:

This Thanksgiving Eastern Market was featured on NBC Sports for Small Business Saturday! If you missed the feature, the video is located on our Facebook page and Instagram page.

## Flyers:

Flyers will be located inside the market and at neighboring businesses.

# Shop at Eastern Market this **Holiday Season!**

Outdoor Vendors will be here for you each weekend and the week before Christmas.  
Visit our website for more information about our Vendors!

## HOLIDAY CELEBRATION

**DECEMBER 2ND**  
Live Music by **Capitol Hill Arts Workshop Suzuki Players**  
10am - 11am  
Live Music by **Bill Alfred**  
1pm - 2pm

**DECEMBER 9TH**  
Live Music by **Capitol Hill Chorale**  
10am - 12:15pm  
Live Music by **Bill Alfred**  
1pm - 2pm

**DECEMBER 16TH**  
Live Music by **Bill Alfred**  
10am - 11am  
Live Music by **Bill Alfred**  
1pm - 2pm

**DECEMBER 23RD**  
Live Music by **Capitol Hill Chorale**  
10am - 12:15pm  
Live Music by **Bill Alfred**  
1pm - 2pm



## Postcards:

2,000 postcards will be ready to go out this Saturday.

# Shop at Eastern Market!

Outdoor Vendors will be here for you each weekend  
and the week before Christmas.

## Holiday Celebration

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**December 9th**  
Live Music by **Capitol Hill Chorale**  
10am - 12:15pm  
Live Music by **Bill Alfred**  
1pm - 2pm

**December 16th**  
Live Music by **Bill Alfred**  
10am - 11am  
Live Music by **Bill Alfred**  
1pm - 2pm

**December 23rd**  
Live Music by **Capitol Hill Chorale**  
10am - 12:15pm  
Live Music by **Bill Alfred**  
1pm - 2pm

Visit our website for more information about our Vendors!

# Shop at Eastern Market this **Holiday Season!**





**Eastern Market Community Advisory Committee**  
**Capital Improvements**  
**Report to the EMCAC**  
**Concerning Pavers for the 300 & 200 Block of 7<sup>th</sup> Street**  
**November 28, 2017**

We have been trying to have the same pavers that are installed in front of Eastern Market continue in the 300 block of 7th Street, rather than asphalt, that is currently planned. On August 31, I met with Abdullahi Mohamed, (who was the DDOT Infrastructure Project Manager when the pavers were installed in front of the Market), Ken Golding of Stanton Development, Madeleine Odendahl and Manuel Ayala of Eastern Market Main Street, and Jonathan page of EMCAC.

I am disappointed to report that there will be no pavers for the 300 block of 7th Street at this time. We now understand why we have not been able to obtain paving cost information from EastBanc or their contractor, Clark Construction. Clark has decided to do the asphalt paving of the 300 block using Pro-pave, and that work has been done. We appreciate the cooperation of Abdullahi Mohamand and Ali Shakeri of DDOT and Wen Liang at Anchor for their assistance and have apologized for what may appear to be wasted effort. While that effort will not result in pavers at the present time, it can provide the ground work for a future request for pavers in the 300 block.

In terms of restoring the pavers in front of the Market, we advised Stanton/EastBanc that the scope of work needs to require that the entire diagonal in which the repair is done are to be replaced, curb-to-curb. Further, the pavers need to match the pavers installed in 2008 – the color was chosen to approximate the yellow/brown of the original gravel roadway. This is the same as they did when the Gas Company repairs were done, to prevent the splotchy appearance that would result from new pavers being mixed in with the old, weathered pavers. Assuming that the restoration will be subject to DDOT approval, I copied Abudullahi and Ali regarding the full diagonal replacement and the fact that this is not just a repair, but rather a restoration.

Today, November 28, restoration of the pavers in front of the Market began. Unfortunately, it appears that the restoration does not employ the Superpave asphalt base or the Tack Coat to adhere the pavers (as was specified for the original, 2008, installation of the pavers) – rather it appears that a concrete sub-base is poured, and the pavers are anchored with a sand/cement setting bed, as is used with brick sidewalks. Additionally, it does not appear that a curb-to-curb replacement of affected diagonals is being done. It is unclear whether the replacement pavers are the same as those used in 2008. This work is being done by a third paving contractor, Fort Myer Paving.

Respectively submitted,



Monte Edwards  
Chair, Capital Improvements Subcommittee

Eastern Market Tenants' Council Meeting Notes  
November 16, 2017

Attending:

Chuck Brome, Chair (South Hall)  
Nicole Dean (Arts & Crafts/Flea Market)  
Chubb Hoston (Arts & Crafts/Flea Market)  
Anita Jefferson (Arts & Crafts/Flea Market)

Barry Margeson - Market Manager

RESOLUTION 11-16-17-01 Appeals process review (passed 4 to 0)

The Tenants Council recommends to EMCAC that a review be undertaken of appeal process referred to in **Title 37-110 Eastern Market Management and Regulation** and that that review involve management, Tenants Council and EMCAC.

The Council also continued discussions of Weekend Market rule changes with Barry, clarifying vendor concerns and recommending alternatives to management proposals.

All the best,

Eastern Market Tenants' Council  
- Chuck Brome, Chair (South Hall)  
- Mike Bowers (South Hall)  
- Angie Brunson (Farmers' Line)  
- Nicole Dean (Arts & Crafts/Flea Market)  
- Chubb Hoston (Arts & Crafts/Flea Market)  
- Anita Jefferson (Arts & Crafts/Flea Market)