



**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza Drive**  
**Grosse Pointe Woods, Michigan 48236-2397**

(313) 343-2440  
Fax (313) 343-2785

**NOTICE OF MEETING  
AND  
AGENDA**

**COMMITTEE-OF-THE-WHOLE**

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, August 19, 2013, at 7:45 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, 20025 Mack, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Parking Meters/Fees
  - A. Committee-of-the-Whole Excerpt 08/05/13
  - B. Mayor's Mack Avenue Business Study Committee 08/14/13
5. Farmer's Market
  - A. Memo 08/09/13 - City Administrator
6. New Business/Public Comment
7. Adjournment

Alfred Fincham  
City Administrator

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)  
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at cityclk@gpwmil.us.

cc:  
Council – 7  
Berschback  
Fincham  
Hathaway

Rec. Secretary  
Email Group  
Media - Email  
Post -8

File



**CITY OF GROSSE POINTE WOODS**  
**MEMORANDUM**

**RECEIVED**  
**AUG 12 2013**  
**CITY OF GROSSE POINTE WOODS**

**DATE: August 9, 2013**

**TO: Mayor and City Council**

**FROM: Al Fincham, City Administrator**

*AFSC*

**SUBJECT: Farmers' Market**

After visiting several Farmers' Markets (Grosse Pointe Park, Wyandotte, Wayne State University, Royal Oak, and Eastern Market) and getting feedback from the vendors, it is in my opinion that it is feasible for the city to open one. However, there are a few decisions that have to be worked out to proceed with its implementation. They are as follows:

<b><u>DECISIONS</u></b>	<b><u>RECOMMENDATIONS</u></b>
Market day	Sunday
Market season	June 1 - October 12
Market times	10 am - 2pm
Determination of vendor charges	\$25.00 per week
Final determination of location	City Hall Circle Drive and City Hall Front Lawn
Vendor set-up time	9:00 - 9:30 am
Patron parking	Mack Avenue and Municipal lots (Community Ctr. rental events usually begin around noon)
Name of Market and Logo	TBD by Council
Marketing the Market	Calendar, Update, Cable, GPN, Website, Email Blasts, Signage, Banners, and Flyers (Municipal Bulletin Boards)
Vendor space size	10 x 10 (vendors have option of paying for more than one space)
Types of vendors	Produce, Baked Goods, Cheese, Honey, Art, Candles, Jewelry, Crafts, Herbs, Cut Flowers, Food Truck, etc. (determination can be made once we have applications from vendors)
Maximum number of vendors allowed selling same products	1 - 2 (depends on # of vendors and types)
Discount offered to vendors that pay for season in advance	Yes - \$20.00 per week
Vendor insurance requirements	Yes - Liability Insurance
City's insurance requirements	Yes - Liability Insurance and Mr. Bucko said he will provide a Hold Harmless Agreement for the City.
Will City provide umbrellas and/or tents	Do not recommend

for a charge	
Security	Officer on Bicycle Patrol and/or Auxiliary
# of employees to work market (set-up-tear down)	Depends on # of Vendors
Start-up money	TBD by Council
Hosting other events in conjunction with the Market	TBD by Council
Port-a-John rental	1 Regular (\$80.00 per month) and 1 Handicap (\$120.00 per month) – American Sanitation
Membership to the Michigan Farmers Market Association	Yes - \$75.00
Appointment of a Market Manager	Susan Como

Once determinations have been made on the above, then a letter can be sent to potential vendors and the process of vendor recruitment can begin.

After speaking to several vendors and receiving their comments about the possibility of opening the Market this year, I am not recommending doing so. The limited timeframe would not generate much vendor interest as well as make it difficult to successfully advertise it.

It is my recommendation to Council to open a Farmers' Market in 2014.