

**Farmers Market Infrastructure Improvement Project
Community Operations Advisory Committee (COAC)**

CHARTER

December 2015

Introduction

The City of Ann Arbor Public Market Advisory Commission is forming a Community Operations Advisory Committee (COAC) to assess operational components of the Market Infrastructure Improvement project. The information that follows describes how the COAC will function.

Purpose

The COAC is intended to provide feedback, from a community perspective, on potential operational components of the Market Infrastructure Improvement Project, including issues around parking, pedestrian and non-motorized transportation, rental groups, neighborhood residents and businesses.

Membership

The COAC will consist of nine individuals who represent the community in and around the market. Specifically, the committee must include at least two area business owners, two regular market customers, and two neighborhood residents. COAC members will be selected from those individuals who submit an application to participate on the COAC. Additional appointments may be made by the Chair of the Market Commission if the applicant pool does not adequately supply a diverse group of individuals and viewpoints.

COAC Role

The COAC is an advisory body created to assist the Public Market Advisory Commission with the operational aspects of the Market Infrastructure Improvement Project. It has no independent, decision-making authority.

Operating Principles

COAC meetings will be chaired by City Staff, and will follow an established agenda to be distributed by email prior to the meeting along with supporting documents and supplemental information. COAC members will be expected to read and familiarize themselves with the content of this material prior to meetings and be prepared to engage in substantive discussion of the agenda topics. COAC meetings will be open to the public and will be conducted in accordance with the Open Meetings Act.

Schedule

The COAC will meet at least three times during the months of February, March and April 2016 after which time feedback will be submitted to the Market Commission. COAC meetings will be scheduled to run for up to two hours and will be held at a conference room in City Hall. Once the COAC is formed, the entire body will determine a preference for either daytime or evening meetings.

COAC members are expected to attend and participate in all three meetings unless an unavoidable conflict arises which necessitates an absence. Prior notice shall be given to Staff if a member is unable to attend a COAC meeting.