



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

m e m o r a n d u m

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Lorrie L. Pearson, AICP, Community Development Services Director
Brandon S. Boys, AICP, Economic Development Manager

DATE: November 21, 2019

**SUBJECT: AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER TWO TO
ADD A MEMBER TO THE MARKET AT THE SQUARE ADVISORY BOARD**
(Food Truck Representative)

Introduction

The City Council is asked to consider a draft ordinance authorizing the addition of a food truck representative on the Market at the Square Advisory Board (**Attachment A: Draft Ordinance**). The Market at the Square Advisory Board recommended the establishment of an additional member representing food trucks by unanimous vote at its September 19, 2018 meeting. (**Attachment B: Market at the Square Advisory Board Meeting Minutes**). The draft ordinance would increase the number of members on the Advisory Board from nine to ten. Upon approval, staff would initiate a call for food truck vendors in good standing with the market to apply for appointment to the new seat by the Mayor with confirmation to occur by the City Council.

Options

1. Approve the draft ordinance.
2. Approve the draft ordinance with changes.
3. Deny the draft ordinance.

Recommendation

Staff recommends that the City Council approve the attached draft ordinance adding a food truck representative to the Market at the Square Advisory Board.

Attachments: A: Draft Ordinance
 B: Market at the Square Advisory Board Meeting Minutes – 9/19/18

ATTACHMENT A

ORDINANCE NO. 2019-11-068

AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER TWO TO ADD A MEMBER TO THE MARKET AT THE SQUARE ADVISORY BOARD

(Food Truck Representative)

WHEREAS, the City of Urbana (“City”) is an Illinois home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and the statutes of the State of Illinois; and

WHEREAS, the City of Urbana, Illinois currently operates a farmers market, Urbana’s Market at the Square, which has been a part of the community since 1979; and

WHEREAS, Urbana’s Market at the Square is an integral part of our City’s vitality, bolstering quality of life, encouraging entrepreneurship and economic development, and attracting visitors to our area; and

WHEREAS, the Urbana City Council approved the establishment of the Market at the Square Advisory Board (Ordinance No. 2012-07-071) on July 16, 2012; and

WHEREAS, the Market at the Square Advisory Board voted to request the addition of an additional member to represent food truck vendors;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Urbana, Illinois, as follows:

Section 1. Urbana City Code Chapter 2, “Administration,” Article IV, “Boards and Commissions,” Division 5, “Market at the Square Advisory Board,” Section 2-95(c), “Composition; appointment,” is hereby amended as follows:

Composition; appointment. The market at the square advisory board shall consist of ~~nine (9)~~ ten (10) members appointed by the mayor, and approved by the council, from constituencies representing various segments of the market community which have experience, expertise, or interest in the areas of farming, local food production, local food systems, urban planning, community and neighborhood organizing, event planning, business, or another related field. Members shall be chosen from a diverse range of backgrounds, occupations and market constituencies, with the intention of reflecting the full diversity of the Urbana Market community. To that end, the composition of this board shall be as follows:

- (1) Four (4) current vendors of any of the following: fruits and vegetables, meat, dairy, honey, flowers, and baked goods and other prepared foods; with three (3) of these vendors being full-season market participants of at least four (4) years and one a full-season participant of less than four (4) years, and all in good fiscal standing with the market;
- (2) One (1) vendor artisan in good fiscal standing with the market;
- (3) One (1) community group representative from a current group in good fiscal standing with the market;
- (4) One (1) downtown Urbana business representative;
- (5) One (1) food truck vendor in good fiscal standing with the market;
- (6) ~~(5)~~ One (1) Urbana resident who is a market patron who is not a vendor or other participant in the market; and
- (7) ~~(6)~~ One (1) city council member.

In the making of appointments hereunder, the mayor may receive recommendations by civic groups. All members shall be voting members.

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval according to the law.

Section 3. Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

Section 4. This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 5. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

PASSED BY THE CITY COUNCIL this date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Charles A. Smyth, City Clerk

APPROVED BY THE MAYOR this this date day of Month, Year.

Diane Wolfe Marlin, Mayor

MINUTES OF A REGULAR MEETING

URBANA’S MARKET AT THE SQUARE ADVISORY BOARD

APPROVED

DATE: September 19, 2018

TIME: 5:30 p.m.

PLACE: Executive Conference Room, Urbana City Building, 400 South Vine Street, Urbana, Illinois

MEMBERS PRESENT: Valerie Koress, Kent Miles, Hyde Taidghin O’Brien, Stan Schutte, Sarah Simeziane, Maryalice Wu

MEMBERS ABSENT: Shea Belahi, Diane Cain

STAFF PRESENT: Carol Mitten, City Administrator, Brandon Boys, Economic Development Manager; Bryan Heaton, Market at the Square Coordinator; Rachel Storm, Public Arts Coordinator; Sukiya J. Reid, Recording Secretary; Marcus Ricci, Planner II

OTHERS PRESENT: Kim Campbell, Gary Taylor

1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM

The Urbana Market at the Square Advisory Board was called to order at 5:37 p.m. by Ms. Wu. The roll call was taken, and a quorum was declared present.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the May 17, 2018 were reviewed by the Board. Ms. Koress noted that she was present at the May 17, 2018, but it was not reflected in the minutes. Mr. Schutte moved to approve the minutes as corrected. Mr. O’Brien seconded the motion. All Board members present were in favor of approval, and the minutes were unanimously approved as corrected.

3. ADDITIONS TO THE AGENDA

Ms. Wu stated that she wanted to add Intros to the agenda since there were new Board members present. She also stated that New Business would be moved up before the Staff Report per Mr. Schutte’s request.

4. PUBLIC INPUT

Kim Campbell of Campbell Apiaries asked if the public could receive information about the meetings in their Market email. Mr. Boys informed Mr. Campbell that all meeting

information could be found on the City of Urbana website. In addition, Mr. Boys stated that he would add Mr. Campbell to the email distribution list.

5. INTRODUCTIONS

Board members and City Staff introduced themselves.

6. NEW BUSINESS

a. Recommendation to Add an Advisory Board Member Representing Food Truck Vendors

Ms. Wu introduced this agenda item. Mr. Boys addressed the Commission and referred to ordinance where it defines the composition of the Market at the Square Advisory Board. He reported that several Board members requested that this item be added to the agenda and considered again. Mr. Schutte addressed the Commission regarding his reasons for wanting a Food Truck Vendor representative on the Board. A brief discussion between members of the Staff and Board ensued. Following discussion, Mr. O'Brien made a motion to recommend to the Urbana City Council that the Market at the Square Board be granted the permission to amend the ordinance in order to request the addition of an Advisory Board Member representing Food Truck Vendors. Mr. Schutte seconded the motion. The motion was unanimously approved by voice vote.

7. PRESENTATIONS

a. Staff Report

Market Coordinator, Bryan Heaton presented the City staff's progress report on Market operations to the Board, outlining grants received, composition of Market vendors, programming at the Market, recommendations from the public, and staff activities.

Public Arts Coordinator, Rachel Storm, presented on recent and upcoming activities and performances at the Market. A brief discussion between members of the Staff and Commission ensued.

Economic Development Manager, Brandon Boys presented on Market Financials for FY2018.

b. Planning for the Future of Urbana's Market at the Square Facility

Planner II, Marcus Ricci presented an update on the "What's In Your Square" Visioning Activity. He reported that City had over 44 outreach events over the summer to gather information from the community. Over 1600 surveys were submitted from Champaign-Urbana residents. Mr. Ricci shared some of the data collected with the Board. He asked the Board if they had any thoughts or comments to take back to the data team. A brief discussion between members of the Staff and Commission ensued.

Economic Development Manager, Brandon Boys discussed next steps and asked the Advisory Board to provide input on the future of the Market's facility. A brief discussion between members of the Staff and Commission ensued.

c. Review of Urbana's Market at the Square Guiding Documents

Economic Development Manager, Brandon Boys presented on the 2012 establishing ordinance, the 2017 Market Strategic Plan, and the role of Advisory Board members in relation to these documents. A brief discussion between members of the Staff and Commission ensued.

8. ADJOURNMENT

Mr. Schutte made a motion that the meeting be adjourned. Mr. Miles seconded the motion. With no further business, Ms. Wu declared the meeting adjourned at 7:16 p.m.

Submitted,

Sukiya J. Reid, Recording Secretary