

Regular Meeting of the Gaylord Downtown Development Authority, May 3, 2016, Council Chambers

Chairman McNamara called the meeting to order at 7:30 am.

**Members Present:** Burns, Burt, Church, Hofweber, Jenkins, McNamara, Platte, Reynolds

Members Excused: Shafto

**Minutes:** Motion by Burt, supported by Reynolds, to approve minutes of the April 5, 2016 regular meeting. Motion approved unanimously.

**Correspondence:** The board briefly discussed the correspondences received.

**Financial Report:** Reynolds presented the latest financial report.

**Payment of Bills:** Motion by Platte, supported by Church to pay the bills. Motion approved unanimously.

**Personnel/Policy Committee:** The board agreed to the hiring of a Downtown maintenance laborer. Burt presented the Personnel Committee's recommendation for a change to the sign ordinance as it relates to the DDA District. Motion by Church, supported by Burns to recommend that Council amend the sign ordinance as it relates to the DDA district. Motion approved unanimously. McNamara introduced Michelle Noirot as the Farmers Market Manager.

**Marketing Committee:** Burns addressed the board because of some discussions that took place regarding events and the DDA's role. After a brief discussion McNamara agreed to meeting with the Chamber of Commerce and Tourism Bureau regarding taking over events in Downtown Gaylord. The board will address this issue further at the June DDA meeting.

**Special Events:** Pavilion requests were received by the Gaylord Police Department; Gaylord Community Productions; Fundraising 5k for the family of Joshua Tubbs; and Gaylord Area Chamber of Commerce Ambassadors. Motion by Reynolds, supported by Hofweber to approve the pavilion requests as presented.

**Farmers Market Report:** Michelle Noirot, Farmers Market Manager, presented the farmers market report to the board. Items discussed were the 2016 vendor count, possibly needing more space for vendors, financials, advertising in the Gaylord Herald Times and the Alpenfest market location. To address possible space concerns for vendors McNamara will provide Noirot with Gary Scott's contact information to request use of parking lot located adjacent to the pavilion. Burt also requested that Noirot contact him for use of the courtyard lawn as needed. Noirot requested the repainting of the stall numbers per the Farmer's Market Committee request. The board agreed to have them repainted and the cost to be paid out of Farmer's Market funds. Tholl said he would arrange for the stalls to be repainted.

**City Manager's Report:** The Board discussed the County's contribution to the streetscape project and thanked the County for their generous support.

**City Police Chief:** Chief informed the board that the Police Memorial will take place on Friday, May 13, 2016 at 10:00 am and invited the board to attend.

**DPW:** Tholl informed the board that the benches are now out. Also, that Main Street was swept this morning and soon the DPW will begin sweeping the parking lots.

**New Business:** McNamara informed the board that the Michigan Main Street Program Agreement is due for renewal. Motion by Reynolds, supported by Jenkins to renew the Michigan Main Street Agreement. Motion carried unanimously.

**Old Business:** McNamara informed the board that he met with Gary Scott, Go North Properties, regarding purchasing the liquor license for 143 West Main Street from the DDA. Motion by Reynolds, supported by Jenkins to approve the sale of the liquor license to Go North Properties.

**Public Comment by Citizens:** None.

**Next Regular Meeting:** The next meeting will be on Tuesday, June 7, 2016 at 7:30 am.

Motion by Reynolds, support by Burt, to adjourn the meeting. Meeting Adjourned: 8:25 am.

Respectfully submitted,

Holly Franckowiak