

Minutes of the Gaylord Downtown Development Authority, June 7, 2016 meeting located in the City Council Chambers

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

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

Other Staff Present: City Manager, Duff; City Clerk Awrey; City HR Manager Franckowiak; City Police Chief McVannel; DPW Superintendent Tholl, Farmers Market Manager Noiro

Minutes: Motion by Platte, supported by Reynolds, to approve minutes of the May 3, 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 Hofweber, supported by Church to pay the bills. Motion approved unanimously.

Personnel/Policy Committee: Burt informed the board that City Council has forwarded the sign ordinance change request to the City attorney for review.

Marketing Committee: Shafto informed the board about the reformation of the Downtown Merchants Association. The dues for the association are \$100. She informed the board that there was concern about holding any monies received and after a brief discussion the board agreed that the DDA would hold the money and that it would be processed through the City. Awrey agreed to set up a line item to track any funds received.

Motion by Burt, supported by Reynolds to hold monies received for the Downtown Merchants Association in the DDA account for one year. Motion approved.

This agreement will be revisited annually. Platte suggested that the association look into opening their own bank accounts and Shafto agreed to look into it more.

Special Events: Pavilion requests were received by the Relay for Life-NuEnergy Operating 5k Color Run on 04/08/17.

Motion by Reynolds, supported by Hofweber to approve the pavilion request as presented.

Farmers Market Report: Noirot presented the farmers market report to the board.

The DDA board reviewed applications from William Lubbs, David Duffield and Gail Skerratt for application to the Gaylord Farmers Market Advisory Board (GFMA B).

Motion by Reynolds, supported by Church to appoint Lubbs, Duffield and Skerratt to the Gaylord Farmers Market Advisory Board. Motion approved.

Noirot requested to have the GFMA B become chamber members. The board denied the requests as the DDA is already a chamber member.

Noirot requested \$25 per week to be taken from the Daily Vendor fees collected to use as a stipend to give to the musicians performing at the market. After a lengthy discussion Duff said he would check with the City attorney to determine legality of this.

Motion by Church, supported by Shafto to pay the musicians \$25 per market for the month of July. Carried. The board will reconsider this after the City attorney's review.

Noirot requested \$10 per week from daily member fees to fund a weekly drawing. Since the GFMAB already had flyers printed and newspaper articles regarding this drawing the board OK'd the request.

Noirot presented the Lion's Club request to serve hotdogs and ice cream free of charge at the August 10, 2016 and August 20, 2016 farmers markets. The board OK'd the request, however, Noirot was going to ask them to change the August 20th date due to another event taking place under the pavilion at that time.

Noirot requested permission to have allow food trucks at the market on Wednesdays and a lengthy discussion took place.

Motion by Reynolds, supported by Shafto to allow food trucks at the Farmers Market. Motion failed.

Noirot addressed the board regarding a concern of the number of hours necessary for her to do her job as the Farmers Market Manager and the wage limit allocated to her position for a year. She requested that a majority of her time spent working on the farmer's market be considered as a volunteer basis and only collecting a salary for 9.4 hours per week. After a brief discussion Burt recommended that the City attorney review the legality of this request.

City Manager's Report: Duff presented the Manager's report.

Motion by Church, supported by Burt to recommend the support of a resolution by City Council for Triumph Opportunity II, LLC to obtain a liquor license to be located at 826 Carpenter Street, Gaylord MI 49735. Motion Carried.

Duff requested DDA members to attend the Michigan Main Street Program training services. Treasurer Hewitt will provide dates of upcoming MMS Program services that require attendance in accordance with the contract.

Duff gave an update on the facade improvement projects and the streetscape project.

City Police Chief: Chief requested better notification of any pavilion events so that his department and the DPW staff could better prepare for events. Franckowiak will provide a calendar of events to the Chief and DPW Superintendent on a monthly basis with updated calendars as needed.

DPW: Tholl informed the board that the City is still looking for applicants for our Downtown maintenance laborer positions available.

New Business: McNamara informed the board that of discussions he had at the last GFMAB meeting and concerns about their role as an advisory board. McNamara had the City attorney review the by-laws to provide clarification to the GFMAB. After reviewing the by-laws it requires one DDA board member to be a member of the GFMAB and McNamara volunteered for this position for the remainder of the year.

Franckowiak requested a Board member to review the www.shopdowntowngaylord.com web page and assist with updates that are needed for this to remain current. Shafto agreed to review and assist.

Old Business: None.

Public Comment by Citizens: Bonnie Flynn addressed the board about having non local vendors at the Farmer's Market and a brief discussion took place.

Next Regular Meeting: The next meeting will be on Tuesday, July 5, 2016 at 7:30 am.

Motion by Reynolds, support by Burt, to adjourn the meeting. Meeting Adjourned: 9:05 am.

Respectfully submitted,

Holly Franckowiak