

Regular Meeting of the Gaylord Downtown Development Authority, December 6, 2016, Council Chambers.

Mayor Jenkins called the meeting to order at 7:40 a.m.

**Members Present:** Burns, Church, Jenkins, Platte, Reynolds and Shafto.

**Members Excused:** Burt, Hofweber, McNamara

**City Staff Present:** City Manager Duff, City Clerk Awrey, City Human Resources Manager Franckowiak, DPW Superintendent Tholl, and Chief McVannel

**Minutes:** Motion by Reynolds, support by Church, to approve minutes of the November 1, 2016 regular meeting. Motion approved unanimously.

**Correspondence:** The board acknowledged the correspondences received. Motion by Reynolds, support by Shafto to accept B. Flynn's letter of resignation from the Gaylord Farmers Market Advisory Board. Motion approved unanimously.

**Financial Report:** Reynolds presented the financials. Motion by Platte, support by Church to accept the financial report as presented. Motion approved unanimously.

**Payment of Bills:** The board discussed the shopdowntown.com website renewal and have decided not to renew the web hosting. A letter will be prepared and sent to AlpineWeb regarding this.

**Personnel/Policy Committee:** No report.

**Marketing Committee:** No report.

**Special Events:** Pavilion Event Request: Northern MI Hearse Cruise for May 26 and 27, 2017. Motion by Platte, support by Shafto to approve the pavilion request at a cost of \$250. Fee will be waived upon receipt of nonprofit status provided by Renter. Motion approved unanimously.

**Farmers Market Manager Report:** Franckowiak provided the board with Noirot's Farmer's Market Manager Report. Church discussed concerns about the location of the winter market. Shafto suggested drafting a survey to gather vendors thoughts on the winter market. After a lengthy discussion the board decided to further discuss the Farmer's Market under agenda item "new business".

**City Manager's Report:** Duff informed the board that a few cellular towers will be constructed in three different locations in Gaylord. He also informed the board that Council would be reviewing the crosswalk designs for the downtown streetscape project at the next Council meeting. Council will be reviewing alternative pavement options due to wearing and maintenance concerns of using stamped concrete in the crosswalks as originally planned. He invited the DDA to attend.

**City Police Chief:** Chief requested that property and business owners in the downtown remind their tenants of parking requirements during the winter months.

**DPW:** Tholl informed the board that the snowflakes are up west of downtown and that the tree has been lite under the pavilion. He also informed the board that the downtown businesses on the north side of Main Street have been provided with ice melt to combat icing on the new sidewalks on the north side of downtown.

**New Business:** A lengthy discussion regarding the farmer's market took place. Church suggested possibly forming a co-op and the DDA just renting space to vendors and have them run the market themselves. Church also informed the board that he heard there were concerns about possible personality conflicts resulting in the denial of applications and that a complaint review process should be put in place. Church also had concerns about decisions being made outside of the DDA meetings and that the board as a whole should be made aware of any issues prior to any actions taking place. Shafto requested that the DDA create a survey to be distributed to vendors to gather their input on the market. Platte reminded the board that Noirot was hired by the board to handle the market and that any issues with her management should be addressed appropriately and not just be based off of comments from public. The board decided to review the current rules and regulations as well as the by-laws and requested that it be on the agenda for the regular meeting of the DDA on January 3, 2016.

Motion by Shafto, support by Platte to table agenda items (a) Dissolve current Farmer's Market Advisory Board, (i) create Farmer's Market Advisory Committee and (b) Rewrite Farmer's Market By-Laws till the January 3, 2016 regular meeting. Motion approved unanimously.

**Old Business:** None.

**Public Comment by Citizens:** The following vendors were in attendance at the meeting to discuss the Farmer's Market. Present were: Erica Hopp, Rolling R Farm, LLC and Sue Nowak. Erica Hopp whose application for the Winter Farmer's Market was recently denied requested a letter of explanation on why her application was denied. She also stated that she would like to file a formal complaint against the Farmer's Market Manager Noirot and requested the board add this to their next meeting agenda. Church requested hard copy proof of why denials were issued. Sue Nowak thanked the board for addressing their concerns with the current state of the Farmers Market. She said that it is important for the board to follow up on this as there are discussions taking place amongst several vendors and that some current vendors are considering starting a new market and relocating it outside the city limits. After a lengthy discussion the board agreed to discuss this further at the January DDA meeting.

**Annual Meeting:** Tuesday, January 3, 2017 at 6:00 pm in the Council Chambers.

**Next Regular Meeting:** The next meeting is Tuesday, January 3, 2017 following the Annual Meeting in the Council Chambers.

Motion by Reynolds, support by Platte, to adjourn the meeting. Meeting Adjourned: 8:50 a.m.

Respectfully submitted, Holly Franckowiak