

Regular Meeting of the Gaylord Downtown Development Authority, February 10, 2016, Council Chambers

Chairman McNamara called the meeting to order at 7:34 am.

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

Members Excused: Jenkins

Others Present: Farmer's Market Manager, Jamie Korona

Minutes: Motion by Reynolds, supported by Platte, to approve minutes of the January 5, 2016 regular meeting. Motion approved unanimously.

Correspondence:

- a. Lisa McComb, Otsego County Economic Alliance gave an update on the Façade project. Motion by Reynolds, support by Burt to support the façade project as presented. Ayes: Unanimous.

Financial Report: Reynolds presented the latest financial reports.

Personnel/Policy Committee: Burt requested for volunteers to participate in the personnel/policy committee. McNamara and Platte volunteered to assist.

Marketing Committee: Shafto requested for additional members for the Marketing Committee. Burns and Church volunteered. Shafto also informed the board that C. Edwards requested to continue to participate on the Marketing Committee.

Special Events

- a. Pavilion Request: Gaylord Antiques & Collectibles Market
Frank Michels gave a brief presentation on the Antiques & Collectibles Market that has been held in Gaylord over the past 10 years. Motion by Hofweber, support by Shafto to approve the pavilion request and to waive the rental fee. Ayes: Unanimous.
- b. Pavilion Request: New Life Pregnancy Resource Center "A night out with New Life featuring 126 Army Band". Motion by Reynolds, support by Church to approve the pavilion request and waive the rental fee. Requested Podium, chairs and stands are not to be provided and up to the renter to secure. Ayes: Unanimous.

Farmers Market Report: Korona informed the board that the winter market attendance is low. The Farmer's Market Advisory Board (FMAB) has been working on a business plan which includes having monthly events similar to harvest fest.

Jodi Wagner, acting FMAB chair, requested to be appointed as Farmer's Market Advisory Board Chair, however she did not meet the bylaws time requirement. Motion by Hofweber, support by Platte to waive the limit requirement and appoint Jodi Wagner as Chairperson of the Farmer's Market Advisory Board.

Korona presented the board with three Farmers Market Advisory Board applications. She said that Schuster has rescinded her application leaving two applications requiring board approval. Motion by Reynolds, support by Church to appoint Bertagnoli and Kuznicki to the Farmers Market Advisory Board. Ayes: Unanimous.

Lastly the board accepted a letter of resignation from the FMAB by member Abby Hamilton and thanked her for her service to the board.

City Manager's Report: Duff presented the board with several options for the street lights in the DDA and a lengthy discussion ensued. Motion by Burt, support by Church to support MDOT Category I MSP as presented. Ayes: Unanimous.

Duff requested that a couple members of the DDA attend a streetscape meeting with the engineers to discuss the project and make decisions on different aspects of the project. Burt, Hofweber, McNamara and Shafto agreed to attend. Duff also gave an estimated timeline of the streetscape project with final restoration estimated to be completed in June 2017.

Duff reported that a draft development agreement between the Otsego County Economic Alliance and Gary Scott has been initiated and that he will present it to the DDA upon completion.

Duff updated the board on the status of the two hotel projects and the Shoppes on Main project.

Duff informed the board of some parking concerns in the DDA that the Council was presented with at the last City Council meeting. He said he is working on addressing these concerns with the Chief.

City Police Chief: No report

DPW: Tholl requested Board approval to order flowers for the DDA and approval was given to Tholl to order the same as last year. Discussion about possibly fundraising for the flower costs took place. McNamara said he will send out a letter to request funds for flower contributions. As requested by the Board, Tholl will look into the cost of adding additional brackets to hold the flowers.

New Business: None

Old Business: None

Public Comment by Citizens: The Board addressed a concern from a Farmer's Market vendor regarding how the stall spaces are assigned. Korona stated that the Farmer's Market Advisory Board is working on a plan to address these concerns and will report back to the DDA once something is in place.

Slate of Officers:

Chairperson: Robert McNamara

Vice Chairperson: Phil Hofweber

Treasurer: Kevin Reynolds

Secretary: Holly Franckowiak

Motion by Platte, support by Church to approve the slate of officers as presented. Ayes: Unanimous.

Payment of Bills: None

Next Regular Meeting: The next meeting will be on Tuesday, March 1, 2016 at 7:30 am.

Motion by Hofweber, support by Reynolds, to adjourn the meeting. Meeting Adjourned: 8:45 am.

Respectfully submitted, Holly Franckowiak