

Regular Meeting of the Gaylord Downtown Development Authority, January 5, 2016, Council Chambers

Chairman McNamara called the meeting to order at 6:14 pm.

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

Members Excused: Shafto

Others Present: Farmer's Market Manager, Jamie Korona

Minutes: Motion by Burns, support by Reynolds, to approve minutes of the December 1, 2015 regular meeting. Motion approved unanimously.

Correspondence:

- a. Joe Duff reviewed a letter from the City to John Carlin, Jr. with the Michigan Liquor Control Commission. The City is required every five years to provide an update on development, both private and public, which corresponds to how many liquor licenses are allowed in the district.

Financial Report: Reynolds presented the latest financial reports. The DDA ended the fiscal year with a fund balance of \$10,600.

Personnel/Policy Committee: No report

Marketing Committee: No report

Special Events/Farmers Market Manager Report

- a. 2016 Farmers Market Rules & Rates

Jamie Korona requested approval to spend \$318 on four banners for the indoor farmers market. Motion by Church, support by Reynolds, to approve the Farmer's Market Manager to purchase the banners in the amount of \$318.00. Ayes: Unanimous.

Korona presented a draft of the new Downtown Farmers Market General Rules and Regulations for Market Operations. She reported that they are lowering the season rate, which has been the highest in Michigan. They are increasing the daily rate. Motion by Reynolds, support by Burt, to adopt the Downtown Farmers Market General Rules and Regulations for Market Operations as presented. Ayes: Unanimous.

- b. Upcoming Special Events
 - i. Winter Indoor Market

Korona reported that the Indoor Farmers Market is underway. The attendance is down some this season despite there being more vendors.

- ii. Alpenfrost

Ken Mattei reported that Alpenfrost is scheduled on February 4, 5 and 6. There will be an Alpenfrost Pageant on Thursday evening. Alpenfrost has requested a fee waiver for use of the pavilion. The DDA Board informed Mattei that Alpenfrost would still be responsible for the cost of everything except the \$250 pavilion rental fee. The cost of heating, lowering/raising the sides, any DPW staff time, and any other items would be the expense of Alpenfrost.

Motion by Platte, support by Church, to waive the \$250 pavilion fee for the Alpenfrost event. Ayes: Unanimous.

iii. Snowmobile Event

Mattei reported that he is working on a snowmobile event and would like to use the pavilion on January 29 and 30. Antique snowmobiles will be set up at the pavilion and the courthouse lawn. There will also be a snowmobile rodeo at the County's Dog Park. The rodeo is being sponsored by the Tourism Bureau. Insurance will have the City and the County as additional named insureds. Any fees beyond the \$250 rental fee will be the responsibility of Alpenfrost. Motion by Platte, support by Church, to waive the \$250 pavilion fee for the Snowmobile event. Ayes: Unanimous.

City Manager's Report: Duff reported that he is still working with Gary Scott on his development project. They have a draft development agreement and are working on the MEDC grant submittal. The total project is estimated to be six million and they anticipate a grant request of \$800,000. There will be assurances in place to guarantee the required number of jobs are created.

The City is looking at the creation of a special assessment district for the Shoppes on Main project. There would be a fifteen year payback for the improvements.

The demolition of the Gaylord Feed and Grain building has begun.

Design work for the streetscape project is underway. There is a target of August for bidding with construction to begin in September.

City Police Chief: No report

DPW: No report

New Business:

a. DDA Janitorial Contract

Korona has been performing the restroom janitorial duties since July 2015. A new agreement has to be drafted. The matter was referred to the Personnel Committee. It will go to the Finance Committee afterwards.

b. Farmers Market Manager Contract

Korona's contract ends in April. A new agreement will be needed. The matter was referred to the Personnel Committee. It will go to the Finance Committee afterwards.

Old Business:

None

Public Comment by Citizens:

Michelle Loshaw brought up concerns with the New Year's Eve ball drop. She and her husband provide the crane for the event. The event was not well attended, and had significantly dropped in quality since the 2014 event. Chairman McNamara assured her there will be a change in approach for 2016.

Payment of Bills: Motion by Reynolds, support by Jenkins, to pay bills as presented. Ayes: Unanimous

Date	From	Description	Amount
12/28/15	City of Gaylord	DDA Restroom Water	39.80
11/24/15	GL Pipe	Repairs	125.20
		Total	\$165.00

Next Regular Meeting: The next meeting has been changed to Wednesday, February 10, 2016 at 7:30 am.

Motion by Hofweber, support by Reynolds, to adjourn the meeting. Meeting Adjourned: 7:06 pm.

Respectfully submitted, John Burt