

Regular Meeting of the Gaylord Downtown Development Authority, February 7, 2017, Council Chambers.

McNamara called the meeting to order at 7:38 a.m.

Members Present: Burns, McNamara, Platte, Reynolds and Shafto.

Members Excused: Church, Hofweber, Jenkins

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

While enough DDA members were present to assemble a quorum per The Rules Governing the Gaylord Downtown Development Authority in *Article II, Section 2. Number, Tenure, and Qualifications*. “The board of the Authority shall consist of the Mayor and not less than eight (8) nor more than twelve (12) members. The members shall be appointed for terms of four (4) years. Not less than a majority of the board members shall be persons having an interest in property located in the downtown district or officers, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. At least one (1) of the members shall be a resident of the downtown district if it has one hundred or more person residing within it. Each four-year term shall commence at the first meeting of the City Council in January when duly appointed and expire on December 31 of the appropriate year”, therefore due to the current board only having seven members plus the Mayor the board will not approve any business till the minimum number of members is obtained.

Minutes: The minutes for the regular meeting of January 2, 2017 and the special meeting of January 23, 2017 were presented to the board.

Correspondence: The board acknowledged the correspondences received.

Financial Report: Reynolds presented the financials.

Payment of Bills: The board reviewed the bills received.

Personnel/Policy Committee: No report.

Marketing Committee: No report.

Special Events: Pavilion Event Request: DMA St. Patrick’s Day 5K Fun Run. The application will be updated as needed and resubmitted at the next DDA meeting.

City Manager’s Report: City Manager gave report on Streetscape project and a possible Commercial Rehabilitation Exemption in the DDA district.

City Police Chief: No report.

DPW: Superintendent Tholl received direction from the board to order the flowers for the whole DDA district and to start the application process for the seasonal Landscape Maintenance Laborers positions.

New Business:

- A. Michigan Main Street: Several board members selected dates to attend the trainings.
- B. Farmer’s Market Refunds: The board reviewed the requested refunds from several farmers’ market vendors.

- C. Farmers Market Co-op: Wagner addressed board regarding another local market and concerns about the rental fee. This item will be discussed further at the next meeting.
- D. DDA Board Applications: DDA recommended approval of the applications received to Council.

Old Business:

1. Liquor License: Awrey updated the board on the liquor license status for Fairfield Inn. Duff updated the board on the Scott liquor license and informed the board that two other licenses have been requested.
2. Façade Project: Duff informed the board that the OCEA is proceeding with the applications for grant façade improvement projects.

Public Comment by Citizens: Cassie Meredith owner of the Rusty Pelican inquired of any possible effects of the possible Commercial Rehabilitation District to business owners in the DDA district. John Stevens, inquired if a transient vendor permit would be required by vendors who market at TSC, Duff stated a permit would be issued to TSC not each individual vendor.

Next Meeting: The next meeting is Tuesday, March 7, 2017 at 7:30 a.m.

The meeting adjourned at 8:55 a.m.

Respectfully submitted, Holly Franckowiak