

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

McNamara called the meeting to order at 7:36 am.

**Members Present:** Bischof, Church, Hofweber, Jenkins, McNamara, Platte, Reynolds and Shafto.

**Members Excused:** Burns, Korona

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

McNamara introduced new board members Bischof and Korona.

**Minutes:** Motion by Reynolds, support by Jenkins, to approve minutes of the January 3, 2017 regular meeting, January 23, 2017 special meeting and the February 7, 2017 regular meeting. Motion approved unanimously.

**Correspondence:** None received.

**Financial Report:** Reynolds presented the financials.

**Payment of Bills:** Motion by Platte, support by Reynolds to pay the bills as presented. Motion approved unanimously.

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

**Marketing Committee:** No report.

**Special Events:** Pavilion Event Request: St. Patrick's Day 5K Run, Saturday March 11, 2017. Motion by Shafto, support by Church to approve use of the pavilion for the St. Patrick's Day 5K Run on March 11, 2017 at no charge. Additional items requested will be charged at the listed rate. Motion approved unanimously.

Pavilion Event Request: New Life Pregnancy Resource Center, Thursday August 10, 2017. Motion by Platte, support by Reynolds to approve the use of the pavilion for the New Life Pregnancy Resource Center on August 10, 2017 at no charge. Motion approved unanimously.

**City Manager's Report:** City Manager Duff gave a thorough report regarding a request by Up North Properties to establish a Commercial Rehabilitation District in the DDA district as well as the request to apply for a Commercial Rehabilitation Exemption. Awrey presented the potential new revenue for these properties. After a lengthy discussion, motion by Hofweber, support by Shafto to approve the creation of the district and allow it to move to City Council for their approval. Motion carried unanimously.

Duff informed the board that two additional liquor license requests were received. Duff explained that only one liquor license application can take place at a time, therefore once the license for Fairfield Inn is finalized they could move forward with the Bamboo Palace request, to be followed by the application request from The Crafty Mitten.

Lisa McComb, Director of the Otsego County Economic Alliance provided an update on the Façade Project to the board.

**City Police Chief:** Chief McVannel reminded the board that the parking enforcement is still in effect and requested that the board remind their tenants and fellow property owners of this. He also gave an update on the increasing number of investigations the department is involved in. He provided reported statistics comparing the number of arrests in City of Gaylord versus other communities of comparable size. Due to this large increase of unlawful activity in Gaylord Council has approved the hiring of an additional officer which will help the department tremendously. The board thanked the Chief and department for all they do to keep our community safe.

**DPW:** No report.

**New Business:**

Angielena Mullenberg, Snowbelt Brewing Company addressed the board requesting approval to plant hops in Claude Shannon Park as well as in planter boxes outside her business. After a brief discussion, motion by Platte, support by Church to allow the planting of hops along the building's edge in Claude Shannon Park and in her own planter boxes outside her business. The board requested that Mullenberg meet with DPW Superintendent Tholl to discuss where they will be planted in Claude Shannon Park as to not interfere with maintenance of the park. Motion approved unanimously.

Keith Moore addressed the board on behalf of the Kiwanis Club of Gaylord in regards to the initiation of a Flag Project in our community which would display sponsored flags throughout the DDA district several times a year. The board thanked Moore for his presentation and offered their support to move forward with this project.

**Old Business:** McNamara informed the board that the Trademark Lease Agreement with the Gaylord Farmer's Cooperative was ratified on February 17, 2017 to allow the cooperative to become a 501©3 organization under The Otsego County United Way. Becky Curtis and Charlotte Rovenko, Gaylord Farmer's Association board members updated the board on the status of the cooperative. Curtis explained that due to State requirements the name of the cooperative has changed to Gaylord Farmer's Association. Rovenko addressed the board on behalf of the farmer's association requesting a reduction in rent to \$4000 which would allow more funds to be used for advertising and startup costs. McNamara explained that the finance committee recently discussed offering a reduction in rent and recommended that it be reduced to \$5,000, however eliminating the inclusion of the lowering of sides at no charge. This reduction is for the current season that runs through February 28, 2018. The board also discussed the feasibility of reducing the rent further but agreed with the recommendation of the finance committee. Motion by Platte, support by Reynolds to reduce the rent for the current year to the Gaylord Farmer's Association to \$5,000 and to eliminate the lowering of sides at no charge. Motion approved unanimously.

**Public Comment by Citizens:** None.

**Next Meeting:** The next meeting is Tuesday, April 4, 2017 at 7:30 a.m.

Motion by Hofweber, support by Shafto, to adjourn the meeting. Meeting Adjourned: 9:14 a.m.

Respectfully submitted, Holly Franckowiak