

**Downtown Development Authority  
Meeting Agenda**

*Tuesday October 7, 2014 – 7:30 AM*

Gaylord City Hall  
305 E. Main Street  
Gaylord, Michigan 49735

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1. Attendance
2. Corrections, Deletions or Amendments to the Agenda
3. Approval of minutes
4. Correspondence
5. Finance Committee, Financial Reports
  - a. Moonlight Madness (Live Remote)
6. Personnel-Policy Committee Report
  - a. Allocate Farmers Market Pay
  - b. DDA Manager/Farmers Market Manager Contract
  - c. Pavilion Bathrooms Custodial Agreement
7. Marketing Committee Report
  - a. Use of Facebook (Moonlight Madness Example)
8. Special Events/Farmers Market Manager Report
  - a. Farmers Market
    - i. Payment Agreement-Amount/Frequency
  - b. Special Events (Presentation)
    - i. DDA/Farmers Market Schedule of Events 2014-2015 Fiscal Year
    - ii. Business Contribution Request
    - iii. Up Coming Events
9. City Managers Report
10. Streetscape Report – Update
11. Old Business
  - a. DDA Board of Directors Applications (John Jenkins-Update)
  - b. Peter Jobson – Feed & Grain Property (Update from Joe Duff)
12. New Business
  - a. Main Street - Resolution
  - b. Authorized Check Signers/Signature Card Changes
  - c. Credit Card Name Change
  - d. DPW- Christmas Lights Downtown (Ed Tholl)
  - e. Employee Handbook Revision
  - f. 50/50 License
  - g. Farmers Market Account
  - h. Halloween/ Zombie Apocalypse(Penny Martin)
  - i. Pavilion Application
    - i. Michigan Republican Party
    - ii. Northern Michigan Hearse Cruise
13. Public Comment by Citizens
14. Approval of Bills
15. Next Meeting Date Tuesday November 4, 2014 at 7:30 AM
16. Adjournment