

Regular Meeting of the Gaylord Downtown Development Authority, May 6, 2014

Chairman Seidell called the meeting to order at 7:30 am

Members Present: Burt, Edwards, Hoffweber, Jenkins, Kersten, Marshall, Seidell, Sevenski, Thompson

Members Absent: McNamara

Also present DDA Executive Director, Justin Burchett

Motion by Kersten, supported by Sevenski, to approve minutes as written from the April 1, 2014 regular meeting.

Ayes: Unanimous

Correspondence: No action needed.

Finance Report: none.

Farmer's Market Report.

Jamie Newhouse, Farmer's Market Manager reported on activities scheduled for the May 17th opening day of market, which will include kids' activities sponsored by Home Depot, cardio work out with Allison Miller and the start of the Biggest Loser. A request was made by a Farmer's Market vendor for a list of benefits the vendors receive for their rent. Justin will put that together for them.

She announced the proposed participation of Season of the North winery as a market vendor. Advisory Board rules committee will be laying out the guidelines for wine vendors.

Newhouse also requested permission to join the Chamber of Commerce using grant funds. Permission granted.

Treetops will be teaming with the Market to present "Farm to Fork", a promotion presenting dinners using local products from the Gaylord Downtown Farmer's Market.

DDA Director Report:

The DDA Breakfast was held the 4th Thursday of April.

Friday night concerts: Burchett is still looking for about \$1500.00 additional for promotion.

Phil moved \$150 from the solicited funds be used to pay for poster design. Support: Thompson. Motion carried.

Burchett presented the summary of the strategic planning session.

Streetscape: Thompson passed around the letter that will be sent to potential donors as the streetscape Capital Campaign Committee gears up to raise the matching funds needed to procure grants.

Personnel and Policy Committee

Burt reported the committee met and proposes an adjustment to Justin Burchett's contract. They recommended adding five vacation days, five sick days and three days which he would be able to volunteer in other community events.

Motion by Burt. Support by Marshall. Motion carried.

Marketing Committee

Burchett reported the committee met and reviewed the pavilion rental agreement.

Adjustments were made to the agreements to reflect actual cost of services.

Motion by Jenkins to accept the adjusted agreements. Support: Kersten. Motion carried.

Old Business

Burchett reported the liquor license was renewed and there is a potential buyer for the building. Sale price of the license is \$20,000.

City council approved the \$2500 limit on the credit card and is furnishing the additional flags and poles requested by the DPW.

New Business

Request by DPW to examine tree lights and replace bulbs as needed was tabled.

Request from Charlie Bono on behalf of Gaylord Community Productions (GCP) to reserve the pavilion for the end of school year fund raiser on June 6. As this is a non-profit event, there is no charge for pavilion use. Request to waive the fee for additional picnic tables and trash receptacles was denied. GCP will be billed \$150 for this service.

The 2014-2015 budget was discussed. Motion by Hoffweber to send budget to City Council for approval. Support: Thompson. Motion carried.

Approval of Bills

Motion to approve bills: Sevenski. Second: Burt. Ayes: Unanimous.

Next meeting will be Tuesday, June 3, 2014 7:30 am in City Council Chambers.

Meeting adjourned at 8:20

Respectfully submitted,
Candi Edwards, Secretary

