

Regular Meeting of the Gaylord Downtown Development Authority, October 7, 2014

A city wide power outage required moving the meeting from the City Hall to the University Center. City Manager, Joe Duff, posted the meeting change of location on all of the City Hall doors.

Chairman Seidell called the meeting to order at 7:50 am

Members Present: Burt, Edwards, Hofweber, Jenkins, Seidell, Sevenski and Thompson

Members Absent: Kersten

DDA Special Events/Farmer's Market Director, Jamie Newhouse

Minutes: Motion by Edwards, support by Hofweber, to approve minutes of the September 2, 2014 regular meeting.

Ayes: Unanimous

Correspondence:

Robert McNamara Sr. submitted his resignation from the DDA board of directors effective immediately. The MEDA legislative alert regarding update on proposed TIF legislation was included.

Pavilion Applications:

Motion by Hofweber to approve request from the Republican Party to rent the Pavilion November 2, 2014, 12-3:30 for \$450. Support: Burt Ayes: Unanimous

Jeff Morey requested free use of the Pavilion on May 22, 2015 from 4-10 for the second annual Northern Michigan Hearse Cruise. The event was successful last year featuring 17 vehicles. This year participation is expected to have about 20-30. Motion to approve: Burt Support: Thompson.

He also requested cones be put out on the North side of Main Saturday morning the 23rd to form the parade leaving town at 9am. City of Gaylord DPW director Ed Tholl and City Manager Joe Duff agreed this was fine.

Penny Martin gave a proposal for a Halloween Zombie Apocalypse Survival event to be held every Friday and Saturday evening October 17 – November 1. She requested pavilion use at no cost on these evenings. She requires no heat and no side curtains. Motion to approve request based on filling out a Pavilion on Court Reservation Form: Edwards Support: Hofweber Ayes: Unanimous

Financial Report: Sevenski reviewed the financial report. Newhouse requested \$650 for a Moonlight Madness Remote broadcast for the October 17th event. Motion to approve: Thompson Support: Hofweber Ayes: Unanimous

Personnel/Policy Committee: Personnel committee Chairman Burt recommended Sevenski and DDA Chairman Seidell instruct the City on how to distribute Farmer's Market Manager pay after input from the finance committee. Motion to approve: Hofweber Support: Thompson Ayes: Unanimous

Motion by Thompson to change the Employee Handbook with Newhouse to define full time as 37.5 hours or more per week.

Support: Hofweber Ayes: Unanimous

Marketing Committee: The committee has not met. After recent resignations, only two members remain, Edwards and Hofweber. Newhouse will call a meeting in the near future.

Public Restrooms: Thompson presented before and after pictures of the public restrooms after a thorough cleaning and painting. He presented a proposal for a new contract which would increase cost and service frequency.

Motion by Burt, Support by Thompson to approve a new Janitorial Contract. Ayes: Burt, Hofweber, Jenkins, Seidell, Sevenski and Thompson Opposed: Edwards

It was decided to put a reflective coating on the glass block windows to prevent the sun reflection from activating the hand dryers and to have Tholl shut down the bathrooms the week after Thanksgiving and reopen May 1, 2015 unless requested otherwise by Newhouse.

Special Events Director's Report: Newhouse has been working with Thompson to organize a special events spreadsheet which will lay out all costs and income from each of the events.

Newhouse has booked three bands for Friday Night Concerts (FNC). There was discussion on re-evaluating the start/stop dates for the concerts and coordinating concerts with Crossroads and other organizations to spread out frequency and saturation.

Farmer's Market (GDFM) Manager Report: Newhouse and Sevenski will evaluate with Becky Curtis the amounts and frequency and timing of collecting rent from the GDFM. A formal agreement will then be drawn up between the DDA and the GDFM.

Harvestfest is this Saturday, October 11 and Moonlight Madness is October 17th.

City Manager's Report: Joe Duff:

The site plan for the housing development was passed by the City Council

Insurance bids are going out over the next couple weeks

Paving of N. Otsego is winding down.

Main street railroad crossing should be done by the 17th of October.

The DIG grants are in process. Lisa McComb, Otsego County Economic Alliance Director, is working on getting approval to do a survey to return us to a low to moderate income status.

AMI has delayed start date due to delays in orders from the auto makers

We should hear about the TAP grant in 2-3 weeks. Next is the MEDC grant application. We will need help from either McComb or NEMCOG on completing that application

Motion by Thompson to approve invoice from C2AE for follow up on the TAP grant. Support: Hofweber
Ayes: Unanimous

New Board Members: Jenkins gave us the names of five applicants he will be presenting to the City Council on Monday to fill empty DDA board positions:

Robert McNamara Jr., Dale Church, Jeni Burns, Kevin Reynolds and Stacy Shafto.

Main Street Resolution: Motion by Burt, support by Thompson to adopt the Resolution of Commitment to remain at the Associate Level of the Michigan Main Street program at this time.

Ayes: Unanimous

Bank Account: Motion by Sevenski, support by Jenkins to change the bank signature card to remove Justin Burchett and include Travis Hewitt, City Treasurer, Duff, Thompson and Sevenski. Ayes: Unanimous

Credit Card: Motion by Thompson, support by Hofweber to change the name on the DDA credit card from Justin Burchett to Jamie Newhouse.

Christmas Lights: Motion by Thompson, support by Sevenski to have the DPW put up the Christmas lights on Main Street. Ayes: Unanimous

Tholl will remove the benches after Moonlight Madness and the trash cans by November 1st.

50/50: Governmental entities do not qualify for 50/50 licenses.

Payment of Bills: Motion by Thompson, Second by Burt to pay bills as presented. Ayes: Unanimous

Next meeting Tuesday November 4, 2014 7:30 am will be held on the second floor of the City Building due to elections.

Meeting Adjourned: 9:58 am

Respectfully submitted, Candi Edwards, Secretary