

## **Regular Meeting of the Gaylord Downtown Development Authority, April 7, 2015, Council Chambers**

**Call to Order:** Chairman McNamara called the meeting to order at 7:30 am

**Attendance:** Members Present: Burns, Burt, Church, Edwards, Hofweber, McNamara, Reynolds, Sevenski, Shafto and Thompson

Members Absent: Jenkins

DDA Manager, Jamie Corona

**Agenda:** Motion to approve as presented: Thompson Second: Burt Ayes: Unanimous

**Minutes:** Motion to approve as presented: Thompson Second: Shafto Ayes: Unanimous

**Correspondence:** The proposed wording for the ballot goes before City Council at their next meeting on April 13, 2015

**Finance Committee:** Reynolds reported there is no change in financials from last report. We are on track to zero out at the end of the fiscal year as planned. Corona reported \$900 has been collected for flower basket sponsorships. She is hoping to generate \$4000.

**Personnel Committee:** No report

**Marketing Committee:** No report

**Farmer's Market Manager:** Corona reported the Winter Market is over for the year. The outdoor market opening day is May 16.

The 5k Color Run attracted 602 runners and raised \$13,000 for Relay for Life

**City Manager's Report:** City Manager Joe Duff requested authorization to hire personnel to take care of downtown maintenance. The cost of the positions will be shared with the City.

Motion to approve request: Reynolds Second: Hofweber Ayes: Unanimous

**DPW:** No report

**Pavilion Rental:** Motion to approve use of the pavilion at no charge for Gaylord Community Productions and Gaylord Intermediate Schools: Shafto Second: Church Ayes: Unanimous

**Old Business:** Hofweber and McNamara will be giving the Chamber a bill to cover costs related to Alpenfrost.

### **New Business:**

Donna Wishart from the Otsego County Commission on Aging (OCCA) gave a report on the Senior Project Fresh program and offered to have the OCCA write the checks for token redemption to the farmers once a month. The collaboration offer was accepted.

Motion to approve the new Farmer's Market Manager Contract: Burt Second: Reynolds Ayes: Unanimous

Motion to approve DDA/Eagle Contract: Church Second: Edwards Ayes: Unanimous

Motion to approve payment schedule for janitorial service: Reynolds Second: Shafto Ayes: Unanimous

Church reported Home Depot will donate the materials to reconstruct the fence in the park and the City will put it up at no charge to the DDA. Corona will send a thank you note to Home Depot.

April 2015		
Michigan Liquor Control Commission		\$ 600.00
5/3 Master Card		\$ 55.00
City of Gaylord		\$ 1,970.66
Consumers Energy		\$ 22.58
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Consumers Energy		\$ 291.60
Consumers Energy		\$ 708.29
City of Gaylord		\$ 4,104.02
City of Gaylord		\$ 341.44
TOTAL		\$8,116.17

**Approval of Bills:** Motion to approve: Reynolds Second: Hofweber Ayes: Unanimous

**Next Meeting:** Tuesday, May 5, 2015 in Council Chambers

**Adjournment:** Motion to Adjourn: Reynolds Second: Burt Ayes: Unanimous  
Meeting adjourned at 8:40 am

Respectfully submitted, Candi Edwards, Secretary