

Regular Meeting of the Gaylord Downtown Development Authority, January 6, 2015, Council Chambers

Chairman McNamara called the meeting to order at 6:07 pm.

Members Present: Burns, Burt, Church, Hofweber, Jenkins, McNamara, Reynolds, Seidell, Sevenski, Shafto, and Thompson

Members Absent: Edwards

DDA Manager, Jamie Newhouse

Minutes: Motion by Shafto, support by Sevenski, to approve minutes of the December 2, 2014 regular meeting.

Ayes: Unanimous

Correspondence: None

Financial Report: Sevenski presented the latest financial reports including reviewing historical taxable value trends.

Sevenski also discussed the mid-term review of DDA finances. The last big payment to the City was made last October, and the final \$9,000 will be made this October. This year's budget will be difficult, but next year's should be much easier without the large payment to the City. The budget is on target for this year.

Personnel/Policy Committee: No report

Marketing Committee: No Report

DDA Manager Report:

a. Special Events

i. Winter Farmers Market (12/6 – 4/28)

Newhouse reported that they have had 9 average vendors at the Winter Farmers Market. \$500 is due in rent, but they have collected \$1,720 in vendor fees as of January 3.

ii. New Year's Eve

The event did make money. There were 300 to 350 people in attendance, which would have likely been even higher if the weather was better.

City Managers Report: Duff reported that the City Council will hold a public hearing on the tax abatement for Jay's at their next meeting.

The Brook is looking at an addition with 10 units. Since there is not typically as much parking needed for senior housing, the City has drafted an agreement requiring less parking spaces. If the spaces are needed in the future, there is room to expand the parking.

The Excel Realty low-mod project is progressing having received some MSDHA financing. They are looking at construction in the spring.

The City is working on a new recreation plan.

DPW: Duff reported that the DPW assisted in the clean up after the New Year's Eve Event.

Streetscape Report: Thompson reported that they have raised approximately \$425,000 of the \$450,000 goal so far.

Duff reported that Lisa McComb is setting up a meeting with the MEDC leadership to continue discussions on grant funding.

Old Business:

- a. 50/50 License
No new information.
- b. PA System
Newhouse is continuing to get costs on options for replacement or repair of a damaged speaker.

New Business:

- a. Dale Carnegie

The Board discussed a Dale Carnegie training that will be given at the University Center. The training would be a great opportunity for Ms. Newhouse. Newhouse and the Finance Committee will try to raise the funds from outside sources to pay for the class. It will be discussed more at the next meeting.

- b. New Contract Downtown Manager

City Staff has recommended that the Downtown Manager position be changed from an hourly position to a salaried position since the hours for the position varies widely based on scheduled events and makes the filling out of the time sheets onerous. Burt commented that Jamie should still keep track of hours worked so the Board can have a clear understanding of how much time is involved with the position.

Motion by Burt, support by Jenkins, to update the Downtown Manager Job Description and the Employment Agreement with Jamie Newhouse to recognize the position as being a salaried position.

Ayes: Unanimous

- c. Other

Chairman McNamara and the Board thanked Todd Seidell for his service to the DDA.

Public Comment by Citizens:

Jim Flint requested a copy of the financial data from the DDA agenda packets. The Board directed Newhouse to post the agenda packets on the website for future meetings.

Tammy LaBouef asked for more details on the numbers for the Taxable Value history. The original taxable value in 1992 when the DDA District was established was \$16,823,275. The value in 2014 was \$20,196,012 which is down from the high of \$26,710,275 in 2007. If the value drops below the amount in 1992, then no funds would be collected. In that event, the Board would not have funds for activities until values rose above the base again.

Payment of Bills: Motion by Hofweber, support by Sevenski, to pay bills as presented. Ayes: Unanimous

December	12/8/2014	Bronner's Commercial	\$700 approved in October	1,435.72
	12/8/2014	Chuck's Electric of Gaylord	1-150 amp 3 pole lighting contractor square D 3,790 Labor 405.00	4,195.00
	12/8/2014	Otsego County	Work Camp Sidewalk Snow Removal	820.00
	12/17/2014	5/3 Master Card		59.70
	12/18/2014	City of Gaylord	Audit Fee 4,000 DDA, Maintenance Expenses 9,280.38, Parking Assessment 10,000	23,280.38
	12/19/2014	Catt's Realty Company	Rent Winter Indoor Farmers Market	500.00
		Fifth Third Bank	Reorder Form (automatic withdraw from acct) (order #2032925723)	82.52
		City of Gaylord	Pre Paid Expenses/Utilities	6,023.92
		Total		36,397.24
NYE				
	12/9/2014	Moments Photo Booth & Photography	Photo Booth	500.00
	12/12/2014	Sun Frog Shirts	2015 NYE Hoodie	1,530.00
	12/18/2014	John Skowrouski	Fire wood	80.00
	12/18/2014	Northern Broadcast Inc.	Radio Advertising	468.00
	12/31/2014	Todd Aldrich	Band The Stand Ins	1,200.00
	12/31/2014	McNamara Ins. Agency	NYE Bond (Liquor License)	50.00
	12/31/2014	Bayside Beverage		2,694.75
	12/31/2014	McNamara Ins. Agency	Insurance	674.00
		Total		7,196.75

Next Meeting: Tuesday, February 3, 2015.

Motion by Hofweber, support by Reynolds, to adjourn the Annual Meeting and open the Regular Meeting. Ayes: Unanimous.

Meeting Adjourned: 6:53 pm.

Respectfully submitted, John Burt