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

Call to Order: Vice Chairman Hofweber called the meeting to order at 7:35 am

Attendance: Members Present: Burns, Burt, Church, Edwards, Hofweber, Jenkins, McNamara, Reynolds, Platte, Shafto and Thompson
Members Absent: none

Minutes: Motion to approve as presented: Thompson Second: Burt Ayes: Unanimous

Finance Committee: Reynolds reported there is no change in financials from last report. The DPW cost sharing is over budget, but there are many areas that are under budget. Pending the completion of the audit, we should end the year with approximately $25,000 and a $60,000 fund balance.

Personnel Committee: No report

Marketing Committee: Edwards presented the committee's recommendations for moving forward which include the following:

Better correspondence with district members via email monthly. Possibly snail mail quarterly.
Getting involved with the City in regulating the signs in the downtown district from railroad tracks to the City Hall.
Renaming and reorganizing Sidewalk Sales and Moonlight Madness to make them more of an event.
Including non-board members on the committee.
Organize two big events, possibly June and August, to replace Friday Night Concerts.

The committee requested direction from the board

Hofweber suggested a strategic planning session. The board was in favor. The marketing committee will set this up.

Farmer's Market Manager: Jamie Korona , Farmer's Market Manger, reported Harvest Fest will take place next Saturday at the market and lasting until 3pm.
The Farmer's Market moves indoors to the Alpine Plaza on November 7th for the winter months
Moonlight Madness is Friday.

City Manager's Report: Mayor Jenkins reported the City is hoping to know this week what parts of the streetscape they will be able to complete with the funds available. The findings will be presented to the City Council next Monday.

DPW: DPW Director, Ed Tholl, requested permission to purchase two wreaths for the pavilion. The cost of the wreaths, including installation and lights, should cost about $100 each.
Motions by Platte, Second by Reynolds, to purchase two wreaths for the pavilion. Ayes: Unanimous

Chief of Police: Chief McVannel reported they are ready for Halloween Trick or Treating on Saturday October 31st from 5:30 – 7:30. Members of the Community Emergency Response Team (CERT) will be on hand to help with traffic control and aiding in street crossings.

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

Date	From	Description	Amount
9/9/2015	Dunn's	cleaning supplies/receipt book	$77.07
9/3/2015	Alpine Web	past due invoice	$588.00
8/31/2015	Eagle Radio Group	radio spots	$6,000.00
7/17/2015	Gordon Food Service	cleaning supplies	$55.00
Totals for October 2015			*$6,720.07*

Next Meeting: Motion by Jenkins to change the next meeting to Wednesday, November 4th at 7:30am in Council Chambers to be followed immediately by a Strategic Planning session to be facilitated by Phil Alexander and to run no later than 1:00 pm. Second: Church. Ayes: Unanimous

Adjournment: Motion to Adjourn: Reynolds Second: Hofweber Ayes: Unanimous
Meeting adjourned at 8:25 am

Respectfully submitted, Candi Edwards, Secretary