

Regular Meeting of the Gaylord Downtown Development Authority, March 1, 2016, Council Chambers

Chairman McNamara called the meeting to order at 7:32 am.

Members Present: Church, Hofweber, McNamara, Reynolds, Platte

Members Excused: Jenkins, Burns, Burt, Shafto

Others Present: Jodi Wagner, Gaylord Farmer's Market Committee (GFMC) Chair and Charlotte Rovenko, GFMC Vice-Chair.

Minutes: Motion by Reynolds, supported by Hofweber, to approve minutes of the February 10, 2016 regular meeting. Motion approved unanimously.

Correspondence: The board briefly discussed the correspondences received.

Financial Report: Reynolds presented the latest financial reports.

Payment of Bills: None

Personnel/Policy Committee: McNamara presented the personnel committee report.

The board received a letter from Jamie Korona resigning as the Farmer's Market Manager effective March 31, 2016.

Motion by Hofweber, supported by Church to accept Jamie Korona's resignation as the Farmer's Market Manager effective March 31, 2016. The Board thanked Jamie for her service to the Farmer's Market.

McNamara went over the proposed job description and salary for the new Market Manager position. The Gaylord Farmer's Market Committee members in attendance seemed pleased that their concerns were addressed in the new job description. The position will be posted within a week.

McNamara presented a draft agreement for the 2016 Janitorial services for the DDA restrooms which was offered and accepted by Jamie Korona. Jamie took over janitorial duties last year after the former janitor resigned unexpectedly.

Motion by Platte, supported by Hofweber to hire Jamie Korona to provide janitorial services for the DDA restrooms for the year 2016.

Marketing Committee: No report.

Special Events

- a. St. Patrick's Day parade, Saturday March 12, 2016 at Noon.

Farmers Market Report: Wagner, GFMC chair addressed the board requesting funds to use towards a marketing mailer. She indicated that the GFMC hasn't completely decided on doing the mailing at this time but requested approval to spend the money once they decide. She also requested that they be allowed to insert a "sponsored" logo from the printers on the postcards to offset some of the printing costs. The board agreed.

Motion by Reynolds, supported by Platte to approve spending up to \$2556.00 in funds from the Farmer's Market budget on a postcard mailer as presented by the GFMC.

Wagner and Rovenko invited the DDA board to attend the GFMC board meeting on April 27, 2016 at 1:00 pm. They will be having a pot luck at this meeting. McNamara agreed to attend.

City Manager's Report: No report.

City Police Chief: No report

DPW: Tholl requested Board approval to order flags for the top of the pavilion at a cost of \$22 each. The board approved his request. A brief discussion on the streetscape project took place.

New Business: The board discussed the Michigan Main Street Program and Platte agreed to attend.

Old Business: None

Public Comment by Citizens: None.

Next Regular Meeting: The next meeting will be on Tuesday, April 5, 2016 at 7:30 am.

Motion by Church, support by Reynolds, to adjourn the meeting. Meeting Adjourned: 8:00 am.

Respectfully submitted, Holly Franckowiak