

Regular Meeting of the Gaylord Downtown Development Authority, May 9, 2017, Council Chambers.

McNamara called the meeting to order at 7:31 am.

Members Present: Bischof, Burns, Church, Hofweber, Jenkins, Korona, McNamara, Platte and Reynolds.

Members Excused: Shafto

City Staff Present: City Manager Duff, City Clerk Awrey, City Treasurer/Zoning Administrator Hewitt, Human Resources Manager Franckowiak, Police Chief McVannel, DPW Superintendent Tholl.

Minutes: Motion by Reynolds, support by Korona, to approve minutes of the April 4, 2017 regular meeting. Motion approved unanimously.

Correspondence: Board discussed correspondences received.

Financial Report: Reynolds presented the financials.

Payment of Bills: Motion by Reynolds, support by Church to pay the bills as presented. Motion approved unanimously.

Personnel/Policy Committee: Platte informed board that KimPro Cleaners has been hired to provide janitorial services for the DDA. A copy of the janitorial services agreement was provided to the board.

Marketing Committee: Korona informed the board of an upcoming DMA event to coincide with the Farmers Market this Saturday, May 13, 2017.

Special Events: Pavilion Event Request:

- After School Celebration, Wednesday, June 14, 2017. Motion by Hofweber, support by Platte to approve the pavilion request as submitted. Motion approved unanimously.
- Annual Ambassadors Fall Harvest Dinner, Wednesday, September 20, 2017 2:00 pm – 9:00 pm. Motion by Jenkins, support by Bischof to approve the pavilion request as submitted. Motion approved unanimously.

City Police Chief: Chief McVannel informed the board that Police Week is next week and invited the board to attend the Police Officers Memorial Service taking place on Monday, May 15, 2017 at 10:00 a.m. under the pavilion.

City Manager's Report: City Manager Duff presented the 2017-2018 DDA budget to the Board for their review. He recommended the board look into possible capital improvement projects in the Downtown.

DPW: Superintendent Tholl updated the Board on the Downtown Streetscape Project. Tholl informed the board that the barricades used in the DDA district are in need of replacing and requested approval to purchase four to six new barricades. Motion by Hofweber, support by Platte to purchase six new barricades. Motion carried unanimously.

Superintendent Tholl informed the board that Johnston's Landscaping LLC will be replacing the damaged pavers by the pavilion, repairing a planter base and installing a snow fountain cherry tree in that planter. These repairs are an additional item to the streetscape project at no additional to the DDA.

Superintendent Tholl informed the board that the retaining wall caps along Wisconsin Street are in need of repair and submitted an estimate from Johnston's Landscaping LLC. Motion by Korona, support by

Hofweber to accept the estimate as presented from Johnston's Landscaping LLC to repair the retaining wall on South Wisconsin. Motion approved unanimously.

New Business: Jodi Wagner of the Gaylord Farmer's Association introduced the Association's new market manager, Kendra Pollard. Wagner also gave a brief update on how well the market is going.

City Treasurer/Zoning Administrator Hewitt informed the board that the Harvest Market, a farmers market operating in the city, was in violation of City Ordinance 21.002. Hewitt explained that the vendor and City Council has been notified of this violation.

Old Business: None.

Public Comment by Citizens: None.

Next Meeting: The next meeting is Tuesday, June 6, 2017 at 7:30 a.m.

Motion by Bischof, support by Jenkins, to adjourn the meeting. Meeting Adjourned: 8:24 a.m.

Respectfully submitted,
Holly Franckowiak