

Regular Meeting of the Gaylord Downtown Development Authority, September 5, 2017, Council Chambers.

McNamara called the meeting to order at 7:33 am.

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

**Members Excused:** Jenkins and Shafto

**City Staff Present:** City Manager Duff, City Clerk Awrey, Human Resources Manager Franckowiak, Police Chief McVannel and DPW Superintendent Tholl.

**Minutes:** Motion by Reynolds, support by Church to approve minutes of the August 1, 2017 regular meeting. Motion approved unanimously.

**Correspondence:** The board reviewed the correspondence received.

**Financial Report:** Reynolds presented the financials.

**Payment of Bills:** Motion by Reynolds, support by Platte to pay the bills as presented. Motion approved unanimously. The board request that the legal fees charged on July 24, 2017 and July 25, 2017 are to be invoiced to the client purchasing the liquor license.

**Personnel/Policy Committee:** No report.

**Marketing Committee:** Burns updated the board on some upcoming DMA events.

**Pavilion Requests/Special Events:**

- American Foundation for Suicide Prevention: Motion by Platte, support by Hofweber to approve the use of the pavilion on September 24, 2017. Motion approved unanimously.
- Otsego County United Way/Nuenergy Operating 5k Color Run: Motion by Bischof, support by Korona to approve the use of the pavilion on April 14, 2018. Motion approved unanimously.
- Otsego County Stand Strong 9/11 Ceremony: Motion by Hofweber, support by Burns to approve the use of the pavilion on September 11, 2017. Motion approved unanimously.
- World Orphans: Motion by Platte, support by Church to approve the use of the pavilion on October 14, 2017. Motion approved unanimously.

**City Police Chief:** Chief McVannel reported on recent activity in the City.

**DPW:** Superintendent Tholl presented the board with an estimate to update the sound system at the pavilion.

**City Manager's Report:** City Manager Duff invited the board to attend the Downtown Infrastructure Project Celebration to be held on September 21, 2017. He also provided an update on some upcoming projects.

**New Business:**

- Larry Fox, C2AE presented potential downtown project cost projections for their consideration.
- City Manager Duff inquired if the board would like to donate and/or sell some of the benches that were replaced during the streetscape project. Motion by Reynolds, support by Hofweber to donate some benches to the Soil Conservation District. Motion approved unanimously. Church recommended contacting the County to see if they would like to use some of the benches at the dog park. McNamara said he would contact the County to see if there is an interest.
- City Clerk Awrey presented the board with a banner rental agreement for their consideration. Motion by Korona, support by Reynolds to approve the use of the banner rental agreement as presented. Motion approved unanimously.
- The board reviewed expiring board member terms. Church and Hofweber committed to a second term. Burns is undecided at this time.

**Public Comment by Citizens:** None.

**Next Meeting:** The next meeting is Tuesday, October 3, 2017 at 7:30 a.m.

Motion by Reynolds, support by Hofweber to adjourn the meeting. Meeting Adjourned: 8:48 a.m.

Respectfully submitted,  
Holly Franckowiak