

Regular Meeting of the Gaylord Downtown Development Authority, November 11, 2017, Council Chambers.

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

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

Members Excused: Platte

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

Minutes: Motion by Reynolds, support by Korona to approve minutes of the October 3, 2017 regular meeting. Motion approved unanimously.

Correspondence: The board reviewed the correspondence received.

Financial Report: Reynolds presented the financials.

Payment of Bills: None.

Personnel/Policy Committee: No report.

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

Pavilion Requests/Special Events:

- Santa Parade Friday 12/1/17 and Saturday 12/2/17: Motion by Korona, support by Reynolds to approve the use of the pavilion on December 1-2, 2017. Motion approved unanimously.
- Northern Michigan Hearse Cruise Friday, 5/25/18: Motion by Hofweber, support by Shafto to approve the use of the pavilion on Friday, May 25, 2018. Motion approved unanimously.
- Gaylord Antiques & Collectibles Market, Saturday 6/16/18 and Saturday 8/18/18. Motion by Reynolds, support by Bischof to approve the use of the pavilion on June 16, 2018 and August 18, 2018. Motion approved unanimously.

City Manager's Report: No report.

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

DPW: Superintendent Tholl updated the board on the status of the pavilion/downtown speaker and sound system. Tholl addressed the board regarding the amount of items the Farmers' Cooperative is storing in the DDA closet. After a brief discussion McNamara requested this issue be addressed during the next lease agreement. McNamara also agreed to talk with the Farmers' Cooperative regarding this. A discussion regarding parking downtown also took place.

New Business:

- Future Planning Committee: The board discussed forming a DDA future planning committee to address future capital improvement projects. A resolution was adopted by the DDA to form the Gaylord Downtown Development Authority Future Planning Committee. Motion by Burns, support by Jenkins to adopt a resolution to develop a future planning committee (resolution attached). Motion approved unanimously. Korona, Reynolds and McNamara have agreed to be committee members with Hofweber chairing the committee.
- The board discussed changing the meeting time of the DDA to begin at 8:00 am. Motion by Church, support by Shafto to change the DDA meeting time to start at 8:00 am. Motion approved unanimously.

Old Business:

- The board discussed holiday decorations for the downtown district. The board agreed that hiring a professional decorator for the downtown would not be feasible at this time. The board requested that Tholl purchase lights to be placed in the planter boxes to up-light the newly planted trees downtown. The board also

requested that Awrey look into purchasing holiday banners for the downtown banner poles. Motion by Church, support by Reynolds to purchase holiday banners not to exceed \$1500. Motion carried unanimously.

Public Comment by Citizens: None.

Next Meeting: The next meeting is Tuesday, December 5, 2017 at 8:00 a.m.

Motion by Hofweber, support by Korona to adjourn the meeting. Meeting Adjourned: 8:33 a.m.

Respectfully submitted,

Holly Franckowiak