

Tussey called the regular meeting of the Gaylord Downtown Development Authority to order at 7:59am on Tuesday, June 4<sup>th</sup>, 2024 in the Council Chambers located in the Gaylord City Hall at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Durant, Muzyl, Muellenberg, Tussey, Kosch, Lancaster, McNamara, Barresi, and Sharrard.

Motion by Muellenberg, support by Durant, to excuse the absences of Catt and Buckleitner. Ayes: Unanimous. Motion carried.

Motion by Lancaster, support by McNamara, to dispense with the reading of the minutes from the May 14<sup>th</sup> meeting and accept them as presented. Ayes: Unanimous. Motion carried.

Motion by Muellenberg, support by Lancaster to accept the financial reports. Ayes: Unanimous. Motion carried.

Motion by McNamara, support by Durant to approve the DDA bills in the following amounts:

**DDA**

Pay to	Description	Amount
Barco Products	Trash Cans & Lids	\$9,484.46
Total Audio Engineering	Final Payment for Pavilion Audio Upgrade	\$7,237.00
Casey Buckleitner	Social District Postcards	\$54.25
Cherry Hill	Downtown Flower baskets	\$9,882.00
<b>Total</b>		<b>\$26,657.71</b>

Ayes: Unanimous. Motion carried.

Motion by Muellenberg, support by Durant, to adopt the DDA Employee Handbook, with the additional verbiage indicating that “absences exceeding three days will require a doctors note” to section 4. (b) Sick Leave. Ayes: Unanimous. Motion carried.

Motion by Muellenberg, support by Kosch to adopt the DDA Director Job Description as presented. Ayes: Unanimous. Motion carried.

Motion by Durant, support by Muellenberg to set the compensation package as presented. Ayes: Unanimous. Motion carried.

Motion by McNamara, support by Barresi to allow for a \$40.00 budget for doughnuts and coffee for a DDA Goal Setting Work Session. Ayes: Unanimous. Motion carried.

Motion by Sharrard, support by McNamara to approve the Pavilion Reservation Request for the Gaylord Community Band on July 27<sup>th</sup>, 2024. Ayes: Unanimous. Motion carried.

Motion by Durant, support by Muzyl to recommend that council approve the Temporary Authorization Application for Snowbelt Brewery’s Temporary Outdoor Service Permit for a small beer tent under the Pavilion during Alpenfest. Ayes: Unanimous. Motion carried.

Motion by Kosch, support by McNamara to adopt the DDA Non-Voting Member Policy as presented. Ayes: Unanimous. Motion carried.

Motion by Muellenberg, support by Durant to create a line item in the DDA Budget for Education & Expenses. Ayes: Unanimous. Motion carried.

Motion by Muzyl, support by Muellenberg to allocate \$1,000.00 to the Education & Expense Budget for fiscal year 2024. Ayes: Unanimous. Motion carried.

There being no further business to discuss, motion by Muellenberg with support by Barresi to adjourn. Meeting adjourned at 8:50am.

Respectfully submitted,

Erika Peters