

McNamara called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00am on Tuesday, April 4, 2023, in the Council Chambers located in the Gaylord City Hall, 305 East Main Street, Gaylord, MI 49735.

Members Present: Buckleitner, Tussey, Durant, McNamara, Muellenberg, Reynolds, Catt, Muzyl, Sharrard, and Steinbrecher.

Members Excused: Barresi and Kosch

City Staff Present: City Manager Awrey, Gaylord Police Department Chief Claeys, DPW Superintendent Zielinski, Assistant City Manager Peters, City Treasurer/Zoning Administrator Hewitt, and City Attorney Paul Slough.

City Council Present: City Councilman Jordan Awrey

Motion by Tussey, support by Muellenberg to dispense with the reading of the minutes from the March 7, 2023 meeting and accept them as presented. Ayes: Unanimous. Motion carried.

Under correspondence, City Attorney Paul Slough provided the DDA with information regarding the State Statute's for the appointment of Downtown Development Authority board members. After consideration, the DDA instructed Assistant City Manager Peters to work with Attorney Slough in drafting a DDA Board Policy and/or nominating committee policy in regards to the DDA's process of making their recommendations to the City of Gaylord Mayor, who, by statute, has ultimate authority of DDA appointments.

The DDA Board instructed that City Manager Peters move forward with putting together the Chamber Member Shout-out for the DDA's Shout-out feature for their Business After Hours.

During the Finance Committee report, DDA Treasurer Kevin Reynolds addressed the need for the DDA to revisit their Capital Improvement Plan.

Motion by Reynolds, support by Sharrard to approve the DDA and DMA bills in the following amounts:

<b>DDA</b>		
Pay to	Description	Amount
Otsego County	Snow Removal	\$2,775.00
Total		\$2,775.00
<b>DMA</b>		
Pay to	Description	Amount
The Pistil Whips	Business After Hours Entertainment	\$350.00
Gaylord Area Council For The Arts	Downtown Music Series	\$1,500.00
Linda Durant	Easter Hop	\$55.82
Total		\$1,905.82

Ayes: Unanimous. Motion carried.

Motion by Tussey, support by Buckleitner to approve the Pavilion Reservation Request for the Fuel Fest event on Sunday, July 2, 2023, subject to the event coordinators letting the DDA know which charitable event their event proceeds will be going toward. In the event the proceeds do not go to a qualified, charitable event, the Fuel Fest Event coordinator will owe the DDA Pavilion Reservation Fees which were waived due to the proceeds going to charity. Ayes: Unanimous. Motion carried.

Lisa Marie Tobin, Executive Director of the Gaylord Area Council for the Arts, presented to the DDA her proposed Strolling into Summer event, and asked for their blessing to have the event in Claude Shannon Park. Motion by Buckleitner, support by Steinbrecher to allow Claude Shannon Park to be utilized for Strolling into Summer on May 27<sup>th</sup>, 2023. Ayes: Unanimous. Motion carried.

Linda Durant addressed the board in regards to a previously approved Pavilion Reservation Request for the Business After Hours. She informed the board that they are going to move the event to Claude Shannon Park if the weather permits, and use the Pavilion only as backup in case of inclement weather.

Cole Muzyl and Jordan Awrey addressed the board in regards to Claude Shannon Park and the DDA owned wooden fence that lines the northwest side of Claude Shannon Park. Motion was made by Reynolds, with support by Buckleitner to allow Cole Muzyl to take the fence down this spring in order to allow for the summer events in the park/the Summer Concert Series event, to serve as a trial period, so that at the end of the summer (or throughout the summer), the DDA can review how the function of the park was without the fence. If the DDA decides that the fence is needed at the end of or during this season's trial period, Cole Muzyl will put the fence back up before winter of 2023. Costs associated with the removal or reconstruction of the fence for these purposes will be paid for by Cole Muzyl.

Attorney Slough recommended that Cole Muzyl provide the City of Gaylord with contractor insurance certificate before any construction work is performed to the fence.

A roll call vote was taken to approve the removal of the fence.

Ayes: Buckleitner, Steinbrecher, Reynolds, Tussey, Muellenberg, Catt, and Sharrard.

Nay: Durant.

Abstained: Muzyl.

Motion carried.

The DDA discussed the snowflakes. The topic was tabled pending more information.

Leadership Otsego County gave their Holiday Display ideas for Claude Shannon Park. The DDA tabled any discussion pending further information from the group regarding where they will receive other funding from.

Public Comment by Citizens:

Lisa Marie Tobin, Executive Director of the Gaylord Area Council for the Arts, informed the DDA of community events including the play in honor of Claude Shannon at the Gaylord High School on April 30<sup>th</sup>, which will be donating proceeds to the Otsego County Historic Society, and the Informational Art in the Alley meeting at CRAVE on April 20<sup>th</sup>.

There being no further business for discussion, motion by Tussey support by Sharrard to adjourn.

Meeting adjourned at 9:51 am.

Respectfully submitted,

Erika Peters