

**Downtown Development Authority**  
**Meeting Agenda**  
**Council Chambers**  
*Tuesday, June 4, 2024 -8:00am*

Gaylord City Hall  
305 E. Main Street  
Gaylord, Michigan 49735

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1. Attendance
2. Corrections, Deletions or Amendments to the Agenda
3. Approval of Minutes
4. Correspondence
5. Finance Committee, Financial Reports
6. Approval of Bills
  - a. DDA: \$26,657.71
  - b. DMA:
7. Personnel-Policy Committee Report
  - a. Personnel Committee Meeting Minutes from 05/24/2024
  - b. DDA Director Job Description
  - c. DDA Director Compensation Package
  - d. DDA Employee Handbook
  - e. Discuss Hiring Timeline
8. Marketing Committee Report
9. Michigan Main Street
  - a. Schedule Goal Setting Work Session
10. Otsego County Administrator Report
11. Special Events/Pavilion Requests
12. City Managers Report
13. City of Gaylord Police Chief
14. DPW Superintendent
15. New Business
  - a. Curb Cut in Island in back parking lot of N. Center and Main
  - b. DDA Student Position
16. Old Business
17. Public Comment by Citizens
18. Next Meeting Date: Tuesday, July 2, 2024 Regular Meeting
19. Adjournment

*DDA Board Members:*

*Chair Eileen Tussey, Vice Chair Angielena Muellenberg, Treasurer Cole Muzyl, Secretary Linda Durant, Mayor Todd Sharrard*  
*Directors: Matt Barresi, Casey Buckleitner, Tanner Catt, Gary Kosch, Cal McNamara, and Lori Lancaster*