



Downtown Development Authority

Board of Directors Meeting Minutes – November 2024

Tussey called the regular meeting of the Gaylord Downtown Development Authority to order at 7:59am on Tuesday, November 5, 2024, in the Council Chambers located in the Gaylord City Hall Classroom at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Tussey, Muzyl, Muellenberg, Kosch, Kennedy, Barresi, McNamara, Wahl, Sharrard

Staff Present: Lisa Marie Tobin, Executive Director.

Motion by Muellenberg, support by Kennedy to excuse Buckleitner from the meeting. Ayes: Unanimous. Motion carried.

Motion by Sharrard, support by Kennedy to excuse Lancaster from the meeting. Ayes: Unanimous. Motion carried.

Motion by Muellenberg, support by McNamara to excuse Durant from the meeting. Ayes: Unanimous. Motion carried.

Motion by Barresi, support by Muellenberg to accept October 2024 meeting minutes. Ayes: Unanimous. Motion carried.

Motion by Kosch, support by Muellenberg to approve the DDA bills in the following amounts:

DDA

Pay to	Description	Amount
Gaylord Area chamber of Commerce	Annual Membership	\$600.00
Gaylord Area Chamber of Commerce	State of Community Breakfast 2024	\$20.00
1000Bulbs	Christmas Lights replacement bulbs/candelabra base bulbs	\$676.70
City of Gaylord	Work Camp Billing	\$30
Uline	Gaylord Po9lice Dept-Pavillion Barrier	108.35
Total		\$1,435.05

Ayes: Unanimous. Motion carried.

Motion by Muellenberg, support by Kennedy to approve the DMA bills in the following amounts:

DMA

Pay to	Description	Amount
Alpine Chocolate Haus	DMA Bucks	\$70.00
Tools to Teach	DMA Bucks	\$25.00



Downtown Development Authority

Total	\$95.00
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Ayes: Unanimous. Motion carried.

Tobin provided an update on the Main Street Michigan program. The community goal setting event is scheduled for January 29, 2024, at C.R.A.V.E. Discussion was held regarding establishing the MSM boundary. Boundary decision was tabled until Tobin can obtain clarification from MEDC regarding MSM boundary requirements.

Muzyl provided an update on the Lease Committee. Muzyl and Tobin reviewing true costs associated with the Farmer’s Market Lease for FY23-24. Reviewing the Pavilion fee structure and need to include a liability statement on application.

Motion by McNamara, support by Barresi to approve the Pavilion Reservation request for the VFW Post 1518 Veterans Day Ceremony November 11, 2024. Ayes: Unanimous. Motion carried.

Motion by Barresi, support by Kennedy to approve the Pavilion Reservation Request for the Downtown Merchants Association Christmas Stroll and Santa Parade. Ayes: Unanimous. Motion carried.

Motion by Muellenberg, support by Kennedy to approve the Pavilion reservation request for the Lutheran Church Gaylord Area Crop Hunger Walk on September 28, 2025. Ayes: Unanimous. Motion carried.

Erik Cronk, C2AE, presented potential options for incorporating a Gaylord Gateway design on the west side of the I-75 bridge. Bridge design deadline scheduled for April 2026. Tobin to research grant opportunities for this potential project.

Paul Beachnau, Gaylord Area Convention and Tourism Bureau, gave an update on the Wayfinding project. Three partner project include: Gaylord Area Convention and Tourism Bureau, City of Gaylord and DDA. Estimated timeline to completion Fall 2025.

Danielle Lynch, Blue Ribbon Events, presented an RFP to hold a high-end boutique Art and Craft Show in Claude Shannon Park on June 21-22, 2025, and August 23-24, 2025. Discussion was held. Motion by Kosch, support by Muellenberg to table decision to the December board meeting to obtain feedback from Gaylord Area Council for the Arts.

There being no further business to discuss, meeting adjourned at 9:37am.

Respectfully submitted,

Lisa Marie Tobin