



Downtown Development Authority

Board of Directors Meeting Minutes – December 2024

Tussey called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00am on Tuesday, December 3, 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, and Buckleitner.

Staff Present: Lisa Marie Tobin, DDA Executive Director.

Members Absent: Linda Durant and Tanner Catt.

Motion by Kosch, support by Muellenberg to accept the November 2024 meeting minutes. Ayes: Unanimous. Motion carried.

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

DDA

Pay to	Description	Amount
National Main Street Center, Inc.	Membership	\$150.00
North Star Garden Inc.	Garland-flowerpots	\$408.00
Amazon	32-JJGoo Outdoor Solar Lights	407.68
Total		\$965.68

Ayes: Unanimous. Motion carried.

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

DMA

Pay to	Description	Amount
Donna Stubenvoll	Halloween candy	\$78.62
Donna Stubenvoll	Sand & Christmas Stroll Lumineers	\$39.09
The Rusty Pelican	Halloween Candy	\$104.74
Total		\$222.45

Ayes: Unanimous. Motion carried.

Tobin shared Attorney Paul Sloughs' recommendation regarding adding a liability statement/waiver to the pavilion reservation form. Discussion was held. A motion was made by McNamara, supported by Muellenberg to update the pavilion reservation form and include a liability waiver statement, Ayes: Unanimous. Motion carried.



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A motion by Barresi, supported by Muellenberg to establish a Capital Planning Committee tasked with exploring and developing a comprehensive plan to transform the existing pavilion into a four-season space. Ayes: Unanimous. Motion carried. Committee members include Kennedy as chair, Lancaster, Muellenberg, Tom Marquardt, Kim Awrey, Paul Gunderson. Additional members to be added on an as needed basis.

Matt Belding, DPW Superintendent, requested \$3,400 to purchase materials to create storage pallets. Discussion was held. Motion by Sharrard, support by Kosch to do a 50% cost share with the City of Gaylord. Ayes: Unanimous. Motion carried.

Motion made by Sharrard, supported by Lancaster to grant a six month leave of absence to DDA Board member Linda Durant beginning December 1, 2024. Ayes: Unanimous. Motion carried.

Motion by McNamara, supported by Barresi, to recommend to Gaylord City Council, Ryan Kennedy for a first-term DDA Board seat beginning January 1, 2025. Ayes: Unanimous. Motion carried.

Motion by Lancaster, supported by McNamara to recommend to Gaylord City Council, Gary Kosch for a second-term DDA Board seat beginning January 1, 2025. Ayes: Unanimous. Motion carried.

Motion by Barresi, supported by Kennedy to recommend to Gaylord City Council, Angeilena Muellenberg for a first-term DDA Board seat beginning January 1, 2025. Ayes: Unanimous. Motion carried.

Motion by Lancaster, supported by Muellenberg, to recommend to Gaylord City Council, Casey Buckleitner for a second-term DDA Board seat beginning January 1, 2025. Ayes: Unanimous. Motion carried.

Motion made by Muzyl, supported by Kennedy to add an “Agenda Items Public Comment” as Agenda Item #14. Ayes: Unanimous. Motion carried.

Motion made by Barresi, supported by McNamara, to limit all public comments to three minutes per person. Ayes: Unanimous. Motion carried.

Discussion was held regarding Blue Ribbon Events summer art show proposal. Recommendation to Gaylord City Council tabled until legal counsel can be obtained.

Public Comment: Paul Gunderson from the Chamber of Commerce requested that the Alpenfest Board be included in the pavilion capital improvement discussions.

There being no further business to discuss, meeting adjourned at 9:03AM.

Respectfully submitted,

Lisa Marie Tobin