



Downtown Development Authority

Board of Directors Meeting Minutes – January 2025

Muellenberg called the regular meeting of the Gaylord Downtown Development Authority to order at 6:14pm on Tuesday, January 21, 2025, in the Council Chambers located in the Gaylord City Hall Classroom at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Muzyl, Muellenberg, Kosch, Kennedy, Lancaster, Catt, McNamara, Sharrard, and Buckleitner.

Staff Present: Lisa Marie Tobin, DDA Executive Director.

Motion by Kosch, support by Lancaster to excuse Wahl from the meeting. Ayes: Unanimous. Motion carried.

Motion by McNamara, support by Sharrard to excuse Barresi from the meeting. Ayes: Unanimous. Motion carried.

Motion by Kosch, support by Lancaster to excuse Tussey from the meeting. Ayes: Unanimous. Motion carried.

Motion by Lancaster, support by McNamara to accept the December 2024 meeting minutes with a correction to change the Capital Improvement Chair from Lancaster to Kennedy. Ayes: Unanimous. Motion carried.

Motion by Catt, support by Muzyl to accept the DDA finance report. Ayes: Unanimous. Motion carried.

Motion by Buckleitner, support by Kennedy to approve the DDA bills in the following amounts:

DDA

Pay to	Description	Amount
Amazon Business	Star Stickers	\$63.00
Gaylord Area Chamber of Commerce	Annual Membership	\$140.00
Vista Print	MSM Foam Boards x 7	\$449.36
Amazon	Name Tags	\$191.52
Otsego County	Work Camp	\$450.00
Total		\$1,293.88

Ayes: Unanimous. Motion carried.



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

DMA

Pay to	Description	Amount
Casey Buckleitner	Halloween Candy	\$17.90
Gaylord Area Chamber of Commerce	Membership	\$180.00
The Rusty Pelican	DMA Bucks	\$5.00
Total		\$202.90

Ayes: Unanimous. Motion carried.

Buckleitner provided a Marketing Committee update on the Downtown Facebook Business page. Tobin has been added as the administrator the Downtown Facebook Business page. Tobin will begin to highlight the DDA district's businesses and activities on a regular basis.

Attorney Paul Sloughs' legal opinion was reviewed. The City of Gaylord's zoning ordinances do not permit retail sales outside of an enclosed building.

Pavilion and sidewall use with fee waiver request for the Alpenfrost on February 15, 2025, was reviewed. Motion by Kosch, support by McNamara to approve Pavilion and side wall use and waive fees for Alpenfrost event on February 15, 2025. Ayes: Unanimous. Motion carried.

Agenda Item Public Comment: Karen Beyer expressed support for the proposed Family Fare Multifamily Development.

Chief Frank Clays requested funding to purchase additional pedestrian safety flowerpots. Quotes were reviewed. Motion by Kosch, support by Buckleitner to approve \$5,671.20 for the purchase of six flowerpots.

Craig Patterson from Woda Cooper Companies presented a site plan for the proposed Family Fare Multifamily Development. This is a 3-story multi-family building with 45 units and indoor community space on a 3-acre parcel within the City of Gaylord/DDA District. Patterson's request to support this development with a 4% PILOT for 45 years was discussed. Motion by Buckleitner, support by Kosch to recommend to the City of Gaylord to support the proposed development. Ayes: 7. Nays: 0. Abstention: Catt. Motion carries.

Discussion was held regarding Blue Ribbon Events summer art show proposal. Motion by Muzyl, support by McNamara to decline based on council from Paul Slough and violation of the City of Gaylord's zoning ordinances. Ayes: Unanimous. Motion carries.

Public Comment: Karen Byer expressed her support for the Family Fare Multifamily Development considering the need for affordable housing in the community.



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There being no further business to discuss, motion by Catt, support by Muellenburg to adjourn.
Ayes: Unanimous. Motion carries. Meeting adjourned at 7:42PM

Respectfully submitted,

Lisa Marie Tobin