



## Downtown Development Authority

### Board of Directors Meeting Minutes – February 2025

Muellenberg called the regular meeting of the Gaylord Downtown Development Authority to order at 8:01AM on Tuesday, February 4, 2025, in the Council Chambers located in the Gaylord City Hall Classroom at 305 E. Main Street, Gaylord, MI 49735.

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

Staff Present: Lisa Marie Tobin, DDA Executive Director.

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

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

Motion by Barresi, support by Lancaster to excuse Buckleitner from the meeting. Ayes: Unanimous. Motion carried.

Motion by McNamara, support by Catt to excuse Wahl from the meeting. Ayes: Unanimous. Motion carried.

Motion by Kennedy, support by Catt to accept the January 2025 meeting minutes. Ayes: Unanimous. Motion carried.

Motion by Catt, support by Lancaster to approve the DDA bills in the following amounts:

#### DDA

Pay to	Description	Amount
Main Street America	PD-Grant writing Series	\$325.00
Decal Freakz	DDA Branded Merch	\$149.82
<b>Total</b>		<b>\$474.82</b>

Ayes: Unanimous. Motion carried.

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

#### DMA

Pay to	Description	Amount
Gaylord Area Chamber of Commerce	Awards Banquet Table	\$500.00
White Birch Outfitters	DMA Bucks	\$100.00
Renegade Creative	Website Maintenance	\$41.50
<b>Total</b>		<b>\$641.50</b>

Ayes: Unanimous. Motion carried.

Kennedy provided an update on the Capital Planning Committee. Tobin and Kennedy to gather information about enhancing the pavilion.



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Barresi shared that Otsego County's website has been updated and they were awarded \$457,000 Brownfield grant to address DNR property soil contamination. He also shared the county is celebrating its 150 Anniversary in March.

The City of Gaylord Chief of Police Claezy shared that additional safety flowerpots have been ordered.

The Pavilion application for the Blue Ribbon Events Art and Craft Food Drive on June 21 -22, 2025 was reviewed. Discussion was held. Tobin shared that Mike Burzynski was contacted and has no objections working with Blue Ribbon Events in facilitating this request. Motion by Muzyl, support by Catt to approve Pavilion use for the Blue Ribbon Art and Craft Food Drive on June 21 – 22, 2025 if they coordinate directly with Mike Burzynski from the Farmer's Market. Ayes: Unanimous. Motion carried.

The Pavilion application for the Blue Ribbon Events Art and Craft Food Drive on August 23 - 24, 2025 was reviewed. Discussion was held. Tobin shared that Mike Burzynski was contacted and has no objections working with Blue Ribbon Events in facilitating this request. Motion by Lancaster support by Kennedy to approve Pavilion use for the Blue Ribbon Art and Craft Food Drive on August 23 - 24, 2025 if they coordinate directly with Mike Burzynski from the Farmer's Market. Ayes: Unanimous. Motion carried.

The Pavilion application for the Blue Ribbon Events Art and Craft Sweater Weather Show on November 9, 2025, was reviewed. Motion by Lancaster support by Kennedy to approve Pavilion use for the Blue Ribbon Art and Craft Sweater Weather Show on November 9, 2025. Ayes: Unanimous. Motion carried.

Tobin provided an update to the Community Goal Setting workshop. Good participation from the community. The Mainstreet Committee will meet to develop the Mission, Vision and Goals and follow up with the board for final approval.

Agenda Item Public Comment: Barresi shared written correspondence from Bruce Brown from the Chocolate Haus that he is not in support of allowing Food Trucks in the B-1 district.

Motion by McNamara, support by Catt to approve the Janitorial Services Agreement May 1 – December 1, 2025, from KIMPRO. Ayes: Unanimous. Motion carries.

The B-1 district Zoning Ordinance, Article 4 and Article 7 draft were reviewed and discussed. Motion by Muzyl to support Alpine Motif ordinance changes, support outdoor kitchens and outdoor seating and not allow food trucks, support by Catt. Ayes: Catt, Muzyl, Muellenberg, McNamara, Sharrard, and Barresi. Nays: Kennedy and Lancaster. Motion carries.

Public Comment: Paul Gunderson from the Gaylord Chamber of Commerce urged the board to research whether there is a need for food trucks.

There being no further business to discuss, motion by Muzyl, support by Lancaster to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 9:10 AM

Respectfully submitted,

Lisa Marie Tobin