



Downtown Development Authority

Board of Directors Meeting Minutes – March 2025

Tussey called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00AM on Tuesday, March 4, 2025, in the Council Chambers located in the Gaylord City Hall Classroom at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Catt, Kosch, Lancaster, McNamara, Muellenberg, Muzyl, Sharrard, Tussey, Wahl

Staff Present: Lisa Marie Tobin, DDA Executive Director.

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

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

Motion by Muellenberg, support by Lancaster to accept the February 2025 meeting minutes. Ayes: Unanimous. Motion carried.

Motion by Muellenberg, support by Catt to accept the Finance report. Ayes: Unanimous. Motion carried.

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

DDA

Pay to	Description	Amount
Otsego County	Work Camp Snow Removal	\$570.00
Total		\$570.00

Ayes: Unanimous. Motion carried.

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

DMA

Pay to	Description	Amount
Casey Buckleitner	Annual Zoom Subscription (Fee)	\$169.49
Renegade Creative	Downtown Gaylord Website Work	\$41.50
Total		\$210.99

Ayes: Unanimous. Motion carried.

Muellenberg provided an update on the Marketing Committee. A Downtown St. Paddy's Day celebration has been scheduled for March 15, 2025. Muellenberg will be doing two television interviews to highlight the event.

Tobin provided an update on the Capital Planning Committee activities. The committee has been investigating the options to transform the Pavilion on Court structure into a four-season space. The committee sought approval to conduct a feasibility study to be conducted by Brian Butcher and Associates. Motion by Kosch,



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support by Lancaster to approve up to \$2,000 to conduct a feasibility study to investigate transforming the Pavilion on Court into a four-season space. Ayes: Unanimous. Motion carried.

The Pavilion on Court application for the Gaylord Caffeine and Octane to hold 10 events from May 9th – September 21st, 2025, was reviewed. Motion by Muellenberg support by Muzyl to approve Pavilion on Court use for the Gaylord Caffeine and Octane events. Ayes: Unanimous. Motion carried.

Agenda Item Public Comment: None

The Mainstreet mission, vision, goals and tagline have been developed from community and committee input. The committee sought board adoption. Motion by Kosch, support by Lancaster to adopt the Mainstreet mission, vision, goals and tagline as written. Ayes: Unanimous. Motion carried.

The proposed Pavilion on Court Fee structure and documents were reviewed. Motion by Lancaster, support by McNamara to immediately adopt the new fee structure and Liability Waiver, Hold Harmless Agreement & Insurance Requirements as written. Ayes: Unanimous. Motion carried.

Motion by Lancaster, support by Kosch that the DDA Chair be given the authority to approve last minute Pavilion on Court applications if the following conditions are met: (1) It is a recurring event, not seeking a waiver of fees, and the organization is in good standing based on past event use. Ayes: Unanimous. Motion carried.

Ken Mattei from the Gaylord Alpenfest presented changes to the July 5 – 12, 2025 Annual Alpenfest event and requested use of Pavilion on Court. The application was reviewed. Motion by Muellenberg, support by Kosch to recommend to the City of Gaylord to support the 2025 Annual Alpenfest with proposed changes. Ayes: Unanimous. Motion carried.

Audra Leininger from Gaylord Area Council for the Arts sought support for a mural Sign Permit and installation on an existing structure located in the 300-city block's north alley median. Motion by Catt, support by Muellenberg. Ayes: Unanimous. Motion carried.

Public Comment: None.

There being no further business to discuss, motion by McNamara, support by Muellenberg to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:43 AM

Next meeting Tuesday, April 1, 2025 @ 8:00 AM

Respectfully submitted,

Lisa Marie Tobin