



## Downtown Development Authority

### Board of Directors Meeting Minutes – June 2025

Tussey called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00AM on Tuesday, June 3, 2025, in the Council Chambers located in the Gaylord City Hall Classroom at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Buckleinter, Catt, Durant, Kennedy, Kosch, Lancaster, Muellenberg, Sharrard, Tussey, Wahl

Staff Present: Lisa Marie Tobin, DDA Executive Director, Kim Awrey, City Manager

Motion by Muellenberg, support by Kosch to accept the meeting agenda. Ayes: Unanimous. Motion carried.

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

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

Motion by Durant, support by Muellenberg to accept Matt Barresi's resignation effective July 1, 2025, immediately following the July DDA Board meeting. Ayes: Unanimous. Motion carried.

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

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

#### DDA

Pay to	Description	Amount
BullDog Painting	Power wash & Paint Pavillion	\$3703.00
Cherry Hill Greenhouse	42 planters/petunias	\$4,788.00
Cherry Hill Greenhouse	132 Hanging baskets & materials	\$7,632.00
Renegade Creative	Monthly Website Hosting	\$40.00
Total		\$16,163.00

Ayes: Unanimous. Motion carried.

Tobin provided an update regarding the Main Street Organization Committee. The committee is currently working to finalize a work plan toward the completion and submission of the Select Level application with a target submission date of February 2026.

Muellenberg provided a Main Street Promotion Committee update. A recommendation for committee memberships was made. A motion by Tanner, support by Kennedy to appoint the following individuals to the Promotion Committee: Christy Walcott, Mike Cwik, Ashley Hutchens, Jordan Awrey. Ayes: Unanimous. Motion carried.

Tanner provided the Economic Design Committee update. The Committee had its first meeting. The focus will be to develop a work plan that assists with completing the Select Level Application.



## **Downtown Development Authority**

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Kennedy gave a Design Committee update. Kennedy announced that he will be stepping down as chair of the committee. A motion by Kennedy, support by Muellenberg to appoint Lori Lancaster as Chair of the Design Committee. Ayes: Unanimous. Motion carried.

The Pavilion on Court application for the CFCU North Resiliency Celebration on June 30, 2025, was reviewed. Motion by Durant, support by Lancaster to approve Pavilion on Court application for CFCU North Resiliency Celebration. Ayes: Unanimous. Motion carried.

Awrey provided an update on the Elk Viewing project. Ribbon cutting will be held on July 18, 2025.

Agenda Item Public Comment: None

The DDA draft FY25-26 budget was reviewed. Motion by Kosch, support by Catt to submit the DDA FY25-26 budget as proposed to the Gaylord City Council for final approval. Ayes: Buckleinter, Catt, Durant, Kosch, Lancaster, Muellenberg, Sharrard, Tussey. Nays: Kennedy. Abstain: None. Motion carried.

Motion by Durant, support by Catt to support the designation of the Elk as Otsego County's Official Wildlife Mascot. Ayes: Unanimous. Motion carried.

Motion by Durant, support by Lancaster to support Gaylord Area Council for the Arts for the Levitt AMP Downtown Gaylord Music Series Grant. Ayes: Unanimous. Motion carries.

Jordan Awrey provided an update on the Gaylord Downtown Concert Series. Motion by Kosch, support by Catt to sponsor the Gaylord Downtown Concert Series at the \$2,500 level. Ayes: Unanimous. Motion carried.

Motion by Catt, support by Durant to adjourn the meeting. Ayes: Unanimous. Motion carried.

Public Comment: None.

There being no further business to discuss, motion by Catt, support by Durant to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 9:02 AM

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

Respectfully submitted,

Lisa Marie Tobin