



Downtown Development Authority

Board of Directors Meeting Minutes – July 2025

Tussey called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00AM on Tuesday, July 1, 2025, in the Council Chambers located in the Gaylord City Hall Classroom at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Buckleitner, Catt, Durant, Kennedy, Lancaster, McNamara, Muellenberg, Muzyl, Sharrard, Tussey, Wahl

Staff Present: Lisa Marie Tobin, DDA Executive Director, Kim Awrey, City Manager, Chief of Police Frank Claeys.

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

Motion by Muellenberg, support by Buckleitner to accept the June 2025 meeting minutes as written. Discussion held regarding Nay vote correction for FY25-26 Budget acceptance and recommendation motion. Ayes: Unanimous. Motion carried to accept June 2025 minutes as presented.

Motion by Lancaster, support by Kennedy, to excuse Cal McNamara from June 2025 Board Meeting. Ayes: Unanimous. Motion carried.

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

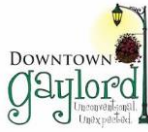
Pay to	Description	Amount
Sidock Group, Inc.	Pavilion Feasibility Study-May	\$997.50
Gaylord Machine & Fabrication	Laser Cut Plate	\$450.26
Gaylord Machine & Fabrication	Material angle (drop)	\$65.70
Cheboygan Cement Products, Inc.	6-8"x8" Chimney blocks	\$68.46
Flowermania	Flats of flowers & Mulch	\$994.50
Total		\$2,576.42

Ayes: Unanimous. Motion carried.

Tobin provided an update regarding the Main Street Organization Committee. The committee is focusing on developing sponsorship levels to help support Main Street activities. The first of two Main Street Forums was held June 30th. Gaylord was highlighted as the “gold” standard for the Engaged level organization structure, goals setting and committee development.

Muellenberg provided a Main Street Promotion Committee update. A motion by Lancaster, support by Catt to appoint Linda Durant to the Promotion Committee. Ayes: Unanimous. Motion carried.

Tanner provided the Economic Vitality Committee update. The committee is focusing on business and property inventory and data collection needed for the Select Level Application.



Downtown Development Authority

Lancaster gave a Design Committee update. Lancaster made a recommendation to appoint Phil Alexander and Hannah Techel to the committee. Motion by Durant, support by Muellenberg to appoint Phil Alexander and Hannah Techel to the Design Committee. Ayes: Unanimous. Motion carried

The Pavilion on Court application for the Gaylord Community Orchestra – Pops Concert and request to waive usage fee was reviewed and discussed. Motion by Lancaster, support by Muellenberg to approve Pavilion on Court application for Gaylord Community Orchestra Pops Concert and waive usage fee. Ayes: Unanimous. Motion carried.

Agenda Item Public Comment: None

Ah-Loy Bamboo Redevelopment Liquor License application was reviewed. Motion by Muzyl, support by Durant to recommend to Gaylord City Council to approve Ah-Loy Bamboo's Redevelopment Liquor License. Ayes: Unanimous. Motion carried.

Public Comment: None.

There being no further business to discuss, motion by McNamara, support by Durant to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:28 AM

Next meeting Tuesday, August 5, 2025 @ 8:00 AM

Respectfully submitted,

Lisa Marie Tobin