



Downtown Development Authority

Board of Directors Meeting Minutes – August 5, 2025

Lancaster called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00AM on Tuesday, August 5, 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, Kosch, Lancaster, McNamara, Muzyl, Sharrard

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

Motion by Durant, support by McNamara, to excuse Eileen Tussey from the August 5, 2025, Board Meeting. Ayes: Unanimous. Motion carried.

Motion by Catt, support by Durant, to excuse Angielena Muellenberg from the August 5, 2025, Board Meeting. Ayes: Unanimous. Motion carried.

Motion by Sharrad, support by Catt, to excuse David Wahl from the August 5, 2025, Board Meeting. Ayes: Unanimous. Motion carried.

Motion by Sharrad, support by Durant to accept the meeting agenda. Ayes: Unanimous. Motion carried.

Motion by McNamara, support by Catt to accept the July 1, 2025 meeting minutes as written. Ayes: Unanimous. Motion carried.

Lancaster presented the DDA financial report. Discussion was held. Motion by Kennedy, support by Durant to accept the financial report. Ayes: Unanimous.

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

Pay to	Description	Amount
Sidock Group, Inc.	Pavilion Feasibility Study-June	\$1002.5
Renegade Creative	Website hosting – June	\$40.00
Cherry Hill Orchard	Fertilizer	\$150.00
Decal Freakz	Sidewalk Sale Flags	\$233.20
Main Street America	Membership Renewal	\$295.00
Bohlmann Quality Products	6-Concrete Planters	\$5,671.20
The Events Calendar	Events Calendar Pro Plug-in	\$149.00
Renegade Creative	Website Hosting – July	\$40.00
Total		\$7,580.90

Ayes: Unanimous. Motion carried.

Lancaster gave a Design Committee update. Discussion was held regarding beautification and flowers. Design committee will review expenses and report back to the board with a recommendation. Discussion was held with regard to maintenance and painting RFPs and procedure. Discussion was tabled to September's agenda.



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Agenda Item Public Comment: None

Motion by Buckleitner, support by McNamara to add Lori Lancaster to check signatory list. Ayes: Unanimous. Motion carries.

Public Comment:

- Scott Mason asked that the process and timing for closure of Court St. for Pavilion events be reevaluated.
- Donna Stubenvoll disagrees with the suggestion to keep Court St. open and tow downtown patron vehicles if not removed as posted for events in place of closing the street in advance.

Discussion was held regarding Court St. for Pavilion events. Design committee will review and provide recommendations to DDA board in September.

There being no further business to discuss, motion by Durant, support by Kosch to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:55 AM

Next meeting Tuesday, September 2, 2025 @ 8:00 AM

Respectfully submitted,

Lisa Marie Tobin