



Downtown Development Authority

Board of Directors Meeting Minutes – September 2, 2025

Tussey called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00AM on Tuesday, September 2, 2025, in the Council Chambers located in the Gaylord City Hall Classroom at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Tanner Catt, Ryan Kennedy, Lori Lancaster, Cal McNamara, Angielena Muellenberg, Todd Sharrard, David Wahl

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

Motion by McNamara, support by Catt, to excuse Gary Kosch from the September 2, 2025, Board Meeting. Ayes: Unanimous. Motion carried.

Motion by Kennedy, support by Lancaster, to excuse Casey Buckleitner from the September 2, 2025, Board Meeting. Ayes: Unanimous. Motion carried.

Motion by Lancaster, support by Kennedy, to excuse Linda Durant from the September 2, 2025, Board Meeting. Ayes: Unanimous. Motion carried.

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

Motion by Muellenberg, support by McNamara to accept the August 5, 2025 meeting minutes as written. Ayes: Unanimous. Motion carried.

Lancaster presented the DDA financial report. Discussion was held. Motion by Muellenberg, support by McNamara to accept the financial report. Ayes: Unanimous. Motion carried.

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

Pay to	Description	Amount
Otsego Count	TIF chargeback- July	\$32.19
Renegade Creative	Website hosting – August	\$40.00
Total		\$72.19

Ayes: Unanimous. Motion carried.

Lancaster provided a Design Committee update. Discussion was held regarding beautification and safety flowerpot project scope. Design committee reported on the expenses and ongoing maintenance associated with the summer flowers. Lancaster made a motion to approve up to \$5,000 for the winter season decorative pots, supported by Muellenberg, Ayes: Unanimous. Motion carried.



Downtown Development Authority

The Pavilion on Court application for The Refuge In Otsego County – Soup For Hope Event was reviewed and discussed. No waiver was requested. Motion by Catt, support by McNamara to approve Pavilion on Court application and if Usage Fee waiver is requested, Tussey authorized to make determination regarding Usage Fee. Ayes: Unanimous. Motion carried.

Agenda Item Public Comment: None

Motion by Lancaster, support by McNamara to authorize Executive Director discretionary spending limit of \$500 per incident. Ayes: Unanimous. Motion carries.

Brad Butcher, Sidock Group, Inc. presented the results from the Four-Season Pavilion on Court Feasibility Study. Discussion was held. Design committee will develop a phased approach with Phase I focused on softening the hard space and adding summer activities. They will submit their design plans and funding recommendations for final approval in the near future.

Public Comment: None.

There being no further business to discuss, motion by Muellenberg, support by Catt to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:26 AM

Next meeting Tuesday, October 7, 2025 @ 8:00 AM

Respectfully submitted,

Lisa Marie Tobin