



Downtown Development Authority

Board of Directors Meeting Minutes – October 7, 2025

Muellenberg called the regular meeting of the Gaylord Downtown Development Authority to order at 8:02AM on Tuesday, October 7, 2025, in the Council Chambers located in the Gaylord City Hall Classroom at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Linda Durant, Ryan Kennedy, Gary Kosch, Lori Lancaster, Cal McNamara, Angielena Muellenberg, Cole Muzyl, Todd Sharrard

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by Kosch, support by Sharrard, to excuse David Wahl from the October 7, 2025, Board Meeting. Ayes: Unanimous. Motion carries.

Motion by Sharrard, support by McNamara, to excuse Casey Buckleitner from the October 7, 2025, Board Meeting. Ayes: Unanimous. Motion carries.

Motion by Durant, support by Lancaster, to excuse Tanner Catt from the October 7, 2025, Board Meeting. Ayes: Unanimous. Motion carries.

Motion by Kennedy, support by Durant to accept the meeting agenda. Ayes: Unanimous. Motion carries.

Motion by Lancaster, support by Kennedy to accept the September 2, 2025, meeting minutes as written. Ayes: Unanimous. Motion carries.

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

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

Pay to	Description	Amount
Otsego County	TIF chargeback- July	\$43.57
Renegade Creative	Website hosting – September	\$40.00
Lisa Marie Tobin	Business Travel Expense Reimbursement – MS Workshop (Gross Pointe/Detroit) – Hotel/mileage	\$560.64
Gaylord Chamber of Commerce	Annual Membership	\$600.00
MI Downtown Association	Annual Conference 2025 – member rate	\$275.00
Mi Downtown Association	Downtown Management Trng Series	\$90.00
White Birch Outfitters	Witchin' Night Out Event Totes	\$862.50
Total		\$2,471.71

Ayes: Unanimous. Motion carries.



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Tobin provided an Organization Committee update. Committee is recommending that \$12,500 of the MS budget/promotion restricted funds be allocated to the Promotions committee for events and corresponding advertising activities for FY25-26. A discussion was held. Motion by Lancaster, support by Sharrard that \$12,500 from the FY25-26 Budget's Main Street line item be allocated to the Promotion Committee events and associated advertising. Ayes: Unanimous. Motion carries.

Muellenberg gave a Promotion Committee update. FY25 – 26 Calendar year has been finalized. Muellenberg requests Alan Witt be appointed to the Promotion Committee. Motion by Kosch, support by Kennedy to appoint Alan Witt to the Promotion Committee. Ayes: Unanimous. Motion carries.

Lancaster provided a Design Committee update. Motion by Lancaster, support by Kennedy to appoint Audra Leininger to the Design Committee. Ayes: Unanimous. Motion carries.

Motion by Kosch, support by Kennedy to appoint Eric Cronk to the Design Committee: Ayes: Unanimous. Motion carries.

The Pavilion on Court application for The Gaylord Area Council for the Arts Fundraiser Event was reviewed and discussed. Motion by Lancaster, support by Sharrard to approve Gaylord Area Council for the Arts Christmas Market Fundraiser event Pavilion on Court application and to waive user fees. Ayes: Unanimous. Motion carried.

Agenda Item Public Comment: None

Mike Burzynski's Summer 2025 Farmers Market report and request for renewal were reviewed and discussed. Decision tabled.

Public Comment: None.

There being no further business to discuss, motion by Durant, support by Lancaster to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:40 AM

Next meeting Tuesday, November 4, 2025 @ 8:00 AM

Respectfully submitted,

Lisa Marie Tobin