



Downtown Development Authority

Board of Directors Meeting Minutes – November 4, 2025

Tussey called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00AM on Tuesday, November 4, 2025, located in the Gaylord City Hall Upper Classroom at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Tanner Catt, Linda Durant, Ryan Kennedy, Gary Kosch, Lori Lancaster, Angielena Muellenberg, Cole Muzyl, Todd Sharrard, Eileen Tussey, David Wahl

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by Muellenberg, support by Kosch, to accept Casey Buckleitner's letter of resignation from the DDA Board of Directors effective immediately. Ayes: Unanimous. Motion carries.

Motion by Lancaster, support by Durant, to accept Eileen Tussey's letter of resignation from the DDA Board of Directors effective December 30, 2025. Ayes: Unanimous. Motion carries.

Motion by Lancaster, support by Catt, to excuse Cal McNamara from the November 4, 2025 Board Meeting. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by Durant to accept the meeting agenda with the following changes:

- Move the review of the Blue Ribbon Pavilion Applications under New Business.
- Move "Unfinished Business – Blue Ribbon Events" from item 16 to Item 15.
- Move "New Business – Farmers Market 2025 Recap" from item 15 to item 16.

Ayes: Unanimous. Motion carries.

Motion by Kosch, support by Muellenberg to accept October 7, 2025 meeting minutes as written. Ayes: Unanimous. Motion carries.

Lancaster presented the DDA financial report. Discussion was held.

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

Pay to	Description	Amount
Otsego County	TIF chargeback- September	\$21.86
Renegade Creative	Website hosting – October Services	\$40.00
Gaylord Feed & Grain, LLC	Mighty Melt Green Ice Melter (Sidewalk Salt)	\$5,929.00
Total		\$5990.86

Ayes: Unanimous. Motion carries.



Downtown Development Authority

Tobin provided an Organization Committee update. The committee's focus continues to be completing the Select Level application requirements with prioritizing volunteer work, finalizing the 5-year budget and securing pledges. The Michigan Main Street representatives will be conducting a site visit on December 2nd

Muellenberg gave a Promotion Committee update. The Witchin' Night Out event was successful overall with an increase in business participation, and family engagement. The Christmas Light Up the Night event will be held on December 13th which will include a Christmas Market hosted by Gaylord Arts and Santa Parade.

Catt provided a Design Committee update. Committee continues to focus on completing the Business inventory that will be used to help collect needed data for the Main Street Select Level application. Survey is scheduled to be sent in the middle of November.

Lancaster provided a Design Committee update. Committee continues to move forward with two main projects: Pavilion on Court revitalization, and Waste Management for the downtown.

Motion by Kosch, support by Muellenberg to approve \$2,500 from Main Street - Design Committee budget line item to contract C2AE to develop a Pavilion on Court Concept plan. Ayes: Unanimous. Motion carries.

Motion by Durant, support by Sharrard to approve \$1,000 from the Main Street - Design Committee budget line item to purchase two propane fire pits. Ayes: Unanimous. Motion carries

The Pavilion on Court application for Veterans Day Ceremony was reviewed and discussed. Motion by Muellenberg, support by Lancaster to approve the VFW Veterans Day Ceremony application with waiver of fees. Ayes: Unanimous. Motion carried.

The Pavilion on Court application for E-Free Church-Christmas Eve Event was reviewed and discussed. Motion by Lancaster Muellenberg, support by Catt to approve the E-Free Christmas Eve Event application. Ayes: Unanimous. Motion carried.

Agenda Item Public Comment: None

Mike Burzynski's provided a Summer 2025 Farmers Market update. The market is slowly growing. He will be working with Lisa Marie Tobin to create a Farmer's Market page on the Downtown website. Co-locating with other organizations during the month of August is very challenging as it is the busy time for the market. Burzynski's lease renewal was reviewed and discussed. Decision tabled.

Danielle Lynch from Blue Ribbon Events provided a 2025 Summer Art Show updated. Had a good turnout with a lot of vendors participating. August co-locating with Farmers Market was challenging due to space needs.



Downtown Development Authority

The Blue-Ribbon June 2026 Fine Art and Craft Show Pavilion application was reviewed and discussed. Motion by Durant, support by Catt to approve the Blue Ribbon June 2026 Fine Art and Craft Show application. Ayes: Unanimous. Motion carries.

The Blue-Ribbon August 2026 Fine Art and Craft Show Pavilion application was reviewed and discussed. Decision tabled until December's DDA Board Meeting.

Public Comment: None.

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

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

Respectfully submitted,

Lisa Marie Tobin