



Downtown Development Authority

Board of Directors Meeting Minutes – December 2, 2025

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

Members Present: Tanner Catt, Gary Kosch, Lori Lancaster, Cal McNamara, Angielena Muellenberg, Todd Sharrard, Eileen Tussey

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by Muellenberg, support by Lancaster, to excuse Ryan Kennedy from the December 2, 2025 Board meeting. Ayes: Unanimous. Motion carries.

Motion by McNamara, support by Catt, to excuse David Wahl from the December 2, 2025 Board meeting. Ayes: Unanimous. Motion carries.

Motion by Kosch, support by McNamara, to excuse Cole Muzyl from the December 2, 2025 Board meeting. Ayes: Unanimous. Motion carries.

Motion by Sharrard, support by McNamara, to excuse Linda Durant from the December 2, 2025 Board meeting. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by Lancaster to accept the meeting agenda. Ayes: Unanimous. Motion carries.

Motion by Kosch, support by McNamara to accept the November 4, 2025 meeting minutes as written. Ayes: Unanimous. Motion carries.

Christy Wolcott’s DDA Board Application was presented. Motion by Kosch, Support by Catt to recommend to the City Council to approve Mayor Sharrard’s appointment of Christy Wolcott as a fill in for the current DDA Board vacant seat (Term: 2025- 2028). Ayes: Unanimous. Motion carries.

Lancaster presented the DDA financial report. Discussion was held.

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

Pay to	Description	Amount
Cherry Hill Greenhouse	Planters & Materials for Downtown Pots	\$3,913.99
Carrot Top Industries	6' Sliver Alum Spinning Outrigger Flagpole x 16	\$470.83
Renegade Creative	Website Hosting - November	\$40.00
Lisa Marie Tobin	MDA Conf Hotel and Mileage reimbursement	\$526.69
Total		\$4,951.51

Ayes: Unanimous. Motion carries.



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Tobin presented MDA DDA Board PD Training at a cost of \$900. Motion by Lancaster, support by Catt to approve the MDA DDA Board Training. Ayes: All. Motion carries.

Agenda Item Public Comment: None

Leigh Young and Lora Kruzoff from Michigan Main Street provided an overview of the Select Level application process and requirements and answered DDA Board member questions.

Tobin presented the draft Pavilion on Court Co-locating Guidelines. Motion by Lancaster, support by Muellenberg to adopt the Pavilion on Court Co-locating guidelines. Ayes: Unanimous. Motion carries.

The Blue-Ribbon August 2026 Fine Art and Craft Show Pavilion application was reviewed and co-locating with the Farmer's Market was discussed. Motion by Lancaster, support by Muellenberg to consider secondary location and sanction the Blue-Ribbon August 2026 Fine Arts event without food vendors. Ayes: Unanimous. Motion carries

Motion by Muellenberg, support by Lancaster to recommend to City Council to approve 1st Street as the site location for the Blue-Ribbon August 2026 Fine Arts Event without food vendors as outlined in the Pavilion on Court Co-locating Guidelines. Ayes: Unanimous. Motion carries.

Public Comment: None.

There being no further business to discuss, motion by Muellenberg, support by McNamara to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:43 AM

Next meeting:

DDA Annual Meeting, Tuesday, January 20, 2026 @ 6:00 PM

Regular DDA Board Meeting, Tuesday, January 20, 2026, immediately following the Annual Meeting.

Respectfully submitted,

Lisa Marie Tobin