



**Downtown Development Authority  
Meeting Agenda  
Council Chambers**

*Tuesday, February 3, 2026 – 8:00 PM*

Gaylord City Building – Council Chambers  
305 E. Main Street  
Gaylord, Michigan 49735

1. Attendance
2. Corrections, Deletions or Amendments to the Agenda
3. Approval of Minutes – January
4. Correspondence
5. Finance Committee, Financial Reports
6. Approval of Bills
  - a. DDA: \$900
7. Executive Committee Report
  - a. Annual Review
8. Main Street Committee Reports
  - a. Organization
    - i. Neon CRM/Constant Contact/Credit Card
  - b. Promotions
  - c. Economic Vitality
    - i. Committee Member Appointment
  - d. Design
    - i. Pavilion Concept Plan
9. Otsego County Administrator Report
10. Special Events/Pavilion Requests
  - a. Alpenfest July 12 – 19, 2026 – Courtney Willits
11. Executive Director's Report
12. City Manager's Report
13. City of Gaylord Police Chief
14. DPW Superintendent
15. Agenda Items Public Comment
16. New Business
  - a. Remove Eileen Tussey as an Authorized Signer for Horizon Bank Transactions
  - b. Appointing Treasurer as a new Authorized Signer for Horizon Bank Transactions
  - c. Michigan Main Street Four-Point Approach Resolution
17. Unfinished Business
  - a. Pavilion on Court - Farmers Market Lease Renewal Recommendation – Mike Burzynski
18. Public Comment by Citizens
19. Next Meeting Date (s):
  - a. Annual Meeting - Tuesday, March 3, 2026 – City Building Council Chambers
20. Adjournment

*DDA Board Members:*

*Chair Lori Lancaster, Vice Chair Angielena Muellenberg, Treasurer Gary Kosch, Secretary Cal McNamara, Mayor Todd Sharrard  
Directors: Tanner Catt, Linda Durant, Meredith Feole, Gary Kosch, Cal McNamara, Cole Muzyl, Christy Walcott, and David Wahl*