



## Downtown Development Authority

### Board of Directors Meeting Minutes – January 20, 2026

Lancaster called the regular meeting of the Gaylord Downtown Development Authority to order at 6:13 p.m. on Tuesday, January 20, 2026, located in the Gaylord City Hall – Council Chambers at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Tanner Catt, Gary Kosch, Lori Lancaster, Cal McNamara, Angielena Muellenberg, Christy Walcott, Linda Durant, Cole Muzyk.

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by McNamara, support by Kosch, to excuse David Wahl from the January 20, 2026 Board meeting. Ayes: Unanimous. Motion carries.

Motion by Walcott, support by Muellenberg, to excuse Todd Sharrard from the January 20, 2026 Board meeting. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by McNamara to accept the meeting agenda as presented. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by McNamara to accept the December 2, 2025 meeting minutes as written. Ayes: Unanimous. Motion carries.

Lancaster presented the DDA December 2025 financial report.

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

Pay to	Description	Amount
Gaylord Chamber of Commerce	Annual membership	\$140.00
Renegade Creative	Downtown Website Services – December	\$40.00
Otsego County	Work-Camp – City Sidewalks snow removal	\$90.00
C2AE	Pavilion Concept Plan – 505% complete	\$1250.00
City of Gaylord	Water & Sewer	\$58.07
C2AE	Pavilion Concept Plan – 100% complete	\$1250.00
<b>Total</b>		<b>\$2828.07</b>

Ayes: Unanimous. Motion carries.

Agenda Item Public Comment: None

Meredith Feole's DDA Board Application was presented. Motion by Durant, Support by McNamara to recommend to the City Council to approve Mayor Sharrard's appointment of Meredith Feole as a fill in for the current DDA Board vacant seat (Term: 2023- 2026). Ayes: Unanimous. Motion carries.



## Downtown Development Authority

The Farmer's Market Pavilion on Court Lease was reviewed. Motion by Muzyl, support by Catt to have Tobin offer to Mike Burzynski reinstatement of The Pavilion on Court Lease with the following changes:

- Under Section 5 "Fee"; Increase fee from \$2,000 to \$5,000 with first payment installment due on August 1<sup>st</sup> in the amount of \$3,750, and second payment in the amount of \$1,250 on October 1<sup>st</sup>.
- Under Section 1 "Term;" License will commence as the 1<sup>st</sup> day of March 2026 and terminate on the 28<sup>th</sup> day of February 2027.

Ayes: Muzyl, Tanner, Durant, Muellenberg, McNamara, Walcott.

Nayes: Lancaster, Kosch.

Ayes-6, Nays - 2. Motion carried.

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 7:11 p.m.

Next meeting:

Regular DDA Board Meeting, Tuesday, February 3, 2026, at 8:00 a.m.

Respectfully submitted,

Lisa Marie Tobin



## Downtown Development Authority

### December 2025 EXPENDITURE REPORT FOR CITY OF GAYLORD DDA

#### Account Category:

##### Expenditures

248-523-702.00	DPW Services	\$	4,896.20
248-523-702.04	Payroll	\$	6,124.60
248-523-740.00	Operating Supplies:		
	North Star Gardens	\$	100.00
	Renegade Creative	\$	40.00
248-523-807.00	Audit/Accounting/Bank Fees (Market Fee)	\$	26.83
248-523-818.00	Contractual Services:		
	KimPro Cleaners	\$	400.00
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248-523-819.00	Michigan Main Street		
	C2AE	\$	1,250.00
248-523-910.00	Insurance:		
	Municipal Underwriters	\$	335.82
248-523-920.00	Utilities:		
	Consumers Energy	\$	1,618.10
	DTE	\$	110.31
	City of Gaylord Water	\$	125.92
248-523-940.00	Equipment Rental		
	1531/1534-2000 Ford 4WD, Arrow Stick x 17		
	Hrs	\$	247.69
	2366-1997 International Tandem w UND x 8		
	Hrs	\$	724.32
	3300-2006 W Blower x 6 Hrs	\$	580.68
	9120-1979 Ford Boom Truck x 4 hrs	\$	114.20
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Total Expenditures		\$	17,094.67