



## Downtown Development Authority

### Board of Directors Meeting Minutes – February 3, 2026

Lancaster called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00 a.m. on Tuesday, February 3, 2026, located in the Gaylord City Hall – Council Chambers at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Gary Kosch, Lori Lancaster, Cal McNamara, Angielena Muellenberg, Christy Walcott, Linda Durant, Cole Muzyl, Meredith Feole, Todd Sharrard, David Wahl

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by McNamara, support by Muellenberg to accept the meeting agenda with the addition of the Renegade \$40.00 invoice for review & approval. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by Walcott to accept the January 20, 2026 meeting minutes as written. Ayes: Unanimous. Motion carries.

Kosch presented the DDA January 2026 financial report.

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

Pay to	Description	Amount
Michigan Downtown Assoc.	In-Person Board Training	\$900.00
Renegade Creative	Downtown Website Services – December	\$40.00
<b>Total</b>		<b>\$940.00</b>

Ayes: Unanimous. Motion carries.

Motion by Kosch, support by Sharrard, to approve one additional week of PTO in lieu of the 2026 wage increase offer, as requested by the Executive Director. Ayes: Unanimous. Motion carries.

Motion by Lancaster, support by Durant to purchase Neon CRM at the Impact level and Constant Contact at the Standard price point. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by Feole to seek approval from the Gaylord City Council to establish a DDA credit card with a \$3,000 limit. Ayes: 8, Nayes: 1. Motion carries.

Motion by Durant, support by Walcott to appoint Tim Rygwelski to the Main Street Economic Vitality Committee. Ayes: Unanimous. Motion carries.

Motion by McNamara, support by Durant to approve the Alpenfest Pavilion reservation July 12 – 19, 2026 with fees waived. Ayes: Unanimous. Motion carries.

Agenda Item Public Comment: None



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Motion by Durant, support by Feole to remove Eileen Tussey as an authorized signer for the Horizon Bank Transactions. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by Feole to add Gary Kosch, DDA Treasurer, as an authorized signer for the Horizon Bank transactions.

Motion by Muellenberg, support by Durant to adopt the Main Street Resolution as presented. Ayes: Unanimous. Motion carries.

Motion by Kosch, support by Sharrard to increase the Farmer's Market Lease fee for the 2026 season from \$2,000 to \$2,500, with future annual adjustments reviewed in accordance with the Consumers Price Index (CPI). Roll call vote was taken:

- Sharrard – Yay
- Feole - Yay
- McNamara - Yay
- Kosch - Yay
- Lancaster - Yay
- Muellenberg - Yay
- Durant - Yay
- Muzyl - Yay
- Walcott – Yay

Yay – 9, Nay – 0. Motion carries.

Motion by Sharrard, support by Durant, to recommend to the City of Gaylord that the Farmer's Market License be renewed and commence on March 1, 2026, and terminate on February 28, 2027 with a fee increase from \$2,000 to \$2,500 with future annual adjustment reviews to be conducted in accordance with the Consumer's Price Index (CPI). 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 9:17 a.m.

Next meeting:

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

Respectfully submitted,

Lisa Marie Tobin



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### January 2026 EXPENDITURE REPORT FOR CITY OF GAYLORD DDA

#### Account Category:

##### Expenditures

248-523-702.00	DPW Services	\$	2,772.52
248-523-702.04	Payroll	\$	5,605.67
248-523-801.00 Expenses & Education:			
	Michigan Downtown Association	\$	900.00
248-523-819.00	Michigan Main Street	C2AE	\$ 1,250.00
248-523-920.00 Utilities:			
	Consumers Energy	\$	1,455.12
	DTE		88.69
248-523-940.00	Equipment Rental		
	2006 Blower W Blower, Radio x 1 Hrs.	\$	96.78
Total Expenditures		\$	12,168.78