



Downtown Development Authority

Board of Directors Meeting Minutes – March 3, 2026

Lancaster called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00 a.m. on Tuesday, March 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, Meredith Feole, Todd Sharrard, David Wahl, Tanner Catt

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by Catt, support by Muellenberg to excuse Chirsty Walcott from the March 3, 2026 DDA Regular Board Meeting. Ayes: Unanimously. Motion carries.

Motion by Sharrard, support by Catt to excuse Cole Muzyl from the March 3, 2026 DDA Regular 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 Feole to accept the February 3, 2026 meeting minutes as written. Ayes: Unanimous. Motion carries.

Kosch presented the DDA February 28, 2026 financial report.

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

Pay to	Description	Amount
Otsego County Work Camp	December - Snow removal	\$1,920.00
Johnston's Landscaping LLC	Pavilion Paver replacement	\$1,530.00
Renegade Creative	Website Hosting (10 months)	\$418.00
Total		\$3,868.00

Ayes: Unanimous. Motion carries.

Motion by Kosch, support by Catt, to approve \$20,000 Match expenditure for the Pavilion Phase I project contingent upon receiving the T-Mobile Grant. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by Feole, to approve and waive fees for the Downtown Summer Concert Series Pavilion Reservation that will be used as a backup for rainy days for summer 2026. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by Catt to approve the Back to the Bricks Event MOU as presented. Ayes: Unanimous. Motion carries.



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Lancaster presented the Remedy Bands proposal to play at the Back to the Bricks event for the reduced rate of \$1,200. Tobin shared that a family member is a band member of The Remedee Band. Discussion was held. Motion by Feole, support by Muellenberg to hire The Remedy Band to play during the Back to the Bricks event for \$1,200 contingent upon this price being the lowest of two comparable local bands. Ayes: Unanimous. Motion carries.

Agenda Item Public Comment: None

Motion by Muellenberg, support by Sharrard to appoint Lesa Jarski to the Promotions Committee. Ayes: Unanimous. Motion carries.

Motion by Kosch, support by Catt to recommend to Mayor Sharrard that Alan Witt, Meds Café, be appointed to the DDA Board of Directors that would begin as a fill-in term for the term recently vacated which runs through December 31, 2027, with Alan's first term beginning January 1, 2028, and running through December 31, 2031. Ayes: Unanimous. Motion carries.

Public Comment:

Public Comment by Alan Witt that he was informed by the organizers of Caffeine and Octane that they would be charged for the use of the Pavilion in 2026. He would like the board to look into this as this group has never had to pay for use in the past.

Public comment by Travis Hewitt who provided a brief history of the Back to Bricks event and why it has not been held in recent years in the Gaylord area.

There being no further business to discuss, motion by McNamara, support by Muellenberg to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:37 a.m.

Next meeting:

Regular DDA Board Meeting, Tuesday, April 7, 2026, at 8:00 a.m.

Respectfully submitted,

Lisa Marie Tobin

March 2026 EXPENDITURE REPORT FOR CITY OF GAYLORD DDA

DPW Services		\$	4,472.71
Payroll		\$	4,782.70
Operating Supplies			
	Menards	\$	228.63
	Advance Electric	\$	205.04
	Amazon	\$	282.96
	Home Depot	\$	530.28
	Gill-Roy's Complete Hardware	\$	273.95
	First National Bank	\$	1,248.98
	First National Bank	\$	444.00
	Gill-Roy's Complete Hardware	\$	27.47
	Amazon	\$	399.99
	Lowe's	\$	113.76
	Menards Commercial	\$	170.84
	Advance Electric	\$	3.28
	Gill-Roy's Complete Hardware	\$	191.94
	Lowe's	\$	2,246.97
	Carrot-Top Industries Inc.	\$	496.47
	Home Depot	\$	60.89
	Gill-Roy's Complete Hardware	\$	22.97
	Lowe's	\$	721.20
	First National Bank	\$	328.50
	Amazon	\$	525.16
	Otsego Economic Alliance	\$	45.00
	Otsego Co. Sherriff	\$	690.00
	Gill-Roy's Complete Hardware	\$	4.96
	Mendards	\$	47.94
	Audit/Accounting/Bank Fees	\$	79.41
	Neon One, LLC	\$	2,712.50
Utilities			
	Consumers Engergy	\$	1,219.98
	DTE	\$	60.57
Equipment Rental			
	2000 FORD 4WD, ARROW STICK, DUI	\$	108.99
	1979 FORD BOOM TRUCK	\$	61.02
	2006 HOLDER W BLOWER, RADIO	\$	519.45
Other Funds			
	Downtown Bicycle Officer	\$	25,000.00
Total Expenditures		\$	48,328.51