



## Downtown Development Authority

### Board of Directors Meeting Minutes – May 5, 2026

Lancaster called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00 a.m. on Tuesday, May 5, 2026, located in the Gaylord City Hall – Council Chambers at 305 E. Main Street, Gaylord, MI 49735.

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

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by Muellenberg, support by Durant to excuse Tanner Catt from the May 5<sup>th</sup> DDA Board of Directors Meeting. Ayes: Unanimous. Motion carries.

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

Motion by Muellenberg, support by Durant to accept the April 7, 2026 meeting minutes as written. Ayes: Unanimous. Motion carries.

Kosch presented the DDA April 2026 financial report.

Motion by Muellenberg, support by Feole to approve payment of the DDA bills as follows:

Pay to	Description	Amount
Horizon Bank Visa Credit Card	Easter Hop - Crown Awards, Dollar Tree, Walmart	\$1549.56
ElectriKlee LLC	Replace contactors for street lighting	\$12883
Royce Rolls Ringer Co.	Stainless Steel Horizon Soap Dispenser x 4	\$395.78
Total		\$14,828.34

Ayes: Unanimous. Motion carries.

Agenda Item Public Comment: None

Motion by Muellenberg, support by Feole to waive the \$52.00 Pavilion on Court usage fee for the free community event – Gaylord Community Band Concerts on June 17<sup>th</sup>, July 1<sup>st</sup>, July 22<sup>nd</sup>, August 12<sup>th</sup>, 2026. Ayes: Unanimous. Motion carries.

Motion by Durant, support by Walcott to recommend to the Gaylord City Council to approve the M-32/Main St. closure in support of the Old US 27 Motor Tour Car show on August 22, 2026. Ayes: Unanimous. Motion carries.

Motion by Durant, support by Muellenberg for the DDA to Sanction the Four Seasons Craft & Vendor Show on June 8, 2026. Ayes: Unanimous. Motion carries.



## **Downtown Development Authority**

Faye Wojtkowiak from the Gaylord Community Orchestra gave an update regarding the desire to host downtown summer concerts. She also inquired about renting the light banner poles.

Motion by Durant, support by Feole to renew KimPro Cleaners Janitorial Services agreement for 2026. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by Witt to approve the FY26-27 DDA Budget request as presented and submit to Gaylord City Council for final approval. Ayes: Unanimous. Motion carries.

Public Comment: None

There being no further business to discuss, motion by McNamara, support by Muellenberg to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:34 a.m.

Next meeting:

Regular DDA Board Meeting, Tuesday, June 2, 2026, at 8:00 a.m.

Respectfully submitted,

Lisa Marie Tobin

**April 2026 EXPENDITURE REPORT FOR CITY OF GAYLORD DDA**

DPW Services		\$	8,146.91
Payroll		\$	7,174.05
Bank Fees		\$	29.49
Contractual Services			
	Electriklee	\$	12,883.00
Michigan Main Street			
	Dollar Tree	\$	49.29
	Walmart	\$	20.88
	Crown Awards	\$	1,479.39
Insurance		\$	671.64
Utilities			
	Consumers Energy	\$	1,440.26
	DTE	\$	60.57
Equipment Rental			
	2000 Ford 4wd, Arrow Stick		\$202.41
	2006 Holder w/Blower Radio		\$415.56
	2019 Chevy 4wd extended		\$15.73
	2018 Chevy Truck		\$149.44
	John Deere w/radio, snow		\$570.57
	Fork		\$56.60
	2010 Stihl Backpack Leaf Blower		\$44.56
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Total Expenditures		\$	33,410.35