



Downtown Development Authority

Board of Directors Meeting Minutes – July 7, 2026

Lancaster called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00 a.m. on Tuesday, July 7, 2026, located in the Gaylord City Hall – Council Chambers at 305 E. Main Street, Gaylord, MI 49735.

Members Present: Lori Lancaster, Cal McNamara, Angielena Muellenberg, Meredith Feole, Christy Walcott, Todd Sharrard, Tanner Catt.

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by Sharrard, support by McNamara to excuse Linda Durant from the July 7, 2026, DDA Board of Directors Meeting. Ayes: Unanimous. Motion carries.

Motion by McNamara, support by Walcott to excuse Cole Muzyl from the July 7, 2026, DDA Board of Directors Meeting. Ayes: Unanimous. Motion carries.

Motion by Muellenberg, support by McNamara to excuse Gary Kosch from the July 7, 2026, DDA Board of Directors Meeting. Ayes: Unanimous. Motion carries

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

Motion by Muellenberg support by Walcott to approve the June 2, 2026 meeting minutes as written. Ayes: Unanimous. Motion carries.

Tobin presented the DDA June 2026 financial report.

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

Pay to	Description	Amount
Elan Financial Service - (Decal Freakz)	White Vinyl	\$ 20.00
Elan Financial Service - (Walmart)	bottled water	\$ 5.27
Elan Financial Services - (Gardners Edge)	Seed Pack Plant Markers (3pk)-40	\$ 468.55
Listvan Inc	Backflow assembly testing	\$ 99.00
Flowermania	Annual flowers flats	\$ 800.00
Bulldog Painting	Power washing of Pavilion	\$2,525.00
Amazon	Curb/Median Stencils	\$ 46.56
	Total	\$3,964.38

Ayes: Unanimous. Motion carries.

Agenda Item Public Comment: None



Downtown Development Authority

Motion by Muellenberg, support by McNamara to appoint Adam Wahl as the 2026 DDA Board Student Representative with review and reappointment consideration at the DDA 2027 Annual Meeting. Ayes: Unanimous. Motion carries.

Motion by Sharrard, support by McNamara to accept Alan Witt's resignation from the DDA Board of Directors, effective immediately. Ayes: unanimous. Motion carries.

Motion by Walcott, support by Feole to approve the Gaylord Community Orchestra's Banner Rental Agreement (application) to begin July 7, 2026 and end July 26, 2026.

Motion by Lancaster, support by Catt to approve \$15,500 for the Pavilion Phase I project. Ayes: Unanimous. Motion carries.

Discussion was held regarding the Retaining Wall – S. Wisconsin repair.

Motion by McNamara, support by Feole to approve obtaining BMI and ASCAP licenses.

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 8:40 a.m.

Next meeting:

Regular DDA Board Meeting, Tuesday, August 4, 2026, at 8:00 a.m.

Respectfully submitted,

Lisa Marie Tobin

June 2026 EXPENDITURE REPORT FOR CITY OF GAYLORD DDA

DPW Services	\$	15,901.05
Payroll	\$	6,372.93
Operating Supplies		
Flowermania	\$	800.00
Freedom and Glory	\$	239.94
Menards	\$	315.67
Gapinski Farms	\$	87.00
Banks Fees	\$	21.34
Contractual Services		
Listvan Inc	\$	99.00
KimPro Cleaners	\$	800.00
U-Haul	\$	373.42
Michigan Main Street		
Concert Series - Gaylord Arts	\$	2,500.00
The Remedee Band	\$	1,200.00
Decal Freakz	\$	20.00
Walmart	\$	5.27
Gardners Edge	\$	468.55
Insurance	\$	335.82
Utilities		
City of Gaylord	\$	78.32
Consumers Energy	\$	857.71
DTE	\$	60.57
Equipment Rental		
1994 Ford 4WD w/ Arrow Stick	\$	2,258.64
1996 Ford 4WD W/Dump radio	\$	339.46
2000 Ford 4WD Arrow Stick, Dum	\$	202.41
2000 Ford 4WD Arrow Stick, RA	\$	62.28
2007 Ford 4WD Arrowstick RAD	\$	46.71
2015 Chevy 1/2 Ton w/ Arrow STI	\$	31.46
John Deere w/Radio, Snow Bucket	\$	965.58
Fork	\$	113.19
2018 Chevy Truck	\$	23.60
2004 Navistar Tandem w/spreader	\$	108.16
2002 Troybilt Walk Behind Mower	\$	68.16
2003 Echo Edger Trimmer	\$	4.69
1979 Ford Boom Truck	\$	122.04
Total Expenditures	\$	34,882.97