



Downtown Development Authority

Board of Directors Meeting Minutes – September 1, 2026

Lancaster opened the Information Meeting at 7:45 a.m. Tobin gave a presentation which included: The history of the Gaylord DDA, review of the Gaylord DDA Development/TIF plan, review of FY2025-26 projects, initiatives, activities and review of FY2026-27 projects, activities, and initiatives. Meeting adjourned at 8:04 a.m.

Lancaster called the regular meeting of the Gaylord Downtown Development Authority to order at 8:04 a.m. on Tuesday, September 1, 2026, located in the Gaylord City Hall – Council Chambers at 305 E. Main Street, Gaylord, MI 49735.

Attendance:

Members Present: Tanner Catt, Meredith Feole, Gary Kosch, Lori Lancaster, Cal McNamara, Angielena Muellenberg, Cole Muzyl, Todd Sharrard, Adam Wahl, Christy Walcott.

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by Muellenberg, support by Feole to excuse Linda Durant from the September 1, 2026, DDA Board of Directors Meeting. Ayes: Unanimous. Motion carries.

Agenda: Motion by Muellenberg, support by Walcott, to approve the meeting agenda as presented. Ayes: Unanimous. Motion carries.

Minutes: Motion by Kosch, support by Muellenberg to approve August 4, 2026, meeting minutes as presented. Ayes: Unanimous. Motion carries.

Communication: Written email communication from Karen LaMotte from Petoskey Peddlers regarding Farmer's Market was accepted, reviewed and acknowledged.

Financial/ Approval of Bills:

Kosch presented the DDA August 2026 financial report.

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

Pay to	Description	Amount
Capital Tire Inc.	(4) 8-14 RBMT233 LPT	\$279.96
Alro Steel	5 SQ x 7 GA (3/16) Walling Tubing 24'	\$466.04
Alro Steel	6 SQ x ¼ Wall Tubing 24'	\$693.12
	Total	\$1439.12

Ayes: Unanimous. Motion carries.

Agenda Item Public Comment: None

Unfinished Business: None



Downtown Development Authority

New Business:

- Special Events/Pavilion Requests: None
- Pavilion on Court Activation: Motion by Muzyl, support by Catt, to send the request to purchase 20 Bavarian/Alpine style huts back to Design Committee for further review and to return to DDA Board with request after obtaining input from K&M Mercantile. Discussion was held. Ayes: Unanimous. Motion carried.

Public Comment: None

Adjournment:

There being no further business to discuss, motion by Muellenberg, support by Walcott to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:48 a.m.

Next meeting: Regular DDA Board Meeting, Tuesday, October 6, 2026, at 8:00 a.m.

Respectfully submitted,

Lisa Marie Tobin

August 31, 2026 EXPENDITURE REPORT FOR CITY OF GAYLORD DDA

DPW Services		\$	14,042.64
Payroll		\$	4,974.00
Operating Supplies			
	Gaylord Area Chamber of Commerce	\$	25.00
Audit/Accounting/Bank Fees		\$	21.46
Contractual Services			
	KimPro Cleaners	\$	400.00
	KimPro Cleaners	\$	400.00
Michgian Main Street			
	ALRO Steel	\$	466.04
	ALRO Steel	\$	693.12
Insurance	Municipal Underwriters	\$	335.82
Utilities			
	City of Gaylord	\$	175.33
	Consumers Energy	\$	817.21
	DTE	\$	60.57
Equipment Rental			
	1979 Ford Boom Truck - 9120		30.51
	1994 Ford 4WD w/ Arrow Stick - 1523	\$	3,607.56
	2000 Ford 4WD Arrow Stick, Dum - 1531	\$	124.56
	2008 Chevy 4wd Extended Cab, RA - 1543	\$	15.73
	2007 Ford 4WD Arrowstick RAD - 1541	\$	15.57
	2003 Echo Edger Trimmer - 6161	\$	9.38
	2008 Stihl Backpack Leaf Blower - 6168	\$	4.69
	1996 Ford 4WD W/Dump radio - 1528	\$	15.43
	Clark Fork Lift - 8217	\$	162.99
Total Expenditures		\$	26,397.61