Downtown Development Authority

Board of Directors Meeting Minutes – October 6, 2026

Lancaster called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00 a.m. on Tuesday, October 6, 2026, located in the Gaylord City Hall – Council Chambers at 305 E. Main Street, Gaylord, MI 49735.

Attendance:

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

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by McNamara, support by Feole to excuse Tanner Catt from October 6, 2026, DDA Board of Directors Meeting. Ayes: Unanimous. Motion carries.

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

Minutes: Motion by Kosch, support by Walcott to approve September 1, 2026, meeting minutes as presented. Ayes: Unanimous. Motion carries.

Communication: None

Financial/ Approval of Bills:

Kosch presented the DDA September 2026 financial report and expenses.

Motion by Sharrard, support by Durant to approve payment of the DDA bills as follows:

Pay to	Description	Amount
Snowbelt Brewing Co.	Food for MS Strategy Workshop	$69.96
Advance Electric	Bistro lights – 48'/ replacement set	$150.52
Johnston's Landscaping Inc.	Wisconsin St. Project – Retainer Wall Repair	$7010.00
Serita's Black Rose LLC	Witchin' Night Out event performance	$3,000.00
Fleming Farms	Straw, corn bundles, pumpkins	$660.00
	Total	$10,890.48

Ayes: Unanimous. Motion carries.

Agenda Item Public Comment: None

Unfinished Business:

Motion by Lancaster, support by Feole to approve the purchase of six Bavarian Huts from Northstar Amish not to exceed $2,800 per hut. Ayes: Unanimous. Motion carries.

Downtown Development Authority

New Business:

- Special Events/Pavilion Requests: None
- Motion by Kosch, support by Durant to not waive the $500 remaining balance for the 2026 Farmer's Market Pavilion on Court lease fee and instruct Mike Burzynski to make the final payment in the amount of $500 by Friday, October 9, 2026, as previously agreed upon. Additionally, if Mike Burzynski wishes the DDA Board to reconsider their decision regarding the fee reduction during the DDA's Regular Board meeting in November, the DDA Board will entertain the request but strongly encourage Mike Burzynski to attend the November meeting and share information that would support a need for a fee reduction.

- **Public Comment**: None

Adjournment:

There being no further business to discuss, motion by McNamara, support by Feole to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:46 a.m.

Next meeting: Regular DDA Board Meeting, Tuesday, November 3, 2026, at 8:00 a.m.

Respectfully submitted,

Lisa Marie Tobin

Downtown Development Authority

September 30, 2026	**EXPENSES REPORT FOR CITY OF GAYLORD DDA**		
DPW Services		$	18,255.25
Payroll		$	4,974.00
Audit/Accounting/Bank Fees			
	DDA Credit Card Fee	$	83.04
	DDA Trust Bank Fee	$	18.83
Contractual Services			
	KimPro Cleaners	$	400.00
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Michigan Main Street			
	Advance Electric Inc	$	150.52
	Fleming Farm	$	660.00
	Snowbelt Brewery	$	69.96
Utilities			
	City of Gaylord	$	268.67
	Consumers Energy	$	650.78
	DTE	$	60.57
Equipment Rental			
	1979 Ford Boom Truck - 9120	$	335.61
	1994 Ford 4WD w/ Arrow Stick - 1523		2070.42
	2000 Ford 4WD Arrow Stick, Dum - 1531	$	217.98
	1996 Ford 4WD W/Dump radio - 1528	$	46.29
	2001 Ford W Bucket, Backhoe, RA - 4101	$	67.64
	2019 Vacuum Truck w/radio-5117	$	306.85
	2002 Troybilt Walk Behind Mower - 6130	$	45.44
	2003 Echo Edger Trimmer - 6161	$	9.38
	2015 Chevy 1/2 Ton W/Arrow Stick -1545	$	31.46
	2018 Chevy Truck - 1546	$	78.65
	John Deere w/Radio, Snow Bucket -4499	$	526.68
	000 Utility Trailer 6' x 10' -8198	$	63.65
	Fork - 4754	$	61.74
Total Expenditures		$	29,853.41