Downtown Development Authority

Board of Directors Meeting Minutes – November 3, 2026

Muellenberg called the regular meeting of the Gaylord Downtown Development Authority to order at 8:00 a.m. on Tuesday, November 3, 2026, located in the Gaylord City Hall – 2nd floor Classroom at 305 E. Main Street, Gaylord, MI 49735.

Attendance:

Members Present: Tanner Catt, Meredith Feole, Gary Kosch, Cal McNamara, Angielena Muellenberg, Adam Wahl, Christy Walcott.

Staff Present: Lisa Marie Tobin, DDA Executive Director

Motion by McNamara, support by Catt to excuse Lori Lancaster from November 3, 2026, DDA Board of Directors Meeting. Ayes: Unanimous. Motion carries.

Motion by Kosch, support by Walcott to excuse Linda Durant from November 3, 2026, DDA Board of Directors Meeting. Ayes: Unanimous. Motion carries.

Motion by Feole, support by McNamara to excuse Todd Sharrard from November 3, 2026, DDA Board of Directors Meeting. Ayes: Unanimous. Motion carries.

Agenda: Motion by Catt, support by Feole, to approve the meeting agenda with addition of Approval of Bills item (6): Review and Approval of invoice #11488 from Kirkpatrick, Slough, Duitsman-Coy & Mott, PLC for $472.50. Ayes: Unanimous. Motion carries.

Minutes: Motion by Feole, support by Walcott to approve October 6, 2026, meeting minutes as presented. Ayes: Unanimous. Motion carries.

Motion by Catt, support by McNamara to appoint Gary Kosch as Chair of the Economic Vitality Committee beginning immediately. Ayes: Unanimous. Motion carries.

Communication: None

Financial/ Approval of Bills:

Kosch presented the DDA October 31, 2026 financial report and expenses.

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

Pay to	Description	Amount
Gaylord Chamber of Commerce	Membership	$600.00
Michigan Downtown Association	Annual conference registration	$275.00
Gaylord Chamber of Commerce	State of Community ticket	$20.00
Kirpatrick, Slough, Duitsman-Coy & Mott, PLC	Consulting fee 10-07-26 through 10-29-2026	$472.50
	Total	$1,975.00

Ayes: Unanimous. Motion carries.

Agenda Item Public Comment: Scott Starks representing VFW post requested the board consider waiving Pavilion on Court usage fee for the Veterans Day celebration on November 11, 2026.

Unfinished Business: None

New Business:

Motion by Feole, support by Walcott to waive the Pavilion on Court $52 usage fee for the E-Free Church Christmas Eve Celebration for December 24, 2026. Ayes: Unanimous. Motion carries.

Motion by McNamara, support by Catt to waive all Pavilion on Court usage fees for the VFW Veterans' Day Ceremony on November 11, 2026. Ayes: Unanimous. Motion carries.

Angielena Muellenberg as an owner and operator of Snowbelt Brewing Co. recused herself, handing DDA Chair responsibilities to Gary Kosch.

Motion by Walcott, support by Feole to appoint Gary Kosch as temporary DDA Board of Director Chair to address New Business Item 16 b.

Motion by McNamara, support by Feole to postpone New Business Item 16 b: "Ratify motion to pay Snowbelt Brewingh Co. invoice #1249." to the December 1, 2026 DDA Board of Directors meeting due to not having a 2/3 majority of the DDA Board of Directors present. Ayes: Unanimous. Motion carried.

Muellenberg returned to the DDA Board of Directors Table and resumed Chair responsibilities.

- **Public Comment**: None

Adjournment:

There being no further business to discuss, motion by Feole, support by Walcott to adjourn. Ayes: Unanimous. Motion carries. Meeting adjourned at 8:54 a.m.

Next meeting: Regular DDA Board Meeting, Tuesday, December 1, 2026, at 8:00 a.m.

Respectfully submitted,

Lisa Marie Tobin