



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, December 16, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

### 1. Call to Order

The December 16, 2025 Downtown Development Authority Regular Meeting was called to order at 6:36 PM by Chairperson Burgess.

### 2. Roll Call and Determination of Quorum

#### PRESENT

Chairperson Debbie Burgess  
Vice Chairperson Sam Caruso  
Treasurer Matt Shell  
Secretary Hank Lorant  
Board Member Lloyd Coe  
Board Member Sally Medina  
Board Member Alaina Campbell  
President Teresa Rutt

#### ABSENT

Board Member Chris Barnett

#### STAFF PRESENT

Executive Director Matthew Gibb  
Assistant Director Janet Bloom  
Village Manager Darwin McClary  
DPW Director Wes Sanchez  
Deputy Clerk/Treasurer Lynsey Blough

### 3. Approval of Minutes

#### A. Approval of DDA Regular Meeting Minutes of November 18, 2025

**MOTION** made by Treasurer Shell, Seconded by Secretary Lrant, to approve the Downtown Development Authority Board Regular Meeting Minutes of November 18, 2025, as presented  
**VOTING YEA:** Burgess, Caruso, Shell, Lrant, Coe, Medina, Campbell, Rutt  
**VOTING NAY:** None  
**ABSENT:** Barnett  
**MOTION:** Carried

#### **4. Approval of Agenda**

Executive Director Gibb advised the Board that revised information had been provided for the seasonal snow and ice maintenance item under Regular Business, noting that a more favorable arrangement had been secured and no agenda amendment was required. He also requested that the National Main Street Program “Main Street Now” Conference 2026 be added to the agenda to allow timely registration.

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to approve the Downtown Development Authority Board Regular Meeting Agenda of December 16, 2025 with the addition of 8C. Main Street NOW Conference 2026.

**VOTING YEA:** Burgess, Caruso, Shell, Lrant, Coe, Medina, Campbell, Rutt  
**VOTING NAY:** None  
**ABSENT:** Barnett  
**MOTION:** Carried

#### **5. Call to the Public**

George Dandalides thanked local businesses for their contributions and support of the recent parade, noting it as a positive example of businesses giving back to the community.

Adam Piazza raised concerns regarding DDA expenditures for the maintenance of leased parking lots, questioning the sustainability of maintaining properties not owned by the DDA and noting discrepancies between original lease and maintenance arrangements. He expressed concern about long-term financial impacts, particularly related to future parking associated with the Lumber Yard Redevelopment, and urged the DDA to explore renegotiating leases, shifting maintenance responsibilities, and implementing parking as a revenue-generating strategy.

#### **6. Consent Agenda**

President Rutt requested clarification regarding Item C, specifically related to electrical upgrade expenses. Executive Director Gibb explained that the costs were primarily associated with electrical system repairs and upgrades to streetscape infrastructure that exceeded the scope of DPW staff expertise, including underground electrical work. Vice Chairperson Caruso asked for clarification regarding LED bulb expenses, and Executive Director Gibb confirmed that the charges reflected the cost of materials and parts, such as bulbs, fuses, and related components, rather than labor. Executive Director Gibb added that the item was included to track ongoing maintenance expenses as streetscape infrastructure continues to age.

All items on the Consent Agenda are approved by one vote.

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to approve the December 16, 2025, Consent Agenda by one vote, as presented.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

#### **A. Financial Reports**

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to receive and file the financial reports for November 2025.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

#### **B. Preliminary Committee Meeting Dates**

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to receive and file the statement(s) of purpose and meeting scheduled for each of the four (4) committees of the Lake Orion DDA/Main Street program, directing staff to provide a final schedule, and adopted statement of purpose, at the Boards January 2026 meeting.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

#### **C. Electrical Extras - DPW contract (informational)**

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to acknowledge and authorize the additional expense in the amount of \$1,544.32 from Design Committee Budget GL 248-726-801-000 as set forth in the memorandum and attachment, and to receive and file the information.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

#### **D. Grant Disbursement - Main Street Oakland County**

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to receive proceeds in the amount of \$2,500 from the Community Foundation of Southeast Michigan, to be deposited into GL 248-000-540-000 County/Federal Program Grants, and to immediately transfer \$2,500 to the Organizational Committee budget GL 248-725-864-000 Grants and Scholarship Distribution for processing of grant proceeds to Boutique Chic from GL 248-725-864-000 Grants and

Scholarship Distribution in the amount of \$2,500 in the December 22, 2025 check run.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt  
**VOTING NAY:** None  
**ABSENT:** Barnett  
**MOTION:** Carried

#### **E. Annual Informational Report**

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to receive and file the 2025 Annual Informational Report and direct that a copy is posted on the DDA website under Reporting.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt  
**VOTING NAY:** None  
**ABSENT:** Barnett  
**MOTION:** Carried

### **7. Financial Matters**

#### **A. Bill Approval**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve disbursements in the amount of \$263,611.51 for November 2025.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt  
**VOTING NAY:** None  
**ABSENT:** Barnett  
**MOTION:** Carried

### **8. New and Old Business**

#### **A. Adopt the 2026 Downtown Development Authority Board Meeting Schedule**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to adopt the Meeting Schedule establishing the 2026 Meeting Dates for the Downtown Development Authority Board for the Village of Lake Orion and to authorize the Clerk to post the schedule pursuant to the Open Meetings Act.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt  
**VOTING NAY:** None  
**ABSENT:** Barnett  
**MOTION:** Carried

#### **B. Seasonal Snow/Ice Maintenance**

**MOTION** made by Treasurer Shell, seconded by Secretary Lorant, to approve the quote from Mitten State LLC for sidewalk and seasonal maintenance in the amount of \$6,000, not to exceed that amount without further action of the Board, with funds from General Activities 248-260-801-000 Contractual Services-Downtown.

President Rutt asked which sidewalks and areas were included in the snow removal contracts. Executive Director Gibb explained that the work would cover the five parking areas for which the DDA has agreements, nearby sidewalks, the Flint Street Alley, limited areas at the Lumber Yard, and spot maintenance at streetscaped intersections. He noted that the work was proposed to be assigned to local contractors rather than Village DPW.

Village Manager McClary stated that Village DPW had submitted a proposal to perform snow removal for parking lots and adjacent sidewalks at a cost of \$7,290 and clarified that DPW was not unwilling to perform the work. Executive Director Gibb, Assistant Director Bloom, and President Rutt discussed prior snow removal costs, noting that the \$17,000 figure from the prior year related to business-owner sidewalks and was separate from parking lot snow removal.

DPW Director Sanchez confirmed that the \$17,000 amount referenced was for snow removal on private business-owner sidewalks and not for public parking lots or sidewalks, and stated that the DDA had elected not to utilize DPW snow removal services for parking lots.

Vice Chairperson Caruso expressed confusion regarding the cost differences between proposals, the scope of services, and the timing of the item being presented to the Board.

Board Member Campbell asked questions and sought clarification regarding which areas were included in the proposed snow removal contracts, including whether the Lumber Yard lot was covered.

Following discussion, Executive Director Gibb stated that the item had not been properly bid, cited procurement policy concerns, and indicated the matter would be readdressed at the January meeting.

No vote was taken and no action was approved.

#### **C. Main Street NOW Conference 2026**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve the travel and attendance of Matthew Gibb and Janet Bloom to the MainStreet NOW Conference in Tulsa, OK from April 16-20, 2026, at a cost, including any reimbursements, not to exceed \$4000, with funding to paid from 248-260-957-000.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

### **9. Reports, Resolutions and Recommendations**

#### **A. Executive Director's Report**

Executive Director Gibb provided an update on the lumber yard project, including ongoing load calculations for DTE pre-service planning, water and stormwater analyses, site engineering, and

pre-proposals for potential revenue-generating private users. He noted delays with MDOT processes due to the holiday period and outlined plans to resubmit engineering and water service plans by early January. He noted plans to submit the PA 57 report to Oakland County by December 31, independent of the audit. He reported that the previously scheduled concrete work will be postponed to spring, with materials ordered and site preparation planned for the south wall of the Lumber Yard. He also discussed committee engagement, noting efforts to redefine committee purposes and focus their work. He confirmed that the complete Main Street accreditation package will be submitted before year-end, with the accreditation meeting scheduled for January 14. He advised the Board of his office availability over the holidays and indicated monitoring of snow and related operational needs.

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to receive and file the Executive Directors Report for December 2025.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

## **B. Assistant Director's Report**

Assistant Director Bloom highlighted recent holiday events, including Sing and Stroll, Shop Small Saturday, the Downtown LOdown gathering, the Polar Express, and the volunteer pre-party for the lighted parade, noting strong participation from businesses and volunteers. She shared updates on the Resolution Run, indicating that businesses would have the opportunity to include items in runners' packets to promote local engagement. Ice Fest, scheduled for February 7, was discussed, with plans to expand retail participation, introduce a scavenger hunt, themed food and drinks, and outdoor activities for children. She also described the new sponsorship management platform, SeeMyLegacy, which allows sponsors to register and pay online, view benefits, and track participation.

Assistant Director Bloom recommended continuing successful collaborative events with the Oxford DDA, such as Witches Night, while suggesting potential removal of less impactful events to focus on strategic priorities. Chairperson Burgess noted that future event planning should align with Great American Main Street Award (GAMSA) criteria, and decisions on continuing partnerships would be coordinated through the Executive Committee. Additional updates included the community calendar, social media statistics, Main Street accreditation invitations, volunteer appreciation awards, and the Downtown LOdown event on January 26.

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Assistant Director's Report

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

## **10. Board Comments and Training Feedback**

Board Member Coe wished everyone a Merry Christmas and praised the success of the lighted parade, commending the parade committee, volunteers, local businesses, and those who assisted on short notice.

President Rutt shared that she was unable to attend the parade this year due to a family commitment but noted that she heard very positive feedback and thanked the parade committee, volunteers, and businesses.

Board Member Campbell thanked the committee chairs for attending the meeting and expressed appreciation to staff for providing direction for 2026. She highlighted the designated viewing area for volunteers during the parade as a meaningful benefit and clarified that the DDA did incur snow removal costs in the prior fiscal year.

Vice Chairperson Caruso extended holiday greetings, commented on the strong turnout and length of the parade, and thanked organizers for amenities such as fire pits that enhanced the volunteer and attendee experience.

Treasurer Shell offered holiday greetings and thanked staff for their continued hard work.

Secretary Lorant extended holiday wishes and thanked the Board and staff, noting progress made during the year and optimism for the coming year.

Board Member Medina expressed concern regarding the timing and handling of the snow removal cost discussion, emphasizing the importance of improved coordination and earlier communication with the Board.

Chairperson Burgess wished everyone a Merry Christmas, praised the parade committee, volunteers, pre-parade activities, and drone photography, highlighted upcoming volunteer benefits planned for 2026, and encouraged continued collaboration and improved communication among all parties.

## **11. Next Regular Meeting - January 20, 2026**

## **12. Adjournment**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to adjourn the December 16, 2025 Downtown Development Authority Board Regular Meeting.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

The December 16, 2025 Downtown Development Authority Board Regular meeting adjourned at 7:36PM.

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Debbie Burgess  
Chairperson

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Lynsey Blough, CMC  
Deputy Clerk/Treasurer

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Sonja Stout  
Village Clerk/Treasurer

Date Approved: as presented on January 20, 2026.