MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, September 15, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The September 15, 2026 Downtown Development Regular Meeting was called to order at 6:31 PM by Vice Chairperson Caruso.

2. Roll Call and Determination of Quorum

PRESENT
Vice Chairperson Sam Caruso
Treasurer Matt Shell
Secretary Hank Lorant
Board Member Alaina Campbell
Board Member Todd Garris
Board Member Chris Barnett
President Teresa Rutt

ABSENT
Chairperson Debbie Burgess
Board Member Lloyd Coe

STAFF PRESENT
Executive Director Matthew Gibb
Administrative Coordinator Tracy Woodrum
Village Manager Darwin McClary
Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of August 18, 2026

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of August 18, 2026, as presented.

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

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by President Rutt, to approve the Downtown Development Authority Board Regular Meeting Agenda of September 15, 2026 with the addition of the following item under 8. New and Old Business:

H. Joint Facilitated Leadership Training

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

5. Call to the Public

None.

6. Consent Agenda

7. Financial Matters

A. Financial Reports

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to receive and file the financial reports for September 2026.

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

B. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve disbursements in the amount of $69,033.06 for August 2026.

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

8. New and Old Business

A. Lumber Yard Budget - Site Development / Cost to Complete

Executive Director Gibb presented the proposed Lumber Yard site development and cost-to-complete budget, noting approximately $1.9 million in available project funds. Site development was estimated at $1.15 million, while the Village Engineer's cost-to-complete estimate was approximately $900,000 plus a 15% contingency. The overall remaining project cost was estimated at approximately $1.65 million, leaving a contingency of approximately $250,000 to $450,000 depending on the final available balance. The budget provides for completion of the site improvements, including the trailhead, walkways, lighting, parking, landscaping, market rack, barn, and bakery build-out.

MOTION made by Treasurer Shell, Seconded by Board Member Barnett, to approve the Lumber Yard at Paint Creek Site Development Budget Comparison Report and Cost-to-Complete Budget Report as the basis for a combined working budget of $1,653,500, consisting of $1,200,000 for site development, $74,000 for the contracted fire- suppression system, $330,000 for the seven identified completion categories and $49,500 in contingency; to retain $246,500 of the assumed $1,900,000 in available funds as uncommitted reserve; and to direct staff to reconcile scope, confirm the treatment of excluded structures, and bring contracts back for Board approval as required under applicable procurement policies

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

Board Member Barnett thanked Executive Director Gibb for the thorough work and information provided, noting that the presentation addressed questions raised at the previous meeting.

B. Budget Adjustment – Lumber Yard

Executive Director Gibb explained that the balance sheet through August 31 confirms sufficient funds and fund balance in the bond funds to proceed with the requested action. He requested authorization to transfer $1.9 million from the bond fund balance in Account 301 to Account 301-901-971, Capital Outlay – Buildings, to consolidate project expenditures into a single capital line for detailed accounting and auditing purposes.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to amend the adopted Fund 301 budget to appropriate $1,900,000 of available Fund 301 fund balance for the Lumber Yard at Paint Creek project and to increase the appropriation in account 301- 901-971-000, Capital Outlay – Buildings, by $1,900,000. I further move to direct the Village's finance staff to record the corresponding planned use of fund balance and adjust the projected ending Fund 301 fund balance in the budget. This action establishes budget authority; individual contracts and expenditures remain subject to applicable procurement requirements and Board approval where required.

VOTING YEA:	Caruso, Shell, Lorant, Campbell, Garris, Barnett, Rutt
VOTING NAY:	None

ABSENT: Burgess, Coe
MOTION: Carried

C. Mickey's Construction reconciliation and Triple R Electric invoices

Executive Director Gibb explained that the $28,930 in change orders for Mickey's Construction primarily involved preliminary site work necessary to prepare for electrical, water, and other utilities. He noted that much of the work supported the installation of electrical conduit and was completed in coordination with DTE and previously approved concrete work. He stated that a signed reconciliation agreement brings Mickey's Construction current on all amounts owed through the date of the meeting.

MOTION made by Treasurer Shell, Seconded by Board Member Barnett, to approve the Mickey's change order detailed in the agenda in the amount of $28,930.83 that would be payable from GL 301-901-971-000, Capital Outlay Buildings.
VOTING YEA: Caruso, Shell, Lorant, Campbell, Garris, Barnett, Rutt
VOTING NAY: None
ABSENT: Burgess, Coe
MOTION: Carried

MOTION made by Treasurer Shell, Seconded by President Rutt, to approve the RRR electric for the main bar exterior layout, boxes, cable supports, and south wall conduit in the amount of $7,408.41 from GL 301-901-971-000, Capital Outlay Buildings.
VOTING YEA: Caruso, Shell, Lorant, Campbell, Garris, Barnett, Rutt
VOTING NAY: None
ABSENT: Burgess, Coe
MOTION: Carried

D. HVAC System – Lumber Yard

Executive Director Gibb explained that the DDA remains committed to providing the bakery building to Tringali's Bakery as a finished shell with basic utilities and HVAC. He stated that the existing HVAC system is obsolete and that the building requires heating and air circulation to protect recent water improvements and prevent moisture-related damage. Three local firms submitted design-build proposals, with two at approximately $40,000 and Thermal Care, Inc. at $19,000. He recommended awarding the contract to Thermal Care, Inc., noting that the DDA would be responsible for approximately $7,000 in additional gas service costs but would still remain below the other viable proposals.

Treasurer Shell questioned whether Thermal Care's proposed system would be sufficient. Executive Director Gibb explained that it would provide an adequate base system for the intended retail use and could be expanded by the future tenant if needed. Board Member Barnett supported the proposal and design-build approach but suggested obtaining pricing for a three-ton air conditioning system. President Rutt agreed that the additional pricing would be helpful to confirm adequate capacity. Executive Director Gibb agreed to obtain the information and return to the Board for approval of any additional cost exceeding the authorized amount.

Board Member Campbell asked to confirm if future tenant could make additional improvements to the system, which Executive Director Gibb affirmed.

MOTION made by Treasurer Shell, Seconded by Board Member Barnett, to approve Thermal Care Heating and Air Conditioning estimate No. 3259 for heating, cooling and ductwork at the Lumber Yard bakery building, in an amount not to exceed $19,245 from Fund 301, GL 301-901-971-000 Capital Outlay - Buildings; and authorize the Executive Director to execute the agreement after written confirmation of adequate capacity and distribution for retail use and available gas, electrical, venting and permits within that price. Any increase or material scope change shall return to the Board.

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

E. Budget Adjustment – Lumber Yard

Executive Director Gibb requested that the item be postponed to October due to an incorrect agenda title. He noted that the DDA's $595,000 Public Spaces Grant through Main Street Oakland County has been fully expended and reconciled, with all required accounting submitted and supporting documentation maintained in the Village's BS&A system. He stated that the reports would be presented at the next meeting for filing and inclusion in the public record.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to table the item to the next meeting.

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

F. PUD Development Agreement – Lumber Yard

Executive Director Gibb explained that the proposed 46-page Planned Unit Development (PUD) Agreement is comprehensive because of the project's complexity and anticipated future uses. He stated that the agreement establishes parameters for retail uses, open-air markets, events, signage, fire and safety requirements, and other operations while allowing certain future changes administratively without requiring repeated reviews when the use and site plan remain unchanged. Director Gibb requested that the DDA Board adopt the agreement in draft form to establish a framework for the PUD process and provide a public record of the project's requirements and permitted activities.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the draft Planned Unit Development Agreement for the Lumber Yard at Paint Creek, as prepared by the Executive Director and included in the Board agenda packet; authorize the Executive Director to incorporate any necessary edits or revisions recommended by the Village Attorney; and authorize the Executive Director to execute and deliver the final agreement on behalf of the

Authority following Village approval, together with any related exhibits and documents reasonably necessary to implement and record the agreement.

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

Vice Chair Caruso commended Director Gibb for his expertise and the significant time and effort he has devoted to the project, noting that his work has resulted in substantial savings on architectural and legal costs. Treasurer Shell and Board Member Campbell agreed, and Executive Director Gibb acknowledged that the work was a team effort.

G. Horse and Wagon Rides – Sing & Stroll Event

Executive Director Gibb stated that the annual tree-lighting event, being rebranded as "Light Up Lake Orion," will include horse and wagon rides. He requested authorization to enter into a contract for the horse and wagon service, at an anticipated cost of approximately $2,200, noting that the contract is separate from the Village's event-application approval process.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, approve horse-drawn carriage rides as a recurring component of the DDA's Light Up Lake Orion and Shop Small Saturday programming; approve the Blackstone Stables Horse Drawn Carriage Co. agreement for November 19 and November 28, 2026, in an amount not to exceed $2,200, charged to GL 248-729-880-012, Sing & Stroll Tree Lighting; and authorize the Executive Director to finalize the route, staging, schedule and internally consistent deposit terms and execute the agreement, provided the total price and material scope do not change. Attachment: Blackstone Stables Carriage Ride Contract for November 19 and November 28, 2026.

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

Board Member Campbell questioned whether the horse-drawn vehicle would be a carriage or wagon. Executive Director Gibb confirmed that the same wagon service used the previous year would be provided. President Rutt noted that the wagon rides were highly popular at the prior event.

H. Joint Facilitated Leadership Training

Executive Director Gibb reported on follow-up discussions from the joint meeting with the Village and stated that one consensus was to pursue facilitated leadership training for the DDA Board and newly elected Village Council following the November election. He requested authorization to invite the Village Council, through the Village Manager, to participate in the training beginning in January and noted that the cost would be shared. He identified Oakland County and Main Street Oakland County as potential facilitators.

Secretary Lorant asked whether the proposed leadership training had already been presented to the Village Council. Executive Director Gibb clarified that the motion would authorize him to extend an invitation to the Village Council through the Village Manager for its consideration, with no binding commitment by either body.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to direct the DDA director to issue an invitation to the Village Council through its Village Manager to jointly participate in a facilitated leadership training beginning in January 2027, sharing the cost thereof equally, and mutually choosing a neutral facilitator in the quality and reputation of filament who is offered as an approved option.

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

9. Reports, Resolutions and Recommendations

A. Main Street Committee Minutes

Executive Director Gibb apologized to Board Member Campbell for inadvertently omitting her committee minutes from the packet and stated that they would be included at the next meeting. He explained that, going forward, minutes from all four committees would be presented to the Board to become part of the public record. The item before the Board was to receive and file the attached Promotions and Design Committee minutes.

MOTION made by Treasurer Shell, Seconded by Board Member Barnett, to receive and file the Promotion and Design Committee Minutes.

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

B. Executive Directors Report

Executive Director Gibb provided an update on DDA activities, including plans to add event and marketing metrics to future reports, the success of Dragon on the Lake and LOLive, and continued collaboration with community partners. He reported on efforts to monitor utility costs, use Placer.ai data to support downtown economic development, pursue grant funding for bank stabilization and creek improvements, and upcoming recognition through the American in Bloom program.

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

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

10. Board Comments and Training Feedback

Board Member Barnett expressed frustration regarding recent Village Council discussions concerning the DDA and the appointment of Board members. He emphasized the contributions of DDA volunteers and Board members to the community and downtown, and stated that he believes the Board's work and volunteers should be supported and appreciated. He also thanked those attending and serving the community.

Board Member Garris agreed with Board Member Barnett's comments, commended Executive Director Gibb's work on the PUD, and expressed appreciation for the Board and its members.

Secretary Lorant commended the team for the thoroughness of the 168-page Board packet and thanked the Board for its support. He also noted the success of Dragon on the Lake and the DDA's role in attracting attendees despite the rain.

Treasurer Shell echoed the earlier comments and thanked Executive Director Gibb, Administrative Coordinator Woodrum, and the Board for their significant work and contributions.

Board Member Campbell expressed her appreciation for the community and downtown businesses and emphasized the importance of local businesses supporting the community through event sponsorships. She thanked the Board members and businesses that sponsored Dragon on the Lake and recognized the support provided to the Arts Center. She also thanked Executive Director Gibb for pursuing the SEMCOG grant.

Board Member Barnett suggested contacting SEMCOG staff for assistance with the grant application and noted that communities that have not previously received SEMCOG grants may receive consideration. He offered to help facilitate a conversation with SEMCOG.

Board Member Campbell supported the grant application, noting the importance of stabilizing the banks of Paint Creek, a designated trout stream, due to erosion near Children's Park and the gazebo. She thanked Executive Director Gibb and Administrative Coordinator Woodrum for their work on the project.

President Rutt emphasized the longstanding need for Paint Creek bank stabilization due to erosion in Children's Park and thanked Executive Director Gibb for pursuing grant funding. She also noted that the Village Council's 3-3 vote on the reappointments of Board Members Garris and Campbell resulted in no action, and recognized their contributions to the Board. President Rutt further noted that Board Member Coe will not seek reappointment when his term expires at the end of October, resulting in an upcoming Board vacancy.

11. Next Regular Meeting – October 20, 2026

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to adjourn the September 15, 2026, Downtown Development Authority Board Regular Meeting.
VOTING YEA: Caruso, Shell, Lorant, Campbell, Garris, Barnett, Rutt

VOTING NAY: None
ABSENT: Burgess, Coe
MOTION: Carried

The September 15, 2026, Downtown Development Authority Board Regular Meeting adjourned at 7:43 PM.

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Debbie Burgess	Lynsey Blough, CMC
Chairperson	Deputy Clerk/Treasurer

Date Approved: as presented on October 20, 2026