



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, November 18, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The November 18, 2025 Downtown Development Authority Regular Meeting was called to order at 6:30 PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess

Vice Chairperson Sam Caruso

Secretary Hank Lorant

Board Member Lloyd Coe

Board Member Alaina Campbell

Board Member Chris Barnett (arrived 6:31 PM)

President Teresa Rutt

ABSENT

Treasurer Matt Shell

Board Member Sally Medina

STAFF PRESENT

Executive Director Matt Gibb

Assistant Director Janet Bloom

Clerk/Treasurer Sonja Stout

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of October 21, 2025

MOTION made by President Rutt, Seconded by Board Member Coe to approve the Downtown Development Authority Board Regular Meeting Minutes of October 21, 2025.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell
MOTION: Carried

B. Approval of DDA Special Meeting Minutes of November 11, 2025

MOTION made by President Rutt, Seconded by Secretary Lorant to receive and file the Minutes for the Special Meeting of November 11, 2025.

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

4. Approval of Agenda

MOTION made by President Rutt, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Agenda of November 18 2025, as presented.

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

5. Special Presentation

**A. Presentation of Spirit of Main Street Micro Business
Startup Grant Recipients**

Eric Phillips of Mainstreet Oakland County and Theresa Doan of Genisys Credit Union presented grant award checks to two local businesses: Boutique Chic and Lake Orion Bike Adventure. The business owner of Boutique Chic reported that the funds will be used to purchase a new point-of-sale system, and the business owner of Lake Orion Bike Adventure stated that the grant will be used to acquire an e-bike repair stand. A group photo was taken of the grant recipients along with the DDA Board.

6. Call to the Public

Rosemary Ford asked the DDA Board to clarify the meaning of “POS” for those watching from home. Secretary Lorant responded that it stands for “Point of Sale,” noting that it is an essential system for retail operations.

7. Consent Agenda

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

MOTION made by President Rutt, Seconded by Board Member Campbell to approve the November 18, 2025, Consent Agenda by one vote, as presented.

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

A. Financial Reports

MOTION made by President Rutt, Seconded by Board Member Campbell to receive and file the financial reports for October 2025.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

8. Financial Matters

A. Bill Approval

MOTION made by Board Member Barnett, Seconded by Secretary Lorant to approve disbursements in the amount of \$101,725.25 for October 2025.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

9. New and Old Business

A. Annual Election of Board DDA Officers

Chairperson Burgess opened the floor for nominations at 6:45 PM.

Board Member Barnett stated he would like to renominate the existing slate of officers.

MOTION made by Board Member Barnett, Seconded by Board Member Coe to close the nominations and cast a unanimous ballot for the slate as follows:

Debbie Burgess for Chair

Sam Caruso for Vice Chair

Hank Lorant for Secretary

Matthew Shell for Treasurer

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

B. Cleaning Services - Review and Award

MOTION made by President Rutt, Seconded by Secretary Lorant to approve the proposal from Prestige Cleaning MI for the services outlined therein, at a cost not to exceed \$500 per month, with regular invoicing paid from GL 248-726-801-000.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

C. Miscellaneous Change Orders

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant to move to accept and approve the change orders for Mickey's Construction as presented, in the total amount of \$37,057.49, payable from the budget lines as likewise presented.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

D. Event Contracts

MOTION made by Board Member Campbell, Seconded by Secretary Lorant to approve a contract with Clear Cut Ice for ice sculptures at Ice Fest, at a cost not exceed \$3,250, payable from GL 248-729-880-008 Ice fest.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

MOTION made by President Rutt, Seconded by Secretary Lorant to approve a contract for horse and wagon rides with Blackstone Stables at a cost not to exceed \$2,150, payable from GL 248-729-880-015 Winter Activities

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

E. Discussion and Consideration - Additional Architectural Services

Discussion between the DDA Board members and the DDA Executive Director focused on the cost of the proposed addition, whether the DDA planned to lease or sell the space, and the advantages and disadvantages of purchasing. The Board determined that a contract would be necessary before making a final decision.

MOTION made by Board Member Coe, Seconded by President Rutt to table item pursuant to direction given to December meeting.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

Rosemary Ford suggested including language in the contract specifying that the business would be responsible for repairs, or clarifying who would bear the responsibility for them.

F. Reconsideration - Executive Director Contract

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe to amend to the Executive Director contract, granting a 5% salary increase effective July 1, 2025, and a term extending the contract through and including June 30, 2027, all other terms of the contract remaining as stated, with a budget adjustment of \$1600 from GL 248-260-958-000 to GL 2 48-260-701—000.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

10. Reports, Resolutions and Recommendations

A. Executive Directors Report

Executive Director Gibb provided updates on the non-profit, noting plans to work with Treasurer Shell. He also mentioned upcoming parking lot lease renewals and the potential for a special meeting in December regarding electricity at the Lumberyard.

The Board discussed the status of the four-wheeler, debating whether it could be repaired or if a new one was needed. Chairperson Burgess requested pricing for both repairing the current four-wheeler and purchasing a new one, as well as quotes for a blade, noting that the DDA operations rely on the four-wheeler.

Questions were raised regarding snow removal responsibilities for business owners. Chairperson Burgess asked Assistant Director Bloom to provide memos to businesses outlining snow removal guidelines by end of this week. She also suggested that Executive Director Gibb coordinate with DPW to negotiate a similar snow removal arrangement as the Park Island Road, and recommended obtaining salt for the upcoming winter.

MOTION made by Board Member Barnett, Seconded by President Rutt to receive and file the Executive Directors Report for November 2025.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

B. Assistant Director's Report

Assistant Director Bloom reviewed past events and provided updates on the SeeMyLegacy platform, social media metrics, and upcoming events.

Chairperson Burgess inquired about the budget for Sing and Stroll and the Horse Carriage Ride, emphasizing the importance of having the SeeMyLegacy platform live to secure sponsorships. She requested that the platform be shared with the Board by Friday, November 21, 2025, and asked about plans for pursuing sponsorships. Assistant Director Bloom responded that she would need to dedicate one day per week outside the office to actively obtain sponsorships.

MOTION made by Board Member Barnett, Seconded by President Rutt to receive and file the Assistant Director's Report.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

11. Minute for Mission

A. Discussion and Direction - Use of TIF for Capital Improvement

Executive Director Gibb prepared a memo and asked the board to review his memo.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant to receive and file the November 18, 2025 memorandum from the Executive Director and further directing that the memorandum is conveyed to the Ad Hoc Committee of the Lake Orion Village Council with a supporting statement that the Board of Directors for the Lake Orion Downtown Development Authority will consider for discretionary project for inclusion in the 75/25 Fund, as previously established by resolution/agreement.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

B. Strategic Plan - Setting Key Performance Indicators

Executive Director Gibb prepared a memo on Key Performance Indicators (KPI's) and asked the board to review his memo in preparation for the next meeting.

Board Member Barnett suggested putting together a workshop after the holidays to help put together the KPI's

MOTION made by Board Member Barnett, Seconded by President Rutt to receive and file the memorandum from the Executive Director and incorporating all discussion, direct the Executive Director present a final set of key performance indicators, policy and resolution for adoption not later than January 20, 2025. With the intent of creating a more informal workshop after the holidays, open to the public, for the intent of discussion of the Key Performance Indicators (KPIs).

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

12. Board Comments and Training Feedback

Board member Coe commented that the Christmas lights looked great.

President Rutt stated she would have liked to review the contract for the horse and wagon rides at

least a month prior to the event. Chairperson Burgess suggested that 60 days for presenting event contracts to the Board would be more appropriate.

Board member Campbell also said the lights looked great, thanked the volunteers, and noted that the 75/25 split is significant for the DDA and was done out of concern for the community.

Vice Chairperson Caruso stated the lights looked festive, mentioned that someone had relocated some great traps which improved appearance and reduced odor, and wished the community a Happy Thanksgiving, expressing gratitude for the DDA Board.

Secretary Lorant noted that the Lumberyard project is progressing better than expected and extended Thanksgiving greetings to the community.

Board Member Barnett shared updates on positive community growth, upcoming events, requested volunteers at Blanche Sims, and shared that he is now a grandpa.

Chairperson Burgess thanked the Board, complimented the lights, thanked Genisys Credit Union, expressed appreciation for partnerships with the township and improvements in relationships with the village and village manager, and wished the community a Happy Thanksgiving.

13. Next Regular Meeting - December 16, 2025

14. Adjournment

MOTION made by Secretary Lorant, Seconded by President Rutt to adjourn the October 21, 2025 Downtown Development Authority Board Regular Meeting.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

The November 18, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:20 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on December 16, 2025