



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, May 19, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The May 19, 2026 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
Treasurer Matt Shell
Board Member Lloyd Coe
Board Member Alaina Campbell
Board Member Todd Garris
Board Member Chris Barnett
President Teresa Rutt

ABSENT

Secretary Hank Lorant

STAFF PRESENT

Executive Director Matthew Gibb
Assistant Director Janet Bloom
Village Manager Darwin McClary
Clerk/Treasurer Sonja Stout

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of April 21, 2026

MOTION made by Treasurer Shell, Seconded by Board Member Coe to approve the Downtown Development Authority Board Regular Meeting Minutes of April 21, 2026.

VOTING YEA: Burgess, Caruso, Shell, Coe, Campbell, Garris, Barnett Rutt

VOTING NAY: None
ABSENT: Lorant
MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Board Member Coe to approve the Downtown Development Authority Board Regular Meeting Agenda of May 19, 2026, with the addition of item 9 C. Committee Reports.

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

5. Call to the Public

None.

6. Consent Agenda

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

MOTION made by Board Member Barnett, Seconded by Treasurer Shell to approve the May 19, 2026, Consent Agenda by one vote, as presented.

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

A. Financial Reports

MOTION made by Board Member Barnett, Seconded by Treasurer Shell to receive and file the Financial Reports for April 2026.

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

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Board Member Coe to approve disbursements in the amount of \$71,607.55 for April 2026.

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

8. New and Old Business

A. Seasonal Snow Maintenance - Reconciliation

MOTION made by Treasurer Shell, Seconded by President Rutt to move \$7,000 from GL 248-728-801-000 Economic Development Contracted Services to GL 248-260-801-000 Contracted Service Downtown.

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

MOTION made by Treasurer Shell, Seconded by Board Member Coe to approve the final reconciliation of seasonal snow maintenance in the amount of \$7000, payable to Hauxwell Services Inc from GL 248-260-801-000 Contracted Services Downtown, subject to the recommended budget adjustment.

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

B. Lumber Yard – Expense Reconciliation

DDA Executive Director Gibb provided an update on the Lumber Yard Project and reviewed related expenses. He noted that the \$980 payment listed in the agenda packet for Branden Glass of Clarkston would instead be designated to Mickey's Construction. He also stated that the project costs are currently approximately half of what was originally anticipated

MOTION made by Treasurer Shell, Seconded by President Rutt to approve payment of the itemized expenses for the Lumber Yard Project in the amounts and sources set forth by the Executive Director in this Memorandum.

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

C. DDA Budget 2026-27 - Next Steps

DDA Executive Director Gibb stated that the next step would be the formation of a budget task force consisting of Treasurer Shell, Board Member Lorant, and Vice Chairperson Caruso. He also stated that an upcoming meeting would be scheduled with the DPW Director and Police Chief to review contract pricing and language as part of the annual contract review process. Once these meetings and reviews have taken place, the DDA budget is expected to be presented at the June meeting for adoption.

President Rutt inquired about snow removal costs in the upcoming budget. DDA Executive Director Gibb stated that the DDA will likely continue contracting with Huaxwell Services and, if

pricing increases, other options may be considered. She also noted that obtaining an updated quote from the DPW for services may be beneficial as an alternative if needed.

MOTION made by Treasurer Shell, Seconded by Board Member Coe to invite the Village Police Chief and Director of DPW Services to a budget task force meeting to discuss and complete contracts for 26-27, such contracts to be on the June 2026 DDA Board agenda for consideration and approval.

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

9. Reports, Resolutions and Recommendations

A. Assistant Director's Report

Assistant Director Bloom provided an update on how the State of Emergency has affected local businesses and presented a verbal report, which can be found in the Assistant Director's Memorandum.

MOTION made by Treasurer Shell, Seconded by Board Member Coe to Receive and File the Assistant Director's Report.

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

B. Executive Directors Report

DDA Executive Director Gibb displayed merchandise related to the Lumber Yard Project and presented proposed replacement banners for the downtown area. He also provided an update on the Planned Unit Development (PUD) application for the Lumber Yard Project, which is scheduled to go before the June Planning Commission meeting. In addition, he commented on the leadership demonstrated throughout the community during the State of Emergency.

MOTION made by Treasurer Shell, Seconded by Board Member Coe to adopt receive and file the May 19, 2026 Executive Director Report.

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

C. Executive Directors Report

MOTION made by Board Member Barnett, Seconded by Treasurer Shell to adopt receive and file the Committee reports.

VOTING YEA: Burgess, Caruso, Shell, Coe, Campbell, Garris, Barnett Rutt

VOTING NAY: None
ABSENT: Lorant
MOTION: Carried

10. Board Comments and Training Feedback

Board Member Barnett spoke about the DDA's presence at the Flower Fair and commended the strong coordination among emergency personnel during the State of Emergency.

Treasurer Shell thanked Matt and Janet for their hard work and stated that the Flower Fair was very successful.

Chairperson Burgess spoke about demonstrated leadership during difficult times and also thanked neighboring communities for their assistance during the State of Emergency. She additionally recognized Board Member Campbell for her efforts with the spring cleanup and noted appreciation for the hanging baskets.

Vice Chairperson Caruso stated that the DDA Director and Assistant Director provided strong leadership and support during a time of need.

Board Member Campbell reported that she worked during both the State of Emergency and the Flower Fair and noted that police and fire departments demonstrated positivity and resilience.

President Rutt stated that the response to the State of Emergency was well coordinated without a sense of panic and noted the strong efforts of the Police Department and DPW in transitioning operations into the Flower Fair.

Board Member Coe commented that communication during the State of Emergency was effective and noted a successful Flower Fair with strong sales. He also announced that cornhole programming will run from June 4 through August 22.

11. Next Regular Meeting - June 16, 2026

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Vice Chairperson Caruso to adjourn the May 19, 2026, Downtown Development Authority Board Regular Meeting.

VOTING YEA: Burgess, Caruso, Shell, Coe, Campbell, Garris, Barnett Rutt

VOTING NAY: None

ABSENT: Lorant

MOTION: Carried

The May 19, 2026 Downtown Development Authority Board Regular Meeting adjourned at 7:43 PM.

Debbie Burgess
Chairperson

Sonja Stout, MiCPT
Clerk/Treasurer

Date Approved: as presented on June 16, 2026

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