MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, July 15, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The July 15, 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 Sally Medina
Board Member Alaina Campbell
Board Member Chris Barnett
President Teresa Rutt

ABSENT
Treasurer Matt Shell

STAFF PRESENT
Executive Director Matthew Gibb
Assistant Director Janet Bloom
Village Manager Darwin McClary
Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of June 17, 2025

MOTION made by Board Member Coe, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of June 17, 2025, as presented.

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

4. Approval of Agenda

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Agenda of July 15, 2025, as presented.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt
VOTING NAY: None
ABSENT: Shell
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 President Rutt, to approve the July 15, 2025, Consent Agenda by one vote, as presented.

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

A. Financial Reports

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

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

7. Financial Matters

A. Bill Approval

Board Member Coe asked if a discount was possible for the recurring dumpster charges. Executive Director Gibb responded that the vendor cannot offer discounts selectively but has provided expedited 24-hour service instead of the typical three-day turnaround. He noted that debris removal is nearly complete, with 47 dumpsters used and 101 truckloads hauled away.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve disbursements in the amount of $31,523.46 for June 2025.

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

8. New and Old Business

A. Presentation - Daniel Pavelich - Silversmith/Gantt Chart

Assistant Director Bloom introduced Daniel Pavelich, a Grand Valley State University student who contributed to last year's hanging baskets and recent special projects. This summer, he focused on improving DDA asset maintenance by creating a modular Excel Gantt chart, a PERT chart, and a detailed asset inventory. He also used the Silversmith system to map and assess items like lampposts, benches, and trash cans. Chairperson Burgess and board members praised his work, noting the time and effort involved. Mr. Pavelich shared that some tasks took over 20 hours and that he wrote custom Excel code to enhance functionality. He said he enjoyed the project and was proud of the outcome.

B. Lumber Yard - Retail Structure Option

The DDA Executive Director updated the board on the lumberyard redevelopment, requesting direction on using DC Structures as a single-source provider for three prefabricated buildings to help finalize the site plan and save $470,000–$480,000. While issuing an RFP remains an option, it could delay the project and increase costs. The board discussed balancing parking, public use, and revenue-generating spaces, with the plan currently allowing for 138 parking spaces and flexibility for events. Potential tenants include a bakery and bike shop. The goal is to complete the site plan and begin earthwork before year-end.

Bonnie Blais thanked the DDA but raised concerns about the boutique hotel conflicting with the village's short-term rental ordinance. She felt the approach was dismissive of public input and called for more transparency.

Carl Cyrowski supported the hotel, arguing it fit the downtown entrance and was exempt from the short-term rental ordinance, emphasizing its potential to support local businesses.

Christine Pervolarakis expressed support for two small buildings and an artist market and suggested repurposing historic cabins for retail. She hadn't received a response to her inquiry about this idea.

George Dandalides voiced concerns about moving forward without a detailed, executable plan, criticizing the lack of engineering details. He urged the DDA to pause spending until approved plans are in place.

Luca Mezzalira suggested incorporating ecological preservation into the parking lot design, using permeable materials to reduce toxic runoff and preserve the environment.

After public comments, Board Member Barnett explained that the cabins were too deteriorated to repurpose and emphasized that the motion was about securing design assistance for the site plan, not purchasing buildings. Executive Director Gibb clarified that the motion would finalize design specifications, allowing flexibility for future changes. Board Member Barnett reassured that the current design aligned with the project's original goals, including increasing parking, addressing access issues, and providing space for retail and potential residential development.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to authorize the Executive Director to proceed with design specifications for three prefabricated buildings (Stillwater) from DC Structures. The motion does not commit the DDA to final construction or use of DC Structures for future phases.

VOTING YEA:	Burgess, Caruso, Lorant, Medina, Campbell, Barnett, Rutt
VOTING NAY:	Coe
ABSENT:	Shell
MOTION:	Carried

9. Reports, Resolutions and Recommendations

A. Executive Director Report

Executive Director Gibb highlighted recent community engagement, infrastructure improvements, and upcoming seasonal challenges, including budgeting for winter plowing and planning for holiday lighting. Board Member Coe suggested exploring color-changing lights for year-round use. Executive Director Gibb noted past lighting costs and durability issues, and agreed to look into alternative options, also mentioning that tree growth impacts the longevity of installed lights.

MOTION made by Secretary Lorant, Seconded by President Rutt, to receive and file the Executive Director Report.

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

B. Lumber Yard Progress Report

Executive Director Gibb reported steady progress at the Lumberyard site. A bakery tenant is expected for the front building, siding is complete, and painting is next using historically appropriate colors. The trailhead building is done, and planning has begun for access and site layout. The barn cleanup is nearly finished, and due to structural issues, a glass wall is being considered for the west side to bring in natural light. Funding remains available from bonds and grants, and efforts are underway to secure more grants for public space improvements. Engineering plans will soon guide structural work. Key partners like Madison Electric and a team connected to Campus Martius are contributing to lighting and site design, helping ensure plans remain affordable and high quality.

MOTION made by Board Member Barnett, Seconded by Board Member Medina, to receive and file the Lumber Yard Progress Report.

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

C. Assistant Director's Report

Assistant Director Bloom provided updates on recent events and activities, project progress, social media metrics, grant developments, new businesses, key upcoming dates, and Lake Orion DDA businesses nominated for WDIV's "Vote 4 the Best" awards.

Chairperson Burgess asked why the July 18 movie night was canceled or rescheduled. Assistant Director Bloom explained that they decided to postpone it to allow for more planning and collaboration, aiming to create a more impactful adult date night event tied to the movie.

MOTION made by Secretary Lorant, Seconded by President Rutt, to receive and file the Assistant Director's Report.

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

10. Board Comments and Training Feedback

Board Member Coe expressed appreciation for the hard work Executive Director Gibb and Assistant Director Bloom have put into the Lumberyard project.

President Rutt had no comment.

Board Member Campbell thanked Executive Director Gibb for handling trash during the July 4th weekend and highlighted ongoing garbage issues downtown. She supported adding mobile bins during events and praised the reuse of materials at the Lumberyard as both cost-effective and environmentally responsible.

Vice Chairperson Caruso appreciated Executive Director Gibb's help with trash but stressed it's not his role. He praised the Lumberyard project, noted its greater value over past parking proposals, and celebrated the July 4th fireworks and the community's shared vision.

Secretary Lorant called for a clear revenue plan and expressed strong support for the Executive Director's leadership, dismissing local criticism and praising efforts to strengthen the DDA and village.

Board Member Medina voiced strong support for the leadership team, showed excitement about the potential boutique hotel, and appreciated progress on the blue awning issue. She praised Mr. Pavelich's report and jokingly declined participation in the Dragon Boat Weekend due to the physical toll from past experience.

Board Member Barnett stressed the importance of positivity and celebrated the major GM job announcement. He praised Mr. Pavelich's work and shared his upcoming opportunity to present a community case study at Brown University focused on connecting Orion to its recreational assets.

Chairperson Burgess gave heartfelt praise to Mr. Pavelich for his talent and dedication, celebrated the GM jobs announcement, and encouraged local beautification for America in Bloom. She thanked Executive Director Gibb, Assistant Director Bloom, the board, and staff, emphasizing the strength of collaboration in the community.

11. Next Regular Meeting - August 19, 2025

12. Adjournment

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to adjourn the July 15, 2025 Downtown Development Authority Board Regular Meeting.

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

The July 15, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:33PM.

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Debbie Burgess
Chairperson

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Lynsey Blough
Deputy Clerk/Treasurer

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Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on August 19, 2025.