MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, August 18, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The August 18, 2026 Downtown Development Regular Meeting was called to order at 6:35 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 Todd Garris
Board Member Chris Barnett

ABSENT
Treasurer Matt Shell
President Teresa Rutt

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

3. Approval of Minutes

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

MOTION made by Board Member Coe, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of July 21, 2026, as presented.

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

4. Approval of Agenda

MOTION made by Board Member Coe, Seconded by Vice Chairperson Caruso, to approve the Downtown Development Authority Regular Meeting Agenda of August 18, 2026, with the addition of the following items under 8. New and Old Business:

E. Textedly Elite – Annual Plan
F. Website Repair
G. PEA – Lumber Yard Final PUD Engineering Invoice
H. Lumber Yard – Web/Vendor Portal
I. Payroll Issue – T. Woodrum
J. Paint Creek Bank Stabilization

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

5. Call to the Public

Police Chief and Acting Village Manager Amundson provided an update on the Village's disincorporation process, noting that the question was not included on Oakland County's August 14, 2026, list of ballot proposals and did not appear to be proceeding to the ballot. He emphasized the importance of communication between the Village and DDA regarding the matter.

6. Consent Agenda

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

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to approve the Consent Agenda in one vote.

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

A. Financial Reports

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to receive and file the financial reports for July 2026.

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

VOTING NAY: None
ABSENT: Rutt, Shell
MOTION: Carried

B. Reimbursement - As Needed Labor

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to allow reimbursement to Matthew Gibb in the amount of $450.00, upon presentment to the Village Clerk of three signed statements verifying the labor incurred, with fund from GL 248-260-958-000 General Activities.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett
VOTING NAY: None
ABSENT: Rutt, Shell
MOTION: Carried

7. Financial Matters

A. Bill Approval

Executive Director Gibb noted that sponsorships substantially offset the annual expense of the LOLive! Gazebo Series, making the event nearly cost-neutral, and reported an average attendance of approximately 500 people per concert. The Board expressed appreciation for the sponsorship support and event success.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve disbursements in the amount of $63,704.98 for July 2026.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett
VOTING NAY: None
ABSENT: Rutt, Shell
MOTION: Carried

8. New and Old Business

A. Interior Market Barn Painting

Executive Director Gibb recommended awarding the Market Barn interior painting project to Wessel's Painting, which submitted the lowest of three quotes and had previously completed the exterior painting.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to accept the estimate from Wessel's Painting dated 7.28.26, and authorize the DDA Director to procure the services and materials at a cost not to exceed $11,890 payable from 301-901-971-000 Capital Outlay Buildings.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett
VOTING NAY: None
ABSENT: Rutt, Shell
MOTION: Carried

Executive Director Gibb expressed concern regarding delays in payments to DDA contractors, noting that a previous payment to Wessel's Painting took several weeks to process. He stated that he would submit the necessary documentation to request payment and emphasized the importance of timely payment to maintain positive relationships with local contractors.

Vice Chair Caruso agreed that contractors should be paid promptly, particularly when providing competitive pricing and quality work. Board Member Campbell questioned why payments for approved and budgeted expenses were being delayed.

George Dandalides encouraged the Village-DDA joint committee to use its upcoming meeting to identify and address administrative roadblocks and improve coordination between the organizations. Chairperson Burgess emphasized the importance of paying community contractors in a timely manner.

B. Code Compliance - Demolition and Clean Up

Executive Director Gibb requested a waiver of the three-quote process and authorization to contract with K&D Phillips for site cleanup at the Lumber Yard. The work would include removing the deteriorated barbed-wire fencing, concrete, and debris to address safety and appearance concerns while the project approval process continues.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to accept the estimate from K&D Phillips Contracting LLC dated 8.7.26, and authorize the DDA Director to procure the services and materials at a cost not to exceed $8,050 payable from 301-901-971-000 Capital Outlay – Buildings, and waive the three-quote process.

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

Board Member Barnett expressed support for the proposed cleanup and asked whether additional site work or cleanup would be required. Executive Director Gibb explained that the proposed work would be the final cleanup prior to site development under the approved PUD site plan, with only the potential relocation of the existing coal shed remaining. He noted that no additional cleanup work was anticipated before site development and that a development schedule was being prepared.

C. Travel – America in Bloom

Executive Director Gibb requested consideration for a staff representative to attend the America in Bloom symposium to learn more about the program and evaluate its potential for continued participation. He noted that the expense could be covered within the existing education and training budget.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to approve Executive Director Gibb's attendance with the cost not to exceed $1,500 payable from GL 248-260-957-

000 Education and Training.

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

Chairperson Burgess asked whether Lake Orion's Downtown was being considered for any America in Bloom awards. Executive Director Gibb stated that the DDA had submitted nominations and that the organization's evaluators had also nominated the community for several awards. He noted that awards recognize overall community aesthetics, public spaces, and efforts to create a welcoming Downtown.

D. Renewal – SeeMyLegacy

Executive Director Gibb requested renewal of the DDA's SeeMyLegacy membership, explaining that the platform can streamline sponsorships, volunteer registrations, payments, event campaigns, and sponsor impact reporting. He noted the platform was underutilized the previous year due to staffing limitations but could now be better utilized for upcoming events and Lumber Yard initiatives. SeeMyLegacy offered a $500 renewal discount and additional campaign publication services at no cost. Chairperson Burgess requested that staff report on the platform's usage if renewed, and Executive Director Gibb confirmed that monthly updates would be added to the DDA agenda. Vice Chairperson Caruso asked about existing content and noted the program's potential, while Board Member Campbell asked about its ability to provide sponsor impact and ROI reports. Executive Director Gibb confirmed that the platform could assist with compiling attendance, social media, and other engagement data into sponsor reports.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve a renewal of the membership with SeeMyLegacy at the offered reduced rate of $1,999, annual, with funding from GL 248-729-880-015 Winter Activities and directing staff to add a monthly report item to the DDA Board agenda to track its use.

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

E. Textedly Elite – Annual Plan

Executive Director Gibb reported that staff was reviewing recurring subscriptions to identify and eliminate unnecessary expenses and introduced a recommendation to utilize Textedly to improve communication with businesses, volunteers, and the community. Administrative Coordinator Woodrum explained that the platform would provide text messaging capabilities, a centralized contact/CRM database, and up to 6,000 messages per month, supplementing rather than replacing email communications. Executive Director Gibb noted it would be funded through the $10,000 Oakland County Main Street Technology Grant awarded to the DDA. Vice Chairperson Caruso expressed support and asked about the funding and monthly cost, which Executive Director Gibb clarified.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to authorize enrollment in Textedly Elite at a cost not to exceed $2,124 payable from GL 248-260-958-000, either in an annual payment or monthly installments not to exceed $177.00

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

F. Website Repair

Executive Director Gibb presented a proposal from Web Vitality to assess and improve the DDA website, including its backend, forms, plugins, and overall performance. He explained that the website had undergone significant improvements but still had mobile compatibility and form-submission issues, and that the work was included as part of the DDA's $10,000 Oakland County Main Street Technology Grant.

Board Member Garris briefly left the meeting at 7:17 PM and returned at 7:18 PM.

Board Member Barnett questioned the remaining contractual services budget and expressed concern about approving expenses beyond the proposal. Vice Chairperson Caruso confirmed that the work would be covered by the technology grant.

Discussion clarified that the engagement was a fixed fee of $1,050, including the assessment, recommendations, and specified website improvements, with the fee reduced by $525 if the website was determined to be unrepairable.

Board Member Barnett moved to approve the Web Vitality engagement at a cost not to exceed $1,050, noting that he did not support authorizing additional expenditures without further approval.

Executive Director Gibb agreed that $1,050 was sufficient for the proposed work. Chairperson Burgess asked about the technology grant, and Executive Director Gibb reported that approximately $2,300 of the $10,000 grant had been spent to date. Chairperson Burgess emphasized that the discussion was consistent with the Board's commitment to transparency.

MOTION made by Board Member Barnett, Seconded by Board Member Coe, to authorize a contract with WebVitality at a cost not to exceed $1,050 payable from GL 248-728-801-000 Contracted Services.

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

G. PEA – Lumber Yard Final PUD Engineering Invoice

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to authorize payment of Invoice(s) 120374 and 121889 at a cost not to exceed $12,422.50 payable from GL 301-901-971-000 Capital Outlay – Buildings.

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

H. Lumber Yard – Web/Vendor Portal

Executive Director Gibb presented two Trail Forge expenditures to begin developing branding, a website, and vendor portal for the public market, noting that the work needs to begin in the fall in preparation for a spring opening. Board Member Barnett asked whether the $500 retainer was a one-time expense, and Executive Director Gibb confirmed it was. Board Member Campbell asked about the scope of the website and whether a formal project proposal had been submitted. Executive Director Gibb explained that the initial work would include approximately eight pages, branding, and strategic communication support.

Board Member Barnett asked whether the market website would be connected to the DDA website and whether the future market organization would operate independently. Executive Director Gibb explained that the website would initially be DDA-owned and connected to the DDA, while the long-term concept is to establish a separate nonprofit organization to operate the public market and related facilities, although no final structure has been established. Executive Director Gibb stated that he was seeking Board approval to confirm the expenditures as reasonable for initiating the project.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to authorize payment of Invoice(s) 0065 and 0066 at a cost not to exceed $1,400 payable from GL 248-726-980-001 Public Space Grant General.

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

I. Payroll Issue – T. Woodrum

Executive Director Gibb reported that he had authorized Administrative Coordinator Woodrum to work additional hours as the DDA prepares for the fall, noting that funds remain available due to delays in filling previously budgeted positions. He stated that Administrative Coordinator Woodrum had not been paid for the additional hours worked because of an issue with the timesheet approval process and asserted that withholding payment for authorized hours worked would violate state and federal wage laws. Executive Director Gibb advised that he had historically approved staff time through email and that the Village Attorney agreed with his position. He stated that the matter was informational and that, if Administrative Coordinator Woodrum was not paid in the next payroll cycle, he intended to pursue the matter through law enforcement.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to receive and file the information.

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

Board Member Barnett questioned whether the 70-hour limit for Administrative Coordinator Woodrum was sufficient given the DDA's workload and expressed concern about continued overtime and public scrutiny. Executive Director Gibb stated that additional staff hours were necessary to meet the DDA's current workload and explained that the two-person structure was handling responsibilities previously divided among multiple positions, including event coordination, communications, and administrative duties. He recommended that the Board's Executive Committee or a small committee immediately review the staffing structure and determine whether additional hours, administrative support, or a different employment structure was needed.

Board Member Campbell supported forming a committee, noting the significant workload associated with the DDA's events and expressing concern about staff burnout. Board Member Barnett agreed that the staffing issue should be addressed promptly, while emphasizing the need to remain mindful of public scrutiny and the Board's previously established 70-hour limit. He also suggested that the Village Council address ongoing communication and administrative issues between the DDA and Village staff.

Executive Director Gibb reiterated that the immediate issue could be addressed by maintaining the existing 70-hour limit while the Executive Committee reviews the DDA's staffing needs and identifies how the workload can be managed within the budget. Board Member Barnett suggested that the Chair or officers meet with the Village representatives and DDA Director to develop a staffing recommendation for the Board.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to direct the Executive Team to meet within six days to discuss the DDA's staffing, workload, and payroll-hour needs and return to the Board with a recommendation for resolution.

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

J. Paint Creek Bank Stabilization

Executive Director Gibb presented Caleb Campbell's preliminary report regarding bank stabilization along the creek near the Meeks Park Trail, noting that continued erosion could eventually damage the trail and require its closure. He recommended further exploration of the proposal and coordination with EGLE, and other interested parties, noting that there was no immediate cost but that the project could be considered for future 75-25 infrastructure funding. Board Member Campbell noted that Parks and Recreation would review the proposal and referenced a 2019 Clinton River Watershed Council bank stabilization plan for Children's

Park. Rosemary Ford, Chairperson of the Parks and Recreation Advisory Committee, expressed support for pursuing the project and indicated that the committee could assist with plantings and volunteers. Board Member Barnett noted potential SEMCOG grant funding and previously available CDBG funding that could potentially support the project.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to receive and file Caleb Campbell's report.

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

9. Reports, Resolutions and Recommendations

A. Report – Main Street Committees

Executive Director Gibb reported that the August 4 all-committee meeting was well attended and that the DDA's committees, particularly those that had previously seen lower participation, had been re-energized. He noted that Plaud is being used to record meetings and assist with preparing minutes, allowing staff to more efficiently document committee activities and progress. The Board was encouraged to review the committee minutes included in the agenda packet. He described the increased committee engagement as a positive development for the DDA's Main Street program.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to receive and file the August 18, 2026 Committee Report.

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

B. Executive Directors Report

Executive Director Gibb reported on ongoing downtown operations, including improved coordination with DPW, completion of banner installation, award submissions, upcoming seasonal contracts, and continued in-house marketing efforts. He noted strong attendance at recent concerts and movie nights and encouraged Board members to support Dragon Boat sponsorships. He also reported that staff is exploring temporary use of an undeveloped lot for additional downtown parking and that promotional metrics will be reported more strategically beginning in September.

He reported that the Lumber Yard project remains financially feasible but continues to experience delays due to plan reviews and permitting requirements. He stated that final plans and project information have been posted to the website and that staff is continuing to work toward finalizing the budget and project approvals.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to receive and file the August 18, 2026 Executive Director Report.

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

Board Member Barnett asked for an update on the proposed bakery tenant. Executive Director Gibb reported that the prospective tenant remains interested but has experienced delays with another store under construction and is awaiting the DDA's final plans before proceeding. He noted that no lease or pricing has been approved and that any agreement would be brought before the Board for approval. Board Member Barnett emphasized the importance of moving forward with a tenant for the space. Executive Director Gibb explained that the bakery requires a rear addition for its cooler system and that the build-out was delayed pending final site plan approval.

Board Member Barnett also asked about the final payment and Planning Commission schedule. Executive Director Gibb reported that the project is scheduled for Planning Commission review on September 8, with McKenna still targeting completion of its review by October. He also noted that a Fire Marshal comment regarding the plans had been received and would be addressed.

C. Special Meetings / Sub-Committees

Executive Director Gibb provided an update on staffing, the Lumberyard project, grant opportunities, and the Great American Main Street process. He noted the need to review Lumberyard budget and construction costs and determine the most viable path forward. He also recommended forming a small working group to develop a purposeful plan for the Wilson grant and emphasized that grant funds should be strategically allocated. He encouraged Board and community participation in these efforts.

Board Member Coe briefly left the meeting at 8:24 PM and returned at 8:24 PM.

No action was requested or taken by the Board.

10. Board Comments and Training Feedback

Board Member Barnett highlighted the SEMCOG Green Infrastructure Grant and offered assistance with pursuing eligible projects. He also emphasized the need for clear community communication regarding DDA projects, funding, and local services, particularly in light of recent voter concerns, and encouraged the Board to remain focused on building community trust and support.

Board Member Garris expressed strong support for the staff and Board, commending their daily efforts and dedication to the Downtown. He expressed concern regarding payroll discrepancies affecting employees and urged that the matter be corrected promptly. He encouraged staff to remain committed and assured them of the Board's support.

Secretary Lorant highlighted the upcoming Dragon on the Lake event, noting the scheduled entertainment, beer tent, boat activities, and Downtown shopping app. He reported that planning was progressing well and encouraged everyone to hope for favorable weather.

Vice Chairperson Caruso expressed appreciation for the Board and staff's efforts and noted the continued positive activity and appearance of Downtown. He expressed gratitude for serving on the Board and optimism for continued progress and future projects.

Board Member Campbell recognized the strong participation and dedication of the Illuminators volunteers and invited current and prospective members to attend an ice cream social on August 28 from 5:00 PM –7:00 PM at Cookies and Cream during Dragon on the Lake.

Board Member Coe announced the 12th Annual Zombie Walk, scheduled for September 17, and noted that proceeds support the Christmas Parade. He encouraged the community to participate in the event, which includes a downtown pub crawl and poker run.

Chairperson Burgess encouraged the Board and staff to remain committed to the strategic plan despite current challenges. She emphasized the importance of transparency and collaboration, noted the continued strong community support and downtown activity, and expressed confidence that the organization would overcome its challenges together. She thanked everyone for their commitment and partnership with the Township.

11. Next Regular Meeting - September 15, 2026

12. Adjournment

Motion made by Board Member Barnett, Seconded by Secretary Lorant.

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

The August 18, 2026 Downtown Development Authority Board Regular Meeting adjourned at 8:39 PM.

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Debbie Burgess
Chairperson

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Lynsey Blough, CMC
Deputy Clerk/Treasurer

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Sonja Stout, MiCPT
Village Clerk/Treasurer

Date Approved: as presented on September 15, 2026