MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, June 16, 2026

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362
(248) 693-8391 ext. 102

1. Call to Order

The June 16, 2026 Downtown Development 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 Todd Garris
Board Member Chris Barnett - arrived at 6:36 PM
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 May 19, 2026

MOTION made by Board Member Coe, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Meeting Minutes of May 19, 2026, as presented.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Rutt
VOTING NAY: None
ABSENT: Barnett, Shell
MOTION: Carried

Executive Director Gibb introduced Stephen Brenner, a Lake Orion High School honor student assisting the DDA with downtown flower watering. Executive Director Gibb also introduced Tracy Woodrum, the DDA Administrative Coordinator. The Board welcomed both new team members with applause.

4. Approval of Agenda

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve the June 16, 2026, Agenda, as presented.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Rutt
VOTING NAY: None
ABSENT: Barnett, Shell
MOTION: Carried

5. Call to the Public

Laura Gabriel, local artist and President of the Sculptors Guild of Michigan, addressed the Board regarding the Call for Art at the Lumberyard site. Ms. Gabriel offered to donate a marble sculpture to the DDA at no cost, requesting only that the DDA cover the cost of the pedestal and installation, alongside a small title and artist nameplate. Ms. Gabriel invited the Board to view her artwork at her stone carving studio, located at her residence (the "Mermaid House" near the library), and provided business cards for scheduling.

6. Consent Agenda

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

MOTION made by President Rutt, Seconded by Board Member Coe, to approve the June 16, 2026, Consent Agenda by one vote, as presented.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett, Rutt
VOTING NAY: None
ABSENT: Shell
MOTION: Carried

A. Financial Reports

MOTION made by President Rutt, Seconded by Board Member Coe, to receive and file the financial reports for May 2026.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett, Rutt
VOTING NAY: None
ABSENT: Shell

MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve disbursements in the amount of $96,913.03 for May 2026.

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

8. New and Old Business

A. 2026-27 Annual Budget - ADOPTION

Executive Director Gibb presented the Fiscal Year 2026–2027 Annual Budget, which aligns with board policies and includes a finalized $64,522 PA-57 fee and a $106,090 contribution for public safety. Responding to Board Member Campbell, Executive Director Gibb confirmed that a $29,000 DPW contract is for specific maintenance services detailed on page 59 of the board packet, with further cost breakdowns available. The budget, including these allocations, was recommended for adoption by resolution.

MOTION made by Board Member Coe, Seconded by Vice Chairperson Caruso, to adopt the 2026-2027 Budget for the Lake Orion Downtown Development Authority by Resolution, as presented and incorporated.

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

B. Assistant Director Contract – Final Termination Date

Executive Director Gibb recommended that Assistant Director Bloom's contract end at the end of the fiscal year, which is June 30th. This is to provide compensation during her transition, following the elimination of her position in the upcoming budget. He praised her exceptional professionalism and noted that the current budget can accommodate this, serving as a gesture of gratitude.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to ratify and affirm the termination of the Assistant Director Contract subject to the following:

1. The contract shall fully terminate on June 30, 2026, with all compensation and insurance benefits continuing until that date.
2. From and after June 16, 2026, the current staff member under the contract will work remotely, on an on call / as needed basis only, allowing any and all personal time for

professional development and transition.

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

C. DPW Services Agreement 2026-2027 – Approval

MOTION made by President Rutt, Seconded by Board Member Campbell, to approve the INTERGOVERNMENTAL SERVICE AGREEMENT Between the Lake Orion Downtown Development Authority and the Village of Lake Orion as presented, and authorizing its execution and presentment to the Village Council for adoption.

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

D. Public Safety Agreement 2026-2027 - Approval

Executive Director Gibb endorsed the public safety contract renewal, including the budgeted increase, and commended Police Chief Mark Edmondson for his proactive communication and highly collaborative approach to addressing downtown ordinance issues.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to approve the ENHANCED PUBLIC SAFETY AGREEMENT between Lake Orion Downtown Development Authority and Village of Lake Orion as presented, and authorizing its execution and presentment to the Village Council for adoption.

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

E. Main Barn Exterior Painting - Approval

Executive Director Gibb provided a brief update on the Lumberyard at Paint Creek project, noting that the Planning Commission recommended preliminary plan approval. Staff is currently working with Project Engineers, the Fire Marshal, and Jim Butler of PEA to finalize technical adjustments regarding fire suppression and a dry-well cistern-based stormwater solution. Regarding immediate site improvements, requests for quotes were issued to paint and stain the exterior of the historic barn structure. Three bids reflecting varying operational approaches were received and included in the board packet. He recommended accepting the bid submitted by Wessels Painting.

MOTION made by Board Member Barnett, Seconded by Board Member Campbell, to approve the quote from Wessel's Painting Inc for the preparation and staining of the exterior of the Lumber Yard Main Barn at a cost not to exceed $5,120, with funds form GL 301-901- 971-000

Capital Outlay – Buildings**.**

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

Board Member Barnett noted that the exterior painting quotes received were $5,000, $16,000, and $34,000. He expressed support for the recommended lowest bidder, highlighting that the business owner is a local Village resident.

Executive Director Gibb sought Board feedback regarding whether to apply a solid historic color stain to the salvaged lumberyard barn or a clear sealant to preserve the natural patina of the wood. Board Members Coe, Barnett, Garris, Secretary Lorant, and Vice Chairperson Caruso expressed an initial preference for a clear stain to maintain the building's historic character and salvaged materials. However, President Rutt, Board Member Campbell, and Chairperson Burgess raised concerns regarding long-term maintenance and visual cohesion with future site developments, with President Rutt suggesting a semi-transparent tinted wash as a middle ground.

The discussion shifted when Executive Director Gibb noted that the west face of the barn retains remnants of an original 1917 painted sign for the "Lake Orion Lumber and Coal Company." He explained that a clear stain would allow for the preservation and potential restoration of this landmark feature, a point which Chairperson Burgess indicated would significantly influence her final opinion. Ultimately, Executive Director Gibb stated he will work with Wessel's Painting to generate digital renderings of the finish options to circulate to the Board for consensus before work begins.

F. Notice of Selection – Main Street Momentum Grant

Executive Director Gibb announced that the DDA was awarded a $20,000 Ralph C. Wilson Jr. Foundation grant through Oakland County's distribution to northern rural communities. The grant prioritizes public placemaking, space, and connectivity projects, with a formal grant agreement from the county to follow.
MOTION made by President Rutt, Seconded by Board Member Coe, to receive and file notice of the selection and award from Main Street Oakland County and the Ralph C Wilson Foundation and authorizing our Executive Director to coordinate and prepare all future agreements and applications to secure the initial funding.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett, Rutt
VOTING NAY: None
ABSENT: Shell
MOTION: Carried

G. Notice of New Hire(s)

MOTION made by Board Member Barnett, Seconded by President Rutt, to receive and file notice of hiring of Tracy Woodrum and Stephen Brenner.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett, Rutt

VOTING NAY: None
ABSENT: Shell
MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Assistant Director's Report

Assistant Director Bloom presented her final report, with heartfelt gratitude to the Board, Administration, and volunteers. She announced that "The Illuminators" won Main Street Volunteer of the Year, earning a $600 check to supplement a $20,000 Ralph C. Wilson Jr. Foundation grant. She highlighted strong marketing metrics and promoted the Mother's Day "Orion Redo" campaign to support businesses after the water emergency. She provided updates on the upcoming summer lineup, including LOLive! concerts, Movie Nights, Dragon on the Lake, and Chamber lunchtime events. Finally, she recognized successful Memorial Day and National Trails Day events, thanked the Sunrise Rotary for the new downtown flags, and noted upcoming dates for the June 22 Downtown Lowdown, a September 21 small business training, and next week's America in Bloom beautification audit.

MOTION made by President Rutt, Seconded by Board Member Barnett, to receive and file the Assistant Director's Report.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett, Rutt
VOTING NAY: None
ABSENT: Shell
MOTION: Carried

B. Committee's Minutes

MOTION made by Board Member Barnett, Seconded by Board Member Coe, to receive and file the Committee's Minutes.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett, Rutt
VOTING NAY: None
ABSENT: Shell
MOTION: Carried

C. Executive Directors Report

Executive Director Gibb reported that new staff onboarding is underway, with strong transitional support from Assistant Director Bloom. He thanked Caleb Campbell for helping with Trail Day. He also noted that a revised, design-focused sandwich board sign ordinance that he's been working on with Bob Davis has been drafted and will be presented for merchant feedback at the June 22 Downtown LOdown meeting. Fiscally, year-end inter-fund budget adjustments will be finalized this week, including transferring trailing property acquisition funds to the building capital improvements account for the lumberyard project. Finally, following recent Main Street award success, the DDA will immediately apply for the Great American Main Street Award (GAMSA) ahead of the July 10th deadline, which will require brief Board assistance to produce a mandatory three-minute promotional video.

Village Manager McClary added that the preliminary Planned Unit Development (PUD) approval for the Lumberyard at Paint Creek project is on the agenda for the upcoming Monday Council meeting.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to receive and file the June 16, 2026 Executive Director's Report.

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

10. Board Comments and Training Feedback

Board Member Barnett announced his election as President of the National Association of Regional Councils and attendance at the U.S. Conference of Mayors, noting these networks secure funding and recognition. He praised the community's resilient response to the water main break and thanked Assistant Director Bloom.

Board Member Garris noted Lake Orion's exceptional statewide reputation based on positive feedback at a youth tournament in Boyne. He commended local leadership and thanked Assistant Director Bloom for her first-class service.

Secretary Lorant thanked Assistant Director Bloom for supporting the Orion Art Center, commended the downtown appearance, and thanked Executive Director Gibb for his hard work despite a minor injury.

Vice Chairperson Caruso praised Assistant Director Bloom's exceptional professionalism during the leadership transition and commended the vibrant downtown summer atmosphere, noting its value for upcoming promotional media.

Board Member Campbell highlighted that DDA and Main Street accreditations are vital for securing funds like the recent Ralph C. Wilson Foundation grant. She thanked Board Member Barnett and Orion Township leadership for spearheading the Mother's Day redo after the water main crisis and thanked Assistant Director Bloom for her transitional leadership.

President Rutt thanked Assistant Director Bloom and Executive Director Gibb for guiding the DDA through its transition. She promoted the Orion Area Chamber of Commerce's upcoming "Meet Me in Orion" lunchtime campaign, praised the town's walkability compared to her recent travels in Moldova, and reminded the public to support the July 4th fireworks.

Board Member Coe thanked Assistant Director Bloom for her service. He promoted the Lions Club's July 3rd "Flare Night" fundraiser ($5 flares available at local shops and on the lake) and anticipated high downtown foot traffic for the July 4th fireworks, encouraging local businesses to adjust their operating hours accordingly.

Chairperson Burgess Expressed deep gratitude to Assistant Director Bloom for her professionalism during the transition. She thanked the Rotary Club for downtown flags, acknowledged the $20,000 Ralph C. Wilson Foundation grant, and thanked organizers of the Mother's Day redo. Finally, she shared John Bry's recommendation that Lake Orion apply for GAMSA ahead of the 2027 conference in Detroit.

11. Next Regular Meeting - July 21, 2026

12. Adjournment

MOTION made by Board Member Campbell, Seconded by Board Member Coe, to adjourn the June 16, 2026, Downtown Development Authority Board Regular Meeting.

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

The June 16, 2026 Downtown Development Authority Board Regular Meeting adjourned at 7:39 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 July 21, 2026