



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, October 20, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The October 20, 2026, Downtown Development Authority Board 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
Secretary Hank Lorant
Board Member Lloyd Coe
Board Member Alaina Campbell
President Teresa Rutt

ABSENT

Board Member Todd Garris
Board Member Chris Barnett

STAFF PRESENT

Executive Director Matthew Gibb
Administrative Coordinator Tracy Woodrum
Village Manager Darwin McClary
Clerk/Treasurer Debbie Nogle
Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of September 15, 2026

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of September 15, 2026, as presented.

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

VOTING NAY: None

ABSENT: Garris, Barnett

MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Agenda of September 15, 2026, as presented.

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

VOTING NAY: None

ABSENT: Garris, Barnett

MOTION: Carried

5. Call to the Public

George Dandalides thanked Alaina Campbell and Todd Garris for their reappointments and Annalise Costantino for volunteering to serve on the DDA.

6. Consent Agenda

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

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the October 20, 2026, Consent Agenda by one vote, as presented.

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

VOTING NAY: None

ABSENT: Garris, Barnett

MOTION: Carried

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the financial reports for September 2026.

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

VOTING NAY: None

ABSENT: Garris, Barnett

MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve disbursements in the amount of \$180,835.58 for September 2026.

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

VOTING NAY: None

ABSENT: Garris, Barnett

MOTION: Carried

Executive Director Gibb explained that he would work with the Village Manager and new Clerk to review the DDA's credit card reconciliation process after questions arose about potentially duplicative entries and a disputed charge requiring correction.

8. New and Old Business

A. Repair and Replacement – Interior Center Floor

Executive Director Gibb provided a Lumber Yard project update, noting that the PUD plans were being revised again to address engineering review and Village stormwater compliance issues. He reported that the deteriorated central market floor was replaced after multiple contractor quotes were obtained. The Chair and Executive Director authorized the work under the Lumber Yard's procurement policy, as the cost was under \$30,000. The agenda item was to affirm their prior authorization, as the work had already been completed.

President Rutt asked about the new concrete finish. Executive Director Gibb explained that a brushed surface was used to distinguish it from the existing exposed aggregate. He noted that the work eliminated trip hazards, repaired damaged areas, and reinforced interior post-support footings, with the work documented and building officials informed.

MOTION made by Treasurer Shell, Seconded by President Rutt, to affirm that the submitted expense satisfies the procurement policy applicable to Lumber Yard project expenses and to approve payment of JAH Services Invoice No. 1386, dated October 10, 2026, in the amount of \$19,000 from GL 301-901-971-000, Capital Outlay – Buildings.

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

VOTING NAY: None

ABSENT: Garris, Barnett

MOTION: Carried

B. Acceptance of Resignation and Recognition of Service — Board Member Lloyd Coe

Executive Director Gibb recognized Board Member Coe's longstanding community involvement, including the Lighted Parade, American Legion, and Jubilee, and thanked Kathy Coe for her support.

Chair Burgess, Vice Chair Caruso, President Rutt, and Treasurer Shell also expressed appreciation for the couple's generosity and contributions through their costume business, parade participation, and DDA service.

President Rutt specifically recognized Coe's eight years on the DDA Board.

Secretary Lorant shared anecdotes highlighting Coe’s kindness and volunteer work with local organizations.

George Dandalides praised the couple’s contributions to the Christmas parade.

Francesco Komendera thanked the Coes for their support of the community and local musicians, noting that Board Member Coe would be missed but would remain in Lake Orion.

Treasurer Shell shared a story about Santa traveling to Ed’s Costume Shop to resolve a costume issue, illustrating the business’s broader reach.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to accept, with sincere appreciation, the resignation of Lloyd Coe from the Lake Orion Downtown Development Authority Board of Directors; to formally recognize and commend his years of dedicated service to the DDA, the Main Street program, and the greater Lake Orion community; and to direct that this memorandum of recognition and appreciation be entered into the official minutes of the Downtown Development Authority Board as a permanent expression of gratitude for his contributions.

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

Executive Director Gibb presented Board Member Coe with a commemorative picture in recognition of his years of service to the DDA. Board Members and others were invited to join the presentation and participate in a group photograph.

Board Member Coe thanked the DDA Board and staff for the recognition, describing the Board as the best group he had worked with and praising its ability to work collaboratively and complete projects. He encouraged Village Council to follow the DDA’s example and acknowledged the team’s efforts in advancing the Lumber Yard project, while noting that parking would remain a concern for downtown businesses. He shared the history of Ed’s Costume Shop, which began as a hobby inspired by the former Jubilee and Monday night car show before evolving into a full-time business. He expressed appreciation for the Village’s support over the years, recognized his wife, Kathy, for her contributions, and thanked the Board for the honor.

C. Notice of Re-Appointment and New Board Member

Executive Director Gibb thanked Village Council President Rutt for coordinating the reappointments of Alaina Campbell and Todd Garris and the appointment of Annalise Costantino to the DDA Board.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, To receive and acknowledge the Village Council appointments of Todd Garris and Alaina Campbell to continued service on the Downtown Development Authority Board of Directors and Annalise Costantino as a new Board member; to extend the Board's sincere appreciation to each for their willingness to

serve; to recognize and thank Village Council President Teresa Rutt and the Village Council for their attention to the appointment process and continued support of the Downtown Development Authority; and to direct that this memorandum be incorporated into the official Board meeting record.

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

VOTING NAY: None

ABSENT: Garris, Barnett

MOTION: Carried

Annalise Costantino introduced herself as the owner of Boutique Chic and highlighted her efforts to support local charities and promote businesses in the south end of downtown through events such as Fashion for a Cause and Witch's Night. She noted her more than 20 years of corporate retail experience and expressed enthusiasm for learning from the Board and serving the community. Chairperson Burgess welcomed her and expressed appreciation for the reappointments of Alaina Campbell and Todd Garris and their continued contributions to the community.

D. Schedule Annual PA57 Informational Meetings

Executive Director Gibb explained that the DDA's annual informational meetings are required by statute and recommended scheduling them for November 17 at 5:30 PM and December 14 at 5:30 PM, pending room availability. He noted that the meetings provide updates to taxing jurisdictions and that new Board members will receive orientation. He requested Board approval so the dates could be properly noticed and published.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to authorize the posting of Notice of Information Hearing pursuant to P.A. 57 of 2018 on the following dates and location:

Tuesday, November 17, 2026 @ 5:30 PM
and
Monday December 14, 2026 @ 5:30 PM
at the Village of Lake Orion offices,
located at 21 E. Church Street, Lake Orion MI in the
Village Hall Council Chambers

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

VOTING NAY: None

ABSENT: Garris, Barnett

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Program Manager Event Outcome Reports

Executive Director Gibb introduced Administrative Coordinator Woodrum's report on event metrics, noting that performance data would become a regular agenda item. Administrative Coordinator Woodrum presented the LO Live Concert Series report, covering attendance,

marketing reach, advertising costs, sponsorship revenue, and recommendations for improving future events. She reported that eight concerts were held in partnership with 20 Front Street, with \$12,500 in sponsorship revenue largely covering artist fees and approximately \$4,864 in advertising costs. Board Member Coe praised the report, and Vice Chairperson Caruso noted the value of collecting data for future planning. Board Member Campbell offered to share an example of a sponsor impact report and encouraged businesses to promote events through their own networks. President Rutt suggested surveying attendees to learn where they come from and how they engage with downtown businesses. Administrative Coordinator Woodrum welcomed the suggestions and discussed opportunities to increase business involvement and sponsorship.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Event Outcome Reports.

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

VOTING NAY: None

ABSENT: Garriis, Barnett

MOTION: Carried

B. Executive Directors Report

Executive Director Gibb reported that two local businesses were among 12 Oakland County businesses invited to Oakland Thrive's Pitch Awards, and that Roses of Silver Bell received a \$10,000 business development grant from Genisys. He highlighted Lake Orion's selection as a national semifinalist for the Great American Main Street Award, with a film crew scheduled to document the community. He also provided updates on the Lumber Yard project, the Textedly communication platform, SeeMyLegacy, upcoming events, Christmas lighting, website improvements, and efforts to promote Shop Small Saturday amid ongoing challenges for retail businesses. He welcomed new Village Clerk/Treasurer Debbie Nogle and announced plans for additional Board training in January focused on advocacy, the DDA's strategic plan, and communicating its value.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the October 20, 2026, Executive Director Report.

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

VOTING NAY: None

ABSENT: Garriis, Barnett

MOTION: Carried

Francesco Komendera encouraged the DDA to rely more on organic social media engagement and community support rather than paid advertising to promote events and initiatives. While expressing support for the DDA and community progress, he raised concerns about tax increment financing and the use of tax revenues for development, arguing that investments should be balanced with essential services and residents' ability to afford living in the community. He urged the Board to consider the broader financial impact of its decisions on residents and taxpayers.

10. Board Comments and Training Feedback

Secretary Lorant congratulated the reappointed and newly appointed Board members, thanked Board Member Coe for his contributions, and expressed appreciation for the Board's strength and continued friendship with Board Member Coe.

Treasurer Shell thanked Executive Director Gibb and Administrative Coordinator Woodrum for their hard work and again recognized Board Member Coe for his service.

Vice Chairperson Caruso thanked Executive Director Gibb and Administrative Coordinator Woodrum for their work and praised the DDA's investment in the community and future generations. He noted the positive transformation of downtown since 1990, highlighting its arts, music, events, and opportunities for children and families. He expressed appreciation for the DDA's role in improving downtown Lake Orion.

Board Member Campbell thanked Board Member Coe for his contributions, welcomed Annalise Costantino to the Board, and expressed appreciation to Village Council President Rutt for her reappointment. She noted the significant transformation of downtown since 1997 and recognized Brian Winter for his behind-the-scenes work supporting the implementation of Textedly and SeeMyLegacy.

President Rutt welcomed Alaina Campbell and Todd Garris back to the Board, recognizing their generosity and contributions to the community, and looked forward to Costantino's ideas and involvement. She thanked Board Member Coe for his service and noted the DDA's potential to invest in essential infrastructure, including future water main improvements within the district. She also encouraged residents to volunteer for the Halloween Extravaganza, noting that the Orion Art Center still needed help with crafts.

Board Member Coe thanked the Board for its kind words and raised two items for possible future discussion: evaluating the effectiveness of existing 15-minute parking spaces and considering adding more downtown, as well as identifying appropriate locations for additional bicycle racks that would not obstruct businesses. He expressed appreciation for his experience working with the downtown community. He also noted that representatives from the Christmas parade group would promote the parade and distribute business promotional flyers at a table outside his store on Shop Small Saturday, with parade characters available for photos.

Chairperson Burgess thanked attendees for participating and praised the Board's dedication, generosity, and ability to work together. She welcomed the returning and new Board members and encouraged families to attend the free Halloween Extravaganza, highlighting the parade, decorations, cider and donuts at Children's Park, and participating businesses. She also thanked local businesses, including Piechnik's in Rochester, Harvest Time in Oxford, and Fogler's, for donating and lending pumpkins, mums, corn stalks, and other decorations for the event.

11. Next Regular Meeting - November 17, 2026

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to adjourn the October 20, 2026, Downtown Development Authority Board Regular Meeting.

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

VOTING NAY: None

ABSENT: Garris, Barnett

MOTION: Carried

The October 20, 2026, Downtown Development Authority Board Regular Meeting adjourned at 7:51 PM.

Debbie Burgess
Chairperson

Lynsey Blough, CMC
Deputy Clerk/Treasurer

Debbie Nogle
Village Clerk/Treasurer

Date Approved: as presented on November 17, 2026