



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, January 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 January 20, 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
Secretary Hank Lorant
President Teresa Rutt

ABSENT

Board Member Lloyd Coe
Board Member Sally Medina
Board Member Alaina Campbell
Board Member Chris Barnett

STAFF PRESENT

Executive Director Matthew Gibb
Assistant Director Janet Bloom

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of December 16, 2025

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Minutes of December 16, 2025.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,
MOTION: Carried

B. Approval of DDA Informational Meeting Minutes of December 16, 2025

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Informational Meeting Minutes of December 16, 2025.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

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 January 20, 2026 as presented.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

5. Call to the Public

None.

6. Consent Agenda

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

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the financial reports for December 2025.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

B. Termination of Trolley Program

MOTION made by Treasurer Shell, Seconded by Secretary Lorant Receive and file the Letter from the Executive Director to Oxford DDA dated January 8, 2026 terminating participation in the Trolley Program.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,
MOTION: Carried

C. Merchandise Development

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to Authorize the Executive Director to utilize Right Hook for the creation of 100 hats at a cost not to exceed \$1300, with funds equally from GL 248-725-881-000 and GL 248-728-886-000

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

D. Notice of Resignation - Board Member

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to accept the resignation of Sally Medina with regret, and direct the Executive Director to work with the Village Council President to secure a new appointment from the business community prior to our next meeting of February 17, 2026, if possible.

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

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve disbursements in the amount of \$51,697.78 for December 2025.

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

8. New and Old Business

A. Notice of Resignation - Administrative Coordinator

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to accept the resignation of Emily Dziegielewski with regret and to refer the draft Updated and Revised Job Description to the Organization and Executive Committee(s) for comment, adoption and advertising in the final discretion of the Executive Director.

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

B. LOLive Concert Series - Contract

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to approve the contract with 20 Front Street Concepts LLC for the booking, promotion and performance of the 2026 LOLive Concert Series at a cost not to exceed \$13,000 with funds to be budgeted and paid in the 26-27 Budget from GL 248-729-880-001.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

C. Seasonal Winter Maintenance (UPDATED)

Executive Director Gibb stated that the motion addresses the DDA's sidewalk obligations downtown, not the sidewalks maintained by downtown businesses. He further noted that both motions would be in effect through the first week of March 2026.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to approve Mitten State LLC for sidewalk and seasonal maintenance in the amount of \$6,000, not to exceed that amount without further action of the Board, with funds from General Activities 248-260-801-000 Contractual Services-Downtown.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move to authorize the Executive Director to use Tim Hauxwell for the plowing, salting and maintenance of DDA owned and leased public parking areas at a cost not to exceed \$5700, with funding from General Activities 248-260-801-000 Contractual Services-Downtown.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

D. Performance Review of Assistant Director

Chairperson Burgess stated that this agenda item is for the Board to receive information only. The Assistant Director has been invited to provide a fair representation of her work in relation to her performance evaluation dated September 16, 2025. No action is scheduled or anticipated under this item.

Pursuant to the Michigan Open Meetings Act, the Assistant Director has the right to request that this review be conducted in a closed session. A closed session will occur only if the Assistant Director requests it, and she has made such a request.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to convene into closed session pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, being MCL 15.268(1)(a) for the purpose of considering the periodic personnel evaluation for the Assistant Director.

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

The Downtown Development Authority Board convened in Closed Session at 6:45 p.m.

The Downtown Development Authority Board reconvened in Open Session at 7:10 p.m.

9. Reports, Resolutions and Recommendations

A. Minute for Mission – Accreditation

Executive Director Gibb reviewed key takeaways from the accreditation process, including an evaluation of how committees are populated and operated. He also stated that the Downtown Development Authority website lists the accreditation documents for public review and that the work plans will be posted in a separate section of the website.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file.

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

B. Transformational Strategy - Committee Structure

MOTION made by Treasurer Shell, Seconded by President Rutt to receive and file.

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

C. Committee Meeting Dates – Adopt and Publish

MOTION made by Treasurer Shell, Seconded by President Rutt to move to adopt the Statement of Purpose and Committee Meeting Dates for Economic Vitality, Design, Promotion and Organization.

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

Chairperson Burgess suggested that the Downtown Development Authority Board extract the dates for the upcoming committee meetings from the packet, as reflected on pages 93–96.

D. Executive Directors Report

Executive Director Gibb reviewed the PA 57 Annual Report submitted to the Michigan Department of Treasury, which is also available on the Downtown Development Authority

website. He provided a detailed accounting of the Lumberyard Grant Program, noting that the program was overspent in order to allow the DDA to apply for the next Lumberyard grant. He also briefly addressed the accreditation process and the projects currently underway.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Executive Director's Report for January 2026.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

E. Assistant Director's Report

Assistant Director Bloom reviewed completed events and activities from the past few months and provided an overview of upcoming events, social media statistics, and key upcoming dates.

Chairperson Burgess inquired about the cost of the Polar Express event. Assistant Director Bloom stated that there was an overage due to the trolley not functioning properly during the event. Chairperson Burgess further inquired about the total cost of the event and the amount of the loss incurred. It was noted that Oxford and Lake Orion shared the costs associated with repairing the trolley for the event. Assistant Director Bloom stated that she would provide the Board with the accounting figures for both the current year and the prior year.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Assistant Director's report for January 2026.

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

10. Board Comments and Training Feedback

Secretary Lorant stated that he is looking forward to the coming year and expressed hope that the Lumberyard will be open by the summer.

Treasurer Shell thanked Executive Director Gibb and Assistant Director Bloom for their hard work.

Vice Chairperson Caruso spoke about the accreditation process, noting that it was an enjoyable experience, and thanked the team for ensuring a smooth process.

President Rutt thanked Sally Medina for her service on the Downtown Development Authority Board and requested that the Clerk's Office provide any applications for her review so she may make recommendations to the Village Council. She also thanked the previous Administrative Coordinator for her work and expressed appreciation to everyone who participated in the accreditation process.

Chairperson Burgess thanked all those who participated in the accreditation process. She also extended special thanks to Sally Medina and Emily, the former Administrative Coordinator, and stated that she looks forward to partnering with the Rotary Club on upcoming events.

11. Next Regular Meeting - February 17, 2026

12. Adjournment

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

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

VOTING NAY: None

ABSENT: Barnett, Campbell, Coe, Medina,

MOTION: Carried

The January 20, 2026 Downtown Development Authority Board Regular meeting adjourned at 7:48 PM.

Debbie Burgess
Chairperson

Janet Bloom
DDA Assistant Director

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on February 17, 2026