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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** June 16, 2026

**TOPIC** Notice of New Hire(s)

**BACKGROUND BRIEF:**

The Director has completed the hiring process for two of the vacant positions in the organization:

**Administrative Coordinator :**

An offer was accepted by Tracy Woodrum. Many of you know Tracy as she was employed by the DDA under former Director Suzanne Perrault. Tracy has a strong background in real estate, works as a substitute teacher, was an active member of the Chamber, and knows Lake Orion and its people. She is organizationally great, and a quick study on our internal reporting and fiscal systems. She started June 9, 2026.

**Seasonal Landscaper:**

An offer was accepted by Stephen Brenner. Stephen is an honor student at Lake Orion High School and the son of Ariel Brenner from Messy Designs. Stephen is well organized, diligent and passed all of the practice and training tests on the equipment.

**FINANCIAL IMPACT:**

Both positions are budgeted in both the final month of the 25-26 budget and the new annual budget starting July 1, 2026.

Administrative Coordinator: \$20/hour, flex schedule, no insurance or benefits. Avg. 30-32 hrs per week

Seasonal Landscaper: \$17/hour, flex schedule, Avg. 20-24 hrs per week.

**RECOMMENDED MOTION:**

Motion to receive and file notice of hiring of Tracy Woodrum and Stephen Brenner.