MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, July 21, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The July 21, 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 Chris Barnett - arrived at 6:39 PM
President Teresa Rutt

ABSENT
Treasurer Matt Shell
Board Member Todd Garris

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

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of June 16, 2026

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

4. Approval of Agenda

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve the July 21, 2026, Agenda, with the addition of 8E Compensation Review - Administrative Coordinator Position.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Garris, Shell
MOTION: Carried

5. Call to the Public

None.

6. Consent Agenda

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

7. Financial Matters

A. Bill Approval

A motion was introduced to approve the June 2026 disbursements by Board Member Campbell. Due to an unverified total amount in the agenda packet, the Board agreed to postpone the item to the end of the agenda to allow staff time to retrieve and confirm the exact financial figure before taking action.

8. New and Old Business

A. Budget Adjustment – Property Acquisition Fund

Executive Director Gibb recommended transferring approximately $169,000 from the property acquisition fund into the capital fund for building expenses. He explained that these funds, originally allocated for the Lumberyard acquisition, will be held in the capital account and re-budgeted for project expenses following final plan unit approval.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to authorize an amendment to the 2026-2027 Budget transferring the amount of $169,436.00 from GL 248-000-676-404 to GL 301-901-971-000 Capital Outlay Buildings.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Rutt
VOTING NAY: None

ABSENT: Barnett, Garris, Shell
MOTION: Carried

B. Authorizing Payment - Electrical Field Change

Executive Director Gibb presented an invoice from Triple R Electric for three separate electrical field changes authorized during construction at the Lumberyard. He explained that initiating the work while crews were already mobilized on-site maximized cost efficiency and kept pricing well below market rates. He noted that the expenditures are fully transparent, tracked under both the county public spaces grant and bond funding, and recommended approval of the bundled invoice.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the field decision of the DDA Director, acting as the GC for the Lumber Yard Project, and authorize payment to Triple R Electric Inc in the amount of $25,875.00 from GL 301-901-971-000 Capital Outlay Buildings.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Garris, Shell
MOTION: Carried

C. RFP – Fire Suppression

Executive Director Gibb presented a proposal to install fire suppression in the main barn at the Lumberyard, a measure strongly recommended by the Fire Marshal due to the facility's intended change of use into a mixed-use event venue. He noted that installing suppression improves safety and removes future occupancy restrictions, adding that the two competitive bids received.

Executive Director Gibb requested authorization to review the bid scopes with Fire Marshal Williams and, upon securing his technical approval, negotiate a final contract alongside the Board Chair to prevent project delays. Board Member Barnett and Vice Chairperson Caruso voiced strong support, confirming that public safety is paramount for the historic building's new assembly use and noting that the fire department has compromised on other infrastructure demands in exchange for the suppression system.

MOTION made by President Rutt, Seconded by Secretary Lorant, to authorize the DDA Executive Director and the DDA Board Chair to execute a contract with one of the bidders, in an amount not to exceed $74,000 after conferring with the Fire Marshal, the building contractor, and a third party, an external reference point to verify the quote.
VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
VOTING NAY: None
ABSENT: Garris, Shell
MOTION: Carried

D. Student Interns - Stipend Approval

Executive Director Gibb presented a proposal to initiate a short-term student internship program utilizing local talent to update and organize the DDA's backend social media accounts and digital filing systems. He noted that this working internship provides critical administrative support to staff while offering the students valuable business experience and resume-building opportunities.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve a stipend in the amount of $2000 for each of Alyssa Crowley and Claire Jenkins from GL 248-728-801-000 Contracted Services, upon the signing of a standard Independent Contractor Agreement.

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

E. Compensation Review – Administrative Coordinator Position

Executive Director Gibb presented a proposal to adjust the compensation for the Administrative Coordinator position held by Tracy Woodrum. He explained that following the elimination of the Assistant Director position, Ms. Woodrum has absorbed substantial marketing and organizational restructuring duties, rendering the filling of a third staffing position unnecessary at this time.

Board Member Campbell voiced strong support for the increase, highlighting Ms. Woodrum's extensive DDA history, local expertise, and the improved quality of timely deliverables. Board Member Barnett raised a potential compliance question regarding part-time hours triggering mandatory healthcare benefits under the Affordable Care Act (ACA).

Vice Chairperson Caruso introduced a motion to amend the rate of pay and expected hours for the position of Administrative Coordinator to $27.00/hour, not to exceed 70 hours biweekly, based on the scope of work in the description and such other reasonable duties as may be defined in writing by the Executive Director and the employee but no formal action was taken.

Following clarification with Village Manager McClary, it was determined that because the DDA has fewer than 50 full-time equivalent employees, it is exempt from the mandate.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to amend the rate of pay and expected hours for the position of Administrative Coordinator to $30.00/hour, not to exceed 70 hours biweekly, based on the scope of work in the description and such other reasonable duties as may be defined in writing by the Executive Director and the employee.

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

7. Financial Matters

A. Bill Approval

Executive Director Gibb added the invoice distribution and the two credit card reports, and provided the number to the Board.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve the disbursements for June 2026 in the amount of $61,130.52.

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

9. Reports, Resolutions and Recommendations

A. Financial Reports

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to receive and file the financial reports.

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

B. Executive Directors Report

Executive Director Gibb reported on seasonal maintenance, the cancellation of the paid storage lease, and the acquisition of new office technology funded by an Oakland County Main Street grant. He also noted the successful America 250 event and provided an update on how the certified village disincorporation petition could legally impact the DDA's structure and TIF funding.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to receive and file the July 21, 2026 Executive Director Report.

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

C. Great American Main Street Award – Application

Executive Director Gibb presented the highlights of the Lake Orion DDA's recently submitted Great American Main Street Award (GAMSA) application, noting the labor-intensive, three-week process. The submission chronicles the community’s 25-year transformation, focusing on overcoming a 32% vacancy rate in the 1990s, rebuilding after a major Downtown fire, and turning the town into a vibrant destination through key investments and volunteer efforts.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to receive and file the application.

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

10. Board Comments and Training Feedback

Board Member Barnett praised Joe Johnson's community impact and congratulated the Board Member Coe on the vibrant energy of the Thursday night events. As Orion Township Supervisor, he provided a non-partisan informational update regarding the upcoming public safety millage renewals, clarifying that they replace expired funding and account for 100% of local police and fire budgets. He invited residents to an upcoming "Township Talks" Q&A session.

Secretary Lorant suggested inviting upcoming Village Council candidates to a future meeting to discuss community goals and bring new perspectives to the council.

Vice Chairperson Caruso commended staff for maintaining Downtown flowers during extreme summer heat, noted ongoing maintenance challenges with DDA equipment, and thanked the team for completing the GAMSA application.

Board Member Campbell commended the moving GAMSA application video for highlighting the community's resilience. She praised Lake Orion's supportive character and invited the Board to support seven local youth entrepreneurs and a school robotics team showcasing their businesses at Cookies and Cream that evening.

Board Member Campbell left at 7:34 PM.

President Rutt commended Board Member Campbell for her youth mentorship initiative and echoed praise for Joe Johnson's dedicated community involvement. He thanked the staff for their hard work on the GAMSA application and encouraged everyone to visit local outdoor amenities like Greens Park.

Board Member Coe joined in praising Joe Johnson's community dedication and commended the maintenance crew for the flower displays, suggesting a similar decorative focus for the fall. He requested that staff work with the property owner at Anderson and Flint Streets to temporarily clear the vacant lot for public parking before the fourth quarter and recommended reviving the Downtown business banner program with larger, more legible text.

Chairperson Burgess expressed gratitude to Joe Johnson for his vital community support and thanked Executive Director Gibb for working extended hours to water flowers despite equipment issues. She commended Administrative Coordinator Woodrum for her crucial role in submitting the GAMSA application within three weeks, recognized Township Supervisor Barnett for his ongoing accessibility, and thanked the entire board for their dedication.

11. Next Regular Meeting - August 18, 2026

12. Adjournment

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to adjourn the July 21, 2026, Downtown Development Authority Board Regular Meeting.

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

The July 21, 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 August 18, 2026