



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, May 20, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The May 20, 2025 Downtown Development Authority Regular Meeting was called to order at 6:32 PM by Vice Chairperson Caruso.

2. Roll Call and Determination of Quorum

PRESENT

Vice Chairperson Sam Caruso

Secretary Hank Lorant

Board Member Sally Medina

Board Member Alaina Campbell

Board Member Chris Barnett – arrived at 6:35 PM

President Teresa Rutt

ABSENT

Chairperson Debbie Burgess

Treasurer Matt Shell

Board Member Lloyd Coe

STAFF PRESENT

Executive Director Matthew Gibb

Assistant Director Janet Bloom

Village Manager Darwin McClary

DPW Director Wes Sanchez

Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of April 15, 2025

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of April 15, 2025, as presented.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe, Barnett

MOTION: Carried

B. Approval of DDA Special Meeting Minutes of May 7, 2025

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of April 15, 2025, as presented.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe, Barnett

MOTION: Carried

4. Approval of Agenda

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Agenda of May 20, 2025, with the addition of 8H. Topographical Survey.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe, Barnett

MOTION: Carried

5. Call to the Public

None.

6. Consent Agenda

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

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve the May 20, 2025 Consent Agenda by one vote, as presented.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe, Barnett

MOTION: Carried

A. Financial Reports

MOTION made by President Rutt, Seconded by Secretary Lorant, to receive and file the financial reports for April 2025.

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

7. Financial Matters

A. Bill Approval

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve disbursements in the amount of \$182,345.75 for April 2025.

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

8. New and Old Business

A. Presentation - DPW General Services

DPW Director Sanchez gave a brief presentation on the services the Department of Public Works has historically provided to the DDA District and presented a 2025 Cost of Services Breakdown reflecting current year wage rates and equipment costs.

MOTION made by President Rutt, Seconded by Secretary Lorant, to receive and file the list of Services at No Cost to the DDA presented on May 20, 2025.

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

Board Member Barnett requested clarification on the services DPW provides to the DDA and indicated he is satisfied as long as those services are completed. DPW Director Sanchez added that the DDA is not obligated to use DPW and may contract services externally if it becomes more cost-effective.

B. Updated Budget Recommendation – Village Contracts

President Rutt sought clarity on the final DPW contract version and snow plowing responsibilities. Executive Director Gibb confirmed the current draft reflects the Ad Hoc Committee decisions and said the DDA will reassess snow removal needs and property responsibilities.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve the updated and recommended budget for fiscal year 2025-2026, subject to the execution of all necessary contractual agreements between the DDA and the Village, referring the

recommendation to the Village Manager for presentment to Village Council for their consideration in accord with the DDA Budget Policy.

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

C. Lumber Yard - Change Order for Fence Repair

MOTION made by Board Member Barnett, Seconded by Board Member Campbell, to approve a contract for the removal and replacement of damaged fencing by Change Order with Mickey's Construction at a cost not to exceed \$12,000 with funds from GL 248-726-980-001 PUBLIC SPACE GRANT - GENERAL

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

D. Lumber Yard - Contract for Additional Tree and Brush Removal

MOTION made by Board Member Campbell, Seconded by President Rutt, to approve a contract for the removal and grinding of trees and brush at the Lumber Yard with Timber Beast Tree Service at a cost not to exceed \$4,250.00 with funds from GL 301-901-950-000 DEMOLITION AND LAND IMPROVEMENT

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

E. Redevelopment Liquor License - 34 S Broadway

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to forward recommendation to the Village Council to approve a redevelopment liquor license for Sage Brush Cigar Bar of Lake Orion, LLC.

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

F. Michigan Downtown Association 2025 Spring Conference

Board Member Barnett supported attending events for networking and staying informed, and suggested the board revisit the policy to make staff participation easier.

MOTION made by Board Member Barnett, Seconded by President Rutt, to approve for Janet Bloom attending the Michigan Downtown Association Conference in Traverse City for the registration cost, mileage, and approved reimbursable expenses.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

G. Issue Media Group (Metromode/SecondWave) Media Package

President Rutt, Board Member Campbell, Vice Chairperson Caruso, Executive Director Gibb, and Assistant Director Bloom discussed and clarified the annual cost of the program.

MOTION made by Vice Chairperson Caruso, Seconded by President Rutt, to grab the final package with the proposed contract be brought back at the next meeting.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

H. Topographical Survey

MOTION made by President Rutt, Seconded by Secretary Lorant, to accept and approve the proposal from PEA Group dated May 15, 2025 for Topographical Survey work for the Lumber Yard at Paint Creek at a cost not to exceed \$14,500, with proceed from GL 301-901-950-000 Demolition and Land Improvement.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Lumber Yard Progress Report

Vice Chairperson Caruso exited the meeting at 7:26 PM.

Executive Director Gibb provided an update on the Lumber Yard and noted that the information will be posted on the DDA website.

Vice Chairperson Caruso returned at 7:28 PM.

MOTION made by Secretary Lorant, Seconded by Board Member Barnett, to receive and file the Progress Report dated May 20, 2025.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

B. Assistant Director's Report

Assistant Director Bloom provided updates on Downtown events, social media stats, and a grant submission. She also thanked Sunrise Rotary for offering to help with flags.

MOTION made by President Rutt, Seconded by Board Member Campbell, to receive and file the Assistant Director's Report

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

10. Call to the Public

Luca Mezzalira inquired about the tree removal at the Lumber Yard and expressed interest in installing a food forest there. He explained that a food forest is a self-sustaining ecosystem composed of edible and medicinal plants, offering both aesthetic and community benefits. He asked about the Council's interest and potential opportunities for such a project in the area.

11. Board Comments and Training Feedback

No comment from Board Member Barnett.

Board Member Medina shared that it's been busy for her and also thanked Assistant Director Bloom for all that she's doing for the DDA too.

Secretary Lorant noted the Art of Flower event was a success despite the weather, with strong attendance and a well-executed new safety setup. He acknowledged the police presence may have been heavy but understandable for their first time. He also expressed excitement about the size and potential of the Lumber Yard property.

Board Member Campbell praised the success of Clean Up Day, giving special thanks to Ron Price and his family from the Horseshoe Club for their hard work. She shared positive feedback from new residents who praised the vibrancy and charm of downtown, highlighting the collective efforts of the DDA, Village staff, DPW, and Police. She also offered well wishes to Chairperson Burgess, and expressing continued support.

President Rutt praised the community's growth, noting strong real estate interest and excitement about the Lumber Yard project's potential. She supported the idea of a food forest, inspired by her children's experiences at Dow Gardens. She also highlighted the need to address invasive species like Japanese Knotweed, suggesting fall grants for remediation. Finally, she commended the Art of Flower event, recognizing Chief Amundson and the Arts Center for their efforts, and humorously noted the tradition of rain during the festival.

Vice Chairperson Caruso reflected on the significant progress downtown Lake Orion has made over the past 10-15 years, noting that the DDA’s vision is coming to life. He praised the hard work of the Board, the Village, and families in revitalizing the area, which has become a popular destination. He expressed excitement about the ongoing developments and the future growth of Lake Orion. He also shared well wishes for Chairperson Burgess’ continued recovery.

12. Next Regular Meeting - June 17, 2025

13. Adjournment

MOTION made by Secretary Lorant, Seconded by Board Member Campbell, to adjourn the May 20, 2025 Downtown Development Authority Board Regular Meeting.

VOTING YEA: Caruso, Lorant, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Burgess, Shell, Coe

MOTION: Carried

The May 20, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:06PM.

Debbie Burgess
Chairperson

Lynsey Blough
Deputy Clerk/Treasurer

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on June 17, 2025.