



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, August 19, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The August 19, 2025 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
Board Member Lloyd Coe
Board Member Alaina Campbell
President Teresa Rutt

ABSENT

Board Member Sally Medina
Board Member Chris Barnett

STAFF PRESENT

Executive Director Matt Gibb
Assistant Director Janet Bloom
Clerk/Treasurer Sonja Stout

3. Approval of Minutes

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

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Minutes of July 15, 2025.

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

VOTING NAY: None
ABSENT: Barnett, Medina
MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the agenda as presented.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Medina
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 Treasurer Shell, Seconded by Secretary Lorant to approve the August 19, 2025 Consent Agenda by one vote, as presented.

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

A. Financial Reports

President Rutt questioned an early-year budget overage, and Clerk/Treasurer Stout explained it was due to increased costs from a new tax collection agreement with Orion Township.

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

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

7. Financial Matters

A. Bill Approval

DDA Executive Director Gibb explained that a duplicate Purchase Order had been submitted for payment. While the total amount remains unchanged, a credit will be applied to their next bill.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve disbursements in the amount of \$313,733.35 for July 2025.

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

8. New and Old Business

A. Strategic Plan 2025-2031 - Final Adoption

MOTION made by Treasurer Shell, Seconded by Board member Coe to approve and adopt the Lake Orion Downtown Development Authority Strategic Plan 20252030 as presented.

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

B. Presentation - Sponsor/Engagement Program

DDA Executive Director Gibb gave a brief presentation on the “See My Legacy” platform, which aims to streamline the process of securing future DDA sponsorships. The board discussed the platform, raising questions about its potential to attract larger sponsors, the timeline for implementation, and how it would provide proof of sponsorship.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the presentation for "See My Legacy" given by DDA Executive Director Gibb.

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

C. Executive Team Contracts - Review

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to schedule an independent review of the annual performance and status of work load/product for each Executive Team member before the Board’s Executive Committee, with each Executive presenting a self assessment of the prior year and a plan for professional development. Executive Assessment and PDP materials submitted for pre-review with **21 days** and an Independent Review Meetings Held within **30 days**.

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

9. Reports, Resolutions and Recommendations

A. Executive Director Report

MOTION made by Treasurer Shell, Seconded by Secretary Lorant Receive and file the Executive Directors Report for August 2025.

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

C. Lumber Yard Progress Report – Presentation

DDA Executive Director Gibb presented an update on the Lumberyard Barn project, including a video showing its progress from the beginning to its current state. The video highlighted how much of the original barn materials were repurposed and restored. DDA Executive Director Gibb informed the board that a zoning compliance permit is already on file with both the Village and Orion Township. He added that the roof will be completed soon, a deck and windows are scheduled for installation, and he hopes to present conceptual plans at the September Planning Commission meeting.

MOTION made by Treasurer Shell, Seconded by Board member Coe to Receive and File the Progress Report dated August 19, 2025.

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

DDA Executive Director Gibb shared his concerns on the Ehman center project and mentioned there is an upcoming deadline for the current PUD status.

D. Assistant Director's Report

Assistant Director Bloom provided a brief overview of her Assistant Director's Report, which was included in the meeting packet. Her update highlighted upcoming events and activities, social media stats, and update on the Trolley being back in business.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant To Receive and File the Assistant Director's Report.

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

10. Board Comments and Training Feedback

Secretary Lorant thanked the DDA team, stated he enjoys seeing the Lumberyard progress, and expressed excitement for the upcoming Dragon on the Lake event this weekend.

Treasurer Shell also thanked the DDA team and encouraged staff to ignore negativity from some Village community residents.

Vice Chairperson Caruso shared his appreciation for the Lumberyard update.

Board Member Campbell expressed her excitement for both Dragon on the Lake and the

Lumberyard’s progress, shared thoughts on handling negative community feedback, voiced frustrations about the Ehman Center, and thanked members for sending flowers for a family funeral.

President Rutt expressed her willingness to support the Ehman Center project and shared her enjoyment of the Dragon on the Lake event.

Chairperson Burgess thanked the DDA Directors for their hard work, acknowledged viewers, and commented on the favorable weather forecast for the upcoming Dragon on the Lake event.

11. Next Regular Meeting - September 16, 2025

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to adjourn the August 19, 2025 Downtown Development Authority Board Regular Meeting.

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

VOTING NAY: None

ABSENT: Barnett, Medina

MOTION: Carried

The August 19, 2025, Downtown Development Authority Board Regular meeting adjourned at 7:50 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on September 16, 2025.