



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, December 17, 2024

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The December 17<sup>th</sup>, 2024 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  
Secretary Hank Lorant  
Board Member Lloyd Coe  
Board Member Sally Medina  
Board Member Alaina Campbell  
Board Member Chris Barnett  
President Teresa Rutt

#### ABSENT

Treasurer Matt Shell

#### STAFF PRESENT

Deputy Clerk/Treasurer Lynsey Blough

### 3. Approval of Minutes

#### A. November 19<sup>th</sup>, DDA Regular Meeting Minutes

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of November 19<sup>th</sup>, 2024, as presented.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None  
**ABSENT:** Shell  
**MOTION:** Carried

**4. Approval of Agenda**

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to approve the agenda of December 17<sup>th</sup>, 2024, Downtown Development Authority Board Regular Meeting, as presented.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt  
**VOTING NAY:** None  
**ABSENT:** Shell  
**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 Board Member Barnett, Seconded by Board Member Coe, to approve the December 1, 2024, Consent Agenda by one vote, as presented.

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

**A. Adopt the 2025 Downtown Development Authority Board Meeting Schedule**

**MOTION** made by Board Member Barnett, Seconded by Board Member Coe, to adopt the Meeting Schedule establishing the 2025 Meeting Dates for the Downtown Development Authority Board for the Village of Lake Orion and to authorize the Clerk to post the schedule pursuant to the Open Meetings Act.

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

**B. Executive Training - Main Street NOW 2025**

**MOTION** made by Board Member Barnett, Seconded by Board Member Coe, to approve the travel and attendance of Matthew Gibb and Janet Bloom to the MainStreet NOW Conference in Philadelphia, PA April 7-9, 2025, at a cost, including any reimbursements, not to exceed \$3500, with funding to be paid from 248-260-957-000.

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

**MOTION:** Carried

**C. Financial Reports**

**MOTION** made by Board Member Barnett, Seconded by Board Member Coe, to receive and file the financial reports for November 2024.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**7. Financial Matters**

**A. Bill Approval**

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to approve disbursements in the amount of \$32,188.92 for November 2024.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**8. New and Old Business**

**A. DDA Board Elections**

**MOTION** made by Board Member Campbell, Seconded by Board Member Barnett, to cast a unanimous ballot for the slate as follows:

***Debbie Burgess for Chair  
Sam Caruso for Vice Chair  
Hank Lorant for Secretary  
Matthew Shell for Treasurer***

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**B. Lumber Yard Project - Change Order(s)**

**MOTION #1** made by Board Member Barnett, Seconded by Secretary Lorant, to approve the change order 24-002 in the amount of \$14,400 to be paid from 248-726-980-001 - Public Space Grant - General Construction.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**MOTION #2** made by Board Member Barnett, Seconded by Secretary Lorant, to approve the change order 2024-001, adding a barn to salvage inventory and security fencing, in the amount of \$6,500 with funds coming from 301-901-950-000 – Demolition and Land Improvement.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**D. LO Live Concert Series – 2025**

**MOTION** made by Board Member Campbell, Seconded by Secretary Lorant, to approve the proposal from 20 Front Street Concepts for the 2025 LO Live Gazebo Series in the amount of \$13,000, directing DDA staff to develop and implement a sponsor program for offsetting revenue, the costs of the program contract to be paid from GL 248-728-880-001.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**MOTION** made by Board Member Barnett, Seconded by Vice Chairperson Caruso, to allow Mr. Lorant to abstain from the next 3 agenda items.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**D. Facade Grant Award Recommendation - 107 N. Lapeer St**

**MOTION** made by Board Member Barnett, Seconded by Board Member Coe, to accept the recommendation of the Design Committee and AWARD the applicant Spreser Ogden PLLC (Belize Properties LLC) of 107 N. Lapeer St. a Level 2 Façade Grant in the amount of \$10,000, payable upon receipt of all verifying expense and materials documentation, before and after photographs of the project, and an allowance on the property for signage acknowledging this support of the Lake Orion Downtown Development Authority, with funding from GL 248-726-843-000 – Façade Program.

**VOTING YEA:** Burgess, Caruso, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSTAINED:** Lorant

**ABSENT:** Shell

**MOTION:** Carried

**E. Facade Grant Award Recommendation - 115 S. Anderson St.**

**MOTION** made by Board Member Campbell, Seconded by Board Member Coe, to accept the recommendation of the Design Committee and AWARD the applicant Orion Art Center of 115 S Anderson St. a Level 1 Façade Grant in the amount of \$2,000, payable upon receipt of all verifying expense and materials documentation, before and after photographs of the project, and an allowance on the property for signage acknowledging this support of the Lake Orion Downtown Development Authority, with funding from GL 248-726-843-000 – Façade Program.

**VOTING YEA:** Burgess, Caruso, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None  
**ABSTAINED:** Lorant  
**ABSENT:** Shell  
**MOTION:** Carried

**E. Facade Grant Award Recommendation - 51 N. Broadway St.**

**MOTION** made by Board Member Coe, Seconded by Board Member Barnett, to accept the recommendation of the Design Committee and AWARD the applicant Irish Tavern of 51 N. Broadway St. a Level 1 Façade Grant in the amount of \$2,000, payable upon receipt of all verifying expense and materials documentation, before and after photographs of the project, and an allowance on the property for signage acknowledging this support of the Lake Orion Downtown Development Authority, with funding from GL 248-726-843-000 – Façade Program.

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

**9. Reports, Resolutions and Recommendations**

**A. Executive Directors Report**

Along with his report in the Agenda Packet, DDA Executive Director Matthew Gibb provided an update from behind the scenes, which included the following:

- The annual report submitted to the state.
- A notice from the Village Manager regarding a Conflict of Interest, which prompted a call to Bob Davis (DDA Legal Consultant) about businesses related to Board Member Medina and/or her family members.
- A FOIA request was received.
- A Board retreat is scheduled for Thursday, December 19, 2024, to discuss the TIF and Development Plan in the morning. In the afternoon, Assistant Director Janet Bloom will send the self-assessment tool for Main Street Accreditation.
- He also mentioned that the budget for the Lumberyard project will be tight. They will be working with Cristina Sheppard-Decius from POW Strategies on Day 2 (January 9, 2025) of the DDA Board Retreat.
- He introduced and officially welcomed Emily Dziegielewski, the DDA Administrative Coordinator, and highlighted her key role in assisting with downtown events.

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to receive and file the Executive Director's Report.

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

**B. Assistant Director's Report-Verbal**

Assistant Director Janet Bloom read her report, which was added it in the DDA Agenda Packet (hard copy). The following is the summary of her report:

- Recent events and activities in downtown.
- The Hometown Holidays Shopping Passport Contest.
- Downtown Dollars are available both online and at the DDA office.
- Upcoming events.
- Ongoing discussions and meetings with Oxford regarding the #StrongerTogether program.
- Social media updates and statistics on Facebook, Instagram, and X.
- Other items included:
  - OrionONTV Segment
  - Lake Orion High School (LOHS) Media Interview
  - Dragon Community Meeting with Lake Orion Community Schools (LOCS)
  - 2024 Chamber Awards Luncheon, which recognized Lucky's Natural Foods for Small Business of the Year and Annalisa Constantino for Entrepreneur of the Year
  - Shop OC Main Streets Meeting
  - PA-57 Public Information Meeting
  - Orion Living Magazine Spring Edition Design Meeting with a new designer.
- Special thanks to Lisa Sokol for her volunteer work on the Downtown Dollar Gift Certificate giveaways.
- Shared information from conferences at Main Street Oakland County (MSOC) and Committee Meetings (Organization Committee, Promotions Committee, Design Committee, Economic Vitality Committee).
- A business survey is being sent out to downtown merchants.

**MOTION** made by Vice Chairperson Caruso, Seconded by President Rutt, to receive and file the Assistant Director's Report.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

## 10. Board Comments and Training Feedback

Board Member Coe expressed his enjoyment working with the executive staff. He also wished everyone a Merry Christmas.

President Rutt wished everyone a Merry Christmas and added that the downtown lights remind her of a Hallmark movie, which she loves.

Board Member Campbell showed appreciation to the executive staff for their excellent work at the Polar Express Event, despite challenges. She also wished everyone a Merry Christmas.

Vice Chairperson Caruso commented that the buildings look phenomenal and fabulous. He also wished everyone a Merry Christmas and added that he is blessed and pleased to be serving on the DDA Board again as Vice Chair.

Board Member Coe also added that the Orion Lighted Parade was fantastic. Board Member Campbell mentioned Brian Winter for garnering the Citizen of the Year Award for his role in the “Save the Lake Orion DDA” effort.

Secretary Lorant wished everyone a Merry Christmas and thanked the executive staff for all their hard work. He’s looking forward to the new year and showed appreciation toward the Orion Lighted Parade.

Board Member Medina echoed President Rutt’s comment about downtown being like a Hallmark movie scene. She praised the DDA staff with the Polar Express event. She is also excited about the Ice Fest being combined with the Rotary Club Ice Cup Challenge.

Board Member Barnett wished everyone a Merry Christmas. He thanked the Orion Lighted Parade Association for a job well done. He was excited to announce the hosting of “America in Bloom,” a national symposium that will bring elected leaders from across the country to Lake Orion from September 24 to 26.

Chairperson Burgess thanked the executive staff for all that they do for the DDA. She also noted that they see the vision come to life. She also said that the DDA is excited to work with the new Village Council and thanked President Rutt for her love of the community, her commitment to working together, and for all she does. Chairperson Burgess wanted to publicly thank President Rutt for that.

Board Member Barnett also added that he opposes the consolidation of the DDA Board with the Planning Commission.

Chairperson Burgess wished all of the residents, property owners, and business owners a very Merry Christmas. In closing, she exclaimed, “Come to Lake Orion, stay in Lake Orion, shop in Lake Orion, spend your money in Lake Orion, enjoy your Christmas in Lake Orion, because it’s one of the greatest places to be.”

## **11. Next Regular Meeting - January 21, 2025**

## **12. Adjournment**

**MOTION** made by Secretary Lorant, Seconded by Board Member Coe, to adjourn the December 17<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

The December 17<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting adjourned at 7:40 PM.

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Debbie Burgess  
Chairperson

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Lynsey Blough  
Deputy Clerk/Treasurer

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Sonja Stout  
Village Clerk/Treasurer

Date Approved: as presented on January 21, 2024.