



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, September 16, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The September 17, 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 Sally Medina
President Teresa Rutt

ABSENT

Board Member Alaina Campbell
Board Member Chris Barnett

STAFF PRESENT

Executive Director Matt Gibb
Assistant Director Janet Bloom
Village Manager Darwin McClary
Clerk/Treasurer Sonja Stout

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of August 19, 2025

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

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

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

B. Approval of DDA Special Meeting Minutes of September 5, 2025

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Special Meeting Minutes of September 5, 2025.

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

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the agenda with the addition of item 8D. Executive Leadership-Annual Review.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Medina, Rutt
VOTING NAY: None
ABSENT: Barnett, Campbell
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 consent agenda as presented.

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

A. Financial Reports

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

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

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve disbursements in the amount of \$170,535.45 for August 2025.

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

VOTING NAY: None

ABSENT: Barnett, Campbell

MOTION: Carried

8. New and Old Business

A. Social District – Applications

It was noted that a third business was added to the social district applications, CGKW, LLC which was formerly known as Oat Soda Lake Orion establishment.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to recommend approval of the application(s) from Sick Town Hall Pizza, Nicolla’s LLC, and CGKW LLC for inclusion in the Lake Orion Social District, directing the Executive Director to facilitate presentment of a fully prepared Resolution of Approval of Permit for Village Council’s consideration at its next meeting.

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

VOTING NAY: None

ABSENT: Barnett, Campbell

MOTION: Carried

B. Social District - Refresh

MOTION made by Treasurer Shell, Seconded by Board Member Coe to form a Special Committee of the Board to review and re-brand the Lake Orion Social District, to be populated with at least three business owners, three members at large and three DDA Board or Committee Members. The Committee shall report progress and recommendations not later than December 16, 2025.

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

VOTING NAY: None

ABSENT: Barnett, Campbell

MOTION: Carried

C. Lumber Yard at Paint Creek Public Market - Non Profit

Treasurer Shell suggested moving forward with a Directorship to begin the process. Executive Director Gibb asked if the non-profit could later be changed to a membership model, and Treasurer Shell confirmed it could. Vice Chairperson Caruso expressed support for Directorship. President Rutt agreed, noting it does not exclude future memberships, and inquired about potential impacts if the TIF were amended. Executive Director Gibb stated this approach would alleviate future concerns for both the DDA and the Village.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to direct the filing of Articles of Incorporation (Formation) for an entity to be named “Lumber Yard at Paint Creek Public

Market” and the cause the entity to be formed as a Directorship based Michigan non-profit corporation.

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

VOTING NAY: None

ABSENT: Barnett, Campbell

MOTION: Carried

D. Executive Leadership- Annual Review

Treasurer Shell reported that employees submitted self-reviews and the Board set future goals. For Assistant Director Bloom, the recommendation was to maintain current status, noting insurance benefits and eligibility for a sponsorship bonus. For Executive Director Gibb, the recommendation was a 3% annual increase and a one-time \$20,000 merit payment.

MOTION made by Vice Chairperson Caruso, Seconded by Board member Coe to approve and adopt the Resolution to approve adjustment to Executive Director compensation, as presented, referring the adopted resolution to Village Council for adoption.

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

VOTING NAY: None

ABSENT: Barnett, Campbell

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Lumber Yard Progress Report

Executive Director Gibb reported on the Lumber Yard project, noting a September 5, 2025 meeting with architects to review contracts, receipt of four foundation quotes for the zoning permit application, a FOIA request, and recent PEA-related issues.

MOTION made by Treasurer Shell, Seconded by President Rutt to receive and file the progress report dated September 16, 2025.

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

VOTING NAY: None

ABSENT: Barnett, Campbell

MOTION: Carried

Vice Chairperson Caruso noted a YouTube video by Matt Pfeifer, *DDA Lumberyard Part 2*, and recommended it as a good highlight of the project’s progress.

B. Executive Director Report

Executive Director Gibb reported volunteers are needed to place corn stalks and pumpkins downtown and noted an insurance claim is in progress for recent damage. Chairperson Burgess asked about a volunteer map, and Executive Director Gibb confirmed one can be provided.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Executive Directors report dated September 16, 2025.

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

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

C. Assistant Director's Report

Assistant Director Bloom gave an overview of her report, including event updates and social media statistics. Board Member Coe asked about Trick-or-Treating times, Chairperson Burgess inquired about the America in Bloom event, and Vice Chairperson Caruso asked about the group's point of origin.

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

10. Board Comments and Training Feedback

Secretary Lorant praised the success of Dragon on the Lake, commended staff communication, and thanked Matt Gibb and Matt Pfeifer for their YouTube video.

Treasurer Shell thanked Director Gibb and Assistant Director Bloom for their work and expressed excitement for new downtown businesses.

Vice Chairperson Caruso thanked staff, looked forward to quarterly goal-setting meetings, and suggested a Lumberyard walkthrough.

President Rutt expressed enthusiasm for upcoming events, shared a positive exchange student experience downtown, and noted her upcoming attendance at an MML session.

Board Member Coe reported the conclusion of cornhole nights, suggested future use of the Lumberyard site, discussed the Zombie Walk fundraiser for the Christmas parade, and inquired about parking at Flint and Anderson; Village Manager noted the project involves private property.

Chairperson Burgess welcomed the Village Manager back, expressed appreciation for staff and board efforts, and thanked meeting guests.

11. Next Regular Meeting -

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to adjourn the September 16, 2025 Downtown Development Authority Board Regular meeting.

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

MOTION: Carried

The September 16, 2025, Downtown Development Authority Board Regular meeting adjourned at 7:32 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on October 21, 2025.