



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 9, 2026
TOPIC: Downtown Development Authority Board Appointment

BACKGROUND BRIEF:

The By-laws and governing documents of the Village of Lake Orion Downtown Development Authority (DDA) place the power of appointment to affirm and appoint servicing Board Members within the authority of the Village Council President.

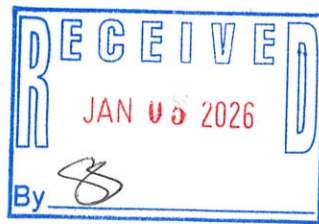
DDA Board Member Sally Medina submitted her letter of resignation at the Downtown Development Authority meeting held on January 20, 2026. Board Member Medina fulfilled the Property Interest (PI) requirement for the Board. Her term was set to expire on October 31, 2026.

The Downtown Development Authority Board consists of nine members of which five members shall be persons having an interest in property located in the downtown district, one member shall be a resident of the district, and two members (maximum) can be members at large and one member is the Village President all of which shall be appointed by the Village President subject to the majority approval by the members of the Village Council.

Village Council President Rutt is requesting approval to appoint Todd Garris to complete Board Member Medina’s unexpired term, with the term to expire on October 31, 2026.

RECOMMENDED MOTION:

To appoint Todd Garris to complete the unexpired term on the Downtown Development Authority Board, with the term to expire on October 31, 2026, subject to approval by the Village Council.



21 E. C Section 7, Item M.
 Lake Orion, MI 48362
 248-693-8391
 www.lakeorion.org
 (An Equal Opportunity Employer)

Application for Village Board or Committee

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the President and the Village Council with basic information about applicants considered for appointment.

Applicant Information

Board or Committee of Interest:	DDA	Date:	12/22/25
Full Name:	Garris	Todd	A
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Address:			

Lake Orion	MI	48362
<small>City</small>	<small>State</small>	<small>ZIP Code</small>
Email:	Cell Phone:	
Occupation:	Home Phone:	N/A
Business(s) Owner	Length of Residence in the Village:	N/A
Educational Background:		

Reason for interest:

Emergency Contact	Kathy Garris		Same
	<small>Name & Address</small>	<small>Phone:</small>	<small>Cell:</small>

Related Employment Experience (most recent first)

Company:	Motor City Granite & Cabinets, LLC	Phone: 2486909537
Address:	33 North Broadway, Lake Orion, MI 48362	
Job Title:		
Responsibilities:	President/Owner	
From:	2014	To: Present

Company: Motor City Granite & Cabinets, LLC Phone: 2486909537
 Address: 2486909537
 Job Title: _____
 Responsibilities: _____
 From: _____ To: _____

Company: Motor City Granite & Cabinets, LLC Phone: 2486909537
 Address: _____
 Job Title: _____
 Responsibilities: _____
 From: _____ To: _____

Past Experience or Other Relevant Information

(Village Boards, Churches, Civic or Community Groups, Memberships, Associations, etc. Attach resume or additional page, if necessary.)

Orion Township Planning Commission Board Member

Personal References

Please list three professional references (not former employers or relatives).

Full Name: Amy Jones Relationship: Co Worker
 Company: Motor City Granite & Cabinets, LLC Phone: [REDACTED]
 Address: _____

Full Name: Dan Burgess Relationship: Partner
 Company: Builders Custom Flooring Phone: [REDACTED]
 Address: _____

Full Name: Matt Gibb Relationship: Partner/Friend
 Company: DDA Phone: [REDACTED]
 Address: _____

Boards or Committees of Interest

(Select in order of your preference: 1=First Choice, 2=Second Choice, 3=Third Choice)

Downtown Development Authority (DDA) Parks & Recreation Advisory Committee
 Zoning Board of Appeals (ZBA)** Planning Commission
 Development Area Citizen Council (DACC)

**Contact the Village Clerk's Office for additional application requirements.
NOTE: YOUR APPLICATION WILL BE KEPT ON FILE FOR 2 YEARS.

Disclaimer and Signature

Section 7, Item M.


To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Lake Orion from which you or they derive direct compensation or financial benefit?

YES

NO

If yes, please explain:

Printed Name: **Todd Garris** Date: **12/22/25**

Signature: 

FOR OFFICE USE ONLY:	
Date Appointed	
Term Expired	
Date Reappointed	

Disclaimer and Signature

I certify that the facts set forth in this Application of Employment, in my resume and in the other material I have submitted are true and complete. I understand and acknowledge that false information provided by me will result in disqualification from employment with the Village of Lake Orion (hereinafter "the Employer") or in dismissal from employment if an offer of employment has been made and accepted.

I hereby authorize the Employer, to contact all my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and/or military experience. I also hereby release the Employer and its employees and agents, and all of my former and current employers, educational institutions, and the other references I have provided, from any and all liability and damages for releasing or using information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the Employer or any former or current employer, that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the Employer may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the Employer. I further hereby release the individual or entity conducting the search, the Employer, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that false information provided by me or convictions will result in disqualification from employment with the Employer or in dismissal from employment if an offer of employment has been made and accepted.

In consideration of my employment, and subject to any collective bargaining agreement applicable to me, I agree and understand that my employment and compensation can be terminated with or without cause, with or without notice at either my option or at the option of the Employer, it being mutually understood and agreed that my relationship with the Employer is one of employment at will and no representation of the Employer, other than the Village Council, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing, and any such agreement must be in writing and signed by the President of the Village Council.

I hereby consent to having a physical and/or psychological examination and/or test(s), including but not limited to drug and/or alcohol testing, conducted by a physician or other professional of the Employer's choice, and understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

Subject to the terms of any collective bargaining agreement applicable to me, I agree not to commence any action or suit relating to my employment with the Employer more than 180 days after the occurrence of the facts giving rise to the claim, or more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the Employer.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Printed Name:

TOOD GARRIS

Date: 12/22/25

Signature:



VILLAGE OF LAKE ORION
DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Section 7, Item M.

Rev. 10/14/2025 (INTERNAL)

Meets	2nd Tuesday of Each Month - 6:30 pm except where noted on present calendar - Council Chambers	
Regulated by	Public Act (PA) 57 of 2018 and Ordinance No. 35.01, 36.01, 36.02	
Membership	Nine Members	
	Village Council President	Appointment shall be made by Village Council President
	(8) Specific requirements	At least five (5) shall be persons having an interest in property located in the downtown district. (PI)
		At least one (1) member must be a resident of the District (RI)
Maximum two (2) members at large		
Terms	Village Council President: runs from election to election Other members: Four (4) years	
Vacancies	Appointment shall be made by Village Council President for the unexpired term	
Offices	Chairman, Vice-Chairman, Secretary, and Treasurer Elected each November for one-year terms	

ADMINISTRATIVE STAFF			
Name	Address	Contact	Hired
Matt Gibb DDA Executive Director	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742 (248) 693-9749 fax	April 2024 - Present
Janet Bloom DDA Assistant Director	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742	December 2023 - Present
Vacant Office Coordinator	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742	November 2024 - Present
Sonja Stout Clerk/Treasurer	21 E. Church Lake Orion, MI 48362	(248) 693-8391 x 102	May 2023 - Present
Lynsey Blough Deputy Clerk/Treasurer	21 E. Church Lake Orion MI 48362	(248) 693-8391 x 103	April 2024 - Present
Darwin McClary Village Manager	21 E. Church Lake Orion MI 48362	(248) 693-8391 x 101	December 2022 - Present

DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEMBERS

Member	Address/Email	Telephone	Appointed	Offices Held	Term Expires*
Chris Barnett Orion Twp Supervisor (PI) Elected Official	c/o Charter Township of Orion 2323 Joslyn Rd Lake Orion, MI 48360 cbarnett@oriontownship.org		11/26/2012 11/9/2015 10/14/2019 11/15/2024		10/31/2015 10/31/2019 10/31/2023 10/31/2027
Deborah Burgess (PI) Chairperson Owner - Builders Custom Flooring	11 S Broadway (work)		11/9/2009 10/15/2013 10/23/2017 11/8/2021	Secretary 12/9/2014 11/10/2015 Vice Chair 11/22/2016 Chair 11/14/2017 11/13/2018 11/12/2019 11/10/2020	10/31/2017 10/31/2021 10/31/2025 10/31/2029
Lloyd Coe (PI) Owner – Ed’s Costume & Gifts	2 S Broadway (work)		11/13/2018		10/31/2022 10/31/2026
Sam Caruso (PI) Secretary Owner – Caruso Chiropractic	25 S Lapeer Lake Orion, MI 48362 (work)		4/9/2019 9/28/2020 11/15/2024	Secretary 11/12/2019 11/10/2020	10/31/2020 10/31/2024 10/31/2028
Alaina Campbell (PI) Owner – Cookies & Cream	20 Front St Lowel Level		3/14/2022	K. Horvath term	10/31/2026
Vacancy (PI)					10/31/2022 10/31/2026
Hank Lorant Resident of DDA District (RI) Planning Commission Orion Art Center Board	Lake Orion, MI 48362		11/8/2021	Secretary 12/14/2021	10/31/2025 10/31/2029
Matthew Shell (At Large) Treasurer	Lake Orion, MI 48362		10/14/2019	Treasurer 11/12/2019 Vice Chair 11/10/2020 Treasurer 12/14/2021	10/31/2023 10/31/2028
Teresa Rutt Village Council President Elected Official	Lake Orion, MI 48362		Automatic Appointment 11/12/2024		11/8/2026