



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, June 18, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The June 18th, 2024 Downtown Development Authority Board of Directors Regular Meeting was called to order at 6:30 PM.

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

ABSENT

Treasurer Matt Shell
Board Member Alaina Campbell
Board Member Chris Barnett
Village President Jerry Narsh

STAFF PRESENT

DDA Executive Director Matthew Gibb
DDA Assistant Director Janet Bloom
Clerk/Treasurer Sonja Stout
Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. May 21, 2024 DDA Minutes

MOTION made by Secretary Lorant, Seconded by Board Member Coe, to approve the Downtown Development Authority Board Regular Meeting Minutes of May 21st, 2024.

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

VOTING NAY: None

ABSENT: Shell, Campbell, Barnett, Narsh

MOTION: Carried

B. May 30, 2024 DDA Minutes

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Special Meeting Minutes of May 30th, 2024.

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

VOTING NAY: None

ABSENT: Shell, Campbell, Barnett, Narsh

MOTION: Carried

4. Approval of Agenda

MOTION made by Board Member Coe, Seconded by Secretary Lorant, to approve the agenda of June 18th, 2024, Downtown Development Authority Board Regular Meeting.

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

VOTING NAY: None

ABSENT: Shell, Campbell, Barnett, Narsh

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 Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the Consent Agenda by one vote.

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

VOTING NAY: None

ABSENT: Shell, Campbell, Barnett, Narsh

MOTION: Carried

A. New Office Lease

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve, receive and file the executed Lease Agreement between Nick Shillace, landlord, and the Lake Orion DDA, tenant, dated June 10, 2024, with rent paid from GL 248-260-941-000.

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

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

B. Financial Reports

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to receive and file the Financial Reports of May 2024.

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

7. Financial Matters

A. Bill Approval

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve disbursements in the amount of \$25,881.44 for May 2024.

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

8. New and Old Business

A. Update Façade and Preservation Grant Guidelines

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the New Historic Preservation and Façade improvement Grant Program Guidelines and Application as presented, to be effective July 1, 2024.

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

B. Lumber Yard – Tree and Brush Removal

MOTION made by Board Member Coe, Seconded by Secretary Lorant, to approve the quote and invoice of Timber Beast Tree Service in the amount of \$8,000, directing payment on the invoice from GL 301-901-950-000 Demolition and Land Improvement.

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

C. Lumber Yard – Parking and Drive Material

MOTION made by Board Member Coe, Seconded by Secretary Lorant, to ratify and approve the single source quote for services and material to clean, secure and balance the westerly areas inside the existing lumber yard fencing, allowing safe, temporary parking prior to and through visitor heavy summer event schedules, in the amount of \$9,500 applying such expense to GL 301-901-950-000.

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

VOTING NAY: None

ABSENT: Shell, Campbell, Barnett, Narsh

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Executive Director's Report

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

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

VOTING NAY: None

ABSENT: Shell, Campbell, Barnett, Narsh

MOTION: Carried

B. Assistant Director's Report

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to receive and file the Assistant Director's Report, as presented.

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

VOTING NAY: None

ABSENT: Shell, Campbell, Barnett, Narsh

MOTION: Carried

10. Board Comments and Training Feedback

Board Member Medina spoke.

Secretary Lorant spoke.

Vice Chairperson Caruso spoke.

Board Member Coe spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting - July 16, 2024

12. Adjournment

MOTION made by Secretary Lorant, Seconded by Board Member Coe, to adjourn the June 18th, 2024 Downtown Development Authority Board Regular Meeting.

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

VOTING NAY: None

ABSENT: Shell, Campbell, Barnett, Narsh

MOTION: Carried

The June 18th, 2024 Downtown Development Authority Board Regular Meeting adjourned at 7:21 PM.

Debbie Burgess
Chairperson

Sonja Stout
Village Clerk/Treasurer

Lynsey Blough
Deputy Clerk/Treasurer

Date Approved: as presented on July 16, 2024.