



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, November 19, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The November 19th, 2024 Downtown Development Authority Regular Meeting was called to order at 6:31 PM.

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
Board Member Alaina Campbell
President Teresa Rutt

ABSENT

Board Member Chris Barnett

STAFF PRESENT

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

3. Approval of Minutes

A. October 15th, 2024 DDA Regular Meeting Minutes

MOTION made by Vice Chairperson Caruso, Seconded by Treasurer Shell, to approve the Downtown Development Authority Board Regular Meeting Minutes of October 15th, 2024.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the agenda of November 19th, 2024 as revised which includes the addition of item 9.B.1 addition of Salvage Contract.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

5. Call to the Public

Mike Lamb spoke.

6. Consent Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the November 19th, 2024 Consent agenda by one vote.

Voting Yea: Chairperson Burgess, Vice Chairperson Caruso, Treasurer Shell, Secretary Lorant, Board Member Coe, Board Member Medina, Board Member Campbell, President Rutt

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

A. Schedule P.A. 57 Informational Meeting(s)

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to authorize the posting of Notice of Information Hearing pursuant to P.A. 57 of 2018 on the following dates and location: Tuesday, December 10, 2024 @Noon; Tuesday, December 17, 2024 @ 6:00 pm at the Village of Lake Orion offices, located at 21 E. Church Street, Lake Orion, Mi in the Village Hall Council Chambers.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

B. Acknowledgment of New Administrative Coordinator

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to acknowledge the hiring and welcome Emily Dziegielewski as the new administrative coordinator.

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

C. Annual Election of Board DDA Officers

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to postpone and re-schedule Nominations and Election of DDA Board Leadership until and at the regular meeting of December 17, 2024.

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

D. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the financial reports for October 2024.

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

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve disbursements in the amount of \$97,831.90 for October 2024.

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

8. New and Old Business

A. Budget Amendments

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to adopt the budget amendments outlined in the budget adjustment worksheet dated 11-19-2024.

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

B. Sidewalk Snow Removal - Resolution

MOTION made by Treasurer Shell, Seconded by Secretary Lorant To adopt the Resolution to Authorize Agreement for Snow Removal as presented and direct the Executive Director to extend a proposed reciprocal Resolution for Village Council approval at its next available meeting.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

C. New General Ledger Account - Budget

MOTION made by Treasurer Shell, Seconded by Secretary Lorant Move to amend the Downtown Development Authority Budget, Fund 248, to create a new General Ledger Revenue Account under Number 248-000-540-000, titled County/Federal Program Grants; Further amend the Downtown Development Authority Budget, Fund 248, to create two new general Ledger Expense Account(s) under Number 248-726-980-001, titled Public Space Grant – General Construction; and Number 248-726-980-002, title Public Space Grant – Development and Program. Subject to Review and Approval of the Village Clerk and any necessary adoption by Village Council.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

D. Administrative Fee(s) - Budget Discussion

MOTION made by Board Member Campbell, Seconded by Treasurer Shell to move to approve implementing a requisition/work order-based system for all service, event, work, materials or other budget charge outside of general administration fees of the DDA TIF, at a cost not to exceed \$5,600, directing the Executive Director to affirm a mutually agreeable platform with the Village and Township.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Assistant Director's Report

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, Campbell, Rutt

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

B. Lumber Yard at Paint Creek

MOTION made by Board Member Campbell, Seconded by Secretary Lorant to receive and file the Presentation of the Executive Director, including all attachments.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

B.1 Lumber Yard at Paint Creek-Salvage Contract

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to direct the DDA Executive Director to negotiate a contract for approval for all salvage, deconstruction, abatement and to bring back the contract to the Downtown Development Board meeting on December 17th, 2024.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

C. Executive Directors Report

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Executive Director's report.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

10. Board Comments and Training Feedback

Board Member Medina spoke.

Secretary Lorant spoke.

Treasurer Shell spoke.

Vice Chairperson Caruso spoke.

Board Member Campbell spoke.

President Rutt spoke.

Board Member Coe spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting – December 17th, 2024.

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to adjourn the November 19th , 2024, Downtown Development Authority Board Regular Meeting.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

The November 19th, 2024, Downtown Development Authority Board Regular Meeting adjourned at 8:31 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on December 17th, 2024.