



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, January 21, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The January 21, 2025 Downtown Development Authority Regular Meeting was called to order at 6:37 PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess

Vice Chairperson Sam Caruso

Secretary Hank Lorant

Treasurer Matt Shell

Board Member Sally Medina

Board Member Alaina Campbell

President Teresa Rutt

ABSENT

Board Member Lloyd Coe

Board Member Chris Barnett

STAFF PRESENT

Executive Director Matthew Gibb

Asst Director Janet Bloom

3. Approval of Minutes

A. December 2, 2024, DDA Special Meeting Minutes

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve the Downtown Development Authority Board Special Meeting Minutes of December 2, 2024, as presented.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

B. December 17, 2024, DDA Informational Meeting Minutes

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve the Downtown Development Authority Board Informational Meeting Minutes of December 17, 2024, as presented.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

C. December 17, 2024 – DDA Regular Meeting Minutes

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of December 17, 2024, as presented.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve the agenda of January 21, 2025, Downtown Development Authority Board Regular Meeting, as presented.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
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 Matt Shell, Seconded by Secretary Hank Lorant, to approve the January 21, 2025, Consent Agenda by one vote, as presented.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve disbursements in the amount of \$51,957.67 for December 2024.

Roll Call Vote: Chairperson Debbie Burgess-yes, Vice Chairperson Sam Caruso-yes, Secretary Hank Lorant-yes, Treasurer Matt Shell- yes, Board Member Sally Medina-yes, Board Member Alaina Campbell-yes, President Teresa Rutt-yes.

VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

8. New and Old Business

A. Snow Removal Discussion/Options

MOTION: made by Secretary Hank Lorant, Seconded by Treasurer Matt Shell, to direct the Executive Director to cooperate with the Village Manager and DPW Director to organize accurate mapping and responsibility assignments, and bringing all information back with a supplemental recommendation at a future DDA Board meeting.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

B. Requests for Proposals – Architectural Services

MOTION: made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant to approve Request for Proposals: LODDA-25-0001 Design and Architectural Services, for the Lumber Yard at Paint Creek, as presented, and authorize the Executive Director to finalize all legal compliance, publish and coordinate registration and opening with the Village Clerk on a date no later than February 12, 2025

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt

VOTING NAY: None

ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Assistant Director's Report-Verbal

Assistant Director Janet Bloom read her report, which was added in the DDA Agenda Packet (hard copy).

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to receive and file the Assistant Director's Report.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt

VOTING NAY: None

ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett

MOTION: Carried

B. Committee Reports

Committee updates presented by Assistant Director Janet Bloom.

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to receive and file the Committee Reports.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt

VOTING NAY: None

ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett

MOTION: Carried

C. Lumber Yard Progress Report

DDA Executive Director Matthew Gibb provided an update on the Lumber Yard progress.

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to receive and file the Lumber Yard Progress Report.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt

VOTING NAY: None

ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett

MOTION: Carried

D. Executive Directors Report

Along with his report in the Agenda Packet, DDA Executive Director Matthew Gibb provided an update.

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

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt

VOTING NAY: None

ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett

MOTION: Carried

10. Board Comments and Training Feedback

11. Next Regular Meeting – February 18, 2025

12. Adjournment

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to adjourn the January 21, 2025 Downtown Development Authority Board Regular Meeting

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt

VOTING NAY: None

ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett

MOTION: Carried

The January 21st, 2025 Downtown Development Authority Board Regular Meeting adjourned at 8:09 PM.

Debbie Burgess
Chairperson

Janet Bloom
Assistant Director/Recording
Secretary

Sonja Stout
Village Clerk/Treasurer