



RESOLUTION NO. 2025-003

WHEREAS, the Lake Orion Downtown Development Authority (“DDA”) has established a credit/debit account with Comerica Bank for the purpose of facilitating timely and efficient payment for authorized purchases and expenses related to DDA operations and programming; and

WHEREAS, the DDA currently maintains a single credit card associated with its credit account that is assigned to its Executive Director; and

WHEREAS, the Board finds it necessary and appropriate to authorize the Assistant Director to have similar charging privileges to better support the operations of the DDA and ensure continuity in financial processing and authorized purchasing.

NOW, THEREFORE, BE IT RESOLVED:

1. That the DDA Board hereby requests and authorizes the Village Clerk/Treasurer to take all necessary steps to secure a second credit card tied to the existing DDA credit account;
2. That the second credit card shall be issued in the name of Janet Bloom, for use solely in connection with legitimate and authorized business of the Downtown Development Authority;
3. That all purchases made using this card shall comply with applicable Village purchasing policies, credit card use policies, and DDA procedures;
4. That the DDA shall be responsible for monitoring and reconciling all charges on the second card in the same manner as is currently in place for the existing DDA credit card.

Motion offered by: _____ Seconded by: _____

Yeas: _____ Nays: _____ Absent: _____

ADOPTED this __ day of _____, 2025.

Debbie Burgess, Chair

Downtown Development Authority