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# 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.

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Debbie Burgess  
Chairperson

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Janet Bloom  
Assistant Director/Recording  
Secretary

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Sonja Stout  
Village Clerk/Treasurer