



# 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 19<sup>th</sup>, 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 19<sup>th</sup>, 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 17<sup>th</sup>, 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 17<sup>th</sup>, 2024.**

**12. Adjournment**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to adjourn the November 19<sup>th</sup>, 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.

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Debbie Burgess  
Chairperson

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Sonja Stout  
Clerk/Treasurer

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