



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, August 20, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The August 20th, 2024 Downtown Development Authority Board 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 Sally Medina
Board Member Alaina Campbell
Village President Jerry Narsh

ABSENT

Board Member Lloyd Coe
Board Member Chris Barnett

STAFF PRESENT

DDA Executive Director Matthew Gibb
DDA Assistant Director Janet Bloom
Village Manager Darwin McClary
Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. July 16th, 2024 DDA Regular Meeting Minutes

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of July 16th, 2024.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

4. Approval of Agenda

MOTION made by Village President Narsh, Seconded by Treasurer Shell, to approve the agenda of August 20, 2024 Downtown Development Authority Board Regular Meeting, as presented.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

5. Call to the Public

None.

6. Consent Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Consent Agenda are approved by one vote.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

A. Financial Reports

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

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, 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 \$42,681.75 for July 2024.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

8. New and Old Business

A. Resolution Establishing FOIA Policy and Appointment of Coordinator

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve and adopt a resolution establishing Freedom of Information Act (FOIA) policies, procedures and guidelines for the Lake Orion Downtown Development Authority and to further appoint the Executive Director of the Lake Orion Downtown Development Authority as the FOIA Coordinator.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

B. Acceptance of Placemaking Program Grant

MOTION made by Treasurer Shell, Seconded by Village President Narsh, to approve and adopt a resolution to accept grant funding from the Main Street Oakland County Placemaking and Public Spaces Program and authorize execution of the Program Agreement by Executive Director Matthew Gibb.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

C. Creation and Appointment of DDA Budget Task Force

MOTION made by Treasurer Shell, Seconded by Board Member Campbell, to approve and appoint a DDA Budget Task Force in accord with the overview and structure presented to the Board, appointing the following persons to serve as Members:

Vice Chair	Sam Caruso
Treasurer	Matthew Shell
Member at Large	Hank Lorant
Executive Director	Matthew Gibb
Assistant Director	Janet Bloom

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

D. Budget Policy Resolution

MOTION made by Treasurer Shell, Seconded by Village President Narsh, to refer the Letter Opinion from Robert Davis, dated August 6, 2024, to the Budget Task Force, directing the Task Force to assess the issues of budget procedure, an administrative fee, and the impact of charged services and report the results in a policy recommendation to the Board not later than September 2024.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

E. Approve Single Source Quote - Survey Work

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the proposal from PEA Group dated August 7, 2024 in an amount not to exceed \$9,400, with funding charged to GL 301-901-950-000 Demolition.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Executive Director's 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, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

B. 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, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

10. Board Comments

Board Member Medina spoke.

Secretary Lorant spoke.

Treasurer Shell spoke.

Vice Chairperson Caruso spoke.

Board Member Campbell spoke.

President Narsh spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting - September 17, 2024

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to adjourn the August 20th, 2024 Downtown Development Authority Board Regular Meeting.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

The August 20th, 2024 Downtown Development Authority Board Regular Meeting adjourned at 7:44 PM.

Debbie Burgess
Chairperson

Lynsey Blough
Deputy Clerk/Treasurer

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on September 17, 2024.