



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, June 18, 2024

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The June 18<sup>th</sup>, 2024 Downtown Development Authority Board of Directors Regular Meeting was called to order at 6:30 PM.

### 2. Roll Call and Determination of Quorum

#### PRESENT

Chairperson Debbie Burgess  
Vice Chairperson Sam Caruso  
Secretary Hank Lorant  
Board Member Lloyd Coe  
Board Member Sally Medina

#### ABSENT

Treasurer Matt Shell  
Board Member Alaina Campbell  
Board Member Chris Barnett  
Village President Jerry Narsh

#### STAFF PRESENT

DDA Executive Director Matthew Gibb  
DDA Assistant Director Janet Bloom  
Clerk/Treasurer Sonja Stout  
Deputy Clerk/Treasurer Lynsey Blough

### 3. Approval of Minutes

#### A. May 21, 2024 DDA Minutes

**MOTION** made by Secretary Lorant, Seconded by Board Member Coe, to approve the Downtown Development Authority Board Regular Meeting Minutes of May 21<sup>st</sup>, 2024.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina

**VOTING NAY:** None

**ABSENT:** Shell, Campbell, Barnett, Narsh

**MOTION:** Carried

#### **B. May 30, 2024 DDA Minutes**

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Special Meeting Minutes of May 30<sup>th</sup>, 2024.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina

**VOTING NAY:** None

**ABSENT:** Shell, Campbell, Barnett, Narsh

**MOTION:** Carried

#### **4. Approval of Agenda**

**MOTION** made by Board Member Coe, Seconded by Secretary Lorant, to approve the agenda of June 18<sup>th</sup>, 2024, Downtown Development Authority Board Regular Meeting.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina

**VOTING NAY:** None

**ABSENT:** Shell, Campbell, Barnett, Narsh

**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 Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the Consent Agenda by one vote.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina

**VOTING NAY:** None

**ABSENT:** Shell, Campbell, Barnett, Narsh

**MOTION:** Carried

#### **A. New Office Lease**

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve, receive and file the executed Lease Agreement between Nick Shillace, landlord, and the Lake Orion DDA, tenant, dated June 10, 2024, with rent paid from GL 248-260-941-000.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina

**VOTING NAY:** None  
**ABSENT:** Shell, Campbell, Barnett, Narsh  
**MOTION:** Carried

## **B. Financial Reports**

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to receive and file the Financial Reports of May 2024.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina  
**VOTING NAY:** None  
**ABSENT:** Shell, Campbell, Barnett, Narsh  
**MOTION:** Carried

## **7. Financial Matters**

### **A. Bill Approval**

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve disbursements in the amount of \$25,881.44 for May 2024.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina  
**VOTING NAY:** None  
**ABSENT:** Shell, Campbell, Barnett, Narsh  
**MOTION:** Carried

## **8. New and Old Business**

### **A. Update Façade and Preservation Grant Guidelines**

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the New Historic Preservation and Façade improvement Grant Program Guidelines and Application as presented, to be effective July 1, 2024.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina  
**VOTING NAY:** None  
**ABSENT:** Shell, Campbell, Barnett, Narsh  
**MOTION:** Carried

### **B. Lumber Yard – Tree and Brush Removal**

**MOTION** made by Board Member Coe, Seconded by Secretary Lorant, to approve the quote and invoice of Timber Beast Tree Service in the amount of \$8,000, directing payment on the invoice from GL 301-901-950-000 Demolition and Land Improvement.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina  
**VOTING NAY:** None  
**ABSENT:** Shell, Campbell, Barnett, Narsh  
**MOTION:** Carried

### **C. Lumber Yard – Parking and Drive Material**

**MOTION** made by Board Member Coe, Seconded by Secretary Lorant, to ratify and approve the single source quote for services and material to clean, secure and balance the westerly areas inside the existing lumber yard fencing, allowing safe, temporary parking prior to and through visitor heavy summer event schedules, in the amount of \$9,500 applying such expense to GL 301-901-950-000.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina

**VOTING NAY:** None

**ABSENT:** Shell, Campbell, Barnett, Narsh

**MOTION:** Carried

## **9. Reports, Resolutions and Recommendations**

### **A. Executive Director's Report**

**MOTION** made by Secretary Lorant, Seconded by Board Member Coe, to receive and file the Executive Director's Report, as presented.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina

**VOTING NAY:** None

**ABSENT:** Shell, Campbell, Barnett, Narsh

**MOTION:** Carried

### **B. Assistant Director's Report**

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to receive and file the Assistant Director's Report, as presented.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina

**VOTING NAY:** None

**ABSENT:** Shell, Campbell, Barnett, Narsh

**MOTION:** Carried

## **10. Board Comments and Training Feedback**

Board Member Medina spoke.

Secretary Lorant spoke.

Vice Chairperson Caruso spoke.

Board Member Coe spoke.

Chairperson Burgess spoke.

## **11. Next Regular Meeting - July 16, 2024**

## **12. Adjournment**

**MOTION** made by Secretary Lorant, Seconded by Board Member Coe, to adjourn the June 18<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting.

**VOTING YEA:** Burgess, Caruso, Lorant, Coe, Medina

**VOTING NAY:** None

**ABSENT:** Shell, Campbell, Barnett, Narsh

**MOTION:** Carried

The June 18<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting adjourned at 7:21 PM.

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Debbie Burgess  
Chairperson

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Sonja Stout  
Village Clerk/Treasurer

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Lynsey Blough  
Deputy Clerk/Treasurer

Date Approved: as presented on July 16, 2024.