



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, June 17, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The June 17, 2025 Downtown Development Authority Regular Meeting was called to order at 6:30 PM by Chairperson Burgess

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 Alaina Campbell

ABSENT

Board Member Sally Medina

Board Member Chris Barnett

President Teresa Rutt

STAFF PRESENT

Executive Director Matt Gibb

Assistant Director Janet Bloom

Village Manager Darwin McClary

Clerk/Treasurer Sonja Stout

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of May 20, 2025

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Minutes of May 20, 2025.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt
MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the agenda as amended with the addition of item 5A. Presentation by Oakland County.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

5. Call to the Public

A. Presentation by Oakland County- Main Street Oakland County

Erick Phillips from Main Street Oakland County (MSOC) provided a brief overview of the MSOC accreditation process and formally presented the MSOC Accreditation Award. A group photo was taken following the presentation of the award.

6. Consent Agenda

All items on the Consent Agenda are approved by one vote.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the June 17, 2025 Consent Agenda by one vote, as presented.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the financial reports for May 2025.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the disbursements in the amount of \$199,301.20 for May 2025.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

B. Lumber Yard Reconstruction - Change Orders

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve four (4) change orders, as presented, pursuant and under the contract with Mickey's Construction in the total amount of \$44,816.90, payable from GL 248-726-980-001 Public Spaces Grant – General.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

C. Lumber Yard – Continuing Demolition Cost

MOTION made by Treasurer Shell, Seconded by Board Member Coe to approve three (3) invoices for land improvement, as presented, pursuant and under the ongoing contracts with the identified vendors in the total amount of \$6,765.63 payable from GL 301- 901-950-000 Demolition and Land Improvement.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

8. New and Old Business

A. Façade Grant Application – Lake Orion Bike & Adventure Co.

MOTION made by Treasurer Shell, Seconded by Board Member Coe to approve the Façade Grant application received from the Lake Orion Bike & Adventure Co. for a Level 2 Historic Preservation Grant with matching funds up to \$8,000.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

B. Additional Credit Card - Resolution

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve and adopt a RESOLUTION TO ISSUE A SECOND CREDIT CARD FOR USE BY ASSISTANT DIRECTOR in the form attached hereto and direct the delivery of the Resolution to the Village for action.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

C. Paving Repair(s) - Tarr lot

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve and authorize a contract with BSI Paving, for paving maintenance and repair at 115 N Broadway St., at a cost not to exceed \$7,189.83, w/funding from GL 248-730-975-000 – Capital Outlay.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

D. Strategic Plan 2025-2030- - Final Draft

MOTION made by Treasurer Shell, Seconded by Vice Chairperson Caruso to accept the final draft Strategic Plan 2025-2030 and refer the final draft to the organizational and economic committee for final discussion, comment and supplement, with the Final Strategic Plan being brought back to the Board at its July 20205 meeting for possible adoption.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

E. Schedule Annual Review(s) - Executive Staff

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to Schedule separate, annual assessment and review of performance for each of the Executive Director And Assistant Director by the Board's Executive committee on or before July 31, 2025, to include a recommendation on compensation for fiscal year 25-26.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

F. Adoption of Downtown Development Authority 2025-26 Budget

MOTION made by Treasurer Shell, Seconded by Board Member Coe to approve and adopt the 2025-2026 Budget for the Lake Orion Downtown Development Authority, with authority of the Downtown Development director to make clerical changes as presented.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt

MOTION: Carried

G. Village Budgetary Resolution – PA57 Administrative Fee

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file A RESOLUTION ASSESSING A REASONABLE PRO RATA SHARE OF THE FUNDS OF THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY FOR THE COST OF HANDLING AND AUDITING THE FUNDS OF THE DDA AGAINST THE FUNDS OF THE AUTHORITY PURSUANT TO MCL 125.4228(2).

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None

ABSENT: Barnett, Medina, Rutt
MOTION: Carried

H. Village Budgetary Contract – Public Safety

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the ENHANCED PUBLIC SAFETY AGREEMENT, as presented, authorizing the Executive Director to prepare an executory copy and sign the same on behalf of the DDA.

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

9. Reports, Resolutions and Recommendations

A. Assistant Director's Report

Assistant Director Bloom provided a brief overview of her Assistant Director's Report, which was included in the meeting packet. Her update highlighted upcoming events and activities, social media statistics, and recent grant submissions. Board members engaged in a discussion regarding different strategies for advertising upcoming events and the optimal timing for those promotional efforts.

MOTION made by Treasurer Shell, Seconded by Board Member Coe to receive and file Assistant Director's Report.

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

B. Executive Directors Report

Executive Director Gibb provided a brief update on his Executive Director's Report, noting the repair of the four-wheeler, the issue of dying trees in the downtown area, and malfunctioning GFI circuits. Board members held a discussion regarding the dying trees and shared various ideas for addressing the issue.

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, Campbell,
VOTING NAY: None
ABSENT: Barnett, Medina, Rutt
MOTION: Carried

MOTION made by Chairperson Burgess, Seconded by Vice Chairperson Caruso in the matter of the DDA Mainstreet nonprofit is referred to the DDA Executive Director to work with Treasurer Shell to bring back two alternative names and by-law structures at the July DDA meeting.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell,

VOTING NAY: None
ABSENT: Barnett, Medina, Rutt
MOTION: Carried

C. Lumber Yard Progress Report

The DDA Executive Director provided an update on the Lumber Yard project, stating that the DDA will begin utilizing more of the bond funds. He also noted that site plan meetings with the Village are scheduled in preparation for upcoming permit approvals, and that a topographical survey will be conducted in the coming weeks.

MOTION made by Treasurer Shell, Seconded by Board Member Coe to receive and file the progress report dated June 17, 2025.

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

10. Board Comments and Training Feedback

Board Member Lorant declined to provide feedback.

Treasurer Shell commended Janet and Matt for their hard work and offered his expertise with bond and nonprofit matters.

Vice Chairperson Caruso expressed his appreciation to Janet and Matt and shared his satisfaction with the completion of the budget.

Board Member Coe expressed his support for retaining the Jubilee event downtown and commented on the related street closures.

Chairperson Burgess thanked Janet and Matt, acknowledged their assistance with the downtown flowers, and expressed appreciation to the Village Manager for his support on the budget.

Village Manager McClary announced an upcoming Joint Planning Commission meeting to be held at the Township building regarding the public hearing for Eastport Village

11. Next Regular Meeting - July 15, 2025

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Board Member Coe to adjourn the June 17, 2025 Downtown Development Authority Board Regular Meeting.

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

The June 17, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:09 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on July 15, 2025.