



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, April 15, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The April 15, 2025 Downtown Development Authority Regular Meeting was called to order at 6:31 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 Sally Medina

Board Member Alaina Campbell

Board Member Chris Barnett (arrived at 6:35 PM)

President Teresa Rutt

STAFF PRESENT

Executive Director Matt Gibb

Assistant Director Janet Bloom

Clerk/Treasurer Sonja Stout

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of March 18, 2025

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Minutes of March 18, 2025.

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 Downtown Development Authority Board Agenda of April 15, 2025, as presented.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

5. Call to the Public

George Dandalides, representing the Lake Orion Lake Association (LOLA), shared details about several upcoming community events sponsored by LOLA. On May 10, there will be a CPR class held in partnership with the Orion Township Fire Department. On June 7, LOLA will host a Youth Fishing Derby at Green's Park, while the Lake Orion Boat Club will also be conducting a Boater's Safety Course on the same day. Additionally, LOLA will offer another Boater's Safety Class on June 21 at the Orion Township Public Library.

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 April 15, 2025 Consent Agenda by one vote, as presented.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: None

MOTION: Carried

A. Financial Reports

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

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: None

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 \$441,757.78 for March 2025.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: None

MOTION: Carried

8. New and Old Business

A. Lumber Yard Concept Planning – Discussion

DDA Executive Gibb presented various conceptual building designs and ideas for Project Lumberyard and proposed the formation of an advisory committee to help guide the project's direction. Intended as a long-term initiative, the committee would ideally include 11 to 15 community members with expertise in areas such as art, history, retail, trails, youth engagement, and grant funding. Gibb invited board members to submit recommendations for potential committee members. While there was some concern about the project's timeline in relation to construction, the board agreed to advertise the open committee positions in the *Lake Orion Review* and on social media.

B. Lumber Yard – Contracts

DDA Executive Gibb reviewed the project scope and the bids received. He openly disclosed that he is acquainted with individuals at both ELS Construction, Inc. and Mickey's Construction, but clarified that he has not conducted any business with either company. Based on cost considerations, he recommended Mickey's Construction to the board.

MOTION made by Board Member Campbell, Seconded by Treasurer Shell to accept Mickey's construction bid for a cost not to exceed \$425,000.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: None

MOTION: Carried

Treasurer Shell left the meeting at 7:25 PM.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant to accept and approve an agreement with MI remodelers LLC for the all necessary repair and preparation work in the Main Office at a cost not to exceed \$9,740, with funding from GL 248-726-980-001.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Shell

MOTION: Carried

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant to accept and approve the quote of Dillman & Upton for a complete window package for the Main Office at a cost not to exceed \$6,600 with funding from GL 248-726-980-001.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Shell

MOTION: Carried

MOTION made by Board Member Coe, Seconded by Board Member Barnett to accept and approve an agreement with MI Remodelers LLC for the installation of windows, including all additional materials and coordinating repairs, at a cost not to exceed \$6,700 with funding from GL 248-726-980-001.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Shell

MOTION: Carried

C. Budget - 2025-2026

DDA Director Gibb provided an overview of the preliminary budget for FY 2025-26, highlighting key revenue sources including tax capture, a county grant, a transfer from the fund balance, and sponsor contributions. He also addressed several expenditure challenges, particularly the unresolved service agreements with the Village and allocations related to the capital improvement fund. Board members engaged in a discussion about the details of each department's role in the service agreements and what has been provided by the Village to the DDA. To move forward, Director Gibb recommended that the Board schedule a special meeting to reach an agreement on the preliminary budget for FY 2025-26.

MOTION made by Board Member Barnett, Seconded by Board Member Coe to postpone the motion to a date no later than April 25, 2025.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Shell

MOTION: Carried

George Dandalides expressed his frustration regarding the budget process and suggested holding a special meeting, potentially on Wednesday, as a joint session between the DDA and the Village Council. He emphasized the need for a clear breakdown of the services provided by the Village in relation to the DDA to help clarify budget responsibilities and allocations.

9. Reports, Resolutions and Recommendations

A. Lumber Yard - Monthly Progress Report

Executive Director Gibb provided a brief synopsis of his report in the packet.

MOTION made by Board Member Barnett, Seconded by Board Member Coe to receive and file the progress report dated April 15, 2025.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Shell

MOTION: Carried

B. Retail Attraction Strategy

Bob Waun of Dirt Realty gave a presentation that included an overview of his background and previous development projects. He also shared a list of successful retailers and discussed efforts to attract similar businesses to Lake Orion. Waun highlighted the area's strong income demographics and emphasized the importance of creating opportunities that engage and retain youth in the community. Chairperson Burgess and Secretary Lorant expressed their enthusiasm and support for the future potential of the project.

MOTION made by President Rutt, Seconded by Board Member Barnett to receive and file the draft report.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Shell

MOTION: Carried

C. Assistant Director's Report

Assistant Director Bloom gave a brief overview of her Assistant Director's Report, which is included in the meeting packet. Her update covered upcoming events, social media statistics, scheduled activities, recent conference updates, grant submissions, and upcoming committee meeting dates.

MOTION made by President Rutt, Seconded by Secretary Lorant to receive and file the Assistant Director's Report.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Shell

MOTION: Carried

D. Executive Directors Report

Executive Director Gibb announced that Ezekiel Spencer will be starting next week and noted that progress on the outdoor bike shop project is going very well. He mentioned that the remainder of his updates can be found in the agenda packet.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant to receive and file the Executive Directors Report April 2025.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Shell

MOTION: Carried

10. Board Comments and Training Feedback

Board Member Barnett expressed his gratitude to the community for their support of his State of the Township address and encouraged residents to be part of the solution rather than part of the problem.

Board Member Medina offered congratulations to Board Member Campbell.

Vice Chairperson Caruso shared his enthusiasm about the project moving forward.

Board Member Campbell said she enjoyed the presentation and saw great value in initiatives that aim to attract young people to the community. She also congratulated Board Member Barnett on his address and echoed his sentiment about the importance of being proactive in community involvement.

President Rutt emphasized the significance of community engagement and the role individuals play in contributing to the prosperity and well-being of the local area.

Board Member Coe announced that the cornhole league will begin on Thursday, June 5, and noted that participation has grown compared to previous years.

Chairperson Burgess expressed her appreciation for the hard work and ongoing dedication of DDA Director Gibb and Assistant DDA Director Bloom, particularly in regard to the legacy project. She also invited individuals with relevant expertise to get involved in the upcoming initiatives.

11. Next Regular Meeting - May 20, 2025

12. Adjournment

MOTION made by Secretary Lorant, Seconded by Vice Chairperson Caruso to adjourn the April 15, 2025 Downtown Development Authority Board Regular Meeting.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Medina, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Shell

MOTION: Carried

The April 15, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:52 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on May 20, 2025.