



MINUTES

SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Wednesday, May 07, 2025

1:00 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The May 7, 2025 Downtown Development Authority Regular Meeting was called to order at 1:00 pm by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess
Vice Chairperson Sam Caruso
Treasurer Matt Shell
Board Member Lloyd Coe
Board Member Sally Medina

ABSENT

Secretary Hank Lorant
Board Member Chris Barnett
Board Member Alaina Campbell
Board Member Teresa Rutt

STAFF PRESENT

Executive Director Matthew Gibb
Assistant Director Janet Bloom

ADDITIONAL ATTENDEES

Village Manager Darwin McClary
DPW Director Wes Sanchez
Police Chief Mark Admundson

3. Approval of Agenda

MOTION made by Treasurer Matt Shell, seconded by Board Member Lloyd Coe to approve the

Downtown Development Authority Board Special Meeting Agenda of May 7, 2025, as presented.

VOTING YEA: Burgess, Caruso, Shell, Medina, and Coe.

VOTING NAY: None

ABSENT: Lorant, Barnett, Campbell, and Rutt.

MOTION: Carried

4. Call to the Public

Village Manager Darwin McClary was concerned that Lake Orion DDA Executive Director Matthew Gibb didn't meet with DPW Director and Police Chief yet on contracts. Village Manager McClary noted that the amounts listed are different than the last Ad Hoc committee meeting.

5. New and Old Business

A. Approval of Proposed 2025-2026 DDA Budget

Executive Director Matthew Gibb noted that the DDA Budget Task Force met, including with the Village Council Ad Hoc committee, along with staff recommendations and presented a budget to the board for review. It was also stated that the budget is in two formats but it is due to the operational work with the Village Clerk to properly align GL numbers for those that are obsolete. It is recommended to accept and approve the budget so it can move forward to Village Council for approval then return back to the DDA Board for adoption by June 30, 2025.

MOTION made by Board Member Lloyd Coe, seconded by Treasurer Matt Shell to accept and approve the 2025-2026 budget for the Lake Orion Downtown Development Authority, as presented, and direct that the budget is delivered to the Village of Lake Orion for consideration of approval.

ROLL CALL VOTE:

VOTING YEA: Burgess, Caruso, Shell, Medina, and Coe.

VOTING NAY: None

ABSENT: Lorant, Barnett, Campbell, and Rutt.

MOTION: Carried

B. Approval of Proposed Contracts - Village of Lake Orion

Executive Director Matthew Gibb noted that the DDA Budget Task Force met, including with the Village Council Ad Hoc committee, along with staff, and an Intergovernmental Agreement is presented for the statutorily allowed Admin Fee, and for contracting of core services to keep the district clean, safe, and inviting. The General Administrative Fee, allowed to the Village by statute, is budgeted, and will be fully remitted pursuant to contract. DPW provided a list of services that will be done at no costs to the DDA. The DDA has accepted a list of additional services that the DPW can provide that will benefit the district, and it is included in the contract.

MOTION made by Treasurer Matt Shell, seconded by Board Member Lloyd Coe to accept and approve the Intergovernmental Agreement between the Village of Lake Orion and the Lake Orion Downtown Development Authority, as presented, and direct that the contract is

delivered to the Village of Lake Orion for consideration of approval.

ROLL CALL VOTE:

VOTING YEA: Burgess, Caruso, Shell, Medina, and Coe.

VOTING NAY: None

ABSENT: Lorant, Barnett, Campbell, and Rutt.

MOTION: Carried

6. Adjournment

MOTION made by Treasurer Matt Shell, seconded by Board Member Lloyd Coe to adjourn the May 7, 2025 Downtown Development Authority Board Special Meeting.

VOTING YEA: Burgess, Caruso, Shell, Medina, and Coe.

VOTING NAY: None

ABSENT: Lorant, Barnett, Campbell, and Rutt.

MOTION: Carried

The May 7, 2025 Downtown Development Authority Board Special Meeting adjourned at 2:30 pm.

Debbie Burgess
Chairperson

Janet Bloom
Recording Secretary/Asst. Director

Date Approved: as presented on May 20, 2025.