



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, February 18, 2025

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The February 18, 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  
Secretary Hank Lorant  
Board Member Sally Medina  
Board Member Alaina Campbell  
President Teresa Rutt

#### ABSENT

Treasurer Matt Shell  
Board Member Lloyd Coe  
Board Member Chris Barnett

#### STAFF PRESENT

Clerk/Treasurer Sonja Stout

### 3. Approval of Minutes

#### A. Approval of DDA Regular Meeting Minutes of January 21, 2025

**MOTION** made by President Rutt, Seconded by Secretary Lorant to receive and file the Minutes for the January 21, 2025.

**VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Coe, Barnett, Shell

**MOTION:** Carried

## **B. Special Meeting Minutes - February 3 2025**

**MOTION** made by President Rutt, Seconded by Secretary Lorant to receive and file the Minutes for the Special Meeting of February 3, 2025.

**VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Coe, Barnett, Shell

**MOTION:** Carried

## **4. Approval of Agenda**

**MOTION** made by President Rutt, Seconded by Secretary Lorant to approve the agenda for February 18, 2025 with the addition of item 8E. Budget Amendment-Streetlights.

**VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Coe, Barnett, Shell

**MOTION:** Carried

## **5. Call to the Public**

Mokshith Essam from Troop 125 was attending the meeting to learn how local government works.

## **6. Consent Agenda**

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

**MOTION** made by President Rutt, Seconded by Secretary Lorant to approve the agenda of February 18, 2025 as presented.

**VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Coe, Barnett, Shell

**MOTION:** Carried

## **A. Financial Reports**

**MOTION** made by President Rutt, Seconded by Secretary Lorant to receive and File the financial reports for January 2025.

**VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Coe, Barnett, Shell

**MOTION:** Carried

## **B. Snow Removal Contract – Budget and Payment**

**MOTION** made by President Rutt, Seconded by Secretary Lorant to authorize the Executive Director to sign the AGREEMENT FOR SEASONAL SNOW REMOVAL AND TREATMENT, approving a budget amendment transferring \$5,000 from GL 248-260-801-000 contracted Services to GL 248-260-801-033 – Contracted Services Snow Removal, and authorizing payment on the contract in the amount of \$17,000 forthwith.

**VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

**VOTING NAY:** None  
**ABSENT:** Coe, Barnett, Shell  
**MOTION:** Carried

## 7. Financial Matters

### A. Bill Approval

**MOTION** made by President Rutt, Seconded by Secretary Lorant to approve disbursements in the amount of \$115,525.27 for January 2025.

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

## 8. New and Old Business

### A. Village Capital Improvement Fund

Chairperson Burgess opened up the floor for conversation and stated her recommendation would be to have the Joint Ad-Hoc DDA/Village Committee review the agenda items and make their recommendation to the Downtown Development Board after the committee has met.

**MOTION** made by Board Member Campbell, Seconded by President Rutt to appoint Vice Chairperson Caruso, Treasurer Shell, and Secretary Lorant to the Joint Ad-Hoc Village/DDA Committee, as representatives on behalf of the DDA.

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

A discussion took place between Chairperson Burgess, President Rutt, Board Member Campbell, Board Member Medina, Secretary Lorant, and DDA Executive Director Matt Gibb, covering several key topics, including:

- Future funding for the DDA
- The potential consequences of funding
- Budgeting considerations
- Concerns regarding Act PA-57 and its impact on spending
- The possibility of changes to Act PA-57 in the future
- Clarification on whether the 75/25 Resolution addresses the tax dollars captured, specifically distinguishing between actual versus projected tax dollars
- A deeper understanding of Model 1 and Model 2.

**MOTION** made by Board Member Campbell, Seconded by Secretary Lorant to refer the entire agenda item to the Joint Ad-Hoc Village/DDA Committee with note to use the actual captured dollars when collaborating.

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

**B. Lumber Yard Progress Report**

**MOTION** made by President Rutt, Seconded by Secretary Lorant to Receive and File the Progress Report dated January 21, 2025.

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

**C. Requests for Proposal - Architectural Services**

**MOTION** made by Vice Chairperson Caruso, Seconded by President Rutt to **POSTPONE** the bid tabulations until the March 18<sup>th</sup>, 2025 Regular Downtown Development Authority meeting.

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

**D. 2025 Strategic Plan - Schedule Final Review**

No action was taken. A Doodle poll will be sent to Board Members to gather availability and schedule the final review for this item.

**E. Budget Amendment- Streetlights**

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant to reduce GL 248-730-975-011 Trail extension by \$4,700 and increase GL 248-260-921-000 by \$4,700.

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

**9. Reports, Resolutions and Recommendations**

**A. Executive Directors Report**

Along with his report in the Agenda Packet, DDA Executive Director Matthew Gibb provided an update from behind the scenes, which included the following:

- The Village Capital Fund
- Budget Development
- Service Agreements between the Village and DDA
- Snow Removal Agreement
- Mainstreet accreditation, scheduled for Thursday, February 20, 2025

- Emphasis on prioritizing sponsorships for the next fiscal year and the need for staff annual reviews.

**MOTION** made by President Rutt, Seconded by Secretary Lorant to receive and file the Executive Directors Report for February 2025.

**VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Coe, Barnett, Shell

**MOTION:** Carried

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

DDA Executive Director Matthew Gibb explained that Janet, DDA Executive Assistant Director, was absent due to preparations for Thursday's Mainstreet accreditation event. He briefly reviewed her report, which is included in the DDA Agenda Packet, highlighting the following points:

- The success of the recent IceFest event
- A new volunteer assisting with social media accounts
- The value of having Emily, the new employee, working flexible hours and potentially learning the PO system.

**MOTION** made by Board Member Campbell, Seconded by President Rutt to Receive and File the Assistant Director's Report.

**VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Coe, Barnett, Shell

**MOTION:** Carried

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

Board Member Medina stated she appreciates the environmental benefits of electric vehicles (EV) and is excited about future Ice Fest activities.

Secretary Lorant stated he is eager to collaborate with the Ad-hoc committee that involves both the Village and DDA.

Board Member Campbell stated she had a great time at the ice sculpture event, though she'll miss Thursday's accreditation meeting due to a prior commitment.

President Rutt stated she sees great potential in the partnership between the Village and DDA and is excited for future accomplishments.

Chairperson Burgess stated she is excited about the upcoming accreditation process, praised the success of the LOdown event, and expressed gratitude for the hard work of Janet, the DDA Executive Assistant and Matt, the DDA executive. She also mentioned she won't attend the next meeting due to health reasons.

## **11. Next Regular Meeting - March 18, 2025**

## **12. Adjournment**

**MOTION** made by Board Member Campbell, Seconded by Secretary Lorant to adjourn the February 18, 2025, Downtown Development Authority Board Regular Meeting.

**VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

**VOTING NAY:** None

**ABSENT:** Coe, Barnett, Shell

**MOTION:** Carried

The February 18, 2025 Downtown Development Authority Board Regular Meeting adjourned at 8:11 PM.

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Debbie Burgess  
Chairperson

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Sonja Stout  
Clerk/Treasurer

Date Approved: as presented on March 18, 2025.