



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, October 15, 2024

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The October 15<sup>th</sup>, 2024 Downtown Development Authority Regular Meeting was called to order at 6:32 PM.

### 2. Roll Call and Determination of Quorum

#### PRESENT

Chairperson Debbie Burgess  
Vice Chairperson Sam Caruso  
Treasurer Matt Shell  
Secretary Hank Lorant  
Board Member Alaina Campbell  
Village President Jerry Narsh

#### ABSENT

Board Member Lloyd Coe  
Board Member Sally Medina  
Board Member Chris Barnett

#### STAFF PRESENT

DDA Executive Director Matthew Gibb  
DDA Assistant Director Janet Bloom  
Village Manager Darwin McClary  
Deputy Clerk/Treasurer Lynsey Blough

### 3. Approval of Minutes

A. September 17<sup>th</sup>, 2024 DDA Regular Meeting Minutes

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of September 17<sup>th</sup>, 2024.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

#### 4. Approval of Agenda

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Agenda of October 15<sup>th</sup>, 2024, as presented.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

#### 5. Call to the Public

George Dandalides spoke.

#### 6. Consent Agenda

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve the October 15<sup>th</sup>, 2024, Consent Agenda by one vote.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

#### 7. Financial Matters

##### A. Financial Reports

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Financial Reports for September 2024.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

##### B. Bill Approval

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve disbursements in the amount of \$150,562.50 for September 2024.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

#### 8. New and Old Business

##### A. Request for Proposals - Demolition of Lumber Yard

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to direct and authorize the DDA Executive Director to issue and publish DDA RFP 24-01 in the form presented, making available all resources to secure qualified proposals for the demolition and other services outlined in the Request for Proposals.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

**B. Request for Proposals - Deconstruction and Salvage**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to direct and authorize the DDA Executive Director to issue and publish DDA RFP 24-02 in the form presented, making available all resources to secure qualified proposals for the deconstruction, salvage and other services outlined in the Request for Proposals.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

**C. Update on Vacant Land w/ Recommendation**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to direct and authorize the DDA Executive Director to close on the Waltman parcel, subject to title exceptions concerning the lack of a survey, at a total cost not to exceed \$7,000, as previously approved.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

**D. Request for Proposals - Tarr Lot**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to direct and authorize the DDA Executive Director to issue and publish DDA RFP 24-03 in the form presented, making available all resources to secure qualified proposals for the parking lot repair and other services outlined in the Request for Proposals.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

**9. Reports, Resolutions and Recommendations**

**A. Executive Director's Report**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Executive Director's Report.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

**B. Assistant Director's Report**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Assistant Director's Report.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

**C. Committee Reports**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Promotions Committee's, Design Committee's, Organization Committee's, and Economic Vitality's Report.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

**D. Budget Report**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the October 2024 Budget Report.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

**10. Board Comments and Training Feedback**

Secretary Lorant had no comment.

Treasurer Shell spoke.

Vice Chairperson Caruso spoke.

Board Member Campbell spoke.

President Narsh spoke.

Chairperson Burgess spoke.

**11. Next Regular Meeting – November 19, 2024**

**12. Adjournment**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to adjourn the October 15<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Medina, Barnett

**MOTION:** Carried

The October 15<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting adjourned at 8:01 PM.

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Debbie Burgess  
Chairperson

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Lynsey Blough  
Deputy Clerk/Treasurer

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Sonja Stout  
Village Clerk/Treasurer

Date Approved: as presented on November 19, 2024.