



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, September 17, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The September 17th, 2024 Downtown Development Authority Board Regular Meeting was called to order at 6:30 PM.

2. Roll Call and Determination of Quorum

PRESENT

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

ABSENT

Board Member Lloyd Coe
Board Member Chris Barnett

STAFF PRESENT

DDA Executive Director Matthew Gibb
DDA Assistant Director Janet Bloom
Village Manager Darwin McClary
Clerk/Treasurer Sonja Stout

3. Approval of Minutes

A. August 20th, 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 August 20th, 2024.

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

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the agenda of September 17, 2024, Downtown Development Authority Board Regular Meeting, with the addition of agenda item 9.B.1, Debris and Dangerous Material Removal-Lumberyard.

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

5. Call to the Public

Mike Lamb spoke.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the written correspondence from Cory Johnston.

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

6. Consent Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the Consent Agenda approved by one vote.

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

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the financial reports for August 2024.

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

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve disbursements in the amount of \$15,581.40 for August 2024 .

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

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

8. New and Old Business

9. Reports, Resolutions and Recommendations

A. Budget Task Force

MOTION made by Treasurer Shell, Seconded by Vice Chairperson Caruso to receive and file the Minutes of the Budget Task Force Meeting held on September 11, 2024, including the exhibits thereto.

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

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move and direct that the Executive Director, with assistance of counsel, prepare and present a policy resolution for a step by step basis for all future budget preparation and approval(s), as set forth in the attorneys letter of August 19, 2024, such Resolution be presented at the next available meeting of the DDA Board.

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

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to move and direct that the Executive and Assistant Director complete such necessary research so that the DDA Board, with the advice of counsel, may discuss and consider an appropriate and reasonable basis for including a “reasonable administrative fee”, as set forth in PA 57, in all future budgets, with all other charges and expenses contained within a fully considered contract or agreement.

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

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

B. Executive Directors Report

MOTION made by Treasurer Shell, Seconded by Vice Chairperson Caruso to receive and file the Executive Directors Report.

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

C. Assistant Director's Report

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Executive Directors Report.

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

D. Committee Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Executive Directors Report.

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

10. Board Comments

Board Member Medina spoke.

Secretary Lorant spoke.

Treasurer Shell spoke.

Vice Chairperson Caruso spoke.

Board Member Campbell spoke.

President Narsh spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting - October 15, 2024

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to adjourn the September 17, 2024 Downtown Development Authority Board Regular Meeting.

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

VOTING NAY: None

ABSENT: Coe, Barnett

MOTION: Carried

The September 17, 2024 Downtown Development Authority Board Regular Meeting adjourned at 8:04 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on October 15, 2024.