



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, July 16, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The July 16th, 2024 Downtown Development Authority Board of Directors Regular Meeting was called to order at 6:29 PM.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess

Vice Chairperson Sam Caruso

Secretary Hank Lorant

Board Member Lloyd Coe (arrived at 6:36 PM)

Board Member Sally Medina

Board Member Alaina Campbell

Village President Jerry Narsh

ABSENT

Treasurer Matt Shell

Board Member Chris Barnett

STAFF PRESENT

DDA Executive Director Matthew Gibb

DDA Assistant Director Janet Bloom

Clerk/Treasurer Sonja Stout

Village Manager Darwin McClary

3. Approval of Minutes

A. June 18th, 2024 DDA Regular Meeting Minutes

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular meeting minutes of June 18th, 2024.

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

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

B. July 8th, 2024 DDA Special Meeting Minutes

MOTION made by Board Member Campbell, Seconded by Village President Narsh to approve the Downtown Development Authority Board Special meeting minutes of July 8th, 2024.

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

VOTING NAY: None

ABSENT: Shell, Barnett, Coe

MOTION: Carried

4. Approval of Agenda

MOTION made by Village President Narsh, Seconded by Secretary Lorant to approve the agenda of July 16th, 2024, Downtown Development Authority Board Regular meeting as presented.

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

VOTING NAY: None

ABSENT: Shell, Barnett, Coe

MOTION: Carried

MOTION made by Village President Narsh, Seconded by Secretary Lorant to amend the previous motion to approve the agenda of July 16th, 2024, Downtown Development Authority Board Regular meeting to include adding item D. Social District Application.

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

VOTING NAY: None

ABSENT: Shell, Barnett, Coe

MOTION: Carried

5. Call to the Public

None.

6. Consent Agenda

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant to approve the Consent Agenda approved by one vote.

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

VOTING NAY: None

ABSENT: Shell, Barnett, Coe

MOTION: Carried

A. Financial Reports

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant to receive and file the financial reports for June 2024.

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

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

7. Financial Matters

A. Bill Approval

MOTION made by Board Member Campbell, Seconded by Secretary Lorant to approve the disbursements in the amount of \$20,992.50 for June 2024.

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

Board member Coe arrived at 6:36 PM.

8. New and Old Business

A. Offer to Purchase - Vacant Land

MOTION made by Village President Narsh, Seconded by Board Member Coe to approve the purchase of vacant land known as the Waltman Parcel, on the terms and conditions set forth in the attached Purchase Agreement, authorizing the Board Chair and Executive Director to execute the agreement and effect a closing on its terms not to exceed \$7,000. All funding for the purchase from GL 404-901-971-000 Capital Outlay-Building.

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

B. Discussion and Decision - Lumber Yard Project Name

MOTION made by Board Member Campbell, Seconded by Secretary Lorant to adopt "Lumberyard at Paint Creek" as the official name for the public project at the Lumber Yard and directing the Executive Director to develop a branding guide and logo for use in marketing, plan development and funding.

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

C. Discussion and Decision - Nonprofit Organization

MOTION made by Village President Narsh, Seconded by Secretary Lorant to proceed with diligence on the creation of the non-profit arm for the Downtown Development Authority Board and to direct staff to move forward on the prior approval of Heritage Consulting for advising services.

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

D. Social District Application

MOTION made by Board Member Coe, Seconded by Secretary Lorant to authorize the Lake Orion DDA Executive Director to present the Social District Permit and accompanying information to the Lake Orion Village Council for review and determination of application to MLCC.

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

VOTING NAY: None

ABSENT: Shell, Barnett,

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Executive Director's Report

MOTION made by Village President Narsh, Seconded by Secretary Lorant to receive and file the Executive Director's Report.

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

VOTING NAY: None

ABSENT: Shell, Barnett,

MOTION: Carried

B. Assistant Director's Report

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

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

VOTING NAY: None

ABSENT: Shell, Barnett,

MOTION: Carried

10. Board Comments and Training Feedback

Board member Medina spoke.

Secretary Lorant spoke.

Vice Chairperson Caruso spoke.

Board member Campbell spoke.

President Narsh spoke.

Board member Coe spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting - August 20, 2024

12. Adjournment

Motion made by Board Member Campbell, Seconded by Secretary Lorant to adjourn the July 16th, 2024 Downtown Development Authority Board Regular meeting.

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

VOTING NAY: None

ABSENT: Shell, Barnett,

MOTION: Carried

The July 16th, 2024 Downtown Development Authority Board Regular meeting adjourned at 8:06 PM.

Debbie Burgess
Chairperson

Sonja Stout
Village Clerk/Treasurer

Lynsey Blough
Deputy Clerk/Treasurer, CMC

Date Approved: as presented on August 16, 2024.