



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, April 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 April 16th, 2024 Downtown Development Authority Board of Directors Regular Meeting was called to order at 6:33 PM.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess
Vice Chairperson Sam Caruso
Board Member Chris Barnett
Board Member Alaina Campbell
Board Member Hank Lorant

ABSENT

Village President Jerry Narsh
Treasurer Matt Shell
Board Member LLOYD Coe
Board Member Sally Medina

STAFF PRESENT

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

3. Approval of Minutes

A. March 19th, 2024 Minutes

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Lorant to approve the March 19th, 2024 Meeting Minutes.

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

4. Approval of Agenda

MOTION made by Board Member Barnett, Seconded by Board Member Lorant to have the addition of Budget Discussion under New and Old Business as 8C.

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

5. Call to the Public

None.

A. Communications

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Lorant to receive and file communications received from the community as part of the record.

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

6. Consent Agenda

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

MOTION made by Board Member Lorant, Seconded by Vice Chairperson Caruso to receive and file the Executive Director's Report.

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

A. Executive Director's Report

MOTION made by Board Member Lorant, Seconded by Vice Chairperson Caruso to receive and file the Executive Director's Report.

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

B. Assistant Director's Report

MOTION made by Board Member Lorant, Seconded by Vice Chairperson Caruso to receive and file the Assistant Director's Report.

VOTING YEA: Burgess, Caruso, Barnett, Campbell, Lorant

VOTING NAY: None

ABSENT: Narsh, Shell, Coe, Medina

MOTION: Carried

C. Committee Meeting Minutes

MOTION made by Board Member Lorant, Seconded by Vice Chairperson Caruso to receive and file the Committee Meeting Minutes.

VOTING YEA: Burgess, Caruso, Barnett, Campbell, Lorant

VOTING NAY: None

ABSENT: Narsh, Shell, Coe, Medina

MOTION: Carried

D. Financial Reports

MOTION made by Board Member Lorant, Seconded by Vice Chairperson Caruso to receive and file the Financial Reports for March 2024.

VOTING YEA: Burgess, Caruso, Barnett, Campbell, Lorant

VOTING NAY: None

ABSENT: Narsh, Shell, Coe, Medina

MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell to approve disbursements in the amount of \$390,054.95 for March 2024.

VOTING YEA: Burgess, Caruso, Barnett, Campbell, Lorant

VOTING NAY: None

ABSENT: Narsh, Shell, Coe, Medina

MOTION: Carried

8. New and Old Business

A. Remaining Bill Approval-March 2024

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Lorant to approve the Alerus Financial, Andrews Hooper Pavlic PLC, and DTE Energy 380 S. Broadway bills for disbursement in the amount of \$2,762.40.

VOTING YEA: Burgess, Caruso, Barnett, Campbell, Lorant

VOTING NAY: None
ABSENT: Narsh, Shell, Coe, Medina
MOTION: Carried

B. Main Street Now Conference 2024

MOTION made by Board Member Campbell, Seconded by Board Member Barnett to approve the travel and attendance of Matthew Gibb and Janet Bloom to the MainStreet NOW Conference in Birmingham, AL from May 4, 2024 through May 9, 2024, at a cost, including any reimbursements, not to exceed \$3,400.00, with funding to be paid from 248-260-957-000.

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

C. Budget Discussion

MOTION made by Chairperson Burgess, Seconded by Vice Chairperson Caruso create a sub-committee with Chairperson Burgess, Vice Chairperson Caruso, Treasurer Shell, and Village Manager McClary to re-assess Village Resolution 2022-043, review the Public Infrastructure Fund and actual cost of services rendered by Department of Public Works, Police Department, and Village Administration to reflect in the contract negotiation factoring analyses and calculations.

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

9. Reports and Recommendations

A. Verbal Executive Director Report

Report was given by DDA Executive Director Matthew Gibb.

B. Verbal Assistant Director Report

Report was given by DDA Assistant Director Janet Bloom.

10. Board Comments

Board Member Barnett spoke.

Board Member Lorant spoke.

Vice Chairperson Caruso spoke.

Board Member Campbell spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting - May 21, 2024

12. Adjournment

MOTION made by Board Member Lorant, Seconded by Board Member Barnett to adjourn the April 16th, 2024 Downtown Development Authority Regular Meeting.

VOTING YEA: Burgess, Caruso, Barnett, Campbell, Lorant

VOTING NAY: None

ABSENT: Narsh, Shell, Coe, Medina

MOTION: Carried

The April 16th, 2024 Downtown Development Authority Regular Meeting adjourned at 8:23 PM.

Debbie Burgess
Chairperson

Sonja Stout
Village Clerk/Treasurer

Lynsey Blough
Deputy Clerk/Treasurer

Date Approved: as presented May 21, 2024.