



# 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 16<sup>th</sup>, 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 19<sup>th</sup>, 2024 Minutes

**MOTION** made by Vice Chairperson Caruso, Seconded by Board Member Lorant to approve the March 19<sup>th</sup>, 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 16<sup>th</sup>, 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 16<sup>th</sup>, 2024 Downtown Development Authority Regular Meeting adjourned at 8:23 PM.

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Debbie Burgess  
Chairperson

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Sonja Stout  
Village Clerk/Treasurer

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Lynsey Blough  
Deputy Clerk/Treasurer

Date Approved: as presented May 21, 2024.