



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 15th, 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 17th, 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 17th, 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 15th, 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 15th, 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 Lrant, 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, Lrant, 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 Lrant, 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, Lrant, 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 Lrant, 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, Lrant, 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 Lrant, 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, Lrant, 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 Lrant, to receive and file the Executive Director's Report.

VOTING YEA: Burgess, Caruso, Shell, Lrant, 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 15th, 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 15th, 2024 Downtown Development Authority Board Regular Meeting adjourned at 8:01 PM.

Debbie Burgess
Chairperson

Lynsey Blough
Deputy Clerk/Treasurer

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on November 19, 2024.