



# 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 20<sup>th</sup>, 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.