



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, May 21, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The May 21st, 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

Treasurer Matt Shell

Secretary Hank Lorant

Board Member Lloyd Coe

Board Member Chris Barnett – arrived at 6:34 PM

Board Member Alaina Campbell

Village President Jerry Narsh

ABSENT

Board Member Sally Medina

STAFF PRESENT

DDA Assistant Director Janet Bloom

Clerk/Treasurer Sonja Stout

Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. April 16th, 2024 DDA Minutes

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular meeting minutes of April 16th, 2024.

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

VOTING NAY: None

ABSENT: Barnett, Medina

MOTION: Carried

4. Approval of Agenda

MOTION made by Village President Narsh, Seconded by Secretary Lorant, to approve the agenda for May 21st, 2024, Downtown Development Authority Board Regular Meeting.

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

VOTING NAY: None

ABSENT: Barnett, Medina

MOTION: Carried

5. Call to the Public

None.

6. Consent Agenda

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

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the consent agenda by one vote.

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

VOTING NAY: None

ABSENT: Barnett, Medina

MOTION: Carried

A. Authorize Payment - Haz Materials Testing

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve Invoice #1212389, dated 5/13/2024, in the amount of \$6,260.50 payable from GL 301-901-950-000.

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

VOTING NAY: None

ABSENT: Barnett, Medina

MOTION: Carried

B. Accept Retirement Notice - With Regret

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to accept, with regret, the retirement and resignation of Diane Kochis, thanking her for her excellent work on behalf of the Lake Orion Downtown Development Authority, and to approve the Job Description, and authorizing the Director to post the Administrative Controller position seeking a new hire.

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

VOTING NAY: None

ABSENT: Barnett, Medina

MOTION: Carried

C. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the financial reports for April 2024.

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

VOTING NAY: None

ABSENT: Barnett, Medina

MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Village President Narsh, to approve disbursements in the amount of \$15,434.21 for April 2024.

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

VOTING NAY: None

ABSENT: Barnett, Medina

MOTION: Carried

8. New and Old Business

A. Office Lease Agreement

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to authorize the DDA Director to negotiate and approve a final lease agreement for the DDA Office at 118 N. Broadway, Lake Orion MI 48362, at an initial monthly rent rate not to exceed \$15/square foot, maintaining all other terms of maintenance, insurance, and use. Upon the Director's approval, the lease contract may be referred for all other necessary approvals, including Village Council.

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

VOTING NAY: None

ABSENT: Barnett, Medina

MOTION: Carried

Board Member Barnett entered at 6:34 PM.

B. Resolution – PNC Bank

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to pass and adopt the resolution authorizing execution of documents as required to designate authorized signatories with PNC Bank as presented and attached, effective May 21, 2024.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Barnett, Coe, Campbell, Narsh

VOTING NAY: None

ABSENT: Medina

MOTION: Carried

C. Budget Adjustments – Fiscal Year End

MOTION made by Treasurer Shell, Seconded by Village President Narsh, to adopt and approve the following budget adjustments:

- Move \$2,145.00 From GL 248-730-975-009 to GL 248-260-920-000
- Move \$4,500 From GL 248-730-975-009 to GL 248-728-888-001
- Move \$950 From GL 248-730-975-009 to GL 248-260-805-000
- Move \$3,492.00 From GL 248-730-975-009 to 248-260-957-000

VOTING YEA: Burgess, Caruso, Shell, Lorant, Barnett, Coe, Campbell, Narsh

VOTING NAY: None

ABSENT: Medina

MOTION: Carried

D. Schedule Special Meeting

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to schedule a Special Meeting on May 30, 2024 at 5:30 PM for the purpose of reviewing and amending the fiscal year 24-25 final budget, and to further discuss and adopt policies to assist in the efficient and transparent quoting and contracting of work for the Lumber Yard.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Barnett, Coe, Campbell, Narsh

VOTING NAY: None

ABSENT: Medina

MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Executive Director Report

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to receive and file the Executive Director's Report.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Barnett, Coe, Campbell, Narsh

VOTING NAY: None

ABSENT: Medina

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, Barnett, Coe, Campbell, Narsh

VOTING NAY: None

ABSENT: Medina

MOTION: Carried

10. Board Comments

Board Member Barnett spoke.

Secretary Lorant spoke.

Treasurer Shell spoke.

Vice Chairperson Caruso spoke.

Board Member Campbell spoke.

President Narsh spoke.

Board Member Coe spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting - June 18, 2024

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Board Member Barnett, to adjourn the May 21st, 2024 Downtown Development Authority Regular Meeting.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Barnett, Coe, Campbell, Narsh

VOTING NAY: None

ABSENT: Medina

MOTION: Carried

The May 21st, 2024 Downtown Development Authority Regular Meeting adjourned at 7:20 PM.

Debbie Burgess
Chairperson

Sonja Stout
Village Clerk/Treasurer

Lynsey Blough
Deputy Clerk/Treasurer

Date Approved: as presented June 18, 2024.