



## MINUTES

### SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Thursday, May 30, 2024

5:30 PM

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

(248) 693-8391 ext. 102

#### 1. Call to Order

The May 30<sup>th</sup>, 2024 Downtown Development Authority Board of Directors Special Meeting was called to order at 5:30 PM.

#### 2. Roll Call and Determination of Quorum

##### PRESENT

Chairperson Debbie Burgess

Vice Chairperson Sam Caruso

Treasurer Matt Shell

Secretary Hank Lorant

Board Member Lloyd Coe

Board Member Sally Medina – arrived at 5:32 PM

Board Member Alaina Campbell

Board Member Chris Barnett

##### ABSENT

Village President Jerry Narsh

##### STAFF

DDA Executive Director Matthew Gibb

DDA Assistant Director Janet Bloom

Village Manager Darwin McClary

Clerk/Treasurer Sonja Stout

Deputy Clerk/Treasurer Lynsey Blough

#### 3. Call to the Public

None.

**4. Approval of Agenda**

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to approve the agenda for Thursday, May 30<sup>th</sup>, 2024 Downtown Development Authority Special Meeting with the addition of Year End Budget Adjustments as Item 5C.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Barnett

**VOTING NAY:** None

**ABSENT:** Narsh

**MOTION:** Carried

**MOTION** made by Board Member Barnett, Treasurer Shell, to approve the agenda and that no matters will be discussed after 7:30 PM, unless the board votes to continue the meeting.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Barnett

**VOTING NAY:** None

**ABSENT:** Narsh

**MOTION:** Carried

**5. New and Old Business**

**A. Budget discussion, Amendment and Approval - Fiscal Year 24-25**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve the resolution to adopt the Executive Director's recommendation on DDA Budget.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Coe, Medina, Campbell, Barnett

**VOTING NAY:** None

**ABSENT:** Narsh

**MOTION:** Carried

**B. Purchasing Policy Discussion - Lumber Yard Exception(s)**

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to adopt and approve a modification to the Purchasing Policy and Procedures for the Village of Lake Orion Downtown Development Authority to allow the Executive Director to work within newly established monetary range(s)

RECOMMENDED PROCUREMENT SCHEDULE			
LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY			
LUMBER YARD PROJECT RELATED PURCHASING AND PROCUREMENT OF SERVICES			
AMOUNT	APPROVAL LEVEL	PROCESS	JUSTIFICATION
\$0.00 - \$9,999.99	Exec Director	Up to Three verbal/written Quotes, qualified vendor, local pref.	Purchase Order w/ Directors Report and supporting documentation
\$10,000.00- \$29,999.99	DDA Board Chair on Recommendation from Exec Director	Three written quotes, qualified vendor, local <del>pref.</del>	Purchase Order w/ Directors Report and supporting documentation
\$30,000.00 - \$49,999.99	Resolution of DDA Board	Three written quotes, qualified vendor, local <del>pref.</del>	Purchase Order w/ Directors Report and supporting documentation
\$50,000 and <u>Above</u>	Resolution of DDA Board	Proposal by RFP or BID**	Purchase Order w/ Directors Report and supporting documentation

\*\* the DDA Board may authorize single source purchase/procurement, at any amount, when in the best interest and within the intent of the existing purchasing policy.

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

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to approve granting the Executive Director authorization oversight, including the application of a Local Vendor Policy as stated on pages 26 and 27 of the Agenda Packet.

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

**C. Budget Adjustments – Year End**

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to approve the following for Year End Budget Adjustments:

1. Move \$3,500.00 from GL 248-730-975-009 to GL 248-260-920-000
2. Move \$2,500.00 from GL 248-730-975-009 to GL 248-726-745-000
3. Move \$1,000.00 from GL 248-730-975-009 to GL 248-260-930-000
4. Move \$100.00 from GL 248-730-975-009 to GL 248-260-930-002

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

**6. Board Comments and Training Feedback**

Treasurer Shell spoke.

Vice Chairperson Caruso spoke.

Board Member Coe spoke.

Chairperson Burgess spoke.

**7. Adjournment**

**MOTION** made by Treasurer Shell, Seconded by Board Member Coe, to adjourn the May 30<sup>th</sup>, 2024, Downtown Development Authority Special Meeting.

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

The May 30<sup>th</sup>, 2024 Downtown Development Authority Special Meeting adjourned at 6:39 PM.

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Debbie Burgess  
Chairperson

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Lynsey Blough  
Deputy Clerk/Treasurer

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Sonja Stout  
Village Clerk/Treasurer

Date Approved: as presented on June 18, 2024.