



**VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
21 East Church Street, Lake Orion, MI 48362**

*The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, **the heart and hub of the Orion Community**, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.*

MINUTES

REGULAR MEETING OF THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS

Tuesday, September 19, 2023

6:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

I. Call to Order

The Tuesday, September 19, 2023 Regular Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by Chairperson Debbie Burgess at 6:30 PM.

II. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
Debbie Burgess	Village of Lake Orion	Chairperson	Present	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Matt Shell	Village of Lake Orion	Treasurer	Present	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Late	7:00 PM
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Present	
Sally Medina	Village of Lake Orion	Board Member	Present	
Jerry Narsh	Village of Lake Orion	President	Present	

STAFF PRESENT

- Molly LaLone, DDA Executive Director
- Susan Galeczka, Village Clerk
- Sonja Stout, Village Finance Director/Treasurer
- Robert Davis, DDA Attorney

III. Approval of Minutes

1. DDA Board Regular Meeting Minutes - August 15, 2023

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, August 15, 2023 as presented.

IV. Call to the Public

Let the record show no public comments were received.

V. Consent Agenda

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jerry Narsh, President
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

1. Director's Report

RESOLVED: To receive and file the DDA Executive Director's Report for September 2023.

2. DDA Roster

RESOLVED: To receive and file the 2023 DDA Roster.

3. Financial Reports

RESOLVED: To receive and file the financial reports for August 2023.

VI. Approval of Agenda

Motion to: approve the Tuesday, September 15, 2023 regular meeting agenda for the Lake Orion Downtown Development Authority.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

1. Legal Opinion

Adjourn to Closed Session

Motion to: To adjourn into closed session in accordance with Section 8(1)(h) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, for the purpose of considering an attorney-client privileged communication.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Debbie Burgess, Chairperson
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

The DDA adjourned to Closed Session at 6:35 PM.

Board Member Barnett entered the Closed Session at 7:00 PM.

Reconvene to Open Session

Motion to: reconvene to open session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

2. The DDA Board reconvened to Open Session at 7:20 PM.

VII. Financial Matters

1. Bill Approval

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Matt Shell, Treasurer
SECONDER: Henry Lorant, Secretary
AYES: Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To approve disbursements in the amount \$42,275.66 for August 2023.

2. DDA 2023-2024 Budget Amendment - Legal Services

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Chris Barnett, Board Member
SECONDER: Matt Shell, Treasurer
AYES: Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To approve the following budget amendment request for 248 DDA Fund Department 260 - General Activities:

To approve the following budget amendment request for 248 DDA Fund Department 260 - General Activities:

Fiscal Year	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
	248-260810-000	Legal Services	5,340	2,346		
		Declaratory Action - August 2023			5,893	-3,547
		Declaratory Action - September Estimate			5,000	-8,547

VIII. New and Old Business

1. RFP Approval - Demolition

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Chris Barnett, Board Member
SECONDER: Lloyd Coe, Board Member
AYES: Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To approve publication of the Demolition RFQ for 215 N. Broadway, and to appoint Treasurer Shell, Secretary Lorant and Board Member Campbell to review and evaluate the proposals.

2. Staffing Approval - Event Coordinator

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To hire Arizona Goulet as Permanent part time events coordinator for up to 32 hours weekly (based upon quarterly average) at \$22/hour from 248-260-706-000 Wages - Event Coordinator.

3. 2024 MSOC Technical Support/Tech Visit Request

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Sam Caruso, Vice Chairperson
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To apply for a Main Street Oakland County Technical Support/Tech Visit to pay for a consultant to customize a capital fundraising workplan and to approve the creation of a special event parking plan or the creation of a downtown ambassador workplan as an alternate.

4. RFP Approval - Pre-Demolition Hazardous Materials and Asbestos Survey

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Matt Shell, Treasurer
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To approve publication of the Asbestos Survey RFP; and to appoint the following three board members to review and evaluate the proposals: Secretary Lorant, Treasurer Shell and Board Member Campbell to review and evaluate the proposals:

IX. Reports, Resolutions and Recommendations

A. Executive Director

1. Training Opportunities

DDA Executive Director LaLone provided an update on the following training opportunities:

- Lake Orion Training Strategy Calendar
- Shop OC Main Street Opening Ceremony September 23 (Downtown Day)

- Digital Market Workshop, September 26, 11:30 AM at Waterford Oaks Activity Center
- MDA Annual Conference - November 2, Birmingham MI

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To receive and file the Training Opportunities Report.

2. Verbal Director Report

DDA Executive Director LaLone reported on the following:

- Salvage of items from the deconstruction of the Lumberyard property is cost prohibited.
- Creation of an Idea Bank
- Major DDA Milestones
- Economic Redevelopment Committee's public survey, which is required for Main Street Accreditation
- Need to do new priority list
- Update on dumpster enclosure and 120 S. Broadway dumpster
- Thanked Renee Samit for taking care of the planting on the four corners downtown
- The many events going on in October
- Hear Lies Lake Orion Cemetery Tour hosted by John Bry

B. Village Manager

X. Call to the Public

Let the record show no public comments were received.

XI. Board Comments and Training Feedback

Board Member Barnett stated that the DDA follows the statutes closely and does things right. He further provided an update on Orion Township's purchase of the Great Lakes Athletic Center, noting the purchase will be made without creating a SAD or an increase in tax dollars.

Board Member Medina thanked DDA Director LaLone for all the behind the scenes work she has done for the downtown and welcomed Arizona to the DDA staff.

Secretary Lorant stated that he is excited to see thing happening, noting the DDA has a good Board and a good vision for the community.

Treasurer Shell thanked DDA Director LaLone for all her hard work during these difficult times and thanked the Board for their time.

Vice Chairperson Caruso welcomed Arizona to the DDA staff. He noted that at the conference in Boston Lake Orion was mentioned, noting the downtown is doing well and people are coming from all over to the downtown. He stated this is not only good for the businesses but good for all the people in the Village.

Board Member Campbell stated that people are coming from all over to visit our downtown. She also noted that she will be part of a panel and the Michigan Downtown Association Conference is excited to share the perspective of a small business owner.

Board Member Narsh commented on the following:

- Welcomed Arizona to the DDA Staff
- Thanked DDA Executive Director LaLone and the amazing DDA Board for all their hard work.
- Noted that the GMC Car Show will be held on October 1st with the proceeds going to the Cops and Kids Program.
- Announced that he is working with ONTV to do a DDA Promo show which brings the businesses out to talk about the businesses and how the DDA is intertwined with their success
- Announced that on October 5, at Paint Creek Country Club will be a State of the Township and Village and he and Township Supervisor Barnett will be speaking on their respective communities. Oakland County Burchard will also be present.

Board Member Coe thanked all those who participated in the Zombie Walk, noting it was very successful.

Chairperson Burgess thanked DDA Director LaLone for her hard work, welcomed Arizona to the DDA team, thanked the Village Clerk for her continued assistance and thanked the Village Council for their support.

XII. Next Regular Meeting - October 17, 2023

Chairperson Burgess stated the next DDA Regular meeting will be on October 17th @ 6:30 PM.

XIII. Adjournment

1. **Motion to:** adjourn the Tuesday, September 19, 2023 regular meeting of the Downtown Development Authority Board regular meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Henry Lorant, Secretary
SECONDER:	Chris Barnett, Board Member
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

The Tuesday, September 19, 2023 regular meeting of the Downtown Lake Orion Development Board adjourned at 8:03 PM.

Debbie Burgess
Chairperson

Susan C. Galeczka, CMC CMMC
Village Clerk

Date Approved: October 17, 2023, as presented.