



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

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

Tuesday, February 13, 2024

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, February 13, 2024 Special 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	Excused	
Alaina Campbell	Village of Lake Orion	Board Member	Excused	
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	Excused	

STAFF PRESENT:

- Janet Bloom, Interim DDA Director
- Sonja Stout, Treasurer/Clerk

III. Statement by Chairperson or Vice-Chairperson Purpose of Meeting

The purpose of the meeting is to review the DDA Budget for fiscal year 2024-2025, based upon board feedback, and do a budget amendment for Brand Marketing.

IV. Public Comment

Let the record show no public comment.

V. Items for Consideration

Interim DDA Director Janet Bloom was asked to leave the room at 6:33 pm.

1. Budget - 2024-2025

The board discussed various changes to the upcoming budget 24-25 which would include the addition of a new position, Full-time Assistant Executive Director. The DDA will also be eliminating the current part time Event Coordinator position. This new Full-time position would be in responsible for the DDA marketing, event coordination and grant writing amongst various other current duties. The following changes will be made for the upcoming year 24-25 to accommodate the staffing changes for the Assistant Executive Director.

Reduce GL 248-728-888-000 Brand Marketing by \$35,000.

Reduce GL 248-260-706-000 Wages Event Coordinator by \$36,000.

Increase \$71,000 to Wages-Event Coordinator. The current GL 248-260-706-000 will be renamed to Wages-Assistant Executive Director.

There also will be changes made to the upcoming budget 24-25 to allow for the DDA Director position to have a competitive wage for the new upcoming DDA Director.

Decrease GL 248-260-801-000 Contract services - General (interns) by \$5,000.

Decrease GL 248-728-888-001 Contract services brand marketing by \$10,000.

Increase GL 248-260-701-000 Wages by \$15,000. The current GL 248-260-706-000 will be renamed Wages-Executive Director.

Interim DDA Director, Janet Bloom entered the room at 6:52 pm.

NO MOTION: DDA Board review of DDA budget based upon board feedback for fy 2024-2025 from January 30, 2024, DDA budget meeting.

2. Budget Amendment -Brand Marketing

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

RESOLVED: To increase 248-728-888-000 Brand Marketing by \$3,100.00 and; to reduce 248-729-880-015 Winter Activities account by \$3,100.00.

VI. Adjournment

Motion to: adjourn the Tuesday February 13, 2024 Downtown Development Authority board Special meeting.

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

The Tuesday February 13, 2024 Downtown Development Authority Board Special meeting adjourned at 6:56 pm.

Debbie Burgess
Chairperson

Sonja Stout
Village Clerk

Date Approved: as presented March 19, 2024