



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, December 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, December 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	
Henry Lorant	Village of Lake Orion	Secretary	Present	
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	
Matt Shell	Village of Lake Orion	Board Member	Present	
Chris Barnett	Village of Lake Orion	Board Member	Absent	

STAFF PRESENT:

- Janet, Bloom, Interim DDA Executive Director
- Susan C. Galeczka, Village Clerk
- Darwin McClary, Village Manager

III. Approval of Minutes

1. DDA Board Regular Meeting Minutes -November 21, 2023

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

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, November 21, 2023 as presented.

IV. Call to the Public

Let the record show no public comments were received on non-agenda items.

V. Consent Agenda

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

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

1. Annual Year End Main Street Evaluation Schedule

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

RESOLVED: To approve the Main Street Community Assessment Visit Agenda, scheduled for February 6, 2024, which is attached and incorporated as part of this record.

2. Annual Review of DDA Vision Statement

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

RESOLVED: To adopt the DDA Board Vision Statement as follows:

Over the next ten years, Lake Orion, Michigan will be the heart and hub of the greater

Orion community. The downtown will be known as a destination dining and entertainment district. Public spaces continue to be built based upon community feedback and participation.

There is a direct connection between the Paint Creek Trail which traverses throughout the community and the historic downtown. The trail connects both Lake Orion and the downtown, so runners, walkers, and bikers can use our trails and lakeshore for recreational uses and our downtown for choice shopping, dining and live entertainment at many different price points. Our walkable community shall be accessible to all with many barrier-free amenities.

In the summer months, the outdoor Gazebo Concert Series and #StrongerTogether Collaborations with Oxford will continue to bring thousands of people into town during the evening when all of our restaurants and shops are open. The Lake Orion DDA shall host several family-friendly signature special events each year that bring our residents, as well as, people from around the state to share our lake and downtown district. The Lake Orion DDA shows a commitment to fostering arts in our community with a strong partnership with the Orion Art Center. Our downtown caters to the larger Orion community with many destination businesses that continue to be a mix of local entrepreneurs, franchises and national retailers.

The DDA markets our downtown through many different media channels and actively seek new retailers or tenants when the rare vacancy occurs. Our DDA will promote an increasingly dense group of mixed uses along M24 and in the downtown, where new condos and apartments can exist side by side in our wonderfully restored residential and commercial buildings.

3. Annual Review of DDA Mission Statement

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

RESOLVED: To adopt the Mission Statement of the DDA Board as follows:

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.

4. Director's Report

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

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

5. Committee Minutes & Workplan and Event Updates

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

RESOLVED: To receive and File the Committee Meeting Minutes & Event updates.

6. Financial Reports

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

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

VI. Approval of Agenda

1. **Motion to:** approve the Tuesday, December 29, 2023 regular meeting agenda of the Downtown Development Board.

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

VII. Financial Matters

1. Bill Approval

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

RESOLVED: To approve disbursements in the amount of \$45,531.91 for November 2023.

2. Budget - 2024-2025

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

RESOLVED: To Review and File the Initial fy 2024-2025 DDA Budget.

Budget - 2024-2025

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

RESOLVED: To adopt the Tentative Budget Review Calendar as follows:

6:30pm	19-Dec-23	Initial Presentation of Director suggested DDA Budget	
6:30pm	16-Jan-24	DDA budget reflecting initial board feedback	
6:30pm	23-Jan-24	Presentation by DDA Committees for recommendations	
6:30pm	30-Jan-24	Board Review of requests and Committee recommendations	
6:30pm	13-Feb-24	Review of DDA budget based upon board feedback	
6:30pm	20-Feb-24	Recommendation of DDA budget for inclusion in VLO budget	

VIII. New and Old Business

1. Contract Approval - Pre-Demolition Hazardous Materials and Asbestos Survey

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

RESOLVED: To approve hiring Baker & Associates for Pre-Demolition Hazardous Materials and Asbestos Survey of the Lake Orion Lumberyard not to exceed \$6,000 from 301-901-950-000 Demolition & Land Improvement.

2. Executive Director Search

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

RESOLVED: To approve the final deadline for submission of applications as January 19, 2024.

Executive Director Search

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

RESOLVED: To appoint Chairperson Debbie Burgess, Board Member Alaina Campbell, Vice Chairperson Sam Caruso and Treasurer Matt Shell to be part of the DDA Executive Director interview team.

Executive Director Search

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

RESOLVED: To adopt the interview timeline for the DDA Executive Director as follows:

1. January 21, 2024
2. January 31, 2024
3. February 7, 2024

Executive Director Search

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

RESOLVED: To add to the original DDA Executive Director advertisement “salary based on qualifications and experience”; and to post the DDA Executive Director advertisement on the MML.org website; and other professional organizations as sees fit by the Interim DDA Executive Director as soon as possible.

3. VLO Request - Meeks Park and Children's Park Pedestrian Bridges

RESOLVED: To removed Agenda Item XIII.3 from the agenda.

IX. Reports, Resolutions and Recommendations

A. Executive Director

1. Verbal Director Report

B. Village Manager

X. Call to the Public

Let the record show no public comments were received.

XI. Board Comments and Training Feedback

Board Members expressed their thanks and appreciation to DDA Executive Director Lalone for all her work and wished her well on her new job.

Board Members welcomed Interim DDA Executive Director Janet Bloom.

Board Members thanked Village Clerk Galeczka for her service to the Village and wished her well on her retirement.

Secretary Lorant wished all a Merry Christmas.

Vice Chairperson Caruso, noting a lot is going on in the Downton, encouraged people to go to the DDA Website for additional information. He noted that the DDA Board did a great job this year.

Board Member Campbell stated this year has been a difficult time for the DDA so the Board educated the people in the community and go more people involved in the DDA.

Board Member Coe wished everyone a Merry Christmas. He reminded everyone Downtown Dollars are available and the Passport Shopping is also going on this holiday.

Board Member Narsh complemented the Board the citizens, the administrative team and the committees who have worked so hard to make the Village a better play.

Chairperson Burgess expressed her thanks to the Village Clerk for her assistance and support over the years. She noted that Lake Orion is the best place to live, work and play.

XII. Next Regular Meeting - January 16, 2024

Chairperson Burgess stated the next DDA Board meeting will b3e held on January 16, 2024 @ 2;30 pm.

XIII. Adjournment

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

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

The Tuesday, January 10, 2023 regular meeting of the Downtown Development Authority Board adjourned at 7:15 PM.

Debbie Burgess
Chairperson

Susan C. Galeczka, CMC CMMC
Village Clerk

Date Approved: _____