



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, March 19, 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, March 19, 2024 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 6:36 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	Absent	
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:

- Janet Bloom, Assistant DDA Director/Recording Secretary

III. Approval of Minutes

1. DDA Board Special Meeting Minutes - February 13, 2024

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 Special meeting minutes of Tuesday, February 13, 2024.

2. DDA Board Regular Meeting Minutes -February 15, 2024

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 Thursday, February 15, 2024.

3. DDA Board Regular Meeting Minutes -February 20, 2024

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, February 20, 2024.

IV. Call to the Public

Let the record show no public comment was received.

V. Approval of Agenda

1. **Motion to:** approve the March 19, 2024 Downtown Development Board agenda.

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

VI. Consent Agenda

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

Motion to: approve the March 19, 2024 Downtown Development Board consent agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
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 March 2024.

2. Meeting & Committee Minutes and Website Updates

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

3. Financial Reports

RESOLVED: To receive and file the financial reports for February 2024.

VII. Financial Matters

1. Bill Approval

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

RESOLVED: To approve disbursements in the amount of \$18,260.75 for February 2024 with the removal of vendor Alerus financial in the amount of \$814.35, Andrews Hooper Pavlic in the amount of \$950 and DTE energy 380 S. Broadway in the amount of \$998.05 to receive clarification from administration in the amount of \$2,762.40. The amount of

\$15,498.35 is approved for payment.

VIII. New and Old Business

1. Budget Amendment -Legal Services

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

RESOLVED: To increase 248-260-810-000 Legal Services by \$1,500 and;

To reduce 248-260-829-000 Planner Services account by \$1,500.

2. Budget Amendment -Parking Lot Leases

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

RESOLVED: To increase 248-730-975-003 DDA Capital Outlay by \$871.00 and;

To reduce 248-260-829-000 Planner Services account by \$871.00.

3. Lake Orion LOLive! Music Concert Series

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 hire 20 Front Street for the booking, marketing, and management of the live music entertainment in Children's Park at the Gazebo for the LOLive Summer Concert Series, for a cost not to exceed \$10,000 from Event Promo-Gazebo Series account 248-729-880-001.

4. Hanging Baskets - 2024

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

RESOLVED: To purchase the 2024 hanging baskets with plant material plus fertilizer, from Jos. Kutchey & Sons, LLC for \$2,740 plus the anticipated cost of \$77 per larger basket requested for one intersection for a total of four large baskets, and an additional cost of replacing 15 liners not to exceed \$3,400 for the 2024 season.

IX. Reports, Resolutions and Recommendations

A. Executive Director

1. Verbal Director Report

B. Assistant Executive Director Report

X. Call to the Public

George Dandalides, 226 Bellevue Ave, made a cost suggestion for the DDA.

Assistant Executive Director Bloom addressed the cost suggestion concern.

Matt Pfeiffer, 497 Bellevue, welcomed Matt Gibb to the Lake Orion DDA.

Francesco Komendera, addressed the board about several concerns he had.

Kathryn Kennedy, addressed her concerns about the agenda and also addressed concerns about the DDA.

Scott Gabriel, 941 Joslyn, welcomed both the Executive and Assistant DDA Directors.

XI. Board Comments

Board member Medina thanked the public for their comments. She also discussed her thoughts on getting feedback from committees at the meetings.

Secretary Lorant stated he is excited for the new leadership team and he looks forward to what they can accomplish.

Treasurer Shell stated he is excited for the new leadership team and to see what they can do to make sure the DDA addresses the concerns that were brought up in the meeting and to make sure Lake Orion has the best DDA.

Vice Chairperson Caruso addressed some of the public comments in regards to the concerns they had about the DDA.

Board member Campbell thanked the public for being involved. She also spoke about some challenges to the local businesses in the DDA.

Board member Narsh spoke about how the DDA has changed over the years.

Board member Coe thanked the public for coming out and speaking their concerns and welcomed the new leadership team.

Chairperson Burgess thanked the public for coming out to the meeting and welcomes their comments in the future.

XII. Next Regular Meeting - April 16, 2024

XIII. Adjournment

Motion to: adjourn the Tuesday, March 19, 2024 Regular meeting of the Downtown Development Authority Board.

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

The Downtown Development Authority Board Regular meeting of Tuesday, March 19, 2024 adjourned at 8:03 PM.

Debbie Burgess
Chairperson

Janet Bloom
Assistant Executive Director/Recording Secretary

Sonja Stout
Village Clerk

Date Approved: as presented April 16, 2024.