



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, February 20, 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 20, 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 Vice Chairperson Sam Caruso at 6:30 PM.

II. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
Debbie Burgess	Village of Lake Orion	Chairperson	Excused	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Matt Shell	Village of Lake Orion	Treasurer	Excused	
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	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, Interim DDA Director
- Sonja Stout, Treasurer/Clerk

III. Approval of Minutes

1. DDA Board Regular Meeting Minutes - January 16, 2024

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

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, January 16, 2024.

2. DDA Board Special Meeting Minutes - January 23, 2024

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

RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, January 23, 2024.

3. DDA Board Special Meeting Minutes - January 30, 2024

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

RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, January 30, 2024.

4. DDA Board Special Meeting Minutes - February 6, 2024

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

RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, February 6, 2024.

IV. Call to the Public

Let the record show no public comments received.

V. Consent Agenda

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

Consent Agenda

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

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

1. Director's Report

RESOLVED: To receive and file the DDA Executive Director's Report for February 2024.

2. Financial Reports

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

VI. Approval of Agenda

Motion to: approve the February 20, 2024 Downtown Development Board agenda.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Jerry Narsh, President
SECONDER:	Alaina Campbell, Board Member
AYES:	Caruso, Lorant, Campbell, Coe, Medina, Narsh
EXCUSED:	Debbie Burgess, Matt Shell, Chris Barnett

VII. Financial Matters

1. Bill Approval

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

RESOLVED: To approve disbursements in the amount of \$23,192.41 for January 2024.

2. Budget - 2024-2025

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

RESOLVED: To approve the fy 2024-2025 DDA Budget, as presented, and forward to the Village of Lake Orion Council for review and approval.

VIII. New and Old Business

1. Budget Amendment -Brand Marketing

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

RESOLVED: To increase 248-728-888-000 Brand Marketing by \$7,500 and;

To reduce 248-000-539-000 State Grants account by \$7,500.

2. DDA Staffing

Vice Chairperson Caruso read the staffing changes for the DDA which did include the following:

At a special meeting of the DDA on February 15, 2023, the DDA Board resolved to restructure its staffing and contract services. The approved restructuring includes the following changes:

1. Discontinue use of an outside marketing company (annual cost saved: \$35,000)
2. Eliminate the part-time Event Coordinator position (annual cost saved: \$36,000)
3. Create a new position of "Assistant Executive Director"
4. Increase the compensation for the Executive Director position.

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

RESOLVED: Hire Matt Gibb as the Lake Orion DDA Executive Director, with compensation package of \$80,000.

Motion to: Hire Janet Bloom as the Lake Orion DDA Assistant Executive Director, with a compensation package of \$71,000.

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

RESOLVED: Hire Janet Bloom as the Lake Orion DDA Assistant Executive Director, with a compensation package of \$71,000.

Motion to: To present the candidates and compensation packages to the Lake Orion Village Council on March 11, 2024 for review.

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

RESOLVED: To present the candidate and compensation package to the Lake Orion Village Council on March 11, 2024 for review.

IX. Reports

A. Executive Director

1. Verbal Director Report

Interim DDA Director Janet Bloom spoke on the following items:

- DDA passed their MSOC evaluation
- DDA received an award from Michigan Downtown Association (MDA)
- April 26 is the deadline for awards for the Oakland County Mainstreet America; actual event is June 26th, 2024; morning meeting is March 19, 2024

- Development training strategy for redevelopment ready community program will be scheduled in spring
- Went over previous meeting notes for the month of January 2024
- Hazmat group contact for lumberyard is currently on vacation
- New business Keller Williams is moving in to former Nuts about chocolate location
- Broadway Embroidery moved next to Green Hippo
- Ice Fest and its weather challenges

B. Village Manager

X. Call to the Public

Let the record show no public comments were received.

XI. Board Comments

Board member Medina stated she enjoyed joining the MSOC event this year.

Board member Lorant stated he is excited for all the upcoming building going on in the Village of Lake Orion and how great the Village has gotten rid of the blight in the community.

Board member Campbell thanked the interview committee for coming up with a great solution. She stated she is excited for the new DDA staff and believes their skillset will help tackle the upcoming projects. She also thanked Arizona and stated she has done a great job and will be giving out a recommendation for her in the future if needed.

Board member Narsh thanked the interview committee. He stated that Lake Orion has an incredible downtown and the importance of having exceptional people to help assist in the development of the downtown area. The community is rising and the value is growing in the Village.

Board member Coe congratulated Matt and Janet and thanked all the applicants that had applied.

Vice Chairperson Caruso stated he enjoyed the interview process. He found the MSOC process exciting and solidified the great things the DDA has accomplished in the past year.

XII. Next Regular Meeting - March 19, 2024

XIII. Adjournment

Motion to: adjourn the Tuesday, February 20, 2024 regular Downtown Development Authority meeting.

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

The Tuesday, February 20, 2024 regular meeting of the Downtown Development Authority adjourned at 7:22 pm.

Sam Caruso
Vice Chairperson

Sonja Stout
Village Clerk

Date Approved: as presented March 19, 2024.