



**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, January 16, 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, January 16, 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 6:30 PM.

#### **II. Roll Call and Determination of Quorum**

<b>Attendee Name</b>	<b>Organization</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Debbie Burgess	Village of Lake Orion	Chairperson	Present	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Matt Shell	Village of Lake Orion	Board Member	Present	
Henry Lorant	Village of Lake Orion	Secretary	Excused	
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	Excused	
Sally Medina	Village of Lake Orion	Board Member	Excused	
Jerry Narsh	Village of Lake Orion	President	Present	

#### **STAFF PRESENT:**

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

#### **III. Approval of Minutes**

1. DDA Board Regular Meeting Minutes -December 19, 2023

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

**RESOLVED:** To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, December 19, 2023.

#### IV. Presentation - MSOC Assessment Overview

Tim Colbeck, Senior Planner, MSOC, went over various checklist requirements for the MSOC assessment that is coming up for the Lake Orion DDA February 6th, 2024 assessment.

#### V. Call to the Public

Let the record show no public comments were received.

#### VI. Consent Agenda

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

**Motion to:** approve the Consent Agenda.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

1. Director's Report

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

2. Committee Minutes & Workplan and Event Updates

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

3. Financial Reports

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

#### VII. Approval of Agenda

1. **Motion to:** add Agenda Item IX.7 MSOC Tech Visit and Agenda Item IX.8 Hazardous Materials Contract Approval to the Tuesday, January 16, 2024 DDA Regular Meeting Agenda.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

2. **Motion to:** approve the Tuesday, January 16, 2024 regular meeting Agenda as amended adding Agenda Item IX.7- MSOC Tech Visit and adding Agenda Item IX.8 Hazardous Materials Contract Approval.

<b>RESULT:</b>	<b>APPROVED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

#### **VIII. Financial Matters**

1. Bill Approval

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

**RESOLVED:** To approve disbursements in the amount of \$17,412.03 for December 2023.

2. Budget - 2024-2025

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

**RESOLVED:** To Review and File the fy 2024-2025 DDA Budget with comment.

#### **IX. New and Old Business**

1. RFP Rebid Approval- Dumpsters

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Alaina Campbell, Board Member
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

**RESOLVED:** To approve publication of the Dumpster RFQ rebid, and to appoint Board Member Shell, Vice Chairperson Caruso, and Chairperson Burgess to review and evaluate the proposals.

2. DDA Credit Card

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

**RESOLVED:** To cancel current DDA credit card.

**Motion to:** obtain a new credit card for DDA Administrator Coordinator, Diane Kochis, at a \$1000 credit limit.

**RESOLVED:** To obtain a new credit card for DDA Administrator Coordinator, Diane Kochis, at a \$1000 credit limit.

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

3. Parking Lease Agreement - 115 N. Broadway

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Alaina Campbell, Board Member
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

**RESOLVED:** To approve the parking agreement for 115 N. Broadway for the use of eleven parking stalls on the south side of the lot in exchange for the maintenance of the

lot with snow removal, weeding, mowing, and striping plus reimbursement of Tarr Properties taxes on the lot for five years, pending attorney review.

4. Budget Amendment - Lumberyard Property Tax

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

**RESOLVED:** To increase 301-905-745-001 Property Taxes - Orion Twp. \$3,353.36 and; To reduce 301-901-950-000 Demolition & Land Improvement, and reflect it in the balance sheet.

5. Budget Amendment -Brand Marketing (Orion Living)

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

**RESOLVED:** To increase 248-728-888-000 Brand Marketing by \$731.12 and;

To reduce 248-729-880-001 Event Promo - Gazebo Series account by \$29.93 and;

To reduce 248-729-880-017 Movie Night by \$701.19, totaling \$731.12 to be reflected in the balance sheet.

6. Budget Amendment - Legal Services

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

**RESOLVED:** To increase 248-260-810-000 Legal Services by \$144.15 and; to reduce 248-729-880-004 Event Promo - Halloween Parade account by \$144.15, to be reflected in the balance sheet.

7. 2024 MSOC Tech Visit Contract - Heritage Consulting

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jerry Narsh, President
<b>SECONDER:</b>	Sam Caruso, Vice Chairperson
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

**RESOLVED:** To approve the fundraising proposal by Heritage Consulting, Inc. at the cost of \$11,873, of which, \$7,500 will be covered by MSCOC funds, for a final total for Lake Orion DDA of \$4,373. The Lake Orion DDA will remit the remainder of the funds, \$4,373, from account #248-260-829-000, Planning Services.

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

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

**RESOLVED:** To execute the contract from Baker & Associates for Pre-Demolition Hazardous Materials and Asbestos Survey of the Lake Orion Lumberyard.

**X. Reports, Resolutions and Recommendations**

*A. Executive Director*

1. Verbal Director Report

Interim Janet Bloom gave a verbal director report on the following:

- Power Hour
- Upcoming Events would include Ice fest (February 10<sup>th</sup>, 2024) which is now a one-day event versus the previous month-long event as in the past and the Stronger together restaurant week event will be from February 24, 2024- March 3<sup>rd</sup>, 2024. Currently reaching out for more participants.
- Interim DDA Director, Janet Bloom has taken a tour with the DPW director Wes Sanchez, which has now made the Interim DDA Director more familiar with the Lumberyard property.
- MSOC Assessment is approved for February 6<sup>th</sup>, 2024. Currently working on compilations for the materials and data for that day. Attendance from

the board is required at 75%.

- Update on the S2 lot, which is behind Hanson's, the pipe connection for the stormwater should be done in the next few days.
- Looking at doing surveys between property owners and business owners to determine their temperature when it comes to the Paid Parking that is possibly being proposed to the Village in the future.
- DDA is currently working on reviewing the website and reviewing updates that need to be made on the Website.
- Job posting for the DDA Director was added to the Downtown Association of Website and went to a few other websites as well. Final submissions for the job posting DDA Director is due January 19, 2024, interview dates are January 24<sup>th</sup> 2024, January 31<sup>st</sup> 2024, and February 7<sup>th</sup>, 2024. Interview questions and guidance is available through Mainstreet Oakland County.

#### *B. Village Manager*

#### **XI. Call to the Public**

Let the record show no public comments were received.

#### **XII. Board Comments and Training Feedback**

Secretary Shell stated no comment at this time.

Vice Chairperson Caruso is looking forward to the MSOC evaluation and is looking to possibly get a 4.0 versus a 3.8 rating.

Board Member Campbell reiterates the comment from Vice Chairperson Caruso in regards to the hopes of getting a better MSOC rating. She also suggested the importance of frequenting the downtown businesses when it's this cold, there is a hard impact on the local businesses.

Board Member Narsh suggested supporting local businesses even with take out menus. January and February are usually the worst months for our local businesses.

Chairperson Burgess let Interim DDA Director Janet Bloom know she is appreciated and thanked her for being very present and moving items along. She is looking forward to the upcoming accreditation process. She also stated the importance of supporting local businesses at this time

of the year.

**XIII. Next Regular Meeting - February 20, 2024**

**XIV. Adjournment**

**Motion to:** adjourn the Tuesday, January 16, 2024 regular meeting of the Lake Orion Downtown Development Authority Board.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Shell, Campbell, Narsh
<b>EXCUSED:</b>	Henry Lorant, Chris Barnett, Lloyd Coe, Sally Medina

The Tuesday, January 16, 2024 regular meeting of the Downtown Development Authority Board adjourned at 7:29 PM.

**XV. Action Items**

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Debbie Burgess  
Chairperson

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Sonja Stout  
Village Clerk

Date Approved: as presented February 20, 2024.