



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, August 15, 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, August 15, 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	
Matt Shell	Village of Lake Orion	Treasurer	Excused	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Present	
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Absent	
Sally Medina	Village of Lake Orion	Board Member	Absent	
Jerry Narsh	Village of Lake Orion	President	Present	

STAFF PRESENT:

- Molly LaLone, DDA Executive Director
- Susan C. Galeczka, Village Clerk

III. Approval of Minutes

1. DDA Board Regular Meeting Minutes - July 18, 2023

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

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, June 20, 2023 as presented.

2. DDA Board Special Meeting Minutes - August 2, 2023

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Caruso, Vice Chairperson
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Lorant, Barnett, Campbell, Narsh
ABSENT:	Lloyd Coe, Sally Medina
EXCUSED:	Matt Shell

RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Wednesday, August 2, 2023 as presented.

IV. Presentation

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.

1. Director's Report

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

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 July 2023.

4. DDA 2023-2024 Budget

RESOLVED: To receive and file the 2023-2024 DDA Budget.

VII. Approval of Agenda

1. **Motion to:**

approve the Agenda for the August 15, 2023 regular meeting of the Downtown Development Authority Board with the removal of Agenda Item IX.4 - Closed Session.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Debbie Burgess, Chairperson
SECONDER:	Chris Barnett, Board Member
AYES:	Burgess, Caruso, Lorant, Barnett, Campbell, Narsh
ABSENT:	Lloyd Coe, Sally Medina
EXCUSED:	Matt Shell

VIII. Financial Matters

1. Bill Approval

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

RESOLVED: To approve disbursements in the amount \$2,691.84 for July 2023.

2. DDA 2023-2024 Budget Amendments - Dept 260

DDA Executive Director LaLone stated that starting this fiscal year (July 1, 2023 - June 30, 2024) the Village has begun using a PO system for payments. With this system, it is now required that the budget have at minimum what the upcoming expenditure will be. If the budget is short, the check request cannot be made in the system. She reviewed the reasons for the changes in Department 260, noting the following reasons:

1. Adding budget for the ground's coordinator and for Township contractual services
2. Reducing the village contract back to the original amount approved by DDA Board as agreed upon by VLO/DDA committee when creating the dedicated Village's capital outlay line item offering 75% new revenue for Village specified projects.
3. Increasing budget for recurring expenses that are higher than expected.

DDA Executive Director LaLone noted the changes reflected in this budget amendment request make a zero balance change for Department 260 - General Activities.

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

RESOLVED: To approve the following budget amendment request for 248 DDA Fund Department 260 - General Activities:

To approve the following budget amendment request for 248 DDA Fund Department 260 - General Activities:

GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
248-260-707-000	Wages - Grounds Coordinatc	0	0	1937		5000	5000	To reflect actual costs
248-260-801-002	Contr Services-Police Dtn Law Enforcement	62400	62400	0		-2400	60000	To reflect original DDA approval
248-260-801-003	Contract Services-DPW maintenance	31200	31200	0		-1200	30000	To reflect original DDA approval
248-260-801-004	Contractual Services - administrative	72800	72800	0		-2800	70000	To reflect original DDA approval
248-260-801-005	Contractual Services - Township	0	0	0		2700	2700	to reflect actual costs
248-260-801-012	Contr Services-Police Dtn parking & Code enforcement	21840	21840	0		-840	21000	To reflect original DDA approval
248-260-801-022	Contr Services-Police Crowd Control	20800	20800	0		-800	20000	To reflect original DDA approval
248-260-801-023	Contract Services-DPW event support	10400	10400	0		-400	10000	To reflect original DDA approval
248-260-801-033	Contract Services-DPW snow removal	15600	15600	0		-600	15000	To reflect original DDA approval
248-260-851-000	Telephone	3000	3000	289.15		500	3500	to reflect increase in costs
248-260-920-000	Utilities	3500	3500	0		500	4000	to reflect increase in costs
248-260-810-000	Legal Service	5000	5000	0		340	5340	to reflect increase in costs
	Net total Change					0		

3. DDA 2023-2024 Budget Amendments - 2020 Parking Debt Service

DDA Executive Director LaLone explained that the changes are reflected in this budget amendment request reflect \$55,000 appropriation from 248 fund balance to cover the

payoff amount for the debt service.

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

RESOLVED: To increase 248-260-965-404 Transfer Out - DDA Property Acquisition Fund by \$55,000; and to Increase 248-000-671-999 Appropriation From Fund Balance by \$55,000

DDA 2023-2024 Budget Amendments - 2020 Parking Debt Service

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

RESOLVED: To recommend the attached 2023-2024 DDA budget to Village Council for inclusion in their overall 2023-2024 budget.

4. 2023-2024 Budget Amendment - Fund 301 Debt Service

DDA Executive Director LaLone explained that the 301 fund was set up to track the 2023 DDA Bond Project. Most expenses will come from the fund balance of this account as that is where the bond sale proceeds were deposited. She stated that the bonds were issued June 29, 2023, noting the Debt Service schedules for taxable (series b) and tax exempt (series a) bonds, are included in the packet.

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

RESOLVED: To increase 301-905-992-003 2023 DDA Bonds Taxable by \$75,000; to increase 301-905-992-004 2023 DDA Bonds Tax Exempt by \$180,000; and to Increase 301-000-671-999 appropriation from fund balance - 2023 Bond Project by \$255,000.

2023-2024 Budget Amendment - Fund 301 Debt Service

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

RESOLVED: To authorize forwarding the budget amendments to the Village Council for approval.

5. 2023-2024 Budget Amendment - Fund 301 Property Acquisition

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Burgess, Caruso, Lorant, Barnett, Campbell, Narsh
ABSENT:	Lloyd Coe, Sally Medina
EXCUSED:	Matt Shell

RESOLVED: To increase 301-901-971-000 Capital Outlay - Property by \$2,200,000; and to Increase 301-000-671-999 appropriation from fund balance - 2023 Bond Project by \$2,200,000

2023-2024 Budget Amendment - Fund 301 Property Acquisition

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

RESOLVED: To increase 301-901-971-000 Capital Outlay - Property by \$2,200,000; and to Increase 301-000-671-999 appropriation from fund balance - 2023 Bond Project by \$2,200,000.

IX. New and Old Business

1. Property Acquisition - Lake Orion Lumberyard Project

DDA Executive Director LaLone stated that the sellers have agreed to a final reduced purchase price of \$2.2M based upon information gathered during the due diligence period. She noted that the due diligence was extended to August 31, 2023 upon approval of funds to seller; the proposed closing will be August 23, 2023.

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

RESOLVED: To approve the purchase of 215 S. Broadway, Lake Orion MI 48362 using funds from 301-901-971-000 not to exceed the \$2,200,000 purchase price; and

FURTHER RESOLVED: To authorize Executive Director LaLone, Board Chairperson Burgess and Legal Counsel Davis to complete the transaction.

2. Horse and Carriage RFQ Approval

DDA Executive Director LaLone stated the horse and carriage rides will depend on if the DDA is able to obtain a sponsorship to cover the cost. She also provided a review of the changes in time and the reasons for the changes.

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

RESOLVED: To approve horse and carriage rides pending sponsorship equal to \$6,450 from 248-729-880-005 Event Promo - Hometown.

3. Annual Calendar of DDA Board Meetings - 2024

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

RESOLVED: To approve the Downtown Development Authority Board 2023 Meeting schedule, listed below, with all meetings being held at 6:30pm on the Third Tuesday, except where noted, at Lake Orion Village Council Chambers located 21 E. Church Street, Lake Orion, MI.

January 16, 2024

February 20, 2024

March 19, 2024

April 16, 2024

May 21, 2024

June 18, 2024

July 16, 2024

August 20, 2024

September 17, 2024

October 15, 2024

November 19, 2024

December 17, 2024

DDA Board Meetings are held monthly on the third Tuesday except where indicated.

Meetings start at 6:30pm in the Village of Lake Orion Council Chambers. ONTV

televises and records regular meetings and transmits them live when possible.

4. Closed Session

RESULT:	REMOVED FROM AGENDA
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X. Reports, Resolutions and Recommendations

1. Training Opportunities

DDA Executive Director LaLone noted that National Main Street Conference will be held the first week of May; she provided the Board with an article which addressed board members being superstar fundraiser; and provided an article on how to set SMART goals to help the DDA reach its objective.

Training Opportunities

RESOLVED: To receive and file the training opportunities information as provided by the DDA Director at the August 15, 2023 regular DDA Board meeting.

2. Executive Director

1. Verbal Director Report

DDA Executive Director LaLone reported on the following:

1. Noted the DDA received a grant for banners. Twenty-four banners will be placed in the downtown and two sets along M-24. Sponsorship opportunity for businesses to put their names under the banner is available.
2. Downtown Trolley will be in Birmingham in November as part of the Michigan Downtown Association Conference. Sponsorship opportunity for businesses to have their name on the Trolley will be available.
3. Design Committee created a Special Events Parking Plan. A trial of the plan will be in August for Dragon on the Lake.
4. Upcoming Events include:
 - a. 9/9/2023; Octoberfest Pub Crawl after the Lake Orion High School and Oxford High School football game.
 - b. Thursday at 9:00 AM: Power Hour to talk about Octoberfest. It will be held a Bean to Go.
 - c. 10/7/23 and 10/8/23; Here Lies Lake Orion walking tour in Evergreen Cemetery which includes lives of significant who are buried in the cemetery. The cost is \$12.00 and volunteers are needed.
5. Tomorrow the Social Media company will be filming at 20 Front Street.

Motion to: receive and file the DDA Executive Director's verbal report.

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

2. Village Manager

XI. Call to the Public

Rosemary Ford, 225 N. Broadway, expressed her sadness that “Nuts About Chocolate” and “Elixir Clothing Store” are closing, noting she hopes “Nuts About Chocolate” will be relocating and that the owner of “Elixir” has done a fine job. She stated she would like to see more retail in the community.

Chairperson Burgess stated that “Elixir” and “Nuts About Chocolate” have been tremendous

support for the community and will be greatly missed.

XII. Board Comments and Training Feedback

Board Member Barnett commented on the following:

- Announced that Ryan Allen is the new Fire Chief.
- Expressed his thanks to all those who worked on the Lumberyard Project, noting that he is proud of the DDA Board. The Lumberyard Project will be the Board's legacy.
- Provided an update on the meeting that was held with developers who are interested in the property. He noted now that the DDA has the environmental study complete, we know what can go there.
- Noted they have met with the owner of Leo's Coney Island who indicated interest in working with the DDA to improve the area to make it better.

Secretary Lorant concurred with Board Member Barnett regarding the Lumberyard Property. He reminded everyone that Dragon on the Lake will be held August 24, 25, 27 and 28 and provided a brief overview of what will be occurring at the event.

Vice Chairperson Caruso stated he is excited about Dragon on the Lake and that he is looking forward to seeing what the developers will bring forward for the Lumberyard Property and creating a great gateway to Lake Orion.

Board Member Campbell stated that she is excited with what a community can do when they work others. The Lumberyard Project will be an opportunity to do what we want with the property. She stated she is excited about Dragon on the Lake and is sad to see "Elixir" and "Nuts About Chocolate" being closed.

Board Member Narsh provided a brief history of the Nowells family, owners of the Lumberyard Property and their involvement for many years in the community. He suggested the Board look at a way the Nowells can be represented as part of the project.

Chairperson Burgess commented on the following:

- Acknowledged the fortitude of the Board, the power of partnership, and the coming together of the community to make the Lumberyard Project happen. She noted the amount of due diligence completed on this property in the amount of \$250,000. Chairperson Burgess thanked everyone who worked on the Project, noting the Village will now have a great addition.
- Expressed her appreciation to the owners of "Elixir" and "Nuts About Chocolate" and wished them well.
- Encouraged everyone to attend Dragon on the Lake and think about how this great event will be even better once the Lumberyard Property is developed.

XIII. Next Regular Meeting - September 19, 2023

Chairperson Burgess noted the next DDA Board Meeting is scheduled for Tuesday, September 19, 2023 at 6:30 PM.

XIV. Adjournment

Motion to: adjourn the Tuesday, August 18, 2023 regular meeting of the Downtown Development Authority Board.

RESULT:	ADOPTED [UNANIMOUS]
SECONDER:	Henry Lorant, Chris Barnett
AYES:	Burgess, Caruso, Lorant, Barnett, Campbell, Narsh
ABSENT:	Lloyd Coe, Sally Medina
EXCUSED:	Matt Shell

The Wednesday, August 15, 2023 regular meeting of the Lake Orion Downtown Development Authority adjourned at 7:21 PM.

Debbie Burgess
Chairperson

Susan C. Galeczka, CMC CMMC
Village Clerk

Date Approved: September 19, 2023, as presented.