



**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, September 11, 2018**

**7:00 PM**

**Lake Orion Village Hall Council Chambers**

**21 East Church Street**

**LAKE ORION, MI 48362**

**(248) 693-8391 ext. 102**

#### **1. Call to Order**

The Tuesday, September 11, 2018 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 Chairman Debbie Burgess at 7:00 PM.

#### **2. 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	Chairman	Present	
Rob Romain	Village of Lake Orion	Vice Chairman	Present	
Jordan Knudsen	Village of Lake Orion	Secretary	Absent	
Anthony Reighard	Village of Lake Orion	Treasurer	Present	
Chris Barnett	Village of Lake Orion	Board Member	Present	7:03 PM
Terry Hockstad	Village of Lake Orion	Board Member	Present	
Kristen Horvath	Village of Lake Orion	Board Member	Present	
Monica Squarcia	Village of Lake Orion	Board Member	Present	
Kenneth Van Portfliet	Village of Lake Orion	Board Member	Present	
Joseph Young	Village of Lake Orion	Village Manager	Present	

#### **STAFF PRESENT**

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

### 3. Presentation - Wanda Norman, Summer Intern

Wanda Norman, DDA Summer Intern, provided an overview of her work with the DDA as follows:

- Grants applied for
  - Lighter, Quicker Cheaper (LQC) Realtor Grant: Alleyway Project
    - Received \$3,500 grant, which included a \$1,000 donation from Real Living John Burt Realty
    - Received donations of in-kind services
      - Volunteers
      - Furniture
      - Refreshment
      - Money
  - AARP Community Challenger - Butterfly Garden: DDA did not receive the grant
  - Home Depot Grant - Received plants for the Alleyway
  - Oakland County/Flagstar Grant - Lights for Christmas Parade - DDA Did not receive grant
  - Lessons Learned
    - Approach projects differently
      - Break large projects into smaller pieces
      - Be proactive rather than reactive
      - Have a “Wish list” ready
- Community Service Initiated
  - Reach out
    - DDA
    - Parks & Recreation Advisory Committee
    - Orion Art Center
    - Village Administration
  - Created website community where you can host community opportunities;
    - People can see if there is something they want to do
      - Projects and events
      - Community Service Opportunities
      - Conservation projects
      - Scout projects - Train people in the downtown to offer merit badges

Ms. Norman concluded by thanking the staff and Board for the opportunity to work with the DDA and asked for the Board to continue to offer internships in the DDA.

### 4. Call to the Public

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

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## 5. Approval of Minutes

1. DDA Regular Meeting Minutes - August 14, 2018

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kenneth Van Portfliet, Board Member
<b>SECONDER:</b>	Kristen Horvath, Board Member
<b>AYES:</b>	Burgess, Romain, Reighard, Barnett, Hockstad, Horvath, Squarcia, Van Portfliet
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Joseph Young

RESOLVED: To approve the Downtown Development Authority Board regular meeting minutes of August 14, 2018, as presented.

## 6. Consent Agenda

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kenneth Van Portfliet, Board Member
<b>SECONDER:</b>	Kristen Horvath, Board Member
<b>AYES:</b>	Burgess, Romain, Reighard, Barnett, Hockstad, Horvath, Squarcia, Van Portfliet
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Joseph Young

- A. Revenue and Expenses

RESOLVED: To receive and file the Revenue and Expenditure for the period ending September 10, 2018

- B. Director's Report

RESOLVED: To receive and file the Director's Report dated September 11, 2018

- C. Village Manager Report

RESOLVED: To receive and file the Village Manager's Report.

- D. Downtown Business Core Update

RESOLVED: To receive and file the Downtown Business Core Update dated September 11, 2018

- E. Committee Meeting Minutes

RESOLVED: To Receive and File the following Committee Meeting Minutes

F. Education & Networking Opportunities

RESOLVED: To receive and file the Education & Networking Opportunities dated September 11, 2018

G. Grants Update

RESOLVED: To receive and file the Grant Update.

H. Office Report

RESOLVED: To receive and file the Office Report dated September 11, 2018

I. Events Report

RESOLVED: To receive and file the Events Report dated September 11, 2018

J. Project Updates

RESOLVED: To Receive and file the project updates report dated September 11, 2018

**7. Review and Approval of Agenda**

- A. **Motion to:** approve the Tuesday, September 11, 2018 Downtown Development Authority Agenda.

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kenneth Van Portfliet, Board Member
<b>SECONDER:</b>	Rob Romain, Vice Chairman
<b>AYES:</b>	Burgess, Romain, Reighard, Barnett, Hockstad, Horvath, Squarcia, Van Portfliet
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Joseph Young

**8. Financial Matters**

- A. Open Invoices

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kristen Horvath, Board Member
<b>SECONDER:</b>	Anthony Reighard, Treasurer
<b>AYES:</b>	Burgess, Romain, Reighard, Barnett, Hockstad, Horvath, Squarcia, Van Portfliet
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Joseph Young

RESOLVED: To approve the payment of the disbursements for the month of August in the amount of \$92,978.36

**9. New and Old Business**

A. By-Laws - Change Agenda Format

DDA Director LaLone state the Bylaw changes were introduced and reviewed at the last meeting. The change is for the Bylaws to reflect the DDA's new agenda format.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rob Romain, Vice Chairman
<b>SECONDER:</b>	Kristen Horvath, Board Member
<b>AYES:</b>	Burgess, Romain, Reighard, Barnett, Hockstad, Horvath, Squarcia, Van Portfliet
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Joseph Young

B. DDA Board Member Roster Assessment

DDA Director LaLone stated that Board Members Hockstad and Reighard terms expire and November 1, 2108. In addition Kristin Horvath, who is the resident Board Member has moved out of the DDA District and can no longer serve as the resident representative. In addition Board Member Knudsen is no longer working out of a store and is working out of factory; therefore can no longer serve as a person with business interest in the DDA district.

Board Members discussed positions on the DDA Board and recommendations to fill the positions.

Board Member Hockstad stated that due to her schedule she unable to serve on the Board and withdrew her name from consideration.

Board Member Reighard and Board Member Horvath indicated an interest in continuing to serve on the DDA. DDA Director LaLone stated that Member Knudsen is also interested in continuing to serve, if possible.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Debbie Burgess, Chairman
<b>SECONDER:</b>	Anthony Reighard, Treasurer
<b>AYES:</b>	Burgess, Romain, Reighard, Barnett, Hockstad, Horvath, Squarcia, Van Portfliet
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Joseph Young

**RESOLVED:** To recommend the following appoints to the Village Council President for the Downtown Development Authority Board:

- Anthony Reighard as the Resident Representative of DDA District to fill the vacancy created by Kristen Horvath who has moved out of the DDA District; term to expire November 1, 2020
  - Kristin Horvath to as a Property Interest Representative to a four-year term; term to expire November 1, 2022
  - Jordan Knudsen to change his representation to a Board Member At-Large; term to expire November 1, 2020.
- C. New Year's Resolution Run

DDA Director LaLone stated that based on the filters the DDA Board decides which events to sponsor, the New Year's Resolution Run is not a perfect fit for the DDA. It happens on January 1st, a day many of the businesses choose not to open. Therefore it does not help them make more money, attract customers and affect property values. She stated that instead of hosting this event every year, Hanson's Running Show was approached to see if they would be interested in hosting it in order to raise money for scholarships for runners. They have expressed an interest in does the Run and the profit would go to team scholarships and running programs.

Board Members discussed the following:

- Like the idea of the money made going to local charities
- By shifting the event to Hanson's, the DDA could possibly do something for the Lighted Parade
- Want the event to stay in Lake Orion;
- The DDA would spend \$250 to promote the run

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kristen Horvath, Board Member
<b>SECONDER:</b>	Kenneth Van Portfliet, Board Member
<b>AYES:</b>	Burgess, Romain, Reighard, Barnett, Hockstad, Horvath, Squarcia, Van Portfliet
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Joseph Young

RESOLVED: To offer the "New Year's Resolution Run" to Hanson's Running Shop for them to manage as a fund raiser for their running teams and scholarships contingent on Hanson's giving the "New Year's Resolution Run" back to the DDA if for some reason they no longer want to manage it or want to move it from Lake Orion.

## 10. Reports and Updates

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DDA Director LaLone stated that the Wayfinding Sign mockups are up and available for people to look at. Please provide any comments or suggestions to her.

Member Barnett inquired if the signs will be placed in the right-of-way or on private property, noting permission needs to be obtained for private property placement.

DDA Director LaLone reviewed the placement of the signs, and noted that the gateway sign placement will depend on MDOT.

Village Manager Young stated that the Village has requested Orion Township to share in the Parks & Recreation Millage. The tax capture the DDA would receive on the 1 mil levied would be around \$29,000. The Village is asking the monies be use for the Paint Creek Stabilization Project. He stated the Township offered their Community Block Grant funds in the amount of \$56,000 and with the DDA's funds that is a significant amount of funds the Village could use for the \$100,000 in matching funds for grants. Village Manager Young stated he will be presenting this as an agenda item at the next DDA meeting.

#### **11. Other Business and Board Members Comments**

Board Members thanked Wanda Norman, DDA Intern, for her work with the DDA and wished her well in the future.

Member Barnett stated Fire Station #1 has received its occupancy permit; and he asked Board Members consider changing the DDA Board meetings to 6:00 PM of 6:30 PM.

Treasurer Reighard thanked the Village Council for recommending approval of the Redevelopment Liquor License for Oat Soda. He noted a 6:00 PM meeting time would work for him.

Member Squarcia stated that the Wayfinding Signs look great.

Vice Chairperson Romain apologized for his absence at the last few DDA meetings and stated from this point forward he will be in attendance.

Chairperson Burgess commented on the following:

- Reminded everyone of the following upcoming events
  - October 11 - Babes on Broadway
  - October 24 - Small Business Saturday
  - November 30 - Holly Jolly Folly
  - December 1 - Lighted Parade
- Reviewed the current vacant properties located in the Village

- Noted that John from MSOC asked the Village for apply for Main Street Award

Member Horvath thanked the Board Members for allowing her to remain on the DDA Board and noted that the Lake Orion Post Office has Dragon stamps. She noted a 6:00 PM meeting time would work for her.

Member Van Portfliet commented on the following:

- Roundabout Construction has begun
- Suggested holding additional meetings or hold a mixer with other Boards twice a year
- Thanked the Board Members who wish to remain on the DDA Board.
- Noted a 6:00 PM meeting time would not work and offered as a compromise a 6:30 PM meeting time.

### 12. Next Regular Meeting Date - October 9, 2018

Chairperson Burgess noted the next DDA Board Meeting will be held on October 9, 2018 at 7:00 PM.

### 13. Adjournment

**Motion to:** adjourn the Tuesday, September 11, 2018 Downtown Development Authority regular meeting.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Barnett, Board Member
<b>SECONDER:</b>	Kenneth Van Portfliet, Board Member
<b>AYES:</b>	Burgess, Romain, Reighard, Barnett, Hockstad, Horvath, Squarcia, Van Portfliet
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Joseph Young

The Tuesday, September 11, 2018 regular Downtown Development Authority Board meeting adjourned at 8:09 PM.

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Debbie Burgess, Chairperson

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Susan C. Galeczka, CMC CMMC  
Village Clerk

Date Approved: \_\_\_\_\_

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