



AGENDA

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, December 16, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

2. Roll Call and Determination of Quorum

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of November 18, 2025

4. Approval of Agenda

5. Call to the Public

The DDA welcomes comments related to the work and spirit of the DDA on non-agenda items. Each person wishing to address the DDA Board shall be afforded an opportunity to do so. When recognized, give your name and address and direct your comments to the Chair. Comments on the agenda items may be allowed upon the calling of the item.

COMMENTS ARE LIMITED TO THREE (3) MINUTES, OR AS ALLOWED BY THE BOARD CHAIR.

6. Consent Agenda

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

A. Financial Reports

B. Preliminary Committee Meeting Dates

C. Electrical Extras - DPW contract (informational)

D. Grant Disbursement - Main Street Oakland County

E. Annual Informational Report

7. Financial Matters

A. Bill Approval

8. New and Old Business

A. Adopt the 2026 Downtown Development Authority Board Meeting Schedule

B. Seasonal Snow/Ice Maintenance

9. Reports, Resolutions and Recommendations

A. Executive Directors Report

B. Assistant Director's Report

10. Board Comments and Training Feedback

11. Next Regular Meeting - January 20, 2026

12. Adjournment

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.

En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.



DDA SUMMARY SHEET

MEETING DATE: December 16, 2025

TOPIC: Approval of DDA Regular Meeting Minutes of November 18, 2025

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular Meeting Minutes of November 18, 2025.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, November 18, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The November 18, 2025 Downtown Development Authority Regular Meeting was called to order at 6:30 PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess

Vice Chairperson Sam Caruso

Secretary Hank Lorant

Board Member Lloyd Coe

Board Member Alaina Campbell

Board Member Chris Barnett (arrived 6:31 PM)

President Teresa Rutt

ABSENT

Treasurer Matt Shell

Board Member Sally Medina

STAFF PRESENT

Executive Director Matt Gibb

Assistant Director Janet Bloom

Clerk/Treasurer Sonja Stout

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of October 21, 2025

MOTION made by President Rutt, Seconded by Board Member Coe to approve the Downtown Development Authority Board Regular Meeting Minutes of October 21, 2025.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell
MOTION: Carried

B. Approval of DDA Special Meeting Minutes of November 11, 2025

MOTION made by President Rutt, Seconded by Secretary Lorant to receive and file the Minutes for the Special Meeting of November 11, 2025.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
VOTING NAY: None
ABSENT: Medina, Shell
MOTION: Carried

4. Approval of Agenda

MOTION made by President Rutt, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Agenda of November 18 2025, as presented.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
VOTING NAY: None
ABSENT: Medina, Shell
MOTION: Carried

5. Special Presentation

A. Presentation of Spirit of Main Street Micro Business Startup Grant Recipients

Eric Phillips of Mainstreet Oakland County and Theresa Doan of Genisys Credit Union presented grant award checks to two local businesses: Boutique Chic and Lake Orion Bike Adventure. The business owner of Boutique Chic reported that the funds will be used to purchase a new point-of-sale system, and the business owner of Lake Orion Bike Adventure stated that the grant will be used to acquire an e-bike repair stand. A group photo was taken of the grant recipients along with the DDA Board.

6. Call to the Public

Rosemary Ford asked the DDA Board to clarify the meaning of “POS” for those watching from home. Secretary Lorant responded that it stands for “Point of Sale,” noting that it is an essential system for retail operations.

7. Consent Agenda

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

MOTION made by President Rutt, Seconded by Board Member Campbell to approve the November 18, 2025, Consent Agenda by one vote, as presented.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
VOTING NAY: None
ABSENT: Medina, Shell
MOTION: Carried

A. Financial Reports

MOTION made by President Rutt, Seconded by Board Member Campbell to receive and file the financial reports for October 2025.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

8. Financial Matters

A. Bill Approval

MOTION made by Board Member Barnett, Seconded by Secretary Lorant to approve disbursements in the amount of \$101,725.25 for October 2025.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

9. New and Old Business

A. Annual Election of Board DDA Officers

Chairperson Burgess opened the floor for nominations at 6:45 PM.

Board Member Barnett stated he would like to renominate the existing slate of officers.

MOTION made by Board Member Barnett, Seconded by Board Member Coe to close the nominations and cast a unanimous ballot for the slate as follows:

- Debbie Burgess for Chair***
- Sam Caruso for Vice Chair***
- Hank Lorant for Secretary***
- Matthew Shell for Treasurer***

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

B. Cleaning Services - Review and Award

MOTION made by President Rutt, Seconded by Secretary Lorant to approve the proposal from Prestige Cleaning MI for the services outlined therein, at a cost not to exceed \$500 per month, with regular invoicing paid from GL 248-726-801-000.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

C. Miscellaneous Change Orders

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant to move to accept and approve the change orders for Mickey’s Construction as presented, in the total amount of \$37,057.49, payable from the budget lines as likewise presented.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

D. Event Contracts

MOTION made by Board Member Campbell, Seconded by Secretary Lorant to approve a contract with Clear Cut Ice for ice sculptures at Ice Fest, at a cost not exceed \$3,250, payable from GL 248-729-880-008 Ice fest.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

MOTION made by President Rutt, Seconded by Secretary Lorant to approve a contract for horse and wagon rides with Blackstone Stables at a cost not to exceed \$2,150, payable from GL 248-729-880-015 Winter Activities

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

E. Discussion and Consideration - Additional Architectural Services

Discussion between the DDA Board members and the DDA Executive Director focused on the cost of the proposed addition, whether the DDA planned to lease or sell the space, and the advantages and disadvantages of purchasing. The Board determined that a contract would be necessary before making a final decision.

MOTION made by Board Member Coe, Seconded by President Rutt to table item pursuant to direction given to December meeting.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

Rosemary Ford suggested including language in the contract specifying that the business would be responsible for repairs, or clarifying who would bear the responsibility for them.

F. Reconsideration - Executive Director Contract

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe to amend to the Executive Director contract, granting a 5% salary increase effective July 1, 2025, and a term extending the contract through and including June 30, 2027, all other terms of the contract remaining as stated, with a budget adjustment of \$1600 from GL 248-260-958-000 to GL 2 48-260-701—000.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

10. Reports, Resolutions and Recommendations

A. Executive Directors Report

Executive Director Gibb provided updates on the non-profit, noting plans to work with Treasurer Shell. He also mentioned upcoming parking lot lease renewals and the potential for a special meeting in December regarding electricity at the Lumberyard.

The Board discussed the status of the four-wheeler, debating whether it could be repaired or if a new one was needed. Chairperson Burgess requested pricing for both repairing the current four-wheeler and purchasing a new one, as well as quotes for a blade, noting that the DDA operations rely on the four-wheeler.

Questions were raised regarding snow removal responsibilities for business owners. Chairperson Burgess asked Assistant Director Bloom to provide memos to businesses outlining snow removal guidelines by end of this week. She also suggested that Executive Director Gibb coordinate with DPW to negotiate a similar snow removal arrangement as the Park Island Road, and recommended obtaining salt for the upcoming winter.

MOTION made by Board Member Barnett, Seconded by President Rutt to receive and file the Executive Directors Report for November 2025.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

B. Assistant Director’s Report

Assistant Director Bloom reviewed past events and provided updates on the SeeMyLegacy platform, social media metrics, and upcoming events.

Chairperson Burgess inquired about the budget for Sing and Stroll and the Horse Carriage Ride, emphasizing the importance of having the SeeMyLegacy platform live to secure sponsorships. She requested that the platform be shared with the Board by Friday, November 21, 2025, and asked about plans for pursuing sponsorships. Assistant Director Bloom responded that she would need to dedicate one day per week outside the office to actively obtain sponsorships.

MOTION made by Board Member Barnett, Seconded by President Rutt to receive and file the Assistant Director’s Report.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

11. Minute for Mission

A. Discussion and Direction - Use of TIF for Capital Improvement

Executive Director Gibb prepared a memo and asked the board to review his memo.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant to receive and file the November 18, 2025 memorandum from the Executive Director and further directing that the memorandum is conveyed to the Ad Hoc Committee of the Lake Orion Village Council with a supporting statement that the Board of Directors for the Lake Orion Downtown Development Authority will consider for discretionary project for inclusion in the 75/25 Fund, as previously established by resolution/agreement.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

B. Strategic Plan - Setting Key Performance Indicators

Executive Director Gibb prepared a memo on Key Performance Indicators (KPI’s) and asked the board to review his memo in preparation for the next meeting.

Board Member Barnett suggested putting together a workshop after the holidays to help put together the KPI’s

MOTION made by Board Member Barnett, Seconded by President Rutt to receive and file the memorandum from the Executive Director and incorporating all discussion, direct the Executive Director present a final set of key performance indicators, policy and resolution for adoption not later than January 20, 2025. With the intent of creating a more informal workshop after the holidays, open to the public, for the intent of discussion of the Key Performance Indicators (KPIs).

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt
- VOTING NAY:** None
- ABSENT:** Medina, Shell
- MOTION:** Carried

12. Board Comments and Training Feedback

Board member Coe commented that the Christmas lights looked great.

President Rutt stated she would have liked to review the contract for the horse and wagon rides at

least a month prior to the event. Chairperson Burgess suggested that 60 days for presenting event contracts to the Board would be more appropriate.

Board member Campbell also said the lights looked great, thanked the volunteers, and noted that the 75/25 split is significant for the DDA and was done out of concern for the community.

Vice Chairperson Caruso stated the lights looked festive, mentioned that someone had relocated some great traps which improved appearance and reduced odor, and wished the community a Happy Thanksgiving, expressing gratitude for the DDA Board.

Secretary Lorant noted that the Lumberyard project is progressing better than expected and extended Thanksgiving greetings to the community.

Board Member Barnett shared updates on positive community growth, upcoming events, requested volunteers at Blanche Sims, and shared that he is now a grandpa.

Chairperson Burgess thanked the Board, complimented the lights, thanked Genisys Credit Union, expressed appreciation for partnerships with the township and improvements in relationships with the village and village manager, and wished the community a Happy Thanksgiving.

13. Next Regular Meeting - December 16, 2025

14. Adjournment

MOTION made by Secretary Lorant, Seconded by President Rutt to adjourn the October 21, 2025 Downtown Development Authority Board Regular Meeting.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Barnett, Rutt

VOTING NAY: None

ABSENT: Medina, Shell

MOTION: Carried

The November 18, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:20 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on December 16, 2025



DDA ACTION SUMMARY SHEET

MEETING DATE: December 16, 2025

TOPIC Financial Reports

See attached Reports:

248 Fund Balance Sheet (General DDA Fund)

301 Fund Balance Sheet (DDA Bond 2023 Fund)

404 Fund Balance Sheet (Property Acquisition Fund)

Revenue and Expenditure Report

The following items will be the same on the balance sheet and the revenue and expenditure report for each fund (248, 301, or 404)

- Beginning Fund Balance
- Net of Revenues & Expenditures
- Appropriation of Fund Balance
- Ending Fund Balance

RECOMMENDED MOTION: Receive and File the financial reports for November 2025.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2025

% Fiscal Year Completed: 41.92

Section 6, Item A.

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	25-26 Amended Budget	YTD Balance 11/30/2025	Activity For 11/30/2025	Available Balance 11/30/2025	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-402-000	Current Real Property Taxes	1,047,377.00	682,940.52	0.00	364,436.48	65.20
248-000-402-100	Property Tax - Twp DDA Capture	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	3,370.00	376.98	28.52	2,993.02	11.19
248-000-441-000	Local Community Stabilization Share	15,000.00	17,650.43	17,650.43	(2,650.43)	117.67
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	43,500.00	10,000.00	0.00	33,500.00	22.99
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PUBLIC	595,823.00	0.00	0.00	595,823.00	0.00
248-000-582-000	PROPERTY TAXES OTHER UNITS	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	9,708.00	5,515.07	0.00	4,192.93	56.81
248-000-671-999	Appropriation from Fund Balanc	171,128.00	0.00	0.00	171,128.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	169,436.00	0.00	0.00	169,436.00	0.00
248-000-676-592	Reimbursement -Admin Fee - w&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	17,000.00	7,750.00	7,750.00	9,250.00	45.59
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	35,000.00	2,000.00	0.00	33,000.00	5.71
248-000-685-100	Transportaion Sponsorship	8,500.00	0.00	0.00	8,500.00	0.00
248-000-686-000	Downtown Events	8,000.00	(828.15)	(105.74)	8,828.15	(10.35)
248-000-686-002	Flower Fair Revenue	2,500.00	0.00	0.00	2,500.00	0.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	ST EVENT REVENUE	3,500.00	0.00	0.00	3,500.00	0.00
248-000-686-005	ST SPONSOR REVENUE	5,000.00	0.00	0.00	5,000.00	0.00
248-000-686-006	EV CHARGING	4,200.00	562.15	562.15	3,637.85	13.38
248-000-687-000	Merchandise Sales	3,500.00	0.00	0.00	3,500.00	0.00
248-000-688-000	Gift Certificate Sales	4,000.00	200.00	0.00	3,800.00	5.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	8,000.00	95.00	90.00	7,905.00	1.19
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		2,156,542.00	726,262.00	25,975.36	1,430,280.00	33.68
Revenues		2,156,542.00	726,262.00	25,975.36	1,430,280.00	33.68
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	82,400.00	39,823.08	6,153.92	42,576.92	48.33
248-260-704-000	Wages - Administrative Coordinator	32,417.00	8,464.86	1,697.27	23,952.14	26.11
248-260-706-000	Asst. Executive Director wages	73,130.00	27,034.91	5,461.60	46,095.09	36.97
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	5,400.00	5,969.06	431.25	(569.06)	110.54
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	15,254.00	5,502.68	1,051.43	9,751.32	36.07
248-260-716-000	Health Insurance- Medical	14,820.00	8,443.32	1,394.27	6,376.68	56.97
248-260-717-000	Life & Disability Insurance	1,562.00	734.51	149.90	827.49	47.02
248-260-718-000	Dental Insurance	1,132.00	434.62	89.48	697.38	38.39
248-260-719-000	Pension	6,720.00	7,018.95	0.00	(298.95)	104.45
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2025

% Fiscal Year Completed: 41.92

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

Section 6, Item A.

GL Number	Description	25-26 Amended Budget	YTD Balance 11/30/2025	Activity For 11/30/2025	Available Balance 11/30/2025	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-721-000	Vision Care	720.00	75.37	15.38	644.63	10.47
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	CONTRACTUAL SERVICES- DOWNTOWN	20,000.00	2,453.20	0.00	17,546.80	12.27
248-260-801-002	CONTRACTUAL SERVICES - PUBLIC SAFETY	103,000.00	34,333.32	0.00	68,666.68	33.33
248-260-801-003	CONTRACT SERVICES - DPW FEE	27,211.00	13,605.16	0.00	13,605.84	50.00
248-260-801-004	CONTRACTUAL SERVICES - PA57	62,643.00	62,643.00	0.00	0.00	100.00
248-260-801-005	Contractual Services- Township	6,700.00	9,296.57	0.00	(2,596.57)	138.75
248-260-801-012	Contractual Services-Parking Code En	0.00	0.00	0.00	0.00	0.00
248-260-801-022	SPECIAL SERVICES- EVENTS	0.00	0.00	0.00	0.00	0.00
248-260-801-023	Contract Services-DPW event support	0.00	0.00	0.00	0.00	0.00
248-260-801-033	Contract Services-DPW snow removal	0.00	0.00	0.00	0.00	0.00
248-260-805-000	Audit Fees	5,900.00	2,124.00	0.00	3,776.00	36.00
248-260-810-000	Legal Services	3,500.00	1,833.50	641.25	1,666.50	52.39
248-260-823-000	Website/Software	4,200.00	1,038.85	202.99	3,161.15	24.73
248-260-823-001	Municipal Software	5,000.00	0.00	0.00	5,000.00	0.00
248-260-829-000	Planner Services	1,000.00	0.00	0.00	1,000.00	0.00
248-260-851-000	Telephone	3,500.00	1,364.84	90.75	2,135.16	39.00
248-260-900-000	Printing and Publication	500.00	0.00	0.00	500.00	0.00
248-260-920-000	Utilities	7,800.00	1,238.94	225.24	6,561.06	15.88
248-260-921-000	Municipal Street Lighting	13,780.00	4,177.49	1,033.46	9,602.51	30.32
248-260-930-000	Repair and Maintenance	1,870.00	0.00	0.00	1,870.00	0.00
248-260-930-002	Building Maintenance	1,200.00	75.93	0.00	1,124.07	6.33
248-260-940-000	Equipment Rental	1,500.00	450.03	20.09	1,049.97	30.00
248-260-941-000	Office Rent	16,800.00	9,105.00	285.00	7,695.00	54.20
248-260-942-000	Office Expenses	4,000.00	3,984.90	8.08	15.10	99.62
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	175.00	0.00	0.00	175.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,900.00	1,217.88	0.00	682.12	64.10
248-260-957-000	Education & Training	8,000.00	435.58	410.00	7,564.42	5.44
248-260-958-000	General Activities Misc	7,500.00	823.88	0.00	6,676.12	10.99
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	500.00	38.24	0.00	461.76	7.65
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	112,993.00	0.00	0.00	112,993.00	0.00
248-260-965-403	TRANSFER TO-DDA PUBLIC INFRASTRUCTUR	0.00	0.00	0.00	0.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	2,000.00	89.91	89.91	1,910.09	4.50
Total Dept 260 - GENERAL ACTIVITIES		656,727.00	253,831.58	19,451.27	402,895.42	38.65
Department: 725 ORGANIZATION						
248-725-822-000	Newsletter	1,000.00	0.00	0.00	1,000.00	0.00
248-725-824-000	Volunteer Recognition & Dvp.	1,700.00	124.34	0.00	1,575.66	7.31
248-725-825-000	Gift Certificate Redemption	5,000.00	350.00	0.00	4,650.00	7.00
248-725-826-000	Historic Celebration/Education	2,500.00	0.00	0.00	2,500.00	0.00
248-725-827-000	Awareness Program	2,300.00	2,100.48	49.48	199.52	91.33
248-725-864-000	Grant & Scholarship Distribution	500.00	0.00	0.00	500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2025

% Fiscal Year Completed: 41.92

Section 6, Item A.

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	25-26 Amended Budget	YTD Balance 11/30/2025	Activity For 11/30/2025	Available Balance 11/30/2025	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 725 ORGANIZATION						
248-725-881-000	Merchandise to Sell	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 725 - ORGANIZATION		14,200.00	2,574.82	49.48	11,625.18	18.13
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	7,620.00	4,168.85	0.00	3,451.15	54.71
248-726-746-000	Hanging Baskets	4,120.00	254.21	0.00	3,865.79	6.17
248-726-801-000	Contractual Services	5,780.00	0.00	0.00	5,780.00	0.00
248-726-843-000	Facade Program	25,480.00	0.00	0.00	25,480.00	0.00
248-726-845-000	Public Art Program	2,100.00	220.00	220.00	1,880.00	10.48
248-726-883-000	Banners and Holiday Lighting	8,100.00	512.39	512.39	7,587.61	6.33
248-726-975-001	Capital Outlay - Beautification	2,300.00	280.00	0.00	2,020.00	12.17
248-726-975-002	Capital Outlay - Streets	2,790.00	0.00	0.00	2,790.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	323,000.00	195,838.23	37,647.83	127,161.77	60.63
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	212,000.00	40,827.36	6,775.12	171,172.64	19.26
Total Dept 726 - DESIGN		593,290.00	242,101.04	45,155.34	351,188.96	40.81
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	17,800.00	6,239.62	0.00	11,560.38	35.05
248-728-860-000	Trolley Expense	18,900.00	1,726.51	0.00	17,173.49	9.13
248-728-861-000	DATA AND METRICS	1,460.00	0.00	0.00	1,460.00	0.00
248-728-862-000	Training Materials	500.00	0.00	0.00	500.00	0.00
248-728-864-000	Grant & Scholarship Distribution	1,000.00	0.00	0.00	1,000.00	0.00
248-728-886-000	Marketing Materials	2,500.00	0.00	0.00	2,500.00	0.00
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	2,350.00	6.52	0.00	2,343.48	0.28
248-728-888-000	Brand Marketing	23,700.00	17,923.62	2,627.29	5,776.38	75.63
248-728-888-001	Contractual Services Brand Marketing	12,000.00	0.00	0.00	12,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		80,210.00	25,896.27	2,627.29	54,313.73	32.29
Department: 729 PROMOTION						
248-729-880-000	Event Promotion	2,500.00	1,067.37	0.00	1,432.63	42.69
248-729-880-001	Event Promo - Gazebo Series	14,500.00	13,000.00	0.00	1,500.00	89.66
248-729-880-004	Event Promo - Halloween Parade	2,500.00	1,861.37	920.88	638.63	74.45
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	3,000.00	1,030.00	0.00	1,970.00	34.33
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	1,500.00	109.37	0.00	1,390.63	7.29
248-729-880-008	EVENT PROMO-ICE FEST	3,500.00	0.00	0.00	3,500.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to	0.00	0.00	0.00	0.00	0.00
248-729-880-010	PARTNERED EVENTS	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	1,000.00	0.00	0.00	1,000.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	7,000.00	300.00	0.00	6,700.00	4.29
248-729-880-013	STRONGER TOGETHER-WINTER	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-014	STRONGER TOGETHER- SUMMER/FALL	1,500.00	1,172.30	789.08	327.70	78.15
248-729-880-015	Winter Activities	4,500.00	0.00	0.00	4,500.00	0.00
248-729-880-016	MISC EVENTS-OTHER	2,500.00	1,500.00	1,500.00	1,000.00	60.00
248-729-880-017	Movie Night	3,500.00	2,693.41	(177.79)	806.59	76.95
248-729-880-100	Stronger Together- smr fall	0.00	0.00	0.00	0.00	0.00
248-729-885-000	Port-A-Johns	1,600.00	775.00	0.00	825.00	

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% Fiscal Year Completed: 41.92

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*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	25-26 Amended Budget	YTD Balance 11/30/2025	Activity For 11/30/2025	Available Balance 11/30/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 729 PROMOTION						
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		53,100.00	23,508.82	3,032.17	29,591.18	44.27
Department: 730						
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	2,000.00	0.00	0.00	2,000.00	0.00
248-730-931-000	Repair & Maintenance-Equipment	0.00	0.00	0.00	0.00	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond Project	420,721.00	0.00	0.00	420,721.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
248-730-975-003	DDA Capital Outlay	2,500.00	0.00	0.00	2,500.00	0.00
248-730-975-005	DDA Capital Outlay- wayfinding/Light	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	10,000.00	942.85	0.00	9,057.15	9.43
248-730-975-009	Capital Outlay - Dumpsters	5,000.00	0.00	0.00	5,000.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	4,300.00	0.00	0.00	4,300.00	0.00
248-730-975-015	Capitail Outlay- Outdoor Sound	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 730		444,521.00	942.85	0.00	443,578.15	0.21
Expenditures		1,842,048.00	548,855.38	70,315.55	1,293,192.62	29.80
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		2,156,542.00	726,262.00	25,975.36	1,430,280.00	33.68
TOTAL EXPENDITURES		1,842,048.00	548,855.38	70,315.55	1,293,192.62	29.80
NET OF REVENUES & EXPENDITURES:		314,494.00	177,406.62	(44,340.19)	137,087.38	
BEG. FUND BALANCE		356,811.12	356,811.12			
NET OF REVENUES/EXPENDITURES - 24-25		29,151.34	29,151.34			
END FUND BALANCE		700,456.46	563,369.08			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2025

% Fiscal Year Completed: 41.92

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GL Number	Description	25-26 Amended Budget	YTD Balance 11/30/2025	Activity For 11/30/2025	Available Balance 11/30/2025	% Bdg't Used
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023						
Account Category: Revenues						
Department: 000 REVENUE						
301-000-300-001	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	900.00	418.50	0.00	481.50	46.50
301-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
301-000-699-301	TRF in from DDA	420,721.00	0.00	0.00	420,721.00	0.00
Total Dept 000 - REVENUE		421,621.00	418.50	0.00	421,202.50	0.10
Revenues		421,621.00	418.50	0.00	421,202.50	0.10
Account Category: Expenditures						
Department: 901 CAPITAL OUTLAY						
301-901-805-000	Audit fees	0.00	0.00	0.00	0.00	0.00
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	174,500.00	138,531.94	17,559.98	35,968.06	79.39
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital outlay - Buildings	672,520.00	202,562.97	171,496.54	469,957.03	30.12
Total Dept 901 - CAPITAL OUTLAY		847,020.00	341,094.91	189,056.52	505,925.09	40.27
Department: 905 Downtown Dev Bond 2023						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	0.00	500.00	0.00	(500.00)	100.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	0.00	500.00	0.00	(500.00)	100.00
301-905-745-001	Property taxes-Orion Twp	0.00	0.00	0.00	0.00	0.00
301-905-920-000	utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA BONDS TAXABLE PRINCIPAL SER	60,000.00	0.00	0.00	60,000.00	0.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT PRINCIPAL	160,000.00	0.00	0.00	160,000.00	0.00
301-905-993-001	2023 DDA BOND TAXABLE INTEREST SERIE	73,921.00	36,960.50	0.00	36,960.50	50.00
301-905-993-002	2023 DDA TAX EXEMPT BOND INTEREST A	126,800.00	63,400.00	0.00	63,400.00	50.00
Total Dept 905 - Downtown Dev Bond 2023		420,721.00	101,360.50	0.00	319,360.50	24.09
Expenditures		1,267,741.00	442,455.41	189,056.52	825,285.59	34.90
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		421,621.00	418.50	0.00	421,202.50	0.10
TOTAL EXPENDITURES		1,267,741.00	442,455.41	189,056.52	825,285.59	34.90
NET OF REVENUES & EXPENDITURES:		(846,120.00)	(442,036.91)	(189,056.52)	(404,083.09)	
BEG. FUND BALANCE		2,794,812.47	2,794,812.47			
NET OF REVENUES/EXPENDITURES - 24-25		(213,923.66)	(213,923.66)			
END FUND BALANCE		1,734,768.81	2,138,851.90			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2025

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GL Number	Description	25-26 Amended Budget	YTD Balance 11/30/2025	Activity For 11/30/2025	Available Balance 11/30/2025	% Bdg Used
Fund: 403 DDA PUBLIC INFRASTRUCTURE FUND						
Account Category: Revenues						
Department: 000 REVENUE						
403-000-664-000	Interest Earnings	0.00	25.52	0.00	(25.52)	100.00
403-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
403-000-699-248	Interfund Transfer In - DDA	112,993.00	0.00	0.00	112,993.00	0.00
Total Dept 000 - REVENUE		112,993.00	25.52	0.00	112,967.48	0.02
Revenues		112,993.00	25.52	0.00	112,967.48	0.02
Account Category: Expenditures						
Department: 901 CAPITAL OUTLAY						
403-901-971-001	SIDEWALK IMPROVEMENT PROGRAM	0.00	0.00	0.00	0.00	0.00
403-901-971-002	PAINT CREEK BANK STABILIZATION PROJE	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Expenditures		0.00	0.00	0.00	0.00	0.00
Fund 403 - DDA PUBLIC INFRASTRUCTURE FUND:						
TOTAL REVENUES		112,993.00	25.52	0.00	112,967.48	0.02
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		112,993.00	25.52	0.00	112,967.48	
BEG. FUND BALANCE		0.00	0.00			
NET OF REVENUES/EXPENDITURES - 24-25		142,459.99	142,459.99			
END FUND BALANCE		255,452.99	142,485.51			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

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% Fiscal Year Completed: 41.92

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*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	25-26 Amended Budget	YTD Balance 11/30/2025	Activity For 11/30/2025	Available Balance 11/30/2025	% Bdgt Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	30.39	0.00	(30.39)	100.00
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		0.00	30.39	0.00	(30.39)	100.00
Revenues		0.00	30.39	0.00	(30.39)	100.00
Account Category: Expenditures						
Department: 901 CAPITAL OUTLAY						
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00
404-901-901-000	Debt Service- Parking Deck	0.00	0.00	0.00	0.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	169,436.00	0.00	0.00	169,436.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		169,436.00	0.00	0.00	169,436.00	0.00
Expenditures		169,436.00	0.00	0.00	169,436.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		0.00	30.39	0.00	(30.39)	100.00
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	0.00
NET OF REVENUES & EXPENDITURES:		(169,436.00)	30.39	0.00	(169,466.39)	
BEG. FUND BALANCE		169,464.87	169,464.87			
NET OF REVENUES/EXPENDITURES - 24-25		113.28	113.28			
END FUND BALANCE		142.15	169,608.54			
Report Totals:						
TOTAL REVENUES - ALL FUNDS		2,691,156.00	726,736.41	25,975.36	1,964,419.59	27.00
TOTAL EXPENDITURES - ALL FUNDS		3,279,225.00	991,310.79	259,372.07	2,287,914.21	30.23
NET OF REVENUES & EXPENDITURES:		(588,069.00)	(264,574.38)	(233,396.71)	(323,494.62)	

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 11/30/2025

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GL Number	Description	YTD Balance 11/30/2024	11/30/2025
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
Account Classification: CASH CHECKING			
248-000-001-000	Cash	568.96	568.96
248-000-007-000	Payroll-checking	(250.00)	(250.00)
	CASH CHECKING	318.96	318.96
Account Classification: CASH SAVINGS			
248-000-002-000	Cash Savings	444,552.26	154,141.06
248-000-010-000	Investment/LGIP County Inv	413,179.30	428,352.46
248-000-011-000	Cash - Payroll Savings	(870.31)	(21,564.62)
	CASH SAVINGS	856,861.25	560,928.90
	Total Assets	857,180.21	561,247.86
*** Liabilities ***			
Account Classification: ACCOUNTS PAYABLE			
248-000-202-000	Accounts Payable	(2,560.00)	(2,560.00)
	ACCOUNTS PAYABLE	(2,560.00)	(2,560.00)
Account Classification: ACCRUED AND OTHER LIAB			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
248-000-228-001	FICA W/H - Medicare	0.00	(21.06)
248-000-228-002	FICA- Social Security withheld	0.00	(90.06)
248-000-232-000	Life Insurance Payable	0.00	149.90
	ACCRUED AND OTHER LIAB	400.00	438.78
	Total Liabilities	(2,160.00)	(2,121.22)
*** Fund Equity ***			
Account Classification: FUND BALANCE			
248-000-390-000	Fund Balance - Unassigned	356,811.12	356,811.12
	FUND BALANCE	356,811.12	356,811.12
	Total Fund Equity	356,811.12	356,811.12
Total Fund 248:			
TOTAL ASSETS		857,180.21	561,247.86
BEG. FUND BALANCE - 24-25		356,811.12	356,811.12
+ NET OF REVENUES/EXPENDITURES - 24-25		0.00	29,151.34
+ NET OF REVENUES & EXPENDITURES		502,529.09	177,406.62
= ENDING FUND BALANCE		859,340.21	563,369.08
+ LIABILITIES		(2,160.00)	(2,121.22)
= TOTAL LIABILITIES AND FUND BALANCE		857,180.21	561,247.86

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 11/30/2025

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GL Number	Description	YTD Balance 11/30/2024	11/30/2025
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023			
*** Assets ***			
Account Classification: CASH CHECKING			
301-000-001-000	Cash	56,386.80	56,386.80
	CASH CHECKING	56,386.80	56,386.80
Account Classification: CASH SAVINGS			
301-000-002-000	CASH	2,584,783.70	2,110,848.47
301-000-011-000	Cash - Payroll Savings	0.00	(26,414.19)
	CASH SAVINGS	2,584,783.70	2,084,434.28
Total Assets		2,641,170.50	2,140,821.08
*** Liabilities ***			
Account Classification: DUE TO INTERFUND			
301-000-214-101	Due to General Fund	1,969.18	1,969.18
	DUE TO INTERFUND	1,969.18	1,969.18
Account Classification: Unclassified			
301-000-217-101	DUE TO GENERAL FUND	603.57	0.00
	Unclassified	603.57	0.00
Total Liabilities		2,572.75	1,969.18
*** Fund Equity ***			
Account Classification: FUND BALANCE			
301-000-390-000	Fund Balance - Unassigned	2,794,812.47	2,794,812.47
	FUND BALANCE	2,794,812.47	2,794,812.47
Total Fund Equity		2,794,812.47	2,794,812.47
Total Fund 301:			
TOTAL ASSETS		2,641,170.50	2,140,821.08
BEG. FUND BALANCE - 24-25		2,794,812.47	2,794,812.47
+ NET OF REVENUES/EXPENDITURES - 24-25		0.00	(213,923.66)
+ NET OF REVENUES & EXPENDITURES		(156,214.72)	(442,036.91)
= ENDING FUND BALANCE		2,638,597.75	2,138,851.90
+ LIABILITIES		2,572.75	1,969.18
= TOTAL LIABILITIES AND FUND BALANCE		2,641,170.50	2,140,821.08

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 11/30/2025

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GL Number	Description	YTD Balance 11/30/2024	11/30/2025
Fund: 403 DDA PUBLIC INFRASTRUCTURE FUND			
*** Assets ***			
Account Classification: CASH SAVINGS			
403-000-002-000	CASH	0.00	142,485.51
	CASH SAVINGS	0.00	142,485.51
	Total Assets	0.00	142,485.51
Total Fund 403:			
TOTAL ASSETS		0.00	142,485.51
BEG. FUND BALANCE - 24-25		0.00	0.00
+ NET OF REVENUES/EXPENDITURES - 24-25		0.00	142,459.99
+ NET OF REVENUES & EXPENDITURES		0.00	25.52
= ENDING FUND BALANCE		0.00	142,485.51
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		0.00	142,485.51

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 11/30/2025

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GL Number	Description	YTD Balance 11/30/2024	11/30/2025
Fund: 404 DDA PROPERTY ACQUISITION			
*** Assets ***			
Account Classification: CASH SAVINGS			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,512.44	169,608.54
	CASH SAVINGS	169,512.44	169,608.54
	Total Assets	169,512.44	169,608.54
*** Fund Equity ***			
Account Classification: FUND BALANCE			
404-000-390-000	Fund Balance - Unassigned	169,464.87	169,464.87
	FUND BALANCE	169,464.87	169,464.87
	Total Fund Equity	169,464.87	169,464.87
Total Fund 404:			
TOTAL ASSETS		169,512.44	169,608.54
BEG. FUND BALANCE - 24-25		169,464.87	169,464.87
+ NET OF REVENUES/EXPENDITURES - 24-25		0.00	113.28
+ NET OF REVENUES & EXPENDITURES		47.57	30.39
= ENDING FUND BALANCE		169,512.44	169,608.54
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		169,512.44	169,608.54



DDA ACTION SUMMARY SHEET

MEETING DATE: December 16, 2025

TOPIC Preliminary Committee Meeting Dates

BACKGROUND BRIEF:

In attempt to re-organize and define the purpose of each committee, leadership is establishing a set schedule, subject to final approval of the committee in January. This agenda item is to receive and file so that a marker of committee identity can be established as part of this process.

If any member has comment as to the definition of the committee and its purpose, please remove this from consent, and provide comment.

FINANCIAL IMPACT:

N/A

RECOMMENDED MOTION:

Move to receive and file the statement(s) of purpose and meeting scheduled for each of the four (4) committees of the Lake Orion DDA/Main Street program, directing staff to provide a final schedule, and adopted statement of purpose, at the Boards January 2026 meeting.

Promotions Committee

Purpose: “Promotion sells a positive image of the commercial district and encourages consumers and investors to live, work, shop, play and invest in the Main Street district. By marketing a district’s unique characteristics to residents, investors, business owners, and visitors, an effective promotional strategy forges a positive image through advertising, retail promotional activity, special events, and marketing campaigns carried out by local volunteers. These activities improve consumer and investor confidence in the district and encourage commercial activity and investment in the area.” (National Main Street Center definition)

Though commonly called the “party people”, this committee serves a vital, yet often misunderstood function in the revitalization movement. Downtowns were once the social and cultural epicenter for communities. Shopping was not just a chore, it was a social event. Though that era has passed and our way of life is different now, that social aspect of the downtown cannot be forsaken. Festivals, special events, and retail events all serve to bring people back into the downtown to have fun. They associate this positive experience with the physical environment. Children build memories of going to the ice cream shop with their grandparents, just as their grandparents did fifty or more years ago, and while intangible, that indelible link is crucial to the downtown revitalization movement. Promotions in the downtown bring back the sense of community that many people are craving in today’s society.

2026 COMMITTEE MEETING DATES

The First Thursday of every month at 10:00am @ the DDA Office
118 N Broadway St., Lake Orion MI 48362

- January No Mtg
- February 5
- March 5
- April 2
- May 7
- June 4
- July 2
- August 6
- September 3
- October 1
- November 5
- December 3

Design Committee

Purpose: “Design means getting Main Street into top physical shape. Capitalizing on its best assets - such as historic buildings and pedestrian-oriented streets – is just part of the story. An inviting atmosphere, created through attractive window displays, parking areas, building improvements, street furniture, signs, sidewalks, street lights, and landscaping, conveys a positive visual message about the commercial district and what it has to offer. Design activities also include instilling good maintenance practices in the commercial district, enhancing the physical appearance of the commercial district by rehabilitating historic buildings, encouraging appropriate new construction, developing sensitive design management systems, and long-term planning.” (National Main Street Center definition)

The physical attributes of a property clearly have an impact on the value of that property. How it looks, how well it is maintained and/or preserved, what kinds of changes have been made over the years; all of these things directly influence the property’s value. The Design Committee is commonly tasked with addressing the physical appearance of the structures in the downtown as part of the overall strategy to maintain the physical environment and increase property values. Members of the Design Committee work with the local design review board to preserve the historic architecture, they offer incentives to property owners to help offset rehabilitation costs, they work with planners and landscape architects to design pedestrian-friendly streetscapes that welcome shoppers and visitors and generally make the downtown a more attractive, pleasant place to spend time.

2026 COMMITTEE MEETING DATES

The Third Monday of every month at 3:00pm @ the DDA Office
118 N Broadway St., Lake Orion MI 48362

- January 19
- February 16
- March 16
- April 13
- May 18
- June 15
- July 13
- August 17
- September 14
- October 19
- November 16

December 14

Organization Committee

Purpose: Organization involves getting everyone working toward the same goal and assembling the appropriate human and financial resources to implement a Main Street revitalization program. A governing board and standing committees make up the fundamental organizational structure of the volunteer-driven program. Volunteers are coordinated and supported by a paid program director as well. This structure not only divides the workload and clearly delineates responsibilities but also builds consensus and cooperation among the various stakeholders.” (National Main Street Center definition)

Organization Committee members promote the downtown organization’s message of revitalization, and they typically are the front-line ambassadors that keep the critical public-private partnerships in good health with regular conversation and coordination. Members of this committee are charged with organizing and maintaining a regular volunteer corps to implement the vision established by the community for downtown revitalization efforts. They are also charged with raising funds and building a budget to accomplish the organization’s tasks, as well as coordinating with local political leadership to regularly share information about the Downtown so that both public and private sectors can work together to advance priorities for the Downtown.

2026 COMMITTEE MEETING DATES

The Third Wednesday of every month at 11:30am @ the DDA Office
118 N Broadway St., Lake Orion MI 48362

January 21
February 18
March 18
April 15
May 20
June 17
July 15
August 19
September 16
October 21
November 18
December 16

Economic Vitality Committee

Purpose: “Economic Restructuring strengthens a community’s existing economic assets while expanding and diversifying its economic base. The Main Street program helps sharpen the competitiveness of existing business owners and recruits compatible new businesses and new economic uses to build a commercial district that responds to today’s consumers’ needs. Converting unused or under-used commercial space into economically productive property also helps boost the profitability of the district.” (National Main Street Center definition)

Economic factors affecting properties include things like interest rates, since the cost of borrowing money directly influences the overall value of the property. The Economic Vitality (EV) Committee is typically involved in creating an economic atmosphere that helps current and prospective property owners purchase, improve and maintain their properties. Members of the ER Committee continually monitor market and demographic information so businesses can better position themselves to increase sales, keeping abreast of financing tools and incentives to help building owners maximize their investment, essentially restructuring the economic environment to stabilize and increase property values. In addition to retaining existing businesses, the EV committee is responsible for recruiting new businesses to meet the needs identified by the community in the market analysis

2026 COMMITTEE MEETING DATES

The Fourth Thursday of every month at 11:30am @ the DDA Office
118 N Broadway St., Lake Orion MI 48362

January 22
February 26
March 26
April 23
May 28
June 25
July 23
August 27
September 24
October 29
November 26
December No Mtg



DDA ACTION SUMMARY SHEET

MEETING DATE: December 16 2025

TOPIC Electrical Extras - DPW contract (informational)

BACKGROUND BRIEF:

As an obligation under our existing contract with the Village of Lake Orion – DPW we have contracted for electrical maintenance of the downtown streetscape. It has been brought to our attention that the DPW is not trained to perform certain electrical repairs, and the invoice(s) for those has been passed through for our payment.

Leadership is seeking acknowledgement of the expenses via receive and file as the amounts require adherence to our spending policies.

This acknowledged awareness of limitations may be considered in the annual review of the contract.

FINANCIAL IMPACT:

Upon filing, the total additional expense(s) in the amount of \$1,544.32 shall be processed in the December 22, 2025 check run from the Design Committee budget - GL248-726-801-000 – Contractual Services

RECOMMENDED MOTION:

Move to acknowledge and authorize the additional expense as set forth in the memorandum and attachment, and to receive and file the information.



INVOICE No.

TM25104

INDUSTRIAL • COMMERCIAL • ENERGY SOLUTIONS

P.O. Number
 Date of Order
 Starting Date
 Terms
 Billing Date

Verbal
 11/13/25
 11/20/25
 Due Upon Receipt
 11/25/25

TO: Village of Lake Orion
 21 E Church Street
 Lake Orion, MI 48362

	DESCRIPTION	UNIT PRICE	TOTAL
	<p>ESI Job Number: TM-25104-1</p> <p>Troubleshoot wiring to new GFCI Receptacle on Flint St near Anita's Kitchen. 11/20 after tracing and trouble shooting it was determined to be a corroded molded connector was the issue.</p> <p><i>Repair to Electrical lines for street scape</i></p> <p>Labor: \$ 525.00 Total Other: \$ 158.00 Total Materials: \$ 47.10 Total: \$ 730.10</p> <p>TOTAL COST: \$ 730.10 Previous Billing: TOTAL AMOUNT DUE THIS INVOICE: \$ 730.10</p>		

Please Remit Payment To:
 ELECTRICAL SYSTEMS INC.
 7160 S State Rd Suite B
 Goodrich, MI 48438

50413 CENTRAL INDUSTRIAL DRIVE | SHELBY TWP. | MI 48315 | 586.254.2463
 INDUSTRIAL | COMMERCIAL | ENERGY SOLUTIONS
 WWW.ELECTRICALSYSTEMSINC.NET

DDA



ELECTRICAL SUPPLY

3606 Thomas Road P.O. Box 593 Oxford, MI 48371
 • Please Remit To: P.O. Box 593 •
 DETROIT (313) 962-5300 OXFORD (248) 628-6999
 FAX (248) 628-8957
 Visit us at <http://www.jtelectrical.com>

INVOICE

DATE: 11/25/25
 INVOICE NO.: 267480

BILL TO:
 VILLAGE OF LAKE ORION
 21 E. CHURCH
 LAKE ORION MI 48362

SHIP TO:

P.O. NUMBER		TERMS	REP	SHIP VIA	F.O.B.	PROJECT
		NET 30	EM	WC		

ORDER	SHIPPED	BO	ITEM CODE	DESCRIPTION	UNIT PRICE	DISC	AMOUNT
6	6		66262085740	HIDFA-54S-EX39-8CCT-BYP LED Bulbs for Decorative lights	75.400		452.40

THANK YOU FOR YOUR BUSINESS

SUB TOTAL	452.40
TAX	.00
FREIGHT CHARGES	.00
TOTAL	452.40

NO RETURNS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN AUTHORIZATION. RETURNS MUST BE WITHIN 30 DAYS AND ARE SUBJECT TO 20% RESTOCKING CHARGE. 1.5% SERVICE CHARGE AFTER 30 DAYS, AND EVERY MONTH UNTIL THE BALANCE IS PAID (18% ANNUALLY).
 COME SEE US FOR ALL YOUR ELECTRICAL NEEDS!

D.D.A

Section 6, Item C.



3606 Thomas Road P.O. Box 593 Oxford, MI 48371
• Please Remit To: P.O. Box 593 •
DETROIT (313) 962-5300 OXFORD (248) 628-6999
FAX (248) 628-8957
Visit us at <http://www.jtelectrical.com>

INVOICE

DATE: 11/20/25
INVOICE NO.: 267345

BILL TO:
VILLAGE OF LAKE ORION
21 E. CHURCH

LAKE ORION MI 48362

SHIP TO:

P.O. NUMBER		TERMS	REP	SHIP VIA	F.O.B.	PROJECT	
		NET 30	PW	W/C			
ORDER	SHIPPED	BO	ITEM CODE	DESCRIPTION	UNIT PRICE	DISC	AMOUNT
5	5		78263471628	EFSE GLR-5 300V FIXTURE	2.275		11.38
5	5		11671112025	FUSE HOLDER	4.750		23.75
				Fuses & Fuse holders for Decorative light Poles			

THANK YOU FOR YOUR BUSINESS

SUB TOTAL	35.13
TAX	.00
FREIGHT CHARGES	.00
TOTAL	35.13

NO RETURNS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN AUTHORIZATION. RETURNS MUST BE WITHIN 30 DAYS AND ARE SUBJECT TO 20% RESTOCKING CHARGE. 1.5% SERVICE CHARGE AFTER 30 DAYS, AND EVERY MONTH UNTIL THE BALANCE IS PAID (18% ANNUALLY).
COME SEE US FOR ALL YOUR ELECTRICAL NEEDS!

DDA

Section 6, Item C.

J&T
ELECTRICAL SUPPLY
 3606 Thomas Road P.O. Box 593 Oxford, MI 48371
 • Please Remit To: P.O. Box 593 •
 DETROIT (313) 962-5300 OXFORD (248) 628-8999
 FAX (248) 628-8957
 Visit us at <http://www.jtelectrical.com>

INVOICE

DATE: 11/24/25
 INVOICE NO.: 267448

BILL TO:
 VILLAGE OF LAKE ORION
 21 E. CHURCH

 LAKE ORION MI 48362

SHIP TO:

P.O. NUMBER			TERMS	REP	SHIP VIA	F.O.B.	PROJECT	
			NET 30	SK	N WC			
ORDER	SHIPPED	BO	ITEM CODE	DESCRIPTION		UNIT PRICE	DISC	AMOUNT
20	20		78200190658	FRZ ATQR5 600 V 5 AMP C		12.350		247.00
10	10		28200174345	FRZ TRM5 250 V 5 AMP 1		5.369		53.69
1	1		00000003876	KLEIN NCVT-2P DUAL RANG 225-441-71		26.000	-000	26.00
Fuses for light poles								

THANK YOU FOR YOUR BUSINESS

SUB TOTAL	326.69
TAX	.00
FREIGHT CHARGES	.00
TOTAL	326.69

NO RETURNS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN AUTHORIZATION. RETURNS MUST BE WITHIN 30 DAYS AND ARE SUBJECT TO 20% RESTOCKING CHARGE. 1.5% SERVICE CHARGE AFTER 30 DAYS, AND EVERY MONTH UNTIL THE BALANCE IS PAID (18% ANNUALLY).
 COME SEE US FOR ALL YOUR ELECTRICAL NEEDS!



DDA ACTION SUMMARY SHEET

MEETING DATE: December 16, 2025

TOPIC Grant Disbursement - Main Street Oakland County

BACKGROUND BRIEF:

The Board has previously acknowledged the award of two(2) grants in favor of our small businesses in the District. This agenda item is the receipt and processing of the grant proceeds for Boutique Chic, in the amount of \$2,500.

This grant is a Genysis Credit Union Grant paid from the Community Foundation of Southeast Michigan, in favor of the business, and through our accounting. We receive the funds, and immediately disburse to the awarded business. This is done as we are the organizational structure qualifying to receive the proceeds directly from the foundation.

FINANCIAL IMPACT:

As stated in the Motion, this is a procedural “pass through”.

RECOMMENDED MOTION:

Move to receive proceeds in the amount of \$2,500 from the Community Foundation of Southeast Michigan, to be deposited into GL 248-000-540-000 County/Federal Program Grants, and to immediately transfer \$2,500 to the Organizational Committee budget GL 248-725-864-000 Grants and Scholarship Distribution for processing of grant proceeds to **Boutique Chic** from GL 248-725-864-000 Grants and Scholarship Distribution in the amount of \$2,500 in the December 22, 2025 check run



303 East Street • Rochester, Michigan 48307
248.608.2804 • jallen@cfound.org • www.cfound.org

November 8, 2024

Matthew Gibb
Lake Orion DDA
118 N. Broadway St.
Lake Orion, MI 48362

Re: Main Street Oakland County Fund

Dear Matthew,

On behalf of the Board of Trustees of the Community Foundation of Greater Rochester I am happy to inform you that the Lake Orion DDA (Grantee) has been awarded a grant for economic development, specifically in support of Boutique Chic.

Use of Funds: This grant may only be used for charitable purposes as defined under the Internal Revenue Code including promotion, preservation and protection of Lake Orion's downtown including commercial and civic areas.

Funds may not be used to influence legislation, the outcome of any election, to carry on a voter registration drive or lobbying activity.

Payment and Term of Grant: The term of this grant is for a period of sixty (60) days from the date of receipt. Any funds not spent during this period must be returned to the Community Foundation unless an extension of the grant period is approved.

Payment Amount: \$2,500
Payment Date: Payment Enclosed

Acknowledgement: By endorsing, depositing, cashing or otherwise negotiating the enclosed check the Grantee agrees to be bound by the terms and conditions of the Grant and this letter.

Compliance: Failure to comply with all terms herein may impact any future consideration of grants to the Grantee.

Congratulations.

Please contact the undersigned if you have any questions.

Sincerely,


Jo Allen
President/CEO

23007
Section 6, Item D.

COMMUNITY FOUNDATION OF GREATER ROCHESTER

NON-ENDOWED POOL
P.O. BOX 80431
ROCHESTER, MICHIGAN 48308-0431



Delivering value. For life.
74-433/724



12/05/2025

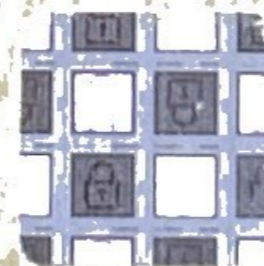
PAY TO THE
ORDER OF Lake Orion DDA

\$ *****2,500.00

* Two Thousand Five Hundred and no/100 *

DOLLARS

Lake Orion DDA
118 North Broadway Street
Lake Orion, MI 48362



Flora A. Allen
AUTHORIZED SIGNATURE

MEMO From Main Street Oakland County

⑈023937⑈+⑈072404333⑈ 82⑈4822⑈2⑈

Security features. Details on back.



DDA ACTION SUMMARY SHEET

MEETING DATE: December 16, 2025

TOPIC Annual Informational Report

BACKGROUND BRIEF:

Pursuant to PA 57 and applicable statutory requirements, the DDA Executive Director has prepared and presented the 2025 Annual Informational Report. On December 8 and December 16

Notice of the date and time for presentment of the 2025 report was provided in writing by U.S. Mail to all taxing jurisdictions, in accord with law and policy, and a follow up invitation was provided electronically.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

Mover to receive and file the 2025 Annual Informational Report and direct that a copy is posted on the DDA website under Reporting.



**PUBLIC NOTICE
VILLAGE OF LAKE ORION
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
INFORMATIONAL MEETING NOTICE**

**In compliance with the provisions of Act No. 267 of the Public Acts of 1976,
as amended, and Act No. 57 of the Public Acts of 2018
NOTICE IS HEREBY GIVEN that**

THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY BOARD (DDA)
has scheduled two informational meetings

**Monday, December 8, 2024 @ 5:30pm
and
Tuesday December 16, 2025 @ 6:00pm**

**at the Village of Lake Orion offices,
located at 21 E. Church Street, Lake Orion MI
in the Village Hall Council Chambers**

ACCOMMODATIONS

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing-impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.

En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.

I do hereby certify that this notice is posted pursuant to the provisions of P. A. No. 267 of 1976, Michigan's Open Meetings Act, and is posted Tuesday, November 25, 2024.

Sonja Stow



2025 ANNUAL REPORT

Informational Meeting Pursuant to P.A. 57 of 2018

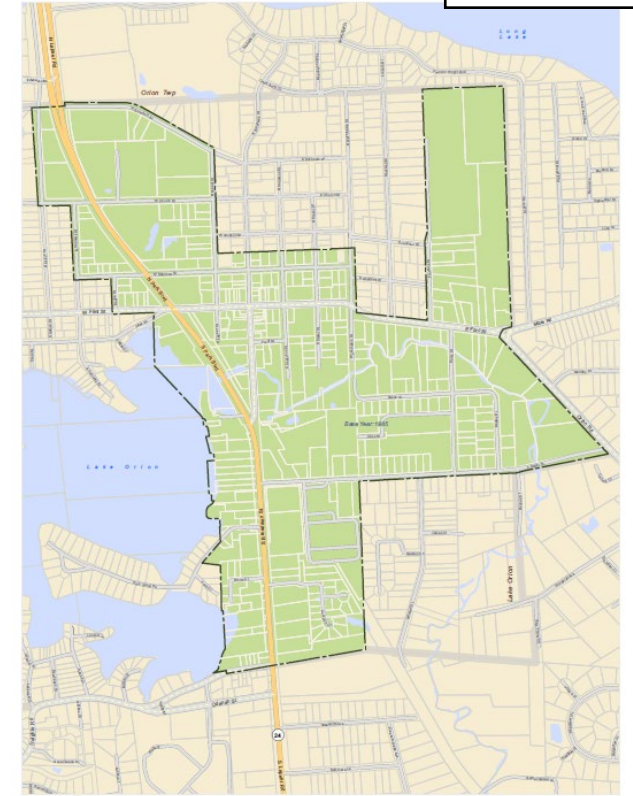


Lake Orion Downtown Development Authority Activities and Goals

Presented at Its Annual Informational Meetings

December 8, 2025 at 5:30pm

December 16, 2025 at 6:00pm



Community Overview

Downtown Development Authority
Village of Lake Orion

Contact
158 N. Broadway
Lake Orion, MI 48362
248.695.9742

Statistics
Authority: 231 acres
City Area: 231 acres
MSaps: No

Legend

- Authority Boundary
- Development/Capture Area

OAKLAND COUNTY MICHIGAN
ECONOMIC DEVELOPMENT

Map Date: May 12, 2023
Created by: Oakland County Economic Development
This information provided herein has been compiled from various sources. While we make every effort to ensure accuracy, we do not warrant the accuracy, completeness, or timeliness of the information. Users should consult the appropriate authorities for more information.

Informational Meetings Sec. 910 (4)

The state requires Downtown Development Authorities to hold two informational meetings annually. Informational meetings are meetings for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.

Our 2025 Board of Directors

- Debbie Burgess, Chairperson
- Sam Caruso, Vice-Chairperson
- Hank Lorant, Secretary
- Matt Shell, Treasurer
- Teresa Rutt, Village Council President
- Chris Barnett, Orion Twp Supervisor
- Lloyd Coe, Ed's Broadway Gifts
- Alaina Campbell, Cookies & Cream
- Sally Medina, Broadway Embroidery



TIF and Development Plan

The Goals and Directives of the Lake Orion Downtown Development Authority are set forth in a publicly noticed and adopted Tax Increment Finance and Development Plan.

The TIF Plan was adopted unanimously in 2020 and is scheduled to complete its purpose in 2039.

By Law, the Lake Orion DDA has the TIF and Development Plan posted for access and review on our website . Find it Here:

<https://downtownlakeorion.org/about/#reporting-requirements>



Priorities and Focus in 2025

- Gateway Project – Lumber Yard
- Streetscape – Repair and Maintenance
- Parking – Temporary / Maintenance
- Economic Growth – New Business
- Village Capital Improvement Plan
- Seasonal Beautification



Budget Overview & Priorities 2025

Estimated Revenues	\$1,047,000
Key Expense Categories	
Bond Debt	(\$421,000)
Village Partnership	(\$331,500)
Organization	(\$ 11,300)
Design	(\$ 53,780)
Economic Dev.	(\$131,518)
Promotion	(\$ 68,450)

LUMBER YARD REPURPOSING
Blight Removal and Restoration

TIF PLAN TRAINING & UPDATE
Refocusing Cap/Op

FAÇADE IMPROVEMENT
Re-launching New Guidelines

LIGHTING AND STREETScape
Absorbing Repair and Maint.

BUSINESS DEVELOPMENT
Assist. Sale and Transfers

MARKETING / PROMOTION
Dev. ROI purpose/success

Section 6, Item E.



Fund Balance Outlook

DDA General Fund

Beginning Balance	\$356,811
Ending Balance	\$453,782
• 24-25 fiscal yr end gain	\$96,971
2025-2026 Budget	
• Transfer From Fund Balance	\$171,128
• Projected Ending Fund Bal.	\$282,654

MSOC Grant Fund

Initial Draw	\$446,867
Expense/PO (eff. 8.15.25)	\$403,581
• Balance plus 2 nd Draw	\$192,242
(Full Grant \$595,823)	

Lumber Yard Bond Fund Balance

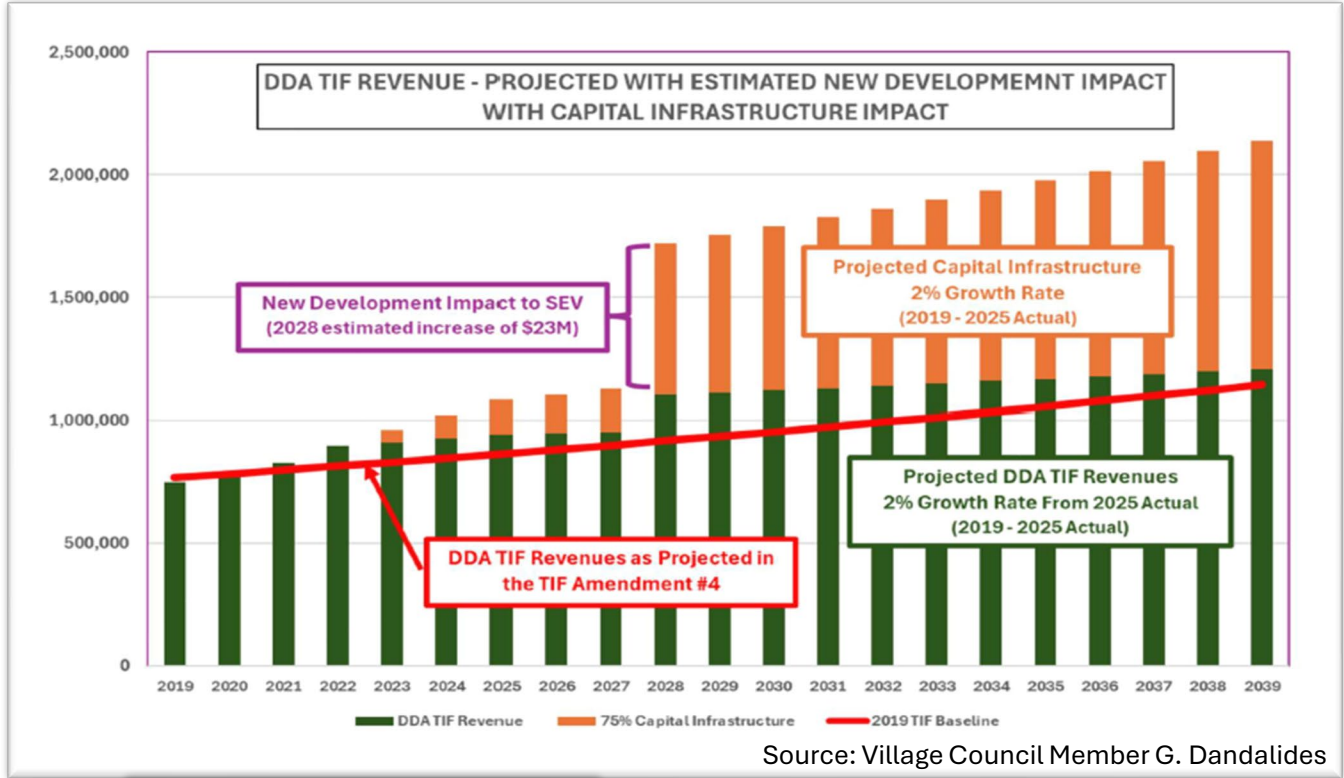
• Fiscal yr end 2025	\$2,588,722
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DDA Commitment to Village Capital Improvement

Over the past 40 years the partnership between the DDA and the Village of Lake Orion has resulted in \$millions of public investment; Sewers, Streetlights, Crosswalks, Trail Extensions, Parking Lots, Wayfinding, EV Charging, Playscapes, Boat Docks, ADA accessibility, Public Restrooms, and more...

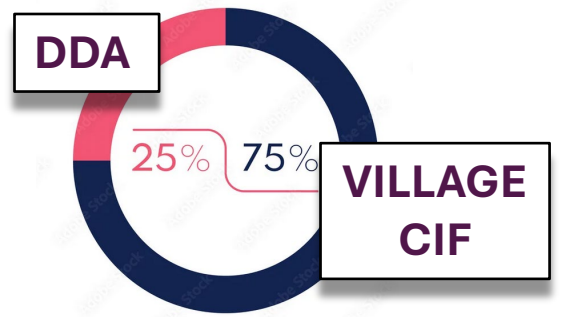
The next Generation of this Partnership is the historic “75- 25 Agreement”

This agreement will see the DDA contribute 75% of the increase in capture revenue from and after 2022 into a separate Capital Improvement Fund for public infrastructure projects defined by the Village and implanted under the TIF Plan.



Source: Village Council Member G. Dandalides

TOTAL TAX REVENUE 2025-2039	CURRENT PROJECTION
DDA	16,687,158
VILLAGE	9,706,060
TOTAL TAX REVENUE (DDA + VILLAGE)	26,393,218



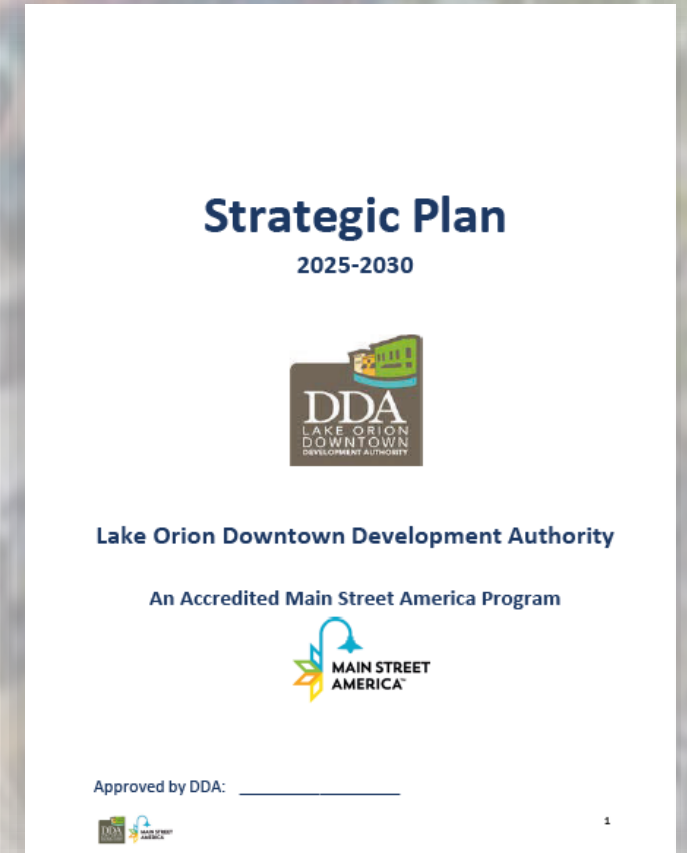
Update and Adoption of a New Strategic Plan

The Board, with the support of its Main Street Committees, undertook workshop-based training and assessment of the status of the TIF Plan and the Strategic Goals and Priorities of the organization.

A new and aggressive Strategic Plan was adopted by the Board setting the future of the District that respects our heritage and builds our long-term economic place in the region.

Find it Here:

<https://downtownlakeorion.org/wp-content/uploads/2025/12/Strategic-Plan-2025-Final.pdf>



Contracts and Vendors

AKT Peerless – Environmental Testing
PEA Engineering – Survey Work
Davis & Davis – Architectural Services
Mikey’s Construction – General Const.
TimberBeast – Vegetation Removal
NOTA / Oxford DDA – Trolley
Blackstone Stables – Carriage Rides
Davis Listman – Legal Counsel
Santa’s Crew - Holiday Lights
20 Front Street – Marketing
Roll-Off Direct – Dumpsters
Turner Sanitation – Temp. Toilets

Village of Lake Orion - Admin, DPW, Audit, and Public Works

Section 6, Item E.

Bendzinski & Co. – Bond Support

Miller Canfield - Bond Legal Counsel

DarWel Enterprises - Rug Maintenance

Paul’s Cleaning - Commercial Cleaning

Clear Cut Ice – Ice Fest Sculptures

Garrett Hoffman – Audio Visual Services

Eprint – Banners and Marketing

Right Hook – Signs and printing

Township of Orion – Services / Orion Living Magazine

Canoe Circle Graphics – Marketing Design

MiSwitch – Phones and Internet

Electrical Systems Inc – Electrical/Lighting

Huaxwell/MittenSnow – Winter Pkng/Walk clearing

For a comprehensive list see: www.downtownlakeorion.org

- Various Software subscriptions and licenses including Adobe, Canva, Snap Retail, and others
- Memberships including MainStreet USA, Michigan Downtown Association and Michigan Preservation Network

Project Focus in 2025

Lumber Yard at Paint Creek

- Completed Trail Head
- Completed Market Pavilion
- Main Barn (90% complete)
- Office – Ready for Tenant
- Site/Engineering Planning

Maintaining Other Stuff

- Fencing Repairs
- Electrical updates/fixes
- Wayfinding Replacements
- Light Pole replacements
- Parking Lot Repairs



Reinvestment in the District

As an Accredited Main Street Program, the DDA has invested in the historic preservation and improvement of properties in the District through a successful and funded “Façade Grant Program”

The DDA reinvested into three (3) preservation based projects in the District

- Orion Art Center \$ 2,000
- Irish Tavern \$ 2,000
- Spresser Ogden \$10,000

Information about the Program can be found at <https://downtownlakeorion.org/facade-grant-program/>



DDA Public Projects/Infrastructure	\$ 654,580
Private Sector Investment	\$20, 015,004
New construction Projects	Six (6)
Building Rehabilitation(s)	Eleven (11)
Square foot of New and Improved Bldgs	71, 240
Number of New Businesses	Fifteen (15)
Spent on Marketing/Promotion	\$ 28,196
Spent on Events	\$ 17,662
Net Gain of Full & Part time Jobs	Seventy-Six (76)

ONLY ONE CURRENT VACANCY IN THE DISTRICT

Economic Growth By the Numbers



Economic Growth By the Brand

Ribbon Cuttings in the DDA for 2025:

- O Cigar Bar
- Messy Designs
- Orion Chamber of Commerce
- Irish Tavern
- Robotic Rehab
- Right Hook Branded Merchandise
- Moceri - Mystic Cove
- Lake Orion Bike & Adventure Co.
- Adamo Construction



Transitions and Start Ups in 2025

- Rise Lounge
- Clover & Creek
- Thrive Therapy Solutions
- Re-Connect Counseling
- Brokaw Realty
- Sick Pizza
- Michigan By the Bottle



Growing Communication Business and Owners

Launch – **“Downtown LODown”**
Monthly Business Roundtable
Eight (8) session held

Planned - **“Notes & Needs”**
Weekly one-on-one issues mtg
standing time with Exec Dir.



Facebook – Downtown Business Owners Private Page:
starting followers:133
current followers: 141

Focus on Volunteerism

Shining a NEW light on our Town



Communication

By the Numbers

E-newsletter:

63 e-newsletters
16,954 interactions
3,566 customers
Open Rate: 29.1%, industry
standard is 20-25%

INSTAGRAM

starting followers: 4,072
current followers: 4,399
Views: 90.9K
Interactions: 1.2K
Link Clicks: 620
Visits: 2.1K
Follows: 535
Reach: 13.5K

FACEBOOK

starting followers: 10,457
current followers: 11,160
Views: 1.3 M
Interactions: 12.8K
Link Clicks: 4.4K
Visits: 33.6K
Follows: 917

GOOGLE WEBSITE ANALYTICS

29k active web users
Business Interactions: 918
Calls made from Profile: 54
Direction Requests : 616
Website Clicks: 248
Viewed Business Profile: 5,056
Searches showing Business Profile in
results: 746

Volunteers

By the Numbers



DDA Event Hours:

LOvely Lake Orion: 65 people, 195 hours

National Trails Day: 7 people, 42 hours

Outdoor Movie Nights (kids): 2 people, 8 hours

Outdoor Movie Night (teens): 4 people, 15 hours

Halloween Extravaganza: 13 people, 30 hours

Lake Orion & Oxford Witches Night: 4 people, 18 hours

Sing & Stroll: 47 people, 75 hours

Polar Express: 29 people, 53 hours

Total: 171 people, 436 hours

Partnered Event Hours:

Art & Flower Fair: 12 people, 23 hours

Dragon on the Lake: 45 people, 63 hours

America in Bloom: 10 people, 60 hours

Here Lies Lake Orion: 12 people, 44 hours

Total: 79 people, 190 hours

DDA Led Events in 2025

Ice Fest - February 1

Lake Orion and Oxford Restaurant Week - February 21 - March 1

St. Paddy's Day Pre-Game Pub Crawl - March 15

DIA Inside|Out Art Installation - May - October

LOvely Lake Orion - Spring Clean Up - May 10

National Trails Day - June 7

Lake Orion LOLive Summer Concert Series - July 9, 16, 23, 30 & August 6, 13, 20, 27

Outdoor Movie Night (Teens) - August 15

Outdoor Movie Night (Adult Date Night) - September 12

Outdoor Movie Night (Kids) - September 19

Michigan Downtown Day - September 27

Halloween Extravaganza & Costume Parade - October 15

Lake Orion & Oxford Witches Night - October 24

Sing & Stroll Tree Lighting and Wagon Rides - November 20

Shop Small Saturday and Horse & Wagon Rides - November 29

Polar Express Trolley Rides - December 13



DDA Supported Events in 2025

- Lake Orion Resolution Run - January 1
- Lake Orion Ice Golf Cup Challenge - February 1
- Easter Egg Hunt in Children's Park - April 19
- Oxford to Orion Ruck Walk - April 26
- Art & Flower Fair - May 17-18
- Memorial Day Parade, Race, Memorials - May 26
- Cornhole Tournaments - June 5 - September
- Lake Orion Jubilee Carnival - June 19-22
- Lake Orion/Oxford American Summer Restaurant Week - June 23-29
- Lake Orion/Oxford American Summer Pub Crawl - June 27
- Flare Night on Lake Orion - July 4
- Lake Orion Fireworks - July 5
- Lake Orion Kids & Kops Car Show - July 27
- National Senior Citizen's Day - August 21
- Lake Orion Dragon on the Lake - August 21-24
- Lighted Boat Parade - August 22
- Zombie Walk & Poker Run - September 20
- America in Bloom - September 25-27
- Here Lies Lake Orion - October 4-5
- Oakland County Shop Small "Local Gems" Sweepstakes - November
- Artists Holiday Art Market - November - December
- Orion Lighted Christmas Parade - December 6



Recognized for Excellence

Nationally and Next Door

Main Street USA

NATIONAL ACCREDITATION (18th)

Genysis Credit Union

SPIRIT OF MAIN STREET MICRO BUSINESS STARTUP GRANTS

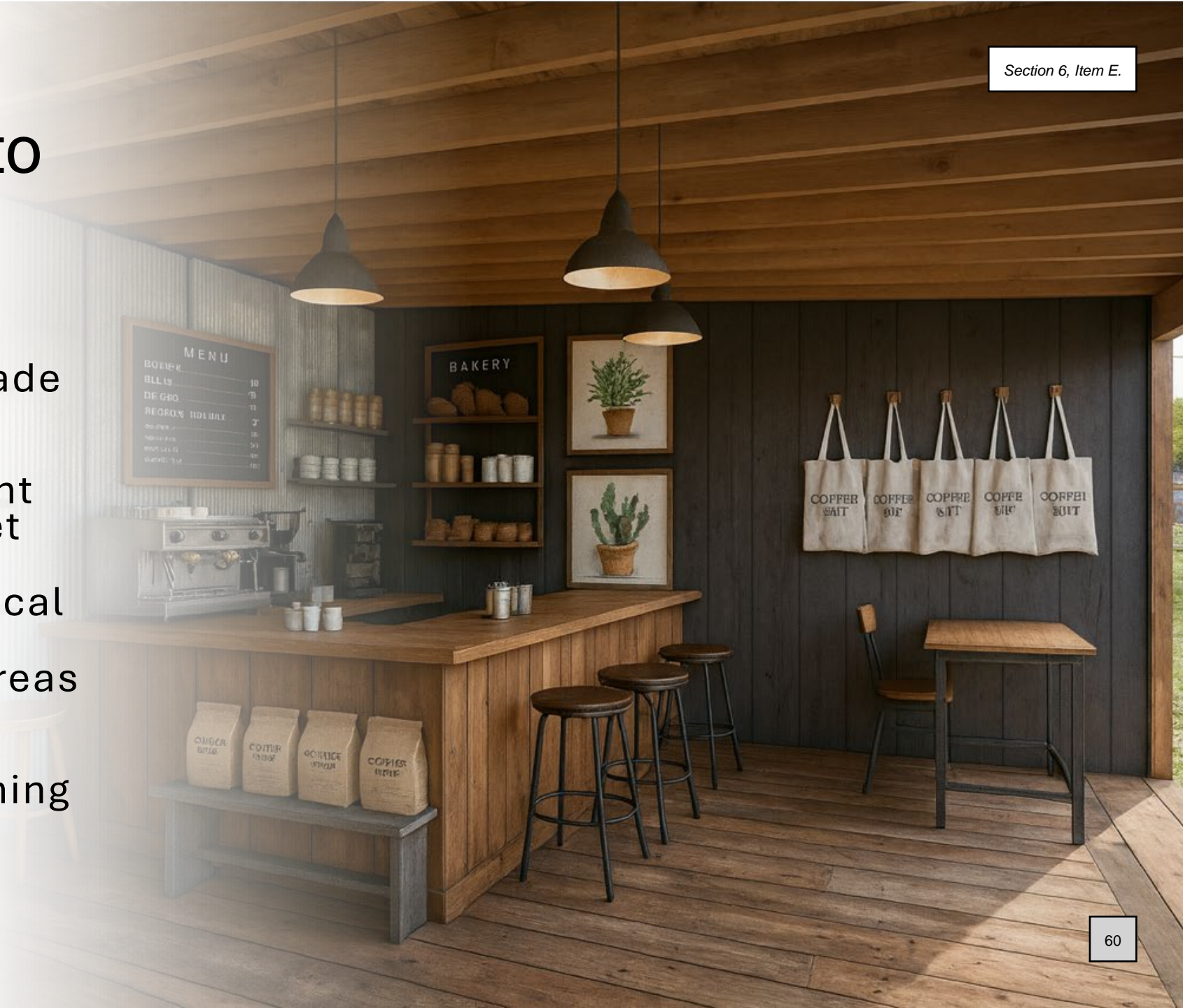
Oakland County

PLACEMAKING AND PUBLIC SPACES



Looking Ahead to 2026

- Enhancing the Façade Grant
- Lumber Yard at Paint Creek Public Market
- Streetscape Electrical
- Dumpster –Trash Areas
- Village Capital Improvement Planning



THANK YOU

Matthew Gibb, Executive Director
Janet Bloom, Assistant Director

Lake Orion Downtown Development Authority
www.downtownlakeorion.org





DDA ACTION SUMMARY SHEET

MEETING DATE: December 16, 2025

TOPIC Bill Approval

ATTACHED:

Invoice Register: These are the disbursements that took place last month.

Credit Card Report: Lists the details for the credit charges shown in the invoice register.

RECOMMENDED MOTION: (Roll Call)

To approve disbursements in the amount of \$263,611.51 for November 2025.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 11/01/2025 - 11/30/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 REVENUE					
248-000-228-000	Remittance	MICHIGAN DEPARTMENT OF TRE	Remittance Check	540.48	35341
248-000-228-001	Remittance	IRS	Remittance Check	100.73	408
248-000-228-001	Remittance	IRS	Remittance Check	100.73	408
248-000-228-001	Remittance	IRS	Remittance Check	98.56	409
248-000-228-001	Remittance	IRS	Remittance Check	98.56	409
248-000-228-002	Remittance	IRS	Remittance Check	430.71	408
248-000-228-002	Remittance	IRS	Remittance Check	430.71	408
248-000-228-002	Remittance	IRS	Remittance Check	421.43	409
248-000-228-002	Remittance	IRS	Remittance Check	421.43	409
248-000-230-000	Remittance	IRS	Remittance Check	401.44	408
248-000-230-000	Remittance	IRS	Remittance Check	429.62	409
248-000-231-002	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	7.66	35345
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	290.39	35281
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	290.39	35338
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	89.48	35344
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	15.38	35346
248-000-247-000	Remittance	BLUE CARE NETWORK OF MICHI	Remittance Check	1,394.27	35339
248-000-686-000	INV 0005	ORION TOWNSHIP LIBRARY	STORYBOOK STROLL	14.20	35322
248-000-686-000	ORION HISTORIC SIGNAGE	COMERICA BANK	JANET CC NOV	105.74	323
Total Department 000 REVENUE				5,681.91	
Department: 260 GENERAL ACTIVITIES					
248-260-810-000	DDA INV 11958	DAVIS LISTMAN PLLC	LEGAL SERVICES	641.25	35300
248-260-823-000	OPEN AI CHAT GPT	COMERICA BANK	MATT CC NOV	20.00	323
248-260-823-000	FLOWCODE	COMERICA BANK	MATT CC NOV	9.95	323
248-260-823-000	SNAPRETAIL	COMERICA BANK	MATT CC NOV	65.00	323
248-260-823-000	CLICKUP	COMERICA BANK	MATT CC NOV	38.00	323
248-260-823-000	IONOS	COMERICA BANK	MATT CC NOV	28.85	323
248-260-823-000	ADOBE	COMERICA BANK	MATT CC NOV	21.19	323
248-260-823-000	OPEN AI CHAT GPT	COMERICA BANK	MATT CC NOV	20.00	323
248-260-851-000	MISWITCH	COMERICA BANK	MATT CC NOV	90.75	323
248-260-920-000	100062995376	CONSUMERS ENERGY	CONSUMERS BILL 100062995376	25.24	35298
248-260-920-000	118 N BROADWAY	DTE ENERGY	STREET LIGHTS	84.98	35303
248-260-920-000	1000 6299 5376	CONSUMERS ENERGY	1000 6299 5376	140.26	35358
248-260-921-000	90 S ANDERSON	DTE ENERGY	STREET LIGHTS	278.78	35303
248-260-921-000	165 S BROADWAY	DTE ENERGY	STREET LIGHTS	27.28	35303
248-260-921-000	38 S WASHINGTON	DTE ENERGY	STREET LIGHTS	49.31	35361
248-260-921-000	22 E SHADBOLT	DTE ENERGY	STREET LIGHTS	143.20	35361
248-260-921-000	38 E FLINT	DTE ENERGY	STREET LIGHTS	425.99	35361
248-260-921-000	491 S BROADWAY	DTE ENERGY	STREET LIGHTS	72.07	35361
248-260-921-000	380 S BROADWAY	DTE ENERGY	STREET LIGHTS	36.83	35361
248-260-940-000	UHAUL	COMERICA BANK	MATT CC NOV	20.09	323
248-260-941-000	SPAREBOX RENT	COMERICA BANK	MATT CC NOV	285.00	323
248-260-942-000	INV 96116	DarWeI ENTERPRISES LLC	OFFICE MATS	25.58	35299
248-260-942-000	EXXON	COMERICA BANK	JANET CC NOV	8.08	323
248-260-957-000	CHAMBER OF COMMERCE	COMERICA BANK	JANET CC NOV	115.00	323
248-260-957-000	ANNUAL CONF INV E3522	MICHIGAN DOWNTOWN ASSOC	INV # E3522	295.00	35371
248-260-974-000	HUSKY BAGS	HOME DEPOT CREDIT SERVICES	GARBAGE BAGS	89.91	35311
Total Department 260 GENERAL ACTIVITIES				3,057.59	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 11/01/2025 - 11/30/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 725 ORGANIZATION					
248-725-827-000	AMAZON	COMERICA BANK	MATT CC NOV	25.99	323
248-725-827-000	SICK TOWN HALL LODOWN	COMERICA BANK	MATT CC NOV	23.49	323
Total Department 725 ORGANIZATION				49.48	
Department: 726 DESIGN					
248-726-845-000	DRAGON ON THE LAKE CHALK A	ADILANE VERNAGUS	ARTWORK IN FLINT STREET ALLEY	220.00	35287
248-726-883-000	HUMOROUSN	COMERICA BANK	MATT CC NOV	239.39	323
248-726-883-000	INV 2939 BANNERS	EPRINT SOLUTION LLC	BANNERS FOR POLAR XPRESS AND SING AND	273.00	35364
248-726-980-001	GUTTER MATERIALS	GUTTERS DUNN RIGHT	LUMBERYARD GUTTER MATERIALS	2,900.00	35285
248-726-980-001	WINDOW MATERIALS	BRANDON GLASS, LLC	LUMBERYARD WINDOW MATERIALS	2,148.00	35284
248-726-980-001	ZONING COMPLIANCE LY	COMERICA BANK	MATT CC NOV	157.50	323
248-726-980-001	TRACTOR SUPPLY CO	COMERICA BANK	MATT CC NOV	398.48	323
248-726-980-001	ESCROW ACC LY	COMERICA BANK	MATT CC NOV	1,235.90	323
248-726-980-001	ORDER 25-007 CODE REQUIRME	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	4,053.27	35373
248-726-980-001	ORDER 25-0-08 SALVAGE/STRU	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	7,752.00	35373
248-726-980-001	ORDER 25-010 SNOW GUARD	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	4,142.68	35373
248-726-980-001	ORDR 25-011 SOFFIT/CODE RO	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	5,660.00	35373
248-726-980-001	MATERIAL REIMBURSE/BASE IN	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	4,500.00	35373
248-726-980-001	INSTALL WINDOWS/UPPER WALL	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	1,700.00	35373
248-726-980-001	RECEIPT - 11.11.25 LUMBER	AARON BARTOS	PURCHASE OF SALVAGE LUMBER	3,000.00	35348
248-726-980-002	MENARDS	COMERICA BANK	MATT CC NOV	6,705.12	323
248-726-980-002	MI CORP LANSING	COMERICA BANK	MATT CC NOV	70.00	323
Total Department 726 DESIGN				45,155.34	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-888-000	FACEBOOK ADS	COMERICA BANK	JANET CC NOV	3.79	323
248-728-888-000	INV 1760	20 FRONT STREET CONCEPTS,	AD/ MARKETING	300.00	35286
248-728-888-000	INV 389965	VIEW NEWSPAPER GROUP	INV 389965	1,353.00	35390
248-728-888-000	INV 017080	HARVEST TIME	INV 017080 STRAW, STALKS, PUMPKINS	530.00	35367
248-728-888-000	PRINT AD INV 391573-202512	BEST VERSION MEDIA	AD PRINTING - NEIGHBORS OF ORION	440.50	35354
Total Department 728 ECONOMIC DEVELOPMENT				2,627.29	
Department: 729 PROMOTION					
248-729-880-004	GFS STORE	COMERICA BANK	JANET CC NOV	58.20	323
248-729-880-004	MEIJER CIDER	COMERICA BANK	JANET CC NOV	124.75	323
248-729-880-004	SPARK FUSION HALLOWEEN EXT	COMERICA BANK	JANET CC NOV	500.00	323
248-729-880-004	AMAZON	COMERICA BANK	MATT CC NOV	237.93	323
248-729-880-014	INV 2932	EPRINT SOLUTION LLC	WITCHS NIGHT BANNERS	108.00	35306
248-729-880-014	ABEANTOGO MEETING	COMERICA BANK	JANET CC NOV	7.89	323
248-729-880-014	SPARK FUSION WITCHES	COMERICA BANK	JANET CC NOV	750.00	323
248-729-880-014	SHELL OIL	COMERICA BANK	MATT CC NOV	31.19	323
248-729-880-016	SPARK FUSION MOVIE NIGHT	COMERICA BANK	JANET CC NOV	1,500.00	323
248-729-885-000	I28408 201 S BROADWAY	TURNER SANITATION	PORTABLES	155.00	35332
Total Department 729 PROMOTION				3,472.96	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				60,044.57	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-950-000	FNT-5633970-0000	EQUIPMENTSHARE.COM, INC	INV 167664	120.15	35307
301-901-950-000	I28409 215 S BROADWAY	TURNER SANITATION	PORTABLES	125.00	35332

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 11/01/2025 - 11/30/2025

POSTED AND UNPOSTED
OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-950-000	ROLL-OFF DUMPSTER	COMERICA BANK	MATT CC NOV	100.00	323
301-901-950-000	EQUIPMENTSHARE.COM	COMERICA BANK	MATT CC NOV	120.00	323
301-901-950-000	ROLL OFF DUMPSTER	COMERICA BANK	MATT CC NOV	574.00	323
301-901-950-000	ROLL OFF DUMPSTER	COMERICA BANK	MATT CC NOV	574.00	323
301-901-950-000	INV 25-0193	TBD CONSTRUCTION SERVICES,	INV 25-0193 FENCING	4,500.00	35386
301-901-950-000	ORDER 25-009 - DEMO	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	5,210.00	35373
301-901-950-000	CONCRETE/FORMS/MATERIALS 2	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	6,481.98	35373
301-901-971-000	FINAL BALANCE - BID 963867	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	125,000.00	35373
301-901-971-000	ORDER 25-006 - PLU,MBING	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	500.00	35373
301-901-971-000	ORDER 25-0012 FOUNDATION R	MICKEY'S CONSTRUCTION LLC	FINAL - PHASE 1 RESTORATION	9,736.54	35373
301-901-971-000	ESTIMATE 1011725 - CONCRET	JAH SERVICES	BOARD APPROVED - CONCRETE (LY)	36,260.00	35369
Total Department 901 CAPITAL OUTLAY				189,301.67	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				189,301.67	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 11/01/2025 - 11/30/2025

POSTED AND UNPOSTED
OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	60,044.57	
301			DOWNTOWN DEV BOND PROJECT 2023	189,301.67	
		Total For All Funds:		249,346.24	



BOARD ACTION SUMMARY SHEET

MEETING DATE: December 16, 2025

TOPIC: Adopt the 2026 Downtown Development Authority Board Meeting Schedule

BACKGROUND INFORMATION: Pursuant to the Open Meetings Act, public bodies are required to adopt and publish a schedule of their meetings prior to the start of each year. Currently, the Downtown Development Authority Board meets on the third Tuesday of each month at 6:30 pm, unless otherwise designated in its meeting schedule.

RECOMMENDED MOTION: To adopt the Meeting Schedule establishing the 2026 Meeting Dates for the Downtown Development Authority Board for the Village of Lake Orion and to authorize the Clerk to post the schedule pursuant to the Open Meetings Act.



**DOWNTOWN DEVELOPMENT AUTHORITY BOARD
2026 REGULAR MEETING SCHEDULE
Third Tuesday of the Month**

RESOLVED: To adopt the 2026 Regular Meeting Schedule of the Village of Lake Orion Downtown Development Authority Board as follows:

- Tuesday, January 20, 2026
- Tuesday, February 17, 2026
- Tuesday, March 17, 2026
- Tuesday, April 21, 2026
- Tuesday, May 19, 2026
- Tuesday, June 16, 2026
- Tuesday, July 21, 2026
- Tuesday, August 18, 2026
- Tuesday, September 15, 2026
- Tuesday, October 20, 2026
- Tuesday, November 17, 2026
- Tuesday, December 15, 2026

**ALL MEETINGS WILL BE HELD AT THE
VILLAGE OF LAKE ORION COUNCIL CHAMBERS
21 E. CHURCH STREET
LAKE ORION MICHIGAN
AND BEGIN AT 6:30 PM**

BE IT FURTHER RESOLVED: To direct the Village Clerk to post the Public Notice of the Regular Meeting Schedule in accordance with Section 5(2) of the Michigan Open Meetings Act.

SECONDED BY:

AYES:

NAYS:

ABSENT:



DDA ACTION SUMMARY SHEET

MEETING DATE: December 16, 2025
TOPIC Seasonal Snow/Ice Maintenance

BACKGROUND BRIEF:

The Board has discussed the impact of the Village DPW being unwilling to assume the plow responsibility for our leased and developed public parking areas. This would also include sidewalks adjacent thereto and the Flint Alley.

Our organization, therefore, has a responsibility to maintain the parking and sidewalk areas in the manner required by ordinance.

We have procured two reasonable proposals for adoption by the Board, and administration and oversight of the Director:

1. General Parking Lot Plowing: Verbal quotes and text based exchanges were gathered to find a source for the limited aspect of parking areas known as : Tarr Lot, Irish Tavern, State Farm, Front Street, and our driveway. This does not include the Slater St Lot or the Lumber Yard

Hauxwell, who does several business areas downtown, has quoted \$400 per push.

All other pricing was seasonal and exceed \$20,000

2. Sidewalks, Alley and Lumber Yard: We have the original pricing from DPW for last year of \$17000, and I have ad multiple seasonal offers that exceed \$15000. We have secured Mitten State, a new local company that has quoted us \$6,000 to do all sidewalk, intersection and approach maintenance through February, with an adjustment if the season extends.

RECOMMENDATION:

Approve the seasonal quote from Mitten State

Authorize the Director to use Hauxwell, but secure other options and report to Board not later than its January meeting, or by special meeting as may be called by the Director.

FINANCIAL IMPACT:

We budgeted \$20,000 in General Activities 248-260-801-000 Contractual Services-Downtown. We can absorb this expense in that line, with an anticipated seasonal cost to use a majority of the appropriation.

RECOMMENDED MOTION:

TWO MOTIONS

1. Move to approve the quote from Mitten State LLC for sidewalk and seasonal maintenance in the amount of \$6,000, not to exceed that amount without further action of the Board, with funds from General Activities 248-260-801-000 Contractual Services-Downtown.
2. Move to authorize the Executive Director to manage snow plowing of DDA identified public parking lots at a cost of \$400 per push, with further quotes or additional recommendations presented to the board not later than January 20, 2026, with funding from General Activities 248-260-801-000 Contractual Services-Downtown

NOTICE TO DDA DISTRICT PROPERTY OWNERS & BUSINESSES

Snow, Ice, and Debris Removal Requirements

The Lake Orion Downtown Development Authority (DDA) is providing this notice as a reminder of the Village of Lake Orion’s requirements for maintaining safe and accessible sidewalks during the winter season. These standards are established under the Village Code of Ordinances and apply to all property owners, tenants, and occupants within the DDA district.



Summary of Ordinance Requirements

Responsibility for Sidewalk Snow & Ice Removal

Village ordinance requires **every property owner, occupant, or business** adjacent to a public sidewalk to keep that sidewalk **clear of snow and ice**.

- **Timeframe for Removal:**
Snow and ice must be removed **within 24 hours after the end of any snowfall**.
If compacted ice cannot be immediately removed, it must be **treated with sand or salt** to reduce slipping hazards until full removal can occur.
- **Full Width Clearing:**
The sidewalk must be cleared **full width** so pedestrians can safely pass.
- **Corner Properties:**
Property owners at street corners are responsible for ensuring the **curb ramps and crosswalk approaches** are clear.

Why Compliance Matters

Keeping sidewalks clear is essential to:

- Ensuring safe walkability for residents, seniors, families, and visitors
- Supporting access to downtown businesses
- Reducing slip-and-fall risks and associated liability
- Enhancing the welcoming environment of the downtown district

Your cooperation helps maintain the vibrancy and safety of the Village.

Why am I getting This Notice

Off and on, for several years, the DDA has been able to work closely with the Village Government and coordinate snow removal and salting in the District, including the plowing of DDA parking lots and sidewalk maintenance in the downtown commercial corridor. Last year, this practice saw some confusion, as the focus of services in one area of the DDA District became questioned as fair or reasonable. It was directed that the practice of contracting with the Village for targeted snow removal stop. The DDA did honor that directive, however, to better transition away from the practice, the DDA, for last years 24-25 snow season, elected to contract with the Village DPW one last time to continue basic sidewalk snow and salt services, as well as the five small parking areas that the DDA maintains a contract for public use. That effort is now concluded with the approaching new winter season, which looks to be coming in early December 2025.

The contract with the DPW came at a large cost, which is unsustainable by the DDA and the Village has expressed their preference to simply rely on the long-established ordinance which places the burden of snow removal on the property owners and their tenants. Therefore, except for the public areas defined in the attached policy, and the small leased parking areas of the DDA, all snow removal for your property must abide by the Village Ordinances.

The DDA is planning to provide snow services to the public parking areas that are not being plowed by the DPW, and a map of those areas is attached. Also attached is the adopted snow policy of the Village which outlines when and how roads and others are plowed by the Village.

Questions or Assistance

If you have any questions regarding snow, ice, or debris removal requirements,

Please Contact:

**Village of Lake Orion –
Department of Public Works**

Phone: (248) 693-8391

Or

**Lake Orion Downtown
Development Authority (DDA)**

Phone: (248) 693-9742

Email: gibb@downtownlakeorion.org



Snow Plowing and Salting Policy

Village of Lake Orion

Purpose:

To provide a safe roadway system during the winter months by operating effective and efficient winter road maintenance services. The Department of Public Works is responsible for snow removal and ice control on Village roads, school bus routes, and residential streets.

Policy Overview:

The Village of Lake Orion is committed to providing effective snow plowing and salting services to ensure the safety of residents, businesses, and visitors. This policy outlines the priorities, procedures, and responsibilities for winter maintenance. During a snow or ice weather event, the Department of Public Works (DPW) will closely monitor weather forecasts and road conditions. Additional information on road conditions is provided by the Village Police Department, as well as communications with neighboring road agencies.

Scope:

This policy applies to all public roads, parking lots, and sidewalks maintained by the Village.

Objectives for Winter Maintenance Operations:

1. Reduce the risk to the traveling public associated with snowy and icy road conditions.
2. Support emergency operations for the Police and Fire Departments.
3. Prioritize emergency routes for Police, Fire, and EMS, defined as roads where Police, Fire, and EMS are dispatched from.
4. Enhance commerce within the Village.
5. Provide cost-effective and fiscally sound use of winter maintenance funds.
6. Seek new, innovative, cost-effective, and environmentally friendly solutions to winter maintenance methods, materials, and equipment.
7. Promote better communication with adjoining communities and road agencies to share information on road surface conditions.
8. DPW will exercise discretion by considering short term forecast as well current weather conditions to maximize efficient use of all resources.

Prioritization:

1. **Primary Routes (High Priority):**
 - Emergency routes for Police, Fire, and EMS, defined as roads where Police, Fire, and EMS are dispatched from.
 - Major streets and collector roads.
 - Roads with inclines or hills that require additional attention for safe travel.
2. **Secondary Routes (Medium Priority):**
 - Residential streets with moderate traffic volume.

3. **Tertiary Routes (Low Priority):**
 - Cul-de-sacs, alleys, and roads with low traffic volume.
4. **Sidewalks and Pathways:**
 - Public pathways adjacent to municipal buildings and high pedestrian areas.

Levels of Service Guidelines:

Category 1: Snowfall Less than Two Inches

- Primary routes, including emergency routes, major roads, and roads with steep inclines, may be plowed and salted as needed, 24/7 during the storm.
- School bus routes are maintained concurrently with primary routes.
- Local residential streets are spot salted as needed during regular business hours.

Category 2: Snowfall of Two-Three Inches

- Primary routes are prioritized and plowed 24/7.
- Secondary streets are plowed edge-to-edge after primary routes are cleared, with operations continuing until all roads are safe.

Category 3: Snowfall of Three or More Inches

- Primary routes remain the focus with additional resources deployed.
- Local road clearing operations will require more time, with private contractors engaged if necessary.
- Snow emergencies may be declared, restricting on-street parking.

Snow Plowing Procedures:

1. **Trigger for Deployment:**
 - Snow accumulation of 2 inches or more or as forecasted by weather services.
2. **Plowing Schedule:**
 - Operations begin with primary routes and proceed in order of priority.
 - Continuous operations during severe weather events until conditions stabilize.
3. **Equipment and Personnel:**
 - Village-owned snow plows, salting vehicles, and contracted services if necessary.
 - Staff will rotate to ensure 24/7 coverage during significant storms.
4. **Curb-to-Curb Clearing:**
 - Where feasible, snow will be plowed to the curb to maximize road width.

Salting Procedures:

1. **Salt Application:**
 - Applied to primary routes during and after snowfalls to prevent ice buildup.
 - Limited application on secondary and tertiary routes to reduce environmental impact.
 - (Please be advised, salt is not effective in temperatures below 20°F thus DPW staff may make the determination not to utilize salt until temperatures recover above 20°F)

Resident and Business Responsibilities:

1. **Sidewalks Adjacent to Private Properties:**
 - Property owners are responsible for clearing snow and ice within 24 hours of snowfall.

2. **Parking Restrictions:**
 - On-street parking is prohibited during declared snow emergencies.
 3. **Private Driveway Clearing:**
 - Village plows will not remove snow deposited at Private driveway entrances.
 4. **Claims Procedure:**
 - Turf and mailbox damages will be investigated and handled accordingly by Village staff in the spring.
-

Delays in Snow Removal Services:

All or parts of the snow plowing and salting services may be delayed due to one or more of the following conditions, which are beyond the control of the Village's Department of Public Works:

1. **Equipment Breakdowns:**
 - Malfunctions or failures of snow removal equipment can delay or halt snow clearing operations until repairs are made.
2. **Vehicles Disabled in Deep Snow or Blocked Roadways:**
 - Snow plows or other vehicles may become stuck in deep snow or blocked by other vehicles, causing temporary delays until they are cleared or freed from the obstruction.
3. **Severe Weather Conditions:**
 - In the event of extreme weather, such as white-out conditions, crews may be temporarily pulled from the streets for safety reasons. Heavy snow or rapidly changing conditions may make it unsafe for plowing equipment and personnel to operate.
4. **Excessive Snow Depths or Drifts:**
 - If snow accumulations or drifts exceed the capacity of standard snow plowing equipment, additional resources may be required, or operations may take longer to complete.
5. **Crew Breaks and Safety Protocols:**
 - Snow removal operations require frequent crew breaks to ensure safety and effectiveness. Breaks for rest, fueling, reloading material spreaders, or equipment repairs may cause delays in ongoing operations.
6. **Unforeseen Emergencies:**
 - Emergencies such as accidents, medical emergencies, or urgent public safety situations may take precedence, delaying snow clearing in some areas.

In the event of such delays, the Department of Public Works will prioritize the primary routes and work diligently to restore operations to normal levels of service guidelines. The community will be notified of significant delays through the Village's official communication channels, including the website, and social media.

Policy Updates: This policy will be reviewed annually and updated as necessary to reflect best practices and community needs.

Communication and Notification:

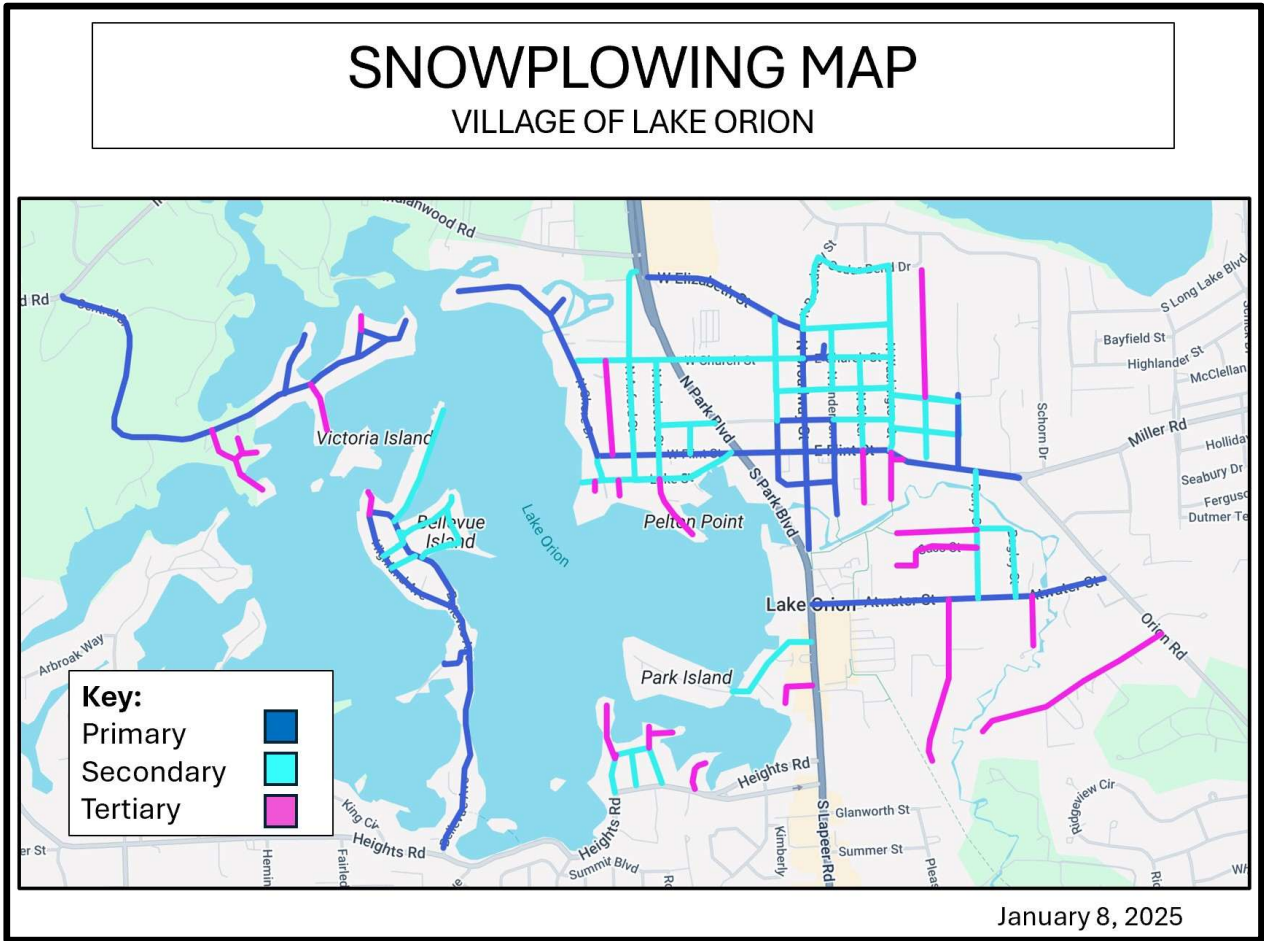
- 1. **Snow Emergency Declarations:**
 - o Issued by the Village Manager or designated authority.
 - o Broadcast via the Village website, social media, and local news outlets.
- 2. **Public Education:**
 - o Annual reminders about winter parking regulations and property owner responsibilities will be published on the Village Homepage annually in the fall.

Call in procedure:

During normal business hours (Monday-Thursday 7a.m-5p.m.) please call Village Offices at **248-693-8391 x100**

Outside of normal business hours please call **Oakland County Dispatch** at **248-858-4951**

Please provide your name, address and a call back number with your area of concern. Dispatch will contact the appropriate after hour contact







MITTEN STATE PRO SERVICES, LLC
185 N Newman Rd, Lake Orion, MI 48362
Phone: (248) 891-3798
Email: Mittenstatesnow@gmail.com

INVOICE

Bill To:
Downtown Lake Orion Development Authority
118 N Broadway St.
Lake Orion, MI 48362
Phone: (248) 693-9742

Service: Seasonal Snow Removal & Ice Management
Service Address: 118 N Broadway St, Lake Orion, MI 48362

Contract Dates: COMMENCING Dec 4, 2025, subject to mutual review on Feb 4, 2026

Total Amount Due: \$6,000
Payment Terms: Monthly (\$2,000/mo) to be paid as a one-time \$6,000.

Payment Methods: Cash, Check, Zelle, Venmo

Service Notes:
Includes snow blowing (2.0" +), shoveling, ice management, and salt applications for parking areas, entrances, exits, pathways, sidewalks, doorways, and porches.

Thank you for choosing Mitten State Pro Services.

Matthew Gibb



DDA ACTION SUMMARY SHEET

MEETING DATE: December 16, 2025

TOPIC Executive Directors Report

BACKGROUND BRIEF:

The Report is provided as an update of ongoing work and effort of the Director

FINANCIAL IMPACT:

None

RECOMMENDED MOTION

Receive and file the Executive Directors Report for December 2025.

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

November 18, 2025



I. NEWS AND UPDATES

a. Non-Profit Organizational Materials.

Lumber Yard at Paint Creek Public Market, Inc.:

Main Street Alliance of Lake Orion, Inc.

I have not had anyone contact me independently to offer any comment or direction on either of these entities. As explained in prior reports, they are instrumental in the strategic plan to address the use of fund balance to balance the DDA budget while the Village remains in transition and we have substantial debt through the lumber yard project. The fund balance has one budget year remaining in viability before the organization will be required to abandon Village based contracting.

NEXT STEP(s): (1) A package of invitation for potential initial board members, formation activity, and ancillary roles will go out seeking commitment and application for the entity board(s). (2) start the application for 501(c) status

b. Seasonal Maintenance

- i. We have secured two options to address snow and ice maintenance this season and those are on tonight’s agenda.
- ii. The notice prepare for business is attached within the agenda packet (snow contract agenda item)
- iii. We are seeking purchased a plow attachment for our ATV

From a larger perspective. This effort of leasing parking lots, building parking lots, labeling them as “Public Parking”, and then being responsible, FULLY, for maintenance is not a sustainable model. It requires participation of the Village, which is not being offered nor suggested, as the cost annually in the present effort will be in the range of:

Rent:	\$6,500 - 7,500
Snow/Mulch:	\$21,000 – 34,000
Physical Maint.:	\$10,000 – 12,000
Personnel:	<u>\$3,000 – 5,000</u>
	\$40,500 – 58,500

The original intent of parking areas was to solve the parking issues in the Village with the DDA paying private owners for the rights to place signage and use the lots as public parking, and the Village cutting the grass, cutting the weeds, and pushing the snow. Until the debt service is satisfied and released, for the DDA to continue to lease, build and maintain parking, other priorities like public safety and use of the village hall will have to be re-assessed.

- c. **Cleaning Services.** The Fire Station restrooms are reopened from 6:30am to 8:00pm
- d. **Annual Report:** A presentation of our annual reporting information was made on December 8 and December 16th, noticed pursuant to statute.
- e. **Fund Balance Audit:** All of the current revenue and expense reporting has been assessed for current exposure and availability.
- f. **Communication:**
 - i. A very successful LODOWN was held, about 20 attendees, and the topic of communication and business needs were discussed.
 - ii. Our office has began presenting a Directors Report at the Village Council meetings. While it doesn't allow dialogue or questions from the Council, it's a start.
 - iii. We held a Lighted Parade watch party for the "Illuminators" with great success.
 - iv. The description of our committees was rebuilt and dates scheduled (tonights agenda)
- g. **Seasonal Beautification.** It's a lot of work.

II. TO DO'S AND MORE

- PA 57 Annual report to Treasury**
- Budget**
- Staffing considerations**
- Committee Recruitment**
- Lumber Yard Site Plan**

Respectfully Submitted,
Matthew Gibb
gibb@downtownlakeorion.org
(248) 464-0307



DDA ACTION SUMMARY SHEET

MEETING DATE: December 16, 2025

TOPIC Assistant Director’s Report

Assistant Director’s Report

RECOMMENDED MOTION:

To Receive and File the Assistant Director’s Report

MEMORANDUM

Janet Bloom – Assistant Director

December 16, 2025



Completed Events/Activities:

Nov. 1 – 30 – Oakland County “**Local Gems**” program. It was to take a selfie and submit for a chance to win up to \$1000. The county noted 1000 submissions this year.

Nov. 20 – **Sing & Stroll Tree Lighting Ceremony**, 5-7 pm in Children’s Park. The event had horse & wagon rides, hot cocoa passed out by MDHHS with support from Sick Town Hall, singing of carols with Orion Music Studio, LOHS Cheer performance, DJ and photo booth, fire pits with s’mores supported by our local scout troops and parents, a visit by Santa and Mrs Claus, plus the Grinch, and free ornament making crafts courtesy of Orion Art Center and Green Hippo Gifts. Courtesy of Santa, Mrs. Claus, Grinch, and our DDA Board Chair Debbie Burgess, the tree was lit at 6pm and will remain on for the season. Thank you to our Illuminators (volunteers) who helped with decorating, set up, support during the event, and tear down. Many were Lake Orion students and they were amazing.

Nov. 28 – 30 – **Michigan Retailers Association** – The program was to download a punch card from their site, visit three Michigan retailers (in Downtown Lake Orion, of course), and be entered to win \$500.

Nov. 29 – **Shop Small Saturday**, 10 am - 2 pm. Shop Small Saturday map with deals and experiences from 17 merchants and restaurants were posted on socials and website. They were also listed in the Lake Orion Review. AMEX/Shop Small materials were distributed out. Thank you to Heritage Spinning and Weaving for providing more that we were able to distribute out to more merchants. Horse and wagon rides ran 10 am – 2 pm. Unfortunately, the trolley had broken down early in its shift so it was not operating most of the day. We received positive responses on the weekend sales. Thank you to all the merchants who participated.

Dec. 3 – **Downtown LOdown Holiday Gathering** at Wine Social. Meeting was 4-5 pm, 6-7 pm mix and mingle.

Dec. 6 – For the **Orion Lighted Christmas Parade Pre-Party**, the DDA invited our Illuminators (volunteers) and supporters to join us at the DDA office to warm up with fire pits, patio heaters, s’mores, cookies, and hot cocoa, coffee, and tea. Front row benches were provided and it was a festive atmosphere. Many conversations were held on how to give back to our downtown so we are excited to hopefully see more join in the movement. Thank you to Alaina Campbell, of Cookies & Cream, for the donation of additional cookies.

Upcoming Events:

Dec. – Feb. - **Storybook Stroll** – Partnership with Orion Township Public Library. Winter story will launch soon. Around 13 businesses will be hosting the children’s book pages. Working with new head of Children’s Services at Library, Kerry Roman, to schedule 2026.

Dec. 13 – **Polar Express Trolley Experience**, 11 am - 3 pm. The event is sold out with a waiting list. Our volunteer slate is fully booked. The experience begins inside the Stadium Drive Elementary with check in. Participants get a Golden Ticket, enjoy the hot cocoa creation station, and a kids craft area. Thank you to Wee Bean Coffee Co. bringing their trailer for hot beverages: free hot cocoa for the kids, and the full beverage menu for adults for a fee. Due to the trolley being in for repairs, we did secure a decorated trolley rental. Riders will board the trolley after The Conductor punches their ticket. Mrs. Claus and The Conductor will read The Polar Express and sing holiday songs as they make their way to Epique Realty, this year’s “North Pole”. Each family gets a visit with Santa, cookies provided by Lake Orion Bike and Adventure Co., and a bell ornament keepsake. Families are encouraged to shop and dine downtown until they need to return on the trolley which will do runs between the stops until 4pm.

Jan. 1 – **Resolution Run** in Downtown Lake Orion. They average 250 runners per year. We are working with the organizers on ways our merchants can engage with the runners since 75% live close to Lake Orion.

Feb. 7 – **Ice Fest** – Information going out via SeeMyLegacy program. Site will be demonstrated at meeting along with Ice Fest information.

Sponsorships/See MyLegacy:

Sponsorship/Donation/Memorial Portal: Site will be demonstrated at meeting.

ShopOCMainStreets.com

Now – June 2026 – ShopOCMainStreets.com \$100K challenge. Even online, you can still support local. Shop at ShopOCMainStreets.com and stores, DDAs and shoppers all get a chance to win money based on top shopping amounts during Challenge dates. Downtown Lake Orion was one of three DDA’s in the running for the \$1000 based on sales via ShopOCMainStreets.com in the first round. We congratulate Oxford DDA on winning the DDA’s draw. Three more rounds are in the works. We encourage businesses to get listed on the site, if only to direct them to their website. It is another marketing tool for them to use. Contact the Lake Orion DDA office for more information.

Community Calendar 2026

With over 17 organizations invited, the DDA hosted a Teams meeting gathering the activities and dates for the 2026 Community Events Calendar. The draft of the calendar is going out to those organizers for review prior to posting.

E-Newsletters

Via SnapRetail!: 10 e-newsletters created (Business/Consumer)

Social Media Stats

Downtown Lake Orion Facebook:

Followers: 11,192 (added 107)

Visits: 4K (The number of times our page or profile was visited.)

Engagement/Interactions: Previous: 1,316; Current: 2.7K (The number of likes or reactions, saves, comments, shares and replies on our content, including ads. Content can include formats such as posts, stories, reels and more.)

Views: Previous: 146,084; Current: 239.8K (The number of times our content was played or displayed. Content includes videos, posts, stories and ads.)

Downtown Lake Orion Business Group on Facebook:

141 members (no change)

Instagram:

4,410 (added 36); Views: 12.9K; Reach: 1.4K; Interactions: 229

X (formerly Twitter):

1,541 (dropped 2). Since we do not pay for this site, it doesn't provide us analytics.

Save the Dates:

Main Street Accreditation: January 14, 2026 (calendar invite was sent)

Volunteer Appreciation Awards: January 28, 2026, 6 – 8 pm, Sick Town Hall

Downtown LDown: Monday, January 26, 2026, 4-5:30 pm, location TBD

Respectfully Submitted,

Janet Bloom

bloom@downtownlakeorion.org

cell (248) 320-7599