



AGENDA

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

2. Roll Call and Determination of Quorum

3. Approval of Minutes

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

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

4. Approval of Agenda

5. Special Presentation

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

6. 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.

7. Consent Agenda

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

A. Financial Reports

8. Financial Matters

A. Bill Approval

9. New and Old Business

A. Annual Election of Board DDA Officers

B. Cleaning Services - Review and Award

C. Miscellaneous Change Orders

D. Event Contracts

E. Discussion and Consideration - Additional Architectural Services

F. Reconsideration - Executive Director Contract

10. Reports, Resolutions and Recommendations

A. Executive Directors Report

B. Assistant Director's Report

11. Minute for Mission

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

B. Strategic Plan - Setting Key Performance Indicators

12. Board Comments and Training Feedback

13. Next Regular Meeting - December 16, 2025

14. 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: November 18, 2025

TOPIC: Approval of DDA Regular Meeting Minutes of October 21, 2025

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular Meeting Minutes of October 21, 2025.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, October 21, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The October 21, 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

Treasurer Matt Shell - arrived at 6:36 PM

Secretary Hank Lorant

Board Member Lloyd Coe

Board Member Chris Barnett

President Teresa Rutt

ABSENT

Board Member Sally Medina

Board Member Alaina Campbell

STAFF PRESENT

Assistant Director Janet Bloom

Village Manager Darwin McClary

Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of September 16, 2025

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of September 16, 2025, as

presented.
VOTING YEA: Burgess, Caruso, Lorant, Medina, Barnett, Rutt
VOTING NAY: None
ABSENT: Coe, Campbell, 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 October 21, 2025, as presented.
VOTING YEA: Burgess, Caruso, Lorant, Medina, Barnett, Rutt
VOTING NAY: None
ABSENT: Coe, Campbell, Shell
MOTION: Carried

5. Call to the Public

Francesco Komandera, a resident of Oakland County, praised the Village Council President for handling of the previous meeting and proposed an off-campus AV program at the Ehman Center for students, focusing on special effects and CGI. He urged more support for youth and arts initiatives, better safety for downtown workers, especially those walking alone at night and suggested designated parking for late-shift employees. He also highlighted the hard work of those behind downtown events and called for better accommodation for them.

6. Consent Agenda

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

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve the October 21, 2025, Consent Agenda by one vote, as presented.
VOTING YEA: Burgess, Caruso, Lorant, Medina, Barnett, Rutt
VOTING NAY: None
ABSENT: Coe, Campbell, Shell
MOTION: Carried

A. Financial Reports

MOTION made by President Rutt, Seconded by Secretary Lorant, to receive and file the financial reports for September 2025.
VOTING YEA: Burgess, Caruso, Lorant, Medina, Barnett, Rutt
VOTING NAY: None
ABSENT: Coe, Campbell, Shell
MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by Board Member Barnett, Seconded by Treasurer Shell, to approve disbursements in the amount of \$217,424.31 for September 2025.

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

8. New and Old Business

A. Holiday Lights Installation - Award of Contract

Assistant Director Bloom provided a comparison of three bids for holiday lights and decorations from Santa's Light Crew, Timberland, and Eradico, with Santa's Light Crew offering the lowest bid.

MOTION made by Treasurer Shell, Seconded by Board Member Barnett, to award Santa's Light Crew the contract for the installation, maintenance, and removal of holiday lights and garland for the Lake Orion DDA during the 2025-2026 holiday season, at a total cost not to exceed \$11,100. The funding will come from GL 248-726-883-000 for \$6,100 (for banners and holiday lights) and the remaining \$5,000 from GL 248-729-880-012 (Sing-and-Stroll Tree Lighting).

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

Assistant Director Bloom presented two bids for roofline lighting. The DDA suggested covering 10% of the cost for businesses interested in participating, with pricing based on linear footage. There was discussion on whether to gather more information from businesses before moving forward, particularly about costs and interest in year-round lighting versus seasonal. Concerns were raised about electric bills, potential price changes with fewer participants, and the need for a more comprehensive understanding of the project before making a decision. Some board members felt this might be better suited as a project for next year.

MOTION made by President Rutt, Seconded by Secretary Lorient, to direct DDA directors to investigate further the roofline lighting to get more clarity.

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

9. Reports, Resolutions and Recommendations

A. Executive Director Report

Board Member Barnett expressed frustration over delays and lack of cooperation between the DDA and the Village. Village Manager McClary attributed the issues to the DDA's side,

particularly Executive Director Matt Gibb’s overwhelm and lack of delegation. Board Member Barnett urged Village Manager McClary to take a more active role, scheduling regular meetings with Executive Director Gibb to address the problems. Village Manager McClary agreed but emphasized the need for direct communication from the DDA to resolve issues effectively.

George Dandalides echoed concerns about communication problems between the DDA and the Village. He proposed giving the DDA Executive Director a regular spot on the Village Council agenda to improve transparency and communication. He committed to addressing issues raised by the DDA and supporting better collaboration.

Francesco Komandera expressed concern about transparency and accountability within the DDA, noting confusion over who is in control of ongoing projects. He said it appeared that the DDA director was acting independently without coordination with the Village or Township leadership. He emphasized the need for clearer oversight and communication to ensure the community understands who is responsible for decision-making.

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

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

B. Resolution - Lumber Yard Project Authorization

Assistant Director Bloom presented a resolution to authorize the Lumberyard at Paint Creek Public Market to submit application materials for zoning and permitting, contingent on the formation of a nonprofit board. Treasurer Shell confirmed the nonprofit has been formed but emphasized the board must be appointed before moving forward.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve this resolution subject to a board being appointed for the nonprofit corporation.

President Rutt expressed hesitancy, requesting more details on the legal framework and operations of the entity before proceeding. The board discussed tabling the resolution or calling a special meeting to gather more information, ensuring the right people and answers are present for a more informed decision.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to amend the motion to table and request a special meeting to be planned once Executive Director Gibb returns from vacation.

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

C. Assistant Director’s Report

Assistant Director Bloom recapped recent and upcoming downtown events, including a successful Movie Night, Halloween Extravaganza, and the America in Bloom. She highlighted strong community engagement, partnerships, and merchant participation. Upcoming events include Witches Night, the Storybook Stroll, holiday festivities, and the removal of the DIA art installation. She also announced a new sponsorship portal, recognized two local businesses for winning county grants, and invited merchants to an Oct. 27 meeting to discuss downtown needs and involvement.

Treasurer Shell suggested coordinating with local elementary schools next year to avoid scheduling conflicts, noting that one school held a trunk-or-treat event on the same night as the downtown Halloween parade. While the overlap may not be entirely avoidable, early communication could help. He also acknowledged the parade's success despite missing it himself.

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

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

10. Board Comments and Training Feedback

President Rutt praised the Halloween event for drawing over 800 attendees, many from outside the area, and highlighted its success. She joked about donut consumption, suggested featuring Wes as Bluey in the next newsletter, and emphasized continued teamwork to improve downtown.

Vice Chairperson Caruso praised the Halloween event’s vibrant, magical atmosphere and strong turnout, highlighting downtown’s welcoming vibe. He strongly supported the Lumberyard project as a major step forward, emphasized the board’s transparency, and defended Executive Director Gibb’s alignment with board direction. He expressed enthusiasm for future downtown developments.

Treasurer Shell acknowledged Executive Director Gibb’s overwhelm due to ongoing, unwarranted public attacks and FOIA requests from a Village Council Member despite DDA approval. He called for these actions to stop, citing wasted time and hindered progress, though he doubted they would.

Secretary Lorant shared similar concerns about disruptive behavior from a Council Member during a recent meeting but praised the Village President for restoring order. He also complimented downtown’s appearance and the Halloween event’s turnout and efforts by the Orion Arts Center.

Board Member Medina expressed disappointment over unprofessional behavior and a Council Member walking out on a speaker at a recent meeting. She emphasized the value of volunteer time, shared personal motivations for joining the board, and highlighted positive community events. Despite frustrations, she expressed love for the town and hope for moving past conflicts to achieve great things.

Board Member Barnett voiced frustration over meetings marked by deception and disrespect. He stressed that Board Members volunteer out of love for downtown, condemned false accusations, praised local business owners, and called for accountability for officials who lie or violate their oath. He appreciated the Executive Director’s efforts and urged collaboration to support a thriving downtown despite challenges.

Chairperson Burgess thanked the board for their dedication and stressed teamwork’s power to achieve more. She expressed optimism about the Lumberyard as a community comeback, highlighted family participation and community spirit at Halloween, and urged respect, accountability, and positive examples for future generations. She encouraged focusing on successes, owning mistakes, and working together, ending with excitement for upcoming downtown events.

11. Next Regular Meeting - Nov. 18, 2025

12. Adjournment

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

VOTING YEA: Burgess, Caruso, Shell, Lorant, Medina, Barnett, Rutt

VOTING NAY: None

ABSENT: Coe, Campbell

MOTION: Carried

The October 21, 2025 Downtown Development Authority Board Regular meeting adjourned at 7:40 PM.

Debbie Burgess
Chairperson

Lynsey Blough, CMC
Deputy Clerk/Treasurer

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on November 18, 2025



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Special Meeting Minutes – November 11, 2025

BACKGROUND BRIEF:

A Special Meeting of the Board was Noticed for November 11, 2025 for the purpose of discussion and recommended action on a contract for concrete services at the lumber yard.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

Move to receive and file the Minutes for the Special Meeting of November 11, 2025.



MINUTES

SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, November 11, 2025

5:00 PM

Downtown Development Authority Office – 118 N Broadway Street, Lake Orion, MI 48362
(248) 693-9742

1. Call to Order

The Tuesday, November 11, 2025, Special Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Downtown Development Authority Conference Room located at 118 N. Broadway Street, Lake Orion, MI 48362 by Chairperson Debbie Burgess at 5:02 PM.

2. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
Debbie Burgess	Village of Lake Orion	Chairperson	Present	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Matt Shell	Village of Lake Orion	Treasurer	Present	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Present	
Alaina Campbell	Village of Lake Orion	Board Member	Absent	
Lloyd Coe	Village of Lake Orion	Board Member	Absent	
Sally Medina	Village of Lake Orion	Board Member	Absent	
Teresa Rutt	Village of Lake Orion	Council President	Present	

STAFF PRESENT:

Matthew Gibb, DDA Executive Director

3. Approval of Agenda

Motion to approve the agenda moved by Matthew Shell, Treasurer, and seconded by Hank Lorant, Secretary. Ayes: Burgess, Shell, Lorant, Barnett, Caruso and Rutt. Absent: Coe, Campbell, Medina. Motion adopted.

4. New and Old Business

A. Concrete Services – Consider and Award

Move to accept and approve the proposal from JAH Services for the preparation and finish of approximately 2900 sq ft of concrete surface in the main barn, at a cost not to exceed \$36,260, with funding from GL 248-726-980-001 – Public Spaces Grant – General.

Moved by Matthew Shell, Treasurer, and seconded by Hank Lorant, Secretary. Ayes: Burgess, Shell, Lorant, Barnett, Caruso, and Rutt. Absent: Coe, Medina and Campbell. Motion adopted.

5. Call to the Public

Let the record show no public comments were received.

6. Adjournment

Motion to adjourn the Tuesday, November 11, 2025, Special Meeting of the Downtown Development Authority Board.

Moved by Matthew Shell, Treasurer, and seconded by Hank Lorant, Secretary. Ayes: Burgess, Shell, Lorant, Barnett, Caruso, and Rutt. Absent: Medina, Coe and Campbell. Motion adopted.

The Tuesday, November 11 2025, Special Meeting of the Downtown Development Authority Board adjourned at 5:35 PM.

Debbie Burgess
Chairperson

Janet Bloom
Recording Secretary
DDA Assistant Director

Date Approved: _____



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Presentation of Genisys Grant Recipients

BACKGROUND BRIEF:

The Lake Orion DDA is proud to announce that Genisys Bank, through MSOC, has awarded five (5) recipients of the Spirit of Main Street Micro Business Startup Grant Program, and TWO(2) of the business are our very own

LAKE ORION BIKE & ADVENTURE

BOUTIQUE CHIC

Information on the program and their winning applications are attached.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

N/A



Spirit of Main Street

Micro Business Startup Grant Program

*For All MSOC
Communities and
Their Downtown
Businesses*

In an effort to support the attraction, retention and growth of small businesses in your historic downtowns and neighborhood commercial corridors, Main Street Oakland County (MSOC) has partnered with Genisys Credit Union to create the Spirit of Main Street Micro Business Startup Grant Program. This grant program is designed to complement MSOC economic vitality efforts and support entrepreneurship at the local community level.



Eligible Grant Applicants:

Eligible businesses can be in the Startup Phase (0 to 1 year old) or Existing (1 to 5 years old) and must be located in one of the Main Street Districts, including Auburn Hills, Berkley, Beverly Hills, Birmingham, Clarkston, Clawson, Farmington, Ferndale, Franklin, Groveland Township—Dixie Highway Corridor, Hazel Park, Highland, Holly, Holly Township—Dixie Highway Corridor, Huntington Woods, Lake Orion, Lathrup Village, Leonard, Lyon Township/New Hudson, Madison Heights, Oak Park, Ortonville, Oxford, Pontiac—Downtown, Pontiac—Huron Corridor, Rochester, Royal Oak, Southfield, South Lyon, and Wixom. Downtown organizations are eligible to apply and can also assist a local business with matching funds if desired.

NOTE: Pop-up businesses are eligible provided they have been open in the downtown district on a consistent basis for a minimum of six months. One time event pop-up businesses are not eligible.

Eligible Activities:



Location renovations and preparations



Rent Assistance Programs



Equipment purchases



Outdoor Improvements



Required permits and fees



Other uses deemed appropriate to support the creation, relocation or expansion of a micro business

Grants and Match:

The maximum grant award is \$5,000. A minimum dollar-for dollar match must be provided by the applicant. The cost of labor and materials can go towards grant match. **Signage is not eligible.** After the proposed project has been completed and final costs have been verified, the grant funds will be issued directly to the local Main Street program, paid as a reimbursement. The local Main Street will be responsible for monitoring approved projects and programs to ensure compliance with the grant program guidelines.

Conditions:

All applications are reviewed by and award determinations made by representatives of Genisys Credit Union and MSOC. Genisys Credit Union and MSOC reserve the right to decline grant applications that are not consistent with the National Main Street Program and/or the vision and masterplan of the local Main Street community. All projects must have appropriate zoning, permitting and historic district approvals if required by the municipality—and be completed within six months of receiving the grant.

Grant recipients agree to display signage at or near the project site thanking the sponsors of the grant. Signage will be provided by MSOC and must be displayed for a minimum of 30 days after completion.

GRANT DEADLINE:

Opens: August 11, 2025

Closes: September 1, 2025

For more information, contact:

Erick Phillips, Senior Local Business Development Consultant, Oakland County

phillipse@oakgov.com
(248) 858-4070



[Genisys Grant Form](#)Response ID: [142007](#)

Submitted Date: 2025-09-01 19:42:40

Completion Time: 2 days 3 hr. 57 min. 57 sec.

**Application Deadline:****Monday, September 1, 2025 at 11:59 p.m.****Note: All fields are required****Business Information**

Downtown Business Location

Lake Orion

Business Name Business Address

Boutique Chic 120 S. Broadway St.

Contact Name Contact Email

Annalise Costantino annalise@shopboutiquechic.com

Contact Phone Website

248-877-1770 shopboutiquechic.com

Business Stage Number of Employees

Existing = 1-5 years 2

Business Entity Type Business Industry

LLC Retail**MSOC Design Assistance**

Have you utilized MSOC Design Assistance for this project?

No

Do you need MSOC Design Assistance?

No

I acknowledge if I am awarded a grant and MSOC Design Services are utilized and the MSOC design recommendations are not followed, I may jeopardize my reimbursement grant award. Also, if changes to the design are required, I will obtain prior approval from MSOC.

- I acknowledge if I am awarded a grant and MSOC Design Services are utilized and the MSOC design recommendations are not followed, I may jeopardize my

reimbursement grant award. Also, if changes to the design are required, I will obtain prior approval from MSOC.

Project Funding and Schedule

Total Project Cost Grant Request Amount
\$5,000 2,500

Project Start Date Project Completion Date
September 30th December 30th

I acknowledge if I am awarded a grant and MSOC Design Services are utilized and the MSOC design recommendations are not followed, I may jeopardize my reimbursement grant award. Also, if changes to the design are required, I will obtain prior approval from MSOC.

- I acknowledge that grant awards are provided as a reimbursement, and I must submit receipts of completed work before grant monies are dispersed. I also acknowledge that projects must not deviate from the use being proposed in this application.

I acknowledge if I am awarded a grant and MSOC Design Services are utilized and the MSOC design recommendations are not followed, I may jeopardize my reimbursement grant award. Also, if changes to the design are required, I will obtain prior approval from MSOC.

- If awarded, for 30 days after receiving the reimbursement grant, I agree to acknowledge Genisys Credit Union at promotional events related to the funded project and to prominently display a 11-inch x 17-inch graphic supplied by Main Street Oakland County that promotes Genisys Credit Union and Main Street Oakland County.

Project Description

Describe in detail the proposed use of grant funds. Applicants must describe the intended use of funds and how it will contribute to the success of the business. Vague descriptions regarding the use of funds will not be accepted.

At present, Boutique Chic relies on handwritten receipts and manual systems for processing sales, managing inventory, and tracking customer behavior. These outdated methods create inefficiencies, making it difficult to analyze performance, automate processes, or scale effectively. Our current e-commerce platform — hosted on Shop OC Mainstreets through Member Marketplace Inc. and funded by Main Street Oakland County and the Lake Orion Downtown Development Authority (DDA) — also lacks integration with any Point-of-Sale (POS) system. When an item sells in-store, staff must manually update the online inventory to avoid overselling. This process is time-consuming, prone to error, and prevents accurate real-time reporting. The result is an inconsistent customer experience and limited growth in online sales. Proposed Solution We seek funding to implement: A modern, cloud-based Point-of-Sale (POS) system An integrated e-commerce website that syncs with the POS A QuickBooks Online subscription for real-time financial management Expected Impact Increased Sales: Integration will provide real-time reporting across all channels, helping us identify bestsellers, buying patterns, and seasonal trends for more strategic restocking and promotions. Streamlined

Inventory: Automated updates will eliminate manual adjustments, ensure accurate stock counts, prevent overselling, and save staff time daily. **Customer Retention:** Purchase histories and preferences will allow us to create loyalty programs, send targeted promotions, and deliver personalized service, driving repeat business. **Financial Oversight:** QuickBooks integration will simplify bookkeeping, reduce errors, streamline tax reporting, and provide timely insights for growth planning. **By modernizing these systems, Boutique Chic can expand its impact while continuing to amplify women-owned brands that give back — connecting our community to products with purpose.**

Using the "Upload" button at the bottom of this form, please attach all documents that verify the use of funds, such as contractor estimates, drawings, marketing plans, website design plans, etc.

Committed Funding and/or Match Dollars.

This investment will significantly increase our operational efficiency, minimize human error, support multi-channel sales, and give us the tools needed to deepen customer engagement and scale with confidence. By funding this project, the grant would partner directly with our business growth — matching our \$2,500 investment to fully modernize our systems and train our team with the new technology. This shared commitment ensures accountability, leverages resources effectively, and builds long-term sustainability. Ultimately, these upgrades will not only streamline operations but also strengthen Boutique Chic’s role as a mission-driven boutique within a historic, accredited Main Street community. With your support, we can continue our dual mission: making fashion fun, accessible, and modern while uplifting women-owned brands and artisans who are working every day to make the world a better place.

Acknowledgement

I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject project/property/program for the purpose of obtaining funding under the Genisys Credit Union Spirit of Main Street Micro Business Start Up Grant Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full. If a determination is made by overseeing staff that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all funding commitments are contingent upon the availability of program funds.

The applicant further certifies that he/she has read, understands, and has signed the GENISYS CREDIT UNION SPIRIT OF MAIN STREET MICRO BUSINESS STARTUP GRANT PROGRAM AGREEMENT.

Signature (Your typed name is acknowledgement of the above terms)
Annalise Costantino

Title Date

Owner/Operator 09/01/2025

Upload

Please attach all documents that verify the use of funds.

Quickbooks and Clover POS quote.docx

Please attach all documents that verify the use of funds.

Boutique Chic - Lake Orion (1).pdf

File List (Protected)

Quickbooks and Clover POS quote.docx (357Kb.):

<https://forms.oakgov.com/uploads/get/57a482c2c909f5864cd68fad4c054285-QuickbooksandCloverPOSquote.docx>

Boutique Chic - Lake Orion (1).pdf (69Kb.):

<https://forms.oakgov.com/uploads/get/7285964a35f2949d82856ec9fa3eba16-BoutiqueChic-LakeOrion1.pdf>

[Genisys Grant Form](#)Response ID: [142011](#)

Submitted Date: 2025-09-01 22:13:14

Completion Time: 1 hr. 29 min. 34 sec.

**Application Deadline:****Monday, September 1, 2025 at 11:59 p.m.****Note: All fields are required****Business Information**

Downtown Business Location

Lake Orion

Business Name

Business Address

Lake Orion Bike & Adventure Co. 47 S. Broadway St.

Contact Name Contact Email

Mike Warner mike@lakeorionbikes.com

Contact Phone Website

248-724-6104 www.lakeorionbikes.com

Business Stage

Number of Employees

Start-up = 0-1 Year 6

Business Entity Type

Business Industry

LLC**Retail****MSOC Design Assistance**

Have you utilized MSOC Design Assistance for this project?

No

Do you need MSOC Design Assistance?

No

I acknowledge if I am awarded a grant and MSOC Design Services are utilized and the MSOC design recommendations are not followed, I may jeopardize my reimbursement grant award. Also, if changes to the design are required, I will obtain prior approval from MSOC.

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reimbursement grant award. Also, if changes to the design are required, I will obtain prior approval from MSOC.

Project Funding and Schedule

Total Project Cost Grant Request Amount
14,064.24 5,000.00

Project Start Date Project Completion Date
9/15/2025 9/30/2025

I acknowledge if I am awarded a grant and MSOC Design Services are utilized and the MSOC design recommendations are not followed, I may jeopardize my reimbursement grant award. Also, if changes to the design are required, I will obtain prior approval from MSOC.

- I acknowledge that grant awards are provided as a reimbursement, and I must submit receipts of completed work before grant monies are dispersed. I also acknowledge that projects must not deviate from the use being proposed in this application.

I acknowledge if I am awarded a grant and MSOC Design Services are utilized and the MSOC design recommendations are not followed, I may jeopardize my reimbursement grant award. Also, if changes to the design are required, I will obtain prior approval from MSOC.

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Project Description

Describe in detail the proposed use of grant funds. Applicants must describe the intended use of funds and how it will contribute to the success of the business. Vague descriptions regarding the use of funds will not be accepted.

We are requesting funding for the purchase of two Park Tool PRS-33.2 Electric Repair Stands, and to repair two unsafe window egresses outside our bike shop. The rapid growth in popularity of e-bikes and adaptive bicycles such as TerraTrikes had made traditional bike repair stands less safe. Many TerraTrike riders are individuals living with injuries or certain disabilities, and the bikes are significantly heavier and more complex than traditional bikes. Traditional repair stands are not designed to safely lift or hold them, which increases the difficulty of providing efficient and safe service for our customers. If we are able to get the new Park Tool stands, our certified mechanics will be able to safely lift and position bikes weighing up to 120 pounds, reducing the risk of injury to staff and damage to customer bicycles. The unsafe window egresses in our parking lot are made from old bricks and plywood boards. They are deteriorating, unstable and unsafe. This is concerning because we regularly take "New Bike Day" photos of customers in front of our sign, located near one of the failing covers. This wall also features an art installation from the Detroit Institute of Arts Inside/Out program, which attracts customers and downtown visitors. Unfortunately, the unsafe condition of

the egress covers discourages people from approaching the area - which also has a picnic table for visitors of the downtown area - and poses a real hazard. Both of these issues undermine our ability to provide a safe workspace and welcoming environment for customers and other visitors to our beautiful downtown area. Thank you for your time and consideration!

Using the "Upload" button at the bottom of this form, please attach all documents that verify the use of funds, such as contractor estimates, drawings, marketing plans, website design plans, etc.

Committed Funding and/or Match Dollars.

We just opened June 1st, 2025, but we have committed to spending \$6,565.24 for two Park Tool PRS 33.2 Electric Repair Stands (\$3,282.12 each). We've also committed up to \$7,500 to repair the two deteriorating egress covers in the parking lot (one is in front of the DIA art installation, the other is closer to the side entrance). We are committed to the safety and well-being of our staff, our customers, and the everyday visitors to downtown Lake Orion, so we will be funding this whether or not we are awarded the grant. The grant, however, would make it much less of a burden on our new shop. Thank you!

Acknowledgement

I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject project/property/program for the purpose of obtaining funding under the Genisys Credit Union Spirit of Main Street Micro Business Start Up Grant Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full. If a determination is made by overseeing staff that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all funding commitments are contingent upon the availability of program funds.

The applicant further certifies that he/she has read, understands, and has signed the GENISYS CREDIT UNION SPIRIT OF MAIN STREET MICRO BUSINESS STARTUP GRANT PROGRAM AGREEMENT.

Signature (Your typed name is acknowledgement of the above terms)

Michael Warner

Title Date

Owner 09/01/2025

Upload

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DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 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 October 2025.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 10/31/2025

% Fiscal Year Completed: 33.70

Section 7, Item A.

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

GL Number	Description	25-26 Amended Budget	YTD Balance 10/31/2025	Activity For 10/31/2025	Available Balance 10/31/2025	% Bdg 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	348.46	0.00	3,021.54	10.34
248-000-441-000	Local Community Stabilization Share	15,000.00	0.00	0.00	15,000.00	0.00
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	4,219.65	0.00	5,488.35	43.47
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	0.00	0.00	17,000.00	0.00
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	(708.21)	(600.00)	8,708.21	(8.85)
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	0.00	0.00	4,200.00	0.00
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	200.00	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	5.00	0.00	7,995.00	0.06
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	699,005.42	(400.00)	1,457,536.58	32.41
Revenues		2,156,542.00	699,005.42	(400.00)	1,457,536.58	32.41
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	82,400.00	33,669.16	6,153.92	48,730.84	40.86
248-260-704-000	Wages - Administrative Coordinator	32,417.00	6,767.59	1,789.23	25,649.41	20.88
248-260-706-000	Asst. Executive Director wages	73,130.00	21,573.31	5,461.60	51,556.69	29.50
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	5,537.81	1,068.75	(137.81)	102.55
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	15,254.00	4,451.25	1,107.21	10,802.75	29.18
248-260-716-000	Health Insurance- Medical	14,820.00	7,049.05	1,394.27	7,770.95	47.56
248-260-717-000	Life & Disability Insurance	1,562.00	584.61	149.90	977.39	37.43
248-260-718-000	Dental Insurance	1,132.00	345.14	89.48	786.86	30.49
248-260-719-000	Pension	6,720.00	7,018.95	1,161.55	(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 10/31/2025

% Fiscal Year Completed: 33.70

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

Section 7, Item A.

GL Number	Description	25-26 Amended Budget	YTD Balance 10/31/2025	Activity For 10/31/2025	Available Balance 10/31/2025	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-721-000	Vision Care	720.00	59.99	15.38	660.01	8.33
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	2,017.92	17,546.80	12.27
248-260-801-002	CONTRACTUAL SERVICES - PUBLIC SAFETY	103,000.00	34,333.32	25,749.99	68,666.68	33.33
248-260-801-003	CONTRACT SERVICES - DPW FEE	27,211.00	13,605.16	6,802.58	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	2,124.00	3,776.00	36.00
248-260-810-000	Legal Services	3,500.00	1,192.25	1,192.25	2,307.75	34.06
248-260-823-000	Website/Software	4,200.00	835.86	381.99	3,364.14	19.90
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	1,274.09	314.98	2,225.91	36.40
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	988.46	571.48	6,811.54	12.67
248-260-921-000	Municipal Street Lighting	13,780.00	3,144.03	910.92	10,635.97	22.82
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	429.94	0.00	1,070.06	28.66
248-260-941-000	Office Rent	16,800.00	8,820.00	4,200.00	7,980.00	52.50
248-260-942-000	Office Expenses	4,000.00	3,951.24	1,572.84	48.76	98.78
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	92.88	682.12	64.10
248-260-957-000	Education & Training	8,000.00	25.58	5.57	7,974.42	0.32
248-260-958-000	General Activities Misc	7,500.00	823.88	823.88	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	0.00	0.00	2,000.00	0.00
Total Dept 260 - GENERAL ACTIVITIES		656,727.00	234,329.49	65,152.57	422,397.51	35.68
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	2,051.00	0.00	249.00	89.17
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 10/31/2025

% Fiscal Year Completed: 33.70

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

Section 7, Item A.

GL Number	Description	25-26 Amended Budget	YTD Balance 10/31/2025	Activity For 10/31/2025	Available Balance 10/31/2025	% 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	2,525.34	0.00	11,674.66	17.78
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	7,620.00	4,168.85	1,249.58	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	0.00	0.00	2,100.00	0.00
248-726-883-000	Banners and Holiday Lighting	8,100.00	0.00	0.00	8,100.00	0.00
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	158,190.40	2,879.19	164,809.60	48.98
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	212,000.00	34,052.24	18,967.83	177,947.76	16.06
Total Dept 726 - DESIGN		593,290.00	196,945.70	23,096.60	396,344.30	33.20
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 Distriubution	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	15,296.33	2,967.33	8,403.67	64.54
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	23,268.98	2,967.33	56,941.02	29.01
Department: 729 PROMOTION						
248-729-880-000	Event Promotion	2,500.00	1,067.37	92.83	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	940.49	940.49	1,559.51	37.62
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	300.00	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	275.22	159.92	1,224.78	18.35
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	0.00	0.00	2,500.00	0.00
248-729-880-017	Movie Night	3,500.00	2,871.20	1,271.97	628.80	82.03
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	620.00	155.00	980.00	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 10/31/2025

% Fiscal Year Completed: 33.70

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Section 7, Item A.

GL Number	Description	25-26 Amended Budget	YTD Balance 10/31/2025	Activity For 10/31/2025	Available Balance 10/31/2025	% 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	20,213.65	2,920.21	32,886.35	38.07
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	Capitla 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	478,226.01	94,136.71	1,363,821.99	25.96
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		2,156,542.00	699,005.42	(400.00)	1,457,536.58	32.41
TOTAL EXPENDITURES		1,842,048.00	478,226.01	94,136.71	1,363,821.99	25.96
NET OF REVENUES & EXPENDITURES:		314,494.00	220,779.41	(94,536.71)	93,714.59	
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	606,741.87			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 10/31/2025

% Fiscal Year Completed: 33.70

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

Section 7, Item A.

GL Number	Description	25-26 Amended Budget	YTD Balance 10/31/2025	Activity For 10/31/2025	Available Balance 10/31/2025	% 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	315.52	0.00	584.48	35.06
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	315.52	0.00	421,305.48	0.07
Revenues		421,621.00	315.52	0.00	421,305.48	0.07
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	120,726.81	4,022.91	53,773.19	69.18
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	31,066.43	0.00	641,453.57	4.62
Total Dept 901 - CAPITAL OUTLAY		847,020.00	151,793.24	4,022.91	695,226.76	17.92
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	253,153.74	4,022.91	1,014,587.26	19.97
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		421,621.00	315.52	0.00	421,305.48	0.07
TOTAL EXPENDITURES		1,267,741.00	253,153.74	4,022.91	1,014,587.26	19.97
NET OF REVENUES & EXPENDITURES:		(846,120.00)	(252,838.22)	(4,022.91)	(593,281.78)	
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	2,328,050.59			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 10/31/2025

% Fiscal Year Completed: 33.70

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

Section 7, Item A.

GL Number	Description	25-26 Amended Budget	YTD Balance 10/31/2025	Activity For 10/31/2025	Available Balance 10/31/2025	% Bdgt Used
Fund: 403 DDA PUBLIC INFRASTRUCTURE FUND						
Account Category: Revenues						
Department: 000 REVENUE						
403-000-664-000	Interest Earnings	0.00	19.14	0.00	(19.14)	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	19.14	0.00	112,973.86	0.02
Revenues		112,993.00	19.14	0.00	112,973.86	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	19.14	0.00	112,973.86	0.02
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		112,993.00	19.14	0.00	112,973.86	
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	142,479.13			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 10/31/2025

% Fiscal Year Completed: 33.70

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

Section 7, Item A.

GL Number	Description	25-26 Amended Budget	YTD Balance 10/31/2025	Activity For 10/31/2025	Available Balance 10/31/2025	% Bdgt Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	22.79	0.00	(22.79)	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	22.79	0.00	(22.79)	100.00
Revenues		0.00	22.79	0.00	(22.79)	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	22.79	0.00	(22.79)	100.00
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	0.00
NET OF REVENUES & EXPENDITURES:		(169,436.00)	22.79	0.00	(169,458.79)	
BEG. FUND BALANCE		169,464.87	169,464.87			
NET OF REVENUES/EXPENDITURES - 24-25		113.28	113.28			
END FUND BALANCE		142.15	169,600.94			
Report Totals:						
TOTAL REVENUES - ALL FUNDS		2,691,156.00	699,362.87	(400.00)	1,991,793.13	25.99
TOTAL EXPENDITURES - ALL FUNDS		3,279,225.00	731,379.75	98,159.62	2,547,845.25	22.30
NET OF REVENUES & EXPENDITURES:		(588,069.00)	(32,016.88)	(98,559.62)	(556,052.12)	

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 10/31/2025

Section 7, Item A.

GL Number	Description	YTD Balance 10/31/2024	10/31/2025
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	474,260.63	197,520.62
248-000-010-000	Investment/LGIP County Inv	411,839.34	427,065.89
248-000-011-000	Cash - Payroll Savings	2,775.06	(20,434.72)
	CASH SAVINGS	888,875.03	604,151.79
	Total Assets	889,193.99	604,470.75
*** Liabilities ***			
Account Classification: ACCOUNTS PAYABLE			
248-000-202-000	Accounts Payable	(2,440.12)	(2,560.00)
	ACCOUNTS PAYABLE	(2,440.12)	(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)
	ACCRUED AND OTHER LIAB	400.00	288.88
	Total Liabilities	(2,040.12)	(2,271.12)
*** 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		889,193.99	604,470.75
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		534,422.99	220,779.41
= ENDING FUND BALANCE		891,234.11	606,741.87
+ LIABILITIES		(2,040.12)	(2,271.12)
= TOTAL LIABILITIES AND FUND BALANCE		889,193.99	604,470.75

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 10/31/2025

Section 7, Item A.

		YTD Balance	
GL Number	Description	10/31/2024	10/31/2025
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	2,585,302.09	2,298,679.16
301-000-011-000	Cash - Payroll Savings	0.00	(25,046.19)
	CASH SAVINGS	2,585,302.09	2,273,632.97
Total Assets		2,641,688.89	2,330,019.77
*** 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
Total Liabilities		1,969.18	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		2,641,688.89	2,330,019.77
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		(155,092.76)	(252,838.22)
= ENDING FUND BALANCE		2,639,719.71	2,328,050.59
+ LIABILITIES		1,969.18	1,969.18
= TOTAL LIABILITIES AND FUND BALANCE		2,641,688.89	2,330,019.77

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 10/31/2025

Section 7, Item A.

		YTD Balance	
GL Number	Description	10/31/2024	10/31/2025
Fund: 403 DDA PUBLIC INFRASTRUCTURE FUND			
*** Assets ***			
Account Classification: CASH SAVINGS			
403-000-002-000	CASH	0.00	142,479.13
	CASH SAVINGS	0.00	142,479.13
	Total Assets	0.00	142,479.13
Total Fund 403:			
TOTAL ASSETS		0.00	142,479.13
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	19.14
= ENDING FUND BALANCE		0.00	142,479.13
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		0.00	142,479.13

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 10/31/2025

Section 7, Item A.

		YTD Balance	
GL Number	Description	10/31/2024	10/31/2025
Fund: 404 DDA PROPERTY ACQUISITION			
*** Assets ***			
Account Classification: CASH SAVINGS			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,502.24	169,600.94
	CASH SAVINGS	169,502.24	169,600.94
	Total Assets	169,502.24	169,600.94
*** 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		169,502.24	169,600.94
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		37.37	22.79
= ENDING FUND BALANCE		169,502.24	169,600.94
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		169,502.24	169,600.94



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 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 \$101,725.25 for October 2025.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2025 - 10/31/2025

POSTED AND UNPOSTED
OPEN AND PAID

Section 8, 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	571.48	35238
248-000-228-001	Remittance	IRS	Remittance Check	104.77	405
248-000-228-001	Remittance	IRS	Remittance Check	104.77	405
248-000-228-001	Remittance	IRS	Remittance Check	105.09	406
248-000-228-001	Remittance	IRS	Remittance Check	105.09	406
248-000-228-002	Remittance	IRS	Remittance Check	448.00	405
248-000-228-002	Remittance	IRS	Remittance Check	448.00	405
248-000-228-002	Remittance	IRS	Remittance Check	449.35	406
248-000-228-002	Remittance	IRS	Remittance Check	449.35	406
248-000-230-000	Remittance	IRS	Remittance Check	419.97	405
248-000-230-000	Remittance	IRS	Remittance Check	420.29	406
248-000-231-002	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	7.66	35242
248-000-232-000	Remittance	AMERICAN UNITED LIFE INSUR	Remittance Check	149.90	35244
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	290.39	35170
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	290.39	35235
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	89.48	35241
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	15.38	35243
248-000-247-000	Remittance	BLUE CARE NETWORK OF MICH	Remittance Check	1,394.27	35236
248-000-686-000	DRGN ON THE LK BOAT	COMERICA BANK	JANET CC SEPTEMBER	600.00	317
Total Department 000 REVENUE				6,463.63	
Department: 260 GENERAL ACTIVITIES					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER 202	1,161.55	35245
248-260-801-000	016-1650	VILLAGE OF LAKE ORION	WATER BILL 165 S BROADWAY & 118 N BRO	526.65	35229
248-260-801-000	HOME DEPOT	COMERICA BANK	MATT CC SEPTEMBER	45.95	317
248-260-801-000	CARPET CLEANING	COMERICA BANK	MATT CC SEPTEMBER	1,425.00	317
248-260-801-000	GREAT LAKES ACE	COMERICA BANK	MATT CC SEPTEMBER	20.32	317
248-260-801-002	AUGUST 2025 - CONTRACT FEE	VILLAGE OF LAKE ORION	PUBLIC SAFETY - 3 MOS. (AUG-OCT)	8,583.33	35230
248-260-801-002	SEPTEMBER 2025 - CONTRACT	VILLAGE OF LAKE ORION	PUBLIC SAFETY - 3 MOS. (AUG-OCT)	8,583.33	35230
248-260-801-002	OCTOBER 2025 - CONTRACT FE	VILLAGE OF LAKE ORION	PUBLIC SAFETY - 3 MOS. (AUG-OCT)	8,583.33	35230
248-260-801-003	2ND QUATER CONTRACT FEE	VILLAGE OF LAKE ORION	DPW QUARTERLY	6,802.58	35229
248-260-805-000	DDA ALLOCATED AUDIT FEES	ANDREWS HOOPER PAVLIC PLC	AUDIT FEES	2,124.00	35176
248-260-810-000	DDA INV 11938	DAVIS LISTMAN PLLC	LEGAL SERVICES	1,192.25	35192
248-260-823-000	DROPBOX	COMERICA BANK	MATT CC SEPTEMBER	199.00	317
248-260-823-000	OPEN AI	COMERICA BANK	MATT CC SEPTEMBER	20.00	317
248-260-823-000	FLOWCODE	COMERICA BANK	MATT CC SEPTEMBER	9.95	317
248-260-823-000	SNAPRETAIL	COMERICA BANK	MATT CC SEPTEMBER	65.00	317
248-260-823-000	CLICKUP	COMERICA BANK	MATT CC SEPTEMBER	38.00	317
248-260-823-000	IONOS	COMERICA BANK	MATT CC SEPTEMBER	28.85	317
248-260-823-000	ADOBE	COMERICA BANK	MATT CC SEPTEMBER	21.19	317
248-260-851-000	MISWITCH	COMERICA BANK	MATT CC SEPTEMBER	90.54	317
248-260-851-000	8529101420028897	COMCAST	TELEPHONE	224.44	35251
248-260-920-000	015-1180	VILLAGE OF LAKE ORION	WATER BILL 165 S BROADWAY & 118 N BRO	497.01	35229
248-260-920-000	118 N BROADWAY	DTE ENERGY	STREETLIGHTS & BUILDING EXP	74.47	35193
248-260-921-000	24 FRONT ST	DTE ENERGY	STREET LIGHTS	19.66	35193
248-260-921-000	380 S BROADWAY	DTE ENERGY	STREET LIGHTS	33.32	35193
248-260-921-000	38 S WASHINGTON	DTE ENERGY	STREET LIGHTS	44.59	35193
248-260-921-000	22 SHADBOLT	DTE ENERGY	STREET LIGHTS	93.91	35193
248-260-921-000	38 E FLINT	DTE ENERGY	STREET LIGHTS	382.62	35193
248-260-921-000	491 S BROADWAY	DTE ENERGY	STREET LIGHTS	65.91	35193

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2025 - 10/31/2025

POSTED AND UNPOSTED
OPEN AND PAID

Section 8, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-921-000	90 S ANDERSON	DTE ENERGY	STREETLIGHTS & BUILDING EXP	246.27	35193
248-260-921-000	165 S BROADWAY	DTE ENERGY	STREETLIGHTS & BUILDING EXP	24.64	35193
248-260-941-000	OFFICE RENT	NICK SCHILLACE	RENT - OCT-DEC 2025	4,200.00	35206
248-260-942-000	INV 95821	DarWeI ENTERPRISES LLC	MAT SERVICES	25.58	35191
248-260-942-000	INV 243450	CRYSTAL WATER COMPANY	WATER COOLER	25.00	35189
248-260-942-000	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	15.99	317
248-260-942-000	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	18.49	317
248-260-942-000	EXXON	COMERICA BANK	MATT CC SEPTEMBER	7.74	317
248-260-942-000	SPAREBOX	COMERICA BANK	MATT CC SEPTEMBER	285.00	317
248-260-942-000	THE UPS	COMERICA BANK	MATT CC SEPTEMBER	22.71	317
248-260-942-000	EXXON	COMERICA BANK	MATT CC SEPTEMBER	8.32	317
248-260-942-000	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	19.74	317
248-260-942-000	ATV GAS	COMERICA BANK	JANET CC SEPTEMBER	8.38	317
248-260-942-000	PRINTER INK	COMERICA BANK	JANET CC SEPTEMBER	1,135.89	317
248-260-956-000	SQ MI HISTORIC	COMERICA BANK	MATT CC SEPTEMBER	92.88	317
248-260-957-000	CHAMBER MEETING	COMERICA BANK	JANET CC SEPTEMBER	5.57	317
248-260-958-000	1R7L-TCK6-TJDP	AMAZON CAPITAL SERVICES	INK ORDER	823.88	35175
Total Department 260 GENERAL ACTIVITIES				47,922.83	
Department: 726 DESIGN					
248-726-745-000	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	129.95	317
248-726-745-000	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	214.94	317
248-726-745-000	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	64.90	317
248-726-745-000	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	349.75	317
248-726-745-000	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	135.98	317
248-726-745-000	HARVEST TIME FARM OX	COMERICA BANK	MATT CC SEPTEMBER	300.00	317
248-726-745-000	DOLLAR TREE OX	COMERICA BANK	MATT CC SEPTEMBER	54.06	317
248-726-980-001	ROOFING INSTALLATION	STARRS ROOFING	ROOFING TO COVER WEST BAY	2,000.00	35220
248-726-980-001	ROLLOFF DUMPSTER	COMERICA BANK	MATT CC SEPTEMBER	100.00	317
248-726-980-001	ROLLOFF DUMPSTER	COMERICA BANK	MATT CC SEPTEMBER	574.00	317
248-726-980-001	ROLLOFF DUMPSTER	COMERICA BANK	MATT CC SEPTEMBER	100.00	317
248-726-980-001	ALUMINUM SIGNS	COMERICA BANK	MATT CC SEPTEMBER	10.00	317
248-726-980-001	ALUMINUM SIGNS	COMERICA BANK	MATT CC SEPTEMBER	95.19	317
248-726-980-002	EVENT BARN MATERIALS	MICKEY'S CONSTRUCTION LLC	CHANGE ORDER	18,897.83	35204
248-726-980-002	MI CORP LANSING	COMERICA BANK	MATT CC SEPTEMBER	70.00	317
Total Department 726 DESIGN				23,096.60	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-888-000	INV 1759	20 FRONT STREET CONCEPTS,	AD/ MARKETING	300.00	35173
248-728-888-000	INV 2904	EPRINT SOLUTION LLC	BANNER	132.00	35195
248-728-888-000	FACEBOOK/INSTA ADS	COMERICA BANK	JANET CC SEPTEMBER	44.94	317
248-728-888-000	INV 25-0006059	CHARTER TOWNSHIP OF ORION	ORION LIVING MAG	1,612.39	35184
248-728-888-000	INV 388134	VIEW NEWSPAPER GROUP	NEWS AD	878.00	35227
Total Department 728 ECONOMIC DEVELOPMENT				2,967.33	
Department: 729 PROMOTION					
248-729-880-000	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	92.83	317
248-729-880-004	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	63.54	317
248-729-880-004	AMAZON	COMERICA BANK	MATT CC SEPTEMBER	222.45	317
248-729-880-004	YATES DONUTS	COMERICA BANK	MATT CC SEPTEMBER	654.50	317

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2025 - 10/31/2025

POSTED AND UNPOSTED
OPEN AND PAID

Section 8, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 729 PROMOTION					
248-729-880-012	FIREWOOD INV 960396	MICHAEL WHELAN	FIREWOOD	300.00	35203
248-729-880-014	1NQ1-FGH1-QFTN	AMAZON CAPITAL SERVICES	WITCHES NIGHT SUPPLIES	159.92	35247
248-729-880-017	INV 4076071	SWANK MOTION PICTURES	MOVIE NIGHT SCREEN/SHOWING	415.00	35221
248-729-880-017	INV 4071501	SWANK MOTION PICTURES	MOVIE NIGHT SCREEN/SHOWING	415.00	35221
248-729-880-017	KIDS MOVIE NIGHT A35ZYPX6U	AMAZON CAPITAL SERVICES		213.50	35175
248-729-880-017	MOVIE NIGHTS POPCORN	COMERICA BANK	JANET CC SEPTEMBER	106.00	317
248-729-880-017	MOVIE NIGHT SUPPLIES	COMERICA BANK	JANET CC SEPTEMBER	18.00	317
248-729-880-017	MOVIE NIGHT SUPPLIES	COMERICA BANK	JANET CC SEPTEMBER	21.47	317
248-729-880-017	MOVIE NIGHT COSTUME	COMERICA BANK	JANET CC SEPTEMBER	83.00	317
248-729-885-000	I27787 201 S BROADWAY	TURNER SANITATION	PORTABLES	155.00	35223
Total Department 729 PROMOTION				2,920.21	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				83,370.60	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-950-000	SHIPPING CONTAINERS FOR ST	LTM AUTO TRUCK & TRAILER	SHIPPING CONTAINERS FOR STORAGE ON SI	3,255.00	35201
301-901-950-000	EQUIPMENTSHARE	COMERICA BANK	MATT CC SEPTEMBER	1,404.91	317
301-901-950-000	EQUIPMENTSHARE	COMERICA BANK	MATT CC SEPTEMBER	1,881.37	317
301-901-950-000	ROLLOFF DUMPSTER	COMERICA BANK	MATT CC SEPTEMBER	100.00	317
301-901-950-000	INV 016-2151	VILLAGE OF LAKE ORION	WATER BILL 215 S BROADWAY	292.88	35230
301-901-950-000	PERMIT NO. 000230-2025-CO	WATER RESOURCES COMMISSION	PERMIT NO. 000230-2025-CO	218.75	35232
301-901-950-000	I27788 215 S BROADWAY	TURNER SANITATION	PORTABLES	125.00	35223
Total Department 901 CAPITAL OUTLAY				7,277.91	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				7,277.91	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2025 - 10/31/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 8, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	83,370.60	
		301	DOWNTOWN DEV BOND PROJECT 2023	7,277.91	
		Total For All Funds:		90,648.51	

Matt Oct 2025 (Sep Transactions) Credit Card Report -				
Trans Date	Merchant	GL#	Explanation	Amount
9/1/2025	MiSwitch	248-260-851-000	Telephone	\$ 90.54
8/30/2025	DropBox	248-260-823-000	Software Annual	\$ 199.00
8/30/2025	OpenAI	248-260-823-000	Software	\$ 20.00
9/2/2025	Equipmentsshare.com	301-901-950-000	Lumberyard Equipment	\$ 1,404.91
9/2/2025	Roll Off Dumpster	248-726-980-001	Lumberyard	\$ 100.00
9/7/2025	Flowcode	248-260-823-000	Software	\$ 9.95
9/5/2025	Roll Off Dumpster	248-726-980-001	Lumberyard	\$ 574.00
9/9/2025	Roll Off Dumpster	248-726-980-001	Lumberyard	\$ 100.00
9/10/2025	Equipmentsshare.com	301-901-950-000	Lumberyard Equipment	\$ 1,881.37
9/11/2025	Amazon	248-726-745-000	Beautification	\$ 129.95
9/12/2025	Amazon	248-260-942-000	Office Supplies	\$ 15.99
9/12/2025	Amazon	248-726-745-000	Beautification	\$ 214.94
9/12/2025	Amazon	248-729-880-000	Office Supplies	\$ 92.83
9/14/2025	Amazon	248-729-880-004	Decorations	\$ 63.54
9/12/2025	Amazon	248-260-942-000	Office Supplies	\$ 18.49
9/12/2025	SnapRetail	248-260-823-000	Software	\$ 65.00
9/13/2025	ClickUp	248-260-823-000	Software	\$ 38.00
9/15/2025	Amazon	248-729-880-004	Decorations	\$ 222.45
9/15/2025	DRI*Signs Van Nuys	248-726-980-001	Aluminum Sign	\$ 10.00
9/16/2025	Amazon	248-726-745-000	Beautification	\$ 64.90
9/15/2025	Exxon	248-260-942-000	Gas	\$ 7.74
9/16/2025	Amazon	248-726-745-000	Beautification	\$ 349.75
9/15/2025	Sparebox	248-260-942-000	Storage Rent	\$ 285.00
9/16/2025	The UPS Store	248-260-942-000	Office Expense	\$ 22.71
9/17/2025	Amazon	248-726-745-000	Beautification	\$ 135.98
9/17/2025	Michigan Historic	248-260-956-000	Membership Fee	\$ 92.88
9/18/2025	Harvest Time	248-726-745-000	Beautification	\$ 300.00
9/18/2025	Ionos	248-260-823-000	Software	\$ 28.85
9/18/2025	Dollar Tree	248-726-745-000	Beautification	\$ 54.06
9/18/2025	Home Depot	248-260-801-000	Downtown Expense	\$ 45.95
9/22/2025	Adobe	248-260-823-000	Software	\$ 21.19
9/22/2025	DRI*Signs Van Nuys	248-726-980-001	Aluminum Sign	\$ 95.19
9/24/2025	Roll Off Dumpster	301-901-950-000	Lumberyard	\$ 100.00
9/25/2025	Paul's Carpet Cleaning	248-260-801-000	Carpet Cleaning	\$ 1,425.00
9/25/2025	Great Lakes Ace	248-260-801-000	Downtown Expense	\$ 20.32
9/25/2025	Yates	248-729-880-004	Donuts for Halloween	\$ 654.50
9/26/2025	Exxon	248-260-942-000	Gas	\$ 8.32
9/30/2025	Amazon	248-260-942-000	Office Supplies	\$ 19.74
9/29/2025	MI Corporations Lansing	248-726-980-002	Lumberyard	\$ 70.00
			Total:	\$ 9,053.04



DDA SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC: Annual Election of DDA Board Officers

BACKGROUND INFORMATION:

Each year in November, the Lake Orion Downtown Development Authority, on motion of its Chair, seeks nominations and election of officers for the organization.

The Current Officers are:

- Debbie Burgess, Board Chair
- Sam Caruso, Vice-Chair
- Hank Lorant, Secretary
- Matt Shell, Treasurer

Prior service does not automatically result in a new nomination. Any member of the Board can be nominated for a position, and Members may nominate themselves.

ACTION STEPS:

1. Declaration by the DDA Board Chair to Open Nominations for the positions of Chair, Vice-Chair, Secretary and Treasurer. These positions can be acted upon individually or as a slate. Nominations do not need to be by motion/second.
2. If by individual position: accept all offered nominations and close nominations. If by Slate: accept all names comprising the slate and close nominations
3. By Motion, the position or slate is offered for election, the Board votes. This does not have to be a unanimous vote.

RECOMMENDED MOTION:

Move to cast a unanimous ballot for (name an individual member) for the position of (position). If done as a slate name all four names and positions, followed by as a “slate”.

VILLAGE OF LAKE ORION
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
Rev. 10/14/2025 (INTERNAL)

Section 9, Item A.

Meets	2nd Tuesday of Each Month - 6:30 pm except where noted on present calendar - Council Chambers		
Regulated by	Public Act (PA) 57 of 2018 and Ordinance No. 35.01, 36.01, 36.02		
Membership	Nine Members		
	Village Council President	Appointment shall be made by Village Council President	
	(8) Specific requirements	At least five (5) shall be persons having an interest in property located in the downtown district. (PI)	
		At least one (1) member must be a resident of the District (RI)	
		Maximum two (2) members at large	
Terms	Village Council President: runs from election to election Other members: Four (4) years		
Vacancies	Appointment shall be made by Village Council President for the unexpired term		
Offices	Chairman, Vice-Chairman, Secretary, and Treasurer Elected each November for one-year terms		

ADMINISTRATIVE STAFF			
Name	Address	Contact	Hired
Matt Gibb DDA Executive Director	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742 (248) 693-9749 fax	April 2024 - Present
Janet Bloom DDA Assistant Director	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742	December 2023 - Present
Emily Dziegielewski Office Coordinator	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742	November 2024 - Present
Sonja Stout Clerk/Treasurer	21 E. Church Lake Orion, MI 48362	(248) 693-8391 x 102	May 2023 - Present
Lynsey Blough Deputy Clerk/Treasurer	21 E. Church Lake Orion MI 48362	(248) 693-8391 x 103	April 2024 - Present
Darwin McClary Village Manager	21 E. Church Lake Orion MI 48362	(248) 693-8391 x 101	December 2022 - Present

DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEMBERS

Member	Address/Email	Telephone	Appointed	Offices Held	Term Expires*
Chris Barnett Orion Twp Supervisor (PI) Elected Official	c/o Charter Township of Orion 2323 Joslyn Rd Lake Orion, MI 48360 cbarnett@oriontownship.org		11/26/2012 11/9/2015 10/14/2019 11/15/2024		10/31/2015 10/31/2019 10/31/2023 10/31/2027
Deborah Burgess (PI) Chairperson Owner - Builders Custom Flooring	11 S Broadway (work)		11/9/2009 10/15/2013 10/23/2017 11/8/2021	Secretary 12/9/2014 11/10/2015 Vice Chair 11/22/2016 Chair 11/14/2017 11/13/2018 11/12/2019 11/10/2020	10/31/2017 10/31/2021 10/31/2025 10/31/2029
Lloyd Coe (PI) Owner – Ed’s Costume & Gifts	2 S Broadway (work)		11/13/2018		10/31/2022 10/31/2026
Sam Caruso (PI) Secretary Owner – Caruso Chiropractic	25 S Lapeer Lake Orion, MI 48362 (work)		4/9/2019 9/28/2020 11/15/2024	Secretary 11/12/2019 11/10/2020	10/31/2020 10/31/2024 10/31/2028
Alaina Campbell (PI) Owner – Cookies & Cream	20 Front St Lowel Level		3/14/2022	K. Horvath term	10/31/2026
Sally Medina (PI) (RI) Owner – Broadway Embroidery Owner – Heritage Spinning & Weaving	24 N Broadway Lake Orion, MI 48362		3/14/2022	J Sheridan term	10/31/2022 10/31/2026
Hank Lorant Resident of DDA District (RI) Planning Commission Orion Art Center Board	Lake Orion, MI 48362		11/8/2021	Secretary 12/14/2021	10/31/2025 10/31/2029
Matthew Shell (At Large) Treasurer	Lake Orion, MI 48362		10/14/2019	Treasurer 11/12/2019 Vice Chair 11/10/2020 Treasurer 12/14/2021	10/31/2023 10/31/2028
Teresa Rutt Village Council President Elected Official	Lake Orion, MI 48362		Automatic Appointment 11/12/2024		11/8/2026



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Cleaning Services – Review and Award

BACKGROUND BRIEF:

As reported previously, our long time cleaning service company elected to move on from our contract. This has left the DDA office, and most importantly, the Fire Station restrooms without service. This has caused the closure of the Fire Station restrooms at the mutual decision of the Director and the Fire Chief.

We have secured two proposals for a new service provider and the proposals are attached

RECOMMENDATION: Select and award Prestige Cleaning MI, a Lake Orion based company, who is also the low proposal of \$500 per month.

FINANCIAL IMPACT:

The DDA had been paying \$475/month for a similar service basis. We would propose to pay this service invoicing from Design - Contractual Services GL248-726-801-000. This would be our first use of that GL this budget year, and the budget appropriation of \$5,780 is sufficient to cover the anticipated costs of this engagement.

RECOMMENDED MOTION:

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



VANGUARD
Cleaning Systems®

A Custom Proposal Solution

Proposal Date
November 13, 2025

**Lake Orion Downtown
Development Authority**
118 N Broadway Street
Lake Orion, MI 48362

Prepared by
Brett Winkel
Salesman
(248) 376-1199
bwinkel@detroitvanguard.com

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owned and operated.

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VANGUARD CLEANING SYSTEMS OF GREATER DETROIT

140 Engelwood Drive, Suite A, Orion, MI 48359
detroitvanguard.com



To whom it may concern:

Working with Vanguard has been great. I have no issues at all. Whenever I need anything, I have simply had to ask the franchise owner about it. and she responds immediately.

When I initially started with the library, we had in-house cleaning services and it took a lot for me to manage them. With Vanguard, that's not something I have to do anymore. Now it's much more of a team-style relationship where I can just reach out to them with anything I need. It is collaborative and the communication is great. Zac and the franchise owner are always very proactive with following up with me.

Vanguard also always hits the mark when it comes to a healthy and safe environment. We have been very happy with their service for over two years now and look forward to the continued collaborative relationship. I highly recommend them!

Steven Clement

Steve Clement
Rochester Hills Public Library

Since 1910

DILLMAN & UPTON

LUMBER | CABINETS | WINDOWS | DECKS

To whom it may concern:

I am writing to wholeheartedly recommend Vanguard Cleaning Systems of Greater Detroit for any cleaning services you may require. Having relied on their exceptional services for the past sixteen years, I am confident in their ability to exceed expectations consistently.

Throughout our relationship, Vanguard has demonstrated unwavering professionalism and dedication. Their team is not only punctual and thorough but also courteous and respectful of our environment. They consistently go above and beyond to ensure every detail is attended to, leaving our space impeccably clean and organized.

What sets Vanguard apart is their commitment to flexibility, which is very important to us. Their attention to detail and adaptability to our specific needs have made them an invaluable part of keeping our facility in pristine condition.

I have recommended Vanguard to others over the years, and they have all shared similar positive experiences. Their reliability, consistency, and excellence in service make them an ideal choice for anyone seeking top-notch cleaning solutions.

Sincerely,



Brad Upton

Owner of Dillman and Upton

VANGUARD CLEANING SYSTEMS OF GREATER DETROIT



WHAT I HEARD

- You are looking for a service provider to clean the Fire Station Restrooms 2x week and the DDA Office Space 2x month.

HOW I PLAN TO HELP

The team will provide sanitizing and cleaning in the restrooms at the Fire Station 2x week and general cleaning 2x month at the DDA Lake Orion office space.

LEVEL ONE SCOPE OF WORK: PREPARED FOR **Lake Orion Downtown Development Authority**

	MON	TUE	WED	THU	FRI	SAT	MONTHLY
DDA OFFICE BUILDING							
Empty trash and recycling, remove to designated area; replace can liners as needed (includes exterior trash cans at any entrances)							2X
Clean all entry doors fully on both sides							2X
Spot clean interior glass doors, windowpanes and sidelight glass on both sides for fingerprints and smudges							2X
Clean and sanitize high touch points: door handles, push plates and switch plates							2X
Spot vacuum carpeted and hard surface floors, spot mop hard surface floors							2X
Detail vacuum carpeted and hard surface floors, detail mop hard surface floors							2X
Dust eye level flat surfaces such as window ledges and file cabinets							2X
Dust high reach areas including vents, grills, door frames and picture frames							2X
Dust low reach areas including baseboards, moldings, carpet edges and corners							2X
Remove cobwebs from upper and lower corners							2X
FIRE STATION RESTROOMS							
Restock toilet paper, paper towels, hand soap, and other supplies			x		x		
Empty sanitary napkin receptacle and clean with disinfectant			x		x		
Disinfect door handles, partition handles, dispensers, and light switches			x		x		
Clean restroom fixtures including toilet bowls, toilet seats, urinals, and sinks			x		x		
Clean urinal partition and toilet stall walls			x		x		
Clean and polish mirrors, glass and chrome			x		x		
Vacuum and damp mop ceramic and resilient floor surfaces with disinfectant			x		x		
High dust tops of doors, partitions, mirrors, and air vents							M
Pour hot water down floor drains to prevent dried traps and sewer gas back ups							M
Clean the corners of the tiled floors							M



CONTRACT PRICING SERVICE LEVEL OPTIONS

LEVEL ONE PRICING TIER: CLEANING AND SANITIZING		
Monthly Rate	\$700.00	
Service Frequency	Fire Station Restrooms: 2x week	DDA Office Building: Every Other Week
Service Type	Recurring After Hours Janitorial Services	

ADDITIONAL SERVICES:	
Service	Pricing
Detail Cleaning Services	Priced Per Occurrence
Carpet Cleaning	Pricing Available
Window Washing	
Stripping and Waxing	
Ceramic Tile Scrub and Grout Cleaning	
Consumable Supply Pricing	



VANGUARD CLEANING SYSTEMS OF GREATER DETROIT

VANGUARD CLIENT EXPERIENCE

- Providing recurring janitorial services to over 400 businesses throughout Oakland, Wayne, and Macomb counties
- 54 independently owned and operated franchise owners
- Quadrant System

**Client retention of 98.4%
over the last ten years**

ACCOUNTABLE
PROACTIVE
PROBLEM-SOLVER
SYSTEM



KENNEDY J, CUSTOMER

"Vanguard Cleaning Systems has not missed a beat when it comes to cleaning, even when covid hit. [...] Vanguard comes second to none in exceptional customer service."



DEBORAH R, CUSTOMER

"When we had an issue, they were quick to locate someone who believed in the work we do and complimented our business. Recommend them to find someone to uniquely compliment your business!"



JODI G, CUSTOMER

"Vanguard, by far, is the best cleaning co. we have worked with since moving into our offices several years ago. We highly recommend Vanguard!"



VANGUARD CLEANING SYSTEMS
“Level One” CONTRACT AGREEMENT

The undersigned hereby accepts the proposal of VANGUARD CLEANING SYSTEMS to supply janitorial services for our premises located at:

Lake Orion Downtown Development Authority
118 N Broadway Street
Lake Orion, MI 48362

With the following terms:

1. Beginning _____ VANGUARD CLEANING SYSTEMS will provide services at the Lake Orion Fire Station and the DDA Office after hours **2 X Week and 2x Month at a monthly cost of \$700.00** based upon current occupancy.
 - *Carpet Cleaning, Stripping and Refinishing VCT areas, Scrubbing and Recoating, Window Cleaning: upon request at an additional charge.*
2. The contract price quoted is for one year and has been computed on the basis of prevailing costs. The price is subject to future adjustment based upon substantial changes in occupancy or cleaning requirements.
3. Any work performed on the Public Holidays of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day will require an additional charge.
4. Vanguard will require upon acceptance one set of key/access to facility after 5 PM for Service Provider.
5. Vanguard will perform all janitorial services specified in the “Level One Scope of Work” in a satisfactory manner. In the event of non-performance by Vanguard, Lake Orion Downtown Development Authority shall first give verbal notification to Vanguard so that Vanguard may attempt to correct the problem.
6. Either party to this contract may terminate its participation herein upon 30 days written notice to the other Party.
7. All cleaning equipment and cleaning supplies will be furnished by Vanguard with the exception of toiletries, liners and paper supplies which can be purchased through Vanguard. Please see attached price list.
8. Invoicing is at the beginning of each month for that month’s service, with current payment due by the 5th of the following month, delinquent by the 10th.

ACCEPTED:

Lake Orion Downtown Development Authority

Vanguard Cleaning Systems of Greater Detroit

Title

Title

Date

Date



Cleaning Service Proposal

Prepared for: Orion DDA

Prepared by: Prestige Cleaning Mi

Quote – Office & Fire Station Bathrooms

Scope & Frequency:

Office (2x per month):

- Sweep all floors
- Clean and sanitize one bathroom

Fire Station Bathrooms (2x per week):

- Trash removal
- Clean and polish mirrors and stainless steel
- Sanitize toilets and sinks
- Refill paper towels and toilet paper
- Sweep and mop floors
- Sanitize changing table (women's)

Monthly Price: \$500 (flat rate)

If you have any specific needs or questions regarding this proposal, please feel free to reach out. I appreciate the opportunity to provide this service and look forward to working with you.

Sincerely,
Madeline Peterson



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Miscellaneous Change Orders (Mickey's Construction)

BACKGROUND BRIEF:

As the project has progressed under our current permits, we have continued to encounter previously unknown or hidden defects and site conditions that have warranted field decisions and on site design build approach to needed work and materials. The following necessary field changes were approved by the Director and require approval or direction from the Board to process payment.

NOTE: any item that would benefit from additional documentation or support can be held as requested.

1. Plumbing in Office Building. As concrete demands continue, there has been an increasing need to have water service restored at the site. This required a plumbing repair following DPW discovering there was blockage of service, post interior meter.

Change Order: 2025-006 \$500.00 payable from 301-901-971-000 (bond – building)

2. Code Based Railing Solution. To provide code compliant access and rail for the previously approved decking, it was decided to apply the use of cut hog fence. This saved approximately 14,000 in materials and labor from the previous recommendation of cable wire and post construction. The change includes all material customization, paint, and labor.

Change Order: 2025-007 \$4056.27 payable from 248-726-980-001 (grant)

3. Salvage and Structural Repairs. To finish the necessary structural repairs done under the base contract once the need to reconstruct the base plate of the south wall was discovered after debris and deconstruction, and following inspection and consult with code compliance, structural sheeting was needed. We also went ahead and had Tyvek and vapor done in anticipation of siding replacement for historic affect.

Change Order: 2025-008 \$7,752.00 payable from 248-726-980-001 (grant)

4. Demolition Work. Once it was determined we could not replace the existing 2x12 base wood material to act as flooring for our market space, and the area was approved for exposed aggregate concrete based flooring, demo was necessary to finish the clean out of the main barn. This concludes demo.

Change Order: 2025-009 \$5,210.00 payable from 301-901-950-000 (bond-demo)

5. Snow and Ice Guard. While the roofing was being installed, it was decided that safety warranted adding snow and ice guard. The order includes all materials and labor.

Change Order: 2025-010 \$4,142.68 payable from 248-726-980-001 (grant)

6. Soffit & Trim. As above. Taking advantage of mobilization. The order includes materials and labor to cap the exposed material of the reconstructed structural repairs, using materials cost savings by adapting the install to accommodate the add on.

Change Order 2025-011 \$5,660.00 payable form 2148-726-980-001 (grant)

7. Replacement Structural Wall. The base contract called for the structural repair of the existing load of the barn, but once the foundation was fully examined, something that could not happen until it did, it was decided (with the observation of the building official) that a complete footing repair would be preferred and necessary. This resulted in the removal, hand dig, pour and setting of a new foundation, and then the structural reconstruction of the east wall.

Change Order: 2025-0012 \$ 9,736.54 payable from 301-901-971-000 (bond-building)

FINANCIAL IMPACT:

As described above, all payable recommendation are planned and budgeted in the variables built into the design-build process.

RECOMMENDED MOTION:

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.



CHANGE ORDER

Limbyard
Project Name
215 S BROADWAY
Project Address

2025-006
Change Order Number
10-7-25
Change Order Date

Contractor

DESCRIPTION OF CHANGES:

(check here ☐ and attach additional pages if more space is needed.)

CHANGE: Bakey

CHANGE: Repair plumbing for outside water to be turned on. new shut off - faucet & lines

PRICE DETAIL:

TOTAL: \$ 500.00

PRICE. These changes (select one):

☐ raise the price of the contract to

☐ do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

☐ extend ☐ shorten the duration of the project _____ days.

☐ do not affect the duration of the project.

COMPLETION. The new approximate date of completion is:

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

Owner Signature

Matthew Gibb

Printed Name

Date

Contractor Signature

Michael Bacter

11-1-25





CHANGE ORDER

[Signature]
 Project Name
 215 S BROADWAY
 Project Address

2025-007
 Change Order Number
 10-12-25
 Change Order Date

Contractor

DESCRIPTION OF CHANGES:

(check here ☐ and attach additional pages if more space is needed.)

CHANGE: *Event Back*

CHANGE: *Deck*
Prime & Paint Hog fence 2 coats
Prime & Paint all wood to match (Post-top cap - Ream)

PRICE DETAIL: TOTAL: \$ *4056.27*

PRICE. These changes (select one):

☐ raise the price of the contract to

☐ do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

☐ extend ☐ shorten the duration of the project _____ days.

☐ do not affect the duration of the project.

COMPLETION. The new approximate date of completion is:

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

[Empty box for Payment Schedule]

Owner Signature

Matthew Gibb

Printed Name

Date

Contractor Signature

Michael I. Baker

Date





CHANGE ORDER

Project Name	2025-
215 S BROADWAY	Change Order Number
Project Address	Change Order Date
Contractor	

DESCRIPTION OF CHANGES:

(check here ☐ and attach additional pages if more space is needed.)

CHANGE: Event Barn

CHANGE: South side wall
remove existing wood siding. sheet wall with 1/2
O.S.B. Cover O.S.B. with Tyvac

PRICE DETAIL:

TOTAL:

\$ 7,752.00

PRICE. These changes (select one):

☐ raise the price of the contract to

☐ do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

☐ extend ☐ shorten the duration of the project _____ days.

☐ do not affect the duration of the project.

COMPLETION. The new approximate date of completion is:

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

Owner Signature

Contractor Signature

Matthew Gibb

Printed Name

Date

Printed Name

Date





CHANGE ORDER

Project Name

215 S BROADWAY

Project Address

2025-

Change Order Number

Change Order Date

Contractor

DESCRIPTION OF CHANGES:

(check here ☐ and attach additional pages if more space is needed.)CHANGE: *Event Barn*CHANGE: *inside main Barn*

Demo existing trench footings 4 at 98' x 18' 2"

PRICE DETAIL: *Perp for Cement*

TOTAL:

\$ 5210.00

PRICE. These changes (select one):

☐ raise the price of the contract to☐ do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

☐ extend ☐ shorten the duration of the project _____ days.☐ do not affect the duration of the project.

COMPLETION. The new approximate date of completion is:

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

--

Owner Signature

Matthew Gibb

Printed Name

Date

Contractor Signature

Michael Bado

Date





CHANGE ORDER

Project Name

215 S BROADWAY

Project Address

2025-010

Change Order Number

10-17-25

Change Order Date

Contractor

DESCRIPTION OF CHANGES:

(check here ☐ and attach additional pages if more space is needed.)

CHANGE:

Event Barn

CHANGE: Supply & install snow/ice guards

PRICE DETAIL:

TOTAL: 4142.68

PRICE. These changes (select one):

☐ raise the price of the contract to☐ do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

☐ extend ☐ shorten the duration of the project _____ days.☐ do not affect the duration of the project.

COMPLETION. The new approximate date of completion is:

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

--

Owner Signature

Matthew Gibb

Printed Name

Date

Contractor Signature

Michael Baker

Printed Name

Date



Project Name

215 S BROADWAY

Project Address

2025616

Change Order Number

10122-25

Change Order Date

Contractor

DESCRIPTION OF CHANGES:

(check here ☐ and attach additional pages if more space is needed.)

CHANGE: Event Barn

CHANGE: North & South overhangs
supply and install new soffit & trim to match
roof color

PRICE DETAIL:

TOTAL:

\$ 5,660.00

PRICE. These changes (select one):

☐ raise the price of the contract to

☐ do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

☐ extend ☐ shorten the duration of the project _____ days.

☐ do not affect the duration of the project.

COMPLETION. The new approximate date of completion is:

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

Owner Signature

Matthew Gibb

Printed Name

Date

Contractor Signature

M. Bluntus

Printed Name

Date

Project Name

215 S BROADWAY

Project Address

2025- 012

Change Order Number

Change Order Date

Contractor

DESCRIPTION OF CHANGES:

(check here ☐ and attach additional pages if more space is needed.)

CHANGE: FULL BACK

CHANGE: EAST main BARN wall
Frame new 2x6 wall on new footings, install new LVL
beam for islander, frame 2 new 6'-0" x 10' BARN DOORS

PRICE DETAIL: Install an Underlayment TOTAL:

Repair/Replace affected siding

\$19736.50

PRICE. These changes (select one):

☐ raise the price of the contract to

☐ do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

☐ extend ☐ shorten the duration of the project _____ days.

☐ do not affect the duration of the project.

COMPLETION. The new approximate date of completion is:

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

~~Owner Signature~~

Matthew Gibb

Printed Name _____

Date _____

Contractor Signature

Printed Name _____

Date _____



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Event Contracts

BACKGROUND BRIEF:

Two upcoming events include the contracting of vendors to deliver aspects of the event. These are both planned and budgeted.

SING & STROLL / SHOP SMALL. The DDA is once again bringing one of the more popular elements of the annual event: Horse and Wagon Rides around downtown. The vendor is unique as they are able to provide a wagon based ride, at a cost substantially less than individual based horse and carriage rides like are done in Birmingham. This makes us unique and opens up room for multiple families, who generally line up of this event. This is the same vendor used in past events.

Recommendation: Approve a contract with Blackstone Stables at a cost not to exceed \$2,150.00

ICE FEST: the DDA will bring back the popular program of promotional ice carving and a demonstration of large block carving.

Recommendation: Approve a contract with Clear Cut Ice, which is our prior vendor at a cost not to exceed \$800, or as may be facilitated on sponsor paid ice locks ordered for the event.

FINANCIAL IMPACT: These contracts are budgeted:

Wagon rides: GL 248-729-880-015 Winter Activities (budget balance \$4500)

Ice Fest GL 248-729-880-008 Ice fest (budget balance \$3500)

RECOMMENDED MOTION:

1. 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
2. Approve a contract with Clear Cut Ice for ice sculptures at Ice Fest, at a cost not exceed \$800, payable from GL 248-729-880-008 Ice fest

2026 Ice Fest Potential Vendors:

Clear Cut Ice (Clinton) – have used at least the last two years. Pre-carved single block is \$325; live carving single block is \$475.

Ice Dreams 734-207-3363 - \$300 per block; 2 block live \$1000; 3 block \$1400.

Creative Ice by Roy 586-779-5697 – no longer in business

JR's Ice Sculptures 313-563-5180 – located in Dearborn (40 miles) – did not contact.

Miller Ice Sculptures 517-321-6555 – no longer in business

Ice Gurus 616-262-5968 – online prices: \$1750 for 20"x 40" (single block) 60-90 min live carving plus travel fees (are in Grand Rapids).

Icon Ice 810-714-3733 – in Fenton (35 miles) – left message

Suggest to stay with current vendor Clear Cut Ice.

Carriage Ride Contract

Bill To: Janet Bloom 248-320-7599
248-693-9742

Location: Downtown Lake Orion (DAA) 118 N Broadway

Date of Event: 11/20/2025, 11/29/2029

Time: 5pm-7pm, 10-2pm

Type: 1 White Horse/Costume

Total Cost: \$950,& \$1200 (\$2,150)

Deposit: \$430.00

Total Due: \$1,720.00 Due on or before 11/19/2025

Remaining balance is due prior to the start of the event

Terms and Conditions:

*Parking must be provided for 2 trucks & trailers close to the event.

- Blackstone Stables Horse Drawn Carriage Co, also referred to “We”
- We operate under the guidelines of the full Michigan Equine Liability Act { 1994 P.A. 351 }. Stating in summary equine professionals are not liable for an injury to or death of a participant in an equine activity resulting from the inherent risk of the equine activity.
- Hills, Mileage, and route must be agreed upon prior to accepting. If deemed unsafe the route may be altered.

- We CAN NOT cross major roads, unless it is a special event such as a parade where the road is blocked off with proper road closures/traffic control.
- Horses move much slower than cars, therefore we will NOT TRAVEL on expressways or interstates.
- Blackstone Stables Horse Drawn Carriage Co. will work in most weather. If deemed unsafe, we reserve the right to reschedule the event.
- All deposits are Non-Refundable
- We will charge an additional fee for an event that runs over the scheduled time.
- Parking for the trick and trailer must be located on a low- or no-traffic side street or a parking lot. We need approximately 15 parking spaces to park and set up. We must be 1/4 miles or less from the event.
- We will not be responsible for any negligence of the passengers on the carriage. All passengers must remain seated while the carriage is moving. Children under 12 years old must be accompanied by a parent or guardian.

Signature of Recipient of Services: _____ Date: _____

By signing this contract, the recipient of services acknowledges that a 20% deposit of total cost of event is due at booking to reserve their day/time and the remaining balance is due the day of the event before the event starts. If remaining balance is not paid by the day of the event before the event starts, late fees will be incurred on remaining balance.

A 20% deposit is required to secure your date. Deposits are non-refundable.

Payments can be made to Blackstone Stables mailed to 4770 Green Rd. Howell, MI 48855 if mailing in, online payment options are listed below.

ellessehelene@yahoo.com /// blackstonestables@aol.com

Travis Fleming - 406-570-1726

Payments can be made through:

Zelle - 248-390-6831

Venmo -- @Ellesse-schwartz

Paypal - horsespony77@aol.com

if using paypal, please send as "friends and family" or pay the paypal fees

Thank You!



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Discussion and Consideration - Additional Architectural Services

BACKGROUND BRIEF:

To accommodate the committed lease/buyer of the original office building, i.e. the bakery, there needs to be an addition built on the east side (rear) the building. This will accommodate the need for portable coolers and code compliant wash and prep area. The addition would be approximately 400 sq ft.

This requires architectural work to determine code design and structural load for the coolers. We have asked our existing architect to provide a cost proposal, which is attached.

DISCUSSION: do we want to complete the addition prior to any transaction with the bakery, and then add the value of the addition to the deal sheet? OR do we want to pass this along to the proposed lease/buyer?

If we are doing this, we need a contract for architectural services

If we are passing this along, we need to move towards a contract with the bakery.

My office needs direction.

FINANCIAL IMPACT:

Dependent on the action decided.

RECOMMENDED MOTION:

Dependent on the action decided.

Lumber Yard at Paint Creek

A DOWNTOWN LAKE ORION GATEWAY PROJECT



PROPOSAL FOR ARCHITECTURAL & DESIGN SERVICES
10/24/2025



Mr. Matt Gibb
Executive Director
Lumber Yard at Paint Creek
Lake Orion, Michigan

October 24, 2025
Proposal for Architectural & Design Services
Lumber Yard at Paint Creek
Lake Orion, Michigan

Dear Matt,

Davis & Davis is pleased to submit this proposal for Architectural & Design Services for the property located at the historic Lake Orion Lumber Yard, in Lake Orion, Michigan. We have put together the following proposal for Architectural & Design scope based on the information provided.

If you have any questions about the information provided, we ask you to reach out to us. Discussion is always welcome. We are passionate and committed to providing the highest level of customer service, professionalism, and creativity.

Thank you,

A handwritten signature in black ink that reads "Howard Davis".

Howard Davis
Founding Partner

A handwritten signature in black ink that reads "Jamie Jordan".

Jamie Jordan, Assoc. AIA, NCIDQ
Partner & Chief Executive Officer



Creating Exceptional Spaces to Elevate the Human Experience
Women Owned Business, third-party certification pending



Proposed Project Description

The following proposal is intended for the requested Architectural and Design Services for the property located at the historic Lake Orion Lumber Yard site in Lake Orion, Michigan. The scope of services will include the design and development of architectural and structural drawings for the addition to the Coal Building.

Scope of Services

DESIGN PHASE SERVICES

PHASE I SCHEMATIC / CONCEPTUAL DESIGN

Based on the previously developed As-built drawings, Davis & Davis will develop a conceptual design package which will encompass architectural updates and design intent for the Coal Building Addition and the Event Barn End walls. During this phase we will work together to understand the brand vision, the desired level of fit-and-finish and the overall design scope of the project. Design concepts will be communicated via Design Presentations, Photorealistic Renderings, and Material Samples for the owner’s review, comment, and approval.

The conceptual design package to include the following deliverables:

- Preliminary Architectural Floor Plan
- Preliminary Architectural Demo Plan
- Proposed Flooring and Finish Plan with Material Selections / Options
- Reflected Ceiling Plan with Material & Lighting Selections / Options
- Design Upgrades and Proposed Architectural Features, where applicable
- Finish Samples
- Design/Coordination Meeting to present design concept drawings and finish samples.

CONSTRUCTION PHASE SERVICES

PHASE IV CONSTRUCTION DOCUMENTATION

Based on the final approved design documents, and approved high-level budget, Davis & Davis will develop Construction Documents for Bidding, Permitting, and Construction activities. The drawings will include all required information for Architectural and Interior Design disciplines, as well as all Structural scope of work. Mechanical, Electrical, Plumbing, Fire Alarm, and Fire Protection scope shall be coordinated by way of Design/Build contract through the awarded vendors.

Upon contractor award, the drawings will be submitted for permit by the general contractor. Davis & Davis will assist upon request.



Construction / Bid / Permit Drawings include the following as required:

- General Project & Relevant Code information
- Industry Standard Requirements / Davis & Davis Standard Terms & Conditions
- Schedules & Code Matrix as required for permitting
- Demolition Plans
- Architectural Floor Plans
- Reflected Ceiling Plans
- Roof Plan
- Exterior Elevations
- Wall Sections
- Finish Plans & Schedules
- Specifications
- Interior Elevations
- Door/Frame/Hardware Schedule and Specifications
- Architectural Details
- Structural Plans & Specifications

The drawings will be issued for review and approvals in three progressive stages:

- Issue #1: 75% progress set for client and consultant review and comment
- Issue #2: 100% drawing set for final client review, permitting and construction

Revisions requested after review of construction documentation will be tracked as addenda/bulletins and/or change orders and invoiced at an hourly rate of \$150/hr.

PHASE V CONSTRUCTION ADMINISTRATION

Davis & Davis will provide the assistance necessary to warrant the accurate interpretation and clarification of Construction Documents. Prior to construction, we will assist with review and comparison of bids and contractor selection, if requested. During construction, we will verify the project layout on-site with the general contractor. We propose to attend regularly scheduled virtual construction meetings (via Zoom or MS Teams) and bi-weekly or monthly on-site meetings with consultants and subcontractors as required during the projected construction schedule. In addition, Davis & Davis will address any trade questions, process any required RFIs and/or change orders, and review submittals and shop drawings. We will also evaluate substantial completion and prepare a final punch list if requested.

Davis & Davis Construction Administration to include the following deliverables:

- Virtual Construction Meetings (via Zoom or MS Teams)
- On-site Construction Meetings, or as scheduled, to verify design compliance and review site-specific questions with contractors.
- Process RFIs (contractor/sub-contractor requests for information)
- Review Submittals & Shop Drawings
- Evaluate Substantial Completion
- Provide & Coordinate Punch-List



Proposed Fees

Lumber Yard at Paint Creek, Lake Orion, MI		
Coal Building Addition	Architectural Fee: \$7,500 Structural Fee: \$5,500	\$13,000 FLAT RATE
TOTAL		
		\$13,000

Hourly services for work outside of scope will be tracked and billed \$150/hr. Prior notification and approval will be required for any hourly services.

Thank you for the opportunity to provide the above outlined proposal for Architectural & Design Services. We appreciate being considered!

To approve, please sign and return a copy of this proposal at your convenience.

Thank you,

Howard A Davis

Howard Davis
Founding Partner

Jamie Jordan

Jamie Jordan, Assoc. AIA, NCIDQ
Partner & Chief Executive Officer



Creating Exceptional Spaces to Elevate the Human Experience
Women Owned Business, third-party certification pending

(Approvals)

Signed

Approved by

Date

General Terms & Conditions

ADDITIONAL SERVICES

Not generally included in the proposed project scope of work.

Fees to be provided based on established project parameters, upon request.

- Electrical / Mechanical Engineering Services & Coordination
- Acoustical Engineering Services & Coordination
- Specialty Equipment Engineering Services & Coordination
- Civil Engineering Services
- Security Vendor Coordination
- Network Vendor Coordination
- Health Department Documentation & Coordination (where applicable)
- Construction Phasing Plans
- Evacuation & Wayfinding Plans
- As-built and Record Drawings (CAD/PDF/Hardcopy)

REIMBURSABLE EXPENSES:

- Reproduction costs for 24"x36" plans: \$6/sheet
- Municipality Permit Review Fee

BILLING AND PAYMENT:

Projects are generally billed on a phased, monthly progress basis. Terms are net 30.

CONDITIONS:

It is recognized that Architects and Designers do not have control over the cost of labor, material, or equipment, the Owner's methods of determining construction prices, or over competitive bidding. Accordingly, we cannot warrant or represent that bids, or negotiated prices, will not vary from preliminary cost estimates or evaluations. All pricing for construction activities is to be provided by a qualified Construction Manager, General Contractor, and/or relevant project vendors.

ARCHITECT



30500 NORTHWESTERN HWY, SUITE 311
FARMINGTON HILLS, MICHIGAN 48334
T. 248.855.7040
WWW.DAVISINTERIORDESIGN.COM

CONSULTANTS

MEP ENGINEER

COMPANY
ADDRESS
ADDRESS
ADDRESS
T. ###. ###. ####

CONSULTANT

COMPANY
ADDRESS
ADDRESS
ADDRESS
T. ###. ###. ####

SEAL

DEPARTMENT OF BUILDINGS SCAN

PROJECT



LUMBER YARD AT
PAINT CREEK
215 S. BROADWAY ST.
LAKE ORION, MI 48362

ISSUE

Rev. Issued for Date

PROGRESS SET
NOT FOR CONSTRUCTION
10/9/2025 11:40:39 AM

DRAWN BY: X.X.
CHECKED BY: X.X.

PROJECT NUMBER

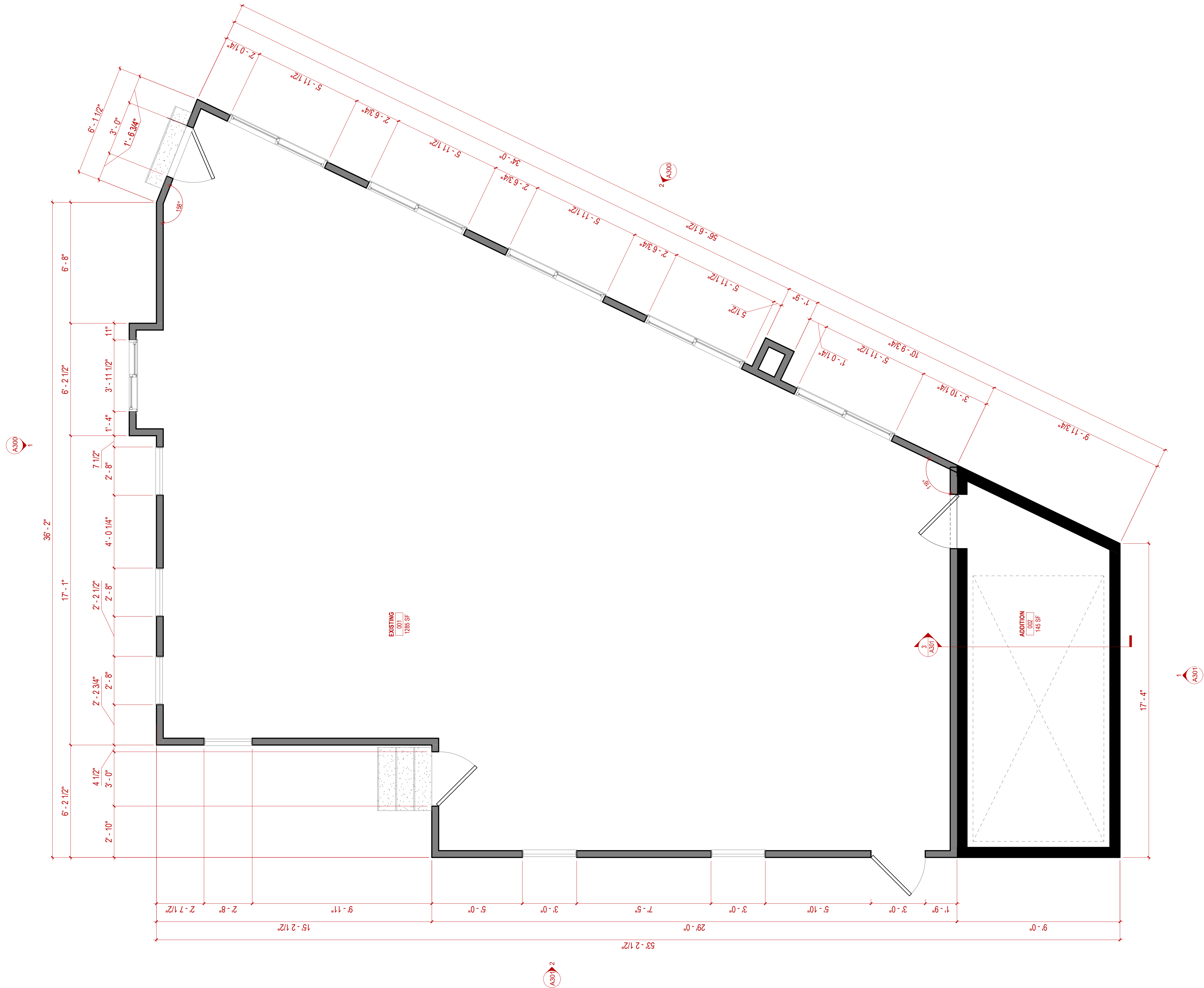
25121

SHEET TITLE

BAKERY BUILDING

SHEET NUMBER

A101



ARCHITECT



30500 NORTHWESTERN HWY, SUITE 311
FARMINGTON HILLS, MICHIGAN 48334
T. 248.855.7040
WWW.DAVISINTERIORDSIGN.COM

CONSULTANTS

MEP ENGINEER

COMPANY
ADDRESS
ADDRESS
ADDRESS
T. ###. ###. #####

CONSULTANT

COMPANY
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SEAL

DEPARTMENT OF BUILDINGS SCAN

PROJECT



LUMBER YARD AT
PAINT CREEK
215 S. BROADWAY ST.
LAKE ORION, MI 48362

ISSUE

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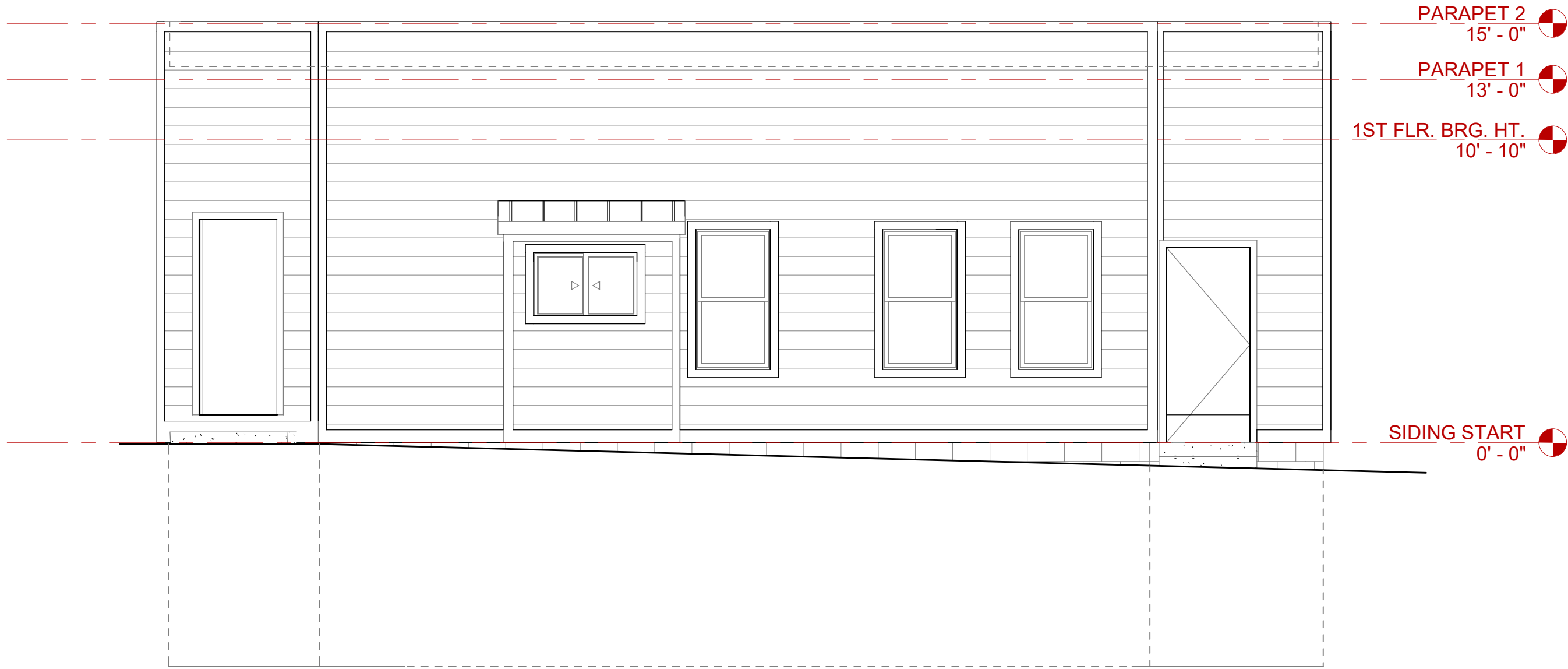
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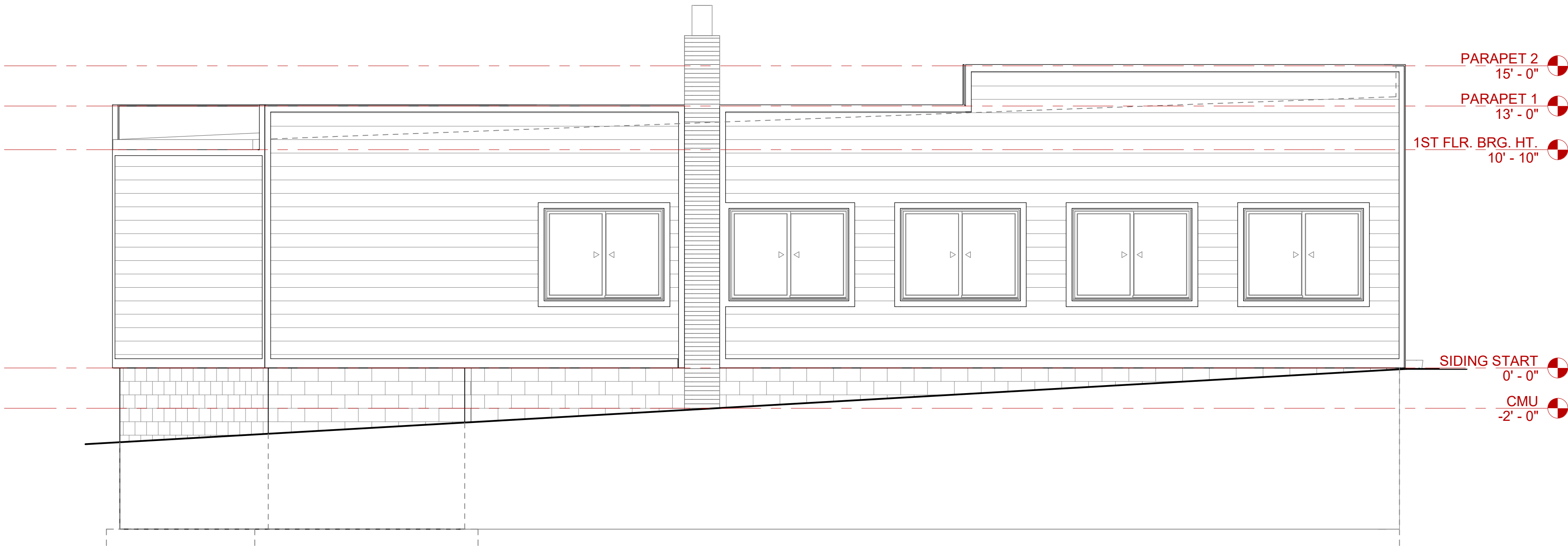
BAKERY BUILDING
ELEVATIONS

SHEET NUMBER

A300



1 BAKERY - NORTH ELEVATION
1/4" = 1'-0"



2 BAKERY - EAST ELEVATION
1/4" = 1'-0"

ARCHITECT



30500 NORTHWESTERN HWY, SUITE 311
FARMINGTON HILLS, MICHIGAN 48334
T. 248.855.7040
WWW.DAVISINTERIORDSIGN.COM

CONSULTANTS

MEP ENGINEER

COMPANY
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SEAL

DEPARTMENT OF BUILDINGS SCAN

PROJECT



LUMBER YARD AT
PAINT CREEK
215 S. BROADWAY ST.
LAKE ORION, MI 48362

ISSUE

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DRAWN BY: X.X.
CHECKED BY: X.X.

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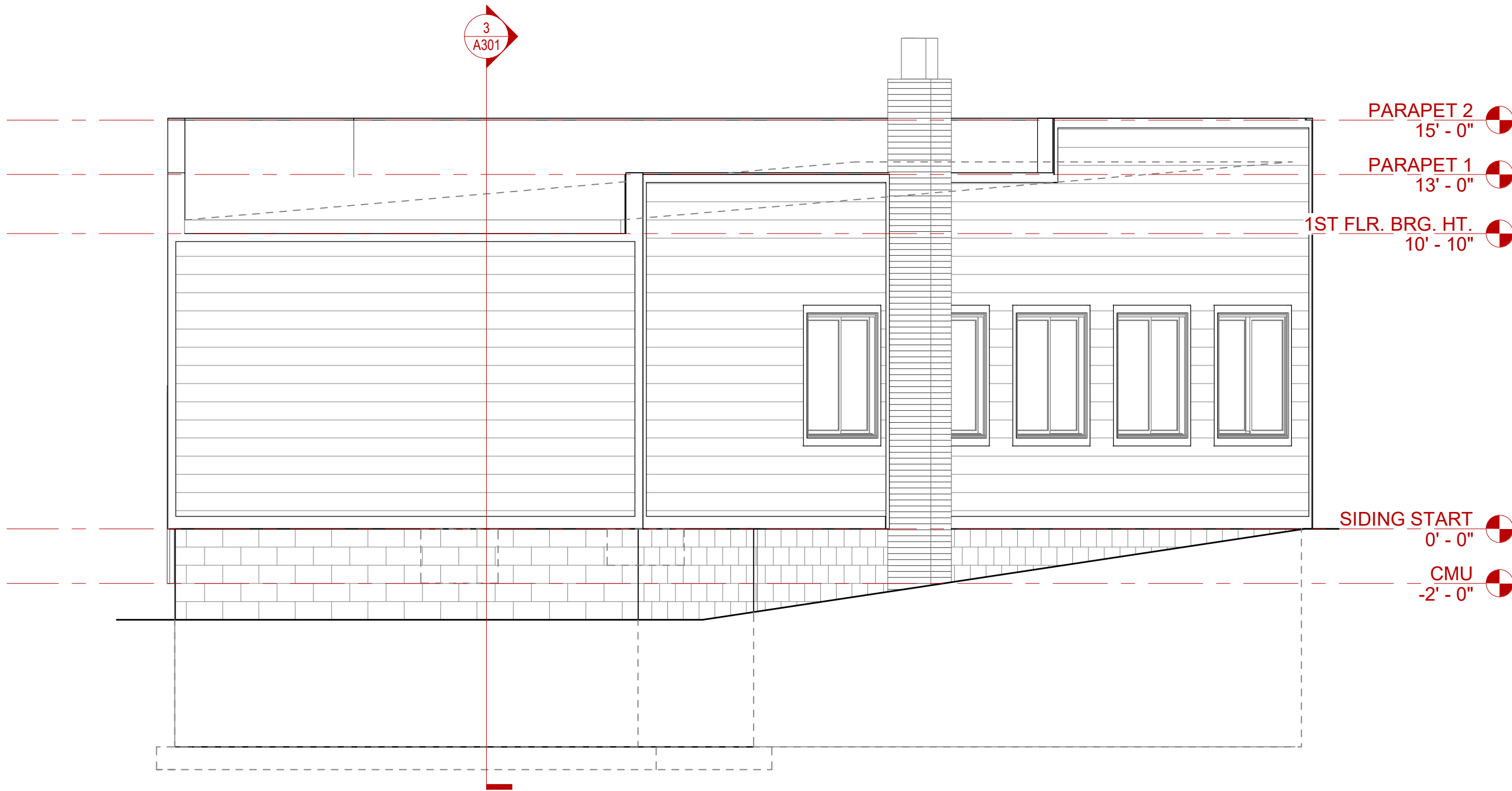
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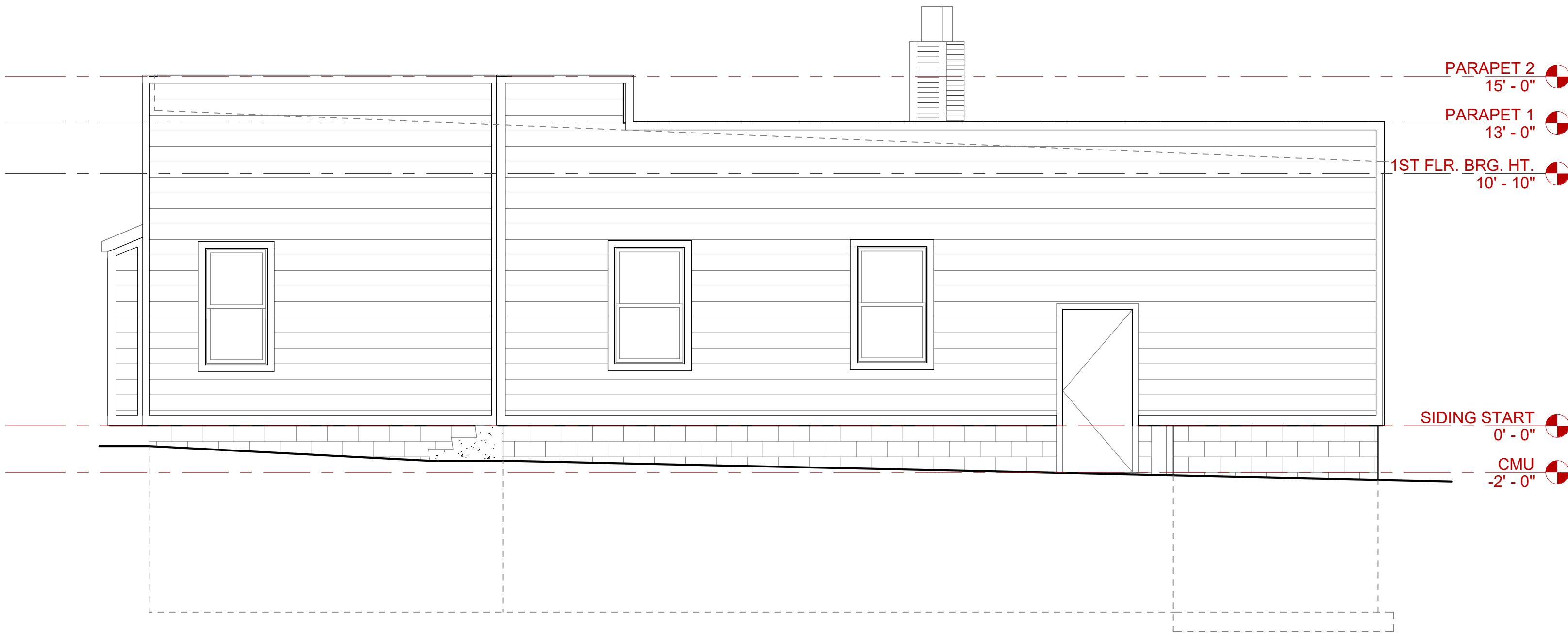
BAKERY BUILDING
ELEVATIONS

SHEET NUMBER

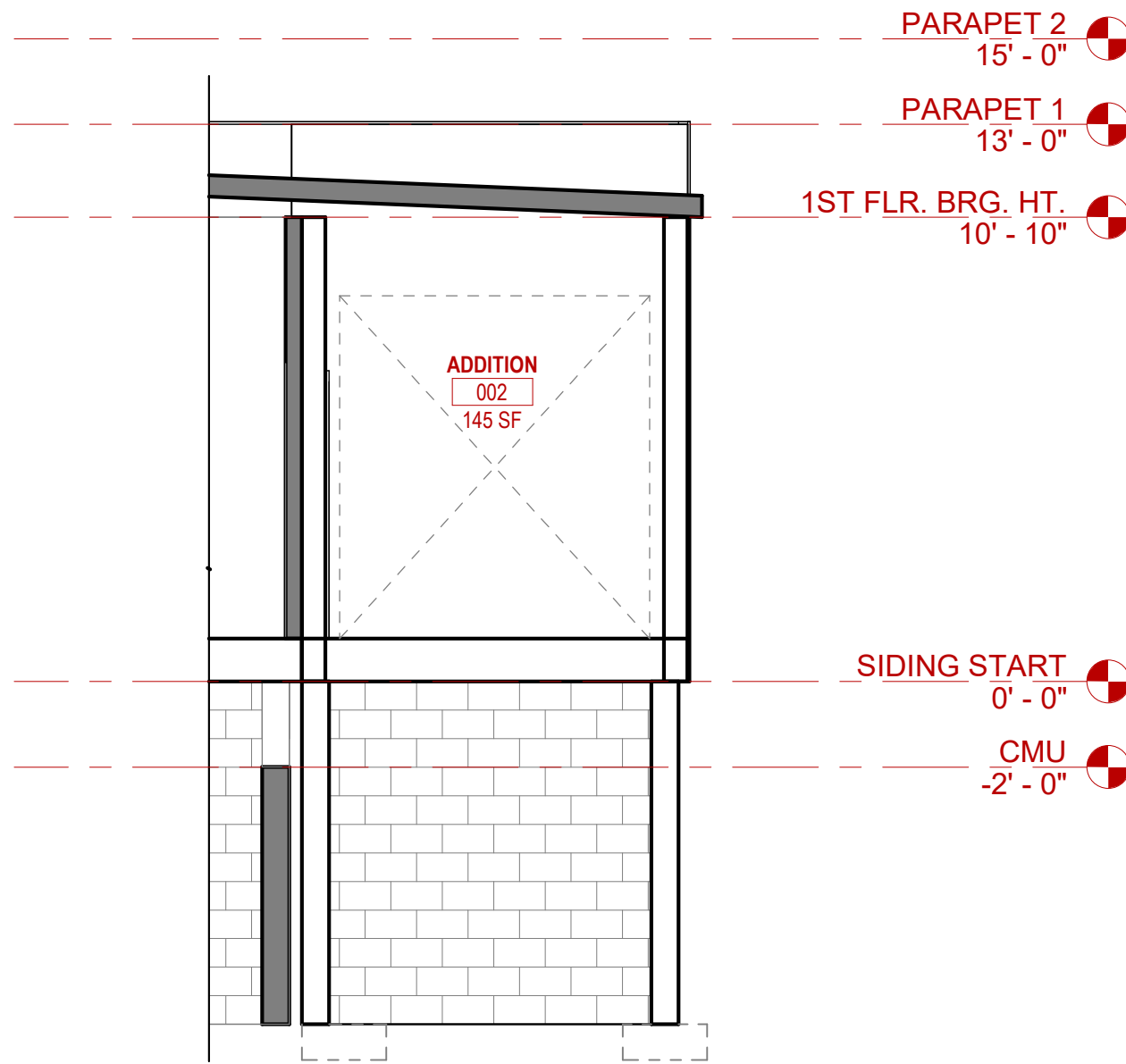
A301



1 BAKERY - SOUTH ELEVATION
1/4" = 1'-0"



2 BAKERY - WEST ELEVATION
1/4" = 1'-0"



3 SECTION - BAKERY ADDITION
1/4" = 1'-0"

Lumber Yard at Paint Creek

Bakery Building – Market Valuation Summary

Prepared for inclusion in Downtown Development Authority project packet October 28, 2025

1. Building Overview

Property Name: Bakery Building
Address: 215 S. Broadway St., Lake Orion, MI 48362
Use: Former office/retail building, used for lumber and hardware sales, being converted into retail bakery
Gross Floor Area: Approximately 1,170 SF main level + 150 SF partial basement
Construction: CMU and wood-frame structure with metal seam roof
Condition: Fair to good (based on October 2025 as-built survey)
Visibility: Prime frontage on M-24 (Broadway St.) with ~50,000 ADT
Site: Ample public parking, adjacency to downtown, part of the Lumber Yard redevelopment

2. Location & Market Context

Lake Orion’s downtown corridor shows strong adaptive re-use potential and rising valuations driven by mixed-use activity. Comparable small commercial storefronts in nearby downtowns (Clarkston, Oxford, and Rochester) trade between **\$220 – \$325 per SF**. The subject benefits from adjacency to downtown, high-traffic visibility, and integration into a regional placemaking project that supports retail vibrancy and pedestrian activation.

3. Valuation Approaches

A. Market (Sales Comparison) Approach

Comparable	Size (SF)	Sale Price	\$/SF	Adjustment
18 S. Main St, Clarkston	1,050	\$285,000	\$271	Comparable use
28 N. Washington, Oxford	1,200	\$315,000	\$262	Downtown core
120 Walnut Blvd, Rochester	1,300	\$410,000	\$315	Premium downtown

Indicated Range: \$260–\$315 per SF → Average ≈ \$290/SF
Value Estimate: 1,170 SF × \$290 ≈ **\$339,000**

B. Income Capitalization (Support Check)

Estimated market rent: \$22–\$26 per SF NNN
Stabilized NOI: ≈ \$28,000 per year
Capitalization Rate: 7.5–8.0%
→ **Value = \$28,000 ÷ 0.075 = \$373,000**

C. Cost Approach (Replacement Less Depreciation)

Rebuild cost: \$300/SF × 1,170 SF = \$351,000
Depreciation (15%): –\$52,000
Depreciated replacement cost: \$299,000
Land (0.05 ac @ \$30/SF): ≈ \$65,000
→ **Total = \$364,000**

4. Reconciled Market Value

Approach	Value
Market Comparison	\$339,000
Income Capitalization	\$373,000
Cost Approach	\$364,000
Weighted Market Value (rounded)	\$365,000

5. Conclusion & Factors Affecting Value

The reconciled market value of the Coal Office Building, as of October 2025, is estimated at approximately **\$365,000**. The property’s unique combination of downtown adjacency, high traffic visibility, and integration with the Lumber Yard at Paint Creek project provides substantial long-term upside once restoration is complete.

Factors likely to enhance value:

- Full completion and occupancy of bakery tenant (stabilized NOI)
- Integration with public-market and pedestrian features
- Potential façade-grant participation or historic-property abatement
- Increased downtown event traffic and retail demand

Prepared by:



Lake Orion Downtown
 Development Authority
 Matthew Gibb, Executive
 Director



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Reconsideration – Executive Director Contract

BACKGROUND BRIEF:

The Executive Committee of the Board conducted annual reviews of the Executive Director and Assistant Director on September 16, 2025. This process was commenced as of June 1, 2025 and all recommendations are intended to be effective as of the date of the review process commencement.

At the September 2025 meeting of the Board, a Resolution was adopted granting a 3% salary increase and a one time \$20,000 bonus payment for ongoing services related to the Lumber Yard Project. Prior to presentment of that resolution to the village council, the village attorney and DDA attorney intervened to raise a question as to the language allowing for the one time payment.

As there has been no resolution of that question, such being a conflict for the Director to resolve through his own law license, and no corrective language being otherwise offered by counsel for either village or DDA, the Executive Director is asking for the following consideration:

Removal of the recommendation of a one-time bonus payment

Adoption of a new contract, granting a 5% salary increase effective June 1, 2025, and a term extending the contract through and including June 30, 2027, all other terms of the contract remaining as stated.

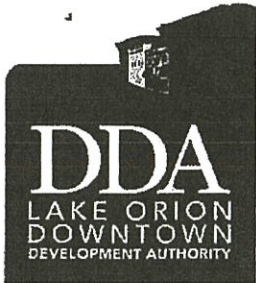
FINANCIAL IMPACT:

The Annual compensation increase for the Executive Director of 5%, was partially budgeted and approved in the 25- 26 Annual Budget at 3%. An additional 2% increase would require a budget adjustment in the amount of an additional \$1600. It is recommended, if approved, this adjustment would be made from GL 248-260-958-000 – General Activates Misc.

RECOMMENDED MOTION:

Move to amend to the Executive Director contract, granting a 5% salary increase effective June 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 248-260-701--000

118 N. Broadway, Lake Orion, MI 48362
Phone: 248-693-9742 Fax: 248-693-9749
www.downtownlakeorion.org



The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DOA District, the heart and hub of the Orton Community, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.

February 28, 2024
To: Mr. Matthew Gibb
From: Debbie Burgess, Lake Orion DDA Board Chair
RE: Offer of Employment for Downtown Development Authority Executive Director position

Dear Mr. Gibb:

Please allow this letter to serve as an offer of employment for the position of the Village of Lake Orion's Downtown Development Authority (DDA) Executive Director. This offer is subject to successful completion of a background check, and physical examination and drug screen paid for by the Lake Orion DDA and the Village of Lake Orion ("Village"). In addition, this offer is subject to final approval by the Lake Orion Village Council.

You shall perform all of the functions and duties of the position as specified by state law, the Downtown Development Authority job description, and the Village ordinance, as well as any other duties that may be assigned to you from time to time. You shall be an at-will, non-union, salaried and FLSA-exempt employee. As an FLSA-exempt employee, you shall not receive additional compensation beyond your salary for hours worked over forty (40) hours per week. No representative of the DDA Board or Village Council possesses any authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing. Any agreement altering the terminable at-will nature of the employment relationship shall be in writing and signed by the DDA Chairperson as the employer and you as the employee, and subject to final approval of the Lake Orion Village Council. If you need further clarification of the at-will status of this position, please do not hesitate to contact me.

You shall attend all meetings of the Downtown Development Authority board, as well as specific Village Council meetings as necessary. It may also be necessary for you to work beyond and outside of regular (40 hours per week) office hours to complete the normal duties of this position.

Employment benefits associated with this position include:

- INSURANCES. Life, disability, and dental insurance shall be provided at the same terms and levels as are provided to non-union employees of the Village generally. Blue Cross Blue Shield PPO or HSA health insurance shall be provided at your selection subject to any waiting periods, deductibles, copays, and employee contributions as required of non-union employees generally. Future increases in rates may require you as an employee to contribute toward funding any

increase in costs. You may apply for optional AFLAC insurance coverages at your sole cost, premiums for which shall be deducted from your pay. The terms and conditions of these insurance programs are subject to the applicable plan documents. The Village reserves the right to change insurance carriers or levels or types of coverage, level of employee cost contributions, or any other terms and conditions of the provision of insurance benefits. Currently, the Village pays a \$6,000 annual stipend if you decline health benefits and provide proof of other health coverage.

- LEAVE TIME. Four (4) personal leave days shall be credited on July 1 of each year to be used prior to June 30 of the succeeding year. Holiday leave with pay shall be as provided to other non-union Village employees generally. Sick time shall be credited at the rate of 4 hours per payroll period (bi-weekly) to a maximum of 96 hours per fiscal year with unlimited accumulation. However, no compensation shall be given for unused leave time for personal, sick, or holiday leave upon retirement or separation as an employee from the Village. Annual vacation is earned according to the length of service as a Village employee as follows:
 - o 1 year through 4 years: 20 days
 - o 5 years and above: 25 days

Vacation leave shall be credited on each anniversary date of employment, except that in the first year of employment, five (5) days of vacation shall be credited after the first month of employment, an additional five (5) days shall be credited after the third month of employment, and an additional ten (10) days shall be credited after the sixth month of employment. Vacation leave shall be used within one (1) year of being credited or shall be forfeited. There shall be no carryover of vacation leave time from one year to the next or upon separation as an employee.

- TUITION REIMBURSEMENT. The Village will reimburse you for tuition and books upon completion of each course and with a grade of B or better for courses that are job related and approved by the Village Manager prior to your enrollment. This tuition reimbursement benefit shall be limited to a maximum of \$700.00 per fiscal year end and shall be contingent upon available budgetary appropriations.
- RETIREMENT. The Village shall provide a MERS defined contribution retirement program. The Village shall contribute an amount equal to ten percent (10%) of your base salary into the program. As an employee, you are required to contribute five percent (5%) of your base salary into the program, and such contributions shall be deducted from your pay.
- BONDING. You agree that you are bondable. The Village shall secure fidelity of other bonds as may be required for your employment and offer indemnification for your performance of duties as Executive Director.
- STARTING SALARY. Your initial salary shall be \$80,000.00 annually commencing on March 12, 2024, payable in prorated equal biweekly installments at the same time as normal payroll for employees of the Village generally. You shall be eligible for consideration for annual salary increases as recommended by the DDA Board and Village Council during the annual budget approval process. Please also note the annual stipend mentioned in the insurances section above.

- COMPENSATORY TIME. In lieu of overtime compensation, you shall be granted an additional forty (40) hours of paid leave annually as compensatory time. Compensatory Time shall be credited on July 1 of each year. Compensatory time may be taken as vacation days, but shall not be paid for unused time upon retirement or separation as an employee.
- RESIGNATION. You may resign your position at any time upon providing at least thirty (30) days advanced written notice to the DDA Chairperson. Such advanced notice shall not include any vacation or personal leave time or other time as discussed above. Your failure to provide said notice will result in the forfeiture of any accrued leave time of any type and may result in a determination by the DDA Board that your separation from Lake Orion DDA employment was not in good standing.
- MODIFICATION. This employment agreement may be modified in writing by the personnel policies duly adopted by the Village Council and in effect at any given time. Additionally, the Village reserves the right to alter, increase, decrease, or eliminate any term of this agreement subject to applicable law.
- LAWSUITS. You agree not to commence any action of suit relating to your employment with the Village more than one hundred eighty (180) days after the date of occurrence of the facts giving rise to the claim, or more than one hundred eighty (180) days after the date of your termination of such employment, whichever is earlier, and to waive the longer statute of limitations to the contrary. In the event that the statute of limitations applicable to such a claim is less than one hundred eighty (180) days, you agree that the shorter statute of limitations shall apply.
- OTHER TERMS AND CONDITIONS. All other terms and conditions of employment shall be governed by personnel policies adopted by the Village Council for non-union employees of the Village.

This employment agreement shall be effective commencing on March 12, 2024 upon approval by the Village Council, the DDA Board and acceptance by you. If you have any questions regarding this offer of employment, please do not hesitate to contact me.

Sincerely,

Debbie Burgess,
Chair
Lake Orion DDA Board of Directors

Village Council Approval:



Per Village Council Action March 11, 2024.
Darwin McClary, Village Manager

Date: March 12, 2024

DDA Board Approval:

Debbie Burgess, Chair, DDA Board

Date:

Accepted:

Matthew Gibb

Date:



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 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 November 2025.

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

November 18, 2025



I. NEWS AND UPDATES

a. Non-Profit Organizational Materials.

i. Lumber Yard at Paint Creek Public Market, Inc.:

The Articles of Organization have been filed and accepted by the state of Michigan. The Federal EIN is ready to file and once the Director determines that the financials are in the correct format, the entity will be registered and a new bank account resolutions prepared for this Board to consider and adopt.

The Proposed Bylaws of the Organization are drafted and presented for your review and understanding,

The proposed framework of the Public Market management via a series of vendor application, contract, marketing and liability protective documentation is drafted and will be presented to the Lumber Yard Advisory panel for review in late October/early November.

ii. Main Street Alliance of Lake Orion, Inc.

The Articles of Organization have been filed and accepted by the state of Michigan. The Federal EIN is ready to file and once the Director determines that the financials are in the correct format, the entity will be registered and a new bank account resolutions prepared for this Board to consider and adopt.

The Proposed Bylaws have been likewise drafted and are pending a final review. The Board will be asked to assist in the formulation of the initial operating Board for the non profit. We will consult not only Main Street Oakland County, but several other Main Street non profit based organizations that are arms to an existing Tif funded downtown program for guidance and best practices.

Next step is the formation of an interim Board and the establishment of the Director role.

b. Parking Lot Leases / Maintenance

The lot lease agreements and standing ownership lots have been organized. Each of the leasehold agreement are expired and require a new lease or license to continue. Some of these should be considered for termination.

- i. Orion Schools Lot. This is the shared lot with the now sold school admin building. We pay \$2500 annually for the use of this lot as a downtown overflow lot. As it is now owned and subject the development at the Ehman Center, we are negotiating how aspects of the lot can continue, and on what financial structure.
 - ii. Caruso Lot. We need a new agreement. We are currently behind on the payment agreement. It is recommended we keep the lot and will be contacting the ownership for an agreement on a catch up payment and new agreement
 - iii. Sherman Lot. This is the Orion Review lot where the Congresswoman's office is now located. We owe back taxes as a portion of our lease payment. It is now owned by Dan Zaraga who is willing to extend under a new agreement if we make current the long disregarded payments. It is recommended we keep this lot.
 - iv. Irish Tavern. We retain rights to this lot behind Irish Tavern. It is one of the lots we need to schedule maintenance, including snow removal for.
 - v. Tarr Lot. We are current on the tax based payment, and we have invested in the maintenance of the surface of this lot this year. We need to determine who it's being plowed this winter.
 - vi. Front Street. This lot was created with our money, and we need to determine with DPW who is plowing it.
 - vii. Slater Street. We own this lot. Next year it will require new gravel surfacing. We need to determine a maintenance schedule.
 - viii. Lumber Yard. This is a work in progress. Last year the winter saw the lot mostly covered in ice. It may be necessary to close this for the season due to conditions. That decision hurts Waterside Socia and Oat Soda (now Clover & Creek) who rely on it for parking.
- c. Cleaning Services. Recommendation for contract on tonight's agenda
- d. Lumber Yard Progress. Since our last meeting thirty days ago...
- i. Plan Development. Following some recent meetings, our ability to work with the resource of the Village has substantially improved.
 - The site review escrow account has been established allowing engineering input
 - Information previously known to the village engineering firm, but not to this office as transmitted providing immediate direction to move forward with MDOT permit engagement.
 - MDOT is in the process of application and review.

- Aside from the renewed and appreciated Village help, we are also engaging fire marshal and chief input, a there are now questions as to the hard surface areas for code compliance. I have drafted a complete memorandum on the application of historic preservation to code compliance.
- It was hoped that electrical contractor RFP responses would be done by this meeting, I was wrong, I simply ran out of time. A special meeting will be held right after Thanksgiving.

ii. Construction.

- The north deck is finished.
- Architectural as built drawings are done and in office awaiting final review
- Architectural drawing costs are on tonight's agenda
- Footing repairs on the main barn are now re-commencing
- The coal shed is moving into a safer place on site, as a temporary storage of the shed, and we will be completing the demolition phase after its is slid over to a safe spot.
- The east and west wall for the main barn are being repaired to have the original facade and doors repaired. This is all being on site inspected.
- The garage doors for the south wall in by the next Board meeting. That wall is being reviewed by the architect for as built drawings and any building inspector questions.
- Bids have been made on needed additional historic materials to start the process of finishing the exterior of the barn.

II. TO DO'S AND MORE

- Village Council.** This office has started to present a DDA update to council, as invited, which is a welcome chance to provide regular updates to council members and public.
- FOIA.** Someone in the community continues to direct and instruct others on large FOIA requests. As the coordinator, I am properly responding.
- Beautification.** The appearance of the village speaks for itself. I have assisted our part time staff in making sure it's the best ever.
- Recent activity:**
 - I removed all of the fall décor and pulled all straw bales to the LY
 - All owned and available Christmas lights have been tested and 24 of the 29 strands of garland have all been repaired
 - Snow removal costs estimates are being collected for the five DDA supported public parking areas.

- iv. Estimates for new gravel and spreading at the lumber yard and slater street lots are being collected.

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



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 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

November 18, 2025



Completed Events/Activities:

Oct. 24 – Witches Night – 5 – 10pm. The streets were packed with shoppers for a night of shopping, deals, music, photo opps, magical activities, themed food and beverages, and raffles and prizes. The trolley rolled between both Downtown Lake Orion and Oxford. The check in area was by Cookies and Cream with a DJ and fire pits set up for the ladies to gather. In the green space by Abeantogo, a fall décor backdrop was setup along with a photo booth. It was well received. It was noted that lots of shoppers were still in town at shops that stayed open late and those that gathered at downtown restaurants. Reports from merchants were positive and moved the needle on registers ringing.

Oct. 1 – 31 - Storybook Stroll – Partnership with Orion Township Public Library. Around 13 businesses hosted the children’s book pages. Watch for a holiday day one soon.

Upcoming Events:

Now – June 2026 – ShopOCMainStreets.com \$100K challenge. You can still support local online. Shop at ShopOCMainStreets.com and stores, DDAs and shoppers all get a chance to win money based on shopping amounts during Challenge dates. Shop Lake Orion Shops to help us get the money local!

Nov. 1 – 30 – Oakland County “Local Gems” program. Take a selfie and submit for a chance to win up to \$1000. Check our socials for details.

Nov. 20 – Sing & Stroll Tree Lighting Ceremony, 5-7 pm in Children’s Park. The event will have free horse & wagon rides, hot cocoa, singing carols, performances, fire pits with s’mores, a visit by Santa and Mrs Claus, plus the Grinch. Tree lights at 6 pm in gazebo.

Nov. 28 – 30 – Michigan Retailers Association – Download punch card from their site, visit three Michigan retailers (we certainly suggest in Downtown Lake Orion), and be entered to win \$500. Check our socials for details.

Nov. 29 – Shop Small Saturday, 10 am - 2 pm. Shop Small Saturday map with deals and experiences at our merchants and restaurants will be posted on socials and our website. Trolley will be running. Horse and Carriage Rides from 10 am – 2 pm.

Dec. 6 – Orion Christmas Lighted Parade (Orion Area Parade Group), 6 pm. We will have a warming station at the DDA office since we are on the parade route. Join us!

Dec. 13 – Polar Express Trolley Experience, 11 am - 3 pm. We sold half our tickets in the first five days. Our volunteer slate is fully booked. Decorating trolley on Nov.18 with Oxford DDA. Experience begins at Stadium Drive Elementary interior with checkin for a Golden Ticket, hot cocoa creation station, and a kids craft area. 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, and a bell ornament keepsake. Families are encouraged to shop and dine downtown until they need to return on the trolley. Working on a retail “come back” program for attendees. Tickets are available at www.ShopOCMainStreets.com.

Project Status:

1) SeeMyLegacy Sponsorship/Donation/Memorial Portal: Assets/Benefits are being added to launch in Nov. See sponsorship strategy.

Social Media Stats

Downtown Lake Orion Facebook:

Followers: 11, 085(added 67)

Estimated Reach: Previous: 40,200; Current: 45,234 (# of people who saw content at least once)

Engagement/Interactions: Previous: 595; Current: 1,316 (reactions, comments, shares, or clicks on our posts)

Views: Previous: 91,700; Current: 146,084 (# of times our content was played or displayed.

Includes reels, videos, posts, stories, and ads.)

Downtown Lake Orion Business Group on Facebook:

141 members (no change)

Instagram:

4,374 (added 12); Views: current 9.5K, previous 23.2K

X (formerly Twitter):

1,543(added 1)

E-Newsletters

Via SnapRetail!: 5 e-newsletters created (Business/Consumer)

Main Street Accreditation: Save the Date (calendar invite was sent) for January 14, 2026.

Respectfully Submitted,
Janet Bloom

bloom@downtownlakeorion.org
cell (248) 320-7599



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Discussion and Direction – Use of TIF for Capital Improvement

BACKGROUND BRIEF:

At recent Village Council session on the Village CIP Plan, several questions arose as to the application and use of the 75/25 Set Aside Fund for non-itemized public facility project implementation. There is a question as to whether the 75/25 Fund can be applied to partially off-set Village costs in implementing needed public infrastructure, particularly, water and sewer demands.

I have drafted a comprehensive memorandum outlining the statutory and legal application of PA57 and the language of applicable Michigan Statute(s) that may be considered as a potential policy of the DDA Board as it relates to the exercised discretion of the DDA Board in defining and establishing use(s) that qualify under the TIF Plan.

It is the clear objective of this office to support, legally and statutorily, the broad discretion granted to the DDA Board, and that any effort of individual Village council members that might seek to open and amend the 2020 approved TIF Plan might be rejected without further consideration.

FINANCIAL IMPACT:

As described in the Plan.

RECOMMENDED MOTION:

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.



DRAFT – FOR DISCUSSION PURPOSES ONLY
(Not legal advice; for policy and board-education use)

TO: Lake Orion DDA Board
FROM: Matthew Gibb, Executive Director
DATE: November 18, 2025
RE: Discretion under Michigan DDA/TIF Law to Use Tax Increment Revenues for Public Infrastructure Not Itemized by Name in the TIF/Development Plan

I. Issues Presented

1. **Whether a Downtown Development Authority (DDA) in Michigan may use tax increment revenues (TIF) to finance public infrastructure improvements such as water and sewer lines within the district when those projects are not expressly listed by name in the DDA’s development and tax increment financing (TIF) plan.**
2. **Whether and to what extent the DDA board has discretion to interpret the scope of already-approved plan categories (e.g., “public facilities,” “utilities,” “public improvements”) in deciding which specific projects to undertake without formally amending the plan.**

II. Brief Answer

Under Part 2 of Michigan’s **Recodified Tax Increment Financing Act, 2018 PA 57**, a DDA clearly has authority to plan, construct, and finance “**public facilities**” within the downtown district, and the statutory definition of “public facility” **expressly includes utility lines or pipes**, which covers water and sewer infrastructure. [Michigan Legislature+1](#)

The statute also provides that the DDA board may undertake such public facilities as are, “**in the opinion of the board,**” necessary or appropriate to carry out the development plan and aid in the economic growth of the downtown district. [Walker, MI](#) This “in the opinion of the board” standard is an explicit grant of board-level judgment and discretion, so long as expenditures remain “**pursuant to**” the approved tax increment financing plan. [Michigan Legislature](#)

Neither Act 57 nor Michigan case law appears to require that every individual road, sidewalk, water main, or sewer lateral be itemized by name in the TIF plan. What the statute requires is that:

- the **development plan** describe the **categories, location, extent, character and estimated cost of the improvements**, and

- the **TIF plan** describe the capture mechanism, duration, and overall development program to be financed. [Walker, MI+1](#)

So long as a proposed water/sewer or other infrastructure project:

- lies within the DDA district;
- fits within the plan’s categories of “public facilities,” “utilities,” “public improvements,” or similar;
- is consistent with the purposes and cost estimates of the plan; and
- does not materially alter the amount/duration of tax capture in a way that would require an amendment,

the board has a strong argument that it may approve and fund the project under its existing statutory authority and plan, **without** first amending the plan to name the specific project.

III. Statutory Framework

A. DDA Purpose and Legislative Findings

Part 2 of Act 57 (MCL 125.4201 et seq.) recodifies and updates the former Downtown Development Authority Act. The Act’s legislative findings state that tax increment financing is intended to promote economic growth by dedicating a portion of the increased tax base to **“facilities, structures, or improvements within development areas”** so as to halt deterioration of property values and encourage redevelopment. [Michigan Legislature+1](#)

In other words, the Legislature explicitly framed TIF as a tool to finance **public and private improvements inside the development area**, not just narrowly-defined or pre-named projects.

B. Definition of “Public Facility”

For DDAs, **“public facility”** is broadly defined in MCL 125.4201. The definition (as summarized in recent compilations and DDA handbooks) includes:

- Streets, plazas, pedestrian malls, and improvements to them (lighting, beautification, etc.);
- Parks, parking and recreational facilities, rights-of-way, bridges, waterways, etc.;
- **“Utility line or pipe”** and associated buildings and access routes; and
- Improvements to facilities used by the public or public agencies.

Thus, **water mains, sanitary sewer lines, storm sewer, and related utility infrastructure fall squarely within “public facilities”** that a DDA may plan, construct, and finance under Act 57.

C. Express Board Powers – “In the Opinion of the Board”

MCL 125.4207 (Sec. 207) sets out the powers of the DDA board. Among other things, the board may: [Walker, MI+1](#)

- “Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, *in the opinion of the board*, aids in the economic growth of the downtown district.”
- “Plan, propose, and implement an improvement to a public facility, existing building, or multiple-family dwelling unit” in the downtown district.

The italicized “*in the opinion of the board*” language is critical. It signals that the Legislature intended to vest the board with **discretionary judgment** about which public facilities are “necessary or appropriate” to execute the plan and promote economic growth, rather than limiting the board to a strictly enumerated checklist.

D. Development Plan Contents (MCL 125.4217)

When a DDA finances a project using bonds or TIF, it must prepare a **development plan** containing, among other items:

- **Designation of boundaries** of the development area;
- The **location and extent of existing streets and other public facilities**;
- A description of **existing improvements to be demolished, repaired, or altered**;
- The **location, extent, character, and estimated cost of the improvements** contemplated, and the estimated time for completion;
- A description of any desired **changes in streets, street levels, intersections, or utilities**; and
- “**Other material that the authority, local public agency, or governing body considers pertinent.**”

Note that the statute focuses on **categories and characteristics** of improvements (“location, extent, character, and estimated cost”), not on naming each individual utility segment or pipe.

E. TIF Plan & Use of TIF Revenues (MCL 125.4215 & 125.4219)

The **tax increment financing plan** is primarily a **financial** document: it must describe the development area, the tax increment procedure, the estimated capture, and the duration of the program. [Walker, MI](#)

MCL 125.4215(2) then provides:

- The authority “**shall expend the tax increment revenues received for the development program only pursuant to the tax increment financing plan.**”

This ties expenditures to the **development program** described in the plan but does **not** say that expenditures are limited only to projects individually named in the plan, so long as they are “**pursuant to**” and consistent with that program.

IV. Legal Authority & Interpretive Support for Board Discretion

A. Statutory Discretion – “In the Opinion of the Board”

As noted above, Section 207 authorizes the board to plan and propose public facilities needed for a plan that “**in the opinion of the board**” aids economic growth. [Walker, MI+1](#)

This is unusually explicit discretion language. Courts and agencies typically treat such phrases as **delegating judgment to the local body**, subject to reasonableness and consistency with the statute. It is strong textual support for the proposition that:

- It is **the board’s role** to determine which specific public facilities are “necessary or appropriate” to execute the plan;
- That judgment is based on the board’s view of what aids economic growth; and
- So long as the chosen projects fit within the plan’s categories and purposes, the board is not required to amend the plan for every specific, implementing project.

B. Broad “Public Improvements” Purpose – MEDC and State Guidance

The Michigan Economic Development Corporation’s DDA fact sheet (updated and re-issued post-Act 57) expressly states that a DDA’s TIF mechanism “**can be used to fund public improvements in the downtown district.**” [MEDC+1](#)

Other local and state educational materials repeat this formulation: TIF revenues can be used to fund **public improvements** (including infrastructure) within the district, with no suggestion that each such infrastructure component must be separately named in the TIF plan. [Revize+1](#)

While these materials are not binding law, they show the **prevailing interpretation** among state economic-development agencies and local governments: DDA TIF is a tool for public improvements broadly, so long as they are located in the district and tied to the adopted plan.

C. Judicial Descriptions of TIF Purpose

In discussing Michigan tax increment financing, courts have characterized TIF as a **financing program that dedicates growth in the tax base to “facilities, structures, or improvements within a development area” to facilitate economic growth and development.** Again, this general description underscores that the focus is on **improvements within the area consistent with the plan**, not narrow project-name lists.

V. Application to Water, Sewer, and Other Public Infrastructure

A. Water and Sewer Are Statutory “Public Facilities”

Because “public facility” includes an **“utility line or pipe”** and improvements to facilities used by the public, water and sewer mains in the downtown district are **textbook examples of eligible public facilities** under Act 57. [Michigan Legislature+1](#)

Thus, if the development plan references construction or improvement of **public facilities, utilities, or infrastructure** in the district, water/sewer work is within that statutory and plan category—even if the plan does not say “install 8-inch water main along X Street.”

B. “Pursuant to the TIF Plan” Does Not Require Naming Every Facility

The statutory requirement that TIF revenues be spent **“only pursuant to the tax increment financing plan”** means that expenditures must be consistent with:

- the development program described in the plan;
- the geographic boundaries and scope of the development area;
- the financial assumptions and capture duration; and
- the public purpose findings made when the plan was adopted.

But nothing in the text of MCL 125.4215 or 125.4217 states that:

“The authority may only fund projects that are *explicitly named by title* in the plan.”

Instead, the statute requires description of the **“location, extent, character, and estimated cost”** of contemplated improvements and allows the inclusion of **“other material ... considered pertinent.”** That structure is consistent with common municipal practice:

- The plan describes categories and examples (e.g., “streetscape improvements,” “public facilities and utilities,” “undergrounding of utilities,” “parking and access improvements”).

- The board later selects specific sites and projects to implement those categories (e.g., “replace water and sewer lines in Block A of the district in conjunction with streetscape work”).

C. When an Amendment *Is* More Likely Needed

Act 57 does require that **amendments** to a development or TIF plan be approved by the governing body with notice and hearing. [Walker, MI+1](#)

Practically, an amendment is more clearly required when:

- The DDA proposes **new types of projects** not reasonably implied by the existing plan categories;
- The DDA seeks to materially **extend the duration** or **change the boundaries** of the development area; or
- The DDA wants to significantly **increase or reallocate the capture** beyond what the plan contemplated.

By contrast, using TIF revenues to replace undersized water and sewer mains, or to add new utility lines within the district:

- is within the statutory definition of “public facility”;
- usually falls under plan language about public infrastructure or utilities; and
- often fits within the existing cost and phasing estimates, especially if the plan anticipated “ongoing” or “phased” public facilities work.

In those circumstances, the board can reasonably argue it is **implementing**, not **amending**, the plan.

VI. Conclusions and Practical Guidance

1. **Statutory Authority Exists**
 - Michigan law **expressly authorizes** DDAs to construct and improve “public facilities,” including **utility lines and pipes**, within the downtown district. [Michigan Legislature+1](#)
 - The board may undertake such facilities as it deems, **“in the opinion of the board,”** necessary or appropriate to execute the development plan and promote economic growth. [Walker, MI+1](#)
2. **TIF Use Is Tied to the Development Program, Not a Project Name List**

- TIF revenues must be spent **pursuant to** the TIF plan, but the statute does not require naming every individual project; it requires describing categories and characteristics of improvements and the overall financing program. [Walker, MI+1](#)

3. **Water and Sewer in the District are Eligible Public Improvements**

- Because utility lines/pipes are expressly included in the definition of public facility, water/sewer work within the DDA boundaries is generally an eligible TIF use if the plan contemplates public facilities/infrastructure work. [Michigan Legislature+1](#)

4. **Board Discretion Is Built into the Statute**

- The “in the opinion of the board” language is a statutory acknowledgment that **the board**, not other taxing jurisdictions, interprets which specific public facilities are necessary or appropriate within the boundaries of the adopted plan.



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Strategic Plan – Setting Key Performance Indicators

BACKGROUND BRIEF:

Please review the attached document set, and prepare to establish a process for review, setting and implementing by resolution at a future meeting.

FINANCIAL IMPACT:

None, at this time

RECOMMENDED MOTION:

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.

MEMORANDUM

To: Lake Orion DDA Board

From: Matthew Gibb, Executive Director

Date: November 18, 2025

Subject: Establishing and Implementing Key Performance Indicators for the DDA Strategic Plan

I. Purpose of this Memorandum

The purpose of this memorandum is to outline **why the DDA must adopt Key Performance Indicators (KPIs)** as part of implementing the newly adopted *Strategic Plan 2025–2030*, and **how to establish a standard, repeatable system of review** that aligns with Main Street America accreditation, state compliance expectations, and best practices for high-performing economic development organizations.

This memo provides:

1. The rationale for KPIs based on the content and structure of the Strategic Plan;
 2. The legal, operational, and governance value of adopting KPIs;
 3. The recommended process for establishing KPIs; and
 4. A proposed framework for annual and semi-annual performance review.
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II. Why KPIs Are Essential to the Strategic Plan

The DDA’s 2025–2030 Strategic Plan explicitly recognizes that **progress must be prepared, tracked, assessed, and made public on an ongoing basis**. The plan states:

“Our progress toward achieving these goals, and the mission they support, will be prepared, tracked and assessed so that a report of our effort and results is continuously made public.”

This is a clear directive from the Board to establish a **defined, measurable system** for tracking the implementation of goals, action plans, transformation strategies, and priority projects.

Additionally:

A. The Plan Requires Demonstrable Success Metrics

The Plan includes a dedicated “Measuring Success” section that identifies the types of outcomes that should be **tracked, reported, analyzed, and applied** to future updates of the Plan. These

high-level measurements—such as business retention, property value growth, volunteer participation, and community engagement—are *outcome metrics*. KPIs serve as the **operational metrics** that allow the DDA to generate, verify, and report those outcomes.

B. Accreditation and Best Practice Standards Require Measurable Outcomes

As an **Accredited Main Street America Program** for eighteen consecutive years, the DDA must demonstrate an ongoing commitment to measurable performance in the Four Points: Economic Vitality, Design, Promotion, and Organization. The Strategic Plan states that the organization will uphold this accreditation-level rigor.

KPIs are the recognized method to:

- Demonstrate accountability;
- Track progress on transformation strategies;
- Communicate value to the community;
- Support funding, grants, and partnerships.

C. KPIs Align Decision-Making with Values, Mission, Vision, and Areas of Focus

The Plan identifies:

- A Mission;
- A Vision;
- Core Values used as “filters for decision-making”;
- Two Transformational Strategies;
- Five Areas of Focus with detailed goals; and
- Action Plans incorporated by reference.

KPIs ensure that the Board and staff regularly assess **whether ongoing work aligns with these foundational components**. This protects the organization from “mission drift” and ensures that resources are targeted toward the most impactful outcomes.

III. Benefits of Adopting KPIs

A. Improves Governance and Board Oversight

KPIs equip the Board with a clear, objective way to:

- Evaluate performance;
- Prioritize projects;
- Allocate TIF funds consistent with the Plan;
- Validate strategic direction;
- Understand progress toward community-facing goals such as quality of life, tourism growth, and business development.

B. Strengthens Transparency and Public Trust

The Plan commits the DDA to **continuous public reporting** of progress. KPIs create the structure that allows the DDA to generate transparent, defensible, and clear reports.

C. Supports Funding and Grant Applications

Grant-making bodies—including Oakland County, the State of Michigan, the Wilson Foundation, and corporate funders—expect measurable ROI. KPIs allow the DDA to demonstrate:

- Community impact,
- Organizational capacity,
- Data-driven decision-making, and
- Effective stewardship of public funds.

D. Enables Course Corrections and Data-Driven Decision Making

KPIs provide real-time insight into whether a strategy is producing the intended results. If not, the DDA can adjust the approach before investing additional resources.

E. Ensures Alignment with the DDA’s Legal Purpose

The Strategic Plan defines how the DDA meets the statutory purposes of PA 57: preventing deterioration, preserving character, promoting economic growth, and financing public improvements. KPIs help demonstrate that the DDA’s work is consistent with these statutory responsibilities, strengthening legal and operational credibility.

IV. What KPIs Should Measure (Aligned With the Strategic Plan)

KPIs should be customized to the **core areas of the Plan**, including:

1. Lakeshore Economy Strategy

Examples:

- Number of tourism-focused businesses recruited/expanded;
- Trail activation metrics (counts, event attendance);
- Public/private investment leveraged;
- Visitor foot-traffic indicators;
- Market capture and spending data.

2. Community Building Strategy

Examples:

- Volunteer enrollment and retention;
- Partnership attendance and activity level;
- Engagement metrics on communications;
- Participation in DDA-led or DDA-supported programs.

3. Measuring Success Benchmarks from the Plan

Examples:

- Number of new businesses;
- Business turnover rate;
- Growth in taxable value;
- Number of façade grants;
- Repairs and maintenance completed;
- Intergovernmental coordination achievements.

4. Operational and Organizational KPIs

Examples:

- Budget adherence;
- Grant applications submitted/received;
- Projects delivered on time;
- Event attendance;
- Maintenance and safety improvements.

V. Process for Establishing KPIs

The process for developing KPIs should be structured, transparent, and tied directly to the Strategic Plan:

Step 1. Merge Action Plans with Strategic Goals

Each goal under the Five Areas of Focus should produce 2–5 KPIs that measure:

- Output (what the DDA does); and
- Outcome (what impact is achieved).

Step 2. Staff Drafts KPI Proposals

Using the Plan’s goals, staff drafts recommended KPIs based on:

- feasibility;
- available data;
- alignment with budget and staffing;
- Main Street reporting requirements.

Step 3. Board Workshop

A facilitated workshop (1–2 hours) should finalize:

- KPI selection;
- Thresholds for success;
- Reporting frequency;
- Assignment of responsibility (Board, Director, committees).

Step 4. Ratification by Board Resolution

A simple Board resolution adopts:

- The KPI framework;
- Annual reporting cycle;
- Staff responsibility;
- Format for reports.

Step 5. Implementation and Data Collection

Staff maintains monthly and quarterly tracking tools tied to each KPI.

Step 6. Quarterly Review and Annual Report

The Board receives:

- A quarterly dashboard summarizing progress;
- A comprehensive annual KPI report, made public as required by the Plan’s commitment to transparency.

VI. Standard of Review for Ongoing Evaluation

To ensure consistency, KPIs should be evaluated through a **standard of review** adopted by the Board. The standard should include:

1. Relevance

Does the KPI directly support the Mission, Vision, Values, and Strategic Goals?

2. Data Reliability

Is data consistently available, accurate, and maintainable over multiple years?

3. Impact

Does the KPI measure something that truly drives economic prosperity, community connection, or downtown vitality?

4. Resource Alignment

Do the KPIs accurately reflect areas where the DDA is investing time, funding, and staff capacity?

5. Public Transparency

Can the KPI be explained clearly in public reports and easily understood by stakeholders?

VII. Conclusion

The adoption of KPIs is not just advisable—it is **required by the clear language and intent of the Strategic Plan** and essential to demonstrating that the DDA is a high-performing, transparent, accountable, and data-driven public entity.

KPIs will allow the Board to:

- Implement the Strategic Plan with discipline and clarity;
- Strengthen accreditation compliance;
- Validate the impact of TIF-funded projects;
- Improve communication with the community;
- Make evidence-based decisions;
- Deliver measurable progress on every component of the Plan.

With the Board’s support, the next step is to assemble draft KPIs for each Focus Area and to prepare a proposed KPI framework and dashboard for Board workshop review.

KEY PERFORMANCE INDICATORS (KPIs)

Lake Orion Downtown Development Authority

For Implementation of the 2025–2030 Strategic Plan

(Organized by Focus Area)

FOCUS AREA 1: LAKESHORE ECONOMY

These KPIs measure tourism, commercial vitality, placemaking impact, lakeshore activation, and improvement of downtown connections.

Goal 1: Enhance Downtown Connections

Infrastructure & Access KPIs

- **Linear feet of new/improved sidewalks, paths, or trails** completed annually.
- **Number of trail-to-downtown access points enhanced** (lighting, signage, surfaces, bike amenities).
- **Connectivity Score:** % of key destinations connected by safe, walkable or bikeable routes.
- **Hours of annual maintenance** dedicated to waterfront, trail, and connection corridors.
- **Parking Utilization Rate** in district lots and streets during peak periods.

Wayfinding & First Impressions KPIs

- **Number of wayfinding signs installed or updated** each year.
 - **Visitor Navigation Satisfaction Score** (survey or QR-feedback).
 - **Average response time to repair damaged signage or public amenities.**
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Goal 2: Grow Local Tourism Business

Business Development KPIs

- **Net new tourism-aligned businesses opened per year** (retail, food, beverage, recreation, lake-oriented).
- **Business Retention Rate** (annual).

- **Private investment leveraged** in the district annually (\$).
- **Occupancy Rate** of downtown commercial storefronts.

Visitor Traffic KPIs

- **Pedestrian and trail user counts** (quarterly measured).
- **Event Attendance** for tourism-oriented events (signature events, lake events, trail events).
- **Visitor Spending Estimate** (via surveys or partnerships with Oakland County data tools).
- **Hotel/Airbnb Local Stays** attributable to downtown events (annual report).

Marketing & Engagement KPIs

- **Reach and engagement** on promotional campaigns (digital, social, print).
- **Co-op marketing participation rate** among downtown businesses.

Goal 3: Create Great First Impressions

Placemaking KPIs

- **Square footage of public gathering space improved** annually (parks, plazas, waterfront).
- **Number of public art installations completed or maintained.**
- **Number of façade grants awarded & completed** per year.
- **Vacant storefront rate** (quarterly).

Cleanliness & Maintenance KPIs

- **Average response time** to downtown maintenance requests.
 - **Quarterly cleanliness inspection score** (trash, landscaping, amenities).
 - **Lighting Reliability Rate** (% of lights functioning district-wide).
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FOCUS AREA 2: COMMUNITY BUILDING

This focus area measures organizational capacity, partnerships, communication, volunteerism, and civic understanding.

Goal 1: Strengthen Local Partnerships

Intergovernmental Collaboration KPIs

- **Number of joint initiatives** with Village/ Township annually.
- **Quarterly coordination meetings completed** with Village Manager, Planning, DPW, Police, and other departments.
- **Number of shared-service or shared-investment projects.**

Partner Organization KPIs

- **Formal partnerships signed or renewed** (library, schools, chamber, MSOC, nonprofits).
- **Partner satisfaction rating** (annual survey).
- **Volunteer hours contributed through partner organizations.**

Goal 2: Increase Community Involvement & Understanding

Engagement KPIs

- **Volunteer participation rate** (# of active volunteers / year).
- **Total volunteer hours logged** (Main Street requirement).
- **Number of new volunteers recruited each year.**
- **Event volunteer coverage rate** (% of volunteer positions filled).

Communications KPIs

- **Digital engagement** (followers, newsletter open rates, website visitor analytics).
- **Community satisfaction survey score** (annual).
- **Public meeting attendance trend** (board meetings, open houses, charrettes).
- **Number of outreach events or public engagement activities** annually.

Transparency KPIs

- **Timeliness of posting board materials**, minutes, and financials.
- **Number of KPI dashboards published publicly** (quarterly).

FOCUS AREA 3: DESIGN (Cross-cutting support across both Strategies)

Even though Design is embedded in both Transformational Strategies, its implementation is best measured through a unified KPI set.

Design / Placemaking KPIs

- **Number of design review consultations** with businesses (storefronts, signs).
- **Façade and building improvement grants completed** (with total investment leveraged).
- **Linear feet of improved streetscape** (lighting, benches, landscape).
- **Number of ADA/accessibility improvements** completed annually.
- **Percentage of district buildings meeting design guidelines.**

Public Art KPIs

- **New public art projects per year.**
- **% of public art funded through outside grants/donations.**
- **Maintenance compliance rate** for existing art pieces.

FOCUS AREA 4: PROMOTION (Cross-cutting)

Event Performance KPIs

- **Total event attendance** (all events, annual).
- **Signature event growth rate** (year-over-year).
- **Event revenue vs. cost** (return on investment).
- **Business participation rate** in events.

Branding KPIs

- **Brand recognition survey score** (annual).
 - **Number of new marketing assets or campaigns launched.**
 - **Digital reach & engagement metrics** across platforms.
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FOCUS AREA 5: ECONOMIC VITALITY

(Cross-cutting)

Business Support KPIs

- **Number of business coaching or support sessions** provided.
- **Businesses retained past 3 years** (Main Street metric).
- **Number of startup businesses supported** (counseling, grants, technical help).

Development & Investment KPIs

- **Total private investment in the district per year.**
 - **Number of redevelopment or infill projects completed.**
 - **Increase in taxable value** attributable to DDA district activities.
 - **Number of underutilized or vacant properties activated.**
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FOCUS AREA 6: ORGANIZATION (Operations & Financial Stewardship)

Financial KPIs

- **Budget-to-actual adherence rate** (quarterly).
- **Percentage of TIF project expenses within Strategic Plan categories.**
- **Grant dollars applied for vs. awarded** annually.
- **Percentage of projects receiving outside funding support** (grants, donations, partnerships).

Administrative KPIs

- **Project completion rate on schedule.**
 - **Number of policy/plan updates completed** (TIF plan, bylaws, procedures).
 - **Board attendance rate and training participation rate.**
 - **Staff workload distribution** (to ensure capacity alignment).
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BONUS SECTION: KPIs SPECIFIC TO THE LUMBER YARD / LAKESHORE STRATEGY

- **% completion of Lumber Yard phases** vs. schedule.
- **Private investment leveraged** around the site (adjacent parcels).
- **Increased pedestrian counts** at key access points.
- **Visitor satisfaction** for public spaces (deck, parks, trails).
- **Business occupancy rate** of new vendor or retail spaces.
- **Environmental KPIs** (stormwater, shoreline stabilization improvements completed).

Category	KPI	Target	Q1	Q2	Q3	Q4	Notes
Annual Meeting Planning	# of Annual Joint Working Meetings Held	1–2/year					
Annual Meeting Planning	% of Meeting Objectives Met	≥ 90%					
Annual Meeting Planning	Meeting Satisfaction Rating	≥ 4/5					Create End of Mtg Scorable Survey
Roles & Responsibilities	Completion of Roles & Responsibilities Document	Approved Annually					Where are Role & Responsibilities Defined?
Roles & Responsibilities	# of Orientation or Training Sessions Held	1–2/year					
Roles & Responsibilities	Board & Staff Awareness of Roles	≥ 80%					Review & Define all R&R's. DDA Bylaws - Officers Roles are included not Committee leads R&R's.
Communication Plan	Communication Plan Document Completed & Approved	Completed Annually					
Communication Plan	# of Communication Touchpoints Used	≥ 3/quarter					
Communication Plan	% of Stakeholders Reporting Satisfactory Communication	≥ 85%					Create Stateholder Satisfaction Survey
Partnership Quality	# of Joint Projects or Initiatives	≥ 1/year					
Partnership Quality	Responsiveness Score	≥ 90%					
Partnership Quality	Annual Review of Partnership Guidelines Completed	1/year					
Volunteer Resources	# of Active Volunteers Supporting DDA Projects	≥ 10 per year					
Volunteer Resources	Volunteer Hours Logged	≥ 200 hrs/year					
Project Alignment	% of Projects Aligned with DDA Strategic Plan	≥ 90%					
Project Alignment	# of Projects with Documented Council Coordination	100% of major projects					

Category	KPI	Target	YTD Status	Notes
Annual Meeting Planning	# of Annual Joint Working Meetings Held	1–2/year		
Annual Meeting Planning	% of Meeting Objectives Met	≥ 90%		
Annual Meeting Planning	Meeting Satisfaction Rating	≥ 4/5		
Roles & Responsibilities	Completion of Roles & Responsibilities Document	Approved Annually		
Roles & Responsibilities	# of Orientation or Training Sessions Held	1–2/year		
Roles & Responsibilities	Board & Staff Awareness of Roles	≥ 80%		
Communication Plan	Communication Plan Document Completed & Approved	Completed Annually		
Communication Plan	# of Communication Touchpoints Used	≥ 3/quarter		
Communication Plan	% of Stakeholders Reporting Satisfactory Communication	≥ 85%		
Partnership Quality	# of Joint Projects or Initiatives	≥ 1/year		
Partnership Quality	Responsiveness Score	≥ 90%		
Partnership Quality	Annual Review of Partnership Guidelines Completed	1/year		

OBJECTIVE	Strengthen partnership between the DDA Board and Village Council through consistent, structured, and transparent communication.	
Strategic Goals		
- Build mutual understanding of shared responsibilities and priorities		
- Align decision-making and timelines		
- Improve transparency and information flow		
- Reduce duplication or conflicting efforts		
- Strengthen trust and accountability		
Communication Channels		
Method	Purpose	Frequency
Joint Quarterly Meetings	Strategic alignment & shared updates	Quarterly
Email Briefings	Summary of key DDA board decisions/actions	Monthly
Village Manager Reports	DDA inclusion in Village admin reports	Monthly
Annual Working Session	In-depth planning, vision alignment	Annually (Jan/Feb)
Collaborative Task Teams	Project-specific communication	As Needed
Shared Google Drive	Access to minutes, plans, budgets	Ongoing
Meeting & Communication Calendar		
Activity	Timing	Lead
Set Annual Joint Meeting	January	DDA Board Chair & Village Manager
Review Communication Plan	Q1 Annual Review	DDA Organization Cmte
Council-DDA Q Updates	Q1, Q2, Q3, Q4	DDA Director
Annual Partnership Survey	November	DDA Board Admin
Roles & Responsibilities		
Role	Responsibility	
DDA Chair	Initiate meetings, co-develop agenda with Village Manager	
Village Manager (VM)	Relay updates to Council, confirm action alignment	
DDA Director	Create briefing reports, share documents, handle logistics	
Clerk/Support Staff	Documentation, meeting invites, file access	
KPIs to Measure Communication Strength		
KPI	Target	
# of Joint Meetings Held	≥ 4 per year	
% of Council/DDA Members Feeling "Informed" (Survey)	≥ 85%	
On-Time Meeting Minutes Shared	100% within 5 days	
Communication Satisfaction Rating	≥ 4 out of 5	
# of Shared Projects/Initiatives	≥ 1 per year	
Annual Plan Review Completed	100% by Q1	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	MISSION: <i>We are a community of innovative economic stewards focused on preserving and enhancing the Lake Orion DDA District to drive prosperity and a strong sense of connection for all.</i>																	
2	DOWNTOWN VISION: <i>A lively lakeside downtown, where all ages come together for endless fun, connection, and unforgettable experiences in unique businesses, community spaces, and historic and natural treasures.</i>																	
3	ORGANIZATION VISION: <i>To be a Catalyst, Connectors, Leaders, Innovative, and assure Integrity.</i>																	
4	METRICS OF SUCCESS:	Broad-based Community Support/Buy-in, Large Volunteer Force, Financial Strength & Support to Meet Goals, Projects & Deliver on Program Needs, Target Market Grows, A Community for All Ages , Diversity & Retention																
5	STRATEGY	OBJECTIVE	PRIORITY	TASKS	TIMELINE	COMMITTEE	ACTION ITEMS	PROJECT CHAMPIONS (Individual(s))	PARTNERS	RESOURCES NEEDED	FUNDS NEEDED	STATUS	COMMUNITY PRESERVE & NUTURE KEY ASSETS WELCOMING INTEGRITY					
6	Lakeshore Economy																	
7		Enhance Downtown Connections	1															
8				Gateway Project – Lumberyard	2025-28	All Committees	Activation & Business Plan						x	x		x	x	
9							Fundraising Plan											
10							Communications & Storytelling											
11				Trail Access & Amenities	2026-27	Design Committee	Amenities Needs Assessment						x	x		x		
12							Installation of Amenities & Art											
13							Directional & Interpretive Signage											
14				Walkable Lake Access	2025-27	Design & Promotions Committee	Crosswalk Improvements						x	x		x	x	
15							Greens Park Activation											
16				New Community Gathering & Green Spaces for All Ages (Public & Private)	2027	Design & Organization Committee	Identify Locations						x			x		
17							Concept Designs & Budgets											
18							Grant Research & Applications											
19																		
20		Grow Local Community & Tourism Business	2	Business Recruitment	2025	EV Committee	Business Mix Analysis						x	x		x		
21							Recruitment Strategy & Market Profile Summary											
22							Business Location Incentive											
23				Business Retention	2026	EV Committee	Assess & Provide Small Business Support Tools						x	x		x	x	
24							Business Assistance Team/Retention Visits											
25							Identify Business or Product Expansion Opportunities											

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
													COMMUNITY PRESERVE & NUTURE KEY ASSETS WELCOMING INTEGRITY					
26	STRATEGY	OBJECTIVE	PRIORITY	TASKS	TIMELINE	COMMITTEE	ACTION ITEMS	PROJECT CHAMPIONS (Individual(s))	PARTNERS	RESOURCES NEEDED	FUNDS NEEDED	STATUS						
27	Lakeshore Economy (cont.)	Grow Local Community & Tourism Business (cont.)		Lakeshore-centric and Trail-based Events & Promotions - Signature Events, Recreational Activities for Families & All Ages	2025-27	Promotions Committee	Annual Assessment of Events						x	x		x	x	
28							Focus on Unique Signature Events											
29							Enhance promotions with cross-marketing											
30							Create Collaborations amongst Destinations											
31							Make it easy for businesses to promote											
32							Support or Create Activity Events – ie: bike rides, runs, swims (start & stop downtown), boat parade tie-in; businesses open later, work with high school events											
33																		
34				Tourism Marketing – Co-op & Coordinated Business Opportunities	2025-26	Promotions Committee	Enhance Online Presence & Searchability						x			x	x	
35							Leverage Partnerships with Local & Regional Tourism & Recreation-based Organizations & Businesses											
36																		
37		Create Great First Impressions	3	Façade Improvements	2025	Design Committee	Target Priority Buildings							x			x	
38							Budget Accordingly											
39				Dumpster Enclosures	2026	Design & EV Committee	Develop Plan for Consolidated Locations & Public Areas of Improvement									x	x	
40							Fund/Installation of Public Improvements & Consolidated Locations											
41							Update Code of Ordinance for Private Dumpsters (if needed)											

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