



# AGENDA

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, September 17, 2024

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. August 20th, 2024 DDA Regular Meeting Minutes

**4. Approval of Agenda**

**5. Call to the Public**

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

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

**6. Consent Agenda**

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

A. Financial Reports

**7. Financial Matters**

A. Bill Approval

**8. New and Old Business**

**9. Reports, Resolutions and Recommendations**

- A. Budget Task Force
- B. Executive Directors Report
- C. Assistant Director's Report
- D. Committee Reports

**10. Board Comments**

**11. Next Regular Meeting - October 15, 2024**

**12. Adjournment**

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

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



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## DDA SUMMARY SHEET

**MEETING DATE:** September 17<sup>th</sup>, 2024

**TOPIC:** August 20<sup>th</sup>, 2024 DDA Minutes

**RECOMMENDED MOTION:** To approve the Downtown Development Authority Board Regular Meeting Minutes of August 20<sup>th</sup>, 2024, as presented.



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, August 20, 2024

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The August 20<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting was called to order at 6:31 PM.

### 2. Roll Call and Determination of Quorum

#### PRESENT

Chairperson Debbie Burgess  
Vice Chairperson Sam Caruso  
Treasurer Matt Shell  
Secretary Hank Lorant  
Board Member Sally Medina  
Board Member Alaina Campbell  
Village President Jerry Narsh

#### ABSENT

Board Member Lloyd Coe  
Board Member Chris Barnett

#### STAFF PRESENT

DDA Executive Director Matthew Gibb  
DDA Assistant Director Janet Bloom  
Village Manager Darwin McClary  
Deputy Clerk/Treasurer Lynsey Blough

### 3. Approval of Minutes

#### A. July 16th, 2024 DDA Regular Meeting Minutes

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of July 16<sup>th</sup>, 2024.

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

**4. Approval of Agenda**

**MOTION** made by Village President Narsh, Seconded by Treasurer Shell, to approve the agenda of August 20, 2024 Downtown Development Authority Board Regular Meeting, as presented.

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

**5. Call to the Public**

None.

**6. Consent Agenda**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Consent Agenda are approved by one vote.

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

**A. Financial Reports**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the financial reports for July 2024.

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

**7. Financial Matters**

**A. Bill Approval**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve disbursements in the amount of \$42,681.75 for July 2024.

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

**8. New and Old Business**

**A. Resolution Establishing FOIA Policy and Appointment of Coordinator**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve and adopt a resolution establishing Freedom of Information Act (FOIA) policies, procedures and guidelines for the Lake Orion Downtown Development Authority and to further appoint the Executive Director of the Lake Orion Downtown Development Authority as the FOIA Coordinator.

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

**B. Acceptance of Placemaking Program Grant**

**MOTION** made by Treasurer Shell, Seconded by Village President Narsh, to approve and adopt a resolution to accept grant funding from the Main Street Oakland County Placemaking and Public Spaces Program and authorize execution of the Program Agreement by Executive Director Matthew Gibb.

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

**C. Creation and Appointment of DDA Budget Task Force**

**MOTION** made by Treasurer Shell, Seconded by Board Member Campbell, to approve and appoint a DDA Budget Task Force in accord with the overview and structure presented to the Board, appointing the following persons to serve as Members:

- |                    |               |
|--------------------|---------------|
| Vice Chair         | Sam Caruso    |
| Treasurer          | Matthew Shell |
| Member at Large    | Hank Lorant   |
| Executive Director | Matthew Gibb  |
| Assistant Director | Janet Bloom   |

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

**D. Budget Policy Resolution**

**MOTION** made by Treasurer Shell, Seconded by Village President Narsh, to refer the Letter Opinion from Robert Davis, dated August 6, 2024, to the Budget Task Force, directing the Task Force to assess the issues of budget procedure, an administrative fee, and the impact of charged services and report the results in a policy recommendation to the Board not later than September 2024.

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

**E. Approve Single Source Quote - Survey Work**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to approve the proposal from PEA Group dated August 7, 2024 in an amount not to exceed \$9,400, with funding charged to GL 301-901-950-000 Demolition.

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

**9. Reports, Resolutions and Recommendations**

**A. Executive Director’s Report**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Executive Director’s Report.

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

**B. Assistant Director’s Report**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Assistant Director’s Report.

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

**10. Board Comments**

- Board Member Medina spoke.
- Secretary Lorant spoke.
- Treasurer Shell spoke.
- Vice Chairperson Caruso spoke.
- Board Member Campbell spoke.
- President Narsh spoke.
- Chairperson Burgess spoke.

**11. Next Regular Meeting - September 17, 2024**

**12. Adjournment**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant, to adjourn the August 20<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Medina, Campbell, Narsh

**VOTING NAY:** None

**ABSENT:** Coe, Barnett

**MOTION:** Carried

The August 20<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting adjourned at 7:44 PM.

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Debbie Burgess  
Chairperson

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Lynsey Blough  
Deputy Clerk/Treasurer

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Sonja Stout  
Village Clerk/Treasurer

Date Approved: as presented on September 17, 2024.



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** September 17, 2024

**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 August 2024.

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	08/31/2024	MONTH 08/31/2024	BALANCE	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
Dept 000 - REVENUE						
248-000-402-000	Current Real Property Taxes	987,129.00	0.00	0.00	987,129.00	0.00
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	0.00	0.00	0.00	0.00	0.00
248-000-441-000	Local Community Stabilization Share Tax	15,000.00	14.08	0.00	14,985.92	0.09
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	0.00	0.00	43,500.00	0.00
248-000-582-000	Intergovernment - Police	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	2,500.00	944.45	4.47	1,555.55	37.78
248-000-671-999	Appropriation from Fund Balance	0.00	0.00	0.00	0.00	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	0.00	(1,167.06)	0.00	1,167.06	100.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	35,000.00	190.00	0.00	34,810.00	0.54
248-000-685-100	Transportaion Sponsorship	17,500.00	1,643.80	0.00	15,856.20	9.39
248-000-686-000	Downtown Events	18,500.00	0.00	0.00	18,500.00	0.00
248-000-686-002	Flower Fair Revenue	0.00	0.00	0.00	0.00	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	OktoberFest Revenue	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-005	Babes On Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-006	Electrical Vehicles	500.00	418.59	418.59	81.41	83.72
248-000-687-000	Merchandise Sales	1,000.00	0.00	0.00	1,000.00	0.00
248-000-688-000	Gift Certificate Sales	500.00	0.00	0.00	500.00	0.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	2,500.00	7,370.07	7,330.07	(4,870.07)	294.80
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTES	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		1,298,065.00	9,413.93	7,753.13	1,288,651.07	0.73
TOTAL REVENUES		1,298,065.00	9,413.93	7,753.13	1,288,651.07	0.73

Expenditures						
Dept 260 - GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	80,000.00	12,307.84	6,153.92	67,692.16	15.38
248-260-701-019	COVID 19 PAYROLL	0.00	0.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordinator	37,188.00	1,648.69	1,648.69	35,539.31	4.43
248-260-706-000	Asst. Executive Director wages	71,000.00	10,923.20	5,461.60	60,076.80	15.38
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	1,838.69	853.19	3,561.31	34.05
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	14,810.00	2,043.97	1,079.98	12,766.03	13.80
248-260-716-000	Health Insurance- Medical	12,000.00	0.00	0.00	12,000.00	0.00
248-260-717-000	Life & Disability Insurance	1,320.00	793.50	158.70	526.50	60.11
248-260-718-000	Dental Insurance	770.00	0.00	0.00	770.00	0.00
248-260-719-000	Pension	5,632.00	1,365.40	546.16	4,266.60	24.24
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00
248-260-721-000	Vision Care	143.00	0.00	0.00	143.00	0.00
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	15,000.00	0.00	0.00	15,000.00	0.00

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	0.00	0.00	60,000.00	0.00
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	0.00	0.00	30,000.00	0.00
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	0.00	0.00	70,000.00	0.00
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code Enforc	21,000.00	0.00	0.00	21,000.00	0.00
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	461.90	461.90	19,538.10	2.31
248-260-801-023	Contract Services-DPW event support	10,000.00	0.00	0.00	10,000.00	0.00
248-260-801-033	Contract Services-DPW snow removal	12,000.00	0.00	0.00	12,000.00	0.00
248-260-805-000	Audit Fees	2,500.00	0.00	0.00	2,500.00	0.00
248-260-810-000	Legal Services	8,000.00	0.00	0.00	8,000.00	0.00
248-260-823-000	Website/Software	6,000.00	0.00	0.00	6,000.00	0.00
248-260-823-001	Municipal Software	3,800.00	0.00	0.00	3,800.00	0.00
248-260-829-000	Planner Services	3,500.00	0.00	0.00	3,500.00	0.00
248-260-851-000	Telephone	3,500.00	195.59	195.59	3,304.41	5.59
248-260-900-000	Printing and Publication	500.00	0.00	0.00	500.00	0.00
248-260-920-000	Utilities	4,500.00	837.34	811.54	3,662.66	18.61
248-260-921-000	Municipal Street Lighting	6,500.00	629.71	629.71	5,870.29	9.69
248-260-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	400.00	30.24	30.24	369.76	7.56
248-260-940-000	Equipment Rental	250.00	0.00	0.00	250.00	0.00
248-260-941-000	Office Rent	14,000.00	4,200.00	0.00	9,800.00	30.00
248-260-942-000	Office Expenses	4,500.00	0.00	0.00	4,500.00	0.00
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	100.00	0.00	0.00	100.00	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	1,545.00	0.00	0.00	1,545.00	0.00
248-260-957-000	Education & Training	5,000.00	0.00	0.00	5,000.00	0.00
248-260-958-000	General Activities Misc	350.00	0.00	0.00	350.00	0.00
248-260-958-019	Covid General Activities	0.00	0.00	0.00	0.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	1,000.00	0.00	0.00	1,000.00	0.00
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	67,616.00	0.00	0.00	67,616.00	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		604,524.00	37,276.07	18,031.22	567,247.93	6.17
Dept 725 - ORGANIZATION						
248-725-822-000	Newsletter	1,800.00	0.00	0.00	1,800.00	0.00
248-725-824-000	Volunteer Recognition & Dvp.	1,000.00	0.00	0.00	1,000.00	0.00
248-725-825-000	Gift Certificate Redemption	5,000.00	75.00	75.00	4,925.00	1.50
248-725-826-000	Historic Celebration/Education	1,000.00	0.00	0.00	1,000.00	0.00
248-725-827-000	Awareness Program	1,500.00	149.73	149.73	1,350.27	9.98
248-725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00
248-725-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	0.00
248-725-881-000	Merchandise to Sell	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 725 - ORGANIZATION		11,300.00	224.73	224.73	11,075.27	1.99
Dept 726 - DESIGN						
248-726-745-000	Beautification Supplies	1,500.00	84.55	84.55	1,415.45	9.64

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-726-746-000	Hanging Baskets	4,000.00	0.00	0.00	4,000.00	0.00
248-726-801-000	Contractual Services	5,500.00	530.24	500.00	4,969.76	9.64
248-726-843-000	Facade Program	23,680.00	0.00	0.00	23,680.00	0.00
248-726-845-000	Public Art Program	2,500.00	0.00	0.00	2,500.00	0.00
248-726-883-000	Banners and Holiday Lighting	10,000.00	10.58	10.58	9,989.42	0.11
248-726-975-001	Capital Outlay - Beautification	5,000.00	0.00	0.00	5,000.00	0.00
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-975-019	Covid Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 726 - DESIGN		52,680.00	625.37	595.13	52,054.63	1.19
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	0.00	0.00	34,500.00	0.00
248-728-860-000	Trolley Expense	22,000.00	0.00	0.00	22,000.00	0.00
248-728-861-000	Survey Expense	468.00	0.00	0.00	468.00	0.00
248-728-862-000	Training Materials	500.00	0.00	0.00	500.00	0.00
248-728-864-000	Grant & Scholarship Distribution	12,500.00	0.00	0.00	12,500.00	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	750.00	0.00	0.00	750.00	0.00
248-728-888-000	Brand Marketing	50,000.00	1,113.00	1,113.00	48,887.00	2.23
248-728-888-001	Contractual Services Brand Marketing	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		133,218.00	1,113.00	1,113.00	132,105.00	0.84
Dept 729 - PROMOTION						
248-729-880-000	Event Promotion	2,000.00	8.75	8.75	1,991.25	0.44
248-729-880-001	Event Promo - Gazebo Series	11,000.00	300.00	300.00	10,700.00	2.73
248-729-880-004	Event Promo - Halloween Parade	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	7,500.00	0.00	0.00	7,500.00	0.00
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	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	250.00	0.00	0.00	250.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to Win	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,100.00	0.00	0.00	12,100.00	0.00
248-729-880-013	SD Nights- Stronger Together Winter	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-014	Octoberfest	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-015	Winter Activities	12,000.00	0.00	0.00	12,000.00	0.00
248-729-880-016	Athletic Events-other	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-017	Movie Night	3,000.00	0.00	0.00	3,000.00	0.00
248-729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	5,000.00	0.00	0.00	5,000.00	0.00
248-729-885-000	Port-A-Johns	3,500.00	0.00	0.00	3,500.00	0.00
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		69,350.00	308.75	308.75	69,041.25	

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
Dept 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	419,709.00	0.00	0.00	419,709.00	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	53,075.00	0.00	0.00	53,075.00	0.00
248-730-975-003	DDA Capital Outlay	5,500.00	0.00	0.00	5,500.00	0.00
248-730-975-005	DDA Capital Outlay- Wayfinding/Lighting	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	30,000.00	0.00	0.00	30,000.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	9,000.00	0.00	0.00	9,000.00	0.00
248-730-975-015	Capitall 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		519,284.00	0.00	0.00	519,284.00	0.00
TOTAL EXPENDITURES		1,390,356.00	39,547.92	20,272.83	1,350,808.08	2.84
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,298,065.00	9,413.93	7,753.13	1,288,651.07	0.73
TOTAL EXPENDITURES		1,390,356.00	39,547.92	20,272.83	1,350,808.08	2.84
NET OF REVENUES & EXPENDITURES		(92,291.00)	(30,133.99)	(12,519.70)	(62,157.01)	32.65
BEG. FUND BALANCE		498,200.06	498,200.06			
NET OF REVENUES/EXPENDITURES - 2023-24			(143,948.94)		(143,948.94)	
END FUND BALANCE		405,909.06	324,117.13			

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023						
Revenues						
Dept 000 - REVENUE						
301-000-300-001	2023 Downtown Dev Tax Exempt Bond Projec	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt Bond Projec	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	900.00	160.51	0.00	739.49	17.83
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	419,709.00	0.00	0.00	419,709.00	0.00
Total Dept 000 - REVENUE		420,609.00	160.51	0.00	420,448.49	0.04
TOTAL REVENUES		420,609.00	160.51	0.00	420,448.49	0.04
Expenditures						
Dept 901 - 905						
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	500,000.00	7,693.53	7,693.53	492,306.47	1.54
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - 905		500,000.00	7,693.53	7,693.53	492,306.47	1.54
Dept 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	0.00	0.00	0.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
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	60,000.00	0.00	0.00	60,000.00	0.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT	150,000.00	0.00	0.00	150,000.00	0.00
301-905-993-001	2023 DDA bond taxable interest	76,910.00	0.00	0.00	76,910.00	0.00
301-905-993-002	2023 DDA tax exempt bond interest	132,800.00	0.00	0.00	132,800.00	0.00
Total Dept 905 - Downtown Dev Bond 2023		419,710.00	0.00	0.00	419,710.00	0.00
TOTAL EXPENDITURES		919,710.00	7,693.53	7,693.53	912,016.47	0.84
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		420,609.00	160.51	0.00	420,448.49	0.04
TOTAL EXPENDITURES		919,710.00	7,693.53	7,693.53	912,016.47	0.84
NET OF REVENUES & EXPENDITURES		(499,101.00)	(7,533.02)	(7,693.53)	(491,567.98)	1.51
BEG. FUND BALANCE		4,944,949.68	4,944,949.68			
NET OF REVENUES/EXPENDITURES - 2023-24			(2,150,137.21)		(2,150,137.21)	
END FUND BALANCE		4,445,848.68	2,787,279.45			

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 404 - DDA PROPERTY ACQUISITION						
Revenues						
Dept 000 - REVENUE						
404-000-664-000	Interest Earnings	0.00	9.93	0.00	(9.93)	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	9.93	0.00	(9.93)	100.00
TOTAL REVENUES		0.00	9.93	0.00	(9.93)	100.00
Expenditures						
Dept 901 - 905						
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 - 905		169,436.00	0.00	0.00	169,436.00	0.00
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		0.00	9.93	0.00	(9.93)	100.00
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	0.00
NET OF REVENUES & EXPENDITURES		(169,436.00)	9.93	0.00	(169,445.93)	0.01
BEG. FUND BALANCE		326,840.70	326,840.70			
NET OF REVENUES/EXPENDITURES - 2023-24			(157,375.83)		(157,375.83)	
END FUND BALANCE		157,404.70	169,474.80			
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		1,718,674.00	9,584.37	7,753.13	1,709,089.63	0.56
NET OF REVENUES & EXPENDITURES		2,479,502.00	47,241.45	27,966.36	2,432,260.55	1.91
BEG. FUND BALANCE - ALL FUNDS		(760,828.00)	(37,657.08)	(20,213.23)	(723,170.92)	4.95
END FUND BALANCE - ALL FUNDS		5,769,990.44	5,769,990.44			
END FUND BALANCE - ALL FUNDS		5,009,162.44	3,280,871.38			

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND

GL Number	Description	PERIOD ENDED 08/31/2023	PERIOD ENDED 08/31/2024
*** Assets ***			
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
CASH CHECKING			
248-000-001-000	Cash	450.00	568.96
248-000-007-000	Payroll-checking	(250.00)	(250.00)
	CASH CHECKING	200.00	318.96
DUE FROM OTHER AGENCY			
	DUE FROM OTHER AGENCY	0.00	0.00
CASH INVESTMENTS			
	CASH INVESTMENTS	0.00	0.00
PREPAID EXPENDITURES			
	PREPAID EXPENDITURES	0.00	0.00
CASH SAVINGS			
248-000-002-000	Cash Savings	(135,291.44)	(102,132.14)
248-000-010-000	Investment/LGIP County Inv	400,285.48	408,258.85
248-000-011-000	Cash - Payroll Savings	14,024.50	18,225.69
	CASH SAVINGS	279,018.54	324,352.40
Unclassified			
	Unclassified	0.00	0.00
	<b>Total Assets</b>	<b>279,218.54</b>	<b>324,671.36</b>
*** Liabilities ***			
ACCRUED AND OTHER LIAB			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
248-000-232-000	Life Insurance Payable	0.00	158.70
	ACCRUED AND OTHER LIAB	400.00	558.70
ACCOUNTS PAYABLE			
248-000-202-000	Accounts Payable	11,162.82	0.00
	ACCOUNTS PAYABLE	11,162.82	0.00
DUE TO INTERFUND			
	DUE TO INTERFUND	0.00	0.00
Unclassified			
	Unclassified	0.00	0.00
	<b>Total Liabilities</b>	<b>11,562.82</b>	<b>558.70</b>
*** Fund Balance ***			
FUND BALANCE			
248-000-390-000	Fund Balance - Unassigned	498,200.06	498,200.06
	FUND BALANCE	498,200.06	498,200.06

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND

GL Number	Description	PERIOD ENDED 08/31/2023	PERIOD ENDED 08/31/2024
*** Fund Balance ***			
Unclassified			
	Unclassified	0.00	0.00
<b>Total Fund Balance</b>		<b>498,200.06</b>	<b>498,200.06</b>
<b>Beginning Fund Balance</b>		<b>498,200.06</b>	<b>498,200.06</b>
<b>Net of Revenues VS Expenditures - 23-24</b>			<b>(143,948.94)</b>
	<b>*23-24 End FB/24-25 Beg FB</b>	<b>354,251.12</b>	
	<b>Net of Revenues VS Expenditures - Current Year</b>	<b>(230,544.34)</b>	<b>(30,138.46)</b>
	<b>Ending Fund Balance</b>	<b>267,655.72</b>	<b>324,112.66</b>
	<b>Total Liabilities And Fund Balance</b>	<b>279,218.54</b>	<b>324,671.36</b>

\* Year Not Closed

Fund 301 DOWNTOWN DEV BOND PROJECT 2023

GL Number	Description	PERIOD ENDED 08/31/2023	PERIOD ENDED 08/31/2024
*** Assets ***			
CASH CHECKING			
301-000-001-000	Cash	0.00	56,386.80
	CASH CHECKING	0.00	56,386.80
CASH SAVINGS			
301-000-002-000	CASH	2,823,593.85	2,731,527.30
	CASH SAVINGS	2,823,593.85	2,731,527.30
<b>Total Assets</b>		<b>2,823,593.85</b>	<b>2,787,914.10</b>
*** Liabilities ***			
ACCOUNTS PAYABLE			
	ACCOUNTS PAYABLE	0.00	0.00
DUE TO INTERFUND			
301-000-214-101	Due to General Fund	0.00	634.65
	DUE TO INTERFUND	0.00	634.65
<b>Total Liabilities</b>		<b>0.00</b>	<b>634.65</b>
*** Fund Balance ***			
FUND BALANCE			
301-000-390-000	Fund Balance - Unassigned	4,944,949.68	4,944,949.68
	FUND BALANCE	4,944,949.68	4,944,949.68
<b>Total Fund Balance</b>		<b>4,944,949.68</b>	<b>4,944,949.68</b>
<b>Beginning Fund Balance</b>		<b>4,944,949.68</b>	<b>4,944,949.68</b>
<b>Net of Revenues VS Expenditures - 23-24</b>			<b>(2,150,137.21)</b>
*23-24 End FB/24-25 Beg FB		2,794,812.47	
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(2,121,355.83)</b>	<b>(7,533.02)</b>
<b>Ending Fund Balance</b>		<b>2,823,593.85</b>	<b>2,787,279.45</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,823,593.85</b>	<b>2,787,914.10</b>

\* Year Not Closed

Fund 404 DDA PROPERTY ACQUISITION

GL Number	Description	PERIOD ENDED 08/31/2023	PERIOD ENDED 08/31/2024
*** Assets ***			
CASH CHECKING			
	CASH CHECKING	0.00	0.00
PREPAID EXPENDITURES			
	PREPAID EXPENDITURES	0.00	0.00
CASH SAVINGS			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,373.13	169,474.80
	CASH SAVINGS	169,373.13	169,474.80
Unclassified			
	Unclassified	0.00	0.00
<b>Total Assets</b>		<b>169,373.13</b>	<b>169,474.80</b>
*** Liabilities ***			
ACCOUNTS PAYABLE			
	ACCOUNTS PAYABLE	0.00	0.00
DUE TO INTERFUND			
	DUE TO INTERFUND	0.00	0.00
<b>Total Liabilities</b>		<b>0.00</b>	<b>0.00</b>
*** Fund Balance ***			
FUND BALANCE			
404-000-390-000	Fund Balance - Unassigned	326,840.70	326,840.70
	FUND BALANCE	326,840.70	326,840.70
<b>Total Fund Balance</b>		<b>326,840.70</b>	<b>326,840.70</b>
<b>Beginning Fund Balance</b>		<b>326,840.70</b>	<b>326,840.70</b>
<b>Net of Revenues VS Expenditures - 23-24</b>			<b>(157,375.83)</b>
<b>*23-24 End FB/24-25 Beg FB</b>		<b>169,464.87</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(157,467.57)</b>	<b>9.93</b>
<b>Ending Fund Balance</b>		<b>169,373.13</b>	<b>169,474.80</b>
<b>Total Liabilities And Fund Balance</b>		<b>169,373.13</b>	<b>169,474.80</b>

\* Year Not Closed



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** September 17, 2024

**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 \$15,581.40 for August 2024.

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 260 GENERAL ACTIVITIES					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS JULY	819.24	33564
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS AUGUST	546.16	33627
248-260-801-022	SIGNICADE DELUXE PORTABLE SIGN S	TRAFFIC SAFETY WAREHOUSE	POLICE SUPPORTED PURCHASE	461.90	33666
248-260-851-000	ACCT8529101420028897 - DDA OFFIC	COMCAST	INTERNET/PHONE	195.59	33639
248-260-920-000	PARTIAL INV 910018071613	DTE ENERGY	DDA OFFICE DTE	105.40	33583
248-260-920-000	ACCT 1400062995376	CONSUMERS ENERGY	GAS SERVICE DDA OFFICE	23.00	33640
248-260-920-000	ACCT 920009680652- 24 FRONT LOT	DTE ENERGY	EV/FLINT LOT	683.14	33646
248-260-921-000	ACCT 910040951824 - 380 S BROADW	DTE ENERGY	STREET LIGHTS	629.71	33645
248-260-930-002	INV 91690	DarWel ENTERPRISES LLC	OFFICE MATS	30.24	33643
248-260-942-000	HANGING FOLDERS	MATTHEW GIBB	REIMBURSEMENT FOR OFFICE/EVENT EXPENSES	73.11	33592
Total For Dept 260 GENERAL ACTIVITIES				3,567.49	
Dept 725 ORGANIZATION					
248-725-825-000	18 CERTIFICATES	VALENTINO'S ITALIAN GRILL	DOWNTOWN DOLLARS REDEMPTION	450.00	33612
248-725-825-000	CERT #4484,4543,4545	ANITA'S KITCHEN	DOWNTOWN DOLLARS REDEMPTION	75.00	33631
248-725-827-000	CUPCAKES AND DRINKS	JANET BLOOM	REIMBURSEMENTS FOR MAIN STREET AWARENES	149.73	33650
Total For Dept 725 ORGANIZATION				674.73	
Dept 726 DESIGN					
248-726-745-000	POTTING MIX	JANET BLOOM	REIMBURSEMENTS	84.55	33590
248-726-801-000	PARTIAL INV 2714 - CLEANING SRV	CARPET SHINE	CLEANING CONTRACT	500.00	33572
248-726-883-000	BLACK CABLE TIES	JANET BLOOM	REIMBURSEMENTS	10.58	33590
Total For Dept 726 DESIGN				595.13	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-888-000	INV 2589 - LOLIVE BANNERS/AFRAME	EPRINT SOLUTION LLC	BANNERS AND MKT	285.00	33585
248-728-888-000	INV 359780 - LODDA	VIEW NEWSPAPER GROUP	ADVERTISING	828.00	33671
Total For Dept 728 ECONOMIC DEVELOPMENT				1,113.00	
Dept 729 PROMOTION					
248-729-880-000	MSOC EVENT ON 6/6 AND DOTZ ON 6/	JANET BLOOM	REIMBURSEMENTS	8.75	33590
248-729-880-001	INV#1744 - ADV_MRKTING	20 FRONT STREET CONCEPTS,	GAZEBO CONCERT SERIES	300.00	33563
248-729-880-100	BAGS OF ICE AND DRINKS	MATTHEW GIBB	REIMBURSEMENT FOR OFFICE/EVENT EXPENSES	30.44	33592
Total For Dept 729 PROMOTION				339.19	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				6,289.54	
Fund 301 DOWNTOWN DEV BOND PROJECT 2023					
Dept 901 905					
301-901-950-000	PADLOCK AND AAA BATTERIES	MATTHEW GIBB	REPLACING LOCKS/SECURITY BATTERIES	38.53	33592
301-901-950-000	INV 1426 - UNDERBRUSH CLEARING	TIMBER BEAST TREE SERVICE	PHASE 2 - TREE BRUSH CLEARING LY	7,330.00	33663
301-901-950-000	DEMOLITION PERMIT APPLICATION	VILLAGE OF LAKE ORION	DEMOLITION PERMIT APPLICATION FEE FOR I	325.00	33672
Total For Dept 901 905				7,693.53	
Total For Fund 301 DOWNTOWN DEV BOND PROJECT 2023				7,693.53	

09/03/2024 08:13 AM  
User: BLOUGHL  
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION  
EXP CHECK RUN DATES 08/01/2024 - 08/31/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 248 DOWNTOWN DEVELC	6,289.54
Fund 301 DOWNTOWN DEV BC	7,693.53
Total For All Funds:	<u>13,983.07</u>

July 2024 Credit Card Report				
Trans Date	Merchant	GL#	Explanation	Amount
7/2/2024	Amazon	248-260-942-000	supplies	\$ 75.89
7/5/2024	Uhaul Contract	301-901-950-000	Lumberyard	\$ 35.82
7/8/2024	Flowcode	248-260-823-000	Website/software	\$ 9.95
7/8/2024	Roll Off Dumpster	301-901-950-000	Lumberyard	\$ 574.00
7/8/2024	Great Lakes Ace	301-901-950-000	Lumberyard	\$ 21.18
7/11/2024	Great Lakes Ace	301-901-950-000	Lumberyard	\$ 114.44
7/15/2024	SnapRetail	248-725-822-000	Newsletter	\$ 65.00
7/15/2024	The UPS Store	248-260-942-000	Supplies	\$ 16.75
7/15/2024	Clickup	248-260-823-000	Website/software	\$ 57.00
7/16/2024	SignUpGenius	248-260-823-000	Software	\$ 107.89
7/16/2024	Lake Orion Equipment	248-260-942-000	supplies	\$ 13.67
7/18/2024	Great Lakes Ace	248-260-942-000	supplies	\$ 13.76
7/19/2024	IONOS	248-260-823-000	Website/software (web hosting)	\$ 25.00
7/23/2024	Adobe	248-260-823-000	Website/software (Acrobat Pro)	\$ 21.19
7/25/2024	Amazon	248-726-843-000	supplies (façade program)	\$ 56.87
7/26/2024	The UPS Store	248-726-843-000	supplies (façade program)	\$ 217.09
7/31/2024	Roll Off Dumpster	301-901-950-000	Lumberyard	\$ 100.00
7/31/2024	Home Depot	248-726-745-000	flower supplies	\$ 72.83
			<b>TOTAL</b>	<b>\$ 1,598.33</b>



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** September 17, 2024

**TOPIC** Report and Recommendations – Budget Task Force

**BACKGROUND BRIEF:**

The Budget Task force met on September 11, 2024. The minutes of that meeting outlining the agenda, discussion and recommendations are attached.

**FINANCIAL IMPACT:**

There are no financial implications of the action requested in this memorandum.

**RECOMMENDED MOTION:**

There are three (3) recommended Motions:

1. Move to receive and file the Minutes of the Budget Task Force Meeting held on September 11, 2024, including the exhibits thereto.
2. Move and Direct that the Executive Director, with assistance of counsel, prepare and present a policy resolution for a step by step basis for all future budget preparation and approval(s), as set forth in the attorneys letter of August 19, 2024, such Resolution be presented at the next available meeting of the DDA Board.
3. Move and Direct that the Executive and Assistant Director complete such necessary research so that the DDA Board, with the advice of counsel, may discuss and consider an appropriate and reasonable basis for including a “reasonable administrative fee”, as set forth in PA 57, in all future budgets, with all other charges and expenses contained within a fully considered contract or agreement.



LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY

# MINUTES

## BUDGET TASK FORCE MEETING

Date: September 11, 2024 @ 6:00pm

Location: 118 N. Broadway St., Lake Orion MI 48362

### **Call to Order**

Meeting opened by Executive Dir Gibb at 6:00pm

Present:

Members - Matt Shell, Hank Lorant, Sam Caruso

Staff – Matthew Gibb, Executive Dir and Janet Bloom, Assistant Director

### **Opening Remarks**

Comments made on the success of the Dragon on the Lake festival, the memo from the Police Chief regarding costs, and the observed number of vendor and public attendance. A recount of the weeks events regarding our interaction with the Village Offices, including the limitation of our regular access to the non-public areas of the municipal offices and the coordination of meeting room use during scheduled hours. General discussion of this task force, its purpose and intended work.

### **Update on Budget/Process from Staff**

The committee reviewed the communication between the Executive Director and the Village Manager. An outline of the historic manner in which administrative PA 57 fees were drawn from the DDA budget by the Village was discussed. The task force reviewed the status quo request and acceptance to allow an adopted budget to be appropriated and how that now impacts process. General comments and discussion as to verbal accounting estimates from the Village, including that the DPW purports to have expended more than \$63,000 of dedicated time to the DDA from Jan 1 through May 31.

### **Review Letter from Attorney**

The August 19, 2024 letter from legal counsel was reviewed for two core purposes:

1. An understanding of the required budgetary process and procedure arising from PA 57 and the direction given by legal counsel for this DDA to follow a step by step process for all future budget work.
2. An understanding of the only required fee to be paid for the DDA TIF capture to the municipality, that being an admin fee for the collection and appropriation of the tax capture.

### **Discussion of Service Agreement Status**

A general discussion and review of historical service agreement tasks and data was completed. The current service agreement was prepared in 2020, reviewed by both DDA and the Village in 2021 and the parties have maintained an unsigned/operating posture since.

The task force examined possible recommendations to begin the process of building a mutually open and legal platform for the process of establishing, amending and operating an annual budget.

1. Should the DDA adopt a budget process resolution, in accord with the clear legal opinion that sets forth with specificity the steps of preparing and adopting a budget in the next fiscal year?
2. Should the DDA bring our approach, as to the PA 57 admin fee, in line with other Michigan communities and look to a percentage admin fee to be withheld by the Village for all administrative functions of the municipality, leaving its allocation to Village discretion?
3. How would certain service items, those falling specifically outside the regular duties of the DPW/Police/etc. towards the Village as a whole (meaning those items they would have to do anyway) get done and paid for?
4. How should the DDA approach the need to make budget adjustments to align required spending with areas that do not have any factual basis of support (i.e. Code enforcement and parking do not fall under the authority of the DDA, should this budget line be move to audit and other known expenses for which the Dda is obligated)?

### **Next Steps**

The task force made two specific recommendations to be considered by the DDA Board as a starting place:

1. Direct that the Executive Director, with assistance of counsel, prepare and present a policy resolution for a step by step basis for all future budget preparation and approval(s), as set forth in the attorneys letter of August 19, 2024.
2. Direct that the Executive and Assistant Director complete such necessary research so that the DDA Board, with the advice of counsel, may discuss and consider an appropriate and reasonable basis for including a “reasonable administrative fee”, as set forth in PA 57, in all future budgets, with all other charges and expenses contained within a fully considered contract or agreement.

If these recommendations are adopted by the DDA Board, it was requested that the results of each be shared with Village Council through its manager and brought forward for consideration by the DDA at the next available meeting.

### **Closing Comments**

Brief discussion was held about upcoming DDA events.

Meeting was concluded and closed by motion at 7:10 pm



## AGENDA

### MEETING OF THE BUDGET TASK FORCE

September 11, 2024 @ 6:00PM  
118 N. Broadway Street Lake Orion MI 48362

1. Call to Order – Attendance
2. Opening Comments
3. Update on budget/process from Executive Leadership
4. Review letter from Atty Davis on process and administrative fee approach
5. Discuss our service agreement status and where our admin fees are presently
  - a. Possible Recommendations
    - i. Policy Directive on Budget Process
    - ii. Approach and directive on revisions to administrative fee
    - iii. Non-Admin items: Service Agreement versus Out Source/ Contract
    - iv. Budget adjustments
6. Next Steps/Questions - Options
  - a. Call for Village Council to appoint two working members to this task force?
  - b. Additional options from the task force
7. Closing Comments
8. Next Meeting

# DDA/Village Administrative Services Proposal

Darwin McClary <mcclaryd@lakeorion.org>

Fri 7/26/2024 9:40 AM

To: Matthew Gibb <gibb@downtownlakeorion.org>; Sonja Stout <stouts@lakeorion.org>; Lynsey Blough <bloughl@lakeorion.org>; Wesley Sanchez <wsanchez@lakeorion.org>; Mark Amundson (amundsonm@lakeorionpolice.org) <amundsonm@lakeorionpolice.org>

2 attachments (437 KB)

DDA Village Services Cost Analysis Notes 2024.pdf; FY 2024-25 General Fund Budget as of 7-26-2024.pdf;

Matt:

Following is the proposal of the Village for administrative services. We will handle public works, parking enforcement, and police services as separate topics of discussion at later dates.

**VILLAGE MANAGER:** The Village Manager will be available for up to two (2) hours per week for general consultation, budget preparation assistance, and attendance at DDA Board meetings at a cost of 5% of the total personnel cost for the Village Manager (salary and fringe benefits). Current year's cost is **\$6,787**.

**VILLAGE CLERK:** The Village Clerk's office will provide the same routine clerk services to the DDA up to four (4) hours per week, including attendance at DDA Board meetings and preparation of meeting notices and minutes, as are provided to other departments of the Village generally, except FOIA request management. The Clerk's office will not prepare meeting agendas or provide secretarial, research, special project, or any other administrative tasks that the director or staff of another department are generally expected to perform. The cost for these services is 10% of the total budget of the Village Clerk, currently **\$12,170**.

**VILLAGE TREASURER:** The Village Treasurer/Finance office will provide the same routine treasury/finance services to the DDA up to four (4) hours per week as are provided to other departments of the Village generally. The cost for these services is 10% of the total budget of the Village Treasurer, currently **\$18,432**.

**INFORMATION TECHNOLOGY:** The Village will provide necessary information technology services, software, and equipment, including maintenance, upgrade, and replacement, as are necessary to perform the administrative services under the contract for the DDA. The cost for these services is 10% of the total budget for such services, currently **\$9,355**.

**GENERAL ACTIVITIES:** The Village's general support services costs are contained within the General Activities Department of the General Fund, including Village Hall operation, maintenance, and repair costs. The Village will provide Village Hall facilities for DDA Board regular and special meetings as part of these costs. The cost for these services will be 10% of the budget of the General Activities Department of the Village (excluding health insurance-retiree, retiree 115 trust, postage, copier lease, solid waste collection, telephone, and tax tribunal refund costs), currently **\$36,842**. The DDA will be responsible for performing its own copying, printing, telephone, and mailing services at the DDA office.

**INSURANCE/BOND, ENGINEERING, AND LEGAL SERVICES:** The DDA will be responsible for 100% of all such costs. If the DDA requires the Village to invoice for these services, an additional 10% administrative fee will apply to all such costs. The DDA will be responsible for 100% of the cost of special audits or other special services allocable solely to the DDA.

**TOTAL FY 2024-25 COST OF ADMINISTRATIVE SERVICES** (retroactive to July 1, 2024): **\$83,586**.

Attached is supporting information, including notes I have received from staff regarding administrative services and the current fiscal year budget. I look forward to discussing this in further detail on Tuesday. I have not any analysis, supporting information, or explanation for the DDA's proposal of a flat

18% of DDA tax capture revenue. Could you please provide that information so that my staff review prior to our meeting?

Section 9, Item A.

Thanks!



**DARWIN D. P. McCLARY** (he, him, his)

**Village Manager**

21 East Church Street

Lake Orion, Michigan 48362-3212

O: (248) 693-8391 ext. 101

F: (248) 693-5874

[www.lakeorion.org](http://www.lakeorion.org)



**DARWIN D. P. McCLARY** (he, him, his)

**Village Manager**

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**From:** Matthew Gibb <[gibb@downtownlakeorion.org](mailto:gibb@downtownlakeorion.org)>  
**Sent:** Wednesday, July 24, 2024 10:44 AM  
**To:** Darwin McClary <[mcclaryd@lakeorion.org](mailto:mcclaryd@lakeorion.org)>  
**Cc:** Debbie Burgess DDA <[dyburgess60@yahoo.com](mailto:dyburgess60@yahoo.com)>; Jerry <[narshj@lakeorion.org](mailto:narshj@lakeorion.org)>  
**Subject:** Service Agreement Diligence

Good Morning,

In our last meeting (two weeks ago) we discussed that your office would be providing detailed support documentation around the admin fee line items in the budget, starting with the clerks office and DPW. I heard at your council session, again, that you have detail that shows the DDA over-uses the services of the village and I really want to collaborate with you to resolve that assertion. I have not received that information yet, so we agreed to push the meeting of this week until next Tuesday. I am hoping to be able to review that information prior to our meeting, and would really hope to get what is certain to be a lengthy package before the weekend.

To help in the analysis, I need to break down the tracked time and activity into eligible/chargeable admin costs against the DDA TIF. As an example, in an unrelated GL line:

- GL 248-260-801-012 CONTRACTUAL SERVICES – PARKING CODE ENFORCEMENT
  - Is there revenue from issued citations that should flow to the revenue side of the DDA budget
  - How is the time tracked and calculated
  - Is this being done by a sub-contractor, code officer, or a full pay police officer
  - Is code enforcement being done by a building official, or is it contracted and being passed through
  - What is the relationship between the admin charge to processing the DDA TIF and a service charge under Act 57
  - Has the village passed an ordinance that allows the issuance of parking enforcement citations
  - What happens to the court cost on code enforcement
  - Is there a hearing process where time and cost can be tracked

These types of questions, and the answers that bring more to light, will follow each of the service fee line items. As an additional example, for services like grass cutting, we will need to see a break down of what was cut, cost, employee count, time, and whether the charge is attachable to a DDA asset. If I can come over and help define the detail, I am open any time and want to reach a mutually solid new program. Ready at your call.

Let me know if you will be able to provide this level of detail prior to the end of the week, which I know ends tomorrow for you, so I can dive in and be ready for a good productive meeting next Tuesday.

Matthew Gibb

## RE: Service Agreement Diligence

Darwin McClary <mcclaryd@lakeorion.org>

Wed 7/24/2024 4:31 PM

To: Matthew Gibb <gibb@downtownlakeorion.org>

Cc: Debbie Burgess DDA <dyburgess60@yahoo.com>; Jerry <narshj@lakeorion.org>; Sonja Stout <stouts@lakeorion.org>; Lynsey Blough <bloughl@lakeorion.org>; Wesley Sanchez <wsanchez@lakeorion.org>; Mark Amundson <chief@lakeorion.org>

Matt:

We agreed we would meet again in 3 weeks from our last meeting on July 9, and we have a meeting scheduled for July 30. We also discussed handling each category of services separately and that we would start with general administrative services since these are the most complicated and diverse services. My proposal would be simple that the DDA pay 15% of all village hall administrative costs, including labor, equipment, computer hardware and software, utilities, cleaning, building and grounds maintenance and repair, and other operating costs. The Village would not provide copier, paper, postage, or phone services, and no such costs would be billed to the DDA. The cost of all services relating to operations at the DDA office location would be the sole responsibility of the DDA. The DDA would be responsible for 100% of any legal costs incurred by the Village for DDA matters. I should be able to have an estimate of the administrative costs to you by tomorrow afternoon.

After further consultation with DPW Director Sanchez, we continue to propose that all Public Works services be billed monthly to the DDA on a labor, materials, and equipment cost basis for all DDA-specific services plus a 10% administrative processing fee, as it is my understanding that the DDA board would like a better accounting of the services paid for by the DDA. We will want to define what is general Village responsibility and what is DDA-specific as simply as possible to avoid future confusion. I welcome your offer to work with Mr. Sanchez to identify the specific DDA properties to be maintained by the Village on behalf of the DDA.

Parking enforcement is DDA-specific, but I recommend billing the DDA at the end of each fiscal year for such services on an actual time, materials, and equipment basis net of any parking ticket revenue received.

Downtown public parking lot sweeping, maintenance, repair, or replacement, sidewalk snow removal, as well as commercial dumpster facilities and services would be funded by the DDA through its general fund, or the DDA would utilize the special assessment process within the district to fund such maintenance and improvements. Downtown street sweeping is provided by the Village and funded through Act 51 on a schedule determined by the Village. The cost for all DDA public improvements, including maintenance and replacement, are the responsibility of the DDA. As the DDA captures a portion of the township park millage, the DDA will be responsible for making contributions to park improvements and maintenance for certain projects and at specific contribution levels as mutually agreed to from time to time by the Village Council and DDA Board.

I further recommend that the DDA be billed on an hourly basis plus a 10% administrative processing fee for all police special detail services (crowd control, event planning, etc.) on a time, materials, and equipment basis for special events and other DDA-specific needs.

I recommend keeping the routine police patrol services at the current cost (I believe \$101,000) for this year so that the Village can explore the feasibility and advantages versus disadvantages of moving from a police tax levy to an annual special assessment for police services community-wide. Special assessments are not captured by the DDA. I would need to engage the Village Council, Village Attorney, Police Chief, and public on such a proposal. Under that option, the DDA would only be billed for special detail. If we determine that a special assessment is not feasible or desirable, we can have further negotiation on cost sharing at a later time for FY 2025-26 and beyond.

I am sure that I have overlooked some things, as I am working from memory at home while I am on vacation today. However, these are a few of my initial thoughts for discussion on Tuesday. It is my intention to focus mainly on general administrative services at this next meeting and address other categories of services at separate meetings.



ROBERT CHARLES DAVIS  
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rdavis@dbsattorneys.com  
www.dbsattorneys.com

August 19, 2024

Village of Lake Orion DDA Director  
118 N. Broadway Street  
Lake Orion, Michigan 48362

**Re: Opinion of Legal Counsel on DDA  
Budget Process and Role of the Director,  
The Board and the Village Council**

Dear DDA Director:

**I. THE STATUTORY BUDGET PROCESS FOR THE DDA**

This memorandum focuses on the statutory steps set forth at MCL 125.4228 (**Exhibit 1**) for the DDA budget process. The DDA budget process is set forth and controlled by state statute. The steps are clear and defined.

**A. Step 1 -- The DDA Director Prepares A Budget.**

The first step is for the DDA Director to prepare and submit for the approval (not adoption) of the DDA Board a budget ("Budget") for the operation of the DDA for the ensuing fiscal year. This language is clear and concise.

**"(1) The director of the authority shall prepare and submit for the approval of the board a budget for the operation of the authority for the ensuing fiscal year." (Exhibit 1 -- MCL 125.4228)  
(Emphasis Added)**

As guidance to the DDA Director, MCL 125.4228 states that the Budget shall be prepared in the manner and contain the information required of municipal departments. No other statutory guidance is provided. This language is clear and concise.

**“The budget shall be prepared in the manner and contain the information required of municipal departments.” (Exhibit 1 -- MCL 125.4228) (Emphasis Added)**

**B. Step 2 -- The Budget is Submitted To The Village Council.**

Prior to the DDA Board “Adopting” the Budget, the second step is for the Budget to be approved by the Village Council. MCL 125.4228 states that, “before the budget may be adopted by the board, it shall be approved by the governing body of the municipality.” This language is clear and concise.

**“Before the budget may be adopted by the board, it shall be approved by the governing body of the municipality.” (Exhibit 1 -- MCL 125.4228) (Emphasis Added)**

**C. Step 3 -- The Budget is Submitted To The Village Council.**

The third step provides the role and what actions the Village Council (governing body) may take when it receives the proposed Budget from the DDA Board. The statutorily permitted actions of the Village Council are limited and defined.

Under the statute, the Village Council may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the authority. MCL 125.4228 is clear and concise. The statute does not state, permit or authorize any actions by the Village Council beyond a reasonable assessment for the purpose stated.

**“(2) The governing body of the municipality may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the authority, other than those committed,” (Exhibit 1 -- MCL 125.4228) (Emphasis Added)**

**D. Step 4 -- The Assessment Is Assigned As A Budget Line Item For Payment Annually.**

MCL 125.4228 further states that the assessed cost for the handling and auditing of the funds shall be paid annually by the DDA Board pursuant to an appropriate item in the Budget.

**“ . . .cost shall be paid annually by the board pursuant to an appropriate item in its budget.” (Exhibit 1 -- MCL 125.4228)  
(Emphasis Added)**

**E. Step 5 -- The Budget Is Adopted By The DDA Board.**

After the DDA Budget is approved by the governing body, it is then adopted by the DDA Board in the manner as approved by the Village Council.

**II. CONCLUSIONS**

The DDA Budget process is governed and controlled by state law. The role of the DDA Director is defined. The role of the DDA Board is defined. The role of the governing body (Village Council) is defined. It is my opinion that these roles are not expanded, modified or adjusted under any other state law.

The governing body (Village Council) may (not mandatory) review the DDA submitted budget and assess a cost amount for the “handling and auditing” of the funds of the DDA that are not already committed. This language is binding and controlling. The cost must then be paid by the DDA to the Village “pursuant to an appropriate item in the its budget”. Thus, the DDA Budget, if an authorized assessment is imposed by the Village Council, should contain a line item entitled “Village Assessment under MCL 125.4228(2)”. This would be consistent with the controlling law.

Any imposed assessment issued by the Village Council under a “may” standard must be “reasonable” and be for the cost of “handling and auditing” the funds against the funds of the DDA. This language is controlling and specific with respect to the sole assessment allowed to be imposed by the Village Council against the budget of the DDA.

It is my opinion the only reasonable assessment allowed by law is for the costs incurred by the governing body for the handling and the auditing of the DDA funds. All other expenses the DDA incurs for services provided by the governing body should be invoiced by the governing

body to the DDA if and when such expenses are incurred. Those expenses should not be “projected” and included as line items in the DDA Budget.

For purposes of reviewing these statutory provisions, the Michigan Rules of Statutory Construction are attached at **Exhibit 2**. The process may be summarized as follows:

1. **Director prepares DDA Budget.**
2. **DDA approves (not adopts) the Budget for submittal to the Governing Body (Village Council).**
3. **Village Council reviews the DDA Budget and may impose a reasonable assessment for the defined purpose of handling and auditing the funds against the funds of the authority.**
4. **Village Council approves the DDA Budget.**
5. **DDA Board adopts the approved Budget.**



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**Robert Charles Davis**  
**Village of Lake Orion**  
**DDA Attorney**

# EXHIBIT # 1

**RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)**  
**Act 57 of 2018**

**125.4228 Budget; cost of handling and auditing funds.**

Sec. 228. (1) The director of the authority shall prepare and submit for the approval of the board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the board, it shall be approved by the governing body of the municipality. Funds of the municipality shall not be included in the budget of the authority except those funds authorized in this part or by the governing body of the municipality.

(2) The governing body of the municipality may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the authority, other than those committed, which cost shall be paid annually by the board pursuant to an appropriate item in its budget.

**History:** 2018, Act 57, Eff. Jan. 1, 2019.

# EXHIBIT # 2

### Statutory Construction Rules

The rules of statutory construction are central to the matter.

**Rule 1** -- A court's obligation is to discern and give effect to the Legislature's intent as expressed in the words of the statute. (Pohutski v. City of Allen Park, 465 Mich. 675, 683, 641 N.W.2d 219, 226, (2002).)

**Rule 2** -- The words of a statute are given their plain and ordinary meaning. (Pohutski v. City of Allen Park, 465 Mich. 675, 683, 641 N.W.2d 219, 226, (2002).)

**Rule 3** -- Where the language of a statute is unambiguous courts presume that the Legislature intended the meaning clearly expressed. (Pohutski v. City of Allen Park, 465 Mich. 675, 683, 641 N.W.2d 219, 226, (2002).)

**Rule 4** -- Where the language of a statute is unambiguous the statute must be enforced as written. (Pohutski v. City of Allen Park, 465 Mich. 675, 683, 641 N.W.2d 219, 226, (2002).)

**Rule 5** -- Courts may not speculate about an unstated purpose where the unambiguous text plainly reflects the intent of the Legislature. (Pohutski v. City of Allen Park, 465 Mich. 675, 683, 641 N.W.2d 219, 226, (2002).)

**Rule 6** -- When parsing a statute, Courts presume every word is used for a purpose. (Pohutski v. City of Allen Park, 465 Mich. 675, 683, 641 N.W.2d 219, 226, (2002).)

**Rule 7** -- The Court may not assume that the Legislature inadvertently made use of one word or phrase instead of another. (Pohutski v. City of Allen Park, 465 Mich. 675, 683, 641 N.W.2d 219, 226, (2002).)

**Rule 8** -- Courts must take care to avoid a construction that renders any part of the statute surplusage or nugatory. (Pohutski v. City of Allen Park, 465 Mich. 675, 683, 641 N.W.2d 219, 226, (2002).)

**Rule 9** -- As a general rule of statutory construction, the word "shall" is used to designate a mandatory provision. (Howard v. Bouman, 251 Mich. App. 136, 145; 650 N.W.2d 114, 118, (2002).)

**Rule 10** -- When examining legislation, courts give the ordinary and accepted meaning to the mandatory word "shall" and the permissive word "may.". (In re 53 HORSES, Unpublished Opinion Per Curiam of the Court of Appeals, decided [October 21, 2006] (Docket No. 258470).)

User: GIBBM  
DB: Village Of Lake

Section 9, Item A.

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 06/30/24	2024-25 COUNCIL ADOPTED BUDGET	2024-25 ACTIVITY
248-000-402-000	Current Real Property Taxes	804,104	987,129	
248-000-402-100	Property Tax - Twp DDA Capture			
248-000-405-000	Property Tax - Personal			
248-000-412-000	Property Tax - DPPT P/Y & C/Y	1,475		
248-000-441-000	Local Community Stabilization Sha	15,971	15,000	14
248-000-445-000	Penalties & Interest on Taxes		2,000	
248-000-539-000	State Grants	3,500	43,500	
248-000-582-000	Intergovernment - Police	201,996		
248-000-664-000	Interest Earned	7,629	2,500	2,021
248-000-671-999	Appropriation from Fund Balanc			
248-000-673-000	Gain/Loss on Sale of Assets			
248-000-676-404	Transfer From Prop Acq Fund		169,436	
248-000-676-592	Reimbursement -Admin Fee - W&S			
248-000-681-000	Reimburse - Insurance Claims	(5,870)		(1,167)
248-000-683-000	Reimbursements-Other			
248-000-685-000	Sponsorships	11,476	35,000	190
248-000-685-100	Transportaion Sponsorship	21,907	17,500	1,644
248-000-686-000	Downtown Events	5,121	18,500	
248-000-686-002	Flower Fair Revenue	305		
248-000-686-003	New Year Resolution Run Revenue			
248-000-686-004	OktoberFest Revenue		1,500	
248-000-686-005	Babes On Broadway		1,500	
248-000-686-006	Electrical Vehicles	1,078	500	419
248-000-687-000	Merchandise Sales		1,000	
248-000-688-000	Gift Certificate Sales	430	500	
248-000-692-000	Rent			
248-000-694-000	Miscellaneous	1,355	2,500	7,370
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/N			
248-260-701-000	Executive Director Wages	60,861	80,000	15,385
248-260-701-019	COVID 19 PAYROLL			
248-260-704-000	Wages - Administrative Coordinato	35,878	37,188	2,533
248-260-706-000	Asst. Executive Director wages	41,898	71,000	13,654
248-260-706-001	Marketing Coordinator			
248-260-707-000	Wages - Grounds Coordinator	3,211	5,400	2,277
248-260-711-013	OVERTIME			
248-260-715-000	Social Security	10,809	14,810	2,589
248-260-716-000	Health Insurance- Medical	2,878	12,000	
248-260-717-000	Life & Disability Insurance	331	1,320	952
248-260-718-000	Dental Insurance	222	770	
248-260-719-000	Pension	5,457	5,632	1,365
248-260-720-000	Unemployment			
248-260-721-000	Vision Care	46	143	
248-260-722-000	Worker's Comp. Insurance			
248-260-801-000	Contractual Services	18,000	15,000	10
248-260-801-002	Contr Services - Police Admin Fee	60,000	60,000	
248-260-801-003	Contract Services - DPW Admin Fee	29,400	30,000	
248-260-801-004	Contract Services - GF Admin Fee	70,000	70,000	
248-260-801-005	Contractual Services- Township	2,700	2,700	
248-260-801-012	Contractual Services-Parking Code	21,000	21,000	
248-260-801-022	Cont Service-Police Crowd Control	20,000	20,000	462
248-260-801-023	Contract Services-DPW event suppo	10,000	10,000	
248-260-801-033	Contract Services-DPW snow remova	15,600	12,000	
248-260-805-000	Audit Fees	2,950	2,500	
248-260-810-000	Legal Services	17,497	8,000	1,549
248-260-823-000	Website/Software	5,711	6,000	221
248-260-823-001	Municipal Software	3,676	3,800	
248-260-829-000	Planner Services	675	3,500	
248-260-851-000	Telephone	3,392	3,500	196
248-260-900-000	Printing and Publication		500	
248-260-920-000	Utilities	9,601	4,500	1,463
248-260-921-000	Municipal Street Lighting	6,418	6,500	855
248-260-930-000	Repair and Maintenance	58		
248-260-930-002	Building Maintenance	375	400	30
248-260-940-000	Equipment Rental		250	
248-260-941-000	Office Rent	12,000	14,000	4,200
248-260-942-000	Office Expenses	3,427	4,500	120
248-260-942-019	Covid Office Expenses			
248-260-946-000	Credit Card Fees		100	
248-260-955-001	Credit Card Fees			
248-260-956-000	Dues & Miscellaneous	1,505	1,545	
248-260-957-000	Education & Training	4,360	5,000	
248-260-958-000	General Activities Misc		350	
248-260-958-019	Covid General Activities			
248-260-961-000	Tax Tribunal Refunds			
248-260-962-000	Mileage	38	1,000	
248-260-965-101	Transfer Out - General Fund			
248-260-965-401	Transfer to Capital Imp Fund		67,616	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 06/30/24	2024-25 COUNCIL ADOPTED BUDGET	2024-25 ACTIVITY
248-260-965-404	Transfer Out - DDA Property Acq F	157,500		
248-260-974-000	Capital Outlay - Equipment	1,235	2,000	
248-725-822-000	Newsletter	650	1,800	65
248-725-824-000	Volunteer Recognition & Dvp.		1,000	
248-725-825-000	Gift Certificate Redemption	3,210	5,000	120
248-725-826-000	Historic Celebration/Education	580	1,000	
248-725-827-000	Awareness Program	918	1,500	150
248-725-827-019	Covid Awareness Program/Organizat			
248-725-864-000	Grant & Scholarship Distriubution			
248-725-881-000	Merchandise to Sell	211	1,000	
248-726-745-000	Beautification Supplies	2,736	1,500	214
248-726-746-000	Hanging Baskets	3,443	4,000	
248-726-801-000	Contractual Services	5,127	5,500	530
248-726-843-000	Facade Program	5	23,680	274
248-726-845-000	Public Art Program		2,500	
248-726-883-000	Banners and Holiday Lighting		10,000	11
248-726-975-001	Capital Outlay - Beautification	6,000	5,000	
248-726-975-002	Capital Outlay - Streets		500	
248-726-975-019	Covid Capital Outlay			
248-728-801-000	Contractual Services	6,313	34,500	
248-728-860-000	Trolley Expense	23,903	22,000	
248-728-861-000	Survey Expense		468	
248-728-862-000	Training Materials		500	
248-728-864-000	Grant & Scholarship Distriubution		12,500	
248-728-886-000	Marketing Materials		2,500	
248-728-886-001	Blight Reduction			
248-728-886-002	Social District	1,000	750	
248-728-888-000	Brand Marketing	23,296	50,000	1,113
248-728-888-001	Contractual Services Brand Market	23,255	10,000	135
248-729-880-000	Event Promotion	473	2,000	331
248-729-880-001	Event Promo - Gazebo Series	10,170	11,000	300
248-729-880-004	Event Promo - Halloween Parade	2,451	2,500	
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	8,014	7,500	
248-729-880-006	Event Promo - New Years Res. Run			
248-729-880-007	Event Promo - Flower Fair			
248-729-880-008	Event Promo-Photo Contest		250	
248-729-880-009	Event Promo-Lake Orion Love Shop			
248-729-880-010	Babes On Broadway		1,500	
248-729-880-011	Restaurant week		2,500	
248-729-880-012	Sing & Stroll Tree Lighting	11,754	12,100	
248-729-880-013	SD Nights- Stronger Together Wint	349	2,500	
248-729-880-014	Octoberfest		1,500	
248-729-880-015	Winter Activities	7,019	12,000	
248-729-880-016	Athletic Events-other		2,500	
248-729-880-017	Movie Night	999	3,000	
248-729-880-019	Covid Event Promotion			
248-729-880-100	Stronger Together- smr fall	1,522	5,000	
248-729-885-000	Port-A-Johns	2,104	3,500	155
248-729-895-000	Event Promo-Comm. Sponsorships			
248-729-975-020	Capital Outlay Parks & rec			
248-730-253-885	Knox Box Grant Program			
248-730-885-100	Knox Box Grant Program		2,000	
248-730-931-000	Repair & Maintenance-Equipment			
248-730-965-101	Transfer Out - General Fund			
248-730-965-301	Interfund TRF 2023 DDA Bond Proje	422,709	419,709	
248-730-965-404	Transfer Out - DDA Property Acq F			
248-730-965-592	Transfers To Water/Sewer Fund			
248-730-975-000	Capital Outlay	1,636	53,075	
248-730-975-003	DDA Capital Outlay	5,871	5,500	
248-730-975-005	DDA Capital Outlay- Wayfinding/Li			
248-730-975-006	DDA Capital Outlay - Parking			
248-730-975-009	Capital Outlay - Dumpsters		30,000	
248-730-975-011	Capital Outlay - Trail Extensi		9,000	
248-730-975-015	Captial Outlay- Outdoor Sound			
248-730-975-020	Capital Outlay Parks & rec			
248-730-992-000	Bond Principal			
248-730-995-000	Bond Interest			
301-000-300-001	2023 Downtown Dev Tax Exempt Bond			
301-000-300-002	2023 Downtown Dev Tax Exempt Bond			
301-000-664-000	Interest Earnings	1,917	900	328
301-000-671-999	Appropriation from Fund Balanc			
301-000-699-301	TRF in from DDA	422,709	419,709	
301-901-805-000	Audit fees			
301-901-930-000	Repair and Maintenance			
301-901-950-000	Demolition & Land Improvement	26,827	500,000	8,539
301-901-956-000	Dues & Miscellaneous			
301-901-971-000	Capital Outlay - Buildings	2,120,875		

Section 9, Item A.

Calculations as of 06/30/2024

NUMBER	DESCRIPTION	2023-24	2024-25	2024-25
		ACTIVITY THRU 06/30/24	COUNCIL ADOPTED BUDGET	ACTIVITY
301-905-301-000	Bond Issuance Expense			
301-905-731-000	2023 Bond Taxable Issuance Expen	1,000		
301-905-731-001	2023 Tax exempt Bond Issuance Exp	1,000		
301-905-745-001	Property taxes-Orion Twp	3,353		
301-905-920-000	Utilities			
301-905-992-003	2023 DDA bonds Taxable	75,000	60,000	38,455
301-905-992-004	2023 DDA BONDS TAX EXEMPT	180,000	150,000	66,400
301-905-993-001	2023 DDA bond taxable interest	60,931	76,910	
301-905-993-002	2023 DDA tax exempt bond interest	105,778	132,800	
404-000-664-000	Interest Earnings	124		20
404-000-694-000	Miscellaneous Revenue			
404-000-699-248	Interfund Transfer In - DDA	157,500		
404-901-805-000	Audit Fees			
404-901-901-000	Debt Service- Parking Deck			
404-901-930-000	Repair & Maintenance - Bldg			
404-901-950-000	Demolition & Land Improvement			
404-901-956-000	Miscellaneous			
404-901-971-000	Capital Outlay - Building		169,436	
404-901-980-248	Prop Acq Transfer to DDA			
404-901-992-000	Bond Principal	300,000		
404-901-995-000	Bond Interest	15,000		
ESTIMATED REVENUES - ALL FUNDS		1,652,727	1,718,674	10,839
APPROPRIATIONS - ALL FUNDS		4,104,191	2,479,502	164,653
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(2,451,464)	(760,828)	(153,814)
BEGINNING FUND BALANCE - ALL FUNDS		5,769,990	3,318,526	
ENDING FUND BALANCE - ALL FUNDS		3,318,526	2,557,698	(153,814)



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** September 17, 2024

**TOPIC** Executive Directors Report

**BACKGROUND BRIEF:**

The Executive Directors Report is attached

**FINANCIAL IMPACT:**

There are no financial implications of the action requested in this memorandum.

**RECOMMENDED MOTION:**

Motion to Received and File the Report

# EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

September 17, 2024



## I. NEWS AND UPDATES

*Investment in the DDA.* The owner of Sagebrush has opened a new cigar bar in the adjacent space. It is an upscale, modern venue getting very positive reviews. It is being likened to a chic urban lounge and is very busy.

**WORK IN PROGRESS:** The owner has asked that we replace the sign on the Front Street parking lot that indicated it was developed and opened through the generosity of the Owner of Sagebrush Cantina. We are working on finding the artwork.

*Tarr Parking Lot* – We hold a lease over the southerly half of the Tarr Parking lot across from the DDA Office. A financial firm has moved from Flint Street so that it might expand and has improved the north border with plantings. However, the lot is degrading and has several areas of broken asphalt. Our lease is generic and simply states that the DDA is responsible for maintenance. We have offered to get quotes on patching the areas turning to gravel and making the lot safer.

**WORK IN PROGRESS:** We are planning a TIF review meeting to discuss capital projects and investment in the district. This lot improvement would be included. In the meantime we are seeking quotes on patching and repair.

*Business Resource Pilot.* We are working with staff from Main Street Oakland County to explore a pilot to offer first hand responsive resources to businesses in the district. Concepts include silent shopper analysis of design and staff, financial support through readiness, grant preparation and opportunity, women owned business applications, and more.

**WORK IN PROGRESS:** The workbook and guide we are authoring and designing to allow a recruited base of owners, volunteers and members to conduct a SWOT analysis of our position in the regional economy and the top elements of successful economic sustainability will be done by the end of September and offered as a group resource and working project for the fall. The objective is to blend the results with the concepts of direct resource for business.

## II. TO DO'S AND MORE

- *Website Work* – We have begin the process of cleaning up the website. A FOIA section is built, but the page where our reportable records are kept needs updating and our current budget and financials correctly made accessible. We have started

to improve our events pages, are adding better access clicks to our home page. We need to pull out the multitude of Save the DDA elements out of the site and make the URL's work better for search. This work is falling on the Exec Director as our contracted web specialist is part time and not able to respond quickly. A short presentation of the direction will be shown at the Board Meeting.

- Organizational Clean Up. Our new staffer, Mackenzie Harwood, is doing an excellent job of pulling and organizing 15 years of content on our shared drives. This is opening up the opportunity to repair our business lists and contact information.
- DTE Analysis. We have been pulling the DTE invoicing to review the current delivery of invoices from the Village, a new practice starting when we were sworn in, to thoroughly decipher what's actually ours and why our utility invoicing is substantially above our historic budgeting for utilities. This is a problem and needs clarity.
- EV Chargers. Two years ago the DDA took on the responsibility for the results of a grant the Village received to install EV Chargers in the parking lot by Children's Park. A recent FOIA to the village revealed a question as to "what is the expense and revenue calculations" of these stations. We currently average about \$140/mnth of net profit from our license agreement with EVConnect. This is NOT a net of what the power costs, it is a net of what is charged at the station for the power. We also are paying the meter charge, so we have begun the laborious task of attempting to estimate the change in power consumption before and after installation, taking into account that this meter is also where ALL festival concert bans plug in. This analysis is a key part of our understanding how we are being charged from DTE and importantly will help us understand how our utility charging became so very different after this new leadership was installed.

### III. LUMBER YARD

All of the core documents, to date, are in process of being catalogued on our website. By the time of this Board Meeting we plan to show where and why.

Where are certain things at?

- Waltman Lot -We are awaiting the larger survey of the property to try and avoid having to do a deeper title analysis of the MDOT easements. This small parcel remains a great addition and thereby valuable, but only if we can use it and its acquisition cost is not out weighed by the title costs. Its on hold pending the survey, but we work with title almost every week.
- Site Plan – Many have asked when everyone can see a plan for the development. Well, we need a ALTA based survey first. The property was acquired using legal descriptions and a plot plan from old print maps. That's fine legally, but to actually design a plan for people to review and advise upon we must first have a very good planimetric survey showing all details of the property, including the public infrastructure. PEA is doing this and we should have it soon.

- Environmental Reports. We cannot do the final environmental assessment we need until the debris and unsafe structures are removed. We have applied for a demolition permit, but the village has now asked that we complete more than is required under the code (for example, they want a fill water and sewer disconnect even though we are not tearing down the only building with water service) and that we cannot pull our own demo permit (instead they are asking we only do this through a contractor). So, we are moving in a different direction to get this done as we simply cannot take the time anymore (these tests cannot be reasonably done in the winter).
- Architectural Services/Engineering. This too is awaiting the survey, demolition, and a private partner. As the process prescribed by the zoning manager (McKenna) would treat us a private developer, and not a member of the public body, we are considering simply pushing out RFP's for all of this. They are being drafted, but whether we will use that approach depends on demo and status of a partner.
- Incentives. We have done a significant amounts of preparation work to open opportunity to seek brownfield and other remediation incentives, including whether new market tax credit (not likely) or historic credits might apply, whether the project might qualify for CRP, or other programmatic resource from the MEDC.

#### IV. MAIN STREET COMMITTEE WORK / POWER HOUR

**We have restarted Main Street committee work, NOW the Power Hour Series.**

The small board meetings held with leadership were excellent. Several concept questions arose that are now being formulated in strategic planning:

- How can we build a better identity?
- What is our approach to maintaining cleanliness and readiness to address changes?
- How can we communicate better, and more directly to a broader audience.
- Is there a mechanism to draw together our building owners to define a better vision for the overall identity and diversity if downtown?
- Is there a means to draw more hands on resources to start up and second stage businesses to help growth and long term stability?
- Can we apply data better?
- Communication, Communication, Communication, from all sources and listeners.

Respectfully Submitted,

Matthew Gibb

[gibb@downtownlakeorion.org](mailto:gibb@downtownlakeorion.org)

(248) 464-0307



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** September 17, 2024

**TOPIC** Assistant Director's Report

**Attached:** Assistant Director's Report

**RECOMMENDED MOTION:**

To Receive and File the Assistant Director's Report



# MEMORANDUM

Janet Bloom – Assistant Director

September 17, 2024

## Completed Events:

August 28– LOLive! Concert Series at 20 Front Street (DDA), 6:30 – 8 pm

August 23 – Lighted Boat Parade (LOLA)

August 23-25 – Dragon on the Lake (Orion Art Center)

Special Note: DDA had a booth onsite by Flint St. Alley with great engagement with residents, new residents, and visitors to Lake Orion. Close to 900 votes received on the poll we took for the Outdoor Movie Night. The Lake Orion DDA and Oxford DDA participated in the Dragon Boat Races under the team name “DDA Legends”. We lost first two heats, but won our third. 14 boats participated. We have already heard more to join in next year.

## Upcoming Events:

See the list of 2024 DDA events attached listing upcoming Fall and Winter events. Sub-committee to meet soon on 2025 event schedule. Plan is to have it set by end of October/beginning of November.

Storybook Stroll –Next installation to be in October with a Halloween book.

## Social Media Stats

### **Downtown Lake Orion Facebook:**

**Followers:** April 9,938; May 10,116; June 10,141; July 10,166; August: 10,209; September: 10,255

**Estimated Reach:** Previous: 110,519; Current: 109,300  
(# of people who saw content at least once)

**Engagement:** Previous: 37,035; Current: 30,728 (last 90 days) (reactions, comments, shares, or clicks on our posts)

**Video views:** Current: 4,900

**Demographics:** 78.5% female/21.5% male

### **Downtown Lake Orion Business Group:**

124 members

### **Instagram:**

4,0013 Followers (added 7)

**X** (formerly Twitter):  
1,588 Followers

### **Ribbon Cutting/Networking Events in Downtown**

The Orion Area Chamber Summer Networking Mixer on August 21 at **Bitter Tom's** was well attended. Thank you to those who could join in.

Orion Area Chamber – Ribbon Cutting – **Diamond Dave's Creative Jewelers** – September 19, 4:30 -6:30 pm. Location: 416 S. Broadway St., Lake Orion.

Orion Area Chamber – Ribbon Cutting – **Amazing Petals Florist** – October 24, 4:30 - 6:30 pm. Location: 125 S. Broadway St., Lake Orion.

### **Other items**

#### **Fall Décor:**

Majority of hanging baskets have popped back. We will be consolidating and removing those that are less vibrant.

We have sourced cornstalks but will need volunteers to cut, bundle, and install in downtown (date and time to come soon).

Piechnik's will be replacing urn materials at Broadway and Flint on Monday, September 16. We are working with them to source our mums, and other fall decorations and are developing a landscape plan. We have reached out to Renee for her volunteer support with décor, as well. If anyone is interested in helping support our Fall Decorating efforts, please contact our office.

#### **Orion Area Chamber of Commerce**

The Orion Area Chamber of Commerce is moving Downtown! They will be in the smaller attached office space at Spresser-Ogden Law Offices. They plan to move in by mid-October.

#### **State of the Community Luncheon**

Ex. Director Matthew Gibb and DDA Director Jerry Narsh will be presenting at the Orion Area Chamber of Commerce's State of the Community Luncheon on October 3.

Respectfully Submitted,

Janet Bloom

[bloom@downtownlakeorion.org](mailto:bloom@downtownlakeorion.org)

cell (248) 320-7599

# Downtown Lake Orion

Section 9, Item C.

## Fall Events 2024



**Oktoberfest Pub  
Crawl  
September 14**



**Outdoor Movie  
Night  
September 27**



**Zombie Walk & Poker Run  
September 21**



**Michigan Downtown  
Day  
September 28**



**Here Lies Lake Orion  
October 5-6**



**Halloween  
Extravaganza  
October 16**



**Witches  
Night  
October 25**



# Downtown Lake Orion

Section 9, Item C.

## Winter Events 2024



**Ladies Shopping Event**  
**November 16**



**Sing & Stroll Tree Lighting**  
**November 21**



**Shop Small Saturday**  
**November 30**



**Orion Lighted Christmas Parade**  
**December 7**



**Polar Express**  
**December 14**



**Hometown Holidays**  
**Shopping Passport Contest**  
**November 30 - December 31**





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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** September 17, 2024

**TOPIC** Committee Reports

**Attached:** Committee Reports from:

Promotions Committee

Organization Committee

Design Committee

Economic Vitality Committee

**RECOMMENDED MOTION:**

To Receive and File the Committee Reports



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

The **Main Street Approach** is a unique economic development strategy that focuses on leveraging existing social, economic, physical and cultural assets to energize community revitalization efforts and help manage success for the long term. It uses the work of committees to help guide and foster those efforts.

**The Lake Orion DDA has the following committees\*:**

**Promotions:** meets monthly – First Tuesday of the month at 11:00 am

**Design:** meets monthly – Third Monday of the month at 3:00 pm

**Organization:** meets monthly – Third Wednesday of the month at 11:30 am

**Economic Vitality:** meets monthly – Fourth Thursday of the month at 11:30 am

\*Meeting locations may vary, either in person at Lake Orion DDA office or virtual.

## Current Focus/Projects/Tasks for the Committees:

### **Promotions Committee**

**Chair: Director Sally Media**

- Review 2024 event calendar – set up sub-committee for 2025 event calendar
- Recruit committee members
- StrongerTogether – name review and positioning
- Focus: New business, new developments, Lumber Yard, Business Trainings, Business Intros (FB Live), Façade grant promo,
- Welcome Bags – Chamber/DDA – resident and new businesses in district
- Monthly reporting/metrics for benchmark and tracking
- Website refresh
- Sponsorship packet review
- Use a Street Team to complete kiosk directory updates

## Design Committee

**Chair: Director Lloyd Coe**

- Relaunch of Façade Grant Program. Reviewing program materials, process for review, and then reviewing applications which have been received for board recommendation.
- Work in GIS system, Silversides, to make sure all DDA assets are recorded
- Fall Décor/Winter Décor/Beautification Efforts- requiring the data on which is DDA property versus private or others to maintain

## Organization Committee

**Chair: Director Alaina Campbell**

- Create Organization Committee work plan to establish tasks and goals
- Review overall marketing and communications plans, consistent scheduling
- Committee recruitment
- Update website with latest agendas and minutes (correct links with new software)
- Train businesses on marketing and other business resources
- Create Street Team for Business Inventory updates (work with other committees, too)

## Economic Vitality Committee

**Chair: Director Matthew Shell**

- E-commerce – work to amp up program with merchants, especially as new and popular activities are coming up with holidays
- Paid Parking – Village reviewing to decide next steps. We will await direction
- Keep a pulse on Lumberyard updates and progress
- Business Inventory List – use Street Team to complete project
- Residential Inventory List – use Street Team to complete project
- Business Owner and Property Owner Roundtables – capture contact information, then schedule
- Sponsors/Grants – research and assist staff
- Recruit more committee members