AGENDA

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, November 17, 2026

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 20, 2026

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.

7. **Financial Matters**

   A. Bill Approval

   B. Financial Reports

8. **New and Old Business**

   A. Annual Election of DDA Board Officers

B. Seasonal Snow & Ice Maintenance - 26/27

C. Final Staffing Recommendation & Budget Adjustments

D. Authorized Staff Time - Compensation

9. Reports, Resolutions and Recommendations

A. Continuation of the Joint Village Council–DDA Committee and Joint Leadership Development for 2027

B. Executive Directors Report

C. Re-Notice PA57 Informational Meetings

10. Board Comments and Training Feedback

11. Next Regular Meeting -

12. Adjournment

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

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

DDA SUMMARY SHEET

MEETING DATE: November 17, 2026

TOPIC: Approval of DDA Regular Meeting Minutes of October 20, 2026

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular Meeting Minutes of October 20, 2026, as presented.

MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, October 20, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The October 20, 2026, Downtown Development Authority Board 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
Secretary Hank Lorant
Board Member Lloyd Coe
Board Member Alaina Campbell
President Teresa Rutt

ABSENT
Board Member Todd Garris
Board Member Chris Barnett

STAFF PRESENT
Executive Director Matthew Gibb
Administrative Coordinator Tracy Woodrum
Village Manager Darwin McClary
Clerk/Treasurer Debbie Nogle
Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of September 15, 2026

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of September 15, 2026, as presented.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell, Rutt
VOTING NAY: None
ABSENT: Garris, Barnett
MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Agenda of September 15, 2026, as presented.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell, Rutt
VOTING NAY: None
ABSENT: Garris, Barnett
MOTION: Carried

5. Call to the Public

George Dandalides thanked Alaina Campbell and Todd Garris for their reappointments and Annalise Costantino for volunteering to serve on the DDA.

6. Consent Agenda

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

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the October 20, 2026, Consent Agenda by one vote, as presented.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell, Rutt
VOTING NAY: None
ABSENT: Garris, Barnett
MOTION: Carried

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the financial reports for September 2026.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell, Rutt
VOTING NAY: None
ABSENT: Garris, 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 $180,835.58 for September 2026.

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

Executive Director Gibb explained that he would work with the Village Manager and new Clerk to review the DDA's credit card reconciliation process after questions arose about potentially duplicative entries and a disputed charge requiring correction.

8. New and Old Business

A. Repair and Replacement – Interior Center Floor

Executive Director Gibb provided a Lumber Yard project update, noting that the PUD plans were being revised again to address engineering review and Village stormwater compliance issues. He reported that the deteriorated central market floor was replaced after multiple contractor quotes were obtained. The Chair and Executive Director authorized the work under the Lumber Yard's procurement policy, as the cost was under $30,000. The agenda item was to affirm their prior authorization, as the work had already been completed.

President Rutt asked about the new concrete finish. Executive Director Gibb explained that a brushed surface was used to distinguish it from the existing exposed aggregate. He noted that the work eliminated trip hazards, repaired damaged areas, and reinforced interior post-support footings, with the work documented and building officials informed.

MOTION made by Treasurer Shell, Seconded by President Rutt, to affirm that the submitted expense satisfies the procurement policy applicable to Lumber Yard project expenses and to approve payment of JAH Services Invoice No. 1386, dated October 10, 2026, in the amount of $19,000 from GL 301-901-971-000, Capital Outlay – Buildings.

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

B. Acceptance of Resignation and Recognition of Service — Board Member Lloyd Coe

Executive Director Gibb recognized Board Member Coe's longstanding community involvement, including the Lighted Parade, American Legion, and Jubilee, and thanked Kathy Coe for her support.

Chair Burgess, Vice Chair Caruso, President Rutt, and Treasurer Shell also expressed appreciation for the couple's generosity and contributions through their costume business, parade participation, and DDA service.

President Rutt specifically recognized Coe's eight years on the DDA Board.

Secretary Lorant shared anecdotes highlighting Coe's kindness and volunteer work with local organizations.

George Dandalides praised the couple's contributions to the Christmas parade.

Francesco Komendera thanked the Coes for their support of the community and local musicians, noting that Board Member Coe would be missed but would remain in Lake Orion.

Treasurer Shell shared a story about Santa traveling to Ed's Costume Shop to resolve a costume issue, illustrating the business's broader reach.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to accept, with sincere appreciation, the resignation of Lloyd Coe from the Lake Orion Downtown Development Authority Board of Directors; to formally recognize and commend his years of dedicated service to the DDA, the Main Street program, and the greater Lake Orion community; and to direct that this memorandum of recognition and appreciation be entered into the official minutes of the Downtown Development Authority Board as a permanent expression of gratitude for his contributions.

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

Executive Director Gibb presented Board Member Coe with a commemorative picture in recognition of his years of service to the DDA. Board Members and others were invited to join the presentation and participate in a group photograph.

Board Member Coe thanked the DDA Board and staff for the recognition, describing the Board as the best group he had worked with and praising its ability to work collaboratively and complete projects. He encouraged Village Council to follow the DDA's example and acknowledged the team's efforts in advancing the Lumber Yard project, while noting that parking would remain a concern for downtown businesses. He shared the history of Ed's Costume Shop, which began as a hobby inspired by the former Jubilee and Monday night car show before evolving into a full-time business. He expressed appreciation for the Village's support over the years, recognized his wife, Kathy, for her contributions, and thanked the Board for the honor.

C. Notice of Re-Appointment and New Board Member

Executive Director Gibb thanked Village Council President Rutt for coordinating the reappointments of Alaina Campbell and Todd Garris and the appointment of Annalise Costantino to the DDA Board.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, To receive and acknowledge the Village Council appointments of Todd Garris and Alaina Campbell to continued service on the Downtown Development Authority Board of Directors and Annalise Costantino as a new Board member; to extend the Board's sincere appreciation to each for their willingness to

serve; to recognize and thank Village Council President Teresa Rutt and the Village Council for their attention to the appointment process and continued support of the Downtown Development Authority; and to direct that this memorandum be incorporated into the official Board meeting record.

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

Annalise Costantino introduced herself as the owner of Boutique Chic and highlighted her efforts to support local charities and promote businesses in the south end of downtown through events such as Fashion for a Cause and Witch's Night. She noted her more than 20 years of corporate retail experience and expressed enthusiasm for learning from the Board and serving the community. Chairperson Burgess welcomed her and expressed appreciation for the reappointments of Alaina Campbell and Todd Garris and their continued contributions to the community.

D. Schedule Annual PA57 Informational Meetings

Executive Director Gibb explained that the DDA's annual informational meetings are required by statute and recommended scheduling them for November 17 at 5:30 PM and December 14 at 5:30 PM, pending room availability. He noted that the meetings provide updates to taxing jurisdictions and that new Board members will receive orientation. He requested Board approval so the dates could be properly noticed and published.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to authorize the posting of Notice of Information Hearing pursuant to P.A. 57 of 2018 on the following dates and location:

Tuesday, November 17, 2026 @ 5:30 PM
and
Monday December 14, 2026 @ 5:30 PM
at the Village of Lake Orion offices,
located at 21 E. Church Street, Lake Orion MI in the
Village Hall Council Chambers

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

9. Reports, Resolutions and Recommendations

A. Program Manager Event Outcome Reports

Executive Director Gibb introduced Administrative Coordinator Woodrum's report on event metrics, noting that performance data would become a regular agenda item. Administrative Coordinator Woodrum presented the LO Live Concert Series report, covering attendance,

marketing reach, advertising costs, sponsorship revenue, and recommendations for improving future events. She reported that eight concerts were held in partnership with 20 Front Street, with $12,500 in sponsorship revenue largely covering artist fees and approximately $4,864 in advertising costs. Board Member Coe praised the report, and Vice Chairperson Caruso noted the value of collecting data for future planning. Board Member Campbell offered to share an example of a sponsor impact report and encouraged businesses to promote events through their own networks. President Rutt suggested surveying attendees to learn where they come from and how they engage with downtown businesses. Administrative Coordinator Woodrum welcomed the suggestions and discussed opportunities to increase business involvement and sponsorship.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Event Outcome Reports.

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

B. Executive Directors Report

Executive Director Gibb reported that two local businesses were among 12 Oakland County businesses invited to Oakland Thrive's Pitch Awards, and that Roses of Silver Bell received a $10,000 business development grant from Genisys. He highlighted Lake Orion's selection as a national semifinalist for the Great American Main Street Award, with a film crew scheduled to document the community. He also provided updates on the Lumber Yard project, the Textedly communication platform, SeeMyLegacy, upcoming events, Christmas lighting, website improvements, and efforts to promote Shop Small Saturday amid ongoing challenges for retail businesses. He welcomed new Village Clerk/Treasurer Debbie Nogle and announced plans for additional Board training in January focused on advocacy, the DDA's strategic plan, and communicating its value.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the October 20, 2026, Executive Director Report.

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

Francesco Komendera encouraged the DDA to rely more on organic social media engagement and community support rather than paid advertising to promote events and initiatives. While expressing support for the DDA and community progress, he raised concerns about tax increment financing and the use of tax revenues for development, arguing that investments should be balanced with essential services and residents' ability to afford living in the community. He urged the Board to consider the broader financial impact of its decisions on residents and taxpayers.

10. Board Comments and Training Feedback

Secretary Lorant congratulated the reappointed and newly appointed Board members, thanked Board Member Coe for his contributions, and expressed appreciation for the Board's strength and continued friendship with Board Member Coe.

Treasurer Shell thanked Executive Director Gibb and Administrative Coordinator Woodrum for their hard work and again recognized Board Member Coe for his service.

Vice Chairperson Caruso thanked Executive Director Gibb and Administrative Coordinator Woodrum for their work and praised the DDA's investment in the community and future generations. He noted the positive transformation of downtown since 1990, highlighting its arts, music, events, and opportunities for children and families. He expressed appreciation for the DDA's role in improving downtown Lake Orion.

Board Member Campbell thanked Board Member Coe for his contributions, welcomed Annalise Costantino to the Board, and expressed appreciation to Village Council President Rutt for her reappointment. She noted the significant transformation of downtown since 1997 and recognized Brian Winter for his behind-the-scenes work supporting the implementation of Textedly and SeeMyLegacy.

President Rutt welcomed Alaina Campbell and Todd Garris back to the Board, recognizing their generosity and contributions to the community, and looked forward to Costantino's ideas and involvement. She thanked Board Member Coe for his service and noted the DDA's potential to invest in essential infrastructure, including future water main improvements within the district. She also encouraged residents to volunteer for the Halloween Extravaganza, noting that the Orion Art Center still needed help with crafts.

Board Member Coe thanked the Board for its kind words and raised two items for possible future discussion: evaluating the effectiveness of existing 15-minute parking spaces and considering adding more downtown, as well as identifying appropriate locations for additional bicycle racks that would not obstruct businesses. He expressed appreciation for his experience working with the downtown community. He also noted that representatives from the Christmas parade group would promote the parade and distribute business promotional flyers at a table outside his store on Shop Small Saturday, with parade characters available for photos.

Chairperson Burgess thanked attendees for participating and praised the Board's dedication, generosity, and ability to work together. She welcomed the returning and new Board members and encouraged families to attend the free Halloween Extravaganza, highlighting the parade, decorations, cider and donuts at Children's Park, and participating businesses. She also thanked local businesses, including Piechnik's in Rochester, Harvest Time in Oxford, and Fogler's, for donating and lending pumpkins, mums, corn stalks, and other decorations for the event.

11. Next Regular Meeting - November 17, 2026

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to adjourn the October 20, 2026, Downtown Development Authority Board Regular Meeting.
VOTING YEA: Burgess, Caruso, Shell, Lorant, Coe, Campbell, Rutt
VOTING NAY: None
ABSENT: Garris, Barnett
MOTION: Carried

The October 20, 2026, Downtown Development Authority Board Regular Meeting adjourned at 7:51 PM.

_____
Debbie Burgess
Chairperson

_____
Lynsey Blough, CMC
Deputy Clerk/Treasurer

_____
Debbie Nogle
Village Clerk/Treasurer

Date Approved: as presented on November 17, 2026

DDA ACTION SUMMARY SHEET

MEETING DATE: November 17, 2026

TOPIC Bill Approval

See Attached Reports:

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 $71,499.60 for October 2026

Purchase Requisition

Purchase Requisition No 26-6840

Requested Date 11/05/2026
Required Date
Ordered By MATT GIBB

Department DDA
DOWNTOWN DEVELOPMENT AUTHORITY

Preferred Vendor 000112
COMERICA BANK

Address [No Converted Address]

Req. Description DDA CC - OCT 2026

Quantity	Units	Description		Unit Price	Amount
1	LUMPSUM	AMAZON - BEAUTIFICATION SUPPLIES 248-726-745-000	1,263.77	1,263.77	1,263.77
1	LUMPSUM	OPENAI - SUBSCRIPTION 248-260-823-000	20.00	20.00	20.00
1	LUMPSUM	COPIES 248-728-886-000	28.26	28.26	28.26
1	LUMPSUM	MISWITCH - TEELPHONE 248-260-851-000	93.83	93.83	93.83
1	LUMPSUM	PORTA JOHNS 248-729-885-000	155.00	155.00	155.00
1	LUMPSUM	ADOBE SFTWR - SUBSCRIPTION 248-260-823-000	54.04	54.04	54.04
1	LUMPSUM	TEXTEDLY - SUBSCRIPTION 248-260-823-000	8.00	8.00	8.00
1	LUMPSUM	FLOWCODE - SUBSCRIPTION 248-260-823-000	9.95	9.95	9.95
1	LUMPSUM	ROLLOFF DUMPSTER - LUMBER YARD 301-901-971-000	556.00	556.00	556.00
1	LUMPSUM	ETSY - DONATION SIGNS 248-726-975-001	78.47	78.47	78.47
1	LUMPSUM	SNAPRETAIL - EMAIL SUBSCRIPTION SFTWR 248-260-823-000	65.00	65.00	65.00
1	LUMPSUM	CLICKUP - PROJ MANAGEMENT SFTWR 248-260-823-000	38.00	38.00	38.00
1	LUMPSUM	HOME DEPOT - REPAIR SUPPLIES 248-260-930-000	102.76	102.76	102.76
1	LUMPSUM	GRAPHIC TAKEOVER - EVENTS 248-729-880-004	175.50	175.50	175.50
1	LUMPSUM	PORTA JOHNS 248-729-880-010	310.00	310.00	310.00
1	LUMPSUM	GAS - 4HWEELER 248-726-746-000	12.84	12.84	12.84
1	LUMPSUM	IONOS - SUBSCRIPTION 248-260-823-000	28.85	28.85	28.85
1	LUMPSUM	FEDEX - SIGNS 301-901-971-000	222.57	222.57	222.57
1	LUMPSUM	AMZN - OFFICE SUPPLIES 248-260-942-000	26.99	26.99	26.99
1	LUMPSUM	AMZN - OFFICE SUPPLIES 248-260-942-000	16.74	16.74	16.74
1	LUMPSUM	HOME DEPOT - PAINTING SUPPLIES 301-901-971-000	132.44	132.44	132.44
1	LUMPSUM	MICHALES (MISSING RECEIPT) AWARD FRAME		76.68	76

		248-725-824-000 76.68		
1	LUMPSUM	COPIES 248-729-880-000 3.12	3.12	
1	LUMPSUM	GAS - 4WHEELER 248-726-746-000 11.32	11.32	11.32
1	LUMPSUM	HALLOWEEN DONUTS/CIDER 248-729-880-004 704.10	704.10	704.10
1	LUMPSUM	HOME DEPOT - LUMBER YARD SUPPLIES 301-901-971-000 161.07	161.07	161.07
1	LUMPSUM	ROLLOFF DUMPSTER 301-901-971-000 556.00	556.00	556.00
1	LUMPSUM	COMCAST - MONTHLY 248-260-851-000 188.64	188.64	188.64
1	LUMPSUM	PRINTING - EVENT MATERIALS 248-729-880-100 601.02	601.02	601.02
1	LUMPSUM	PRINTING - EVENT SUPPORT 248-728-888-000 69.94	69.94	69.94
1	LUMPSUM	COPIES 248-260-942-000 6.02	6.02	6.02
1	LUMPSUM	CONFERENCE HOTEL - MDA 248-260-957-000 189.38	189.38	189.38
1	LUMPSUM	POSTAGE STAMPS 248-260-942-000 16.40	16.40	16.40
1	LUMPSUM	GAS - 4WHEELER 248-726-746-000 10.08	10.08	10.08
1	LUMPSUM	PORTA JOHNS 248-729-885-000 155.00	155.00	155.00
			Total:	6,147.78

Approved By _____ Date _____

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2026 - 10/31/2026
POSTED AND UNPOSTED
OPEN AND PAID

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	460.17	464
248-000-228-001	Remittance	IRS	Remittance Check	79.64	460
248-000-228-001	Remittance	IRS	Remittance Check	79.64	460
248-000-228-001	Remittance	IRS	Remittance Check	82.28	462
248-000-228-001	Remittance	IRS	Remittance Check	82.28	462
248-000-228-002	Remittance	IRS	Remittance Check	340.50	460
248-000-228-002	Remittance	IRS	Remittance Check	340.50	460
248-000-228-002	Remittance	IRS	Remittance Check	351.84	462
248-000-228-002	Remittance	IRS	Remittance Check	351.84	462
248-000-230-000	Remittance	IRS	Remittance Check	387.15	460
248-000-230-000	Remittance	IRS	Remittance Check	387.15	462
248-000-232-000	Remittance	AMERICAN UNITED LIFE INSUR	Remittance Check	80.70	36439
248-000-237-002	Remittance	EMPOWER TRUST CO. LLC	Remittance Check	169.60	459
248-000-237-002	Remittance	EMPOWER TRUST CO. LLC	Remittance Check	169.60	461
			Total Department 000 REVENUE	3,362.89	
Department: 260 GENERAL ACTIVITIES					
248-260-801-000	INV#0371, OCT 2026 - FIRES	PRESTIGE CLEANING MI	FIRESTATION BATHROOM CLEANING	500.00	36425
248-260-920-000	#9100 180 7161 3, 10-15-26	DTE ENERGY	STREETLIGHTS & DDA OFFICE	100.80	36402
248-260-920-000	ACCT#1000 6299 5376, DUE 1	CONSUMERS ENERGY	DDA OFFICE MONTHLY CONSUMERS BILL	31.65	36454
248-260-921-000	9200 095 4338 9, 10-15-26,	DTE ENERGY	STREETLIGHTS & DDA OFFICE	267.59	36402
248-260-921-000	ACCT#910040951774, 38 S WA	DTE ENERGY	STREETLIGHTS FOR DOWNTOWN VILLAGE LIG	57.64	36460
248-260-921-000	ACCT#910040951725, 22 E SH	DTE ENERGY	STREETLIGHTS FOR DOWNTOWN VILLAGE LIG	117.97	36460
248-260-921-000	ACCT#910040951659, 38 E FL	DTE ENERGY	STREETLIGHTS FOR DOWNTOWN VILLAGE LIG	454.42	36460
248-260-921-000	ACCT#910040951824, 380 S B	DTE ENERGY	STREETLIGHTS FOR DOWNTOWN VILLAGE LIG	36.51	36460
248-260-930-000	PARTS - 4WHEELER	MATTHEW GIBB	EXPENSE REIMBURSEMENT	34.97	36411
248-260-941-000	OFFICE RENT 10-12,2026	NICK SCHILLACE	OFFICE RENT - OCT-DEC 2026	4,620.00	36416
248-260-942-000	INV#99485, 9-28-26	DarWel ENTERPRISES LLC	DDA RUGS	27.06	36401
248-260-942-000	10-12-26, DRINKING WATER*3	CRYSTAL WATER COMPANY	DRINKING WATER FOR DDA OFFICE	28.00	36457
248-260-957-000	AIRFARE - AMERICA IN BLOOM	MATTHEW GIBB	EXPENSE REIMBURSEMENT	485.80	36411
248-260-957-000	HOTEL AIB	MATTHEW GIBB	EXPENSE REIMBURSEMENT	242.65	36411
248-260-957-000	FOOD - AIB	MATTHEW GIBB	EXPENSE REIMBURSEMENT	92.70	36411
248-260-957-000	PARKING AIB	MATTHEW GIBB	EXPENSE REIMBURSEMENT	131.39	36411
248-260-957-000	UBER - AIB	MATTHEW GIBB	EXPENSE REIMBURSEMENT	25.93	36411
248-260-957-000	UBER - AIB	MATTHEW GIBB	EXPENSE REIMBURSEMENT	30.59	36411
248-260-957-000	REGISTRATION AIB	MATTHEW GIBB	EXPENSE REIMBURSEMENT	375.00	36411
			Total Department 260 GENERAL ACTIVITIES	7,660.67	
Department: 725 ORGANIZATION					
248-725-825-000	DOWNTOWN DOLLARS #4120 EXP	GREEN HIPPO GIFTS	DDA FOUND MISSING GC'S FOR REIMBURSEM	15.00	36407
248-725-825-000	DOWNTOWN DOLLARS#4572 EXP	GREEN HIPPO GIFTS	DDA FOUND MISSING GC'S FOR REIMBURSEM	25.00	36407
248-725-825-000	GC #4748	BOUTIQUE CHIC	GIFT CERTIFICATE REDEMPTION (DOWNTOWN	25.00	36453
248-725-825-000	GC#4749	BOUTIQUE CHIC	GIFT CERTIFICATE REDEMPTION (DOWNTOWN	25.00	36453
248-725-825-000	GC#4750	BOUTIQUE CHIC	GIFT CERTIFICATE REDEMPTION (DOWNTOWN	25.00	36453
248-725-827-000	INV#3134, 8-26-26, GAMSA I	EPRINT SOLUTION LLC	BANNERS, AFRAME SIGNS, POSTER FOR EVE	160.00	36403
			Total Department 725 ORGANIZATION	275.00	
Department: 726 DESIGN					
248-726-745-000	INV#117010, 10-2-26, SEASO	HARVEST TIME	FALL DECOR FOR DOWNTOWN - CORNSTALKS,	1,775.00	36467
			Total Department 726 DESIGN	1,775.00	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2026 - 10/31/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 728 ECONOMIC DEVELOPMENT					
248-728-888-000	INV#391573-202609, DUE: 8-	BEST VERSION MEDIA	SEPTEMBER 2026 ISSUE AD	440.50	36397
248-728-888-000	INV 9-30-26 DRAGON BOAT 12	ORION ART CENTER	DOTL - BOOTH & DRAGON BOAT	1,450.00	36423
248-728-888-000	INV#409895, DUE:10-31-26	VIEW NEWSPAPER GROUP	DDA ORION REVIEW ADS - INV#409895	1,367.00	36433
248-728-888-001	2026 STUDENT INTERN	ALYSSA CROWLEY	STUDENT INTERNSHIP STIPEND	1,000.00	36393
248-728-888-001	2026 STUDENT INTERN STIPEN	JENKINS, CLAIRE	2026 STUDENT INTERN STIPEND	1,000.00	36409
			Total Department 728 ECONOMIC DEVELOPMENT	5,257.50	
Department: 729 PROMOTION					
248-729-880-001	INV#3113, 7-27-26, LOLIVE	EPRINT SOLUTION LLC	BANNERS, AFRAME SIGNS, POSTER FOR EVE	217.00	36403
248-729-880-001	INV#3103, 7-8-26, LOLIVE	EPRINT SOLUTION LLC	BANNERS, AFRAME SIGNS, POSTER FOR EVE	122.00	36403
248-729-880-004	INV#3154, 9-24-26, HALLO B	EPRINT SOLUTION LLC	BANNERS, AFRAME SIGNS, POSTER FOR EVE	415.00	36403
248-729-880-004	INV#3171, 10-21-26 BANNERS	EPRINT SOLUTION LLC	HALLOWEEN & WITCHES NIGHT PRINTING	261.00	36461
248-729-880-016	UBER - GAMSA MAIN STREET	MATTHEW GIBB	EXPENSE REIMBURSEMENT	107.93	36411
248-729-880-016	UBER - GAMSA MAIN STREET	MATTHEW GIBB	EXPENSE REIMBURSEMENT	134.94	36411
248-729-880-017	INV#3142, 9-14-26, KIDMOVI	EPRINT SOLUTION LLC	BANNERS, AFRAME SIGNS, POSTER FOR EVE	136.00	36403
248-729-880-017	INV#3127, 8-10-26, TN MOVI	EPRINT SOLUTION LLC	BANNERS, AFRAME SIGNS, POSTER FOR EVE	54.00	36403
248-729-880-017	MOVIE NIGHT 10-2-26 EQUIP,	SPARKFUSION MARKETING	EQUIPMENT FOR GROWN UP OUTDOOR MOVIE	500.00	36479
			Total Department 729 PROMOTION	1,947.87	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	20,278.93	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-971-000	INV#26-DDA-01, 9-28-2026	RYAN BOULTON	BRUSH CLEAN UP AT LUMBERYARD	2,900.00	36428
301-901-971-000	CUST#200133, 10-12-26	GREAT LAKES ACE HARDWARE	PLANT STAKES	17.44	36462
301-901-971-000	INV#1388, 10-20-26,CONCRET	JAH SERVICES	CONCRETE FOR LUMBERYARD	7,000.00	36468
301-901-971-000	INV#10698, 10-12-26, MAIN	PINE TREE LIGHTING	LIGHT & FAN FIXTURES FOR LUMBERYARD M	16,155.45	36476
301-901-971-000	INVOICE 1386 - LUMBER YARD	JAH SERVICES	CONCRETE SERVICES	19,000.00	36468
			Total Department 901 CAPITAL OUTLAY	45,072.89	
			Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023	45,072.89	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2026 - 10/31/2026
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	20,278.93	
		301	DOWNTOWN DEV BOND PROJECT 2023	45,072.89	
		Total For All Funds:		65,351.82	

DDA ACTION SUMMARY SHEET

MEETING DATE: November 17, 2026

TOPIC Financial Reports

See attached Reports:
Revenue and Expenditure Report (October 2026)
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 2026

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 10/31/2026
% Fiscal Year Completed: 33.70
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-402-000	Current Real Property Taxes	1,215,385.00	811,494.92	0.00	403,890.08	66.77
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	1,700.00	1,490.53	0.00	209.47	87.68
248-000-441-000	Local Community Stabilization Share	13,570.00	0.00	0.00	13,570.00	0.00
248-000-445-000	Penalties & Interest on Taxes	0.00	0.00	0.00	0.00	0.00
248-000-539-000	State Grants	5,000.00	0.00	0.00	5,000.00	0.00
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PUBLIC	55,000.00	0.00	0.00	55,000.00	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	17,800.00	3,510.72	0.00	14,289.28	19.72
248-000-671-999	Appropriation from Fund Balanc	12,658.00	0.00	0.00	12,658.00	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	0.00	0.00	0.00	0.00	0.00
248-000-676-592	Reimbursment -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	16,500.00	0.00	0.00	16,500.00	0.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	15,000.00	15,903.20	0.00	(903.20)	106.02
248-000-685-100	Transportaion Sponsorship	0.00	0.00	0.00	0.00	0.00
248-000-686-000	Downtown Events	8,000.00	0.00	0.00	8,000.00	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	ST EVENT REVENUE	1,750.00	0.00	0.00	1,750.00	0.00
248-000-686-005	ST SPONSOR REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
248-000-686-006	EV CHARGING	8,000.00	1,674.60	0.00	6,325.40	20.93
248-000-687-000	Merchandise Sales	2,740.00	0.00	0.00	2,740.00	0.00
248-000-688-000	Gift Certificate Sales	4,500.00	362.61	0.00	4,137.39	8.06
248-000-692-000	Rent	16,000.00	0.00	0.00	16,000.00	0.00
248-000-694-000	Miscellaneous	4,500.00	600.00	0.00	3,900.00	13.33
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		1,399,103.00	835,036.58	0.00	564,066.42	59.68
Revenues		1,399,103.00	835,036.58	0.00	564,066.42	59.68
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	88,200.00	27,103.76	6,784.00	61,096.24	30.73
248-260-704-000	Wages - Administrative Coordinator	29,120.00	18,128.75	4,200.00	10,991.25	62.26
248-260-706-000	Asst. Executive Director wages	0.00	546.16	0.00	(546.16)	100.00
248-260-706-001	Marketing Coordinator	47,900.00	0.00	0.00	47,900.00	0.00
248-260-707-000	Wages - Grounds Coordinator	20,000.00	2,840.42	182.81	17,159.58	14.20
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	19,890.00	3,719.36	854.26	16,170.64	18.70
248-260-716-000	Health Insurance- Medical	8,200.00	1,123.04	0.00	7,076.96	13.70
248-260-717-000	Life & Disability Insurance	1,600.00	253.60	80.70	1,346.40	15.85
248-260-718-000	Dental Insurance	680.00	(89.48)	0.00	769.48	(13.16)
248-260-719-000	Pension	8,800.00	1,103.47	0.00	7,696.53	12.54
248-260-720-000	Unemployment	3,500.00	0.00	0.00	3,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

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GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-721-000	Vision Care	720.00	(15.38)	0.00	735.38	(2.14)
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	2,898.54	0.00	17,101.46	14.49
248-260-801-002	CONTRACTUAL SERVICS - PUBLIC SAFETY	106,090.00	0.00	0.00	106,090.00	0.00
248-260-801-003	CONTRACT SERVICES - DPW FEE	29,000.00	0.00	0.00	29,000.00	0.00
248-260-801-004	CONTRACTUAL SERVICES - PA57	69,841.00	0.00	0.00	69,841.00	0.00
248-260-801-005	Contractual Services- Township	7,560.00	5,944.98	0.00	1,615.02	78.64
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	500.00	1,484.00	0.00	(984.00)	296.80
248-260-810-000	Legal Services	4,500.00	0.00	0.00	4,500.00	0.00
248-260-823-000	Website/Software	3,900.00	586.02	0.00	3,313.98	15.03
248-260-823-001	Municipal Software	2,000.00	0.00	0.00	2,000.00	0.00
248-260-829-000	Planner Services	500.00	0.00	0.00	500.00	0.00
248-260-851-000	Telephone	3,800.00	656.82	0.00	3,143.18	17.28
248-260-900-000	Printing and Publication	3,700.00	0.00	0.00	3,700.00	0.00
248-260-920-000	Utilities	6,240.00	2,588.51	132.45	3,651.49	41.48
248-260-921-000	Municipal Street Lighting	14,700.00	3,810.66	934.13	10,889.34	25.92
248-260-930-000	Repair and Maintenance	1,200.00	34.97	34.97	1,165.03	2.91
248-260-930-002	Building Maintenance	900.00	0.00	0.00	900.00	0.00
248-260-940-000	Equipment Rental	1,500.00	52.90	0.00	1,447.10	3.53
248-260-941-000	Office Rent	20,400.00	9,240.00	4,620.00	11,160.00	45.29
248-260-942-000	Office Expenses	5,500.00	753.87	28.00	4,746.13	13.71
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	0.00	0.00	0.00	0.00	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	0.00	0.00	1,900.00	0.00
248-260-957-000	Education & Training	4,500.00	1,384.06	1,384.06	3,115.94	30.76
248-260-958-000	General Activities Misc	5,150.00	414.13	0.00	4,735.87	8.04
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	500.00	0.00	0.00	500.00	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	0.00	0.00	0.00	0.00	0.00
248-260-965-403	TRANSFER TO-DDA PUBLIC INFRASTRUCTUR	238,948.00	0.00	0.00	238,948.00	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	720.19	0.00	1,279.81	36.01
Total Dept 260 - GENERAL ACTIVITIES		783,439.00	85,283.35	19,235.38	698,155.65	10.89
Department: 725 ORGANIZATION						
248-725-822-000	Newsletter	1,645.00	0.00	0.00	1,645.00	0.00
248-725-824-000	Volunteer Recognition & Dvp.	1,950.00	6.56	0.00	1,943.44	0.34
248-725-825-000	Gift Certificate Redemption	2,500.00	265.00	115.00	2,235.00	10.60
248-725-826-000	Historic Celebration/Education	1,985.00	58.50	0.00	1,926.50	2.95
248-725-827-000	Awareness Program	2,700.00	380.90	0.00	2,319.10	14.11
248-725-864-000	Grant & Scholorship Distriubution	1,000.00	0.00	0.00	1,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

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GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 725 ORGANIZATION						
248-725-881-000	Merchandise to Sell	1,600.00	0.00	0.00	1,600.00	0.00
	Total Dept 725 - ORGANIZATION	13,380.00	710.96	115.00	12,669.04	5.31
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	7,620.00	3,164.78	1,775.00	4,455.22	41.53
248-726-746-000	Hanging Baskets	4,600.00	3,049.00	0.00	1,551.00	66.28
248-726-801-000	Contractual Services	4,780.00	213.85	0.00	4,566.15	4.47
248-726-843-000	Facade Program	10,000.00	0.00	0.00	10,000.00	0.00
248-726-845-000	Public Art Program	0.00	0.00	0.00	0.00	0.00
248-726-883-000	Banners and Holiday Lighting	8,650.00	0.00	0.00	8,650.00	0.00
248-726-975-001	Capital Outlay - Beautification	2,100.00	0.00	0.00	2,100.00	0.00
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	20,000.00	12,340.00	0.00	7,660.00	61.70
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	11,326.00	1,499.00	0.00	9,827.00	13.24
	Total Dept 726 - DESIGN	69,576.00	20,266.63	1,775.00	49,309.37	29.13
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	12,000.00	2,418.00	0.00	9,582.00	20.15
248-728-860-000	Trolley Expense	0.00	0.00	0.00	0.00	0.00
248-728-861-000	DATA AND METRICS	500.00	0.00	0.00	500.00	0.00
248-728-862-000	Training Materials	1,100.00	41.74	0.00	1,058.26	3.79
248-728-864-000	Grant & Scholorship Distriubution	0.00	0.00	0.00	0.00	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	1,950.00	0.00	0.00	1,950.00	0.00
248-728-888-000	Brand Marketing	27,325.00	6,779.50	2,817.00	20,545.50	24.81
248-728-888-001	Contractual Services Brand Marketing	8,000.00	2,000.00	2,000.00	6,000.00	25.00
	Total Dept 728 - ECONOMIC DEVELOPMENT	53,375.00	11,239.24	4,817.00	42,135.76	21.06
Department: 729 PROMOTION						
248-729-880-000	Event Promotion	3,000.00	6.29	0.00	2,993.71	0.21
248-729-880-001	Event Promo - Gazebo Series	14,900.00	13,339.00	0.00	1,561.00	89.52
248-729-880-004	Event Promo - Halloween Parade	2,500.00	676.00	261.00	1,824.00	27.04
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	3,000.00	0.00	0.00	3,000.00	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	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-008	EVENT PROMO-ICE FEST	4,800.00	0.00	0.00	4,800.00	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	728.30	0.00	771.70	48.55
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	2,200.00	0.00	4,800.00	31.43
248-729-880-013	STRONGER TOGETHER-WINTER	1,000.00	0.00	0.00	1,000.00	0.00
248-729-880-014	STRONGER TOGETHER- SUMMER/FALL	1,000.00	0.00	0.00	1,000.00	0.00
248-729-880-015	Winter Activities	5,175.00	1,999.00	0.00	3,176.00	38.63
248-729-880-016	MISC EVENTS-OTHER	2,500.00	872.44	242.87	1,627.56	34.90
248-729-880-017	Movie Night	4,780.00	3,094.92	500.00	1,685.08	64.75
248-729-880-100	Stronger Together- smr fall	1,000.00	0.00	0.00	1,000.00	0.00
248-729-885-000	Port-A-Johns	1,950.00	155.00	0.00	1,795.00	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 10/31/2026
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GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% 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	56,605.00	23,070.95	1,003.87	33,534.05	40.76
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	0.00	0.00	0.00	0.00	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	422,420.00	0.00	0.00	422,420.00	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	10,000.00	0.00	0.00	10,000.00	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	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	0.00	0.00	0.00	0.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	0.00	0.00	0.00	0.00	0.00
248-730-975-015	Captial 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	432,420.00	0.00	0.00	432,420.00	0.00
	Expenditures	1,408,795.00	140,571.13	26,946.25	1,268,223.87	9.98
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,399,103.00	835,036.58	0.00	564,066.42	59.68
TOTAL EXPENDITURES		1,408,795.00	140,571.13	26,946.25	1,268,223.87	9.98
NET OF REVENUES & EXPENDITURES:		(9,692.00)	694,465.45	(26,946.25)	(704,157.45)	
BEG. FUND BALANCE		385,962.46	385,962.46			
NET OF REVENUES/EXPENDITURES - 25-26		(49,127.37)	(49,127.37)			
END FUND BALANCE		327,143.09	1,031,300.54			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 10/31/2026
% Fiscal Year Completed: 33.70
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt 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	500.00	222.55	0.00	277.45	44.51
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	422,420.00	0.00	0.00	422,420.00	0.00
Total Dept 000 - REVENUE		422,920.00	222.55	0.00	422,697.45	0.05
Revenues		422,920.00	222.55	0.00	422,697.45	0.05
Account Category: Expenditures						
Department: 901 CAPITAL OUTLAY						
301-901-805-000	Audit fees	0.00	442.00	0.00	(442.00)	100.00
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	0.00	433.00	0.00	(433.00)	100.00
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	150,158.40	45,072.89	(150,158.40)	100.00
Total Dept 901 - CAPITAL OUTLAY		0.00	151,033.40	45,072.89	(151,033.40)	100.00
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	500.00	500.00	0.00	0.00	100.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	500.00	500.00	0.00	0.00	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	65,000.00	0.00	0.00	65,000.00	0.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT PRINCIPAL	165,000.00	0.00	0.00	165,000.00	0.00
301-905-993-001	2023 DDA BOND TAXABLE INTEREST SERIE	70,933.00	35,466.50	0.00	35,466.50	50.00
301-905-993-002	2023 DDA TAX EXEMPT BOND INTEREST A	120,400.00	60,200.00	0.00	60,200.00	50.00
Total Dept 905 - Downtown Dev Bond 2023		422,333.00	96,666.50	0.00	325,666.50	22.89
Expenditures		422,333.00	247,699.90	45,072.89	174,633.10	58.65
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		422,920.00	222.55	0.00	422,697.45	0.05
TOTAL EXPENDITURES		422,333.00	247,699.90	45,072.89	174,633.10	58.65
NET OF REVENUES & EXPENDITURES:		587.00	(247,477.35)	(45,072.89)	248,064.35	
BEG. FUND BALANCE		2,580,888.81	2,580,888.81			
NET OF REVENUES/EXPENDITURES - 25-26		(432,991.04)	(432,991.04)			
END FUND BALANCE		2,148,484.77	1,900,420.42			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 10/31/2026
% Fiscal Year Completed: 33.70
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 403 DDA PUBLIC INFRASTRUCTURE FUND						
Account Category: Revenues						
Department: 000 REVENUE						
403-000-664-000	Interest Earnings	0.00	27.71	0.00	(27.71)	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	238,948.00	0.00	0.00	238,948.00	0.00
	Total Dept 000 - REVENUE	238,948.00	27.71	0.00	238,920.29	0.01
	Revenues	238,948.00	27.71	0.00	238,920.29	0.01
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		238,948.00	27.71	0.00	238,920.29	0.01
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		238,948.00	27.71	0.00	238,920.29	
BEG. FUND BALANCE		142,459.99	142,459.99			
NET OF REVENUES/EXPENDITURES - 25-26		113,071.25	113,071.25			
END FUND BALANCE		494,479.24	255,558.95			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 10/31/2026
% Fiscal Year Completed: 33.70
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	0.03	0.00	(0.03)	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	0.03	0.00	(0.03)	100.00
	Revenues	0.00	0.03	0.00	(0.03)	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	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
	Expenditures	0.00	0.00	0.00	0.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		0.00	0.03	0.00	(0.03)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		0.00	0.03	0.00	(0.03)	
BEG. FUND BALANCE		169,578.15	169,578.15			
NET OF REVENUES/EXPENDITURES - 25-26		(169,355.50)	(169,355.50)			
END FUND BALANCE		222.65	222.68			
Report Totals:						
TOTAL REVENUES - ALL FUNDS		2,060,971.00	835,286.87	0.00	1,225,684.13	40.53
TOTAL EXPENDITURES - ALL FUNDS		1,831,128.00	388,271.03	72,019.14	1,442,856.97	21.20
NET OF REVENUES & EXPENDITURES:		229,843.00	447,015.84	(72,019.14)	(217,172.84)	
BEG. FUND BALANCE - ALL FUNDS		3,278,889.41	3,278,889.41			
NET OF REVENUES/EXPENDITURES - 25-26		(538,402.66)	(538,402.66)			
END FUND BALANCE - ALL FUNDS		2,970,329.75	3,187,502.59			

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 10/31/2026

GL Number	Description	YTD Balance 10/31/2025	YTD Balance 10/31/2026
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND			
***** Assets *****			
Account Classification: CASH CHECKING			
248-000-001-000	Cash	568.96	11,149.45
248-000-007-000	Payroll-checking	(250.00)	(250.00)
	CASH CHECKING	318.96	10,899.45
Account Classification: CASH SAVINGS			
248-000-002-000	Cash Savings	197,529.47	774,341.77
248-000-010-000	Investment/LGIP County Inv	428,352.46	342,591.70
248-000-011-000	Cash - Payroll Savings	(20,434.72)	(63,489.64)
	CASH SAVINGS	605,447.21	1,053,443.83
	Total Assets	605,766.17	1,064,343.28
***** Liabilities *****			
Account Classification: ACCOUNTS PAYABLE			
248-000-202-000	Accounts Payable	(2,231.98)	32,673.16
	ACCOUNTS PAYABLE	(2,231.98)	32,673.16
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	(21.06)	(21.06)
248-000-228-002	FICA- Social Security Withheld	(90.06)	(90.06)
248-000-232-000	Life Insurance Payable	0.00	80.70
	ACCRUED AND OTHER LIAB	288.88	369.58
	Total Liabilities	(1,943.10)	33,042.74
***** Fund Equity *****			
Account Classification: FUND BALANCE			
248-000-390-000	Fund Balance - Unassigned	385,962.46	385,962.46
	FUND BALANCE	385,962.46	385,962.46
	Total Fund Equity	385,962.46	385,962.46
Total Fund 248:			
TOTAL ASSETS		605,766.17	1,064,343.28
BEG. FUND BALANCE - 25-26		385,962.46	385,962.46
+ NET OF REVENUES/EXPENDITURES - 25-26		0.00	(49,127.37)
+ NET OF REVENUES & EXPENDITURES		221,746.81	694,465.45
= ENDING FUND BALANCE		607,709.27	1,031,300.54
+ LIABILITIES		(1,943.10)	33,042.74
= TOTAL LIABILITIES AND FUND BALANCE		605,766.17	1,064,343.28

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 10/31/2026

GL Number	Description	YTD Balance 10/31/2025	YTD Balance 10/31/2026
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	2,298,782.14	2,023,586.67
301-000-011-000	Cash - Payroll Savings	(25,046.19)	(36,719.48)
	CASH SAVINGS	2,273,735.95	1,986,867.19
	Total Assets	2,330,122.75	2,043,253.99
***** Liabilities *****			
Account Classification: ACCOUNTS PAYABLE			
301-000-202-000	Accounts Payable	245.15	140,864.39
	ACCOUNTS PAYABLE	245.15	140,864.39
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	2,214.33	142,833.57
***** Fund Equity *****			
Account Classification: FUND BALANCE			
301-000-390-000	Fund Balance - Unassigned	2,580,888.81	2,580,888.81
	FUND BALANCE	2,580,888.81	2,580,888.81
	Total Fund Equity	2,580,888.81	2,580,888.81
Total Fund 301:			
TOTAL ASSETS		2,330,122.75	2,043,253.99
BEG. FUND BALANCE - 25-26		2,580,888.81	2,580,888.81
+ NET OF REVENUES/EXPENDITURES - 25-26		0.00	(432,991.04)
+ NET OF REVENUES & EXPENDITURES		(252,980.39)	(247,477.35)
= ENDING FUND BALANCE		2,327,908.42	1,900,420.42
+ LIABILITIES		2,214.33	142,833.57
= TOTAL LIABILITIES AND FUND BALANCE		2,330,122.75	2,043,253.99

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 10/31/2026

GL Number	Description	YTD Balance 10/31/2025	YTD Balance 10/31/2026
Fund: 403 DDA PUBLIC INFRASTRUCTURE FUND			
***** Assets *****			
Account Classification: CASH SAVINGS			
403-000-002-000	CASH	142,485.51	255,558.95
	CASH SAVINGS	142,485.51	255,558.95
	Total Assets	142,485.51	255,558.95
***** Fund Equity *****			
Account Classification: FUND BALANCE			
403-000-390-000	Fund Balance - Unassigned	142,459.99	142,459.99
	FUND BALANCE	142,459.99	142,459.99
	Total Fund Equity	142,459.99	142,459.99
Total Fund 403:			
TOTAL ASSETS		142,485.51	255,558.95
BEG. FUND BALANCE - 25-26		142,459.99	142,459.99
+ NET OF REVENUES/EXPENDITURES - 25-26		0.00	113,071.25
+ NET OF REVENUES & EXPENDITURES		25.52	27.71
= ENDING FUND BALANCE		142,485.51	255,558.95
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		142,485.51	255,558.95

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 10/31/2026

GL Number	Description	YTD Balance 10/31/2025	YTD Balance 10/31/2026
Fund: 404 DDA PROPERTY ACQUISITION			
***** Assets *****			
Account Classification: CASH SAVINGS			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,608.54	222.68
	CASH SAVINGS	169,608.54	222.68
	Total Assets	169,608.54	222.68
***** Fund Equity *****			
Account Classification: FUND BALANCE			
404-000-390-000	Fund Balance - Unassigned	169,578.15	169,578.15
	FUND BALANCE	169,578.15	169,578.15
	Total Fund Equity	169,578.15	169,578.15
Total Fund 404:			
TOTAL ASSETS		169,608.54	222.68
BEG. FUND BALANCE - 25-26		169,578.15	169,578.15
+ NET OF REVENUES/EXPENDITURES - 25-26		0.00	(169,355.50)
+ NET OF REVENUES & EXPENDITURES		30.39	0.03
= ENDING FUND BALANCE		169,608.54	222.68
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		169,608.54	222.68

DDA ACTION SUMMARY SHEET

MEETING DATE: November 17, 2026

TOPIC Annual Elections -DDA Board

BACKGROUND BRIEF:

Each year the Lake Orion Downtown Development Authority, on motion of its chair, seeks nominations and election of officers for the organization. This generally occurs in November and the full Board is now available for nomination and election.

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. Elect 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".

MEET OUR BOARD

The Lake Orion Downtown Development Authority (DDA) Board plays a vital role in advancing the pillars of Main Street America, fostering a vibrant, economically resilient, and community-focused downtown. Through its leadership, the board champions the Four-Point Approach—Design, Economic Vitality, Promotion, and Organization—to ensure the historic charm and economic sustainability of Lake Orion's downtown district. The DDA Board supports Design by preserving and enhancing the area's architectural heritage and public spaces, creating a visually appealing and welcoming environment. It drives Economic Vitality by supporting local businesses, attracting investment, and implementing initiatives that encourage downtown growth and stability. The board enhances Promotion efforts through strategic marketing, events, and community engagement that draw visitors and residents alike. Lastly, through Organization, the board fosters collaboration among stakeholders, secures funding, and ensures efficient governance to sustain long-term revitalization efforts. By embracing these principles, the Lake Orion DDA Board strengthens the community's identity, preserves its history, and fosters a thriving, walkable downtown.

The DDA Board of Directors consists of local property owners, business owners, and residents. Also on the DDA Board are the Village Council President and Orion Township Supervisor.

LEADERSHIP

Deborah Burgess
CHAIRMAN
Builders Custom Flooring



Sam Caruso
VICE CHAIR
Caruso Chiropractic



Matthew Shell
TREASURER
Attorney & Counselor



Hank Lorant
SECRETARY
DDA Resident



MEMBERS AT-LARGE

Chris Barnett
Member at Large
Orion Township Supervisor



Teresa Rutt
Member at Large
Village Council President



Todd Garris
Member at Large
Motor City Granite Owner



Alaina Campbell
Member at Large
Cookies & Cream Owner



Annalise Costantino
Member at Large
Boutique Chic Owner



VILLAGE OF LAKE ORION

DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Rev. 11/9/2026 (INTERNAL)

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
Tracy Woodrum DDA Program Coordinator	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742	May 2026 - Present
Maddox Going Grounds Maintenance	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742	March 2026 - Present
Debbie Nogle 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) dyburgess60@yahoo.com		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
Annalise Costantino (PI) Chair - Promotions Owner – Boutique Chic	120 S Broadway (work) Lake Orion MI 48362 annalise@shopboutiquechic.com		10/20/2026		10/31/2030
Sam Caruso (PI) Vice-Chair Owner – Caruso Chiropractic	25 S Lapeer Lake Orion, MI 48362 (work) chirosam@sbcglobal.net		4/9/2019 9/28/2020 11/15/2024	Vice-Chair 11/12/2019 11/10/2020	10/31/2020 10/31/2024 10/31/2028
Alaina Campbell (PI) Chair - Organization Owner – Cookies & Cream	20 Front St Lowel Level alaina@sproutbake.com		3/14/2022	Completed K. Horvath term	10/31/2026 10/31/2030
Todd Garris (PI) (RI) Member – Econ Vitality Owner – Motor City Granit	31 N Broadway Lake Orion, MI 48362		10/14/2025	Completed S Medina term	10/31/2026 10/31/2030
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) Resident of DDA 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

VILLAGE OF LAKE ORION
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
BYLAWS

The main function or purpose of the following Bylaws is to establish the rules of operation for the Village of Lake Orion Downtown Development Authority (DDA). In addition to establishing procedure, the Bylaws also describe the organizational framework of the DDA, and in general terms, define the duties and responsibilities of the Board of Directors.

Village of Lake Orion
Lake Orion, Michigan 48362

(Adopted by DDA Board Sept. 10, 1985)
(Approved by Village Council Sept. 23, 1985)
(Amended by DDA Board Feb. 8, 2000, Article V, Sec. 1) (Amendment approved by Village Council Feb. 14, 2000) (Amended by DDA Board Nov. 8, 2005)
(Amendment approved by Village Council Nov. 14, 2005) (Adopted by DDA Board May 13, 2008)
Amendment approved by Village Council May 27, 2008)
(Amended by DDA Board June 14, 2016) – Article VI, Section 1)
(Amendment approved by Village Council August 8, 2016)
(Amendment approved by Village Council, September 14, 2020)

ARTICLE I: AUTHORITY

The rules and procedures of the DDA are subordinate and subject to Public Act 57 of the Compiled Laws of Michigan of 2018, as amended, and Ordinance No. 36.01, as amended, of the Village of Lake Orion.

ARTICLE II: TITLE

The title of the legal entity shall be “Village of Lake Orion Downtown Development Authority or “DDA”. The title of the governing body shall be "The Village of Lake Orion Downtown Development Authority Board of Directors", or "Board of Directors"

ARTICLE III: MEMBERS

Section 1
The Board of Directors shall be composed of the following nine (9) members: The Village President and eight (8) persons who shall be appointed by the Village President, such appointment to be subject to approval by a majority vote of the members-elect of the Village Council.

Section 2
The terms of office of the members of the Board of Directors shall begin on the first day of November nearest the date of their appointment. The term of office of each member of the Board of Directors shall be four (4) years. All members shall hold office until their successors are appointed. Vacancies occurring otherwise than through the expiration of the term shall be filled for the unexpired term by the Village President, subject to approval by a majority of the Village Council. (Amended DDA 11-08-05, V.C. 11-14-05)

Section 3
Members of the Board of Directors may, after a public hearing, be removed from office
in accordance with the provisions of the statute under which these Bylaws are adopted.

Section 4
Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the board. The Board of Directors may vote to have the member abstain from voting. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office

Section 5
The DDA Board Chair may recommend replacement for any board member with more than three absences with a 12-month period.

Section 6
Board Members shall participate and be an active member on at least one DDA committee. Appointment to the committee to be reviewed annually.

ARTICLE IV: OFFICERS

Section 1
The officers of the Board of Directors shall be:

A Chairman, who shall preside at all meetings and shall have such other duties as further prescribed in the Bylaws, and shall have authority to preside at all Adjourned Meetings, Public Hearings, and call and preside at all Special Meetings.

A Vice-Chairman, who shall, in the absence of the Chairman or his inability to act shall have the power to function in the same capacity as the Chairman.

A Secretary, who shall have authority to execute documents in the name of the Board of Directors and shall perform such other duties as the Board of Directors may determine.

A Treasurer, who shall assist the director in establishing the annual budget, oversee financial reporting and coordinate with the contractor for financial services, (who need not be a member of the Board of Directors) who shall disburse the funds of the Downtown Development Authority as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the Board of Directors, at the regular meetings of the Board of Directors, or whenever they may require, an account of all his/her transactions as Treasurer and of the financial condition of the DDA. The Treasurer shall give the DDA a bond if required by the Board of Directors in a sum, and with one or more sureties satisfactory to the Board of Directors, for the faithful performance of the duties of the office, and for the restoration to the DDA in case of his/her death, resignation, retirement, or removal from office of all books, papers, vouchers, money, and other property of whatever kind in his/her possession or under his/her control belonging to the DDA.

Section 2
The officers of the Board of Directors shall be elected each year for a one-year term by the Board of Directors at their first regular meeting in November, and shall hold office until their successors are elected and assume office. (Amended DDA 11-08-05, V.C. 11-1405)

Section 3
Delegation of Duties of Officers. In the absence of any officer of the DDA, or for any other reason that the Board of Directors may deem sufficient, the Board of Directors may delegate as it may deem appropriate, the powers or duties any other officer, to any director, provided a majority vote of the Board of Directors.

Section 4
Director. The Board of Directors may employ and establish the compensation of a "Director" subject to the approval of the Village Council of the Village of Lake Orion. The Director shall serve at the pleasure of the Board of Directors. A member of the Board of Directors is not eligible to hold the position of Director. Before entering upon the duties of office, the Director shall take and subscribe to the constitutional oath, and furnish bond, by posting a bond in the penal sum determined by the ordinance establishing the DDA, payable to the DDA, for the use and benefit of the DDA, approved by the Board of Directors and filed with the Village Clerk. The premium on the bond shall be deemed an operating expense of the DDA, payable from funds available to the DDA for expense of operation. The Director shall be the Chief Executive Officer of the DDA. Subject to the approval of the Board of Directors, the Director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the DDA in the manner authorized by Act 57 of the Public Acts of 2018. The Director shall attend the meetings of the Board of Directors, and shall render to the Board of Directors and to the Village Council a regular report covering the activities and financial condition of the DDA. If the Director is absent or disabled, the Board of Directors may designate a qualified person as Acting Director to perform the duties of the office. Before entering upon the duties of office, the Acting Director shall take and subscribe to the oath, and furnish a bond as required of the Director. The Director shall furnish the Board of Directors with information or reports governing the operation of the DDA as the Board of Directors require.

Section 5 (Amended 5/15/20)
Contracted Financial Services. The Treasurer's Office for the Village of Lake Orion provides General Accounting services to the DDA including the Annual Audit, Annual Budget assistance and budget amendments, Fixed assets accounting, reconciliation of bank statements and maintenance of the Village and DDA General Ledger and Financial Statements. In additional the Treasurer's Office assistance includes Payroll Administration, Accounts Payable Services, and Treasury Services, including, but not limited to, deposit and investment of funds, banking services, and tax and special assessment collections. Benefits processing, Sales Tax reporting and transferring of fund to the State of Michigan for DDA merchandise sales, and Property Tax collection are also handled by the Treasurer's Office.

Section 6 (Amended 5/15/20)
Contracted Clerk Public Record Services. The Lake Orion Village Clerk is responsible for assisting the DDA with the agenda and packet, as needed. The Village Clerk services as the Chief Administrator for the Village's legislative software, which is used by the DDA Board for agenda, packet and minutes. In addition, the Clerk serves as the recording secretary for the DDA meetings and maintains all the official meeting minute records. Record Management services are provided by the Clerk and includes, but is not limited to, maintenance of records related to all major projects, contractor insurance records, all personnel records, DDA equipment records and real property records. Maintenance of the Boards membership appointments, including placement on the Village Council Agenda for Council President appointment of members is handled by the Village Clerk. In addition, the Clerk is responsible for administering all Oaths of Office to DDA Board members. The Clerk is responsible for maintaining all insurance records, including claims and the annual renewal.

ARTICLE V: MEETINGS

Section 1
The Board of Directors shall hold one (1) Regular Meeting each month unless there is no business on the Agenda; in such case there shall be no meeting. (Amended DDA 2-8-00, V.C. 2-14-00)

Any Regular Meeting may be adjourned to a definite date, by a majority vote of a quorum of the members. Adjourned or Special Meetings may be held at any time or place established by the Board of Directors. Special Meetings may be held as necessary, subject to the call of the Chairman or Acting Chairman or upon the request of a majority of the Board of Directors. (Amended DDA 05-13-08, V.C. 05-27-08)

Section 2
All Meetings of the Board of Directors shall be held in accordance with the provisions of PA 230 of 1976, the Open Meetings Act. Parliamentary procedure at Board of Directors meetings shall be governed by Robert's Rules of Order. The Chairman shall be the Parliamentarian.

ARTICLE VI: THE ORDER OF BUSINESS

Section I (Amended by DDA Board 6/14/2016; VC 08/08/16, Amended 5/15/20)

The order of business for a Regular Meeting shall be, at a minimum:
1. Call to Order.
2. Roll Call and Determination of Quorum.

3. Approval of Minutes
4. Presentations
5. Call to the Public.
6. Approval of Agenda
7. Financial Matters
8. Reports, Resolutions, and Recommendations
9. Call to the Public
10. Board Comments
11. Adjournment

Section 2
The Chairman shall have the discretion to change the order of business whenever he deems
it advisable to do so either before or during the progress of the meeting.

Section 3 (Amended DDA 11-08-05, V.C. 11-14-05)
The order of business for the Annual Meeting, to be the Board of Directors' first Regular
Meeting in November, shall be:
Call to order by Chairman or Vice-Chairman
1. Roll call
2. Determination of a quorum
3. Election of new officers
4. Taking of chair by new Chairman
5. Regular order of business

ARTICLE VII: QUORUM

For the transaction of ordinary business at any Regular Meeting, Adjourned Meeting, or Special Meeting, five (5) members shall constitute a quorum. An affirmative vote of at least five (5) members of the Board of Directors shall be necessary in order to make a decision.

In the absence of a quorum, the Village Manager can serve as an alternate member with property interest. (Approved by VLO March 26, 2018)

ARTICLE VIII: MINUTES

Section 1

The Board of Directors shall keep a set of Minutes of all Regular and Adjourned Meetings and at Special Meetings where official business was transacted. These Minutes shall become a public record and shall be filed with the Village Clerk.

Section 2
The Secretary or the Chairman shall sign all Minutes, after approval by the Board of Directors members, at the following meeting.

ARTICLE IX: COMMITTEES

There may be special committees as the Board of Directors may, from time to time, deem necessary.

ARTICLE X: AMENDMENT OF BYLAWS

These Bylaws may be changed or added to by the affirmative vote of six (6) out of nine (9) members. No change shall be made unless written notice to amend shall be filed with the Secretary at the Regular Meeting preceding the meeting at which the motion to change is to be made. This requirement may be waived by the Board of Directors by a unanimous vote of the full Board or Directors.

ARTICLE XI: CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 1 - Contracts
The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the DDA and such authority may be general or confined to specific instances.

Section 2 - Checks, Drafts, etc.
All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the DDA, shall be signed manually or by facsimile signature by such officer or officers, agent or agents of the DDA and in such manner as shall be determined by resolution of the Board of Directors.

Section 3 – Deposits
All funds of the DDA Authority not otherwise employed shall be deposited to the credit of the DDA in such banks, trust companies, or other depositories as the Board of Directors may select

ARTICLE XII: FISCAL YEAR

The fiscal year of the DDA shall correspond at all times to the fiscal year of the Village of Lake Orion.

ARTICLE XIII: CERTIFICATION

The undersigned, being, respectively, the duly appointed Clerk of the Village of Lake Orion, and the duly appointed Chairman of the Lake Orion Downtown Development Authority do hereby certify that the foregoing Bylaws were adopted at a meeting of the DDA Board of Directors on September 10, 1985 and approved by the Village Council at its meeting of September 23, 1985, subsequently amended as follows:

DDA Board of Directors meeting of February 8, 2000 and approved by the Village Council on February 14, 2000.

DDA Board of Directors meeting of November 8, 2005 and approved by the Village Council on November 14, 2005.

DDA Board of Directors meeting of May 13, 2008 and approved by the Village Council on May 27, 2008.

DDA Board of Directors meeting of May 13, 2008 and approved by the Village Council on June 14, 2016.

DDA Board of Directors meeting of September 8, 2020 and approved by the Village Council on September 14, 2020.

_____

Susan C. Galezcka, CMC MiPMC
Village of Lake Orion Clerk

_____

Debbie Burgess
Village of Lake Orion DDA
Chairman of the Board of Directors

DDA ACTION SUMMARY SHEET

MEETING DATE: November 17, 2026

TOPIC Final Staffing Recommendation & Budget Adjustments

BACKGROUND

This summary seeks renewal of the DDA's seasonal snow and ice maintenance arrangements with Hauxwell Services Inc. and Mitten State Pro Services, LLC for winter 2026–27, with a combined base cost of $12,700. The renewals would continue the division of service between parking areas and pedestrian areas, add as-needed maintenance of the Slater Street gravel lot, and establish an on-call service provision for Mitten State. Additional services would be charged separately as described below.

1. Hauxwell Services Inc

The renewal would implement the second year of the intended two-year arrangement at the existing $5,700 seasonal base amount. The base would retain the prior allowance of 15 snow removal events, with additional pushes reconciled at $380 per event. Hauxwell would continue plowing, salting and maintaining the five parking locations served last season: Front and Anderson across from 21 Front Street; Broadway and Shadbolt adjacent to State Farm; Lapeer and Shadbolt behind Irish Tavern; 115 N. Broadway at Roman Financial; and the DDA office driveway at 118 N. Broadway.

The renewal would add the gravel parking lot on Slater Street for as-needed maintenance and support, as directed by the Executive Director. This added service would be outside the $5,700 base and charged through the reconciliation process for additional push activity. Final contract language would establish the Slater Street charge per push, service expectations appropriate to a gravel surface, and documentation of each authorized service. The existing $380 additional-event rate would remain applicable to the original service area; the Slater Street rate would be settled in final negotiation.

2. Mitten State Pro Services LLC

The renewal would retain the same sidewalk, intersection, approach, Flint Street Alley and limited Lumber Yard service area maintained last season, including snow blowing, shoveling, ice management and salt application. The seasonal base would increase from $6,000 to $7,000, an increase of $1,000, to continue this work for winter 2026–27.

The agreement would also provide as-needed, on-call service at the Executive Director's request, charged separately from the seasonal base at $200 per event. Each additional service would identify the location, work performed and time spent. Final language would define a billable event and reconcile any hourly billing provision with the stated $200-per-event charge before execution, so that the billing unit and authorization requirements are clear.

Financial impact and administration

The combined base commitment would be $12,700: $5,700 for Hauxwell and $7,000 for Mitten State. Additional Hauxwell pushes, Slater Street services and Mitten State on-call events would be variable expenses beyond that base. Funding would be charged to GL 248-260-801-000, Contractual Services–Downtown, subject to available appropriations. The Director would monitor service records and expenditures and present any reconciliation or budget adjustment requiring further Board action. Final agreements would establish seasonal dates, service triggers, billing and reconciliation procedures.

Recommended motion

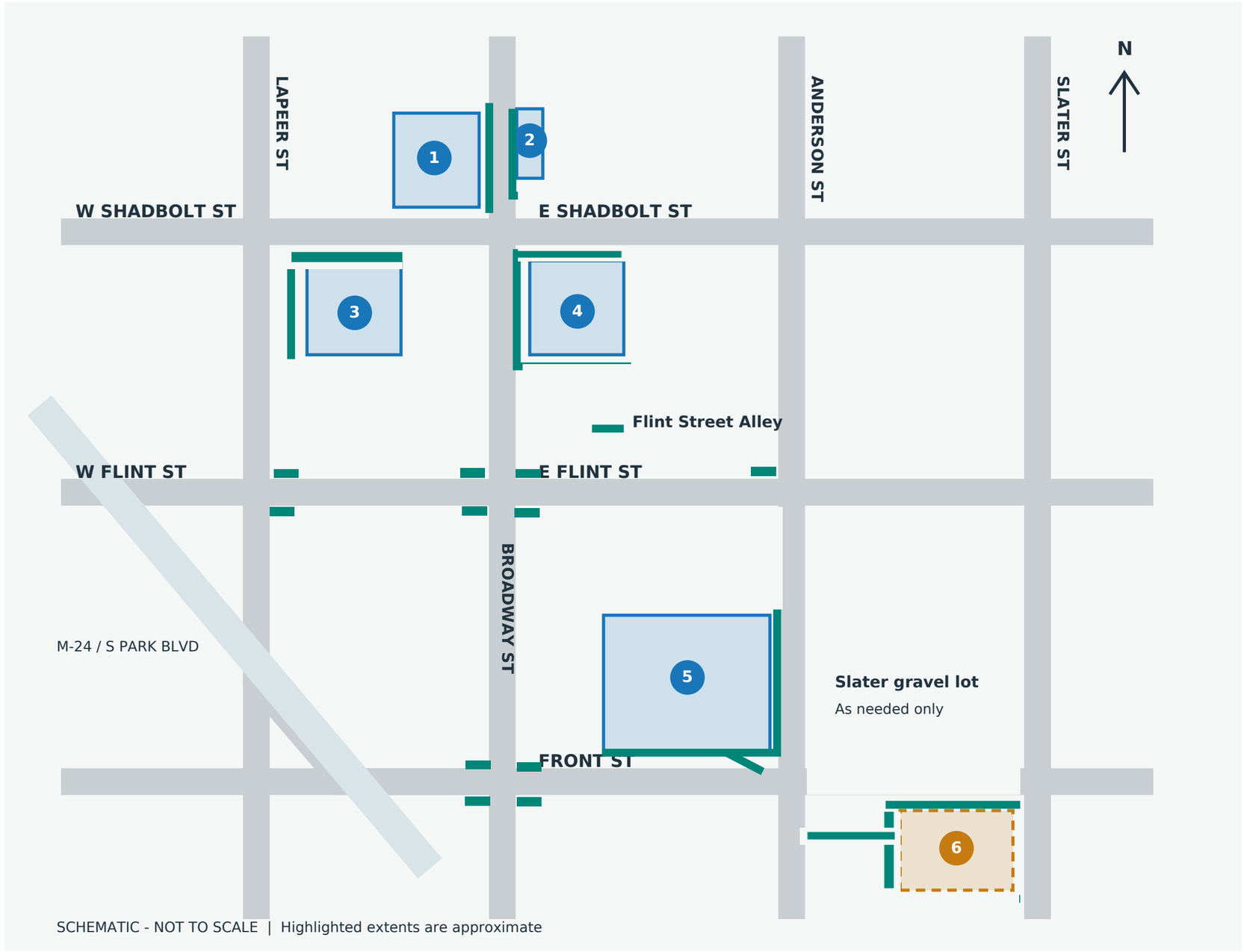
Move to approve renewal of the DDA's 2026–27 seasonal snow and ice maintenance arrangements with Hauxwell Services Inc. at a base amount of $5,700, retaining 15 included events and $380 per additional event for the existing service area, and adding the Slater Street gravel lot for as-needed maintenance charged through additional-push reconciliation; and

with Mitten State Pro Services, LLC at a base amount of $7,000 for the existing service area, with additional authorized on-call service at $200 per event.

Referring both renewals to the Executive Director and Board Chair for final language negotiation, contract approval and execution consistent with these terms, including the Slater Street service rate and clear on-call billing provisions, with payment from GL 248-260-801-000 subject to available appropriations and further Board action for any required budget adjustment.

2026-27 SNOW AND ICE MAINTENANCE

Lake Orion Downtown Development Authority | Proposed renewal service areas



CONTRACTOR LEGEND

- **Hauxwell - seasonal parking areas**
- **Mitten State - walks and approaches**
- **Hauxwell - Slater lot as needed**

PARKING AREA KEY

1. 115 N Broadway / Roman Financial
2. 118 N Broadway / DDA driveway
3. Behind Irish Tavern
4. Adjacent to State Farm
5. Front and Anderson
6. Slater Street gravel lot

MITTEN STATE SERVICE

Teal lines identify adjacent sidewalks, approaches and Flint Street Alley shown on the later snow service map. Intersection and approach work remains within the renewed service scope.

LUMBER YARD

Limited pedestrian maintenance remains included. The exact service limits are not outlined in the source map and must be confirmed before a final contract exhibit is issued.

FINAL EXHIBIT REVIEW

Director and contractor to confirm highlighted limits, gravel-lot access and snow storage locations. Unmarked streets and sidewalks are not added to either contract by this diagram.

Basis: DDA December 16, 2025 board packet, page 79; Hauxwell estimate 1015; proposed 2026-27 renewal memorandum.

Prepared November 14, 2026 | Board review exhibit - final service boundaries subject to confirmation

MEMORANDUM

To: Lake Orion Downtown Development Authority Board

From: Matthew Gibb, Executive Director

Date: November 14, 2026

Re: **2025–26 Winter Snow Removal and Ice Management**

Purpose and final result

This memorandum summarizes the DDA's snow removal and ice management arrangements for the 2025–26 winter season. The Board initially authorized $11,700 for services provided by Mitten State and Hauxwell. Following a difficult winter and additional service beyond the Hauxwell base allowance, I negotiated a $9,120 additional invoice down to $7,000. The Board approved that reconciliation on May 19, 2026, bringing the combined seasonal cost to $18,700. We additionally spent $478 on salt boxes and scoops for our intersections.

Background and Board authorization

The DDA maintains public parking areas that it owns, leases or has developed for downtown use, together with associated pedestrian access. For the 2025–26 season, we divided winter maintenance between two local contractors: Hauxwell for parking lot plowing and deicing, and Mitten State for Lumber Yard, sidewalks and related pedestrian areas. These services addressed the DDA's maintenance obligations; they did not replace the general sidewalk responsibilities of downtown businesses.

The Board discussed the arrangements on December 16, 2025, but took no vote and returned the matter for further review. On January 20, 2026, the Board approved Mitten State at an amount not to exceed $6,000 without further Board action and authorized the use of Tim Hauxwell at an amount not to exceed $5,700. Both motions passed unanimously among the five members present. Funding was authorized from GL 248-260-801-000, Contractual Services–Downtown.

Hauxwell scope and initial cost

Hauxwell Services Inc., owned by Timothy J. Hauxwell, provided snow removal and deicing as needed for five parking locations: Front and Anderson across from 20 Front Street; Broadway and Shadbolt adjacent to State Farm; Lapeer and Shadbolt behind Irish Tavern; 115 N. Broadway; and the DDA office driveway at 118 N. Broadway. The written proposal excluded sidewalks and Flint Street Alley.

Estimate 1015, dated December 11, 2025, established a $5,700 base amount, payable in three $1,900 installments for December, January and February. That amount covered 15 snow removal events at $380 per event. Additional pushes or services were priced at $380 per plow.

Mitten State scope and initial cost

Mitten State Pro Services, LLC provided sidewalk and seasonal maintenance for $6,000. The staff reports described its assignment as sidewalks, intersections and approaches, Flint Street Alley and limited Lumber Yard areas. Its service document included snow blowing at accumulations of 2 inches or more, shoveling, ice management and salt applications to pedestrian access areas. Hauxwell remained responsible for the five parking locations described above.

The original Mitten State document commenced service December 4, 2025, subject to mutual review February 4, 2026, and described $2,000 monthly pricing to be paid as a single $6,000 amount. The later January approval governed the authorized amount and extended the arrangement through the first week of March.

The season-end reconciliation retained the $6,000 Mitten State cost; no additional Mitten State charge was included in the final seasonal total.

Additional service and negotiated reconciliation

The difficult winter required service beyond Hauxwell's 15-event base allowance. Invoice 13218, dated April 26, 2026, identified 24 additional events, for 39 events over the season. At the proposal rate of $380 per additional event, the invoice requested $9,120 beyond the $5,700 base amount.

I reviewed the additional service demand, including weather-service information, and met with Hauxwell to reconcile the invoice. Those discussions resulted in an agreed additional payment of $7,000, reducing the requested charge by $2,120, or approximately 23 percent. Hauxwell's final seasonal cost therefore totaled $12,700.

On May 19, 2026, the Board unanimously approved the $7,000 reconciliation and a transfer of $7,000 from GL 248-728-801-000, Economic Development Contracted Services, to GL 248-260-801-000, Contractual Services–Downtown. The May disbursement record subsequently listed the reconciliation under check 35951.

Contractor	Initial cost	Additional cost	Final cost
Hauxwell Services Inc.	$5,700	$7,000	$12,700
Mitten State Pro Services	$6,000	$0	$6,000
Total	**$11,700**	**$7,000**	**$18,700**

Final seasonal cost

The final result was completion of the contracted winter maintenance at a combined cost of $18,700, including the Board-approved reconciliation. This history provides the cost and service baseline for a separate proposal for the coming winter season.

Record references: January 20, 2026 minutes, item 8C; January 20 staff memorandum on seasonal winter maintenance; December 16, 2025 packet, Mitten State service document; May 19, 2026 packet, pages 33–35; May 19 minutes and May disbursement report in the June 16, 2026 packet.

DDA ACTION SUMMARY SHEET

MEETING DATE: November 17, 2026

TOPIC Final Staffing Recommendation & Budget Adjustments

BACKGROUND

Following prior Board meetings, and after six months of engaged work with an administrative role operating outside the scope of the intended hours and description, the Executive Director has been working to reallocating the existing staffing appropriation so that the work required of the DDA staff can be accomplished through:

Position	Hourly rate	Hours/week	Annual wages only
Grounds Coordinator	$18.75	12	$11,700
Administrative Coordinator	$24.00	15	$18,720
Program Manager	$30.00	40	$62,400
Total		67	$92,820

The proposal uses dollars already appropriated, leaves the Executive Director's compensation and expenses unmodified, and requires no increase to the $228,610 total staffing appropriation. Line-item budget amendments are needed to implement the reallocation; no additional staffing funding is requested.

How the existing appropriation funds the three positions:

Current-year wage account	Appropriated	Adjustment	Reallocated
248-260-704-000 Administrative Coordinator	**$29,120.00**	**–$18,200.00**	**$10,920.00**
248-260-706-001 Program Manager	**$47,900.00**	**+$26,221.23**	**$74,121.23**
248-260-707-000 Grounds Coordinator	**$20,000.00**	**–$8,567.39**	**$11,432.61**
248-260-706-000 Former Assistant Director charge	**$0.00**	**+$546.16**	**$546.16**
Total non-Director wage authority	**$97,020.00**	**$0.00**	**$97,020.00**

Why focus the full-time role on program management

Tracy Woodrum has absorbed outward facing marketing, events and organizational responsibilities previously divided among positions. The Board approved her $30 hourly rate on July 21, 2026, capped at 70 hours biweekly. This recommendation retains that rate, formalizes the Program Manager role and increases the normal schedule to 40 hours weekly or 80 hours biweekly. Under the Executive Director, the role coordinates program delivery, events, volunteers, business communications, committee support and results reporting; the Admin position provides dedicated office and accounting support under the oversight of the Executive Director and Program Manager.

Budget controls and Board action

At the proposed full-year schedules, the three positions require $92,820 in base wages against $97,020 appropriated, leaving $4,200 in annual wage capacity. Employer FICA remains funded through the existing $19,890 line; existing benefit and unemployment appropriations are preserved. The Program Manager agreement provides Village holidays and 10 days of annual PTO and excludes discretionary insurance and retirement benefits.

RECOMMENDED MOTION

Adopt the Executive Director proposed staffing structure and budget reallocation, approve the revised hours and role, and direct the Clerk/Treasurer to work with the Executive Director to finalize the re-titling and GL amendments within existing staffing funding.

Staffing Reorganization and Budget Recommendation

TO: Lake Orion Downtown Development Authority Board of Directors

FROM: Matthew Gibb, Executive Director

DATE: November 13, 2026

RE: Adoption of staffing reorganization and budget adjustment for FY 2026-27

Requested Board action

I recommend that the Board adopt the staffing and budget recommendation set forth in Exhibit A. The proposal reorganizes the positions supporting the Executive Director into a Grounds Coordinator, a part-time Administrative Coordinator and a full-time Program Manager, within the existing staffing appropriation. The Executive Director's compensation, benefits and budgeted expenses remain unchanged.

Proposed staffing structure

Position	Hours per week	Hourly rate	Annual wages
Grounds Coordinator	12 average	$18.75	$11,700
Administrative Coordinator	15	$24.00	$18,720
Program Manager	40	$30.00	$62,400
Total annual non-Director wages			**$92,820**

The Administrative Coordinator would handle basic office administration and accounting support. The Program Manager would replace the Marketing Coordinator allocation and serve as the core full-time staff position supporting program delivery. The proposal provides no discretionary insurance or retirement benefits for these three positions, subject to mandatory law and applicable Village plan eligibility.

Fiscal impact

The existing non-Director wage appropriations total $97,020. The newly proposed annual wages of the new structure totals $92,820, leaving $4,200 in annual wage capacity. Employer Social Security and Medicare for the three positions add $7,100.73. With the Executive Director included, modeled employer payroll taxes total $13,848.03 against the existing $19,890 appropriation.

The total existing staffing appropriation of $228,610 remains as appropriated with the spending ceiling. Existing pooled benefits and unemployment appropriations are preserved. No additional appropriation, program reduction or capital transfer is proposed. Exhibit A identifies the annual account targets and the method for adjusting the current fiscal year after retaining all payroll already incurred.

Recommendation and Implementation

Recommendation

To adopt the Staffing Reorganization and Budget Analysis dated November 13, 2026, attached as Exhibit A, including the recommended non-director three-position staffing structure, compensation terms and prospective annual budget allocations; to authorize the Executive Director to implement the recommendation in coordination with Village Finance and administration within the existing $228,610 staffing appropriation; and to direct preparation of the corresponding Fund 248 budget adjustments using actual payroll and remaining obligations as of the implementation date. This action preserves the Executive Director's $88,200 wage appropriation and all existing Executive Director benefits and budgeted expenses, establishes planned annual non-Director base wages of $92,820, and authorizes no increase in the total staffing appropriation. Any budget amendment or personnel action requiring additional Village approval shall be submitted through the applicable approval process before it takes effect.

Implementation of the adopted recommendation

The Executive Director will coordinate the change date and position descriptions with Village administration. Finance will retain all wages already paid, account for any overlap or separation obligations, confirm payroll taxes and insurance charges, and prepare the current-year line-item adjustments described in Exhibit A. The annual targets are the ongoing compensation plan; they do not replace current-year appropriations without that reconciliation.

The Program Manager will be paid $30 per hour for a 40-hour workweek, follow the applicable Village holiday schedule, receive 10 days or 80 hours of paid time off annually, and have flexible scheduling for program and event work. Employment terms will address timekeeping, required sick leave and lawful overtime or compensatory time. The annual wage calculation includes paid holidays and PTO within 2,080 paid hours.

Finance will confirm workers compensation, unemployment treatment and any mandatory plan participation before implementation. These obligations and transition expenses must fit within verified staffing capacity. Any proposal requiring a higher total appropriation or a change to the adopted compensation structure will return to the Board.

Reporting to the Board

The Executive Director will provide the Board with the implementation date and final current-year account schedule after Finance reconciliation. Monthly financial review will track wages, employer payroll taxes, leave obligations and remaining commitments against the adopted staffing appropriation.

Attachment: Exhibit A — Staffing Reorganization and Budget Analysis, November 13, 2026.

Exhibit A

Staffing Reorganization and Budget Analysis

Prepared by Matthew Gibb, Executive Director | FY 2026-27 | November 13, 2026

Recommendation and annual staffing cost

Adopt the proposed three-position structure within the existing staffing budget. Annual non-Director wages would total $92,820, compared with $97,020 allocated to the existing staff positions. Retain all Executive Director compensation and expenses and preserve existing benefit, payroll-tax and unemployment appropriations pending reconciliation.

Position and weekly schedule	Annual paid hours	Gross wages	Employer FICA	Wages plus FICA
Grounds at 12 hours and $18.75	624	$11,700.00	$895.05	$12,595.05
Admin at 15 hours and $24	780	$18,720.00	$1,432.08	$20,152.08
Program Manager at 40 hours and $30	2,080	$62,400.00	$4,773.60	$67,173.60
Three-position total	**3,484**	**$92,820.00**	**$7,100.73**	**$99,920.73**

Calculations use 52 paid weeks and employer FICA of 7.65%, consisting of 6.2% Social Security and 1.45% Medicare. These are annual operating costs. Unemployment, workers compensation and any mandatory plan costs are addressed separately. The Program Manager replaces the Marketing Coordinator allocation; the plan does not add a fourth non-Director position.

Executive Director compensation remains unchanged

Retain 248-260-701-000 at $88,200 and leave all existing Executive Director benefit and expense allowances unchanged. Because the exhibit pools benefit costs across staff, the following appropriations are preserved in full.

Existing pooled benefit account	Annual appropriation
248-260-716-000 Medical insurance	$8,200
248-260-717-000 Life and disability insurance	$1,600
248-260-718-000 Dental insurance	$680
248-260-719-000 Pension	$8,800
248-260-721-000 Vision care	$720
Total pooled benefits	**$20,000**

Training, mileage, dues and other operating accounts remain unchanged. Retaining pooled benefits protects existing funding; it does not assign every pooled benefit expense exclusively to the Executive Director.

Annual Budget Allocation

Prospective Fund 248 account targets

Account and description	Existing	Annual target	Change
248-260-701-000 Executive Director	$88,200	$88,200	$0
248-260-704-000 Administrative Coordinator	$29,120	$18,720	-$10,400
248-260-706-000 Former Assistant Director	$0	$0	$0
248-260-706-001 Marketing to Program Manager	$47,900	$62,400	+$14,500
248-260-707-000 Grounds Coordinator	$20,000	$11,700	-$8,300
Non-Director base wages	$97,020	$92,820	-$4,200
248-260-715-000 Employer Social Security and Medicare	$19,890	$19,890	$0
248-260-720-000 Unemployment	$3,500	$3,500	$0
248-260-722-000 Workers compensation	$0	Pending verification	Within existing ceiling

The $14,500 Program Manager increase is funded by redirecting $10,400 from administrative wages and $4,100 from grounds wages. The remaining $4,200 reduction in grounds wages provides annual wage capacity. Finance should rename 706-001 to Program Manager or assign the equivalent account within Fund 248.

Total staffing appropriation and modeled cost

Component	Existing appropriation	Modeled annual cost
All wages including Executive Director	$185,220.00	$181,020.00
Employer Social Security and Medicare	$19,890.00	$13,848.03
Existing pooled benefits	$20,000.00	$20,000.00
Unemployment allowance	$3,500.00	$3,500.00
Total staffing	**$228,610.00**	**$218,368.03**

Modeled capacity is $10,241.97 before unverified employer charges: $4,200 in wage capacity plus $6,041.97 in employer FICA capacity. This is not a finding of unrestricted cash or a guaranteed saving. Retain the $19,890 FICA appropriation until payroll confirms coverage, Medicare coding and current-year charges.

Workers compensation is currently budgeted at zero. Finance must determine whether it is covered through another Village allocation or requires funding in 722-000. Preserve the $3,500 unemployment allowance. Apply verified staffing capacity to required insurance, leave coverage, overtime or transition costs through the appropriate budget process, without reducing the Director’s compensation or increasing the $228,610 ceiling. Government employment is generally exempt from federal unemployment tax.

Compensation and Employment Terms

Paid leave and work scheduling

The Program Manager's $62,400 annual wages include 2,080 paid hours, including the applicable Village holidays and 80 hours of PTO. The $2,400 PTO value is already included. Using 14 eight-hour Village holidays for planning, holiday pay is $3,360 and remaining scheduled work capacity is 1,888 hours before other absences. Confirm the applicable holiday calendar when finalizing employment terms.

The hourly Program Manager is treated as nonexempt unless a valid exemption is established. Flexible scheduling should offset event hours within the same workweek. Work above 40 hours generally requires $45 per hour in overtime plus employer FICA, approximately $48.44 combined. Public-agency compensatory time requires the applicable advance agreement and generally accrues at 1.5 hours for each overtime hour. Moving hours between weeks does not eliminate overtime.

Employment terms will exclude discretionary health, dental, vision, life and retirement benefits, **subject to employee waiver by contract.** Michigan earned sick time may apply to all three positions. At one hour per 30 worked, 624 grounds hours generate 20.8 sick hours and 780 admin hours generate 26.0, with a combined wage value of $1,014 or $1,091.57 including employer FICA. Sick leave replacing scheduled work can fit within paid-hour caps; additional paid coverage requires funding. The manager's PTO policy must meet applicable sick-time requirements.

Employee withholding and illustrative net pay

Federal and Michigan income-tax withholding and employee FICA are deducted from gross wages. They do not increase the DDA's wage appropriation. Actual withholding depends on employee elections and payroll calculations; employer FICA is the additional expense shown separately.

Annual illustration	Grounds	Admin	Program Manager
Gross wages	$11,700.00	$18,720.00	$62,400.00
Employee Social Security at 6.2%	$725.40	$1,160.64	$3,868.80
Employee Medicare at 1.45%	$169.65	$271.44	$904.80
Federal income withholding	$0.00	$262.00	$5,308.00
Michigan income withholding	$246.50	$544.85	$2,401.25
Illustrative net annual pay	**$10,558.45**	**$16,481.07**	**$49,917.15**

Illustration uses 2026 rules, steady annual wages, a post-2019 W-4 marked single with Step 2 unchecked and no other adjustments, and one $5,900 MI-W4 exemption at 4.25%. Actual elections and rounding may differ. Apply the correct calendar-year tables to 2027 payroll.

Payroll and employment references: IRS Publications 15 and 15-T (2026); Michigan Treasury 2026 Withholding Guide; Michigan LEO Earned Sick Time Act FAQ; U.S. Department of Labor guidance on public-agency compensatory time. Holiday planning reference: published Village AFSCME agreement, Article 36; the applicable non-union calendar must be confirmed.

Current Year Budget Implementation

Revised basis for December 1 implementation

The Administrative Coordinator position is treated as vacant until December 1, 2026, and funded from December 1 through June 30, 2027. The Program Manager is treated as having served since July 1, 2026; that person's wages have been charged to the Administrative Coordinator account and must be identified and reclassified. The Grounds Coordinator reduction remains unchanged at $8,567.39, leaving a current-year appropriation of $11,432.61, with work averaging 12 hours per week.

December through June is budgeted here as seven months, or 7/12 of annual compensation. This is a planning convention, not an exact payroll-calendar calculation. Before posting, Finance must reconcile the actual pay periods, paid hours, payroll through November 30 and remaining obligations. The prospective annual staffing plan on pages 3 and 4 remains unchanged.

Position and period	Planning wages	Employer FICA	Wages plus FICA
Admin, December 1-June 30: $18,720 × 7/12	$10,920.00	$835.38	$11,755.38
Program Manager, December 1-June 30: $62,400 × 7/12	$36,400.00	$2,784.60	$39,184.60
Program Manager, July 1-November 30	Actual payroll	Actual employer FICA	Reconcile actuals

At a uniform $30/hour and 40 paid hours/week annualized over the full year, the Program Manager's planning wages are $62,400: $26,000 for July-November plus $36,400 for December-June. **$26,000 is a planning assumption, not a representation of wages actually paid.** Use actual July-November wages plus the verified December-June requirement for the final fiscal-year cost.

Revised current-year wage appropriations

GL account	Existing budget	Adjustment	Revised budget
248-260-704-000 Administrative Coordinator	$29,120.00	-$18,200.00	$10,920.00
248-260-706-000 Former Assistant Director	$0.00	+$546.16	$546.16
248-260-706-001 Program Manager	$47,900.00	+$26,221.23	$74,121.23
248-260-707-000 Grounds Coordinator	$20,000.00	-$8,567.39	$11,432.61
TOTAL NON-DIRECTOR WAGES	$97,020.00	$0.00	$97,020.00

The Program Manager appropriation funds both the reclassified July-November wages and remaining December-June wages. Against full-year planning wages of $62,400 it contains $11,721.23 of capacity, not additional compensation. This capacity changes dollar for dollar with actual payroll and other obligations. After reserving $36,400 for December-June, the line supports up to $37,721.23 of earlier Program Manager wages before other commitments. Do not count reclassified wages twice.

Retain 248-260-715-000 at $19,890 for employer FICA, including the Admin allowance above. Employee withholding is already included in gross wages. Preserve the Executive Director's compensation and expenses, existing benefit and unemployment appropriations and the $228,610 total staffing ceiling. Reconcile Grounds actuals and remaining hours to its unchanged current-year appropriation.

Clerk Guide to Revised GL Adjustments

Step 1 - Correct the Program Manager payroll coding

Identify the **actual gross wages** charged to 248-260-704-000 for the person serving as Program Manager from July 1 through November 30. Reclassify that actual amount **FROM 248-260-704-000 TO 248-260-706-001**: credit/reduce the wage expense in 704-000 and debit/increase wage expense in 706-001. This corrects expenditures; it does not change the appropriations or require paying the employee again. Use $26,000 only if the payroll register confirms that amount. Leave any unrelated charges in their correct accounts. Reclassify after the final November payroll is posted, or reconcile an earlier entry to it.

Steps 2 through 4 - Transfer budget authority

Step	Amount	FROM GL - decrease appropriation	TO GL - increase appropriation
2	$546.16	**248-260-704-000** Administrative Coordinator wages	**248-260-706-000** Former Assistant Director wages
3	$17,653.84	**248-260-704-000** Administrative Coordinator wages	**248-260-706-001** Program Manager wages
4	$8,567.39	**248-260-707-000** Grounds Coordinator wages	**248-260-706-001** Program Manager wages
Total	$26,767.39	Total decreases: $26,767.39	Total increases: $26,767.39

These rows describe the complete revised amendment **from the original appropriations** shown on page 6. Do not post them on top of a previously entered amendment. Obtain required approvals before posting. Step 4 repeats the unchanged Grounds adjustment; if it has already been posted, do not enter it again.

Step 5 - If the earlier current-year amendment was already posted

If the ledger already matches the former schedule (Admin $27,968.75; former Assistant Director $546.16; Program Manager $57,072.48; Grounds $11,432.61), enter only this additional appropriation transfer, plus the separate actual payroll reclassification in Step 1:

Amount	FROM GL	TO GL	Result
$17,048.75	**248-260-704-000** Administrative Coordinator	**248-260-706-001** Program Manager	Admin: $10,920.00 Program Manager: $74,121.23

Step 6 - Verify payroll funding and complete account setup

Confirm Admin has $10,920 of wage authority for December-June after correcting prior coding, and Program Manager has enough unspent authority for verified remaining wages after absorbing the July-November actuals. Use 704-000 for the new Admin, 706-001 for Program Manager and 707-000 for Grounds, all with prefix **248-260-**. Rename 706-001 to Program Manager. Keep employer FICA in **248-260-715-000**; no separate expense transfer is needed for employee withholding. Preserve Director wages in **248-260-701-000** and all existing Director expenses and benefit appropriations. Retain the payroll reconciliation and approved amendment with the Board action.

PROGRAM MANAGER

Reports to: Executive Director (as of November 2026)

The Program Manager will primarily support the organizational needs, communication, and marketing of the Lake Orion Downtown Development Authority and its Main Street Alliance including but not limited to email marketing, production of creative content, database management, business and volunteer communication and coordination, and more, with an overall goal of increasing brand awareness, volunteer participation and recognition for the District.

The Program Manager will implement Main Street based plans that effectively support, event promotion, coordination, and wide-reaching awareness. The position requires the ability to deploy resources strategically while managing multiple projects with a keen attention to detail and quality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform but the following is a thoughtful list based on current needs.

- Attending to basic office needs, phones, visitors, communications, and supplies.
- Support implementation of written Marketing and Communications work plan(s).
- Support and create plans/content for offering of sponsorships, event sales, and alternative revenue sourcing.
- Assisting in all respects (planning, promotion, execution) with Main Street events
- Present and maintain a positive public image of the organization.
- Coordinate with external consultants: marketing design/creative, event vendors, participants, printing and more
- Coordinate production process for marketing collateral for internal and external stakeholders and events.
- Lead and direct volunteer communication, scheduling, and resource development.
- Gather metrics from programming and marketing, and provide reports for planning, result, and continuing analysis
- Coordinate and prepare agendas and minutes for all Main Street committees
- Support/coordinate content for marketing campaigns, banner and sign advertising, and general promotional content.
- Support development of Annual Reports, Development Updates and PowerPoint presentations
- Manage communications with all established text/email lists and provide resources to build participation.
- Coordinate and support the mission and goals of the Strategic Plan, and act at the direction of the Executive Director to fulfill the overall needs of the organization.

COMPENSATION & SCHEDULE

This is a full-time, hourly position, offered at the rate of $30/hour, commensurate with experience.

The position is expected to maintain a flexible work schedule not exceeding **40 hours per week**, with regular office hours, supplemented by **evenings and weekends as required** to support events, programs, and community engagement activities. The Program Manager is expected to maintain a forward looking schedule, and submit timely records of hourly service in accord with the contract of employment.

THIS POSITION IS **NOT BENEFIT-ELIGIBLE**.

QUALIFICATIONS

- Bachelor's degree or one to three years work experience in related, professional setting.
- Ability to prioritize and execute projects simultaneously with exceptional quality and meticulous attention to detail.
- Project management principles and practices.
- Knowledge of Microsoft Suite, including PowerPoint, Word, Excel and others.
- Software experience with Adobe Creative Suite, BSA, and other content/communication based platforms.
- Demonstrated ability to create digital/creative content
- Willingness to demonstrate commitment to the mission, vision and core values.

CORE COMPETENCIES

- Critical thinking and problem solving
- Decision-making
- Attention to detail
- Quick to action
- Conflict resolution and customer service
- Planning, prioritization, and organization
- Verbal and written communication
- Teamwork
- Adaptability
- Diplomacy

Program Manager Employment Agreement

Lake Orion Downtown Development Authority

Date of offer: _____
Employee: _____
Effective date: December 1, 2026

Dear _____:

The Lake Orion Downtown Development Authority (DDA) offers you employment as Program Manager on the terms below. The Village of Lake Orion (Village) joins in this Agreement for its applicable approval, payroll, personnel and plan-administration responsibilities. The DDA and Village will exercise their respective lawful authority; references to Employer mean the entity responsible for the particular obligation. This Agreement becomes effective only after acceptance and the approvals reflected on the signature page. It governs compensation and employment prospectively from December 1, 2026.

1 Position and supervision

You will report to the DDA Executive Director and perform the duties in the attached Program Manager Job Description dated November 2026, incorporated as Exhibit A, together with related duties assigned by the Executive Director. You will support office operations, Main Street programming, events, marketing, business and volunteer communications, committee administration and reporting. The Executive Director retains organizational direction and approval of expenditures, commitments and personnel matters. You may not bind the DDA or Village to a contract or expenditure without delegated written authority.

2 Employment status

You are a full-time, hourly, non-union, nonexempt employee, not an independent contractor. Employment is at will, subject to applicable law. Either you or Employer may end employment at any time, with or without cause or advance notice, for any lawful reason. This Agreement creates no fixed term, guarantee of continued employment or entitlement to severance. A fiscal-year budget or performance review does not alter at-will status.

3 Hourly compensation and payroll

Your base wage is $30.00 for each hour worked, payable biweekly through the Village payroll process with required federal, state and employee Social Security and Medicare withholding and other lawful deductions. The normal schedule is 40 hours per workweek, subject to approved leave, holidays and lawful scheduling changes. The $62,400 annual figure is a planning equivalent based on 2,080 paid hours; it is not a salary or guaranteed annual payment. Employer will pay its required payroll taxes separately. A rate increase requires prospective written approval through the applicable DDA and Village process; no automatic cost-of-living or longevity increase is promised.

4 Express exclusion of discretionary benefits

EXCEPT FOR THE PAID TIME OFF, HOLIDAYS AND REQUIRED PAYMENTS EXPRESSLY PROVIDED IN THIS AGREEMENT, THIS POSITION IS NOT BENEFIT-ELIGIBLE. THE BENEFITS EXCLUDED BELOW ARE NOT PART OF THE OFFER OR THE CONSIDERATION FOR YOUR EMPLOYMENT.

To the fullest extent lawfully permitted and consistent with binding plan terms, the position excludes employer-provided or employer-subsidized medical or prescription coverage; dental, vision, life, accidental-death and disability insurance; employer pension, MERS or other retirement contributions or matching; retiree coverage; health savings or reimbursement contributions; tuition reimbursement; longevity pay; severance; and other discretionary fringe benefits not expressly provided here. It also excludes any cash allowance, insurance opt-out stipend, premium reimbursement, payment in lieu of benefits or additional wages to purchase replacement coverage. No benefit provision of the former Assistant Director agreement is incorporated.

5 Continuing exclusion despite changes in personal circumstances

You knowingly acknowledge and accept this position as one that excludes those discretionary benefits. Subject only to Section 6, no excluded benefit will be added under this Agreement during your employment in this position. The exclusion is a term of the position itself, not a temporary election based on your present insurance, marital, family, financial, age or health circumstances.

Loss, reduction or increased cost of other coverage; a spouse's or partner's employment change; marriage, divorce or separation; birth, adoption or a change in dependents; illness, disability, aging, retirement or financial hardship; increased service or responsibilities; and changes in benefits offered to other employees do not, by themselves, create a contractual right to excluded benefits or obligate Employer to add or fund them. Your full-time status does not itself promise benefits excluded by this Agreement. These statements do not limit rights preserved by Section 6.

You voluntarily waive any claim of contractual entitlement to the excluded discretionary benefits based solely on those circumstances, general handbook language, informal assurances, length of service, or treatment of other positions. This is an acknowledgment of the compensation package and a limited contractual waiver, not a release of accrued claims or nonwaivable legal rights. No supervisor, payroll employee, individual Board member or other representative may promise an exception. An administrative entry or an unauthorized payment does not amend this Agreement.

6 Mandatory rights and governing plan terms

Nothing here waives or excludes a right that cannot lawfully be waived, including earned wages, overtime, required sick leave or protected leave, workers compensation, unemployment rights, Social Security and Medicare obligations, or any legally required benefit or enrollment right. This Agreement cannot override controlling law, a binding collective bargaining obligation or governing insurance or retirement plan terms that cannot lawfully be displaced. It is not a blanket waiver of any future statutory special-enrollment right. Before execution, Employer will confirm the position's exclusion under applicable plans and law. Any mandatory conflict must be resolved through the lawful approval process; it cannot be cured merely by obtaining your signature.

Employee initials acknowledging Sections 4 through 6: _____ Date: _____

7 Work schedule and time records

Regular office hours will be coordinated with the Executive Director, with evening and weekend work as needed for events, programs, committee meetings and community engagement. Submit a forward-looking schedule and obtain approval for material changes. Record all hours actually worked, including

authorized remote work, event preparation, required meetings and compensable travel. Submit accurate time records each pay period. Off-the-clock work is prohibited. Failure to obtain approval may result in discipline but does not eliminate payment for compensable work.

8 Overtime and flexible scheduling

Do not work more than 40 actual hours in the established workweek without advance approval, except when an emergency makes prior approval impracticable; report such work promptly. Employer will pay legally required overtime at one and one-half times your regular rate, ordinarily $45 per hour at the stated base rate. Holiday and PTO hours do not count as hours worked for the statutory overtime calculation unless law requires otherwise. Flexible scheduling may move work hours within the same workweek; hours may not be averaged across workweeks to avoid overtime.

This Agreement does not establish a compensatory-time bank. Public-agency compensatory time may be used instead of cash overtime only under a separate lawful written agreement made before the overtime work, with all required accrual, use and payout protections. No flat annual allotment substitutes for overtime earned.

9 Paid holidays

You will receive paid holidays under the applicable Village non-union holiday schedule, at your base hourly rate for your regularly scheduled hours, up to eight hours per holiday. The Executive Director will coordinate alternate schedules when event work is necessary on a holiday. No holiday hours may be counted twice, and no holiday premium is promised unless required by law or expressly approved in writing.

10 Paid time off and required sick leave

You will receive a combined paid-time-off bank of 80 hours (10 eight-hour days) for each July 1-June 30 benefit year. For December 1, 2026-June 30, 2027, the initial bank will be 46.67 hours, based on seven-twelfths of the annual allotment, subject to any greater initial credit required by law and preservation of previously accrued mandatory leave. Thereafter, 80 hours will be frontloaded each July 1. PTO is paid at your base hourly rate and may be used for vacation, personal reasons and all purposes protected by applicable earned-sick-time law.

Request foreseeable vacation or personal leave in advance for approval. For protected sick leave, the applicable statutory uses, notice, documentation, access and anti-retaliation rules control. Employer will provide the required written leave notice and apply the frontloading arrangement only to the extent it satisfies those requirements. Any additional statutory entitlement will be supplied. No separate discretionary sick, personal, vacation or anniversary-based increase is promised. Unused contractual PTO expires at year-end and is not paid at separation, except to the extent governing law or a binding preexisting obligation requires carryover, reinstatement or payment. There is no forfeiture of earned wages or required overtime for failure to give resignation notice.

11 Policies and work resources

Lawful Village and DDA rules govern conduct, safety, records, purchasing, nondiscrimination and equipment use. General handbook language does not add excluded discretionary benefits where position-specific terms are lawful. Any required screening will follow policy and law. Employer will

provide necessary work resources and reimburse documented, preapproved business expenses under applicable policy; reimbursement is not a benefit allowance.

12 Records and confidentiality

Work product, records, contact lists and accounts created or maintained for the DDA belong to the DDA or Village as appropriate. Use approved systems, preserve public records, provide work-related access credentials and return property at separation. Protect confidential information as required by law. Nothing prohibits lawful agency reporting, protected disclosures, participation in investigations or other protected activity.

13 Separation and prior service

Please provide 30 days' written notice of a planned resignation to the Executive Director and DDA Chair; this request does not change at-will status. Employer may accept a resignation earlier or end employment as permitted by law. Final compensation includes all wages and other amounts legally due. This Agreement creates no retroactive $30 rate, release of prior claims, forfeiture of vested rights, or waiver of wages, overtime or mandatory leave earned before its effective date. Payroll may correct prior GL coding without changing those rights.

14 Entire agreement and changes

This Agreement and Exhibit A supersede inconsistent prior offers concerning prospective terms, without extinguishing accrued or vested rights. Contractual changes require a signed writing and required DDA and Village approvals. The Sections 4 and 5 exclusions remain the terms of this position; personal circumstances and informal practices cannot amend them. Legislative authority and Section 6 remain controlling. Changes in duties do not alone change pay, benefits or at-will status.

15 Governing law and employee acceptance

Michigan law and applicable federal law govern. An unenforceable provision will be limited or severed to the extent necessary without defeating the remaining lawful terms. No contractual shortening of statutory claim periods is imposed. You acknowledge receiving Exhibit A, reading this Agreement, having an opportunity to ask questions and consult an advisor of your choosing, and accepting its terms, including the separately initialed benefit exclusion.

Employee signature: _____ Date: _____

Printed name: _____

DDA Board approval date: _____

DDA Chair signature: _____ Date: _____

Printed name and title: _____

Village Council approval date: _____

Authorized Village signature: _____ Date: _____

Printed name and title: _____

DDA ACTION SUMMARY SHEET

MEETING DATE: November 17, 2026

TOPIC Authorized Staff Time - Compensation

BACKGROUND

I recommend that the Board approve a one time catch up payment for 23 additional hours of event management work that I authorized Tracy Woodrum to perform over a four-week payroll period. I am requesting payment of all 23 hours at time and one half of her $30 hourly rate, or $45 per hour, for a total of $1,035 in gross wages, issued through a separate payroll check with normal withholding.

The concentration of downtown events, GAMSA filming and related preparation, and continuing DDA responsibilities required additional staff coverage during this period. These obligations could not reasonably be completed within the existing schedule without compromising event management and program delivery. I authorized the additional time because the work was necessary and could not be avoided. If approved, Before processing payment, Payroll should confirm the specific four-week dates, allocate the additional hours to the dates worked, and reconcile them against prior payments.

Payment calculation	Amount
Additional authorized hours	23 hours
Overtime rate ($30 × 1.5)	$45.00
Requested gross wages	$1,035.00

The requested $1,035 assumes all 23 additional hours remain unpaid and are compensated at the $45 overtime rate. Overtime must be reconciled by workweek rather than averaged across the four-week period. Payroll should verify the weekly record and identify any discrepancy before processing. Tracy's net check will reflect deductions; employer payroll costs are additional. Finance should confirm available DDA personnel funding and any necessary line item adjustment.

This is a one time reconciliation of previously authorized work. Our office will transition to the Program Manager position on December 1, 2026, with a regular schedule of 40 hours per week.

That transition addresses the ongoing workload; this payment closes out the additional hours identified for the period above.

RECOMMENDED MOTION

Move to ratify the Executive Director's authorization of 23 additional event management hours worked by Tracy Woodrum over a four-week payroll period; approve payment of those hours at $45 per hour, totaling $1,035 in gross wages, plus related employer payroll costs; and direct Finance to confirm the period dates, reconcile weekly hours and prior payments, and issue a separate payroll check in the next regular payroll run.

DDA ACTION SUMMARY SHEET

MEETING DATE: November 17, 2026

TOPIC Continuation of the Joint Village Council–DDA Committee and Joint Leadership Development for 2027

Background:

AS STATED IN THE ATTACHED MEMORANDUM

Financial Impact:

NONE- IWTHOUT SUBSEQUENT RESPECTIVE APPROVAL

RECOMMENDED MOTION:

Move to adopt and approve the recommended action stated in the Memorandum from the Executive Director dated November 14, 2026,

Continuation of the Joint Village Council and DDA Committee

MEETING DATE: November 17, 2026

TO: DDA Board of Directors

FROM: Matthew Gibb, Executive Director

SUBJECT: **Continuation of the Joint Village Council–DDA Committee and Joint Leadership Development for 2027**

Requested action

I recommend that the Board authorize a formal request to the Village Council in December 2026 to renew the Joint Village Council–DDA Committee, appoint its representatives, and begin meetings in January 2027. The request should provide for shared leadership by a Council member and a DDA Board member and renew our invitation for joint facilitated leadership training.

Background and purpose

On April 13, 2026, Council created a joint Village/DDA Steering Committee to discuss shared priorities and advance the mutual interests of the community and taxpayers. The approved structure included two representatives from each governing body, together with the Village Manager and DDA Executive Director, and contemplated twice-monthly meetings for the current Council term. Council designated Teresa Rutt and George Dandalides, with Alex Comparoni Jr. as an alternate for President Rutt. [Exhibit A]

On April 21, the DDA Board unanimously approved participation and authorized the Chair to designate an additional Board representative and an alternate. The accompanying memorandum identified planning, projects, finances, and improved communication as the committee's focus. The minutes describe a communication forum without decision-making authority and expressly anticipate reconsideration after the November election.

Documented work in 2026

The record supports continued investment in this working relationship. Our June 16 DPW and public safety agreement memoranda identify joint DDA/Council informational meetings as part of the discussions leading to mutually acceptable service agreements. These documents show practical coordination on services, scope, and costs, although they do not identify individual Steering Committee meeting dates.

On September 15, following joint discussions, the Board unanimously authorized an invitation to Council for facilitated leadership training beginning in January 2027, with equal cost sharing and a mutually selected neutral facilitator. Filament was offered as an approved option. The action authorized an invitation rather than a binding commitment by either body.

Continuing the work with the new Council

The newly elected Council creates an opportunity to establish a shared understanding of the organizations' responsibilities, financial arrangements, service agreements, and downtown priorities. A regular committee can address questions early, identify matters requiring formal action, and report progress to both governing bodies. Reaffirming its purpose and membership will give the 2027 work a clear beginning and preserve the useful coordination established in 2026.

Recommended structure and work plan

The committee should be co-chaired by one appointed Village Council member and one appointed DDA Board member. Neither the Village Manager nor the DDA Executive Director should serve as chair or co-chair. Both should participate as staff resources, providing information, coordinating follow-up, and assisting with agendas and records under the co-chairs' direction. Shared Board and Council leadership will place responsibility for the relationship with the bodies the committee serves.

It is recommended we retain two representatives from each governing body, with designated alternates, and beginning with monthly meetings in January 2027, with additional meetings as needed. This changes the twice-monthly schedule contemplated in April. The committee should remain advisory, with financial, contractual, and policy decisions referred to the appropriate governing body for approval.

The first-quarter agenda should include orientation on the DDA and Village relationship; review of service responsibilities and shared priorities; selection of a neutral training facilitator and proposed scope; and a short work plan assigning follow-up responsibilities. The co-chairs should provide written updates to both bodies. The renewed authorization should assign responsibility for meeting notices, agendas, and minutes and provide for a midyear review of progress.

Timing and financial impact

The request should be delivered in time for Council consideration on December 14, 2026, subject to its agenda deadline and confirmed schedule. Council would renew the committee and appoint its representatives in December; the DDA would confirm its appointments in time for January meetings. Committee renewal creates no new spending authorization. Any training proposal, cost, and funding source should return for required approvals before a commitment is made; equal cost sharing remains the DDA's invitation.

Recommended Action:

To authorize the Board Chair and Executive Director to present a request to the Village Council in December 2026 to renew the Joint Village Council–DDA Committee for 2027, appoint its members, and begin meetings in January; to recommend co-chairs consisting of one Council member and one DDA Board member, with neither the Village Manager nor the DDA Executive Director serving as chair or co-chair; to recommend the advisory structure and reporting practices described in this memorandum; and to renew the September 15, 2026 invitation for joint facilitated leadership training, with any expenditure subject to subsequent required approval, shared equally by the two bodies.

DDA ACTION SUMMARY SHEET

MEETING DATE: November 17, 2026

TOPIC Executive Directors Report

Background:

AS STATED IN THE ATTACHED MEMORANDUM

Financial Impact:

NONE

RECOMMENDED MOTION:

Move to receive and file the Executive Directors Reports for November 2026

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

TO: DDA Board of Directors
FROM: Matthew Gibb, Executive Director
DATE: November 17, 2026
SUBJECT: Downtown accomplishments and activities over the past 30 days

The past month has brought together some of the most visible and demanding parts of our work: welcoming and preparing new Board leadership, representing Lake Orion among our downtown peers, telling our story on a national stage, producing successful business-centered events, and advancing the Lumber Yard at Paint Creek. Behind each public accomplishment has been substantial preparation, coordination, and follow-through by staff, committees, volunteers, businesses, and Village partners.

Board orientation and leadership transition

On November 9, we completed a new Board packet and orientation manual for our newest Board member, Annalisse Costantino, and conducted a half-day training and orientation. We welcome Annalisse to the Board and appreciate her commitment to understanding the responsibilities and work of the DDA.

Additional orientation materials developed during this period explain our Tax Increment Financing plan and the 75–25 capital improvement arrangement with the Village. These materials are intended to give Board members a practical understanding of our financial structure and the relationship between downtown investment and Village priorities. We also prepared recognition materials honoring Lloyd Coe and outgoing Council President Teresa Rutt for their service to downtown and our community.

Michigan Downtown Association annual meeting

On November 5 and 6, I attended the Michigan Downtown Association annual meeting in Kalamazoo and presented on the value of our work in downtown. The presentation focused on how we explain the relationship among public improvements, community activity, business opportunity, and long-term investment. It also addressed the importance of communicating the value of downtown work in terms that residents and elected officials can understand.

The presentation provides a useful foundation for a brief discussion with our Board about how we describe our own results. Attendance and attractive public spaces are visible outcomes; the larger story is how those efforts support a stronger business district and a community where people choose to spend time and invest.

Great American Main Street Award FINALIST video production

We hosted a video crew from North Carolina for two full days of production associated with Lake Orion's national Great American Main Street Award consideration. Several weeks of preparation preceded the visit, including cleaning, organizing, and preparing downtown to show the care and activity that define our community.

Staff hosted and participated in the production throughout the visit, helping the crew capture the people, places, and work behind our Main Street story. The filming coincided with Witches Night, providing an opportunity to show downtown in active use. We anticipate receiving early B-roll or short clips in the near future as the process moves toward Main Street America's May award announcements.

Witches Night and downtown business activity

On October 24, we hosted Witches Night following extensive preparation by Tracy Woodrum and the Promotions Committee subcommittee. Their work produced an interactive evening that connected visitors directly with businesses through shopping bingo, music, photo booths, and other in-business activities.

We estimate that 600 to 800 people came through downtown during the evening. At an assumed average expenditure of $30 per person for food, beverages, and shopping, that represents approximately $18,000 to $24,000 in potential direct spending. This is a planning estimate based on attendance and an assumed spending level, rather than verified merchant sales. The event demonstrated the value of creating reasons to visit while giving businesses opportunities to engage those visitors.

Halloween Parade and Extravaganza

On October 21, the Halloween Parade followed its original route and concluded in Children's Park, where we welcomed nearly 2,000 guests. The response was strong enough that the Police Chief made the sound decision to close roads on short notice as attendance exceeded the conditions anticipated in the original traffic plan.

The evening filled downtown with families, music, and activity. Trunk-or-treats took place at the Methodist Church and in the vacant lot across from SIC Pizza, while more than 30 businesses participated in distributing candy. The scale of participation reflected the combined work of staff, businesses, volunteers, community partners, and public safety personnel. The turnout also gives us a clear basis for reviewing road closures and crowd management earlier in next year's planning.

Lumber Yard at Paint Creek

The Lumber Yard remains a substantial part of my workload. Recent work has included review and development of contractor scopes and agreements, remaining project costs, commercial occupancy and ownership options, and the relationship between near-term public use and future commercial construction. Work on the bakery component has included offering and transaction analysis, building delivery responsibilities, and the practical requirements of moving a private operator into the project.

Particular attention has been devoted to the PUD development agreement and the review process for the three future commercial sites. The objective is to establish a workable path for phased development while preserving full review of final architectural and construction submissions before future buildings receive permits. This remains an active coordination issue with the Village.

We also developed updated visual material illustrating the future Lumber Yard setting, including deck and accessible-path concepts, and explored operating structures for market concessions and future beverage service. Those operating concepts remain under evaluation. The work is intended to connect the physical project with a sustainable plan for programming, vendors, and public use.

Marketing and visual communications

Marketing work during the period included development and refinement of the Downtown Math presentation, explanatory graphics, Lumber Yard imagery, and community recognition pieces. We also assembled a DDA logo package for print and video use, including background removal and resolution review, to support consistent presentation across future materials.

These products support several audiences at once: residents seeking to understand our work, businesses participating in promotions, Board and Council members considering investment, and the broader audience learning about Lake Orion through national recognition. Event promotion and business participation remain central to this effort.

Staffing and seasonal operations

This month's packet includes a staffing reallocation recommendation designed to support a Grounds Coordinator, a part-time Administrative Coordinator, and a full-time Program Manager within the existing staffing appropriation. The supporting work includes budget analysis, a proposed employment agreement, and a line-item transfer guide. The Program Manager focus is intended to strengthen the coordination of committees, programming, volunteers, and business participation. The proposal is presented for Board consideration.

We also prepared the 2026–27 snow and ice maintenance recommendation and supporting service-area map. The recommendation addresses the second year of the intended two-year arrangement with Hauxwell, adds as-needed service for the Slater Street gravel lot through reconciliation, and updates the Mitten State service arrangement and on-call provisions. These operational details are essential to maintaining a usable and welcoming downtown through winter.

Village coordination and the next month

I prepared a separate recommendation to renew the Joint Village Council–DDA Committee following the Council transition. The proposed December request would seek renewed authorization and appointments, with meetings beginning in January 2027. It strongly recommends co-chairs drawn from Council and the DDA Board, with the Village Manager and Executive Director supporting the committee as staff resources. The recommendation also renews the invitation for joint facilitated leadership training.

Immediate priorities include holiday programming and business promotion, winter maintenance readiness, continued Lumber Yard contract and PUD coordination, implementation of Board decisions on staffing, and preparation for a productive working relationship with the newly elected Council. I appreciate the work of Tracy, our Board and committees, Illuminators, businesses, and Village partners in making this month's accomplishments possible.

Recommended Board disposition

Receive and file the Executive Director's Report. Recommendations concerning staffing, maintenance contracts, and the joint committee are presented as separate agenda items for Board action.

Downtown Math

The True Value of What You Do



Your budget shows the investment.

Your story must explain the value.

Matthew Gibb

Executive Director

DDA LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY

MAIN STREET AMERICA™ Accredited



"Why doesn't the DDA pay for the water main?"

"What are we actually getting for this money?"

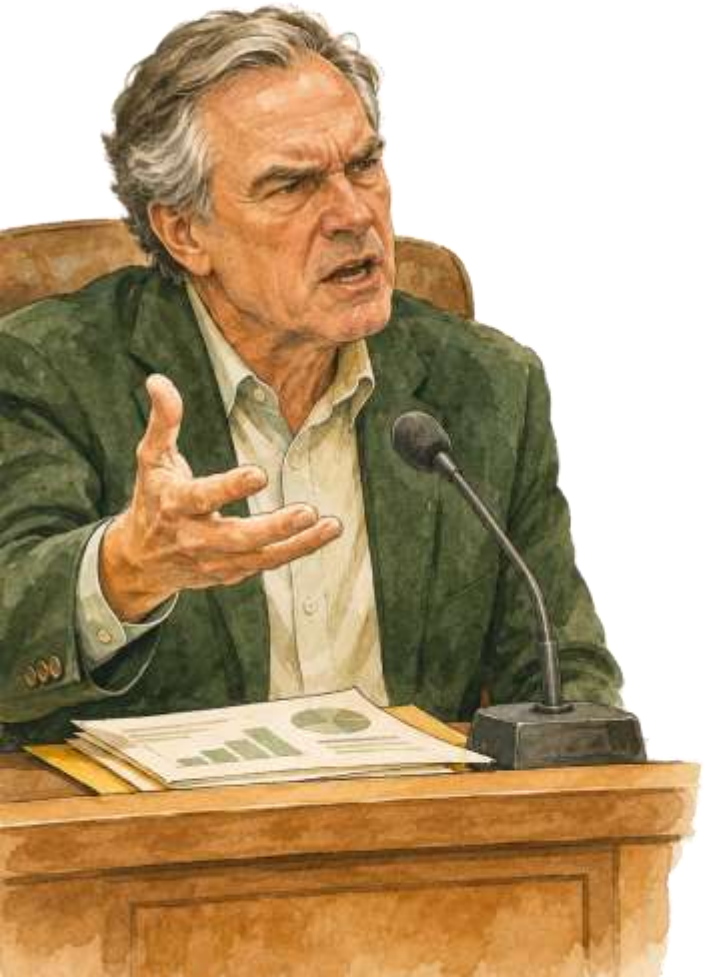
"Why are we paying for flowers when we need police officers?"

Those questions put our budgets under pressure. They also challenge us to **EXPLAIN** our work more clearly. The way we explain an investment shapes how people evaluate it.

BUT…. If we only explain the expense, we leave the misinformed to make the connection to its value and they end up determining our value…….. Don't let that happen….

The budget questions at the council table

A Downtown Math question behind every objection



“We need police and streets before flowers and concerts.”
How does downtown investment sustain the economic base that funds services?

“The DDA should pay for the water main.”
What development does the infrastructure enable, and what else must support it?

“That tax money belongs in the general fund.”
What would each choice produce for the municipality, now and over time?

“Businesses should pay for their own improvements.”
What public benefit do we secure, and how much does the owner contribute?

“Those businesses would invest anyway.”
Did our assistance change whether, when or at what scale investment occurred?

The goal: make the financial choice and its consequences understandable.

The budget questions in the community

The goal: make the financial choice and its consequences understandable.



“You cannot prove flowers or events increase tax revenue.”

What evidence connects this expense to the communities' economic outlook?

“Most of your budget goes to staff and administration.”

What documented results depend on that management capacity?

“Downtown gets special treatment.”

How does downtown’s performance benefit the wider community?

“Downtown is doing well. Why keep funding it?”

What work sustains success, and what investment is appropriate now?

“Downtown is struggling. The spending isn’t working.”

What has improved, what has underperformed, and what should change?

The Land of the Cant's and Wont's





Are We Asking the Right Questions?

What do we need to see and understand before we advocate?



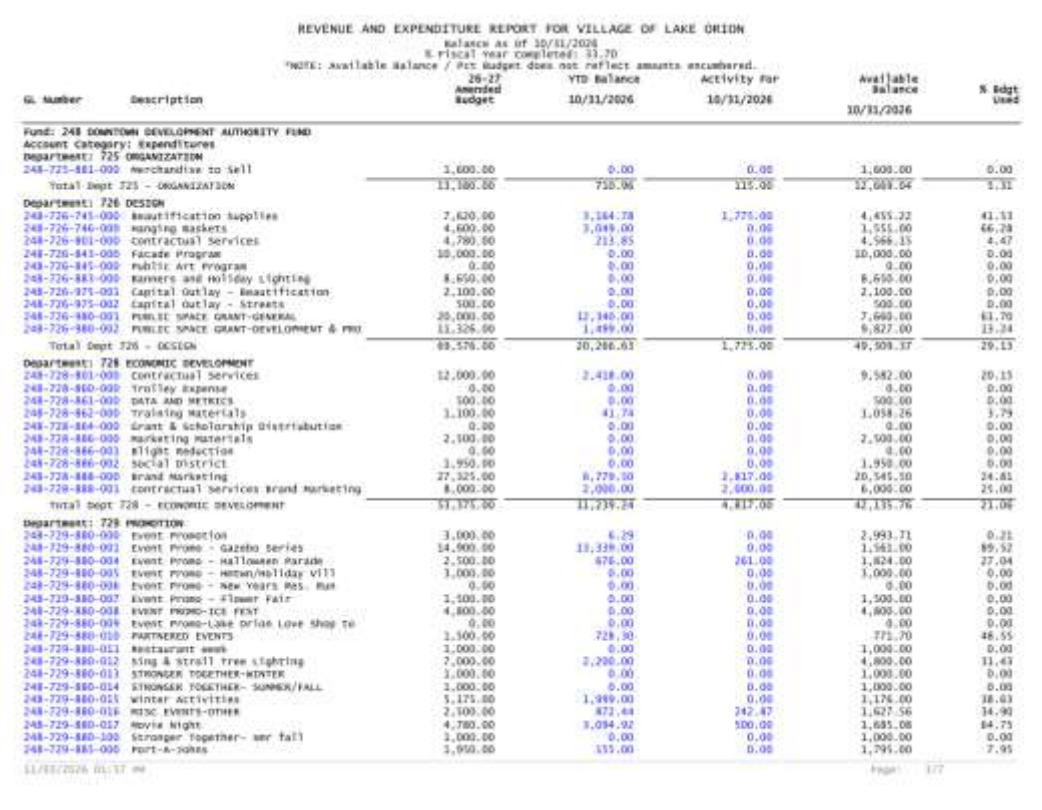
- What timing and conditions determine the impact and purpose of an investment?
- What jobs, income and local economic impact could it create?
- How could it strengthen property value and the resources for public services?
- How does the event or design bring in people - what is the spending power of falling in love?

STOP JUSTIFYING AN EXPENSE

START DEFINING ITS VALUE

Façade grants: the investment in our budget

Lake Orion DDA • FY 2026–27 amended budget • October 31, 2026



REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance as of 10/31/2026
% Fiscal Year completed: 33.70
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026	Activity For 10/31/2026	Available Balance 10/31/2026	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 725 ORGANIZATION						
248-725-881-000	Merchandise to Sell	1,600.00	0.00	0.00	1,600.00	0.00
Total Dept 725 - ORGANIZATION		13,180.00	710.96	115.00	12,469.04	5.31
Department: 726 DESIGN						
248-726-741-000	Beautification Supplies	7,620.00	3,164.78	1,775.00	4,455.22	41.53
248-726-746-000	Hanging Baskets	4,600.00	3,049.00	0.00	1,551.00	66.28
248-726-801-000	Contractual Services	4,780.00	213.85	0.00	4,566.15	4.47
248-726-843-000	Facade Program	10,000.00	0.00	0.00	10,000.00	0.00
248-726-845-000	Public Art Program	0.00	0.00	0.00	0.00	0.00
248-726-883-000	Banners and Holiday Lighting	8,650.00	0.00	0.00	8,650.00	0.00
248-726-975-001	Capital Outlay - Beautification	2,100.00	0.00	0.00	2,100.00	0.00
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	20,000.00	12,340.00	0.00	7,660.00	61.70
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	11,326.00	1,499.00	0.00	9,827.00	13.24
Total Dept 726 - DESIGN		69,576.00	20,266.63	1,775.00	49,509.37	29.13
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	12,000.00	2,418.00	0.00	9,582.00	20.15
248-728-860-000	Trolley Expense	0.00	0.00	0.00	0.00	0.00
248-728-861-000	DATA AND METRICS	500.00	0.00	0.00	500.00	0.00
248-728-862-000	Training Materials	1,100.00	41.74	0.00	1,058.26	3.79
248-728-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	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	1,950.00	0.00	0.00	1,950.00	0.00
248-728-888-000	Brand Marketing	27,325.00	8,779.50	2,817.00	20,545.50	24.81
248-728-888-001	Contractual Services Brand Marketing	8,000.00	2,000.00	2,000.00	6,000.00	25.00
Total Dept 728 - ECONOMIC DEVELOPMENT		51,375.00	11,239.24	4,817.00	42,135.76	21.06
Department: 729 PROMOTION						
248-729-880-000	Event Promotion	3,000.00	6.29	0.00	2,993.71	0.21
248-729-880-001	Event Promo - Gazebo Series	14,900.00	13,339.00	0.00	1,561.00	89.52
248-729-880-004	Event Promo - Halloween Parade	2,500.00	676.00	261.00	1,824.00	27.04
248-729-880-005	Event Promo - Hmtown/Holiday Vill	3,000.00	0.00	0.00	3,000.00	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	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-008	EVENT PROMO-ICE FEST	4,800.00	0.00	0.00	4,800.00	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	728.30	0.00	771.70	48.55
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	2,200.00	0.00	4,800.00	31.43
248-729-880-013	STRONGER TOGETHER-WINTER	1,000.00	0.00	0.00	1,000.00	0.00
248-729-880-014	STRONGER TOGETHER- SUMMER/FALL	1,000.00	0.00	0.00	1,000.00	0.00
248-729-880-015	Winter Activities	5,175.00	1,999.00	0.00	3,176.00	38.63
248-729-880-016	MISC EVENTS-OTHER	2,100.00	472.44	242.47	1,627.56	34.90
248-729-880-017	Movie Night	4,780.00	3,094.92	500.00	1,685.08	64.73
248-729-880-100	Stronger Together- wnr fall	1,000.00	0.00	0.00	1,000.00	0.00
248-729-881-000	Port-A-Johns	1,950.00	155.00	0.00	1,795.00	7.95

11/03/2026 01:37 PM Page: 3/7

$10,000

Annual façade-program allocation

THE ACTUAL BUDGET LINE 248-726-843-000 • DESIGN

248-726-801-000	Contractual Services	4,780.00	213.85	0.00	4,566.15	4.47
248-726-843-000	Facade Program	10,000.00	0.00	0.00	10,000.00	0.00
248-726-845-000	Public Art Program	0.00	0.00	0.00	0.00	0.00

Source: October 2026 Revenue and Expenditure Report, p. 3. Reported available balance excludes encumbrances.

Façade grants help make rehabilitation possible



A $10,000 financing gap

Illustrative funding example

Rehabilitation cost	$120,000
Owner equity	$35,000
Available financing	$75,000
Remaining gap	**$10,000**
DDA preservation grant	**$10,000**

8.3% public contribution

Grant conditions secure historic character, compatible materials and storefront design.

A feasible project. A lasting contribution to downtown identity.

Photos show the actual project and budget.

Downtown Math: explaining the value of our work

From descriptive reporting to economic contribution

WHAT WE DID	WHAT OUR INVESTMENT HELPED SUPPORT
“We awarded a $10,000 grant.”	An 8.3% public contribution helped close a financing gap in a $120,000 project with $110,000 new private/taxable capital invested.
“We improved one storefront.”	The activation of 1,400 sq ft of productive space supporting four independent stylist businesses and three employee positions.
“We preserved a historic façade.”	An Ordinance compliant and historic district approved storefront design enhancing downtown identity and continued business use.

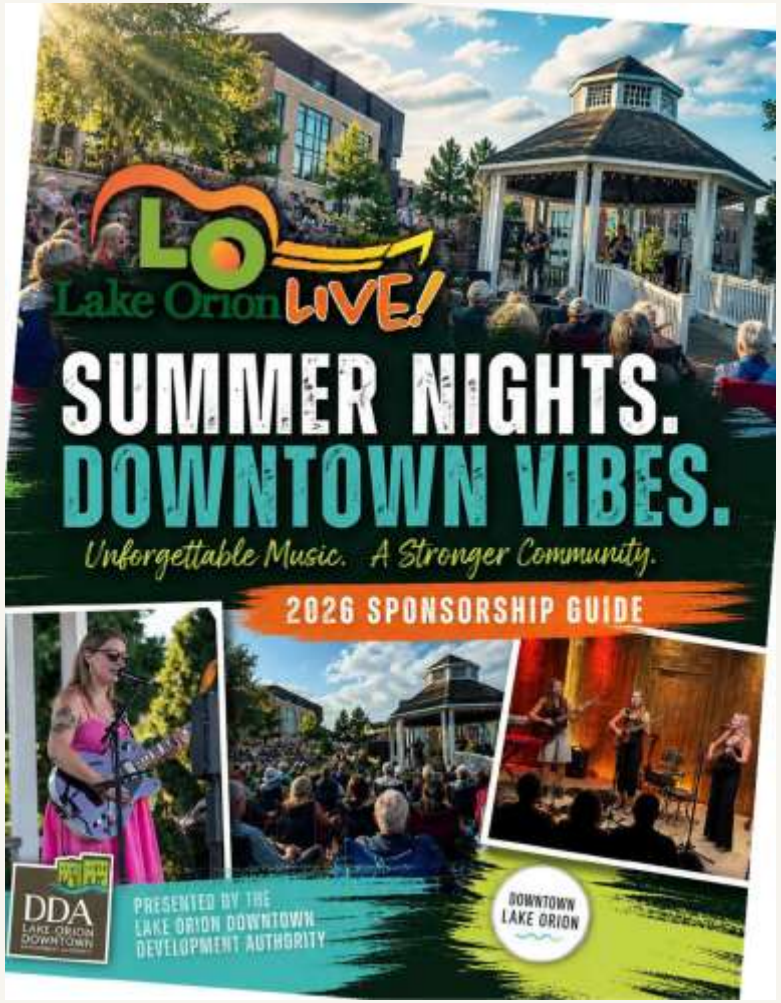
A sample value statement

“Our $10,000 grant helped make a $120,000 rehabilitation feasible. The improved building supports four independent stylist businesses and three employees. Under our illustrative operating assumptions, those stylists could generate 3,840 customer visits and $288,000 in annual service sales, while the restored storefront preserves downtown’s historic identity.”

Illustrative financing and operating assumptions.

LO Live: an investment in downtown commerce

Eight concert evenings paired with shopping, dining and a reason to stay downtown



$17,525

Reported artist fees and advertising

$12,500

Sponsor investment funded 71% of reported costs

$5,025 net program investment

$1.45 per attendee visit across 3,470 visits

Budget allocation: $14,900 • 248-729-880-001

Sources: supplied LO Live cover; 2026 Event Summary, p. 3; October budget, p. 3. Net cost excludes unallocated staff and overhead.

Downtown Math: the spending power of 3,470 visits

Escalating scenarios show how participation and purchasing change the business opportunity

Scenario	Attendee visits	Share purchasing	Spend per purchasing visit	Associated sales
Lower	3,470	40%	$20	**$27,760**
Middle	**3,470**	**60%**	**$25**	**$52,050**
Higher	3,470	75%	$30	**$78,075**

Middle scenario: 3,470 × 60% × $25 = $52,050

How many attendees purchased? How much did they spend? What brought them downtown?

Illustrative assumptions, not measured sales or net new impact. Spending includes all dining and shopping purchases per purchasing attendee visit.

The concert is the gathering. Commerce is the opportunity.

Explain how downtown management connects an audience with businesses ready to serve it

3,470 attendee visits

SHOPS STAYED OPEN LATE

Extended hours and retail sales

RESTAURANTS OFFERED SPECIALS

Concert dining offers

“Our $5,025 net program investment helped bring 3,470 attendee visits downtown, alongside extended shopping hours and restaurant specials. At 60% purchasing and $25 per purchasing visit, that audience represents approximately $52,000 in potential downtown sales.”

Customer demand supports business viability, productive storefronts and the economic base for public services.

The value of downtown doesn’t stop at the district boundary

Beautification • Lake Orion DDA • FY 2026–27 amended budget





Summer planting and seasonal streetscapes

PUBLIC INVESTMENT

Beautification supplies	**$7,620**
Capital beautification	**$2,100**
Total budget allocation	**$9,720**

PRIVATE CONTRIBUTIONS

More than $4,000 annually

Donated flowers, cornstalks, pumpkins and more

More than $13,720 in public allocation and annual donated materials

Sources: October 2026 budget report, p. 3; annual donation value supplied by Lake Orion DDA. Photos supplied, shown without alteration.

Research connects quality of place with economic value

Four findings supporting the case for investment in downtown's shared setting

Research	What the study found	Why it matters
Wolf (2005) **Business-district trees**	Shoppers stated willingness to pay 9–12% more in districts with trees.	Quality surroundings influence perceptions of the shopping experience.
Donovan & Butry (2010) **Portland street trees**	Associated with higher home sale prices and benefits to neighboring homes.	Public-realm amenities can benefit surrounding property owners.
Knight / Gallup (2010) **Soul of the Community**	Aesthetics strongly correlated with attachment. More attached places had stronger GDP growth.	Beauty contributes to the connection people feel to a community.
Van Leuven (2022) **Main Street revitalization**	Higher home sale prices in Main Street communities, with an added premium closer to downtown.	Downtown's value can extend into surrounding residential neighborhoods.

A stronger downtown can be an amenity for the wider community.

Studies address trees, community attachment and broad revitalization. They do not establish a flower-specific return or a local tax-revenue estimate.

“Sometimes a flower basket is not just a flower basket”

Erin Barnes, President & CEO, Main Street America

Care creates confidence

Care builds social capital

Care creates momentum



When we care for downtown, we build confidence in our whole community.

Source: Erin Barnes, Places for Business, America in Bloom Symposium, Alexandria, VA, September 25, 2026.

DDA ACTION SUMMARY SHEET

MEETING DATE: November 17, 2026
TOPIC Re-Notice PA57 Informational Meetings

BACKGROUND BRIEF

At its October 20, 2026 meeting, the Board authorized the two annual PA 57 public informational meetings for November 17 and December 14, 2026, both at 5:30 p.m. in the Village Hall Council Chambers.

The November 17 informational meeting was not publicly noticed because the required ad valorem tax information and core reporting data could not be assembled in time to complete the report and issue timely notice. Accordingly, that informational meeting cannot proceed as scheduled. I recommend replacing both previously approved dates with December 4 and December 18, 2026, at noon, allowing additional time to complete the materials and provide proper notice while holding both meetings before year-end.

These meetings provide the public and affected taxing jurisdictions an opportunity to receive information about the DDA's activities, finances, and use of tax increment revenues. Staff will complete and reconcile the supporting data and prepare the informational report for presentation.

RECOMMENDED SCHEDULE

Friday, December 4, 2026 at 12:00 noon
Friday, December 18, 2026 at 12:00 noon
Village Hall Council Chambers, 21 E. Church Street, Lake Orion, MI 48362

Under MCL 125.4910(4), website notice and notice to each taxing jurisdiction whose taxes are subject to capture must be provided at least 14 days before each meeting. Staff should post and transmit both notices promptly following Board approval, and no later than November 20 for December 4 and December 4 for December 18. Taxing-jurisdiction notice may be mailed to the governing body or emailed to its clerk. Applicable Open Meetings Act notices will also be provided.

FINANCIAL IMPACT

No additional appropriation is requested. Preparation and notice will be handled through existing administrative resources.

RECOMMENDED MOTION

Move to replace the PA 57 informational meeting dates previously authorized for November 17 and December 14, 2026, with Friday, December 4, 2026, and Friday, December 18, 2026, both at 12:00 noon in the Village Hall Council Chambers, 21 E. Church Street, Lake Orion, Michigan; and authorize the Executive Director, in coordination with the Village Clerk, to issue the required website, taxing-jurisdiction, and public meeting notices and prepare the supporting informational report.