



AGENDA

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, March 18, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

2. Roll Call and Determination of Quorum

3. Approval of Minutes

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

4. Approval of Agenda

5. Call to the Public

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

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

6. Consent Agenda

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

A. Financial Reports

7. Financial Matters

A. Bill Approval

8. New and Old Business

A. GM on Main Street Grant

- B.** Marketability and Attraction Strategy
- C.** Village Capital Improvement Fund
- D.** Budget – Contract Based Admin and Service Fees
- E.** Request from Village Council - Ad Hoc Expansion
- F.** Budget - Calendar

9. Reports, Resolutions and Recommendations

- A.** Assistant Director’s Report
- B.** Lumber Yard - Monthly Progress Report
- C.** Rejection of Architectural Bids
- D.** Executive Directors Report

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: March 18, 2025

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

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



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, February 18, 2025

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

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

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess
Vice Chairperson Sam Caruso
Secretary Hank Lorant
Board Member Sally Medina
Board Member Alaina Campbell
President Teresa Rutt

ABSENT

Treasurer Matt Shell
Board Member Lloyd Coe
Board Member Chris Barnett

STAFF PRESENT

Clerk/Treasurer Sonja Stout

3. Approval of Minutes

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

MOTION made by President Rutt, Seconded by Secretary Lorant to receive and file the Minutes for the January 21, 2025.

VOTING YEA: Burgess, Caruso, Lorant, Medina, Campbell, Rutt

VOTING NAY: None

ABSENT: Coe, Barnett, Shell

MOTION: Carried

B. Special Meeting Minutes - February 3 2025

MOTION made by President Rutt, Seconded by Secretary Lorant to receive and file the Minutes for the Special Meeting of February 3, 2025.

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

4. Approval of Agenda

MOTION made by President Rutt, Seconded by Secretary Lorant to approve the agenda for February 18, 2025 with the addition of item 8E. Budget Amendment-Streetlights.

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

5. Call to the Public

Mokshith Essam from Troop 125 was attending the meeting to learn how local government works.

6. Consent Agenda

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

MOTION made by President Rutt, Seconded by Secretary Lorant to approve the agenda of February 18, 2025 as presented.

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

A. Financial Reports

MOTION made by President Rutt, Seconded by Secretary Lorant to receive and File the financial reports for January 2025.

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

B. Snow Removal Contract – Budget and Payment

MOTION made by President Rutt, Seconded by Secretary Lorant to authorize the Executive Director to sign the AGREEMENT FOR SEASONAL SNOW REMOVAL AND TREATMENT, approving a budget amendment transferring \$5,000 from GL 248-260-801-000 contracted Services to GL 248-260-801-033 – Contracted Services Snow Removal, and authorizing payment on the contract in the amount of \$17,000 forthwith.

- VOTING YEA:** Burgess, Caruso, Lorant, Medina, Campbell, Rutt

VOTING NAY: None
ABSENT: Coe, Barnett, Shell
MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by President Rutt, Seconded by Secretary Lorant to approve disbursements in the amount of \$115,525.27 for January 2025.

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

8. New and Old Business

A. Village Capital Improvement Fund

Chairperson Burgess opened up the floor for conversation and stated her recommendation would be to have the Joint Ad-Hoc DDA/Village Committee review the agenda items and make their recommendation to the Downtown Development Board after the committee has met.

MOTION made by Board Member Campbell, Seconded by President Rutt to appoint Vice Chairperson Caruso, Treasurer Shell, and Secretary Lorant to the Joint Ad-Hoc Village/DDA Committee, as representatives on behalf of the DDA.

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

A discussion took place between Chairperson Burgess, President Rutt, Board Member Campbell, Board Member Medina, Secretary Lorant, and DDA Executive Director Matt Gibb, covering several key topics, including:

- Future funding for the DDA
- The potential consequences of funding
- Budgeting considerations
- Concerns regarding Act PA-57 and its impact on spending
- The possibility of changes to Act PA-57 in the future
- Clarification on whether the 75/25 Resolution addresses the tax dollars captured, specifically distinguishing between actual versus projected tax dollars
- A deeper understanding of Model 1 and Model 2.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant to refer the entire agenda item to the Joint Ad-Hoc Village/DDA Committee with note to use the actual captured dollars when collaborating.

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

B. Lumber Yard Progress Report

MOTION made by President Rutt, Seconded by Secretary Lorant to Receive and File the Progress Report dated January 21, 2025.

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

C. Requests for Proposal - Architectural Services

MOTION made by Vice Chairperson Caruso, Seconded by President Rutt to **POSTPONE** the bid tabulations until the March 18th, 2025 Regular Downtown Development Authority meeting.

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

D. 2025 Strategic Plan - Schedule Final Review

No action was taken. A Doodle poll will be sent to Board Members to gather availability and schedule the final review for this item.

E. Budget Amendment- Streetlights

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant to reduce GL 248-730-975-011 Trail extension by \$4,700 and increase GL 248-260-921-000 by \$4,700.

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

9. Reports, Resolutions and Recommendations

A. Executive Directors Report

Along with his report in the Agenda Packet, DDA Executive Director Matthew Gibb provided an update from behind the scenes, which included the following:

- The Village Capital Fund
- Budget Development
- Service Agreements between the Village and DDA
- Snow Removal Agreement
- Mainstreet accreditation, scheduled for Thursday, February 20, 2025

- Emphasis on prioritizing sponsorships for the next fiscal year and the need for staff annual reviews.

MOTION made by President Rutt, Seconded by Secretary Lorant to receive and file the Executive Directors Report for February 2025.

VOTING YEA: Burgess, Caruso, Lorant, Medina, Campbell, Rutt

VOTING NAY: None

ABSENT: Coe, Barnett, Shell

MOTION: Carried

B. Assistant Director’s Report

DDA Executive Director Matthew Gibb explained that Janet, DDA Executive Assistant Director, was absent due to preparations for Thursday’s Mainstreet accreditation event. He briefly reviewed her report, which is included in the DDA Agenda Packet, highlighting the following points:

- The success of the recent IceFest event
- A new volunteer assisting with social media accounts
- The value of having Emily, the new employee, working flexible hours and potentially learning the PO system.

MOTION made by Board Member Campbell, Seconded by President Rutt to Receive and File the Assistant Director’s Report.

VOTING YEA: Burgess, Caruso, Lorant, Medina, Campbell, Rutt

VOTING NAY: None

ABSENT: Coe, Barnett, Shell

MOTION: Carried

10. Board Comments and Training Feedback

Board Member Medina stated she appreciates the environmental benefits of electric vehicles (EV) and is excited about future Ice Fest activities.

Secretary Lorant stated he is eager to collaborate with the Ad-hoc committee that involves both the Village and DDA.

Board Member Campbell stated she had a great time at the ice sculpture event, though she’ll miss Thursday’s accreditation meeting due to a prior commitment.

President Rutt stated she sees great potential in the partnership between the Village and DDA and is excited for future accomplishments.

Chairperson Burgess stated she is excited about the upcoming accreditation process, praised the success of the LOdown event, and expressed gratitude for the hard work of Janet, the DDA Executive Assistant and Matt, the DDA executive. She also mentioned she won’t attend the next meeting due to health reasons.

11. Next Regular Meeting - March 18, 2025

12. Adjournment

MOTION made by Board Member Campbell, Seconded by Secretary Lorant to adjourn the February 18, 2025, Downtown Development Authority Board Regular Meeting.

VOTING YEA: Burgess, Caruso, Lorant, Medina, Campbell, Rutt

VOTING NAY: None

ABSENT: Coe, Barnett, Shell

MOTION: Carried

The February 18, 2025 Downtown Development Authority Board Regular Meeting adjourned at 8:11 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on March 18, 2025.



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Financial Reports

See attached Reports:

248 Fund Balance Sheet (General DDA Fund)

301 Fund Balance Sheet (DDA Bond 2023 Fund)

404 Fund Balance Sheet (Property Acquisition Fund)

Revenue and Expenditure Report

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

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

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

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 6, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-402-000	Current Real Property Taxes	987,129.00	651,126.17	0.00	336,002.83	65.96
248-000-402-100	Property Tax - Twp DDA Capture	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	0.00	3,123.87	0.00	(3,123.87)	100.00
248-000-441-000	Local Community Stabilization Share	15,000.00	14,033.68	0.00	966.32	93.56
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	43,500.00	0.00	0.00	43,500.00	0.00
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PUBLIC	595,823.00	446,867.25	0.00	148,955.75	75.00
248-000-582-000	Intergovernment - Police	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	2,500.00	8,737.49	0.00	(6,237.49)	349.50
248-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	169,436.00	0.00	0.00	169,436.00	0.00
248-000-676-592	Reimbursement -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	0.00	16,956.94	0.00	(16,956.94)	100.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	35,000.00	2,515.00	0.00	32,485.00	7.19
248-000-685-100	Transportaion Sponsorship	17,500.00	0.00	0.00	17,500.00	0.00
248-000-686-000	Downtown Events	18,500.00	3,552.39	0.00	14,947.61	19.20
248-000-686-002	Flower Fair Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	OktoberFest Revenue	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-005	Babes on Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-006	Electrical Vehicles	500.00	1,529.49	786.47	(1,029.49)	305.90
248-000-687-000	Merchandise Sales	1,000.00	0.00	0.00	1,000.00	0.00
248-000-688-000	Gift Certificate Sales	500.00	3,125.00	0.00	(2,625.00)	625.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	2,500.00	8,756.10	0.00	(6,256.10)	350.24
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		1,893,888.00	1,160,323.38	786.47	733,564.62	61.27
Revenues		1,893,888.00	1,160,323.38	786.47	733,564.62	61.27
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	80,000.00	52,308.32	6,153.92	27,691.68	65.39
248-260-701-019	COVID 19 PAYROLL	0.00	0.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordinator	37,188.00	10,509.24	1,885.75	26,678.76	28.26
248-260-706-000	Asst. Executive Director wages	71,000.00	46,423.60	5,461.60	24,576.40	65.39
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	5,400.00	2,276.69	0.00	3,123.31	42.16
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	14,810.00	8,531.11	1,032.86	6,278.89	57.60
248-260-716-000	Health Insurance- Medical	12,000.00	11,443.63	1,203.63	556.37	95.36
248-260-717-000	Life & Disability Insurance	1,320.00	1,659.52	149.90	(339.52)	125.72
248-260-718-000	Dental Insurance	770.00	195.20	147.90	574.80	25.35
248-260-719-000	Pension	5,632.00	4,881.28	546.16	750.72	86.67

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 6, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00
248-260-721-000	Vision Care	143.00	621.20	15.38	(478.20)	434.41
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	10,000.00	8,967.50	0.00	1,032.50	89.68
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	45,000.00	0.00	15,000.00	75.00
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	22,500.00	0.00	7,500.00	75.00
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	58,333.33	0.00	11,666.67	83.33
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code En	21,000.00	0.00	0.00	21,000.00	0.00
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	461.90	0.00	19,538.10	2.31
248-260-801-023	Contract Services-DPW event support	10,000.00	300.00	0.00	9,700.00	3.00
248-260-801-033	Contract Services-DPW snow removal	17,000.00	0.00	0.00	17,000.00	0.00
248-260-805-000	Audit Fees	4,490.00	3,979.00	0.00	511.00	88.62
248-260-810-000	Legal Services	8,000.00	2,821.97	0.00	5,178.03	35.27
248-260-823-000	Website/Software	6,000.00	1,973.77	338.04	4,026.23	32.90
248-260-823-001	Municipal Software	3,800.00	0.00	0.00	3,800.00	0.00
248-260-829-000	Planner Services	3,500.00	0.00	0.00	3,500.00	0.00
248-260-851-000	Telephone	3,500.00	2,036.14	296.06	1,463.86	58.18
248-260-900-000	Printing and Publication	500.00	0.00	0.00	500.00	0.00
248-260-920-000	Utilities	6,370.00	4,494.97	937.90	1,875.03	70.56
248-260-921-000	Municipal Street Lighting	12,040.00	7,998.17	2,182.34	4,041.83	66.43
248-260-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	1,100.00	281.29	0.00	818.71	25.57
248-260-940-000	Equipment Rental	750.00	102.03	0.00	647.97	13.60
248-260-941-000	Office Rent	16,800.00	12,600.00	0.00	4,200.00	75.00
248-260-942-000	Office Expenses	4,500.00	1,591.86	839.86	2,908.14	35.37
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	100.00	0.00	0.00	100.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,545.00	1,487.88	0.00	57.12	96.30
248-260-957-000	Education & Training	5,000.00	1,470.45	516.18	3,529.55	29.41
248-260-958-000	General Activities Misc	350.00	214.31	0.00	135.69	61.23
248-260-958-019	Covid General Activities	0.00	0.00	0.00	0.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	1,000.00	54.42	0.00	945.58	5.44
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	67,616.00	0.00	0.00	67,616.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 260 - GENERAL ACTIVITIES		617,924.00	315,518.78	21,707.48	302,405.22	51.06
Department: 725 ORGANIZATION						
248-725-822-000	Newsletter	1,800.00	130.00	0.00	1,670.00	7.22
248-725-824-000	Volunteer Recognition & Dvp.	1,000.00	675.21	303.25	324.79	67.52
248-725-825-000	Gift Certificate Redemption	5,000.00	3,636.00	2,581.00	1,364.00	72.72
248-725-826-000	Historic Celebration/Education	1,000.00	290.40	0.00	709.60	29.04
248-725-827-000	Awareness Program	1,500.00	217.97	0.00	1,282.03	14.53

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 6, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 725 ORGANIZATION						
248-725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00
248-725-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	0.00
248-725-881-000	Merchandise to Sell	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 725 - ORGANIZATION		11,300.00	4,949.58	2,884.25	6,350.42	43.80
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	2,600.00	1,394.09	77.00	1,205.91	53.62
248-726-746-000	Hanging Baskets	4,000.00	0.00	0.00	4,000.00	0.00
248-726-801-000	Contractual Services	5,500.00	3,080.24	0.00	2,419.76	56.00
248-726-843-000	Facade Program	23,680.00	273.96	0.00	23,406.04	1.16
248-726-845-000	Public Art Program	2,500.00	390.69	0.00	2,109.31	15.63
248-726-883-000	Banners and Holiday Lighting	10,000.00	6,766.08	0.00	3,233.92	67.66
248-726-975-001	Capital Outlay - Beautification	5,000.00	344.47	0.00	4,655.53	6.89
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-975-019	Covid Capital Outlay	0.00	0.00	0.00	0.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	353,619.00	15,000.00	0.00	338,619.00	4.24
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	242,204.00	595.00	0.00	241,609.00	0.25
Total Dept 726 - DESIGN		649,603.00	27,844.53	77.00	621,758.47	4.29
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	5,370.00	0.00	29,130.00	15.57
248-728-860-000	Trolley Expense	22,000.00	0.00	0.00	22,000.00	0.00
248-728-861-000	Survey Expense	468.00	0.00	0.00	468.00	0.00
248-728-862-000	Training Materials	500.00	57.37	57.37	442.63	11.47
248-728-864-000	Grant & Scholarship Distribution	10,800.00	0.00	0.00	10,800.00	0.00
248-728-886-000	Marketing Materials	2,500.00	10.79	0.00	2,489.21	0.43
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	750.00	60.00	0.00	690.00	8.00
248-728-888-000	Brand Marketing	50,000.00	13,083.16	0.00	36,916.84	26.17
248-728-888-001	Contractual Services Brand Marketing	10,000.00	272.89	0.00	9,727.11	2.73
Total Dept 728 - ECONOMIC DEVELOPMENT		131,518.00	18,854.21	57.37	112,663.79	14.34
Department: 729 PROMOTION						
248-729-880-000	Event Promotion	2,000.00	404.71	0.00	1,595.29	20.24
248-729-880-001	Event Promo - Gazebo Series	11,000.00	10,600.00	0.00	400.00	96.36
248-729-880-004	Event Promo - Halloween Parade	2,500.00	1,240.10	0.00	1,259.90	49.60
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	7,500.00	2,832.22	0.00	4,667.78	37.76
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	250.00	0.00	0.00	250.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,100.00	3,890.49	0.00	8,209.51	32.15
248-729-880-013	SD Nights- Stronger Together Winter	2,500.00	384.76	0.00	2,115.24	15.39
248-729-880-014	Octoberfest	1,500.00	128.14	0.00	1,371.86	8.54
248-729-880-015	Winter Activities	12,000.00	5,669.58	3,944.58	6,330.42	47.25
248-729-880-016	Athletic Events-other	2,500.00	0.00	0.00	2,500.00	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

Section 6, Item A.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 729 PROMOTION						
248-729-880-017	Movie Night	3,000.00	1,707.69	0.00	1,292.31	56.92
248-729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	5,000.00	0.00	0.00	5,000.00	0.00
248-729-885-000	Port-A-Johns	2,600.00	1,007.50	0.00	1,592.50	38.75
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		68,450.00	27,865.19	3,944.58	40,584.81	40.71
Department: 730						
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	2,000.00	0.00	0.00	2,000.00	0.00
248-730-931-000	Repair & Maintenance-Equipment	0.00	0.00	0.00	0.00	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond Project	419,709.00	0.00	0.00	419,709.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	53,075.00	370.68	0.00	52,704.32	0.70
248-730-975-003	DDA Capital Outlay	5,500.00	4,488.98	3,758.92	1,011.02	81.62
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	22,800.00	0.00	0.00	22,800.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	4,300.00	0.00	0.00	4,300.00	0.00
248-730-975-015	Capital 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		507,384.00	4,859.66	3,758.92	502,524.34	0.96
Expenditures		1,986,179.00	399,891.95	32,429.60	1,586,287.05	20.13
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,893,888.00	1,160,323.38	786.47	733,564.62	61.27
TOTAL EXPENDITURES		1,986,179.00	399,891.95	32,429.60	1,586,287.05	20.13
NET OF REVENUES & EXPENDITURES:		(92,291.00)	760,431.43	(31,643.13)	(852,722.43)	
BEG. FUND BALANCE		356,811.12	356,811.12			
END FUND BALANCE		264,520.12	1,117,242.55			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025
 % Fiscal Year Completed: 66.58

Section 6, Item A.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdg't Used
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023						
Account Category: Revenues						
Department: 000 REVENUE						
301-000-300-001	2023 DOWNTOWN DEV TAX EXEMPT BOND PR	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 DOWNTOWN DEV TAX EXEMPT BOND PR	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	900.00	1,077.27	0.00	(177.27)	119.70
301-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
301-000-699-301	TRF in from DDA	419,709.00	0.00	0.00	419,709.00	0.00
Total Dept 000 - REVENUE		420,609.00	1,077.27	0.00	419,531.73	0.26
Revenues		420,609.00	1,077.27	0.00	419,531.73	0.26
Account Category: Expenditures						
Department: 901 905						
301-901-805-000	Audit fees	0.00	0.00	0.00	0.00	0.00
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	500,000.00	104,209.47	14,450.62	395,790.53	20.84
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - 905		500,000.00	104,209.47	14,450.62	395,790.53	20.84
Department: 905 DOWNTOWN DEV BOND 2023						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	0.00	0.00	0.00	0.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	0.00	0.00	0.00	0.00	0.00
301-905-745-001	Property taxes-Orion Twp	0.00	0.00	0.00	0.00	0.00
301-905-920-000	Utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA bonds Taxable	60,000.00	38,454.50	0.00	21,545.50	64.09
301-905-992-004	2023 DDA BONDS TAX EXEMPT	150,000.00	66,400.00	0.00	83,600.00	44.27
301-905-993-001	2023 DDA bond taxable interest	76,910.00	0.00	0.00	76,910.00	0.00
301-905-993-002	2023 DDA tax exempt bond interest	132,800.00	0.00	0.00	132,800.00	0.00
Total Dept 905 - DOWNTOWN DEV BOND 2023		419,710.00	104,854.50	0.00	314,855.50	24.98
Expenditures		919,710.00	209,063.97	14,450.62	710,646.03	22.73
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		420,609.00	1,077.27	0.00	419,531.73	0.26
TOTAL EXPENDITURES		919,710.00	209,063.97	14,450.62	710,646.03	22.73
NET OF REVENUES & EXPENDITURES:		(499,101.00)	(207,986.70)	(14,450.62)	(291,114.30)	
BEG. FUND BALANCE		2,794,812.47	2,794,812.47			
END FUND BALANCE		2,295,711.47	2,586,825.77			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

Section 6, Item A.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	69.61	0.00	(69.61)	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	69.61	0.00	(69.61)	100.00
Revenues		0.00	69.61	0.00	(69.61)	100.00
Account Category: Expenditures						
Department: 901 905						
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00
404-901-901-000	Debt Service- Parking Deck	0.00	0.00	0.00	0.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	169,436.00	0.00	0.00	169,436.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - 905		169,436.00	0.00	0.00	169,436.00	0.00
Expenditures		169,436.00	0.00	0.00	169,436.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		0.00	69.61	0.00	(69.61)	100.00
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	0.00
NET OF REVENUES & EXPENDITURES:		(169,436.00)	69.61	0.00	(169,505.61)	
BEG. FUND BALANCE		169,464.87	169,464.87			
END FUND BALANCE		28.87	169,534.48			
Report Totals:						
TOTAL REVENUES - ALL FUNDS		2,314,497.00	1,161,470.26	786.47	1,153,026.74	50.18
TOTAL EXPENDITURES - ALL FUNDS		3,075,325.00	608,955.92	46,880.22	2,466,369.08	19.80
NET OF REVENUES & EXPENDITURES:		(760,828.00)	552,514.34	(46,093.75)	(1,313,342.34)	

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 02/28/2025

Section 6, Item A.

GL Number	Description	YTD Balance 02/29/2024	02/28/2025
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
Account Classification: CASH CHECKING			
248-000-001-000	Cash	(125.04)	568.96
248-000-007-000	Payroll-checking	(250.00)	(250.00)
	CASH CHECKING	(375.04)	318.96
Account Classification: CASH SAVINGS			
248-000-002-000	Cash Savings	265,103.19	717,231.17
248-000-010-000	Investment/LGIP County Inv	404,137.49	415,897.72
248-000-011-000	Cash - Payroll Savings	7,219.13	(18,476.42)
	CASH SAVINGS	676,459.81	1,114,652.47
	Total Assets	676,084.77	1,114,971.43
*** Liabilities ***			
Account Classification: ACCOUNTS PAYABLE			
248-000-202-000	Accounts Payable	0.00	(2,560.00)
	ACCOUNTS PAYABLE	0.00	(2,560.00)
Account Classification: ACCRUED AND OTHER LIAB			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
248-000-228-001	FICA w/H - Medicare	0.00	(21.06)
248-000-228-002	FICA- Social Security withheld	0.00	(90.06)
	ACCRUED AND OTHER LIAB	400.00	288.88
	Total Liabilities	400.00	(2,271.12)
*** Fund Equity ***			
Account Classification: FUND BALANCE			
248-000-390-000	Fund Balance - Unassigned	498,200.06	356,811.12
	FUND BALANCE	498,200.06	356,811.12
	Total Fund Equity	498,200.06	356,811.12
Total Fund 248:			
TOTAL ASSETS		676,084.77	1,114,971.43
BEG. FUND BALANCE		498,200.06	356,811.12
+ NET OF REVENUES & EXPENDITURES		177,484.71	760,431.43
+ FUND BALANCE ADJUSTMENTS		2,559.00	0.00
= ENDING FUND BALANCE		678,243.77	1,117,242.55
+ LIABILITIES		400.00	(2,271.12)
= TOTAL LIABILITIES AND FUND BALANCE		676,084.77	1,114,971.43

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 02/28/2025

Section 6, Item A.

GL Number	Description	YTD Balance 02/29/2024	02/28/2025
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023			
*** Assets ***			
Account Classification: CASH CHECKING			
301-000-001-000	Cash	56,386.80	56,386.80
	CASH CHECKING	56,386.80	56,386.80
Account Classification: CASH SAVINGS			
301-000-002-000	CASH	2,706,240.23	2,533,198.59
301-000-011-000	Cash - Payroll Savings	0.00	(790.44)
	CASH SAVINGS	2,706,240.23	2,532,408.15
Total Assets		2,762,627.03	2,588,794.95
*** Liabilities ***			
Account Classification: DUE TO INTERFUND			
301-000-214-101	Due to General Fund	6.15	1,969.18
	DUE TO INTERFUND	6.15	1,969.18
Total Liabilities		6.15	1,969.18
*** Fund Equity ***			
Account Classification: FUND BALANCE			
301-000-390-000	Fund Balance - Unassigned	4,944,949.68	2,794,812.47
	FUND BALANCE	4,944,949.68	2,794,812.47
Total Fund Equity		4,944,949.68	2,794,812.47
Total Fund 301:			
TOTAL ASSETS		2,762,627.03	2,588,794.95
BEG. FUND BALANCE		4,944,949.68	2,794,812.47
+ NET OF REVENUES & EXPENDITURES		(2,182,328.80)	(207,986.70)
= ENDING FUND BALANCE		2,762,620.88	2,586,825.77
+ LIABILITIES		6.15	1,969.18
= TOTAL LIABILITIES AND FUND BALANCE		2,762,627.03	2,588,794.95

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 02/28/2025

Section 6, Item A.

GL Number	Description	YTD Balance 02/29/2024	02/28/2025
Fund: 404 DDA PROPERTY ACQUISITION			
*** Assets ***			
Account Classification: CASH SAVINGS			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,424.58	169,534.48
	CASH SAVINGS	169,424.58	169,534.48
	Total Assets	169,424.58	169,534.48
*** Fund Equity ***			
Account Classification: FUND BALANCE			
404-000-390-000	Fund Balance - Unassigned	326,840.70	169,464.87
	FUND BALANCE	326,840.70	169,464.87
	Total Fund Equity	326,840.70	169,464.87
Total Fund 404:			
TOTAL ASSETS		169,424.58	169,534.48
BEG. FUND BALANCE		326,840.70	169,464.87
+ NET OF REVENUES & EXPENDITURES		(157,416.12)	69.61
= ENDING FUND BALANCE		169,424.58	169,534.48
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		169,424.58	169,534.48



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Bill Approval

ATTACHED:

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

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

RECOMMENDED MOTION: (Roll Call)

To approve disbursements in the amount of \$40,912.81 for February 2025.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 02/01/2025 - 02/28/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 REVENUE					
248-000-228-000	Remittance	MICHIGAN DEPARTMENT OF TRE	Remittance Check	543.25	34304
248-000-228-001	FICA w/H - Medicare	UNITED STATES TREASURY	FICA TAXES REVISED FOR JUNE/DECEMBER	14.04	34292
248-000-228-001	Remittance	IRS	Remittance Check	96.62	380
248-000-228-001	Remittance	IRS	Remittance Check	96.62	380
248-000-228-001	Remittance	IRS	Remittance Check	99.15	381
248-000-228-001	Remittance	IRS	Remittance Check	99.15	381
248-000-228-002	FICA- Social Security with	UNITED STATES TREASURY	FICA TAXES REVISED FOR JUNE/DECEMBER	60.04	34292
248-000-228-002	Remittance	IRS	Remittance Check	413.09	380
248-000-228-002	Remittance	IRS	Remittance Check	413.09	380
248-000-228-002	Remittance	IRS	Remittance Check	424.00	381
248-000-228-002	Remittance	IRS	Remittance Check	424.00	381
248-000-230-000	Remittance	IRS	Remittance Check	434.63	380
248-000-230-000	Remittance	IRS	Remittance Check	452.20	381
248-000-232-000	Remittance	AMERICAN UNITED LIFE INSUR	Remittance Check	149.90	34237
248-000-232-000	Remittance	AMERICAN UNITED LIFE INSUR	Remittance Check	149.90	34301
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	34240
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	34300
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	147.90	34307
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	15.38	34309
248-000-247-000	Remittance	BLUE CARE NETWORK OF MICH	Remittance Check	1,203.63	34302
Total Department 000 REVENUE				5,509.67	
Department: 260 GENERAL ACTIVITIES					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS JANUARY	546.16	34244
248-260-801-000	DDA	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU JANUARY	0.00	34248
248-260-805-000	Audit Fees	ANDREWS HOOPER PAVLIC PLC	2024-2025 FINANCIAL AUDIT	0.00	34246
248-260-823-000	FLOWCODE BC2953D1-0034	COMERICA BANK	JAN CREDIT CARD - DDA	9.95	279
248-260-823-000	SNAP RETAIL - #18022	COMERICA BANK	JAN CREDIT CARD - DDA	65.00	279
248-260-823-000	CLICKUP # T9009138990	COMERICA BANK	JAN CREDIT CARD - DDA	57.00	279
248-260-823-000	IONOS # 202053310625	COMERICA BANK	JAN CREDIT CARD - DDA	25.00	279
248-260-823-000	ADOBE 2993824529	COMERICA BANK	JAN CREDIT CARD - DDA	21.19	279
248-260-823-000	ZOOM - 29*0916040	COMERICA BANK	JAN CREDIT CARD - DDA	159.90	279
248-260-851-000	MISWITCH BILL # 734847	COMERICA BANK	JAN CREDIT CARD - DDA	90.28	279
248-260-851-000	ACCT 8529101420028897- 118	COMCAST	TELEPHONE FEB	205.78	34314
248-260-920-000	ACCT 910018071993 - 165 S	DTE ENERGY	UTIIITIES	27.53	34259
248-260-920-000	ACCT910018071613 - 118 N B	DTE ENERGY	UTIIITIES	87.87	34259
248-260-920-000	ACCT 920009543389 - 90 S A	DTE ENERGY	UTIIITIES	467.01	34259
248-260-920-000	ACCT 100062995376 - 118 N	CONSUMERS ENERGY	GAS BILL	355.49	34315
248-260-921-000	ACCT 920009680652 - 24 FRO	DTE ENERGY	STREETLIGHTS FEB	38.53	34318
248-260-921-000	ACCT 910040951824 - 380 S	DTE ENERGY	STREETLIGHTS FEB	80.00	34318
248-260-921-000	ACCT 910040951774 38 S WAS	DTE ENERGY	STREETLIGHTS FEB	113.39	34318
248-260-921-000	ACCT 910040951725 - 22 E S	DTE ENERGY	STREETLIGHTS FEB	548.14	34318
248-260-921-000	ACCT 910040951659 38 E FLI	DTE ENERGY	STREETLIGHTS FEB	1,167.56	34318
248-260-921-000	ACCT 910040951600 491 S BR	DTE ENERGY	STREETLIGHTS FEB	234.72	34318
248-260-942-000	OFFICE DEPOT - SUPPLIES	COMERICA BANK	JAN CREDIT CARD - DDA	3.38	279
248-260-942-000	OFFICE DEPOT - SUPPLIES	COMERICA BANK	JAN CREDIT CARD - DDA	92.09	279
248-260-942-000	VISTA PRINT - SUPPLIES	COMERICA BANK	JAN CREDIT CARD - DDA	129.42	279
248-260-942-000	INV 2829 OFFICE CLEANING	CARPET SHINE		375.00	34295
248-260-942-000	DAR WEL INV 93312	DarWel ENTERPRISES LLC	FLOOR MATS - 118 N BROADWAY	24.65	34256
248-260-942-000	FIRE EXT INSP - 25-0044	PATRIOT FIRE EXTINGUISHERS	FIRE EXT INSPECTION	113.95	34282

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 02/01/2025 - 02/28/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-942-000	AMZN INV 19J9-DFV7-TMC7 -	AMAZON CAPITAL SERVICES	OFFICE/ EVENT SUPPLIES	101.37	34245
248-260-957-000	BEAN TO GO - BRD TRAINING	COMERICA BANK	JAN CREDIT CARD - DDA	127.99	279
248-260-957-000	BEAN TO GO - BRD TRAINING	COMERICA BANK	JAN CREDIT CARD - DDA	38.16	279
248-260-957-000	IRISH TAVERN - BRD TRAININ	COMERICA BANK	JAN CREDIT CARD - DDA	230.03	279
248-260-957-000	PAYPAL - MAIN STREET 12350	COMERICA BANK	JAN CREDIT CARD - DDA	105.00	279
248-260-957-000	PAYPAL MAIN STREET 2U2765	COMERICA BANK	JAN CREDIT CARD - DDA	115.00	279
Total Department 260 GENERAL ACTIVITIES				5,756.54	
Department: 725 ORGANIZATION					
248-725-824-000	ETSY - VOLUNTEER AWARDS	COMERICA BANK	JAN CREDIT CARD - DDA	238.50	279
248-725-824-000	DOLLAR TREE - VOLUNTEER AW	COMERICA BANK	JAN CREDIT CARD - DDA	6.63	279
248-725-824-000	DUNHAMS - VOLUNTEER AWARD	COMERICA BANK	JAN CREDIT CARD - DDA	21.19	279
248-725-824-000	WALMART - VOLUNTEER AWARD	COMERICA BANK	JAN CREDIT CARD - DDA	6.23	279
248-725-824-000	EDS BROADWAY - VOLUNTEER A	COMERICA BANK	JAN CREDIT CARD - DDA	20.11	279
248-725-824-000	CLAW HAMMER WOOD	MATTHEW GIBB	MISC REIMBURSEMENT	10.59	34270
248-725-825-000	GIFT CERTIFICATE REDEMP TIO	SAGEBRUSH CANTINA	GIFT CERTIFICATE REDEMPTION	2,545.00	34286
248-725-825-000	OCMAINSTREET REFUND	COMERICA BANK	JAN CREDIT CARD - DDA	36.00	279
Total Department 725 ORGANIZATION				2,884.25	
Department: 726 DESIGN					
248-726-745-000	1/7/25 DDA TRASHBAGS	HOME DEPOT - LAKE ORION	OPERATING SUPPLIES	89.91	34264
248-726-745-000	GREAT LAKES ACE	COMERICA BANK	JAN CREDIT CARD - DDA	77.00	279
Total Department 726 DESIGN				166.91	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-862-000	UPS - COPIES	COMERICA BANK	JAN CREDIT CARD - DDA	57.37	279
Total Department 728 ECONOMIC DEVELOPMENT				57.37	
Department: 729 PROMOTION					
248-729-880-015	313 PIZZA - AWARDS NIGHT	COMERICA BANK	JAN CREDIT CARD - DDA	814.00	279
248-729-880-015	CLEAR CUT ICE	COMERICA BANK	JAN CREDIT CARD - DDA	1,775.00	279
248-729-880-015	GFS - ICE FEST	COMERICA BANK	JAN CREDIT CARD - DDA	152.81	279
248-729-880-015	TANK EXCHANGE	MATTHEW GIBB	MISC REIMBURSEMENT	42.38	34270
248-729-880-015	POWER INVERTER	MATTHEW GIBB	MISC REIMBURSEMENT	31.47	34270
248-729-880-015	AMZN 1P9G-76DX-1HNW - ICE	AMAZON CAPITAL SERVICES	OFFICE/ EVENT SUPPLIES	235.92	34245
248-729-880-015	INV 371777 - ICE FEST	VIEW NEWSPAPER GROUP	MARKETING	878.00	34336
248-729-880-015	REIMBURSEMENT-EVENT SUPPLI	JANET BLOOM	REIMBURSEMENT-EVENT SUPPLIES	15.00	34322
Total Department 729 PROMOTION				3,944.58	
Department: 730					
248-730-975-003	PARKING LOT LEASE	LAKE ORION COMMUNITY SCHOO	PARKING LOT LEASE	2,500.00	34323
248-730-975-003	PARKING LOT LEASE	TARR PROPERTIES, LLC	PARKING LOT LEASE	1,258.92	34332
Total Department 730				3,758.92	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				22,078.24	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 905					
301-901-950-000	LUMBERYARD SHOVEL, RESETTA	MATTHEW GIBB	MISC REIMBURSEMENT	50.62	34270
301-901-950-000	INV 24-0046 BOARD APPROVED	TBD CONSTRUCTION SERVICES,	APPROVED CHANGE ORDER	14,400.00	34288
Total Department 901 905				14,450.62	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 02/01/2025 - 02/28/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023			Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023	14,450.62	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 02/01/2025 - 02/28/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	22,078.24	
301			DOWNTOWN DEV BOND PROJECT 2023	14,450.62	
		Total For All Funds:		<u>36,528.86</u>	

Feb 2025 (January Transactions) Credit Card Report -			
Trans Date	Merchant	GL#	Explanation
1/1/2025	MiSwitch	248-260-851-000	Phone bill
1/2/2025	Shopocmainstreets	248-725-825-000	Refund Customer
1/7/2025	Flowcode INV bc2953d1-0034	248-260-823-000	Software
1/8/2025	Bean to Go	248-260-957-000	Board Training
1/9/2025	Bean to Go	248-260-957-000	Board Training
1/9/2025	Irish Tavern	248-260-957-000	Board Training
1/10/2025	Office Depot	248-260-942-000	Supplies
1/12/2025	SnapRetail	248-260-823-000	Newsletter Software
1/13/2025	ClickUp INV t9009138990	248-260-823-000	Software
1/13/2025	Office Depot	248-260-942-000	Supplies
1/14/2025	Etsy	248-725-824-000	Volunteer Awards
1/18/2025	Ionos Inc INV 202053310625	248-260-823-000	Software
1/20/2025	Great Lakes Ace	248-726-745-000	Supplies
1/21/2025	UPS Store	248-728-862-000	Copies
1/22/2025	Adobe INV 2993824529	248-260-823-000	Software
1/22/2025	Dollar Tree	248-725-824-000	Volunteer Awards
1/22/2025	Dunhams	248-725-824-000	Volunteer Awards
1/23/2025	Walmart	248-725-824-000	Volunteer Awards
1/23/2025	Ed's Broadway Gift	248-725-824-000	Volunteer Awards
1/23/2025	313 Pizza Bar	248-729-880-015	Volunteer Awards
1/24/2025	Paypal Mainstreet	248-260-957-000	INV 1235065638
1/24/2025	Paypal Mainstreet	248-260-957-000	INV 2u2765330e461462p
1/27/2025	Clear Cut Ice	248-729-880-015	Ice Sculptures
1/29/2025	Zoom	248-260-823-000	INV 29*0916040
1/29/2025	Vistaprint	248-260-942-000	Supplies
1/29/2025	GFS Store	248-729-880-015	Ice Fest
			TOTAL:

Amount
\$90.28
\$36.00
\$9.95
\$127.99
\$38.16
\$230.03
\$3.38
\$65.00
\$57.00
\$92.09
\$238.50
\$25.00
\$77.00
\$57.37
\$21.19
\$6.63
\$21.19
\$6.23
\$20.11
\$814.00
\$105.00
\$115.00
\$1,775.00
\$159.90
\$129.42
\$152.81
\$4,383.95



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025
TOPIC GM on Main Street Grant

BACKGROUND BRIEF:

The GM on Main Street program offers five (5) grants, up to \$60,000, as part of an effort to bring traffic calming, multi-mobility, and sustainability to Main Streets. This is a newer program and grants in the past year included sidewalk and pedestrian areas, murals, and other design heavy projects in GM designated communities.

Only Main Street programs within a county where a GM facility is located may apply (although this makes for a large pool). We qualify as an applicant. The release of the Grant occurred after our last meeting, and the deadline came before this meeting. So, staff elected to apply, despite the absence of this Board's, and the Village Council's, concurrence. If either Board is not in favor, we would simply reject any award.

As indicated in the Grant Application, this is a project conceived in partnership with the Village Police chief, and is supported by many entities in the community.

FINANCIAL IMPACT:

None requiring action at this time. Please note that the base project cost would exceed the grant, and our application offers that the DDA would use Capital Outlay funds for all balances. There are ample funds to meet this need.

RECOMMENDED MOTION:

Move to receive and file the grant application for the GM on Main Street 2025 program, directing the Executive Director to send all application material to the Village Council as a communication.

Proposal for consideration

Lake Orion Downtown Development Authority

SAFE STREETS for PUBLIC SPACES

Submitted to:

GM on Main Street Grant Program 2025: Transportation
Innovation for Downtowns

March 2, 2025

Matthew Gibb

Executive Director

Lake Orion Downtown Development Authority

118 N. Broadway St

Lake Orion MI 48362

(248) 693-9742

gibb@downtownlakeorion.org



PROJECT ABSTRACT

The Lake Orion Downtown Development Authority (the “DDA”) is seeking a grant to support our Safe Streets for Public Places Program through the design and installation of decorative bollards and historic peddlers carts in key access points to our Downtown. Our objective is to provide a passable barrier within each main downtown intersection to invite and protect the thousands of guests arriving to enjoy the more than 40 art shows, festivals and events occurring each year. The goal of the project is to encourage pedestrian and bicycle friendly movement with the added benefit of crash rated protection and the placement of historically authentic peddler carts to slow traffic and welcome visitors.

This project is the mutual idea and effort of the DDA and the Village of Lake Orion, arising out of the year over year increase in attendees enjoying the downtown and the fear of tragic events mimicking what occurred in New Orleans earlier this year. The objective is to install up to six (6) removable bollards and two (2) fully enhanced peddlers carts at each of four main intersections downtown. The cost of these potentially life saving improvements is budgeted as \$73,305.

The DDA is asking for a grant in the amount of \$60,000 to assist in the hard and construction costs of the project. Additional funds, directly from the DDA capital budget, have been set aside and approved for all monies required beyond the grant amount to bring this important public facility to Lake Orion.

PROJECT NEED

The Village of Lake Orion is a recognized historic district filled with vibrant restaurants, acclaimed music venues, and shops, and is home to nearly 3000 residents, entrepreneurs and small businesses. The entire community, being the downtown of a larger Township in bustling Oakland County, Michigan, proudly lives by its decades long nickname “Where Living is a Vacation”. The planning and effort as a Nationally Accredited Main Street program is a shining example of how the four pillars approach can bring vitality and destination to our streets and doorways. It is out of that success we find a new need.

Our community regularly hosts over 40 special events annually, including festivals, parades, and a thriving restaurant and bar scene, attracting thousands of visitors to our village each month. Certain events, such as larger festivals, can draw crowds up to 15,000 people, and more, all striving to be within the downtown district. Given the volume of pedestrian traffic generated by these events, the safety and security of our residents and visitors has become a growing concern.



PROJECT NEED: continued

As the downtown area is an active hub for such gatherings, it is important to acknowledge that the village, like many other small communities, can be considered a soft target—a location vulnerable to potential threats or attacks due to its relatively limited security infrastructure. The increasing trend of violent incidents involving vehicles driven through crowded pedestrian areas highlights the urgent need to address vulnerabilities in spaces with high foot traffic.

In response to these concerns, the Village of Lake Orion Police Department has identified the need to enhance pedestrian safety in our downtown district, particularly during large public events. A viable solution is the installation of removable bollards strategically placed throughout the downtown area. These bollards could be positioned near intersections and could be moved as needed to provide additional protection during events.



Designed to blend seamlessly with the aesthetic of our downtown, the bollards can be wrapped in materials that complement the village's character while contributing to the overall atmosphere.

As we watch tragedy unfold in other part of our world, the Village of Lake Orion Chief of Police, Mark Amundson stated the need better than anyone else,



“Investing in physical security measures, such as bollards, signage, and barricades, is essential to ensuring the safety of our community members and event attendees. These measures not only mitigate the risk of potential threats but also foster public trust by demonstrating our commitment to safety and security. Furthermore, this investment will contribute to the continued success of our special events by promoting attendee satisfaction and strengthening positive relations within the community.”

<https://apnews.com/article/new-orleans-killed-crash-terrorist-attack-9f2fbcc3e48d8b391590f60969e80e61>

https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.fbi.gov/news/press-releases/fbi-statement-on-the-attack-in-new-orleans&ved=2ahUKEwiqsN2t5OuLAXVuYkEHVd2MFYQFnoECB4QAQ&usg=AOvVaw1NtMOD6G764enGjn_PvIJM

PROJECT DESCRIPTION: Installation of Removable Bollards

Project Overview:

This project aims to enhance safety, accessibility, and traffic management in Downtown Lake Orion by installing removable bollards at key entry points. The bollards will provide a flexible solution for pedestrian and vehicular control, allowing for temporary access when needed while maintaining a secure environment during normal operations.



Project Goals:

- Improve pedestrian safety by preventing unauthorized vehicle access.
- Facilitate controlled access for emergency vehicles, maintenance crews, and event setup.
- Enhance the aesthetic appeal of the area by using high-quality, durable materials that blend with the existing infrastructure.
- Provide a cost-effective and sustainable solution for managing public spaces without permanent barriers.

Project Scope:

- Identify key locations for bollard installation based on traffic and safety assessments.
- Purchase and install twenty-four (24) removable bollards with secure locking mechanisms.
- Ensure ADA compliance and maintain accessibility for all users.
- Conduct community engagement and coordination with local stakeholders to ensure seamless integration.
- Develop a maintenance and operational plan for bollard removal and replacement.

Implementation Plan:

1. **Site Assessment & Planning** – Conduct a thorough analysis of pedestrian and vehicle flow to determine optimal bollard placement.
2. **Procurement** – Acquire bollards that meet durability, safety, and aesthetic requirements.
3. **Installation** – Implement the bollards with proper anchoring and locking mechanisms.
4. **Community Coordination** – Work with local businesses, emergency services, and municipal departments to ensure smooth integration.
5. **Monitoring & Maintenance** – Establish guidelines for routine inspections and necessary adjustments.

Expected Outcomes:

- Increased safety for pedestrians in high-traffic areas.
- Improved flexibility in public space management for events and emergency access.
- A more visually cohesive and welcoming environment for visitors and residents.

PROJECT DESCRIPTION: Installation of Peddlers Carts

Project Overview:

This project aims to enhance safety, downtown identity, and pedestrian engagement in downtown Lake Orion by acquiring and installing peddlers carts at key locations. These carts will serve as beautification elements, wayfinding tools, and micro-retail opportunities, strategically placed in coordination with a pedestrian safety plan around existing bollard locations. The initiative will involve community volunteers in designing and planting the carts, fostering local pride and participation.



Large Peddler Cart

Project Goals:

- Improve pedestrian safety by using peddlers carts as visual barriers that complement existing bollards.
- Strengthen downtown identity through cohesive branding and design.
- Engage community volunteers in the design and planting of the carts.
- Provide flexible, movable carts that enhance public spaces and economic opportunities.

Project Scope:

- Identify key locations for cart placement in accordance with pedestrian safety assessments.
- Acquire eight (8) peddlers carts designed for aesthetic appeal and functionality.
- Develop a unified branding and identity for the carts to align with downtown character.
- Recruit and coordinate volunteers to assist in design, planting, and maintenance.
- Ensure ADA compliance and accessibility in placement and usage.
- Conduct community outreach and stakeholder engagement to ensure alignment with broader Village goals.

Implementation Plan:

1. **Site Assessment & Planning** – Conduct a pedestrian safety and downtown flow analysis to determine optimal cart locations.
2. **Procurement** – Acquire peddlers carts that align with branding, safety, and durability standards.
3. **Design & Branding** – Develop a cohesive downtown identity for the carts, including signage and color schemes.
4. **Community Engagement** – Organize volunteer teams to design and plant greenery in the carts.
5. **Placement & Integration** – Position the carts strategically in coordination with the pedestrian safety plan.
6. **Monitoring & Maintenance** – Establish guidelines for ongoing upkeep and potential seasonal redesigns.

Expected Outcomes:

- Enhanced pedestrian safety through visually engaging wayfinding elements.
- Strengthened downtown identity with cohesive branding and public involvement.
- Increased community engagement through volunteer participation in design and maintenance.
- A more inviting and vibrant streetscape that encourages foot traffic and local economic activity.

This initiative aligns with broader community development goals and fosters a more engaging, pedestrian-friendly downtown. Grant funding will enable the successful execution of this project and contribute to long-term public benefits.

TIMELINE

Upon Grant Award:

April 1-15, 2025:	Site Assessment & Planning – Conduct a pedestrian safety and downtown flow analysis to determine optimal cart and bollard locations.
April 15 – May 30, 2025:	Procurement – Acquire bollards and peddlers carts that align with branding, safety, and durability standards. Pre-construction – Secure labor and necessary third party contractors, begin pre-installation, site work final design and plan approval, and obtain necessary permitting for bollard installation.
May 15 – June 15, 2025:	Design & Branding Peddlers Carts – Develop a cohesive downtown identity for the carts, including signage and color schemes. Community Engagement – Organize volunteer teams to design and plant greenery in the carts. Place carts in accord with the developed safety and pedestrian plans described in the project plan.
June 1 – July 30, 2025:	Placement & Integration – Position and install all temporary bollard infrastructure, and related needs, strategically in coordination with the pedestrian safety plan, in the areas outlined in the final location plan.
August – September, 2025:	Monitoring & Maintenance – Establish guidelines for Ongoing upkeep and potential seasonal redesigns.
October 2025:	Final Reporting and Grant Compliance.

Lake Orion Safe Streets and Public Spaces Program PROJECT BUDGET

Enter data into blue shaded input cells only.

APPLICANT

Project Name	Safe Streets for Public Spaces
City/Township/Village	Village of Lake Orion
County	Oakland
Project Principal	Lake Orion downtown Development Authority

TOTAL DEVELOPMENT COSTS

Hard Costs

Removable Bollards - 24 Units @ 977/unit	\$ 23,448.00
Bollard Covers, locks, attachments @211/unit	\$ 5,064.00
Site Improvements (concrete, anchors, pavement, brickwork, etc)	\$ 6,419.00
Peddlers Carts 8 units @1158/unit	\$ 9,264.00
Paint, Adhesives, Branding	\$ 964.00
Other: Delivery / Transportation	\$ 2,879.00
Subtotal	\$ 48,038.00

Construction Cost

Concrete/Masonry/Rebar Install	\$ 9,870.00
Painting/Decorating	\$ 500.00
Permits/Fees/Bond/Cost Certification	\$ 1,160.00
Other: Mobilization, Traffic Control, Temp Signage	\$ 2,700.00
Other: General Conditions, Contingency	\$ 2,500.00
Subtotal	\$ 16,730.00

Other Costs

Marketing/Awareness	\$ 1,150.00
Other Professional Fees	\$ 1,000.00
Other: Permanent Signage	\$ 1,087.00
Other: Unknown site conditions/Utilities	\$ 5,000.00
Subtotal	\$ 8,237.00

TOTAL PROJECT COST \$ 73,305.00

SOURCE AND AMOUNT OF LOCAL FUNDS

	Amount
Source B Downtown Development Authority Capital Funds	\$ 8,305.00
Source D Sponsor(s)/ DDA budget authorized contingency	\$ 5,000.00
Source E	\$ -
Source F	\$ -

TOTAL LOCAL FUNDS \$ 13,305.00

TOTAL DEVELOPMENT COSTS	\$ 73,305.00
TOTAL LOCAL FUNDS	\$ 13,305.00
REQUESTED GM ON MAIN FUNDING*	\$ 60,000.00

*GM funding will first be applied to hard costs and construction



**PLACEMENT
Of
IMPROVEMENTS**

Removable Bollards
located in main
intersections

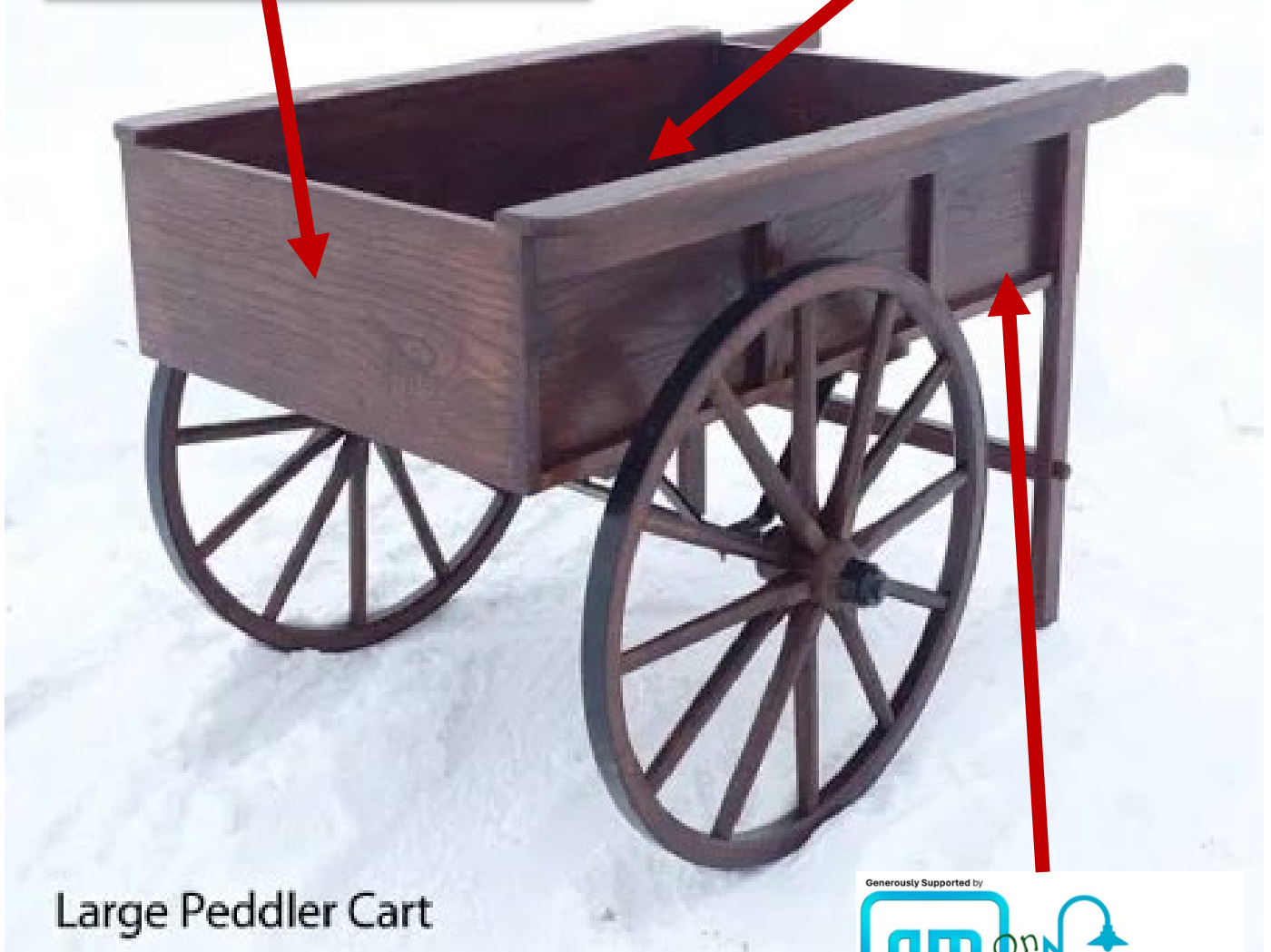
Replica Peddlers
carts placed to calm
traffic and beautify



ADDITIONAL IMAGES OF PROJECT AREA



DESIGN ELEMENTS OF THE USE OF PEDDLERS CARTS FOR PEDESTRIAN MOEMENT, BARRIERS, AND DOWNTOWN BEAUTIFICATION



Large Peddler Cart

Generously Supported by



MAIN STREET AMERICA



February 28, 2025

Lake Orion Downtown Development Authority
Matt Gibb, Executive Director
118 N. Broadway Street
Lake Orion, MI 48362

Re: Main Street America Grant Application

To Whom It May Concern:

Orion Township would like to express our strong support for the Lake Orion Downtown Development Authority (DDA) grant application. This \$60,000 grant to implement a critical traffic calming and pedestrian safety project in our vibrant downtown perfectly aligns with Main Street America's goals of creating safe, welcoming, and thriving downtowns.

This proposed initiative will significantly enhance our America in Bloom efforts, not only through strategic integration of design and natural materials, but also by directly addressing key criteria of the America in Bloom program. More specifically:

- **Environmental Awareness:** This project promotes pedestrian-friendly spaces, reducing reliance on vehicular traffic within the downtown core, thereby contributing to a more sustainable environment.
- **Landscaped Areas:** The replica peddler carts, filled with seasonal floral displays, will directly enhance our landscaped areas, adding color, texture, and visual interest. These displays will be carefully curated to reflect the principles of America in Bloom, focusing on plant diversity, health, and overall impact.
- **Floral Displays:** The abundant floral displays within the peddler carts will be a prominent feature, contributing to the overall aesthetic appeal of our downtown. We will emphasize the use of native and pollinator-friendly plants, aligning with America in Bloom's focus on environmental stewardship.

The specific project details further demonstrate our commitment to America in Bloom's principles:

- **Decorative Removable Bollards:** These bollards, positioned at key downtown entry points, will create a clear and aesthetically pleasing pedestrian zone. Their design will incorporate elements that complement our downtown's existing architecture and landscape, contributing to a cohesive and visually appealing environment.
- **Replica Peddler Carts as Movable Barriers:** These carts, filled with vibrant flowers and branded with our village's identity, will serve a dual purpose: they will act as flexible traffic calming measure and contribute to our floral displays. The flowers will enhance the beauty of our downtown and create a welcoming atmosphere, further enhancing our efforts with America in Bloom.

- **Guiding and Protecting:** The combination of bollards and flower-filled peddler carts will create a clear, visually appealing, and safe pedestrian pathway. will not only improve pedestrian safety but also guide visitors through our downtown, showcasing our businesses and events.

This project will demonstrate a thoughtful approach to traffic calming and pedestrian safety, seamlessly integrating design and elements to enhance our downtown's appeal and strengthen our America in Bloom efforts. We are confident that this initiative will create a safer, more beautiful, and more welcoming downtown for residents and visitors alike. Please feel free to reach out if you have any further questions.

Thank you for your consideration.

Sincerely,



Chris Barnett, Supervisor
Charter Township of Orion
cbarnett@oriontownship.org



February 28, 2025

MAIN STREET AMERICA

Re: DDA Safe Streets Project

To whom it may concern,

I am writing to express my full support for the Lake Orion DDA's grant application aimed at improving the safety and aesthetics of downtown Lake Orion. As the Executive Director of the Orion Art Center, we are proud to host two of the largest fundraising events, *Art and Flower Fair* and *Dragon on the Lake*, which bring thousands of visitors to our community each year. These events are vital to our mission and essential for sustaining and growing the programs and services we offer to the community.

The removable bollards and peddler carts proposed by the DDA will provide much-needed safety enhancements and elevate the walkability of downtown. These upgrades will ensure that our events are not only safer but also more inviting, helping us continue to expand and enrich our programming. As we grow, the additional security and aesthetics will allow us to attract even more attendees, vendors, and artists, creating a stronger, more vibrant downtown for everyone.

The success of these events is crucial to the continued growth of the Orion Art Center, and we are confident that the enhancements supported by this grant will have a lasting positive impact on both our organization and the community as a whole.

Thank you for your time and consideration. We wholeheartedly support this initiative and look forward to the positive changes it will bring to our downtown area.

Sincerely,

A handwritten signature in cursive script that reads "Holly Nicosia".

Holly Nicosia
Executive Director
Orion Art Center



February 27, 2025

MAIN STREET AMERICA

Re: GM on Main Street 2025
LAKE ORION MAIN STREET GRANT APPLICATION

To whom it may concern,

On behalf of the Board of Directors of the Lake Orion Downtown Development Authority (DDA), and as Board Chair of the DDA, I want to extend my strong support for this Multi-Modal Safety Project. Our DDA has recently been recommended for National Main Street Accreditation for the 18th consecutive year and continues to strive to improve and protect the history and vibrancy of our Downtown.

This project seeks to bring safety to the thousands of visitors who travel to our Downtown to enjoy some of the region's largest festivals and events. In every season, our historic streets are lined with art, wood craft, ice sculptures, flowers, food and music. We host winter golf tournaments through and within our many businesses and are home to Michigan's largest cornhole league in partnership with our American Legion. On any given weekend you can find more than 10,000 guests enjoying "where living is a vacation". Our goal is to keep them all safe.

In partnership with the Village of Lake Orion, we now seek to add removable bollards and historically recreated peddlers carts to the gateways of our downtown, the intent to;

- Create a walkable barrier to vehicles and dangerous traffic, allowing bikes, strollers, and smiling faces to pass through.
- The removable nature of the bollards would allow us to extend the areas of safe design depending on the size of the event, while enhancing our design.
- Recreating the peddlers carts of our past, with welcoming flowers and historic treatments, can soften the entrances to slow approaching vehicles, redirect staging, and encourage alternative forms of arrival.

I appreciate your consideration of this grant and strongly recommend funding for this important project.

Sincerely,

Debbie Burgess

Debbie Burgess - Board Chair Lake Orion DDA



February 28, 2025

MAIN STREET AMERICA

Re: GM on Main Street 2025
LAKE ORION MAIN STREET GRANT APPLICATION

To whom it may concern,

I want to express my full support for the Lake Orion DDA Safe Streets Project. Raising a family in Lake Orion includes attending and participating in the many multi-cultural and inclusionary based events and programs hosted by our Downtown. From hosting choirs from underprivileged neighboring towns to greeting families at the Summer Gazebo series, we have welcomed people of all backgrounds to enjoy our little place of joy that we have nicknamed "where living is a vacation".

This project will function as a safe barrier to our main gateways entering our downtown and also provide a historic reflection of our past. The removable nature of the proposed bollards, and the way we will be able to brand and "roll in" beautiful peddlers carts, allows the village and DDA to move people, carts, strollers, bikes and more, in a safe and inviting way.

As Council President, I can attest to the support of the entire Village of Lake Orion in pursuing this important, functional, approach to keeping us all safe while enhancing the design and reflective beauty of our downtown. The grant allow the great parentship between the Village and our DDA to grow stronger, and provide the needed funds to make a difference in the way our community stretches a blanket of safety around our residents and guests.

Teresa Rutt

A handwritten signature in black ink that reads "Teresa Rutt".

Village of Lake Orion
Village Council President



March 2, 2025

To Whom It May Concern,


On behalf of the Orion Community Foundation, I am pleased to offer our strong support for the grant application seeking funding for traffic calming measures and community enhancements in the Village of Lake Orion. As an organization dedicated to fostering a thriving and connected community, we recognize the profound impact this initiative will have on the safety, accessibility, and overall vibrancy of our village.

Lake Orion is a cherished destination for residents and visitors alike, known for its charming downtown, thriving local businesses, and active community spaces. However, increasing traffic and pedestrian safety concerns present challenges that must be addressed to ensure the village remains a welcoming and enjoyable place for all. By implementing traffic calming measures and enhancing public spaces, this project will create a more pedestrian-friendly environment, encourage economic growth, and strengthen the sense of community that makes Lake Orion so special.

The improvements proposed in this grant align with our mission to support initiatives that enhance the well-being and quality of life for those who live, work, and visit Lake Orion. Safer streets and thoughtfully designed public spaces will invite greater community engagement, foster local business development, and contribute to a stronger, more connected village.

We fully support this endeavor and encourage its approval. We appreciate your consideration of this critical investment in the future of Lake Orion.

Sincerely,



Matt Pfeiffer
Board Member
Orion Community Foundation

February 28, 2025



To whom it may concern,

The Lake Orion Police Department is a vital source of protection for our community.

As president of the Orion Lighted Parade Group, the LOPD is always concerned about the parade participants and the 7,000 spectators at our annual Lighted Christmas parade.

This past year the LOPD borrowed barricades from the Troy Police Department to use during our parade. Four of those barricades were situated by our stage. A driver of a car wanted to cross main street, which is on our parade route. This driver tried to get by the barricade but could not broach it. Had they gone through it would have placed many adults and children in grave danger.

I also work other events in the village, such as: the Lions Club Festival (a four-day event), Memorial Day Parade, Halloween Parade, the LOPD Car Show. These events are also on the streets of our community and would benefit from the protection barricades offer.

I hope that you will approve this grant and help the Lake Orion community groups and citizens feel safe.

Bill Kokenos

Bill Kokenos
President
Orion Lighted Parade Group

248-802-5521



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Marketability and Attraction Strategy

BACKGROUND BRIEF:

As the Lumber Yard now moves to site development and revenue planning, the effort for identifying market use and attraction strategy is required. What often happens in downtowns like ours is a property owner waits for someone to call, and the diversification of retail, restaurant and commercial users is defined by who is willing to sign a lease agreement. This is, in part why we have vacancies downtown. We don't have that luxury for the Lumber Yard, and quite frankly we can no longer apply the "we have a cute downtown" as a strategy.

The Executive Directors office seeks to engage and contract Dirt Realty, a multi-state firm that specializes in placemaking through data/revenue driven analytics, to begin the process of building a strategy to design and plan for the revenue based uses at the Lumber Yard as we work with PEA to move to a concept development plan.

Dirt Realty is led by Bob Waun, whose background includes leadership roles as close as the Birmingham Shopping District to as intricate as Miami, and Appalachian Kentucky. His team will work directly with this office in developing strategy, and then applying that strategy for key attraction efforts.

FINANCIAL IMPACT:

The Executive Director has procurement authority to contract for these services in an amount up to \$10,000 based upon the review of three qualified vendors. Discussions were held with five varied entities/professionals and it is the recommendation of the Director that Dirt Realty is the combination of placemaking and retail concept we need at this moment in our downtown and Lumber Yard project.

The contract with Dirt Realty is proposed in the amount of \$9,300, plus DDA pre-approved reimbursable expenses for data reporting and plan development. Funding for this contract: from 728 Economic Development: GL 248-728-801-000 Contractual Services, which holds a balance of \$34,000.

RECOMMENDED MOTION:

To accept the recommendation of the Executive Director and approve a contract with Dirt Realty, LLC in an amount not to exceed \$9300, plus DDA pre-approved reimbursable expenses, with funding from GL 248-728-801-000 contractual Services.



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REAL ESTATE AND MARKETABILITY CONSULTING AGREEMENT

Presented by: DIRT Realty, LLC and Bob Waun (Consultant)

Presented to: Downtown Development Authority of Lake Orion, Michigan

Date: February 26, 2025

Subject: Consulting Proposal for "Lumberyard at Paint Creek" Redevelopment Project

Scope of Consulting Services

DIRT Realty, LLC, and Bob Waun (Consultant) propose to provide professional real estate and market development consulting services for the "Lumberyard at Paint Creek" redevelopment project in Lake Orion, Michigan. The consulting period shall commence on March 3, 2025, and extend for 90 days. The following services will be included:

1. **Review of Existing and Historical Development** – Conduct an in-depth analysis of the site's previous and current development conditions.
2. **Demographic Study for Retail Sales Analysis** – Compile and assess demographic data to determine retail demand and sales potential.
3. **Traffic Study and Flow Pattern Analysis** – Evaluate traffic patterns and pedestrian flows to identify optimal site accessibility.
4. **Industry Professional Engagement** – Consult with experts on both traditional and non-traditional land uses to explore innovative development concepts.
5. **Market Use and Redevelopment Analysis** – Review potential uses and provide strategic recommendations for product and redevelopment opportunities.
6. **ICSC Vegas Representation** – Attend the International Council of Shopping Centers (ICSC) conference in Las Vegas on behalf of Lake Orion to solicit interest from national retail tenants and prepare a detailed report of meetings and market feedback.
7. **Community Survey and Polling** – Develop and distribute a survey to collect community input regarding the redevelopment project.
8. **Architectural Engagement** – Meet with and tour architects/builders on-site to explore additional design possibilities and redevelopment options.
9. **Municipal and County Coordination** – Collaborate with local government officials to assess zoning requirements and compile findings into the final report.
10. **Developer Outreach** – Engage with both local and national developers to explore potential co-development opportunities that align with commercial viability.
11. **Economic Viability Study** – Design and analyze financially sustainable development site plans.



Consulting Fees and Terms

The total consulting fee for the outlined services is **\$9,30**

0.00, plus reimbursement of pre-approved travel and related expenses. All expenses will be pre-approved by the Downtown Development Authority of Lake Orion prior to incurrence.

Additionally, as a licensed commercial real estate brokerage, DIRT Realty, LLC offers its services to list and market available retail and development spaces within the project. If engaged, DIRT Realty will provide listing services at a discounted listing-side commission rate of **2.0% of the applicable commissions** upon successful lease or sale of real estate within the project.

Confidentiality & Fiduciary Responsibilities

DIRT Realty, LLC and Bob Waun acknowledge that any information provided by the Downtown Development Authority of Lake Orion in connection with this engagement shall remain confidential. All proprietary, financial, and strategic data disclosed during the consulting period will not be shared with third parties without prior written consent.

Additionally, DIRT Realty, LLC and Bob Waun will act in a fiduciary capacity, ensuring that all recommendations and activities undertaken are in the best interest of the Downtown Development Authority of Lake Orion.

Acceptance of Proposal

This proposal is valid for acceptance until March 2, 2025. If the terms outlined above are acceptable, please sign below to indicate agreement and authorization to proceed.

Authorized Representative

Downtown Development Authority of Lake Orion, Michigan

Signature: _____

Printed Name: _____

Title: _____

Date: _____



MICHIGAN · FLORIDA · COSTA RICA

Authorized Representative

DIRT Realty, LLC

Signature: _____

Printed Name: Bob Waun

Title: Consultant, DIRT Realty, LLC

Date: _____

Our Team.

Location, location, location = DIRT. Real estate's intrinsic value = DIRT. Start with good DIRT. Intel = DIRT. We have a lot of reasons we love our DIRT brand. But it's our people which makes DIRT difference.



Bob Waun
Principal & Broker



Jillian Acchione Waun
Advisor - Media & Design



John Pavone
Advisor - Physicians Property Partners



Joe Craig
Agent, Advisor - Technology

Email
Info@dirtrealty.com

Call
248-722-9286



PROJECTS

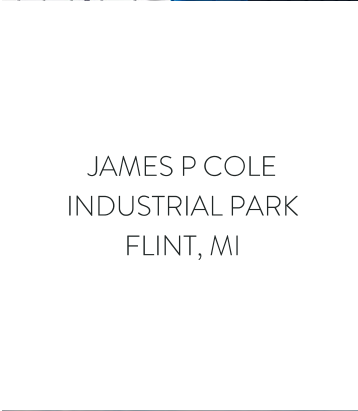
buy DIRT



1100 W SAGINAW
LANSING, MI



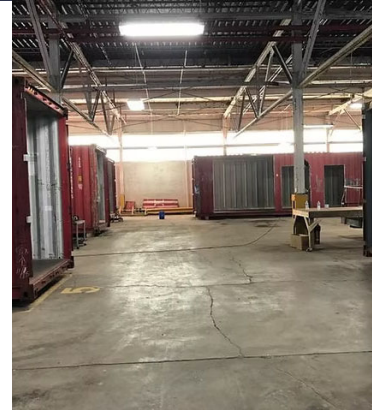
CBD PONTIAC
URBAN RENEWAL
AND RETHINK



JAMES P COLE
INDUSTRIAL PARK
FLINT, MI



LAPEER INDUSTRIAL
COMPLEX



Section 8, Item B.



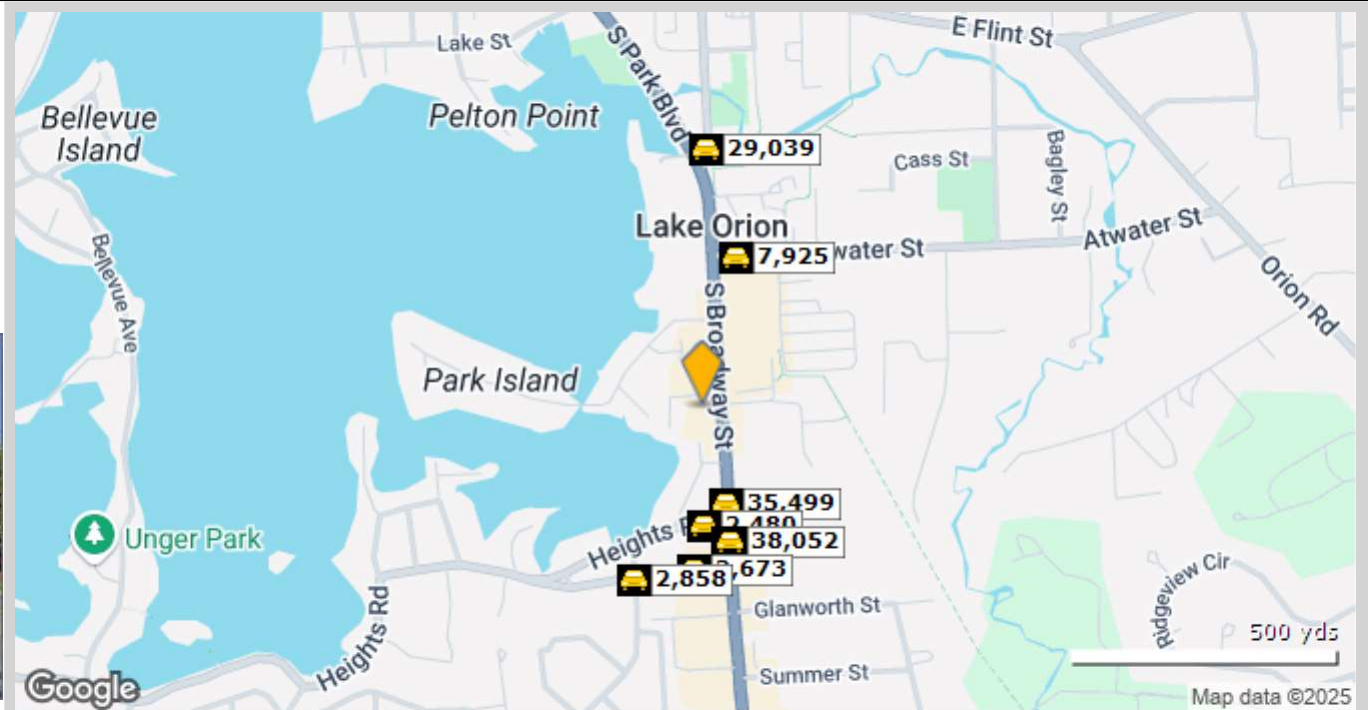
- Home
- Blog
- Services
- Projects

Contact

 (248) 722-9286



Building Type: **Class C Office**
 Class: **C**
 RBA: **3,780 SF**
 Typical Floor: **3,780 SF**
 Total Available: **1,200 SF**
 % Leased: **68.25%**
 Rent/SF/Yr: **Negotiable**



	Street	Cross Street	Cross Str Dist	Count Year	Avg Daily Volume	Volume Type	Miles from Subject Prop
1	S Broadway St	Congress Ct	0.11 N	2022	42,081	MPSI	.11
2	S Broadway St	Congress Ct	0.11 N	2018	35,499	MPSI	.11
3	Heights Rd	S Lapeer Rd	0.03 E	2022	2,480	MPSI	.13
4	M-24 LAPEER RD	Heights Rd	0.02 N	2020	32,966	AADT	.15
5	S Lapeer Rd	Heights Rd	0.02 N	2022	38,052	MPSI	.15
6	Atwater St	Abandoned RR	0.02 E	2022	7,925	MPSI	.17
7	Odanah St	S Lapeer Rd	0.04 E	2022	2,673	MPSI	.17
8	Odanah Street	Kimberly	0.00 E	2022	2,967	MPSI	.20
9	ODANAH ST	Kimberly	0.00	2020	2,858	AADT	.20
10	S Broadway St	Abandoned RR	0.00 N	2022	29,039	MPSI	.28

Demographic Market Comparison Report

400 S Broadway St, Lake Orion, MI 48362

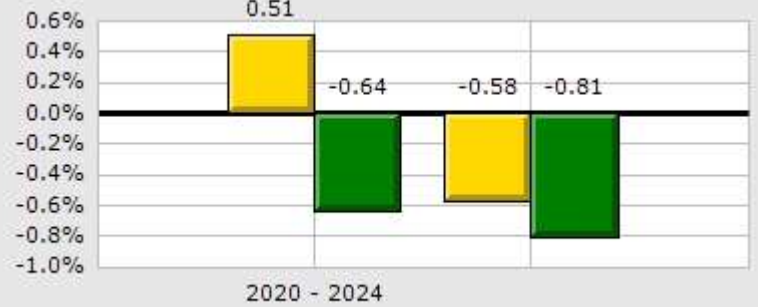
Type: **Class C Office**
 County: **Oakland**

■ 1 Mile
■ County

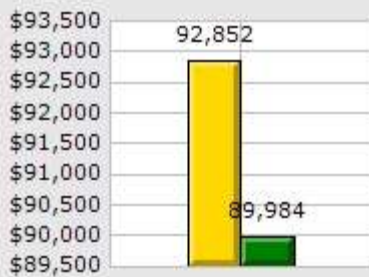
Population Growth



Household Growth



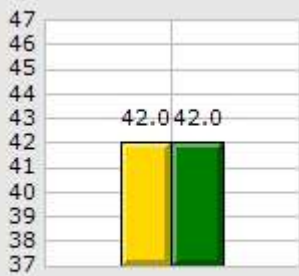
2024 Med Household Inc



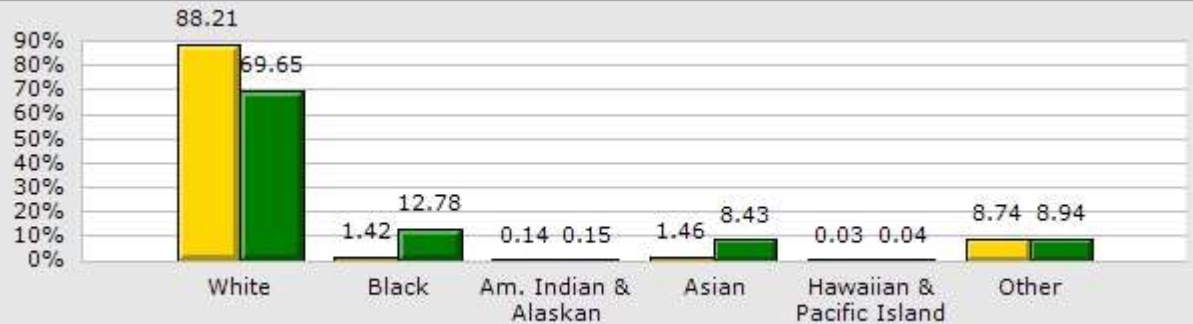
2024 Households by Household Income



2024 Median Age



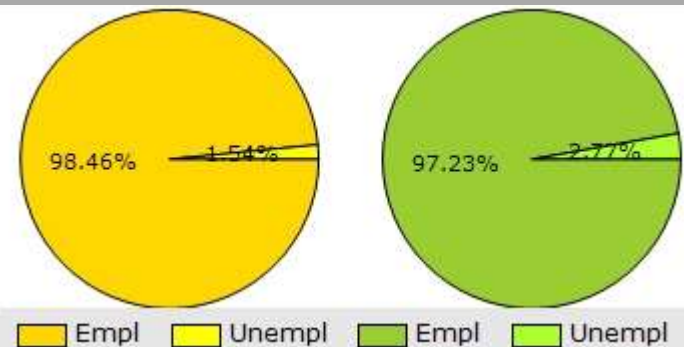
2024 Population by Race



2024 Renter vs. Owner



2024 Employed vs. Unemployed



Demographic Market Comparison Report

400 S Broadway St, Lake Orion, MI 48362				
Type: Class C Office				
County: Oakland				
	1 Mile		County	
Population Growth				
Growth 2020 - 2024	0.49%		-0.61%	
Growth 2024 - 2029	-0.58%		-0.79%	
Empl	4,090	98.46%	676,041	97.23%
Unempl	64	1.54%	19,276	2.77%
2024 Population by Race				
	7,184		1,266,663	
White	6,337	88.21%	882,263	69.65%
Black	102	1.42%	161,851	12.78%
Am. Indian & Alaskan	10	0.14%	1,897	0.15%
Asian	105	1.46%	106,810	8.43%
Hawaiian & Pacific Island	2	0.03%	543	0.04%
Other	628	8.74%	113,299	8.94%
Household Growth				
Growth 2020 - 2024	0.51%		-0.64%	
Growth 2024 - 2029	-0.58%		-0.81%	
Renter Occupied	795	27.00%	153,658	29.51%
Owner Occupied	2,149	73.00%	367,032	70.49%
2024 Households by Household Income				
	2,945		520,690	
Income <\$25K	350	11.88%	63,938	12.28%
Income \$25K - \$50K	466	15.82%	81,320	15.62%
Income \$50K - \$75K	373	12.67%	74,915	14.39%
Income \$75K - \$100K	397	13.48%	67,020	12.87%
Income \$100K - \$125K	339	11.51%	57,060	10.96%
Income \$125K - \$150K	411	13.96%	41,988	8.06%
Income \$150K - \$200K	280	9.51%	57,989	11.14%
Income \$200K+	329	11.17%	76,460	14.68%
2024 Med Household Inc	\$92,852		\$89,984	
2024 Median Age	42.00		42.00	



Demographic Summary Report

400 S Broadway St, Lake Orion, MI 48362

Building Type: **Class C Office** Total Available: **1,200 SF**
 Class: **C** % Leased: **68.25%**
 RBA: **3,780 SF** Rent/SF/Yr: **Negotiable**
 Typical Floor: **3,780 SF**



Radius	1 Mile		3 Mile		5 Mile	
Population						
2029 Projection	7,141		27,429		67,785	
2024 Estimate	7,183		27,435		68,015	
2020 Census	7,148		26,511		66,833	
Growth 2024 - 2029	-0.58%		-0.02%		-0.34%	
Growth 2020 - 2024	0.49%		3.49%		1.77%	
2024 Population by Hispanic Origin	353		1,322		3,427	
2024 Population	7,183		27,435		68,015	
White	6,336	88.21%	23,403	85.30%	56,932	83.71%
Black	102	1.42%	478	1.74%	1,400	2.06%
Am. Indian & Alaskan	11	0.15%	47	0.17%	84	0.12%
Asian	104	1.45%	991	3.61%	3,197	4.70%
Hawaiian & Pacific Island	2	0.03%	14	0.05%	31	0.05%
Other	628	8.74%	2,501	9.12%	6,371	9.37%
U.S. Armed Forces	0		0		0	
Households						
2029 Projection	2,927		10,591		25,410	
2024 Estimate	2,944		10,593		25,491	
2020 Census	2,929		10,225		24,994	
Growth 2024 - 2029	-0.58%		-0.02%		-0.32%	
Growth 2020 - 2024	0.51%		3.60%		1.99%	
Owner Occupied	2,149	73.00%	8,547	80.69%	20,862	81.84%
Renter Occupied	795	27.00%	2,046	19.31%	4,629	18.16%
2024 Households by HH Income						
Income: <\$25,000	350	11.88%	1,127	10.64%	2,388	9.37%
Income: \$25,000 - \$50,000	466	15.82%	1,615	15.25%	3,514	13.79%
Income: \$50,000 - \$75,000	373	12.67%	1,301	12.28%	3,065	12.02%
Income: \$75,000 - \$100,000	397	13.48%	1,380	13.03%	3,082	12.09%
Income: \$100,000 - \$125,000	339	11.51%	1,221	11.53%	2,655	10.42%
Income: \$125,000 - \$150,000	411	13.96%	1,234	11.65%	2,671	10.48%
Income: \$150,000 - \$200,000	280	9.51%	1,167	11.02%	3,597	14.11%
Income: \$200,000+	329	11.17%	1,548	14.61%	4,518	17.72%
2024 Avg Household Income	\$110,497		\$119,844		\$130,229	
2024 Med Household Income	\$92,852		\$97,707		\$106,553	



Daytime Employment Report

Building Type: **Class C Office**
 Class: **C**
 RBA: **3,780 SF**
 Typical Floor: **3,780 SF**

Total Available: **1,200 SF**
 % Leased: **68.25%**
 Rent/SF/Yr: **Negotiable**



Business Employment by Type	# of Businesses	# Employees	#Emp/Bus
Total Businesses	485	3,014	6
Retail & Wholesale Trade	82	746	9
Hospitality & Food Service	47	701	15
Real Estate, Renting, Leasing	16	73	5
Finance & Insurance	41	175	4
Information	8	66	8
Scientific & Technology Services	37	166	4
Management of Companies	1	3	3
Health Care & Social Assistance	110	427	4
Educational Services	7	84	12
Public Administration & Sales	6	66	11
Arts, Entertainment, Recreation	10	63	6
Utilities & Waste Management	14	40	3
Construction	18	64	4
Manufacturing	9	51	6
Agriculture, Mining, Fishing	2	4	2
Other Services	77	285	4



Consumer Spending Report



Building Type: **Class C Office**
 Class: **C**
 RBA: **3,780 SF**
 Typical Floor: **3,780 SF**
 Total Available: **1,200 SF**
 % Leased: **68.25%**
 Rent/SF/Yr: **Negotiable**



2024 Annual Spending (\$000s)	1 Mile	3 Mile	5 Mile
Total Specified Consumer Spending	\$103,807	\$402,664	\$1,008,271
Total Apparel	\$5,226	\$19,886	\$50,400
Women's Apparel	2,082	7,862	19,895
Men's Apparel	1,116	4,236	10,642
Girl's Apparel	341	1,349	3,543
Boy's Apparel	254	1,001	2,577
Infant Apparel	224	825	2,059
Footwear	1,209	4,613	11,683
Total Entertainment & Hobbies	\$15,698	\$60,179	\$149,397
Entertainment	1,749	6,994	16,565
Audio & Visual Equipment/Service	3,280	12,216	30,195
Reading Materials	266	1,007	2,501
Pets, Toys, & Hobbies	2,938	10,945	27,266
Personal Items	7,465	29,017	72,869
Total Food and Alcohol	\$27,451	\$103,677	\$259,373
Food At Home	13,884	52,736	131,057
Food Away From Home	11,458	43,070	108,508
Alcoholic Beverages	2,109	7,870	19,808
Total Household	\$17,588	\$69,849	\$176,427
House Maintenance & Repair	4,030	16,288	40,084
Household Equip & Furnishings	6,596	25,695	65,146
Household Operations	4,927	19,510	49,519
Housing Costs	2,034	8,356	21,678



Consumer Spending Report



2024 Annual Spending (000s)	1 Mile	3 Mile	5 Mile
Total Transportation/Maint.	\$25,634	\$100,648	\$248,909
Vehicle Purchases	13,140	52,017	127,205
Gasoline	6,307	24,030	58,964
Vehicle Expenses	652	2,622	6,918
Transportation	2,469	10,190	26,636
Automotive Repair & Maintenance	3,067	11,790	29,187
Total Health Care	\$5,351	\$20,568	\$50,875
Medical Services	3,183	12,351	30,735
Prescription Drugs	1,605	6,081	14,845
Medical Supplies	563	2,136	5,295
Total Education/Day Care	\$6,859	\$27,858	\$72,890
Education	4,389	17,820	46,815
Fees & Admissions	2,470	10,038	26,075





DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Village Capital Improvement Fund

BACKGROUND BRIEF:

In accord with the December 2022 Resolution of the DDA Board, action was taken at the February 2025 meeting to refer the matter of discussion, negotiation, and recommendation of an agreement between the DDA and the Village of Lake Orion to effect the 75/25 Capital Improvement plan. Meetings were held between the DDA and the Village and a recommended action approved by vote. This recommendation is now presented to the DDA for consideration and either adoption, rejection, or referral back to the Ad Hoc committee.

The Ad Hoc Committee Recommendation:

1. The formula for funding the 75/25 Program is based on an annual contribution calculated from the increase in TIF revenue from a base year through the then current budget year. This approach, in accord with the ardent recommendation of the Village Manager, would use Billable Tax Estimates in lieu of Actual Reported Revenue. The difference is negligible, essentially changing the appropriation from a look back on actual revenue to a forecasted estimated revenue, which history shows each number is generally within \$1000 of the other.
2. The Village Capital Improvement Fund, within the DDA Budget, shall be initially funded to “catch up” those funds intended by the mutual 2022 resolutions establishing the concept program.
3. The funding of any project from the DDA is entirely dependent on an approved project plan, developed at the sole cost and effort of the Village and presented to the DDA for compliance and approval. The project plan can include all costs of implementation, but the DDA contribution will be limited to TIF eligible public facilities and the amount of contribution fixed until and unless an amended project plan is approved.

The DDA committee Members, which includes the Exec. Director as a voting member all voted to approve this plan and agreement.

FINANCIAL IMPACT:

The DDA needs to accomplish three things to affect the recommendation, if so inclined:

1. Approve the Intergovernmental Agreement.
2. Establish a specific DDA Budget General Ledger account where initial and annual funding will be held for approved invoices and disbursement.
3. Fund an initial “catch up” by Budget Amendment of the 24-25 DDA Budget in the amount of \$142,453

RECOMMENDED MOTION:

1. Move to approve the AGREEMENT BETWEEN THE VILLAGE OF LAKE ORION AND THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY REGARDING RESPONSIBILITIES AND COST ALLOCATION FOR CAPITAL IMPROVEMENT PROJECTS WITHIN THE DOWNTOWN DEVELOPMENT DISTRICT as recommended by the joint Ad Hoc committee at its meeting of March 13, 2025, directing the Executive Director to execute the same.
2. Move to create a new GL: GL 248-260-965-402 – Village Capital Improvement and direct that the Executive Director work with the Village Clerk/Treasurer to implement this GL as the capital improvement fund for village directed projects.
3. Move to “catch up” the capital improvement fund in the amount of \$142,453 by the transfer of \$67,616 from GL 248-260-965-401 – Transfer to Capital Improvement Fund and the transfer of \$74,837 from 248-000-390-000 Fund Balance to the newly created GL 248-260-965-402 village Capital Improvement.

AGREEMENT BETWEEN THE VILLAGE OF LAKE ORION AND THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY REGARDING RESPONSIBILITIES AND COST ALLOCATION FOR CAPITAL IMPROVEMENT PROJECTS WITHIN THE DOWNTOWN DEVELOPMENT DISTRICT

This Agreement is made and entered this _____ day of _____, 2025 by and between the Village of Lake Orion, a Michigan municipal corporation, whose address is 21 E. Church Street, Lake Orion, MI 48362, ("Village"), and the Lake Orion Downtown Development Authority, organized and existing pursuant to the authority of Part 2, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, being MCL 125.4201, et seq, whose address is 118 N. Broadway St. Lake Orion MI 48362, ("DDA"), for the purpose of fixing the rights and obligations of the parties relative to the construction of "public facilities" improvements ("Projects") within the boundaries of the Downtown Development District.

Whereas, the Village and the DDA have passed and certified Resolutions, attached as Exhibit B, designating that a portion of the annual Tax Increment Finance Plan (TIFP) revenue, derived from the approved Tax Increment Finance Plan Amendment No. 4, shall be provided as funding support for capital improvement Projects that qualify as "public facilities" improvements under MCL 125.4201 et seq and as described in the TIFP; and

Whereas, the Village and the DDA have reached an understanding with each other regarding their respective responsibilities for an annual appropriation of TIFP revenue to a dedicated Capital Improvement Project Fund ("Fund"), the administration of Project management and cost, financing and reimbursement to the Village, and desire to enter into this Agreement to memorialize that understanding.

THEREFORE, in consideration of the premises, the mutual understandings of the parties and in conformity with applicable law, the Village and the DDA agree as follows:

1. **Incorporation of Enabling Resolutions.** Each Resolution for Designation of Tax Increment Revenues from the DDA TIF Capture to be Dedicated for Public Facility Infrastructure in the DDA District, which were adopted and certified by the Village on November 28, 2022 and the DDA on December 13, 2022, is hereby incorporated and made a part of this Agreement.
2. **Capital Improvement Project Fund.** The DDA shall create the Fund within its annual budget, to hold and appropriate seventy-five percent (75%) of all future

captured revenue deriving from the annual increase in ad valorem value within the Downtown District. The calculation methodology of the appropriations to the Fund are included in Exhibit A.

The Parties shall mutually account for the annual contribution into the Fund, including the review and approval of any necessary audit, equalization or related revenue support. The contribution shall be budgeted and transferred to the Fund not less than quarterly, with a report provided to the Village Council and DDA Board by their respective representatives.

3. **Identification and Selection of Project(s)**. The Village and the DDA shall undertake and complete the identification and selection of Project(s) to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct “public facilities” as defined by MCL 125.4201, et seq, within the DDA District, restricting such Project(s) to those necessary and appropriate to the execution of the TIFP no later than February 28 of each calendar year.
4. **Project Management**. The Village will enter into, and be solely responsible for, any necessary contracts with any and all contractors, suppliers, professionals, or material providers, for the Project(s). The Village will administer and manage all contracts and related work necessary for the completion of the Project(s). In all contracts, agreements, work orders, or similar instruments used for the planning, development and completion of selected Project(s), the Village shall require that the contracted party indemnify the DDA for any claims or lawsuits by third parties arising from the work and must require the contracted party to name the DDA as additionally insured on a general liability insurance policy(s).
5. **Project Reimbursement**. The DDA is responsible for funding, by invoiced reimbursement, its identified share of the Project(s) in accordance with the following;
 - a. The Village, prior to initiating a selected Project, shall submitted to the DDA a Project plan, estimated total cost, proposed timeline, proposed DDA share of cost, whereupon the DDA shall timely review and approve the project.
 - b. The Village shall provide financing for the project as defined in the Project Plans and be responsible to pay all Project expenses in a timely fashion.
 - c. Upon completion of the Project, or at another time as set forth in the Project plan, the Village will invoice the DDA for its share of the Project costs, as authorized in the approved Project plan, The DDA will remit said funds within thirty (30) days of receipt of an invoice from the Village.
 - d. The parties agree that management and contracting of the Project will be the sole responsibility the Village.
 - e. The Project cost allocated to the DDA, as set forth in an approved Project Plan, is fixed and binding between the parties and cannot be changed except by written

Amendment to the Project Plan and re-approval of the amended plan.

6. **Miscellaneous.**

- a. This Agreement constitutes the complete agreement between the parties on the subjects contained herein and there are no other agreements between the parties concerning these subjects.
- b. Any prior agreements on the matters addressed in this Agreement are hereby rescinded, revoked or terminated.
- c. Other than as specifically set forth herein, this Agreement may be modified or amended only by a written agreement approved by the governing body of each of the Parties.
- d. The headings in the Agreement are for convenience only, and shall not be considered as a part of the Agreement but the Recitals are an integral part of the Agreement.
- e. This Agreement shall be governed by the laws of the State of Michigan and shall be interpreted in a manner consistent with applicable law.
- f. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable and shall remain in full force and effect.
- g. Nothing in the Agreement shall be construed as a waiver of governmental immunity or other defenses to liability of either party or any officer or employee of either party.
- h. The Agreement does not create a separate legal entity, a public body corporate, or a joint venture.

IN WITNESS WHEREOF, both Parties have caused this Agreement to be executed as of the date first written above, pursuant to a resolution of its governing body.

VILLAGE OF LAKE ORION,
A Michigan municipal corporation

LAKE ORION DOWNTOWN
DEVELOPMENT AUTHORITY

By: Darwin McClary
Its: Manager

By: Matthew Gibb
Its: Executive Director

EXHIBIT A
FORMULA FOR ANNUAL CAPITAL IMPROVEMENT ALLOCATION

Calculating 75% of the captured revenue

Reported Revenue:

2022 Tax Capture Billed Revenue	\$896,788
2023 Tax Capture Billed Revenue	\$963,680
2024 Tax Capture Billed Revenue	\$1,019,833

Allocating 75% of increased TIF revenue capture:

2023 Reported Revenue	\$963,680
Base Annual Revenue Capture	<u>\$896,788</u>

$$2023 \text{ CIF Due} \quad \$ 66,892 \times .75 = \$50,169$$

2024 Reported Revenue	\$1,019,833
Base Annual Revenue Capture	<u>\$896,788</u>

$$2024 \text{ CIF Due} \quad \$ 123,045 \times .75 = \$92,284$$

“CATCH UP” FUND TRANSFER AMOUNT - \$142,453

EXHIBIT B
ADOPTED AND CERTIFIED ENABLING RESOLUTIONS



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Budget – Contract Based Admin and Service Fees

BACKGROUND BRIEF:

Upon the recommendation and request of the DDA Board, the Executive Director has undertaken the task of conceptualizing a series of Intergovernmental Agreements that would serve to define and track actual expenses and statutorily appropriate costs, fees and expenses related to the areas of direct service(s) and general administrative activity between the DDA and the Village. These efforts can be broken down into three areas of topic:

1. GENERAL DPW SERVICES. After a year of interacting with Village DPW, staff has accumulated significant knowledge of what services actually fall to the DDA, what should be characterized as regular services to the Village (regardless of DDA) and those special services we need on a case-by-case basis. To better administer our TIF plan and the intentions of the Board, we are recommending that the DDA maintain certain contracts with the Village, if they are inclined to do so,
 - a. WINTER MAINTENANCE. We are presently contracted for the remainder of this winter season with the Village for snow removal and salting. It is our intent to broaden this agreement to include regular snow and ice maintenance as a general fee, and expand the contract to include requisition based services, that would be budgeted but activated, invoiced and paid on an as needed basis.
 - b. INTERGOVERNMENTAL SERVICES. There needs to be a base fee paid for general services that occur regularly and are often combined with services the DPW would do for the Village regardless of our existence. The DDA adds to the work load of those services so a general fee to support the work is appropriate. We are therefore recommending a contract that provides a base fee for general services, and ALSO has an enhanced services requisition process. This approach eliminates the long standing argument that the DDA does not adequately pay for regular services as it would represent our contribution to those services that should be occurring daily, and also helps the DPW by monetizing special requests.

2. PA57 ADMINISTRATIVE FEE. Historically the Village and DDA have attempted to provide budget pass through as an “Admin Fee”, through a series of departmental expense lines. This has not only caused an annual debate over what the fees are intended to cover as expenses of the TIF,

but is an improper means of complying with the budgetary language of PA57 of 2018. The statutory language allows the Village to add a reasonable fee for administering the TIF, its capture and accounting. It does not indicate that an Admin Fee represents other identified costs such as public safety during events, parking enforcement, code and ordinance work, etc.

To better represent what both the law and the DDA board has been trying to define over a series of years, we recommend that the DDA offer a base Administrative Services Agreement with the Village that sets the offered appropriation as a percentage of the Billed Estimate from Equalization (this is the same formula the village Manager wants to use for the Capital Plan).

- 3. CAPITAL IMPROVEMENT AGREEMENT. The concept for this is on the agenda for consideration at the March 18, 2025 (tonight) meeting.

What’s missing from this consideration is Public Safety, and whether (or how) the DDA would be responsible for additional funding beyond the general obligations of the Village. It is a strong recommendation of the Executive Director that any appropriation towards public safety is budgeted and made through an agreement that allows for the DDA to support additional cost to assure safety and security of DDA located events and training and knowledge of our owners in the areas of accessibility, code, and property improvement. Topics such as parking control, enforcement, and general policing are not core functions of a DDA and should not be included in a budgetary appropriation as an “Admin Fee”.

WHAT IS THE BUDGET IMPACT?

If this contract based approach is adopted by the DDA Board, these topics should be referred to the Budget Task Force where the budget would be crafted to reflect the following types of line entries;

General Service Contract(s)	GL 000-000-000-000	\$55,000
Presently: \$30,000 (general)		
Winter Maintenance Contracts(s)	GL 000-000-000-000	\$47,000
Presently \$17,000 (snow)		
Village Administrative Fee	GL 000-000-000-000	\$101,600
Presently \$70,000		
Village Capital Improvement(s)	GL 000-000-000-000	\$125,000
Newly Adopted		

Using this approach will allow both the Village and the DDA to secure basic intergovernmental appropriation, with a mechanism to allow for higher rates of funding to be expended to the Village budget through an accounting method calling for approved requisition and invoice. The cost breakdown to the DDA would be in the CONTRACT and NOT an assumed budget pass through.

Attached for Review are NEW contracts for basic and enhanced DPW Services and an Administrative Fee Agreement. Also attached are the approved and recommended contracts for Snow and Capital Improvements.

FINANCIAL IMPACT:

Using this approach will cause the DDA to combine current budget accounts, and appropriate larger sums towards anticipated contracted work and services. It will allow the use of third party bids when the time and materials of the DPW are lacking.

The goal of the DDA should be to budget for anticipated expenses, based on a percentage of reasonable cost.

RECOMMENDED MOTION:

1. Move to adopt the use of Contract based Administrative and Service expenses as a budgetary policy of the DDA, and refer the draft agreements to the DDA Budget Task force for recommendation to the Executive Director in the preparation of the 2025-2026 Budget.
2. Move to direct the Executive Director to issue a communication to the Village explaining and outlining the adoption of this budgetary policy approach, including therein the draft agreement with a request for comment(s).

Intergovernmental Services Agreement

Lake Orion Downtown Development Authority

and

Village of Lake Orion

THIS AGREEMENT is entered into this ____ day of _____ 2025, by and between the LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY (DDA), a statutorily authorized unit of the Village of Lake Orion, having an address of 118 N. Broadway St., Lake Orion MI 48362, and the Village of Lake Orion (Village), a Michigan municipal corporation, having an address of 21 E. Church St., Lake Orion MI 48362. Collectively, the DDA and the Village, may be referred to as the “Parties”.

RECITALS

Whereas, for more than 30 years the DDA and Village have collaborated and worked together to provide a safe, clean, appealing, and effective Downtown Development District (Downtown) to support the mutual core objectives of a strong quality of life, placemaking, tourism, economic vitality, business growth, and community pride and identity; and

Whereas, an effective and thriving Downtown requires a collaborative effort between the DDA and the Village, empowered with consistent communication between the Village and DDA to assure the Downtown remains both viable and vibrant; and

Whereas, to maximize mutual support for the objectives, opportunities and responsibilities of both Parties, the DDA and Village desire to document and update the intergovernmental relationship between the two entities, the continuity of certain commitments, and the roles and responsibilities of the Parties in achieving the objectives of a nationally recognized and accredited Downtown.

Therefore the DDA and the Village hereby agree as follows:

1. DDA SERVICES FOR THE DOWNTOWN. As an obligation of this Agreement, the DDA shall commit resources, and otherwise be responsible for, the following services in addition to its statutory obligations:
 - I) Downtown Streetlight(s)/EV Charging/Utilities. The DDA will continue to operate, maintain, and repair the streetlights, EV Charging, and general electrical utilities associated with the Downtown Streetscape and improvements associated therewith. This obligation includes:

- I) Receipt and payment of invoicing for utility consumption related to, or

a part of, the street scape infrastructure and the existing decorative streetlight(s).

- II) Repair and replacement of damaged light poles, light fixtures, and electrical outlets, provided the Village shall coordinate all necessary and direct access to insurance, cost recovery, and claim process/policy supporting such responsibilities. The Village shall direct Public Safety that all tickets and/or violations, including any incident where an election is made not to pursue a citation or charge, or any issued violation that is later dismissed from record of the court, for any reason, shall include a cost recovery demand.
 - III) Management and control over any Electric Vehicle charging infrastructure. All revenues and expenses of such infrastructure shall be received and appropriated according to the DDA budget.
- II) Downtown Landscaping/Beautification/Flowers. The DDA has procured grant and other funding to implement a comprehensive streetscape and beautification design for the Downtown. To most adequately maintain the condition, aesthetic, and functionality of the Downtown beautification, the DDA will perform the following functions:
- I) Installation of Flowers and Plants. Seasonally, the DDA will procure appropriate flowers and plants and cause the public flowerpots, urns, landscape beds, and non-public park areas, to be conditioned, planted and fertilized. All flower and plant areas that generally contain annual plantings shall be updated with new design and plants on a seasonal basis. The DDA shall be responsible for the maintenance, fertilizing, watering, weeding and removal of all plantings as needed.
 - II) Hanging Baskets. The DDA shall procure, and prepare for installation, flower baskets to be hung on street poles throughout the Downtown, providing the location, to be installed by the Village as a Basic Service. The care of the baskets shall be the responsibility of, and wholly within the discretion of, the DDA.
 - III) Seasonal Décor. The DDA shall procure and install seasonal décor in the Downtown
- III) Marketing and Promotion. The DDA shall provide the following services for the Village:
- I) Marketing and promotion of the downtown district and Village-wide initiatives, including but not limited to digital and print advertising, social media management, branding efforts, and public relations campaigns.
 - II) Coordination and execution of events that support local businesses and

attract visitors, including seasonal festivals, markets, and other promotional activities.

- III) Engagement with local businesses, organizations, and stakeholders to foster collaborative marketing efforts.
- IV) Development and maintenance of a Village-branded website or digital platform to disseminate information regarding downtown and community events.
- V) Other marketing and event services as mutually agreed upon by the Village and the

2. VILLAGE SERVICES IN THE DOWNTOWN. As an obligation of this Agreement, the Village shall commit resources, and otherwise be responsible for, the following services in addition to its general charter obligations:

a) Basic Services:

Basic services include, and are incorporated, as those regular and ongoing standard municipal services of maintenance, repair and replacement conducted by the Village as a part of its core responsibilities to the Village, including the completion of such services within the DDA District without demand. These regular and ongoing basic services, representing the core responsibilities of the Village, are not expressly listed herein as such core responsibilities are an innumerable amount of items generally performed by the Village to ensure the Downtown is visually appealing, safe, and a pleasant environment for citizens and tourists alike. It is anticipated that the Village shall continue to maintain those core services and infrastructure needs that are historically associated with Village Management in similar municipalities in Michigan.

I) Additional DDA Basic Services. In addition to those incorporated general basic services, the Village shall be additionally, and supplementally, responsible for the following:

- i. Hanging, removing and storing, flower baskets, including any necessary pole or mounting repairs, in Spring and Fall.
- ii. Installing and removing all DDA decorations, special signage, program materials, and banners and storing them, as scheduled, or upon demand with not less than 48 hours notice.
- iii. Inspecting, maintaining and repairing benches, flower and landscape planters/beds, public sidewalks, roadway(s), streetscape

- brickwork and waste receptacles for public use.
 - iv. Removal of snow from Downtown along curbs, parking areas, and all public access points, subject to an annual, separate, Agreement regarding winter maintenance of sidewalks in the general Downtown.
 - v. Monthly street and sidewalk cleaning, including street sweeping all streets in the Downtown and power-washing sidewalks and streetscaped brick areas.
 - vi. Inspection and clean up of all debris and litter in the Downtown not less than monthly, including cleaning and maintain the dumpster areas presently on Village owned properties.
 - vii. Removal of all trash from, and maintenance of, the public trash receptacles in the Downtown, subject to the DDA providing any necessary replacement liners, bags, cans and supplies.
 - viii. Landscape maintenance of the DDA leased parking and office areas, as directed, including grass cutting, weeding, salting, and other general maintenance.
 - ix. Basic services provided more frequently, as agreed to, and assigned.
- b. Enhanced Services. Enhanced Services are those that go beyond Basic Services and require additional time, staffing, expertise or materials to complete an activity, or to assure a task, repair or maintenance need can be scheduled and completed in a timely manner. Enhanced Services are define for this Agreement as requests made by the DDA that go beyond Basic Service needs including all DDA requests for program/event support beyond established basic services, extra-ordinary special event set up or support, non-recurring beautification needs, dangerous conditions within the Downtown, and those occasions where the public will utilize our downtown area at an exaggerated capacity.

Examples of Enhanced Services include, by way of example but not limitation:

- I) When assets in the Downtown may require repair, replacement, updating or removal at a time sooner than planned by the Village (such as in the capital improvement plan or budget) due to unexpected or extraordinary circumstances.
- II) There may be requests by the DDA, through its various planning processes, for asset service or maintenance on an expedited basis to support a project or initiative.
- III) The power and utility connections and/or delivery may be compromised by natural conditions, other work in the Village, or other infrastructure.

Any Enhanced Service shall first be requested by the DDA and then discussed and coordinated between the Village and DDA; and only approved upon mutual consent. Knowing these tasks and projects are often time sensitive and

require a rapid response to planning and funding; the parties will adopt the following plan for review and decision;

- IV) Following DDA Request, the Parties will discuss the plan for repair, replacement or removal and establish whether the Village has the proper resource and time to meet the needed action.
- V) If accepted as a project or task, the Village will provide an estimate of cost, including any materials, that would be charged to the DDA upon completion.
- VI) The DDA would then review and approve the plan and cost estimate, whereupon the project/task would be scheduled in the Village regular day to day management plan.
- VII) Upon completion of the project/task the Village would provide an invoice to the DDA to be paid in the next regular payment/bill run.

3. GENERAL INFRASTRUCTURE MAINTENANCE. Infrastructure is defined as streets, sidewalks, crosswalks, the Lake Orion dam and appurtenances, public restrooms, water mains, sewer mains, signs, parking lots, dumpster enclosures, and other items commonly referred to as municipal infrastructure. The Village owns the infrastructure in the Downtown, whether paid for by the Village or the DDA, and is responsible for its repair and maintenance, subject only to the schedule of DDA reimbursement(s) set forth in this Agreement. The DDA acknowledges that the Village may incorporate the infrastructure identified in this Agreement into its own maintenance and asset management plans, and as such the Parties acknowledge any item of repair and maintenance may be scheduled and planned as part of the Village Capital Improvement Plan. The DDA may seek expedited repair or maintenance of any scheduled infrastructure need as part of the process for requested Enhanced Services set forth below.

4. ACCESS TO EQUIPMENT. The DDA shall have access to certain equipment to meet its obligations under this Agreement, subject to any licensing requirement for operation and provided the timing for the use of the equipment does not materially conflict with the scheduling and needs of the Village, including but not limited to:
 - I) The Four-Wheeler, including its watering tank and other equipment
 - II) Standard pick-up truck(s)
 - III) Landscaping tools and equipment

5. REVIEW AND REQUESTED CHANGES. The Parties shall meet, not less than quarterly, to complete walkthroughs of the Downtown to review how Basic and/or Enhanced services are being provided and discuss any concerns or issues. Proposed changes to the general scope of services or baseline maintenance shall be discussed by the DDA

and Village and the proposing party will provide a well-developed outline of the specifics of the requested change. Any such changes must be mutually agreed to.

6. **PAYMENT FOR SERVICES.** The Parties acknowledge that the DDA is committed and responsible for other payments to the Village, pursuant to additional service based agreements and revenue sharing for capital and public facility improvements. The terms of this Agreement are not intended to, and shall not, alter or amend any term of any contract or agreement between the DDA and the Village, unless incorporated herein by direct reference.

Subject to the foregoing, the consideration for this Agreement is as follows:

- I) **Basic Services.** The DDA will pay the Village for Basic Services identified in this contract for the period of July 1 to June 30. Payments will be made quarterly by the end of September, December, March and June of each year. The total amount to be paid for fiscal year 2025-26 will be \$36,000. This amount shall increase annually thereafter by the State of Michigan Proposal A inflation rate but shall not be less than 0% nor more than 3% in any year.
 - II) **Enhanced Services.** The DDA will also pay the Village for Enhanced Services upon acceptance of approved invoicing following the approval process set forth in this agreement. All Enhanced Services require prior discussion, a review of the estimated costs and approval by the DDA Director and/or DDA Board.
 - III) **Reimbursable Cost(s).** Following review and approval of the Executive Director, and as additional consideration, the DDA shall reimburse the Village for materials and hard costs associated with the completion of the Additional Basic Services set forth in Section 2.a).I), above.
7. **NOTICES.** Any notices regarding this agreement shall be directed to:

Village of Lake Orion
Attn: Village Manager
21 Church St. Lake Orion, Michigan 48362

Lake Orion Downtown Development Authority
Attn: Executive Director
118 Broadway St. Lake Orion MI 48362

8. **MODIFICATION.** The Parties acknowledge that this is the entire understanding between

them as to the subject matter hereof and that there are no other provisions or agreements, either express or implied, that have not been incorporated into this agreement. This Agreement may be modified only in writing signed by the Parties.

9. EFFECTIVE DATE / TERM / TERMINATION. It is expected that this agreement will be signed in multiple parts and at different times by the Parties. The agreement will be effective starting July 1, 2025 when representatives of both Parties have executed the agreement and dated the same. This agreement shall be for the period of July 1, 2025 to June 30, 2026 and shall extend for additional one (1) year terms, unless terminated by the mutual agreement of the parties or by Notice as provided herein.

l) Notice of Termination. Either Party may terminate Agreement, for any cause, by delivering written “Notice of Termination” to the other Party not less than 90 days prior to the date of intended termination.

The individuals signing this Agreement represent that they have been duly authorized to execute the Agreement.

IN WITNESS WHEREOF, the Parties execute this agreement on the date denoted next to their respective signatures.

VILLAGE OF LAKE ORION

LAKE ORION DOWNTOWN
DEVELOPMENT AUTHORITY

Darwin McClary
Village Manager

Matthew Gibb
Executive Director

Dated: _____

Dated: _____

ADMINISTRATIVE SERVICES AGREEMENT
Lake Orion Downtown Development Authority
and
Village of Lake Orion

THIS AGREEMENT is entered into this ____ day of _____, 2025, by and between the Lake Orion Downtown Development Authority ("DDA"), a statutorily authorized unit of the Village of Lake Orion, having an address of 118 N. Broadway St., Lake Orion, MI 48362, and the Village of Lake Orion ("Village"), a Michigan municipal corporation, having an address of 21 E. Church St., Lake Orion, MI 48362. Collectively, the DDA and the Village may be referred to as the "Parties."

RECITALS

WHEREAS, the DDA was established and remains statutorily authorized pursuant to PA 57 of 2018, as amended, to promote economic growth and revitalization within the Downtown District; and

WHEREAS, the Village provides various administrative services necessary for the effective operation of the DDA, including but not limited to financial management, tax increment financing (TIF) fund administration, legal compliance, and recordkeeping; and

WHEREAS, PA 57 authorizes the levying of an administrative fee to reimburse the municipality for services rendered in managing DDA-related financial and administrative responsibilities; and

WHEREAS, the Parties desire to define the scope of administrative services provided by the Village and to establish the compensation structure for such services.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. ADMINISTRATIVE SERVICES PROVIDED BY THE VILLAGE. The Village shall provide the DDA with the following administrative services, including but not limited to:
 - a. Financial Management & TIF Administration:
 - i. Collection, distribution, and reconciliation of TIF revenues in accordance with PA 57.
 - ii. Preparation of financial reports and annual budget assistance.
 - iii. Processing of payments, invoices, and reimbursements related to DDA operations.
 - iv. Coordination with auditors for the annual audit and financial review of DDA accounts.

- b. Legal & Compliance Services:
 - i. Assisting the DDA with verified compliance with PA 57 and other applicable state and local laws.
 - ii. Preparation and submission of required reports to the State of Michigan and other regulatory bodies.
 - iii. Coordination of public notices, meetings, and record-keeping per Open Meetings Act and FOIA requirements.
- c. Administrative & Clerical Support:
 - i. Assistance with board meeting minutes, and record retention.
 - ii. General support for DDA requests for proposal, public notifications, and policy updates.
 - iii. Oversight of DDA agreements, contracts, and funding mechanisms.

2. ADMINISTRATIVE FEE STRUCTURE. In consideration of the administrative services provided, the DDA agrees to pay the Village an annual administrative fee in the amount of TEN PERCENT (10%) of the annual TIF Revenue Capture, as reported on the state of Michigan PA57 Annual Report, as may be adjusted from time to time. The administrative fee shall be paid in quarterly installments on or before the following dates each year:

- June 30
- September 30
- December 31
- March 31

3. TERM & TERMINATION. This Agreement shall be effective as of July 1, 2025, and shall remain in effect for a period of one (1) year, with automatic annual renewals unless terminated in accordance with this section. Either Party may terminate this Agreement with or without cause by providing 180 days' written notice to the other Party. In the event of termination, the DDA shall compensate the Village for any services rendered up to the termination date.

4. GOVERNING LAW & DISPUTE RESOLUTION. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan. Any disputes arising under this Agreement shall first be resolved through good faith negotiations. If unresolved, disputes shall be subject to binding arbitration pursuant to the Michigan Uniform Arbitration Act.

DRAFT FOR DISCUSSION PURPOSES

- 5. MODIFICATIONS. This Agreement may be modified only in writing, signed by authorized representatives of both Parties.
- 6. ENTIRE AREEMENT. This Agreement constitutes the entire understanding between the Parties regarding administrative services and supersedes any prior agreements, whether written or oral.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

Village of Lake Orion

By: Darwin McClary
Title: Village Manager

Date: _____

Lake Orion Downtown Development Authority

By: Matthew Gibb
Title: Executive Director

Date: _____

AGREEMENT FOR SEASONAL SNOW REMOVAL AND TREATMENT

THIS AGREEMENT is made on the 11th day of February, 2025, by and between the Village of Lake Orion, a Michigan municipal corporation, 21 E. Church St., Lake Orion MI 48362, for and on behalf of its Department of Public Works (hereinafter referred to as “Village”) and Lake Orion Downtown Development Authority, 118 N. Broadway St., Lake Orion MI 48362 (hereinafter referred to as “DDA”)


The Village and DDA agree as follows:

1. **Scope of Work.** When the Director of the Department of Public Works for the Village has determined that a seasonal snow/ice event has occurred of sufficient depth, or as such event creates a hazardous condition, the Village, by its Department of Public Works, shall;
 - a. Remove all snow and ice accumulations from the complete width of the sidewalks, including sidewalk ramps, and areas abutting general addresses, in all areas shown and depicted in the map(s) approved by the parties and attached hereto as Exhibit A, including pedestrian access thereto.
 - b. Remove all snow and ice accumulation from five (5) parking areas for which the DDA maintains a contractual, or development, obligation to provide seasonal maintenance, as identified on Exhibit B, including pedestrian access thereto.
 - c. Scatter and apply salt, or other ice melt product in the DPW Directors discretion, to all areas affected, in sufficient amount to provide reasonable and safe movement on all treated surfaces.
2. **Equipment and Materials.** The Village agrees to furnish all of the materials, equipment and labor necessary, and to abide by all the duties and responsibilities applicable to completing the scope of work.
3. **Emergency/On-Call Treatment.** The scope of service in this Agreement includes a reasonable amount of on-call, spot treatment of surfaces as conditions dictate. On mutual direction of the parties, the Village shall promptly provide materials and service to individually identified areas, as agreed between the DPW Director and the DDA Director.
4. **Term.** This agreement shall commence on February 1, 2025 and continue through and including all snow/ice events in the 2024-2025 winter season, but not later than June 30, 2025.
 - a. **Non-Perpetual.** This Agreement is not perpetual and shall not automatically renew prior to the Winter season in 2025-2026. The parties agree that the non-public areas contained in this Agreement will not be serviced by the Village in the absence of a renewed and executed agreement, which may contain revised terms, including costs and fees.

5. **Fee and Payment.** The DDA will pay the Village a lump sum of \$17,000 for the snow removal and salting services obligated herein.
 - a. The DDA shall process a Purchase Order for the entire seasonal amount upon approval and execution of this Agreement, noting that the services herein shall commence prior to that final action of approval. In the event this Agreement is rejected by either body, and any services described herein have been performed during the time of the effective date and the date of rejection, the DPW shall submit an invoice to the DDA for time and materials, based on its prior estimate of cost, which shall be timely paid by the DDA. Thereafter this Agreement shall be null and void.
6. **Assignment.** This contract may not be assigned or subcontracted without the written consent of both Parties.
7. **Choice of Law.** This contract shall be construed, governed and enforced in accordance with the laws of the State of Michigan. By executing this agreement, Contractor and City agree to venue in Eaton County for purposes of any action arising under this contract. Whenever possible, each provision of the contract will be interpreted in a manner as to be effective and valid under applicable law. The prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the contract.
8. **Relationship of the Parties.** Village and DDA agree that this is not a contract of employment or independent contract, rather an agreement between mutually operated governmental agencies. Nothing contained in this contract shall be deemed to constitute any other relationship than that of inter-agency.
9. **Entire Agreement.** This contract represents the entire understanding between Village and DDA and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this contract. This contract may be altered, amended or modified only by a signed written amendment.

Village of Lake Orion

Lake Orion Downtown
Development Authority



Darwin McClary
Village Manager



Matthew Gibb
Executive Director

EXHIBIT A Snow/Ice Removal Map



LEGEND: PINK LINES – PUBLIC SIDEWALKS, APPROACHES, RAMPS
 GREEN LINES –STREETScape MAINTENANCE AND PEDESTRIAN AREAS

EXHIBIT B

PARKING AREAS INCLUDED IN DDA MAINTENANCE CONTRACTS



**AGREEMENT BETWEEN THE VILLAGE OF LAKE ORION AND
THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
REGARDING RESPONSIBILITIES AND COST ALLOCATION FOR
CAPITAL IMPROVEMENT PROJECTS WITHIN THE DOWNTOWN
DEVELOPMENT DISTRICT**

This Agreement is made and entered this _____ day of _____, 2025 by and between the Village of Lake Orion, a Michigan municipal corporation, whose address is 21 E. Church Street, Lake Orion, MI 48362, ("Village"), and the Lake Orion Downtown Development Authority, organized and existing pursuant to the authority of Part 2, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, being MCL 125.4201, et seq, whose address is 118 N. Broadway St. Lake Orion MI 48362, ("DDA"), for the purpose of fixing the rights and obligations of the parties relative to the construction of "public facilities" improvements ("Projects") within the boundaries of the Downtown Development District.

Whereas, the Village and the DDA have passed and certified Resolutions, attached as Exhibit B, designating that a portion of the annual Tax Increment Finance Plan (TIFP) revenue, derived from the approved Tax Increment Finance Plan Amendment No. 4, shall be provided as funding support for capital improvement Projects that qualify as "public facilities" improvements under MCL 125.4201 et seq and as described in the TIFP; and

Whereas, the Village and the DDA have reached an understanding with each other regarding their respective responsibilities for an annual appropriation of TIFP revenue to a dedicated Capital Improvement Project Fund ("Fund"), the administration of Project management and cost, financing and reimbursement to the Village, and desire to enter into this Agreement to memorialize that understanding.

THEREFORE, in consideration of the premises, the mutual understandings of the parties and in conformity with applicable law, the Village and the DDA agree as follows:

1. **Incorporation of Enabling Resolutions.** Each Resolution for Designation of Tax Increment Revenues from the DDA TIF Capture to be Dedicated for Public Facility Infrastructure in the DDA District, which were adopted and certified by the Village on November 28, 2022 and the DDA on December 13, 2022, is hereby incorporated and made a part of this Agreement.
2. **Capital Improvement Project Fund.** The DDA shall create the Fund within its annual budget, to hold and appropriate seventy-five percent (75%) of all future

captured revenue deriving from the annual increase in ad valorem value within the Downtown District. The calculation methodology of the appropriations to the Fund are included in Exhibit A.

The Parties shall mutually account for the annual contribution into the Fund, including the review and approval of any necessary audit, equalization or related revenue support. The contribution shall be budgeted and transferred to the Fund not less than quarterly, with a report provided to the Village Council and DDA Board by their respective representatives.

3. **Identification and Selection of Project(s)**. The Village and the DDA shall undertake and complete the identification and selection of Project(s) to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct “public facilities” as defined by MCL 125.4201, et seq, within the DDA District, restricting such Project(s) to those necessary and appropriate to the execution of the TIFP no later than February 28 of each calendar year.
4. **Project Management**. The Village will enter into, and be solely responsible for, any necessary contracts with any and all contractors, suppliers, professionals, or material providers, for the Project(s). The Village will administer and manage all contracts and related work necessary for the completion of the Project(s). In all contracts, agreements, work orders, or similar instruments used for the planning, development and completion of selected Project(s), the Village shall require that the contracted party indemnify the DDA for any claims or lawsuits by third parties arising from the work and must require the contracted party to name the DDA as additionally insured on a general liability insurance policy(s).
5. **Project Reimbursement**. The DDA is responsible for funding, by invoiced reimbursement, its identified share of the Project(s) in accordance with the following;
 - a. The Village, prior to initiating a selected Project, shall submitted to the DDA a Project plan, estimated total cost, proposed timeline, proposed DDA share of cost, whereupon the DDA shall timely review and approve the project.
 - b. The Village shall provide financing for the project as defined in the Project Plans and be responsible to pay all Project expenses in a timely fashion.
 - c. Upon completion of the Project, or at another time as set forth in the Project plan, the Village will invoice the DDA for its share of the Project costs, as authorized in the approved Project plan, The DDA will remit said funds within thirty (30) days of receipt of an invoice from the Village.
 - d. The parties agree that management and contracting of the Project will be the sole responsibility the Village.
 - e. The Project cost allocated to the DDA, as set forth in an approved Project Plan, is fixed and binding between the parties and cannot be changed except by written

Amendment to the Project Plan and re-approval of the amended plan.

6. **Miscellaneous.**

- a. This Agreement constitutes the complete agreement between the parties on the subjects contained herein and there are no other agreements between the parties concerning these subjects.
- b. Any prior agreements on the matters addressed in this Agreement are hereby rescinded, revoked or terminated.
- c. Other than as specifically set forth herein, this Agreement may be modified or amended only by a written agreement approved by the governing body of each of the Parties.
- d. The headings in the Agreement are for convenience only, and shall not be considered as a part of the Agreement but the Recitals are an integral part of the Agreement.
- e. This Agreement shall be governed by the laws of the State of Michigan and shall be interpreted in a manner consistent with applicable law.
- f. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable and shall remain in full force and effect.
- g. Nothing in the Agreement shall be construed as a waiver of governmental immunity or other defenses to liability of either party or any officer or employee of either party.
- h. The Agreement does not create a separate legal entity, a public body corporate, or a joint venture.

IN WITNESS WHEREOF, both Parties have caused this Agreement to be executed as of the date first written above, pursuant to a resolution of its governing body.

VILLAGE OF LAKE ORION,
A Michigan municipal corporation

LAKE ORION DOWNTOWN
DEVELOPMENT AUTHORITY

By: Darwin McClary
Its: Manager

By: Matthew Gibb
Its: Executive Director

EXHIBIT A
FORMULA FOR ANNUAL CAPITAL IMPROVEMENT ALLOCATION

Calculating 75% of the captured revenue

Reported Revenue:

2022 Tax Capture Billed Revenue	\$896,788
2023 Tax Capture Billed Revenue	\$963,680
2024 Tax Capture Billed Revenue	\$1,019,833

Allocating 75% of increased TIF revenue capture:

2023 Reported Revenue	\$963,680
Base Annual Revenue Capture	<u>\$896,788</u>

2023 CIF Due \$ 66,892 x .75 = \$50,169

2024 Reported Revenue	\$1,019,833
Base Annual Revenue Capture	<u>\$896,788</u>

2024 CIF Due \$ 123,045 x .75 = \$92,284

“CATCH UP” FUND TRANSFER AMOUNT - \$142,453

EXHIBIT B
ADOPTED AND CERTIFIED ENABLING RESOLUTIONS



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Request from Village Council – Ad Hoc Committee Expansion

BACKGROUND BRIEF:

The Village Council has requested that the DDA consider expanding the scope of the Ad Hoc committee structure used to initiate a capital improvement fund for village directed projects to include Service Contract negotiation.

The Council information is attached, and a council member is intending to appear to address the DDA board

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

At the discretion of the board.



AGENDA

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, March 10, 2025

7:30 PM

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

(248) 693-8391 ext. 102

ADDRESSING THE VILLAGE COUNCIL: Each person wishing to address the village council shall be afforded an opportunity to do so. If you wish to comment, please stand or raise a hand to indicate that you wish to speak. When recognized, give your name and address and direct your comments to the Chair.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call and Determination of Quorum**
4. **Presentations**
5. **Call to the Public**
6. **Approval of Agenda**

By order of the President/Chair, no matters will be discussed after 10:30 p.m., unless council/board/commission votes to continue the meeting.

7. **Consent Agenda**

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

- A. Approval of Village Council Regular Meeting Minutes of February 24, 2025
- B. Approval of Special Event: Memorial Day Services and Parade
- C. Request from Council Member Dandalides to Extend Duties and Term of DDA Public Infrastructure Fund Committee to Formulate Proposed Village-DDA Services Agreement
- D. Receive and File Financial Statements- February 2025
- E. Receive and File of Invoice Distribution Report for March 11, 2025

F. Receive and File February 2024 Police Department Activity Report

8. Items Removed from the Consent Agenda

9. Public Hearings

10. Other Items

A. Amendment to Village Policy on Waiving Fees and Charges to Address Water and Sewer Billing Disputes

11. Call to the Public

12. Council Comments

13. Village Manager Comments

14. Closed Session Items

15. Business From Closed Session

16. 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.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: March 10, 2025

TOPIC Request from Council Member Dandalides to Extend Duties and Term of DDA Public Infrastructure Fund Committee to Formulate Proposed Village-DDA Services Agreement

BACKGROUND BRIEF:

Council Member Dandalides is requesting that Village Council extend the scope of duties and term of the DDA Public Infrastructure Fund Committee to formulate a proposed Village-DDA Services Agreement. The Committee has been effective in reviewing the DDA Public Infrastructure Fund, work on which is expected to conclude shortly.

Attached is Council Member Dandalides' request for Council's consideration. Village Manager McClary has no concerns with this request, although it should be noted that the Village Manager is required by Charter to submit a balanced budget to Council not later than its first regular meeting in April. If the Committee's work is not accomplished by this deadline, the Village Manager will submit a budget based on his estimates of cost to provide services to the DDA.

SUMMARY OF PREVIOUS COUNCIL ACTION:

01/27/2025 - #1 – Council established an ad hoc 2025 DDA Public Infrastructure Fund Committee to review proposed projects and available funding and to recommend to the Village Council and DDA Board of Directors projects for funding for FY 2025-26 through FY 2030-31 for including in the Village Capital Improvement Plan and FY 2025-26 Budget, with said Committee to comprise the Village Manager, DDA Executive Director, three (3) members of the Village Council selected by the Council and three (3) members of the DDA Board of Directors selected by the Board, and with the Committee to complete its work and disband on or before March 31, 2025. Council appointed Village Council members Dandalides, Ford, and Lamb to serve on the ad hoc 2025 DDA Public Infrastructure Fund Committee.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To expand the scope of duties of the 2025 DDA Public Infrastructure Fund Committee, subject to approval by the DDA Board of Directors, to include the review, formulation, and recommendation of a proposed Village-DDA Services Agreement for consideration by the Village Council; and to extend the term of the Committee from March 31, 2025, to April 15, 2025.

Dear Manager McClary,

Please include the following request in the agenda packet for the March 10, 2025 Village Council Meeting Agenda.

Request to add Agenda Item to the March 10, 2025 Village Council Meeting

Authorize the Joint Public Infrastructure Fund Committee and request that the DDA Board authorize the Joint Public Infrastructure Fund Committee, or authorize a new committee with the same members, to provide a recommendation to the Village Council and DDA Board on the proposed Administrative Services Agreements for fiscal years 2024-25 and 2025-26.

The following information will be provided by staff for consideration by the committee:

- The 2024-25 and 2025-26 proposed Budget amounts for services to be provided by the Village to the DDA.
- The scope and description of the services to be provided. Specific details including, work descriptions and estimated costs.
- Additional recommendations by the Village Manager and DDA Director.
- Extend the duration of the Committee to accomplish this.

Explanation of Request

Village Council,

At the Committee meeting on February 27, 2025 a recommendation for the funding calculation, projects to be included list, and foundation for the interagency 75\25 Agreement was agreed upon. A second meeting is scheduled for March 13, 2025 for final review of the proposed Agreement.

We believe the e Committee, or a new committee with the same members, should also be utilized to move forward the unresolved 2024-25 Administrative Services Agreement and the proposed 2025-26 Administrative Services Agreement between the Village and DDA.

With both the 75/25 Agreement and the Services Agreement completed prior to the 2025-26 budget deadline, both the Village and DDA will be able to complete their proposed budgets in a timely fashion.

This action needs to be addressed at the March 10, 2025 meeting in order to make the DDA agenda for their March meeting.

Sincerely,

George D, Council Member

Michael L, Council Member



MINUTES

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, March 10, 2025

7:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The March 10, 2025, Village Council Regular meeting was called to order at 7:30 PM by President Rutt.

PRESENT

President Teresa Rutt
President Pro Tem Stan Ford
Council member Carl Cyrowski
Council member Michael Lamb
Council member George Dandalides
Council member Alex Comparoni Jr

ABSENT

Council member Nancy Moshier

STAFF PRESENT

Village Manager Darwin McClary
Police Chief Mark Amundson
DDA Executive Director Matthew Gibb
Clerk/Treasurer Sonja Stout

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

MOTION made by President Rutt, Seconded by Council member Dandalides to excuse Council member Moshier from the March 10, 2025, Village Council Regular Meeting.

VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

4. Presentations

None.

5. Call to the Public

Linda Crane suggested exploring heated sidewalk technology as part of the bidding process for the sidewalk improvement project. She reviewed various communities that have implemented heated sidewalks and highlighted their benefits.

Matt Gibb provided an update on the lumberyard, discussed the shared St. Patrick's Day event with Oxford, and mentioned the \$60,000 grant application he and the police chief submitted, with a decision expected by April 1st. He also reviewed the accreditation process and noted that the DDA is being recognized for 18 years of service.

Donald Kindred expressed concerns about water flowing beneath local properties.

6. Approval of Agenda

MOTION made by Council member Cyrowski, Seconded by Council member Lamb to approve the March 10, 2025 Village Council Regular Meeting Agenda, as presented.

VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

7. Consent Agenda

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

MOTION made by Council member Dandalides, Seconded by Council member Lamb to approve the consent agenda with the removal of items C. Request from Council Member Dandalides to extend Duties and Term of DDA public infrastructure fund committee to formulate proposed Village-DDA services agreement, D. Receive and File Financial Statements- February 2025 and E. Receive and File of Invoice Distribution report for March 11, 2025, for further discussion.

VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

A. Approval of Village Council Regular Meeting Minutes of February 24, 2025

MOTION made by Council member Dandalides, Seconded by Council member Lamb to approve the February 24, 2025 Village Council Regular Meeting Minutes, as presented.

VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

B. Approval of Special Event: Memorial Day Services and Parade

MOTION made by Council member Dandalides, Seconded by Council member Lamb to adopt Resolution 2025-005 to approve the Memorial Day Services and Parade Special Event Application and the License Agreement between the Village of Lake Orion and Stephen Hauxwell of the American Legion Squadron #233 for the use of various Village properties on May 26, 2025, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

C. Request from Council Member Dandalides to Extend Duties and Term of DDA Public Infrastructure Fund Committee to Formulate Proposed Village-DDA Services Agreement

Removed for further discussion.

D. Receive and File Financial Statements- February 2025

Removed for further discussion.

E. Receive and File of Invoice Distribution Report for March 11, 2025

Removed for further discussion.

F. Receive and File February 2024 Police Department Activity Report

MOTION made by Council member Dandalides, Seconded by Council member Lamb to receive and file the February 2025 Police Department Activity Report.

VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

8. Items Removed from the Consent Agenda

C. Request from Council Member Dandalides to Extend Duties and Term of DDA Public Infrastructure Fund Committee to Formulate Proposed Village-DDA Services Agreement

Council Member Dandalides provided a brief overview of the joint Ad-Hoc meeting, emphasizing its collaborative and productive nature. He noted that the next meeting is scheduled for March 13, 2025, and explained the rationale for using the same sub-committee to finalize the pending DDA/Admin services agreement.

MOTION made by Council member Dandalides, Seconded by Council member Lamb to expand the scope of duties of the 2025 DDA Public Infrastructure Fund Committee, subject to approval

by the DDA Board of Directors, to include the review, formulation, and recommendation of a proposed Village-DDA Services Agreement for consideration by the Village Council; and to extend the term of the Committee from March 31, 2025, to April 15, 2025.

- VOTING YEA:** Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
- VOTING NAY:** None
- ABSENT:** Moshier
- MOTION:** Carried

Pro Tem Ford asked about the Village’s current status regarding the agreements. Village Manager McClary summarized the past year’s process and stated that he has no concerns with the current proposal. Council Member Lamb agreed, expressing his alignment with the Village Manager’s perspective.

D. Receive and File Financial Statements- February 2025

Council Member Dandalides referenced page 56 of the packet, noting that the grants revenue line remains blank. He then asked Village Manager McClary if he had any concerns regarding recent news about grant funding. Village Manager McClary stated that there have been no indications from the EPA suggesting any reason for concern.

MOTION made by Council member Dandalides, Seconded by President Pro Tem Ford to receive and file the financial reports for February 2025.

- VOTING YEA:** Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
- VOTING NAY:** None
- ABSENT:** Moshier
- MOTION:** Carried

Council Member Lamb inquired about the usage and procedures for department heads using the company credit card. Village Manager McClary reviewed the credit card policy, outlining the process for department heads and explaining the required documentation procedures.

E. Receive and File of Invoice Distribution Report for March 11, 2025

Council Member Dandalides inquired about the Alerus charges listed on the Invoice Distribution Report. Village Manager McClary explained that Alerus is a subsidiary of MERS and is available only to full-time employees across various departments. He clarified that only active employees receive this pension.

MOTION made by Council member Dandalides, Seconded by Council member Cyrowski to receive and file the bills in the amount of \$551,635.24 of which \$407,525.54 are DDA bills for a net total of \$144,109.70 and to receive and file the DDA bills.

- VOTING YEA:** Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
- VOTING NAY:** None
- ABSENT:** Moshier
- MOTION:** Carried

9. Public Hearings

None.

10. Other Items

A. Amendment to Village Policy on Waiving Fees and Charges to Address Water and Sewer Billing Disputes

MOTION made by Council member Lamb, Seconded by Council member Dandalides to adopt the resolution as presented amending the Village's formal policy on the waiving of Village fees and charges for programs and services to address water and sewer billing disputes.

VOTING YEA: Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None

ABSENT: Moshier

MOTION: Carried

Council member Lamb and Council member Dandalides shared their support for this agenda item.

11. Call to the Public

Matt Gibb expressed his willingness to collaborate on the proposed extension of the sub-committee to help finalize the DDA-Administrative Services agreement. He suggested that the committee could assist in developing a plan for funding the police department's portion.

12. Council Comments

Council Member Lamb praised the productivity of the new council and its commitment to achieving goals. He expressed hope for significant changes in police funding and shared a personal story, thanking the police for their support.

Council Member Cyrowski suggested the Village consider quarterly mailings, referencing a past inquiry about Mail Tech Inc., which could send newsletters to 1,200 addresses for under \$300. He asked the Clerk to follow up and provided the details.

Council Member Comparoni, Jr. emphasized the importance of including lake residents in discussions, as meetings often focus on the Downtown District. He encouraged them to voice concerns for council consideration.

Council Member Dandalides supported extending the sub-committee for the DDA/Administrative Services agreement. He announced the Ad-Hoc subcommittee meeting on March 13, 2025, at 5:30 PM, aiming to finalize the Capital Improvement Infrastructure program discussions. He also noted a boater safety class on April 5, 2025, at the Township Library and shared information on boat shrink wrap recycling from *Orion Living*.

Pro Tem Ford reported that Paint Creek Trail signs will soon be installed to prevent bikes from damaging soft ground.

President Rutt echoed Ford’s concerns, advising caution on soft and icy surfaces and reminding residents to stay safe during St. Patrick’s Day events.

13. Village Manager Comments

Village Manager McClary provided updates on several key topics. He discussed upcoming goal-setting work sessions and the progress of the Ad-Hoc Public Infrastructure Fund Committee in calculating contributions to the DDA Public Infrastructure Fund. He noted that major advertisements for the Sidewalk Improvement Program have been released, with the project set for March 20, 2025, and the bid opening scheduled for 2:30 PM that day. Sidewalk connection improvements will be delayed until District 2 due to necessary engineering design work.

He also provided updates on the sanitary sewer pump station improvement project and the Orion Township Paint Creek storm drainage project. Additionally, he mentioned that the Board of Ethics currently has four members and that a special meeting is scheduled for March 24, 2025, at 6:30 PM. The council agreed to move the meeting to 6:00 PM.

MOTION made Council Member Dandalides, seconded by Council Member Comparoni, Jr. to change the Special Meeting time on March 24, 2025 from 6:30 pm to 6:00 pm.

- VOTING YEA:** Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
- VOTING NAY:** None
- ABSENT:** Moshier
- MOTION:** Carried

14. Closed Session Items

15. Business From Closed Session

16. Adjournment

MOTION made by Council member Comparoni Jr, Seconded by Council member Lamb to adjourn the March 10, 2025 Village Council Regular Meeting.

- VOTING YEA:** Rutt, Ford, Cyrowski, Lamb, Dandalides, Comparoni Jr
- VOTING NAY:** None
- ABSENT:** Moshier
- MOTION:** Carried

The March 10, 2025, Village Council Regular Meeting adjourned at 8:33 PM.

Teresa Rutt
President

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on March 24, 2025.



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Budget - Calendar

BACKGROUND BRIEF:

Upon direction and approvals of the budget approach at tonight’s meeting, it is asked that we adopt a Budget Calendar for four phases of building and adopting a newly organized budget approach.

- 1. Executive Director provides a draft budget based on the new contract based organizational structure

Anticipated Deadline	March 25, 2025
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- 2. The budget Task force meets to review and recommend to the DDA board

Anticipated Deadline	Week of March 31, 2025
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- 3. The DDA Board hosts a Special Meeting dedicated specifically to review and adoption of a 2025-2026 Annual Budget

- 4. The DDA, at its regular meeting of April 15, 2025, adopts a budget for referral to the Village for consideration.

FINANCIAL IMPACT:

As budgeted

RECOMMENDED MOTION:

To set the following dates and times for the purposes described above

- Not later than March 25, the Executive Director shall submit a proposed budget to the Board
- On _____ at _____ - the Budget Task force will meet
- On _____ at _____ - a Special Meeting of the Board will be held



ROBERT CHARLES DAVIS
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www.dbsattorneys.com

August 19, 2024

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

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

Dear DDA Director:

I. THE STATUTORY BUDGET PROCESS FOR THE DDA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

II. CONCLUSIONS

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

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

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

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

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

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

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



Robert Charles Davis
Village of Lake Orion
DDA Attorney

EXHIBIT # 1

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

125.4228 Budget; cost of handling and auditing funds.

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

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

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

EXHIBIT # 2

Statutory Construction Rules

The rules of statutory construction are central to the matter.

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

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

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

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

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

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

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

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

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

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



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Assistant Director’s Report

Assistant Director’s Report

RECOMMENDED MOTION:

To Receive and File the Assistant Director’s Report

MEMORANDUM

Janet Bloom – Assistant Director

March 18, 2025



Completed Event:

Feb. 21 – March 1 – Restaurant Week with Oxford DDA. Restaurants that participated for Lake Orion were: 313 Pizza Bar, Anita’s Kitchen, Bitter Tom’s, Irish Tavern, Johnny Black’s, Oat Soda, and Valentino’s.

Upcoming Events:

Mar. 15 – St. Paddy’s Day Pre-Game Pub Crawl with Oxford DDA. Trolley to take revelers between communities. Tickets are now available on www.shopOCmainstreets.com. Cost is \$25. T-shirt will be “ticket” for entry and to get deals at participating restaurants. Lake Orion check in will be at Irish Tavern from 4:30 - 5:30 pm. Event is 5 pm – 10 pm. Trolley will run 5 pm – 11 pm.

There are 15 restaurants, bars, pubs, and taverns participating. For Downtown Lake Orion it is:

313 Pizza Bar, Bitter Tom’s, Irish Tavern, Johnny Black’s Lakehouse, O Cigar Bar, Rio on Main, Sagebrush Cantina, and Wine Social.

Our merchants also joined in the fun and created a **Poker Crawl**, let by the efforts of Annalise of Boutique Chic. It will take place during the Pub Crawl. Over \$400 in prizes will go to the Highest Hand at the event’s conclusion. Participating merchants are: Amazing Petals Florist, Roses of Silverbell, Green Hippo Gifts, and Messy Designs. These merchants also donated to the prize basket: Hanson’s, Eric Does Massage, and Lisa Ann Salon.

We were able to secure WDIV to do a spot with Irish Tavern on Tuesday, March 11 with April Morton to showcase their restaurant as a lead into all the St. Paddy’s Day weekend activities.

May 10 – Spring Clean Up Day in Downtown. We plan a downtown clean up day from 8am – noon. We will be seeking volunteers, donations of goods (i.e. trash bags and food for volunteers) and sponsors for this activity. We encourage businesses to sign up their employees and come as a group to help beautify Downtown Lake Orion. More details to come.

See attached **Downtown Lake Orion calendar** and a **Community Calendar**. We encourage other community organizations to let us know of event dates to add to the community calendar.

Social Media Stats

Downtown Lake Orion Facebook:

Followers: March: 10,560 (added 38).

Estimated Reach: Previous: 105,237; Current: 67,873 (# of people who saw content at least once)

Engagement: Previous: 13,400; Current: 5,400 (reactions, comments, shares, or clicks on our posts)

Downtown Lake Orion Business Group:

137 members (added 2)

Instagram:

4,132 (added 12)

X (formerly Twitter):

1,552 (added 3)

Activities

2/18: Monthly Development Meeting and DDA Board Meeting

2/19: OX/LO Meeting

2/27: Orion Area Chamber of Commerce Open House/Ribbon Cutting; Ad-Hoc Meeting, OX/LO Meeting; (Downtown LOdown cancelled).

3/4: Bagels & Brews at the Orion Township Public Library (Orion Chamber function) Matt G. attended; America in Bloom Hanging Baskets Webinar; Monthly Orion Area Chamber/Lake Orion DDA Meeting

3/5: Dragon Community Meeting

3/6: TWLA (Trails/Water/Lakes Association) Meeting; OX/LO Meeting

3/11: Orion Living Magazine Quarterly Meeting; ShopOCMainStreets Meeting

3/13: OX/LO Meeting; Irish Tavern Ribbon Cutting and Networking Mixer; Ad-Hoc Meeting

Conferences/Showcases/Trainings/Awards/Assessments:

2/19: MSOC New Executive Director Training in Ferndale

2/20: National Main Street Annual Assessment

2/24: Google Business and Facebook 101 Digital Marketing Training by The Birney Directive/Oakland Thrive.

Committee Meetings:

Organization Committee – February 18, 2025

Promotions Committee – March 4, 2025

Design Committee – February 27, 2025

Economic Vitality Committee – had cancelled due to Downtown LOdown.

Respectfully Submitted,
Janet Bloom

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



Downtown Lake Orion 2025 Events

Page 1 of 2

**All the LOLive! Music concerts are from 6:30pm – 8:00pm in Children’s Park.
The Social District is open during restaurant business hours until midnight every day.**

January

1 Lake Orion Resolution Run (Hanson’s)

February

1 Lake Orion Ice Golf Cup Challenge (Sunrise Rotary)

1 Lake Orion Ice Fest (DDA)

21-March 1 Lake Orion & Oxford #StrongerTogether Restaurant Week (DDA)

March

13 Ribbon Cutting at Irish Tavern (Orion Area Chamber)

13 Lake Orion Middle School Show (Orion Art Center)

15 Lake Orion & Oxford St. Paddy’s Day Pre-Game (DDA)

April

19 Easter Egg Hunt in Children’s Park (SAL/American Legion)

May

May-Sept. DIA Inside/Out Art Installation – 10 locations (DDA)

10 Spring Clean Up in Downtown Lake Orion (DDA)

17-18 Art & Flower Fair (Orion Art Center)

26 Memorial Day Services & Parade (Village/American Legion)

26 Orion Veterans Memorial Day Race (Twp./American Legion)

June

5 Cornhole Starts (Every Thurs. through Sept.) (Am. Legion)

7 National Trails Day (DDA/Orion Twp.)

15 TBD: Family Duck Race (Friends of the Library)

19-22 Lake Orion Jubilee Carnival (Lions Club)

23-29 Lake Orion American Summer Restaurant Week (LOAS)
(Lake Orion & Oxford)

27 Lake Orion American Summer Pub Crawl (LO/Oxford) (LOAS)

The events listed here could change unexpectedly due to unforeseen circumstances.



Downtown Lake Orion 2025 Events

Page 2 of 2

July

- 4 Flare Night on Lake Orion (Lions Club)
- 5 Lake Orion Fireworks (LO Fireworks Foundation)
- 9, 16, 23, 30 Lake Orion LOLive! Music Concerts (DDA)
- 18 Outdoor Movie Night at Children’s Park (for adults) (DDA)
- TBD LOHS All Classes Reunion Pre-Party (American Legion)
- TBD LOHS All Classes Reunion at Camp Agawam
- 27 Lake Orion Kids & Kops Car Show (LOPD)

August

- 6, 13, 20, 27 Lake Orion LOLive! Music Concerts (DDA)
- 15 Outdoor Movie Night at Children’s Park (for teens) (DDA)
- 20-24 Lake Orion Dragon on the Lake (Orion Art Center)
- 22 Lighted Boat Parade (Lake Orion Lake Association)

September

- 19 Outdoor Movie Night at Children’s Park (for kids) (DDA)
- 20 Lake Orion Zombie Walk & Poker Run (Ed’s Broadway Gift and Costume)
- 25-27 America in Bloom
- 27 Michigan Downtown Day (DDA)

October

- 4-5 Here Lies Lake Orion Cemetery Tours (OHS)
- 15 Lake Orion Halloween Extravaganza 5pm-7pm (DDA)
- 24 Witches Night Lake Orion & Oxford #StrongerTogether (DDA)

November

- 1-30 Oakland County Shop Small “Local Gems” Sweepstakes”
- 20 Lake Orion Sing & Stroll Tree Lighting and Hometown Holiday Horse & Carriage Rides 5pm-7pm (DDA)
- 29 Shop Small Saturday and Hometown Holiday Horse & Carriage Rides 10am – 2pm (DDA)

December

- 6 Orion Lighted Christmas Parade (Orion Area Parade Group)
- 13 Polar Express Trolley Rides (DDA)

The events listed here could change unexpectedly due to unforeseen circumstances.



Lake Orion/Orion Community Calendar 2025 Events

Page 1 of 4

***All the LOLive! Music concerts are from 6:30pm – 8:00pm in Children’s Park.
The Social District is open during restaurant business hours until midnight every day.***

January

- 1 Lake Orion Resolution Run (Hanson’s)
- 4 Chroma Opening- thru 1/25 (Orion Art Center)

February

- 1 Lake Orion Ice Golf Cup Challenge (Sunrise Rotary)
- 1 Lake Orion Ice Fest (DDA)
- 8 Heartlines Opening- thru 3/1 (Orion Art Center)
- 21-March 1 Lake Orion & Oxford #StrongerTogether Restaurant Week (DDA)

March

- 13 Lake Orion Middle School Show Opening- thru 3/29 (Orion Art Center)
- 13 Ribbon Cutting at Irish Tavern (Orion Area Chamber)
- 15 Lake Orion & Oxford #StrongerTogether St. Paddy’s Day Pre-Game (DDA)

April

- 3 TBD: Fundraiser – Boat Club
- 5 Joan Brace Scholarship Show Opening- thru 4/26 (Orion Art Center)
- 5 Boater Safety Class (Lake Orion Lake Association)
- 9 Library Celebration (Roaring 20’s) 6:30-8pm (Orion Twp. Public Library)
- 12 Bunny Bop-Athletic Club 9-11am (Orion Parks)
- 19 Easter Egg Hunt in Children’s Park (SAL/American Legion)
- 25 Orion Green Up (clean up)-Camp Agawam 5-7pm (Orion Parks)

May

- May-Sept. DIA Inside Outside Art in Downtown LO-10 locations (DDA)
- 2 Mother’s Day Pop Up Market-Municipal Complex 3-7 pm (Orion Parks)
- 3 Blooming Opening- thru 5/31 (Orion Art Center)

The events listed here could change unexpectedly due to unforeseen circumstances.



Lake Orion/Orion Community Calendar 2025 Events

Page 2 of 4

- 9 Puzzle Swap-Athletic Club 12-4pm (Orion Parks)
- 10 Spring Clean Up in Downtown Lake Orion (DDA)
- 17-18 Art & Flower Fair (Orion Art Center)
- 18 Dragon Dash 5K-Wildwood/Pollyann Trail 9am (Orion Parks)
- 26 Memorial Day Services & Parade (11am) (Village/American Legion)
- 26 Navy Memorial at Children’s Park 10am (Village/American Legion)
- 26 Orion Veterans Memorial Day Race (Twp./Orion Veterans Memorial)
- 29 Wildwood Fundraiser for Fireworks 6:30-9 pm
- 31 Wildwood Kickoff of Event Series
- June**
- June/July/August Launch of Pedal Boat Pub Tours
- June/July/August Launch of Tour on Orion Boat Tours (Orion Essentials or Ghosts and Gangsters)
- 5 Cornhole Starts (Every Thurs. through Sept.7) (SAL/Am. Legion)
- 5 Wildwood Free Concerts 7-9 pm (through August 7) (Orion Parks)
- 7 Warp and Weft Opening- thru 6/28 (Orion Art Center)
- 7 National Trails Day (DDA/Orion Twp.)
- 7 Community Garage Sale-Athletic Club 9-3pm (Orion Parks)
- 7 Puzzle Swap-Athletic Club 9-3pm (Orion Parks)
- 7 Shred-it Collection-Athletic Club 11-1pm (Orion Parks)
- 7 Summer Reading Kickoff (Orion Twp. Public Library)
- 7 Youth Fishing Tournament (Lake Orion Lake Association)
- 15 TBD: Family Duck Race (Friends of the Library)
- 17 75th Year Celebration at Paint Creek Country Club (Orion Chamber)
- 19-22 Lake Orion Jubilee Carnival (Lions Club)
- 21 Boater Safety Class (Lake Orion Lake Association)
- 23-29 Lake Orion American Summer Restaurant Week (LOAS) (Lake Orion & Oxford)
- 26 Summer Sizzle-Athletic Club 6-8pm (Orion Parks)

The events listed here could change unexpectedly due to unforeseen circumstances.



Lake Orion/Orion Community Calendar 2025 Events

Page 3 of 4

26	Ribbon Cutting/Mixer-Mystic Cove (Orion Chamber)
27	Lake Orion American Summer Pub Crawl (LO/Oxford) (LOAS)
July	
4	Flare Night on Lake Orion (Lions Club)
5	Exposures Opening- thru 7/26 (Orion Art Center)
5	Lake Orion Fireworks (LO Fireworks Foundation)
9, 16, 23, 30	Lake Orion LOLive! Music Concerts (DDA)
18	Outdoor Movie Night at Children’s Park (for adults) (DDA)
25-27	Tommystock
27	Men Wear Pink – Camp Agawam
TBD	LOHS All Classes Reunion Pre-Party (American Legion)
TBD	LOHS All Classes Reunion at Camp Agawam
27	Lake Orion Kids & Kops Car Show (and Pancakes) 8am-1pm (LOPD)
August	
1	Big Rig Gig – Friendship Park 5-9pm (Orion Parks)
2	Seafood Boil-ticketed event (Sunrise Rotary)
6, 13, 20, 27	Lake Orion LOLive! Music Concerts (DDA)
15	Outdoor Movie Night at Children’s Park (for teens) (DDA)
20-24	Lake Orion Dragon on the Lake (Orion Art Center)
22	Lighted Boat Parade (Lake Orion Lake Association)
September	
6	The Art of Storytelling Opening- thru 9/27 (Orion Art Center)
13	LO Palooza at Wildwood (The Daisy Project)
19	Outdoor Movie Nights at Children’s Park (for kids) (DDA)
20	Fall Festival of Family Fun-Camp Agawam 11-3 pm (Orion Parks)
20	Lake Orion Zombie Walk & Poker Run (Ed’s Broadway Gift & Costume/Lighted Parade Fundraiser)
25-27	America in Bloom (Orion Twp./Orion Parks/Village/DDA)
26	Glow Up – Friendship Park TBD (Orion Parks/Oakland County)

The events listed here could change unexpectedly due to unforeseen circumstances.



Lake Orion/Orion Community Calendar 2025 Events

Page 4 of 4

- 27 Michigan Downtown Day (DDA)
- 27 Classic Car Show for Veteran’s Memorial Fundraiser (Golling)
- October**
- 4 Grayscale Opening- thru 10/25 (Orion Art Center)
- 4-5 Here Lies Lake Orion Cemetery Tours (Orion Historical Society)
- 15 Lake Orion Halloween Extravaganza 5pm-7pm (DDA)
- 17 Boo Bash -Athletic Club 5-8 pm (Orion Parks)
- 24 Witches Night Lake Orion & Oxford #StrongerTogether (DDA)
- November**
- 1-30 Holiday Art Market (Orion Art Center)
- 1-30 Oakland County Shop Small “Local Gems” Sweepstakes”
- 20 Lake Orion Sing & Stroll Tree Lighting and Hometown Holiday Horse & Carriage Rides (DDA)
- 29 Shop Small Saturday and Hometown Holiday Horse & Carriage Rides (DDA)
- December**
- 1-31 Holiday Art Market (Orion Art Center)
- 4 Impact Awards (Orion Chamber)
- 5 Holly Jolly Folly Fundraiser 6-11pm (Golling/Orion Area Parade Group)
- 6 Orion Lighted Christmas Parade 6pm (Orion Area Parade Group)
- 13 Polar Express Trolley Rides (DDA)
- 13 Winter Workshop 11am-1pm (Orion Twp. Public Library)

The events listed here could change unexpectedly due to unforeseen circumstances.



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Lumber Yard Progress Report

BACKGROUND BRIEF:

To better keep the board and Public informed as to progress, events, and next steps in the Lumber Yard at Paint Creek project, a monthly Progress Report will be provided and then published on the DDA website.

A FULL REPORT WILL BE PRESENTED AT THE MEETING

FINANCIAL IMPACT:

As outlined in the Report

RECOMMENDED MOTION

Move to Receive and File the Progress Report of March 18, 2025



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Rejection of Architectural Bids

BACKGROUND BRIEF:

At the February DDA Board meeting the Board was updated as to three firms who bid on engaging in initial and partial architectural services.

BID TABULATION SHEET					
LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY					
REQUEST FOR PROPOSALS: LODDA 25-001 DESIGN & ARCHITECTURAL SERVICES					
NAME AND CONTACT	DATE PROPOSAL RECEIVED	BASE PRICE	ALTERNATE PRICING	COMPLIANT WITH RFP	NOTES
Minimus Design Studio	2/12/2025	\$83,100.00		Hard copy/digital copy	June 2025 timeline
Nurture	2/12/2025	\$249,562.00		Hard copy/digital copy	Timeline appears longer/per nr fees higher than previous - apt. 25
Faber Design Co.	2/12/2025	\$153,750.00		Hard copy/digital copy	June 2025 - timeline

OPENING DATE: February 12, 2025 TIME: 12:15 PM
 OPENED BY: /S/ Sonja Stout Clerk/Treasurer, /S/ _____
 Print Name; Print Name:

Janet Bloom > Present
 Lynsey Blough
 Sonja Stout

Upon review of all bids, continued inspection and invitation of conditional factors of the structures and grounds, and discussion with the three bidders, it has been determined that an alternate approach to restoration and roofing of the structures (which was the intent of the RFP) is appropriate.

This fact, combined with the wide disparity of cost and approach to the limited responses to the RFP support rejecting these proposals and bringing forth an alternate path to initial restoration work.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

Move to reject the three received and tabulated bids for Architectural Services received in response to Lake Orion DDA RFP 25-0001, directing the Executive Director to extend our thanks and appreciation to the bidders.



DDA ACTION SUMMARY SHEET

MEETING DATE: March 18, 2025

TOPIC Executive Directors Report

BACKGROUND BRIEF:

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

A WRITTEN AND VERBAL REPORT WILL BE PROVIDED AT THE MEETING

FINANCIAL IMPACT:

RECOMMENDED MOTION

Receive and file the Executive Directors Report for February 2025.