



AGENDA

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, August 18, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

2. Roll Call and Determination of Quorum

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of July 21, 2026

4. Approval of Agenda

5. Call to the Public

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

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

6. Consent Agenda

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

A. Financial Reports

B. Reimbursement - As Needed Labor

7. Financial Matters

A. Bill Approval

8. New and Old Business

A. Interior Market Barn Painting

B. Code Compliance - Demolition and Clean Up

C. Travel – America in Bloom

D. Renewal - SeeMyLegacy

9. Reports, Resolutions and Recommendations

A. Report – Main Street Committees

B. Executive Directors Report

C. Special Meetings / Sub-Committees

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: August 18, 2026

TOPIC: Approval of DDA Regular Meeting Minutes of July 21, 2026

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular Meeting Minutes of July 21, 2026, as presented.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, July 21, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The July 21, 2026 Downtown Development Regular Meeting was called to order at 6:30 PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess

Vice Chairperson Sam Caruso

Secretary Hank Lorant

Board Member Lloyd Coe

Board Member Alaina Campbell

Board Member Chris Barnett - arrived at 6:39 PM

President Teresa Rutt

ABSENT

Treasurer Matt Shell

Board Member Todd Garris

STAFF PRESENT

Executive Director Matthew Gibb

Administrative Coordinator Tracy Woodrum

Village Manager Darwin McClary

Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of June 16, 2026

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve the Downtown Authority Board Regular Meeting Minutes of June 16, 2026, as presented.

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

4. Approval of Agenda

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve the July 21, 2026, Agenda, with the addition of 8E Compensation Review - Administrative Coordinator Position.

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

5. Call to the Public

None.

6. Consent Agenda

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

7. Financial Matters

A. Bill Approval

A motion was introduced to approve the June 2026 disbursements by Board Member Campbell. Due to an unverified total amount in the agenda packet, the Board agreed to postpone the item to the end of the agenda to allow staff time to retrieve and confirm the exact financial figure before taking action.

8. New and Old Business

A. Budget Adjustment – Property Acquisition Fund

Executive Director Gibb recommended transferring approximately \$169,000 from the property acquisition fund into the capital fund for building expenses. He explained that these funds, originally allocated for the Lumberyard acquisition, will be held in the capital account and re-budgeted for project expenses following final plan unit approval.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to authorize an amendment to the 2026-2027 Budget transferring the amount of \$169,436.00 from GL 248-000-676-404 to GL 301-901-971-000 Capital Outlay Buildings.

- VOTING YEA:** Burgess, Caruso, Lorant, Coe, Campbell, Rutt
VOTING NAY: None

ABSENT: Barnett, Garris, Shell
MOTION: Carried

B. Authorizing Payment - Electrical Field Change

Executive Director Gibb presented an invoice from Triple R Electric for three separate electrical field changes authorized during construction at the Lumberyard. He explained that initiating the work while crews were already mobilized on-site maximized cost efficiency and kept pricing well below market rates. He noted that the expenditures are fully transparent, tracked under both the county public spaces grant and bond funding, and recommended approval of the bundled invoice.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the field decision of the DDA Director, acting as the GC for the Lumber Yard Project, and authorize payment to Triple R Electric Inc in the amount of \$25,875.00 from GL 301-901-971-000 Capital Outlay Buildings.

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

C. RFP – Fire Suppression

Executive Director Gibb presented a proposal to install fire suppression in the main barn at the Lumberyard, a measure strongly recommended by the Fire Marshal due to the facility's intended change of use into a mixed-use event venue. He noted that installing suppression improves safety and removes future occupancy restrictions, adding that the two competitive bids received.

Executive Director Gibb requested authorization to review the bid scopes with Fire Marshal Williams and, upon securing his technical approval, negotiate a final contract alongside the Board Chair to prevent project delays. Board Member Barnett and Vice Chairperson Caruso voiced strong support, confirming that public safety is paramount for the historic building's new assembly use and noting that the fire department has compromised on other infrastructure demands in exchange for the suppression system.

MOTION made by President Rutt, Seconded by Secretary Lorant, to authorize the DDA Executive Director and the DDA Board Chair to execute a contract with one of the bidders, in an amount not to exceed \$74,000 after conferring with the Fire Marshal, the building contractor, and a third party, an external reference point to verify the quote.

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

D. Student Interns - Stipend Approval

Executive Director Gibb presented a proposal to initiate a short-term student internship program utilizing local talent to update and organize the DDA’s backend social media accounts and digital filing systems. He noted that this working internship provides critical administrative support to staff while offering the students valuable business experience and resume-building opportunities.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve a stipend in the amount of \$2000 for each of Alyssa Crowley and Claire Jenkins from GL 248-728-801-000 Contracted Services, upon the signing of a standard Independent Contractor Agreement.

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

E. Compensation Review – Administrative Coordinator Position

Executive Director Gibb presented a proposal to adjust the compensation for the Administrative Coordinator position held by Tracy Woodrum. He explained that following the elimination of the Assistant Director position, Ms. Woodrum has absorbed substantial marketing and organizational restructuring duties, rendering the filling of a third staffing position unnecessary at this time.

Board Member Campbell voiced strong support for the increase, highlighting Ms. Woodrum's extensive DDA history, local expertise, and the improved quality of timely deliverables. Board Member Barnett raised a potential compliance question regarding part-time hours triggering mandatory healthcare benefits under the Affordable Care Act (ACA).

Vice Chairperson Caruso introduced a motion to amend the rate of pay and expected hours for the position of Administrative Coordinator to \$27.00/hour, not to exceed 70 hours biweekly, based on the scope of work in the description and such other reasonable duties as may be defined in writing by the Executive Director and the employee but no formal action was taken.

Following clarification with Village Manager McClary, it was determined that because the DDA has fewer than 50 full-time equivalent employees, it is exempt from the mandate.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to amend the rate of pay and expected hours for the position of Administrative Coordinator to \$30.00/hour, not to exceed 70 hours biweekly, based on the scope of work in the description and such other reasonable duties as may be defined in writing by the Executive Director and the employee.

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

7. Financial Matters

A. Bill Approval

Executive Director Gibb added the invoice distribution and the two credit card reports, and provided the number to the Board.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve the disbursements for June 2026 in the amount of \$61,130.52.

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

9. Reports, Resolutions and Recommendations

A. Financial Reports

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to receive and file the financial reports.

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

B. Executive Directors Report

Executive Director Gibb reported on seasonal maintenance, the cancellation of the paid storage lease, and the acquisition of new office technology funded by an Oakland County Main Street grant. He also noted the successful America 250 event and provided an update on how the certified village disincorporation petition could legally impact the DDA's structure and TIF funding.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to receive and file the July 21, 2026 Executive Director Report.

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

C. Great American Main Street Award – Application

Executive Director Gibb presented the highlights of the Lake Orion DDA's recently submitted Great American Main Street Award (GAMSA) application, noting the labor-intensive, three-week process. The submission chronicles the community's 25-year transformation, focusing on overcoming a 32% vacancy rate in the 1990s, rebuilding after a major Downtown fire, and turning the town into a vibrant destination through key investments and volunteer efforts.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to receive and file the application.

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

VOTING NAY: None

ABSENT: Garris, Shell

MOTION: Carried

10. Board Comments and Training Feedback

Board Member Barnett praised Joe Johnson’s community impact and congratulated the Board Member Coe on the vibrant energy of the Thursday night events. As Orion Township Supervisor, he provided a non-partisan informational update regarding the upcoming public safety millage renewals, clarifying that they replace expired funding and account for 100% of local police and fire budgets. He invited residents to an upcoming "Township Talks" Q&A session.

Secretary Lorant suggested inviting upcoming Village Council candidates to a future meeting to discuss community goals and bring new perspectives to the council.

Vice Chairperson Caruso commended staff for maintaining Downtown flowers during extreme summer heat, noted ongoing maintenance challenges with DDA equipment, and thanked the team for completing the GAMSAs application.

Board Member Campbell commended the moving GAMSAs application video for highlighting the community’s resilience. She praised Lake Orion’s supportive character and invited the Board to support seven local youth entrepreneurs and a school robotics team showcasing their businesses at Cookies and Cream that evening.

Board Member Campbell left at 7:34 PM.

President Rutt commended Board Member Campbell for her youth mentorship initiative and echoed praise for Joe Johnson’s dedicated community involvement. He thanked the staff for their hard work on the GAMSAs application and encouraged everyone to visit local outdoor amenities like Greens Park.

Board Member Coe joined in praising Joe Johnson’s community dedication and commended the maintenance crew for the flower displays, suggesting a similar decorative focus for the fall. He requested that staff work with the property owner at Anderson and Flint Streets to temporarily clear the vacant lot for public parking before the fourth quarter and recommended reviving the Downtown business banner program with larger, more legible text.

Chairperson Burgess expressed gratitude to Joe Johnson for his vital community support and thanked Executive Director Gibb for working extended hours to water flowers despite equipment issues. She commended Administrative Coordinator Woodrum for her crucial role in submitting the GAMSAs application within three weeks, recognized Township Supervisor Barnett for his ongoing accessibility, and thanked the entire board for their dedication.

11. Next Regular Meeting - August 18, 2026

12. Adjournment

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to adjourn the July 21, 2026, Downtown Development Authority Board Regular Meeting.

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

VOTING NAY: None

ABSENT: Garris, Shell, Campbell

MOTION: Carried

The July 21, 2026 Downtown Development Authority Board Regular Meeting adjourned at 7:39 PM.

Debbie Burgess
Chairperson

Lynsey Blough, CMC
Deputy Clerk/Treasurer

Sonja Stout, MiCPT
Village Clerk/Treasurer

Date Approved: as presented on August 18, 2026



DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

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 July 2026.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 07/31/2026
% Fiscal Year Completed: 8.49

Section 6, Item A.

GL Number	Description	26-27 Amended Budget	YTD Balance 07/31/2026	Activity For 07/31/2026	Available Balance 07/31/2026	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-402-000	Current Real Property Taxes	1,215,385.00	25,421.04	25,421.04	1,189,963.96	2.09
248-000-402-100	Property Tax - Twp DDA Capture	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	1,700.00	0.00	0.00	1,700.00	0.00
248-000-441-000	Local Community Stabilization Share	13,570.00	0.00	0.00	13,570.00	0.00
248-000-445-000	Penalties & Interest on Taxes	0.00	0.00	0.00	0.00	0.00
248-000-539-000	State Grants	5,000.00	0.00	0.00	5,000.00	0.00
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PUBLIC	55,000.00	0.00	0.00	55,000.00	0.00
248-000-582-000	PROPERTY TAXES OTHER UNITS	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	17,800.00	1,174.82	1,174.82	16,625.18	6.60
248-000-671-999	Appropriation from Fund Balanc	12,658.00	0.00	0.00	12,658.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	0.00	0.00	0.00	0.00	0.00
248-000-676-592	Reimbursement -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	16,500.00	0.00	0.00	16,500.00	0.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	15,000.00	5,000.00	5,000.00	10,000.00	33.33
248-000-685-100	Transportaion Sponsorship	0.00	0.00	0.00	0.00	0.00
248-000-686-000	Downtown Events	8,000.00	0.00	0.00	8,000.00	0.00
248-000-686-002	Flower Fair Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	ST EVENT REVENUE	1,750.00	0.00	0.00	1,750.00	0.00
248-000-686-005	ST SPONSOR REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
248-000-686-006	EV CHARGING	8,000.00	0.00	0.00	8,000.00	0.00
248-000-687-000	Merchandise Sales	2,740.00	0.00	0.00	2,740.00	0.00
248-000-688-000	Gift Certificate Sales	4,500.00	48.25	48.25	4,451.75	1.07
248-000-692-000	Rent	16,000.00	0.00	0.00	16,000.00	0.00
248-000-694-000	Miscellaneous	4,500.00	600.00	600.00	3,900.00	13.33
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		1,399,103.00	32,244.11	32,244.11	1,366,858.89	2.30
Revenues		1,399,103.00	32,244.11	32,244.11	1,366,858.89	2.30
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	88,200.00	6,751.76	6,751.76	81,448.24	7.66
248-260-704-000	Wages - Administrative Coordinator	29,120.00	4,062.50	4,062.50	25,057.50	13.95
248-260-706-000	Asst. Executive Director wages	0.00	546.16	546.16	(546.16)	100.00
248-260-706-001	Marketing Coordinator	47,900.00	0.00	0.00	47,900.00	0.00
248-260-707-000	Wages - Grounds Coordinator	20,000.00	1,123.36	1,123.36	18,876.64	5.62
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	19,890.00	955.01	955.01	18,934.99	4.80
248-260-716-000	Health Insurance- Medical	8,200.00	(1,042.96)	(1,042.96)	9,242.96	(12.72)
248-260-717-000	Life & Disability Insurance	1,600.00	11.50	11.50	1,588.50	0.72
248-260-718-000	Dental Insurance	680.00	(89.48)	(89.48)	769.48	(13.16)
248-260-719-000	Pension	8,800.00	0.00	0.00	8,800.00	0.00
248-260-720-000	Unemployment	3,500.00	0.00	0.00	3,500.00	0.00
248-260-721-000	Vision Care	720.00	(15.38)	(15.38)	735.38	(2.14)

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 07/31/2026
 % Fiscal Year Completed: 8.49

Section 6, Item A.

GL Number	Description	26-27 Amended Budget	YTD Balance 07/31/2026	Activity For 07/31/2026	Available Balance 07/31/2026	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	CONTRACTUAL SERVICES- DOWNTOWN	20,000.00	119.88	119.88	19,880.12	0.60
248-260-801-002	CONTRACTUAL SERVICES - PUBLIC SAFETY	106,090.00	0.00	0.00	106,090.00	0.00
248-260-801-003	CONTRACT SERVICES - DPW FEE	29,000.00	0.00	0.00	29,000.00	0.00
248-260-801-004	CONTRACTUAL SERVICES - PA57	69,841.00	0.00	0.00	69,841.00	0.00
248-260-801-005	Contractual Services- Township	7,560.00	0.00	0.00	7,560.00	0.00
248-260-801-012	Contractual Services-Parking Code En	0.00	0.00	0.00	0.00	0.00
248-260-801-022	SPECIAL SERVICES- EVENTS	0.00	0.00	0.00	0.00	0.00
248-260-801-023	Contract Services-DPW event support	0.00	0.00	0.00	0.00	0.00
248-260-801-033	Contract Services-DPW snow removal	0.00	0.00	0.00	0.00	0.00
248-260-805-000	Audit Fees	500.00	0.00	0.00	500.00	0.00
248-260-810-000	Legal Services	4,500.00	0.00	0.00	4,500.00	0.00
248-260-823-000	website/Software	3,900.00	0.00	0.00	3,900.00	0.00
248-260-823-001	Municipal Software	2,000.00	0.00	0.00	2,000.00	0.00
248-260-829-000	Planner Services	500.00	0.00	0.00	500.00	0.00
248-260-851-000	Telephone	3,800.00	0.00	0.00	3,800.00	0.00
248-260-900-000	Printing and Publication	3,700.00	0.00	0.00	3,700.00	0.00
248-260-920-000	Utilities	6,240.00	0.00	0.00	6,240.00	0.00
248-260-921-000	Municipal Street Lighting	14,700.00	0.00	0.00	14,700.00	0.00
248-260-930-000	Repair and Maintenance	1,200.00	0.00	0.00	1,200.00	0.00
248-260-930-002	Building Maintenance	900.00	0.00	0.00	900.00	0.00
248-260-940-000	Equipment Rental	1,500.00	0.00	0.00	1,500.00	0.00
248-260-941-000	Office Rent	20,400.00	4,620.00	4,620.00	15,780.00	22.65
248-260-942-000	Office Expenses	5,500.00	34.06	34.06	5,465.94	0.62
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,900.00	0.00	0.00	1,900.00	0.00
248-260-957-000	Education & Training	4,500.00	0.00	0.00	4,500.00	0.00
248-260-958-000	General Activities Misc	5,150.00	0.00	0.00	5,150.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	500.00	0.00	0.00	500.00	0.00
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-403	TRANSFER TO-DDA PUBLIC INFRASTRUCTUR	238,948.00	0.00	0.00	238,948.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 260 - GENERAL ACTIVITIES		783,439.00	17,076.41	17,076.41	766,362.59	2.18
Department: 725 ORGANIZATION						
248-725-822-000	Newsletter	1,645.00	0.00	0.00	1,645.00	0.00
248-725-824-000	Volunteer Recognition & Dvp.	1,950.00	0.00	0.00	1,950.00	0.00
248-725-825-000	Gift Certificate Redemption	2,500.00	125.00	125.00	2,375.00	5.00
248-725-826-000	Historic Celebration/Education	1,985.00	58.50	58.50	1,926.50	2.95
248-725-827-000	Awareness Program	2,700.00	0.00	0.00	2,700.00	0.00
248-725-864-000	Grant & Scholarship Distriubution	1,000.00	0.00	0.00	1,000.00	0.00
248-725-881-000	Merchandise to Sell	1,600.00	0.00	0.00	1,600.00	0.00
Total Dept 725 - ORGANIZATION		13,380.00	183.50	183.50	13,196.50	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 07/31/2026
% Fiscal Year Completed: 8.49

Section 6, Item A.

GL Number	Description	26-27 Amended Budget	YTD Balance 07/31/2026	Activity For 07/31/2026	Available Balance 07/31/2026	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	7,620.00	0.00	0.00	7,620.00	0.00
248-726-746-000	Hanging Baskets	4,600.00	0.00	0.00	4,600.00	0.00
248-726-801-000	Contractual Services	4,780.00	0.00	0.00	4,780.00	0.00
248-726-843-000	Facade Program	10,000.00	0.00	0.00	10,000.00	0.00
248-726-845-000	Public Art Program	0.00	0.00	0.00	0.00	0.00
248-726-883-000	Banners and Holiday Lighting	8,650.00	0.00	0.00	8,650.00	0.00
248-726-975-001	Capital Outlay - Beautification	2,100.00	0.00	0.00	2,100.00	0.00
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	20,000.00	0.00	0.00	20,000.00	0.00
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	11,326.00	0.00	0.00	11,326.00	0.00
Total Dept 726 - DESIGN		69,576.00	0.00	0.00	69,576.00	0.00
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	12,000.00	2,219.00	2,219.00	9,781.00	18.49
248-728-860-000	Trolley Expense	0.00	0.00	0.00	0.00	0.00
248-728-861-000	DATA AND METRICS	500.00	0.00	0.00	500.00	0.00
248-728-862-000	Training Materials	1,100.00	0.00	0.00	1,100.00	0.00
248-728-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	0.00
248-728-886-000	Marketing Materials	2,500.00	0.00	0.00	2,500.00	0.00
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	1,950.00	0.00	0.00	1,950.00	0.00
248-728-888-000	Brand Marketing	27,325.00	0.00	0.00	27,325.00	0.00
248-728-888-001	Contractual Services Brand Marketing	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		53,375.00	2,219.00	2,219.00	51,156.00	4.16
Department: 729 PROMOTION						
248-729-880-000	Event Promotion	3,000.00	0.00	0.00	3,000.00	0.00
248-729-880-001	Event Promo - Gazebo Series	14,900.00	13,000.00	13,000.00	1,900.00	87.25
248-729-880-004	Event Promo - Halloween Parade	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	3,000.00	0.00	0.00	3,000.00	0.00
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-008	EVENT PROMO-ICE FEST	4,800.00	0.00	0.00	4,800.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to	0.00	0.00	0.00	0.00	0.00
248-729-880-010	PARTNERED EVENTS	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	1,000.00	0.00	0.00	1,000.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	7,000.00	0.00	0.00	7,000.00	0.00
248-729-880-013	STRONGER TOGETHER-WINTER	1,000.00	0.00	0.00	1,000.00	0.00
248-729-880-014	STRONGER TOGETHER- SUMMER/FALL	1,000.00	0.00	0.00	1,000.00	0.00
248-729-880-015	Winter Activities	5,175.00	0.00	0.00	5,175.00	0.00
248-729-880-016	MISC EVENTS-OTHER	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-017	Movie Night	4,780.00	0.00	0.00	4,780.00	0.00
248-729-880-100	Stronger Together- smr fall	1,000.00	0.00	0.00	1,000.00	0.00
248-729-885-000	Port-A-Johns	1,950.00	0.00	0.00	1,950.00	0.00
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		56,605.00	13,000.00	13,000.00	43,605.00	22.97

Department: 730

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 07/31/2026
 % Fiscal Year Completed: 8.49

Section 6, Item A.

GL Number	Description	26-27 Amended Budget	YTD Balance 07/31/2026	Activity For 07/31/2026	Available Balance 07/31/2026	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 730						
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00
248-730-931-000	Repair & Maintenance-Equipment	0.00	0.00	0.00	0.00	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond Project	422,420.00	0.00	0.00	422,420.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
248-730-975-003	DDA Capital Outlay	10,000.00	0.00	0.00	10,000.00	0.00
248-730-975-005	DDA Capital Outlay- wayfinding/Light	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	0.00	0.00	0.00	0.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	0.00	0.00	0.00	0.00	0.00
248-730-975-015	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		432,420.00	0.00	0.00	432,420.00	0.00
Expenditures		1,408,795.00	32,478.91	32,478.91	1,376,316.09	2.31
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,399,103.00	32,244.11	32,244.11	1,366,858.89	2.30
TOTAL EXPENDITURES		1,408,795.00	32,478.91	32,478.91	1,376,316.09	2.31
NET OF REVENUES & EXPENDITURES:		(9,692.00)	(234.80)	(234.80)	(9,457.20)	
BEG. FUND BALANCE		385,962.46	385,962.46			
NET OF REVENUES/EXPENDITURES - 25-26		(51,143.05)	(51,143.05)			
END FUND BALANCE		325,127.41	334,584.61			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 07/31/2026
% Fiscal Year Completed: 8.49

Section 6, Item A.

GL Number	Description	26-27 Amended Budget	YTD Balance 07/31/2026	Activity For 07/31/2026	Available Balance 07/31/2026	% 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	500.00	94.22	94.22	405.78	18.84
301-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
301-000-699-301	TRF in from DDA	422,420.00	0.00	0.00	422,420.00	0.00
Total Dept 000 - REVENUE		422,920.00	94.22	94.22	422,825.78	0.02
Revenues		422,920.00	94.22	94.22	422,825.78	0.02
Account Category: Expenditures						
Department: 901 CAPITAL OUTLAY						
301-901-805-000	Audit fees	0.00	0.00	0.00	0.00	0.00
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	0.00	15,875.00	15,875.00	(15,875.00)	100.00
Total Dept 901 - CAPITAL OUTLAY		0.00	15,875.00	15,875.00	(15,875.00)	100.00
Department: 905 Downtown Dev Bond 2023						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	500.00	0.00	0.00	500.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	500.00	0.00	0.00	500.00	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 PRINCIPAL SER	65,000.00	0.00	0.00	65,000.00	0.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT PRINCIPAL	165,000.00	0.00	0.00	165,000.00	0.00
301-905-993-001	2023 DDA BOND TAXABLE INTEREST SERIE	70,933.00	0.00	0.00	70,933.00	0.00
301-905-993-002	2023 DDA TAX EXEMPT BOND INTEREST A	120,400.00	0.00	0.00	120,400.00	0.00
Total Dept 905 - Downtown Dev Bond 2023		422,333.00	0.00	0.00	422,333.00	0.00
Expenditures		422,333.00	15,875.00	15,875.00	406,458.00	3.76
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		422,920.00	94.22	94.22	422,825.78	0.02
TOTAL EXPENDITURES		422,333.00	15,875.00	15,875.00	406,458.00	3.76
NET OF REVENUES & EXPENDITURES:		587.00	(15,780.78)	(15,780.78)	16,367.78	
BEG. FUND BALANCE		2,580,888.81	2,580,888.81			
NET OF REVENUES/EXPENDITURES - 25-26		(432,991.04)	(432,991.04)			
END FUND BALANCE		2,148,484.77	2,132,116.99			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 07/31/2026
% Fiscal Year Completed: 8.49

Section 6, Item A.

GL Number	Description	26-27 Amended Budget	YTD Balance 07/31/2026	Activity For 07/31/2026	Available Balance 07/31/2026	% Bdgt Used
Fund: 403 DDA PUBLIC INFRASTRUCTURE FUND						
Account Category: Revenues						
Department: 000 REVENUE						
403-000-664-000	Interest Earnings	0.00	11.39	11.39	(11.39)	100.00
403-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
403-000-699-248	Interfund Transfer In - DDA	238,948.00	0.00	0.00	238,948.00	0.00
Total Dept 000 - REVENUE		238,948.00	11.39	11.39	238,936.61	0.00
Revenues		238,948.00	11.39	11.39	238,936.61	0.00
Account Category: Expenditures						
Department: 901 CAPITAL OUTLAY						
403-901-971-001	SIDEWALK IMPROVEMENT PROGRAM	0.00	0.00	0.00	0.00	0.00
403-901-971-002	PAINT CREEK BANK STABILIZATION PROJE	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Expenditures		0.00	0.00	0.00	0.00	0.00
Fund 403 - DDA PUBLIC INFRASTRUCTURE FUND:						
TOTAL REVENUES		238,948.00	11.39	11.39	238,936.61	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		238,948.00	11.39	11.39	238,936.61	
BEG. FUND BALANCE		142,459.99	142,459.99			
NET OF REVENUES/EXPENDITURES - 25-26		113,071.25	113,071.25			
END FUND BALANCE		494,479.24	255,542.63			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 07/31/2026
% Fiscal Year Completed: 8.49

Section 6, Item A.

GL Number	Description	26-27 Amended Budget	YTD Balance 07/31/2026	Activity For 07/31/2026	Available Balance 07/31/2026	% Bdg't Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	0.01	0.01	(0.01)	100.00
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		0.00	0.01	0.01	(0.01)	100.00
Revenues		0.00	0.01	0.01	(0.01)	100.00
Account Category: Expenditures						
Department: 901 CAPITAL OUTLAY						
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00
404-901-901-000	Debt Service- Parking Deck	0.00	0.00	0.00	0.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	0.00	0.00	0.00	0.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Expenditures		0.00	0.00	0.00	0.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		0.00	0.01	0.01	(0.01)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		0.00	0.01	0.01	(0.01)	
BEG. FUND BALANCE		169,578.15	169,578.15			
NET OF REVENUES/EXPENDITURES - 25-26		(169,355.50)	(169,355.50)			
END FUND BALANCE		222.65	222.66			
Report Totals:						
TOTAL REVENUES - ALL FUNDS		2,060,971.00	32,349.73	32,349.73	2,028,621.27	1.57
TOTAL EXPENDITURES - ALL FUNDS		1,831,128.00	48,353.91	48,353.91	1,782,774.09	2.64
NET OF REVENUES & EXPENDITURES:		229,843.00	(16,004.18)	(16,004.18)	245,847.18	
BEG. FUND BALANCE - ALL FUNDS		3,278,889.41	3,278,889.41			
NET OF REVENUES/EXPENDITURES - 25-26		(540,418.34)	(540,418.34)			
END FUND BALANCE - ALL FUNDS		2,968,314.07	2,722,466.89			

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 07/31/2026

Section 6, Item A.

GL Number	Description	YTD Balance 07/31/2025	07/31/2026
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
Account Classification: CASH CHECKING			
248-000-001-000	Cash	568.96	13,717.14
248-000-007-000	Payroll-checking	(250.00)	(250.00)
	CASH CHECKING	318.96	13,467.14
Account Classification: CASH SAVINGS			
248-000-002-000	Cash Savings	(191,119.41)	27,516.97
248-000-010-000	Investment/LGIP County Inv	424,251.65	340,277.67
248-000-011-000	Cash - Payroll Savings	(11,835.74)	(48,642.55)
	CASH SAVINGS	221,296.50	319,152.09
	Total Assets	221,615.46	332,619.23
*** Liabilities ***			
Account Classification: ACCOUNTS PAYABLE			
248-000-202-000	Accounts Payable	(1,740.76)	(2,261.92)
	ACCOUNTS PAYABLE	(1,740.76)	(2,261.92)
Account Classification: ACCRUED AND OTHER LIAB			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
248-000-228-001	FICA W/H - Medicare	(21.06)	(21.06)
248-000-228-002	FICA- Social Security withheld	(90.06)	(90.06)
248-000-231-002	Accident Ins -Principal	0.00	7.66
	ACCRUED AND OTHER LIAB	288.88	296.54
	Total Liabilities	(1,451.88)	(1,965.38)
*** Fund Equity ***			
Account Classification: FUND BALANCE			
248-000-390-000	Fund Balance - Unassigned	385,962.46	385,962.46
	FUND BALANCE	385,962.46	385,962.46
	Total Fund Equity	385,962.46	385,962.46
Total Fund 248:			
TOTAL ASSETS		221,615.46	332,619.23
BEG. FUND BALANCE - 25-26		385,962.46	385,962.46
+ NET OF REVENUES/EXPENDITURES - 25-26		0.00	(51,143.05)
+ NET OF REVENUES & EXPENDITURES		(162,895.12)	(234.80)
= ENDING FUND BALANCE		223,067.34	334,584.61
+ LIABILITIES		(1,451.88)	(1,965.38)
= TOTAL LIABILITIES AND FUND BALANCE		221,615.46	332,619.23

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 07/31/2026

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GL Number	Description	YTD Balance 07/31/2025	07/31/2026
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023			
*** Assets ***			
Account Classification: CASH CHECKING			
301-000-001-000	Cash	56,386.80	56,386.80
	CASH CHECKING	56,386.80	56,386.80
Account Classification: CASH SAVINGS			
301-000-002-000	CASH	2,465,611.51	2,114,418.85
301-000-011-000	Cash - Payroll Savings	(13,344.10)	(36,719.48)
	CASH SAVINGS	2,452,267.41	2,077,699.37
Total Assets		2,508,654.21	2,134,086.17
*** Liabilities ***			
Account Classification: DUE TO INTERFUND			
301-000-214-101	Due to General Fund	1,969.18	1,969.18
	DUE TO INTERFUND	1,969.18	1,969.18
Total Liabilities		1,969.18	1,969.18
*** Fund Equity ***			
Account Classification: FUND BALANCE			
301-000-390-000	Fund Balance - Unassigned	2,580,888.81	2,580,888.81
	FUND BALANCE	2,580,888.81	2,580,888.81
Total Fund Equity		2,580,888.81	2,580,888.81
Total Fund 301:			
TOTAL ASSETS		2,508,654.21	2,134,086.17
BEG. FUND BALANCE - 25-26		2,580,888.81	2,580,888.81
+ NET OF REVENUES/EXPENDITURES - 25-26		0.00	(432,991.04)
+ NET OF REVENUES & EXPENDITURES		(74,203.78)	(15,780.78)
= ENDING FUND BALANCE		2,506,685.03	2,132,116.99
+ LIABILITIES		1,969.18	1,969.18
= TOTAL LIABILITIES AND FUND BALANCE		2,508,654.21	2,134,086.17

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 07/31/2026

Section 6, Item A.

		YTD Balance	
GL Number	Description	07/31/2025	07/31/2026
Fund: 403 DDA PUBLIC INFRASTRUCTURE FUND			
*** Assets ***			
Account Classification: CASH SAVINGS			
403-000-002-000	CASH	142,467.48	255,542.63
	CASH SAVINGS	142,467.48	255,542.63
	Total Assets	142,467.48	255,542.63
*** Fund Equity ***			
Account Classification: FUND BALANCE			
403-000-390-000	Fund Balance - Unassigned	142,459.99	142,459.99
	FUND BALANCE	142,459.99	142,459.99
	Total Fund Equity	142,459.99	142,459.99
Total Fund 403:			
TOTAL ASSETS		142,467.48	255,542.63
BEG. FUND BALANCE - 25-26		142,459.99	142,459.99
+ NET OF REVENUES/EXPENDITURES - 25-26		0.00	113,071.25
+ NET OF REVENUES & EXPENDITURES		7.49	11.39
= ENDING FUND BALANCE		142,467.48	255,542.63
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		142,467.48	255,542.63

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 07/31/2026

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		YTD Balance	
GL Number	Description	07/31/2025	07/31/2026
Fund: 404 DDA PROPERTY ACQUISITION			
*** Assets ***			
Account Classification: CASH SAVINGS			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,587.07	222.66
	CASH SAVINGS	169,587.07	222.66
	Total Assets	169,587.07	222.66
*** Fund Equity ***			
Account Classification: FUND BALANCE			
404-000-390-000	Fund Balance - Unassigned	169,578.15	169,578.15
	FUND BALANCE	169,578.15	169,578.15
	Total Fund Equity	169,578.15	169,578.15
Total Fund 404:			
TOTAL ASSETS		169,587.07	222.66
BEG. FUND BALANCE - 25-26		169,578.15	169,578.15
+ NET OF REVENUES/EXPENDITURES - 25-26		0.00	(169,355.50)
+ NET OF REVENUES & EXPENDITURES		8.92	0.01
= ENDING FUND BALANCE		169,587.07	222.66
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		169,587.07	222.66



DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

TOPIC Reimbursement - As Needed Labor

BACKGROUND

We received notice of complaint that the south end of the lumber yard site was in need of clean up to avert a infraction of non-compliance. Quotes were sought from local companies to brush hog or cut back the growth of small trees and grasses. The lowest quote obtained by the Director was \$3200.00

The Director was purchased small equipment and tools to get this done internally, and on the appointed day for clean up, three college ready young adults walked in and asked if we had any “labor” jobs they could take before leaving for school (MSU).

They worked 6.5 hours and cut down more than acre of brush and debris. The Director, knowing that general procurement would not result in payment to the boys prior to their leaving for college, paid then each \$150, cash out of his pocket.

While irregular, the alternative was the Director doing this work by himself. It is now requested the DDA reimburse for this expense.

RECOMMENDED MOTION: Allow reimbursement to Matthew Gibb in the amount of \$450.00, upon presentment to the Village Clerk of three signed statements verifying the labor incurred, with fund from GL 248-260-958-000 General Activities.



DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

TOPIC Bill Approval

ATTACHED:

Bill Approval Invoice Register: These are the disbursements that took place in July 2026

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 \$63,704.98 for July 2026.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 07/01/2026 - 07/31/2026

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	505.40	36143
248-000-228-001	Remittance	IRS	Remittance Check	90.57	443
248-000-228-001	Remittance	IRS	Remittance Check	90.57	443
248-000-228-001	Remittance	IRS	Remittance Check	90.45	445
248-000-228-001	Remittance	IRS	Remittance Check	90.45	445
248-000-228-002	Remittance	IRS	Remittance Check	387.26	443
248-000-228-002	Remittance	IRS	Remittance Check	387.26	443
248-000-228-002	Remittance	IRS	Remittance Check	386.73	445
248-000-228-002	Remittance	IRS	Remittance Check	386.73	445
248-000-230-000	Remittance	IRS	Remittance Check	356.47	443
248-000-230-000	Remittance	IRS	Remittance Check	400.89	445
248-000-232-000	Remittance	AMERICAN UNITED LIFE INSUR	Remittance Check	11.50	36142
248-000-237-002	Remittance	EMPOWER TRUST CO. LLC	Remittance Check	188.85	442
248-000-237-002	Remittance	EMPOWER TRUST CO. LLC	Remittance Check	176.05	444
248-000-247-000	Remittance	BLUE CARE NETWORK OF MICH	Remittance Check	(1,042.96)	36077
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	(89.48)	36146
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	(15.38)	36148
Total Department 000 REVENUE				2,401.36	
Department: 260 GENERAL ACTIVITIES					
248-260-801-000	DOWNTOWN VILLAGE TRASH BAG	HOME DEPOT CREDIT SERVICES		119.88	36169
248-260-823-000	OPEN AI - SUBSCRIPTION JUN	COMERICA BANK	MATT CC - JUNE 2026	20.00	367
248-260-823-000	MICROSOFT - ANNUALSUBSCRIP	COMERICA BANK	MATT CC - JUNE 2026	104.94	367
248-260-823-000	FLOWCODE - MONTHLY SUBSCRI	COMERICA BANK	MATT CC - JUNE 2026	9.95	367
248-260-823-000	SNAP RETAIL - SFTW SUBSCRI	COMERICA BANK	MATT CC - JUNE 2026	65.00	367
248-260-823-000	CLICKUP - SUBSCRIPTION	COMERICA BANK	MATT CC - JUNE 2026	38.00	367
248-260-823-000	IONOS - WEB HOSTING	COMERICA BANK	MATT CC - JUNE 2026	28.85	367
248-260-823-000	ADOBE MONTHLY JUNE 2026	COMERICA BANK	MATT CC - JUNE 2026	21.19	367
248-260-851-000	MISWITCH - TELEPHONE JUNE	COMERICA BANK	MATT CC - JUNE 2026	92.91	367
248-260-851-000	COMCAST - TELEPHONE/WEB	COMERICA BANK	MATT CC - JUNE 2026	234.61	367
248-260-920-000	INV 201721554582 - 118 N B	CONSUMERS ENERGY	GAS	110.06	36089
248-260-920-000	9100 180 7161 3 - 118 N BR	DTE ENERGY	UTILITY - ELECTRIC	274.05	36097
248-260-920-000	9200 095 4338 9 90 S ANDER	DTE ENERGY	UTILITY - ELECTRIC	475.27	36097
248-260-920-000	9100180719903 165 S BROADW	DTE ENERGY	UTILITY - ELECTRIC	53.47	36097
248-260-940-000	LAKE ORION EQUIPMNENT - P	COMERICA BANK	MATT CC - JUNE 2026	83.33	367
248-260-941-000	RENT - JULY SEPT	NICK SCHILLACE	RENT - JULY-SEPT	4,620.00	36113
248-260-942-000	ICHAT - DDA EMPLOYEE	COMERICA BANK	CREDIT CARD- POLICE BILLING DATE 06/3	10.00	365
248-260-942-000	253669 - 118 B.BROADWAY	CRYSTAL WATER COMPANY	WATER	14.00	36092
248-260-942-000	MARATHON	COMERICA BANK		38.95	367
248-260-942-000	PLAUD AI - MEETING SFTWAR	COMERICA BANK	MATT CC - JUNE 2026	440.33	367
248-260-942-000	GL ACE - HARDWARE	COMERICA BANK	MATT CC - JUNE 2026	39.20	367
248-260-942-000	AMAZON EQUIPMENT	COMERICA BANK	MATT CC - JUNE 2026	188.99	367
248-260-942-000	DDA OFFICE MATS	DarWeI ENTERPRISES LLC		27.06	36161
248-260-942-000	WATER FOR DDA OFFICE	CRYSTAL WATER COMPANY		7.00	36160
248-260-956-000	MEMBERSHIP RENEWAL	MICHIGAN HISTORIC PRESERVA	MEMBERSHIP RENEWAL	140.00	36110
248-260-957-000	APRIL CONFERENCE MEAL - TI	JANET BLOOM	JANET REIMBURSEMENT	47.25	36107
248-260-957-000	APRIL CONFERENCE MEAL - QU	JANET BLOOM	JANET REIMBURSEMENT	12.59	36107
248-260-957-000	APRIL CONF TRAVEL - TSA CO	JANET BLOOM	JANET REIMBURSEMENT	45.00	36107
248-260-957-000	STEPHEN BRENNER	COREWELL HEALTH URGENT CAR	EMPLOYEE SCREENING	135.00	36091
248-260-957-000	TRACY WOODRUM	COREWELL HEALTH URGENT CAR	EMPLOYEE SCREENING	135.00	36091

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 07/01/2026 - 07/31/2026

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					
248-260-957-000	MAIN EVENT TICKET	COMERICA BANK		35.00	367
248-260-957-000	MAIN EVENT TICKET	COMERICA BANK		35.00	367
248-260-957-000	MAIN EVENT TICKET	COMERICA BANK		35.00	367
248-260-957-000	MAIN EVENT TICKETS	COMERICA BANK		70.00	367
248-260-957-000	MAIN EVENT TICKET	COMERICA BANK		35.00	367
248-260-957-000	MAIN EVENT TICKET	COMERICA BANK		35.00	367
248-260-957-000	CITY OF ROCHESTER PARKING	COMERICA BANK		5.00	367
Total Department 260 GENERAL ACTIVITIES				7,881.88	
Department: 725 ORGANIZATION					
248-725-825-000	GIFT CERT REDEMPTION 4745, BOUTIQUE CHIC			75.00	36154
248-725-825-000	DOWNTOWN DOLLARS/GIFT CERT TWICE BLESSED			25.00	36188
248-725-825-000	GIFT CERT REDEMPTION #4811 SAGEBRUSH CANTINA			25.00	36186
248-725-826-000	COSTUME-DECLARATION READIN ED'S BROADWAY GIFT & COSTU			58.50	36163
Total Department 725 ORGANIZATION				183.50	
Department: 726 DESIGN					
248-726-745-000	HARVEST TIME - FLOWERS	COMERICA BANK	MATT CC - JUNE 2026	179.91	367
248-726-745-000	GL ACE - FERTILIZER	COMERICA BANK	MATT CC - JUNE 2026	43.65	367
248-726-745-000	EXXON - GAS	COMERICA BANK	MATT CC - JUNE 2026	11.00	367
248-726-745-000	GL ACE - HOSES	COMERICA BANK	MATT CC - JUNE 2026	178.04	367
248-726-745-000	EXXON - GAS	COMERICA BANK	MATT CC - JUNE 2026	14.97	367
248-726-745-000	HOME DEPOT - SEED	COMERICA BANK	MATT CC - JUNE 2026	25.89	367
248-726-745-000	KINSMAND GARDEN - LIGHT PO	COMERICA BANK	MATT CC - JUNE 2026	474.84	367
248-726-745-000	GL ACE - PLUGS, WATR REPAI	COMERICA BANK	MATT CC - JUNE 2026	90.87	367
248-726-745-000	MENARDS - CREDIT	COMERICA BANK	MATT CC - JUNE 2026	0.00	367
248-726-745-000	EXXON - GAS	COMERICA BANK	MATT CC - JUNE 2026	9.72	367
248-726-745-000	HOME DEPOT - MULCH	COMERICA BANK	MATT CC - JUNE 2026	190.50	367
248-726-745-000	EXXON -GAS	COMERICA BANK	MATT CC - JUNE 2026	10.72	367
248-726-745-000	GL ACE - HOSES	COMERICA BANK	MATT CC - JUNE 2026	183.15	367
248-726-745-000	TRACTOR SUPPLY - WATERING	COMERICA BANK	MATT CC - JUNE 2026	36.02	367
248-726-801-000	INV 102284 - SIGN	RIGHT HOOK BRANDED MERCHAN	MARKETING	225.00	36125
248-726-801-000	SPAEBOX - MONTHLY FEE JUNE	COMERICA BANK	MATT CC - JUNE 2026	356.00	367
248-726-883-000	UHAUL - EQUIPMENT RENTAL	COMERICA BANK	MATT CC - JUNE 2026	15.90	367
248-726-883-000	UHAUL - TRAILER RENTAL	COMERICA BANK	MATT CC - JUNE 2026	26.45	367
Total Department 726 DESIGN				2,072.63	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-801-000	INV 26-0006228 - OLM	CHARTER TOWNSHIP OF ORION	MARKETING	1,398.63	36087
248-728-801-000	INV I31614 - 215 S BROADWA	TURNER SANITATION	PORT A JOHNS	340.00	36132
248-728-801-000	INV I31134 201 S BROADWAY	TURNER SANITATION	PORT A JOHNS	155.00	36132
248-728-801-000	LITTLE GREEN APPLE - GIFT	COMERICA BANK	MATT CC - JUNE 2026	4.22	367
248-728-801-000	WEE BEAN - SITE HOST MEETI	COMERICA BANK	MATT CC - JUNE 2026	19.58	367
248-728-801-000	COOKIE AN CREAM - HOST MTG	COMERICA BANK	MATT CC - JUNE 2026	11.66	367
248-728-801-000	COMPUTERS - HW, SETUP, 90	AGILE ADVISOR LLC		2,219.00	36150
248-728-886-000	VISTAPRINT - THANK YOU CAR	COMERICA BANK	MATT CC - JUNE 2026	130.53	367
248-728-886-000	AMAZON - JULY 4	COMERICA BANK	MATT CC - JUNE 2026	349.57	367
248-728-886-002	INV I31808 - 215 S BROADWA	TURNER SANITATION	PORT A JON	125.00	36132
248-728-886-002	INV I31134 - CHILDRENS PAR	TURNER SANITATION	PORT A JON	155.00	36132
248-728-888-000	INV 3082 - BANNERS	EPRINT SOLUTION LLC	MARKETING	390.00	36098

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 07/01/2026 - 07/31/2026

POSTED AND UNPOSTED
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Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 728 ECONOMIC DEVELOPMENT					
248-728-888-000	INV 3040 - BANNERS	EPRINT SOLUTION LLC	MARKETING	138.00	36098
248-728-888-000	INV 3049 - BANNERS	EPRINT SOLUTION LLC	MARKETING	118.00	36098
248-728-888-000	BEST VERSION MEDIA, PRINT	COMERICA BANK		881.00	367
248-728-888-000	UPS - COPIES	COMERICA BANK	MATT CC - JUNE 2026	31.77	367
248-728-888-000	UPS - COPIES	COMERICA BANK	MATT CC - JUNE 2026	19.27	367
248-728-888-001	INV 3102 - BANNERS	EPRINT SOLUTION LLC	MARKETING	108.00	36098
248-728-888-001	HOTEL - AIB HOST VISIT	COMERICA BANK	MATT CC - JUNE 2026	614.40	367
248-728-888-001	SICK TOWN HALL - MEETING	COMERICA BANK	MATT CC - JUNE 2026	80.72	367
248-728-888-001	BITTER TOMS - AIB LUNCH	COMERICA BANK	MATT CC - JUNE 2026	195.40	367
248-728-888-001	RISE LOUNGE - AIB LUNCH	COMERICA BANK	MATT CC - JUNE 2026	122.94	367
248-728-888-001	SPTINGHILL SUITE - AIB HOT	COMERICA BANK	MATT CC - JUNE 2026	207.29	367
248-728-888-001	SPRINGHILL SUITE	COMERICA BANK	MATT CC - JUNE 2026	184.21	367
Total Department 728 ECONOMIC DEVELOPMENT				7,999.19	
Department: 729 PROMOTION					
248-729-880-000	INV 404715 AMERICA 250	VIEW NEWSPAPER GROUP	MARKETING	290.00	36137
248-729-880-001	INV 110	20 FRONT STREET MUSIC AND	LO LIVE SERIES	13,000.00	36149
248-729-880-010	GOFUNDME - FIREWORKS SPONS	COMERICA BANK	MATT CC - JUNE 2026	505.00	367
248-729-880-010	AMAZON - JULY 4 DECOR	COMERICA BANK	MATT CC - JUNE 2026	127.16	367
248-729-880-010	AMAZON - JULY 4	COMERICA BANK	MATT CC - JUNE 2026	51.16	367
248-729-880-016	KROGER - EVENT SUPPLIES	COMERICA BANK	MATT CC - JUNE 2026	27.96	367
248-729-880-016	MAIN EVENT TICKETS	COMERICA BANK	MATT CC - JUNE 2026	70.00	367
248-729-880-016	MICHAELS - CERTIFICATE SUP	COMERICA BANK	MATT CC - JUNE 2026	42.39	367
Total Department 729 PROMOTION				14,113.67	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				34,652.23	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-971-000	PERMIT 000230-2025-CO - 21	WATER RESOURCES COMMISSION	SOIL EROSION PERMIT	450.00	36140
301-901-971-000	MENARDS - MATERIALS	COMERICA BANK	MATT CC - JUNE 2026	6,697.69	367
301-901-971-000	ROLL OFF DUMPSTER - EXTENS	COMERICA BANK	MATT CC - JUNE 2026	100.00	367
301-901-971-000	ROLL OFF - EXTENSION FEE	COMERICA BANK	MATT CC - JUNE 2026	100.00	367
301-901-971-000	ROLL OFF - EXTENSION	COMERICA BANK	MATT CC - JUNE 2026	100.00	367
301-901-971-000	INVOICE 26-DDA-4 (7.22.26	TRIPLE R ELECTRIC INC	ELECTRICAL SERVICE INSTALL	15,875.00	36187
Total Department 901 CAPITAL OUTLAY				23,322.69	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				23,322.69	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 07/01/2026 - 07/31/2026

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	34,652.23	
		301	DOWNTOWN DEV BOND PROJECT 2023	23,322.69	
		Total For All Funds:		57,974.92	

COMERICA CC - MATT JULY 2026

Description	Explanation	Amount
OPEN AI INV UPV06D46 JUNE 30 248-260-823-000	CHAT SOFTWARE Monthly	20
ADOBE INV HD04846209561 248-260-823-000	LICENSE FEE Monthly	54.04
ADOBE CREDIT 248-260-823-000		-14.62
ROLL OFF (\$100-7.1.26) 248-726-980-001	Hold Charge for Dumpspter	100
GREAT LAKES ACE (MISSING) 248-260-942-000	Office Supplies	14.18
MISWITCH 7.1.26 248-260-851-000	Phone Support	93.5
INJA FLUENT FORMS #WPMN251858 248-260-823-000	Web Forms - Annual	55.3
ROLL OFF (\$100 7.7.26) 248-726-980-001	Holding charge	100
FLOWCODE - 7.7.26 248-260-823-000	QR coding software	9.95
EXXON GASS WHEELER 248-726-745-000	gas	10.81
SNAPRETAIL INV 18022 248-260-823-000	newsletter software	65
CLICKUP 7.12.26 248-260-823-000	project management sftw	38
UHAUL 7.11 EQUIPMENT 248-260-940-000	Equipment	26.45
AMZN - 7.13.26 DISPENSER 248-260-942-000	Paper Towel Dispenser	26
AMZN 7.13.26 SOAP 248-260-801-000	Soap for Fire Hall	69.99
UHAUL EQUIPMENT 7.14.26 248-260-940-000	Trailer	26.45
SIGNUPGENIUS (ANNUAL) 248-260-823-000	Annual fee	107.89
SWANK - MOVIE LICENSES 248-729-880-017	Movie Night licenses	1,260.00
NATIONAL MAIN STREET (GAMSA) 248-725-827-000	GAMSA app fee	150
DOMAINLISTINGS (MISSING RECEIPT) 248-260-958-000	Wed Listing - In Review	288

IONOS INV 20263462784 248-260-823-000	Web software	28.85
EXXON GAS 4WHEELER 248-726-745-000	Gas	10.91
AMZN - 7.22.26 BINS 248-260-942-000	Office Supplies	181.98
TIMBER BEAST - BRUSH CLEAN UP 248-726-980-001	Clearing LY	920
AMZN 7.23.26 INK COFFEE 248-260-942-000	Office Supplies	97.68
AMZN 723.26 CHARGERS 248-260-942-000	Office supplies	7.99
UPS - GROUND 248-725-827-000	Shipping Thank you Posters	40.68
AMZN - CLIKERS 248-729-880-000	Office Supplies	6.29
CAFEPRESS - APPAREL 248-260-958-000	Test Staff apparr	126.13
COMCAST - INTERNET/PHONE 248-260-851-000	Phone	234.8
AMZN 7.26.26 E STORAGE 248-260-942-000	Storage Bins	61.58
ROLL OFF (CEMENT DUMPSTER) 248-726-980-002	Cement Dumpster	875
ROLL OFF (GENERAL DUMPSTER) 248-726-980-002	General Dumpster	624
CHATAI INV UPV06D46-0013 248-260-823-000	Chat monthly	20
EXXON GAS 4WHEELR 248-726-745-000	Gas	10.18
AMZN RETURN 248-260-942-000	Return	-16.95
		5,730.06
	Date	



DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

TOPIC Interior Market Barn Painting

BACKGROUND

The interior of the main barn is nearing completion, and prior to installation of the fire suppression and finishing the center floor repair and reconstruction, direction is made to seal the ceiling and finish the interior aesthetic and life of the restore ceiling. This is an approximate 10,000 sq ft area that is recommended to seal with a solid color.

This is also prior to installation of lighting.

Three Quotes:

STATE CONTRACTING Holly, Michigan	\$21,200
WOW 1 DAY Lake Orion, Michigan	\$18,199
WESSELS PAINTING Lake Orion, Michigan	\$11,890

RECOMMENDED MOTION:

Accept the estimate from Wessel’s Painting dated 7.28.26, and authorize the DDA Director to procure the services and martials at a cost not to exceed \$11,890 payable from 301-901-971-000 Capital Outlay – Buildings

STATE CONTRACTING

15045 Dixie Hwy #A, Holly, MI 48442

ESTIMATE

Project: Lumber Yard – Main Barn & Annex

Scope: Interior Ceiling Solid Stain Application

Scope of Work

Provide all labor, materials, equipment, and supervision necessary to apply a solid-color stain to the interior ceiling areas of the Main Barn and Annex.

Work includes:

- Approximately 10,000 square feet of ceiling surface.
- Minor surface preparation and cleaning as necessary for application.
- Protection of floor surfaces within the work areas using appropriate drop cloths, plastic, paper, or similar protective material.
- Spray application of Sherwin-Williams solid-color stain in one owner-selected color.
- Application to exposed ceiling/deck surfaces and readily accessible associated framing within the designated ceiling area.
- Use of lifts, ladders, spray equipment, and other equipment necessary to complete the work.
- Removal of floor protection and general cleanup upon completion.
- Labor, materials, equipment, and ordinary consumable supplies included.

This estimate is based upon the Main Barn and Annex being substantially open and unobstructed during the work.

No extensive scraping, sanding, stripping, repair, or other significant surface preparation is included.

Existing walls, structural components, fixtures, equipment, and other surfaces are assumed not to require extensive masking or protection. Floor protection is included.

Work is based upon normal access to the ceiling areas and the ability to utilize commercial airless spray equipment throughout the project.

Color shall be selected by Owner from standard available Sherwin-Williams solid-color stain colors.

Price

Description	Amount
Main Barn & Annex – approximately 10,000 SF	
Surface preparation and floor protection	Included
Sherwin-Williams solid-color stain	Included
Spray application	Included
Labor and equipment	Included
Cleanup	Included
TOTAL ESTIMATED PRICE	\$21,200.00

Approximate Unit Cost: \$2.12 per square foot

Exclusions

Estimate does not include structural repairs, replacement of damaged wood, extensive surface preparation, remediation of existing coatings or hazardous materials, electrical work, removal or relocation of equipment, or work outside the identified Main Barn and Annex ceiling areas.

Any additional work requested by Owner or required because of concealed or unforeseen conditions shall be performed only upon authorization and may result in an adjustment to the contract price.

TOTAL: \$21,200.00

PROPOSAL



QUOTE ID: 00489374 DATE: May 15, 2026 INTERIOR | EXTERIOR

SERVICE ADDRESS: Matt Gibb 118 North Broadway Street Lake Orion, MI 48362 gibb@ downtownlakeorion.org	BILLING ADDRESS: The Lumberyard 118 North Broadway Street Lake Orion, MI 48362 gibb@ downtownlakeorion.org	ESTIMATOR: Matt Franca 360 Stratford Ln Lake Orion, MI, Michigan 48360 matt.franca@wow1day.com 3/8/2024
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PRICE OVERVIEW

SUB TOTAL	\$18,119.00
GRAND TOTAL	\$18,119.00



WHAT TO EXPECT WHEN WORKING WITH WOW 1 DAY PAINTING:

- Friendly, Uniformed Painters
- Start and Finish On Time
- Exceptional Communication

GENERAL DESCRIPTION:

To prepare and paint the interior, including all labor, materials, paint and equipment. Supply and application of a full two coats of top quality paint products will be included with a two year limited warranty.

PREPARATION EXPECTATIONS:

Unless otherwise indicated on the quote, the work includes all labor, materials, paint and equipment required to complete the project, including:

- *Removal and replacement of electrical face plates.
- *Priming of new, unprimed wood prior to application of finish coat(s).
- *Patching and sanding of walls and ceilings prior to application of finish coat(s).
- *Protection of surfaces and objects not being painted with tape, paper, poly and drop sheets, as required.
- *Scraping, sanding and filling, as applicable, of any peeling areas to provide a suitable surface for painting.
- *Broom clean condition at the end of each day and full clean up at the end of the project, including removal of any garbage, proper disposal of paint and other products, sweeping and vacuuming.
- *Leftover paint used, properly labeled, will be left for your future use unless otherwise directed by you.

To prepare and paint the interior, including all labor, materials, paint and equipment. Supply and application of a full two coats of top quality paint products will be included with a two year limited warranty.

YOUR PROJECT

PROJECT AREA	INCLUDES	EXCLUDES	NOTES
Interior Barn Ceiling	Preparation, Ceiling, Setup and Cleanup	Baseboard, Cabinet, Closet, Door, Stair, Wall, Window,	Includes spraying the ceiling to be either black or gray as discussed. We will tape any areas or beams that do not need to be painted.

THE PAINT

SURFACE	SUPPLIER	PRODUCT	SHEEN	COLOR
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ADDITIONAL COMMENTS:

PRICE All materials, product, labour and warranty.	Tax Reference	
	Sub Total	\$18,119.00
	Discount	\$0.00
	Taxes	\$0.00
	Total	\$18,119.00
	Payment Received	\$0.00
	Balance Owing	\$18,119.00
	Payment Terms	Due upon completion

To accept proposal and terms of service please sign and date below

Customer Signature:

Estimator Signature:

Date:

Date:

By clicking 'I Accept', you accept this proposal and agree to the terms of service

I ACCEPT

The Above work has been completed in full.

Date:

WOW 1 DAY PAINTING CUSTOMER TERMS AND CONDITIONS

We are presenting you with this painting quotation as an independently owned and operated franchisee of WOW 1 DAY PAINTING LLC. We are licensed to use the WOW 1 DAY PAINTING systems and trademarks to operate a painting franchise.

Price and Scope of Work

The price listed on the attached quotation (the Quote) is for performance of the work you asked us to perform, as described on the Quote (the Work) at the Service Location listed on the Quote. The price assumes unencumbered access to the work area for the duration of the project.

If additional work is required to complete your project that could not be identified at the time of our on-site estimate, or if you request that we perform additional work not described on the Quote, we will issue you an additional quotation for that extra work. If you agree to the additional cost in that quotation, we will perform the additional work. If you do not agree to the additional cost, we will not perform that additional work. Unless otherwise indicated on the Quote, the Work includes all labor, materials, paint and equipment required to complete the project, including:

For interior Work:

- * Subject to the exceptions below, removal of furniture blocking any surfaces to be painted, unless otherwise directed by you, and replacement of such furniture on completion of the Work.
- * Removal of electrical face plates and other hardware, as required.
- * Priming of new, unprimed wood prior to application of finish coat(s).
- * Patching and sanding of walls and ceilings prior to application of finish coat(s).
- * Sealing of wood cracks and miter joints with a paint-grade caulking.
- * Unless otherwise specified in the Quote, application of up to 2 coats of paint. Please note that darker and brighter colors may require more than 2 coats.

For exterior Work:

- * Staking and covering of plants within 24 inches from the surface to be painted.

For all Work:

- * Washing and cleaning of surfaces to be painted including use of solvents as necessary, as required.
- * Protection of surfaces and objects not being painted with tape, paper, poly and drop sheets, as required.
- * Scraping, sanding and filling, as applicable, of any peeling areas to provide a smooth surface for painting.
- * Localized clean up at the end of each day and full clean up at the end of the project, including removal of any garbage and proper disposal of paint and other products.
- * Leftover paint used, properly labeled, will be left for your future use unless otherwise directed by you.

The Work does NOT include (as applicable):

- * Removal of artwork.
- * Disconnection, reconnection or removal of any electronics including televisions, stereo or surround sound systems.
- * Removal of loose or fragile personal items.
- * Removal or replacement of extremely heavy furniture or furniture containing fragile objects.

Timing of Work

We will start the Work on the date specified on the Quote, or if no date is specified, on a date to be agreed by you.

Our estimate of the time it will take us to complete the Work is also specified on the Quote. If we determine that the Work will take longer than estimated in the Quote, we will advise you as soon as possible.

Color Matching

Unless otherwise specified in the Quote, the Quote assumes that the Work involves use of no more than 4 paint colors. If you ask us to use more than 4 paint colors, additional costs may apply and we will issue an additional quote to you reflecting that additional cost. If you choose not to pay the additional cost you must reduce your paint color choices to 4 or less.

If you choose to have a color formulated to match an existing sample, we cannot ensure 100% accuracy. Color matching, though very accurate, is not an exact science, and human or mechanical error is possible. If additional work is necessary to ensure your satisfaction, we will issue an additional quote to you reflecting that additional cost. If you do not agree to the additional cost, we will not perform that additional work.

Customer Responsibilities

You will ensure that the work environment is a safe one for our painters. In the event that there are any unsafe conditions, we will notify you and arrange to reschedule the Work once these conditions are remedied.

You will remove any artwork, any loose or fragile personal items, and any extremely heavy furniture or furniture containing fragile objects from the Work area prior to the start of Work.

You will make arrangements to ensure your pets do not have access to the Work area while we are prepping or painting.

Payment

Payment is due immediately on completion of the Work. You may pay by cash, check or credit card. In the event that your payment for the Work is rejected or is returned NSF, you will pay us an additional \$50.00 administrative fee.

Please make your payment payable to the person or company noted in the upper right corner on the attached quotation.

Warranty

For two years from completion of the Work, so long as you have complied with all of these terms and conditions, we will repair any peeling or blistering paint that has not bonded to the underlying surface because of our defective workmanship.

Please note that we do not repair peeling paint caused by:

- * Regular wear and tear.
- * Abrasive cleaning, pressure washing, or use of chemicals or cleansers.
- * Sap in wood bleeding through the paint.
- * Fire, flood, graffiti, or vandalism.

This warranty does not apply to decks, stairs, railings, window sills, fences or any other horizontal surface or surface where water regularly pools. This warranty is the only warranty we provide and is in lieu of any other warranty, express or implied, that may apply to the Work, other than as applicable by law and cannot be waived.

Wessel's Painting, Inc.

1230 Heights

Lake Orion, MI 48362

Phone # 2488147502

wesselpainting@comcast.net

Section 8, Item A.

Date	Estimate #
7/28/2026	6308

Name / Address

Customer Phone

Gibbs, Matt
Lapeer Rd
Old Lumber yard, MI 48362
248-464-0307

Job Description

Total

Interior ceiling of old lumber yard. 4 sections. Aprox 10,000 SQ. FT.
Paint all interior trusses and roofing plywood with two coats of Sherwin
William Woodscapes. Color (TBD)

11,890.00

All flooring and finished walls will be 100% covered during painting

Serving Michigan for 36 years

Total

\$11,890.00

1/3 Down. Balance on Completion. Price includes Labor & Material (unless noted). 3 Year Guarantee except deck flooring which we recommend sealing every year. We carry workers compensation and liability insurance for your protection.



DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

TOPIC Code Compliance - Demolition and Clean Up

BACKGROUND

The site delay in engineering has resulted in overgrown areas and deterioration of the south end of the project. This is area that will require clean up prior to next steps of development. I recommend we get this cleaned up now.

I only pulled one local quote as it is substantially under market, we have used K&D Phillips for other demolition and disposal work with great success. This is a trusted supplier.

One Quote:

K&D Phillips Contracting LLC	\$8,050.00
Lake Orion, Michigan	

RECOMMENDED MOTION:

Accept the estimate from K&D Phillips Contracting LLC dated 8.7.26, and authorize the DDA Director to procure the services and materials at a cost not to exceed \$8,050.00 payable from 301-901-971-000 Capital Outlay – Buildings

NOTE: if the board prefers satisfying the three quote process prior to the work award, the motion would be to schedule a special meeting next week.

ESTIMATE

K&D Phillips Contracting LLC
4191 Mill Lake Rd.
Lake Orion, MI 48360

kdphillipscont@gmail.com
+1 (248) 931-8672

Section 8, Item B.

Bill to
City of Lake Orion

(Old Lumber Yard)

Ship to
City of Lake Orion

Estimate details
Estimate no.: 1068
Estimate date: 08/07/2026
Expiration date: 09/04/2026

#	Product or service	Description	Qty	Rate	Amount
1.	04 Concrete	Concrete removal, Old lumber yard	1	\$5,800.00	\$5,800.00
2.	02 Site Work	Removal of fence behind restaurant, Leo's	1	\$2,250.00	\$2,250.00

Total \$8,050.00

Ways to pay

BANK

Cash or Check. We accept ACH with a fee.
Thank you

Deposit due	\$4,025.00
Expiry date	09/04/2026

Note to customer

Estimate good for 30 days, and subject to change if material costs change before the project begins. A 50% deposit to schedule and mobilize work. No work will be scheduled until the signed estimate and deposit are received. By signing this estimate, the customer authorizes K&D Phillips Contracting LLC to proceed with the scope of work as described and agrees to the pricing, terms and conditions outlines herein. All work performed provides a workmanship warranty on completed services for a period of 30 days from the date of completion, covering defects in workmanship only. This warranty does not cover damage caused by weather, site conditions, third parties, or misuse after completion. Changes to scope of work may result in additional charges and written approval prior to proceeding. Equipment waiting on-site due to delays caused by the customer, general contractor, or other trades will be billed at the applicable hourly standby rate until work can begin or the equipment is released.

Accepted date

Accepted by



DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

TOPIC Travel – America in Bloom

BACKGROUND

We have joined the America in Bloom organization in the present year to build our national brand for grant and other opportunities. They host an annual symposium. This year the event is being held in Washington D.C. September 24-26, 2026.

We have applied for several award categories, and have been asked if our Director is attending as they are interested in him joining several strategic plan discussions in break out events and meetings. This would be a good brand effort as well as an educational resource.

We have \$4500 budgeted in training, which is generally reserved for Main Street Now. However, the next MSA event is in Detroit, which will substantially reduce our budget exposure. We can afford this, and attendance by the Director is at the discretion of the Board.

Estimated cost:	
Symposium Registration	\$375
Lodging	\$344
Airfare	\$680
Miscellaneous	\$100
Total Estimate	\$1499.00

RECOMMENDED MOTION: Allow Matthew Gibb to attend the America in Bloom Symposium September 24-26, 2026 at a cost not to exceed \$1500 payable from GL 248-260-957-000 Education and Training.



ABOUT ▾ WHO IT'S FOR ▾

Education + Celebration

An American Legacy: Honoring the Past, Shaping the Future
Celebrating 25 Years of America in Bloom

The 2026 Symposium & Awards Celebration will be September 24-26 in Washington, DC. This will be America in Bloom's 25th anniversary!

Don't miss attending this inspiring and celebratory three-day event that provides educational sessions, learning tours, best ideas sharing, awards celebrations, and the chance to learn from others across the country. Join fellow civic improvement enthusiasts, plant lovers, and community-minded individuals to learn, collaborate, grow, connect, plan, and celebrate.

You're invited to the 2026
Symposium & Awards Celebration,

September 24-26 in Washington, DC

Section 8, Item C.

Welcome

+

Schedule of Events At a Glance

-

Thursday, September 24

9 AM – 3:15 PM	Pre-Tour: Waterfront Wonders – A Day of Discovery from National Harbor to Old Town Alexandria (Special Registration Required – \$89) – THIS TOUR IS SOLD OUT!
4 – 4:30 PM	Newcomer Connection: Your Adventure Begins
4:30 – 6 PM	Celebrating Leadership: Elected Leaders and Municipal Administrators Reception
6 – 7 PM	Opening Night Reception
7 – 10 PM	Community Connections Celebration

Friday, September 25

8 – 8:30 AM	Morning Jolt: Cuisine, Caffeine, and Conversation
8:30 – 9:30 AM	Welcome & Keynote Presentation: Places for Business – Designing Downtowns for Economic Vitality
9:30 – 10:15 AM	Powering Progress: Leveraging Grants & Partnerships to Transform Your Community
10:15 – 10:30 AM	Showcase of Innovation & Conversation
10:30 – 11 AM	Why Old Places Matter
11 – 11:45 AM	Reimagining Vacant Spaces: Creative Placemaking in Communities
11:45 AM – 12 PM	Showcase of Innovation & Conversation
12 – 12:45 PM	Lunch & Learn: Meet Our Hosts from Prince George's County
1 PM	Buses Depart for Prince George's County Adventure
8:30 PM	Buses Depart to Return to Hotel

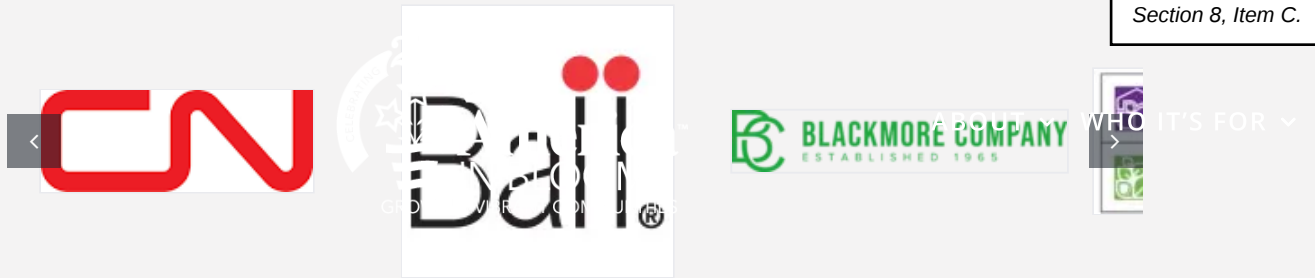
Saturday, September 26

8 – 8:30 AM	Morning Jolt: Cuisine, Caffeine, and Conversation
-------------	---

8 AM – 12 PM	Youth Program: Growing the Next Generation of Community Leaders (Special Registration Required – \$60)
8:30 – 9 AM	State of the Organization
9 – 10:15 AM	The Great Idea Swap
10:15 – 10:30 AM	Showcase of Innovation & Conversation
10:30 – 11:15 AM	Quick Takes: Community Solutions that Work
11:15 – 12:30 PM	Meet with the Advisors
Afternoon	Lunch & Free Time On Your Own
5:30 – 6:30 PM	Closing Night Reception
6:30 – 10 PM	Evening in Bloom Banquet

Registration Information	+
Hotel Reservation and Airport Information	+
Full Program Descriptions	+
2025 Award Winners	+
2025 Symposium Photos	+
2025 Speaker Presentations	+
Future Symposium Locations and Dates	+
Past Symposium Locations	+

Our Generous Sponsors



Sustained through Sponsorships

Through financial and in-kind sponsors, we can share the joy and importance of horticulture, community involvement, heritage preservation, and environmental efforts. Contributions support the annual National Awards Program, maintain our website, facilitate outreach activities, develop educational resources, host the Annual Educational Symposium and Awards, and send Advisors to all participating communities.

[LEARN MORE](#)



America in Bloom is an independent, 501c3 nonprofit organization.



CONTACT

PO Box 44005
Columbus, OH 43204

614-453-0744

aib@americainbloom.org



Board and Staff Advisors

PROGRAMS

America in Bloom Program

Symposium & Awards Celebration

CN Grant

Webinars

Gardens Across America

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DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

TOPIC Renewal - SeeMyLegacy

BACKGROUND

Last year, under our prior structure, I found and recommend adding a subscription to the platform and resources at See My Legacy. This is a platform for building campaigns around sponsorship, volunteers, branding, historical markers, etc. I have a sense this program would be a great benefit to our tight staffing as they offer a back of house that assists in the build out of platform landing space for interested partners.

I thought this would work to assist the former Assistant Director position into a more robust return, but the program was not used until the very last days of the position. After reviewing this program, again, I am renewing my recommendation that this can fill the hole in our budget for e-marketing landing pages and sponsor platform development that my office would otherwise have to build.

The program now includes a built out print and sharable all season publication, that they build, and a transfer of our current programs into my office. I have also negotiated an offer of reducing our base member fee by \$500, resulting in a payment for this coming member year of \$1999, instead of the \$2499 regular fee.

I vetted the concept with new committee members in promotion who unanimously indicated this should be given another chance.

RECOMMENDED MOTION: Approve a renewal of the membership with SeeMyLegacy at the offered reduced rate of \$1999, annual, with funding from GL 248-729-880-015 Winter Activates, and directing staff to add a monthly report item to the DDA Board agenda to track its use.

Matthew Gibb

From: Parker Kowalski <parker@seemylegacy.com>
Sent: Thursday, August 13, 2026 11:58 AM
To: Matthew Gibb
Subject: SeeMyLegacy Meeting Recap

Hi Matthew,

Great to finally put a face to the name this morning. I know your agenda closes tomorrow and you're short-staffed, so here is a quick recap of SeeMyLegacy and our discussion.

\$1,999 Renewal Cost for SeeMyLegacy. I've extended your access through August 21 so the board has room to act on Tuesday without a gap.

For the board's context on not renewing: if the subscription lapses, nothing is deleted - you'd keep six months of access to pull your data. But reactivating later means starting at the standard \$2,499, since the \$500 credit is tied to this renewal.

WHAT'S DIFFERENT IN YEAR TWO

You said it yourself: it didn't fail, it just wasn't fully used. This is a very fixable problem. Here's what I'd own alongside you starting week one:

1. **The Lumberyard at Paint Creek.** This is the one I want most. Physical naming rights, benches, pavers, brick, larger gift tiers, are consistently the highest-performing campaigns we run, and this is exactly the structure that got you excited about SeeMyLegacy. It can layer directly into the new web presence you're building for the public market.
2. **A printed fall and holiday opportunity guide.** You've been asked fifteen times in two weeks for something you can hand someone at a chamber reception. You fill out one worksheet, event names, dates, what participation you want for each, and our team builds the campaigns AND produces the branded multi-page PDF. Same thing we did for your sponsorship brochure last year. Enrollment for the [holiday event set-up program](#) is open now.
3. **LO Live Summer Gazebo Series.** Right now \$16K in artist talent runs on your personal relationships with sponsors. We can change this by opening up the opportunity to more businesses through simple promotion on website, social media, and with partner orgs like the Chamber of Commerce / Village

ON YOUR TIME

You asked how internally controlled this can be. Fully, if you want it. You can build from scratch, start from a template, or send us a campaign info and we return a finished campaign in two to three business days, always in private mode, so nothing publishes until you've reviewed it. Most directors in your seat use a mix of both approaches.

WHAT I'D ASK OF THE BOARD

Not "approve a renewal." Approve a plan: the Lumberyard fundraising, sponsorship, and memorial campaigns and a printed fall/holiday card by early September.

I'll be around Wednesday morning whenever you want to call. And if it's useful before then, I'm happy to jump on with you or your Executive Committee Monday to answer anything directly.

Thanks,
Parker

Parker Kowalski
Customer Success

SeeMyLegacy

 parker@seemylegacy.com
 www.seemylegacy.com
 Office: (216) 435-7878 ext. 257
 Direct: (216) 435-6727



Matthew Gibb

From: Parker Kowalski <parker@seemylegacy.com>
Sent: Tuesday, July 21, 2026 2:46 PM
To: Tracy Woodrum; Matthew Gibb
Subject: New Trending Service: Holiday Event Set-Up Program

Hi Tracy and Matt,

Your community members love cherished holiday traditions. Trunk or treat events, Halloween costume contests, Turkey Trots and Christmas Parades bring people together and create memories. But, community leaders need to start planning months in advance. And that's where we come in.

This year, we are offering a new [Holiday Season Set Up Program](#) for all SeeMyLegacy customers. You tell us what you're planning this season, and our team sets it all up for you.

Here's what's included:

- **Campaign build-out:** sponsorships, vendor sign-ups, ticketing, registrations, and volunteer coordination
- **Community Initiative(s):** landing page to group your holiday campaigns in one place
- **Holiday Event Guide:** Promotional brochure that highlights your whole season of events

You bring the ideas and details, and we'll set everything up!

A few examples we can build for you:

- 🎃 **Halloween Events**
 - [Halloween Bash Sponsorship Opportunities](#)
 - [Witches Night Out Business Registration](#)
 - [Halloween House Decorating Contest Sign Up](#)
- 🍂 **Fall & Thanksgiving Events**
 - [Turkey Trot Sponsorships](#)
 - [Fall Festival Volunteers](#)
 - [Fall Festival Vendor Registration](#)
- 🎄 **Christmas Events**
 - [Holiday Tour of Homes Ticketing](#)
 - [Holiday Parade Registration](#)
 - [Tree Walk Sponsorship Opportunities](#)

Enrollment is open now through December 1st, and the sooner you start, the more runway we'll have for your events.

You can learn more about the Holiday Events Set-Up Program here: <https://seemylegacy.com/pages/holiday-season-set-up-program>

If you are ready to get started, let's set-up a planning meeting to kick things-off: [Book Your Planning Meeting](#)

Happy to answer any questions, or hop on a quick call if that's easier.

Thanks,
Parker

Parker Kowalski

Customer Success

SeeMyLegacy



parker@seemylegacy.com

www.seemylegacy.com

Office: (216) 435-7878 ext. 257

Direct: (216) 435-6727





DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

TOPIC Report – Main Street Committees

BACKGROUND

The renewed focus on Committee Strength is outlined in the Report

RECOMMENDED MOTION: Receive and file the August 18, 2026 Committee Report.

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY COMMITTEE REPORT

TO: Lake Orion DDA Board of Directors
FROM: Executive Director
DATE: August 18 2026
RE: Renewed Focus on Main Street Committee Growth

As we enter the fall, and return of our summer travelers, staff has placed a renewed emphasis on rebuilding and strengthening our committee structure around the **Main Street Four Points: Design, Organization, Economic Vitality and Promotion.**

The objective is more than increasing attendance at committee meetings. We are working to create committees that provide meaningful opportunities for volunteers, business owners, residents and other stakeholders to participate directly in the work of the DDA; develop new volunteer leaders; and move projects from ideas to implementation.

AUGUST 4 ALL-COMMITTEE MEETING

On August 4, the DDA brought our committees together for an **All-Committee Meeting** designed to reconnect volunteers with the Main Street structure and establish priorities for the coming year. Rather than approaching the Four Points as separate silos, the meeting emphasized how each contributes to a stronger downtown. The discussion identified immediate opportunities within each area:

- **Design:** downtown appearance, seasonal transformations, façade investment, public spaces and historic preservation.
- **Organization:** volunteer recruitment and communication, leadership development, recognition and strengthening the Illuminators.
- **Economic Vitality:** business diversity, economic data, Downtown Dollars, vacancy and business growth.
- **Promotion:** events, downtown marketing and social media, sponsorship development and strengthening the overall image of Downtown Lake Orion.

EARLY RESULTS

The most encouraging result has been what happened **after** the August 4 meeting.

Our first committee meetings have produced **robust participation and a full conference room**, along with substantive discussion and members accepting responsibility for specific projects.

The August 11 Design Committee included eleven committee members and immediately moved into implementation issues. Members began improving the façade grant process, volunteered to serve as individual project “champions,” planned the fall downtown transformation, discussed historic preservation standards and identified volunteer needs that will be coordinated with the Organization Committee and Illuminators.

The August 12 Organization Committee similarly demonstrated the direction we are seeking. Nine committee members participated, with discussion focused on activating the Illuminators, cleaning and strengthening the volunteer contact system, assigning committee members as volunteer “ambassadors,” recruiting volunteers for Dragon on the Lake and fall decorating, and creating additional opportunities for volunteer interaction and recognition.

Importantly, the Organization Committee has also established measurable goals that include onboarding new committee members, maintaining consistent committee attendance, increasing monthly volunteer participation and creating recurring Illuminator engagement opportunities.

WHERE WE ARE HEADED

This renewed committee effort is intended to make the **Main Street Four Points the working structure of our organization**, not simply four headings used for accreditation.

Our goal during the coming year is to grow committee participation; give members defined responsibilities and ownership of projects; create a pathway from volunteer to committee member to committee leadership; strengthen coordination between committees; and develop measurable annual work plans tied to our strategic priorities.

The energy following the August 4 meeting is an encouraging start. **Full committee rooms are important—but the larger measure of success will be turning that participation into new leaders, completed projects and broader community ownership of Downtown Lake Orion.**



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

Section 9, Item A.

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

Organization: builds the program's foundation by fostering consensus, securing financial/human resources, managing volunteers, and driving partnerships to ensure a sustainable revitalization effort. It handles internal structure, stakeholder engagement, fundraising, and leadership development, ensuring everyone works toward a shared vision.

Organization Committee Minutes

August 12, 2026

10:00 am – 11:00 am

Lake Orion Downtown Development Authority

118 S. Broadway St.

Lake Orion, MI 48362

Committee Members in Attendance: Chair Alaina Campbell, Brian Winter, Jen Todd, Debra Novara, Matt Franca, Les Morrison, Mary Kiester, Paula Bliss, Todd Suspeck. DDA: Tracy Woodrum

I. Dragon on the Lake

- a. Dragon Boat for DDA – Sponsors & signup
- b. Dragon Boat for Illuminators – Signup (\$60/paddler, 20 paddlers)
- c. DDA Booth – complete application & volunteers/signup

Booth is reserved in front of the Flint St Alley. Sign up genius will be created & link distributed for sign up. Sign up genius link with payment options will also be created for the Illuminators Dragon Boat. Any overflow up paddlers can help to fill the DDA boat (1/2 LO, 1/2 Oxford).

Due to DOTL being two weeks away, the chalk art contest will be tabled until next year. The business owners that planned to sponsor the chalk art have the option to put sponsorship funds towards the dragon boat races.

II. Illuminators Contact List

The Illuminators contact list was reviewed for a cleanup and audit. Committee members should access the list and add themselves as ambassadors. The primary focus for volunteer recruitment is the Dragon on the Lake event (boat paddlers, booth staff), with a secondary opportunity identified for fall decorating downtown (Design committee need for volunteers).

Ideas for the next Illuminator Mix & Mingle

Ice Cream social scheduled for Friday, August 28th from 5-7pm (open house style) at Cookies & Cream, next to beer tent.

III. Social Media posting guidelines – Jen

Will be discussed at the September meeting.

IV. Ongoing items

a. **Flat Illuminator**

Follow-ups:

- Review the Illuminators contact list and assign yourself as an ambassador to people you know or will contact. (Owner: **All committee members**, Deadline: Before the next contact push)
- Contact your assigned Illuminators to invite them to volunteer for Dragon on the Lake and attend the social event. (Owner: **All committee members**, Deadline: ASAP)
- Send the link to the Google Doc of contacts to all members. **(Tracy)**
- Confirm DDA Board sponsorship status for the boat(s). **(Matt)**
- Create sign-up genius links for DDA Booth & Dragon Boat paddlers and distribute them to the committee. **(Tracy)**
- Find artist to create dragon wings for selfie station in the Flint St. Alley for DOTL. **(Unassigned)**

V. Next meeting date September 9, 2026, 10 am at Lake Orion DDA office.

Organization Committee Success Measures for 2026:

Created clearly defined goals and workplan

Created new committee member onboarding process

Held January recognition event attended by 90 Illuminators

Onboarded 3-5 new committee members

Held 11 monthly committee meetings

Consistent committee meeting attendance – at least 5-6 per meeting

Consistent monthly volunteer participation

Quarterly VIP events, tied to a downtown event, for Illuminators:

Ice Fest, Art & Flower Fair(designated parking/ice cream social), Dragon on the Lake, Oct. event, Lighted parade.

Increase # of participating Illuminators by: _____



1



2



3



4



5

DESIGN

- HOW DO WE DO CHRISTMAS LIGHTS WITH THE LARGE TREES?
- IS THE ALLEY FAÇADE GRANT FOR MESSY DESIGNS DONE? WHAT ABOUT THE AWNING FOR PRIME TIME?
- HOW ARE WE HANDLING THE SEASONAL TRANSFORMATION THIS FALL?
- ARE WE PURSUING THE POCKET PARK CONCEPT ON W FLINT ST?
- ADDING A DESIGN ELEMENT TO A NEW SANDWICH BOARD ORDINANCE?

6

ORGANIZATION

- CAN WE FINALLY RESOLVE HOW WE COMMUNICATE TO VOLUNTEERS?
- HOW MANY AWARDS CAN THE ILLUMINATORS WIN?
- BUILD A BASE OF VOLUNTEERS
- CREATE NEW LEADERSHIP GOALS AND OPPORTUNITIES
- HOST THE LIGHT OF LAKE ORION AWARDS NIGHT
- COORDINATE STAFFING DEMANDS

7

VITALITY

- RESEARCH THE BUSINESS DIVERSITY OF DOWNTOWN AND ASK WHATS NEEDED AND WANTS HERE
- BUILD A BETTER DOWNTOWN DOLLARS GIFT CARD PROGRAM
- IMPLEMENT DATA TOOLS ABOUT THE ECONOMIC REACH OF DOWNTOWN
- PLAN THE 75-25 OPTIONS
- GROW WITH ONLY ONE VACANCY
- RENT DISPARITY PROBLEMS

8

PROMOTION

- PLAN, HOST AND BRAG ABOUT EVENTS, BOTH DDA AND PARTNERED
- STRENGTHEN THE DOWNTOWN SOCIAL MEDIA AND MARKETING EFFORTS
- BUILD A STRONGER SPONSOR OPPORTUNITY GUIDE
- GAMS AWARD STATUS
- IMAGE, IMAGE, IMAGE
- BUSINESS HOURS

> SAVE THE DATE! <

OUTDOOR MOVIE NIGHTS

★ DOWNTOWN LAKE ORION ★

ALSO HELPING TO GET A FEW OF OUR DOWNTOWN MOVIE NIGHTS

AUGUST 14

TEEN MOVIE NIGHT

THE FANTASY BEAST

CHILDREN'S PARK

SEPTEMBER 18

KIDS MOVIE NIGHT

ZOOTOPIA 2

CHILDREN'S PARK

OCTOBER 2

ADULT MOVIE NIGHT

SOLO MIO

COOKIES & CREAM

WANT TO SPONSOR?

TO SCHEDULE YOUR NIGHT, PLEASE CONTACT THE LAKE ORION DDA

CONCESSIONS AND FUN ACTIVITIES WILL BE AVAILABLE

BRING YOUR FRIENDS, FAMILY, OR COME ON YOUR OWN FOR A FUN NIGHT IN DOWNTOWN!

9

59

3



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

Section 9, Item A.

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

Design: Capitalizes on and enhances the visual aspects of downtown commercial areas to create a safe, appealing and inviting atmosphere. The physical elements such as storefronts and building architecture, streetscape, public art, street furniture, parking areas, and public spaces are used to convey a positive image for the downtown. Quality maintenance practices such as historic building rehabilitation, adaptive use, appropriate new development, design review process and long-term planning are also strategies used to enhance the physical appearance of a downtown.

Design Committee Agenda

August 11, 2026

1:00pm – 2:00pm

Lake Orion DDA Office, 118 N. Broadway, Lake Orion, MI 48362

Committee Members: Linda Crane, Sam Caruso, Debbie Burgess, Brian Renaud, Rene Samet, Caleb Campbell, Stephanie Hall, Amy Silvester, Laura Suspeck, Amy D’Onofrio, Joseph Monsurj

DDA: Matt Gibb, Tracy Woodrum

I. Christmas Lights – discussion/direction for this season

Discussion tabled for September meeting.

II. Façade Grant Applications/Investments

Linda led the committee through the Façade grant application & guidelines. Current processes acknowledged as inconsistent; commitment to formalize a clear, consistent workflow, require owner authorization, and improve applicant support via “champions.” Champions will help guide business/or property owners through the application process & ensure a complete application is submitted to the DDA & Design committee for review and scoring.

Agreement among the committee is to extend the stated review timeline in the application from 30 to 90 days and consider retroactive eligibility where appropriate.

a. Messy Designs – Back-alley entrance

Alley behind Messy Designs is uneven, collects water, ices in winter; explore Wilson Grant or other grant sources for larger fix.

Additional information needed for this application to be complete. Dr. Sam volunteered as the champion for Messy Designs.

b. Prime Time Comics – Awning replacement

Additional information needed for this, including a formal application. Angela volunteered as the champion for Prime Time/Mike.

III. Fall Design Turnover – looking for help with transforming the downtown

-Prepare to pivot to fall decor around early September; re-implement last year's plan with incremental enhancements; coordinate volunteers through Org Committee/Illuminators; maintain summer baskets until turnover. Linda to lead getting information from Matt & Piechinks regarding last years decor.

IV. Historic Preservation Standards

Facade Improvement Grant: Matching up to \$2,000; for retail/commercial/professional buildings (not limited to historic).

Historic Preservation Grant: Matching up to \$10,000.

Current Budget: \$10,000 annually (July–June); potentially flexible if strong applications emerge.

Discussion around color palette for awnings. Suggestion to select from one of four historic colors (black, navy, crimson/burgundy, forest green). Also suggested that any color recommended by the design committee should be in line with the businesses branding and could fall outside of the four historic colors.

V. Wilson Grant Discussion (if time permits this month)

Discussion tabled for September meeting.

Follow-ups/Next Steps:

- Send Façade grant application guidelines & historic preservation documents to the committee along with meeting notes. **(Tracy)**
- Champion assigned for Messy Designs grant application. **(Dr. Sam)**
- Champion assigned for Prime Time grant application. **(Angela)**
- Draft guideline tweaks (authority/owner sign-off, committee role, realistic timeline from 30 to 90 days); prepare suggestions for the next meeting. **(Brian/Matt/Linda)**
- Contact historical suppliers (Piechinks in Rochester); confirm availability, quantities, costs; coordinate with Matt; target readiness by September 9. **(Linda)**
- Set install date after supplier confirmation; define volunteer needs (tasks, dates, times) for Org Committee to publish. **(All Design Committee Members)**
- Notify Org Committee of early September target; DDA office to push communication to Illuminators once date is set. **(Tracy)**
- Meeks Park/creek bank stabilization - Assess site; outline bioengineering approach, materials, scope, rough cost; coordinate with private donor. **(Caleb/Stephanie/Matt)**
- Submit volunteer needs for Design initiatives. **(All Design Committee Members)**

VI. Next Design Meeting: Tuesday, September 8, 2026 @ 1:00pm



DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

TOPIC Executive Directors Report

BACKGROUND BRIEF:

The monthly report of the Executive Director

FINANCIAL IMPACT:

none

RECOMMENDED MOTION:

Motion to adopt receive and file the August 18, 2026 Executive Director Report.

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

(248) 693-9742

director@downtownlakeorion.org



August 18, 2026

I. NEWS AND UPDATES

- a. **MARKETING.** We have enhanced the creation of promotional materials for the Review, Orion Living Magazine and other regular outreach tools. Much of this has been assisted by Ms. Woodrum. Examples are attached.
- b. **LOLIVE Gazebo Series.** The Wednesday evening concert series is growing. We now can boast an average attendance marker right around 400 attendees.
- c. **Movie Night.** The first outdoor movie night
- d. **WEBSITE UPDATES.** You are encouraged to visit our website: www.downtownlakeorion.org. What are some of what we are updating?...

We engaged WebVitality, under our MSOC Tech Grant to complete a full back end review and update recommendation. This will be generated shortly and my office will engage in the continued updating and fix. This is a reminder of last months work which is ongoing:

- i. We are building stronger event notice section on the first page, with a calendar and pop up information that is clickable directly to an event page
- ii. Adding event graphics, clickable to their detail page.
- iii. Moving the reporting requirement and FOIA information to its own section and click so it's easier for the public.
- iv. Building a better lumber yard data base.
- v. The Moments in Time videos and information is easier to find, and links to the Where Living is a Vacation page made more accessible.
- vi. **MOST SIGNIFICANTLY.** We are building out a submission area for the community to share stories, photos and videos, as well as, an easy to use form submission to join as a volunteer or an illuminator.
- e. **OFFICE CLEAN UP.** Several repairs have been made to the office and needed organizational boards, storage and utility items have been installed by the Director. We are still working on our storage solution.

- f. **SEASONAL MAINTENANCE.** We are keeping the Downtown bright and vibrant, with lots of compliments on flowers and atmosphere. With that comes additional maintenance; electrical repairs on three poles, re-setting bricks pavers that were kicked loose, fence straightening, and more.

THE FOUR WHEELER BROKE AGAIN. LUCKILY, ROB CAVANAUGH WAS ABLE TO REPAIR AND ITS BACK IN ACTION.

- g. **VILLAGE COUNCIL / STATUS.** This office has been tracking and working to protect the organization from the possible effects of a Village Dissolution. Present understanding is the Couty is objecting to this being placed on the ballot.

I am aware that Councilman Lamb might have been a litigant in a lawsuit, which if so would be a really interesting legal question as to how he would claim authority. Any act by a sitting councilmember that affects the policy or directive of the council as a whole would be interpreted as “acting in his capacity” as a sitting councilmember. This would be cause for removal in other communities. Not sure how the Village would handle that action, if true.

h. MISCELLANEOUS.

- i. Assisting three property owners in possible listing or transactional efforts for their buildings.
- ii. Assisting four potential new businesses on opportunities to join downtown.
- iii. Coordinating awning re-pricing for façade grant improvements that the committee has approved but needs re-quote.

- II. **UPCOMING EVENTS:** We are working to assist the promotion and coordination of the following:

AUGUST 21, 2026 @ 3PM – SICK Racing checkpoint. This event will bring 300+ racers, driving their race cars, through Lake Orion as a check point for the statewide association. We are coordinating ROW closures, volunteers and awareness so our restaurant community takes advantage.

AUGUST 27-30, 2026 – DRAGON ON THE LAKE. We will have two boats this year, Illuminators and DDA Legends.

Outdoor Movie Nights at Children's Park Schedule 2026

APPROXIMATELY 200 ATTENDED. Friday, August 14, 2026 6:30p-10p -Outdoor Movie Night for Teens – **MOVIE** – How to Train Your Dragon (LIVE ACTION) – Teens are welcomed to enjoy a FREE slice of pizza, enjoy treats, a selfie station, FREE popcorn fun activities, and more. **LOCATION** – Children's Park

NEXT EVENTS

- Friday, September 18, 2026 from 6:30p-9:30p – Outdoor Movie Nights for Kids – **MOVIE** – Zootopia 2 – Kid-friendly games, enjoy treats, a selfie station, fun activities, FREE popcorn and more. Movie will be chosen from 3 titles during DRAGON ON THE LAKE in late August. **LOCATION** – Children's Park
- Friday, October 2, 2026 at 6:30p – Movie Night Out for Adults – **MOVIE** – Solo Mio – **LOCATION** – Cookies & Cream Downtown Lake Orion



DDA ACTION SUMMARY SHEET

MEETING DATE: August 18, 2026

TOPIC Special Meetings / Sub-Committees

BACKGROUND

We have substantial programs that need direction, planning and input. This work requires a broader working session than a Board Meeting environment.:

1. LUMBER YARD.

- a. Plans Are submitted. We submitted our final PUD Site/Engineering Plans to the Village on August 7, following attempts to gain direction through counter visits. We are now awaiting a scheduling response for special meeting agenda to allow approval potential prior to the expiration of the 2026 construction season.
- b. Fire Suppression. We need a flow test done, as no one has any information on the flow of the water system along M-24.
- c. DC Structures. We have updated invoicing to move forward with the bike shop and retail building, prefabrication and construction drawings. This is being held, pending a final budget on the site plan, which is being held on scheduling and plan approval,
- d. Final concrete, paving quotes. This is arguably able to be done this fall, pre-approval, but the final budget criteria needs input.
- e. Interior floor restoration. An unexpected cost
- f. We have begun building the web portal for market attraction. This set the financial; budget outline.

2. WILSON GRANT. Pre-informational meetings are now being schedule and the DDA needs representation and prOpject scope development to be introduced to the foundation.

3. GAMSА. We will be hearing on this shortly, if chosen, filming, and other aspects of the national process will be required.

RECOMMENDED MOTION: Schedule any committees or special meetings at the discretion of the Board.