



AGENDA

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, March 17, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

2. Roll Call and Determination of Quorum

3. Approval of Minutes

A. Approval of DDA Minutes- February 17, 2026

4. Approval of Agenda

5. Consent Agenda

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

A. Financial Reports

6. Call to the Public

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

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

7. Financial Matters

A. Bill Approval

8. New and Old Business

A. Public Parking Overview and Recommendations

B. Downtown Electrical Overview and Recommendations

9. Reports, Resolutions and Recommendations

- A.** Executive Director Report
- B.** Lumber Yard Report - Recommendations
- C.** Committee's Minutes
- D.** Assistant Director's Report

10. Board Comments and Training Feedback

11. Next Regular Meeting - April 21, 2026

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 ACTION SUMMARY SHEET

MEETING DATE: March 17, 2026

TOPIC Approval of DDA Regular Meeting Minutes of February 17, 2026

RECOMMENDED MOTION:

To approve the Downtown Development Authority Board Regular Meeting Minutes of February 17, 2026.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, February 17, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The February 17, 2026 Downtown Development Authority Regular Meeting was called to order at 6:30 PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT

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

ABSENT

Treasurer Matt Shell
Board Member Lloyd Coe
Board Member Chris Barnett
Board Member Todd Garris

STAFF PRESENT

Executive Director Matthew Gibb
Assistant Director Janet Bloom
Village Manager Darwin McClary

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of January 20, 2026

MOTION made by President Rutt, Seconded by Board Member Campbell, to approve the Downtown Development Authority Board Regular Meeting Minutes of January 20, 2026, as

presented.

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

4. Approval of Agenda

MOTION made by President Rutt, Seconded by Board Member Campbell, to approve the Downtown Development Authority Board Regular Meeting Agenda of February 17, 2026, as presented.

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

5. Call to the Public

None.

6. Consent Agenda

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

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve the February 17, 2026, Consent Agenda by one vote, as presented.

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

A. Financial Reports

MOTION made by President Rutt, Seconded by Secretary Lorant, to receive and file the financial reports for January 2026.

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

B. Notice of Appointment - Board Member

MOTION made by President Rutt, Seconded by Secretary Lorant, to receive and file Notice of the Appointment of Todd Garris with thanks.

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

MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by President Rutt, Seconded by Secretary Lorant, to approve disbursements in the amount of \$20,588.98 for January 2026.

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

VOTING NAY: None

ABSENT: Shell, Coe, Barnett, Garris

MOTION: Carried

8. New and Old Business

9. Reports, Resolutions and Recommendations

A. Executive Director's Report

Executive Director Gibb highlighted recent activities and updates for the DDA. He praised Assistant Director Bloom for securing professional photography of Ice Fest and the Rotary Ice Golf event, noting the high level of community engagement. He reported that the office has been actively preparing for the budget, with discussions already underway with the Village Manager and plans for budget adjustments and a preliminary adoption in March. He also noted the budget will remain focused and targeted, particularly in relation to the Lumberyard project, and highlighted alternative revenue sources, including net-positive revenue from EV charging stations, with a proposal to replace outdated equipment under the current contract. He also noted that Christmas decorations will soon be taken down and provided general updates on ongoing operations, FOIA matters, and other administrative items.

MOTION made by Secretary Lorant, Seconded by President Rutt, to receive and file the Executive Director's Report.

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

VOTING NAY: None

ABSENT: Shell, Coe, Barnett, Garris

MOTION: Carried

B. Lumber Yard Progress Report

Executive Director Gibb reported that the DDA has submitted its Planned Unit Development (PUD) pre-eligibility application for the Lumberyard project and will formally appear before the Planning Commission on March 2. He explained that the detailed submission aligns with the Village's master plan and outlines project components, including approximately two acres of open public space on the 4.2-acre site. He also emphasized that the project is being "reverse engineered," with the DDA self-managing construction to reduce costs and reinvest savings into the project. He directed the public to the DDA website, which provides project narratives, renderings, updates, videos, and reports for transparency and ease of access. He also outlined

next steps, including lighting and electrical planning, contractor RFPs, and continued coordination with DTE, with proposals expected for board consideration in March. Board members expressed appreciation for the website’s accessibility and ongoing project updates.

MOTION made by Board Member Campbell, Seconded by President Rutt, to receive and file the Progress Report dated February 17, 2026.

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

VOTING NAY: None

ABSENT: Shell, Coe, Barnett, Garris

MOTION: Carried

C. Assistant Director’s Report

Assistant Director Bloom reported on the success of Ice Fest, highlighting strong volunteer participation, expanded event offerings including the new chili cook-off, bingo, scavenger hunt, and warming hub and significant media coverage from multiple outlets. Despite extremely cold weather, the event was well attended, with nearly all 60 volunteer shifts filled and positive feedback from businesses and attendees. Sponsorship support was strong, though staff identified opportunities to grow single-block sponsors and chili ticket sales next year. The event generated nearly \$2,000 in positive revenue, and post-event surveys are underway to gather additional feedback. She also promoted upcoming events, including the March 26 Main Street Open House, May 9 Spring Cleanup, ongoing Shop OC programming, business training, and the Downtown LO Down meeting. Vice Chairperson Caruso praised the chili cook-off as a standout addition and noted the strong attendance and lively atmosphere at Wine Social.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to receive and file the Assistant Director’s report.

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

VOTING NAY: None

ABSENT: Shell, Coe, Barnett, Garris

MOTION: Carried

D. Minute for Mission - Promotion Strategy/Reporting

Executive Director Gibb introduced a new “Minute for Mission” segment that will be included at each meeting to better align the DDA’s work with Main Street best practices. He reported that the organization has been verbally informed it will receive accreditation for the 19th consecutive year, placing it among the top 5% of Main Street programs nationally. He outlined a new tiered system for ranking events (Tier 1, Tier 2, and Tier 3) to clarify the DDA’s level of involvement, prioritize resources, strengthen sponsorship efforts, and better track financial and community impact. Signature events such as Ice Fest will include formal work plans, sponsorship strategies, and post-event reports, while other events will be evaluated based on purpose and return on investment. Board members expressed strong support for the structured approach and emphasized early sponsor outreach and impact reporting to encourage renewals. Assistant Director Bloom confirmed that sponsor packets are included in the annual work plan.

MOTION made by President Rutt, Seconded by Secretary Lorant, to receive and file the Minute for Mission report.

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

E. Committee’s Minutes

Assistant Director Bloom explained that committee meeting minutes are being included in the board packets to ensure transparency and keep board members informed about ongoing committee activities.

Motion made by President Rutt, Seconded by Secretary Lorant, to receive and file the Committee’s Minutes.

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

10. Board Comments and Training Feedback

Secretary Lorant commented that it was enjoyable to see the positive feedback and photos from the Ice Fest event. Although he was out of town that weekend, he observed their event as well and felt that Lake Orion’s event appeared to be a few steps ahead in comparison.

Vice Chairperson Caruso praised the Ice Fest event, noting that despite the very cold weather, attendees had a great time. He highlighted the fun atmosphere, smiling participants, the Wine Social reception, and the chili competition as particularly enjoyable. He emphasized that the event is a valuable wintertime activity for downtown, providing residents with outdoor entertainment during a harsh winter.

Board Member Campbell expressed enthusiasm for the Light Up Lake Orion Illuminators event, thanking the committees, staff, and volunteers for their work in hosting a successful event attended by 92 people, and encouraged community members to get involved with the volunteer group. She also praised the Lumberyard project, emphasizing that the community’s purchase of the property allows it to guide development in a way that benefits residents, contrasting it with private data center developments, and commending the DDA and community for their vision.

President Rutt echoed support for the Light Up Lake Orion event, noting the need for a larger space next year if attendance trends continue. She highlighted the positive impact of youth volunteers at Ice Fest, emphasizing how engaging young people fosters community investment and strengthens Lake Orion’s sense of place. He also reflected on the value of winter events, which bring joy and economic vitality despite cold weather, and praised their broader role in making the downtown vibrant and attractive. She expressed excitement about upcoming spring events and the Lumberyard development.

Chairperson Burgess thanked all community volunteers and praised the Ice Fest and Rotary Ice Golf Challenge for their success, noting high community and business engagement and increased downtown activity, including busy restaurants. She highlighted youth participation and suggested creating more opportunities for students to get involved next year. She also acknowledged the DDA’s detailed planning, tiered event strategy, and reporting as valuable tools for future success, and expressed appreciation for board members’ attendance and support at events.

11. Next Regular Meeting - March 17, 2026

12. Adjournment

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to adjourn the February 17, 2026 Downtown Development Authority Board Regular Meeting

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

VOTING NAY: None

ABSENT: Shell, Coe, Barnett, Garris

MOTION: Carried

The February 17, 2026 Downtown Development Authority Board Regular Meeting adjourned at 7:40 PM.

Debbie Burgess
Chairperson

Janet Bloom
DDA Assistant Director

Lynsey Blough, CMC
Deputy Clerk/Treasurer

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on March 17, 2026



DDA ACTION SUMMARY SHEET

MEETING DATE: March 17, 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 February 2026.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 5, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-402-000	Current Real Property Taxes	987,129.00	651,126.17	0.00	336,002.83	65.96
248-000-402-100	Property Tax - Twp DDA Capture	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	0.00	3,123.87	0.00	(3,123.87)	100.00
248-000-441-000	Local Community Stabilization Share	15,000.00	14,033.68	0.00	966.32	93.56
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	43,500.00	0.00	0.00	43,500.00	0.00
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PUBLIC	595,823.00	446,867.25	0.00	148,955.75	75.00
248-000-582-000	PROPERTY TAXES OTHER UNITS	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	2,500.00	10,049.68	1,312.19	(7,549.68)	401.99
248-000-671-999	Appropriation from Fund Balance	0.00	0.00	0.00	0.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	169,436.00	0.00	0.00	169,436.00	0.00
248-000-676-592	Reimbursement -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	0.00	16,956.94	0.00	(16,956.94)	100.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	35,000.00	2,515.00	0.00	32,485.00	7.19
248-000-685-100	Transportaion Sponsorship	17,500.00	0.00	0.00	17,500.00	0.00
248-000-686-000	Downtown Events	18,500.00	3,648.89	96.50	14,851.11	19.72
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	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-005	ST SPONSOR REVENUE	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-006	EV CHARGING	500.00	1,529.49	786.47	(1,029.49)	305.90
248-000-687-000	Merchandise Sales	1,000.00	0.00	0.00	1,000.00	0.00
248-000-688-000	Gift Certificate Sales	500.00	3,125.00	0.00	(2,625.00)	625.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	2,500.00	8,756.10	0.00	(6,256.10)	350.24
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		1,893,888.00	1,161,732.07	2,195.16	732,155.93	61.34
Revenues		1,893,888.00	1,161,732.07	2,195.16	732,155.93	61.34
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	80,000.00	52,308.32	6,153.92	27,691.68	65.39
248-260-704-000	Wages - Administrative Coordinator	37,188.00	10,509.24	1,885.75	26,678.76	28.26
248-260-706-000	Asst. Executive Director wages	71,000.00	46,423.60	5,461.60	24,576.40	65.39
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	5,400.00	2,276.69	0.00	3,123.31	42.16
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	14,810.00	8,531.11	1,032.86	6,278.89	57.60
248-260-716-000	Health Insurance- Medical	12,000.00	11,443.63	1,203.63	556.37	95.36
248-260-717-000	Life & Disability Insurance	1,320.00	1,659.52	149.90	(339.52)	125.72
248-260-718-000	Dental Insurance	770.00	195.20	147.90	574.80	25.35
248-260-719-000	Pension	5,632.00	4,881.28	546.16	474.76	91.57
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 5, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-721-000	Vision Care	143.00	621.20	15.38	(478.20)	434.41
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	CONTRACTUAL SERVICES- DOWNTOWN	10,000.00	8,967.50	0.00	1,032.50	89.68
248-260-801-002	CONTRACTUAL SERVICES - PUBLIC SAFETY	60,000.00	45,000.00	0.00	15,000.00	75.00
248-260-801-003	CONTRACT SERVICES - DPW FEE	30,000.00	22,500.00	0.00	7,500.00	75.00
248-260-801-004	CONTRACTUAL SERVICES - PA57	70,000.00	58,333.33	0.00	11,666.67	83.33
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code En	21,000.00	0.00	0.00	21,000.00	0.00
248-260-801-022	SPECIAL SERVICES- EVENTS	20,000.00	461.90	0.00	19,538.10	2.31
248-260-801-023	Contract Services-DPW event support	10,000.00	300.00	0.00	9,700.00	3.00
248-260-801-033	Contract Services-DPW snow removal	17,000.00	0.00	0.00	17,000.00	0.00
248-260-805-000	Audit Fees	4,490.00	3,979.00	0.00	511.00	88.62
248-260-810-000	Legal Services	8,000.00	2,821.97	0.00	5,178.03	35.27
248-260-823-000	Website/Software	6,000.00	1,973.77	338.04	4,026.23	32.90
248-260-823-001	Municipal Software	3,800.00	0.00	0.00	3,800.00	0.00
248-260-829-000	Planner Services	3,500.00	0.00	0.00	3,500.00	0.00
248-260-851-000	Telephone	3,500.00	2,036.14	296.06	1,463.86	58.18
248-260-900-000	Printing and Publication	500.00	0.00	0.00	500.00	0.00
248-260-920-000	Utilities	6,370.00	4,494.97	937.90	1,875.03	70.56
248-260-921-000	Municipal Street Lighting	12,040.00	7,998.17	2,182.34	4,041.83	66.43
248-260-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	1,100.00	281.29	0.00	818.71	25.57
248-260-940-000	Equipment Rental	750.00	102.03	0.00	647.97	13.60
248-260-941-000	Office Rent	16,800.00	12,600.00	0.00	4,200.00	75.00
248-260-942-000	Office Expenses	4,500.00	1,591.86	839.86	1,292.56	71.28
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	100.00	0.00	0.00	100.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,545.00	1,487.88	0.00	57.12	96.30
248-260-957-000	Education & Training	5,000.00	1,470.45	516.18	3,529.55	29.41
248-260-958-000	General Activities Misc	350.00	214.31	0.00	135.69	61.23
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	1,000.00	54.42	0.00	945.58	5.44
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	67,616.00	0.00	0.00	67,616.00	0.00
248-260-965-403	TRANSFER TO-DDA PUBLIC INFRASTRUCTUR	0.00	0.00	0.00	0.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 260 - GENERAL ACTIVITIES		617,924.00	315,518.78	21,707.48	300,513.68	51.06
Department: 725 ORGANIZATION						
248-725-822-000	Newsletter	1,800.00	130.00	0.00	1,611.00	10.50
248-725-824-000	Volunteer Recognition & Dvp.	1,000.00	675.21	303.25	264.79	73.52
248-725-825-000	Gift Certificate Redemption	5,000.00	3,636.00	2,581.00	1,364.00	72.72
248-725-826-000	Historic Celebration/Education	1,000.00	290.40	0.00	709.60	29.04
248-725-827-000	Awareness Program	1,500.00	217.97	0.00	968.81	35.41
248-725-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 5, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 725 ORGANIZATION						
248-725-881-000	Merchandise to Sell	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 725 - ORGANIZATION		11,300.00	4,949.58	2,884.25	5,918.20	43.80
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	2,600.00	1,394.09	77.00	1,205.91	53.62
248-726-746-000	Hanging Baskets	4,000.00	0.00	0.00	4,000.00	0.00
248-726-801-000	Contractual Services	5,500.00	3,080.24	0.00	2,419.76	56.00
248-726-843-000	Facade Program	23,680.00	273.96	0.00	23,406.04	1.16
248-726-845-000	Public Art Program	2,500.00	390.69	0.00	2,109.31	15.63
248-726-883-000	Banners and Holiday Lighting	10,000.00	6,766.08	0.00	3,233.92	67.66
248-726-975-001	Capital Outlay - Beautification	5,000.00	344.47	0.00	4,655.53	6.89
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	353,619.00	15,000.00	0.00	338,619.00	4.24
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	242,204.00	595.00	0.00	241,609.00	0.25
Total Dept 726 - DESIGN		649,603.00	27,844.53	77.00	621,758.47	4.29
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	5,370.00	0.00	29,130.00	15.57
248-728-860-000	Trolley Expense	22,000.00	0.00	0.00	22,000.00	0.00
248-728-861-000	DATA AND METRICS	468.00	0.00	0.00	468.00	0.00
248-728-862-000	Training Materials	500.00	57.37	57.37	360.95	27.81
248-728-864-000	Grant & Scholarship Distriubution	10,800.00	0.00	0.00	10,800.00	0.00
248-728-886-000	Marketing Materials	2,500.00	10.79	0.00	2,489.21	0.43
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	750.00	60.00	0.00	690.00	8.00
248-728-888-000	Brand Marketing	50,000.00	13,083.16	0.00	36,916.84	26.17
248-728-888-001	Contractual Services Brand Marketing	10,000.00	272.89	0.00	9,727.11	2.73
Total Dept 728 - ECONOMIC DEVELOPMENT		131,518.00	18,854.21	57.37	112,582.11	14.34
Department: 729 PROMOTION						
248-729-880-000	Event Promotion	2,000.00	404.71	0.00	1,595.29	20.24
248-729-880-001	Event Promo - Gazebo Series	11,000.00	10,600.00	0.00	400.00	96.36
248-729-880-004	Event Promo - Halloween Parade	2,500.00	1,240.10	0.00	1,259.90	49.60
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	7,500.00	2,832.22	0.00	4,345.86	42.06
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	EVENT PROMO-ICE FEST	250.00	0.00	0.00	250.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to	0.00	0.00	0.00	0.00	0.00
248-729-880-010	PARTNERED EVENTS	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,100.00	3,890.49	0.00	8,209.51	32.15
248-729-880-013	STRONGER TOGETHER-WINTER	2,500.00	384.76	0.00	2,115.24	15.39
248-729-880-014	STRONGER TOGETHER- SUMMER/FALL	1,500.00	128.14	0.00	1,371.86	8.54
248-729-880-015	Winter Activities	12,000.00	5,669.58	3,944.58	6,330.42	47.25
248-729-880-016	MISC EVENTS-OTHER	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-017	Movie Night	3,000.00	1,707.69	0.00	1,292.31	56.92
248-729-880-100	Stronger Together- smr fall	5,000.00	0.00	0.00	5,000.00	0.00
248-729-885-000	Port-A-Johns	2,600.00	1,007.50	0.00	1,592.50	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 5, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 729 PROMOTION						
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		68,450.00	27,865.19	3,944.58	40,262.89	40.71
Department: 730						
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	2,000.00	0.00	0.00	2,000.00	0.00
248-730-931-000	Repair & Maintenance-Equipment	0.00	0.00	0.00	0.00	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond Project	419,709.00	0.00	0.00	419,709.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	53,075.00	370.68	0.00	52,704.32	0.70
248-730-975-003	DDA Capital Outlay	5,500.00	4,488.98	3,758.92	1,011.02	81.62
248-730-975-005	DDA Capital Outlay- wayfinding/Light	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	22,800.00	0.00	0.00	22,800.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	4,300.00	0.00	0.00	4,300.00	0.00
248-730-975-015	Capitla Outlay- Outdoor Sound	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 730		507,384.00	4,859.66	3,758.92	502,524.34	0.96
Expenditures		1,986,179.00	399,891.95	32,429.60	1,583,559.69	20.13
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,893,888.00	1,161,732.07	2,195.16	732,155.93	61.34
TOTAL EXPENDITURES		1,986,179.00	399,891.95	32,429.60	1,583,559.69	20.13
NET OF REVENUES & EXPENDITURES:		(92,291.00)	761,840.12	(30,234.44)	(851,403.76)	
BEG. FUND BALANCE		356,811.12	356,811.12			
END FUND BALANCE		264,520.12	1,118,651.24			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 5, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdg't Used
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023						
Account Category: Revenues						
Department: 000 REVENUE						
301-000-300-001	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	900.00	1,229.24	151.97	(329.24)	136.58
301-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
301-000-699-301	TRF in from DDA	419,709.00	0.00	0.00	419,709.00	0.00
Total Dept 000 - REVENUE		420,609.00	1,229.24	151.97	419,379.76	0.29
Revenues		420,609.00	1,229.24	151.97	419,379.76	0.29
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	500,000.00	104,209.47	14,450.62	395,790.53	20.84
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital outlay - Buildings	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		500,000.00	104,209.47	14,450.62	395,790.53	20.84
Department: 905 Downtown Dev Bond 2023						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	0.00	0.00	0.00	0.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	0.00	0.00	0.00	0.00	0.00
301-905-745-001	Property taxes-Orion Twp	0.00	0.00	0.00	0.00	0.00
301-905-920-000	Utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA BONDS TAXABLE PRINCIPAL SER	60,000.00	38,454.50	0.00	21,545.50	64.09
301-905-992-004	2023 DDA BONDS TAX EXEMPT PRINCIPAL	150,000.00	66,400.00	0.00	83,600.00	44.27
301-905-993-001	2023 DDA BOND TAXABLE INTEREST SERIE	76,910.00	0.00	0.00	76,910.00	0.00
301-905-993-002	2023 DDA TAX EXEMPT BOND INTEREST A	132,800.00	0.00	0.00	132,800.00	0.00
Total Dept 905 - Downtown Dev Bond 2023		419,710.00	104,854.50	0.00	314,855.50	24.98
Expenditures		919,710.00	209,063.97	14,450.62	710,646.03	22.73
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		420,609.00	1,229.24	151.97	419,379.76	0.29
TOTAL EXPENDITURES		919,710.00	209,063.97	14,450.62	710,646.03	22.73
NET OF REVENUES & EXPENDITURES:		(499,101.00)	(207,834.73)	(14,298.65)	(291,266.27)	
BEG. FUND BALANCE		2,794,812.47	2,794,812.47			
END FUND BALANCE		2,295,711.47	2,586,977.74			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 5, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	79.78	10.17	(79.78)	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	79.78	10.17	(79.78)	100.00
Revenues		0.00	79.78	10.17	(79.78)	100.00
Account Category: Expenditures						
Department: 901 CAPITAL OUTLAY						
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00
404-901-901-000	Debt Service- Parking Deck	0.00	0.00	0.00	0.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	169,436.00	0.00	0.00	169,436.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		169,436.00	0.00	0.00	169,436.00	0.00
Expenditures		169,436.00	0.00	0.00	169,436.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		0.00	79.78	10.17	(79.78)	100.00
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	0.00
NET OF REVENUES & EXPENDITURES:		(169,436.00)	79.78	10.17	(169,515.78)	
BEG. FUND BALANCE		169,464.87	169,464.87			
END FUND BALANCE		28.87	169,544.65			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 02/28/2025

% Fiscal Year Completed: 66.58

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

Section 5, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 02/28/2025	Activity For 02/28/2025	Available Balance 02/28/2025	% Bdgt Used
Report Totals:						
TOTAL REVENUES - ALL FUNDS		2,314,497.00	1,163,041.09	2,357.30	1,151,455.91	50.25
TOTAL EXPENDITURES - ALL FUNDS		3,075,325.00	608,955.92	46,880.22	2,463,641.72	19.80
NET OF REVENUES & EXPENDITURES:		(760,828.00)	554,085.17	(44,522.92)	(1,312,185.81)	

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 02/28/2026

Section 5, Item A.

GL Number	Description	YTD Balance 02/28/2025	02/28/2026
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
CASH CHECKING		318.96	1,361.38
CASH SAVINGS		1,116,061.16	597,263.39
CASH INVESTMENTS		0.00	0.00
ACCOUNTS RECEIVABLE		0.00	0.00
DUE FROM OTHER AGENCY		0.00	0.00
PREPAID EXPENDITURES		0.00	0.00
Unclassified		0.00	0.00
Total Assets		1,116,380.12	598,624.77
*** Liabilities ***			
ACCOUNTS PAYABLE		(2,560.00)	(1,367.68)
ACCRUED AND OTHER LIAB		288.88	586.96
DUE TO INTERFUND		0.00	0.00
Unclassified		0.00	0.00
Total Liabilities		(2,271.12)	(780.72)
*** Fund Equity ***			
FUND BALANCE		356,811.12	385,962.46
Unclassified		0.00	0.00
Total Fund Equity		356,811.12	385,962.46
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND:			
TOTAL ASSETS		1,116,380.12	598,624.77
BEG. FUND BALANCE		356,811.12	385,962.46
+ NET OF REVENUES & EXPENDITURES		761,840.12	213,443.03
= ENDING FUND BALANCE		1,118,651.24	599,405.49
+ LIABILITIES		(2,271.12)	(780.72)
= TOTAL LIABILITIES AND FUND BALANCE		1,116,380.12	598,624.77

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 02/28/2026

Section 5, Item A.

GL Number	Description	YTD Balance	
		02/28/2025	02/28/2026
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023			
*** Assets ***			
	CASH CHECKING	56,386.80	56,386.80
	CASH SAVINGS	2,532,560.12	2,083,631.55
	DUE FROM INTERFUND	0.00	0.00
	Unclassified	0.00	0.00
	Total Assets	2,588,946.92	2,140,018.35
*** Liabilities ***			
	ACCOUNTS PAYABLE	0.00	0.00
	DUE TO INTERFUND	1,969.18	1,969.18
	Unclassified	0.00	0.00
	Total Liabilities	1,969.18	1,969.18
*** Fund Equity ***			
	FUND BALANCE	2,794,812.47	2,580,888.81
	Total Fund Equity	2,794,812.47	2,580,888.81
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023:			
TOTAL ASSETS		2,588,946.92	2,140,018.35
BEG. FUND BALANCE		2,794,812.47	2,580,888.81
+ NET OF REVENUES & EXPENDITURES		(207,834.73)	(442,839.64)
= ENDING FUND BALANCE		2,586,977.74	2,138,049.17
+ LIABILITIES		1,969.18	1,969.18
= TOTAL LIABILITIES AND FUND BALANCE		2,588,946.92	2,140,018.35

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 02/28/2026

Section 5, Item A.

		YTD Balance	
GL Number	Description	02/28/2025	02/28/2026
Fund: 404 DDA PROPERTY ACQUISITION			
*** Assets ***			
	CASH CHECKING	0.00	0.00
	CASH SAVINGS	169,544.65	169,630.86
	PREPAID EXPENDITURES	0.00	0.00
	Unclassified	0.00	0.00
	Total Assets	169,544.65	169,630.86
*** Liabilities ***			
	ACCOUNTS PAYABLE	0.00	0.00
	DUE TO INTERFUND	0.00	0.00
	Total Liabilities	0.00	0.00
*** Fund Equity ***			
	FUND BALANCE	169,464.87	169,578.15
	Total Fund Equity	169,464.87	169,578.15
Total Fund 404 DDA PROPERTY ACQUISITION:			
TOTAL ASSETS		169,544.65	169,630.86
BEG. FUND BALANCE		169,464.87	169,578.15
+ NET OF REVENUES & EXPENDITURES		79.78	52.71
= ENDING FUND BALANCE		169,544.65	169,630.86
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		169,544.65	169,630.86



DDA ACTION SUMMARY SHEET

MEETING DATE: February 17, 2026

TOPIC Bill Approval

ATTACHED:

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

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

RECOMMENDED MOTION: (Roll Call)

To approve disbursements in the amount of \$27,974.07 for February 2026.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

POST DATES 02/01/2026 - 02/28/2026

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	462.10	35650
248-000-228-001	Remittance	IRS	Remittance Check	86.45	418
248-000-228-001	Remittance	IRS	Remittance Check	86.45	418
248-000-228-001	Remittance	IRS	Remittance Check	86.45	419
248-000-228-001	Remittance	IRS	Remittance Check	86.45	419
248-000-228-002	Remittance	IRS	Remittance Check	369.62	418
248-000-228-002	Remittance	IRS	Remittance Check	369.62	418
248-000-228-002	Remittance	IRS	Remittance Check	369.62	419
248-000-228-002	Remittance	IRS	Remittance Check	369.62	419
248-000-230-000	Remittance	IRS	Remittance Check	386.85	418
248-000-230-000	Remittance	IRS	Remittance Check	386.85	419
248-000-231-002	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	7.66	35654
248-000-232-000	Remittance	AMERICAN UNITED LIFE INSUR	Remittance Check	149.90	35656
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	298.08	35598
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	89.48	35653
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	15.38	35655
248-000-247-000	Remittance	BLUE CARE NETWORK OF MICH	Remittance Check	1,042.96	35648
Total Department 000 REVENUE				4,663.54	
Department: 260 GENERAL ACTIVITIES					
248-260-801-000	JAN/FEB SNOW SERVICES (BRD	HAUXWELL, TIMOTHY	SNOW SERVICES	3,800.00	35644
248-260-801-000	HOME DEPOT REIMBURSEMENT	HOME DEPOT CREDIT SERVICES	GARBAGE BAGS	59.94	35674
248-260-805-000	DDA AUDIT FEE BALANCE	ANDREWS HOOPER PAVLIC PLC	AUDIT FEES	393.00	35632
248-260-810-000	INV 12054 - LEGAL	DAVIS LISTMAN PLLC	LEGAL FEES	166.25	35625
248-260-823-000	INV C2953D1-0046 FLOWCODE	COMERICA BANK	JAN 2026 CC	9.95	340
248-260-823-000	INV 18022 SNAP RETAIL	COMERICA BANK	JAN 2026 CC	65.00	340
248-260-823-000	INV T9009138990-011226	COMERICA BANK	JAN 2026 CC	38.00	340
248-260-823-000	INV 202059689856 IONOS	COMERICA BANK	JAN 2026 CC	28.85	340
248-260-823-000	ADOBE - INV 3344589780	COMERICA BANK	JAN 2026 CC	21.19	340
248-260-823-000	ICOMCAST	COMERICA BANK	JAN 2026 CC	234.68	340
248-260-851-000	INV 740005 - MISWITCH	COMERICA BANK	JAN 2026 CC	90.70	340
248-260-920-000	ACCT 910018071613 - 118 N	DTE ENERGY	STREETLIGHTS	93.75	35607
248-260-920-000	ACCT 920009543389 -0 90 S	DTE ENERGY	STREETLIGHTS	555.47	35607
248-260-920-000	CONF 4740336020 CONSUMERS	COMERICA BANK	JAN 2026 CC	351.25	340
248-260-921-000	ACCT 910018071993 - 165 S	DTE ENERGY	STREETLIGHTS	34.13	35607
248-260-921-000	AACT 920009680652 24 FRONT	DTE ENERGY	STREETLIGHTS	38.96	35669
248-260-921-000	ACCT 910040951824 380 BROA	DTE ENERGY	STREETLIGHTS	78.27	35669
248-260-921-000	ACCT910040951774 38 S WASH	DTE ENERGY	STREETLIGHTS	184.99	35669
248-260-921-000	ACCT 910040951725 22 E SHA	DTE ENERGY	STREETLIGHTS	188.18	35669
248-260-921-000	ACCT 910040951659 38 E FLI	DTE ENERGY	STREETLIGHTS	492.59	35669
248-260-921-000	ACCT910040951600 491 S BRO	DTE ENERGY	STREETLIGHTS	84.35	35669
248-260-940-000	UHAUL - EQUIPMENT	COMERICA BANK	JAN 2026 CC	34.93	340
248-260-956-000	UPS - COPIES	COMERICA BANK	JAN 2026 CC	51.38	340
248-260-956-000	MIEJER - SUPPLIES	COMERICA BANK	JAN 2026 CC	63.81	340
248-260-958-000	UPS - COPIES	COMERICA BANK	JAN 2026 CC	107.52	340
248-260-958-000	TIM HORTONS - EVENT	COMERICA BANK	JAN 2026 CC	19.98	340
248-260-958-000	UPS - COPIES	COMERICA BANK	JAN 2026 CC	6.23	340
248-260-958-000	RISE LOUNGE - MSOC MTG	COMERICA BANK	JAN 2026 CC	206.72	340
248-260-958-000	GREAT LAKES - SUPPLIES	COMERICA BANK	JAN 2026 CC	23.31	340

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

POST DATES 02/01/2026 - 02/28/2026

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					
Total Department 260 GENERAL ACTIVITIES				7,523.38	
Department: 725 ORGANIZATION					
248-725-824-000	INV 2995 - ICE FEST	EPRINT SOLUTION LLC	BANNERS	233.00	35634
248-725-825-000	DOLLARS 34740, 4737	WATERSIDE SOCIAL	GIFT CARD REDEMPTION	50.00	35695
248-725-825-000	DOLLARS (#'S IN NOTE)	SAGEBRUSH CANTINA	GIFT CARD REDEMPTION	550.00	35686
248-725-825-000	AMZN - SUPPLIES	COMERICA BANK	JAN 2026 CC	12.75	340
248-725-825-000	DD#4756	GREEN HIPPO GIFTS	DWTN DOLLARS REDEMPTION	25.00	35672
248-725-825-000	DD# 4696	HERITAGE SPINNING & WEAVIN	DWTN DOLLARS REDEMPTION	25.00	35673
248-725-825-000	DD#(S)4769, 4770	WATERSIDE SOCIAL	DWTN DOLLARS REDEMPTION	50.00	35695
248-725-826-000	TARGET - SUPPLIES	COMERICA BANK	JAN 2026 CC	41.71	340
248-725-826-000	ETYS - AWARDS	COMERICA BANK	JAN 2026 CC	239.51	340
Total Department 725 ORGANIZATION				1,226.97	
Department: 726 DESIGN					
248-726-801-000	TRACTOR SUPPLY - SUPPLIES	COMERICA BANK	JAN 2026 CC	109.11	340
248-726-801-000	AMZN - SUPPLIES	COMERICA BANK	JAN 2026 CC	173.72	340
248-726-801-000	MENARDS N- SOAP	COMERICA BANK	JAN 2026 CC	31.78	340
248-726-801-000	GREAT LAKES ACE - SUPPLIES	COMERICA BANK	JAN 2026 CC	39.21	340
248-726-801-000	SPAREBOX - STORAGE RENT	COMERICA BANK	JAN 2026 CC	285.00	340
248-726-980-001	UPS - COPIES	COMERICA BANK	JAN 2026 CC	297.08	340
248-726-980-001	AMZN - SUPPLIES	COMERICA BANK	JAN 2026 CC	44.99	340
248-726-980-001	FED EX - COPIES	COMERICA BANK	JAN 2026 CC	33.64	340
248-726-980-002	VILLAGE PUD FEE	COMERICA BANK	JAN 2026 CC	618.20	340
248-726-980-002	VILLAGE ESCROW FEE	COMERICA BANK	JAN 2026 CC	875.58	340
Total Department 726 DESIGN				2,508.31	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-801-000	INV 0334 118 N BROADWAY	PRESTIGE CLEANING MI	CLEANING SERVICE	500.00	35643
248-728-801-000	ZOOM - INV 339736732	COMERICA BANK	JAN 2026 CC	159.90	340
248-728-801-000	INV 0337	PRESTIGE CLEANING MI	CLEANING MARCH 2026	500.00	35683
248-728-886-002	4IMPRTIN - VOLUNTEER HATS	COMERICA BANK	JAN 2026 CC	501.25	340
Total Department 728 ECONOMIC DEVELOPMENT				1,661.15	
Department: 729 PROMOTION					
248-729-880-008	INV 395461	VIEW NEWSPAPER GROUP	ADVERTISING	283.00	35693
248-729-880-008	SPONSOR CARVING	CLEAR CUT ICE	ICE CARVING	2,925.00	35662
248-729-880-013	INV 8128 - ROOM RENTAL	LAKE ORION COMMUNITY SCHOO	ROOM RENTAL	195.00	35676
248-729-880-013	MISC ICE FEST	CLEAR CUT ICE	ICE CARVING	200.00	35662
248-729-880-015	INV 0000092 - WEEBEAN	COMERICA BANK	JAN 2026 CC	279.00	340
248-729-880-015	AMZN - SUPPLIES (EVENT)	COMERICA BANK	JAN 2026 CC	14.99	340
248-729-880-015	AWARDS - CROWN 15551083	COMERICA BANK	JAN 2026 CC	84.81	340
248-729-880-015	SICK TOWN HALL - VOLUNTEER	COMERICA BANK	JAN 2026 CC	1,775.76	340
248-729-880-015	ICE CARVING DEMONSTRATIONS	CLEAR CUT ICE	ICE CARVING	2,175.00	35662
248-729-885-000	INV I29354 - CHLDRENS PARK	TURNER SANITATION	PORTAJOHNS	155.00	35622
Total Department 729 PROMOTION				8,087.56	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				25,670.91	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-950-000	ACCT 016-2151	VILLAGE OF LAKE ORION	WATER BILL	346.08	35627

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

POST DATES 02/01/2026 - 02/28/2026

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-950-000	INV I29355 - 215 S BROADWA	TURNER SANITATION	PORTAJOHNN	125.00	35622
301-901-950-000	UPS - COPIES	COMERICA BANK	JAN 2026 CC	9.51	340
Total Department 901 CAPITAL OUTLAY				480.59	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				480.59	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

POST DATES 02/01/2026 - 02/28/2026

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	25,670.91	
		301	DOWNTOWN DEV BOND PROJECT 2023	480.59	
		Total For All Funds:		26,151.50	

Janet February 2026 Transactions Credit Card Report

Trans Date	Merchant	GL#	Explanation	Amount
2/3/2026	Autozone	248-729-880-008	Office supplies	\$21.19
2/7/2026	GFS Store	248-729-880-008	Ice Fest supplies	\$44.49
2/6/2026	GFS Store	248-729-880-008	Ice Fest supplies	\$129.89
2/6/2026	Dollar Tree	248-729-880-008	Ice Fest supplies	\$16.17
2/9/2026	Dunhams	248-729-880-008	Ice Fest supplies	\$10.57
2/9/2026	GFS Store	248-729-880-008	Ice Fest Supplies	\$41.20
2/9/2026	Dollar Tree	248-729-880-008	Returns	(\$6.89)
2/9/2026	Dollar Tree	248-729-880-008	Returns	(\$2.65)
2/9/2026	GFS Store	248-729-880-008	Returns	(\$36.03)
2/9/2026	GFS Store	248-729-880-008	Returns	(\$48.33)
2/9/2026	GFS Store	248-729-880-008	Returns	(\$207.25)
2/13/2026	Meijer	248-729-880-008	Returns	(\$3.27)
2/25/2026	Abeantogo Coffee	248-260-958-000	Coffee-office	\$6.83
			Total:	(\$34.08)

Matt February 2026 Transactions Credit Card Report				
Trans Date	Merchant	GL#	Explanation	Amount
1/30/2026	Best Buy	248-260-974-000	Conf room phone	\$289.18
1/30/2026	OpenAI ChatGPT	248-260-823-000	Software	\$20.00
1/31/2026	Canva	248-260-823-000	Software	\$ 119.40
2/2/2026	MiSwitch	248-260-851-000	Cont. Services	\$ 92.97
2/4/2026	U-haul	248-260-940-000	Equipment	\$ 26.45
2/6/2026	Amazon	248-729-880-008	Ice Fest Supplies	\$133.89
2/7/2026	Flowcode	248-260-823-000	Software	\$ 9.95
2/7/2026	Lake Orion Equipment	248-728-886-002	Supplies	\$50.00
2/7/2026	Kroger	248-728-886-002	Propane	\$46.62
2/7/2026	Kroger	248-728-886-002	Return	(\$46.62)
2/12/2026	SnapRetail	248-725-822-000	Software	\$ 65.00
2/13/2026	ClickUp	248-260-823-000	Software	\$ 38.00
2/15/2026	Sparebox Storage	248-726-801-000	Storage Rental	\$ 285.00
2/18/2026	Ionos	248-260-823-000	Cont. Services	\$ 28.85
2/18/2026	Consumer Energy	248-260-920-000	Utility	\$ 442.09
2/22/2026	Adobe	248-260-823-000	Software	\$ 21.19
2/26/2026	Comcast	248-260-851-000	Internet	\$ 234.68
			Total:	1,856.65
			Total Matt & Janet CC:	\$ 1,822.57



DDA ACTION SUMMARY SHEET

MEETING DATE: March 17, 2026

TOPIC Public Parking Overview and Recommendations

BACKGROUND BRIEF:

The documentation behind much of the shared, leased and developed public parking areas that have been accumulated over the past 15 years requires updating, new leasehold agreements, catch-up payments and acknowledgment of lapse/cancellation. This memo outlines those parking areas that require some form of recommended action.

- 1. Slater Street. This lot was acquired and built with DDA funds. The acquisition, construction and maintenance has resulted in a total investment for this public benefit for the Village Downtown of approx.. \$400,100.00. The lot is a gravel lot, framed by sidewalks, fencing, and signage. The lot will require a new layer of gravel surface this spring to maintain a safe and level surface. The estimated cost of material is \$900, cost of rental equipment \$600.

RECOMMENDATION: Authorize the Executive Director to procure gravel at a cost not to exceed \$1000 from 248-726-975-002 Capital Outlay Streets, and to rent necessary equipment at a cost not to exceed \$700 from 248-260-940-000 Equipment Rental, and have the gravel delivered, installed, and spread prior to May 16, 2026.

- 2. State Farm. This lot was originally under lease with Sherman Publications and was never transferred to the new ownership group. The DDA funded its improvement for re-paving, striping and maintenance within the past 7 years, investing approx.. \$41,500 in the Village Downtown at this ,location. It is used for evening and weekend parking and is constantly full.

RECOMMENDATION: Offer a new, renewable lease to the new ownership group, matching terms for other active parking lease agreements; \$1200 per year, plus maintenance, snow/ice removal, and signage.

- 3. Tarr Properties. This lot is across the street from the DDA office. It is a shared public lot, with the DDA being able to offer parking on the south half. This lot is heavily used by employees in the downtown, but is increasingly used by the tenants on the southside. The agreement for the parking lot requires renewal. Its current terms include a partial reimbursement of property

taxes and maintenance. The DDA has invested approx. 15,600 in the Village Downtown at this location.

RECOMMENDATION: Offer a renewed lease on the same terms.

4. Whiskey's Lot. The DDA secured agreement(s) for the donation of this property to the Village Downtown, and paid for the demolition and construction of the most active/full parking in the Village Downtown. The DDA has invested more than \$380,000 in improvement and maintenance of the village improvement. The South approach apron is cracked and sinking, exposing metal rebar/iron. Preliminary estimates to repair the hazard range from \$7,000 - \$17,000.

RECOMMENDATION: Authorize the Executive Director to secure services for the repair of the south apron at a cost not to exceed \$8000 with funding from GL248-730-975-006 Capital Outlay Parking.

5. School Administration Lot. This parking was an evening/weekend area, used principally during large events. The jubilee is now moving to the Township following denial of permitting from the Village, the Schools have moved, and the property is now subject to development. The lease was for use at a cost of \$2,500/year, resulting in a DDA investment into the Village Downtown of \$12,500 at this location. The lease is now expired.

RECOMMENDATION: Allow the lease to remain expired, providing notice to the new owners, and removing the signage.

6. Other Notes. We will be processing payments for the Caruso Lot and the Tarr Lot, totaling approx.. \$4,875.00 from GL 248-728-801-000 contractual Services as previously approved by the Board in the appurtenant agreement(s).

FINANCIAL IMPACT:

As stated in the recommendations

RECOMMENDED MOTION:

If all are acceptable: Move to adopt the stated recommendations and authorize the Executive Director to affect the same, including all stated financial action(s).

If not all are acceptable: individual motions, or no action, is appropriate.

PROPOSED

SHARED PARKING AGREEMENT

NOW COME the parties, **52 N BROADWAY LLC** whose address is 52 N. Broadway St., Lake Orion, MI, 48362 hereinafter referred to as the "Lessor", and the **VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY**, a Michigan Municipal Corporation ("Lessee") (collectively "the Lessee"), whose address is 118 N. Broadway, Lake Orion, MI 48362, and hereby enter into and execute this Lease and make it effective April 1, 2026.

1

WHEREAS, the Lessor is the owner of the following described property:

PARCEL No. OL-09-02-477-001, a vacant parking lot at the corner of N. Broadway St and Shadbolt St.

(Depicted by Reference in Exhibit A)

WHEREAS, the Lessee desires to lease said parcel of property for public parking purposes; and,

WHEREAS, the parties have agreed to enter into this Lease Agreement to enable the Lessee to proceed with providing public parking.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The term of this Lease Agreement shall be for a period of twelve (12) months, and shall automatically renew, without notice, annually on the month and date written above, unless written notice is received by either party to terminate within sixty (60) days prior to the annual renewal date.
2. The **Lessee** shall have the use of said property for public parking purposes for the following defined periods of time;

Monday - Friday: 6:00p.m. until 8:00a.m. the following morning.

Saturday and Sunday: All Day

Ordinance Exception: there shall be no public parking between 3:00 – 5:00a.m., or during any emergency event.

3. The Lessor does hereby authorize the Village of Lake Orion Police Department to enforce

1

the Motor Vehicle Code and parking ordinances at all times.

4. The Lessee shall install signs detailing the hours the property is available for public parking purposes and shall enforce said hours of availability.
5. The Lessee shall provide general maintenance of the property during the period it is being used for public parking purposes under the terms of this Lease Agreement which is defined and limited to maintenance of signage, striping of the parking surface, snow and debris removal. Maintenance does not include surface restoration or replacement unless agreed to in writing by the parties.
6. Lessee shall pay Lessor a lease fee annually in the amount of One Thousand Two_ Hundred and 00/100 Dollars (\$1,200.00) for the use and enjoyment of parking on the property due on the date of execution of this Agreement and annually on the same date.
7. During the term of this Lease Agreement, the Lessee shall maintain general liability insurance on said property providing a minimum of \$1,000,000 limits and will have Lessor added to the policy as a named insured.
8. Lessor represents and warrants to the Lessee that they have good marketable title to said property and are the owners in fee thereof.
9. This Lease Agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns..

WHEREFORE, the parties have executed this Lease Agreement on the day and year first written above.

LESSOR

LESSEE

By:

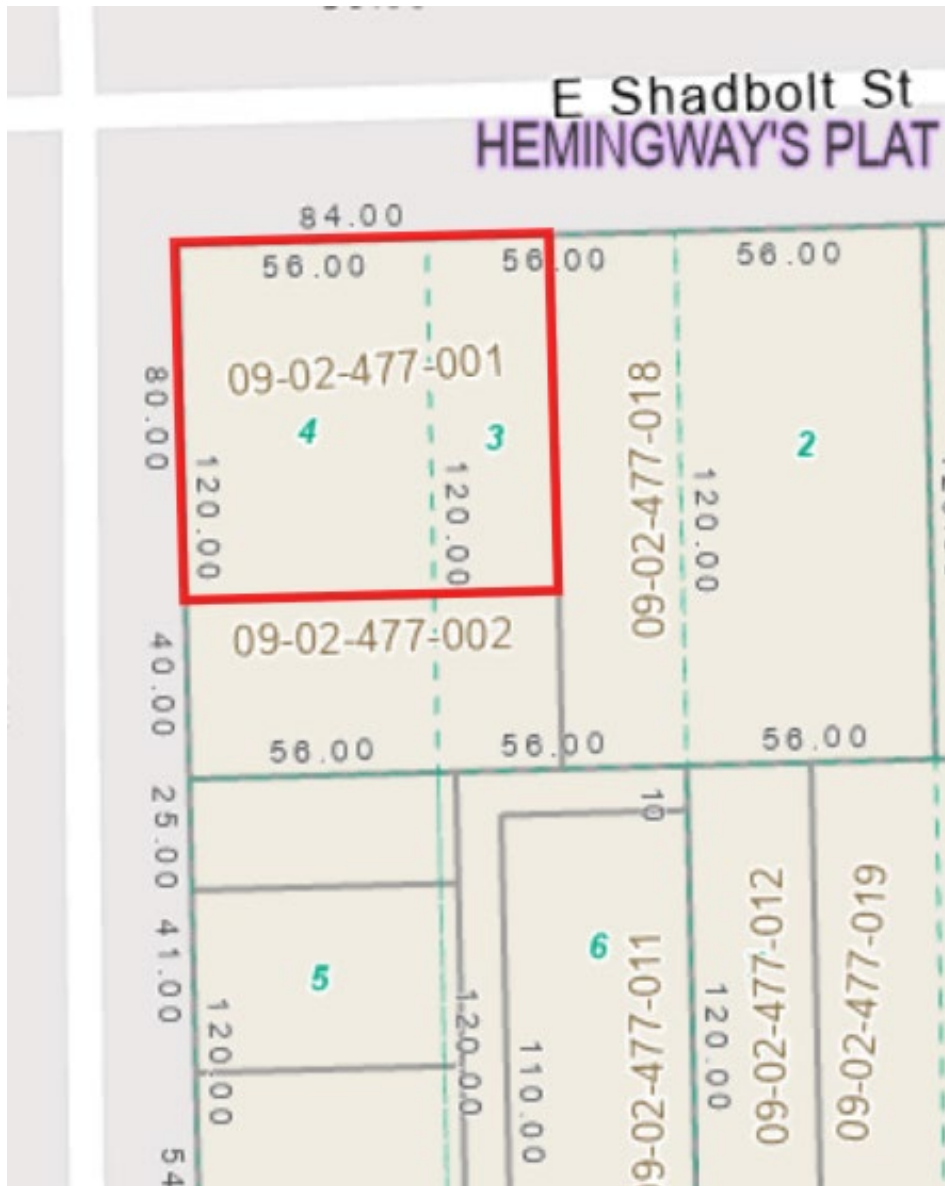
Its:

Date: _____

By: Debbie Burgess

Its: Board Chair

Date: _____



LEASE EXTENSION AGREEMENT

This Lease Extension Agreement (“Extension”) is made as of _____, 2026, by and between:

TARR PROPERTIES, LLC, a Michigan limited liability company, whose address is 850 Abseguami Trail, Lake Orion, Michigan 48362 (“Lessor”),

and

VILLAGE OF LAKE ORION, a Michigan municipal corporation, whose address is 21 East Church Street, Lake Orion, Michigan 48362, and the
VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY, whose address is 118 N. Broadway, Lake Orion, Michigan 48362
(collectively, the “Lessees”).

RECITALS

- A. The parties entered into a **Lease Agreement dated December 4, 2019** for the lease of the south half of the parking lot property located in the Village of Lake Orion for public parking purposes.
- B. The Lease currently provides for a term commencing **January 1, 2023 and expiring December 31, 2025**, unless extended by agreement of the parties.
- C. The parties desire to extend the term of the Lease.

AGREEMENT

1. Extension of Term

The parties hereby agree that the term of the Lease is extended and shall continue in full force and effect through **December 31, 2027**, unless earlier terminated in accordance with the terms of the Lease.

2. No Other Modifications

Except as expressly provided in this Extension, all terms, covenants, and conditions of the Lease Agreement dated December 4, 2019 shall remain unchanged and in full force and effect.

3. Ratification

The parties hereby ratify and confirm the Lease as modified by this Extension.

This Extension may be executed in counterparts, each of which shall be deemed an original.

TARR PROPERTIES, LLC

By: _____
Name: _____
Title: _____
Date: _____

VILLAGE OF LAKE ORION

By: _____
Name: _____
Title: _____
Date: _____

**VILLAGE OF LAKE ORION
DOWNTOWN DEVELOPMENT AUTHORITY**

By: _____
Name: _____
Title: _____
Date: _____



DDA ACTION SUMMARY SHEET

MEETING DATE: March 17, 2026

TOPIC Downtown Electrical Overview and Recommendations

BACKGROUND BRIEF:

The GFI outlets servicing the Downtown are increasingly damaged and non-working. The attached photos indicate a recurring theme throughout the downtown, including that much of the infrastructure has overgrown the installed equipment, or the plowing of snow (the primary current cause) has broken off outlets, boxes, and torn wires to exposed hazard(s). During the holiday season, outlets supporting lights in four (4) full blocks were consistently tripped and dark, and the GFI circuits at the Boardway and Flint intersection had to be re-activated in a daily basis.

The Contract the DDA has with the Village of Lake Orion includes that the Village is obligated to repair the outlets. In the absence of what that would entail, this office issued an RFP seeking to have qualified electrical contractors through the downtown on a mandatory pre-proposal walk through, and an initial examination of how to proceed with what is increasingly becoming a hazardous condition in downtown. Our office received proposals to complete an assessment and plan creation for the restoration and repair of damaged outlets. The cost range(s) from \$5,000 to \$57,000.

The outlets have served a valuable function for event traffic, lighting, safety, and other aspects of needing power source downtown. This functionality of our Village Downtown as a part of the multi-million dollar streetscape investment by the DDA. It is estimated that the DDA's investment in the Village Downtown of this needed source of power was approx.. \$400,000 (taking into account planning, engineering and installation).

FINANCIAL IMPACT: To Be Determined

RECOMMENDED MOTION:

To authorize the Executive Director to issue a Notice to the Village of Lake Orion asking for the repair of all damaged outlets pursuant to both the executed contract for such services, and as a duty for damage caused by seasonal snow maintenance in Downtown.

Note: in the absence of performance from the Village, this would have to be contracted separately and the applicable incurred costs charged back against the contract.



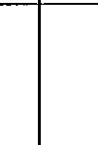
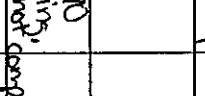
RECEIPT/ASSESSMENT/REPAIR

March 12, 2026

Open Bids
When
Where
Who
conference room
21 E Church St. Lake Orion, MI 48362, USA
Sonja Stout

LOD014-26-0020

REQUESTED

	Name	Date/Time	BASE BID	ALTERNATE BID	proper format	notes	
1)	DES electrical	3-12-26	48,600			Electronic Ⓢ Hard copy Ⓢ	license a insurance
2)	Decima LLC	3-12-26	56,824	assessment 1850 repair 5574		Electronic Ⓢ Hard copy Ⓢ	insurance
3)	State electric company	3-12-26	5040			Electronic Ⓢ Hard copy Ⓢ	repair scope license a insurance Field assess
4)	ZARO Global electric	3-12-26	28,670	44,670 if mapping, survey not completed		Electronic Ⓢ Hard copy Ⓢ	
5)							
6)							
7)							
7)							
7)							
7)							
Date Opened: March 12, 2026		Present: Gibb Stout + Sonja Vaquinto		Signature	Signature	Sonja Vaquinto	
Opened: 12:45 pm				Signature		 M. Smith	

INTERGOVERNMENTAL SERVICE AGREEMENT
Between the Lake Orion Downtown Development Authority and the Village of Lake Orion

This Agreement is entered into this 3rd day of June, 2025, by and between the **Lake Orion Downtown Development Authority ("DDA")**, located at 118 N. Broadway St., Lake Orion, MI 48362, and the **Village of Lake Orion ("Village")**, a Michigan municipal corporation located at 21 E. Church St., Lake Orion, MI 48362. Collectively, the DDA and the Village are referred to as the "Parties."

RECITALS

Whereas, the DDA and Village seek to collaborate on essential public works services that directly support the safety, cleanliness, and operations of the Downtown district;

Whereas, the Parties desire to define and limit the scope of services provided by the Village Department of Public Works (DPW) on behalf of the DDA;

Now, therefore, in consideration of the mutual covenants and obligations contained herein, the Parties agree as follows:

1. TERM AND TERMINATION

- a) **Initial Term.** This Agreement shall commence on **July 1, 2025**, and shall terminate on **June 30, 2026**, unless otherwise terminated in accordance with this section.
- b) **Automatic Renewal.** This Agreement shall automatically renew for successive one-year terms unless either Party provides notice of termination at least **90 days** prior to the renewal date.
- c) **Termination.** Either Party may terminate this Agreement for any reason by providing at least **90 days' written notice**. Upon termination, DPW will complete any in-progress services or transition responsibilities as agreed upon.
- d) **Annual Review.** The Parties shall meet at least annually in May to review performance, costs, and make any necessary amendments for the following fiscal year.

2. SCOPE OF SERVICES

The Village DPW shall provide the following services to the DDA district during the term of this Agreement:

- 1. Streetlight and Electrical Outlet Repair**
DPW will perform maintenance and repair of DDA-owned or designated decorative streetlights and public electrical outlets within the Downtown district, including diagnosis, bulb or fixture replacement, and minor pole repairs.
- 2. Trash Pickup – Twice Weekly**
DPW will empty public trash receptacles within the DDA district **two times per week**, year-round. The DDA shall provide all required trash bags, liners, and replacement containers as needed.
- 3. Tree Trimming of Streetscape Trees**
DPW will trim and maintain all trees located in DDA streetscape areas to promote safety, visibility, and overall aesthetic value.
- 4. Downtown Cleaning (Sidewalk Blowing for Street Sweeping)**
Every other week, two DPW staff members will report at **4:00 a.m.** to blow debris and litter from Downtown sidewalks and hardscape surfaces into the street to be collected by the Village street sweeper during normal sweeping operations.
- 5. Special Event Support**
DPW will assist with setup and breakdown of DDA-sponsored events, including barricade placement and removal, and trash collection during and after the event. Support must be coordinated with DPW at least two weeks in advance of the scheduled event.
- 6. Mulching of DDA-Improved Properties**
DPW will provide and spread mulch annually in designated DDA-maintained landscaped areas, including flower beds, tree bases, and other planted features.

No additional services shall be provided under this Agreement unless formally amended in writing by both Parties.

3. COMPENSATION

The DDA shall pay the Village the sum of **\$27,210.31 annually**, to be invoiced and paid in four equal quarterly installments. This amount reflects labor and equipment costs associated with the above Scope of Services, based on current operational rates.

The DDA shall supply all consumables (e.g., trash bags, liners, mulch) related to the services provided, unless otherwise agreed in writing. The DDA will also be provided a cost for replacement electrical parts when electrical repairs are needed.

If service levels, labor rates, or material costs change significantly, either Party may request a cost renegotiation during the annual review period.

4. INSURANCE AND LIABILITY

Each Party shall maintain appropriate insurance coverage for its operations and employees. Neither Party shall be liable to the other for incidental, indirect, or consequential damages arising out of the performance of this Agreement, except in cases of gross negligence or willful misconduct.

5. DISPUTE RESOLUTION

In the event of any dispute concerning the interpretation or application of this Agreement, the Parties shall meet in good faith to resolve the issue. If resolution is not achieved, the matter shall be referred to the Village Manager for non-binding mediation.

6. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the DDA and the Village with respect to the services herein described and supersedes any prior agreements or understandings. Amendments must be made in writing and signed by authorized representatives of both Parties.

7. SIGNATURES

VILLAGE OF LAKE ORION


Darwin McClary
Village Manager

LAKE ORION DOWNTOWN
DEVELOPMENT AUTHORITY


Debbie Burgess
Board Chair

Attest:


Wes Sanchez, DPW Director


Matthew Gibb, DDA Director

Approved by Village Council on 05-27-25

EXHIBIT A

Services provided in the DDA District at no additional cost to the DDA

Road and street maintenance

- Striping of streets
- Patching potholes
- Curb repair
- Repaving of streets

Parking maintenance

- Striping of non DDA lots
- Striping of streetside parking

Tree trimming of trees on village easements in the district.

Weed control

Wildlife rescue or removal from public areas including paint creek

Snow plowing and salting

Leaf collection

Sign maintenance

Bridge repairs

Public sidewalk repairs

Dam maintenance and monitoring

Repairs of dumpster enclosures

Graffiti removal

Bench repairs or replacement

Park maintenance of all parks in the district

Street sweeping including street sweeping of parking lots

Storm drain maintenance and cleaning

Paint creek trail maintenance

Lawnmowing and weed whipping of all public areas

Mulching of public areas including parking lots

Tree planting

This is just a small list of services the Village provides to the DDA District without additional cost to the DDA from a DPW standpoint.



MEETING MINUTES - DRAFT

AD HOC DDA PUBLIC INFRASTRUCTURE FUND COMMITTEE

Wednesday May 14, 2025

6:00 PM

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

(248) 693-8391 ext. 102

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

1. Call to Order

The May 14, 2025 Council/DDA Public Infrastructure Fund Ad Hoc Committee Meeting was called to order at 6:02pm by Chairman/Recording Secretary Dandalides.

2. Roll Call and Determination of Quorum

PRESENT:

Council member Michael Lamb

Council member George Dandalides

Council member Stan Ford

DDA Board member Sam Caruso (arrived @ 6:07)

DDA Executive Director Matt Gibb

Village Manager McClary

STAFF PRESENT:

DPW Director Wes Sanchez

Police Chief Mark Amundson

DDA Assistant Director Janet Bloom

Residents in attendance:

None

3. Call to the Public

None

4. Approval of Agenda

Motion: Motion made by Committee member Dandalides, supported by Committee Member Ford to approve the agenda with the addition of Police Services as Item 6 if there is time.

Motion carried by (6) Yes, (0) No.

5. DPW Services Agreement

DPW Director passed out copies of a proposed Intergovernmental Service Agreement between the Village and the DDA. It included enhanced services to include:

- Streetlight and Electrical Outlet Repair
- Trash Pick-Up – Twice Weekly
- Tree Trimming of Streetscape Trees
- Downtown Cleaning (sidewalk blowing for street sweeping)
- Special Event Support
- Mulching of DDA-Improved Properties

These services would be provided for the period beginning July 1, 2025 through June 30, 2026 at a cost of \$27,210.31.

Motion: Motion made by Village Manager McClary, supported by Committee Member Lamb to recommend Intergovernmental Services Agreement as presented be taken to both the DDA Board and the Village Council for approval.

Motion carried by (6) Yes, (0) No.

6. Police Services

Police Chief Amundson presented a draft Public Services Agreement that included:

- An additional sworn officer to be assigned primarily within the DDA boundaries
- A full-time code enforcement officer to provide code enforcement services within the DDA boundaries
- A dedicated parking enforcement agent to provide parking enforcement within the DDA boundaries
- The additional officer and the full-time code enforcement officers would be jointly funded between the Village and the DDA. The parking enforcement agent would be solely funded by the DDA

The draft agreement as presented clearly identified the detail of services to be provided, but the cost for those services were not yet in the contract. After much discussion about the cost of services and the DDA's ability to cover those costs, it was agreed that the contract should include \$103,000 to cover the additional officer and the code enforcement officer. The parking agent services would be removed from the contract.

Motion: Motion made by DDA Director Gibb, supported by Village Manager McClary, to ask the Chief to work into the contract \$103,000 that would be taken to both the DDA Board and the Village Council for approval. This would cover the additional officer and code enforcement officer as described in the draft agreement as presented. (no parking enforcement)

Motion carried by (6) Yes, (0) No.

The next step would be for Chief Amundson to revise the draft agreement and submit back the DDA Director Gibb for review and approval.

7. Call to the Public

None

8. Next Meeting

It was agreed no further meeting(s) would be required.

9. Committee Comments

There were no additional committee comments

9. Adjournment

Motion: Motion to adjourn made by Committee Member Dandalides, supported by Committee Member Caruso.

Motion carried by (6) Yes, (0) No.

George Dandalides
Committee Chairman

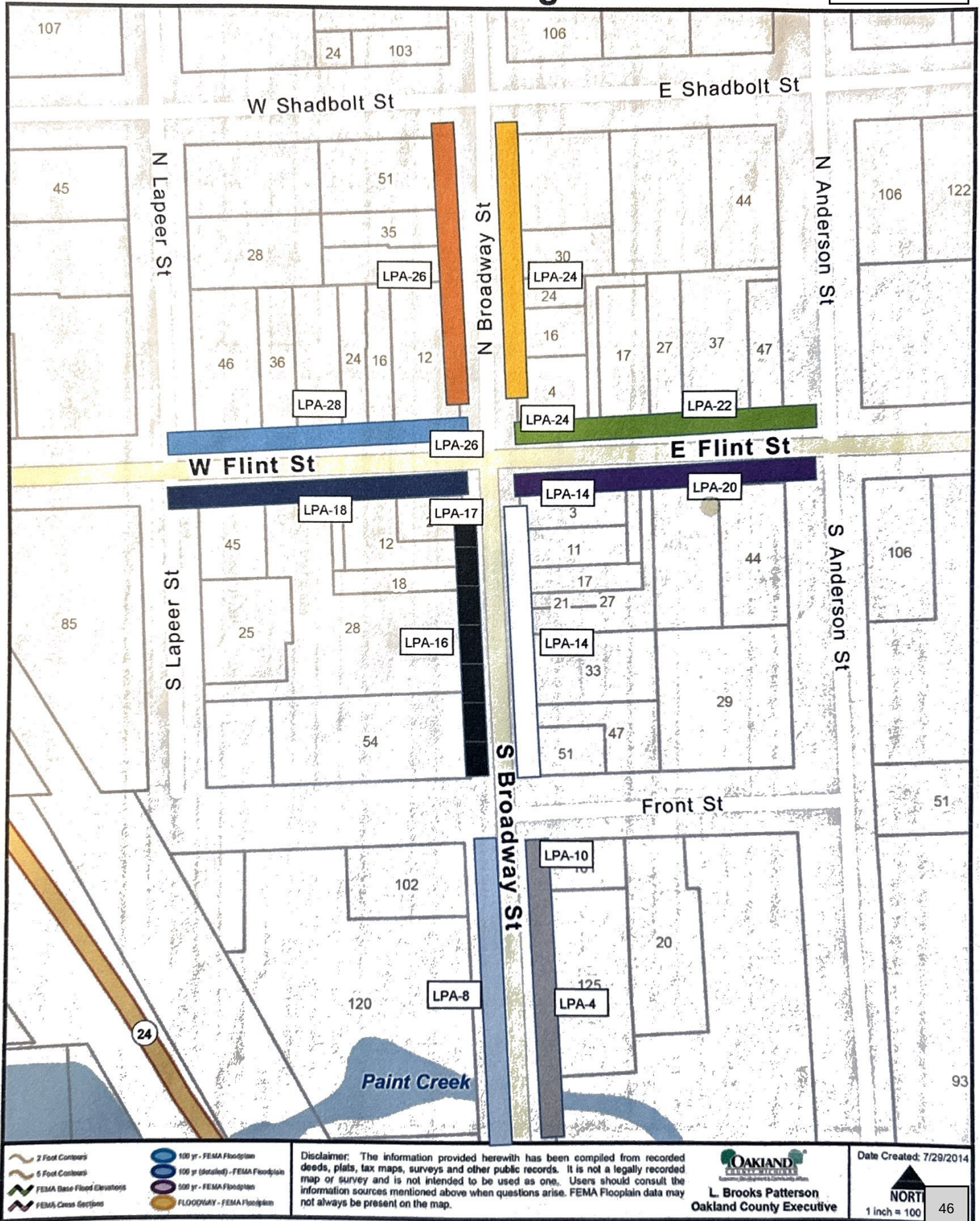
George Dandalides
Committee Recording Secretary

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 Plugs

Section 8, Item B.



DOWNTOWN PLUG INVENTORY

Tree	Circuit	Amps	Street	Location	Address
1	LPA-6	20	Broadway	Legion Landscaping	none
2	LPA-6	20	Broadway	Legion parking	none
3	LPA-6	20	Broadway	Legion parking	none
4	LPA-6	20	Broadway	American Legion	
5	LPA-6	20	Broadway	NOVA	
6	LPA-8	20	Broadway	NOVA Parking	none
7	LPA-8	20	Broadway	Creek/Dam	none
8	LPA-8	20	Broadway	Creek/Dam	none
9	LPA-8	20	Broadway	Office Building	
10	LPA-8	20	Broadway	Wagon Wheel	
11	LPA-8	20	Broadway	Wagon Wheel	
12	LPA-16	20	Broadway	Verwood	
13	LPA-16	20	Broadway	Marcellas	
14	LPA-16	20	Broadway	Sage Brush	
15	LPA-16	20	Broadway	Empty Store Front	
16	LPA-16	20	Broadway	Sand Bar	
17	LPA-17	20	Broadway	Planter - Eds Broadway	
18	LPA-18	20	Flint	Planter - Eds (Flint)	
19	LPA-18	20	Flint	CJ's	
20	LPA-18	20	Flint	CJ's	
21	LPA-18	20	Flint	Sage Brush Parking Lot	
22	LPA-18	20	Flint	Celtic Book Shop	
23	LPA-28	20	Flint	Hair Salon	
24	LPA-28	20	Flint	Empty Lot	
25	LPA-28	20	Flint	Photography Shop	
26	LPA-28	20	Flint	Tessori Gifts	
27	LPA-26	20	Flint	Planter - Tessori Gifts (Flint)	
28	LPA-26	20	Broadway	Planter - Tessori Gifts (Broadway)	
29	LPA-26	20	Broadway	Masons	
30	LPA-26	20	Broadway	Masons	
31	LPA-26	20	Broadway	Half-way House	
32	LPA-26	20	Broadway	51 North	

DOWNTOWN PLUG INVENTORY

Tree	Circuit	Amps	Street	Location	Address
33	LPA-24	20	Broadway	State Farm Parking Lot	
34	LPA-24	20	Broadway	State Farm Parking Lot	
35	LPA-24	20	Broadway	Lake Orion Reivew	
36	LPA-24	20	Broadway	Yoga	
37	LPA-24	20	Broadway	Tattoo Shop	
38	LPA-24	20	Broadway	Planter - Lisa Anns	
39	LPA-24	20	Flint	Planter - Comic Store	
40	LPA-24	20	Flint	Comic Store	
41	LPA-22	20	Flint	Salon U	
42	LPA-22	20	Flint	Law Office	
43	LPA-22	20	Flint	Village Hall	
44	LPA-22	20	Flint	Quilting Shop	
45	LPA-20	20	Flint	Veterinarian	
46	LPA-20	20	Flint	Veterinarian	
47	LPA-20	20	Flint	Vet parking Lot	
48	LPA-14	20	Flint	Hansons	
49	LPA-14	20	Flint	Hansons	
50	LPA-14	20	Flint	Planter - Hansons (Flint)	
51	LPA-14	20	Broadway	Planter - Hansons (Broadway)	
52	LPA-14	20	Broadway	Hansons	
53	LPA-14	20	Broadway	Builders custom flooring	
54	LPA-14	20	Broadway	Salon	
55	LPA-14	20	Broadway	Ally - Fenced in Area	
56	LPA-14	20	Broadway	Blind Shop	
57	LPA-10	20	Broadway	Lucky's	
58	LPA-4	20	Broadway	Florist	
59	LPA-4	20	Broadway	Accent on Art	
60	LPA-4	20	Broadway	Resale Shop	
61	LPA-4	20	Broadway	Childrens park	
62	LPA-4	20	Broadway	Childrens park	
63	LPA-4	20	Broadway	Childrens park	
64	LPA-2	20	Broadway	Childrens park	
65	LPA-2	20	Broadway	Childrens park	
66	LPA-2	20	Broadway	Valentinos	
67	LPA-2	20	Broadway	Valentinos	



DDA ACTION SUMMARY SHEET

MEETING DATE: March 17, 2026

TOPIC Executive Directors Report

BACKGROUND BRIEF:

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

FINANCIAL IMPACT:

None

RECOMMENDED MOTION

Receive and file the Executive Directors Report for March 2026.

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

March 17, 2026



I. NEWS AND UPDATES

- a. A New Board Member Handbook has been created.
- b. The Main Street open House is coordinated and content being built
- c. A new business is hosting its Grand Opening reception on March 21, 2026. This is a great reflection of how economic development is supposed to happen. Wayne Haney was moving out, we knew it, the business was referred to the DDA, we immediately introduced to the owner and assisted in lease terms, personally introduced to the permit process, walked through zoning compliance and instructed on sign and ordinance considerations. All before the first response from any level or anyone in government. Job well done.
- d. I removed all residual Christmas décor not picked up for storage by the contracted partner for lighting.
- e. I cut up trees and bundled debris left over from the ice storm in January.
- f. Helped develop marketing and event intake forms.
- g. Attended planning commission, council, village manager and met with council members.

II. BUDGET: This has started. I am awaiting a meeting with assessing on March 20, 2026 to obtain information needed to calculate anticipated revenues and figure that is not otherwise available to me. Advised by the village manager that village benefit costs are going up a minimum of 15%.

III. COMMUNICATION: the LODown continues to grow. A new sub-program for restaurants has been launched.

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



LUMBERYARD at PAINT CREEK

PROGRESS REPORT

PHASE 3 – FINAL PLAN DEV

Report to the Board

For the Period 2/17/26 – 3/17/2026

March 17, 2026 @ 6:30pm

By: Matthew Gibb, Executive Director



The project was presented for Planned Unit Development Eligibility and Preliminary Plan Approval at the Village of Lake Orion:

Planning Commission March 2, 2026: The planning commission recommended approval of the “PUD Eligibility” for the project. They would not consider any preliminary plan, concept or other approval guiding the final plan development. there were many comments made by commissioners that are indicative of where we are at and Members are encouraged to review that meeting

Village Council March 9, 2026: the Board took no action as only four(4) of the seven(7) members of the Council were in attendance. Comments were made that indicate that no one on council has ever reviewed any of the reports made to the DDA Board. There appeared a lack of knowledge about the content of the Village Council filed MSOC grant, thew approved bond funding, and other aspects of the project. Council indicated that they “haven’t seen any work having been completed on the site or in plan preparation”. That was disappointing.

Since last report, the Executive Director has facilitated the completion of the Traffic Impact Analysis, coordinated MDOT reviews of on grade flow, sought painter advice on historic elements, updated all commercial partners, filed DTE work orders for service planning and met with DTE on site for preliminary power planning, and met with the current architecture firms for floor plna d elevation quote(s).

THREE ISSUES THAT NEED DIRECTION:

1. **PLANNED UNIT DEVELOPMENT.** This was the planning technique recommended by the Village Planner, who has recently been replaced in staffing by the contracted planning firm. Using a PUD allows the project to codify deviations and definition of the public areas, required under our MSOC grant, so that both the Village and DDA can have language that preserves how the site would be operated and monitored. This is really the best approach for both sides, and a indication of how the DDA, as a sub-unit of the Village, can bring this project to final plan and MDOT permitted access and storm water control. As the Village Council failed to take action on the first step, this office is unsure as to whether the public space, trailhead and parking elements of the project will be approved by the governing bodies of the Village. If rejected, what does that mean?
 - a. The DDA can still do much of what it has planned, it will just take a different route. Instead of a collaborative PUD, where the Village and DDA bring together language and plan together, the DDA would seek to divide the property into smaller development sites, submitting plans as appropriate and isolating the public spaces elements to try and save the grant.
 - b. If the governing bodies of the Village say “no” to the plan underlying the MSOC public spaces grant that was openly approved more than 20 months ago, the DDA will need to separate those elements and seek to implement the terms through an approach that seeks re-purposing of existing structures. That would likely run afoul of the schedule of regulations, so variances might be sought, or a contract re-zone. While unlikely to be needed, the last resort would be superintending control.
 - c. Let’s wait and see but move smartly towards additional final plan development.

2. **REQUEST FOR PROPOSALS – ELECTRICAL CONTRACTOR.** This office issued an RFP seeking a General Electrical Contractor to take over the preliminary plan development for service planning and power location. A site walk was conducted on March 4, 2026 where three firms participated. Two (2) RFP packets were received at the Village hall on March 12, 2026, the bid sheet and the submitted proposals are attached. A third proposal was submitted on the day of the response deadline, but after the noon set time. This third response was submitted blind to the other proposals as the meeting to open was neither broadcast, nor attended by anyone submitting on this RFP. What is being sought here?
 - a. The project needs power, regardless of any plan approach or approval. DTE is in a very cooperative position, and the timing would be to start power location for the “EXISTING” structures as soon as weather breaks and plans can be approved by DTE service. The RFP responses present a unique situation under our procurement policy as the amounts to complete service planning and develop a placement plan are under our established limits requiring published and vetted bids.
 - b. As the DDA did in receipt of bids for demolition, it considered the three or more independently secured quotes for a specific services as quotes, weighed the applicability of the project need, and decided on a recommendation.

3. FLOOR PLANS and ELEVATIONS. Unless the Village returns to the planning approach recommended, and followed, from the prior consultant representative, the DDA will need to develop a formal/final site plan, without any assurance of use, schedule or locational aspects of the site (this includes the risk factor of a denial of the grant purpose). That's fine, but more expensive. A necessary burden in the absence of doing this as a more collaborative project. This office now believes that such collaboration is not forthcoming, so recommends expediting the more traditional and costly approach as the clock is now becoming larger in the window. So, how do we move this forward?
- a. The DDA takes the risk position that its plan will get approved, and build out the base documentation that must accompany the supplemented applications. This office obtained quotes from the architect to start this work, it is necessary to decide as to how the DDA wants to proceed with move this from the "As Built" plans they have completed for us to the semi-binding floor plans needed for review as if this was a developer presented project from out of state.
 - b. Following the Council postponement and public comment, a meeting was held with officials from the village where it was determined that the project would need to follow a private development submission path, and not as a cooperative public investment and plan. That's fine, it just changes the timing, budget and cost.

RECOMMENDATION

1. Determine the RFP responses as quotes, include the late response, and authorize the Executive Director to negotiate a contract to commence and complete DTE service plan development, at the terms and costs in the proposal of Triple R.
2. Approve quotes from Davis & Davis, granting the Executive Director the authority to modify those quotes with the assistance of the DDA site engineer PEA Group to timely procure base floor plans and elevations necessary to satisfy the submittal requirements of the ordinance.

ALTERNATIVE

1. Wait for the Village Council action on March 23, 2026
2. Re-bid or quote all services.

IncomePower

24779 Crestview Court

Farmington Hills, MI 48335

customerservice@incomepowerinc.com

Section 9, Item B.



Billing Address

Village of Lake Orion

215 S Broadway St

Lake Orion, MI, USA

ESTIMATE

24

DATE

3/11/2026

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Project Description			
Lumber Yard at Paint Creek 215 S Broadway St, Lake Orion, MI, USA gibb@downtownlakeorion.org			
Scope of Work			
1. Review DTE preliminary service direction and planning materials. 2. Participate in coordination meetings with DDA and DTE. 3. Develop: - o Preliminary One-Line Diagram - o Campus-level electrical distribution layout - o Feeder routing plan - o Panel location strategy - o Phasing plan 4. Refine load calculations specific to Phase 1. 5. Confirm voltage class, transformer configuration, and routing per DTE direction. 6. Identify trenching strategy, conduit routing, and site coordination constraints. 7. Provide: - o Basis of Design Narrative - o Updated load summary - o Preliminary equipment schedules - o Line/trench or other base drawings supporting the narrative 8. Provide cost modeling for: - o Service installation - o Transformer pad (if required) - o Main distribution equipment - o Underground distribution - o Vendor stall circuits - o Site lighting - o Future phase stub-outs 9. Provide value engineering options. 10. Provide documentation sufficient to define scope for GMP negotiation.	1	43,000.00	43,000.00
Exclusions			

- Construction administration
- Field inspection services
- Commissioning services
- Tenant interior electrical design
- Electrical design for future development phases beyond infrastructure planning

-

Clarifications

Estimate Valid for 30 Days

Payment Terms [Invoice due N30]

- 25% Due at Signing
- 25% Concept Design
- 25% Design Development
- 25% Design Completed

SUBTOTAL 43,000.00

TOTAL \$ 43,000.00

Contact IncomePower to pay.

Accepted By

Date

If you have any questions about this estimate, please contact
customerservice@incomepowerinc.com

Income Power - Contract Terms & Conditions

These Terms and Conditions ("Agreement") govern all services rendered ("Work"), which Work may include both provision of services by Income Power Inc. ("INP") to the customer ("Owner") ("Services") and/or delivery or procurement of materials equipment and/or other items (collectively "Goods"). By issuing a purchase order, accepting a proposal, or allowing INP to commence Work, Owner agrees to these terms and any other terms or conditions are expressly rejected and not incorporated into any agreement governing the Work, unless parties enter into a master services agreement.

- 1. Scope of Work:** INP shall undertake, perform, provide, and complete all Work and provide all labor, equipment, materials, and deliverables as more specifically described in the applicable proposal, master services agreement, or purchase order. Goods sold to Owner as part of the Work performed by INP are ancillary to the primary purpose of this Agreement.
- 2. Delivery & Performance:** All delivery and performance dates are estimates. INP is not liable for delays due to material shortages, permitting issues, jobsite access, weather, or any cause beyond INP's reasonable control. Work will be performed at the project site or another agreed location. If the applicable proposal, purchase order, or master services agreement includes the purchase of goods, Owner will be responsible for all freight and shipping costs.
- 3. Title & Risk of Loss:** The risk of loss for Work passes to Owner upon completion of Work. For goods, title and risk of loss pass to Owner upon delivery to the carrier. If INP is acting as carrier or delivering materials to the applicable job site, title and risk of loss pass to Owner upon commencement of transport.
- 4. Inspection & Acceptance:** Owner shall inspect Work upon delivery or completion. Claims for defects or nonconformance must be submitted in writing within five (5) business days. As Owner's sole and exclusive remedy for such claims, and as full satisfaction for such claims, for goods, INP may repair, replace, or credit defective items at its discretion. For Work, INP will promptly correct nonconforming work.
- 5. Pricing & Taxes:** Prices are as set forth in the applicable proposal or invoice. Unless otherwise stated, prices exclude all sales, use, exercise, or similar taxes, which shall be borne by Owner.
- 6. Payment Terms:** Payment terms shall be as stated on the applicable Estimate or Quotation. If no payment terms are stated, the default requirement shall be Payment in Advance of Work. Progress payments may be invoiced monthly for project work based on percentage of completion. Invoices not paid within thirty (30) days of the due date shall incur a late fee of three percent (3%) of the outstanding balance. An additional three percent (3%) late fee shall be applied to amounts remaining unpaid sixty (60) days past the due date. Accounts unpaid ninety (90) days past due may be referred to collections, and Owner shall be responsible for all associated collection costs and attorneys' fees. In the event of any payment dispute regarding any invoice, Owner shall, before filing any claim, pay any sums not subject to dispute. Any such dispute must be submitted to INP, in writing, before the earliest of: (a) 45 days following acceptance of the Goods or performance of the Services, (b) fifteen days following receipt of an invoice, or (c) submission of any portion of payment indicated on an invoice. With regard to any payment of any invoice, time shall be of the essence.
- 7. Warranties: (A) Work:** INP warrants that all work will be performed in a good and workmanlike manner consistent with industry standards for a period of one (1) year from completion. **(B) Goods:** Limited to the manufacturer's warranty, if any, and INP shall, to the greatest extent permitted by law or the terms of such applicable warranty, if any, assign any manufacturer's warranty to Owner. Except as stated above, INP makes no other express or implied warranties, including without limitation, any implied warranties of fitness for any purpose, noninfringement, or merchantability.
- 8. Limitation of Liability:** INP's liability shall not exceed the contract price for the Work giving rise to the claim. INP shall not be liable for punitive, consequential, incidental, or special damages, including loss of profits or project delays.
- 9. Compliance with Laws & Licensing:** INP will perform Work in compliance with all applicable federal, state, and local laws, codes, and regulations, including licensing requirements in Michigan, Texas, and any other jurisdiction where Work is performed. Owner shall cooperate with INP in securing all necessary permits and provide INP with required site access and utilities.
- 10. Indemnification:** To the fullest extent permitted by law, Owner shall indemnify, defend, and hold harmless INP, its employees, subcontractors, and suppliers from and against all claims, damages, and expenses (including attorneys fees) arising from any cause related to, arising from, or connected to performance of the Agreement, including (without limitation) Owner's negligence, breach of contract, or failure to provide a safe worksite.
- 11. Lien Rights.** This Agreement, once accepted by Owner shall constitute a security agreement, and INP shall have a security interest on all Goods, regardless of whether same has become annexed or attached to realty. INP shall have a lien on all such Goods and is hereby authorized to file a UCC Financing Statement evidencing such lien among the records of the applicable recording office.

In the event of a default under this Agreement, INP shall have the right to pursue any remedies available at law including the right to file a construction lien, mechanic's lien, or the like against the property upon which the Work is performed, in accordance with applicable law.

12. Termination: Either party may terminate for cause upon written notice if the other materially breaches this Agreement and fails to cure within fifteen (15) days. INP may terminate immediately for nonpayment, unsafe working conditions, or Owner insolvency.

13. Force Majeure: Except for payment obligations, neither party shall be liable for delays or failure to perform due to causes beyond their reasonable control, including acts of God, labor disputes, supply chain disruptions, or governmental actions.

14. Confidentiality: All pricing, technical information, and project details provided by INP are confidential and may not be disclosed without INP's written consent.

15. Governing Law & Venue: This Agreement shall be governed by the laws of the State of Michigan without regard to conflicts of laws. Any dispute shall be brought in the state or federal courts located in Michigan, unless the project is in Texas, in which case venue shall be in Texas courts. Notwithstanding the foregoing, all matters involving liens on Goods or Real Property shall be governed by the jurisdiction in which such collateral is located. Prior to filing any claim in any such court, Owner shall submit to mediation, at its own sole cost and expense, before a mediator reasonably selected by INP, and held in the state of Michigan, at a location selected by INP. In the event that it is the prevailing party in any litigation, INP shall be entitled to recover its actual, out of pocket attorneys fees and legal costs in pursuing, defending, investigating, and otherwise engaging in such litigation. Owner agrees that it shall provide notice to INP of any claim against INP arising out of, related to, or connected with (regardless of whether such claim sounds in contract, tort, or otherwise) within sixty (60) days of the date such claim accrued, and pursue its available remedies hereunder within sixty (60) days thereafter, and otherwise such claim shall be irrevocably extinguished.

16. Prime Contract Adherence: INP is not held to the terms of any Prime Contract unless the Prime Contract is incorporated by reference into the subcontract and agreed upon in writing by an INP representative.

17. Entire Agreement: This Agreement, together with any incorporated proposals, change orders purchase orders, or master services agreements constitutes the entire agreement between the parties, and supersedes any prior understandings or agreements. To the extent there is a conflict between this Agreement and the master services agreement, the master services agreement governs.

MEMBER YARD - ELECTRICAL CONTRACTOR

March 12, 2026

Open Bids

conference room

21 E. Church St. Lake Orion, MI 48362, USA

Who

Sonia Stout

REQUESTED

	Name	Date/Time	REQUESTED		proper format	notes	
			BASE BID	ALTERNATE BID			
1)	State electric company	March 12, 2026				Electronic (H) Hard copy (H)	insurance attached
2)	income power	March 12, 2026	20,000 - lump sum			Electronic (H) Hard copy (H)	@ wait time; unit table Detailed cost installation
3)			43,000 - lump sum				
4)							
5)							
6)							
7)							
7)							
7)							
Date Opened: March 12, 2026			Present (L:100 Stout John Paquinato	Signature		Sonia Stout	
Opened: 1:01pm				Signature		m-6-166	

LOBBY - 26-0010



15045 Dixie Hwy Suite A • Holly, MI 48442 • Phone: 8669768890

Attn: Clerk

Phone: (248) 693-9742

21. E Church Street
Lake Orion, MI 48362

Job Address:
215 S. Broadway Street
Lake Orion, MI 48362

Print Date: 3-12-2026

Proposal for 300 - Lake Orion Lumber Yard

Lake Orion Lumber Yard at Paint Creek Design Assist + Negotiated GMP - Phase 1 Core Infrastructure

215 S. Broadway Street, Lake Orion, MI

State Electric Company is to provide Phase 1 Lump Sum Pricing.

Scope of Work is as follows:

Provide Phase 1 Design-Assist - as listed below:

1. Review DTE preliminary service direction and planning materials.
2. Participate in coordination meetings with DDA and DTE.
3. Develop:
 - Preliminary One-Line Diagram
 - Campus-level electrical distribution layout
 - Feeder routing plan
 - Panel location strategy
 - Phasing plan
4. Refine load calculations specific to Phase 1.
5. Confirm voltage class, transformer configuration, and routing per DTE direction.
6. Identify trenching strategy, conduit routing, and site coordination constraints.
7. Provide:
 - Basis of Design Narrative
 - Updated load summary
 - Preliminary equipment schedules
 - Line/trench or other base drawings supporting the narrative
8. Provide cost modeling for:
 - Service installation
 - Transformer pad (if required)
 - Main distribution equipment
 - Underground distribution
 - Vendor stall circuits
 - Site lighting

- Future phase stub-outs

9. Provide value engineering options.
10. Provide documentation sufficient to define scope for GMP negotiation.

Contractor Fee Percentage is 15% on labor provided and 15% on materials provided, plus MI sales tax.

All of State Electric Company's field employees are licensed electricians, including: (3) Master Electrician, (10) Journeyman Electrician, (20) Apprentice Electrician.

Our office staff also includes (1) Electrical Engineer/State of Michigan Engineering PE, and (10) full-time staff employees from Estimators, Project Managers, Accounting, HR, etc.

Digital copy of this proposal as well as relevant experience, timeline, etc. to be sent through email to the DDA.

Items	Description	Price
Design-Assist Lump Sum		\$20,000.00
Contractor Fee Percentage for GMP	Contractor Fee Percentage is 15% on all labor provided and 15% on materials provided, plus MI sales tax.	\$0.00
Electrician Hourly Rate	Electrician Hourly Rate is \$120/hr.	\$120.00
Engineering Hourly Rate	Engineering Hourly Rate is \$200/hr.	\$200.00
Unit Pricing - Trenching	\$75 per linear foot - based on new feeders for service(s).	\$75.00
Unit Pricing - Panels	\$4,000 per electrical panel - presumed 200A 120/208V 3PH.	\$4,000.00
Unit Pricing - Vendor Circuits	\$1,500 per vendor circuit - based on information given.	\$1,500.00
Unit Pricing - Lighting	\$350 per light fixture - no specification provided. IE; interior/exterior.	\$350.00
Unit Pricing - Transformer Pad	\$2,000 per Transformer Pad.	\$2,000.00

Qualifications and Notes

- Based on new electrical system.
- Permit and inspection fees.
- Price includes labor and material.
- Quote is based on drawings provided and/or specifications known at the time of bid invitation.
- It is assumed that DTE will bring in the necessary power as required - there are (2) poles on the property, both may need to be used to support the new construction.
- ACAD site/floor plans to be provided by others.

Exclusions

- Liquidated damages.
- HVAC, Fire Alarm and any LV/Data.
- Inclement weather conditions or charges
- Utility company fees or charges
- Roofing repairs or penetrations
- Unforeseen obstructions, items not known at time of quotation.
- Demolition of any items except what is called for in quotation
- Pricing is contingent upon continuous project from start to finish. Delays caused by material delivery, or disruption to mobilization due to customer cause may result in additional costs.

General Conditions

- Workman's compensation insurance
- Normal business hours of 7AM–5PM M-F
- General liability insurance
- Material as required and supplied by subcontractor
- Site supervision/Project management (trade specific)
- Coordination with owner and owner's representative
- Trade specific demolition (disposal/dumpsters by others)
- Daily housekeeping of trade specific material/debris
- Price includes tax

I confirm that my action here represents my electronic signature and is binding.

Signature:

Date:

Print Name:

Phase 1 Electrical – Proposed Schedule

April – June 2026

April 2026 — Design-Assist / Preconstruction

Week of April 1

- Contract execution
- Kickoff meeting with owner and DTE
- Receive preliminary DTE service planning documents

Week of April 6

- Site walkthrough and infrastructure review
- Begin load calculations for Phase 1 buildings
- Initial service configuration review

Week of April 13

- Develop **preliminary one-line diagram**
- Draft campus electrical distribution layout
- Establish feeder routing concepts

Week of April 20

- Coordinate with DTE on:
 - service voltage
 - transformer configuration
 - meter location
- Develop trenching and underground routing strategy

Week of April 27

- Prepare:
 - Basis of Design narrative
 - Preliminary equipment schedules
 - Site trench / conduit layouts

May 2026 — Design Finalization & GMP Development

Week of May 4

- Refine load calculations
- Finalize campus distribution backbone concept
- Define stub-outs for future phases

Week of May 11

- Cost modeling for:
 - primary service
 - transformer pad
 - main service equipment
 - underground distribution
 - site lighting
 - vendor stalls

Week of May 18

- Value engineering review with owner
- Submit **GMP cost breakdown**
- Owner review and negotiations

Week of May 25

- Final GMP approval
- Order long-lead equipment:
 - switchgear
 - transformers
 - lighting poles
 - panels
- Mobilization planning



State Electric Company
15045 Dixie Hwy
Ste A
Holly MI
48442

3/12/2026

Subject – Resume / Statement of Qualification / Projects performed

State Electric Company is a corporation within the State of Michigan and is fully licensed, bonded and insured to meet all clients needs and concerns. Below is a partial list of past and recent completed projects.

Vendors/MSA's

Vendor for the following companies/organizations - Kroger Grocery Stores, Meijers Grocery Stores, Sherwin Williams Paint Stores, Hobby Lobby Stores, Oakland Mall (Troy MI), Detroit Public Schools, Crittenton Hospital Medical Office Buildings, St. Joseph Mercy Hospital Medical Office Buildings, Beaumont Hospital Medical Office Buildings, American Home Shield, MEP Engineering, LCI General Contractors, Kirco Management, Dunhams Sporting Goods, EMS Field Services, DTE Energy, Consumers Energy, TESLA, Q Merit, General Motors, SunRun Solar, Future Energy, RedE Charge etc.

Projects

1. City of Marlette, MI Waste Water Treatment Plant renovation, City of Capac, MI Arsenic Removal Facility. Work consisted of complete new 480/277 service, secondary transformers, underground conduit and branch circuit infrastructure, Class 1 Div. 1 Explosion-proof environment, low voltage wiring to all valves, etc.
2. City of Linden, MI radio telemetry (SCADA) system. Work consisted of complete ground up construction and installation of electrical service, branch circuit infrastructure, Standby power generation system, lighting. etc. Work consisted of installation of water tower radio telemetry system for (4) individual sites. Installation of complete PLC control system in order to monitor.
3. City of Capac, MI radio telemetry (SCADA) system. Work consisted of installation of water tower radio telemetry system for (4) individual sites. Installation of complete PLC control system in order to monitor.
4. City of Capac, MI Arsenic Removal facility for community well system. Work consisted of complete ground up construction and installation of electrical service, branch circuit infrastructure, Standby power generation system, lighting. etc.
5. Associated Retinal Services (Crittenton Hospital). Work consisted of tenant demolition and remodel.
6. Bloomfield Surgical Associates (St. Joseph Mercy Hospital). Work consisted of tenant demolition and remodel.
7. Multiple Detroit metro area Ferguson Enterprise plumbing/mechanical supply stores. Work consisted of tenant demolition and remodel.
8. American Axle and Manufacturing Addition (Hamtramck, MI) and Technical Center located in Rochester Hills, MI. Work in Hamtramck consisted of installation of 15KV circuit from rooftop substation to exterior service and pad-mount transformer location, Complete in slab cable tray system and branch circuit wiring to machinery and various manufacturing equipment. Work in Rochester Hills consisted of the complete installation and wiring of chassis dynamometers and PLC controls within the research area of building.
9. Ford Motor Company, Wayne Assembly Body Shop Addition. Work consisted of complete grounding electrode and bonding system for entire Body Shop building.

10. Top of Troy Building, 755 Big Beaver Rd Troy, MI. 30 story Bldg. Rooftop primary transformer replacement. On two occasions due to lighting strikes the following work was performed: Removal of roof structure on 30th floor, disconnection of the 15KV circuitry which fed primary service, removal of existing 750 KVA transformer through roof opening via helicopter and replacement with new.
11. Oakland University, Rochester Hills, MI. Campus Police Department Renovation. Work consisted of tenant demolition and remodel, branch circuit infrastructure to all new HVAC units.
12. Cranbrook Schools, Bloomfield Hills, MI. Multiple on site projects ranging from IT server room upgrades, site lighting, School renovations.
13. DTE (Detroit Edison electric utilities) Vendor (Multiple facilities). Work scope has consisted of service related work to inventory and itemizing of existing equipment at various locations.
14. Kirco/Manix Construction, Troy, MI. Various projects ranging from Crittenton Hospital, St. Joseph Mercy Hospital, Henry Ford Health Care Systems, Plante Moran, etc. Work consisted of tenant demolition and remodel.
15. Toltest Inc., Maumee Ohio. Various projects from retail to Tractor Supply Stores. Work consisted of tenant demolition and remodel.
16. Dunhams Sporting Goods, Waterford, MI. Various projects from ground up to approved vendor for servicing all South East MI stores. Work consists of service work as required on a job by job basis.
17. Detroit Public Schools. (51) Schools installation of complete structured wiring system throughout school facility. Work consisted of installation of all new CAT5E data cabling, classroom surface mount raceway installation, Data opening s and jacks, fiber optic installation and terminations, MDF and IDF closets and racks, LIU fiber racks, Grounding and bonding of IT equipment.
18. Detroit Public Schools. (13) primary electrical service upgrades including complete renovation/addition/installation of new branch circuit infrastructure. Work consisted of complete removal or existing 4800 volt service equipment and transformers, re-installation of new service equipment and primary transformers in conjunction with Detroit PLD (Public Lighting Department), complete new 120/208 secondary branch circuit infrastructure including new surface mount raceway system and outlets within classrooms.
19. Masco-tech/Braun Detroit MI. Work consisted of installation of 12 Megawatt substation and erection of overhead supports. Complete installation of underground secondary service from substation to pad-mount 13.2 KV primary service as well as 480 volt service into building. Installation of buss duct distribution and wiring of various Komatsu presses and stamping machines.
20. Swansea, MA. 2.2 MW Ground Mount solar installation including all racking, solar modules, electrical infrastructure, excavation, backfill, site grading, testing and QC
21. Ware, MA. 1.1 MW Ground Mount solar installation including all racking, modules and inverter installation
22. New Salem, MA. 883 KW Ground Mount solar installation including all racking, solar modules, electrical infrastructure, excavation, backfill, site grading, testing and QC
23. Oxford, MA. 4.2 MW Ground Mount solar installation including all racking, solar modules, electrical infrastructure, excavation, backfill, site grading, testing and QC
24. Charlton, MA US Army Corp of Engineers rooftop solar array
25. General Motors Vendor for EV, Bidirectional EV, Battery Storage and PV systems
26. Qmerit contractor for EV, PV, Bidirectional EV and Battery Storage Systems supporting all of the major OEM Auto manufacturers

27. Tesla vendor for Level 3 Supercharger installations as well as Level 2 installations
28. RedE Charge vendor for Level 3 DCFC and Level 2 EV Charging sites
29. ABM vendor for Level 3 DCFC and Level 2 EV Charging sites
30. Future Energy vendor for Level 3 DCFC and Level 2 EV Charging Sites
31. SunRun Solar vendor for EV bi directional charging and PV installation
32. Meijer Grocery Store vendor electrical services for all Meijer locations
33. The Hamilton Apartments - Completed , Customer - Customer - The WODA Group, Lance Paulick (912) 210-9992
34. Winston Commons Apartments – Completed, Customer - The WODA Group, Lance Paulick (912) 210-9992
35. Maplehill Apartments — Completed, Customer - The WODA Group, Lance Paulick (912) 210-9992
36. Edison Crossings – Completed, Customer - The WODA Group, Lance Paulick (912) 210-9992
37. TRU Hotel Sterling Heights MI - Completed, Customer - Stellar Development/Midwest Lodging, Robert Carmack (248) 770-7928
38. Holiday Inn Express Roseville MI - Completed, Customer - Robert Nofar (owner) - (248) 787-6511
39. Homewood Suites, Novi MI - Completed, Customer - Stellar Development/Midwest Lodging, Robert Carmack (248) 770-7928
40. Fairfield Inn, Ypsilanti MI - Completed
Customer - Stellar Development/Midwest Lodging, Robert Carmack (248) 770-7928
41. TRU Kentwood MI - Completed, Customer - Stellar Development/Midwest Lodging, Robert Carmack (248) 770-7928
42. Hampton Inn Dundee MI - Complete, Customer - Stellar Development/Midwest Lodging, Robert Carmack (248) 770-7928
43. Staybridge Suites Grandville MI - Completed, Customer - Stellar Development/Midwest Lodging, Robert Carmack (248) 770-7928
44. Staybridge Suites Southgate MI - In process, Customer - Stellar Development/Midwest Lodging, Robert Carmack (248) 770-7928
45. Home2 Kentwood MI - Completed, Customer - Stellar Development/Midwest Lodging, Robert Carmack (248) 770-7928
46. Hampton Inn Bloomfield Hills - In process, Customer - Namou Hotel Group
47. TRU Novi - in process, Customer - Namou Hotel Group
36. Holiday Inn Express Flint - in process, Customer - Namou Hotel Group
37. Knight Inn Sterling Heights - Completed, Customer - Mahir Zelfa, (248) 303-5094
38. Hampton Inn Adrian, Customer - Namou Hotel Group
39. Courtyard Marriott - Customer - Namou Hotel Group

Certifications:

1. Master Electrician and Electrical Contractor License in the following states (MI, MT, UT, NC, AL, FL, GA, LA, MS, OH, SC, TN, TX, VA, AZ, MS, NE, NM, ID, Washington DC, Guam, US Virgin Islands).
2. Licensed State of MI Electrical Inspector and plan reviewer
3. Mechanical Contractors License (State of Michigan)
4. Builders License (State of Michigan).
5. EVITP (Electric Vehicle Infrastructure Training Program) certified and licensed
6. Member of IAEI (International Association of Electric Inspectors)
7. Member of RECI (Reciprocal Electrical Code Council) which is a MI based electrical inspectors association
8. Design Build Electrical Engineering with PE certification
9. Design Build Electronics Engineering
10. Certified High Voltage Splicer up to 15 KV.
11. Certified Fire Alarm design and installation.
12. Certified fiber optic cabling and terminations.
13. US Department of Labor electrical apprenticeship program

Regards,

Dylan Lobbestael
State Electric Company

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Licensing Section
P.O. Box 30254
Lansing, MI 48909

Section 9, Item B.

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Master Electrician License

DUANE L LOBBESTAEL
15045 Dixie Hwy
Ste A
Holly, MI 48442

License No: 6212049 Expiration Date: 12/31/2026



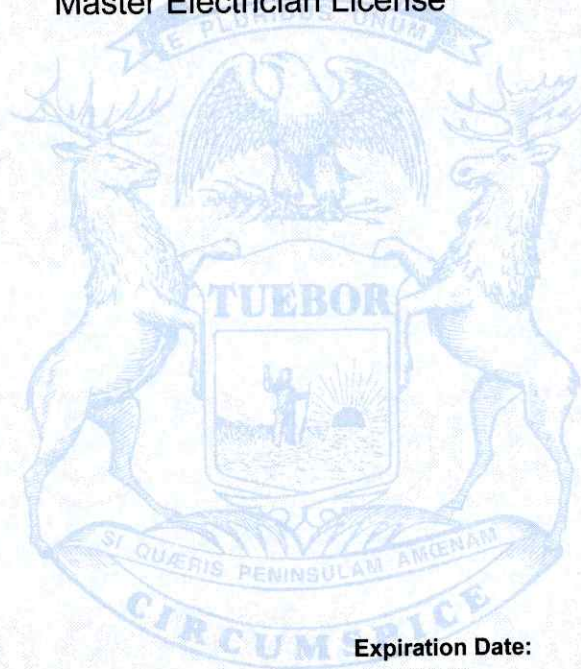
DUANE LOUIS LOBBESTAEL
15045 Dixie Hwy
Ste A
Holly, MI 48442

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Master Electrician License

R523165

DUANE LOUIS LOBBESTAEL
15045 Dixie Hwy
Ste A
Holly, MI 48442



License No.
6212049

Expiration Date:
12/31/2026

This document is duly
issued under the laws of the
State of Michigan

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Licensing Section
P.O. Box 30254
Lansing, MI 48909

Section 9, Item B.

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Electrical Contractor License

DUANE L LOBBESTAEL
15045 Dixie Hwy
Ste A
HOLLY, MI 48442-9751

License No: 6109584 Expiration Date: 12/31/2027



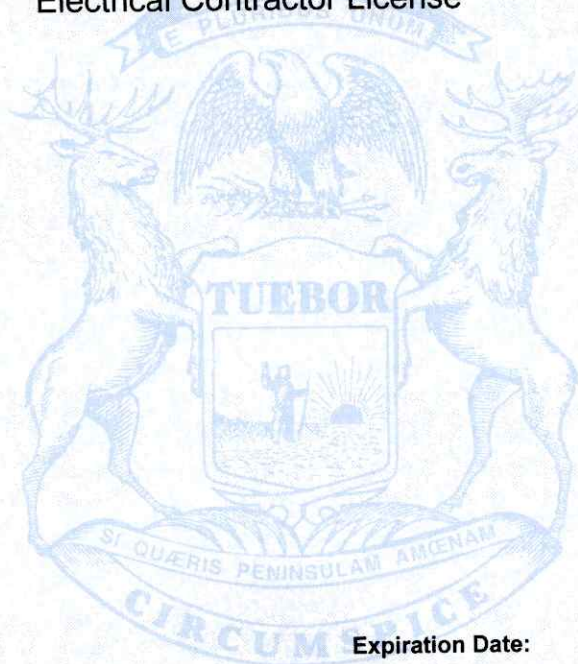
DUANE L LOBBESTAEL
15045 Dixie Hwy
Ste A
HOLLY, MI 48442-9751

GRETCHEN WHITMER
Governor

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Electrical Contractor License**

R523163

DUANE L LOBBESTAEL
15045 Dixie Hwy
Ste A
HOLLY, MI 48442-9751



License No.
6109584

Expiration Date:
12/31/2027

This document is duly
issued under the laws of the
State of Michigan



CERTIFICATE OF LIABILITY INSURANCE

Section 9, Item B.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ieuter Insurance Group 414 Townsend Midland MI 48640		CONTACT NAME: PHONE (A/C, No, Ext): 989-835-6701 FAX (A/C, No): 989-835-2964 E-MAIL ADDRESS: certs@ieuter.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Grand River Insurance Company	
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

INSURED State Electric Company/State Contracting 15045 Dixie Hwy Ste A Holly MI 48442-9660	STATELE-01
---	------------

COVERAGES

CERTIFICATE NUMBER: 575194596

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	CP7002641	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	CA7001092	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			UM7001219	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	WC7000833	7/1/2025	7/1/2026	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



TRIPLE R ELECTRIC, INC.
4581 S Lapeer Rd. Suite A
Lake Orion, MI 48359

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY

Electrical Contractor Services – Design Assist
Lumber Yard at Paint Creek Redevelopment
215 S. Broadway Street
Lake Orion, Michigan

Submitted by:
Triple R Electric, Inc.

Date: March 12, 2026

PROPOSAL FOR ELECTRICAL CONTRACTOR SERVICES DESIGN-ASSIST + NEGOTIATED GMP – PHASE 1 CORE INFRASTRUCTURE

INTRODUCTION

Triple R Electric appreciates the opportunity to submit this proposal to provide electrical design-assist and construction services for the Lumber Yard at Paint Creek redevelopment project.

Triple R Electric is a licensed Michigan electrical contractor with extensive experience in commercial electrical construction, site infrastructure, and campus-style electrical distribution systems. We understand that the success of this redevelopment project depends on establishing a clear and scalable electrical backbone early in the design process.

Our approach focuses first on coordination with DTE Energy to determine the optimal point of service, voltage class, and transformer configuration, followed by development of a campus distribution strategy that efficiently serves the Event Barn, Market Pavilion, retail structures, trailhead facilities, and site lighting systems while allowing for future tenant expansion.

By evaluating load diversity, trench routing, and phased development requirements during Stage 1 design-assist, Triple R Electric will help the DDA implement an electrical

infrastructure plan that supports both the immediate Phase 1 improvements and the long-term build-out of the Lumber Yard site.

UNDERSTANDING OF THE PROJECT

The Lumber Yard at Paint Creek redevelopment represents a unique campus-style project consisting of multiple structures and public gathering spaces distributed across a single site.

Based on the information provided in the RFP, the concept site plan, and our site walk-through, Triple R Electric understands that Phase 1 infrastructure planning must consider several important electrical factors:

- Coordination with DTE Energy to determine service location and utility interface
- Development of a campus-level electrical distribution backbone
- Accommodation of multiple building loads and outdoor site infrastructure
- Routing of underground conduit systems in coordination with site circulation and stormwater design
- Provision for future phases of development and tenant expansion
- Efficient distribution of power to event, retail, and public-use spaces

The electrical infrastructure must be designed not only to serve the initial Phase 1 facilities but also to support future phases of development without requiring major rework of the primary distribution system.

Triple R Electric believes that early planning of the electrical backbone and distribution nodes will be critical to maintaining project efficiency, controlling trenching costs, and ensuring long-term flexibility for future tenants and public uses.

DESIGN-ASSIST APPROACH

Triple R Electric proposes the following design-assist approach for Stage 1 of the project.

Utility Coordination

Triple R Electric will coordinate with DTE Energy service planning representatives to determine the appropriate service voltage, transformer configuration, and point of service for the project. Utility coordination will also address any existing overhead or underground facilities affecting the site.

Electrical Infrastructure Planning

Working with the DDA and project design team, Triple R Electric will assist in developing a campus electrical distribution concept that establishes the main service equipment location and the underground electrical backbone serving each building.

Load Modeling and Service Sizing

Triple R Electric will assist in refining project load calculations based on the anticipated electrical demands of the Event Barn, Market Pavilion, retail areas, public facilities, and site lighting. This analysis will help determine the appropriate service capacity and distribution configuration for the development.

Constructability and Trenching Strategy

The design-assist process will also evaluate trench routing, conduit pathways, and electrical infrastructure coordination with site circulation, stormwater facilities, and other underground utilities.

Cost Modeling

Triple R Electric will assist the DDA in developing preliminary cost modeling for the electrical infrastructure, including service installation, transformer placement, underground conduit systems, distribution equipment, vendor stall circuits, and site lighting.

These efforts will provide the basis for development of a negotiated Guaranteed Maximum Price (GMP) for Phase 1 construction.

CONCEPTUAL ELECTRICAL INFRASTRUCTURE

Included with this proposal are two conceptual exhibits prepared by Triple R Electric to illustrate our planning approach for the site:

- Conceptual Electrical Service and Distribution Layout
- Conceptual Electrical Distribution One-Line Diagram

These drawings are provided solely to demonstrate Triple R Electric's understanding of the project and our approach to campus electrical infrastructure planning. Final service configuration, equipment sizing, and conduit routing would be developed in collaboration with the DDA and DTE Energy during the Stage 1 design-assist process.

RELEVANT EXPERIENCE

Triple R Electric has extensive experience in commercial electrical construction and site infrastructure projects requiring coordination with utility providers, underground electrical distribution systems, and phased development.

Our team has successfully completed projects involving:

- Campus-style electrical distribution systems including storage facilities and multi-unit commercial installations.
- Commercial and retail electrical infrastructure
- Utility coordination and service upgrades

- Underground electrical conduit and feeder systems
- Public and mixed-use development projects

Our electricians and project managers bring many years of experience in the design, installation, and coordination of complex electrical systems.

STAFFING AND LICENSING

Triple R Electric is a fully licensed Michigan electrical contractor. Our team includes experienced project managers, licensed master electricians, and skilled field personnel capable of delivering both design-assist services and full construction installation.

Triple R Electric maintains all required insurance coverage and licensing necessary to perform electrical construction work in the State of Michigan.

FEE PROPOSAL

Stage 1 – Design Assist (Lump Sum)

\$12,500

Contractor Fee for Negotiated GMP

10%

General Conditions

6%

Hourly Rates

Project Manager – \$150/hr

Master Electrician – \$125/hr

Journeyman Electrician – \$95/hr

Apprentice Electrician – \$70/hr

Unit Pricing (Planning-Level Budget Values subject to actual conditions)

Trenching – \$40 per LF (typical electrical conduit trench; final cost subject to soil conditions and restoration requirements)

Underground Conduit Installation – \$28 per LF

Distribution Panel Installation – \$2,500 each

Vendor Stall Circuit Installation – \$850 each

Pole Lighting Installation – \$4,200 each

Transformer Pad Installation – \$3,500 each

ASSUMPTIONS AND EXCLUSIONS

Stage 1 services are limited to design-assist, electrical infrastructure planning, and cost modeling as described in the RFP.

Final service location, transformer configuration, feeder sizing, and equipment selection will be determined through coordination with DTE Energy and the project design team during Stage 1.

Construction pricing for Phase 1 will be developed through the negotiated Guaranteed Maximum Price (GMP) process following completion of Stage 1 design-assist.

SCHEDULE

Triple R Electric confirms our ability to begin Stage 1 design-assist services upon contract execution and anticipates availability to support the project schedule with an April 2026 design-assist commencement and June 2026 construction start, subject to utility coordination and project approvals.

CONCLUSION

Triple R Electric is excited about the opportunity to participate in the redevelopment of the Lumber Yard at Paint Creek and to assist the Lake Orion Downtown Development Authority in developing a reliable and flexible electrical infrastructure for this important community project.

We look forward to the opportunity to work collaboratively with the DDA, DTE Energy, and the project design team to successfully deliver Phase 1 electrical infrastructure and support future phases of development.

Respectfully submitted,

Kristopher Richardson
Kregg Richardson

Triple R Electric, Inc.

Lumber Yard at Paint Creek

A DOWNTOWN LAKE ORION GATEWAY PROJECT



DMIS & DMIS
PLANNING • INTERIOR ARCHITECTURE • DESIGN

FRAMEWORK FOR NEXT STEPS
02/16/2026



Framework for Next Steps
02/16/2026

Overall Site

Includes Public Space (open lawn), Oil Shed relocation, site artwork, and wayfinding. New freestanding buildings (hotel/restaurant, retail building, public restrooms) will be shown for concept only. Drawings will be provided by manufacturer(s) and/or provided under a separate contract.

Overall Site – Phase I

Layout options, overall design intent creation, light branding/signage development for inspiration and communication, and photorealistic renderings to present

\$17,500 – current, requesting approval concurrent with Main Barn & Annex

Overall Site – Phase II

Civil / Utilities planning and drawings

Est. \$20,000 – future

Overall Site – Phase III

Permit drawings, as needed per Lake Orion

\$TBD – future

Main Barn & Annex

Includes Event Barn and attached Public Restrooms, exterior design, interior design, signage

Main Barn & Annex – Phase I

Programmatic review and schematic planning, layout options, overall design intent creation and photorealistic renderings to present

\$25,000 – current, requesting approval concurrent with Overall Site

Main Barn & Annex – Phase II

MEP planning, structural review and details, architectural detailing, specifications

Est. \$29,000 – future

Main Barn & Annex – Phase III

Permit drawings

Est. \$20,000 – future



Market Shed

Includes Market Shed, exterior design, signage, electrical and lighting design/coordination

Market Shed – Phase I

Programmatic review and schematic planning, layout options, overall design intent creation and photorealistic renderings to present

\$9,500 – current, requesting approval

Market Shed – Phase II

MEP planning, structural review and details, architectural detailing, specifications

Est. \$8,500 – future

Market Shed – Phase III

Permit drawings

*\$TBD – future *if needed**

Trailhead Barn

Includes Trailhead Barn building only

Trailhead Barn – Phase I

Layout options, overall design intent creation and photorealistic renderings to present

\$7,500 – current, requesting approval

Trailhead Barn – Phase II

MEP planning, structural review and details, architectural detailing, specifications

*\$TBD – future *if needed**

Trailhead Barn – Phase III

Permit drawings

*\$TBD – future *if needed**



Public Restrooms (near Trailhead)

Includes restroom buildings only

Public Restrooms – Phase I

*Layout options, overall design intent creation and photorealistic renderings to present
\$2,500 – current, requesting approval concurrent with Main Barn & Annex*

Public Restrooms – Phase II

*MEP planning, structural review and details, architectural detailing, specifications
\$TBD – future*

Public Restrooms – Phase III

*Permit drawings
\$TBD – future*

Lumber Yard at Paint Creek

A DOWNTOWN LAKE ORION GATEWAY PROJECT



DMIS & DMIS
PLANNING • INTERIOR ARCHITECTURE • DESIGN

PROPOSAL FOR ARCHITECTURAL & DESIGN SERVICES
MAIN BARN & ANNEX – PHASE I
02/16/2026



Proposal for Architectural & Design Services

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

February 16, 2026
Proposal for Architectural & Design Services
Lumber Yard at Paint Creek
Lake Orion, Michigan

Dear Matt,

Davis & Davis is pleased to submit this proposal for Architectural & Design Services for the property located at the historic Lake Orion Lumber Yard site in Lake Orion, Michigan. We appreciate the opportunity to continue the collaboration on this exciting project and are committed to delivering thoughtful, creative, and professional design solutions.

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

PROJECT DESCRIPTION

This proposal includes Architectural and Design Services for the Main Barn & Annex, consisting of the Event Barn and attached Public Restrooms, including exterior design, interior design, and signage.

SCOPE OF SERVICES – PHASE I (MAIN BARN & ANNEX)

The Phase I design package will include:

- Programmatic Review and Planning
- Layout Options
- Overall Design Intent Creation
- Photorealistic Renderings for Presentation

PROPOSED FEES

Main Barn & Annex – Phase I (requesting approval concurrent with Overall Site)

Total Fee: \$25,000

Hourly services for work outside of the above scope will be billed at \$150/hour, with prior notification and approval required.

Projects are generally billed on a phased, monthly progress basis. Payment terms are Net 30.



We are passionate about creating exceptional spaces that elevate the human experience and look forward to the continued partnership with you on the Lumber Yard at Paint Creek project.

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

Thank you for your consideration.

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

Jamie Jordan, Assoc. AIA, NCIDQ
Partner & CEO

A handwritten signature in black ink that reads "Jeremiah Doornbos".

Jeremiah Doornbos, Assoc. AIA, LEED AP
Director of Architecture



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

APPROVAL

By signing below, the Client authorizes Davis & Davis to proceed with the services outlined in this proposal under the terms described herein.

Approved by: _____

Signature: _____

Title: _____

Date: _____

Lumber Yard at Paint Creek

A DOWNTOWN LAKE ORION GATEWAY PROJECT



DMIS & DMIS
PLANNING • INTERIOR ARCHITECTURE • DESIGN

PROPOSAL FOR ARCHITECTURAL & DESIGN SERVICES
MARKET SHED – PHASE I
02/16/2026



Proposal for Architectural & Design Services

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

February 16, 2026
Proposal for Architectural & Design Services
Lumber Yard at Paint Creek
Lake Orion, Michigan

Dear Matt,

Davis & Davis is pleased to submit this proposal for Architectural & Design Services for the property located at the historic Lake Orion Lumber Yard site in Lake Orion, Michigan. We appreciate the opportunity to continue the collaboration on this exciting project and are committed to delivering thoughtful, creative, and professional design solutions.

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

PROJECT DESCRIPTION

This proposal includes Market Shed, exterior design, signage, electrical and lighting design/coordination.

SCOPE OF SERVICES – PHASE I (MARKET SHED)

The Phase I design package will include:

- Programmatic Review and Schematic Planning
- Layout Options
- Overall Design Intent Creation
- Photorealistic Renderings for Presentation

PROPOSED FEES

Market Shed – Phase I

Total Fee: \$9,500

Hourly services for work outside of the above scope will be billed at \$150/hour, with prior notification and approval required.

Projects are generally billed on a phased, monthly progress basis. Payment terms are Net 30.



We are passionate about creating exceptional spaces that elevate the human experience and look forward to the continued partnership with you on the Lumber Yard at Paint Creek project.

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

Thank you for your consideration.

A handwritten signature in black ink, reading 'Jamie Jordan'.

Jamie Jordan, Assoc. AIA, NCIDQ
Partner & CEO

A handwritten signature in black ink, reading 'Jeremiah Doornbos'.

Jeremiah Doornbos, Assoc. AIA, LEED AP
Director of Architecture



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

APPROVAL

By signing below, the Client authorizes Davis & Davis to proceed with the services outlined in this proposal under the terms described herein.

Approved by: _____

Signature: _____

Title: _____

Date: _____

Lumber Yard at Paint Creek

A DOWNTOWN LAKE ORION GATEWAY PROJECT



DMIS & DMIS
PLANNING • INTERIOR ARCHITECTURE • DESIGN

PROPOSAL FOR ARCHITECTURAL & DESIGN SERVICES
OVERALL SITE
02/16/2026



Proposal for Architectural & Design Services

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

February 16, 2026
Proposal for Architectural & Design Services
Lumber Yard at Paint Creek
Lake Orion, Michigan

Dear Matt,

Davis & Davis is pleased to submit this proposal for Architectural & Design Services for the property located at the historic Lake Orion Lumber Yard site in Lake Orion, Michigan. We appreciate the opportunity to continue the collaboration on this exciting project and are committed to delivering thoughtful, creative, and professional design solutions.

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

PROJECT DESCRIPTION

This proposal Includes Public Space (open lawn), Oil Shed relocation, site artwork, and wayfinding. New freestanding buildings (hotel/restaurant, retail building, public restrooms) will be shown for concept only. Drawings will be provided by manufacturer(s) and/or provided under a separate contract.

SCOPE OF SERVICES – PHASE I (OVERALL SITE)

The Phase I design package will include:

- Layout Options
- Overall Design Intent Creation
- Light Branding/Signage Development for Inspiration and Communication
- Photorealistic Renderings for Presentation

PROPOSED FEES

Overall Site – Phase I (requesting approval concurrent with Main Barn & Annex)

Total Fee: \$17,500

Hourly services for work outside of the above scope will be billed at \$150/hour, with prior notification and approval required.

Projects are generally billed on a phased, monthly progress basis. Payment terms are Net 30.



We are passionate about creating exceptional spaces that elevate the human experience and look forward to the continued partnership with you on the Lumber Yard at Paint Creek project.

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

Thank you for your consideration.

A handwritten signature in black ink, reading 'Jamie Jordan'.

Jamie Jordan, Assoc. AIA, NCIDQ
Partner & CEO

A handwritten signature in black ink, reading 'Jeremiah Doornbos'.

Jeremiah Doornbos, Assoc. AIA, LEED AP
Director of Architecture



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

APPROVAL

By signing below, the Client authorizes Davis & Davis to proceed with the services outlined in this proposal under the terms described herein.

Approved by: _____

Signature: _____

Title: _____

Date: _____

Lumber Yard at Paint Creek

A DOWNTOWN LAKE ORION GATEWAY PROJECT



DMIS & DMIS
PLANNING • INTERIOR ARCHITECTURE • DESIGN

PROPOSAL FOR ARCHITECTURAL & DESIGN SERVICES
PUBLIC RESTROOMS – PHASE I
02/16/2026



Proposal for Architectural & Design Services

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

February 16, 2026
Proposal for Architectural & Design Services
Lumber Yard at Paint Creek
Lake Orion, Michigan

Dear Matt,

Davis & Davis is pleased to submit this proposal for Architectural & Design Services for the property located at the historic Lake Orion Lumber Yard site in Lake Orion, Michigan. We appreciate the opportunity to continue the collaboration on this exciting project and are committed to delivering thoughtful, creative, and professional design solutions.

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

PROJECT DESCRIPTION

This proposal includes Public Restroom Buildings only.

SCOPE OF SERVICES – PHASE I (PUBLIC RESTROOMS)

The Phase I design package will include:

- Layout Options
- Overall Design Intent Creation
- Photorealistic Renderings for Presentation

PROPOSED FEES

Public Restrooms – Phase I (requesting approval concurrent with Main Barn & Annex)

Total Fee: \$2,500

Hourly services for work outside of the above scope will be billed at \$150/hour, with prior notification and approval required.

Projects are generally billed on a phased, monthly progress basis. Payment terms are Net 30.



We are passionate about creating exceptional spaces that elevate the human experience and look forward to the continued partnership with you on the Lumber Yard at Paint Creek project.

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

Thank you for your consideration.

Handwritten signature of Jamie Jordan in black ink.

Jamie Jordan, Assoc. AIA, NCIDQ
Partner & CEO

Handwritten signature of Jeremiah Doornbos in black ink.

Jeremiah Doornbos, Assoc. AIA, LEED AP
Director of Architecture



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

APPROVAL

By signing below, the Client authorizes Davis & Davis to proceed with the services outlined in this proposal under the terms described herein.

Approved by: _____

Signature: _____

Title: _____

Date: _____

Lumber Yard at Paint Creek

A DOWNTOWN LAKE ORION GATEWAY PROJECT



DMIS & DMIS
PLANNING • INTERIOR ARCHITECTURE • DESIGN

PROPOSAL FOR ARCHITECTURAL & DESIGN SERVICES
TRAILHEAD BARN – PHASE I
02/16/2026



Proposal for Architectural & Design Services

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

February 16, 2026
Proposal for Architectural & Design Services
Lumber Yard at Paint Creek
Lake Orion, Michigan

Dear Matt,

Davis & Davis is pleased to submit this proposal for Architectural & Design Services for the property located at the historic Lake Orion Lumber Yard site in Lake Orion, Michigan. We appreciate the opportunity to continue the collaboration on this exciting project and are committed to delivering thoughtful, creative, and professional design solutions.

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

PROJECT DESCRIPTION

This proposal includes Trailhead Barn building only.

SCOPE OF SERVICES – PHASE I (TRAILHEAD BARN)

The Phase I design package will include:

- Layout Options
- Overall Design Intent Creation
- Photorealistic Renderings for Presentation

PROPOSED FEES

Trailhead Barn – Phase I

Total Fee: \$7,500

Hourly services for work outside of the above scope will be billed at \$150/hour, with prior notification and approval required.

Projects are generally billed on a phased, monthly progress basis. Payment terms are Net 30.



We are passionate about creating exceptional spaces that elevate the human experience and look forward to the continued partnership with you on the Lumber Yard at Paint Creek project.

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

Thank you for your consideration.

A handwritten signature in black ink, reading 'Jamie Jordan'.

Jamie Jordan, Assoc. AIA, NCIDQ
Partner & CEO

A handwritten signature in black ink, reading 'Jeremiah Doornbos'.

Jeremiah Doornbos, Assoc. AIA, LEED AP
Director of Architecture



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

APPROVAL

By signing below, the Client authorizes Davis & Davis to proceed with the services outlined in this proposal under the terms described herein.

Approved by: _____

Signature: _____

Title: _____

Date: _____



DDA ACTION SUMMARY SHEET

MEETING DATE: March 17, 2026

TOPIC Committee's Minutes

Committee's Minutes (Representing Organization, Promotions, Design, and Economic Vitality)

RECOMMENDED MOTION:

To Receive and File the Committee's Minutes



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

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

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

March 4, 2026

10 am – 11:00 am

Lake Orion Downtown Development Authority

118 S. Broadway St.

Lake Orion, MI 48362

Committee Members: Chair Alaina Campbell, Bill Kokenos, Brian Winter, Jen Todd, Debra Novara, Aerial Brenner, Andrea Hodge and Les Morrison.

DDA: Matt Gibb, Ex. Dir. And Janet Bloom, Assist. Dir.

Attendees: Chair Alaina Campbell, Bill Kokenos, Matt Franca, Les Morrison, Jen Todd, Matt Gibb, and Janet Bloom.

I. Illuminators WXYZ – Channel 7

Chair Alaina Campbell along with Organization Committee member Debra Novara were interviewed by WXYZ Channel 7 about The Illuminators program. We received three Instagram volunteer requests and three volunteer requests from Locable (DDA website) since it aired. Alaina will email the three we received emails from. Jen and Janet will work to connect with Instagram messages.

II. Plan Main Street Open House

March 26, 4pm-8pm.

We will sign people in – get their contact information, create QR code for them to scan to get more information. If weather cooperates – use outdoor areas (tents).

Share the Main Street Story – have talking points for all committees. Create boards outlining: value of downtown growth since DDA launch; direct reinvestment; signature projects over the years such as Children's Park, mural, docks at Green's Park, Lumber Yard, more.
How do you get involved? Your time and talent can be plugged in.

Program format: early for open house, presentation at 6:30 pm for accreditation celebration and

recognize DDA board and committee members in attendance. Committee will need to decide format. It was suggested to address top negative issues and provide information to debunk misinformation.

Signage that addresses: “Here's what we impact” and “Here’s what we don’t impact”.

Matt – committee members host impact and investment area and host up to 3-4 topic areas – verse committee members in information they will be speaking to. Debra had volunteered to help with graphics. In hallway, add timeline along wall. Committee tasks: layout of event, reach out to all committees to be onsite to be assigned an area to be open to discuss, volunteer recruitment effort – need to help build Design and Economic Vitality committees.

Invites and Marketing: Volunteer emails, volunteer awards night emails, ONTV trailer, LOHS student trailer/news, press release, consider Lake Orion Review advertorial with ad, committee members do personal reach outs, Sign Up Genius, Village Council, Township Council, Chamber, DDA Board Members, Committee members, Facebook, Instagram, X, e-newsletters, DDA website, and postcard invites.

Jen and Alaina to help with invites. Debra will be asked to create postcard to have ready by Monday (5x7 or 4x6). Suggestion was made to ask businesses to use their business lists to invite people to this event.

Schedule a Zoom end of next week with Organization Committee to finalize details.

Send Jen list of committee needs – time and talent. Draft form – will send out for committee.

See if we can get interviews onsite – ONTV/LOHS.

Purchase nametags – board members, committee members, staff

Video loop for DDA office TV for event – work with ONTV.

III. Define Champion for Each Event

Promotion Committee recently completed a 2026 event survey. They are reviewing results at their meeting tomorrow. The project is to see which events stay, go, or get a tune-up. Looking forward, the first event after Main Street Open House is May 9 – Spring Clean Up Day.

Hold defining Champions for each event until that work complete.

IV. Define Illuminators Perks Per Event

Hold until Promotions Committee event decisions made

V. Additional items of note

We will be reviewing if we do something for America’s 250th around July 4th week.

Currently have electrical RFQ for downtown electrical boxes in streetscape - trying to repair prior to Art & Flower Fair.

Looking to redo our banner in downtown.

VI. Next meeting date April 8 at 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:_____



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

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

Promotion: Creates a positive image of the downtown to instill community pride and encourage commercial activity and investment in the area. Promotions such as advertising, retail and special events, marketing and social media campaigns can be used to communicate the unique characteristics of a downtown to residents and visitors — sparking interest in shopping, dining, living or investing and creating a business in the community.

Promotions Committee Minutes

March 5, 2026

10 am – 11 am

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

Committee Members: Chair Lloyd Coe, Garrett Hoffman, Sandra Wood, Holly Nicosia, Kristin Berry, Sindy Klonke, Sally Medina, Anthony Medina, John Mannion, and Annalise Constantino.

DDA: Matt Gibb, Ex. Dir. and Janet Bloom, Assist. Dir.

Attendees: Annalise Constantino, Sindy Klonke, and Janet Bloom.

I. Promotions 2026 Annual Event Survey

Review of results from survey. See spreadsheet.

II. Non-DDA Event Request Form Review

Matt and Janet are revising and editing current format. Annalise's April event will be first non-DDA event to use the documents. Will send to her when complete.

III. Promotions Committee

-Restaurant representative or two

-Representative from M24 corridor

Need to see who would want to be on committee and make ask.

IV. Next Promotions Committee Meeting April 2, 2026, 10 am at DDA Office

Lake Orion DDA Promotions Committee

2026 Event Survey Summary Report

Prepared from Completed Surveys

Overall Participation Structure Preferences

Rating Scale

- 1 – Supportive Only
- 2 – Collaborative Partner
- 3 – DDA Exclusive

Events Consistently Rated as DDA Exclusive (3)

- Lake Orion Ice Fest
- Main Street Open House
- Lovely Lake Orion Spring Clean Up
- National Trails Day
- LOLive! Concert Series
- Outdoor Movie Nights
- Michigan Downtown Day
- Halloween Extravaganza
- Witches Night
- Sing & Stroll
- Shop Small Saturday
- Polar Express Trolley Rides

These events are viewed as:

- Core brand-building tools
- Direct economic vitality drivers
- Signature DDA identity builders
- Strong downtown foot traffic generators

Events Frequently Viewed as Collaborative (2)

- Ice Golf Cup
- Oxford to Orion Ruck Walk
- Art & Flower Fair
- Jubilee Carnival
- American Summer Restaurant Week
- American Summer Pub Crawl
- Fireworks
- Dragon on the Lake
- Zombie Walk
- Cemetery Tours
- Shop Small (Oakland County)
- Christmas Parade

These are generally:

- High-traffic events

- Strong economic impact events
- But led by outside organizations

The committee sentiment suggests: “Support and leverage them — but don’t own them.”

Events Frequently Rated Supportive Only (1)

A significant number of events were consistently marked **Supportive Only**:

- Resolution Run
- Art show openings
- Easter Egg Hunt
- Green Up
- Memorial Day observances
- Boat Tours (2)
- Cornhole
- Fishing Derby
- Flare Night
- Reunion Party
- Kids & Kops Car Show
- Seafood Boil
- Senior Citizens Day

These are generally viewed as:

- Community goodwill
- Image-building
- Important to support
- But not core economic drivers

Purpose Themes Identified

Committee members labeled events under:

- IB – Image Building
- EV – Economic Vitality
- SE – Signature Event

◆ Strongest Economic Vitality (EV) Perception

Repeatedly identified EV events:

- Ice Fest
- LOLive! Concerts
- Restaurant Week
- Pub Crawl
- Shop Small Saturday
- Halloween Extravaganza
- Witches Night
- Michigan Downtown Day
- Polar Express

These are clearly perceived as:

- Business-driven
- Revenue-impacting
- Foot-traffic generating

◆ Strongest Signature Event (SE) Perception

Most frequently considered “Signature”:

- Dragon on the Lake
- Art & Flower Fair
- Halloween Extravaganza
- Witches Night
- Ice Fest
- LOLive! (emerging signature)

◆ Image Building (IB) Dominance

The majority of art openings and partner civic events were classified IB.

This reinforces:

- Strong community partnership culture
- Emphasis on downtown identity
- Cultural enrichment value

But these were not consistently viewed as economic engines.

Strategic Patterns Emerging

From the surveys, events naturally group into 3 tiers:

Tier 1 – Core DDA Economic Drivers

(Should receive highest budget + staffing priority)

- Ice Fest
- LOLive!
- Halloween Extravaganza
- Witches Night
- Restaurant Week
- Pub Crawl
- Shop Small Saturday
- Polar Express

Tier 2 – Major Collaborative Traffic Events

(Leverage, co-brand, limited staffing)

- Dragon on the Lake
- Art & Flower Fair
- Fireworks
- Jubilee
- Classic Car Show

Tier 3 – Community Goodwill & Image Events

(Supportive, low staffing allocation)

- Art show openings
- Memorial events
- Green Up
- Fishing Derby
- Veterans events
- Senior events

Notable Comments & Sentiment

A few qualitative themes stood out:

- Concern that some charity events “hurt downtown”
- Recognition that some events need restructuring
- Desire for stronger economic alignment
- Emphasis on teen and youth outreach
- Recognition that some events draw traffic but not necessarily spending

Strategic Takeaways for 2026 Planning

1. The committee strongly supports focusing staff time on high-EV events.
 2. There is clear appetite to define “Signature” more formally.
 3. Several events may need retooling or stronger economic integration.
 4. Not all well-attended events are seen as downtown-benefiting.
 5. Branding consistency matters.
-

TIER 1 – Core DDA Economic Drivers

High Staffing | High Budget Priority | Brand Anchors | Economic Vitality

These events were most frequently rated **DDA Exclusive (3)** and/or **Economic Vitality (EV)**.

Event	Primary Purpose	Why It's Tier 1
Lake Orion Ice Fest	EV / SE	Major winter traffic driver
LOLive! Summer Concert Series	EV	Consistent restaurant impact
Halloween Extravaganza	EV / SE	High family draw & retail boost
Witches Night	EV	Strong merchant participation
Restaurant Week	EV	Direct restaurant revenue driver
Pub Crawl	EV	Adult demographic spending
Shop Small Saturday	EV	Holiday retail impact
Polar Express Trolley	IB → EV crossover	High holiday traffic generator
Michigan Downtown Day	EV	Business-focused engagement

Strategic Intent:

These events define the DDA's public identity and drive measurable downtown impact.

TIER 2 – Major Collaborative Traffic Events

Shared Leadership | Leverage Partnerships | Moderate Staffing

Often rated **Collaborative (2)** but recognized as high attendance events.

Event	Lead Org	Strategic Role
Dragon on the Lake	Orion Art Center	Signature regional draw
Art & Flower Fair	Orion Art Center	Long-standing summer anchor
Fireworks	Fireworks Foundation	Lake-wide attraction
Jubilee Carnival	Lions Club	Multi-day traffic generator
Classic Car Show	Golling	Niche audience draw
Oxford-Orion Ruck Walk	OORuck	Regional participation
National Senior Citizens Day	Parks & Rec	Targeted demographic event
Flare Night	Lions	Lake tradition

Strategic Intent:

Maximize branding presence and downtown merchant integration without owning operations.

TIER 3 – Community Goodwill & Image Events

Supportive Role | Minimal Staffing | Image Building (IB)

Frequently rated **Supportive Only (1)**.

Event Category	Examples
Art Show Openings	Multiple Orion Art Center Exhibits
Memorial Observances	Memorial Day, Veterans Day
Fishing Derby	Lake Orion Lake Assoc.
Green Up	Parks & Rec
Senior Events	Senior Citizen’s Day
Cemetery Tours	Historical Society
Boat Parade	Lake Assoc.
Charity Fundraisers	Seafood Boil, etc.

Strategic Intent:
 Strengthen community identity and partnerships while limiting DDA operational burden.

 Observed Planning Insight

The survey responses clearly show:

- Committee members want **intentional prioritization**
- Not all well-attended events are seen as economic drivers
- There is strong support for defining and protecting “Signature” events
- Staff allocation should align with measurable impact

2026 Promotions Planning Heat Map Calendar

Legend

-  **Tier 1 – Core Economic Drivers (High Staff + Budget)**
-  **Tier 2 – Major Collaborative Traffic Events**
-  **Tier 3 – Community / Image Building (Supportive)**

JANUARY

-  Resolution Run

Heat Level: Low
Staff Load: Minimal

FEBRUARY

-  Ice Golf Cup
-  Ice Fest
-  heART Show Opening

Heat Level:  High (Ice Fest spike)

Strategic Note: Winter anchor month — major economic opportunity.

MARCH

-  Main Street Open House
-  Primary Foundations Show

Heat Level: Moderate

APRIL

-  Easter Egg Hunt
-  Middle School Show
-  Green Up
-  Oxford-Orion Ruck
-  Flora Show
-  Spring Clean Up (DDA-driven)

Heat Level: Moderate build

MAY

-  Art & Flower Fair
-  Memorial Observances (multiple)

Heat Level:  High (Art & Flower Fair weekend concentration)

JUNE

-  Pedal Boat Tours
-  Boat Tours
-  Cornhole
-  National Trails Day
-  Abstract Show
-  Kids Fishing Derby
-  Jubilee Carnival

- Restaurant Week
- Pub Crawl

Heat Level: 🔥🔥 Very High

Observation: Heavy stacking late June (Restaurant Week + Pub Crawl + Jubilee)

JULY

- Flare Night
- Fireworks
- LOLive! Concerts (weekly)
- Art Show
- Reunion Event
- Kids & Kops Car Show

Heat Level: 🔥🔥 Sustained High

Staff Impact: Weekly staffing commitment due to concerts.

AUGUST

- Seafood Boil
- LOLive! Concerts (weekly)
- Outdoor Movie (Teens)
- Dragon on the Lake
- Senior Citizens Day
- Lighted Boat Parade

Heat Level: 🔥🔥🔥 Peak Density Month

Dragon + Concerts + Movies = High staff demand.

SEPTEMBER

- Storytelling Show
- Outdoor Movie (Adult)
- Outdoor Movie (Kids)
- Zombie Walk
- Michigan Downtown Day
- Classic Car Show

Heat Level: 🔥 High

OCTOBER

- Cemetery Tours
- Midnight Gallery
- Halloween Extravaganza
- Witches Night

Heat Level: 🔥🔥 Very High

Two major Tier 1 events within 2 weeks.

NOVEMBER

- Oakland County Shop Small
- Veterans Breakfast
- Sing & Stroll
- Artists Holiday Market
- Shop Small Saturday

Heat Level: Moderate to High (Retail Focused)

DECEMBER

- Lighted Christmas Parade
- Polar Express

Heat Level: 🔥 Holiday Spike

Visual Density Overview

Month	Heat Level	Risk Level
Jan	● Low	Low
Feb	🔥 High	Moderate
Mar	● Moderate	Low
Apr	● Moderate	Low
May	🔥 High	Moderate
Jun	🔥🔥 Very High	Elevated
Jul	🔥🔥 Sustained High	Elevated
Aug	🔥🔥🔥 Peak	High
Sep	🔥 High	Moderate

Month	Heat Level	Risk Level
Oct	🔥🔥 Very High	Elevated
Nov	🟡 Moderate	Low
Dec	🔥 High	Moderate



Strategic Observations

1 Peak Operational Pressure Months

- June
- July
- August
- October

2 Potential Overlap Risks

- Late June stacking
- Weekly concerts + Dragon (August)
- Halloween + Witches proximity

3 Opportunity Months for New Programming

- January
- March
- Early April

Planning Discussion Prompts

For Promotions Committee:

- Do Tier 1 events cluster too heavily in summer?
- Should one summer EV event move into other seasons?
- Can Tier 2 events be better integrated with Tier 1?
- Do we have staffing bandwidth for August density?

Month	Event	Majority Rating	Majority Purpose	Comments
January	Lake Orion Resolution Run	1	IB	Engage runners/community building,Bring people downtown,Strengthen downtown community life
February	Ice Golf Cup	2	IB	Charity through Rotary, Support downtown/community partner
February	Lake Orion Ice Fest	3	EV/SE	Visitor draw,Signature event,Support local businesses
February	heART Appreciation Show	1	IB	Local art appreciation,Strengthen downtown community life
March	Primary Foundations Show	1	IB	Local art appreciation,Strengthen downtown community life
March	Main Street Open House	3	EV	Community engagement/public draw,Strengthen downtown,Bring people downtown
April	Easter Egg Hunt	1	EV/IB	Family event,Strengthen downtown community life
April	Middle School Show	1	IB	Local art appreciation
April	Green Up	1	IB	Beautification,Strengthen downtown community life
April	Oxford–Orion Ruck Walk	2	EV/IB	Veterans charity,Strengthen downtown
April	Flora Show Opening	1	IB	Local art appreciation
April	LOvely Lake Orion Spring Clean Up	3	IB	Beautify downtown,Strengthen downtown community life
May	Art & Flower Fair	2	EV/SE	Summer kickoff,Bring people downtown
May	Memorial Day Observances	1	IB	Honor fallen heroes,Community building
June	Pedal Boat Pub Tours	1	IB	Lake recreation/social
June	Tour on Orion Boat Tours	1	IB	Lake/history experience
June	Cornhole	1	IB	Community recreation
June	National Trails Day	3	IB	Enjoy trails,Highlight Lumber Yard
June	Abstract Show	1	IB	Local art appreciation
June	Kids Fishing Derby	1	IB	Community/kids event
June	Jubilee Carnival	2	EV/SE	Charity, Bring people downtown
June	LO American Summer Restaurant Week	2	EV	Support restaurants
June	LO American Pub Crawl	2	EV	Adult spending/downtown traffic
July	Flare Night	1	IB	Community boating tradition
July	Fireworks	2	EV	Bring people downtown
July	LOLive! Concert Series	3	EV	Restaurant impact, Signature event
July	Black & White Show	1	IB	Local art appreciation
July	Reunion Pre-Party	1	IB	Community/reminiscing
July	Kids & Kops Car Show	1	IB	Community draw
August	Seafood Boil	1	IB	Fundraiser
August	LOLive! Concert Series (cont.)	3	EV	Restaurant/community impact
August	Outdoor Movie Night (Teens)	3	IB	Teen community outreach
August	National Senior Citizens Day	1	EV/IB	Shopping, Strengthen downtown life
August	Dragon on the Lake	2	SE	Regional traffic draw
August	Lighted Boat Parade	1	IB	Lake community event
September	Storytelling Show	1	IB	Local art appreciation
September	Outdoor Movie (Adult)	3	IB	Community draw
September	Outdoor Movie (Kids)	3	IB	Community draw kids
September	Zombie Walk	2	IB	Fundraiser

September	Michigan Downtown Day	3	EV	Drive business traffic
September	Classic Car Show	1	IB	Community attraction
October	Cemetery Tours	2	IB	Local history
October	Midnight Gallery Show	1	IB	Local art appreciation
October	Halloween Extravaganza	3	SE	Signature, Major economic impact
October	Witches Night	3	SE	Downtown traffic driver
November	Oakland County Shop Small	2	EV	Improve structure; Drive downtown spending
November	Veterans Day Breakfast	1	IB	Honor veterans
November	Sing & Stroll	3	EV/IB	Community, Bring people downtown
November	Artists Holiday Market	1	IB	Local art appreciation
November	Shop Small Saturday	3	EV	Downtown spending driver
December	Lighted Christmas Parade	2	SE	Community tradition
December	Polar Express Trolley	3	EV/IB	Kids event, Holiday traffic driver



DDA ACTION SUMMARY SHEET

MEETING DATE: March 17, 2026

TOPIC Assistant Director's Report

Assistant Director's Report

RECOMMENDED MOTION:

To Receive and File the Assistant Director's Report

MEMORANDUM

Janet Bloom – Assistant Director

March 17, 2026



Upcoming Events:

March 26 - Main Street Open House: Learn about the Main Street program, 4 pm – 8 pm, Lake Orion DDA office.

May 9 – Spring Clean Up Day, 9am – Noon, meet at Cookies & Cream. Bring gloves and gardening tools. The DDA will have yard bags ready to go.

ShopOCMainStreets.com

Now – June 2026 – ShopOCMainStreets.com \$100K challenge. Even online, you can still support local. Shop at ShopOCMainStreets.com and stores, DDAs and shoppers all get a chance to win money based on top shopping amounts during Challenge dates.

We encourage businesses to get listed on the site, if only to direct them to their website. It is another marketing tool for them to use. Contact the Lake Orion DDA office for more information.

2026 Community Calendar

Need final dates from two organizations then we can post on our website and send out to the calendar committee.

E-Newsletters

Via SnapRetail!: 4 e-newsletters created (Business/Consumer) Avg. open rate: 28%

Social Media Stats

Downtown Lake Orion Facebook:

Followers: 11,535 (added 50)

Reach: 34,700 (Counts reach from organic and paid content plus tags, check-ins, and page/profile visits)

Content Interactions: Previous: 1289; Current: 594 (The number of likes or reactions, saves, comments, shares and replies on our content, including ads. Content can include formats such as posts, stories, reels and more.)

Views: Previous: 133,974; Current: 75,408 (The number of times our content was played or displayed. Content includes reels, posts, stories and ads.)

Downtown Lake Orion Business Group on Facebook:

146 members (added 3)

Illuminators Private Volunteer Facebook Page:

52 followers (added 16)

Illuminators Public Page:

73 members (added 15)

Instagram:

4,459 (added 32); Views: 465; Interactions: 7

X (formerly Twitter):

1,540 (added 4). Since we do not pay for this site, it doesn't provide us analytics.

Save the Dates:

Downtown LDown: Monday, March 23, 2026, 4-5:30 pm, Orion Art Center. April 27 will be at Michigan by the Bottle.

Main Street Open House: Learn about the Main Street program. March 26, 4 pm – 8 pm, Lake Orion DDA office.

Scheduled Trainings for 2026:

March 16 – DDA Board Member Training/Refresher at 2 pm at Keller Williams Collaborative (Gwen Daubenmeyer)

April 9: Main Street Oakland County – Hospitality Training in partnership with Oakland Thrive (focused on restaurants). (Moved from March 16). See flyer.

May 18, 2026: Joint Training with Lake Orion DDA and Oxford DDA – Michigan Retailers Association presentation on “Trends for Retailers”.

June 16, 2026: Oakland Thrive, along with Orion Area Chamber of Commerce, Lake Orion DDA and Oxford DDA - Educational Training: “Brand Love in Action: How Emotion Wins Hearts and Builds Loyalty”.

September 21, 2026: Joint Training with Lake Orion DDA and Oxford DDA – “Small Business Insurance and Preparedness”.

Respectfully Submitted,

Janet Bloom

bloom@downtownlakeorion.org

cell (248) 320-7599

MAIN STREET OAKLAND COUNTY

BREAKFAST SUMMIT 2026

By Invitation Only | In Person



MARCH
19
2026

8:30 - 11:30 AM

**Lafayette Grande
Banquet Facility**

**1 Lafayette St. | Pontiac,
MI 48342**

RSVP BY MARCH 13 AT
Advantageoakland.EventBrite.com

It has been a quarter of a century since the launch of Main Street Oakland County as the nation's first and only countywide coordinating Main Street Program. Where do we go from here for the next 25 years? This year's summit is seeking your input on the priorities and services provided to downtown management organizations of every type and size from across the county. What do we need to do collectively to prepare for the opportunities or challenges facing Oakland County's historic downtowns and neighborhood corridors? What ongoing support is essential to your local success? We want to hear from you.

Questions? Contact: John Bry, Administrator, Main Street Oakland County Coordinating Program
bryj@oakgov.com | (248) 858-5444



Main Street Open House

Sweets and beverages
will be provided.

Discover what's happening
in Downtown Lake Orion!



Thursday, March 26th at 4-8 pm

Stay for the 6:30 pm celebration of Lake Orion's
19th year of National Main Street Accreditation!



Learn how our community has worked together to build a vibrant downtown through Main Street principles.

- Meet the volunteers and leaders behind the projects strengthening our downtown
- Learn about the DDA (what it impacts and what it doesn't)

Lake Orion Downtown Development Authority • 118 N. Broadway St. • Lake Orion, MI 48362

RSVP at 248.693.9742 or bloom@downtownlakeorion.org



MAIN STREET
OAKLAND COUNTY
est. 2000

— ECONOMIC —
VITALITY SERVICES

FREE One-On-One Small Business Consulting Session



Downtown Lake Orion Businesses

Make Sure You Are Using All the Free Resources Available to You

Schedule a one-hour small business consulting session to share your goals and hear what Oakland County resources are available to you.

OFFICE HOURS

5 One-Hour, In-Person
Appointments Available

APRIL 9, 2026

9-10 AM	Business 1
10-11 AM	Business 2
11 AM - Noon	Business 3
12:30-1:30 PM	Business 4
1:30-2:30 PM	Business 5

SMALL BUSINESS CONSULTANTS

- Donna Bauer, *Small Business Consultant, Hospitality Industry Specialist, Oakland Thrive*
- Erick Phillips, *Senior Business Development Representative, MSARP (Main Street America Revitalization Professionals), Main Street Oakland County*

DISCUSSION IDEAS

- Expert guidance for new and growing hospitality businesses
- Turnaround strategies to boost revenue and reduce costs
- One-on-one problem solving and business coaching
- Local resources, industry connections and funding insights
- Monthly sessions available across Oakland County—free and accessible

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

Schedule with _____

Matthew Gibb, *Executive Director, Lake Orion DDA*: (248) 693-9472

QUESTIONS? CONTACT

Erick Phillips, *Oakland County*:
phillipse@oakgov.com

