



AGENDA

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, December 17, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

2. Roll Call and Determination of Quorum

3. Approval of Minutes

A. November 19th, DDA Regular Meeting Minutes

4. Approval of Agenda

5. Call to the Public

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

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

6. Consent Agenda

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

A. Adopt the 2025 Downtown Development Authority Board Meeting Schedule

B. Executive Training - Main Street NOW 2025

C. Financial Reports

7. Financial Matters

A. Bill Approval

8. New and Old Business

- A.** DDA Board Elections
- B.** Lumber Yard Project - Change Order(s)
- C.** LO Live Concert Series - 2025
- D.** Facade Grant Award Recommendation - 107 N. Lapeer St
- E.** Facade Grant Award Recommendation - 115 S. Anderson St.
- F.** Facade Grant Award Recommendation - 51 N. Broadway St.

9. Reports, Resolutions and Recommendations

- A.** Executive Directors Report
- B.** Assistant Director's Report - Verbal

10. Board Comments and Training Feedback

11. Next Regular Meeting - Jan. 21, 2025

12. Adjournment

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

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



DDA SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC: November 19th, DDA Regular Meeting Minutes

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular Meeting Minutes of November 19th , 2024, as presented.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, November 19, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The November 19th, 2024 Downtown Development Authority Regular Meeting was called to order at 6:31 PM.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess
Vice Chairperson Sam Caruso
Treasurer Matt Shell
Secretary Hank Lorant
Board Member Lloyd Coe
Board Member Sally Medina
Board Member Alaina Campbell
President Teresa Rutt

ABSENT

Board Member Chris Barnett

STAFF PRESENT

DDA Executive Director Matthew Gibb
DDA Assistant Director Janet Bloom
Village Manager Darwin McClary
Clerk/Treasurer Sonja Stout

3. Approval of Minutes

A. October 15th, 2024 DDA Regular Meeting Minutes

MOTION made by Vice Chairperson Caruso, Seconded by Treasurer Shell, to approve the Downtown Development Authority Board Regular Meeting Minutes of October 15th, 2024.

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

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the agenda of November 19th, 2024 as revised which includes the addition of item 9.B.1 addition of Salvage Contract.

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

5. Call to the Public

Mike Lamb spoke.

6. Consent Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve the November 19th, 2024 Consent agenda by one vote.

Voting Yea: Chairperson Burgess, Vice Chairperson Caruso, Treasurer Shell, Secretary Lorant, Board Member Coe, Board Member Medina, Board Member Campbell, President Rutt

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

A. Schedule P.A. 57 Informational Meeting(s)

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to authorize the posting of Notice of Information Hearing pursuant to P.A. 57 of 2018 on the following dates and location: Tuesday, December 10, 2024 @Noon; Tuesday, December 17, 2024 @ 6:00 pm at the Village of Lake Orion offices, located at 21 E. Church Street, Lake Orion, Mi in the Village Hall Council Chambers.

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

B. Acknowledgment of New Administrative Coordinator

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to acknowledge the hiring and welcome Emily Dziegielewski as the new administrative coordinator.

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

C. Annual Election of Board DDA Officers

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to postpone and re-schedule Nominations and Election of DDA Board Leadership until and at the regular meeting of December 17, 2024.

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

D. Financial Reports

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

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

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to approve disbursements in the amount of \$97,831.90 for October 2024.

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

8. New and Old Business

A. Budget Amendments

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to adopt the budget amendments outlined in the budget adjustment worksheet dated 11-19-2024.

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

B. Sidewalk Snow Removal - Resolution

MOTION made by Treasurer Shell, Seconded by Secretary Lorant To adopt the Resolution to Authorize Agreement for Snow Removal as presented and direct the Executive Director to extend a proposed reciprocal Resolution for Village Council approval at its next available meeting.

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

C. New General Ledger Account - Budget

MOTION made by Treasurer Shell, Seconded by Secretary Lorant Move to amend the Downtown Development Authority Budget, Fund 248, to create a new General Ledger Revenue Account under Number 248-000-540-000, titled County/Federal Program Grants; Further amend the Downtown Development Authority Budget, Fund 248, to create two new general Ledger Expense Account(s) under Number 248-726-980-001, titled Public Space Grant – General Construction; and Number 248-726-980-002, title Public Space Grant – Development and Program. Subject to Review and Approval of the Village Clerk and any necessary adoption by Village Council.

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

D. Administrative Fee(s) - Budget Discussion

MOTION made by Board Member Campbell, Seconded by Treasurer Shell to move to approve implementing a requisition/work order-based system for all service, event, work, materials or other budget charge outside of general administration fees of the DDA TIF, at a cost not to exceed \$5,600, directing the Executive Director to affirm a mutually agreeable platform with the Village and Township.

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

9. Reports, Resolutions and Recommendations

A. Assistant Director's Report

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to Receive and File the Assistant Director’s Report.

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

MOTION: Carried

B. Lumber Yard at Paint Creek

MOTION made by Board Member Campbell, Seconded by Secretary Lorant to receive and file the Presentation of the Executive Director, including all attachments.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

B.1 Lumber Yard at Paint Creek-Salvage Contract

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to direct the DDA Executive Director to negotiate a contract for approval for all salvage, deconstruction, abatement and to bring back the contract to the Downtown Development Board meeting on December 17th, 2024.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

C. Executive Directors Report

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

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

10. Board Comments and Training Feedback

Board Member Medina spoke.

Secretary Lorant spoke.

Treasurer Shell spoke.

Vice Chairperson Caruso spoke.

Board Member Campbell spoke.

President Rutt spoke.

Board Member Coe spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting – December 17th, 2024.

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant to adjourn the November 19th , 2024, Downtown Development Authority Board Regular Meeting.

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

VOTING NAY: None

ABSENT: Barnett

MOTION: Carried

The November 19th, 2024, Downtown Development Authority Board Regular Meeting adjourned at 8:31 PM.

Debbie Burgess
Chairperson

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on December 17th, 2024.



BOARD ACTION SUMMARY SHEET

MEETING DATE: December 17th, 2024

TOPIC: Adopt the 2025 Downtown Development Authority Board Meeting Schedule

BACKGROUND INFORMATION: Pursuant to the Open Meetings Act, public bodies are required to adopt and publish a schedule of their meetings prior to the start of each year. Currently, the Downtown Development Authority Board meets on the third Tuesday of each month at 6:30 pm, unless otherwise designated in its meeting schedule.

RECOMMENDED MOTION: To adopt the Meeting Schedule establishing the 2025 Meeting Dates for the Downtown Development Authority Board for the Village of Lake Orion and to authorize the Clerk to post the schedule pursuant to the Open Meetings Act.



**DOWNTOWN DEVELOPMENT AUTHORITY BOARD
2025 REGULAR MEETING SCHEDULE
Third Tuesday of the Month**

RESOLVED: To adopt the 2025 Regular Meeting Schedule of the Village of Lake Orion Downtown Development Authority Board as follows:

- Tuesday, January 21, 2025
- Tuesday, February 18, 2025
- Tuesday, March 18, 2025
- Tuesday, April 15, 2025
- Tuesday, May 20, 2025
- Tuesday, June 17, 2025
- Tuesday, July 15, 2025
- Tuesday, August 19, 2025
- Tuesday, September 16, 2025
- Tuesday, October 21, 2025
- Tuesday, November 18, 2025
- Tuesday, December 16, 2025

**ALL MEETINGS WILL BE HELD AT THE
VILLAGE OF LAKE ORION COUNCIL CHAMBERS
21 E. CHURCH STREET
LAKE ORION MICHIGAN
AND BEGIN AT 6:30 PM**

BE IT FURTHER RESOLVED: To direct the Village Clerk to post the Public Notice of the Regular Meeting Schedule in accordance with Section 5(2) of the Michigan Open Meetings Act.

SECONDED BY:

AYES:

NAYS:

ABSENT:



DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Main Street Now Conference 2025

BACKGROUND BRIEF:

The National Main Street Conference, Main Street Now, is being held in Philadelphia, PA April 7-9, 2025. This is an educational and networking program that allows staff leadership opportunities to expand our insight and ability to be a preeminent Main Street community.

FINANCIAL IMPACT:

The estimated costs for Matt Gibb and Janet Bloom to attend is

Registration: \$465/attendee (paid/reimbursed by Main Street Oakland County)

Airfare: \$300/person = \$600 Alt. Mileage 1240 miles x \$0.67= \$830

Lodging: \$259/night per room = \$2,072

Transfers: \$200

The estimated total cost of attendance, including any necessary reimbursements, is \$2,872. The DDA has budgeted \$5000 for education and training in 248-260-957-000

RECOMMENDED MOTION:

Moved to approve the travel and attendance of Matthew Gibb and Janet Bloom to the MainStreet NOW Conference in Philadelphia, PA April 7-9, 2025, at a cost, including any reimbursements, not to exceed \$3500, with funding to be paid from 248-260-957-000.



CONFERENCE THEMES

In addition to perennial Main Street Approach content, the Main Street Now 2025 agenda will highlight one core theme and three related sub-themes:

A Healthy Main Street Movement

Main Streets are the hearts of our communities. They are hubs of innovation and creativity, where the dreams of entrepreneurs become local institutions serving vital community needs. They are gathering places, bringing together people from across the street and across town. They are places of shared memory and cultural expression that carry the stories of generations through permanent public art installations and temporal events. In these ways, and so many more, Main Streets both reflect and shape individual and community health. And just like people, Main Streets require care, nurturing, and attention to reach their full potential. To foster healthy Main Streets, we must bring people together to encourage deeper connection, drive future-focused solutions by exploring innovative approaches, and create a sustainable Movement where everyone can fully participate and thrive.

Connect

Connection is a powerful tool that can help us name and achieve shared goals for our Main Streets. Philadelphia's focus on active transportation and unparalleled public art program provides a rich backdrop for exploring the importance of designing people-centered districts. Accessible infrastructure, welcoming public spaces, and arts programming are examples of proven ways to help create vibrant, inclusive communities. Cultivating these ways to connect not only nurtures social bonds, but also promotes healthy, cohesive Main Streets where everyone feels supported, represented, and valued.

Innovate

We need fresh, creative ideas to meet the new and longstanding challenges impacting our communities. Innovation can take many forms, from using new technologies to thinking outside of the box. Whether creating accessible spaces and getting people involved or supporting grow-from-within economies and building resilient communities, innovation champions healthier Main Streets—ensuring that our communities thrive physically, socially, and economically for generations to come.

Sustain

Sustainability weaves together many threads of Main Street work. It means taking care of our local leaders by providing them with the support, resources, and work/life balance they need to be happy and successful. It means protecting our environmental health by investing in green technology and preparing for the impacts of climate change. It means supporting entrepreneurs and small business leaders to promote resiliency, equitable growth, and strong local economies. From our people to the planet, a holistic approach to sustainability secures a healthy present and future for our Main Streets.



Philadelphia Marriott Downtown

1201 Market Street (Guest entrance at 1200 Filbert Street)

(215) 625-2900

Group rate: \$259 per night*

Located in the heart of City Center, Philadelphia Marriott Downtown makes the entire city easily accessible. Amenities include spacious and welcoming rooms, free Wi-Fi, a fitness center and indoor pool, and an on-site restaurant/bar, bowling alley, arcade, and art gallery.



DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Financial Reports

See attached Reports:

248 Fund Balance Sheet (General DDA Fund)

301 Fund Balance Sheet (DDA Bond 2023 Fund)

404 Fund Balance Sheet (Property Acquisition Fund)

Revenue and Expenditure Report

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

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

RECOMMENDED MOTION: Receive and File the financial reports for November 2024.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2024
 % Fiscal Year Completed: 41.92

Section 6, Item C.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bdg 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	0.00	0.00	0.00	0.00
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
248-000-582-000	Intergovernment - Police	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	2,500.00	4,581.13	(0.67)	(2,081.13)	183.25
248-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	169,436.00	0.00	0.00	169,436.00	0.00
248-000-676-592	Reimbursement -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	0.00	16,956.94	250.00	(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	2,190.00	0.00	32,810.00	6.26
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	377.76	0.00	18,122.24	2.04
248-000-686-002	Flower Fair Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	OktoberFest Revenue	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-005	Babes On Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-006	Electrical Vehicles	500.00	743.02	324.43	(243.02)	148.60
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	100.00	0.00	400.00	20.00
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	600.00	(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		1,298,065.00	698,864.80	1,173.76	599,200.20	53.84
Revenues		1,298,065.00	698,864.80	1,173.76	599,200.20	53.84
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	80,000.00	30,769.60	6,153.92	49,230.40	38.46
248-260-701-019	COVID 19 PAYROLL	0.00	0.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordinator	37,188.00	4,250.45	0.00	32,937.55	11.43
248-260-706-000	Asst. Executive Director wages	71,000.00	27,308.00	5,461.60	43,692.00	38.46
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	4,942.26	888.60	9,867.74	33.37
248-260-716-000	Health Insurance- Medical	12,000.00	0.00	0.00	12,000.00	0.00
248-260-717-000	Life & Disability Insurance	1,320.00	1,209.82	126.80	110.18	91.65
248-260-718-000	Dental Insurance	770.00	0.00	0.00	770.00	0.00
248-260-719-000	Pension	5,632.00	3,003.88	546.16	2,628.12	53.34
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 11/30/2024

% Fiscal Year Completed: 41.92

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

Section 6, Item C.

GL Number	Description	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-721-000	Vision Care	143.00	0.00	0.00	143.00	0.00
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	15,000.00	4,408.00	0.00	10,592.00	29.39
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	0.00	0.00	60,000.00	0.00
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	15,000.00	0.00	15,000.00	50.00
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	35,000.00	0.00	35,000.00	50.00
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code En	21,000.00	0.00	0.00	21,000.00	0.00
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	461.90	0.00	19,538.10	2.31
248-260-801-023	Contract Services-DPW event support	10,000.00	300.00	0.00	9,700.00	3.00
248-260-801-033	Contract Services-DPW snow removal	12,000.00	0.00	0.00	12,000.00	0.00
248-260-805-000	Audit Fees	2,500.00	1,990.00	0.00	510.00	79.60
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	1,344.45	178.14	4,655.55	22.41
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	1,157.96	687.22	2,342.04	33.08
248-260-900-000	Printing and Publication	500.00	0.00	0.00	500.00	0.00
248-260-920-000	Utilities	4,500.00	2,272.64	145.56	2,227.36	50.50
248-260-921-000	Municipal Street Lighting	6,500.00	3,086.20	711.72	3,413.80	47.48
248-260-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	400.00	281.29	24.65	118.71	70.32
248-260-940-000	Equipment Rental	250.00	68.29	0.00	181.71	27.32
248-260-941-000	Office Rent	14,000.00	8,400.00	0.00	5,600.00	60.00
248-260-942-000	Office Expenses	4,500.00	150.01	0.00	4,349.99	3.33
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	602.88	0.00	942.12	39.02
248-260-957-000	Education & Training	5,000.00	713.99	700.00	4,286.01	14.28
248-260-958-000	General Activities Misc	350.00	205.83	0.00	144.17	58.81
248-260-958-019	Covid General Activities	0.00	0.00	0.00	0.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	1,000.00	54.42	54.42	945.58	5.44
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	67,616.00	0.00	0.00	67,616.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 260 - GENERAL ACTIVITIES		604,524.00	152,080.53	15,678.79	452,443.47	25.16
Department: 725 ORGANIZATION						
248-725-822-000	Newsletter	1,800.00	65.00	0.00	1,735.00	3.61
248-725-824-000	Volunteer Recognition & Dvp.	1,000.00	321.96	0.00	678.04	32.20
248-725-825-000	Gift Certificate Redemption	5,000.00	625.00	155.00	4,375.00	12.50
248-725-826-000	Historic Celebration/Education	1,000.00	0.00	0.00	1,000.00	0.00
248-725-827-000	Awareness Program	1,500.00	217.97	68.24	1,282.03	14.53
248-725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2024

% Fiscal Year Completed: 41.92

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

Section 6, Item C.

GL Number	Description	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 725 ORGANIZATION						
248-725-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	0.00
248-725-881-000	Merchandise to Sell	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 725 - ORGANIZATION		11,300.00	1,229.93	223.24	10,070.07	10.88
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	1,500.00	1,227.18	16.96	272.82	81.81
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	2,680.24	475.00	2,819.76	48.73
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	6,755.50	3,233.92	67.66
248-726-975-001	Capital Outlay - Beautification	5,000.00	204.62	84.74	4,795.38	4.09
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-975-019	Covid Capital Outlay	0.00	0.00	0.00	0.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	0.00	0.00	0.00	0.00	0.00
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	0.00	0.00	0.00	0.00	0.00
Total Dept 726 - DESIGN		52,680.00	11,542.77	7,332.20	41,137.23	21.91
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	4,490.00	4,490.00	30,010.00	13.01
248-728-860-000	Trolley Expense	22,000.00	0.00	0.00	22,000.00	0.00
248-728-861-000	Survey Expense	468.00	0.00	0.00	468.00	0.00
248-728-862-000	Training Materials	500.00	0.00	0.00	500.00	0.00
248-728-864-000	Grant & Scholarship Distribution	12,500.00	0.00	0.00	12,500.00	0.00
248-728-886-000	Marketing Materials	2,500.00	0.00	0.00	2,500.00	0.00
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	750.00	60.00	0.00	690.00	8.00
248-728-888-000	Brand Marketing	50,000.00	8,738.25	1,749.00	41,261.75	17.48
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		133,218.00	13,561.14	6,239.00	119,656.86	10.18
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	940.10	940.10	1,559.90	37.60
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	7,500.00	0.00	0.00	7,500.00	0.00
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	250.00	0.00	0.00	250.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,100.00	3,111.22	3,111.22	8,988.78	25.71
248-729-880-013	SD Nights- Stronger Together Winter	2,500.00	384.76	384.76	2,115.24	15.39
248-729-880-014	Octoberfest	1,500.00	128.14	0.00	1,371.86	8.54
248-729-880-015	Winter Activities	12,000.00	0.00	0.00	12,000.00	0.00
248-729-880-016	Athletic Events-other	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-017	Movie Night	3,000.00	1,707.69	0.00	1,292.31	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2024

% Fiscal Year Completed: 41.92

Section 6, Item C.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 729 PROMOTION						
248-729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	5,000.00	0.00	0.00	5,000.00	0.00
248-729-885-000	Port-A-Johns	3,500.00	1,007.50	0.00	2,492.50	28.79
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		69,350.00	18,284.12	4,436.08	51,065.88	26.36
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	370.68	52,704.32	0.70
248-730-975-003	DDA Capital Outlay	5,500.00	730.06	251.19	4,769.94	13.27
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	30,000.00	0.00	0.00	30,000.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	9,000.00	0.00	0.00	9,000.00	0.00
248-730-975-015	Capital Outlay- outdoor Sound	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 730		519,284.00	1,100.74	621.87	518,183.26	0.21
Expenditures		1,390,356.00	197,799.23	34,531.18	1,192,556.77	14.23
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,298,065.00	698,864.80	1,173.76	599,200.20	
TOTAL EXPENDITURES		1,390,356.00	197,799.23	34,531.18	1,192,556.77	
NET OF REVENUES & EXPENDITURES:		(92,291.00)	501,065.57	(33,357.42)	(593,356.57)	
BEG. FUND BALANCE		498,200.06	498,200.06			
END FUND BALANCE		405,909.06	999,265.63			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2024
 % Fiscal Year Completed: 41.92

Section 6, Item C.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bdgt Used
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023						
Account Category: Revenues						
Department: 000 REVENUE						
301-000-300-001	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	900.00	589.80	0.00	310.20	65.53
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	589.80	0.00	420,019.20	0.14
Revenues		420,609.00	589.80	0.00	420,019.20	0.14
Account Category: Expenditures						
Department: 901 905						
301-901-805-000	Audit fees	0.00	0.00	0.00	0.00	0.00
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	500,000.00	52,105.63	1,277.57	447,894.37	10.42
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital outlay - Buildings	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - 905		500,000.00	52,105.63	1,277.57	447,894.37	10.42
Department: 905 Downtown Dev Bond 2023						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	0.00	0.00	0.00	0.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	0.00	0.00	0.00	0.00	0.00
301-905-745-001	Property taxes-Orion Twp	0.00	0.00	0.00	0.00	0.00
301-905-920-000	utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA bonds Taxable	60,000.00	38,454.50	0.00	21,545.50	64.09
301-905-992-004	2023 DDA BONDS TAX EXEMPT	150,000.00	66,400.00	0.00	83,600.00	44.27
301-905-993-001	2023 DDA bond taxable interest	76,910.00	0.00	0.00	76,910.00	0.00
301-905-993-002	2023 DDA tax exempt bond interest	132,800.00	0.00	0.00	132,800.00	0.00
Total Dept 905 - Downtown Dev Bond 2023		419,710.00	104,854.50	0.00	314,855.50	24.98
Expenditures		919,710.00	156,960.13	1,277.57	762,749.87	17.07
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		420,609.00	589.80	0.00	420,019.20	
TOTAL EXPENDITURES		919,710.00	156,960.13	1,277.57	762,749.87	
NET OF REVENUES & EXPENDITURES:		(499,101.00)	(156,370.33)	(1,277.57)	(342,730.67)	
BEG. FUND BALANCE		4,944,949.68	4,944,949.68			
END FUND BALANCE		4,445,848.68	4,788,579.35			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 11/30/2024

% Fiscal Year Completed: 41.92

Section 6, Item C.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 11/30/2024	Activity For 11/30/2024	Available Balance 11/30/2024	% Bdgt Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	37.37	0.00	(37.37)	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	37.37	0.00	(37.37)	100.00
Revenues		0.00	37.37	0.00	(37.37)	100.00
Account Category: Expenditures						
Department: 901 905						
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00
404-901-901-000	Debt Service- Parking Deck	0.00	0.00	0.00	0.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	169,436.00	0.00	0.00	169,436.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - 905		169,436.00	0.00	0.00	169,436.00	0.00
Expenditures		169,436.00	0.00	0.00	169,436.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		0.00	37.37	0.00	(37.37)	
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	
NET OF REVENUES & EXPENDITURES:		(169,436.00)	37.37	0.00	(169,473.37)	
BEG. FUND BALANCE		326,840.70	326,840.70			
END FUND BALANCE		157,404.70	326,878.07			
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,718,674.00	699,491.97	1,173.76	1,019,182.03	
TOTAL EXPENDITURES - ALL FUNDS		2,479,502.00	354,759.36	35,808.75	2,124,742.64	
NET OF REVENUES & EXPENDITURES:		(760,828.00)	344,732.61	(34,634.99)	(1,105,560.61)	

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 11/30/2024

Section 6, Item C.

GL Number	Description	YTD Balance 11/30/2023	11/30/2024
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
Account Classification: CASH CHECKING			
248-000-001-000	Cash	448.11	568.96
248-000-007-000	Payroll-checking	(100.00)	(250.00)
	CASH CHECKING	348.11	318.96
Account Classification: CASH SAVINGS			
248-000-002-000	Cash Savings	392,646.54	444,428.70
248-000-010-000	Investment/LGIP County Inv	402,365.11	411,839.34
248-000-011-000	Cash - Payroll Savings	6,431.43	(870.31)
	CASH SAVINGS	801,443.08	855,397.73
	Total Assets	801,791.19	855,716.69
*** Liabilities ***			
Account Classification: ACCOUNTS PAYABLE			
248-000-202-000	Accounts Payable	779.87	0.00
	ACCOUNTS PAYABLE	779.87	0.00
Account Classification: ACCRUED AND OTHER LIAB			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
	ACCRUED AND OTHER LIAB	400.00	400.00
	Total Liabilities	1,179.87	400.00
*** Fund Equity ***			
Account Classification: FUND BALANCE			
248-000-390-000	Fund Balance - Unassigned	498,200.06	498,200.06
	FUND BALANCE	498,200.06	498,200.06
	Total Fund Equity	498,200.06	498,200.06
Total Fund 248:			
TOTAL ASSETS		801,791.19	855,716.69
BEG. FUND BALANCE - 23-24		498,200.06	498,200.06
+ NET OF REVENUES/EXPENDITURES - 23-24		0.00	(143,948.94)
+ NET OF REVENUES & EXPENDITURES		302,411.26	501,065.57
= ENDING FUND BALANCE		800,611.32	855,316.69
+ LIABILITIES		1,179.87	400.00
= TOTAL LIABILITIES AND FUND BALANCE		801,791.19	855,716.69

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 11/30/2024

Section 6, Item C.

GL Number	Description	YTD Balance 11/30/2023	11/30/2024
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023			
*** Assets ***			
Account Classification: CASH CHECKING			
301-000-001-000	Cash	56,386.80	56,386.80
	CASH CHECKING	56,386.80	56,386.80
Account Classification: CASH SAVINGS			
301-000-002-000	CASH	2,709,407.64	2,584,628.09
	CASH SAVINGS	2,709,407.64	2,584,628.09
Total Assets		2,765,794.44	2,641,014.89
*** Liabilities ***			
Account Classification: DUE TO INTERFUND			
301-000-214-101	Due to General Fund	6.15	1,969.18
	DUE TO INTERFUND	6.15	1,969.18
Account Classification: Unclassified			
301-000-217-101	DUE TO GENERAL FUND	0.00	603.57
	Unclassified	0.00	603.57
Total Liabilities		6.15	2,572.75
*** Fund Equity ***			
Account Classification: FUND BALANCE			
301-000-390-000	Fund Balance - Unassigned	4,944,949.68	4,944,949.68
	FUND BALANCE	4,944,949.68	4,944,949.68
Total Fund Equity		4,944,949.68	4,944,949.68
Total Fund 301:			
TOTAL ASSETS		2,765,794.44	2,641,014.89
BEG. FUND BALANCE - 23-24		4,944,949.68	4,944,949.68
+ NET OF REVENUES/EXPENDITURES - 23-24		0.00	(2,150,137.21)
+ NET OF REVENUES & EXPENDITURES		(2,179,161.39)	(156,370.33)
= ENDING FUND BALANCE		2,765,788.29	2,638,442.14
+ LIABILITIES		6.15	2,572.75
= TOTAL LIABILITIES AND FUND BALANCE		2,765,794.44	2,641,014.89

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 11/30/2024

Section 6, Item C.

GL Number	Description	YTD Balance	
		11/30/2023	11/30/2024
Fund: 404 DDA PROPERTY ACQUISITION			
*** Assets ***			
Account Classification: CASH SAVINGS			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,403.37	169,502.24
	CASH SAVINGS	169,403.37	169,502.24
	Total Assets	169,403.37	169,502.24
*** Fund Equity ***			
Account Classification: FUND BALANCE			
404-000-390-000	Fund Balance - Unassigned	326,840.70	326,840.70
	FUND BALANCE	326,840.70	326,840.70
	Total Fund Equity	326,840.70	326,840.70
Total Fund 404:			
TOTAL ASSETS		169,403.37	169,502.24
BEG. FUND BALANCE - 23-24		326,840.70	326,840.70
+ NET OF REVENUES/EXPENDITURES - 23-24		0.00	(157,375.83)
+ NET OF REVENUES & EXPENDITURES		(157,437.33)	37.37
= ENDING FUND BALANCE		169,403.37	169,502.24
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		169,403.37	169,502.24



DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Bill Approval

ATTACHED:

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

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

RECOMMENDED MOTION: (Roll Call)

To approve disbursements in the amount of \$32,188.92 for November 2024.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 11/01/2024 - 11/30/2024

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	463.74	33953
248-000-228-001	Remittance	IRS	Remittance Check	84.22	367
248-000-228-001	Remittance	IRS	Remittance Check	84.22	367
248-000-228-002	Remittance	IRS	Remittance Check	360.08	367
248-000-228-002	Remittance	IRS	Remittance Check	360.08	367
248-000-230-000	Remittance	IRS	Remittance Check	414.12	367
248-000-232-000	Remittance	AMERICAN UNITED LIFE INSUR	Remittance Check	126.80	34007
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	33951
248-000-539-000	GRANT FOR ECONOMIC DEVT	ROSES OF SILVERBELL	GRANT FROM MAIN STREET OC	775.00	34000
Total Department 000 REVENUE				2,804.80	
Department: 260 GENERAL ACTIVITIES					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	546.16	33960
248-260-823-000	FLOWCODE BC2953D1-0031	COMERICA BANK	CREDIT CARD - DDA	9.95	270
248-260-823-000	SNAP RETAIL - EMAIL MKT -	COMERICA BANK	CREDIT CARD - DDA	65.00	270
248-260-823-000	CLICKUP - SFTWARE - RECURR	COMERICA BANK	CREDIT CARD - DDA	57.00	270
248-260-823-000	IONOS 202051858892	COMERICA BANK	CREDIT CARD - DDA	25.00	270
248-260-823-000	ADOBE 2909256491	COMERICA BANK	CREDIT CARD - DDA	21.19	270
248-260-851-000	BILL#733025 - MISWITCH PHO	COMERICA BANK	CREDIT CARD - DDA	90.13	270
248-260-851-000	COMCAST 8529101420028897	COMERICA BANK	CREDIT CARD - DDA	401.34	270
248-260-851-000	ACCT 8529101420028897 - 11	COMCAST		195.75	33971
248-260-920-000	ACCT 910018071613 - 118 N	DTE ENERGY		61.74	33920
248-260-920-000	ACCT 100062995376 - 118 N	CONSUMERS ENERGY	UTILITY	83.82	33972
248-260-921-000	ACCT 910040951824 - 380 S	DTE ENERGY	STREET LIGHTS	34.28	33976
248-260-921-000	ACCT 910040951774 - 38 S W	DTE ENERGY	STREET LIGHTS	49.54	33976
248-260-921-000	ACCT 910040951725 - 22 SHA	DTE ENERGY	STREET LIGHTS	140.32	33976
248-260-921-000	ACCT 910040951659 - 38 FLI	DTE ENERGY	STREET LIGHTS	408.72	33976
248-260-921-000	ACCT 910040951600 - 491 S	DTE ENERGY	STREET LIGHTS	78.86	33976
248-260-930-002	INV 92521 - 118 N BORADWAY	Darwe1 ENTERPRISES LLC	FLOOR MATS	24.65	33918
248-260-957-000	INV #E3201 - MDA TRAINING	MICHIGAN DOWNTOWN ASSOC	STAFF TRAINING	700.00	33932
248-260-962-000	PARKING FEES - CONFERENCE	JANET BLOOM	MDA ANNUAL CONFERENCE	54.42	33987
Total Department 260 GENERAL ACTIVITIES				3,047.87	
Department: 725 ORGANIZATION					
248-725-825-000	DOWNTOWN DOLLARS (3999,459	GREEN HIPPO GIFTS	DOWNTOWN DOLLARS	75.00	33925
248-725-825-000	DOWNTOWN DOLLARS CERT 950	OAT SODA	DOWNTOWN DOLLARS REIMB	30.00	33996
248-725-825-000	DOWNTOWN DOLLAR CERTS 4275	HANSON'S RUNNING SHOP	DOWNTOWN DOLLARS REIMB	50.00	33984
248-725-827-000	ANITAS- BUY MICHIGAN NOW P	COMERICA BANK	CREDIT CARD - DDA	68.24	270
Total Department 725 ORGANIZATION				223.24	
Department: 726 DESIGN					
248-726-745-000	MULCH	JANET BLOOM	REDO MULCH BY WINE SOCIAL	16.96	33929
248-726-801-000	INV 2774 - 118 N BROADWAY	CARPET SHINE	CLEANING SERVICE	475.00	33911
248-726-883-000	INV 2674 - BANNERS	EPRINT SOLUTION LLC	WITCHES NIGHT	91.50	33922
248-726-883-000	INV 1032 SEASONAL LIGHT IN	ILLUMILAWN YARD SERVICES	INSTALL OF HOLIDAY LIGHTING	6,586.00	33986
248-726-883-000	INV 2664 HALLOWEEN BANNERS	EPRINT SOLUTION LLC	HALLOWEEN BANNERS	78.00	33977
248-726-975-001	10/15/24	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES OCTOBER	119.88	33926
248-726-975-001	HOME DEPOT - REPAIR GAZEBO	COMERICA BANK	CREDIT CARD - DDA	84.74	270
Total Department 726 DESIGN				7,452.08	
Department: 728 ECONOMIC DEVELOPMENT					

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 11/01/2024 - 11/30/2024

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: 728 ECONOMIC DEVELOPMENT					
248-728-801-000	AGING BALANCE ON CONTRACT	HUDSON COLLECTIVE	AGING BALANCE ON CONTRACT	4,490.00	33985
248-728-888-000	FACEBOOK META AD	COMERICA BANK	CREDIT CARD - DDA	93.00	270
248-728-888-000	VIEW NEWS - INV 365831	VIEW NEWSPAPER GROUP	NEWSPAPER ADS	1,656.00	33950
Total Department 728 ECONOMIC DEVELOPMENT				6,239.00	
Department: 729 PROMOTION					
248-729-880-004	GL ACE - EVENT SUPPLIES (COMERICA BANK	CREDIT CARD - DDA	64.63	270
248-729-880-004	GL ACE - EVEENT SUPPLIES (COMERICA BANK	CREDIT CARD - DDA	50.41	270
248-729-880-004	ANMZ 113-4978568-6041036 -	COMERICA BANK	CREDIT CARD - DDA	330.06	270
248-729-880-004	YATES CIDER - HALLOWEEN	COMERICA BANK	CREDIT CARD - DDA	495.00	270
248-729-880-012	EWING 23910265 - HOLIDAY L	COMERICA BANK	CREDIT CARD - DDA	3,111.22	270
248-729-880-013	DJ SERVICE	GARRETT HOFFMAN	WITCHES NIGHT	300.00	33924
248-729-880-013	WITCHES NIGHT GIVEAWAY (EA	OXFORD DDA	STRONGER TOGETHER PROMO	84.76	33941
Total Department 729 PROMOTION				4,436.08	
Department: 730					
248-730-975-000	HOME DEPOT - WM83845753 -	COMERICA BANK	CREDIT CARD - DDA	370.68	270
248-730-975-003	ORDER 13160677 - PARKING L	COMERICA BANK	CREDIT CARD - DDA	145.25	270
248-730-975-003	LED STRING LIGHTS	MATTHEW GIBB	ROLL OFF DUMPSTER AND LED STRING LIGH	105.94	33931
Total Department 730				621.87	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				24,824.94	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 905					
301-901-950-000	INV 756577-003 - DUMPSTER	COMERICA BANK	CREDIT CARD - DDA	574.00	270
301-901-950-000	UPS - RFP COPIES	COMERICA BANK	CREDIT CARD - DDA	29.57	270
301-901-950-000	WASTE DUMPSTER INV #758879	MATTHEW GIBB	ROLL OFF DUMPSTER AND LED STRING LIGH	574.00	33931
301-901-950-000	WASTE DUMPSTER INV #756577	MATTHEW GIBB	ROLL OFF DUMPSTER AND LED STRING LIGH	100.00	33931
Total Department 901 905				1,277.57	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				1,277.57	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 11/01/2024 - 11/30/2024

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	24,824.94	
301			DOWNTOWN DEV BOND PROJECT 2023	1,277.57	
		Total For All Funds:		<u>26,102.51</u>	

October 2024 Credit Card Report				
Trans Date	Merchant	GL#	Explanation	Amount
10/1/2024	MISwitch Comm	248-260-851-000	Phones	\$ 90.13
10/1/2024	Roll Off Dumpster	301-901-950-000	Lumberyard	\$ 574.00
10/2/2024	Dri Signs	248-730-975-003	Parking Lot sign	\$ 145.25
10/6/2024	Home Depot	248-730-975-000	DPW	\$ 370.68
10/7/2024	Flowcode	248-260-823-000	Website/software (monthly)	\$ 9.95
10/8/2024	Facebook ad	248-728-888-000	Advertising	\$ 2.00
10/8/2024	Facebook ad	248-728-888-000	Advertising	\$ 2.00
10/9/2024	Facebook ad	248-728-888-000	Advertising	\$ 2.00
10/9/2024	Facebook ad	248-728-888-000	Advertising	\$ 2.00
10/9/2024	Facebook ad	248-728-888-000	Advertising	\$ 2.00
10/9/2024	Facebook ad	248-728-888-000	Advertising	\$ 2.00
10/9/2024	Facebook ad	248-728-888-000	Advertising	\$ 2.00
10/10/2024	Facebook ad	248-728-888-000	Advertising	\$ 3.00
10/10/2024	Facebook ad	248-728-888-000	Advertising	\$ 3.00
10/10/2024	Facebook ad	248-728-888-000	Advertising	\$ 3.00
10/10/2024	Facebook ad	248-728-888-000	Advertising	\$ 3.00
10/11/2024	Facebook ad	248-728-888-000	Advertising	\$ 5.00
10/15/2024	Facebook ad	248-728-888-000	Advertising	\$ 10.00
10/14/2024	Great Lakes Ace	248-729-880-004	Halloween event supplies	\$ 64.63
10/14/2024	Great Lakes Ace	248-729-880-004	Halloween event supplies	\$ 50.41
10/13/2024	Facebook ad	248-728-888-000	Advertising	\$ 10.00
10/14/2024	Facebook ad	248-728-888-000	Advertising	\$ 10.00
10/12/2024	Facebook ad	248-728-888-000	Advertising	\$ 7.00
10/12/2024	Amazon	248-729-880-004	Halloween event supplies	\$ 330.06
10/12/2024	SnapRetail	248-260-823-000	Website/software (monthly)	\$ 65.00
10/13/2024	ClickUP	248-260-823-000	Software (monthly)	\$ 57.00
10/11/2024	Facebook ad	248-728-888-000	Advertising	\$ 5.00
10/12/2024	Facebook ad	248-728-888-000	Advertising	\$ 7.00
10/14/2024	The Home Depot	248-726-975-001	Repair Gazebo lights	\$ 84.74
10/16/2024	Facebook ad	248-728-888-000	Advertising	\$ 11.00
10/16/2024	Yates Cider Mill	248-729-880-004	Halloween event supplies	\$ 495.00
10/22/2024	IONOS	248-260-823-000	Software (monthly)	\$ 25.00
10/22/2024	Adobe	248-260-823-000	Software (monthly)	\$ 21.19
10/24/2024	Comcast	248-260-851-000	Wifi/internet (monthly)	\$ 401.34
10/25/2024	Ewing Irrigation	248-729-880-012	Holiday String Light replacement	\$ 3,111.22
10/29/2024	Anita's Kitchen	248-725-827-000	Buy Michigan Now planning mtg	\$ 68.24
10/30/2024	The UPS Store	301-901-950-000	RFP Copies	\$ 29.57
			TOTAL	\$ 6,086.41



DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Lumber Yard Project - Change Order(s)

BACKGROUND BRIEF:

Each year the Lake Orion Downtown Development Authority, on motion of its chair, seeks nominations and election of officers for the organization. This generally occurs in November, but was delayed until December to allow the newly elect Village Council President the opportunity to assess, consider and appoint those members whose board terms had expired. Council accepted and adopted the appointments of the Council President and the full Board is now available for nomination and election.

Current Officers are: Debbie Burgess, Board Chair
Sam Caruso, Vice-Chair
Hank Lorant, Secretary
Matt Shell, Treasurer

Prior service does not automatically result in a new nomination. Any member of the Board can be nominated for a position, and Members may nominate themselves.

ACTION STEPS:

1. Declaration by the DDA Board Chair to Open Nominations for the positions of Chair, Vice-Chair, Secretary and Treasurer. These positions can be acted upon individually or as a slate. Nominations do not need to be by motion/second.
2. If by individual position: accept all offered nominations and close nominations.
If by Slate: accept all names comprising the slate and close nominations
3. By Motion, the position or slate is offered for election, the Board votes. This does not have to be a unanimous vote.

RECOMMENDED MOTION:

Move to cast a unanimous ballot for (name an individual member) for the position of (position). If done as a slate name all four names and positions, followed by as a "slate".

Meets	2nd Tuesday of Each Month at 6:30 pm except where noted on present calendar	
Regulated by	Public Act (PA) 57 of 2018 and Ordinance No. 35.01, 36.01, 36.02	
Membership	Nine Members	
	Village Council President	Appointment shall be made by Village Council President
	(8) Specific requirements	At least five (5) shall be persons having an interest in property located in the downtown district. (PI)
		At least one (1) member must be a resident of the District (RI)
	Maximum two (2) members at large	
Terms	Village Council President: runs from election to election	
	Other members: Four (4) years	
Vacancies	Appointment shall be made by Village Council President for the unexpired term	
Offices	Chairman, Vice-Chairman, Secretary, and Treasurer	
	Elected each November for one-year terms	

DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEMBERS

Member	Address/Email	Telephone	Appointed	Offices Held	Term Expires
Deborah Burgess (PI) Chairperson Owner Builders Custom Flooring	11 S. Broadway (Work)	(248)969-2764 (Home)	11/9/2009	<u>Secretary</u>	
			10/15/2013	12/9/2014	10/31/2017
	1317 E. Drahner Rd. Oxford, MI 48371 (Home)	(248) 814-9663 (Work)	10/23/2017	11/10/2015	10/31/2021
	dyburgess60@yahoo.com	(248) 701-8322 (Cell)	11/9/2021	<u>Vice chair</u>	10/31/2025
		FAX: (248) 814-9664		11/22/2016 <u>Chair</u> 11/14/2017 11/13/2018 11/12/2019 11/10/2020 12/14/2021	
Sam Caruso (PI) Vice Chair Owner Caruso Chiropractic	25 S. Lapeer Lake Orion 48362 (Work)	248-693-4800 (work)	4/9/2019	<u>Secretary</u>	10/31/2020
		(269) 343-1929 (Cell)	9/28/2020	11/12/2019	10/31/2024
	chirosam@sbcglobal.net			11/10/2020	10/31/2028
				<u>Vice Chair</u> 12/14/2021	
Matthew Shell (At Large) Treasurer	514 N Broadway Lake Orion 48362 matthew.shell@magna.com	248-321-0311 (Cell)	10/14/2019	<u>Treasurer</u> 11/12/2019 <u>Vice Chair</u> 11/10/2020 <u>Treasurer</u> 12/14/2021	10/31/2023 10/31/2027
Hank Lorant Resident of district Secretary Orion Art Center	218 S. Broadway Street hlorant@me.com	248-703-8606	11/9/2021	<u>Secretary</u> 12/14/2021	10/31/2025
Jerry Narsh Village Council President elected official	433 E. Shadbolt Street Lake Orion, MI 48362 (Home) narshj@lakeorion.org	248-884-0911 (cell)	Automatic appointment		10/31/2026

DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEMBERS, Continued						
Member	Address/Email	Telephone	Appointed	Offices Held	Term Expires	
Chris Barnett Orion Township Supervisor (PI) elected official	c/o Charter Township of Orion 2525 Joslyn Rd. Lake Orion MI 48360 cbarnett@oriontownship.org	(248) 391-0867 (248) 391-0304 ext 201 (248) 766-1918 (cell)	11/26/2012 11/9/2015 10/14/2019			10/31/2015 10/31/2019 10/31/2024 10/31/2028
Lloyd Coe (PI) Owner Ed's Broadway Gift & Costume	2. S. Broadway (Work) 544 Barron Dr. Lake Orion 48362 lloydcoe@sbcglobal.net	(248)693-4220 (248)563-4839 (Mobile)	11/13/2018			10/31/2022 10/31/2026
Alaina Campbell Owner Cookies & Cream	20 Front Street, Lower Level 706 N Long Lake Blvd Lake Orion, MI 48362-1660 alaina@sproutbake.com	248-475-2256	3/14/2022	taking K Horvath term		10/31/2026
Sally Medina Owner Broadway Embroidery	24 N. Broadway sally@broadway-embroidery.com	248-838-8074	3/14/2022	Taking J Sheridan term		10/31/2022 1031/2026

ADMINISTRATIVE STAFF			
Name	Address	Contact	Hired
Matthew Gibb DDA Executive Director gibb@downtownlakeorion.org	118 N. Broadway Lake Orion, MI 48362	248-693-9742 248-693-9749 fx	March 2024 - Present
Janet Bloom DDA Assitant Director bloom@downtownlakeorion.org	118 N. Broadway Lake Orion, MI 48362	248-693-9742	Mar-24 Present Formerly Interim
Emily Dzerielewski DDA Adminstrative Coordinator offcie@downtownlakeorion.org	118 N. Broadway Lake Orion, MI 48362	248-693-9742	Nov-24 Present
Josh Johnson Village Treasurer johnsonj@lakeorion.org	21 E. Church Lake Orion, MI 48362	248-693-8391 x 103	May 2021 - Present
Darwin McClary Village Manager mcclaryd@lakeorion.org	21 E. Church Lake Orion MI 48362	248-693-8391 x 101	November 2022 - Present



DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Lumber Yard Project - Change Order(s)

BACKGROUND BRIEF:

At its Regular Board Meeting of November 19, 2024, the DDA Board authorized the Executive Director to complete, and execute on behalf of the DDA, a contract with TBD Construction Services, Inc. for salvage and deconstruction activities as set forth in the scope of work and proposals that resulted in more than three (3) quotes being received and considered for this Project Phase of the Lumber Yard. That contract was drafted and executed by the parties and is attached to this record.

CHANGE ORDER REQUEST:

1. Following the commencement of work, the barriers implemented to secure the safety of the work site was continuously compromised. At the discretion of the Executive Director, in consultation with the contractor, it was determined that temporary (rental) fencing should be erected to deter public access. The contractor, as it was needed immediately, secured the necessary fencing and installed it.

2. The initial contracted work has been timely and professionally commenced. The result of initial work as to the Office Building reveals that the structure is very much subject to rehabilitation. As that is a goal of this Project, next steps for securing the building, preventing water damage, and readying the building for re-construction is necessary. The director has asked for pricing on the second step of siding removal and storage for later re-use, as well as, installing code compliant outside board, insulation and Tyvek so that a final restoration plan can commence without concern over degradation.,

FINANCIAL IMPACT:

It is recommended that the DD Board approve two change Orders

1. Change Order 24-001. Add Barn 8 to salvage inventory. Add Security Fencing

AMOUNT: \$6,500 ACCOUNT: GL 301-901-950-000

2. Change Order 24-002. Add removal of original siding, dry-in the exterior of the office building.

AMOUNT: \$14,400 ACCOUNT: GL 248-726-980-001

RECOMMENDED MOTION:

The Board finding the proposed Change Order(s) in accord with DDA procurement policy, and necessary to prevent damage, future re-mobilization, and to protect general public safety, the following change order(s) are approved as presented:

Change Order 24-001 in the amount of \$6,500 to be paid from GL 301-901-950-000 -Demolition and Land Improvement.

Change Order 24-002 in the amount of \$14,400 to be paid from 248-726-980-001 - Public Space Grant – General Construction



CHANGE ORDER

LUMBER YARD AT PAINT CREEK
Project Name

215 S BROADWAY
Project Address

TBD CONSTRUCTION
Contractor

24-001
Change Order Number

12-12-2024
Change Order Date

DESCRIPTION OF CHANGES:

(check here and attach additional pages if more space is needed.)

CHANGE: Add Barn 8 (identified on the Demo Inventory) as an additional structure for de-construction, storing all salvaged materials as contracted, and remove from the scope of work the collapsed north wall of building 18.

CHANGE: Add security fencing, rental(6 months) and installation due to safety and trespass issues.

PRICE: Labor \$2,000 Rental Fee Reimbursement \$4,500 TOTAL \$6,500

PRICE. These changes (select one):

- raise the price of the contract to \$ \$23,500 (the original contract included a \$2000 contingency)
- do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

- extend shorten the duration of the project _____ days.
- do not affect the duration of the project.

COMPLETION. The new approximate date of completion is: 12-21-2024

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

Payment for this Change Order will be processed in the first available check run for the Village of Lake Orion in 2025.

Owner Signature

Contractor Signature

Matthew Gibb
Printed Name

Date

Steve Nowicki
Printed Name

Date





TBD CONSTRUCTION
SERVICES INC

PO BOX 5
WAYLAND, MI 49348
616.401.7373

Quote for Temporary Construction Fencing

Fencing: 500 Linear Feet \$4500
Installation: \$1500
Delivery Fee: \$500

Quote is valid until June 6, 2025
If additional time is needed, contact Steve for pricing.

Contact Information:
Amanda Haveman (616)401-7373 amanda@tbdconstruction.com
Keith Schuelke (616)888-4376 keith@tbdconstruction.com
Steve Nowicki (616)706-9354 steve@tbdconstruction.com



CHANGE ORDER

LUMBER YARD AT PAINT CREEK

Project Name

24-002

Change Order Number

215 S BROADWAY

Project Address

12-12-2024

Change Order Date

TBD CONSTRUCTION

Contractor

DESCRIPTION OF CHANGES:

(check here and attach additional pages if more space is needed.)

The initial removal of modern siding materials from the Main Office revealed solid structural integrity and the building is in a condition to be restored in its original scope and aesthetic. In order to close in the original structural elements, and make safe the building while final use and building plans are completed, the original siding must be fully removed and the structure dry sealed, insulated, and wrapped.

CHANGE: Add the removal and salvage of original siding, removal of all non-hazardous insulation, install code based insulation, outside board, and dry wrapping to seal the building. Complete repairs to the east(rear) roofing area to seal off any moisture and reconstruct roofing material with salvaged wood.

PRICE: \$14,400

PRICE. These changes (select one):

- raise the price of the contract to \$ 37,900 (including Change Order 24-001)
- do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

- extend shorten the duration of the project _____ days.
- do not affect the duration of the project.

COMPLETION. The new approximate date of completion is: 12-21-2024

PAYMENT SCHEDULE. These changes will adjust the payment schedule as follows:

Payment for this Change Order will be processed in the first available check run for the Village of Lake Orion in 2025.

Owner Signature

Contractor Signature

Matthew Gibb

Steve Nowicki

Printed Name

Date

Printed Name

Date



Deconstruction and Salvage Agreement

This Deconstruction and Salvage Agreement (hereinafter "Contract", "Agreement") is entered into on November 20, 2024 (the "Effective Date"), by and between the LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY, with an address of 118 N. Broadway St., Lake Orion MI 48362 (hereinafter referred to as the "Client") and TBD CONSTRUCTION SERVICES, Inc., with an address of P.O. Box 5, Wayland MI 49348 (hereinafter referred to as the "Contractor"), also individually referred to as "Party" and collectively "the Parties".

1. **Scope of Services.** The Parties hereby agree that the following Services will be performed at the Client's property, known as the "Lake Orion Lumber Yard" and, having an address of 215 S. Broadway St., Lake Orion MI 48362 (hereinafter "The Property");

Original Office Building.

- a. Removal of all siding and other non-original exterior material, such that a complete assessment of the condition and opportunity for preservation can be completed.
- b. Removal of flooring and ceiling materials such that a complete assessment of the interior of the main office space can be assessed for preservation and reuse.
- c. Additional material removal and/or disposal as agreed.

Restoration Materials.

- d. Removal of multiple barn doors, including hardware and mounting/slider equipment.
- e. Removal of partial walls of collapsing structures to preserve certain historic siding material.
- f. Removal of plank siding boards.
- g. Removal of roofing boards, including the removal of asphalt shingling such that the original roof boards are salvaged
- h. Additional material removal and storage as agreed.

Change in Service Scope ("change order"). Client may request reasonable changes, or additions, to the Services, provided, any such request must be in writing and signed by both Parties. The Client hereby acknowledges that changes to the Services may result in additional charges and affect the schedule set forth herein.

2. **Hazardous Materials.** The Contractor shall be responsible for identifying, containing, and properly abating all hazardous materials, including but not limited to asbestos, lead-based paint, and materials identified in the Hazardous Materials Reports which are incorporated herein, present on the demolition site, in accordance with all applicable federal, state, and local laws and regulations. Prior to commencement, the Contractor shall locate all hazardous materials, develop a detailed abatement plan, and ensure all abatement

activities are performed safely and in compliance with the approved plan. The Contractor shall assume full liability for any costs associated with improper handling or disposal of hazardous materials.

- 3. **General Conditions.** The contractor, to facilitate the proper and safe completion of services, as defined herein, further agrees:
 - a. The Contractor shall be responsible for the removal of all debris, and other waste, created or caused by the performance of services from the Property.
 - b. The Contractor agrees to supervise, oversee, manage and complete all services, with its own staff, personnel and/or employees.
 - c. All safety precautions must be taken by both the Contractor and the Client
 - d. All personnel, employees and subcontractors will be trained for the purpose of performing the Services under the most efficient and safe processes.

4. **Schedule**

The Contractor hereby commits to completing the Services according to the following schedule:

- Start Date: 12/1/24
- Full Completion Date: no later than 12/25/24

5. **Payments**

The Client shall pay Contractor for the services rendered hereunder in accord with the following:

General Services. Upon completion of the scope of services, and verification of all documentation of hazardous materials disposal, Client shall process and pay the entire base fee of \$15,000.

Change Order(s). Upon completion of all services, Contractor shall provide a written statement confirming all agreed upon change order(s), including the cost thereof. Client shall cause the invoiced change order(s) to be paid within 30 days of presentment.

6. **Representations**

- a. **Contractor.** The Contractor represents and affirms that they are duly licensed, in good standing, to perform the services set forth herein, including any environmental handling, disposal or mitigation caused by, or ancillary to, the scope of service. Contractor, in accord with its licensing, hereby agrees to perform the Services in a suitable manner, in compliance with all applicable laws, regulations, codes, restrictive covenants and homeowners' association requirements.
- b. **Client.** The Client hereby agrees that they have a legal right to the Property and that they are either the owner or has the necessary authority to permit all work on the Property. The Client consents that the requested Services are in compliance with all applicable laws, regulations, codes, and restrictive covenants. The Client agrees that they have the financial ability to pay the Contractor for the Services.

7. **Miscellaneous**

- a. **Permit(s).** The Contractor hereby agrees to obtain the permits and approvals required to perform the Services. The Contractor further agrees to support the costs of such permits and approvals. Furthermore, the Contractor agrees to provide the Client with: lien waivers, lien releases and/or acknowledgement of full payment upon receipt of each payment laid out in the Payment Schedule in the aforementioned. The Contractor commits to respecting all the required regulations from the Government or other public authorities for the safety of persons and of the Property. The Contractor agrees to bear responsibility for taking safety precautions when performing the Services.
- b. **Sub-contracting.** The Client understands and agrees that subcontractors may be hired by the Contractor to perform work, provided that the Contractor is fully liable for the remuneration of said subcontractors, as well as fully liable for the proper completion of this Agreement and all results of the subcontractor's work.
- c. **Insurance.** The Contractor vows that they are adequately insured for the safety of its employees/subcontractors and any other kind of loss or injury. The Contractor additionally vows that they are insured for any kind of damages and/or losses experienced at the Property, as the Contractor or its employees/subcontractors perform their Services.
- d. **Indemnity.** The Parties agree to indemnify each other as well as related affiliates, officers, agents, permitted successors and/or employees and assigns against any and all kinds of claims, losses, liabilities, penalties, damages, punitive damages, expenses, reasonable legal fees and costs of any kind whatsoever, which may result from negligence or breach of this Contract by the indemnifying Party, its respective successors and assigns that occur in connection with this Contract.

This section will remain in full force and tact as well as effective after the termination of the Contract by its natural termination or the early termination by either Party.

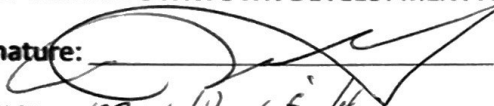
- e. **Events Beyond The Contractor's Control.** In an event in which the Contractor is not able to deliver the Services by the Completion Date, due to reasons that are not under the control of the Contractor (e.g. logistical reasons for supplies deliveries, new laws that are enforced by the Government, etc) OR because of reasons that are beyond the Contractor's control (e.g. fire, acts of God, vandalism, etc.), the Contractor will not have breached this Contract and the Completion Date will be rescheduled accordingly, at a date that is agreeable to both Parties. Consequently, the payment terms will be extended to the same degree to which the Completion Date has been rescheduled.
- f. **Liability Waiver.** If the Contractor or any of its employees/subcontractors or the like are subject to being injured due to the process of performing the Services as part of this Agreement, the Client is exempt from any liability for any of those injures to the

full extent allowed by the law, unless the injury is caused directly by the negligence of the Client.

- g. **Waiver.** The failure by either of the Parties to exercise their rights, power and/or privileges under the terms of this Agreement will not be considered as a waiver of any subsequent/future/other exercises of that right, power and/or privileges.
- h. **Entire Agreement.** This Contract contains the entire agreement and understanding among the Parties hereto with respect to the subject matter hereof. This Contract supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. In the event that the Parties desire to change, add, or modify any of the terms agreed upon in this Contract, they shall do so in writing to be signed by both parties.

The Parties hereby agree to the terms and conditions set forth above in this Contract by their signatures, as follows:

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY

Signature: 
 Name: Matthew S. G.
 Date: 11/21/2024

TBD CONSTRUCTION SERVICES, INC.

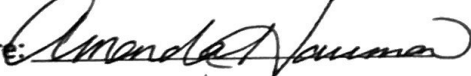
Signature: 
 Name: Amanda Haveman
 Date: 11-26-24

EXHIBIT A
HAZARDOUS MATERIALS REPORT

Found and Verified at www.downtownlakeorion.org/

<https://downtownlakeorion.org/wp-content/uploads/2024/09/Hazardous-Material-Report-for-Former-Lake-Orion-Lumber-Yard-April-2024.pdf>



**TBD CONSTRUCTION
SERVICES INC**

PO BOX 5
WAYLAND, MI 49318
616.1017373

Timeline for Completion: Start date no later than 12/1/24 with completion no later than 12/25/24

Cost: \$15,000 includes all work required for asbestos abatement and salvage needed for the Lake Orion Lumber Company Salvage Project.

Provision: An additional \$2,000 allowance is requested

Contact Information:

Amanda Haveman (616)401-7373 amanda@tbdconstruction.com

Keith Schuelke (616)888-4376 keith@tbdconstruction.com

Steve Nowicki (616)706-9354 steve@tbdconstruction.com



CERTIFICATE OF LIABILITY INSURANCE

Section 8, Item B.

11/26/2024

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 Newwaygo Insurance Agency 8821 S Mason Drive Newwaygo MI 49337		CONTACT NAME: Krista Escalante PHONE (A/C, No, Ext): 231-652-1636 E-MAIL ADDRESS: krista@newwaygoinsurance.com FAX (A/C, No): 231-652-2680
INSURED TBD Construction Services, Inc. Keith Schuelke PO Box 5 Wayland MI 49348		INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Insurance Company NAIC # 10857 INSURER B: Donegal Mut Ins Co 13692 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 20241126104144806 REVISION NUMBER:

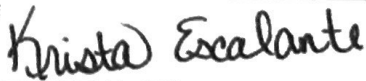
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	CPJ9582190	04/21/2024	04/21/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	1000171306	04/21/2024	04/21/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
B	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	N	1000093493	04/21/2024	04/21/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Lake Orion DDA is listed as Additional Insured. All coverages are subject to the terms and conditions of the policy.

CERTIFICATE HOLDER **CANCELLATION**

Village of Lake Orion 118 N. Broadway St Lake Orion MI 48362	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 
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DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC LO Live Concert Series - 2025

BACKGROUND BRIEF:

The 2024 LO Live Gazebo series has been analyzed and several recommendations incorporated into the planning of the 2025 structure.

1. Add local talent as opening acts
2. Integrate more marketing channels for attendance and SPONSOR data
3. Blend business options into marketing and offer event promotion
4. SPONSOR, SPONSOR, SPONSOR

We are recommending to extend the contract with 20 Front Street to accomplish the booking and promotional goals for the talent side of the program. To take advantage of 2025 booking windows the program needs approval now with costs included in the 25-26 Fiscal Year Budget

FINANCIAL IMPACT:

A proposal for the estimated cost of the contract with 20 Front Street is attached. We traditionally budget \$10,000 for this contract in GL 248-728-880-001. The contract for this program calls for invoicing in the next fiscal budget year. Authorizing this program, at the updated cost estimates, would allow the vendor to book the series and our office to coordinate sponsorship packaging. The contract amount of \$13,000 would be budgeted at that amount, plus a small contingency, in the 25-26 DDA Budget.

RECOMMENDED MOTION:

Move to approve the proposal from 20 Front Street Concepts for the 2025 LO Live Gazebo Series in the amount of \$13,000, directing DDA staff to develop and implement a sponsor program for offsetting revenue, the costs of the program contract to be paid form GL 248-728-880-001

LO Live! Budget Proposal(s) 2025



	Qty	Price	Total
2024 Budget:			
Nationally Touring Headliner Artist Fees	7	\$928.57	\$6,500.00
Sound equipment rental and engineer	7	\$250	\$1,750
Booking, Marketing and Promotion fees	7	\$250	\$1,750
Grand Total			\$10,000.00
2025 Proposed Budget (8 shows and increased promotion):			
Nationally Touring Headline Artist Fees	8	\$925.00	\$7,400.00
Local Artist - Opening Act Budget	8	\$100	\$800
Sound equipment rental and engineer	8	\$300	\$2,400
Booking, Marketing and Promotion fees	8	\$300	\$2,400
Grand Total			\$13,000.00



DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Facade Grant Recommendation – 107 N. Lapeer Street (Spresser Ogden)

BACKGROUND BRIEF:

On December 9, 2024 the Design Committee met and heard the application from Spresser Ogden concerning the restoration and improvements at their property at Shadbolt and Lapeer St. the committee broke down the expenses and qualifying aspects of each item of work and expense, including;

- Eliminating certain drainage and site work as not being in the spirit of the Re-Authorized Façade Program.
- Focusing on the exterior wood restoration, repair of rotten areas, structural repairs and the use of peel-bond, caulk and other materials to seal and protect the building.
- Weighing the use of authentic colors, materials and technique to bring the original historic character of the structure back to life, which greatly enhances the immediate surrounding area.

Of those areas the Committee found were appropriate for consideration of support, principally the wood exterior repair and the preparation / painting of the building to its original character, the applicant has spent approximately \$36,500. In addition, the applicant has spent more than \$17,200 on other items of restoration and repair for a total project cost that now exceeds \$53,700.

This project is being considered post-improvement, as it has been pending while the DDA adopted an updated façade grant program approach. Approving an award post-completion is allowable under our policy.

RECOMMENDED MOTION:

Move to accept the recommendation of the Design Committee and AWARD the applicant Spresser Ogden PLLC (Belize Properties LLC) of 107 N. Lapeer St. a Level 2 Façade Grant in the amount of \$10,000, payable upon receipt of all verifying expense and materials documentation, before and after photographs of the project, and an allowance on the property for signage acknowledging this support of the Lake Orion Downtown Development Authority, with funding from GL 248-726-843-000 – Façade Program.



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.

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

Design Committee Minutes

December 9, 2024

11:30 am – 1 pm

Lake Orion DDA Office

Committee Members: Chair Lloyd Coe, Linda Crane, and Joseph Monsur
DDA: Matt Gibb, Ex. Dir., and Janet Bloom, Asst. Dir.

Attendees: Linda Crane, Joseph Monsur, Matt Gibb, Janet Bloom, and grant application representative Bill Ogden.

I. Façade Grant Application Review – Spresser/Ogden PLLC/Belize Properties LLC

The grant request is for the estimated 160-year-old historic home at 107 N. Lapeer Street, Lake Orion, MI 48362, which currently houses Spresser/Ogden PLLC as the tenant and the owner is Belize Properties LLC. They have operated at this location since February 2023.

This grant application was initially received when Molly LaLone was still Executive Director in 2023. Due to staff changes and the newly refreshed Lake Orion DDA Façade Improvement and Preservation Grant, the Design Committee felt it was appropriate to review this application, despite the work being completed on the project. The grant program does allow for such variance as the Design Committee works to clear a backlog of two grant applications as the new program was being created.

The applicant has asked to be considered for a Level I General Façade Improvement grant with matching funds up to \$2000. The applicant also asked to be considered for a Level 2 Historic Preservation grant with matching funds up to \$10,000.

Mr. Ogden shared a couple notes on the property. The roof has another 10-15 years of life and the windows are 10 years old and may be replaced in the future to match the current Victorian feel of the structure.

Design Committee member, Linda Crane, stated that the applicant should work to register the property as a historic property.

The Design Committee, per the new grant application process, completed the scoring for the application. A score of 21 is required to be eligible for the grant. Top score is 40. Scoring team comprised of: Linda Crane, Joe Monsur, Matt Gibb, and Janet Bloom.

Results are as follows:

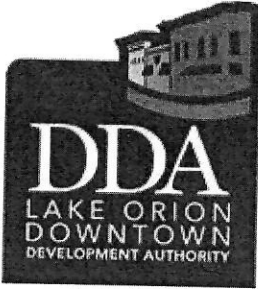
Category	Maximum Points	Points Earned
Applicant has never received a grant of any type from the Lake Orion DDA.	5	5
The applicant is the owner of the property (and is not a building tenant).	1	1
The existing building condition visually appears to be structurally sound with roof intact.	4	4
The façade project is part of a larger planned building renovation project.	2	2
The proposal meets the Design Guidelines and intent of the Lake Orion DDA Program Goals and/or the municipal design guidelines.	5	5
The extent to which the proposed work will compliment or enhance the appearance of the surrounding area.	10	10
The extent to which the proposed work will enhance the appearance of the property.	10	10
Whether the grant will leverage additional funding for the project.	3	0
Total	40	37

The grant application for **Spresser/Ogden PLLC/Belize Properties LLC** has been approved by the Design Committee for the following:

Level 1 grant – no funds were allocated for this grant level

Level 2 grant - \$10,000 matching funds were approved for this grant level

The Design Committee is pleased to be able to support the work that was completed at this location and how it keeps the charm and character of Downtown Lake Orion prominent.



118 N. Broadway, Lake Orion, MI 48362
Phone: 248-693-9742 Fax: 248-693-9749
www.downtownlakeorion.org
director@downtownlakeorion.org

gibbs e
bloome e

Historic Building Preservation Grant Program

Please read the eligibility and program procedure sections prior to completing application. To be eligible for a grant from the Lake Orion Downtown Development Authority (LODDA), all applicants must complete the following form, and provide the required documentation. If you have any questions, please contact the DDA office at **248-693-9742**.

May 8, 2024

Sprester Ogden PLLC (tenant) - Belize Properties LLC (owner) DATE OF APPLICATION

APPLICANT

Both Bill Ogden and Lise Sprester own both LLCs, same applicant

APPLICANT IS (CHECK ONE): PROPERTY OWNER BUSINESS OWNER/TENANT

106 West Shadbolt, Lake Orion MI 48362

PROPERTY ADDRESS

Parcel ID # 09-02-406-024 Approximate original build date: 1872 as told by our realtor

PROPERTY ID, BUILD DATE AND ANY KNOWN HISTORY

Belize Properties, LLC

PROPERTY OWNER

Sprester Ogden PLLC

NAME(S) OF RETAIL ESTABLISHMENT(S) AT ABOVE ADDRESS

Bill Ogden

PRIMARY CONTACT

Office: 248-929-5990 Cell: 248-224-9740

bill@spresterogden.com

TELEPHONE

106 West Shadbolt, Lake Orion MI 48362

EMAIL

MAILING ADDRESS OF PRIMARY CONTACT

Required Attachments - The application must include the following items: See attached.

- 1. Scaled building exterior improvement plan including:
 - a. Plan drawn to scale indicating proposed improvement(s). Exhibit A - Monument Sign
Exhibit B - Paint/Repairs
Exhibit C - Gutters
Exhibit D - Repair Driveway
 - b. Plan drawn to scale indicating all materials and colors. See Attached
 - c. Proposed signage /lighting on the building drawn to scale. See Attached
- 2. Detailed cost estimates/breakdowns by major categories such as design fees, materials and labor. See attached.
- 3. Letter of Approval by the Property Owner (Tenants / Business owners only). Rented to self
- 4. All permits, if required. Please verify with Village Offices, 693-8391. In process for paint/repairs
- 5. Sample of materials and colors being used in project. Material information brochures included where applicable. Paint and matching wood. Colors to be determined but consistent with Victorian look and surrounding buildings. Green likley choice
Proposed Project Start Date: May 15, 2024
Estimated Project Completion Date: June 15, 2024

Proof Of Funding:

How will the project be financed? **Projects must have funding in place to be eligible.** If a private financial institution will be involved, please include a letter from your financial institution showing available funds.

Oxford Bank Line of Credit. Also self funded to a certain level and dependent on receivables. Letter forthcoming from Oxford Bank

Other Requirements:


Applicants must complete all improvements within six months of approval of the application, unless a written extension is granted. Filing for extension is the responsibility of the applicant. Failure to request extension means grant dollars will be returned to the façade fund for re-allocation. Applicant may re-apply with no preference.

- A. The information submitted herein is true and accurate to the best of my (our) knowledge. I (we) have read and understand the conditions of the LODDA Historic

Building Preservation Grant Program and agree to abide by its conditions and guidelines.

- B. I (we) understand that if this application is approved, any changes, alterations, or modifications to the approved project must be authorized in writing. I (we) understand that the LODDA may withdraw its funding commitment, if unauthorized changes are made.
- C. I (we) understand that if this project is not completed within the scope of the timetable (6 months), the LODDA can withdraw its funding commitment. I (we) understand that I (we) can reapply, and that all applications are subject to funding availability at the time of reapplication.
- D. I (we) understand that the Village of Lake Orion may require completion of an IRS form 1099 prior to issuing reimbursement payment. All required local permits and property taxes must be in order for payment to be processed.
- E. I agree to provide proof of adequate property insurance during the rehabilitation process, and up to three (3) years after.

Signature of Applicant(s):

 Date: May 8, 2024

_____ Date: _____

OFFICE USE ONLY

Date of Application: _____ Amount Requested _____

Date Sent to MSOC: _____ Is Project Proceeding? _____

Applied for Arch. Drawing Grant? _____ Amount Received _____

Applied for Explor. Demo Grant? _____ Amount Received _____

Design Committee Action: _____

DDA Board Action: _____

Date Funding Commitment Letter Sent: _____

Final Inspection Date: _____ Approval for Payment Date: _____

EXHIBIT A - Monument Sign

We paid for and installed our monument sign September 1, 2023. This is still part of the 2023/24 fiscal year for the DDA Grant Program.

See Invoice below from Rochester Sign Shop

See permit below from the Village of Lake Orion.

See plans below.

This is a replacement of signage from prior exterior signs to a monument sign as outlined in the DDA Grant Program Exterior/Façade Improvement guidelines. Asking for a **\$8,199.80** credit for this

PHOTO:



INVOICE From Rochester Sign Shop:

Total cost - \$8,199.80

INVOICE

Rochester Sign Shop
714 MAIN STREET
ROCHESTER, MI 48307

graphics@rochestersignshop.com
+1 (248) 652-2750
RochesterSignShop.com



Spresser & Ogden

Bill to

Spresser & Ogden
Bill Ogden - 248-224-9740
bill@spresserogden.com
107 N. Lapeer Rd.
Lake Orion, MI

Ship to

Spresser & Ogden
Bill Ogden - 248-224-9740
bill@spresserogden.com
107 N. Lapeer Rd.
Lake Orion, MI

Invoice details

Invoice no.: 2045
Terms: Due on receipt
Invoice date: 09/01/2023
Due date: 10/01/2023

Product or service	Amount
1. Services New Decorative Double Sided Custom Free Standing Sign With Raised Name & Logo Installed Per Specs On Drawing	1 unit x \$7,500.00 \$7,500.00
2. 50% Deposit - 50% due at signing and balance due when sign is installed and completed.	\$0.00
3. Permits *Permit and Permit Acquisition Fees.	\$699.80
4. Turn Around Time * Turn Around Time is 45 Days From City Approval.	\$0.00
5. Services Deposit By Credit Card 6/9/203	1 unit x -\$3,000.00 -\$3,000.00

Total \$5,199.80

Ways to pay



PERMIT FROM VILLAGE OF LAKE ORION



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

PERMIT: PERMANENT SIGNAGE

107 N. LAPEER

Parcel ID # 09-02-406-024
Zoning District: DC, Downtown Center
Land Use Classification: Residential/Office

Permitted Sign:

One (1) monument ground sign located at the corner of Lapeer and Shadbolt, diagonally facing, 6-feet wide by 5.5-feet tall (including 24-inch base), sign face of 17.2 square feet; concrete footing and steel post mounted with poly-armor coating and textured stone/stucco finish.

Conditions:

1. The sign shall be constructed and installed as presented in the revised plans and completed application received by the Village on June 21, 2023.
2. The applicant must obtain a building permit from the Orion Township Building Department prior to commencing any work and adhere to all construction and inspection requirements of the building permit.
3. Applicant shall notify the Village of any modifications to the proposed signs as presented in the original Sign Permit Application.
4. Applicant shall display this permit and the Orion Township building permit in a window facing towards and visible from N. Lapeer St.

Issued to: Allied Signs (on behalf of Spessor Ogden Attorneys)
33650 Giftos
Clinton Township, MI 48035
586-791-7900

Permit #: S-23-003

Issued by:

 July 1, 2023

Darwin McClary
Village Manager/Zoning Administrator

Date: June 29, 2023

EXHIBIT B - PAINT/REPAIR BUILDING

See contract/bid below. Cut N Dry Painting. **\$28,100.00** for repairing and repainting the entire building, replacement of rotten boards as they are discovered.


- Refinish / repair deck and spindles. Replace all railings on deck.
- Refinish / repair fencing on front lawn and along deck.
- Replace shutters.

Application of high grade exterior paint from Sherman Williams. Painter can and will supplement the warranty.

ESTIMATE FOR PAINT/REPAIRS FOR EXTERIOR

ESTIMATE
Cut N Dry Painting LLC
 1399 Leonard Rd
 Leonard, MI 48367

cutndrypainting1625@gmail.com
 +1 (248) 770-0123
<https://m.facebook.com/Cutndrypainting>



Lise Spresser
Bill to
 Lise Spresser
 5324 Lake George Rd
 Leonard MI 48370

Estimate details
 Estimate no.: 1122
 Estimate date: 04/05/2024

#	Date	Product or service	Qty	Rate	Amount
1.		Exterior Prep & Painting THIS ESTIMATE IS FOR 106 w. Shadbolt Lake Orion it includes the house, garage, and decking and picket fence 2 colors -pull of shutters -Power wash areas to be painted -Replace up to 30 ft of rotten board included (anything extra will be discussed with customer prior to repair) -Scrape all loose paint -Apply Peel-Bond to all scraped/raw areas -Re-caulk entire house to ensure longevity of paint Apply high-grade exterior Sherwin Williams Paint to areas described above	1	\$28,100.00	\$28,100.00
				Total	\$28,100.00

Note to customer

No permit required letter from Village given we are not expanding the use of the building, only making repairs and painting.



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

ZONING VERIFICATION
REPAIR AND REPLACE: SIDING, PAINT, GUTTERS
107 N. Lapeer
Parcel ID: 09-02-406-024
Zoning District: DC – Downtown Center
Land Use: Office

Date: April 30, 2024

Project:

Applicant proposes to repair and replace gutters, siding, and paint at subject location. **No expansion of the building, use, or occupancy of the site has been proposed or permitted;** as such, application for zoning compliance is not required. This does not preclude the applicant from coordinating with the Orion Township Building Department and applying for and obtaining a building permit to repair and replace substructure (decking, plywood) as needed.

As necessary, the applicant shall adhere to all design and inspection requirements of the Building Official. The applicant must notify the Village of any modifications to the proposed project that may require zoning approval.

Should you have any questions, please do not hesitate to reach out.

Respectfully,

Gage Belko, AICP
Planning and Zoning Coordinator
(248) 693-8391 ext. 107
zoning@lakeorion.org

EXHIBIT C - REPLACE GUTTERS

Bid/Estimate from Bob Schmidt Roofing, \$8,450.00

2221 South Five Lakes Rd., Metamora, MI. 48455

Family Owned Owner Operated

www.bobschmidtroofing.com (248) 651 - 0212

Fully Insured License # 2103168108 Certified Installers

Repair Proposal

Customer Name Bill Ogden Address 106 West Shadbolt
 City LAKE ORION Phone 2-20-24

- REMOVE EXISTING GUTTER SYSTEM AND DISCARD
- + INSTALL NEW WHITE 6" HANGING GUTTER
- SYSTEM USING TBAR HANGERS DUE TO
- ANGLE OF FASCIA. USING 3x4 DOWNSPOUTS
- + INSTALL LEAF GUARDS TO NEW SYSTEM
- ACCORDINGLY.

• Total estimate (good for 45 days) \$ 8450-

• Payment Information

- 50 % deposit due before work can be scheduled. Balance due on same day of job completion.
- Does not include wood replacement or any other unknown existing conditions.
(OSB plywood = \$50 per sheet, other unknown conditions = \$45 per man hour)
- Deposit received \$ _____ on ___/___/___
- Balance received \$ _____ on ___/___/___
- Accepted by _____ on ___/___/___

No permit required for gutters. See letter from Village given we are not expanding the use of the building, only making repairs and painting.



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

ZONING VERIFICATION
REPAIR AND REPLACE: SIDING, PAINT, GUTTERS
107 N. Lapeer
Parcel ID: 09-02-406-024
Zoning District: DC – Downtown Center
Land Use: Office

Date: April 30, 2024

Project:

Applicant proposes to repair and replace gutters, siding, and paint at subject location. **No expansion of the building, use, or occupancy of the site has been proposed or permitted;** as such, application for zoning compliance is not required. This does not preclude the applicant from coordinating with the Orion Township Building Department and applying for and obtaining a building permit to repair and replace substructure (decking, plywood) as needed.

As necessary, the applicant shall adhere to all design and inspection requirements of the Building Official. The applicant must notify the Village of any modifications to the proposed project that may require zoning approval.

Should you have any questions, please do not hesitate to reach out.

Respectfully,

Gage Belko, AICP
Planning and Zoning Coordinator
(248) 693-8391 ext. 107
zoning@lakeorion.org

EXHIBIT D - REPAIR DRIVEWAY

This is for masonry repair and for “sidewalks, paths...for improvements that will enhance and preserve the historic importance of the property”

Permit applied for with Orion Township, not received yet.

Bid for Concrete Work

ESTIMATE

Prepared For

Spresser Ogden PLLC
 106 W Shadbolt St.
 Lk Orion , Mi 48362
 (248) 224-9740

Greenleaf Masonry & Concrete Inc.

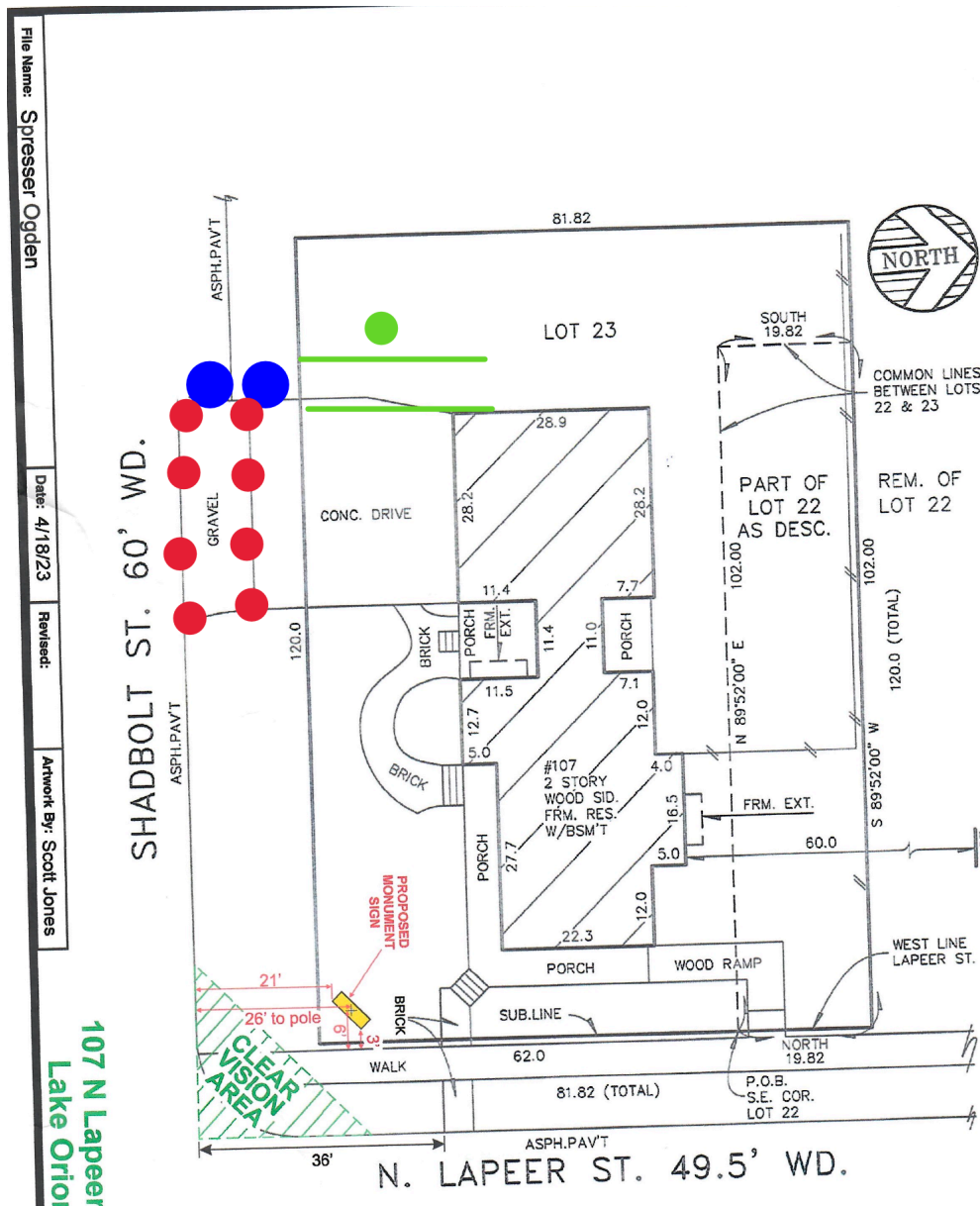
5158 Remington Dr.
 Lapeer, Mi 48446
 Phone: (810) 656-1782
 Email: greenleafconcrete@gmail.com

Estimate # 573
 Date 03/14/2024

Description	Total
Driveway Tear out existing driveway 30ft by 18ft and remove concrete debris from property. We will add 30 feet of drain along existing concrete to be butted into with new concrete. New concrete area to be added along existing driveway approximately 6ft wide by 35ft long. All new concrete will be poured 4" inches thick using 4000 psi concrete reinforced with 3/8 fiberglass rebar. Any new sub base needed will be 21aa crushed concrete that will be compacted. All new concrete will have control joints saw cut at all necessary points.	\$9,000.00
city rite way 32' by 13' gravel area to be poured 6 inches thick using 4000 psi concrete. All new concrete will have control joints saw cut at all necessary points.	\$5,040.00
Subtotal	\$14,040.00
Total	\$14,040.00

Drawing Plans for Driveway

- Repouring and new slabs in the area designated “**CONC. DRIVE**”
- The “Gravel” designation by the **RED** “Dots” shows what we are re-doing in the Village Right of Way. Not extending the driveway to the East or West at all or extending the footprint. Need this gravel removed as it’s damaging the drive and runoff.
- The two **BLUE** “Dots” shows where paved parking starts in the Village street. That is in the Right of Way also.
- The **GREEN** lines are 100% on our property and we will be paving this (from the west edge of our driveway, near the tree - green circle). Creating a bit more space and paving up to where we store our garbage can and recycle bin.



File Name: Spresser Ogden
 Date: 4/18/23
 Revised:
 Artwork By: Scott Jones

107 N Lapeer
 Lake Orion

The thrust of the work that must be done on the driveway is as much aesthetic as it is to preserving the property.

Water flows from East to West (bottom to top of photo) and in doing so, there slowly but surely has caused a sinking in the middle of the four (4) concrete pads in the middle of our driveway.

Additionally, the gravel on the apron of our drive is constantly runoff, and our driveway becomes a small lake with any amount of rain or snow melt.

This has caused issues with our fencing put up on the east end of the driveway (rotted wood from standing water), along with runoff issues on the west side of our property.

Our plan is to pave the apron (in the right of way) at our expense to upgrade this along with appropriate grading and putting two drains in at the seams of the cement to allow the water to flow directly to the grass on the west side of our property.

The pooling of the water and run off issues can be seen in the photos below.

Gravel on sod after every rain.





Fence impacted by the runoff issues, grade lowering of the cement.

This will eventually impact the building as the cement lowers more and more water cannot be displaced further west

Left over sediment after every rain.



This driveway is a hazard to walk on each and every time it rains or during the numerous freeze/thaw cycles of winter. The thin mud sediment is as slippery as ice. Maybe more dangerous given ice is a clear danger.

Approving this project will help preserve the entire property and have a very nice loosing driveway for an old, Victorian home in the village.

The Standards for Rehabilitation are codified in 36 CFR Part 67, are regulatory for the Historic Preservation Tax Incentives program, and are the Standards most often used by local historic district commissions nationwide.

Notably,

Rehabilitation is defined in 36 CFR Part 67.2 as: means the process of returning a building or buildings to a state of utility, through repair or alteration, which makes possible an efficient use while preserving those portions and features of the building and its site and environment which are significant to its historic, architectural, and cultural values as determined by the Secretary.

This cement work will rehabilitate this property by providing back to a “state of utility” and helping provide an “efficient use” and helping “preserve” the west side of our building for runoff and erosion management.

Also, in 36 CFR Part 67.7, Standards for Rehabilitation, it states:

The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the *exterior* and the interior of historic buildings. The *Standards also encompass related landscape features and the building's site and environment*, as well as attached, adjacent, or related new construction.

Emphasis added.

Standards are permitted to consider landscaping and exterior.

We are hopeful that the DDA would understand our concerns with our driveway and desire to improve it, improve it's appearance, it's functionality, and ultimately help with the runoff/erosion so the property is preserved.



DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Facade Grant Recommendation – 115 S. Anderson Street (Orion Art Center)

BACKGROUND BRIEF:

On December 12, 2024 the Design Committee met and heard the application from the Orion Art Center concerning the restoration and improvements to the front access and façade of the Art Center gallery building on Anderson St. The committee broke down the expenses and qualifying aspects of each item of work and expense, including;

- Verifying the structural issues and necessary improvements to maintain the historic facade and access to the building.
- Weighing the use of authentic colors, materials and technique to bring the original historic character of the structure back to life, which greatly enhances the immediate surrounding area.

Of those areas the Committee found were appropriate for consideration of support, principally the reconstruction and improvement of the entire access area (porch, columns, rails, and steps) restoring its original character, the applicant will spend approximately \$14,500.

This project is being considered as work commences, as it has been pending while the DDA adopted an updated façade grant program approach. Approving an award post-completion is allowable under our policy.

RECOMMENDED MOTION:

Move to accept the recommendation of the Design Committee and AWARD the applicant Orion Art Center of 115 S Anderson St. a Level 1 Façade Grant in the amount of \$2,000, payable upon receipt of all verifying expense and materials documentation, before and after photographs of the project, and an allowance on the property for signage acknowledging this support of the Lake Orion Downtown Development Authority, with funding from GL 248-726-843-000 – Façade Program.



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.

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

Design Committee Minutes

December 12, 2024

9:30am – 10:00am

Lake Orion DDA Office

Committee Members: Chair Lloyd Coe, Linda Crane, and Joseph Monsur
DDA: Matt Gibb, Ex. Dir., and Janet Bloom, Asst. Dir.

Attendees: Lloyd Coe, Linda Crane, Matt Gibb, Janet Bloom, and grant application representative Holly Nicosia.

I. Façade Grant Application Review – Orion Art Center

The grant request is for the Orion Art Center at 115 S. Anderson Street, Lake Orion, MI 48362. They have operated at this location for 45 years.

Due to staff changes and the newly refreshed Lake Orion DDA Façade Improvement and Preservation Grant, the Design Committee felt it was appropriate to review this application, despite the work starting on December 13, 2024. The grant program does allow for such variance as the Design Committee works to clear a backlog of grant applications as the new program was being created.

The applicant has asked to be considered for a Level I General Façade Improvement grant with matching funds up to \$2000.

The improvement to the property is in relation to the porch area on the front of the property. The work is to replace siding rails, add in larger support columns, replace floor boards, and replace supports and reuse the stairs to the final product. They declined using Trex due to wanting to keep it more historic to the property and it was also too expensive.

To note in the records, Holly stated Jeff Schmitz had donated services in years past to reinforce sagging walls due to the beams being in poor condition. Future work would be to add a sign to the side of the building and work on improving gardens on the grounds.

The Design Committee, per the new grant application process, completed the scoring for the application. A score of 21 is required to be eligible for the grant. Top score is 40. Scoring team comprised of: Lloyd Coe, Linda Crane, Matt Gibb, and Janet Bloom.

Results are as follows:

Category	Maximum Points	Points Earned
Applicant has never received a grant of any type from the Lake Orion DDA.	5	5
The applicant is the owner of the property (and is not a building tenant).	1	1
The existing building condition visually appears to be structurally sound with roof intact.	4	4
The façade project is part of a larger planned building renovation project.	2	2
The proposal meets the Design Guidelines and intent of the Lake Orion DDA Program Goals and/or the municipal design guidelines.	5	5
The extent to which the proposed work will compliment or enhance the appearance of the surrounding area.	10	10
The extent to which the proposed work will enhance the appearance of the property.	10	10
Whether the grant will leverage additional funding for the project.	3	0
Total	40	37

The grant application for Orion Art Center is being recommended to the Lake Orion DDA Board by the Design Committee for the following:

Level 1 grant – \$2000 matching funds

The Design Committee is pleased to be able to support the work that has started at this location and how it keeps the charm and character of Downtown Lake Orion prominent.



FACADE IMPROVEMENT AND PRESERVATION APPLICATION

APPLICANT CONTACT INFORMATION

Please Print

Name: Holly Nicosia

Street Address: 60 Pontiac St. City, State, Zip:

Oxford MI 48371 Phone (daytime): _____ Cell:

248-941-2604

Email Address Director@orionartcenter.org

SITE (BUILDING) OWNERSHIP INFORMATION

Business Name Orion Art Center

Nature of Business: non profit Art Center

Address: 115 S. Anderson St City, State, Zip: Lake Orion MI 48362

Are you the building owner? Yes No

If you are not the building owner, please provide the following information:

Building Owner's Name Orion Art Center

Building Owner's Address: 115 S. Anderson St.

Building Owner's E-mail Address: info@orionartcenter.org

Building Owners Phone (daytime): 248-693-4984

BUSINESS INFORMATION How long have you operated at this location? 45 years

Have you ever received a façade grant from the Lake Orion DDA? Yes No

If Yes, when? _____

How many employees are at this location ? Full Time 1 Part time 1

Are you the sole business owner? Yes No Co-owners? Yes No

If yes, provide the names and contact information for all business co-owners:

non profit overseen by board of directors

PROJECT INFORMATION

What level of Grant are you seeking?

LEVEL 1 - We want to refresh and improve the appearance of our storefront.

LEVEL 2 - We want to complete a restoration or transformation of our location.

Briefly describe the Scope of Work for the proposed project(s) that you are seeking funding for:

The front porch is in its last days. It will need major repair. The siding rails, columns and floor boards will all be replaced.

Based on your project bids/cost estimates, how much was the lowest bid/cost estimate and what is the name of the contractor? MI Remodelers \$14.6k

The Lake Orion DDA Façade Improvement Grant Program is a matching grant. Payment of funds under the program is paid on a reimbursement basis. The applicant is required to pay the total project cost up front, and request reimbursement for the approved eligible costs from the Lake Orion DDA **after** the project is complete.

Do you agree to these terms?

Yes No

The façade grant program requires the participant to include promotion of the grant and the Lake Orion DDA in its marketing, social media and other forms of promotion. This requires the placement of signage in the business, and its storefront, for a period up to one year.

Do you agree to these terms?

Yes No

APPLICANT'S CERTIFICATION

The Applicant certifies that all information in this application and all information furnished in support of this application, given for obtaining a façade grant under the Facade Improvement Program are true and complete to the best of the Applicant's knowledge and belief. I have read and understand the procedures and agree to follow the Façade Improvements and Historic Preservation Grant Process. I am submitting documentation as required. **Applications submitted without required documentation will not be processed.**

Applicant's Signature: Halley M. Cigna Date: 8-8-2024

BUILDING OWNER'S CERTIFICATION

I, as the owner of the building located at 115 S. Anderson St. understand and agree to the submission of this application to the Facade Improvement and Historic Preservation Program. I also agree to the proposed project as detailed in this application. I further understand that if this application is approved, the applicant will be required to enter into a grant agreement with the Lake Orion Downtown Development Authority and that I, as the building owner, will also be required to sign the grant agreement.

Signature of Building Owner: [Signature] Date: 8/13/24

MAIL OR HAND DELIVER THIS APPLICATION WITH ATTACHMENTS TO:

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
Attn: Façade Improvement Program
118 S BROADWAY ST
LAKE ORION, MI 48362

OFFICE USE ONLY

Date of Introductory Meeting: _____ Amount Requested: _____
Date of Application: 8/14/24 Anticipated start date: _____
Is MSOC Involved _____
Date Plans Received: _____ Architect: _____
Design Committee Date: _____ Recommendation: _____
Board Presentation Date: _____ Action: _____ Amount: _____
Funding Commitment Letter Dated: _____
Final Inspection: _____ Before and after: _____ Photos
Payment on Grant: _____

BILL OF SALE

June 15, 1979

The United Methodist Church of Lake Orion, Michigan is pleased to sell the structure known as the Waite building to the Orion Community Cultural Center for the sum of one dollar.

The Orion Community Cultural Center is to pay all costs for the removal of this building and assume liability when the building leaves the church property.

Jay Bates

Jay Bates
Chairman of Trustees
United Methodist Church
Lake Orion, Michigan

Receiving the property for the Orion Community Cultural Center.

Packy Eckola

Packy Eckola
Director of the Orion Community Cultural Center

Witnessed by:

Pat Herzog

Pat Herzog
915 Forest Lake Drive
Lake Orion, Michigan



Builder's Agreement 13027-4

Issue Date August 7, 2024

APPROVED

PREPARED BY

Gary Muehling
MI Remodelers - The Integrity Guys
(888) 544-7366
mail@miremodelers.com
125 Walnut Blvd, Rochester, MI 48307, USA

PREPARED FOR

Holly Nicosia
Orion Art Center
(248) 693-4986
info@orionartcenter.org
115 South Anderson Street, Orion Township MI 48362

BUILDER'S AGREEMENT DETAILS

115 South Anderson Street, Orion Township MI 48362

Owner and Contractor agree as follows:
(project continues on additional sheets)

Owner(s) agrees that this Agreement, in its entirety (including the terms and conditions on the back page and attached sheets) constitutes the entire understanding between the parties, and there are no verbal understandings or changes that modify any of the terms of this Agreement. This agreement may not be changed, or its terms modified or varied in any way unless such changes are in writing and signed by both Owner(s) and the Contractor. Owner hereby acknowledges that Owner(s) has/have read the entire Agreement and has received a completed, signed and dated copy of this Agreement, including the two accompanying Notice of Cancellation forms, on the date first written above. Owner(s) acknowledge that he or she was orally informed of his or her right to cancel this transaction. Pdf or other electronic signature is the same as an original signature.

Buyers Right to Cancel: You, the Buyer(s) may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the accompanying Notice of Cancellation form for an explanation of this right. Additionally, the seller is prohibited from having an independent courier or other third party pick up your payment at your residence before the end of the 3-business-day period in which you can cancel the transaction.

MICHIGAN HOME SOLICITATION SALES ACT rescission cut off date: 12th day of August 2024

IN WITNESS WHEREOF the parties have here unto signed their name(s) this: 7th day of August 2024

DESCRIPTION

Porch Replacement

Pricing included within is the final pricing for project

- Demolition & Temporary Shoring
Prep for demolition by protecting all property to avoid damage
- Remove existing front porch floor, columns & knee wall framing, stair railing
Equipment must be used for this work in many cases.
- Inspect & Analyze Structural Carpentry
Inspect & Report any / all rotted wood & repair work needed upon discovery. From what we can see we feel confident there is nothing additional needed
- Wood Deck Installation
Install 5/4 treated decking
- Leave skirt area open

- Post & Railing Installation**
Install new wood posts
Install new wood railing and stair railing

- Cleanup Fee**
This estimate includes costs for cleanup, disposal, construction bags, miscellaneous cleaning supplies, etc. as needed in order to cleanup and maintain the site in a safe and efficient manner.
When a dumpster is needed we use various styles. Please specify if steel wheel dumpsters are not acceptable. In that case, we can upgrade to rubber wheel driveway safe dumpster(s) when this is requested (rubber wheel dumpsters are a slightly more expensive option).

Discount
\$10,000 sponsorship credit included

SUBTOTAL	\$14,600.00
TAX	\$0.00
TOTAL	\$14,600.00

Contract Terms:
50% due upon acceptance
25% due at completion of demo
15% due at 50% point
8% due at completion
2% due when final permits are approved

Payment Options: We accept cash, check, CashApp, PayPal, Zelle and credit. If using a credit card, PayPal or CashApp a 5% fee will be applied to the total amount being charged. Financing also available upon request.

Lead Time: We are currently 8-10 weeks out from acceptance to beginning work depending on the type of project, size, material availability, weather and our timeliness in completing projects we have already committed to.

Job Duration: We expect the project to take roughly 1-3 weeks, from start to finish.

Additional costs that may be required and are outside of our control: Permit Fees, Design Fees, Blueprint Fees, Rendering/Visualization Fees, Survey Fees, Structural Engineering and Administrative Fees are in addition to the price. Any additional work that is not mentioned is in addition to the price and will require a change order. Actual costs vary.

Change Orders: all changes or additional work must be requested, approved, and documented prior to beginning of job. Additional work requested during job will be subject to price increases depending on scale of work requested. Change orders can delay completion, change flow of projects, and create scheduling issues with customers on the calendar. Payment for change orders are due in full upon acceptance.

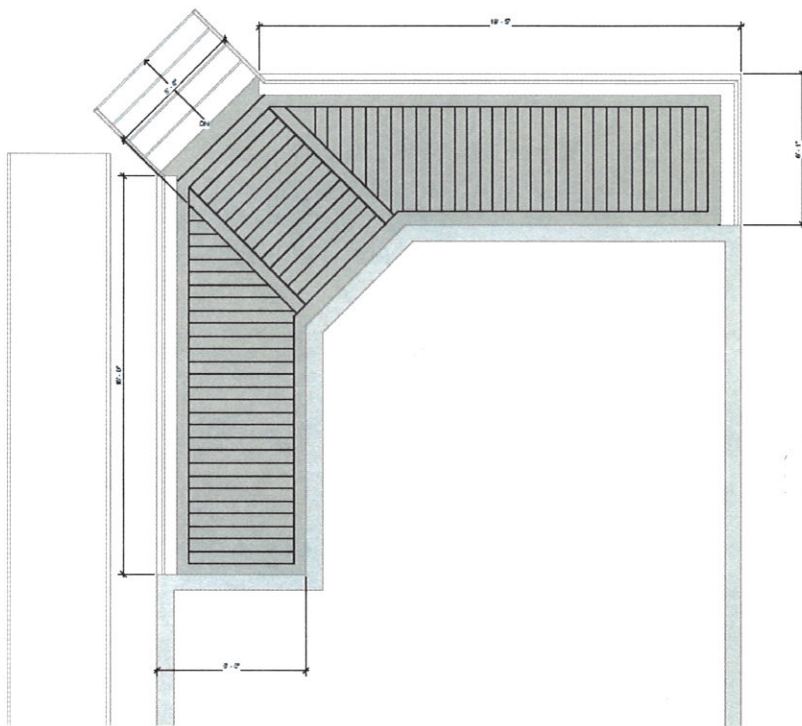
Unforeseen Additional Cost: Pre-existing structures that have unforeseen expenses may result in an increase in final costs. Costs will be discussed and explained to customer prior to additional work being started. Due to liability concern, all necessary work and material structurally needed is non-negotiable.

Scheduling: Start dates can vary due to current projects being delayed or ahead of schedule. Scheduling will be communicated to customer as start date becomes closer. The customer upholds the promise to pay for work agreed upon and is subject to a 10% of total job penalty if work agreement is terminated after work begins. Beginning of work includes but not limited to: blueprints, drawings, permitting, material ordered, material delivered, or physical workers on site to begin work.

We cannot be responsible for delays that are outside of our control including but not limited to delays caused by: building department and inspection availability, plan review, material suppliers, material manufacturers, COVID, weather and other unforeseen circumstances (natural disasters, shortage of materials, etc.). These situations are out of our control and the delays will not be considered breach of contract. We reserve the right to stop work if payments are not received up to date and will be entitled to keep any payment already received.

Quote cost is based on approximate measurements taken during the time of initial estimate. A trained project manager will do a site visit and confirm all measurements. Additional cost may apply for variations.







DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Facade Grant Recommendation – 51 N. Broadway St. (Irish Tavern)

BACKGROUND BRIEF:

On December 12, 2024 the Design Committee met and heard the application from the Irish Tavern concerning the restoration and improvements to the front access and façade of its business now formerly known as Fork and Pint and the building on N. Broadway St. The committee broke down the expenses and qualifying aspects of each item of work and expense, including;

- Verifying the structural issues and necessary improvements to maintain the historic facade and access to the building, including the blighted South Wall.
- Elimination from the application consideration of interior improvements and otherwise marketing based upgrades.
- Weighing the use of authentic colors, materials and technique to bring the original historic character of the structure back to life, which greatly enhances the immediate surrounding area.

Of those areas the Committee found were appropriate for consideration of support, principally the repair and painting the South Wall, which has been in a state of blight since the fire and demolition of the neighboring building.

This project is being considered as work commences, as it has been pending while the DDA adopted an updated façade grant program approach. Approving an award post-completion is allowable under our policy.

RECOMMENDED MOTION:

Move to accept the recommendation of the Design Committee and AWARD the applicant Irish Tavern of 51 N. Broadway St. a Level 1 Façade Grant in the amount of \$2,000, payable upon receipt of all verifying expense and materials documentation, before and after photographs of the project, and an allowance on the property for signage acknowledging this support of the Lake Orion Downtown Development Authority, with funding from GL 248-726-843-000 – Façade Program.



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.

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

Design Committee Minutes

December 12, 2024

10:15am – 11am

Lake Orion DDA Office

Committee Members: Chair Lloyd Coe, Linda Crane, and Joseph Monsur
DDA: Matt Gibb, Ex. Dir., and Janet Bloom, Asst. Dir.

Attendees: Lloyd Coe, Linda Crane, Matt Gibb, Janet Bloom, and grant application representative Burge Young.

I. Façade Grant Application Review – Irish Tavern

The grant request is for the Irish Tavern at 51 N. Broadway Street, Lake Orion, MI 48362. The started as Fork N’ Pint and rebranded to Irish Tavern in November, in a two week window.

Fork N’ Pint was established to fill a need of an American Bistro in Downtown Lake Orion. More of that type of restaurant have since moved in. What was missing was a sports bar so they rebranded to fill that market gap.

Due to staff changes and the newly refreshed Lake Orion DDA Façade Improvement and Preservation Grant, the Design Committee felt it was appropriate to review this application, despite the work being completed already. The grant program does allow for such variance as the Design Committee works to clear a backlog of grant applications as the new program was being created.

The applicant has asked to be considered for a Level II Historic Preservation Grant with matching funds up to \$10,000.

The improvement to the property was listed as:

Painting and staining for \$11,000 (\$3,900 for exterior of the south damaged wall from building next door fire)

Sign change \$1,200
 Repair of walls, bar, and paneling \$17,000
 Awning repair and rebranding \$4,200
 Wallpapering and Appliques \$4,500
 New TV's \$8,000
 Tables and Chairs \$4,000
 Total = \$49,900

The Design Committee stated that this project was not historical preservation in nature but there were elements that would better match to the Level 1 General Façade Improvement Grant for matching funds up to \$2,000.

The Design Committee considered the exterior painting of the damaged wall on the south side of the building (\$3,900), the sign change (\$1,200), and the awning repair and rebranding (\$4,200) as eligible expenses under Level 1 grant level.

The Design Committee, per the new grant application process, completed the scoring for the application. A score of 21 is required to be eligible for the grant. Top score is 40. Scoring team comprised of: Lloyd Coe, Linda Crane, Matt Gibb, and Janet Bloom.

Results are as follows:

Category	Maximum Points	Points Earned
Applicant has never received a grant of any type from the Lake Orion DDA.	5	5
The applicant is the owner of the property (and is not a building tenant).	1	1
The existing building condition visually appears to be structurally sound with roof intact.	4	4
The façade project is part of a larger planned building renovation project.	2	0
The proposal meets the Design Guidelines and intent of the Lake Orion DDA Program Goals and/or the municipal design guidelines.	5	2
The extent to which the proposed work will compliment or enhance the appearance of the surrounding area.	10	5
The extent to which the proposed work will enhance the appearance of the property.	10	5
Whether the grant will leverage additional funding for the project.	3	0
Total	40	22

The grant application for **Irish Tavern** is being recommended to the Lake Orion DDA Board by the Design Committee for the following:

Level 1 grant – \$2000 matching funds

The Design Committee is pleased to help support the work of Irish Tavern and wish the establishment much success moving forward.



FACADE IMPROVEMENT AND PRESERVATION APPLICATION

APPLICANT CONTACT INFORMATION

Please Print

Name: BURGE YOUNG

Street Address: 725 Central DR City, State, Zip: LAKE ORION, MI, 48362

Phone (daytime): 248 705 7529 Cell: 248 705 7529

Email Address: BAYOUNG063@GMAIL.COM

SITE (BUILDING) OWNERSHIP INFORMATION

Business Name DBA: IRISH TAVERN (LAKE ORION OPERATIONS) LLC

Nature of Business: RESTAURANT

Address: 51 N BROADWAY City, State, Zip: LAKE ORION, MI 48362

Are you the building owner? Yes No

If you are not the building owner, please provide the following information:

Building Owner's Name BURGESS YOUNG

Building Owner's Address: 725 CENTRAL DR LAKE ORION, MI

Building Owner's E-mail Address: BAYOUNG063@GMAIL.COM

Building Owners Phone (daytime): 248 705 7529

BUSINESS INFORMATION How long have you operated at this location? _____

Have you ever received a façade grant from the Lake Orion DDA? Yes No

If Yes, when? _____

Renovation of Fork N Pint to Irish Tavern in Downtown Lake Orion

The Fork N Pint was opened in 2016 to provide a fun community, mid fare American bistro restaurant. Fork N Pint has provided a downtown location for great food and service, live music entertainment, dog friendly patio, and unique location for community support and events for parades, fun runs, etc. In the 8 years we've been open, several additions in the downtown area restaurant landscape has opened, Oats Soda, Bitter Tom's, Johnny Black's, Anita's Kitchen, Wine Social and the Boathouse. This has really populated the American bistro dinner restaurant segment. In reviewing this with many people in the community we recognized that there is a significant gap in the downtown restaurant district for a local Irish pub and a sports themed restaurant, particularly since the sports landscape for Detroit professional sports is continuing to improve. Our Irish Tavern concept will fill that downtown restaurant gap while still keeping a high standard for food and service and continue to provide a family friendly community gathering location, as we have two other successful locations in Waterford and Madison Heights.

To properly renovate the restaurant, we will need some key companies to help us create our Irish themed sports restaurant. Our renovation will include painting, trimming the walls, trimming the bar, changing the signs, renovating the awning, wallpapering, applying seven more large TVs for sports viewing, and three TVs for Keno, along with significant Irish sports themed decorations. We feel this newly renovated restaurant will provide a family friendly Irish Tavern sports bar to provide a warm, fun environment to bring some additional energy to the area, particularly our end of the strip.

The expenses for the renovation are as follows:

- Painting and staining - \$11,000
- Sign change - \$1,200
- Repair of walls, bar, paneling - \$17,000
- Awning repair and rebranding - \$4,200
- Wallpapering and Appliques- \$4,500
- New TV's - \$8,000
- Tables and Chairs - \$4,000
- Total: \$49,900

We are excited to continue our business in the downtown Lake Orion community. Please advise if you have any further questions or requirements.

Sincerely,

Burge Young – Owner

Ph: (248)705-7529

How many employees are at this location ? Full Time 7 Part time 12

Are you the sole business owner? Yes No Co-owners? Yes No

If yes, provide the names and contact information for all business co-owners:

PROJECT INFORMATION

What level of Grant are you seeking?

LEVEL 1 - We want to refresh and improve the appearance of our storefront.

LEVEL 2 - We want to complete a restoration or transformation of our location.

Briefly describe the Scope of Work for the proposed project(s) that you are seeking funding for:

WE ARE TRANSFORMING OUR RESTAURANT INTO A
IRISH SPORTS BAR WHICH IS A MISSING SEGMENT
FOR THE DOWNTOWN ENTERTAINMENT LANDSCAPE

Based on your project bids/cost estimates, how much was the lowest bid/cost estimate and what is the name of the contractor? WESSEL PAINTING (LAKE ORION BUSINESS) \$11,000⁰⁰

SIGNS & ENGRAVING FOR SIGNS \$1,000, REPAIR AND APPLY
WOOD TRIM (FACILITIES MANAGEMENT GROUP) \$5,000⁰⁰ - ALONG
WALL PAPER - RENOVIATION

The Lake Orion DDA Façade Improvement Grant Program is a matching grant. Payment of funds under the program is paid on a reimbursement basis. The applicant is required to pay the total project cost up front, and request reimbursement for the approved eligible costs from the Lake Orion DDA **after** the project is complete. \$4,000 (RICHARDSON AWINING)

Do you agree to these terms?

Yes No

The façade grant program requires the participant to include promotion of the grant and the Lake Orion DDA in its marketing, social media and other forms of promotion. This requires the placement of signage in the business, and its storefront, for a period up to one year.

Do you agree to these terms?

Yes No

APPLICANT'S CERTIFICATION

The Applicant certifies that all information in this application and all information furnished in support of this application, given for obtaining a façade grant under the Façade Improvement Program are true and complete to the best of the Applicant's knowledge and belief. I have read and understand the procedures and agree to follow the Façade Improvements and Historic Preservation Grant Process. I am submitting documentation as required. **Applications submitted without required documentation will not be processed.**

Applicant's Signature: Bruce A Yo Date: 10/27/24

BUILDING OWNER'S CERTIFICATION

I, as the owner of the building located at 51 N BROADWAY, LAKE ORION understand and agree to the submission of this application to the Façade Improvement and Historic Preservation Program. I also agree to the proposed project as detailed in this application. I further understand that if this application is approved, the applicant will be required to enter into a grant agreement with the Lake Orion Downtown Development Authority and that I, as the building owner, will also be required to sign the grant agreement.

Signature of Building Owner: Bruce A Yo Date: 10/27/24

MAIL OR HAND DELIVER THIS APPLICATION WITH ATTACHMENTS TO:

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
Attn: Façade Improvement Program
118 S BROADWAY ST
LAKE ORION, MI 48362

OFFICE USE ONLY

Date of Introductory Meeting: _____ Amount Requested: _____
Date of Application: 11/5/2024 Anticipated start date: _____
Is MSOC Involved _____
Date Plans Received: _____ Architect: _____
Design Committee Date: _____ Recommendation: _____
Board Presentation Date: _____ Action: _____ Amount: _____
Funding Commitment Letter Dated: _____
Final Inspection: _____ Before and after: _____ Photos
Payment on Grant: _____

APPLICATION REQUIREMENTS

A completed application will consist of the following required documentation:

1. A completed application form.
2. Proof that the business is a "Small Business" as defined herein.
3. Renderings of the proposed work. If the project cost exceeds \$20,000.00, renderings and site plans must be completed by an architect licensed in the state of Michigan.
 - Building Façade Work: A rendering of the proposed work must be submitted. The rendering must be neat, detailed and scaled, including window locations, door locations, any existing and/or proposed signs or awnings.
 - Building Signs: Where a new building sign is proposed, a scaled rendering/elevation accurately depicting all existing and proposed wall signs must be submitted.
 - Freestanding Signs: Where a new freestanding sign is proposed, a formal site plan must be submitted. The site plan must include the following information:
 - o Lot lines w/North arrow
 - o Streets labeled w/ driveway location(s)
 - o Existing structures w/all known easements
 - o Proposed location of freestanding sign(s), with setbacks from property lines
4. A written description of the project plans must be submitted including any information that will assist in understanding the scope of the project, including:
 - Building materials
 - Colors (paint chips, brick/stone color, etc.)
 - Exterior lighting
 - Window and door types
 - Architectural detailing
 - Sign specifications
 - Awnings
 - General renovation details
5. Cost estimates and contractor name(s)
6. Proof that property taxes are current.
7. Proof of business ownership or tenancy (lease agreement).



FIND ANSWERS AND SUPPORT

Contact:

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
 118 N BORADWAY ST
 LAKE ORION MI 48362
 (248) 693-9742
gibb@downtownlakeorion.org

"WALK INS WELCOME"



DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Executive Directors Report

BACKGROUND BRIEF:

Executive Directors Report

RECOMMENDED MOTION:

Move to receive and file the Executive Directors Report for December 2024

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

December 17, 2024



I. NEWS AND UPDATES

Tracking Prior Work in Progress:

- a. Tracking and requests for work order based budget approach continued with Snow Plowing being apparently suspended, or re-prioritized from the Village.
- b. Building a coordinated Township work plan for DDA needs and costs.
- c. Fire Pits, propane and other materials and equipment needed for multiple events.
- d. Effort was made, again, to obtain final signatures on the PUD and Addendum for the West Village project at the Ehman Center, the Village is presently questioning the approval of the PUD from last year, and the language agreements reached in that process, and are withholding signed documents.
- e. Continuing the process of cleaning up the website. Building the section out on reporting so its easier to navigate and we can comply with our statutory requirements.
- f. Onboarding the Administrative Coordinator position.
- g. Handled all Sing and Stroll décor and electrical issues.
- h. Accounting problems for multiple programs are resolved.

Several items of ongoing work from the Executive Director are included in agenda items, substantially Lumber Yard and Budget.

II. TO DO'S AND MORE

- 1. Leadership Development – Began building structure for town hall, program or event, but we need to start recruiting more committee members, volunteer leadership people and general help in working hands and ideas.
- 2. TIF Plan/Capital Plan – There needs to be a group approach to re-learning the TIF plan and what we are obligated to perform, and how we can implement the 75-25 split approved by resolution in the Save the DDA campaign effort. ADDED TO BOARD WORKSHOP
- 3. Design/Façade Review – Conducted multiple meetings with the Assistance Director to obtain review, scoring and recommendation.

III. WORKSHOP AGENDA. Building the agenda for a “lets get everything caught up” retreat. The first working session is Thursday December 19, beginning at 10am

- a. Understand the TIF Plan and adopt a capital structure
- b. Fix the 75 – 25 argument

Break

- c. Business Inventory Refresh
- d. TBD
- e. TBD

Refreshments on the Director

Respectfully Submitted,

Matthew Gibb

gibb@downtownlakeorion.org

(248) 464-0307



DDA ACTION SUMMARY SHEET

MEETING DATE: December 17, 2024

TOPIC Assistant Director’s Report

Verbal: Assistant Director’s Report

RECOMMENDED MOTION:

To Receive and File the Assistant Director’s Report