



AGENDA

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

2. Roll Call and Determination of Quorum

3. Approval of Minutes

A. October 15th, 2024 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. Schedule P.A. 57 Informational Meeting(s)

B. Acknowledgment of New Administrative Coordinator

C. Annual Election of Board DDA Officers

D. Financial Reports

7. Financial Matters

A. Bill Approval

8. New and Old Business

A. Budget Amendments

B. Sidewalk Snow Removal - Resolution

C. New General Ledger Account - Budget

D. Administrative Fee(s) - Budget Discussion

9. Reports, Resolutions and Recommendations

A. Assistant Director's Report

B. Lumber Yard at Paint Creek

C. Executive Directors Report

10. Board Comments and Training Feedback

11. Next Regular Meeting -

12. Adjournment

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

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



DDA SUMMARY SHEET

MEETING DATE: November 19th, 2024

TOPIC: October 15th, 2024 DDA Regular Meeting Minutes

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular Meeting Minutes of October 15th, 2024, as presented.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, October 15, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The October 15th, 2024 Downtown Development Authority Regular Meeting was called to order at 6:32 PM.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess
Vice Chairperson Sam Caruso
Treasurer Matt Shell
Secretary Hank Lorant
Board Member Alaina Campbell
Village President Jerry Narsh

ABSENT

Board Member Lloyd Coe
Board Member Sally Medina
Board Member Chris Barnett

STAFF PRESENT

DDA Executive Director Matthew Gibb
DDA Assistant Director Janet Bloom
Village Manager Darwin McClary
Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. September 17th, 2024 DDA Regular Meeting Minutes

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of September 17th, 2024.

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

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Agenda of October 15th, 2024, as presented.

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

5. Call to the Public

George Dandalides spoke.

6. Consent Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the October 15th, 2024, Consent Agenda by one vote.

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

7. Financial Matters

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Financial Reports for September 2024.

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

B. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve disbursements in the amount of \$150,562.50 for September 2024.

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

8. New and Old Business

A. Request for Proposals - Demolition of Lumber Yard

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to direct and authorize the DDA Executive Director to issue and publish DDA RFP 24-01 in the form presented, making available all resources to secure qualified proposals for the demolition and other services outlined in the Request for Proposals.

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

B. Request for Proposals - Deconstruction and Salvage

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to direct and authorize the DDA Executive Director to issue and publish DDA RFP 24-02 in the form presented, making available all resources to secure qualified proposals for the deconstruction, salvage and other services outlined in the Request for Proposals.

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

C. Update on Vacant Land w/ Recommendation

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to direct and authorize the DDA Executive Director to close on the Waltman parcel, subject to title exceptions concerning the lack of a survey, at a total cost not to exceed \$7,000, as previously approved.

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

D. Request for Proposals - Tarr Lot

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to direct and authorize the DDA Executive Director to issue and publish DDA RFP 24-03 in the form presented, making available all resources to secure qualified proposals for the parking lot repair and other services outlined in the Request for Proposals.

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

9. Reports, Resolutions and Recommendations

A. Executive Director's 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, Campbell, Narsh
- VOTING NAY:** None
- ABSENT:** Coe, Medina, Barnett
- MOTION:** Carried

B. 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, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Medina, Barnett

MOTION: Carried

C. Committee Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Promotions Committee's, Design Committee's, Organization Committee's, and Economic Vitality's Report.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Medina, Barnett

MOTION: Carried

D. Budget Report

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the October 2024 Budget Report.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Medina, Barnett

MOTION: Carried

10. Board Comments and Training Feedback

Secretary Lorant had no comment.

Treasurer Shell spoke.

Vice Chairperson Caruso spoke.

Board Member Campbell spoke.

President Narsh spoke.

Chairperson Burgess spoke.

11. Next Regular Meeting – November 19, 2024

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to adjourn the October 15th, 2024 Downtown Development Authority Board Regular Meeting.

VOTING YEA: Burgess, Caruso, Shell, Lorant, Campbell, Narsh

VOTING NAY: None

ABSENT: Coe, Medina, Barnett

MOTION: Carried

The October 15th, 2024 Downtown Development Authority Board Regular Meeting adjourned at 8:01 PM.

Debbie Burgess
Chairperson

Lynsey Blough
Deputy Clerk/Treasurer

Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on November 19, 2024.



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024

TOPIC Schedule Annual PA57 Meeting(s)

BACKGROUND BRIEF:

In compliance with the provisions of Act No. 267 of the Public Acts of 1976, as amended, and Act No. 57 of the Public Acts of 2018, we are scheduling the two required Public Informational Meetings prescribed by statute.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

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

and

Tuesday December 17, 2024 @ 6:00pm

at the Village of Lake Orion offices,

located at 21 E. Church Street, Lake Orion MI

in the Village Hall Council Chambers



**PUBLIC NOTICE
VILLAGE OF LAKE ORION
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
INFORMATIONAL MEETING NOTICE**

**In compliance with the provisions of Act No. 267 of the Public Acts of 1976,
as amended, and Act No. 57 of the Public Acts of 2018
NOTICE IS HEREBY GIVEN that**

**THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY BOARD (DDA)
has scheduled two informational meetings
Tuesday, December 10, 2024 @ Noon
and
Tuesday December 17, 2024 @ 6:00pm**

**at the Village of Lake Orion offices,
located at 21 E. Church Street, Lake Orion MI
in the Village Hall Council Chambers**

ACCOMMODATIONS

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.

I do hereby certify that this notice is posted pursuant to the provisions of P. A. No. 267 of 1976, Michigan's Open Meetings Act, and is posted Thursday, October 26, 2023 at Noon.



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024

TOPIC Acknowledgement of New Hire – Administrative Coordinator

BACKGROUND BRIEF:

Upon the departure of Mackenzie Harwood to University of Michigan (where she is excelling in her graduate program), the Executive Staff posted and sought applications for a new Administrative Coordinator. Seventeen (17) resumes were received and reviewed, and three candidates selected to interview. Interviews were conducted at our office by both the Executive Director and Assistant Director, and multiple factors were weighed, including but not limited to:

Long term fit for the growth of the team and the DDA

The unique abilities and mindset of the candidate

Diversity of talents and willingness and ability to quickly learn our systems

We mutually decided that Emily Dziegielewski was the best candidate for our DDA and offered her the position of Administrative Coordinator, which she has accepted. She has completed testing and physical requirements and is scheduled to start November 20, 2024

FINANCIAL IMPACT:

This is a part time position, no benefits. Pay Rate \$19/ hour. Up to 30 hours per week.

We agreed to have this position be three full days, or greater depending on need, which may result in her working a flexible schedule of varied hours and days.

RECOMMENDED MOTION:

Acknowledge the hiring and welcome Emily Dziegielewski as the new administrative coordinator

Emily Dziegielewski
[REDACTED]

Education

Bachelor of Arts in Writing and Rhetoric (Professional and Digital Writing)
Oakland University, 2018

Focused on written persuasion, technical communication, and digital media technologies.

Projects included technical writing (user manuals), medical/scientific text analysis, and grant writing.

Relevant Work Experience

Registrar Service Specialist
Oakland Community College, October 2022 – Present

Evaluates regional and international transcripts to determine course equivalencies.

Maintains and updates CollegeSource and other university databases.

Assist the Registrar in processing grade changes and managing duplicate records, ensuring data integrity.

Creates training documentation for transcript evaluation and updates Ellucian Colleague records.

Supports student registration inquiries using CRM-Advise.

Federal Work-Study Program Specialist
Oakland Community College, July 2019 – October 2022

Coordinated on-campus and off-campus employment opportunities for student workers.

Facilitated employment contracts between the college and external employers.

Managed the Federal Work-Study program, coordinating job postings, student interviews, and employer contracts for over 50 on-campus and off-campus positions.

Managed and updated student employment webpage

Documentation Specialist
Valiant International, September 2017 – April 2019

Developed technical training materials using AutoCAD, PowerPoint, and Microsoft Office.

Created content-specific checklists, inspection reports, and customer-defined templates.

Pilot and Vehicle Order Edit Analyst Intern (SVR)
FCA US LLC (Chrysler), May 2017 – August 2017

Analyzed pilot and production model orders for supply chain management.

Contributed to technical documentation for SharePoint projects.

Distributed daily executive reports and managed Mainframe access.

Accounting Clerk
Oakland University, March 2015 – November 2016

Processed financial transactions using Ellucian Banner systems.

Assisted with troubleshooting and computerized billing systems.

Student Office Assistant
Oakland Community College, October 2013 – March 2015

Scheduled appointments and assisted with student registration and financial aid inquiries.

Professional Illustration Artist (Self-Employed)

2022 – Present

Established a thriving illustration business, growing social media following to over 25K on Facebook and 10K on Instagram within two years.

Completed over 400 sales transactions while working with clients globally to ensure satisfaction for orders and custom commission requests. Over 200 five star reviews on Etsy.

Skills

Technical Writing & Documentation: Experience creating user manuals, training materials, and process documentation.

Software Proficiency: Microsoft Office (Excel, PowerPoint, Word), Ellucian Colleague, Ellucian Banner, CRM-Advise.

Social Media Management: Content creation, audience engagement, and SEO optimization on Instagram and Facebook.

Administrative Skills: Transcript evaluation, contract facilitation, and financial transactions.



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024
TOPIC Postponement of Board Elections

BACKGROUND BRIEF:

Annually the DDA Board, through its Chairperson, makes nominations for leadership of the Board, including Chair, Vice-Chair, Secretary and Treasurer. These nominations, and the subsequent vote on election of an individual for each responsible position has traditionally occurred in November.

In deference to the newly elected President of Village Council, who has the full power of appointment, we are postponing the traditional nomination and election procedure until the December meeting. This postponement is not only warranted to respect the new Village President, but allow for the timely and proper appointment, or re-appointment, of members to the Board who are currently in an expired status.

NOTE- we have affirmed with the Village Manager that members of the Board may continue to serve until replaced or re-appointed, as the case may be.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To postpone and re-schedule Nominations and Election of DDA Board Leadership until and at the regular meeting of December 17, 2024.

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) 1317 E. Drahner Rd. Oxford, MI 48371 (Home) dyburgess60@yahoo.com	(248)969-2764 (Home) (248) 814-9663 (Work) (248) 701-8322 (Cell) FAX: (248) 814-9664	11/9/2009 10/15/2013 10/23/2017 11/9/2021	<u>Secretary</u> 12/9/2014 11/10/2015 <u>Vice chair</u> 11/22/2016 <u>Chair</u> 11/14/2017 11/13/2018 11/12/2019 11/10/2020 12/14/2021	10/31/2017 10/31/2021 10/31/2025
Sam Caruso (PI) Vice Chair Owner Caruso Chiropractic	25 S. Lapeer Lake Orion 48362 (Work) chirosam@sbcglobal.net	248-693-4800 (work) (269) 343-1929 (Cell)	4/9/2019 9/28/2020	<u>Secretary</u> 11/12/2019 11/10/2020 <u>Vice Chair</u> 12/14/2021	10/31/2020 10/31/2024
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
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
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 10/31/2026	

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: November 19, 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 October 2024.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 10/31/2024
 % Fiscal Year Completed: 33.70

Section 6, Item D.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-402-000	Current Real Property Taxes	987,129.00	651,126.17	0.00	336,002.83	65.96
248-000-402-100	Property Tax - Twp DDA Capture	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	0.00	0.00	0.00	0.00	0.00
248-000-441-000	Local Community Stabilization Share	15,000.00	14,033.68	14,019.60	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	4,581.80	1,305.12	(2,081.80)	183.27
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	16,706.94	0.00	(16,706.94)	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	(1,643.80)	17,500.00	0.00
248-000-686-000	Downtown Events	18,500.00	377.76	357.76	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	418.59	0.00	81.41	83.72
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	100.00	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	8,156.10	0.00	(5,656.10)	326.24
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	697,691.04	14,138.68	600,373.96	53.75
Revenues		1,298,065.00	697,691.04	14,138.68	600,373.96	53.75
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	80,000.00	24,615.68	6,153.92	55,384.32	30.77
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	664.13	32,937.55	11.43
248-260-706-000	Asst. Executive Director wages	71,000.00	21,846.40	5,461.60	49,153.60	30.77
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	4,053.66	939.40	10,756.34	27.37
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	1,083.02	182.66	236.98	82.05
248-260-718-000	Dental Insurance	770.00	0.00	0.00	770.00	0.00
248-260-719-000	Pension	5,632.00	2,457.72	1,092.32	3,174.28	43.64
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 10/31/2024

% Fiscal Year Completed: 33.70

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

Section 6, Item D.

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bdgt 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	4,398.00	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	7,500.00	15,000.00	50.00
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	35,000.00	17,500.00	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	300.00	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	1,166.31	767.14	4,833.69	19.44
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	470.74	0.00	3,029.26	13.45
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	2,127.08	639.49	2,372.92	47.27
248-260-921-000	Municipal Street Lighting	6,500.00	2,374.48	898.13	4,125.52	36.53
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	256.64	30.24	143.36	64.16
248-260-940-000	Equipment Rental	250.00	68.29	68.29	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	29.94	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	375.00	942.12	39.02
248-260-957-000	Education & Training	5,000.00	13.99	13.99	4,986.01	0.28
248-260-958-000	General Activities Misc	350.00	205.83	60.00	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	0.00	0.00	1,000.00	0.00
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	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	136,401.74	47,074.25	468,122.26	22.56
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	470.00	75.00	4,530.00	9.40
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	149.73	0.00	1,350.27	9.98
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 10/31/2024

% Fiscal Year Completed: 33.70

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

Section 6, Item D.

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bdg't 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	1,006.69	75.00	10,293.31	8.91
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	1,500.00	1,210.22	996.49	289.78	80.68
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	2,205.24	1,495.00	3,294.76	40.10
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	190.69	2,109.31	15.63
248-726-883-000	Banners and Holiday Lighting	10,000.00	10.58	0.00	9,989.42	0.11
248-726-975-001	Capital Outlay - Beautification	5,000.00	119.88	119.88	4,880.12	2.40
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
Total Dept 726 - DESIGN		52,680.00	4,210.57	2,802.06	48,469.43	7.99
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	0.00	0.00	34,500.00	0.00
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	6,989.25	3,956.12	43,010.75	13.98
248-728-888-001	Contractual Services Brand Marketing	10,000.00	272.89	138.00	9,727.11	2.73
Total Dept 728 - ECONOMIC DEVELOPMENT		133,218.00	7,322.14	4,094.12	125,895.86	5.50
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	0.00	0.00	2,500.00	0.00
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	0.00	0.00	12,100.00	0.00
248-729-880-013	SD Nights- Stronger Together winter	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-014	Octoberfest	1,500.00	128.14	128.14	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	1,207.69	1,292.31	56.92
248-729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	5,000.00	0.00	0.00	5,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 10/31/2024

% Fiscal Year Completed: 33.70

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

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 729 PROMOTION						
248-729-885-000	Port-A-Johns	3,500.00	1,007.50	155.00	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	13,848.04	1,490.83	55,501.96	19.97
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	0.00	0.00	53,075.00	0.00
248-730-975-003	DDA Capital Outlay	5,500.00	478.87	0.00	5,021.13	8.71
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	478.87	0.00	518,805.13	0.09
Expenditures		1,390,356.00	163,268.05	55,536.26	1,227,087.95	11.74
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,298,065.00	697,691.04	14,138.68	600,373.96	
TOTAL EXPENDITURES		1,390,356.00	163,268.05	55,536.26	1,227,087.95	
NET OF REVENUES & EXPENDITURES:		(92,291.00)	534,422.99	(41,397.58)	(626,713.99)	
BEG. FUND BALANCE		498,200.06	498,200.06			
END FUND BALANCE		405,909.06	1,032,623.05			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 10/31/2024
 % Fiscal Year Completed: 33.70

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GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bdg 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	153.33	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	153.33	420,019.20	0.14
Revenues		420,609.00	589.80	153.33	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	50,828.06	33,200.00	449,171.94	10.17
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	50,828.06	33,200.00	449,171.94	10.17
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	155,682.56	33,200.00	764,027.44	16.93
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		420,609.00	589.80	153.33	420,019.20	
TOTAL EXPENDITURES		919,710.00	155,682.56	33,200.00	764,027.44	
NET OF REVENUES & EXPENDITURES:		(499,101.00)	(155,092.76)	(33,046.67)	(344,008.24)	
BEG. FUND BALANCE		4,944,949.68	4,944,949.68			
END FUND BALANCE		4,445,848.68	4,789,856.92			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 10/31/2024

% Fiscal Year Completed: 33.70

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GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bdgt Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	37.37	10.05	(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	10.05	(37.37)	100.00
Revenues		0.00	37.37	10.05	(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	10.05	(37.37)	
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	
NET OF REVENUES & EXPENDITURES:		(169,436.00)	37.37	10.05	(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	698,318.21	14,302.06	1,020,355.79	
TOTAL EXPENDITURES - ALL FUNDS		2,479,502.00	318,950.61	88,736.26	2,160,551.39	
NET OF REVENUES & EXPENDITURES:		(760,828.00)	379,367.60	(74,434.20)	(1,140,195.60)	

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 10/31/2024

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GL Number	Description	YTD Balance 10/31/2023	10/31/2024
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	0.00	(250.00)
CASH CHECKING		448.11	318.96
Account Classification: CASH SAVINGS			
248-000-002-000	Cash Savings	457,629.54	474,260.63
248-000-010-000	Investment/LGIP County Inv	401,780.88	411,839.34
248-000-011-000	Cash - Payroll Savings	17,517.95	2,775.06
CASH SAVINGS		876,928.37	888,875.03
Total Assets		877,376.48	889,193.99
*** Liabilities ***			
Account Classification: ACCOUNTS PAYABLE			
248-000-202-000	Accounts Payable	4,846.69	119.88
ACCOUNTS PAYABLE		4,846.69	119.88
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		5,246.69	519.88
*** 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		877,376.48	889,193.99
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		373,929.73	534,422.99
= ENDING FUND BALANCE		872,129.79	888,674.11
+ LIABILITIES		5,246.69	519.88
= TOTAL LIABILITIES AND FUND BALANCE		877,376.48	889,193.99

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 10/31/2024

Section 6, Item D.

GL Number	Description	YTD Balance 10/31/2023	10/31/2024
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	2,711,150.90	2,585,302.09
	CASH SAVINGS	2,711,150.90	2,585,302.09
	Total Assets	2,767,537.70	2,641,688.89
*** 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
	Total Liabilities	6.15	1,969.18
*** 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		2,767,537.70	2,641,688.89
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		(2,177,418.13)	(155,092.76)
= ENDING FUND BALANCE		2,767,531.55	2,639,719.71
+ LIABILITIES		6.15	1,969.18
= TOTAL LIABILITIES AND FUND BALANCE		2,767,537.70	2,641,688.89

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION
Balance As of 10/31/2024

Section 6, Item D.

GL Number	Description	YTD Balance 10/31/2023	10/31/2024
Fund: 404 DDA PROPERTY ACQUISITION			
*** Assets ***			
Account Classification: CASH SAVINGS			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,393.57	169,502.24
	CASH SAVINGS	169,393.57	169,502.24
	Total Assets	169,393.57	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		169,393.57	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		(157,447.13)	37.37
= ENDING FUND BALANCE		169,393.57	169,502.24
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		169,393.57	169,502.24



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 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 \$97,831.90 for October 2024.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2024 - 10/31/2024

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: 260 GENERAL ACTIVITIES					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS SEPTEMBER	546.16	33782
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS OCTOBER	546.16	33856
248-260-801-000	DDA	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU AUGUST	198.00	33790
248-260-801-000	24% OF ESTIMATED AUDIT FEE	VILLAGE OF LAKE ORION	AUDIT FEES	3,600.00	33900
248-260-801-000	4% OF ESTIMATED AUDIT FEES	VILLAGE OF LAKE ORION	AUDIT FEES	600.00	33900
248-260-801-003	248260801003 _ DPW ADMIN (VILLAGE OF LAKE ORION	ADMIN TIF FEES	7,500.00	33840
248-260-801-004	248260801004 _ GF ADMIN (C	VILLAGE OF LAKE ORION	ADMIN TIF FEES	17,500.00	33840
248-260-801-023	EVENT SUPPORT_MOVIE NIGHT	VILLAGE OF LAKE ORION	ADMIN TIF FEES	300.00	33840
248-260-823-000	INV 01302046	WYLDR CREATIVE LLC	WEBSITE	390.00	33843
248-260-823-000	DROPBOX RENEWAL	COMERICA BANK	SEPTEMBER CREDIT CARD	199.00	266
248-260-823-000	FLOWCODE BC2953D1-0030	COMERICA BANK	SEPTEMBER CREDIT CARD	9.95	266
248-260-823-000	SNAL RETAIL 18022	COMERICA BANK	SEPTEMBER CREDIT CARD	65.00	266
248-260-823-000	CLICKUP T9009128990-091224	COMERICA BANK	SEPTEMBER CREDIT CARD	57.00	266
248-260-823-000	IONOS 202051389799	COMERICA BANK	SEPTEMBER CREDIT CARD	25.00	266
248-260-823-000	ADOBE 2881296040	COMERICA BANK	SEPTEMBER CREDIT CARD	21.19	266
248-260-851-000	BILL #: 733025	MISWITCH COMMUNICATIONS	TELEPHONE	90.13	33816
248-260-920-000	ACCT 910018071613 118 N BR	DTE ENERGY	OFFICE ELEC	89.00	33802
248-260-920-000	ACCT 920009680652 24 FRONT	DTE ENERGY	POWER PANEL	19.34	33802
248-260-920-000	WATER/SEWER/GARBAGE 165 S	VILLAGE OF LAKE ORION	UTILITY	99.98	33900
248-260-920-000	WATER/SEWER/GARBAGE 215 S	VILLAGE OF LAKE ORION	UTILITY	90.61	33900
248-260-920-000	WATER/SEWER/GARBAGE 118 N	VILLAGE OF LAKE ORION	UTILITY	314.63	33900
248-260-920-000	INV 203945402087	CONSUMERS ENERGY	UTILITY	25.93	33866
248-260-921-000	ACCT 910018084392 20 E SHA	DTE ENERGY	STREET LIGHTS	109.40	33800
248-260-921-000	ACCT 910018084582 66 S PAR	DTE ENERGY	STREET LIGHTS	70.12	33800
248-260-921-000	ACCT 910018084269 66 S PAR	DTE ENERGY	STREET LIGHTS	22.06	33800
248-260-921-000	ACCT 910040951774 38 S WAS	DTE ENERGY	STREET LIGHTS	52.24	33801
248-260-921-000	ACCT91004095165938 E FLINT	DTE ENERGY	STREET LIGHTS	414.92	33801
248-260-921-000	ACCT 910040951824 380 S BR	DTE ENERGY	STREET LIGHTS	35.79	33801
248-260-921-000	ACCT 91004095172522 E SHAD	DTE ENERGY	STREET LIGHTS	107.73	33801
248-260-921-000	ACCT 910040951600 491 S BR	DTE ENERGY	STREET LIGHTS	85.87	33801
248-260-930-002	INV 92237	DarWel ENTERPRISES LLC	FLOOR MATS	30.24	33799
248-260-940-000	UHAUL 99891924	COMERICA BANK	SEPTEMBER CREDIT CARD	62.25	266
248-260-940-000	SPEEDWY RENTAL GAS	COMERICA BANK	SEPTEMBER CREDIT CARD	6.04	266
248-260-942-000	FLASHLIGHTS	MATTHEW GIBB	REIMBURSEMENT FOR DDA	29.94	33814
248-260-956-000	INV 01720820-00	BEAUMONT URGENT CARE BY WE	HARWOOD PREEMPLOYMENT	135.00	33788
248-260-956-000	MAIN STREET DUES 7024	COMERICA BANK	SEPTEMBER CREDIT CARD	375.00	266
248-260-957-000	SOCIAL MEDIA TRAINING	COMERICA BANK	SEPTEMBER CREDIT CARD	13.99	266
248-260-958-000	CHAMBER EVENT	COMERICA BANK	SEPTEMBER CREDIT CARD	60.00	266
Total Department 260 GENERAL ACTIVITIES				33,897.67	
Department: 725 ORGANIZATION					
248-725-825-000	4343,4497,4508,4075,4077,4	313 PIZZA BAR	DOWNTOWN DOLLARS REDEMPTION	275.00	33781
248-725-825-000	CERT # 4478 4476	OAT SODA	CERTIFICATE REDEMPTION	50.00	33824
248-725-825-000	CERT # 4434	HERITAGE SPINNING & WEAVIN	CERTIFICATE REDEMPTION	25.00	33808
Total Department 725 ORGANIZATION				350.00	
Department: 726 DESIGN					
248-726-745-000	PIECHNIKS SUPPLIES	COMERICA BANK	SEPTEMBER CREDIT CARD	564.19	266
248-726-745-000	ACE	COMERICA BANK	SEPTEMBER CREDIT CARD	52.96	266
248-726-745-000	ACE	COMERICA BANK	SEPTEMBER CREDIT CARD	24.37	266

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2024 - 10/31/2024

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: 726 DESIGN					
248-726-745-000	FUEL	MATTHEW GIBB	REIMBURSEMENT FOR DDA	15.33	33814
248-726-745-000	8/21/24	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES SEPTEMBER	199.79	33809
248-726-745-000	9/10/24	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES SEPTEMBER	139.85	33809
248-726-801-000	CONTRACTED SEWRVICES	ILLUMILAWN YARD SERVICES	WATERING	520.00	33810
248-726-801-000	INV 2763	CARPET SHINE	CLEANING	975.00	33792
248-726-845-000	DRAGON HEAD WALL	MATTHEW GIBB	REIMBURSEMENT FOR DDA	190.69	33814
Total Department 726 DESIGN				2,682.18	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-888-000	INV 1747	20 FRONT STREET CONCEPTS,	MARKETING	300.00	33780
248-728-888-000	UPS 9.14.2024	COMERICA BANK	SEPTEMBER CREDIT CARD	82.68	266
248-728-888-000	DOLLAR TREE	COMERICA BANK	SEPTEMBER CREDIT CARD	2.65	266
248-728-888-000	AUTOZONE SUPPLIES	COMERICA BANK	SEPTEMBER CREDIT CARD	19.04	266
248-728-888-000	INV 24-0002251	CHARTER TOWNSHIP OF ORION	MARKETING	1,334.00	33863
248-728-888-000	INV 24-0002250	CHARTER TOWNSHIP OF ORION	MARKETING	1,389.75	33863
248-728-888-000	INV 363753	VIEW NEWSPAPER GROUP	ADVERTISING	828.00	33899
248-728-888-001	INV 2663 _ EVENT SIGNS	EPRINT SOLUTION LLC	EVENT SIGNS	138.00	33804
Total Department 728 ECONOMIC DEVELOPMENT				4,094.12	
Department: 729 PROMOTION					
248-729-880-001	INV 101 - GAZEBO SERIES	20 FRONT STREET CONCEPTS,	LO LIVE CONCERT SERIES	10,000.00	33780
248-729-880-014	AMZN OKTOBERFEST	COMERICA BANK	SEPTEMBER CREDIT CARD	128.14	266
248-729-880-017	MOVIE SCREEN AND SOUND EQU	GARRETT HOFFMAN	OUTDOOR MOVIE NIGHT	500.00	33806
248-729-880-017	INV 2654 OUTDOOR MOVIE	EPRINT SOLUTION LLC	MARKETING	210.00	33804
248-729-880-017	SPIRIT MOVIE NIGHT	COMERICA BANK	SEPTEMBER CREDIT CARD	50.87	266
248-729-880-017	ROCHESTER EQUIP 66568	COMERICA BANK	SEPTEMBER CREDIT CARD	33.81	266
248-729-880-017	ROCHESTER EQUIP 66568	COMERICA BANK	SEPTEMBER CREDIT CARD	69.91	266
248-729-880-017	FUNW/SPARKLES QRVBP419117L	COMERICA BANK	SEPTEMBER CREDIT CARD	185.00	266
248-729-880-017	AMZN 11425735809659456	COMERICA BANK	SEPTEMBER CREDIT CARD	50.84	266
248-729-880-017	DOLLAR TREE	COMERICA BANK	SEPTEMBER CREDIT CARD	43.73	266
248-729-880-017	SWANK BO2301526	COMERICA BANK	SEPTEMBER CREDIT CARD	500.00	266
248-729-880-017	AMZN	COMERICA BANK	SEPTEMBER CREDIT CARD	36.00	266
248-729-880-017	AMZN	COMERICA BANK	SEPTEMBER CREDIT CARD	8.47	266
248-729-880-017	AMZN	COMERICA BANK	SEPTEMBER CREDIT CARD	19.06	266
248-729-885-000	TURNER PARTIAL I21309	COMERICA BANK	SEPTEMBER CREDIT CARD	155.00	266
Total Department 729 PROMOTION				11,990.83	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				53,014.80	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 905					
301-901-950-000	INV 187 - DEBRIS REMOVAL P	K&D PHILLIPS CONTRACTING L	DEBRIS REMOVAL	8,600.00	33812
301-901-950-000	FIELD	PEA GROUP	LUMBER YARD SURVEY DETAIL	5,900.00	33827
301-901-950-000	OFFICE	PEA GROUP	LUMBER YARD SURVEY DETAIL	3,500.00	33827
301-901-950-000	INV 188_ PHASE 2	K&D PHILLIPS CONTRACTING L	LUMBERYARD CLEANOUT	8,600.00	33812
301-901-950-000	INV 191_ PHASE 3	K&D PHILLIPS CONTRACTING L	LUMBERYARD CLEANOUT	8,200.00	33812
301-901-950-000	ACQUISTION OF ADDITIONAL P	VANGUARD TITLE CO	ACQUISITION OF ADDITIONAL PROPERTY, A	7,000.00	33897
Total Department 901 905				41,800.00	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				41,800.00	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 10/01/2024 - 10/31/2024

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	53,014.80	
		301	DOWNTOWN DEV BOND PROJECT 2023	41,800.00	
		Total For All Funds:		94,814.80	

September 2024 Credit Card Report				
Trans Date	Merchant	GL#	Explanation	Amount
9/2/2024	MISwitch Comm	248-260-851-000	Phones	\$ 90.13
8/30/2024	Dropbox	248-260-823-000	Renewal	\$ 199.00
9/8/2024	Flowcode	248-260-823-000	Website/software (monthly)	\$ 9.95
9/12/2024	SnapRetail	248-260-823-000	Website/software (monthly)	\$ 65.00
9/12/2024	Turner Portajohns	248-729-885-000	Portajohn	\$ 155.00
9/13/2024	Amazon	248-729-880-014	Oktoberfest Supplies	\$ 128.14
9/13/2024	ClickUP	248-260-823-000	Software (monthly)	\$ 57.00
9/14/2024	UPS	248-728-888-000	copies-Oktoberfest	\$ 82.68
9/13/2024	Chamber Event	248-260-958-000	State of the Community event	\$ 60.00
9/16/2024	Main Street Dues	248-260-956-000	Membership	\$ 375.00
9/17/2024	Spirit Halloween	248-729-880-017	Outdoor Movie Night - costume	\$ 50.87
9/18/2024	IONOS	248-260-823-000	Software	\$ 25.00
9/18/2024	Rochester Equip.	248-729-880-017	Popcorn Machine-Outdoor Movie Night	\$ 33.81
9/18/2024	Rochester Equip.	248-729-880-017	Popcorn Machine-Outdoor Movie Night	\$ 69.91
9/19/2024	Dollar Tree	248-728-888-000	Décor- Outdoor Movie Night	\$ 2.65
9/22/2024	Adobe	248-260-823-000	Website/software (Acrobat Pro)	\$ 21.19
9/23/2024	Tim Hortons	248-260-957-000	Social Media Training	\$ 13.99
9/23/2024	Paypal	248-729-880-017	Fun w/ Sparkles Facepainting-Movie N.	\$ 185.00
9/25/2024	Amazon	248-729-880-017	Supplies - Outdoor Movie Night	\$ 50.84
9/24/2024	Dollar Tree	248-729-880-017	Supplies - Outdoor Movie Night	\$ 43.73
9/26/2024	Swank	248-729-880-017	License - Outdoor Movie Night	\$ 500.00
9/26/2024	Autozone	248-728-888-000	Banner supplies - bungee cords	\$ 19.04
9/28/2024	Uhaul	248-260-940-000	Décor rental	\$ 62.25
9/27/2024	Piechniks Supplies	248-726-745-000	Fall Décor	\$ 564.19
9/27/2024	ACE	248-726-745-000	Décor supplies	\$ 52.96
9/27/2024	ACE	248-726-745-000	Décor supplies	\$ 24.37
9/27/2024	Speedway Rental Gas	248-260-940-000	Propane for patio heaters (movie night)	\$ 6.04
9/26/2024	Amazon	248-729-880-017	Supplies - Outdoor Movie Night	\$ 36.00
9/26/2024	Amazon	248-729-880-017	Supplies - Outdoor Movie Night	\$ 8.47
9/25/2024	Amazon	248-729-880-017	Supplies - Outdoor Movie Night	\$ 19.06
9/25/2024	Dollar Tree	248-728-888-000	Supplies - Outdoor Movie Night	\$ 6.63
			TOTAL	\$ 3,017.90



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024

TOPIC Budget Adjustments

BACKGROUND BRIEF:

As new executive staff follows and plans for budgeting month to month, the regularity and outline of budgeted items becomes more clear. Note specifically, this budget was created principally by the immediate past director and then was adopted a status quo budget as a result of the Village Council seeking 20+% increases. It is base don tracking from 18 months ago.

As a status quo budget, and with CPI, utility inflation, and other non-planned but now absorbed day to day operational matters, these budget adjustments are the first of what is anticipated will be more in the next quarter.

FINANCIAL IMPACT:

UTILITIES: Michigan is now paying the cost of utility regulatory policy.

BUDGET ADJUSTMENT: Amend GL 248-260-920-000 from \$4,500 to \$6,370

MUNICIPAL LIGHTING: Michigan is now paying the cost of utility regulatory policy, HOWEVER, the expense side of the EV Chargin stations runs through a Street Light Bill, which skews this line up heavily.

BUDGET ADJUSTMENT: Amend GL 248-260-921-000 from \$6,500 to \$7,340

AUDIT: The Bond Fund revenue and expenses now causes the invoicing of audit fees based on the size of the funds. An initial amount of invoicing was paid from Bond Accounts, but until I can get affirmation of the extent of which audit invoicing is specific to any fund, we need to balance the upcoming budget for audit expense. This may be corrected again in the spring, but would like the anticipated pass through cost covered so the Village is not waiting on us.

BUDGET ADJUSTMENT: Amend 248-260-805-000 from \$2,500 to \$4,490

BUILDING MAINTENANCE: This is pretty self explanatory, we repaired things like the steps that were falling apart and while we used lumber yard and other sources for materials, we have used up the small budget allocation. We need a small adjustment to cover unexpected and appropriate expenses.

BUDGET ADJUSTMENT: Amend GL 248-260-930-002 from \$400 to \$1,100

OFFICE RENT: We negotiated and approved a new office lease. Rent is now \$1400 per month.

BUDGET ADJUSTMENT: Amend GL 248-260-941-000 from \$14,000 to \$16,800

BEAUTIFICATION SUPPLY: In the spring we began getting invoicing for mulch and other supply needs in the downtown. As we finalize a new working plan with the Village for work order, materials and cost, we need to keep our district in shape, therefore we should amend this item.

BUDGET ADJUSTMENT: Amend GL 248-726-745-000 from \$1,500 to \$2,600

EQUIPMENT RENTAL: An example of this need is the renting of a UHaul to take down and move the annual flower baskets. Again, as this issue is amended in a new work order and collaboration with the Village, we may resolve this, but this need is ongoing until we do.

BUDGET ADJUSTMENT: Amend GL 248-260-940 from \$250 to \$750

SOURCE OF FUNDING FOR ADJUSTMENTS

BUDGET ADJUSTMENTS:

Amend GL 248-729-885-000 (Port-o-Johns) from \$3,500 to \$2,600

Amend GL 248-728-864-000 (Grant Disb/Scholarships from \$12,500 to \$10,800

Amend GL 248-730-975-000 (Dumpsters) form \$30,000 to \$22,800

VILLAGE OF LAKE ORION, MICHIGAN

BUDGET ADJUSTMENT WORKSHEET

FISCAL YEAR: 2024-2025
 FUND: 248 - DDA
 DEPT: 260, 726,
 REQUESTED BY: MGIBB
 DATE: 11/19/2024
 AMENDMENT # 1

ACCT #	ACCT NAME	ADOPTED	AMENDED	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
248-260-920-000	Utilities		4,500		1,870	6,370	Higher Estimated Cost of Utilities
248-260-921-000	Muni Street Lighting		6,500		840	7,340	Higher Estimated Cost of Utilities
248-260-805-000	Audit Building		2,500		1,990	4,490	New Audit Fees due to Bond Funds
248-260-930-002	Maintenance		400		700	1,100	Addressing old bldg issues
248-260-941-000	Office Rent		14,000		2,800	16,800	New Office Lease
248-726-745-000	Supply		1,500		1,100	2,600	Additional park/landscape support
248-260-940-000	Equipmnt Rental		250		500	750	Assuming more downtown work
248-729-885-0000	Port o Johns		3,500		(900)	2,600	Re-assessed on projected use
248-728-864-000	Grant/Scholarship		12,500		(1,700)	10,800	Deferring to work study
248-730-975-000	Dumpsters		30,000		(7,200)	22,800	Not anticipated in this fiscal year
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

NET CHANGE IN BUDGET: 0 0

Approved by Village Manager: _____ Date: _____

Approved by Village Council: _____ Date: _____



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024

TOPIC Sidewalk Snow Removal - Resolution

BACKGROUND BRIEF:

In 2020, or thereabouts, the DDA worked with the then Village Manager to determine the source and cost of snow removal for sidewalks in the core business areas of the district. That agreement was based on then available responses to the Dda through a bid notice, including a bid from the DPW.

There are many aspects of what happened then that would impact any discussion, including which entity should pay the cost of staffing, machines, etc.

HOWEVER, it is the goal of this DDA Administration to codify an agreement that allows the budget for this service to be allocated on a business based approach, tracking the per event occurrences, materials cost, and any ancillary issues that add to time or cost so that a long term agreement can be in place for the 25-26 season.

FINANCIAL IMPACT:

The DDA has budgeted in GL 248-260-801-033 Contract Services – DPW Snow Removal \$12,000.

The Agreement attached for review and recommendation sets a “Per Push” rate of \$608, as offered in the original DPW at an initial limit of 15 events. If this is fully used that would be a \$9,120 charge against budgeted funds. The budget balance of \$2,880 would be reserved for additional events, emergency or other mutually agreeable modifications during the season.

RECOMMENDED MOTION:

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.



LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION TO AUTHORIZE AGREEMENT FOR SNOW REMOVAL

WHEREAS In 2020 the Lake Orion Downtown Development Authority entered a verbal agreement with the Village of Lake Orion to provide sidewalk snow removal services based upon mutual discussion and agreement; and

WHEREAS, the Lake Orion Downtown Development Authority has budgeted Twelve thousand Dollars (\$12,000) for snow removal in the 24-25 budget; and

WHEREAS the Lake Orion Downtown Development Authority, as a public body in cooperation with the Village of Lake Orion, wishes to execute and enter into an Agreement to more formally coordinate seasonal snow removal, including identifying the service area, payment per event, policy of amendment and emergency authorization.

NOW THEREFORE BE IT RESOLVED that the Board of the Lake Orion Downtown Development Authority accepts the terms and conditions of the Agreement for Snow Removal attached hereto, and authorizes the Executive Director to submit the approved Agreement to the Village Council for consideration and approval.

Moved by member:
Supported by member:

Ayes: Nays: ABSENT:

CERTIFICATION: I hereby certify the foregoing is a true and complete copy of a Resolution adopted by the Lake Orion Downtown Development Authority at its regular meeting held on _____, 2024, the original of which is a part of the Board minutes.

VILLAGE OF LAKE ORION

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE AGREEMENT FOR SNOW REMOVAL

RESOLVED, that the Village of Lake Orion and the Lake Orion Downtown Development Authority enter into an Agreement for Snow Removal for the general purposes and upon such terms and conditions as are set forth in an agreement between the parties as attached and incorporated hereto.

The foregoing resolution offered by Council member _____ and supported by _____.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

I, the undersigned, the duly qualified and acting Clerk of the Village of Lake Orion, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village of Lake Orion at a regularly scheduled meeting held on _____, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this ___ day of _____, _____.

Sonja Stout, Village Clerk

EXHIBIT A

AGREEMENT FOR SNOW REMOVAL

THIS AGREEMENT is made on the _____ day of _____, 2024, by and between the Village of Lake Orion, a Michigan municipal corporation, 21 E. Church st., Lake Orion MI 48362, hereinafter referred to as "Village," and Lake Orion Downtown Development Authority, 118 N. Broadway St., Lake Orion MI 48362, hereinafter referred to as "DDA"

The Village and DDA agree as follows:

ARTICLE I. Scope of Work

The Village agrees to furnish all of the materials, equipment and labor necessary, and to abide by all the duties and responsibilities applicable to it, for "Sidewalk Snow Removal" in accordance with the following project description:

For the 2024-25 winter season, to remove all snow and ice accumulations from the complete width of public sidewalks, including sidewalk ramps, as are abutting various addresses, and as depicted in the map approved by the parties, when the Director of the Department of Public Works for the Village has determined accumulation of snow is then equal to or exceeding three (3) inches, or upon receipt of a verbal notice to proceed from the DDA Executive Director. All instances of removal, including date and time, shall be recorded between the parties and compensated as described below.

ARTICLE II. Payment and Terms

Payment. The DDA shall pay the Village for each instance of removal ("Push") and for the performance of the contract as follows:

- a) Each instance of removal "Push" shall be charged a fee of \$608.00.
- b) This Agreement per-authorizes a maximum number if Push events of fifteen (15).

Payment shall be made upon completion of all work and acceptance of the work by the DDA. DDA shall promptly submit a purchase order/requisition not later than the second Wednesday of each month directing payment to the Village.

The Parties may agree to amend this contract in writing by mutual consent is it becomes necessary to extend the number of Push events, or to assess any equitable charges due to excessive snowfall events. All such changes in the work shall be first approved in writing prior to the start of such extra work, unless mutually authorized due emergency.

Term. This agreement shall commence upon execution and continue, as may be amended, by season, until mutually terminated.

Assignment. This contract may not be assigned or subcontracted without the written consent of both Parties.

Choice of Law. This contract shall be construed, governed and enforced in accordance with the laws of the State of Michigan. By executing this agreement, Contractor and City agree to venue in Eaton County for purposes of any action arising under this contract. Whenever possible, each provision of the contract will be interpreted in a manner as to be effective and valid under applicable law. The prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the contract.

Relationship of the Parties. Village and DDA agree that this is not a contract of employment or independent contract, rather an agreement between mutually operated governmental agencies. Nothing contained in this contract shall be deemed to constitute any other relationship than that of inter-agency.

Entire Agreement. This contract represents the entire understanding between Village and DDA and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this contract. This contract may be altered, amended or modified only by a signed written amendment.

Village of Lake Orion

Lake Orion Downtown
Development Authority

Darwin McClary
Village Manager

Matthew Gibb
Executive Director

VILLAGE OF LAKE ORION DPW**BID SERVICE**

248-760-9792
Wsanchez@lakeorion.org

21 E Church st
Lake Orion,48362

Attention: Molly LaLone
Director lake Orion DDA

Date: 11/18/2020

Project Title: Winter services
Project Description: public downtown sidewalk snow removal
Terms: 1 year

Description	Events	Hrs per event	Price per hour	Total cost
2020 MDOT Equipment rate 4 wheeler	15	8	\$13.26	\$1,591.20
Labor cost straight time	7.5	8	\$25.00	\$1,500.00
Labor cost overtime	7.5	8	\$37.50	\$2,250.00
Calcium chloride (2 pallets)		15%	\$1,700.00	\$1,955.00
				\$7,296.20
		Tax		25%
		Total		\$9,120.25

Thank you for your business. It's a pleasure to work with you on your project.
Sincerely yours,

Wesley Sanchez
DPW director pro tem

Per push = \$608 minimum 15 pushes (as listed above)



VILLAGE OF LAKE ORION DPW

BID SERVICE

248-760-9792
 Wsanchez@lakeorion.org

21 E Church st
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				\$7,296.20
		Tax		25%
		Total		\$9,120.25

To be clear for these proposals to go into effect we would need a winter seasonal employee to clear the sidewalks. We are already understaffed and some of our full time employees have vacation time they have to use over the next couple months or they lose it. In addition we would need a new piece of equipment with heat and snow attachments which would cost roughly \$35,000.00.

Wesley Sanchez
 DPW director pro tem





DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024

TOPIC New General Ledger Account - Budget

BACKGROUND BRIEF:

The Village of Lake Orion and the DDA are public body recipients of a Placemaking and Public Spaces Program Agreement. This grant is for the development of a public space and supporting restoration as part of the lumber yard project.

The initial disbursement of funding is being remitted in accord with the attached invoice to Oakland County. The DDA needs to amend its Budget to add new revenue and expense GL line(s) to accept these fund and spend them, such that we can track these funds specific to a separate line item as the source of funds is the ARPA.

FINANCIAL IMPACT:

This grant is in the amount of \$595,823.00. It is paid in two installments. The tracking and reporting of acceptance and expense is performed through reporting documentation. This action is setting p the GL to hold the funding, and the GL(s) to spend and report.

RECOMMENDED MOTION:

Move to amend the Downtown Development Authority Budget, Fund 248, to create a new General Ledger Revenue Account under Number 248-260-540-000, 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.

MSOC PLACEMAKING AND PUBLIC SPACES PROGRAM GRANT - INVOICE 1



Village of Lake Orion
21 E Church Street
Lake Orion, MI 48362

Attention: Darwin McClary, Village Manager

Date: October 29, 2024

Terms: Net 30 Days

Application ID: MSPM2406

FND10101-CCN1090205-SC731598-PRG133095-GRN-1004139

Bill To:	
ATTN	John Bry, Administrator Local Business Development Oakland County Economic Development
Address	2100 Pontiac Lake Rd, Bldg 41W Waterford, MI 48328
Phone	(248) 858-5444
Email	bryj@oakgov.com

Description	Qty	Total Award	Amount
First Grant Award Payment - 75% of Total Award*	1	\$595,823.00	\$446,867.25
Subtotal			\$446,867.25
Total Amount Due			\$446,867.25

***See Exhibit A**

Make Payment To: VILLAGE OF LAKE ORION

EXHIBIT A
Grant Award Payments

It is understood that under no circumstances shall the County be responsible for greater than 40% of the total development cost and that by accepting County Grant Funds, the Public Body thereby commits to contributing Grantee Funds in an amount sufficient to fully fund the development cost of the project as approved by the County pursuant to the Grant Application, Scope of Work and Budget (Exhibit C).

First Grant Award Payment

Within 45 days of the execution of this Interlocal Agreement between Oakland County and the Public Body the County will transfer seventy five percent (75%) of the total grant award to the Public Body.

Final Grant Award Payment

Within 30 days of the County receiving and approving documentation from the Public Body that demonstrates that eligible project development cost expenditures of a minimum amount of two times the first grant award payment have been made by the Public Body, the County will transfer the remaining balance of the total grant award to the Public Body.

Application Number: MSPM2406 – Lake Orion

Total Development Costs: \$1,909,806.00

Total Local Funds: \$1,313,983.00

Total Grant Award: \$595,823.00

Percent of Total Development Costs: 31%

First Grant Award Payment: \$446,867.25

(75% of the Total Grant Award)

Final Grant Award Payment: \$148,955.75

(25% of the Total Grant Award)



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024

TOPIC Administrative Fee(s) – Budget Discussion

BACKGROUND BRIEF:

The DDA Budget is presently in a state of budgetary “Status Quo” with the Village of Lake Orion. This was intended to continue the exercise of pass through funding from our budget into the Village budget by means of several admin fund GL numbers (the actual itemization of this will be presented at the Board meeting).

The historic issue of the revenue/spending contradiction between the DDA Board and the Council is fairly simply to characterize. There has not been a mechanism of tracking or itemizing the service, material, infrastructure, or time elements of transactional budget matters between the DDA and the Village. These numbers have always been cooperatively administered, but always debated at budget time.

The executive staff have been verbally presented information that certain of the admin funds, e.g. the DPW Admin, has been charged internal to the Village substantially above our budgeted amount in the first few months of the budget year already. Staff has asked for detail, but none has been provided. That leaves our direction being, “how can we build a more collaborative working environment with our Village partners, and have a basis of detailed reporting that would show expense, charge and time by month?

A primary concept is to engage a software that would allow the DDA to input a request for service/material, the receiving department to respond with a cost estimate and time, and the DDA to approve. Work would be done, logged, paid and thereafter reportable to each Board/Council. How would we do that?

The DDA has explored various options and includes a cost proposal from a company called FMX who can configure the programming to our direct needs. We are also attaching a cost proposal from the Township as an example of a service item, as we would want to include them. We are also aware that the Village DPW already uses a program called SilverSmith as part of the asset mapping and their maintenance obligations.

Is this a system approach the DDA Board wants to explore further?

QUESTIONS:

1. Can the Village/Township/DDA fairly and openly identify the assets, parks, places and things each is responsible for both in man power, budget and time?
2. If a system of requisition and work order is implemented, will non-identified needs go unchecked and unattended?
3. Should this possibility be through a separate program, or one already sued bt the Village or Township?

FINANCIAL IMPACT:

If the Board is inclined to move forward, there will be an expense to configuring the application to meet the concept and need. That cost is anticipated to not exceed \$5,600.00

RECOMMENDED MOTION:

Alternate Motions

Option 1 – Move to refer this concept and information to the Budget Task force for review and input from the Village and Township with the proposal to be brought back for consideration at the December 17, 2024 DDA Board Meeting.

Option2 – 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 he Village and Township.



www.gofmx.com
 1 (844) 664-4400
 800 Yard St., Suite 115
 Columbus, OH 43212

Subscription Summary

Contact Information

Name: Matthew Gibb
 Email: gibb@downtownlakeorion.org
 Account: Lake Orion Downtown Development Authority
 Phone: 2484640307
 Address: 118 North Broadway Street, Lake Orion, Michigan, United States, 48362

Sales Order Information

Expiration Date: Dec 12, 2024
 Prepared By (Name): Logan Maholm
 Contract Start Date: Dec 3, 2024
 Contract End Date: Dec 3, 2025
 Payment Terms: Net 30

Item Name	Feature Name	Line Item Notes	Net Price
FMX Subscription Fee	FMX Subscription Fee	Annual fee	\$2,500.00
Feature	Maintenance Request	Annual fee	\$1,596.00
FMX Recurring Discount	General Discount	Annual discount	(\$500.00)
FMX Implementation & Training Fee	Implementation & Training Fee	One time setup fee	\$2,048.00
FMX Implementation & Training Discount	FMX Implementation & Training Discount	One time discount	(\$300.00)
Total Net Price			\$5,344.00

By signing this Sales Order, you are agreeing to the [FMX Terms of Use](#) as incorporated herein.

Lake Orion Downtown Development Authority	
Name	
Title	
Signature	
Date	



ORION PARKS

3800 S. Baldwin Rd., Lake Orion, MI 48360

Phone: (248) 391-0304

40' Aerial Utility Truck

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

2025 Rates

CONTRACTED SERVICES	
Description of Services Provided	Cost/ Unit
40' Aerial Utility Truck Certified Operator (2) Safety vehicle (required for projects along MDOT roadways)	\$300.00 \$125.00
<i>*2.5 hours estimated for Lapeer Rd. light pole banners. Additional \$100.00 per hour</i>	

Total estimated cost: \$425.00

All work will be billed upon completion

Please sign below, indicating your acceptance of the terms and prices listed above.
 THANK YOU FOR YOUR BUSINESS AND WE LOOK FORWARD TO SERVICING YOUR ACCOUNT.

BY: _____
 Aaron Whatley, Director of Parks, Recreation & Facilities
 Charter Township of Orion

Date: _____

By: _____
 Matthew Gibb , Executive Director
 Lake Orion DDA

Date: _____

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Section 8, Item D.

Balance As of 10/31/2024
 % Fiscal Year Completed: 33.70

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

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bgdt 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	14,019.60	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	4,581.80	1,305.12	(2,081.80)	183.27
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	16,706.94	0.00	(16,706.94)	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	(1,643.80)	17,500.00	0.00
248-000-686-000	Downtown Events	18,500.00	377.76	357.76	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	418.59	0.00	81.41	83.72
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	100.00	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	8,156.10	0.00	(5,656.10)	326.24
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	697,691.04	14,138.68	600,373.96	53.75
Revenues		1,298,065.00	697,691.04	14,138.68	600,373.96	53.75
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	80,000.00	24,615.68	6,153.92	55,384.32	30.77
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	664.13	32,937.55	11.43
248-260-706-000	Asst. Executive Director wages	71,000.00	21,846.40	5,461.60	49,153.60	30.77
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	4,053.66	939.40	10,756.34	27.37
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	1,083.02	182.66	236.98	82.05
248-260-718-000	Dental Insurance	770.00	0.00	0.00	770.00	0.00
248-260-719-000	Pension	5,632.00	2,457.72	1,092.32	3,174.28	43.64
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Section 8, Item D.

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GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bdg't 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	4,398.00	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	7,500.00	15,000.00	50.00
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	35,000.00	17,500.00	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	300.00	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	1,166.31	767.14	4,833.69	19.44
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	470.74	0.00	3,029.26	13.45
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	2,127.08	639.49	2,372.92	47.27
248-260-921-000	Municipal Street Lighting	6,500.00	2,374.48	898.13	4,125.52	36.53
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	256.64	30.24	143.36	64.16
248-260-940-000	Equipment Rental	250.00	68.29	68.29	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	29.94	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	375.00	942.12	39.02
248-260-957-000	Education & Training	5,000.00	13.99	13.99	4,986.01	0.28
248-260-958-000	General Activities Misc	350.00	205.83	60.00	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	0.00	0.00	1,000.00	0.00
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	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	136,401.74	47,074.25	468,122.26	22.56
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	470.00	75.00	4,530.00	9.40
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	149.73	0.00	1,350.27	9.98
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

Section 8, Item D.

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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	1,006.69	75.00	10,293.31	8.91
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	1,500.00	1,210.22	996.49	289.78	80.68
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	2,205.24	1,495.00	3,294.76	40.10
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	190.69	2,109.31	15.63
248-726-883-000	Banners and Holiday Lighting	10,000.00	10.58	0.00	9,989.42	0.11
248-726-975-001	Capital Outlay - Beautification	5,000.00	119.88	119.88	4,880.12	2.40
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
Total Dept 726 - DESIGN		52,680.00	4,210.57	2,802.06	48,469.43	7.99
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	0.00	0.00	34,500.00	0.00
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	6,989.25	3,956.12	43,010.75	13.98
248-728-888-001	Contractual Services Brand Marketing	10,000.00	272.89	138.00	9,727.11	2.73
Total Dept 728 - ECONOMIC DEVELOPMENT		133,218.00	7,322.14	4,094.12	125,895.86	5.50
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	0.00	0.00	2,500.00	0.00
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	0.00	0.00	12,100.00	0.00
248-729-880-013	SD Nights- Stronger Together Winter	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-014	Octoberfest	1,500.00	128.14	128.14	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	1,207.69	1,292.31	56.92
248-729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	5,000.00	0.00	0.00	5,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Section 8, Item D.

Balance As Of 10/31/2024

% Fiscal Year Completed: 33.70

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

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 729 PROMOTION						
248-729-885-000	Port-A-Johns	3,500.00	1,007.50	155.00	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	13,848.04	1,490.83	55,501.96	19.97
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	0.00	0.00	53,075.00	0.00
248-730-975-003	DDA Capital Outlay	5,500.00	478.87	0.00	5,021.13	8.71
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 Extensl	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	478.87	0.00	518,805.13	0.09
Expenditures		1,390,356.00	163,268.05	55,536.26	1,227,087.95	11.74
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,298,065.00	697,691.04	14,138.68	600,373.96	
TOTAL EXPENDITURES		1,390,356.00	163,268.05	55,536.26	1,227,087.95	
NET OF REVENUES & EXPENDITURES:		(92,291.00)	534,422.99	(41,397.58)	(626,713.99)	
BEG. FUND BALANCE		498,200.06	498,200.06			
END FUND BALANCE		405,909.06	1,032,623.05			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Section 8, Item D.

Balance As of 10/31/2024
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*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% 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	153.33	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	153.33	420,019.20	0.14
Revenues		420,609.00	589.80	153.33	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	50,828.06	33,200.00	449,171.94	10.17
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	50,828.06	33,200.00	449,171.94	10.17
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	155,682.56	33,200.00	764,027.44	16.93
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		420,609.00	589.80	153.33	420,019.20	
TOTAL EXPENDITURES		919,710.00	155,682.56	33,200.00	764,027.44	
NET OF REVENUES & EXPENDITURES:		(499,101.00)	(155,092.76)	(33,046.67)	(344,008.24)	
BEG. FUND BALANCE		4,944,949.68	4,944,949.68			
END FUND BALANCE		4,445,848.68	4,789,856.92			


REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Section 8, Item D.

Balance As of 10/31/2024
 % Fiscal Year Completed: 33.70

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

GL Number	Description	24-25 Amended Budget	YTD Balance 10/31/2024	Activity For 10/31/2024	Available Balance 10/31/2024	% Bdgt Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	37.37	10.05	(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	10.05	(37.37)	100.00
Revenues		0.00	37.37	10.05	(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	10.05	(37.37)	
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	
NET OF REVENUES & EXPENDITURES:		(169,436.00)	37.37	10.05	(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	698,318.21	14,302.06	1,020,355.79	
TOTAL EXPENDITURES - ALL FUNDS		2,479,502.00	318,950.61	88,736.26	2,160,551.39	
NET OF REVENUES & EXPENDITURES:		(760,828.00)	379,367.60	(74,434.20)	(1,140,195.60)	



- Calendar
- To-Do List
- Work List**
- Invoices
- Maintenance Requests
- Preventive Maintenance
- Buildings
- Equipment
- Inventory
- Resources & Locations
- Users & Contacts

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Work List

New request 9 FA

Q
Saved
Filter
Clear
Export
Settings

Status: Open

OPEN 1074	UNASSIGNED 82	OVERDUE 985	ON HOLD 0
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Name	Module	Type	Building	Due	Status	
6385843 - Air handler unit is leaking	Maintenance request	-	-	-	Pending details	
6399935 - Lights are out	Maintenance request	-	-	-	Pending details	
6587053 - Outlet isn't working	Maintenance request	-	-	-	Pending details	
6385842 - Trouble with DEF Handle	Maintenance request	-	-	-	Pending details	
6300971 - Water Dripping From Ceiling	Maintenance request	Plumbing	Corporate Office	Wed, Aug 4, 2021	Pending Maintenance Supervisor's approval	
437035 - Monthly Fire Suppression Inspection	Preventive Maintenance	General	Corporate Office and 3 others	Tue, Aug 31, 2021	Overdue	

Showing 1-20 of 1,074 records Show records 20 Page 1 of 54

Calendar

November 2024 TODAY Month

438285 - Check oil in Tractor #2

STATUS Overdue DUE Thu, Nov 7, 2024

Execute
Reassign
Respond
Edit
Follow
New
More

Execute

Cost \$

Worker time Darryl Philbin 2 30 +

Used inventory Advanced search

Comments

[A Formatting guide](#) [Show preview](#)

Attachments

Save
Execute
Cancel



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024

TOPIC Assistant Director’s Report

Attached: Assistant Director’s Report

RECOMMENDED MOTION:

To Receive and File the Assistant Director’s Report

MEMORANDUM

Janet Bloom – Assistant Director

November 19, 2024



Recent Events/Activities:

Halloween Extravaganza (Oct. 16, 5-7pm) – Great weather ushered in trick-or-treaters in the streets of Downtown Lake Orion. A Trick-or-Treat Trail Map was created to encourage families to visit shop to shop so they can meet the retailers in our downtown. Over 30 businesses participated. Trick-or-Treating ran 5 pm – 8 pm. Cider and Donuts, a DJ, a hot cocoa station, a chance to win Downtown Dollars, and other groups and organizations joined up in Children’s Park to add to the festivities. The return of the parade brought over 200 participants. It was the first time the parade ran since Covid. The route worked well from Village Hall to Children’s Park, taking Anderson Street. Many participants mentioned running out of candy this year so that speaks to the crowds we experienced. We wish to thank Kroger, Meijer, and Yates Cider Mill for their contributions to the event.

Witches Night, #StrongerTogether with Oxford DDA (Oct. 25, 5 – 10 pm) – The trolley shuttled witches and warlocks between Lake Orion and Oxford. Over 13 Downtown Lake Orion businesses participated in the event, hosting fun activities within their stores, with several donating raffle baskets to the event. Oxford Professional Theatre set up a photo booth at the corner of Flint and Broadway doing a free Harry Potter-themed photo booth. We appreciate the restaurants who also matched the vibe with great food and themed drink features.

Oakland County – Shop Small & Local Local Gems Sweepstakes (Nov. 1 – 30) – Thank you to our volunteers who stepped in to help distribute posters, shopping bags, and counter cards for this annual event. This year shoppers didn’t have to track receipts – they only needed to grab photos in the shops and share. The program is still running so we encourage people to learn more at oakgov.com/shopsmall for a chance to win \$1000, \$500, or \$250. More photos gets you more chances to win.

Shop OC Main Streets Deals (Nov. 1 – Dec. 31) – ShopOCMainStreets.com is the e-commerce site that many Oakland County Main Street programs and their downtown shops use to add to the outreach to consumers. The organization is running a promotion to encourage shoppers to use the sites. We encourage residents and shoppers to check out the great items our merchants have online.

American Express Shop Small Saturday (Materials distributed Nov. 15) – We signed up to be a Neighborhood Champion this season. We received around 30 bags and various signs and stickers for our merchants. Those were distributed on Nov. 15. Unfortunately, they don’t provide enough for all our merchants and it has really changed over the 15 years to less items and more about the American Express connection.

Upcoming Events:

Mid-November – Storybook Stroll holiday book to be installed, partner program with Orion Township Public Library

Nov. 16 (Shop Hours) – Merry & Bright Ladies Shopping Event (#strongertogether with Downtown Oxford) – partners with Dudes Day

Nov. 16 - Dec. 31 - Hometown Holidays Shopping Passport Contest

Nov. 20 (Shop Hours) – Dudes Day Shopping (Food/Beverage) Event (#strongertogether with Downtown Oxford) – partners with Merry & Bright Ladies Shopping Event

Nov. 21 (5 - 7 pm) - Sing and Stroll Tree Lighting Ceremony (plus horse and carriage rides 5 pm – 7 pm)

Nov. 30 (Shop Hours) - Shop Small Saturday (plus horse and carriage rides 10 am – 2 pm)

Dec. 7 (6 - 9 pm) - Orion Lighted Parade (orionlightedparade.org)

Dec. 14 (11 am - 3 pm) - Polar Express Trolley Storytime Rides

Social Media Stats

Downtown Lake Orion Facebook:

Followers: April 9,938; May 10,116; June 10,141; July 10,166; August: 10,209; September: 10,255; October: 10,304, Current: 10,388.

Estimated Reach: Previous: 32,375; Current: 85,200
(# of people who saw content at least once)

Engagement: Previous: 6,269; Current: 9,000 (reactions, comments, shares, or clicks on our posts)

Video views: Previous: 1,760; Current: 524

Demographics: 78.6% female/21.4% male

Downtown Lake Orion Business Group:

Previous: 132 members; Current: 134 members

Instagram:

4,034 Followers (added 10)

X (formerly Twitter):

1,569 Followers (lost 19)

Ribbon Cutting/Networking Events in Downtown

Amazing Petals Florist Ribbon Cutting– October 24. Great turnout for owner Kyle and crew. She also shared the space she is working on for in-store for classes and demonstrations. We welcome the new owner, Kyler, to Downtown Lake Orion!

Other items

DIA Inside|Out 2025 (Oct. 28) – The Lake Orion DDA was selected as a community to receive the DIA Inside|Out community art program for 2025. I met with a DIA representative on Oct. 28 and ten preliminary locations have been determined. We will be forming programming, including community organizations and partners, for this activity in 2025.

Orion Living Magazine RFP meeting (Nov. 4) – Reviewed received RFPs for design services and printing.

Conferences/Showcases/Trainings:

Community Showcase with Economic Developers (Oct. 18) by Oakland County

BS&A Training (financial software) (Nov. 6) by BS&A

Michigan Downtown Association Annual Conference (Nov. 7-8) in Ann Arbor by MDA

Digital Training – Business Growth Using Google Tools (Nov. 12) by MSOC with Main Street America

ShopOCMainStreets.com Holiday Campaign meeting (Nov. 12) by ShopOCMainStreets Team

Grant Workshop (Nov. 13) by MSOC

Main Street America Evaluation Platform Training (Nov. 14) by MSOC

Committee Meetings:

Oct. 21 – Design Committee

Oct. 23 – Organization Committee

Oct. 24 – Economic Vitality Committee

Nov. 5 – Promotions Committee

Respectfully Submitted,

Janet Bloom

bloom@downtownlakeorion.org

cell (248) 320-7599



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024

TOPIC Report – Lumber Yard at Paint Creek

BACKGROUND BRIEF:

A presentation will be given at the Board Meeting.

I am attaching to this Agenda Memo the now rejected Bid Documents, and the materials from Oakland County that begin to outline next steps.

AN ADOPTED TIMELINE WILL BE PRESENTED AT THE BOARD MEETING

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

Receive and File the Presentation of the Executive Director, including all attachments.

MEMORANDUM

DATE: November 15, 2024

TO: Matt Gibb
Janet Bloom
Lake Orion DDA

FROM: Alex Huff
Ron Campbell
MSOC Design Assistance, Oakland County

SUBJECT: Design Assistance for Lumber Yard Preservation and Redevelopment

Based on our site visit on July 24, 2024, and our recent meeting on November 6, 2024, we've outlined a process and framework for moving forward with conceptual site design and best practices for historic preservation for the Lumber Yard site. Design Assistance is a program of Main Street Oakland County provided to our local Main Street communities. Our work will help you with clarify the project scope, document the conceptual design, and support pre-entitlement work, while ultimately guiding your development of a Request for Proposals for architecture and engineering services to create the final drawings for municipal approvals. Please know that additional background information, regular communication, and participation from the Steering Committee will be integral to meeting your desired project timeline.

This memo includes information needed from Lake Orion DDA as well as strategic decisions that will need to be made regarding site strategy as they will impact the overall layout. We've outlined a general timeline and a recommended agenda for a kick-off meeting in January 2025.

At this time, we've received the following documents:

- Auger Klein Aller Architects Inc. (2023).Existing.Conditions.Study
- 2024 Community Showcase flyer

Project Timeline

- November 15 – Information exchange #1 between Lake Orion DDA and MSOC
- January 6 – Information exchange #2 between Lake Orion DDA and MSOC
- End of January – Steering Committee meeting #1 with basic concept
- End of February – Steering Committee meeting #2 include other partners/decision makers
- End of March – Steering Committee meeting #3 concept for RFP

Meetings

- Meeting schedule should be set at the kick-off meeting
- DDA Board of Directors meets every third Tuesday of the month at 6:30PM
- Suggesting fourth Thursday of the month 1-3PM as the Steering Committee meeting
- Teams/Zoom meetings may be used as alternate or for additional meetings

January Project Kick-off Agenda

- Introductions
- Project Descriptions: Goals and metrics
- Project Plan: Timeline, key milestones, deliverables
- Project Risks: Budget, Ownership, Approvals, Preservation unknowns
- Project Scope: Clarify MSOC's deliverables and ongoing work that will need to be carried out by the Lake Orion DDA
- Roles and Responsibilities: Meeting Attendance
- Next Steps

Design Assistance Getting Started

STEERING COMMITTEE

- How often and how long will they meet?
- Can you arrange for other representatives to attend Steering Committee meetings (such as the Village Bldg Dept, Fire Chief, Trail Manager, WRC rep, MDOT rep, Utilities, etc.)?
- Does the Village have a planning or engineering firm for on-going services? And can those individuals be included in these conversations?

DESIGN PRINCIPALS

- What does historic preservation mean for this project? (Rehabilitation, salvaging materials, preserving the original relationship between buildings) What do you plan to save? What do you wish to highlight? We do not recommend making new buildings look old.
- Do you wish to preserve the orientation of the site? For instance, preserve the diagonal sight line up the railroad line? Or preserve the east/west sight line that is the current drive?
- What are the gateway moments when entering the site? Vehicular and non-motorized
- Do you want to get views of the lake?
- How do you define these different zones within the site?

- Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings:
<https://www.nps.gov/crps/tps/rehab-guidelines/rehabilitation-guidelines-1997.pdf>

BUILDINGS / USES

- Office/Store – How big is this building (was it 1,200 sf)? What is the desired use? Desired additions? How does accessibility need to be addressed? Are there bathrooms currently?
- Main barn – How big is this building? Overall footprint? Does the construction of all the racks along the sides of the building limit reuse? What are we calling this building?
- Lumber racks – Do you envision adding more structures to increase the market?
- Other barn at the back – What are you saving in terms of the footprint? Are you adding on to this structure or stand allow? What are we calling this building?
- New pavilion – How big? How many? Dual use as parking?
- New commercial/mixed use – Building height? Building footprint? Total sq ft? Parking needs? Zero-lot line?
- Sheds – Two (2) existing from 1910 and 1917. How big? Accessibility issues? Do you want to add more? Do you want to move them?
- Public space – What elements are you looking for in the public space? You mentioned sculpture? Do you want anything for kids like an adventure playground (could be a future phase)?

ACCESS/CIRCULATION/PARKING

- Where does MDOT wish for the driveway to be?
- How does the Paint Creek trail feel about this driveway location? Concerned about conflicts between vehicles and bikes/pedestrians.
- How will vehicles circulate through the site?
- What's does the fire department require in terms of access?
- How much parking does Leo's need?
- How much parking does the site need? Understanding everything can be negotiated but need a starting point to work from.

SERVICE

- Where are electrical utilities coming in and what do you need for each building?
- Curb and gutter?
- Recommendations/review from the fire chief?
- How will trash be handled?
- Where is the service/delivery for each structure?

PROFESSIONALS/NETWORKING

- Review resources on the Michigan Barn Preservation Network website, specifically
 - o List of consultants: <https://mibarn.net/resources/architects-engineers-contractors/>

- Possibly reach out to Steve Stier for support from the technical committee (stephenstier@gmail.com)
- You may need to have one consultant for the new buildings/structures and a separate consultant for the barn renovation
- Reach out of other Michigan event barns to find a peer to learn from

SCOPE OF DAP WORK

- This needs to be defined (in progress)
- We will work in SketchUp and hand sketches. The conceptual plans will not be prepared in AutoCAD.
- Our goal is to help you work out the big issues with the site and understand the size/place/use of buildings and clearly communicate the guiding principles for the design.
- We will also guide you in preservation best practice and connect you with experts/consultants/resources as best we can.



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

Matthew Gibb, Executive Director

NOTICE OF REJECTION OF ALL PROPOSALS

Lake Orion DDA RFP 24-01 AND 24-02

Via Electronic Delivery to:

ET MACKENZIE
TBD CONSTRUCTION
BEDIENT DEMOLITION
BSI PAVING
PETERSON BROTHERS, LLP
CHRISTMAN CONSTRUCTION
OAKWOOD BUILDING COMPANY
K&D PHILLIPS
MIERZWA CONSTRUCTION
BLUE STAR, INC

Dear Sir/Madam,

Thank you for your kind interest in the Lumber Yard at Paint Creek and the two RFP opportunities through which we attempted to secure contractor(s) for salvage and demolition of the non-preservation structures. As identified by the notes on our amended tabulation/bid sheet we had two issues arise on the day of bid opening;

1. A bid that was hand delivered in a sealed envelope on 11/12/24, prior to 3pm, became stuck in the closed bin we use to collect bids prior to opening. This occurred because the bid was in a small, non-typical sized envelope and simply slid into an unobserved place on the side of bin.
2. A bid that was submitted via email, and acknowledged as received on 11/11/24, was initially lost during a reboot of all our office systems following an electrical matter that shut off our office for 24 hours.

We had been advised to re-convene the bid opening panel, acknowledge that the bids were received prior to, and kept sealed until, the time for opening, and that no other bids were made available or open prior to the completion of the tabulation list. Despite that care, questions have arose, including from an accepted proposer, and a request to rebid this process has been made. In an effort to maintain complete transparency and integrity in the process of this project, we must exercise all caution.

On advice of our counsel, we must therefore reject all bids/proposals received in response to DDA RFP 24-01 and DDA RFP 24-02 and close both bids. If a decision is made by the Board of Directors for the DDA to re-bid this scope of work we are hopeful you would reconsider the project.

Matthew A Gibb, Executive Director

Lake Orion Lumber Yard

Site Analysis and Project Goals

11/15/2024

Use as basemap

NOTES:

- Please duplicate this basemap slide as needed to create multiple maps
- Please use shapes, arrows, and text boxes to provide description and context on what has been discussed, proposed, requested, envisioned, etc. Helpful to include names of contacts/companies.
- Precedent images are also helpful and can be dropped into blank slides w/ a quick note or header

MDOT (who did you speak with?) would ideally like to see the driveway aligned



Leo's is open to shared parking. Leo need # of spaces.



ATWATER ST

What type of information am I looking for in this first round?

- Situation with adjacent property? If/when acquisition is possible? This seems like it is critical to the design but if it can't happen you do not want to back yourself into a corner
- What are the (2-3) development concepts?
- Phasing of projects (if everything can't happen at the same time)
- Public space vs. leased/revenue generating space
- Preferred vehicular entrances and connections to paths
- How much parking is needed. I understand everything can be negotiated but we need a starting point or range to work from
- More details on desired uses (use type, square footage and/or occupancy, time of day/day of week)
- Conversations with MDOT, EGLE, WRC, Paint Creek Trail, Brownfield, etc. regarding use limitations or engineering directives that impact site design. What is their timeline for review ?



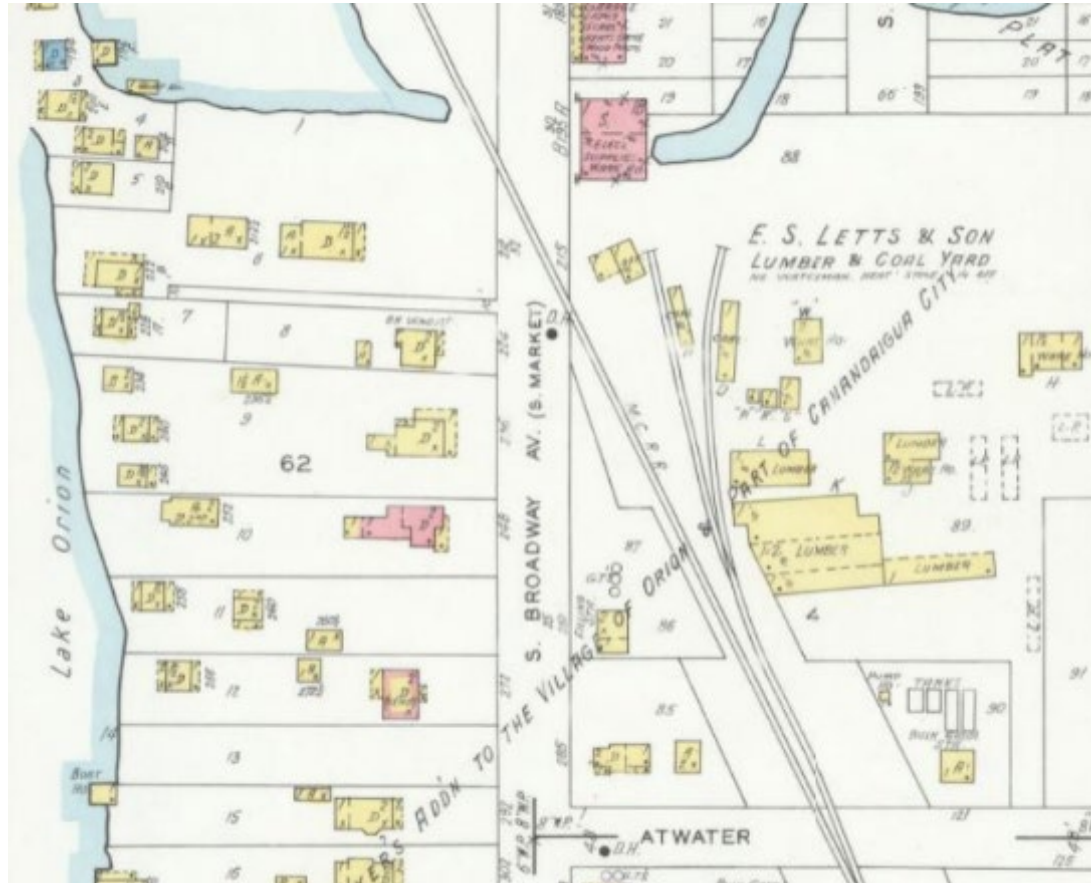
Concept example



Concept example w/ demolitions shown



Sanborn Fire Insurance Map from Lake Orion, Oakland County, Michigan. Apr 1934



#	Use	Construction	En- closed	Habit- able	Condition
01	Storefront Building	Wood / Siding / Other	X	X	Fair, Re-storable
02	Storage Shed	Wood	X		Poor
03	Storage / Work Shed	Wood	X		Poor
04	Storage Shed	Wood	X		Poor
05	Storage Shed	Wood	X		Poor
06	Storage Shed	Wood	X		Poor
07	Storage Shed	Wood	X		Poor
08	Storage Shed	Wood	X		Poor
09	Storage Structure	Wood			Poor
10	Storage Shed (Connected)	Wood	X		Poor
11	Storage Shed (Connected)	Wood	X		Poor
12	Storage Shed (Connected)	Wood	X		Poor
13	Storage Shed	Wood	X		Poor
14	Storage Structure	Wood / Steel Roof	X		Poor
15	Storage Shed with Integrated Metal Container	Wood and Metal	X		Poor
16	Barn & Lean-to	Wood			Poor
17	Storage Structure	Wood / Steel	X		Poor
18	Storage Sheds	Wood	X		Poor
19	Storage Shed	Wood / Garage Door	X		Poor
20	Storage Structure	Wood			Poor
21a	Storage Structure	Wood			Fair, Re-storable
b	Storage Structure	Wood			Fair
22	Storage Structure	Wood			Poor
23	Storage Structure	Wood			Poor
24	Barn	Wood			Poor
25a	Barn	Wood	X		Poor
b	Barn Lean-to	Wood	X		Fair, Re-storable
c	Barn Lean-to	Wood / Steel Roof	X		Poor
26	Storage Structure	Wood	X		Poor
27	Storage Shed	Wood	X		Fair

Table 02: Existing Structures List

Rehabilitation: Building 01

- Structure number 01, the Lumberyard storefront is an approximately 1250 square foot building that could be renovated. Potential future uses for the building could include a small retail store or ice cream shop. In its current condition, a minimum probable budget of \$225,000 - \$250,000 would be required to make the structure occupiable for public use. The building currently has no ADA compliant access or restroom facilities on the main floor. The interior spaces of the building have not been updated in a number of years and require replacement or significant rejuvenation.



PHOTO 01-1 Lumber Yard Storefront Building - Usable Condition

Rehabilitation: Building 25

- A 3300 square foot portion of Building 25 (25a), and 1580 SF portion of building 21 could be renovated for a public-pavilion usage, something that was envisioned during the communities 2022 design charette. Building 25 is a barn currently utilized for lumber storage and appears to have received new roof trusses in the past. The existing material barn, building 25, could be used as a large covered open-air event space. The existing structure is large with a 30' width and approximately 100' length.



Rehabilitation: Building 21

- The directly adjacent Building 21 is currently utilized for open-air material storage. The structure has undergone repairs in the past, providing an opportunity for renovation similar to the adjacent barn structure. The potential uses for this structure is limited due to its' short structural spans, 6'-10' wide. The short spans could become stalls utilized for farmers market vendors or event vendors.



Structure 21a: Storefront Building

Rehabilitation: Building 16

- Barn and lean-to



PHOTO 16-1 Barn and Lean-to - Poor Condition

Connecting the Lumber Yard to Downtown



Opening the Storefront Building up to the Paint Creek Trail



Preserving and Rehabilitating the Main Barn



Preserving the sightlines between the Barn and Lean-to and the Trail



Creating a market village incorporating some of the existing sheds

Section 9, Item B.



REQUEST FOR PROPOSAL

DDA RFP 24-01

DEMOLITION

AMENDED TABULATION REPORT

DUE:

11/12/2024

Date Opened:

November 13 2024 9:00AM

See Notes in bidder information

ADDED OPENING

14-Nov-24 3:45pm

	Name and Contact Info	Submittal Date	BASE BID	ALTERNATE BID	LEGAL STATUS OF BIDDER	Combined Bid	Insurance	Notes
1.)	ET MACKENZIE COMPANY Kyle Duran (517) 622-2143 kduran@mackenzieco.com	11/11/2024	\$80,937.56	9,000	CONFIRMED	NO	CONFIRMED	
2.)	TBD CONSTRUCTION Amanda Haveman (616) 401-7373 amanda@tbdconstruction.com	11/12/2024	\$60,000.00	NONE	CONFIRMED	YES	CONFIRMED	
3.)	BLUE STAR Scott Krall (586) 427-9933 Skral@bluestardemo.com	11/11/2024	\$60,400.00	\$5,400	CONFIRMED	NO	CONFIRMED	
4.)	BEDIENT DEMOLITION Jeff Bedient (248) 853-0810 jeff@bedientconstruction.com	11/9/2024	\$82,433.00	\$9,000	CONFIRMED	NO	CONFIRMED	
5.)	K&D PHILLIPS Kevin Phillips (248) 931-8672 kdpillipscont@gmail.com	11/12/2024	\$75,886.00	NONE	CONFIRMED	NO	CONFIRMED	
6.)	PETERSON BROTHERS Cody Oselett (586) 322-5104 cody@petersonbrotherscompany.com	11/12/2024	\$49,550.00	NONE	CONFIRMED	YES	CONFIRMED	
7.)	BSI PAVING Tim Forsyth (586) 257-5425 timf@bsipaving.com	11/12/2024	\$145,000.00	NONE	CONFIRMED	YES	CONFIRMED	
8.)	OAKWOOD BUILDING COMPANY Ignacio Balsamo (586) 709-0714 oakwoodbuildingcompany@gmail.com	11/12/2024	\$42,500	NONE	CONFIRMED	YES	CONFIRMED	This Proposal was submitted in a non-typical envelope and became stuck/hidden in the secure holding box for bids. It was/is verified as being delivered timely.
9.)	CHRISTMAN CONSTRUCTION Hunter Hanson (734) 626-9189 hhanson@christmanconstructors.com	11/11/2024	\$85,500.00	NONE	CONFIRMED	NO	CONFIRMED	This Proposal was submitted via email and verified as received ontime. The email file was incorrectly saved due to a power issue, but retrieved and included
10.)	MIERZWA CONSTRUCTION Charlie Mierzwa	11/12/2024	\$49,850.00	NONE	CONFIRMED	YES	CONFIRMED	This proposal was not submitted in the proper location or by email as required. It is also incomplete
	Date Opened:			Signatures				
	NOVEMBER 13, 2024 @ 9 AM				/s/ Debbie Burgess, DDA Board Chair			
	Added Proposals				/s/ Sonja Stout, Clerk			
	NOVEMBER 14, 2024 @ 3:45PM				/s/ Matt Shell, Treasurer			
	Opened by: Matthew Gibb, in front of Debbie Burgess, Matt Shell, Sonja Stout				/s/ Matthew Gibb, Executive Director DDA			

REQUEST FOR PROPOSAL

DDA RFP 24-02

SALVAGE

AMENDED TABULATION REPORT

Section 9, Item B.

DUE:

11/7/2024

See Notes in bidder information

Date Opened:

November 13 2024 9:00AM

	Name and Contact Info	Submittal Date	BASE BID	ALTERNATE BID	LEGAL STATUS OF BIDDER	Combined Bid	Insurance	Notes
1.)	TBD CONSTRUCTION Amanda Haveman (616) 401-7373 amanda@tbdconstruction.com	11/7/2024	\$10,000.00	NONE	CONFIRMED	YES	CONFIRMED	
2.)	PETERSON BROTHERS Cody Oselett (586) 322-5104 cody@petersonbrotherscompany.com	11/7/2024	\$26,489.85	NONE	CONFIRMED	YES	CONFIRMED	
3.)	BSI PAVING Tim Forsyth (586) 257-5425 timf@bspacing.com	11/7/2024	\$94,000.00	NONE	CONFIRMED	YES	CONFIRMED	
	Oakwood Building Company Ignacio Balsamo (586) 709-0714 oakwoodbuildingcompany@gmail.com	11/12/2024	\$9,900.00	NONE	CONFIRMED	YES	CONFIRMED	This Proposal was submitted in a non-typical envelope and became stuck/hidden in the secure holding box for bids. It was/is verified as being delivered timely.
	MIERZWA CONSTRUCTION Charlie Mierzwa	11/12/2024	\$17,500	NONE	CONFIRMED	YES	CONFIRMED	The proposal was not submitted in the proper location or by email as provided in the RFP. The proposal is also incomplete
	Date Opened: NOVEMBER 13, 2024 @ 9 AM Addended Proposals Opened NOVEMBER 14, 2024 @ 3:45PM Opened by: Matthew Gibb, Debbie Burgess, Matt Shell, Sonja Stout			Signatures	/S/ <i>Debbie Burgess</i> , DDA Board Chair /S/ <i>Sonja Stout</i> , Clerk /S/ <i>Matt Shell</i> , Treasurer /S/ <i>Matthew Gibb</i> , Executive Director DDA			

RECOMMENDATION FOR CONTRACTOR SELECTION DDA RFP 24-01 (DEMOLITION) AND DDA RFP 24-02 (SALVAGE)

To: DDA BOARD OF DIRECTORS
From: Matthew Gibb, Executive Director

Meeting Date: November 19, 2024

RECOMMENDATION

This office was charged with publishing certain Request(s) for Proposal concerning the Lumber Yard at Paint Creek and reviewing any properly submitted proposals for consideration of contractor selection for the scope of work described in the approved RFP documents. As outlined and supported in this Memorandum, PETERSON BROTHERS, LLP of Roseville, Michigan is recommended for selection as the contractor for BOTH RFP 24-01 and RFP 24-02 to enter contract negotiations seeking a final contract to complete the scope of work set forth in each Request.

This Memorandum documents the steps taken in accordance with the procurement policies of both the Village of Lake Orion and the Lake Orion Downtown Development Authority. Documentation supporting the process of publication, review and recommendation is included in this Memorandum which shall serve as affirmation that proper steps were taken, including legal review where necessary.

PROCESS AND COMPLIANCE

1. The DDA Board authorized the publication of the two RFP packages by Motion and Action at its October 15, 2024 regularly noticed public meeting.
2. RFP 24-01 (Demolition) was published on October 17, 2024 by posting the RFP on the DDA website, entering the RFP as an open bid on BidNet, the states government bid network, and sending the RFP to interested parties and known contractors.
3. RFP 24-02 (Salvage) was published on October 18, 2024 by posting the RFP on the DDA website, entering the RFP as an open bid on BidNet, the states government bid network, and sending the RFP to interested parties and known contractors.
4. A walk through of the site, and answering of in person questions, was conducted for BOTH RFP's on October 30, 2024, at 2:00pm and 4:00pm, respectively. A list of attendees was retained for DDA records.
5. Communications were completed to clarify and direct RFP details and to answer direct questions. Communications affecting the RFP's were published on the DDA website, BidNet, and emailed to all attendees of each walkthrough and all firms who had submitted inquiry to this office.
6. Proposers were authorized to submit proposals by delivering the proposal to the DDA office at 118 N Broadway, or by electronic delivery to the email address of the DDA Executive Director.
7. All proposals received at the DDA Office were handed to the Executive Director and placed in a secure box for opening as prescribed in the RFP and communications.
8. All proposals received via Email delivery were unopened and moved into a separate folder. On the morning of the noticed opening, the Executive Director printed three copies of each proposal and placed the same in a sealed envelope for opening by the convened panel.

9. An opening of sealed proposals was conducted on November 13, 2024 at 9:00am and a supplemental convening of the panel to review additional proposals that were deemed to be submitted within the time limit stated in each RFP was conducted on November 14, 2024 at 3:45pm.
10. All proposals were reviewed by the panel for accuracy, price, references and content and referred to the Executive Director to complete this recommendation in accord with the comment and direction of the panel. Those participating on behalf of the DDA are noted as signatories to the Bid Tabulation Sheet(s).

SUMMARY OF REVIEW

The proposals represent a wide span of both cost, inclusion of necessary environmental abatement(s), and certain firms offering a combined approach to the scope of work. The reviewing panel, as well as this office, affirmed that, due to the condition and severity of the structures and debris, the preferred contractor selection would not be based solely on proposed cost. The walk through, outlined in the RFP documents, was “Strongly Encouraged” and those that took advantage of the walk through, and paid attention to the subsequent clarifications and communications, noted aspects of the DDA priority in their response. Several very qualified firms submitted proposals.

Subjective review of the totality of the bids, included but was not limited to:

1. Whether it was in the best interests of the DDA to have separate firms doing each portion of the scope.
2. How timing would be coordinated between salvage and final demolition.
3. Did the proposal acknowledge the hazardous materials report and how did each propose handling that matter in the two effected buildings.
4. Start timing and proposed completion estimates.
5. Knowledge of the site, community and permitting process.
6. General reputation and reference-based ability of the proposer.

The recommendation is based on the direct and subjective review of all proposals. Given a totality all aspects of the many proposals, this office believes using a single contractor for both RFP scope(s) is beneficial in both cost and timing. The recommended firm bets acknowledged the hazardous materials and has estimated the cost for performing both RFP scope(s) in accord with the preliminary estimating completed by the Executive Director. The recommended contractor has a working knowledge of the site, permitting, abatement, and all references supported it’s ability to perform.

RECOMMENDATION

Based upon the foregoing, and in accord with the procurement policy and standards therein, it is recommended that the Lake Orion DDA select PETERSON BROTHERS, LLP as the proposed contractor for RFP 24-01 and RFP 24-02 and direct the DDA Executive Director to submit for concurrence from the Village Council for the Village of Lake Orion at its next available meeting and upon such action negotiate an appropriate contract at a cost not to exceed the combined proposal cost from Peterson Brothers, LLP of \$76,039.85.

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

November 19, 2024



I. NEWS AND UPDATES

Tracking Prior Work in Progress:

- a. Assisted with the re-design approvals for the Irish Tavern concept put in by Fork and Pint.
- b. The watering and management of flowers and décor was cancelled after an incident with the contractor and the DPW director who elected to take back the four-wheeler and tank system.
- c. All fall decor was removed or consolidated.
- 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. Hired Emily for the Administrative Coordinator position.
- g. Handled all Halloween 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 – this can be a 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.
- 3. Design/Façade Review – we implemented a newly designed façade grant program, have applications, we need to get this moving. However, our last two called meetings only one attendee. This needs to be populated with new and additional faces, trained, and accelerated.

III. WORKSHOP RECOMMENDATIONS

1. There needs to be a “lets get everything caught up” retreat. I propose a two day working meeting with multiple invited attendees to discuss and decide:
 - a. Fix the Budget
 - b. Focus our Event strategy to better align with our Main Street Priorities
 - c. Set the Priorities
 - d. Understand the TIF Plan and adopt a capital structure
 - e. Fix the 75 – 25 argument
 - f. Assign chair responsibilities to committees, and adopt renewed bylaws
 - g. _____

Respectfully Submitted,

Matthew Gibb

gibb@downtownlakeorion.org

(248) 464-0307