



## **AGENDA**

### **REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD**

**Tuesday, May 20, 2025**

**6:30 PM**

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

**(248) 693-8391 ext. 102**

**1. Call to Order**

**2. Roll Call and Determination of Quorum**

**3. Approval of Minutes**

A. Approval of DDA Regular Meeting Minutes of April 15, 2025

**4. Approval of Agenda**

**5. Call to the Public**

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

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

**6. Consent Agenda**

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

A. Financial Reports

**7. Financial Matters**

A. Bill Approval

**8. New and Old Business**

A. Presentation - DPW General Services

- B.** Updated Budget Recommendation – Village Contracts
- C.** Lumber Yard - Change Order for Fence Repair
- D.** Lumber Yard - Contract for Additional Tree and Brush Removal
- E.** Redevelopment Liquor License - 34 S Broadway
- F.** Michigan Downtown Association 2025 Spring Conference
- G.** Issue Media Group (Metromode/SecondWave) Media Package

## **9. Reports, Resolutions and Recommendations**

- A.** Lumber Yard Progress Report
- B.** Assistant Director’s Report

## **10. Board Comments and Training Feedback**

## **11. Next Regular Meeting - June 17, 2025**

## **12. Adjournment**

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

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



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, April 15, 2025

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The April 15, 2025 Downtown Development Authority Regular Meeting was called to order at 6:31 PM by Chairperson Burgess.

### 2. Roll Call and Determination of Quorum

#### PRESENT

Chairperson Debbie Burgess  
Vice Chairperson Sam Caruso  
Treasurer Matt Shell  
Secretary Hank Lorant  
Board Member Lloyd Coe  
Board Member Sally Medina  
Board Member Alaina Campbell  
Board Member Chris Barnett (arrived at 6:35 PM)  
President Teresa Rutt

#### STAFF PRESENT

Executive Director Matt Gibb  
Assistant Director Janet Bloom  
Clerk/Treasurer Sonja Stout

### 3. Approval of Minutes

#### A. Approval of DDA Regular Meeting Minutes of March 18, 2025

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Minutes of March 18, 2025.

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

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

**4. Approval of Agenda**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Agenda of April 15, 2025, as presented.

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

**VOTING NAY:** None

**ABSENT:** Barnett

**MOTION:** Carried

**5. Call to the Public**

George Dandalides, representing the Lake Orion Lake Association (LOLA), shared details about several upcoming community events sponsored by LOLA. On May 10, there will be a CPR class held in partnership with the Orion Township Fire Department. On June 7, LOLA will host a Youth Fishing Derby at Green’s Park, while the Lake Orion Boat Club will also be conducting a Boater’s Safety Course on the same day. Additionally, LOLA will offer another Boater’s Safety Class on June 21 at the Orion Township Public Library.

**6. Consent Agenda**

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

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to approve the April 15, 2025 Consent Agenda by one vote, as presented.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

**A. Financial Reports**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the financial reports for March 2025.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

**7. Financial Matters**

**A. Bill Approval**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to approve the disbursements in the amount of \$441,757.78 for March 2025.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

**8. New and Old Business**

**A. Lumber Yard Concept Planning – Discussion**

DDA Executive Gibb presented various conceptual building designs and ideas for Project Lumberyard and proposed the formation of an advisory committee to help guide the project's direction. Intended as a long-term initiative, the committee would ideally include 11 to 15 community members with expertise in areas such as art, history, retail, trails, youth engagement, and grant funding. Gibb invited board members to submit recommendations for potential committee members. While there was some concern about the project's timeline in relation to construction, the board agreed to advertise the open committee positions in the *Lake Orion Review* and on social media.

**B. Lumber Yard – Contracts**

DDA Executive Gibb reviewed the project scope and the bids received. He openly disclosed that he is acquainted with individuals at both ELS Construction, Inc. and Mickey’s Construction, but clarified that he has not conducted any business with either company. Based on cost considerations, he recommended Mickey’s Construction to the board.

**MOTION** made by Board Member Campbell, Seconded by Treasurer Shell to accept Mickey's construction bid for a cost not to exceed \$425,000.

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

**VOTING NAY:** None

**ABSENT:** None

**MOTION:** Carried

*Treasurer Shell left the meeting at 7:25 PM.*

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant to accept and approve an agreement with MI remodelers LLC for the all necessary repair and preparation work in the Main Office at a cost not to exceed \$9,740, with funding from GL 248-726-980-001.

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant to accept and approve the quote of Dillman & Upton for a complete window package for the Main Office at a cost not to exceed \$6,600 with funding from GL 248-726-980-001.

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**MOTION** made by Board Member Coe, Seconded by Board Member Barnett to accept and approve an agreement with MI Remodelers LLC for the installation of windows, including all additional materials and coordinating repairs, at a cost not to exceed \$6,700 with funding from GL 248-726-980-001.

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

**C. Budget - 2025-2026**

DDA Director Gibb provided an overview of the preliminary budget for FY 2025-26, highlighting key revenue sources including tax capture, a county grant, a transfer from the fund balance, and sponsor contributions. He also addressed several expenditure challenges, particularly the unresolved service agreements with the Village and allocations related to the capital improvement fund. Board members engaged in a discussion about the details of each department’s role in the service agreements and what has been provided by the Village to the DDA. To move forward, Director Gibb recommended that the Board schedule a special meeting to reach an agreement on the preliminary budget for FY 2025-26.

**MOTION** made by Board Member Barnett, Seconded by Board Member Coe to postpone the motion to a date no later than April 25, 2025.

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

George Dandalides expressed his frustration regarding the budget process and suggested holding a special meeting, potentially on Wednesday, as a joint session between the DDA and the Village Council. He emphasized the need for a clear breakdown of the services provided by the Village in relation to the DDA to help clarify budget responsibilities and allocations.

**9. Reports, Resolutions and Recommendations**

**A. Lumber Yard - Monthly Progress Report**

Executive Director Gibb provided a brief synopsis of his report in the packet.

**MOTION** made by Board Member Barnett, Seconded by Board Member Coe to receive and file the progress report dated April 15, 2025.

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

**B. Retail Attraction Strategy**

Bob Waun of Dirt Realty gave a presentation that included an overview of his background and previous development projects. He also shared a list of successful retailers and discussed efforts to attract similar businesses to Lake Orion. Waun highlighted the area's strong income demographics and emphasized the importance of creating opportunities that engage and retain youth in the community. Chairperson Burgess and Secretary Lorant expressed their enthusiasm and support for the future potential of the project.

**MOTION** made by President Rutt, Seconded by Board Member Barnett to receive and file the draft report.

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**C. Assistant Director’s Report**

Assistant Director Bloom gave a brief overview of her Assistant Director’s Report, which is included in the meeting packet. Her update covered upcoming events, social media statistics, scheduled activities, recent conference updates, grant submissions, and upcoming committee meeting dates.

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

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**D. Executive Directors Report**

Executive Director Gibb announced that Ezekiel Spencer will be starting next week and noted that progress on the outdoor bike shop project is going very well. He mentioned that the remainder of his updates can be found in the agenda packet.

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant to receive and file the Executive Directors Report April 2025.

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**10. Board Comments and Training Feedback**

Board Member Barnett expressed his gratitude to the community for their support of his State of the Township address and encouraged residents to be part of the solution rather than part of the problem.

Board Member Medina offered congratulations to Board Member Campbell.

Vice Chairperson Caruso shared his enthusiasm about the project moving forward.

Board Member Campbell said she enjoyed the presentation and saw great value in initiatives that aim to attract young people to the community. She also congratulated Board Member Barnett on his address and echoed his sentiment about the importance of being proactive in community involvement.

President Rutt emphasized the significance of community engagement and the role individuals play in contributing to the prosperity and well-being of the local area.

Board Member Coe announced that the cornhole league will begin on Thursday, June 5, and noted that participation has grown compared to previous years.

Chairperson Burgess expressed her appreciation for the hard work and ongoing dedication of DDA Director Gibb and Assistant DDA Director Bloom, particularly in regard to the legacy project. She also invited individuals with relevant expertise to get involved in the upcoming initiatives.

**11. Next Regular Meeting - May 20, 2025**

**12. Adjournment**

**MOTION** made by Secretary Lorant, Seconded by Vice Chairperson Caruso to adjourn the April 15, 2025 Downtown Development Authority Board Regular Meeting.

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

The April 15, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:52 PM.

\_\_\_\_\_  
Debbie Burgess  
Chairperson

\_\_\_\_\_  
Sonja Stout  
Clerk/Treasurer

Date Approved: as presented on May 20, 2025.



---

## DDA ACTION SUMMARY SHEET

**MEETING DATE:** May 20, 2025

**TOPIC** Financial Reports

**See attached Reports:**

**248 Fund Balance Sheet** (General DDA Fund)

**301 Fund Balance Sheet** (DDA Bond 2023 Fund)

**404 Fund Balance Sheet** (Property Acquisition Fund)

**Revenue and Expenditure Report**

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

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

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

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 04/30/2025

% Fiscal Year Completed: 83.29

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

Section 6, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 04/30/2025	Activity For 04/30/2025	Available Balance 04/30/2025	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000 REVENUE</b>						
248-000-402-000	Current Real Property Taxes	987,129.00	962,796.76	0.00	24,332.24	97.54
248-000-402-100	Property Tax - Twp DDA Capture	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	0.00	3,154.02	0.00	(3,154.02)	100.00
248-000-441-000	Local Community Stabilization Share	15,000.00	14,033.68	0.00	966.32	93.56
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	43,500.00	0.00	0.00	43,500.00	0.00
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PUBLIC	595,823.00	446,867.25	0.00	148,955.75	75.00
248-000-582-000	Intergovernment - Police	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	2,500.00	11,461.24	0.00	(8,961.24)	458.45
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	5,406.89	0.00	(5,406.89)	100.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	35,000.00	2,515.00	0.00	32,485.00	7.19
248-000-685-100	Transportaion Sponsorship	17,500.00	0.00	0.00	17,500.00	0.00
248-000-686-000	Downtown Events	18,500.00	5,466.19	1,384.22	13,033.81	29.55
248-000-686-002	Flower Fair Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	OktoberFest Revenue	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-005	Babes on Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-006	Electrical Vehicles	500.00	1,529.49	0.00	(1,029.49)	305.90
248-000-687-000	Merchandise Sales	1,000.00	0.00	0.00	1,000.00	0.00
248-000-688-000	Gift Certificate Sales	500.00	3,375.00	0.00	(2,875.00)	675.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	2,500.00	8,756.10	0.00	(6,256.10)	350.24
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		1,893,888.00	1,465,361.62	1,384.22	428,526.38	77.37
Revenues		1,893,888.00	1,465,361.62	1,384.22	428,526.38	77.37
<b>Account Category: Expenditures</b>						
<b>Department: 260 GENERAL ACTIVITIES</b>						
248-260-701-000	Executive Director Wages	80,000.00	64,616.16	6,153.92	15,383.84	80.77
248-260-704-000	Wages - Administrative Coordinator	37,188.00	14,005.24	1,681.50	23,182.76	37.66
248-260-706-000	Asst. Executive Director wages	71,000.00	57,346.80	5,461.60	13,653.20	80.77
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	10,575.72	1,017.21	4,234.28	71.41
248-260-716-000	Health Insurance- Medical	12,000.00	15,910.89	1,203.63	(3,910.89)	132.59
248-260-717-000	Life & Disability Insurance	1,320.00	1,959.32	149.90	(639.32)	148.43
248-260-718-000	Dental Insurance	770.00	428.32	85.22	341.68	55.63
248-260-719-000	Pension	5,632.00	6,519.76	546.16	(887.76)	115.76
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 04/30/2025

% Fiscal Year Completed: 83.29

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

Section 6, Item A.

GL Number	Description	24-25 Amended Budget	YTD Balance 04/30/2025	Activity For 04/30/2025	Available Balance 04/30/2025	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 260 GENERAL ACTIVITIES</b>						
248-260-721-000	Vision Care	143.00	651.96	15.38	(508.96)	455.92
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	10,000.00	9,392.50	425.00	607.50	93.93
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	60,000.00	15,000.00	0.00	100.00
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	30,000.00	7,500.00	0.00	100.00
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	70,000.00	11,666.67	0.00	100.00
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code En	21,000.00	0.00	0.00	21,000.00	0.00
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	461.90	0.00	19,538.10	2.31
248-260-801-023	Contract Services-DPW event support	10,000.00	300.00	0.00	9,700.00	3.00
248-260-801-033	Contract Services-DPW snow removal	17,000.00	0.00	0.00	17,000.00	0.00
248-260-805-000	Audit Fees	4,490.00	3,979.00	0.00	511.00	88.62
248-260-810-000	Legal Services	8,000.00	5,733.25	0.00	2,266.75	71.67
248-260-823-000	Website/Software	6,000.00	2,488.45	514.68	3,511.55	41.47
248-260-823-001	Municipal Software	3,800.00	0.00	0.00	3,800.00	0.00
248-260-829-000	Planner Services	3,500.00	0.00	0.00	3,500.00	0.00
248-260-851-000	Telephone	3,500.00	2,733.58	491.66	766.42	78.10
248-260-900-000	Printing and Publication	500.00	0.00	0.00	500.00	0.00
248-260-920-000	Utilities	6,370.00	5,489.55	561.59	880.45	86.18
248-260-921-000	Municipal Street Lighting	12,040.00	11,474.23	1,227.11	565.77	95.30
248-260-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	1,100.00	306.87	25.58	793.13	27.90
248-260-940-000	Equipment Rental	750.00	102.03	0.00	647.97	13.60
248-260-941-000	Office Rent	16,800.00	16,800.00	0.00	0.00	100.00
248-260-942-000	Office Expenses	4,500.00	3,609.54	1,194.51	890.46	80.21
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	100.00	0.00	0.00	100.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,545.00	1,487.88	0.00	57.12	96.30
248-260-957-000	Education & Training	5,000.00	1,470.45	0.00	3,529.55	29.41
248-260-958-000	General Activities Misc	350.00	344.31	130.00	5.69	98.37
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	544.86	490.44	455.14	54.49
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
<b>Total Dept 260 - GENERAL ACTIVITIES</b>		<b>617,924.00</b>	<b>401,009.26</b>	<b>55,541.76</b>	<b>216,914.74</b>	<b>64.90</b>
<b>Department: 725 ORGANIZATION</b>						
248-725-822-000	Newsletter	1,800.00	130.00	0.00	1,670.00	7.22
248-725-824-000	Volunteer Recognition & Dvp.	1,000.00	675.21	0.00	324.79	67.52
248-725-825-000	Gift Certificate Redemption	5,000.00	4,416.00	780.00	584.00	88.32
248-725-826-000	Historic Celebration/Education	1,000.00	290.40	0.00	709.60	29.04
248-725-827-000	Awareness Program	1,500.00	217.97	0.00	1,282.03	14.53
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

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 04/30/2025  
 % Fiscal Year Completed: 83.29

Section 6, Item A.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 04/30/2025	Activity For 04/30/2025	Available Balance 04/30/2025	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 725 ORGANIZATION</b>						
Total Dept 725 - ORGANIZATION		11,300.00	5,729.58	780.00	5,570.42	50.70
<b>Department: 726 DESIGN</b>						
248-726-745-000	Beautification Supplies	2,600.00	1,394.09	0.00	1,205.91	53.62
248-726-746-000	Hanging Baskets	4,000.00	0.00	0.00	4,000.00	0.00
248-726-801-000	Contractual Services	5,500.00	3,080.24	0.00	2,419.76	56.00
248-726-843-000	Facade Program	23,680.00	14,273.96	0.00	9,406.04	60.28
248-726-845-000	Public Art Program	2,500.00	390.69	0.00	2,109.31	15.63
248-726-883-000	Banners and Holiday Lighting	10,000.00	6,844.08	78.00	3,155.92	68.44
248-726-975-001	Capital Outlay - Beautification	5,000.00	344.47	0.00	4,655.53	6.89
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	353,619.00	121,261.24	106,261.24	232,357.76	34.29
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	242,204.00	16,985.00	16,390.00	225,219.00	7.01
Total Dept 726 - DESIGN		649,603.00	164,573.77	122,729.24	485,029.23	25.33
<b>Department: 728 ECONOMIC DEVELOPMENT</b>						
248-728-801-000	Contractual Services	34,500.00	15,185.63	515.63	19,314.37	44.02
248-728-860-000	Trolley Expense	22,000.00	7,010.04	7,010.04	14,989.96	31.86
248-728-861-000	Survey Expense	468.00	0.00	0.00	468.00	0.00
248-728-862-000	Training Materials	500.00	57.37	0.00	442.63	11.47
248-728-864-000	Grant & Scholarship Distribution	10,800.00	0.00	0.00	10,800.00	0.00
248-728-886-000	Marketing Materials	2,500.00	10.79	0.00	2,489.21	0.43
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	750.00	60.00	0.00	690.00	8.00
248-728-888-000	Brand Marketing	50,000.00	16,860.97	2,899.81	33,139.03	33.72
248-728-888-001	Contractual Services Brand Marketing	10,000.00	272.89	0.00	9,727.11	2.73
Total Dept 728 - ECONOMIC DEVELOPMENT		131,518.00	39,457.69	10,425.48	92,060.31	30.00
<b>Department: 729 PROMOTION</b>						
248-729-880-000	Event Promotion	2,000.00	404.71	0.00	1,595.29	20.24
248-729-880-001	Event Promo - Gazebo Series	11,000.00	10,600.00	0.00	400.00	96.36
248-729-880-004	Event Promo - Halloween Parade	2,500.00	1,240.10	0.00	1,259.90	49.60
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	7,500.00	2,832.22	0.00	4,667.78	37.76
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	250.00	0.00	0.00	250.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,100.00	3,890.49	0.00	8,209.51	32.15
248-729-880-013	SD Nights- Stronger Together winter	2,500.00	384.76	0.00	2,115.24	15.39
248-729-880-014	Octoberfest	1,500.00	128.14	0.00	1,371.86	8.54
248-729-880-015	Winter Activities	12,000.00	5,986.48	316.90	6,013.52	49.89
248-729-880-016	Athletic Events-other	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-017	Movie Night	3,000.00	1,707.69	0.00	1,292.31	56.92
248-729-880-100	Stronger Together- smr fall	5,000.00	0.00	0.00	5,000.00	0.00
248-729-885-000	Port-A-Johns	2,600.00	1,007.50	0.00	1,592.50	38.75
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 04/30/2025

% Fiscal Year Completed: 83.29

Section 6, Item A.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 04/30/2025	Activity For 04/30/2025	Available Balance 04/30/2025	% Bdg't Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 729 PROMOTION</b>						
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		68,450.00	28,182.09	316.90	40,267.91	41.17
<b>Department: 730</b>						
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	12,786.68	0.00	40,288.32	24.09
248-730-975-003	DDA Capital Outlay	5,500.00	4,668.94	0.00	831.06	84.89
248-730-975-005	DDA Capital Outlay- wayfinding/Light	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	22,800.00	0.00	0.00	22,800.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	4,300.00	0.00	0.00	4,300.00	0.00
248-730-975-015	Capital Outlay- Outdoor Sound	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 730		507,384.00	17,455.62	0.00	489,928.38	3.44
Expenditures		1,986,179.00	656,408.01	189,793.38	1,329,770.99	33.05
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:</b>						
TOTAL REVENUES		1,893,888.00	1,465,361.62	1,384.22	428,526.38	77.37
TOTAL EXPENDITURES		1,986,179.00	656,408.01	189,793.38	1,329,770.99	33.05
NET OF REVENUES & EXPENDITURES:		(92,291.00)	808,953.61	(188,409.16)	(901,244.61)	
BEG. FUND BALANCE		356,811.12	356,811.12			
END FUND BALANCE		264,520.12	1,165,764.73			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 04/30/2025  
 % Fiscal Year Completed: 83.29

Section 6, Item A.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 04/30/2025	Activity For 04/30/2025	Available Balance 04/30/2025	% Bdgt Used
<b>Fund: 301 DOWNTOWN DEV BOND PROJECT 2023</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000 REVENUE</b>						
301-000-300-001	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	900.00	1,334.97	0.00	(434.97)	148.33
301-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
301-000-699-301	TRF in from DDA	419,709.00	0.00	0.00	419,709.00	0.00
Total Dept 000 - REVENUE		420,609.00	1,334.97	0.00	419,274.03	0.32
Revenues		420,609.00	1,334.97	0.00	419,274.03	0.32
<b>Account Category: Expenditures</b>						
<b>Department: 901 CAPITAL OUTLAY</b>						
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	163,951.77	426.30	336,048.23	32.79
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital outlay - Buildings	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		500,000.00	163,951.77	426.30	336,048.23	32.79
<b>Department: 905 Downtown Dev Bond 2023</b>						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	0.00	0.00	0.00	0.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	0.00	0.00	0.00	0.00	0.00
301-905-745-001	Property taxes-Orion Twp	0.00	0.00	0.00	0.00	0.00
301-905-920-000	utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA BONDS TAXABLE PRINCIPAL SER	60,000.00	60,000.00	0.00	0.00	100.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT PRINCIPAL	150,000.00	150,000.00	0.00	0.00	100.00
301-905-993-001	2023 DDA BOND TAXABLE INTEREST SERIE	76,910.00	76,909.00	0.00	1.00	100.00
301-905-993-002	2023 DDA TAX EXEMPT BOND INTEREST A	132,800.00	132,800.00	0.00	0.00	100.00
Total Dept 905 - Downtown Dev Bond 2023		419,710.00	419,709.00	0.00	1.00	100.00
Expenditures		919,710.00	583,660.77	426.30	336,049.23	63.46
<b>Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:</b>						
TOTAL REVENUES		420,609.00	1,334.97	0.00	419,274.03	0.32
TOTAL EXPENDITURES		919,710.00	583,660.77	426.30	336,049.23	63.46
NET OF REVENUES & EXPENDITURES:		(499,101.00)	(582,325.80)	(426.30)	83,224.80	
BEG. FUND BALANCE		2,794,812.47	2,794,812.47			
END FUND BALANCE		2,295,711.47	2,212,486.67			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 04/30/2025

% Fiscal Year Completed: 83.29

Section 6, Item A.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 04/30/2025	Activity For 04/30/2025	Available Balance 04/30/2025	% Bdgt Used
<b>Fund: 404 DDA PROPERTY ACQUISITION</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000 REVENUE</b>						
404-000-664-000	Interest Earnings	0.00	88.08	0.00	(88.08)	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	88.08	0.00	(88.08)	100.00
Revenues		0.00	88.08	0.00	(88.08)	100.00
<b>Account Category: Expenditures</b>						
<b>Department: 901 CAPITAL OUTLAY</b>						
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00
404-901-901-000	Debt Service- Parking Deck	0.00	0.00	0.00	0.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	169,436.00	0.00	0.00	169,436.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		169,436.00	0.00	0.00	169,436.00	0.00
Expenditures		169,436.00	0.00	0.00	169,436.00	0.00
<b>Fund 404 - DDA PROPERTY ACQUISITION:</b>						
TOTAL REVENUES		0.00	88.08	0.00	(88.08)	100.00
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	0.00
NET OF REVENUES & EXPENDITURES:		(169,436.00)	88.08	0.00	(169,524.08)	
BEG. FUND BALANCE		169,464.87	169,464.87			
END FUND BALANCE		28.87	169,552.95			
<b>Report Totals:</b>						
TOTAL REVENUES - ALL FUNDS		2,314,497.00	1,466,784.67	1,384.22	847,712.33	63.37
TOTAL EXPENDITURES - ALL FUNDS		3,075,325.00	1,240,068.78	190,219.68	1,835,256.22	40.32
NET OF REVENUES & EXPENDITURES:		(760,828.00)	226,715.89	(188,835.46)	(987,543.89)	

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION  
Balance As of 04/30/2025

Section 6, Item A.

GL Number	Description	YTD Balance 04/30/2024	04/30/2025
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>			
<b>*** Assets ***</b>			
<b>Account Classification: CASH CHECKING</b>			
248-000-001-000	Cash	568.96	419.06
248-000-007-000	Payroll-checking	(250.00)	(250.00)
	CASH CHECKING	318.96	169.06
<b>Account Classification: CASH SAVINGS</b>			
248-000-002-000	Cash Savings	462,300.29	764,039.78
248-000-010-000	Investment/LGIP County Inv	405,551.58	418,532.47
248-000-011-000	Cash - Payroll Savings	(970.56)	(19,247.70)
	CASH SAVINGS	866,881.31	1,163,324.55
	<b>Total Assets</b>	867,200.27	1,163,493.61
<b>*** Liabilities ***</b>			
<b>Account Classification: ACCOUNTS PAYABLE</b>			
248-000-202-000	Accounts Payable	4,598.36	(2,560.00)
	ACCOUNTS PAYABLE	4,598.36	(2,560.00)
<b>Account Classification: ACCRUED AND OTHER LIAB</b>			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
248-000-228-001	FICA w/H - Medicare	0.00	(21.06)
248-000-228-002	FICA- Social Security withheld	0.00	(90.06)
	ACCRUED AND OTHER LIAB	400.00	288.88
	<b>Total Liabilities</b>	4,998.36	(2,271.12)
<b>*** Fund Equity ***</b>			
<b>Account Classification: FUND BALANCE</b>			
248-000-390-000	Fund Balance - Unassigned	498,200.06	356,811.12
	FUND BALANCE	498,200.06	356,811.12
	<b>Total Fund Equity</b>	498,200.06	356,811.12
<b>Total Fund 248:</b>			
<b>TOTAL ASSETS</b>		867,200.27	1,163,493.61
<b>BEG. FUND BALANCE</b>		498,200.06	356,811.12
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		364,001.85	808,953.61
<b>+ FUND BALANCE ADJUSTMENTS</b>		2,559.00	0.00
<b>= ENDING FUND BALANCE</b>		864,760.91	1,165,764.73
<b>+ LIABILITIES</b>		4,998.36	(2,271.12)
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		867,200.27	1,163,493.61

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION  
Balance As of 04/30/2025

Section 6, Item A.

GL Number	Description	YTD Balance 04/30/2024	04/30/2025
<b>Fund: 301 DOWNTOWN DEV BOND PROJECT 2023</b>			
<b>*** Assets ***</b>			
<b>Account Classification: CASH CHECKING</b>			
301-000-001-000	Cash	56,386.80	56,386.80
	CASH CHECKING	56,386.80	56,386.80
<b>Account Classification: CASH SAVINGS</b>			
301-000-002-000	CASH	2,341,003.91	2,159,285.79
301-000-011-000	Cash - Payroll Savings	0.00	(1,216.74)
	CASH SAVINGS	2,341,003.91	2,158,069.05
<b>Total Assets</b>		2,397,390.71	2,214,455.85
<b>*** Liabilities ***</b>			
<b>Account Classification: DUE TO INTERFUND</b>			
301-000-214-101	Due to General Fund	6.15	1,969.18
	DUE TO INTERFUND	6.15	1,969.18
<b>Total Liabilities</b>		6.15	1,969.18
<b>*** Fund Equity ***</b>			
<b>Account Classification: FUND BALANCE</b>			
301-000-390-000	Fund Balance - Unassigned	4,944,949.68	2,794,812.47
	FUND BALANCE	4,944,949.68	2,794,812.47
<b>Total Fund Equity</b>		4,944,949.68	2,794,812.47
<b>Total Fund 301:</b>			
<b>TOTAL ASSETS</b>		2,397,390.71	2,214,455.85
<b>BEG. FUND BALANCE</b>		4,944,949.68	2,794,812.47
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		(2,547,565.12)	(582,325.80)
<b>= ENDING FUND BALANCE</b>		2,397,384.56	2,212,486.67
<b>+ LIABILITIES</b>		6.15	1,969.18
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		2,397,390.71	2,214,455.85

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION  
Balance As of 04/30/2025

Section 6, Item A.
--------------------

GL Number	Description	YTD Balance 04/30/2024	04/30/2025
<b>Fund: 404 DDA PROPERTY ACQUISITION</b>			
*** Assets ***			
<b>Account Classification: CASH SAVINGS</b>			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,445.04	169,552.95
CASH SAVINGS		169,445.04	169,552.95
<b>Total Assets</b>		169,445.04	169,552.95
*** Fund Equity ***			
<b>Account Classification: FUND BALANCE</b>			
404-000-390-000	Fund Balance - Unassigned	326,840.70	169,464.87
FUND BALANCE		326,840.70	169,464.87
<b>Total Fund Equity</b>		326,840.70	169,464.87
<b>Total Fund 404:</b>			
<b>TOTAL ASSETS</b>		169,445.04	169,552.95
<b>BEG. FUND BALANCE</b>		326,840.70	169,464.87
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		(157,395.66)	88.08
<b>= ENDING FUND BALANCE</b>		169,445.04	169,552.95
<b>+ LIABILITIES</b>		0.00	0.00
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		169,445.04	169,552.95



---

## DDA ACTION SUMMARY SHEET

**MEETING DATE:** May 20, 2025

**TOPIC** Bill Approval

**ATTACHED:**

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

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

**RECOMMENDED MOTION:** (Roll Call)

To approve disbursements in the amount of \$182,345.75 for April 2025.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 04/01/2025 - 04/30/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>					
<b>Department: 000 REVENUE</b>					
248-000-228-000	Remittance	MICHIGAN DEPARTMENT OF TRE	Remittance Check	534.56	34572
248-000-228-001	Remittance	IRS	Remittance Check	97.57	386
248-000-228-001	Remittance	IRS	Remittance Check	97.57	386
248-000-228-001	Remittance	IRS	Remittance Check	95.23	387
248-000-228-001	Remittance	IRS	Remittance Check	95.23	387
248-000-228-002	Remittance	IRS	Remittance Check	417.21	386
248-000-228-002	Remittance	IRS	Remittance Check	417.21	386
248-000-228-002	Remittance	IRS	Remittance Check	407.20	387
248-000-228-002	Remittance	IRS	Remittance Check	407.20	387
248-000-230-000	Remittance	IRS	Remittance Check	441.28	386
248-000-230-000	Remittance	IRS	Remittance Check	425.13	387
248-000-232-000	Remittance	AMERICAN UNITED LIFE INSUR	Remittance Check	149.90	34609
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	34446
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	34569
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	85.22	34575
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	15.38	34577
248-000-247-000	Remittance	BLUE CARE NETWORK OF MICH	Remittance Check	1,203.63	34570
248-000-686-000	A BEAN TO GO- MAINSTREET A	COMERICA BANK	CREDIT CARD	66.25	285
248-000-686-000	IRISH TAVERN- MAINSTREET A	COMERICA BANK	CREDIT CARD	167.59	285
248-000-686-000	DUNKIN- MAINSTREET ASSESSM	COMERICA BANK	CREDIT CARD	31.94	285
Total Department 000 REVENUE				5,428.38	
<b>Department: 260 GENERAL ACTIVITIES</b>					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MARCH 2025	546.16	34449
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS FOR SARAH KI	0.00	34511
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	546.16	34579
248-260-801-000	INV 2859	CARPET SHINE		425.00	34521
248-260-801-002	4TH QUARTER STATUS QUO	VILLAGE OF LAKE ORION	POLICE 4TH QUARTER	15,000.00	34606
248-260-801-003	4TH QUARTER PAYMENT	VILLAGE OF LAKE ORION	DPW - STATUS QUO	7,500.00	34606
248-260-801-004	FINAL STATUS QUO PAYMENT	VILLAGE OF LAKE ORION	GF ADMIN (4TH QTR)	11,666.67	34606
248-260-823-000	CANVA-04414-1160272	COMERICA BANK	CREDIT CARD	119.40	285
248-260-823-000	FLOWCODE	COMERICA BANK	CREDIT CARD	9.95	285
248-260-823-000	SNAPRETAIL	COMERICA BANK	CREDIT CARD	65.00	285
248-260-823-000	CLICKUP	COMERICA BANK	CREDIT CARD	57.00	285
248-260-823-000	IONOS	COMERICA BANK	CREDIT CARD	25.00	285
248-260-823-000	ADOBE	COMERICA BANK	CREDIT CARD	21.19	285
248-260-823-000	FLOWCODE	COMERICA BANK	CREDIT CARD MARCH 2025	9.95	285
248-260-823-000	FREE CONFERENCE CALL	COMERICA BANK	CREDIT CARD MARCH 2025	39.00	285
248-260-823-000	SNAPRETAIL	COMERICA BANK	CREDIT CARD MARCH 2025	65.00	285
248-260-823-000	CLICKUP	COMERICA BANK	CREDIT CARD MARCH 2025	57.00	285
248-260-823-000	IONOS	COMERICA BANK	CREDIT CARD MARCH 2025	25.00	285
248-260-823-000	ADOBE	COMERICA BANK	CREDIT CARD MARCH 2025	21.19	285
248-260-851-000	MISWITCH-734847	COMERICA BANK	CREDIT CARD	90.34	285
248-260-851-000	MISWITCH	COMERICA BANK	CREDIT CARD MARCH 2025	90.34	285
248-260-851-000	8529101420028897 COMCAST	COMCAST	118 N BROADWAY	310.98	34586
248-260-920-000	DTE ENERGY	COMERICA BANK	CREDIT CARD	19.24	285
248-260-920-000	118 N BROADWAY 91001807161	DTE ENERGY	UTILITIES	78.90	34531
248-260-920-000	WATERBILL 015-1180	VILLAGE OF LAKE ORION		247.28	34606
248-260-920-000	100062995376 CONSUMERS	CONSUMERS ENERGY		216.17	34587
248-260-921-000	65 S PARK BLVD910018084269	DTE ENERGY	STREET LIGHTS	22.45	34530

**INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION**

EXP CHECK RUN DATES 04/01/2025 - 04/30/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>					
<b>Department: 260 GENERAL ACTIVITIES</b>					
248-260-921-000	20 E SHADBOLT ST 910018084	DTE ENERGY	STREET LIGHTS	88.47	34530
248-260-921-000	66 S PARK BLVD 91001808458	DTE ENERGY	STREET LIGHTS	65.94	34530
248-260-921-000	165 S BROADWAY ST 91001807	DTE ENERGY	STREET LIGHTS	49.53	34530
248-260-921-000	90 S ANDERSON ST 920009543	DTE ENERGY	STREET LIGHTS	198.12	34530
248-260-921-000	24 FRONT ST 9200 09680652	DTE ENERGY	STREET LIGHTS	19.43	34589
248-260-921-000	380 S BROADWAY 9100409518	DTE ENERGY	STREET LIGHTS	36.82	34589
248-260-921-000	38 S WASHINGTON 9100409517	DTE ENERGY	STREET LIGHTS	51.04	34589
248-260-921-000	22 E SHADBOLT 910040951725	DTE ENERGY	STREET LIGHTS	163.76	34589
248-260-921-000	491 S BROADWAY 91004095160	DTE ENERGY	STREET LIGHTS	87.57	34589
248-260-921-000	910040951659 38 E FLINT	DTE ENERGY	38 E FLINT	443.98	34589
248-260-930-002	OFFICE MATS	Darweł ENTERPRISES LLC	MATS	25.58	34588
248-260-942-000	OFFICE DEPOT- PRINTER	COMERICA BANK	CREDIT CARD	109.99	285
248-260-942-000	OFFICE DEPOT- PRINTER	COMERICA BANK	CREDIT CARD	1,058.94	285
248-260-942-000	OFFICE MATS - INV 93853	Darweł ENTERPRISES LLC	OFFICE MATS	25.58	34528
248-260-958-000	MRA DUES INV 956643-2	MICHIGAN RETAILERS ASSOCIA	MRA DUES	130.00	34596
248-260-962-000	PRICELN*TVL	COMERICA BANK	CREDIT CARD MARCH 2025	108.00	285
248-260-962-000	HERTZ- RENTAL CAR	COMERICA BANK	CREDIT CARD MARCH 2025	382.44	285
<b>Total Department 260 GENERAL ACTIVITIES</b>				<b>40,319.56</b>	
<b>Department: 725 ORGANIZATION</b>					
248-725-825-000	DOWNTOWN DOLLARS - 23 CERT	LAKE ORION OPERATIONS LLC	GIFT CERT REDEMPTION	580.00	34481
248-725-825-000	DD REIMB 4121	TATTOO NOUVEAU	DOWNTOWN DOLLARS	200.00	34604
<b>Total Department 725 ORGANIZATION</b>				<b>780.00</b>	
<b>Department: 726 DESIGN</b>					
248-726-883-000	SPRING CLEANUP BANNER	EPRINT SOLUTION LLC	BANNER	78.00	34590
248-726-980-001	WINDOWS	DILLMAN & UPTON LUMBER	MATERIALS - WINDOWS LUMBERYARD	6,261.24	34529
248-726-980-001	DDA APPROVED 4/15/25	MICKEY'S CONSTRUCTION LLC	CONSTRUCTION REPAIR /ROOF REPAIR	100,000.00	34597
248-726-980-002	LABOR	MI REMODELERS, LLC	LABOR-WINDOWS LUMBERYARD	9,790.00	34484
248-726-980-002	INSTALLATION	MI REMODELERS, LLC	INSTALLATION (LUMBERYARD GRANT)	6,600.00	34595
<b>Total Department 726 DESIGN</b>				<b>122,729.24</b>	
<b>Department: 728 ECONOMIC DEVELOPMENT</b>					
248-728-801-000	3/3/25-3/7/25 27.50 HOURS	Pavelich, Daniel T.	LABOR-WINDOWS LUMBERYARD	515.63	34496
248-728-860-000	TROLLEY PROGRAM INV 205,20	NOTA	INVOICES FOR 24-25	6,030.92	34486
248-728-860-000	TROLLEY INVOICE 232	NOTA	TROLLEY EXPENSES	979.12	34598
248-728-888-000	INV 375896	VIEW NEWSPAPER GROUP	ADVERTISING	878.00	34508
248-728-888-000	EPRINT SOLUTIONS PVC BOARD	EPRINT SOLUTION LLC	E PRINT SOLUTIONS MARKETING	56.00	34532
248-728-888-000	ORION LIVING MAGAZINE - IN	CHARTER TOWNSHIP OF ORION	ORION LIVING	1,506.55	34523
248-728-888-000	DOLLAR TREE- RIBBON CUTTIN	COMERICA BANK	CREDIT CARD	2.65	285
248-728-888-000	THE UPS STORE- COPIES	COMERICA BANK	CREDIT CARD	128.81	285
248-728-888-000	ZAZZLE- PLAYING CARDS FOR	COMERICA BANK	CREDIT CARD	254.14	285
248-728-888-000	THE UPS STORE- POSTER	COMERICA BANK	CREDIT CARD MARCH 2025	22.19	285
248-728-888-000	DOLLAR TREE- RIBBON CUTTIN	COMERICA BANK	CREDIT CARD MARCH 2025	3.98	285
248-728-888-000	THE UPS STORE -COPIES	COMERICA BANK	CREDIT CARD MARCH 2025	47.49	285
<b>Total Department 728 ECONOMIC DEVELOPMENT</b>				<b>10,425.48</b>	
<b>Department: 729 PROMOTION</b>					
248-729-880-015	GREAT LAKES ACE HARDWARE P	COMERICA BANK	CREDIT CARD	402.78	285
248-729-880-015	GFS REIMB FOR ICEFEST	COMERICA BANK	CREDIT CARD	(105.88)	285
248-729-880-015	INV 7249 PARKING LOT	LAKE ORION COMMUNITY SCHOO	CONSUMABLE FEE	20.00	34593

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 04/01/2025 - 04/30/2025

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>					
<b>Department: 729 PROMOTION</b>					
				Total Department 729 PROMOTION	316.90
				Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	179,999.56
<b>Fund: 301 DOWNTOWN DEV BOND PROJECT 2023</b>					
<b>Department: 901 CAPITAL OUTLAY</b>					
301-901-950-000	GREAT LAKES ACE- WORK LIGH	COMERICA BANK	CREDIT CARD	105.99	285
301-901-950-000	GREAT LAKES ACE CLOSER HVY	COMERICA BANK	CREDIT CARD MARCH 2025	23.31	285
301-901-950-000	HOUZZ PRO	COMERICA BANK	CREDIT CARD MARCH 2025	297.00	285
				Total Department 901 CAPITAL OUTLAY	426.30
				Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023	426.30

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 04/01/2025 - 04/30/2025

POSTED AND UNPOSTED  
OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	179,999.56	
301			DOWNTOWN DEV BOND PROJECT 2023	426.30	
		Total For All Funds:		180,425.86	

(March 2025 Transactions) Credit Card Report -				
Trans Date	Merchant	GL#	Explanation	Amount
3/2/2025	MiSwitch	248-260-851-000	Telephone	\$ 90.34
3/7/2025	Flowcode	248-260-823-000	INV BC2953D1-0036	\$ 9.95
3/7/2025	The UPS Store	248-728-888-000	Poster	\$ 22.19
3/10/2025	Free Conference Call	248-260-823-000	Software	\$ 39.00
3/12/2025	SnapRetail	248-260-823-000	INV 18022 Software	\$ 65.00
3/13/2025	ClickUp	248-260-823-000	INV t9009138990-031225 Software	\$ 57.00
3/13/2025	Dollar Tree	248-728-888-000	Ribbon Cutting Frames	\$ 3.98
3/18/2025	Ionos	248-260-823-000	INV 202053892273	\$ 25.00
3/18/2025	The UPS Store	248-728-888-000	Copies	\$ 47.49
3/18/2025	Great Lakes Ace	301-901-950-000	Hvy Dty Pneum Wht	\$ 23.31
3/22/2025	Adobe	248-260-823-000	INV 3051017736	\$ 21.19
3/24/2025	Priceline	248-260-962-000	Travel Conference	\$ 108.00
3/25/2025	Hertz	248-260-962-000	#0765706	\$ 382.44
3/31/2025	Houzz Pro Los Angeles CA	301-901-950-000	Lumberyard	\$ 297.00
			<b>total:</b>	<b>\$ 1,191.89</b>



---

## DDA ACTION SUMMARY SHEET

**MEETING DATE:** May 20 2025

**TOPIC** Presentation – DPW General Services

**BACKGROUND BRIEF:**

During the Ad Hoc Committee process, the DPW Director, Wes Sanchez, provided a list of services that the DPW performs within the district at no charge to the DDA. This list was relied upon in organizing a new services agreement between the DDA and DPW, and as such, it was asked that Mr. Sanchez present an overview of what each, non-contracted, service is and the expectation of how his team gets those done.

Mr. Sanchez has been invited to provide this information prior to final consideration of the updated budget recommendation that includes the three contract areas with the Village.

**FINANCIAL IMPACT:**

**As outlined in the Presentation.**

**RECOMMENDED MOTION**

Move to Receive and File the list of Services at No Cost to the DDA presented on May 20, 2025.

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

### Road and street maintenance

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

### Parking maintenance

- Striping of non DDA lots
- Striping of streetside parking

Tree trimming of trees on village easements in the district.

Weed control

Wildlife rescue or removal from public areas including paint creek

Snow plowing and salting

Leaf collection

Sign maintenance

Bridge repairs

Public sidewalk repairs

Dam maintenance and monitoring

Repairs of dumpster enclosures

Graffiti removal

Bench repairs or replacement

Park maintenance of all parks in the district

Street sweeping including street sweeping of parking lots

Storm drain maintenance and cleaning

Paint creek trail maintenance

Lawnmowing and weed whipping of all public areas

Mulching of public areas including parking lots

Tree planting

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



## DDA ACTION SUMMARY SHEET

**MEETING DATE:** April 15, 2025

**TOPIC** Updated Budget Recommendation – Village Contracts

**BACKGROUND BRIEF:**

The Board approved and adopted a recommended budget at its Special Meeting of May 7, 2025. That budget included certain categories and proposed appropriations for those areas of services the DDA and the Village have sought to engage in through contract. The action being proposed tonight would be to incorporate the final negotiated adjustments to those budget lines, and a reassessed overall budgetary approach as a result.

PLEASE NOTE: It has been leaderships continuing recommendation to streamline and re-title GL lines to accurately reflect that any appropriation for the payment of services, including the PA57 administrative costs, would be by contract. Therefore, it is difficult to track year over year, but as this Board is well experienced, the basis is straight forward.

As to: GENERAL ADMIN: We are re-titling this “Contracted Services - PA57”. In the current year we remitted \$70,000 in quarterly distributions as a general sum for those services well performed by the Village. In this budget, the PA57 appropriation is \$62,643, to be paid in like fashion. This fee is supported by the detail of service allocation and percentage of staff and support costs presented by the Village Manager at the Ad Hoc Budget Committee on May 14, 2025. A copy is attached, as well as the communication adjusting the GL lines.

DPW SERVICES: We are Re-titling this “Contracted Services – DPW”. In the current year we remitted \$30,000 towards general services. In this budget, we are appropriating \$27,210 to contract for the scope of services chosen from the DPW Directors offered spread sheet. There are a number of “services” the DPW performs without any need for contract or consideration from the DPW. That list is attached. The contract that will be presented for approval upon return of the budget from Council will be adopted by resolution acknowledging and relying on the list

POLICE: We are re-titling this to “Contracted Services- Public Safety”. This traditional point of contention is being resolved into a base contract for two areas of collaborated services: (1) an additional officer to support the growing district, and (2) better trained and coordinated Ordinance Enforcement. The estimated cost of this new contract to the Police Chief ranges

from \$120,000-143,000. We have agreed to support public safety with a contracted contribution of \$103,000 to assist in in the total cost.

PUBLIC INFRASTRUCUTURE: It was offered to suspend this new annual set aside, but the Village has maintained its interest in prioritizing the general fund appropriation. Leadership had calculated the set aside at \$152,000 for this Budget. Re-calculation, with the assistance of the Village Manager, has resulted in that set aside being appropriated at \$112,.

There are other areas in our budget where we will be appropriating resources in support of the District that have a crossover effect of being Village related support. Examples include: the electric charges for street lighting; the cost of mulch and electrical supplies; equipment rentals; signage; insurance reimbursements and light pole and damage repairs. There are many more. All of those can be absorbed and properly administered through our office.

**SUMMARY OF VILLAGE CONTRACT(S)**

This is a total appropriation in favor and support of the Village in the amount of \$306,853. This represents 29% of our gross budget revenue, and a nearly 65% return of funding captured from village sources. As such, all expenses are absolutely tied to a contract and will not be paid to the Village without written agreement, and each agreement is for a single year, to be reassessed annually.

**FINANCIAL IMPACT:**

**AREAS OF NOTE IN THE PROPOSED BUDGET RECOMMENDATION:**

1. At its March 2025 Meeting, the Board adopted a “contract” approach to all service and administrative fees and appropriations involving and between the DDA and the Village.
2. The budget is presented as a working draft for comparison against a running revenue and expenditure report to reflect the recommended changes to GL line references/titles. The new language and amounts will more accurately track the budget to the new and permanent approach creating clarity in cost and requisition.

**GENERAL REVENUE NOTES:**

3. Tax Capture. The capture amount is estimated from County equalization reports. It is important to note that the Michigan recession is causing a draw down of actual capture as taxes are unpaid. This will eventually “catch up” but is a noted trend.
4. County Grant. We are noting the actual total grant as revenue with an offsetting expenditure. This was improperly placed in the budget following the County’s recommendation, but can be accounted for in this fashion until we correct how this is shown. After budget adoption, we will change this to an inter-fund transfer process, moving the revenue funds into a capital account for the grant purposes.
5. Transfer from Fund Balance. We are estimating a transfer of \$171,128.00 from fund balance to balance the budget. This is due to several factors, including the continuing carry of debt service on the bonds. It is important to note that we are tracking far less expenses in marketing and promotion to intentionally lower appropriations until the lumber yard can be moved to revenue generation and the Mocerri project rolls onto the assessing schedule.

6. Sponsor Revenue. The DDA current has zero dedicated sponsor revenue. **This must change**, but a much smaller target for revenue in this area has been estimated.

**GENERAL NOTES ON GENERAL BUDGET EXPENSES**

- 7. Compensation. The Director and Assistant Director appropriation includes an anticipated three percent (3%) compensation increase. This is aligned with the anticipated increase to employees village wide, and reflective of industry standards.
- 8. Street Lights. The DDA will continue to absorb more than \$17,000 in electric expense for the municipal street lighting.
- 9. Facade Program. This is enhanced slightly to focus on diversifying investment through the new two tiered approach.
- 10. Marketing. The lack of substantial spending in marketing in the present fiscal year is good in that it has built additional fund balance which is needed right now. It is bad in the sense we have not maximized our power in bringing traffic and sustainability to the district. The budget recommendation reflects a balance of that issue throughout several line items.

**RECOMMENDED MOTION**

**FOLLOWING DISCUSSION**

To approve the updated and recommended budget for fiscal year 2025-2026, subject to the execution of all necessary contractual agreements between the DDA and the Village, referring the recommendation to the Village Manager for presentment to Village Council for their consideration in accord with the DDA Budget Policy.

BUDGET REPORT FOR VILLAGE OF LAKE ORION  
Calculations As of 06/30/2025

Section 8, Item B. -29  
DN

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION		
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>											
<b>Account Category: Estimated Revenues</b>											
248-000-402-000	Current Real Property Taxes	934,065.33	804,104.22	987,129.00	987,129.00	962,796.76	0.00	1,047,377.00	0.00	0.00	0.00
248-000-402-100	Property Tax - Twp DDA Captur	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	972.12	1,474.57	0.00	0.00	3,154.02	0.00	3,370.00	0.00	0.00	0.00
248-000-441-000	Local Community Stabilization	10,094.17	15,970.70	15,000.00	15,000.00	14,033.68	0.00	15,000.00	0.00	0.00	0.00
248-000-445-000	Penalties & Interest on Taxes	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
248-000-539-000	State Grants	2,812.50	3,500.00	43,500.00	43,500.00	0.00	0.00	43,500.00	0.00	0.00	0.00
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS	0.00	0.00	0.00	595,823.00	446,867.25	0.00	595,823.00	0.00	0.00	0.00
248-000-582-000	INTERGOVERNMENT - Police	15,927.21	201,995.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	4,973.34	7,628.54	2,500.00	2,500.00	12,901.80	0.00	9,708.00	0.00	0.00	0.00
248-000-671-999	Appropriation from Fund Balan	0.00	0.00	0.00	0.00	0.00	0.00	171,128.00	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	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	0.00	0.00	169,436.00	169,436.00	0.00	0.00	169,436.00	0.00	0.00	0.00
248-000-676-592	Reimbursement -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	12,464.79	(5,870.48)	0.00	0.00	5,406.89	0.00	17,000.00	0.00	0.00	0.00
248-000-683-000	Reimbursements-Other	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	38,750.00	11,476.22	35,000.00	35,000.00	2,515.00	0.00	35,000.00	0.00	0.00	0.00
248-000-685-100	Transportation Sponsorship	16,183.00	21,907.00	17,500.00	17,500.00	0.00	0.00	8,500.00	0.00	0.00	0.00
248-000-686-000	Downtown Events	18.80	5,120.51	18,500.00	18,500.00	5,466.19	0.00	8,000.00	0.00	0.00	0.00
248-000-686-002	Flower Fair Revenue	0.00	305.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00
248-000-686-003	New Year Resolution Run Reven	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-686-004	ST EVENT REVENUE	20,361.10	0.00	1,500.00	1,500.00	0.00	0.00	3,500.00	0.00	0.00	0.00
248-000-686-005	ST SPONSOR REVENUE	0.00	0.00	1,500.00	1,500.00	0.00	0.00	5,000.00	0.00	0.00	0.00
248-000-686-006	EV CHARGING	15.93	1,078.41	500.00	500.00	1,529.49	0.00	4,200.00	0.00	0.00	0.00
248-000-687-000	Merchandise Sales	195.00	0.00	1,000.00	1,000.00	0.00	0.00	3,500.00	0.00	0.00	0.00
248-000-688-000	Gift Certificate Sales	3,425.00	430.00	500.00	500.00	3,375.00	0.00	4,000.00	0.00	0.00	0.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	683.21	1,355.00	2,500.00	2,500.00	9,298.45	0.00	8,000.00	0.00	0.00	0.00
248-000-696-000	PROCEEDS FROM THE SALE OF BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Revenues		1,070,941.50	1,070,475.61	1,298,065.00	1,893,888.00	1,467,344.53	0.00	2,156,542.00	0.00	0.00	0.00
<b>Account Category: Appropriations</b>											
248-260-701-000	Executive Director Wages	58,299.12	60,860.93	80,000.00	80,000.00	67,693.12	0.00	82,400.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordi	20,247.60	35,878.15	37,188.00	37,188.00	14,874.49	0.00	32,417.00	0.00	0.00	0.00
248-260-706-000	Asst. Executive Director wage	24,068.37	41,897.51	71,000.00	71,000.00	60,077.60	0.00	73,130.00	0.00	0.00	0.00
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	1,402.75	3,210.82	5,400.00	5,400.00	2,498.50	0.00	5,400.00	0.00	0.00	0.00
248-260-711-013	OVERTIME	947.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	7,930.01	10,809.00	14,810.00	14,810.00	11,103.48	0.00	15,254.00	0.00	0.00	0.00
248-260-716-000	Health Insurance- Medical	6,630.39	2,877.74	12,000.00	12,000.00	17,114.52	0.00	14,820.00	0.00	0.00	0.00
248-260-717-000	Life & Disability Insurance	916.72	330.67	1,320.00	1,320.00	2,109.22	0.00	1,562.00	0.00	0.00	0.00
248-260-718-000	Dental Insurance	474.70	222.13	770.00	770.00	576.22	0.00	1,132.00	0.00	0.00	0.00
248-260-719-000	Pension	5,003.22	5,457.47	5,632.00	5,632.00	6,519.76	0.00	6,720.00	0.00	0.00	0.00
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-721-000	Vision Care	99.25	45.91	143.00	143.00	667.34	0.00	720.00	0.00	0.00	0.00
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-801-000	CONTRACTUAL SERVICES- DOWNTOW	234.00	18,000.00	15,000.00	10,000.00	9,687.50	0.00	20,000.00	0.00	0.00	0.00
248-260-801-002	CONTRACTUAL SERVICES - PUBLIC	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	0.00	103,000.00	0.00	0.00	0.00
248-260-801-003	CONTRACT SERVICES - DPW FEE	30,000.00	29,400.00	30,000.00	30,000.00	30,000.00	0.00	27,211.00	0.00	0.00	0.00
248-260-801-004	CONTRACTUAL SERVICES - PA57	69,999.96	69,999.96	70,000.00	70,000.00	70,000.00	0.00	62,643.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION

Calculations As of 06/30/2025

Section 8, Item B. 29  
DN

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION		
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>											
<b>Account Category: Appropriations</b>											
248-260-801-005	Contractual Services- Townshi	2,700.00	2,700.00	2,700.00	2,700.00	0.00	0.00	6,700.00	0.00	0.00	0.00
248-260-801-012	Contractual Services-Parking	21,000.00	21,000.00	21,000.00	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-801-022	SPECIAL SERVICES- EVENTS	19,999.92	20,000.00	20,000.00	20,000.00	461.90	0.00	0.00	0.00	0.00	0.00
248-260-801-023	Contract Services-DPW event s	9,999.96	10,000.00	10,000.00	10,000.00	300.00	0.00	0.00	0.00	0.00	0.00
248-260-801-033	Contract Services-DPW snow re	15,000.00	15,600.00	12,000.00	17,000.00	17,000.00	0.00	0.00	0.00	0.00	0.00
248-260-805-000	Audit Fees	1,545.13	2,950.00	2,500.00	4,490.00	3,979.00	0.00	5,900.00	0.00	0.00	0.00
248-260-810-000	Legal Services	12,726.48	17,496.90	8,000.00	8,000.00	5,733.25	0.00	3,500.00	0.00	0.00	0.00
248-260-823-000	Website/Software	6,828.42	5,710.54	6,000.00	6,000.00	2,686.63	0.00	4,200.00	0.00	0.00	0.00
248-260-823-001	Municipal Software	1,248.00	3,675.50	3,800.00	3,800.00	0.00	0.00	5,000.00	0.00	0.00	0.00
248-260-829-000	Planner Services	4,715.00	675.00	3,500.00	3,500.00	0.00	0.00	1,000.00	0.00	0.00	0.00
248-260-851-000	Telephone	3,247.20	3,392.33	3,500.00	3,500.00	2,823.95	0.00	3,500.00	0.00	0.00	0.00
248-260-900-000	Printing and Publication	181.98	0.00	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
248-260-920-000	Utilities	4,199.26	9,600.96	4,500.00	6,370.00	6,163.02	0.00	7,800.00	0.00	0.00	0.00
248-260-921-000	Municipal Street Lighting	29,473.69	6,418.22	6,500.00	12,040.00	11,938.13	0.00	13,780.00	0.00	0.00	0.00
248-260-930-000	Repair and Maintenance	704.95	58.00	0.00	0.00	0.00	0.00	1,870.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	1,019.88	375.14	400.00	1,100.00	306.87	0.00	1,200.00	0.00	0.00	0.00
248-260-940-000	Equipment Rental	70.42	0.00	250.00	750.00	102.03	0.00	1,500.00	0.00	0.00	0.00
248-260-941-000	Office Rent	12,000.00	12,000.00	14,000.00	16,800.00	16,800.00	0.00	16,800.00	0.00	0.00	0.00
248-260-942-000	Office Expenses	5,150.44	3,427.48	4,500.00	4,500.00	3,860.61	0.00	4,000.00	0.00	0.00	0.00
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	8.84	0.00	100.00	100.00	0.00	0.00	175.00	0.00	0.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,036.00	1,504.13	1,545.00	1,545.00	1,487.88	0.00	1,900.00	0.00	0.00	0.00
248-260-957-000	Education & Training	8,965.35	4,360.34	5,000.00	5,000.00	4,905.41	0.00	8,000.00	0.00	0.00	0.00
248-260-958-000	General Activities Misc	738.78	0.00	350.00	350.00	344.31	0.00	7,500.00	0.00	0.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	1,536.51	37.65	1,000.00	1,000.00	668.77	0.00	500.00	0.00	0.00	0.00
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	0.00	0.00	67,616.00	67,616.00	0.00	0.00	112,942.00	0.00	0.00	0.00
248-260-965-404	Transfer Out - DDA Property A	110,000.00	157,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	5,199.79	1,234.84	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
248-725-822-000	Newsletter	882.40	650.00	1,800.00	1,800.00	130.00	0.00	1,800.00	0.00	0.00	0.00
248-725-824-000	Volunteer Recognition & Dvp.	281.87	0.00	1,000.00	1,000.00	675.21	0.00	1,700.00	0.00	0.00	0.00
248-725-825-000	Gift Certificate Redemption	9,365.00	3,210.00	5,000.00	5,000.00	4,416.00	0.00	5,000.00	0.00	0.00	0.00
248-725-826-000	Historic Celebration/Educatio	1,587.50	579.74	1,000.00	1,000.00	290.40	0.00	2,500.00	0.00	0.00	0.00
248-725-827-000	Awareness Program	1,636.90	918.28	1,500.00	1,500.00	694.16	0.00	1,500.00	0.00	0.00	0.00
248-725-864-000	Grant & Scholarship Distriubu	1,000.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
248-725-881-000	Merchandise to Sell	75.00	211.01	1,000.00	1,000.00	0.00	0.00	1,200.00	0.00	0.00	0.00
248-726-745-000	Beautification Supplies	1,573.94	2,736.35	1,500.00	2,600.00	1,394.09	0.00	7,620.00	0.00	0.00	0.00
248-726-746-000	Hanging Baskets	3,353.00	3,443.00	4,000.00	4,000.00	0.00	0.00	4,120.00	0.00	0.00	0.00
248-726-801-000	Contractual Services	5,172.00	5,127.00	5,500.00	5,500.00	3,080.24	0.00	5,780.00	0.00	0.00	0.00
248-726-843-000	Facade Program	0.00	5.00	23,680.00	23,680.00	14,273.96	0.00	25,480.00	0.00	0.00	0.00
248-726-845-000	Public Art Program	2,250.00	0.00	2,500.00	2,500.00	390.69	0.00	2,100.00	0.00	0.00	0.00
248-726-883-000	Banners and Holiday Lighting	9,639.03	5,999.66	10,000.00	10,000.00	6,844.08	0.00	8,100.00	0.00	0.00	0.00
248-726-975-001	Capital Outlay - Beautificati	473.42	0.00	5,000.00	5,000.00	344.47	0.00	2,300.00	0.00	0.00	0.00
248-726-975-002	Capital Outlay - Streets	0.00	0.00	500.00	500.00	0.00	0.00	2,790.00	0.00	0.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	0.00	0.00	0.00	353,619.00	138,988.67	0.00	323,000.00	0.00	0.00	0.00
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMEN	0.00	0.00	0.00	242,204.00	16,985.00	0.00	212,000.00	0.00	0.00	0.00
248-728-801-000	Contractual Services	6,562.50	6,312.50	34,500.00	34,500.00	15,185.63	0.00	17,800.00	0.00	0.00	0.00
248-728-860-000	Trolley Expense	34,246.33	23,902.51	22,000.00	22,000.00	7,010.04	0.00	18,900.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION  
Calculations As of 06/30/2025

Section 8, Item B. 29  
DN

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION		
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>											
<b>Account Category: Appropriations</b>											
248-728-861-000	DATA AND METRICS	0.00	0.00	468.00	468.00	0.00	0.00	1,460.00	0.00	0.00	0.00
248-728-862-000	Training Materials	456.61	0.00	500.00	500.00	57.37	0.00	500.00	0.00	0.00	0.00
248-728-864-000	Grant & Scholarship Distriubu	0.00	0.00	12,500.00	10,800.00	0.00	0.00	1,000.00	0.00	0.00	0.00
248-728-886-000	Marketing Materials	1,325.20	0.00	2,500.00	2,500.00	10.79	0.00	2,500.00	0.00	0.00	0.00
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	3,389.60	1,000.00	750.00	750.00	60.00	0.00	2,350.00	0.00	0.00	0.00
248-728-888-000	Brand Marketing	29,944.90	23,295.55	50,000.00	50,000.00	19,064.76	0.00	23,700.00	0.00	0.00	0.00
248-728-888-001	Contractual Services Brand Ma	27,500.00	23,255.00	10,000.00	10,000.00	272.89	0.00	12,000.00	0.00	0.00	0.00
248-729-880-000	Event Promotion	1,795.65	473.44	2,000.00	2,000.00	404.71	0.00	2,500.00	0.00	0.00	0.00
248-729-880-001	Event Promo - Gazebo Series	17,342.36	10,170.07	11,000.00	11,000.00	10,600.00	0.00	14,500.00	0.00	0.00	0.00
248-729-880-004	Event Promo - Halloween Parad	2,015.35	2,450.61	2,500.00	2,500.00	1,240.10	0.00	2,500.00	0.00	0.00	0.00
248-729-880-005	Event Promo - Hmtwn/Holiday V	8,214.99	8,014.27	7,500.00	7,500.00	2,832.22	0.00	3,000.00	0.00	0.00	0.00
248-729-880-006	Event Promo - New Years Res.	0.00	0.00	0.00	0.00	0.00	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	0.00	1,500.00	0.00	0.00	0.00
248-729-880-008	EVENT PROMO-ICE FEST	0.00	0.00	250.00	250.00	0.00	0.00	3,500.00	0.00	0.00	0.00
248-729-880-009	Event Promo-Lake Orion Love S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-729-880-010	PARTNERED EVENTS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00
248-729-880-011	Restaurant week	0.00	0.00	2,500.00	2,500.00	0.00	0.00	1,000.00	0.00	0.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,211.88	11,753.72	12,100.00	12,100.00	3,890.49	0.00	7,000.00	0.00	0.00	0.00
248-729-880-013	STRONGER TOGETHER-WINTER	682.08	348.99	2,500.00	2,500.00	384.76	0.00	2,500.00	0.00	0.00	0.00
248-729-880-014	STRONGER TOGETHER- SUMMER/FAL	22,703.72	0.00	1,500.00	1,500.00	128.14	0.00	1,500.00	0.00	0.00	0.00
248-729-880-015	Winter Activities	8,658.36	7,019.39	12,000.00	12,000.00	5,986.48	0.00	4,500.00	0.00	0.00	0.00
248-729-880-016	MISC EVENTS-OTHER	0.00	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00
248-729-880-017	Movie Night	2,194.24	998.81	3,000.00	3,000.00	1,707.69	0.00	3,500.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	552.75	1,521.82	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
248-729-885-000	Port-A-Johns	2,124.11	2,103.51	3,500.00	2,600.00	1,007.50	0.00	1,600.00	0.00	0.00	0.00
248-729-895-000	Event Promo-Comm. Sponsorship	43.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
248-730-931-000	Repair & Maintenance-Equipmen	3,146.44	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond P	0.00	422,709.00	419,709.00	419,709.00	419,709.00	0.00	419,709.00	0.00	0.00	0.00
248-730-965-404	Transfer Out - DDA Property A	104,178.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital outlay	386.63	1,636.00	53,075.00	53,075.00	12,786.68	0.00	0.00	0.00	0.00	0.00
248-730-975-003	DDA Capital Outlay	2,521.00	5,871.00	5,500.00	5,500.00	4,668.94	0.00	2,500.00	0.00	0.00	0.00
248-730-975-005	DDA Capital outlay- wayfindin	39,265.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital outlay - Parking	251,181.44	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	0.00	0.00	30,000.00	22,800.00	0.00	0.00	5,000.00	0.00	0.00	0.00
248-730-975-011	Capital Outlay - Trail Extens	0.00	0.00	9,000.00	4,300.00	0.00	0.00	4,300.00	0.00	0.00	0.00
248-730-975-015	Capitlal Outlay- Outdoor Sound	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	25,705.11	0.00	0.00	0.00	0.00	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	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	0.00	0.00	0.00	0.00	0.00
<b>Appropriations</b>		<b>1,211,187.88</b>	<b>1,214,423.55</b>	<b>1,390,356.00</b>	<b>1,986,179.00</b>	<b>1,127,998.67</b>	<b>0.00</b>	<b>1,840,985.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:</b>											
TOTAL ESTIMATED REVENUES		1,070,941.50	1,070,475.61	1,298,065.00	1,893,888.00	1,467,344.53	0.00	2,156,542.00	0.00	0.00	0.00
TOTAL APPROPRIATIONS		1,211,187.88	1,214,423.55	1,390,356.00	1,986,179.00	1,127,998.67	0.00	1,840,985.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION

Calculations As of 06/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION	P	Section 8, Item B.	-29 DN
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>												
NET OF REVENUES & APPROPRIATIONS:												
		(140,246.38)	(143,947.94)	(92,291.00)	(92,291.00)	339,345.86	0.00	315,557.00	0.00		0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION

Calculations As of 06/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION	P	Section 8, Item B.	29 DN
<b>Fund: 301 DOWNTOWN DEV BOND PROJECT 2023</b>												
<b>Account Category: Estimated Revenues</b>												
301-000-300-001	2023 Downtown Dev Tax Exempt	3,533,382.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt	1,480,826.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
301-000-664-000	Interest Earnings	90.73	1,917.41	900.00	900.00	1,438.90	0.00	900.00	0.00		0.00	0.00
301-000-671-999	Appropriation from Fund Balan	0.00	0.00	0.00	0.00	0.00	0.00	700,000.00	0.00		0.00	0.00
301-000-699-301	TRF in from DDA	0.00	422,709.00	419,709.00	419,709.00	419,709.00	0.00	419,709.00	0.00		0.00	0.00
	Estimated Revenues	5,014,299.68	424,626.41	420,609.00	420,609.00	421,147.90	0.00	1,120,609.00	0.00		0.00	0.00
<b>Account Category: Appropriations</b>												
301-901-805-000	Audit fees	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00		0.00	0.00
301-901-950-000	Demolition & Land Improvement	0.00	26,826.76	500,000.00	500,000.00	172,946.63	0.00	174,500.00	0.00		0.00	0.00
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
301-901-971-000	Capital Outlay - Buildings	0.00	2,120,874.70	0.00	0.00	0.00	0.00	672,520.00	0.00		0.00	0.00
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance E	69,350.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
301-905-745-001	Property taxes-Orion Twp	0.00	3,353.36	0.00	0.00	0.00	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	0.00	0.00	0.00		0.00	0.00
301-905-992-003	2023 DDA BONDS TAXABLE PRINCI	0.00	75,000.00	60,000.00	60,000.00	60,000.00	0.00	60,000.00	0.00		0.00	0.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT PRI	0.00	180,000.00	150,000.00	150,000.00	150,000.00	0.00	150,000.00	0.00		0.00	0.00
301-905-993-001	2023 DDA BOND TAXABLE INTERES	0.00	60,931.02	76,910.00	76,910.00	76,909.00	0.00	76,910.00	0.00		0.00	0.00
301-905-993-002	2023 DDA TAX EXEMPT BOND INTE	0.00	105,777.78	132,800.00	132,800.00	132,800.00	0.00	132,800.00	0.00		0.00	0.00
	Appropriations	69,350.00	2,574,763.62	919,710.00	919,710.00	592,655.63	0.00	1,266,730.00	0.00		0.00	0.00
<b>Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:</b>												
	TOTAL ESTIMATED REVENUES	5,014,299.68	424,626.41	420,609.00	420,609.00	421,147.90	0.00	1,120,609.00	0.00		0.00	0.00
	TOTAL APPROPRIATIONS	69,350.00	2,574,763.62	919,710.00	919,710.00	592,655.63	0.00	1,266,730.00	0.00		0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	4,944,949.68	(2,150,137.21)	(499,101.00)	(499,101.00)	(171,507.73)	0.00	(146,121.00)	0.00		0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION

Calculations As of 06/30/2025

Section 8, Item B. 29  
DN

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION		
<b>Fund: 404 DDA PROPERTY ACQUISITION</b>											
<b>Account Category: Estimated Revenues</b>											
404-000-664-000	Interest Earnings	189.25	124.17	0.00	0.00	96.24	0.00	0.00	0.00	0.00	0.00
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	214,178.00	157,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Estimated Revenues	214,367.25	157,624.17	0.00	0.00	96.24	0.00	0.00	0.00	0.00	0.00
<b>Account Category: Appropriations</b>											
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00	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	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	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	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	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital outlay - Building	0.00	0.00	169,436.00	169,436.00	0.00	0.00	169,436.00	0.00	0.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	100,000.00	300,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	10,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Appropriations	110,000.00	315,000.00	169,436.00	169,436.00	0.00	0.00	169,436.00	0.00	0.00	0.00
<b>Fund 404 - DDA PROPERTY ACQUISITION:</b>											
	TOTAL ESTIMATED REVENUES	214,367.25	157,624.17	0.00	0.00	96.24	0.00	0.00	0.00	0.00	0.00
	TOTAL APPROPRIATIONS	110,000.00	315,000.00	169,436.00	169,436.00	0.00	0.00	169,436.00	0.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	104,367.25	(157,375.83)	(169,436.00)	(169,436.00)	96.24	0.00	(169,436.00)	0.00	0.00	0.00
<b>Report Totals:</b>											
	TOTAL ESTIMATED REVENUES - ALL FUNDS	6,299,608.43	1,652,726.19	1,718,674.00	2,314,497.00	1,888,588.67	0.00	3,277,151.00	0.00	0.00	0.00
	TOTAL APPROPRIATIONS - ALL FUNDS	1,390,537.88	4,104,187.17	2,479,502.00	3,075,325.00	1,720,654.30	0.00	3,277,151.00	0.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	4,909,070.55	(2,451,460.98)	(760,828.00)	(760,828.00)	167,934.37	0.00	0.00	0.00	0.00	0.00



# Memorandum

Office of the Village Manager

**TO:** DDA/Village Services Agreements Review Committee  
**FROM:** Darwin D. P. McClary, Village Manager  
**DATE:** May 13, 2025

**RE:** RECALCULATION OF GENERAL ACTIVITIES BUDGET ALLOCABLE TO DDA

After further review of the General Activities Department budget of the General Fund, I have identified the following additional budget appropriations that are not allocable to the DDA as follows:

101-260-719-000	Pension	\$92,400
101-260-722-001	Workers Comp – Elected/Lifeguards	\$ 100
101-260-272-001	Election Supplies	\$ 0
101-260-956-000	Dues & Miscellaneous	\$14,560

As a result of these changes, the cost for General Activities Department allocable to the DDA for FY 2025-26 is \$18,242 instead of \$36,301. The total reasonable fee for the Village to handle and audit the funds of the DDA for FY 2025-26 should be \$62,643 instead of \$80,702.

Darwin McClary

From: Darwin McClary
Sent: Friday, July 26, 2024 9:40 AM
To: Matthew Gibb; Sonja Stout; Lynsey Blough; Wesley Sanchez; Mark Amundson (amundsonm@lakeorionpolice.org)
Subject: DDA/Village Administrative Services Proposal
Attachments: DDA Village Services Cost Analysis Notes 2024.pdf; FY 2024-25 General Fund Budget as of 7-26-2024.pdf

Matt:

Following is the proposal of the Village for administrative services. We will handle public works, parking enforcement, and police services as separate topics of discussion at later dates.

VILLAGE MANAGER: The Village Manager will be available for up to two (2) hours per week for general consultation, budget preparation assistance, and attendance at DDA Board meetings at a cost of 5% of the total personnel cost for the Village Manager (salary and fringe benefits). Current year's cost is \$6,787. 7,246

VILLAGE CLERK: The Village Clerk's office will provide the same routine clerk services to the DDA up to four (4) hours per week, including attendance at DDA Board meetings and preparation of meeting notices and minutes, as are provided to other departments of the Village generally, except FOIA request management. The Clerk's office will not prepare meeting agendas or provide secretarial, research, special project, or any other administrative tasks that the director or staff of another department are generally expected to perform. The cost for these services is 10% of the total budget of the Village Clerk, currently \$12,170. 12,569

VILLAGE TREASURER: The Village Treasurer/Finance office will provide the same routine treasury/finance services to the DDA up to four (4) hours per week as are provided to other departments of the Village generally. The cost for these services is 10% of the total budget of the Village Treasurer, currently \$18,432. 19,175

INFORMATION TECHNOLOGY: The Village will provide necessary information technology services, software, and equipment, including maintenance, upgrade, and replacement, as are necessary to perform the administrative services under the contract for the DDA. The cost for these services is 10% of the total budget for such services, currently \$9,355. 5,411

GENERAL ACTIVITIES: The Village's general support services costs are contained within the General Activities Department of the General Fund, including Village Hall operation, maintenance, and repair costs. The Village will provide Village Hall facilities for DDA Board regular and special meetings as part of these costs. The cost for these services will be 10% of the budget of the General Activities Department of the Village (excluding health insurance-retiree, retiree 115 trust, postage, copier lease, solid waste collection, telephone, and tax tribunal refund costs), currently \$36,842. The DDA will be responsible for performing its own copying, printing, telephone, and mailing services at the DDA office. 18,242

INSURANCE/BOND, ENGINEERING, AND LEGAL SERVICES: The DDA will be responsible for 100% of all such costs. If the DDA requires the Village to invoice for these services, an additional 10% administrative fee will apply to all such costs. The DDA will be responsible for 100% of the cost of special audits or other special services allocable solely to the DDA.

TOTAL FY 2024-25 COST OF ADMINISTRATIVE SERVICES (retroactive to July 1, 2024): \$83,586. 62,643

Attached is supporting information, including notes I have received from staff regarding administration and the current fiscal year budget. I look forward to discussing this in further detail on Tuesday. I have not any analysis, supporting information, or explanation for the DDA's proposal of a flat 18% of DDA tax capture revenue. Could you please provide that information so that my staff and I can review prior to our meeting?

Thanks!



**DARWIN D. P. McCLARY** (he, him, his)

**Village Manager**

21 East Church Street

Lake Orion, Michigan 48362-3212

O: (248) 693-8391 ext. 101

F: (248) 693-5874

[www.lakeorion.org](http://www.lakeorion.org)

BUDGET REPORT FOR VILLAGE OF LAKE ORION  
calculations As of 04/30/2025

GL Number	Description	23-24 Amended Budget	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	25-26 MGR APPROVED	25-26 COUNCIL ADOPTED	25-26
<b>Fund: 101 GENERAL FUND</b>										
Department: 260 GENERAL ACTIVITIES										
101-260-701-000	Wages	47,793	44,346	44,346	25,074	36,000	46,120	46,120		0
101-260-702-000	Wages Part Time	8,813	18,526	7,651	231	2,000	0	0		0
101-260-702-001	Overtime Wages	0	0	0	0	0	0	0		0
101-260-702-002	Wages Part Time Clerk	0	0	0	0	0	0	0		0
101-260-702-003	Wages-Parks	0	0	0	0	0	0	0		0
101-260-702-004	Stipends-Interns	0	0	0	0	0	0	0		0
101-260-715-000	Social Security	4,753	4,810	4,810	1,774	2,907	3,530	3,530		0
101-260-716-000	Health Insurance- Medical	11,454	10,375	10,375	7,778	10,375	9,546	9,546		0
101-260-716-001	Health Insurance-Retirees	13,200	13,728	13,728	9,638	13,728	14,277	14,277		0
101-260-716-002	Retiree Health 115 Trust	10,000	10,000	10,000	0	10,000	10,000	10,000		0
101-260-717-000	Life & Disability Insurance	947	881	881	622	881	732	732		0
101-260-718-000	Dental Insurance	690	718	718	444	718	643	643		0
101-260-719-000	Pension *	94,476	90,610	90,610	71,406	90,610	92,400	92,400		0
MERS Recap										
MERS Report										
MERS Project to 2023										
101-260-721-000	vision Care	134	129	129	90	129	118	118		0
101-260-722-000	worker's Comp. Insurance	3,403	4,371	4,371	1,303	2,000	4,500	4,500		0
101-260-722-001	workers Comp-Elected/Lifeguar *	100	104	104	73	104	100	100		0
101-260-727-000	Supplies	7,897	9,149	9,149	4,127	7,000	9,515	9,515		0
xerox lease to lump sum 2018										
101-260-727-001	Election Supplies *	0	0	0	0	0	0	0		0
101-260-728-000	Cleaning Supplies	1,300	1,300	1,300	1,203	1,300	1,352	1,352		0
101-260-729-000	Postage	4,000	5,200	5,200	3,839	5,200	5,408	5,408		0
101-260-730-000	Copier Lease	6,242	7,000	7,000	5,811	7,000	7,280	7,280		0
xerox lease combined in 2018 copies in ac 727- lump sum										
101-260-801-000	Contractual Services	230	300	300	0	300	312	312		0
101-260-823-000	website/software	7,000	1,000	1,000	362	1,000	1,040	1,040		0
Web site annual hosting and updates; domain names										
Webpage update \$1859 OSC Design 2019										
101-260-830-000	Solid waste collection	253,712	262,495	262,495	217,983	262,495	272,995	271,719		0
FY 2025-26 RATES - \$18.56/MO; 1220 CUSTOMERS										
101-260-851-000	Telephone	8,500	9,000	9,000	5,536	8,000	9,360	9,360		0
101-260-900-000	Printing and Publication	500	500	500	71	500	520	520		0
101-260-920-000	Utilities	26,500	30,000	30,000	24,625	30,000	31,200	31,200		0
101-260-921-000	Municipal Street Lighting	47,000	42,000	42,000	37,444	42,000	43,680	43,680		0
LED street light conversion in 2018 \$46,000										
LED fixtures at Front Anderson										
101-260-922-000	Repair & Mtn-Lights	0	0	0	0	0	0	0		0
101-260-930-000	Repair and Maintenance	23,000	15,000	25,875	23,101	25,875	26,910	26,910		0
101-260-930-001	Building Renovation	7,000	60,000	60,000	0	60,000	62,400	0		0
101-260-931-000	Repair & Maintenance-Equipmen	2,500	2,600	2,600	544	2,600	2,704	2,704		0
101-260-956-000	Dues & Miscellaneous *	13,435	14,000	14,000	6,115	14,000	14,560	14,560		0
101-260-961-000	Tax Tribunal Refunds	0	0	0	0	0	0	0		0
101-260-977-000	Capital Outlay	3,500	10,700	10,700	7,070	10,700	11,128	0		0
		608,079	668,842	668,842	456,264	647,422	682,330	607,526		0
Total Department 260:		(608,079)	(668,842)	(668,842)	(456,264)	(647,422)	(682,330)	(607,526)		0
Fund 101 - GENERAL FUND:										

BUDGET REPORT FOR VILLAGE OF LAKE ORION  
Calculations As Of 04/30/2025

GL Number	Description	23-24 Amended Budget	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	25-26 MGR APPROVED	25-26 COUNCIL ADOPTED
<b>Fund: 101 GENERAL FUND</b>									
TOTAL ESTIMATED REVENUES									0
TOTAL APPROPRIATIONS		608,079	668,842	668,842	456,264	647,422	682,330	607,526	0
NET OF REVENUES & APPROPRIATIONS:		(608,079)	(668,842)	(668,842)	(456,264)	(647,422)	(682,330)	(607,526)	0
BEG. FUND BALANCE - ALL FUNDS		864,896	1,279,025	1,279,025	1,279,025	1,279,025	631,603	631,603	631,603
END FUND BALANCE - ALL FUNDS		256,817	610,183	610,183	822,761	631,603	(50,727)	24,077	631,603

288,462

less Pension - 92,400

less w/c Elected + Lifeguard - 100

less Elections - 0

Supplies

less Dues + Misc - 14,560

---

148,402

X 10%

---

14,840.2

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

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

---

**RECITALS**

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

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

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

---

**1. TERM AND TERMINATION**

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

---

**2. SCOPE OF SERVICES**

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

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

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

---

### **3. COMPENSATION**

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

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

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

---

### **4. INSURANCE AND LIABILITY**

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

**5. DISPUTE RESOLUTION**

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

**6. ENTIRE AGREEMENT**

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

**7. SIGNATURES**

VILLAGE OF LAKE ORION

LAKE ORION DOWNTOWN  
DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Darwin McClary  
Village Manager

\_\_\_\_\_  
Debbie Burgess  
Board Chair

Attest:

\_\_\_\_\_  
Wes Sanchez, DPW Director

\_\_\_\_\_  
Matthew Gibb, DDA Director

	<b>TOTAL</b>	<b>\$69,237.65</b>
Equipment Operator -(Includes fringes)	\$38.91	
Equipment Rental/Oakland County (truck & plow)	\$26.20	
Sidewalk Machine	\$19.85	

Snow Removal	Hours	Wages	Material (salt)	Equipment Rental
Upper Municipal (old whiskey's)	1	\$38.91	\$22.00	\$26.20
DDA Office (Drive and sidewalk)	0.5	\$19.46	9.925	
Sidewalk Snow/Ice Control	4	\$155.64	79.4	
Slater St. Lot (and sidewalk)	0.5	\$19.46	\$11.00	\$13.10
Fork and Pint	0.5	\$19.46	\$22.00	\$13.10
DDA parking Lot	0.5	\$19.46	\$22.00	\$13.10
54 North	0.5	\$19.46	\$22.00	\$13.10
	<b>Sub Totals</b>	<b>\$291.83</b>	<b>\$188.33</b>	<b>\$78.60</b>
Snow events per year	20		<b>TOTAL</b>	<b>\$8,381.25</b>

**NO**

Equipment rental (backhoe)	\$77.12
Equipment rental (5yd Dump)	\$56.15
sidewalk machine	\$19.85

Snow Hauling	Hours	Wages	# of Employees	Equipment Rental
Pull Snow off Sidewalks, Haul away	5	\$389.10	2	\$561.50
pulling and loading snow	5	\$194.55	1	\$385.60
pushing snow sidewalk machine	5	\$194.55	1	\$99.25
	<b>Sub Totals</b>	<b>\$778.20</b>	<b>4</b>	<b>\$1,046.35</b>
	10 snow events / year		<b>TOTAL</b>	<b>\$13,684.13</b>

**NO**

Equipment rental (truck)	\$13.41
Equipment operator (includes fringe)	\$38.91

Street Light & Outlet	Hours	Wages	# of Employees	Equipment Rental
Diagnosics	2	\$155.64	2	\$12.75
Replace Bulb	0.5	\$38.91	2	\$6.71
Replace Ballast	2	\$155.64	2	\$26.82
Replace outlet	3	\$233.46	2	\$40.23
reset breakers	3	\$116.73	1	\$40.23
	<b>Sub Totals</b>	<b>\$700.38</b>		
<b>TOTAL</b>				<b>\$827.12</b>

Equipment rental (truck) \$13.41  
 Equipment operator (includes fringe) \$38.91

Garbage Pickup	Hours/week	Wages	# of employees	Equipment Rental
	4	\$155.64	1	\$53.64
			<b>Sub total</b>	<b>\$209.28</b>
		<b>x 48 weeks =</b>	<b>TOTAL</b>	<b>\$10,045.44</b>

Equipment operator (includes fringe) \$38.91  
 equipment rental (atv) \$14.43

De weeding Flower Gardens	Hours	Wages	Materials	Equipment Rental
Weed Killer (spray atv)	16	\$622.56		\$230.88
2 bottles of weed killer @159.99 EA.			\$319.98	
Includes Childrens Park (Broadway), Flint & Broadway, New parking lot. new areas since last worksheet Parking Lots- Slater St., Lot across from DDA, Fork and pint Lot;				

TOTAL \$1,173.42

Equipment operator (includes fringe) \$38.91  
 Equipment rental (truck) \$13.41

Christmas Decorations	Hours	Wages	Equipment Rental
Light Pole Garland (2 employees) Cutting garland, testing lights, hanging and removing	60	\$4,669.20	\$804.60
Tree Lights (2 employees) Testing and Hanging	40	<b>NO</b> \$3,112.80	\$536.40
Removing (2 employees)	20	\$1,556.40	\$268.20
Christmas Tree (3 employees) Retrival, installation, decoration, removal, disposal	15	\$1,750.95	\$402.30
	<i>Sub Totals</i>	<b>\$11,089.35</b>	<b>\$2,011.50</b>
			<b>TOTAL \$13,100.85</b>

Equipment operator (includes fringe) \$38.91  
 Equipment rental (truck) \$13.41  
 Equipment rental (chainsaw) \$6.19  
 Equipment rental (wood chipper) \$36.21

Tree Trimming	Hours	Wages	Equipment Rental
2x year (1 employee) 5 year plan until trees mature then this will be routine maintenance	40	<b>YES</b> \$1,556.40	\$3,788.80
			<b>TOTAL \$5,345.20</b>

Equipment operator (includes fringe) \$38.91

Equipment rental (truck) \$13.41

Banner Installation	Hours	Wages	Equipment Rental
24 Banners (2 people) Installation	8	\$622.56	\$107.28
Removal	8	\$622.56	\$107.28
Misc. Repairs	4	\$311.28	\$53.64
	<i>Sub Totals</i>	<i>\$1,556.40</i>	<i>\$268.20</i>
<b>TOTAL</b>			<b>\$1,824.60</b>

**NO**

Entry Sign Rotation	Hours	Wages	Equipment Rental
Entry signs are no longer there			

Equipment operator (includes fringe) \$38.91  
 Equipment rental (truck) \$13.41

Downtown Cleaning	Hours	Wages	Equipment Rental
Every Other Week 2 People	80	\$6,225.60	\$1,072.80
<b>TOTAL</b>			<b>\$7,298.40</b>

**YES**

Equipment operator (includes fringe) \$38.91  
 Equipment rental (truck) \$13.41  
 Equipment rental (air compressor) \$14.48

Sprinkler System	Hours	Wages	Materials	Equipment Rental
Charge System	4	\$311.28		\$53.64
Make Repairs (heads & fittings)	16	\$1,245.12	\$100.00	\$214.56
Winterize System	3	\$233.46		\$43.44
	<i>Subtotal</i>	<i>\$1,789.86</i>	<i>\$100.00</i>	<i>\$311.64</i>
(x2 employees)			<b>TOTAL</b>	<b>\$2,201.50</b>

Equipment operator (includes fringe) \$38.91  
 Equipment rental (truck) \$13.41

Flower Baskets	Hours	Wages	Equipment Rental	
Preparation (1 Person)	2	\$77.82		
Installation (2 People)	8	\$622.56	\$107.28	
Removal & Emptying (2 People)	10	\$778.20	\$134.10	
	<i>Sub Total</i>	<i>\$1,478.58</i>	<i>\$241.38</i>	
			<b>TOTAL</b>	<b>\$1,719.96</b>

Equipment operator (includes fringe) \$38.91  
 Equipment rental (truck) \$13.41

Special Events	Hours	Wages	Equipment Rental	
Flower Fair (2 People)	16	\$1,245.12	\$214.56	
Resolution Run (2 people)	8	\$622.56	\$107.28	
Halloween Parade (2 people)	2	\$155.64	\$26.82	
Ice fest (2 people)	2	\$155.64	\$26.82	
During Event Work (1 Person)	6	\$233.46	\$13.41	
	<i>Sub Total</i>	<i>\$2,412.42</i>	<i>\$388.89</i>	
			<b>TOTAL</b>	<b>\$2,801.31</b>

Baricades, Clean-up (before and

after), Set-up, break down.

Equipment operator (includes fringe) \$38.91  
 Equipment rental (truck) \$13.41

Mulch	Hours	Wages	Equipment Rental
Four Corners (2 People)	4	\$311.28	\$53.64
Childrens Park (2 people)	4	\$311.28	\$53.64
Upper Municipal Lot (new)	2	\$77.82	\$26.82
	<i>Sub Total</i>	<i>\$700.38</i>	<i>\$134.10</i>
			<b>TOTAL</b>
			\$834.48
Remove Old (When Necessary)			
Add New Mulch		Price does not include cost of mulch	

TOTALS

\$69,237.65

**ENHANCED PUBLIC SAFETY AGREEMENT**  
**Lake Orion Downtown Development Authority**  
**and**  
**Village of Lake Orion**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 between the **Village of Lake Orion**, a Michigan municipal corporation, whose address is 21 E Church Street, Lake Orion, Michigan 48362 (hereafter "Village"), and the **Lake Orion Downtown Development Authority** whose address is 118 N. Broadway St., Lake Orion MI 48362 (hereafter "DDA").

**RECITALS**

WHEREAS, the Village of Lake Orion ("Village") is responsible for providing municipal policing services to ensure public safety within its jurisdictional boundaries, including the Downtown Development District; and

WHEREAS, the Lake Orion Downtown Development Authority ("DDA") desires to enhance public safety and support economic vitality within the Downtown Development District by contracting with the Village for enhanced police services in addition to the Village's standard policing obligations; and

WHEREAS, the Village agrees to continue to provide general policing services to the entire Village, and the DDA agrees to fund the cost of the additional, enhanced police services within the Downtown Development District as set forth in this Agreement;

**PROPOSED**

WHEREAS, the Village agrees to continue to provide general code enforcement services to the entire Village, and the DDA agrees to fund the cost of the additional, enhanced code enforcement services within the Downtown Development District as set forth in this Agreement;

**IT IS AGREED AS FOLLOWS:**

1. **SERVICES TO BE PROVIDED** – The Village Police Department shall provide to the DDA, in addition to all general policing services performed within and for the Village, the following specific services:

- A. **Enhanced Public Safety Services:** The Village and the DDA will jointly fund the position of the DDA-designated officer as follows: An additional sworn officer will be assigned primarily to provide enhanced patrol and public safety services within the DDA boundaries. While Village-wide public safety needs may occasionally require temporary reassignment, the officer's principal duties will focus on the DDA area, including proactive patrols, community engagement, event support, and code enforcement assistance.

**Enhanced Services shall include:**

- Routine foot and vehicular patrols focused on high-traffic DDA areas during peak hours, particularly evenings and weekends.
- Focused visibility in pedestrian-heavy zones to deter nuisance behavior, address quality-of-life concerns, and provide a sense of safety for visitors, patrons, and business owners.
- Proactive outreach and routine contact with downtown business owners, managers, and employees to foster relationships, discuss concerns, and collaboratively identify solutions.
- After-hours door checks and perimeter walkthroughs to ensure business premises are secure.
- Parking enforcement related to on street and public lot parking to deter and address overnight parking violations in public spaces.
- Additional patrol coverage during post-event periods to address elevated activity in bars, restaurants, and pedestrian areas following parades, festivals, carnivals, or other events.
- Monitoring for disorderly conduct, public intoxication, traffic safety, and crowd management after special events conclude.
- Documentation and referral to Code Enforcement of observed ordinance violations related to signage, property maintenance, or other infractions.
- Participation in meetings with the DDA and Village staff to report trends, address recurring issues, and align safety initiatives with community priorities.

PROPOSED

The Police Chief shall provide the DDA with a monthly report summarizing overall police officer activity within the DDA zone, including a general overview of services provided, incidents addressed, and proactive police services conducted. This report shall serve as supporting documentation for monthly invoices of enhanced services.

- B. The Village and the DDA will jointly fund a Full-Time Code Enforcement Officer whose primary responsibility will be to provide enhanced code enforcement services within the DDA boundaries. While the officer may address Village-wide code issues, their primary focus will be on the DDA area.

**Enhanced Services shall include:**

- Proactive enforcement of applicable ordinances with a focus on education and compliance rather than punitive action.
- Real-time inclusion of the DDA in code enforcement notifications, allowing for timely collaboration among the DDA, Code Enforcement, and property owners to resolve issues effectively.

- Regular coordination with businesses and property owners to promote a welcoming and well-maintained downtown environment, helping individuals understand requirements and offering assistance in achieving compliance.
- Bi-weekly coordination meetings with DDA executive staff and the Police Chief to provide updates on enforcement trends and align strategies impacting the DDA.
- Attendance at Lo-Down community meetings to present recurring code issues using accessible formats (e.g., PowerPoints) and to engage directly with community members.
- Participation in DDA board meetings as needed to provide updates, solicit feedback, and coordinate enforcement efforts.
- Proactive community outreach to foster strong relationships with DDA stakeholders and promote ordinance awareness and voluntary compliance.
- Assistance in developing programs and initiatives supporting property maintenance, beautification, and public safety goals aligned with the DDA’s mission.
- Quarterly walk-throughs of the DDA district with DDA and Village staff to identify and address issues collaboratively.
- Establishment of a dedicated email contact for the DDA, allowing for direct communication with the Code Enforcement Officer to promptly address concerns and coordinate responses.

The Police Chief shall provide the DDA with a monthly report summarizing code enforcement activity within the DDA District. In addition to the monthly report, the DDA shall be promptly notified of relevant code infractions issued within the district. This notice shall include sufficient details to inform both the DDA and the affected property owner or complainant of the nature of the violation, along with available options for resolution, compliance guidance, and the opportunity to cure the issue. This collaborative approach is intended to support transparency, facilitate timely resolution, and promote voluntary compliance.

**2. PERSONNEL** – The Village, through its Police Chief shall employ and supervise all personnel which are necessary for the Village Police Department in the performance of its duties and functions under this Agreement. The DDA shall not be liable for the direct payment of any salaries, wages, or other compensation to any police personnel, and the DDA does hereby disclaim any liability in that regard, unless it has failed to make payment to the Village for the services rendered, except as otherwise specifically stated herein. In the event that the DDA fails to make timely payment to the Village for services rendered, the DDA shall remain obliged for all sums due and owing under the provisions of this agreement and payment by the Village for Police Department services shall not act as either an expressed or an implied waiver relative to the obligations for payment of said compensation by the DDA.

The Village shall have the responsibility for hiring, terminating, discharging, disciplining,

supervising and paying for any and all personnel as are required to provide the services under this agreement.

- 3. **EQUIPMENT AND TRAINING** – The Village Police Department shall be responsible for providing all necessary training for personnel assigned to enhanced services under this Agreement, for police officers and code enforcement officers. The Village shall also be responsible for the maintenance, replacement, and operational readiness of all Village-owned equipment used in the provision of these services. This includes, but is not limited to, police vehicles, uniforms, firearms, duty gear, software programs, radio equipment, bullet-resistant vests, and conducted energy weapons (e.g., Tasers).

All costs associated with the training, equipment, and operational readiness of personnel providing enhanced services within the DDA District are deemed ancillary costs and are included in the total fixed contract amount. No additional or separate charges shall be billed to the DDA for these purposes.

- 4. **INSURANCE** – The Village shall be responsible for the maintenance of all insurance for the protection of the Village Police Department equipment and personnel, as well as liability. Any insurance policy wherein the DDA or Village is named as insured and wherein coverage is for the Village Police Department function described in this Agreement, including but not limited to insurance for police vehicles, general liability, police professional, umbrella liability, insurance for acts or omissions of Village Police Officers, the Village may include the DDA and its Officers as an additional insured on such policies of insurance. The DDA has the right to examine all insurance policies pertaining to police work on an annual basis.

PROPOSED

- 5. **COST OF SERVICES** – The cost of services provided under this agreement, which shall be funded by the Lake Orion Downtown Development Authority, shall be based upon the following:

*As to Enhanced Public Safety Services* articulated in this Agreement, the DDA agrees to pay the Village a flat monthly fee, for a total annual contract amount of **\$85,000**. This amount is fixed for the term of the Agreement and covers all personnel time, resources, and ancillary costs associated with the delivery of services. No overtime or any additional charges shall apply.

- The Village of Lake Orion shall assign one (1) full-time Police Officer whose primary responsibility will be to provide enhanced public safety services within the Downtown Development Authority (DDA) District. This officer shall be assigned to perform approximately 2,080 hours of service annually, consistent with a full-time employee schedule. This total includes any accrued time off (e.g., vacation, sick leave, or other approved absences), as defined in the POAM contract and no additional personnel will be provided to backfill during such absences.

- While this officer's primary assignment will be within the DDA district, the Village reserves the right to reassign the officer to other areas within the Village as operational needs require.
- The DDA shall reimburse the Village for eighty percent (80%) of the salary, benefits, and ancillary costs associated with the dedicated officer, reflecting the officer's primary presence and service within the DDA.
- The Village shall be responsible for the remaining twenty percent (20%) of the salary, benefits, and ancillary costs, accounting for occasional reassignment throughout the Village.
- Additional Police Department personnel may also contribute to the delivery of enhanced public safety services within the DDA, and such support is included in the total cost for enhanced services outlined in this Agreement.

As to Enhanced Code Enforcement Services articulated in this Agreement, the DDA agrees to pay the Village a flat monthly fee, for a total annual contract amount of **\$17,000**. This amount is fixed for the term of the Agreement and covers all personnel time, resources, and ancillary costs associated with the delivery of services. No overtime or any additional charges shall apply.

- The Village of Lake Orion shall assign one (1) full-time Code Enforcement Officer whose primary responsibility will be to provide enhanced code enforcement services within the Downtown Development Authority (DDA) District. This officer shall be assigned to perform approximately 2,080 hours of service annually, consistent with a full-time employee schedule. This total includes any accrued time off (e.g., vacation, sick leave, or other approved absences), as defined in the POAM contract and no additional personnel will be provided to backfill during such absences.
- While the officer's primary focus will be within the DDA boundaries, the Village may reassign the officer as needed to support code enforcement throughout the Village to ensure consistent, equitable enforcement.
- The DDA shall reimburse the Village for thirty percent (30%) of the salary, benefits, and ancillary costs associated with the assigned officer, reflecting the officer's substantial presence and duties within the DDA.
- The Village shall be responsible for the remaining seventy percent (70%) of the salary, benefits, and ancillary costs, reflecting the officer's additional responsibilities Village-wide.
- This shared cost model ensures accountability while supporting the mutual interests of the DDA and the Village in maintaining a well-managed, business-friendly downtown

environment.

- Additional Code Enforcement personnel may also contribute to the delivery of enhanced code enforcement services within the DDA, and such support is included in the total cost for enhanced services outlined in this Agreement.

6. **PAYMENT** – The DDA shall pay monthly payments by the end of the calendar month based upon the amount determined under Section 5 above.

7. **DURATION OF AGREEMENT** – This Agreement shall become effective on July 1, 2025, and shall continue in effect through June 31, 2026. However, either party may withdraw from this Agreement by giving sixty (60) days written notice to the other party.

8. **DISPUTE RESOLUTION** – The Village Police Chief shall be responsible for the administration of this agreement and shall make every effort to resolve any differences or disagreements that may arise hereunder with the DDA. Recommendations for any changes or amendments to this Agreement may be made by the Downtown Development Authority Executive Director, the Village Manager, or the Chief of Police, subject to approval by the Village Council and DDA Board of Directors.

9. **COST RECOVERY** – All monies collected for fines, costs, and judgments for violations of local ordinances and state statutes shall be retained by the Village of Lake Orion. Such revenues shall not be credited toward or offset against the contract amount specified in this Agreement. As part of this contract, the Lake Orion Police Department will provide any redacted reports related to incidents involving property damage to DDA owned property, including any insurance information when available, at no extra cost. These reports will be sent within seven (7) business days after the incident. The Police Department will also assist the DDA in the cost recovery process when appropriate, including providing documentation necessary for insurance or restitution claims.

10. **AMENDMENT** – This agreement may be amended by the parties, only in writing and signed by all parties.

IN WITNESS, the parties have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2025.

VILLAGE OF LAKE ORION, a  
Michigan Municipal Corporation

LAKE ORION DOWNTOWN  
DEVELOPMENT AUTHORITY (DDA)

BY: \_\_\_\_\_  
Darwin McClary  
Village Manager

BY: \_\_\_\_\_  
Debbie Burgess  
Chairperson

PROPOSED



---

## DDA ACTION SUMMARY SHEET

**MEETING DATE:** April 15, 2025

**TOPIC** Contract for Boundary Fencing

**BACKGROUND BRIEF:**

The final survey work on the North Boundary of the Lumber Yard indicated that the property line was not accurate to a portion of the fence line. It also noted that a section of fenced area was actually the DDA property. Lastly, two of the collapsed structures on the property had also fallen on the existing fence and damaged it past repairable conditional.

The area in question is the MDOT spillway, wooded area on the north boundary and between the trail. This area must remain fenced as it is a protected area, and by code, must have protective fencing. We have a strong interest in maintaining a fenced area around the entire site for future use and event planning. The bottom line is the fence that is missing and damaged must be replaced.

**FINANCIAL IMPACT:**

Three quotes were secured to outline cost and timing:

1. MI Remodelers, LLC - \$12,400 (we have to remove the old fence and clear the area)
2. Superior Fence - \$11,935 (we clear the area)
3. Mickey's Construction \$12,000 (they remove old fence and prep area)

**RECOMMENDATION**

Approve Mickey's Construction. They are our existing contractor for the repair and re-roofing work currently on site. They can use existing mobilized equipment and staff on site and share resource procurement with other phases of the project. I recommend we use our Change Order process for our existing contract.

**MOTION**

Move to the approve a contract for the removal and replacement of damaged fencing by Change Order with Mickey's Construction at a cost not to exceed \$12,000 with funds from GL 248-726-980-001 PUBLIC SPACE GRANT - GENERAL



# CHANGE ORDER

Project Name	2025-
215 S BROADWAY	Change Order Number
Project Address	Change Order Date
Mickey Construction, LLC	
Contractor	

### DESCRIPTION OF CHANGES:

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

CHANGE: Supply and install new black fence to match the existing fence (from back Northside double gate to the front North DTE property) approx 225 ft as laid out by Matt Gibbs

CHANGE:

PRICE DETAIL: TOTAL: \$ 12,000.00

### PRICE. These changes (select one):

- raise the price of the contract to
- do not affect the price of the contract.

### PROJECT DURATION. These changes (select one):

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

### COMPLETION. The new approximate date of completion is:

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

Owner Signature	Contractor Signature
Matthew Gibb	
Printed Name	Printed Name
Date	4-24-25 Date



Section 8, Item C.

### Matthew Gibb

215 South Broadway  
Lake Orion, MI 48362


PAY FOR YOUR PROJECT WITH:



CLICK HERE TO GET A CREDIT DECISION IN SECONDS

Select Package

\$330 per month



**6'H Black Chain Link (Layout 1)**

6'H Residential Black Vinyl Coated Chain-Link

Black

**Features & Benefits**

- Superior Chain Link Specification
- Includes Top Rail & Tension Wire

**Specifications**


- **Post:** 1-5/8" // 2-1/2"
- **Rail:** 1-3/8" x 21"
- **Picket:** 9 ga.

**Warranty**

- 15-year Limited Warranty
- 3 Year Workmanship Warranty

Choose this package ↓

\$258 per month



**6'H Black Chain Link (Layout 2)**

6'H Residential Black Vinyl Coated Chain-Link

Black

**Features & Benefits**

- Superior Chain Link Specification
- Includes Top Rail & Tension Wire

**Specifications**

- **Post:** 1-5/8" // 2-1/2"
- **Rail:** 1-3/8" x 21"
- **Picket:** 9 ga.

**Warranty**

- 15-year Limited Warranty
- 3 Year Workmanship Warranty

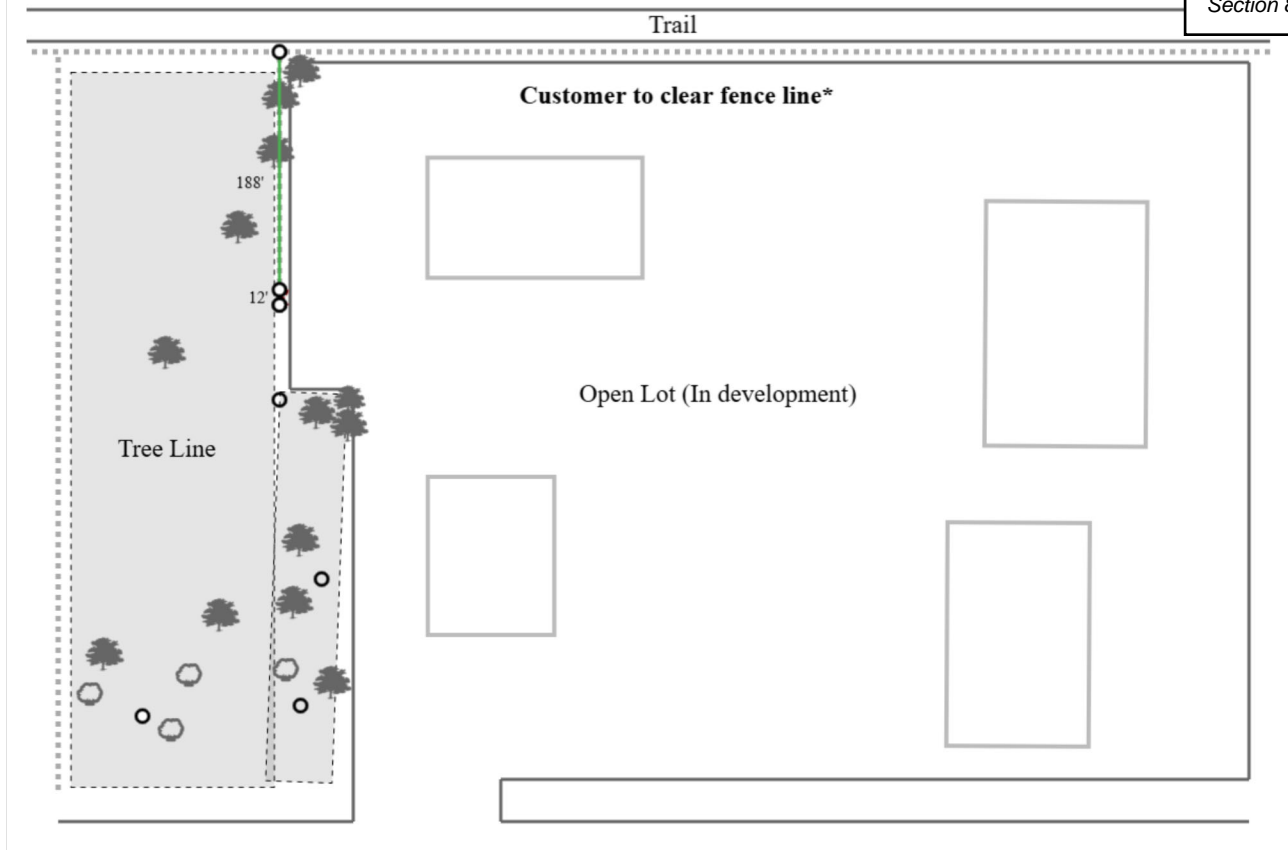
Choose this package ↓

The image shown is a representation of the style of the fence, and not meant to be a specification of the height, color, or grade.

## 6'H Black Chain Link (Layout 2) - 188 LF

6'H Residential Black Vinyl Coated Chain-Link

Section 8, Item C.



FENCE FOOTAGE CONTAINED IN THIS PROPOSAL IS APPROXIMATE BASED ON THE FIELD MEASUREMENTS. FINAL PRICE WILL BE ADJUSTED BASED ON ACTUAL FOOTAGE USED, AS SET FORTH IN THE TERMS AND CONDITIONS.

Included in the job

(1) 12ft DD Standard Gate, Standard Latch

Job Notes

Customer to clear any trees, shrubs, or debris within 2 feet of fence line.

Customer to clear fence line.

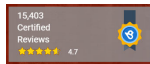
No returns for special order products

"ABOVE AND BEYOND"

This company was a pleasure to deal with from the time we started our project you could tell that customer service was very important to them. This showed in the way they explained the project to making sure that every deadline was met. I would deal with the company again because they showed great integrity in business.

★★★★★

Judith Volger



Today's Price: 6" Black Chain Link (Layout 2) \$12,135.11

**Choose your payment method**

Pay with Financing \$12,135.11

Pay with ACH/E-Check \$11,953.08  
Save \$182.03

Pay with Credit Card \$12,135.11

[Contact Sales](#)



---

## DDA ACTION SUMMARY SHEET

**MEETING DATE:** April 15, 2025

**TOPIC** Contract for Additional Tree and Brush Removal

**BACKGROUND BRIEF:**

The small lot the DDA acquired from the Waltmans, sitting immediately behind the Office building, is the area that will be used as a pedestrian walkway and programming public space. It is heavily filled with brush and debris, and there is a large tree that is split at the base with one half fallen into the lot.

We need to clean this area up, re-fence the east boundary and remove the remaining dangerous and very large tree that is hanging over the building.

**FINANCIAL IMPACT:**

We have used Timber Beast from Oxford for all other phases of vegetation and tree work on site, They have been cost effective and very reliable. I am recommending engaging them for this work without competitive second and third quotes due to the amount of cost and timing of the work.

The quote from Timber Beast is \$4,250 for all needed work

**MOTION**

Move to approve a contract for the removal and grinding of trees and brush at the Lumber Yard with Timber Beast Tree Service at a cost not to exceed \$4,250.00 with funds from GL 301-901-950-000  
DEMOLITION AND LAND IMPROVEMENT



# Timber Beast Tree Service

989 South Glaspie Street | Oxford, Michigan 48371  
 248-563-3313 | TimberBeastTreeService@gmail.com |  
<https://www.TimberBeastTreeService.com/>

**RECIPIENT:**

**Matthew Gibb**  
 215 South Broadway Street  
 Orion Township, Michigan 48362  
 Phone: (248) 464-0307

<b>Quote #3688</b>	
Sent on	May 05, 2025
<b>Total</b>	<b>\$4,250.00</b>

Product/Service	Description	Qty.	Unit Price	Total
Tree Removal	Remove large Box Elder tree next to building.  Operate with caution, tree is in poor shape and multiple stems have previously failed.  Extensive rigging & roping required.  Large box elder tree stump will be ground.  -Also, remove all underbrush and saplings up to chain link fence and to stakes with pink flags with exception of several black walnut trees that will remain.  Flush cut all stumps low.	1	\$0.00	\$0.00
Tree Removal	Remove all trees/saplings/underbrush between gravel parking and barn.  Flush cut stumps low no stump grinding.  Section of temporary fence will be moved during the project.	1	\$0.00	\$0.00
Stump Removal (To allow for Grass Seed, Sod or Mulch Install)	Grind Large Box Elder Tree Stump down below grade to allow for topsoil, grass seed / sod, or mulch install. Stump shavings remain onsite. (Haul Away & Clean Up of stump shavings is not included.)  Please Note: The Stump Grinder is a separate crew from the tree removal crew and can be expected to be completed within 1-3 business days of the completed tree removal(s), weather permitting.	1	\$0.00	\$0.00
Haul Material	Haul away all brush and logs from job site.	1	\$0.00	\$0.00
Package Deal w/ Discounts	Subtotal for the services outlined above including all discounts and coupons applied.	1	\$4,250.00	\$4,250.00

**Total** **\$4,250.00**



# Timber Beast Tree Service

989 South Glaspie Street | Oxford, Michigan 48371  
248-563-3313 | TimberBeastTreeService@gmail.com |  
<https://www.TimberBeastTreeService.com/>

PLEASE BE ADVISED: Payment is due within 24 hours of the Tree Removal(s) and/or Trimming completion. Payment for Stump Grinding can be made separate but will be required upon the same day of its completion. Failure to make timely payment for completed services will result in a late fee of 3% of the projects total cost.

Check or Cash is the preferred method of payment. Make checks payable to Timber Beast. A 4% fee will be added for credit card payments.

Timber Beast is released of liability and not held responsible for what is not marked and cannot be seen, including but not limited to underground utilities, invisible pet fencing, sprinkler lines/heads, waterlines, septic or sewer lines etc. It is the property owners responsibility to contact miss dig when applicable.

The property owner is responsible for pulling any and all permits that may be required by the city or township for tree removal / trimming.

All work is to be completed in a workmanlike manner according to our standard practices. Any alteration or deviation from above specifications involving extra labor or costs will become an extra charge over and above the original estimate. All agreements are contingent upon accidents and delays beyond our control. Upon finding any unforeseen hazards that change the intended approach to complete the scope of the work such as finding large splits, cracks or cavities in the canopy of the tree that make the tree unsafe for a climber to operate in or that change the intended rigging approach may result in the requirement of a crane or lift for safe and successful completion. If a crane or lift is found to be necessary the property owner would be responsible for the additional cost of such equipment to be brought in - if the property owner chooses to continue the project with Timber Beast after the discovery of such hazards.

Any materials that impede our ability to complete the work will result in one of the following: additional costs for the property owner above the original agreement or cease of operations and the existing balance is due. For example: finding that the trunk is full of metal or concrete and impeding the use of our chainsaws to finish cutting down the trunk of the tree. The home owner would be responsible for covering the cost of additional chainsaw chains required or the operations would cease and the existing balance would be due, minus any stump grinding costs that may have been originally quoted.

Please contact us to discuss any questions or concerns you may have.

This quote is valid for the next 7 days, after which our availability or the costs may be subject to change.

May 05, 2025

Date

Client Signature



**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** May 20 2025

**TOPIC** Redevelopment Liquor License Application – 34 S Broadway

**BACKGROUND BRIEF:**

We have been working with the owner of O Cigar at 34 S Broadway, Dan Zaraga, regarding the status of the liquor license for this very popular new business location. The entity has been operating under its companion license with Sagebrush Cantina, which it is lawfully allowed to do. However, the detailed reporting required to the state of Michigan from being a cigar lounge is resulting in several mutual recommendations that this establishment would be better served with an independent license.

Due to our success, the investment tracking for the DDA now results in our eligibility for seven (7) additional redevelopment licenses. We recommended that to simplify the oversight and reporting of this business, which is in the interest public safety review, that they apply for a Redevelopment License.

The application came in on May 14, 2025, and we recommend supporting this with a review and referral to the Village for consideration.

**FINANCIAL IMPACT:**

There is no budgetary impact at this time.

**RECOMMENDED MOTION**

**A RESOLUTION WILL BE BROUGHT TO THE MEETING FOR CONSIDERATION**

(DUE TO THE TIMING OF RECIEPT OF THE APPLICATION)



LAW OFFICES

**ADKISON, NEED, ALLEN, & RENTROP**

PROFESSIONAL LIMITED LIABILITY COMPANY

39572 Woodward, Suite 222  
Bloomfield Hills, Michigan 48304  
Telephone (248) 540-7400  
Facsimile (248) 540-7401  
www.ANAfirm.com

KELLY A. ALLEN  
JESSICA A. HALLMARK  
JOHN W. KUMMER  
GREGORY K. NEED  
G. HANS RENTROP  
CHRISTOPHER J. TOWER

OF COUNSEL:  
PHILLIP G. ADKISON  
KEVIN M. CHUDLER  
JENNIFER H. ELOWSKY  
GARY R. RENTROP

May 13, 2025

Via UPS 2<sup>nd</sup> Day Mail

Matthew A. Gibb, Executive Director  
Village of Lake Orion  
118 N. Broadway  
Lake Orion, MI 48362

**Re: SAGEBRUSH CIGAR BAR OF LAKE ORION, LLC  
34 S. Broadway St.  
Request for Redevelopment Liquor License**

Dear Mr. Gibb:

We represent Sagebrush Cigar Bar of Lake Orion, LLC, a Michigan limited liability company (“Sagebrush Cigar Bar”) in liquor licensing matters. Sagebrush Cigar Bar of Lake Orion does business as O Cigar Bar. Sagebrush Cigar Bar of Lake Orion’s sole member is Dan Zaraga.

Enclosed is Sagebrush Cigar Bar of Lake Orion, LLC’s application for a Redevelopment Liquor License pursuant to MCL 436.1521a(1)(b) and the Village of Lake Orion’s ordinances.

O Cigar Bar opened its doors in 2024. O Cigar Bar has been serving alcohol on its premises under the Sagebrush Cantina, Inc. liquor license, as an added space to the licensed premises. Sagebrush Cigar Bar of Lake Orion is requesting a new liquor license to reorganize its finances and to separate the Sagebrush and O Cigar Bar businesses for tax purposes. O Cigar will continue to offer dining through Sagebrush Cantina’s kitchen.

O Cigar Bar is applying for a redevelopment license under the Michigan Liquor Code, specifically, MCL 436.1521a(1)(b) (the “Redevelopment License Law”). O Cigar Bar will operate the redevelopment license as a Class C liquor license (“Redevelopment License”). O Cigar Bar is in the Village of Lake Orion’s Downtown Development Authority. The address is 34 South Broadway Lake Orion, MI 48362.

Enclosed for your review are the following:

- Map of the Village of Lake Orion DDA
- Sagebrush Cigar Bar of Lake Orion, LLC Bylaws and Articles of Organization
- Sagebrush Cantina, Inc.'s MLCC Violation History
- List of Expenditures on Renovation and Rehabilitation of the Building
- Floor Plan for O Cigar Bar and Sagebrush Cantina
- MLCC Form 106 – Local Governmental Approval Form
- MLCC Form 100a – On-Premises Retailer License & Permit Application
- MLCC Form 109b – New On-Premises Redevelopment or Development District License Questionnaire
- Village of Lake Orion Redevelopment Liquor License Pre-Application Questionnaire

Also enclosed is a check for \$500 made out to the Village for the application fee.

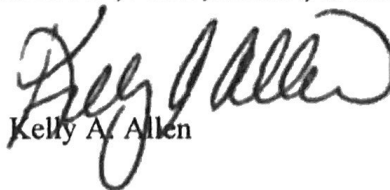
**Please consider all personal and business documents confidential, and please do not release any of this documentation to the public.**

We respectfully request that this matter be placed on an agenda for consideration by the village council as soon as possible. Please let us know if you have any questions or require anything further to facilitate your review of this application.

Sagebrush Cigar Bar of Lake Orion filed its application with the Michigan Liquor Control Commission on April 14, 2025. Thank you for your assistance in this matter.

Very truly yours,

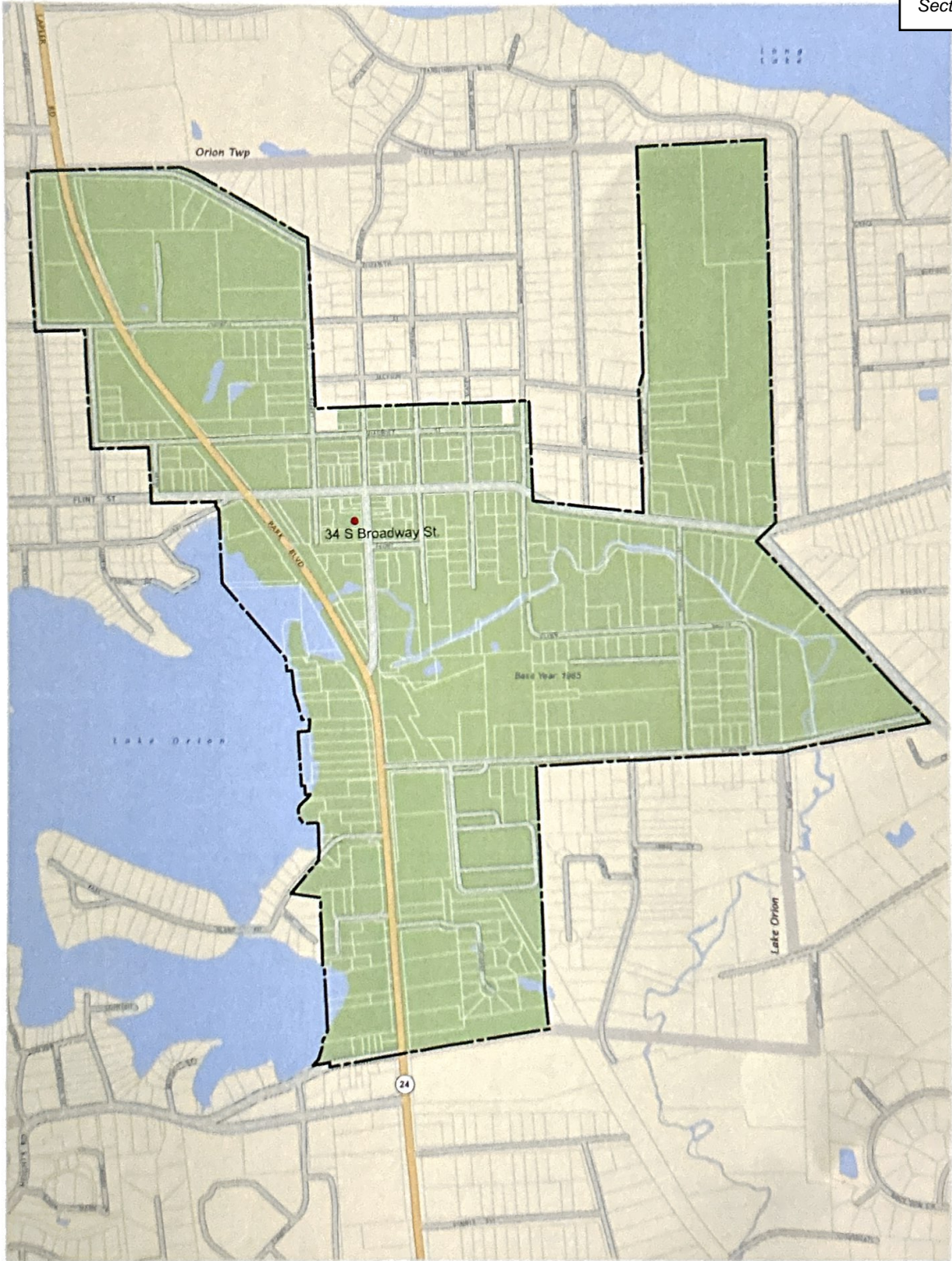
ADKISON, NEED, ALLEN, & RENTROP, PLLC



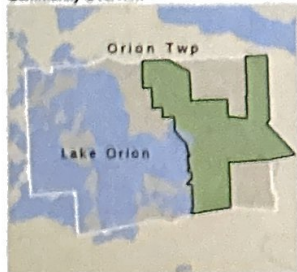
Kelly A. Allen

/cjt  
Enclosures

m:\zaraga, dia\redevelopment license for lake orion\corres\2025-05-13 ltr to dda re application.docx



Community Overview



Downtown Development Authority  
Village of Lake Orion

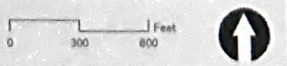
**Contact**  
Lois Golden  
22 W. Flint Street  
Lake Orion, MI 48302  
248-693-9742

**Statistics**  
Authority: 231 acres  
Dev. Area: 231 acres  
Millage: No



**Legend**

- Authority Boundary
- Development/Capture Area  
Area defined in the development of plan where TIF capture can occur



Map date: February 25, 2009  
Created by Oakland County Planning and Economic Development Services

The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise.

**BYLAWS  
SAGEBRUSH CIGAR BAR OF LAKE ORION, LLC  
A Michigan Limited Liability Company**

These Bylaws are made and adopted effective as of March 26, 2012, by Sagebrush Cigar Bar of Lake Orion, LLC, a Michigan limited liability company (the “Company”) and Dan Zaraga, its sole member (the “Member”).

**ARTICLE I.  
ORGANIZATION**

1.1 Formation. The Company has been organized as a Michigan limited liability company pursuant to the Michigan Limited Liability Company Act, 1993 PA 23, as amended (the “Act”), by the filing of Articles of Organization (“Articles”) as required by the Act. The Member is the Company’s sole and single member.

1.2 Name. The name of the Company is **Sagebrush Cigar Bar of Lake Orion, LLC**. The Company may also conduct its business under one or more assumed names.

1.3 Purposes. The purpose of the Company is to engage in any activity for which limited liability companies may be formed under the Act. The Company shall have all the powers necessary or convenient to effect any purpose for which it is formed, including all powers granted by the Act.

1.4 Duration. The Company shall be perpetual unless otherwise stated in the Articles or until the Company dissolves and its affairs are wound up in accordance with the Act.

1.5 Registered Office and Resident Agent. The Registered Office and Resident Agent of the Company shall be as designated in the initial or amended Articles. The Registered Office and/or Resident Agent may be changed from time to time. Any such change shall be made in accordance with the Act. If the Resident Agent resigns, the Company shall promptly appoint a successor.

**ARTICLE II.  
MEMBERSHIP INTERESTS AND CAPITAL CONTRIBUTIONS**

2.1 Membership Interests and Capital Contributions. The Sole Member has made a capital contribution of \$100.00 to the Company and consequently, as of the effective date of this Agreement, the Member owns a Membership Interest in the Company as specified below:

Member	Membership Interest
Dan Zaraga	100%

**ARTICLE III.  
BOOKS, RECORDS, AND ACCOUNTING**

3.1 Books and Records. The Company shall maintain complete and accurate books and records of the Company’s business and affairs as required by the Act. The Company’s books and records shall be kept at the Company’s Registered Office.

3.2 Fiscal Year. The Company’s fiscal year shall be the calendar year.

**ARTICLE IV.  
MANAGEMENT OF THE COMPANY**

4.1 Management. The Company shall be managed solely by the Member who may be known as and hold the title of President of the Company.

4.2 Powers of Member. Any and all decisions and actions concerning the business and affairs of the Company shall be made by the Member without limitation. The Member has the sole power and authority, on behalf of the Company, to do all things necessary or convenient to carry out the Company’s business and affairs, including, without limitation, the sole power and authority to (a) purchase, lease, or otherwise acquire any real or personal property from any source whatsoever, including the Member; (b) sell, convey, mortgage, grant a security interest in, pledge, lease, exchange, or otherwise dispose of or encumber any real or personal property; (c) open one or more depository accounts and make deposits into, write checks against, and make withdrawals against such accounts; (d) borrow money and incur liabilities and other obligations; (e) enter into any contract or agreement and execute any and all contracts, agreements, documents, and instruments of whatever nature; (f) engage employees and agents and define their respective duties and compensation; (g) establish pension plans, trusts, profit-sharing plans, and other benefit and incentive plans for the Member, employees, and agents of the Company; (h) obtain insurance covering the business and affairs of the Company and its property; (i) begin, prosecute, or defend any proceeding in the Company’s name; and (j) participate with others in partnerships, joint ventures, and other associations and strategic alliances.

4.3 Third-Party Reliance. Any person (including any financial institution or contracting party) who may deal with the Company or the Member on behalf of the Company shall be entitled, without liability and without any further inquiry or investigation whatsoever, to rely on the sole, exclusive, and unilateral power and authority of the Member to make any and all decisions and to take any and all actions with respect to the Company, and the decisions and actions of the Member shall be binding on and enforceable against the Company without exception.

**ARTICLE V.  
EXCULPATION OF LIABILITY; INDEMNIFICATION**

5.1 Exculpation of Liability. Unless otherwise provided by law or expressly assumed, the Member or Manager(s), or both, shall not be liable for the acts, debts, or liabilities of the Company.

5.2 Indemnification. Except as otherwise provided in this Article, the Company shall indemnify the Member and may indemnify any Manager or other employee or agent of the Company who was or is a party, or is threatened to be made a party, to a threatened, pending, or action, suit, or proceeding (whether civil, criminal, administrative, or investigative and whether formal or informal), other than an action by or in the right of the Company, where such person is a party because the person is or was a Manager, the Member, employee, or agent of the Company. The Company shall indemnify the Member and may indemnify such Manager, employee, or agent against expenses, including attorney fees, judgments, penalties, fines, and amounts paid in settlement, actually and reasonably incurred by such person in connection with the action, suit, or proceeding. The Company shall indemnify the Member and may indemnify such Manager, employee, or agent if the person acted in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner that the person reasonably believed to be in the best interests of the Company. With respect to a criminal action or proceeding, the person must have had no reasonable cause to believe that his or her conduct was unlawful. To the extent that a Member or Manager, employee, or agent of the Company has been successful on the merits or otherwise in defense of an action, suit, or proceeding, or in defense of any claim, issue, or other matter in the action, suit, or proceeding, the Member shall be indemnified and such Manager, employee, or agent may be indemnified against the actual and reasonable expenses, including attorney fees, incurred by him or her in connection with the action, suit, or proceeding and any action, suit, or proceeding brought to enforce this mandatory indemnification. Unless ordered by a court, any indemnification permitted under this Article shall be made by the Member after (a) determining that the indemnification is proper under the circumstances because the person to be indemnified has met the applicable standard of conduct and (b) evaluating the reasonableness of the expenses and of the amounts paid in settlement. No indemnification shall be provided for or in connection with (a) the receipt of a financial benefit to which the person is not entitled, or (b) a knowing violation of the law.

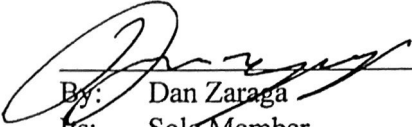
**ARTICLE VI.  
DISSOLUTION AND WINDING UP**

6.1 Dissolution. The Company shall dissolve and its affairs shall be wound up on the first to occur of the following events only: (a) at any time specified in the Articles; (b) on the occurrence of any event specified in the Articles; or (c) consent of the Member.

6.2 Winding Up. On dissolution, the Company shall cease carrying on its business and affairs and shall begin to wind them up. The Company shall complete the winding up as soon as practicable. On the winding up of the Company, its assets shall be distributed in a manner consistent with the Act.

These Bylaws are made and adopted by the Company and its sole Member as of the day and year listed on the first page of this agreement.

**Sagebrush Cigar Bar of Lake Orion, LLC,**  
a Michigan limited liability company

  
By: Dan Zaraga  
Its: Sole Member

*m:\zaraga, dia\cigar bar exemption\company docs\bylaws.docx*

***Michigan Department of Licensing and Regulatory Affairs***  
***Filing Endorsement***

***This is to Certify that the ARTICLES OF ORGANIZATION (DOMESTIC L.L.C.)***  
***for***  
***SAGEBRUSH CIGAR BAR OF LAKE ORION, LLC***  
***ID NUMBER: D7309D***

***received by facsimile transmission on March 22, 2012 is hereby endorsed***  
***Filed on March 26, 2012 by the Administrator.***

***The document is effective on the date filed, unless a***  
***subsequent effective date within 90 days after***  
***received date is stated in the document.***



***In testimony whereof, I have hereunto set my***  
***hand and affixed the Seal of the Department,***  
***in the City of Lansing, this 26TH day***  
***of March, 2012.***

A handwritten signature in black ink, appearing to read "Schaffer".

***Director***

***Bureau of Commercial Services***

Section 8, Item E.

BCS/CD-700 (Rev. 04/11)

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS BUREAU OF COMMERCIAL SERVICES		
Date Received	(FOR BUREAU USE ONLY)	
This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.		
Name	Francis N. Rodriguez	
Address	1821 W. Maple Rd.	
City	State	ZIP Code
Birmingham	MI	48009
EFFECTIVE DATE:		

Document will be returned to the name and address you enter above. If left blank, document will be returned to the registered office.

**ARTICLES OF ORGANIZATION**  
For use by Domestic Limited Liability Companies  
(Please read information and instructions on reverse side)

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

**ARTICLE I**

The name of the limited liability company is: Sagebrush Cigar Bar of Lake Orion, LLC

**ARTICLE II**

The purpose or purposes for which the limited liability company is formed is to engage in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan.

**ARTICLE III**

The duration of the limited liability company if other than perpetual is: \_\_\_\_\_

**ARTICLE IV**

1. The name of the resident agent at the registered office is: Dia Zaraga

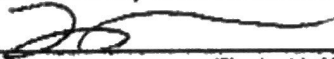
2. The street address of the location of the registered office is:  
28 South Broadway St., Lake Orion, Michigan 48362  
(Street Address) (City) (Zip Code)

3. The mailing address of the registered office if different than above:  
\_\_\_\_\_, Michigan \_\_\_\_\_  
(P.O. Box or Street Address) (City) (Zip Code)

**ARTICLE V** (Insert any desired additional provision authorized by the Act; attach additional pages if needed.)

The limited liability company shall be managed by one or more managers.

Signed this 22nd day of March, 2012

By   
(Signature(s) of Organizer(s))

Francis N. Rodriguez, Organizer  
(Type or Print Name(s) of Organizer(s))

# Alcohol Information Management System

Michigan Liquor Control Commission

## Search Active/Escrowed Licensees

### Licensee Details

**Licensee Name**

SAGEBRUSH CANTINA, INC.  
 Doing Business As (DBA)  
 SAGEBRUSH CANTINA

**Business ID**

2303  
 Local Governmental Unit (LGU)  
 LAKE ORION VILLAGE

**Status**

Active  
 County  
 OAKLAND

**Address**

28-34 S Broadway StLake Orion, MI 48362-3108  
**Phone**  
 (248) 693-0100

Go Back

### Insurance / Financial Responsibility

Show  entries

Name	Type	Insurance Provider	Effective Date (From)	Status
IN-578117	Liquor Liability Insurance	FARM BUREAU GENERAL INSURANCE COMPANY OF MICHIGAN	12/5/2024	Active

Showing 1 to 1 of 1 entries Previous  Next

### Subordinates

Show  entries

Name	Relationship To Business	Status
DAN ZARAGA	Stockholder	Active

Showing 1 to 1 of 1 entries Previous  Next

### Licenses

To view details of a license, please click the  button to expand the license details.

Show  entries


Section 8, Item E.

License #	Group	Type	Subtype	Status	Issue Date	Expiration Date	Statute	Transferable	Process
L-000003539	Retail - On Premises	Class C	Regular	Active	3/29/1996	4/30/2026		Y	
L-000013172	Retail - Off Premises	Specially Designated Merchant		Active	3/29/1996	4/30/2026		Y	

Showing 1 to 2 of 2 entries

Previous 1 Next

### Permits

To view details of a permit or permission, please click the  button to expand the permit or permission details.

Show 10 entries Copy CSV Excel Print

Permit #	Type	Specific Purpose	Status	Issue Date	Expiration Date	Cl
+ 17-118316	Sunday Sales (AM)		Issued	12/8/2017	4/30/2026	N
+ 18-1187	Additional Bar		Issued	10/25/2023	4/30/2026	N
+ 18-31620	Outdoor Service Area		Issued	4/29/2018	4/30/2026	N
+ 18-31620	Dance		Issued	4/29/2018	4/30/2026	N
+ 18-31621	Specific Purpose	Food	Terminated	4/29/2018	4/30/2024	N
+ 18-31622	Direct Connection		Terminated	4/29/2018	4/30/2024	N
+ 18-5966	Additional Bar		Issued	3/2/2018	4/30/2026	N
+ 18-5976	Sunday Sales (PM)		Issued	3/2/2018	4/30/2026	N
+ 21-2928	Social District		Issued	5/24/2021	4/30/2026	N

Showing 1 to 9 of 9 entries

Previous 1 Next

### Historical Sales Record

Show 10 entries Copy CSV Excel Print

Year	Month	License	Sales Amount
2020		L-000003539	\$147,943.58
2021		L-000003539	\$218,811.75
2022		L-000003539	\$238,532.22
2023	01	L-000003539	\$13,397.78
2023	02	L-000003539	\$15,361.57
2023	03	L-000003539	\$22,262.84
2023	04	L-000003539	\$22,596.66
2023	05	L-000003539	\$25,169.48
2023	06	L-000003539	\$18,860.13
2023	07	L-000003539	\$20,606.71

Showing 1 to 10 of 30 entries

Previous 1 2 3 Next

### Violations

76

Show  entries

Copy

CSV

Excel

Print

Section 8, Item E.

Violation #	Date Violation Occured	Status	Violation Description	Event/Decision
CV-00068405		Closed		3/13/2002 Passed Controlled Buy Operation on 3/9/02 (Adams/Vanderesch/X-096 & X-099).
CV-00070499	8/2/2002	Closed	SALE TO MINOR-KEVIN ALBAN (20): (LAKE ORION PD/ALBAN)	11/13/2002 HEARING HELD FARMINGTON WEATHERS-MCDOWELL-GIBSON NEG SET COST \$15 12/10/2002 \$400 OR 20 DAYS SUSP - SEC 801(2) COST \$15 NEG SET
CV-00076842		Closed		10/10/2003 PASSED BUY CONTROLLED OPERATION 10-07-03(ROSSITER,SAULSBERRY/X-110).
CV-00110771		Closed		2/23/2007 Passed Control Buy Operation on 2/3/07, Inv. Raycraft, Inv. Peisert, X-159
CV-00155718		Closed		10/13/2012 PASSED CONTROLLED BUY OPERATION ON 10-13-12; INV. MEDLER; INV. HARDAWAY; X-204; X-211
CV-00161866	10/18/2013	Closed	SALE TO MINOR DECOY REETZ (20) : (LAKE ORION PD LT ROSSMAN, OFC WOLFF/CLERK CHELSEA CAROLINE HOLLANDER/ID NOT CHECKED)	2/10/2014 HEARING HELD SOUTHFIELD GAFFNEY/ASEVEDO/GIBSON NEG SETTLEMENT COST \$39.60 2/21/2014 AS PENALTY, THE COMMISSIONER ORDERS A FINE OF \$500. IN ADDITION, THE COMMISSIONER ORDERS THAT A SUSPENSION OF TWENTY-FIVE (25) CONTINUOUS DAYS BE IMPOSED IF THE TOTAL FINE OF \$500 IS NOT PAID WITHIN FORTY-FIVE (45) DAYS OF THE MAILING DATE OF THIS ORDER. THIS SUSPENSION, IF SERVED, SHALL BE SERVED CONSECUTIVELY AND NOT CONCURRENTLY WITH ANY OTHER SUSPENSIONS ORDERED BY THE MLCC FOR THIS LICENSEE. IN ADDITION, THE COMMISSIONER ORDERS THE LICENSE TO PAY \$39.60 FOR WITNESS FEES FOR THIS HEARING. NEGOTIATED SETTLEMENT
CV-00176530	3/17/2016	Closed	ON MARCH 11, 2016, CANCELLED ITS LIQUOR LIABILITY INSURANCE WITHOUT PROVIDING 30 DAYS PRIOR WRITTEN NOTICE TO THE COMMISSION : (LCC INV WARDZINSKI)	11/9/2016 No further action taken on this complaint on the recommendation of the Assistant Attorney General.
CV-510743	10/27/2021	Closed		10/27/2021 Violation Warning Notice--- MCL 436.1803(4)

Showing 1 to 8 of 8 entries

Previous

1

Next

[MI.gov \(http://www.michigan.gov\)](http://www.michigan.gov)[Home \(/\)](#)[About \(http://www.michigan.gov/lcc\)](http://www.michigan.gov/lcc)[Contact](#)[Policies \(http://www.michigan.gov/policies\)](http://www.michigan.gov/policies)[Back to Top](#)

## VILLAGE OF LAKE ORION

### *Redevelopment Liquor License Application for Sagebrush Cigar Bar of Lake Orion, LLC (d/b/a O Cigar Bar)*

1. Map of the Village of Lake Orion Downtown Development Authority is attached. O Cigar Bar is located at 34 South Broadway Street Lake Orion, MI 48362. (Exhibit A)
2. Dia Zaraga, the sole member of Sagebrush Cigar Bar of Lake Orion, LLC, currently holds one other liquor license under Sagebrush Cantina, Inc. Michigan Liquor Control Commission (“MLCC”) information attached. LLC documents for Sagebrush Cigar Bar of Lake Orion, LLC are also attached.

**Sagebrush Cigar Bar of Lake Orion, LLC  
16824 Kercheval Place, Suite 210  
Grosse Pointe, MI 48230**

3. Attached is a list of expenditures for renovation and restoration of the building over the preceding five years in excess of \$75,000.00.
4. O Cigar Bar is a full service restaurant and cigar bar that is open seven days per week. Food and drink menus are attached.
5. O Cigar Bar is applying for a New On-Premises Development District License issued under MCL 436.1251a(1)(b). This license will be operated as a Class C liquor license which will enable O Cigar Bar to serve beer, wine, and spirits for consumption on the premises.
6. O Cigar Bar is already an asset to Downtown Lake Orion. O Cigar Bar will continue to be an asset to Downtown Lake Orion by:
  - a. Preventing deterioration in the DDA District and promoting economic growth by:
    - i. Maintaining local full time and part-time jobs.
    - ii. Continuing to bring a diverse concept to the DDA District.
    - iii. Renovation of a previously vacant space in the DDA District.
  - b. O Cigar Bar represents a desired land use, as determined by the Village’s master plan and zoning requirements. This location provides access to visitors from the lake to enter the Downtown center to dine, shop, smoke cigars, while being directly accessible from Lakr Orion, a major recreational destination for residents and visitors alike.
  - c. As a cigar bar, O Cigar Bar brings a unique entertainment and recreational establishment to the DDA district. There are no other cigar bars in the DDA District.
7. All documents included in this packet are for inclusion in the application sent:
  - a. Map of the Village of Lake Orion DDA
  - b. Sagebrush Cigar Bar of Lake Orion, LLC Bylaws and Articles of Organization
  - c. Sagebrush Cantina, Inc.’s MLCC Violation History
  - d. List of Expenditures on Renovation of the Building
  - e. Seating Layout of O Cigar Bar
  - f. MLCC Form 106 – Local Governmental Approval Form
  - g. MLCC Form 100

- h. MLCC Form 109b
- i. Village of Lake Orion Redevelopment Liquor License Pre-Application Questionnaire
- j. Check for application fee of \$500.00.

MMH Solutions Inc.  
 736 N. Main St.  
 Almont, MI. 48003

Section 8, Item E.

<b>Bill To</b>
Dia 28 S. Broadway Lake Orion, MI. 48062

Date	Invoice No.	P.O. Number	Terms	Project
06/06/24	21617			

Item	Description	Quantity	Rate	Amount
draw	Work done on Cigar Bar	1	10,000.00	10,000.00
			<b>Subtotal</b>	<b>\$10,000.00</b>
			<b>Sales Tax</b>	<b>\$0.00</b>
			<b>Total</b>	<b>\$10,000.00</b>



Section 8, Item E.

26733 John R., Madison Heights, MI 48071  
 Phone: (248) 399-0878 Fax: (248) 399-2447

Fed. ID# 474289685

W.O. #	WO JAG0085326	Date	09/25/2023
Cust. #	2488043607	Billcode	WI
P.O. #	CIGAR BAR	Sold By	ROF
Fed. Tax #		Inst'l By	

MARLER HARLOW  
 736 N. MAIN ST.  
 ALMONT, MI 48003

Bus.: (248) 628-9765 Fax: (248) 628-9765

Year		Make		Policy #	
Model		Body Style		Author-ized By	
Lic. #		V.I.N.		Claim #	Loss Date 01/25/2023
Home Phone	(248) 628-9765	Bus. Phone	(248) 628-9765	Damage/ Cause	

Qty.	Part	Description	Block Size	List	Price	Total
1	MISC	66" X 182" X 127.5" CUSTOM 1/2' CLEAR TEMEPRED		20559.00	20559.00	20559.00
0		CIGAR HUMIDOR ENCLOSURE WITH MATTE BLACK		0.00	0.00	0.00
0		HARDWARE , 36" DOOR , FLOATING HEADER WITH		0.00	0.00	0.00
0		CONCEALED CLOSER, 24" LADDER PULL, NO LOCK		0.00	0.00	0.00
0		ALL SIDELIGHT PANELS SEALED		0.00	0.00	0.00
0		TEMP CONTROLLED ROOM		0.00	0.00	0.00
1	LABOR	MEASURE, FABRICATION AND INSTALLATION		3200.00	3200.00	
0				0.00	0.00	0.00
1	MISC	1/4" BRONZE CUSTOM MIRROR FABRICATED AND		3888.00	3888.00	3888.00
0		INSTALLED IN BAR & WALL CABINETS		0.00	0.00	0.00
0		(15 ) PANELS FP EDGE		0.00	0.00	0.00
1	LABOR	FIELD MEASURE, FABRICATION AND INSTALLATION		1750.00	1750.00	
0		50% DEPOSIT		0.00	0.00	0.00
0		BALANCE UPON COMPLETION		0.00	0.00	0.00
1	MISC	CONTIN. HINGE DOOR REPAIR - BACK DOOR		355.00	355.00	355.00
1	MISC	CHANGE ORDER - NEW HUMIDOR RAIL WITH FLOOR LOCK		488.00	488.00	488.00
1	MISC	5/8" CLEAR FP EDGE BAR SHELVES		4287.00	4287.00	4287.00
1	LABOR	DOORRAIL BACK DOOR		350.00	350.00	

**SPECIAL INSTRUCTIONS**

All material sold on this invoice is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. All merchandise returned for credit, refund or exchange must be in resalable condition, authorized for return, accompanied by this receipt, and may be subject to restocking fee. No returns will be authorized for special orders or cut flat glass.

RECEIVED BY  
 1/25/23 9:04am by BOB Updated 9/25/23 11:07am by BOB

The glass listed has been replaced / repaired with like kind and quality to my entire satisfaction, and I authorize my Insurance Company to pay JOHN R GLASS, LLC directly for the glass and installation charges, or repairs.



Section 8, Item E.

26733 John R, Madison Heights, MI 48071  
 Phone: (248) 399-0878 Fax: (248) 399-2447

Fed. ID# 474289685

W.O. #	WO JAG0085308	Date	09/19/2023
Cust. #	2488043607	Billcode	WI
P.O. #	CIGAR SHOP	Sold By	ROF
Fed. Tax #		Instl By	

MARLER HARLOW  
 736 N. MAIN ST.  
 ALMONT, MI 48003

Bus.: (248) 628-9765 Fax: (248) 628-9765

Year		Make		Policy #	
Model		Body Style		Author-ized By	
Lic. #		V.I.N.		Claim #	Loss Date 01/27/2023
Home Phone	(248) 628-9765	Bus. Phone	(248) 628-9765	Damage/ Cause	

Qty.	Part	Description	Block Size	List	Price	Total
1	MISC	BESAM SL500 SURFACE MOUNT SLIDING DOOR SYSTEM		7800.00	7800.00	7800.00
0		BI-PART SET OF NARROW STILE DARK BRONZE ANODIZED		0.00	0.00	0.00
0		ALUMINUM AUTO DOORS WITH CLEAR SAFETY TEMP		0.00	0.00	0.00
0		GLASS AND CENTER MULLION		0.00	0.00	0.00
0		AUTO AND PRESENCE SENSOR		0.00	0.00	0.00
0		MAGNETIC CATCH		0.00	0.00	0.00
0		HD CARRIER WHEELS		0.00	0.00	0.00
0		THRESHOLD AND SWEEPS		0.00	0.00	0.00
0		5- POSITION SWITCH KEY		0.00	0.00	0.00
1	LABOR	FIELD MEASURE AND INSTALLATION		1850.00	1850.00	
1	MISC	CHANGE ORDER - ADD (2) WIRELESS PUSHPLATES		885.00	885.00	885.00
0		qualifications -		0.00	0.00	0.00
0		INSTALLATION DURING NORMAL WORKING HOURS		0.00	0.00	0.00
0		110 SERVICE TO BE BROUGHT TO THE DOOR LOCATION		0.00	0.00	0.00
0		BY OTHERS		0.00	0.00	0.00
0		REQUIRED		0.00	0.00	0.00
0		50% DEPOSIT BALANCE UPON COMPLETION		0.00	0.00	0.00

SPECIAL INSTRUCTIONS		Subtotal	8685.00
		Labor	1850.00
		Tax	521.10
All material sold on this invoice is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. All merchandise returned for credit, refund or exchange must be in resalable condition, authorized for return, accompanied by this receipt, and may be subject to restocking fee. No returns will be authorized for special orders or cut flat glass.		Total	11056.10
		Deposit	-7000.00
		Balance	4056.10

Terms of payment are 30 days from invoice date. A service charge of 1.50% per month ( 18.00% annum) will be added to past due accounts.

RECEIVED BY	The glass listed has been replaced / repaired with like kind and quality to my entire satisfaction, and I authorize my Insurance Company to pay JOHN R GLASS, LLC directly for the glass and installation charges, or repairs.
1/27/23 4:16pm by BOB Updated 9/25/23 10:57am by BOB	



Section 8, Item E.

26733 John R, Madison Heights, MI 48071  
 Phone: (248) 399-0878 Fax: (248) 399-2447

Fed. ID# 474289685

W.O. #	WO JAG0085326	Date	09/25/2023
Cust. #	2488043607	Billcode	WI
P.O. #	CIGAR BAR	Sold By	ROF
Fed. Tax #		Instl By	

MARLER HARLOW  
 736 N. MAIN ST.  
 ALMONT, MI 48003

Bus.: (248) 628-9765 Fax: (248) 628-9765

Year		Make		Policy #	
Model		Body Style		Author-ized By	
Lic. #		V.I.N.		Claim #	Loss Date 01/25/2023
Home Phone	(248) 628-9765	Bus. Phone	(248) 628-9765	Damage/ Cause	

Qty.	Part	Description	Block Size	List	Price	Total
0		all items complete except shelving per 9-25			0.00	0.00

SPECIAL INSTRUCTIONS		Subtotal	29577.00
<p>All material sold on this invoice is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. All merchandise returned for credit, refund or exchange must be in resalable condition, authorized for return, accompanied by this receipt, and may be subject to restocking fee. No returns will be authorized for special orders or cut flat glass.</p> <p>Terms of payment are 30 days from invoice date. A service charge of 1.50% per month ( 18.00% annum) will be added to past due accounts.</p>		Labor	5300.00
		Tax	1774.62
		Total	36651.62
		Deposit	-10000.00
		Balance	26651.62

RECEIVED BY \_\_\_\_\_ The glass listed has been replaced / repaired with like kind and quality to my entire satisfaction, and I authorize my Insurance Company to pay JOHN R GLASS, LLC directly for the glass and installation charges, or repairs.

1/25/23 9:04am by BOB Updated 9/25/23 11:07am by BOB

# MATTHEW JOSEPH ELECTRICAL, INC.

## INVOICE

**From:**

Matthew Joseph Electrical, Inc.  
72200 Campground Rd.  
Bruce Twp., MI. 48065  
(586) 752-5204 Office  
(810) 602-9690 Cell  
License # 611019 Electrical Contractor

February 11, 2024

Number 24007a

**Submitted to:**

Marler  
[marlerhardow@gmail.com](mailto:marlerhardow@gmail.com)

**Submitted for Electrical Services on:**

**Cigar Bar breakdown for 24007 Invoice**

• 8-28 3 men 7 hrs.	1,225.00
• 9-14 4 men 4 hrs.	800.00
• 10-4 3 men 7 hrs.	1,225.00
• 10-11 3 men 6.5 hrs.	1,137.50
• 10-12 3 men 6.5 hrs.	1,137.50
• 10-18 2 men 9.5 hrs.	1,187.50
• 10-19 1 man 8 hrs.	480.00
• 10-20 1 man 8 hrs.	480.00
• 10-23 3 men 6 hrs.	1,050.00
• 10-26 3 men 7 hrs.	1,225.00
• 10-29 3 men 6 hrs.	1,050.00
• 11-14 2 men 2 hrs.	250.00

**Labor**

**\$11,247.50**

**Note; After review I was short on labor hours, hence the increase.**

- ¼"-20 screws
- Ground screws
- Tick screws
- Drywall screws
- 6/32, 8/32 Screws
- MC, ½", ¾" straps
- ½" & ¾" Pipe connectors and couplings
- ½" & ¾" EMT pipe
- 1 ½" Unistrut
- Handy boxes
- 4" square boxes
- 4" Octogen boxes

- Cut in boxes
- Wire nuts; blue, yellow and red
- Switches, outlets, GFCI outlets, 220 outlets
- Finish plates, blank plates
- Raised covers
- Fuses
- Tie wraps
- Breakers and breaker lock
- Toggle bolts
- Beam clamps
- 12- 2 MC Cable
- 12- 3 MC Cable
- #2 THHN wire
- MC Connectors, singles and doubles
- Exit lights
- Emergency lights
- Mineralac clamps
- Cord ends
- Madison brackets

---

<b>Materials</b>	<b>\$3,165.29</b>
<b>Permit</b>	<b>\$360.00</b>
<b>Low Voltage Panel and Labor</b>	<b>\$3,566.18</b>
<b>Total Due</b>	<b>\$18,338.97</b>

**Thank you!**

0.0\*

36,651.62+

11,056.10+

18,338.97+

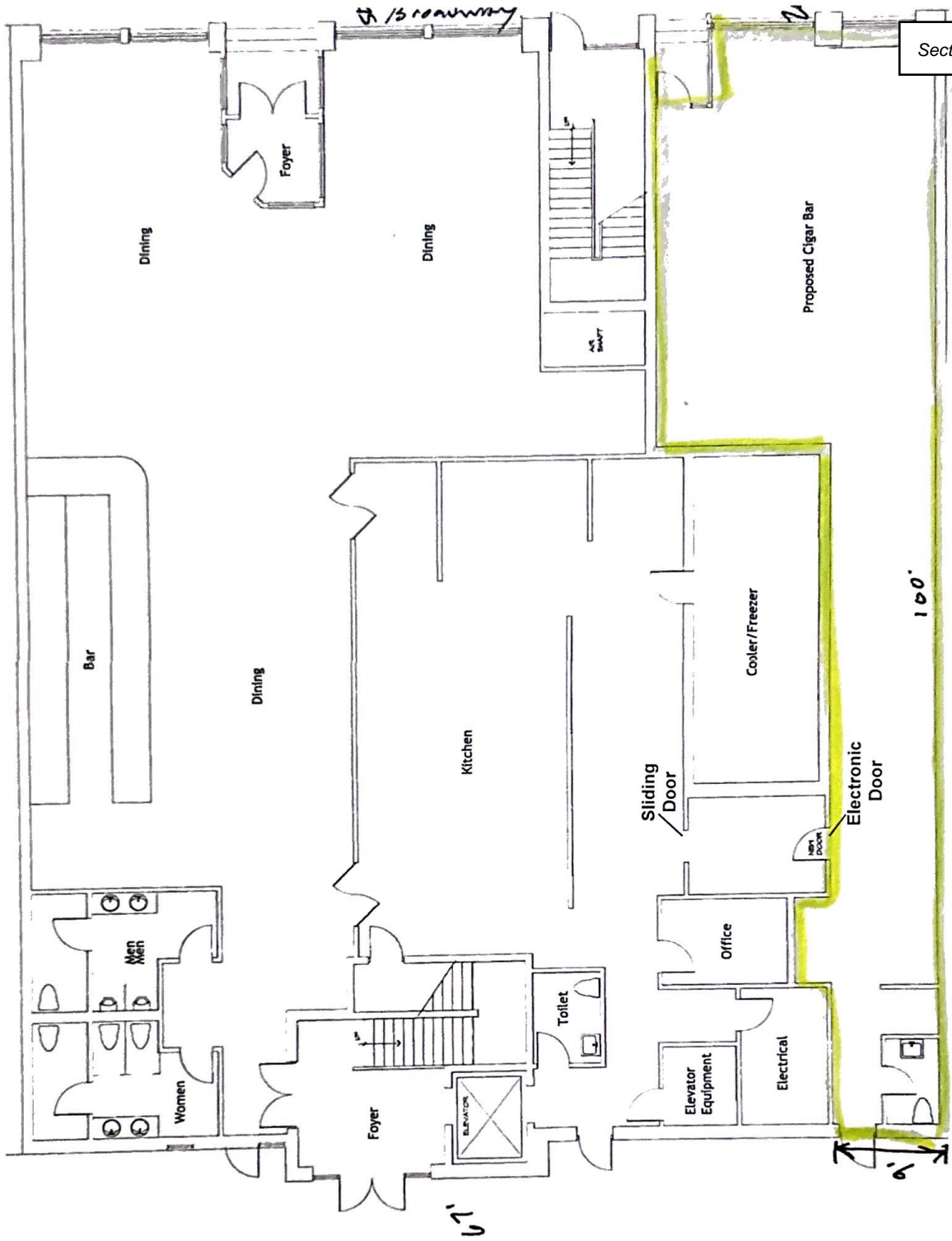
10,000.00+

76,046.69\*:

0.\*

0.\*

0.\*



Sagebrush  
Cantina Inc  
1st Floor



**Local Government Approval**  
(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ regular meeting of the \_\_\_\_\_ Village of Lake Orion council/board  
(regular or special) (name of township, city, village)  
called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)  
the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_  
that the application from Sagebrush Cigar Bar of Lake Orion, LLC  
(name of applicant - if a corporation or limited liability company, please state the company name)  
for the following license(s): Class C Redevelopment Liquor License under MCL 436.1521a(1)(b)  
(list specific licenses requested)

to be located at: 34 South Broadway Lake Orion, MI 48362

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_ Village of Lake Orion  
council/board at a \_\_\_\_\_ regular meeting held on \_\_\_\_\_  
(regular or special) (date) (name of township, city, village)

\_\_\_\_\_  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Overnight packages: 2407 N. Grand River, Lansing, MI 48906  
Fax to: 517-763-0059



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Section 8, Item E.

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

**On-Premises Retailer License & Permit Application (LCC-100a)**

**Part 1 - Applicant Information**

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): SAGEBRUSH CIGAR BAR OF LAKE ORION, LLC	
Address to be licensed: 34 S Broadway St	
City: Lake Orion	Zip Code:
City/township/village where license will be issued: Village of Lake Orion	County: Oakland
Federal Employer Identification Number (FEIN):	

1. Are you requesting a new license?  Yes  No
2. Are you applying ONLY for a new permit or permission?  Yes  No
3. Are you buying an existing license?  Yes  No
4. Are you transferring the classification of an existing on premises license?  Yes  No
5. Are you modifying the size of the licensed premises?  Yes  No  
If Yes, specify:  Adding Space  Dropping Space  Redefining Licensed Premises
6. Are you transferring the location of an existing license?  Yes  No
7. Is this license being transferred as the result of a default or court action?  Yes  No
8. Do you intend to use this license actively?  Yes  No

Leave Blank - MLCC Use Only

**Part 2 - License Transfer Information (If Applicable)**

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s):	
Current licensed address:	
City:	Zip Code:
City/township/village where license is issued:	County:

**Part 3 - Licenses, Permits, and Permissions**

Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

**Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan**

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	\$70.00	License & Permit Fees:	TOTAL FEES: \$70.00
------------------	---------	------------------------	---------------------

**Schedule A - Licenses, Permits, & Permissions**

Applicant name: SAGEBRUSH CIGAR BAR OF LAKE ORION, LLC

On-Premises License Type:	Base Fee:	Fee Code MLCC Use Only
New Transfer		
<input type="checkbox"/> <input type="checkbox"/> B-Hotel License	\$600.00	
Number of guest rooms: _____		
<input type="checkbox"/> <input type="checkbox"/> A-Hotel License	\$250.00	
Number of guest rooms: _____		
<input checked="" type="checkbox"/> <input type="checkbox"/> Class C License	\$600.00	4012
<input type="checkbox"/> <input type="checkbox"/> Tavern License	\$250.00	
<input type="checkbox"/> <input type="checkbox"/> Resort License	Upon Licensure	
<input checked="" type="checkbox"/> <input type="checkbox"/> DDA/Redevelopment License	Upon Licensure	
<input type="checkbox"/> <input type="checkbox"/> Brewpub License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> G-1 License	\$1,000.00	
<input type="checkbox"/> <input type="checkbox"/> G-2 License	\$500.00	
<input type="checkbox"/> <input type="checkbox"/> Aircraft License	\$600.00	
<input type="checkbox"/> <input type="checkbox"/> Watercraft License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> Train License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> Continuing Care Retirement Center License	\$600.00	
<input type="checkbox"/> MCL 436.1545(1)(b)(i) <input type="checkbox"/> MCL 436.1545(1)(b)(ii)		

*B-Hotel or Class C Licenses Only:*

Additional Bar(s)  
Number of Additional Bars: \_\_\_\_\_

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A \$350.00 licensing fee is required for each additional bar over the one (1) bar initially issued with the license.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

**Inspection, License, Permit, & Permission Fee Calculation**

Number of Licenses: <u>1</u> x \$70.00 Inspection Fee	
Total Inspection Fee(s): Fee Code: 4036	<u>\$70.00</u>
Total License Fee(s):	_____
Total Permit Fee(s):	_____
<b>TOTAL FEES DUE:</b>	<u>\$70.00</u>

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan**

On-Premises Permits:	Base Fee:	Fee Code MLCC Use Only
<input checked="" type="checkbox"/> Sunday Sales Permit (AM)*	\$160.00	4033
<input checked="" type="checkbox"/> Sunday Sales Permit (PM)**	\$90.00	4032
<input type="checkbox"/> Catering Permit	\$100.00	
<input type="checkbox"/> Social District Permit	\$250.00	
<input type="checkbox"/> Banquet Facility Permit - Complete <u>Form LCC-200</u>		
<i>A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions.</i>		
<input type="checkbox"/> Outdoor Service	No charge	
<input type="checkbox"/> Dance Permit	No charge	
<input type="checkbox"/> Entertainment Permit	No charge	
<input type="checkbox"/> Extended Hours Permit:	No charge	
<input type="checkbox"/> Dance <input type="checkbox"/> Entertainment Days/Hours: _____		
<input type="checkbox"/> Specific Purpose Permit:	No charge	
Activity requested: _____		
Days/Hours requested: _____		
<input type="checkbox"/> Living Quarters Permit	No charge	
<input type="checkbox"/> Topless Activity Permit	No charge	
<input type="checkbox"/> Off-Premises Storage	No charge	
<input checked="" type="checkbox"/> Direct Connection(s)	No charge	
<input type="checkbox"/> On-Premises Public Swimming Pool Permit - Complete <u>Form LCC-209</u>		

Pursuant to MCL 436.1533, on-premises retailers may be issued a Specially Designated Merchant (SDM) license or a Specially Designated Distributor (SDD) license at the same location in conjunction with the on-premises license under certain circumstances.

Off-Premises License Type:	Base Fee:	Fee Code MLCC Use Only
New Transfer		
<input type="checkbox"/> <input type="checkbox"/> SDM License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> SDD License	\$150.00	
Off Premises Permits:	Base Fee:	
<input type="checkbox"/> SDD Sunday Sales Permit (PM)** <i>For Spirit Products</i>	\$22.50	
<input type="checkbox"/> SDM Sunday Sales Permit (PM)** <i>For Mixed Spirit Drink Products</i>	\$15.00	
<input type="checkbox"/> Motor Vehicle Fuel Pumps	No charge	

\*Sunday Sales Permit (AM) allows the sale of spirits, mixed spirit drink, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

\*\*Sunday Sales Permit (PM) allows the sale of spirits and mixed spirit drink on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of spirits or mixed spirit drink. Additional bar fees and hotel room fees are also calculated as part of the permit fee. A separate Sunday Sales Permit (PM) is required for each license that will sell spirits or mixed spirit drink on Sunday after 12:00 noon.

**Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner**

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC-301. For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name: Dan Zaraga		
Home address: 308 Park Island Dr,		
City: Lake Orion	State: MI	Zip Code: 48362
Business Phone:	Cell Phone: 248-431-1701	Email: d.zaraga@yahoo.com
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If Yes, please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. Pursuant to MCL 436.1603, a retailer licensee <u>may not</u> hold interest in a manufacturer or wholesaler licensee. <span style="float:right"><input checked="" type="radio"/> Yes <input type="radio"/> No</span>		
SAGEBRUSH CANTINA, INC./BID 2303 and THE BRUSH, INC./BID 155623		
Do you hold 10% or more interest in the applicant entity? <span style="float:right"><input checked="" type="radio"/> Yes <input type="radio"/> No</span>		
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed <u>Livescan Fingerprint Background Request (LCC-105)</u> with your application.		

**Part 5b - Personal Information (Individuals) - Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).**

Date of Birth: 10-25-58	Social Security Number: 370-86-7007	Driver's License Number: Z 620 135 081 822
Are you a citizen of the United States of America?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Have you ever legally changed your name?		<input checked="" type="radio"/> Yes <input type="radio"/> No
If you answered "yes", please list your prior name(s) (including maiden): From Dia Zaraga to Dan Zaraga		
Spouse's full name (if currently married):		
Spouse's date of birth:	Is your spouse a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No	
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Does your spouse hold a retailer, manufacturer, or wholesaler license issued by the MLCC?		<input type="radio"/> Yes <input type="radio"/> No
<b>Full disclosure of criminal history must be reported, regardless of how long ago the crime occurred. State of Michigan and federal criminal background records will be checked to verify criminal history. Failure to report criminal history charges and/or local ordinance violations may result in the denial of the application. Criminal history includes felonies, misdemeanors, and local ordinance violations in Michigan or any other state for which the applicant or applicant's spouse was found guilty, pled guilty, or pled no contest.</b>		
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary):		<input type="radio"/> Yes <input checked="" type="radio"/> No
Date	City/State	Charge
		Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If Yes, list below (attach additional pages if necessary):		<input type="radio"/> Yes <input type="radio"/> No
Date	City/State	Charge
		Disposition

**Part 5c - Signature**

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

Dan Zaraga 4-11-25  
 \_\_\_\_\_  
 Print Name Signature Date





Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

Section 8, Item E.

### New On-Premises Redevelopment or Development District License Questionnaire

Complete and submit this questionnaire along with a fully completed On-Premises Retailer License & Permit Application (LCC-100a) with the documents required to be submitted with that form and any other documents required as listed below.

#### Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): SAGEBRUSH CIGAR BAR OF LAKE ORION, LLC		
Address to be licensed: 34 S Broadway St		
City: Lake Orion	Zip Code: 48362	
City/township/village where license will be issued: Village of Lake Orion		County: Oakland
Contact Name: Laura Peters	Phone: 248-410-0388	Email: lpeters@anafirm.com
Mailing address (if different from above):		
City:	Zip Code:	

I am applying for the following on-premises redevelopment or development district license:

**MCL 436.1521a(1)(a) - Redevelopment (RDA) License - Complete Parts 2a, 3, 4, & 5**

Select one:  Class C  B-Hotel  Tavern  A-Hotel

- The proposed licensed premises must be located in a redevelopment project area defined by the local governmental unit and the investment in the redevelopment project area must meet one (1) of following requirements:
  - Investment of not less than \$50 million in cities, townships, or villages having a population of 50,000 or more
  - Investment of not less than \$1 million per 1,000 people in cities, townships, or villages having a population of less than 50,000
- The licensed business must be engaged in activities related to dining, entertainment, or recreation and provide that activity not less than five (5) days per week
- The licensed business must be open to the public not less than ten (10) hours per day, five (5) days per week
- The initial enhanced license fee for a license issued under this section is \$20,000.00

**MCL 436.1521a(1)(b) - Development District (DDA) License - Complete Parts 2b, 3, 4, & 5**

Select one:  Class C  B-Hotel  Tavern  A-Hotel

- The proposed licensed premises must be located in one of the development districts or areas listed in MCL 436.1521a(1)(b):
  - Tax Increment Finance Authority District Under Part 3 of Public Act 57 of 2018 (Formerly Public Act 450 of 1980)
  - Corridor Improvement Authority Act Development Area under Part 6 of Public Act 57 of 2018 (Formerly Public Act 280 of 2005)
  - Downtown Development Authority (DDA) District under Part 2 of Public Act 57 of 2018 (Formerly Public Act 197 of 1975)
  - Principal Shopping District under Public Act 120 of 1961
- The total investment in real and personal property within the development district or area shall not be less than \$200,000.00 over a period of the preceding five (5) years.
- The building may be new construction or the restoration or rehabilitation of an existing building.
- The building that will house the proposed licensed premises must have at least \$75,000.00 expended for new construction or the rehabilitation or restoration of the building over the preceding five (5) years or a commitment for a capital investment of at least \$75,000.00 in the building that must be expended before the license is issued.
- The licensed business must be engaged in activities related to dining, entertainment, or recreation.
- The licensed business must be open to the general public and have a seating capacity of not less than 25 persons.
- The initial enhanced license fee for a license issued under this section is \$20,000.00.

Please Note: Pursuant to MCL 436.1521a(8) a license issued under MCL 436.1521a cannot be transferred to another location and if the licensee goes out of business the license issued under MCL 436.1521a shall be surrendered by the licensee to the Commission and the Commission will terminate the license.

**Part 2a - MCL 436.1521a(1)(a) - Redevelopment (RDA) License Required Documents**

<input type="checkbox"/> Resolution from local governmental unit establishing the redevelopment project area
<input type="checkbox"/> Affidavit from the assessor, certified by the city, township, or village clerk, which states the following: <ul style="list-style-type: none"> <li>• The amount of investment money expended for manufacturing, industrial, residential, and commercial development within the redevelopment project area during the preceding three (3) years (must specifically state start and end dates for the investment, i.e. January 1, 2013, to December 31, 2015).</li> <li>• Statement that the amount of commercial investment in the redevelopment project area constitutes not less than 25% of the total investment in real and personal property in the area.</li> </ul>
<input type="checkbox"/> Legible map of the redevelopment project area which clearly labels all street names

**Part 2b - MCL 436.1521a(1)(b) - Development District (DDA) License Required Documents**

<input type="checkbox"/> Resolution from local governmental unit establishing the development district or area which specifically references the statute under which the area was established: <ul style="list-style-type: none"> <li>• Part 3 of Public Act 57 of 2018 (Formerly Public Act 450 of 1980) for Tax Increment Finance Authorities</li> <li>• Part 6 of Public Act 57 of 2018 (Formerly Public Act 280 of 2005) for Corridor Improvement Authorities</li> <li>• Part 2 of Public Act 57 of 2018 (Formerly Public Act 197 of 1975) for Downtown Development Authorities</li> <li>• Public Act 120 of 1961 for Principal Shopping Districts</li> </ul>
<input type="checkbox"/> Affidavit from the assessor, certified by the city, township, or village clerk, which states the following: <ul style="list-style-type: none"> <li>• The total amount of public and private investment in real and personal property within the development district or area over a period of the preceding five (5) years (must specifically state start and end dates for the investment, i.e. January 1, 2011, to December 31, 2015).</li> </ul>
<input type="checkbox"/> Legible map of the development district or area which clearly labels all street names

**Part 3 - Available License Search**

MCL 436.1521a(9) requires any person signing an application for an on-premises Redevelopment or Development District license to verify that he or she attempted to purchase any of the on-premises licenses that are in escrow that do not have a pending transfer on file with the MLCC within the county in which the applicant for the on-premises Redevelopment or Development District license proposes to operate.

You should not apply for an on-premises Redevelopment or Development District license if there is an available quota license in the local governmental unit in which the proposed licensed business will be located. You may verify the availability of quota licenses on the Commission's website using the [Local Government Quota search page](#).

<input checked="" type="checkbox"/> I verify that I have attempted to purchase any readily available on-premises escrowed licenses that do not have pending transfers on file with the MLCC in the county where the proposed licensed business will be located. <ul style="list-style-type: none"> <li>• Applicant should provide a notarized affidavit outlining all attempts and responses (or lack thereof) to secure a readily available on-premises license.</li> <li>• Applicant should send certified letters of inquiry as to the availability of the license to each licensee at the address listed on the licensee listing report provided by the MLCC.</li> <li>• Applicant should submit copies of the letters sent, certified tags, signed certified return receipts, copies of any envelopes returned by the USPS, and copies of any correspondence received from the licensees.</li> <li>• Applicant should provide dates, the name of the person contacted, and a synopsis of the conversation if escrowed licensees are contacted by telephone.</li> <li>• Applicant should provide documentation regarding the fair market value of the license based on where the applicant will be located, if determinable, the size and scope of the proposed operation, and/or the existence of mandatory contractual restrictions or inclusion attached to the sale of the license when indicating to the MLCC that purchase of a license is not economically feasible or the license is not readily available.</li> </ul>
<input checked="" type="checkbox"/> There are no readily available on-premises licenses in escrow in the county where the proposed licensed business will be located.
<input checked="" type="checkbox"/> There are no unissued, on-premises quota licenses readily available in the local governmental unit where the proposed licensed business will be located.

**Part 4 - Local Governmental Approval**

An applicant for a new on-premises Redevelopment or Development District license requires approval by the legislative body of the local governmental unit in which the licensed premises will be located. Applicants for a license in a city that has a population of 600,000 or more do not require local governmental approval. Please use the Local Governmental Unit Approval Form (LCC-106) or obtain a resolution from the local governmental unit that contains the same information required on the form. The form or a resolution from the city, village, or township must specifically state the applicant's legal name, if an individual person, or the corporate name of the business, the proposed licensed address, and contain a recommendation for the issuance of a license under one of the two following options:

- New Class C\* license issued under the provisions of MCL 436.1521a(1)(a)
- New Class C\* license issued under the provisions of MCL 436.1521a(1)(b)

*\*May substitute other license types such as Tavern, A-Hotel, or B-Hotel licenses*

**Part 5 - Signature of Applicant**

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

I certify that I understand that pursuant to MCL 436.1521a(8) a license issued under MCL 436.1521a cannot be transferred to another location and that if the licensee goes out of business the license issued under MCL 436.1521a shall be surrendered by the licensee to the Commission and the Commission will terminate the license.

Dan Zaraga, member

Print Name of Applicant & Title



Signature of Applicant

7/11/25

Date

Please return this completed form along with corresponding documents:  
 Michigan Liquor Control Commission  
 Mailing address: P.O. Box 30005, Lansing, MI 48909  
 Hand deliveries: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Overnight packages: 2407 N. Grand River Ave., Lansing, MI 48906  
 Fax to: 517-763-0059



## REDEVELOPMENT LIQUOR LICENSE FACT SHEET

Public Act 58 of 1998 allows the Liquor Control Commission (MLCC) to issue public on-premises licenses to businesses located within specified business districts who are engaged in activities related to dining, entertainment, and recreation. Public Act 501 of 2006 amended the Code to allow issuance of new public on-premises licenses in addition to quota licenses in order to allow municipalities to enhance the quality of life for their residents and visitors to their communities. Finally, Public Act 270 of 2014 amended the Code to allow the issuance of public on-premises licenses for all local governmental units.

The Village of Lake Orion adopted a Resolution on July 28, 2014 establishing the Village of Lake Orion Downtown Development Authority District as a development district for liquor licensing in accordance with the requirements of Public Act 270 of 2014 and the MLCC. The Village of Lake Orion is prepared to file all required documentation for the certification of the development district by the MLCC once an applicant has shown they met the legal requirements to apply and has received Council approval to obtain a development district liquor licenses. The applicant and the Village will send all necessary documentation to the MLCC together.

To receive a Development District Liquor License an applicant must be approved by the Village of Lake Orion and the MLCC. An application for a license will not be authorized for investigation until the MLCC has received a Village resolution which approves the applicant at a specific location "above all others."

Applicants must complete the Pre-Application Questionnaire and file it with the DDA Executive Director with all required supplemental documentation and the Village application fee of \$500, made payable to the Village of Lake Orion. Application fees are adopted by resolution of the Village Council. The Pre-Application Questionnaire can be obtained from the DDA Office. The Village Council will review the Questionnaire & required documentation and make a determination as to whether the applicant is approved "above all others" at the designed premises. The Village may make investigations it considers proper in connection with the approval process or as required by Village ordinances.

Upon receipt of the documentation from the Village, and all necessary MLCC application forms, other required documents and inspection fees, the application will be authorized for investigation by the MLCC. The initial enhanced license fee for development district licenses is \$20,000.

Applicants for development district licenses must demonstrate, at the time of the investigation by the MLCC, that:

- The amount expended for the rehabilitation or restoration of the building that houses the licensed premises shall be not less than \$75,000 over a period of the preceding five years or a commitment for a capital investment of at least that amount in the building that houses the licensed premises, which must be expended before the issuance of the license.
- That the licensed business is engaging in dining, entertainment or recreation, that is open to the general public, with a seating capacity of not less than 25 persons.

Individuals considering applying for a development district liquor license should be aware of the following restrictions:

- A licensee may transfer ownership of the license; however, this type of license may not be transferred to another location.
- If the licensee goes out of business, the licensee must surrender the license to the MLCC. The Village may approve another applicant within the development district to replace the licensee who has surrendered the license to the MLCC.
- The applicant must state and demonstrate that an attempt to secure an appropriate on-premises escrowed license or quota license which may be available within the city/village in which the applicant proposes to operate.

This fact sheet has been prepared for informational purposes only. Individuals considering applying for a development district liquor license are advised to contact a lawyer for advice on the application process. General informational inquiries can also be directed to the Michigan Liquor Control Commission.

Point of contact for the Redevelopment Liquor License:

Molly LaLone, Executive Director  
Downtown Development Authority – Village of Lake Orion  
118 North Broadway St.  
Lake Orion MI 48439  
(248) 693-9742



**VILLAGE OF LAKE ORION REDEVELOPMENT LIQUOR LICENSE  
PRE-APPLICATION QUESTIONNAIRE**

**Instructions to Applicants:** If you are applying for a Village of Lake Orion Development District License, within the Downtown Development Authority Area (see map), this form must be completed prior to completing your MLCC License Application.

Please indicate, by checking YES OR NO, if your establishment meets the following criteria.

- Is the business to be licensed within the geographic boundaries of the Village of Lake Orion Development Authority District?  **Yes**  **No** (Please indicate proposed location on the attached map.)

**Complete name and address of business to be licensed:** Sagebrush Cigar Bar of Lake Orion, LLC  
d/b/a O Cigar Bar - 34 South Broadway Lake Orion, MI 48362

- Are you presently a MLCC licensee at another location?  **Yes**  **No**  
If yes, please provide a copy of your MLCC history at that location (s).
- Applicants for development district licenses, must demonstrate to the Village of Lake Orion and the Michigan Liquor control Commission (MLCC), at the time of investigation, that the amount expended for the rehabilitation or restoration of the building that houses the licensed premises shall be not less than \$75,000 over a period or the preceding five years or a commitment for a capital investment of at least that amount in the building that houses the licensed premises, which must be expended before the issuance of the license. At the time of application, can your business demonstrate this requirement?  
 **Yes**  **No** (Please attach supporting financial information for verification.)
- Will the licensed business engage in dining, entertainment or recreation, that is open to the general public, with a seating capacity of not less than 25 persons?  **Yes**  **No**  
(Please attach current or proposed floor plan that supports seating capacity.)
- What type of on-premise sales are you interested in applying for? Check all that apply.  
(Checking the boxes does not guarantee award of any or all categories.)  
 **Beer**  **Wine**  **Spirits (hard liquor)**
- Please describe (on an attached sheet) how your business will do the following, if issued a license:
  - Prevent deterioration in the DDA district and promote economic growth by:
    - creating new employment opportunities
    - adding new tax value through the purchase of new equipment and/or building improvements
    - renovate Historic Buildings (if any)





---

**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** May 20, 2025

**TOPIC** Michigan Downtown Association 2025 Spring Conference

The Lake Orion DDA values the importance of continued professional development and the opportunities to learn and explore the programs, activities, and events from other Michigan downtown communities.

The Michigan Downtown Association, which Lake Orion DDA is a member, will be holding their 2025 Spring Conference June 4-5, 2025, in Traverse City. The agenda is attached.

Hotel accommodations will not be needed as alternate arrangements have been made and will save the \$189 per night charge (plus fees).

**RECOMMENDED MOTION:**

To approve for Janet Bloom, Assistant Director, to attend the Michigan Downtown Association 2025 Spring Conference for a registration cost of \$150 plus mileage and approved reimbursable expenses.



# SUMMER WORKSHOP

**Thursday, June 5, 2025**

**Traverse City, MI**

**In-person and Virtual Attendance Option**



**Strong  
Michigan Downtowns**  
The Importance of Fostering  
Relationships and Partnerships

## Summer Workshop

WEDNESDAY, JUNE 4, 2025

Park Place Hotel  
300 E. State Street  
Traverse City, MI 49684

Section 8, Item F.

4:30 pm – 5:30 pm

### Walking Tour of Downtown Traverse City

Be sure to put on your walking shoes for this interactive and informative tour of downtown Traverse City.

*Meet in the lobby of the Park Place Hotel.*

5:30 pm – 7:30 pm

### Networking Event

Enjoy complimentary appetizers and a cash bar. H & L Social, rooftop at Hotel Indigo, 263 W. Grandview Parkway, Traverse City  
*Generously sponsored by Lumecon.*

THURSDAY, JUNE 5, 2025

### Strong Michigan Downtowns-

### The Importance of Fostering Relationships and Partnerships

In a world of emails, tweets, and memes, the art of communication between humans seems to be waning. However, for a downtown director and staff, positive interactions are more important than ever. What does it take to accurately disperse information to stakeholders while being an engaged participant in meetings and policy referendums? Building trust with volunteers, staff, board members, municipal leaders, and downtown stakeholders is instrumental to the success of a downtown program and director, but it isn't easy. Join us in downtown Traverse City for the MDA's Annual Summer Workshop and discover how fostering relationships and partnerships can strengthen your Michigan downtown.

8:00 am – 8:30 am

### Registration

*Continental Breakfast Sponsored by  
Downtown Traverse City*

8:30 am – 8:45 am

### Welcome

*Cristina Sheppard-Decius, Chair,  
Michigan Downtown Association*

8:45 am – 9:05 am

### Welcome to Traverse City

Over the last 40 years, the Traverse City DDA and its partners have worked to transform Downtown into the cultural and economic hub of Northwest Michigan. Tree-lined and pedestrian friendly streets, boutique shops, unique restaurants and position on Lake Michigan attract new residents and jobs to the region and support a thriving tourism industry - helping to routinely place Traverse City on several enviable "top-ten" lists every year. Learn more about what's next for Downtown Traverse City and its biggest challenge.

*Harry Burkholder, Executive Director,  
Traverse City DDA*

9:05 am – 9:15 am

### Attendee Introductions

9:15 am – 9:30 am

### Vendor & Sponsor Introductions

9:30 am – 10:00 am **Leveraging Partnerships to Revitalize Downtown**

*Section 8, Item F.*

The City of Ewart, a rural community of 1,800, has leveraged partnerships with the Middle Michigan Economic Development Corporation and the Michigan Economic Development Corporation to develop programming and support for investment in their historic downtown. Learn how leaders within the municipality and the DDA learned about development best practices, hosted a developer day, and have actively partnered to transition stagnant downtown properties to excited new owners, bringing much needed investment into a community with limited capacity.

*Joshua Prusik, Main Street Specialist, MEDC  
Todd Bruggema, Director, Ewart DDA & Main Street  
Pepper Lockhart, City Manager, City of Ewart  
Kati Mora, President & CEO, Middle Michigan  
Development Corporation*

10:00 am – 10:15 am **Networking Break**

10:15 am – 11:00 am **Roberts Rules, Providing Order and Understanding with Board Members**

Robert's Rules can provide a framework for organized, productive, and tension-reduced meetings. Understanding the format can help ensure voices are heard appropriately, respect is maintained for all, and the organization conducts business efficiently. The cherry on the top is that proficiency in meeting management can help foster stronger relationships with board and committee members.

*Jeff Aronoff, Principal, Managing Director,  
Miller Canfield*

11:00 am – 11:45 am **Strengthening Trust with Business and Property Owners**

As Downtown Professionals, building relationships with local downtown business and property owners is a fundamental part of the job. Often, we get sidetracked because of a host of other things we are asked and/or required to do. In this session, hear how building business relationships is important for achieving career success. Learn how to build trust by creating awareness of programs and resources that are available to business owners and property owners helping them to be more successful while reducing your work related stress.

*Tara Laase-McKinney, Executive Director,  
Marquette DDA  
Matthew Welch, Northwest Regional Director,  
Michigan Small Business Development Center*

11:45 am – 12:50 pm **Lunch on Site**

*Lunch generously sponsored by  
Lake Trust Credit Union*

**Legislative Update**



12:50 pm – 1:50 pm

**Building Relationships with Stakeholders Being in the**

Section 8, Item F.

ens

Downtown revitalization succeeds when all hands are on deck but it can be difficult to juggle the personalities of volunteers, staff, board members, elected officials, and business owners. What are the best practices a downtown director can follow so communication is clear and roles and responsibilities are plainly identified and understood? In this session, learn how to build the political support you need by seeking the right mix of board members and partnering with local government while gaining the support of the business community and a volunteer base.

*Tina Conner Wellman, Director, Portland DDA  
Kaelie Fessler – DDA/Main Street Director,  
Roger City  
Scott McLennon – Mayor, Roger City*

**Available for MIPDM credit**

1:50 pm – 2:00 pm

**Networking Break**

2:00 pm – 3:00 pm

**The Housing Continuum:  
Evolution to Solution**

The housing crisis in Michigan is a multifaceted challenge that requires collaborative efforts at local, regional, and national levels. Organizations like Midland County's Housing Forward and Kalamazoo County's Housing Commission are making strides in addressing the urgent need for attainable housing. By understanding the underlying issues and implementing strategic solutions, these entities exemplify how communities can work towards a more sustainable and equitable housing future for all residents. The path forward involves not only increasing the supply of affordable housing but also fostering inclusive policies and community engagement to ensure that everyone has a place to call home.

*Mary Balkema, Housing Director,  
Kalamazoo County Housing Department  
Nicole Wilson, Vice President Economic  
Development, Midland Business Alliance*

3:00 pm – 3:30 pm

**Dear Abby,  
I'm a Downtown Director and...**

Throughout the Workshop, attendees will have the opportunity to submit a written concern or challenge they have experienced as a downtown director or staff member. Our moderators will offer their insight and lead the group discussion regarding the topics raised. Advice and guidance regarding work relationships, time management, and every aspect of the job will be given in this interactive session. The MDA is better than therapy!

Moderators:

*Annaka Norris, Principal Planner, Planning and  
Local Business, Development Division, Economic  
Development Department, Oakland County  
Cristina Sheppard-Decius, Owner,  
POW! Strategies & MDA Board Chair*

3:30 pm

**Closing Remarks**

*Dana Walker, Director,  
Michigan Downtown Association*

104

**Registration Form for Annual MDA Summer Workshop:**

MDA Member: **\$150** MDA Non-Member: **\$175**

After May 27, please add \$25 for late registration fee.

Workshop Sponsor (includes one table and one registration): **\$300**

Virtual Format price is the same.

Sorry, no refunds, but changes to type of registration can be requested. We look forward to hosting a safe and informative event! Please return this form with payment to MDA by **May 27, 2025**. Make checks payable to the Michigan Downtown Association.

Send payment to:

Michigan Downtown Association

P.O. Box 3591

North Branch, MI 48461

director@michigandowntowns.com

Credit Card payments are accepted over the phone at 248-838-9711.

**Save time! Register and pay online at <https://www.memberleap.com/members/evr/regmenu.php?orgcode=MDTA>**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Ph 105 \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_ Visa \_\_MC\_\_Dis\_\_Amex

Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Zip Code: \_\_\_\_\_



Section 8, Item F.

Downtown Traverse City

## Thank You to Our Sponsors:

Partner Sponsor

Section 8, Item F.



**MICHIGAN ECONOMIC**  
DEVELOPMENT CORPORATION

Premier Sponsor:



Signature Sponsors:



Business Associate Sponsors:



Friend of the MDA:



**MICHIGAN**  
**DOWNTOWN**  
ASSOCIATION



*Strengthening Downtowns*

Founded in 1980, the Michigan Downtown Association is a driving force in the interest and growth of downtowns and communities throughout Michigan. The MDA encourages the development, redevelopment and continuing improvement of Michigan communities and downtowns.

The Mission of the Michigan Downtown Association is to strengthen and sustain downtowns.

MDA's Vision is to be the leader in preserving and enhancing downtowns and their ongoing management.

[www.michigandowntowns.com](http://www.michigandowntowns.com)



Section 8, Item F.



Downtown Traverse City



Downtown Traverse City



Downtown Traverse City

**Upcoming Events:**

**Downtown Day, Saturday, September 27, 2025**

**Annual Conference, November 6-7, 2025, Downtown Rochester**

**Hotel**

A special hotel rate is available for attendees of the Summer Workshop at Park Place Hotel, 300 E. State Street, if you book by **May 4, 2025**, for \$189 per night (plus fees and taxes). Call the hotel directly (231) 946-5000, option #0, and use the code **MDA25**.



**MICHIGAN  
DOWNTOWN  
ASSOCIATION**

*Strengthening Downtowns*

P.O. Box 3591, North Branch, MI 48461

*Section 8, Item F.*



**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** May 20, 2025

**TOPIC** Issue Media Group (Metromode/SecondWave) Media Package

The Lake Orion DDA has many great stories to share and it is curating media outlets that will work with us to share those locally, regionally, across Michigan and nationally.

Downtown Lake Orion has a host of topics to highlight ranging from art, food, parks, lakeside living, trails, health and wellness, music, community, historic preservation, to unique finds and tastes at our retailers and restaurants, telling of our past through stories and photos, and the new investment and developments calling Lake Orion home.

Issue Media Group (IMG) had presented a media package in 2022 that would pair Lake Orion DDA and Oxford DDA in a shared package that we would tell our individual stories but then tap into the shared events, trainings, trolley, and those things that bring our two communities together.

Issue Media Group’s products are Metromode and SecondWave and are syndicated through IMG’s state and national networks and are made to reuse for Lake Orion and, if participating, Oxford stakeholders.

The 2022 Metromode media proposal is attached and will be used as the launch off point to hone down a new 2025 media proposal.

The Lake Orion DDA will also explore the use of Main Street Oakland County Technical Assistance grants to possibly offset a portion of a cost.

**RECOMMENDED MOTION:**

To approve the Lake Orion DDA executive director and assistant director to negotiate a media package with Issue Media Group up to a three years, beginning FY2025-2026. The negotiations may include the inclusion of Oxford DDA if they are open to partnering with this project. The Lake Orion DDA will also review MSOC Technical Assistance grant funds to apply to this project. The Lake Orion DDA asks that the cost of this media package for Lake Orion DDA portion does not exceed

\_\_\_\_\_.

## MetroMode Partner City Proposal Lake Orion DDA + Oxford DDA

### OBJECTIVE

Issue Media Group (IMG) will partner with the Lake Orion DDA + Oxford DDA and a coalition of community stakeholders to identify and capture the story of talent, investment, innovation and emerging assets that are shaping “What’s Next” for each downtown community. During this annual engagement, IMG will actively engage community stakeholders to uncover and capture stories of talent, innovation, small business, job creation and placemaking. The stories will be published to a broader Metro Detroit audience (via **Metromode**), included in statewide **SecondWave**, syndicated through IMG’s state and national networks, and made available for re-use to Lake Orion and Oxford community stakeholders.

### METROMODE “PARTNER CITY” PROGRAM DELIVERABLES

#### CONTENT DEVELOPMENT AND PROMOTION

- An editorial advisory group will be formed and engaged at kick-off.
- Dedicated project editor will be contracted to develop and publish twenty (20) feature stories including original photography. (Stories will publish starting in June, 2022)
- Up to three (3) original news hits per month.
- All stories will be published in **Metromode** and promoted through relevant Issue Media Group media and social networks.
- A minimum of one story per month will be included in Michigan-wide **SecondWave** publication.
- Social Media promotional strategy developed and executed for **Metromode** social channels.
- Lake Orion and Oxford microsites will be integrated into the Metromode platform. Additionally Lake Orion + Oxford will be positioned as a “Partner City” during the contract term.

See example: <https://www.secondwavemedia.com/metromode/cities/dearborn/default.aspx>

- Editorial advisory meetings will be coordinated on a quarterly basis.

Example Link: <https://www.secondwavemedia.com/metromode/cities/hazelpark.aspx>

#### ADVERTISING AND CONTENT REUSE

- Lake Orion and Oxford DDA’s will receive brand / ad placement on **Metromode** homepage and e-newsletter
- Ad placement will include positioning aligned to underwritten areas of content and run of site in best available sections of **Metromode**.
- A formal ad placement schedule will be put in place within 48 hours of receipt of ads. Ad specs found here: <http://www.issuemediagroup.com/sponsors/specs.aspx>
- Lake Orion and Oxford DDA will receive content reuse rights.
- IMG will assist in developing a content syndication plan with all program partners.

**QUARTERLY METRICS REPORTING**

- Story reach numbers
- Average time on page
- Social Media reach and engagement
- Referring sites
- Content and media partners
- Geographic origin of audience

Annual Program Investment: \$36,000 (Partners will be invoiced separately at agreed upon dates)

*\*3 year program intent*

**PROGRAM TIMING**

Program Schedule: May 1, 2022 - April 30, 2023

*\*May will serve as a planning month with content to publish starting June of 2022.*

By signing this contract, Lake Orion and Oxford DDA allow Issue Media Group to proceed with the work described in this proposal. Please return via email to Brian Boyle at [brian@issuemediagroup.com](mailto:brian@issuemediagroup.com).

Accepted by Lake Orion DDA :

\_\_\_\_\_

Accepted by Oxford DDA:

\_\_\_\_\_

DATE:

Accepted by Issue Media Group:

\_\_\_\_\_

Brian Boyle/Co-CEO

DATE:

**Issue Media Group’s Underwriting Policy**

Issue Media Group offers its underwriters the opportunity to directly align their brands with content about talent, innovation, diversity, and place. In addition, IMG provides corporations, governments, institutions, nonprofits, and foundations with similarly focused missions a way to use their media budgets to support and expand coverage of job growth, economic development, real estate, non-profit innovation, city building, and placemaking.

Underwriting is the basis of our model as a publication. Underwriters are considered crucial to our organization and their support is the reason that IMG is able to produce content within a broad spectrum of topics. Support from underwriters allows IMG to dedicate editorial resources to cover key issue areas that are of importance to both the underwriter and IMG’s mission.

We work with like-minded stakeholders who have shared values and missions. Because of our intersecting interests, we may cover our underwriters' work journalistically. However, IMG observes strict boundaries regarding the direction, review, and approval of content that is published.

IMG encourages underwriters to pitch ideas through Editorial Advisories and to our editorial teams. We value the knowledge our partners bring to our work, and we encourage underwriters to send story ideas, trends in underwriters' areas of expertise, and press releases. However, published content is at the discretion of the editorial teams and all final decisions regarding content are made without client approval.

While underwriters are not allowed to review or approve content, IMG works with them to establish focus areas that will be included in coverage. If an underwriter desires the ability to direct or edit content, the content will be considered “Partner Content,” and given a treatment that distinguishes it from editorial content. The underwriter's logo will be embedded in the story and a transparency statement will be included.

IMG works with underwriters to fully understand the issues they care about. However, IMG trusts its editorial teams to shape stories around issues in a way that will resonate with readers.

IMG honors truthfulness and strives to avoid conflicts of interest in our reporting. This includes real conflicts and acts that may appear to be a conflict. To this end, we opt to disclose any relationships with underwriters that could be perceived as complicating our journalistic mission.



---

**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** May 20 2025

**TOPIC** Lumber Yard Progress Report – Repair and Roofing

**BACKGROUND BRIEF:**

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

**FINANCIAL IMPACT:**

**As outlined in the Report**

**RECOMMENDED MOTION**

Move to Receive and File the Progress Report dated May 20, 2025.



# LUMBER YARD at PAINT CREEK

## PROGRESS REPORT PHASE 2 – CONCEPT

### Report to the Board

For the Period 4/15/25 – 5/15/2025

May 20, 2025 @ 6:30pm

By: Matthew Gibb, Executive Director



The project has moved from clean up to repair and reroofing. Following the issuance of a zoning compliance permit from the village, we are working closely with the Building Department to review and implement repair work to the four main structures in the public space and continuing the restoration of the historic coal office. This report outlines what has been done in the immediately prior work period and concludes with next steps.

### REPAIR AND RESTORATION

The DDA Board approved a contract at it last meeting with Mickey’s Construction for the repair of the four public space buildings, and getting them in condition to be re-roofed and included in final plan design

**The Market Shed:** This structure was originally a lumber rack, and is being transformed into a muti-stall market/vendor pavilion. We have kept the original cedar plank roofing, but added strength through upgraded post, cross support, and headers. Adding new sheeting and a new metal roof.



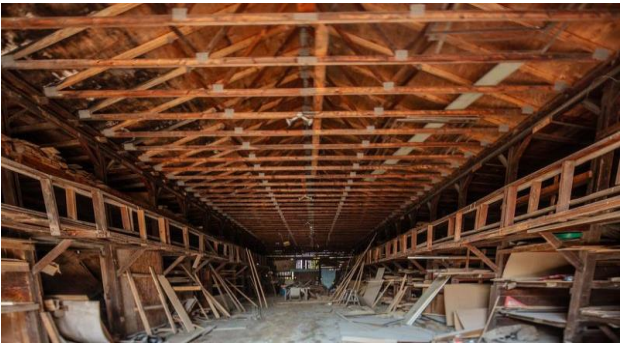
**Coal Shed:** this shed was one of two used by the original railroad and coal operations on site. They were built in 1917. One was not savable, but its foundation is now usable as an approach for the restoration and use of the other. The interior roof materials has been patched to reflect its original character, new sheeting, and internal header support form material found in the barn. A new roof.



**Supply Shed:** This 1917 structure was originally a supply shed and is now transforming into the centerpiece of a trailhead for the Paint Creek Trail. The debris is being carefully removed. The main posts are being reinforced, the beams doubled, and the north and south walls repaired for strength. We are keeping the old façade on both the interior and exterior of those walls.



**Main Barn:** This main structure is next. A standing seam metal roof is the goal, but it requires repairing the foundation/footings on the north side of the annex, and bracing the large truss system.



**NORTH BOUNDARY - FENCING**

We have proceeded with clearing the Waltman Lot. Fencing is being restored around the MDOT spillway area for security and safety.



**ORIGINAL RETAIL OFFICE**

The window package was delivered incorrectly. This is on hold until the remaining windows arrive in May. The window package will be finished in May. Starrs Roofing of Lake Orion will be starting on a new rolled roof in May.



**NEXT STEPS**

- 1. Temporary, safe, parking areas will be reintroduced pending plan and construction development.
- 2. Site Design. Move from concept to actual site plan design with PEA.
- 3. Siding for the Main Office will be quoted and awarded for installation in June.
- 4. Public Space Plan. Advance the mission and goals of the advisory board for the start and planning of public space.





---

**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** May 20, 2025

**TOPIC** Assistant Director’s Report

Assistant Director’s Report

**RECOMMENDED MOTION:**

To Receive and File the Assistant Director’s Report

# MEMORANDUM

Janet Bloom – Assistant Director

May 20, 2025



## Completed Events/Activities:

**April 21 - Oxford – Lake Orion Ruck Walk** – This was a ruck walk from Oxford to the Lake Orion Veterans Memorial. We supported the event with trolley transportation for two hours from 2 pm- 4 pm to get walkers back to their cars in Oxford. Normal trolley operations began at 4 pm. We were listed as a sponsor. We also donated \$50 to their raffle basket event.

**May 10 – Spring Clean Up Day in Downtown.** We were overwhelmed by the support of the Downtown Lake Orion community. We had over 65 volunteers who filled 64 yard waste bags over the course of three hours. Thank you to DDA board member Alaina Campbell, owner of Cookies & Cream, for feeding our volunteers free hot dogs along with a scoop of ice cream. The Lake Orion Horseshoe Club gets recognition for being the group with the most volunteers (five in total). They even returned Sunday to continue working on the rock wall by 20 Front Street/Wee Bean/Cookies & Cream. Thank you to all the volunteers who took a beautiful Saturday and came out to support the beautification efforts in Downtown Lake Orion.

**May 16 – Flint St. Alley Spring Plantings** – Thank you to Steve and Renee Samet along with Drea from Messy Designs for getting our flowers, which Piechnik's Greenhouse again supported, in the flower boxes and containers. The alley looks wonderful!

**May 17-18 – Art & Flower Fair presented by Orion Art Center.** The Lake Orion DDA has a booth onsite with 2025 event and downtown information, LOLive! flyer, drawing for \$25 Downtown Dollars, a Kids Spin to Win, and e-newsletter sign up. Heart Space Play Space set up a rock painting kids craft and a “first lemonade stand” in the Flint Street Alley.

## Upcoming Events:

**June 7 – National Trails Day.** We will open the area by the proposed Lumber Yard at Paint Creek Trail trailhead location to display 3D renderings of the new trailhead. We will ask for the community's input on what they want to see at this trailhead. We will also use this day for a trail scavenger hunt managed in partnership with Orion Parks & Recreation. We are answering one part of our mission to organically work to gather the community together to make connections. We are using this event as a launch off point of a guided trail run, a guided trail walk, and a Slow Roll guided bike tour. Each of these groups will be leaving from the trailhead then returning back to Downtown Lake Orion for a social gathering. We hope to encourage and gain champions to have these weekly activities continue into the Summer with our area restaurants as the return

points. We encourage you to give your ideas then find your group to enjoy the trail this day.

See attached **Summer Calendar** to see Downtown Lake Orion annual events and those weekly activities that happen in our downtown (i.e. cornhole, trivia, fiber arts, live music, etc.)

We encourage other community organizations to let us know of event dates to add to the community calendar.

### **Social Media Stats**

#### **Downtown Lake Orion Facebook:**

**Followers:** May: 10,582 (added 51)

**Estimated Reach:** Previous: 31,900; Current: 21,200 (# of people who saw content at least once)

**Engagement:** Previous: 9,300; Current: 8,700 (reactions, comments, shares, or clicks on our posts)

#### **Downtown Lake Orion Business Group:**

137 members (lost 1)

#### **Instagram:**

4,198 (added 89)

**X** (formerly Twitter):

1,547 (lost 1)

### **Activities**

4/15: Shop OC Main Streets monthly meeting

4/15: DDA Regular Board Meeting

4/16: Budget presentation to Village Council

4/25: Oakland County/DDA/Orion Historical Society property walk throughs at Masonic building, former Orion Review building, and Elizabeth's Studio building.

4/27: Downtown LOrion at Irish Tavern (guest Theresa Doan of Genisys Credit Union)

4/29: DDA Executive team and Village Manager monthly meeting

5/1: Ribbon Cutting at Right Hook Branded Merchandise

5/6: Lake Orion DDA and Orion Area Chamber of Commerce monthly meeting

5/12: Lake Orion DDA/Oxford DDA meeting

5/13: Shop OC Main Streets monthly meeting

5/13: Lumber Yard Advisory Kickoff meeting

5/13: America in Bloom meeting with Orion Township

5/13: Budget Adhoc committee meeting

5/14: Budget Adhoc committee meeting

### **Conferences/Showcases/Trainings/Awards/Assessments:**

4/17: SEMCOG Webinar "Developing Vibrant Year-Round Places"

5/1: MSOC Design Series – “Design & Historic Preservation for Main Street Districts”

**Grant Submissions:**

Apply for **T-Mobile Grant** (up to \$50,000) – due by end of June. Selected project must be shovel ready along with five letters of support. Response within 60 days of close date. We could use support as we work on this grant. Reach out to the DDA office if interested.

**Committee Meetings:**

Organization Committee – April 16, 2025  
Promotions Committee – May 6, 2025  
Design Committee – May 19, 2025  
Economic Vitality Committee – canceled.

**Add to Your Calendar:**

**Downtown LDown** – May 27 – Oat Soda. Appetizers and cash bar. 4-5:30 pm. This is a business owners meeting of our Downtown Lake Orion businesses.

**The Main Event – 25th Anniversary Celebration by Main Street Oakland County (MSOC)**

June 12, 2025 | 6-9 PM at The Roxy Rochester | 401 Walnut Boulevard in Downtown Rochester

Tickets are \$35 each. Deadline for registration is June 3.

The Main Event is a fun evening recognizing the past year’s successes, celebrating, and networking with elected and appointed officials, downtown leaders, economic developers, and small business owners from across Oakland County.

Alaina Campbell, owner of Cookies and Cream, has been entered in for the “Legacy of Main Street Excellence Award”. We wish Alaina luck as we await to hear the winner at the event!

Respectfully Submitted,  
Janet Bloom  
[bloom@downtownlakeorion.org](mailto:bloom@downtownlakeorion.org)  
cell (248) 320-7599

## 2025 SUMMER EVENTS JUNE - AUGUST

### Monthly

Historic Sign Tour  
Orion Twp Public Library/DDA Storybook Stroll  
Little Free Libraries  
Gallery Shows at Orion Art Center  
Paddle Boat Pub Tours and Orion Boat Tours at Green's Park

### Weekly on Mondays

Movie Night at Irish Tavern, 8pm

### Weekly on Tuesdays

Heritage Spinning & Weaving Social Knitting, 6-8pm  
Cookies & Cream Kids Night, 6-9pm (Starting June)  
Lake Orion Horseshoe Club League, 7pm  
Wine Social Party Games, 7-9pm

### Weekly on Wednesdays

Opiration Irish Tavern, 7-9pm  
LOLive! Music Concerts at Children's Park, 6:30-8pm  
July: 9, 16, 23, 30 and August: 6, 13, 20, 27  
Music Bingo! Oat Soda, 7-9pm

### Weekly on Thursdays

Sons of American Legion Downtown Cornhole League, 7pm  
313 Pizza Bar Music Bingo, 7-10pm  
Wine Social Live Music, 7-10pm  
Trivia Night Irish Tavern, 8-10pm  
O'Cigar Bar, Ladies Night

### Weekly on Fridays

ABeanToGo Live Music, 9-11am or 3-5pm  
Heritage Spinning & Weaving Social Knitting, 6-9pm  
Wine Social DJ, 8-12pm  
Cookies & Cream Live Music, 7-8pm (June-Aug)  
313 Pizza Bar Karaoke, 9-12pm

### Weekly on Saturdays

ABeanToGo Live Music, 9-11am or 3-5pm  
Irish Tavern Karaoke, 9am-2pm  
Wine Social DJ, 8-12pm

### Weekly Multiple Days

20 Front St Live Concerts: Tix at [20frontstreet.com](http://20frontstreet.com)  
Live Music at Wildwood Amphitheatre

**Everyday Free Parking & Social District**

FOR MORE INFORMATION VISIT  
[WWW.DOWNTOWNLAKEORION.ORG](http://WWW.DOWNTOWNLAKEORION.ORG)



## 2025 ANNUAL EVENTS



### May

- May- Oct. DIA Inside/Out Art Installation -10 Locations (DDA)
- 10 LOvely Lake Orion - Spring Clean Up in Downtown 9am-12pm (DDA)
- 17-18 Art & Flower Fair (Orion Art Center)
- 26 Memorial Day Services & Parade (Village/American Legion)
- 26 Orion Veterans Memorial Day Race (Twp./Orion Veterans Memorial)
- 26 Navy Memorial at Children’s Park 10am (Village/American Legion)

### June

- June-Aug. Paddle Boat Pub Tours and Orion Boat Tours at Green’s Park
- 7 National Trails Day at the Lumberyard at Paint Creek (DDA)
- 7 Youth Fishing Derby at Green’s Park (Lake Orion Lake Assoc.)
- 17 Orion Area Chamber 75th Year Celebration at Paint Creek CC
- 19-22 Lake Orion Jubilee Carnival (Lions Club)
- 23-29 Lake Orion American Summer Restaurant Week (LO/Oxford) (LOAS)
- 27 Lake Orion American Summer Pub Crawl (LO/Oxford) (LOAS)

### July

- 4 Flare Night on Lake Orion (Lions Club)
- 5 Lake Orion Fireworks (LO Fireworks Foundation)
- 9, 16, 23, 30 LOLive! Music Concerts at Children’s Park 6:30-8pm (DDA)
- 18 Outdoor Movie Night (Date Night) (DDA)
- 27 Lake Orion Kids & Kops Car Show (and Pancakes) 8am – 1pm (LOPD)

### August

- 6, 13, 20, 27 LOLive! Music Concerts at Children’s Park 6:30-8pm (DDA)
- 15 Outdoor Movie Night (Teen Movie Night) (DDA)
- 21-24 Lake Orion Dragon on the Lake (Orion Art Center)
- 22 Lighted Boat Parade (Lake Orion Lake Association)

### Downtown Trolley Express

Fridays 5-9pm  
Saturdays 4-10pm



#### Trolley Stops:

LO: N. Broadway/Shadbolt & S. Broadway/Flint  
OX: W. Burdick behind Museum & N. Washington/East St.

Please note the events listed here could change unexpectedly due to unforeseen circumstances.

FOR MORE INFORMATION VISIT  
[WWW.DOWNTOWNLAKEORION.ORG](http://WWW.DOWNTOWNLAKEORION.ORG)

