



## AGENDA

### REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, February 17, 2026

6:30 PM

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

(248) 693-8391 ext. 102

**1. Call to Order**

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

**3. Approval of Minutes**

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

**4. Approval of Agenda**

**5. Call to the Public**

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

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

**6. Consent Agenda**

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

A. Financial Reports

B. Notice of Appointment - Board Member

**7. Financial Matters**

A. Bill Approval

**8. New and Old Business**

**9. Reports, Resolutions and Recommendations**

- A.** Executive Director Report
- B.** Lumber Yard Progress Report
- C.** Assistant Director's Report
- D.** Minute for Mission - Promotion Strategy/Reporting
- E.** Committee's Minutes

**10. Board Comments and Training Feedback**

**11. Next Regular Meeting - March 17, 2026**

**12. Adjournment**

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

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



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## DDA SUMMARY SHEET

**MEETING DATE:** February 17, 2026

**TOPIC:** Approval of DDA Regular Meeting Minutes of January 20, 2026

**RECOMMENDED MOTION:** To approve the Downtown Development Authority Board Regular Meeting Minutes of January 20, 2026.



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, January 20, 2026

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The January 20, 2026 Downtown Development Authority regular meeting was called to order at 6:30 PM by Chairperson Burgess.

### 2. Roll Call and Determination of Quorum

#### PRESENT

- Chairperson Debbie Burgess
- Vice Chairperson Sam Caruso
- Treasurer Matt Shell
- Secretary Hank Lorant
- President Teresa Rutt

#### ABSENT

- Board Member Lloyd Coe
- Board Member Sally Medina
- Board Member Alaina Campbell
- Board Member Chris Barnett

#### STAFF PRESENT

- Executive Director Matthew Gibb
- Assistant Director Janet Bloom

### 3. Approval of Minutes

#### A. Approval of DDA Regular Meeting Minutes of December 16, 2025

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Minutes of December 16, 2025.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett, Campbell, Coe, Medina,  
**MOTION:** Carried

**B. Approval of DDA Informational Meeting Minutes of December 16, 2025**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Informational Meeting Minutes of December 16, 2025.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett, Campbell, Coe, Medina,

**MOTION:** Carried

**4. Approval of Agenda**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to approve the Downtown Development Authority Board Regular Meeting Agenda of January 20, 2026 as presented.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett, Campbell, Coe, Medina,

**MOTION:** Carried

**5. Call to the Public**

None.

**6. Consent Agenda**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to approve the January 20, 2026, Consent Agenda by one vote, as presented.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett, Campbell, Coe, Medina,

**MOTION:** Carried

**A. Financial Reports**

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

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett, Campbell, Coe, Medina,

**MOTION:** Carried

**B. Termination of Trolley Program**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant Receive and file the Letter from the Executive Director to Oxford DDA dated January 8, 2026 terminating participation in the Trolley Program.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett, Campbell, Coe, Medina,  
**MOTION:** Carried

**C. Merchandise Development**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to Authorize the Executive Director to utilize Right Hook for the creation of 100 hats at a cost not to exceed \$1300, with funds equally from GL 248-725-881-000 and GL 248-728-886-000

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

**D. Notice of Resignation - Board Member**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to move to accept the resignation of Sally Medina with regret, and direct the Executive Director to work with the Village Council President to secure a new appointment from the business community prior to our next meeting of February 17, 2026, if possible.

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

**7. Financial Matters**

**A. Bill Approval**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to approve disbursements in the amount of \$51,697.78 for December 2025.

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

**8. New and Old Business**

**A. Notice of Resignation - Administrative Coordinator**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to move to accept the resignation of Emily Dziegielewski with regret and to refer the draft Updated and Revised Job Description to the Organization and Executive Committee(s) for comment, adoption and advertising in the final discretion of the Executive Director.

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

**B. LOLive Concert Series - Contract**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to move to approve the contract with 20 Front Street Concepts LLC for the booking, promotion and performance of the 2026 LOLive Concert Series at a cost not to exceed \$13,000 with funds to be budgeted and paid in the 26-27 Budget from GL 248-729-880-001.

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

**C. Seasonal Winter Maintenance (UPDATED)**

Executive Director Gibb stated that the motion addresses the DDA’s sidewalk obligations downtown, not the sidewalks maintained by downtown businesses. He further noted that both motions would be in effect through the first week of March 2026.

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to move to approve Mitten State LLC for sidewalk and seasonal maintenance in the amount of \$6,000, not to exceed that amount without further action of the Board, with funds from General Activities 248-260-801-000 Contractual Services-Downtown.

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

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to move to authorize the Executive Director to use Tim Hauxwell for the plowing, salting and maintenance of DDA owned and leased public parking areas at a cost not to exceed \$5700,with funding from General Activities 248-260-801-000 Contractual Services-Downtown.

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

**D. Performance Review of Assistant Director**

Chairperson Burgess stated that this agenda item is for the Board to receive information only. The Assistant Director has been invited to provide a fair representation of her work in relation to her performance evaluation dated September 16, 2025. No action is scheduled or anticipated under this item.

Pursuant to the Michigan Open Meetings Act, the Assistant Director has the right to request that this review be conducted in a closed session. A closed session will occur only if the Assistant Director requests it, and she has made such a request.

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to convene into closed session pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, being MCL 15.268(1)(a) for the purpose of considering the periodic personnel evaluation for the Assistant Director.

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

*The Downtown Development Authority Board convened in Closed Session at 6:45 p.m.*

*The Downtown Development Authority Board reconvened in Open Session at 7:10 p.m.*

**9. Reports, Resolutions and Recommendations**

**A. Minute for Mission – Accreditation**

Executive Director Gibb reviewed key takeaways from the accreditation process, including an evaluation of how committees are populated and operated. He also stated that the Downtown Development Authority website lists the accreditation documents for public review and that the work plans will be posted in a separate section of the website.

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to receive and file.

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

**B. Transformational Strategy - Committee Structure**

**MOTION** made by Treasurer Shell, Seconded by President Rutt to receive and file.

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

**C. Committee Meeting Dates – Adopt and Publish**

**MOTION** made by Treasurer Shell, Seconded by President Rutt to move to adopt the Statement of Purpose and Committee Meeting Dates for Economic Vitality, Design, Promotion and Organization.

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

Chairperson Burgess suggested that the Downtown Development Authority Board extract the dates for the upcoming committee meetings from the packet, as reflected on pages 93–96.

**D. Executive Directors Report**

Executive Director Gibb reviewed the PA 57 Annual Report submitted to the Michigan Department of Treasury, which is also available on the Downtown Development Authority

website. He provided a detailed accounting of the Lumberyard Grant Program, noting that the program was overspent in order to allow the DDA to apply for the next Lumberyard grant. He also briefly addressed the accreditation process and the projects currently underway.

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Executive Director’s Report for January 2026.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett, Campbell, Coe, Medina,

**MOTION:** Carried

**E. Assistant Director’s Report**

Assistant Director Bloom reviewed completed events and activities from the past few months and provided an overview of upcoming events, social media statistics, and key upcoming dates.

Chairperson Burgess inquired about the cost of the Polar Express event. Assistant Director Bloom stated that there was an overage due to the trolley not functioning properly during the event. Chairperson Burgess further inquired about the total cost of the event and the amount of the loss incurred. It was noted that Oxford and Lake Orion shared the costs associated with repairing the trolley for the event. Assistant Director Bloom stated that she would provide the Board with the accounting figures for both the current year and the prior year.

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to receive and file the Assistant Director’s report for January 2026.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett, Campbell, Coe, Medina,

**MOTION:** Carried

**10. Board Comments and Training Feedback**

Secretary Lorant stated that he is looking forward to the coming year and expressed hope that the Lumberyard will be open by the summer.

Treasurer Shell thanked Executive Director Gibb and Assistant Director Bloom for their hard work.

Vice Chairperson Caruso spoke about the accreditation process, noting that it was an enjoyable experience, and thanked the team for ensuring a smooth process.

President Rutt thanked Sally Medina for her service on the Downtown Development Authority Board and requested that the Clerk’s Office provide any applications for her review so she may make recommendations to the Village Council. She also thanked the previous Administrative Coordinator for her work and expressed appreciation to everyone who participated in the accreditation process.

Chairperson Burgess thanked all those who participated in the accreditation process. She also extended special thanks to Sally Medina and Emily, the former Administrative Coordinator, and stated that she looks forward to partnering with the Rotary Club on upcoming events.

**11. Next Regular Meeting - February 17, 2026**

**12. Adjournment**

**MOTION** made by Treasurer Shell, Seconded by Secretary Lorant to adjourn the January 20, 2026 Downtown Development Authority Board Regular Meeting.

**VOTING YEA:** Burgess, Caruso, Shell, Lorant, Rutt

**VOTING NAY:** None

**ABSENT:** Barnett, Campbell, Coe, Medina,

**MOTION:** Carried

The January 20, 2026 Downtown Development Authority Board Regular meeting adjourned at 7:48 PM.

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

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Janet Bloom  
DDA Assistant Director

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

Date Approved: as presented on February 17, 2026



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** February 17, 2026

**TOPIC** Financial Reports

**See attached Reports:**

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

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

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

**Revenue and Expenditure Report**

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

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

**RECOMMENDED MOTION:** Receive and File the financial reports for January 2026.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 01/31/2026

% Fiscal Year Completed: 58.90

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

Section 6, Item A.

GL Number	Description	25-26 Amended Budget	YTD Balance 01/31/2026	Activity For 01/31/2026	Available Balance 01/31/2026	% Bdg't 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	1,047,377.00	682,940.52	0.00	364,436.48	65.20
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	3,370.00	1,583.94	1,206.96	1,786.06	47.00
248-000-441-000	Local Community Stabilization Share	15,000.00	17,650.43	0.00	(2,650.43)	117.67
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	10,000.00	0.00	33,500.00	22.99
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PUBLIC	595,823.00	2,500.00	0.00	593,323.00	0.42
248-000-582-000	PROPERTY TAXES OTHER UNITS	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	9,708.00	8,413.37	0.00	1,294.63	86.66
248-000-671-999	Appropriation from Fund Balanc	171,128.00	0.00	0.00	171,128.00	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	17,000.00	7,750.00	0.00	9,250.00	45.59
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	35,000.00	3,000.00	1,000.00	32,000.00	8.57
248-000-685-100	Transportaion Sponsorship	8,500.00	0.00	0.00	8,500.00	0.00
248-000-686-000	Downtown Events	8,000.00	(828.15)	0.00	8,828.15	(10.35)
248-000-686-002	Flower Fair Revenue	2,500.00	0.00	0.00	2,500.00	0.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	ST EVENT REVENUE	3,500.00	1.34	(34.66)	3,498.66	0.04
248-000-686-005	ST SPONSOR REVENUE	5,000.00	0.00	0.00	5,000.00	0.00
248-000-686-006	EV CHARGING	4,200.00	652.15	0.00	3,547.85	15.53
248-000-687-000	Merchandise Sales	3,500.00	0.00	0.00	3,500.00	0.00
248-000-688-000	Gift Certificate Sales	4,000.00	350.00	0.00	3,650.00	8.75
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	8,000.00	1,748.16	1,743.16	6,251.84	21.85
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		2,156,542.00	735,761.76	3,915.46	1,420,780.24	34.12
Revenues		2,156,542.00	735,761.76	3,915.46	1,420,780.24	34.12
<b>Account Category: Expenditures</b>						
<b>Department: 260 GENERAL ACTIVITIES</b>						
248-260-701-000	Executive Director Wages	84,000.00	57,500.11	6,461.60	26,499.89	68.45
248-260-704-000	Wages - Administrative Coordinator	32,417.00	13,045.00	2,238.39	19,372.00	40.24
248-260-706-000	Asst. Executive Director wages	73,130.00	40,688.91	5,461.60	32,441.09	55.64
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	5,969.06	0.00	(569.06)	110.54
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	15,254.00	8,249.88	1,083.36	7,004.12	54.08
248-260-716-000	Health Insurance- Medical	14,820.00	12,589.24	1,042.96	2,230.76	84.95
248-260-717-000	Life & Disability Insurance	1,562.00	1,034.31	149.90	527.69	66.22
248-260-718-000	Dental Insurance	1,132.00	613.58	89.48	518.42	54.20
248-260-719-000	Pension	6,720.00	9,165.73	2,146.78	(3,914.01)	158.24
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 01/31/2026

% Fiscal Year Completed: 58.90

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

Section 6, Item A.

GL Number	Description	25-26 Amended Budget	YTD Balance 01/31/2026	Activity For 01/31/2026	Available Balance 01/31/2026	% Bdg't 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	720.00	106.13	15.38	613.87	14.74
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	CONTRACTUAL SERVICES- DOWNTOWN	20,000.00	11,612.53	399.70	8,387.47	58.06
248-260-801-002	CONTRACTUAL SERVICES - PUBLIC SAFETY	103,000.00	34,333.32	0.00	68,666.68	33.33
248-260-801-003	CONTRACT SERVICES - DPW FEE	27,211.00	13,605.16	0.00	13,605.84	50.00
248-260-801-004	CONTRACTUAL SERVICES - PA57	62,643.00	62,643.00	0.00	0.00	100.00
248-260-801-005	Contractual Services- Township	6,700.00	9,296.57	0.00	(2,596.57)	138.75
248-260-801-012	Contractual Services-Parking Code En	0.00	0.00	0.00	0.00	0.00
248-260-801-022	SPECIAL SERVICES- EVENTS	0.00	0.00	0.00	0.00	0.00
248-260-801-023	Contract Services-DPW event support	0.00	0.00	0.00	0.00	0.00
248-260-801-033	Contract Services-DPW snow removal	0.00	0.00	0.00	0.00	0.00
248-260-805-000	Audit Fees	5,900.00	0.00	0.00	5,900.00	0.00
248-260-810-000	Legal Services	3,500.00	1,833.50	0.00	1,666.50	52.39
248-260-823-000	Website/Software	4,200.00	1,375.98	202.99	2,824.02	32.76
248-260-823-001	Municipal Software	5,000.00	28.85	0.00	4,971.15	0.58
248-260-829-000	Planner Services	1,000.00	0.00	0.00	1,000.00	0.00
248-260-851-000	Telephone	3,500.00	2,005.54	325.51	1,494.46	57.30
248-260-900-000	Printing and Publication	500.00	0.00	0.00	500.00	0.00
248-260-920-000	Utilities	7,800.00	1,963.34	644.95	5,836.66	25.17
248-260-921-000	Municipal Street Lighting	13,780.00	7,209.20	2,495.17	6,570.80	52.32
248-260-930-000	Repair and Maintenance	1,870.00	0.00	0.00	1,870.00	0.00
248-260-930-002	Building Maintenance	1,200.00	101.51	25.58	1,098.49	8.46
248-260-940-000	Equipment Rental	1,500.00	498.69	0.00	1,001.31	33.25
248-260-941-000	Office Rent	16,800.00	13,590.00	285.00	3,210.00	80.89
248-260-942-000	Office Expenses	4,000.00	4,010.48	0.00	(1,626.06)	140.65
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	175.00	0.00	0.00	175.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,900.00	1,217.88	0.00	682.12	64.10
248-260-957-000	Education & Training	8,000.00	1,044.45	606.37	6,955.55	13.06
248-260-958-000	General Activities Misc	5,900.00	2,678.51	500.00	3,221.49	45.40
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	500.00	111.18	0.00	388.82	22.24
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	112,993.00	0.00	0.00	112,993.00	0.00
248-260-965-403	TRANSFER TO-DDA PUBLIC INFRASTRUCTUR	0.00	0.00	0.00	0.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	2,000.00	179.82	0.00	1,820.18	8.99
<b>Total Dept 260 - GENERAL ACTIVITIES</b>		<b>656,727.00</b>	<b>318,301.46</b>	<b>24,174.72</b>	<b>335,341.68</b>	<b>48.47</b>
<b>Department: 725 ORGANIZATION</b>						
248-725-822-000	Newsletter	1,000.00	0.00	0.00	941.00	5.90
248-725-824-000	Volunteer Recognition & Dvp.	1,700.00	124.34	0.00	1,515.66	10.84
248-725-825-000	Gift Certificate Redemption	5,000.00	875.00	450.00	4,125.00	17.50
248-725-826-000	Historic Celebration/Education	2,500.00	0.00	0.00	2,500.00	0.00
248-725-827-000	Awareness Program	2,300.00	2,116.08	0.00	(129.30)	105.62
248-725-864-000	Grant & Scholarship Distribution	3,000.00	2,500.00	0.00	500.00	83.33

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GL Number	Description	25-26 Amended Budget	YTD Balance 01/31/2026	Activity For 01/31/2026	Available Balance 01/31/2026	% Bdg't Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 725 ORGANIZATION</b>						
248-725-881-000	Merchandise to Sell	1,200.00	689.00	689.00	511.00	57.42
Total Dept 725 - ORGANIZATION		16,700.00	6,304.42	1,139.00	9,963.36	37.75
<b>Department: 726 DESIGN</b>						
248-726-745-000	Beautification Supplies	7,620.00	4,550.45	0.00	3,069.55	59.72
248-726-746-000	Hanging Baskets	4,120.00	254.21	0.00	3,865.79	6.17
248-726-801-000	Contractual Services	5,780.00	1,544.32	0.00	4,235.68	26.72
248-726-843-000	Facade Program	25,480.00	0.00	0.00	25,480.00	0.00
248-726-845-000	Public Art Program	2,100.00	220.00	0.00	1,880.00	10.48
248-726-883-000	Banners and Holiday Lighting	8,100.00	6,937.45	0.00	1,162.55	85.65
248-726-975-001	Capital Outlay - Beautification	2,300.00	280.00	0.00	2,020.00	12.17
248-726-975-002	Capital Outlay - Streets	2,790.00	152.34	0.00	2,637.66	5.46
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	323,000.00	199,267.69	0.00	123,732.31	61.69
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	212,000.00	40,827.36	0.00	171,172.64	19.26
Total Dept 726 - DESIGN		593,290.00	254,033.82	0.00	339,256.18	42.82
<b>Department: 728 ECONOMIC DEVELOPMENT</b>						
248-728-801-000	Contractual Services	17,800.00	6,239.62	0.00	11,560.38	35.05
248-728-860-000	Trolley Expense	18,900.00	1,726.51	0.00	17,173.49	9.13
248-728-861-000	DATA AND METRICS	1,460.00	7.76	0.00	1,452.24	0.53
248-728-862-000	Training Materials	500.00	0.00	0.00	418.32	16.34
248-728-864-000	Grant & Scholarship Distribution	1,000.00	0.00	0.00	1,000.00	0.00
248-728-886-000	Marketing Materials	2,500.00	689.00	689.00	1,811.00	27.56
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	2,350.00	6.52	0.00	2,343.48	0.28
248-728-888-000	Brand Marketing	23,700.00	20,412.56	0.00	106.44	99.55
248-728-888-001	Contractual Services Brand Marketing	12,000.00	2,603.24	2,603.24	9,396.76	21.69
Total Dept 728 - ECONOMIC DEVELOPMENT		80,210.00	31,685.21	3,292.24	45,262.11	39.50
<b>Department: 729 PROMOTION</b>						
248-729-880-000	Event Promotion	2,500.00	1,088.74	0.00	1,411.26	43.55
248-729-880-001	Event Promo - Gazebo Series	14,500.00	13,000.00	0.00	1,500.00	89.66
248-729-880-004	Event Promo - Halloween Parade	2,500.00	1,861.37	0.00	638.63	74.45
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	3,000.00	1,957.43	873.43	720.65	75.98
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	1,500.00	109.37	0.00	1,390.63	7.29
248-729-880-008	EVENT PROMO-ICE FEST	3,500.00	0.00	0.00	3,500.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to	0.00	0.00	0.00	0.00	0.00
248-729-880-010	PARTNERED EVENTS	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	1,000.00	0.00	0.00	1,000.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	7,000.00	3,490.92	0.00	3,509.08	49.87
248-729-880-013	STRONGER TOGETHER-WINTER	2,500.00	2,083.53	1,945.53	416.47	83.34
248-729-880-014	STRONGER TOGETHER- SUMMER/FALL	1,500.00	1,172.30	0.00	327.70	78.15
248-729-880-015	Winter Activities	4,500.00	169.60	0.00	4,330.40	3.77
248-729-880-016	MISC EVENTS-OTHER	2,500.00	1,500.00	0.00	1,000.00	60.00
248-729-880-017	Movie Night	3,500.00	2,693.41	0.00	806.59	76.95
248-729-880-100	Stronger Together- smr fall	0.00	0.00	0.00	0.00	0.00
248-729-885-000	Port-A-Johns	1,600.00	1,110.00	180.00	490.00	

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GL Number	Description	25-26 Amended Budget	YTD Balance 01/31/2026	Activity For 01/31/2026	Available Balance 01/31/2026	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 729 PROMOTION</b>						
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		53,100.00	30,236.67	2,998.96	22,541.41	56.94
<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	420,721.00	0.00	0.00	420,721.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
248-730-975-003	DDA Capital Outlay	2,500.00	0.00	0.00	2,500.00	0.00
248-730-975-005	DDA Capital Outlay- wayfinding/Light	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	10,000.00	942.85	0.00	9,057.15	9.43
248-730-975-009	Capital Outlay - Dumpsters	5,000.00	0.00	0.00	5,000.00	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	Capitail 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		444,521.00	942.85	0.00	443,578.15	0.21
Expenditures		1,844,548.00	641,504.43	31,604.92	1,195,942.89	34.78
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:</b>						
TOTAL REVENUES		2,156,542.00	735,761.76	3,915.46	1,420,780.24	34.12
TOTAL EXPENDITURES		1,844,548.00	641,504.43	31,604.92	1,195,942.89	34.78
NET OF REVENUES & EXPENDITURES:		311,994.00	94,257.33	(27,689.46)	224,837.35	
BEG. FUND BALANCE		385,962.46	385,962.46			
END FUND BALANCE		697,956.46	480,219.79			

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GL Number	Description	25-26 Amended Budget	YTD Balance 01/31/2026	Activity For 01/31/2026	Available Balance 01/31/2026	% Bdg't 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	604.48	0.00	295.52	67.16
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	420,721.00	0.00	0.00	420,721.00	0.00
Total Dept 000 - REVENUE		421,621.00	604.48	0.00	421,016.52	0.14
Revenues		421,621.00	604.48	0.00	421,016.52	0.14
<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	174,500.00	139,131.94	475.00	35,368.06	79.73
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	672,520.00	202,562.97	0.00	469,957.03	30.12
Total Dept 901 - CAPITAL OUTLAY		847,020.00	341,694.91	475.00	505,325.09	40.34
<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	500.00	0.00	(500.00)	100.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	0.00	500.00	0.00	(500.00)	100.00
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	0.00	0.00	60,000.00	0.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT PRINCIPAL	160,000.00	0.00	0.00	160,000.00	0.00
301-905-993-001	2023 DDA BOND TAXABLE INTEREST SERIE	73,921.00	36,960.50	0.00	36,960.50	50.00
301-905-993-002	2023 DDA TAX EXEMPT BOND INTEREST A	126,800.00	63,400.00	0.00	63,400.00	50.00
Total Dept 905 - DOWNTOWN DEV BOND 2023		420,721.00	101,360.50	0.00	319,360.50	24.09
Expenditures		1,267,741.00	443,055.41	475.00	824,685.59	34.95
<b>Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:</b>						
TOTAL REVENUES		421,621.00	604.48	0.00	421,016.52	0.14
TOTAL EXPENDITURES		1,267,741.00	443,055.41	475.00	824,685.59	34.95
NET OF REVENUES & EXPENDITURES:		(846,120.00)	(442,450.93)	(475.00)	(403,669.07)	
BEG. FUND BALANCE		2,580,888.81	2,580,888.81			
END FUND BALANCE		1,734,768.81	2,138,437.88			

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GL Number	Description	25-26 Amended Budget	YTD Balance 01/31/2026	Activity For 01/31/2026	Available Balance 01/31/2026	% Bdg Used
<b>Fund: 403 DDA PUBLIC INFRASTRUCTURE FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000 REVENUE</b>						
403-000-664-000	Interest Earnings	0.00	38.07	0.00	(38.07)	100.00
403-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
403-000-699-248	Interfund Transfer In - DDA	112,993.00	0.00	0.00	112,993.00	0.00
Total Dept 000 - REVENUE		112,993.00	38.07	0.00	112,954.93	0.03
Revenues		112,993.00	38.07	0.00	112,954.93	0.03
<b>Account Category: Expenditures</b>						
<b>Department: 901 CAPITAL OUTLAY</b>						
403-901-971-001	SIDEWALK IMPROVEMENT PROGRAM	0.00	0.00	0.00	0.00	0.00
403-901-971-002	PAINT CREEK BANK STABILIZATION PROJE	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Expenditures		0.00	0.00	0.00	0.00	0.00
Fund 403 - DDA PUBLIC INFRASTRUCTURE FUND:						
TOTAL REVENUES		112,993.00	38.07	0.00	112,954.93	0.03
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		112,993.00	38.07	0.00	112,954.93	
BEG. FUND BALANCE		142,459.99	142,459.99			
END FUND BALANCE		255,452.99	142,498.06			

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GL Number	Description	25-26 Amended Budget	YTD Balance 01/31/2026	Activity For 01/31/2026	Available Balance 01/31/2026	% 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	45.33	0.00	(45.33)	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	45.33	0.00	(45.33)	100.00
Revenues		0.00	45.33	0.00	(45.33)	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	45.33	0.00	(45.33)	100.00
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	0.00
NET OF REVENUES & EXPENDITURES:		(169,436.00)	45.33	0.00	(169,481.33)	
BEG. FUND BALANCE		169,578.15	169,578.15			
END FUND BALANCE		142.15	169,623.48			

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GL Number	Description	25-26 Amended Budget	YTD Balance 01/31/2026	Activity For 01/31/2026	Available Balance 01/31/2026	% Bdgt Used
Report Totals:						
	TOTAL REVENUES - ALL FUNDS	2,691,156.00	736,449.64	3,915.46	1,954,706.36	27.37
	TOTAL EXPENDITURES - ALL FUNDS	3,281,725.00	1,084,559.84	32,079.92	2,190,064.48	33.05
	NET OF REVENUES & EXPENDITURES:	(590,569.00)	(348,110.20)	(28,164.46)	(235,358.12)	

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION  
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GL Number	Description	YTD Balance 01/31/2025	01/31/2026
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>			
<b>*** Assets ***</b>			
	CASH CHECKING	318.96	318.96
	CASH SAVINGS	1,146,609.49	477,629.71
	CASH INVESTMENTS	0.00	0.00
	ACCOUNTS RECEIVABLE	0.00	0.00
	DUE FROM OTHER AGENCY	0.00	0.00
	PREPAID EXPENDITURES	0.00	0.00
	Unclassified	0.00	0.00
	<b>Total Assets</b>	1,146,928.45	477,948.67
<b>*** Liabilities ***</b>			
	ACCOUNTS PAYABLE	(2,470.09)	(2,560.00)
	ACCRUED AND OTHER LIAB	512.86	288.88
	DUE TO INTERFUND	0.00	0.00
	Unclassified	0.00	0.00
	<b>Total Liabilities</b>	(1,957.23)	(2,271.12)
<b>*** Fund Equity ***</b>			
	FUND BALANCE	356,811.12	385,962.46
	Unclassified	0.00	0.00
	<b>Total Fund Equity</b>	356,811.12	385,962.46
<b>Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND:</b>			
	<b>TOTAL ASSETS</b>	1,146,928.45	477,948.67
	<b>BEG. FUND BALANCE</b>	356,811.12	385,962.46
	<b>+ NET OF REVENUES &amp; EXPENDITURES</b>	792,074.56	94,257.33
	<b>= ENDING FUND BALANCE</b>	1,148,885.68	480,219.79
	<b>+ LIABILITIES</b>	(1,957.23)	(2,271.12)
	<b>= TOTAL LIABILITIES AND FUND BALANCE</b>	1,146,928.45	477,948.67

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GL Number	Description	YTD Balance 01/31/2025	01/31/2026
<b>Fund: 301 DOWNTOWN DEV BOND PROJECT 2023</b>			
<b>*** Assets ***</b>			
	CASH CHECKING	56,386.80	56,386.80
	CASH SAVINGS	2,546,858.77	2,084,020.26
	DUE FROM INTERFUND	0.00	0.00
	Unclassified	0.00	0.00
	<b>Total Assets</b>	2,603,245.57	2,140,407.06
<b>*** Liabilities ***</b>			
	ACCOUNTS PAYABLE	0.00	0.00
	DUE TO INTERFUND	1,969.18	1,969.18
	Unclassified	0.00	0.00
	<b>Total Liabilities</b>	1,969.18	1,969.18
<b>*** Fund Equity ***</b>			
	FUND BALANCE	2,794,812.47	2,580,888.81
	<b>Total Fund Equity</b>	2,794,812.47	2,580,888.81
<b>Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023:</b>			
	<b>TOTAL ASSETS</b>	2,603,245.57	2,140,407.06
	<b>BEG. FUND BALANCE</b>	2,794,812.47	2,580,888.81
	<b>+ NET OF REVENUES &amp; EXPENDITURES</b>	(193,536.08)	(442,450.93)
	<b>= ENDING FUND BALANCE</b>	2,601,276.39	2,138,437.88
	<b>+ LIABILITIES</b>	1,969.18	1,969.18
	<b>= TOTAL LIABILITIES AND FUND BALANCE</b>	2,603,245.57	2,140,407.06

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GL Number	Description	YTD Balance	
		01/31/2025	01/31/2026
<b>Fund: 404 DDA PROPERTY ACQUISITION</b>			
<b>*** Assets ***</b>			
	CASH CHECKING	0.00	0.00
	CASH SAVINGS	169,534.48	169,623.48
	PREPAID EXPENDITURES	0.00	0.00
	Unclassified	0.00	0.00
	<b>Total Assets</b>	169,534.48	169,623.48
<b>*** Liabilities ***</b>			
	ACCOUNTS PAYABLE	0.00	0.00
	DUE TO INTERFUND	0.00	0.00
	<b>Total Liabilities</b>	0.00	0.00
<b>*** Fund Equity ***</b>			
	FUND BALANCE	169,464.87	169,578.15
	<b>Total Fund Equity</b>	169,464.87	169,578.15
<b>Total Fund 404 DDA PROPERTY ACQUISITION:</b>			
	<b>TOTAL ASSETS</b>	169,534.48	169,623.48
	BEG. FUND BALANCE	169,464.87	169,578.15
	+ NET OF REVENUES & EXPENDITURES	69.61	45.33
	= ENDING FUND BALANCE	169,534.48	169,623.48
	+ LIABILITIES	0.00	0.00
	= TOTAL LIABILITIES AND FUND BALANCE	169,534.48	169,623.48



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** February 17, 2026

**TOPIC** Notice of Appointment – Board Member

### **BACKGROUND BRIEF:**

Following the resignation of Sally Median as a Board Member, and acceptance with regret, the Village Council President reviewed prior and newly submitted applications for the Board position has put forth Mr. Todd Garris. Todd is the owner of Motor City Granite at 33 N Broadway, Lake Orion, and a very active member in the Lake Orion community.

Todd's application and information about him from LinkedIn are attached. He will be a welcome replacement for the hard to replace Sally Medina.

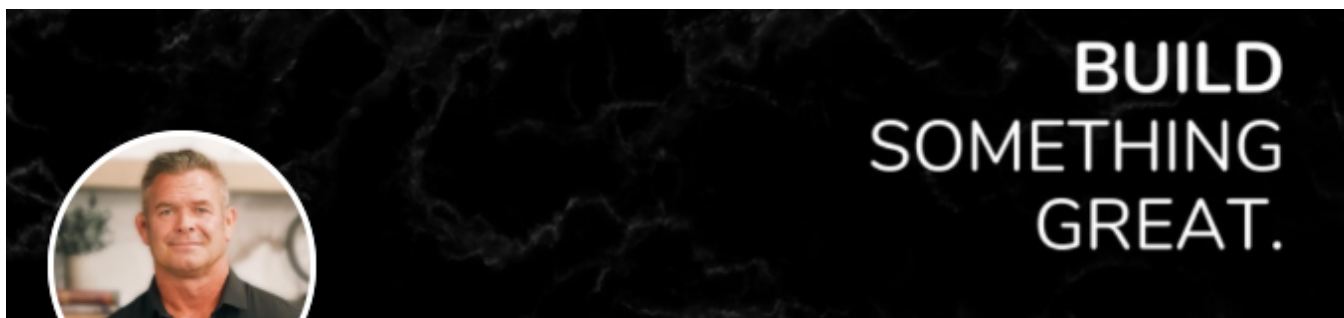
Staff is looking forward to hosting an ORIENTATION SESSION with Todd on March 5, 2026 @ 2pm at the DDA Offices. Any current Board member who would like to attend and assist, or get refreshed in all things DDA: bylaws, plan, main street and more, us encouraged to do so.

### **FINANCIAL IMPACT:**

None

### **RECOMMENDED MOTION:**

Move to receive and file Notice of the Appointment of Todd Garris with thanks.



## Todd Garris · 2nd

Visionary CEO | Business Builder | Iron Sharpening Iron

Lake Orion, Michigan, United States · [Contact info](#)

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

349 connections



Matthew J. Farrell, CCIM, Rasesh Desai, and 16 other mutual connections

Connect

Message

More



Motor City Granite

## About

Todd Garris has spent over three decades turning entrepreneurial vision into reality, building businesses that thrive and grow in competitive markets. From founding his first company out of a dorm room at Michigan State University to leading multi-million-dollar ventures across diverse industries, Todd's career has been defined by one core principle: if he's not building people and businesses, he's not living up to his potential.

In 1994, he founded Walltek Companies, where he quickly grew the business from \$0 to \$28 million in just 10 years. Specializing in post-tension concrete systems and engineered retaining walls, Todd forged partnerships with multi-billion-dollar development groups to tackle large-scale military housing projects. His leadership and early success earned him a spot as the youngest board member ever elected to the Construction Association of Michigan and a place in *Hour Magazine's* "Top 30 under 30."

Todd's entrepreneurial ventures extend far beyond construction. As the founder and managing member of Iron Partners Development, LLC, he raised over \$25 million in capital to invest in various real estate markets, from single-family homes to multi-family developments and commercial spaces. His keen ability to identify opportunities and grow a diverse portfolio of assets has made him a sought-after partner in the real estate investment world.

Todd lives by the philosophy that "iron sharpens iron"—he believes that real growth happens when strong partners come together, challenge each other, and build something greater than the sum of their parts. This mindset has driven his success across multiple industries, from founding Southern Tactical Enterprise, a tactical retail/wholesale business he scaled into a million-dollar operation, to leading Motor City Granite & Cabinets, a high-end supplier of luxury granite and cabinetry.

Through The Dragon Foundation, his non-profit focused on youth development, Todd continues to apply his passion for building and nurturing talent.

Now, Todd is looking to form strategic partnerships with larger companies, bringing his deep experience in scaling businesses and driving long-term value. Those who partner with Todd can expect not only a proven track record but a collaborative approach where growth and innovation are always top of mind. After all, as Todd says, "Iron sharpens iron".



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** February 9, 2026

**TOPIC:** Downtown Development Authority Board Appointment

### BACKGROUND BRIEF:

The By-laws and governing documents of the Village of Lake Orion Downtown Development Authority (DDA) place the power of appointment to affirm and appoint servicing Board Members within the authority of the Village Council President.

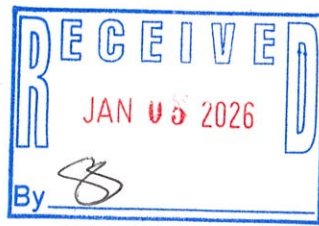
DDA Board Member Sally Medina submitted her letter of resignation at the Downtown Development Authority meeting held on January 20, 2026. Board Member Medina fulfilled the Property Interest (PI) requirement for the Board. Her term was set to expire on October 31, 2026.

The Downtown Development Authority Board consists of nine members of which five members shall be persons having an interest in property located in the downtown district, one member shall be a resident of the district, and two members (maximum) can be members at large and one member is the Village President all of which shall be appointed by the Village President subject to the majority approval by the members of the Village Council.

Village Council President Rutt is requesting approval to appoint Todd Garris to complete Board Member Medina's unexpired term, with the term to expire on October 31, 2026.

### RECOMMENDED MOTION:

To appoint Todd Garris to complete the unexpired term on the Downtown Development Authority Board, with the term to expire on October 31, 2026, subject to approval by the Village Council.



21 E. C Section 6, Item B.  
 Lake Orion, MI 48362  
 248-693-8391  
 www.lakeorion.org  
 (An Equal Opportunity Employer)

## Application for Village Board or Committee

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the President and the Village Council with basic information about applicants considered for appointment.

### Applicant Information

Board or Committee of Interest:	DDA	Date:	12/22/25
Full Name:	Garris	Todd	A
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Address:			

Lake Orion	MI	48362
<small>City</small>	<small>State</small>	<small>ZIP Code</small>
Email:	Cell Phone:	
Occupation:	Home Phone:	N/A
Business(s) Owner	Length of Residence in the Village:	N/A
Educational Background:		

Reason for interest:

Emergency Contact	Kathy Garris		Same
	<small>Name &amp; Address</small>	<small>Phone:</small>	<small>Cell:</small>

### Related Employment Experience (most recent first)

Company:	Motor City Granite & Cabinets, LLC	Phone: 2486909537
Address:	33 North Broadway, Lake Orion, MI 48362	
Job Title:		
Responsibilities:	President/Owner	
From:	2014	To: Present

Company: Motor City Granite & Cabinets, LLC Phone: 2486909537  
 Address: 2486909537  
 Job Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_

Company: Motor City Granite & Cabinets, LLC Phone: 2486909537  
 Address: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_

**Past Experience or Other Relevant Information**

(Village Boards, Churches, Civic or Community Groups, Memberships, Associations, etc. Attach resume or additional page, if necessary.)

Orion Township Planning Commission Board Member

**Personal References**

Please list three professional references (not former employers or relatives).

Full Name: Amy Jones Relationship: Co Worker  
 Company: Motor City Granite & Cabinets, LLC Phone: [REDACTED]  
 Address: \_\_\_\_\_

Full Name: Dan Burgess Relationship: Partner  
 Company: Builders Custom Flooring Phone: [REDACTED]  
 Address: \_\_\_\_\_

Full Name: Matt Gibb Relationship: Partner/Friend  
 Company: DDA Phone: [REDACTED]  
 Address: \_\_\_\_\_

**Boards or Committees of Interest**

(Select in order of your preference: 1=First Choice, 2=Second Choice, 3=Third Choice)

- Downtown Development Authority (DDA)
- Parks & Recreation Advisory Committee
- Zoning Board of Appeals (ZBA)\*\*
- Planning Commission
- Development Area Citizen Council (DACC)

\*\*Contact the Village Clerk's Office for additional application requirements.  
NOTE: YOUR APPLICATION WILL BE KEPT ON FILE FOR 2 YEARS.

**Disclaimer and Signature**

Section 6, Item B.

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the Village of Lake Orion from which you or they derive direct compensation or financial benefit?

YES

NO

If yes, please explain:

Printed Name: **Todd Garris** Date: **12/22/25**

Signature: 

FOR OFFICE USE ONLY:	
Date Appointed	
Term Expired	
Date Reappointed	

**Disclaimer and Signature**

I certify that the facts set forth in this Application of Employment, in my resume and in the other material I have submitted are true and complete. I understand and acknowledge that false information provided by me will result in disqualification from employment with the Village of Lake Orion (hereinafter "the Employer") or in dismissal from employment if an offer of employment has been made and accepted.

I hereby authorize the Employer, to contact all my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and/or military experience. I also hereby release the Employer and its employees and agents, and all of my former and current employers, educational institutions, and the other references I have provided, from any and all liability and damages for releasing or using information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the Employer or any former or current employer, that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the Employer may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the Employer. I further hereby release the individual or entity conducting the search, the Employer, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that false information provided by me or convictions will result in disqualification from employment with the Employer or in dismissal from employment if an offer of employment has been made and accepted.

In consideration of my employment, and subject to any collective bargaining agreement applicable to me, I agree and understand that my employment and compensation can be terminated with or without cause, with or without notice at either my option or at the option of the Employer, it being mutually understood and agreed that my relationship with the Employer is one of employment at will and no representation of the Employer, other than the Village Council, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing, and any such agreement must be in writing and signed by the President of the Village Council.

I hereby consent to having a physical and/or psychological examination and/or test(s), including but not limited to drug and/or alcohol testing, conducted by a physician or other professional of the Employer's choice, and understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

Subject to the terms of any collective bargaining agreement applicable to me, I agree not to commence any action or suit relating to my employment with the Employer more than 180 days after the occurrence of the facts giving rise to the claim, or more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the Employer.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Printed Name:

TOOD GARRIS

Date: 12/22/25

Signature:

**VILLAGE OF LAKE ORION**  
**DOWNTOWN DEVELOPMENT AUTHORITY BOARD**

Section 6, Item B.

**Rev. 10/14/2025 (INTERNAL)**

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

ADMINISTRATIVE STAFF			
Name	Address	Contact	Hired
Matt Gibb DDA Executive Director	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742 (248) 693-9749 fax	April 2024 - Present
Janet Bloom DDA Assistant Director	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742	December 2023 - Present
Vacant Office Coordinator	118 N. Broadway Lake Orion, MI 48362	(248) 693-9742	November 2024 - Present
Sonja Stout Clerk/Treasurer	21 E. Church Lake Orion, MI 48362	(248) 693-8391 x 102	May 2023 - Present
Lynsey Blough Deputy Clerk/Treasurer	21 E. Church Lake Orion MI 48362	(248) 693-8391 x 103	April 2024 - Present
Darwin McClary Village Manager	21 E. Church Lake Orion MI 48362	(248) 693-8391 x 101	December 2022 - Present

## DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEMBERS

Member	Address/Email	Telephone	Appointed	Offices Held	Term Expires*
Chris Barnett Orion Twp Supervisor (PI) Elected Official	c/o Charter Township of Orion 2323 Joslyn Rd Lake Orion, MI 48360 <a href="mailto:cbarnett@oriontownship.org">cbarnett@oriontownship.org</a>		11/26/2012 11/9/2015 10/14/2019 11/15/2024		10/31/2015 10/31/2019 10/31/2023 10/31/2027
Deborah Burgess (PI) Chairperson Owner - Builders Custom Flooring	11 S Broadway (work)		11/9/2009 10/15/2013 10/23/2017 11/8/2021	Secretary 12/9/2014 11/10/2015 Vice Chair 11/22/2016 Chair 11/14/2017 11/13/2018 11/12/2019 11/10/2020	10/31/2017 10/31/2021 10/31/2025 10/31/2029
Lloyd Coe (PI) Owner – Ed’s Costume & Gifts	2 S Broadway (work)		11/13/2018		10/31/2022 10/31/2026
Sam Caruso (PI) Secretary Owner – Caruso Chiropractic	25 S Lapeer Lake Orion, MI 48362 (work)		4/9/2019 9/28/2020 11/15/2024	Secretary 11/12/2019 11/10/2020	10/31/2020 10/31/2024 10/31/2028
Alaina Campbell (PI) Owner – Cookies & Cream	20 Front St Lowel Level		3/14/2022	K. Horvath term	10/31/2026
Vacancy (PI)					10/31/2022 10/31/2026
Hank Lorant Resident of DDA District (RI) Planning Commission Orion Art Center Board	Lake Orion, MI 48362		11/8/2021	Secretary 12/14/2021	10/31/2025 10/31/2029
Matthew Shell (At Large) Treasurer	Lake Orion, MI 48362		10/14/2019	Treasurer 11/12/2019 Vice Chair 11/10/2020 Treasurer 12/14/2021	10/31/2023 10/31/2028
Teresa Rutt Village Council President Elected Official	Lake Orion, MI 48362		Automatic Appointment 11/12/2024		11/8/2026



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** February 17, 2026

**TOPIC** Bill Approval

**ATTACHED:**

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

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

**RECOMMENDED MOTION:** (Roll Call)

To approve disbursements in the amount of \$20,588.98 for January 2026.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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

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>					
248-000-686-004	SHOPOCMAIN (REFUND REQ)	COMERICA BANK	MATT CC JAN	34.66	333
248-000-694-000	INV 96688	Darwe1 ENTERPRISES LLC	MAT CLEANING 96688	25.58	35530
248-000-694-000	AMAZON	COMERICA BANK	MATT CC JAN	59.47	333
248-000-694-000	AMAZON	COMERICA BANK	MATT CC JAN	34.83	333
248-000-694-000	AMAZON	COMERICA BANK	MATT CC JAN	31.68	333
248-000-694-000	AMAZON	COMERICA BANK	MATT CC JAN	21.29	333
Total Department 000 REVENUE				207.51	
<b>Department: 260 GENERAL ACTIVITIES</b>					
248-260-801-000	GREAT LAKES ACE	COMERICA BANK	MATT CC JAN	51.92	333
248-260-801-000	KROGER	COMERICA BANK	MATT CC JAN	36.41	333
248-260-801-000	AMAZON	COMERICA BANK	MATT CC JAN	124.95	333
248-260-801-000	TRACTOR SUPPLY	COMERICA BANK	MATT CC JAN	38.10	333
248-260-801-000	EXXON	COMERICA BANK	MATT CC JAN	7.94	333
248-260-801-000	THE UPS	COMERICA BANK	MATT CC JAN	24.26	333
248-260-801-000	AMAZON	COMERICA BANK	MATT CC JAN	111.96	333
248-260-801-000	THE UPS STORE	COMERICA BANK	MATT CC JAN	4.16	333
248-260-823-000	OPEN AI	COMERICA BANK	MATT CC JAN	20.00	333
248-260-823-000	FLOWCODE	COMERICA BANK	MATT CC JAN	9.95	333
248-260-823-000	SNAPRETAIL	COMERICA BANK	MATT CC JAN	65.00	333
248-260-823-000	CLICKUP	COMERICA BANK	MATT CC JAN	38.00	333
248-260-823-000	IONOS	COMERICA BANK	MATT CC JAN	28.85	333
248-260-823-000	ADOBE	COMERICA BANK	MATT CC JAN	21.19	333
248-260-823-000	OPEN AI	COMERICA BANK	MATT CC JAN	20.00	333
248-260-851-000	MISWITCH	COMERICA BANK	MATT CC JAN	90.75	333
248-260-851-000	COMCAST	COMERICA BANK	MATT CC JAN	234.76	333
248-260-920-000	1000 6299 5376	CONSUMERS ENERGY	1000 6299 5376	212.97	35527
248-260-920-000	118 N BROADWAY	DTE ENERGY	STREET LIGHTS/BUILDING	81.40	35531
248-260-920-000	WATER - 118 N BROADWAY	VILLAGE OF LAKE ORION	WATER BILL	350.58	35595
248-260-921-000	90 S ANDERSON	DTE ENERGY	STREET LIGHTS/BUILDING	552.69	35531
248-260-921-000	165 S BROADWAY	DTE ENERGY	STREET LIGHTS/BUILDING	32.81	35531
248-260-921-000	9100-4095-1824 380 S BROAD	DTE ENERGY	STREET LIGHTS AND ELECTRIC	41.21	35581
248-260-921-000	9100-4095-1774 38 S WASHIN	DTE ENERGY	STREET LIGHTS AND ELECTRIC	126.46	35581
248-260-921-000	9100-4095-1725 22 SHADBOLT	DTE ENERGY	STREET LIGHTS AND ELECTRIC	399.21	35581
248-260-921-000	94100-4095-1659 38 E FLINT	DTE ENERGY	STREET LIGHTS AND ELECTRIC	1,139.16	35581
248-260-921-000	9100-4095-1600 491 S BROAD	DTE ENERGY	STREET LIGHTS AND ELECTRIC	183.66	35581
248-260-921-000	9200-096-8065-2 24 E FRONT	DTE ENERGY	STREET LIGHTS AND ELECTRIC	19.97	35581
248-260-930-002	INV 96958 - 118 N BROADWAY	Darwe1 ENTERPRISES LLC	FLOOR MATS	25.58	35580
248-260-941-000	SPAREBOX	COMERICA BANK	MATT CC JAN	285.00	333
248-260-957-000	DELTA	COMERICA BANK	MATT CC JAN	386.37	333
248-260-957-000	NATL MAINSTREET	COMERICA BANK	MATT CC JAN	220.00	333
248-260-958-000	CLEANING INV 0331	PRESTIGE CLEANING MI	CLEANING	500.00	35552
Total Department 260 GENERAL ACTIVITIES				5,485.27	
<b>Department: 725 ORGANIZATION</b>					
248-725-825-000	GREEN HIPPO 4762 DD\$ REIMB	GREEN HIPPO GIFTS	DOWNTOWN \$ REIMB	25.00	35535
248-725-825-000	DT \$ 4733, 4579	HANSON'S RUNNING SHOP	DOWNTOWN DOLLAR REIMB	50.00	35536
248-725-825-000	DD \$ 4764, 4503,4410,4657,	JOHNNY BLACK'S LAKEHOUSE	DOWNTOWN DOLLARS REDEMPTION	175.00	35540
248-725-825-000	DD \$ 2254, 4654,4664,4665,	JOHNNY BLACK'S LAKEHOUSE	DOWNTOWN DOLLARS REDEMPTION	175.00	35540
248-725-825-000	CERT # 4615	GREEN HIPPO GIFTS	DOWNTOWN DOLLARS	25.00	35582

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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

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: 725 ORGANIZATION</b>					
248-725-881-000	INV 102141 - MERCHANDISE	RIGHT HOOK BRANDED MERCHAN	MERCHANDISE	689.00	35590
				<u>Total Department 725 ORGANIZATION</u>	<u>1,139.00</u>
<b>Department: 728 ECONOMIC DEVELOPMENT</b>					
248-728-886-000	INV 102141 - MERCHANDISE	RIGHT HOOK BRANDED MERCHAN	MERCHANDISE	689.00	35590
248-728-888-001	INV 393702	VIEW NEWSPAPER GROUP	INVOICES ADVERTISEMENT	878.00	35562
248-728-888-001	INV 25-0006122 - OLM	CHARTER TOWNSHIP OF ORION	ORION LIVING MAGAZINE	1,725.24	35577
				<u>Total Department 728 ECONOMIC DEVELOPMENT</u>	<u>3,292.24</u>
<b>Department: 729 PROMOTION</b>					
248-729-880-005	KROGER	COMERICA BANK	MATT CC JAN	44.24	333
248-729-880-005	AMAZON	COMERICA BANK	MATT CC JAN	45.99	333
248-729-880-005	KROGER	COMERICA BANK	MATT CC JAN	73.09	333
248-729-880-005	AMAZON	COMERICA BANK	MATT CC JAN	172.00	333
248-729-880-005	AMAZON	COMERICA BANK	MATT CC JAN	84.95	333
248-729-880-005	AMAZON	COMERICA BANK	MATT CC JAN	103.92	333
248-729-880-005	GREAT LAKES ACE	COMERICA BANK	MATT CC JAN	9.49	333
248-729-880-005	GFS STORE	COMERICA BANK	MATT CC JAN	320.25	333
248-729-880-005	MEIJER	COMERICA BANK	MATT CC JAN	19.50	333
248-729-880-013	BRENTWOOD (TROLLEY)	COMERICA BANK	MATT CC JAN	1,945.53	333
248-729-885-000	INV I29608 201 S BROADWAY	TURNER SANITATION	PORT O JONS	180.00	35592
				<u>Total Department 729 PROMOTION</u>	<u>2,998.96</u>
<b>Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>				<u>13,122.98</u>	
<b>Fund: 301 DOWNTOWN DEV BOND PROJECT 2023</b>					
<b>Department: 901 CAPITAL OUTLAY</b>					
301-901-950-000	000230-2025-CO	OAKLAND COUNTY WATER RESOU	SOIL EROSION FEE	225.00	35546
301-901-950-000	ROLL OFF DUMPSTER	COMERICA BANK	MATT CC JAN	100.00	333
301-901-950-000	INV I29609 215 S BROADWAY	TURNER SANITATION	PORT O JONS	150.00	35592
				<u>Total Department 901 CAPITAL OUTLAY</u>	<u>475.00</u>
<b>Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023</b>				<u>475.00</u>	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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

POSTED AND UNPOSTED  
OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	13,122.98	
301			DOWNTOWN DEV BOND PROJECT 2023	475.00	
		Total For All Funds:		<u>13,597.98</u>	



Matt January 2026 Transactions Credit Card Report				
Trans Date	Merchant	GL#	Explanation	Amount
1/3/2026	Tractor Supply	248-726-801-000	Supplies	\$ 109.11
1/2/2026	MiSwitch	248-260-851-000	Cont. Services	\$ 90.70
1/3/2026	Amazon	248-726-801-000	Supplies	\$ 173.72
1/5/2026	Wee Bean Coffee Co.	248-729-880-015	Polar Express Event	\$ 279.00
1/5/2026	Target	248-725-826-000	Supplies	\$ 41.71
1/5/2026	The UPS Store	248-260-956-000	Copies	\$ 51.38
1/5/2026	U-haul	248-260-940-000	Equipment	\$ 34.93
1/6/2026	Etsy	248-725-826-000	Volunteer Awards	\$ 239.51
1/5/2026	Menards	248-726-801-000	Soap	\$ 31.78
1/6/2026	The UPS Store	301-901-950-000	Copies	\$ 9.51
1/7/2026	Flowcode	248-260-823-000	Software	\$ 9.95
1/7/2026	Great Lakes Ace	248-726-801-000	Supplies	\$ 39.21
1/9/2026	The UPS Store	248-726-980-001	Copies	\$ 297.08
1/9/2026	Meijer	248-260-956-000	Supplies	\$ 63.81
1/12/2026	SnapRetail	248-260-823-000	Software	\$ 65.00
1/12/2026	The UPS Store	248-260-958-000	Copies	\$ 107.52
1/13/2026	ClickUp	248-260-823-000	Software	\$ 38.00
1/14/2026	Tim Hortons	248-260-958-000	Accreditation event	\$ 19.98
1/15/2026	The UPS Store	248-260-958-000	Copies	\$ 6.23
1/15/2026	Rise Lounge	248-260-958-000	MSA/MSOC Meeting	\$ 206.72
1/16/2026	Amazon	248-726-980-001	Supplies	\$ 44.99
1/19/2026	FedEx Office	248-726-980-001	Copies	\$ 33.64
1/20/2026	Amazon	248-725-825-000	Supplies	\$ 12.75
1/18/2026	Ionos	248-260-823-000	Cont. Services	\$ 28.85
1/15/2026	Sparebox Storage	248-726-801-000	Storage Rental	\$ 285.00
1/22/2026	Adobe	248-260-823-000	Software	\$ 21.19
1/22/2026	Amazon	248-729-880-015	Ice Fest supplies	\$ 14.99
1/22/2026	Consumer Energy	248-260-920-000	Utility	\$ 351.25

Matt January 2026 Transactions Credit Card Report (cont.)				
1/26/2026	Comcast	248-260-823-000	Internet	\$ 234.68
1/23/2026	4imprint	248-728-886-002	Volunteer Hats	\$ 501.25
1/26/2026	Crown Awards Inc.	248-729-880-015	Volunteer Awards	\$ 84.81
1/26/2026	Great Lakes Ace	248-260-958-000	Supplies	\$ 23.31
1/27/2026	Lake Orion Misc	248-726-980-002	Village PUD Fee	\$ 618.20
1/28/2026	Sick Town Hall	248-729-880-015	Volunteer Night	\$ 1,775.76
1/29/2026	Zoom	248-728-801-000	Software	\$ 159.90
1/29/2026	Lake Orion Misc	248-726-980-002	Village Escrow Fee	\$ 875.58
			<b>Total:</b>	<b>\$ 6,981.00</b>
			<b>Total Matt &amp; Janet CC:</b>	<b>\$ 6,991.00</b>



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**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** February 17, 2025

**TOPIC** Executive Directors Report

**BACKGROUND BRIEF:**

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

**FINANCIAL IMPACT:**

None

**RECOMMENDED MOTION**

Receive and file the Executive Directors Report for February 2025.

# EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

November 18, 2025



**I. NEWS AND UPDATES**

**a. Non-Profit Organizational Materials.**

Lumber Yard at Paint Creek Public Market, Inc.:

Main Street Alliance of Lake Orion, Inc.

NEXT STEP(s): I proposed working bylaws and operating drafts in October 2025 but those were postponed to a future date for consideration. From a contract and budgetary approach to the Lumber Yard I would recommend we get that entity beyond articles of formation and into a working single purpose structure as soon as we can.

As to the Main Street entity, this too was presented for draft adoption in October and postponed. This entity will be instrumental if Village council elects to modify our district, made particularly important by the newly adopted Oakland County policy that such act would result in an opt out of non-local capture source. This would default the bonds and render the organization in breach. This is the back stop approach to maintaining downtown through an ancillary organization.

**b. Seasonal Maintenance.**

We have been maintaining the salt boxes and access areas

Electrical continues to be a huge issue downtown

**c. Communication:**

- i. A very successful LODOWN was held, about 20 attendees, and the topic of communication and business needs were discussed.
- ii. Our office has began presenting a Directors Report at the Village Council meetings. While it doesn't allow dialogue or questions from the Council, it's a start.
- iii. We have been assisting with LCC needs for new business at Clover and Creek and Michigan By the Bottle
- iv. Assisting the LO Lions following the denial of permitting for the Annual Lion Jubilee.
- v. Created the Orion Living Magazine base print adwork

- vi. Worked with the illuminators to prepare and present “Light Up Lake Orion” a celebration of our volunteer base.
- vii. Completed the Main Street Accreditation portal work and hosted the national representative for review and consideration for national accreditation.
- viii. Assisting new business to replace the moving of Wayne Haney from 18 S Broadway.
- ix. Restructured the processing of financials in the absence of admin support
- x. Drafted event survey(s) for the prioritization of purpose behind event schedule and budget

## II. TO DO’S AND MORE

**Preliminary Budget Work has started**  
**Staffing considerations**  
**Committee Recruitment**  
**Lumber Yard PUD schedule**  
**Movement on Non Profit future transition concepts**

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



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** February 17, 2026

**TOPIC** Lumber Yard Progress Report – Phase 3

**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 February 17, 2026



## LUMBERYARD at PAINT CREEK

### PROGRESS REPORT

#### PHASE 3 – FINAL PLAN DEV

### Report to the Board

For the Period 12/15/25 – 2/17/26

February 17, 2026 @ 6:30pm

By: Matthew Gibb, Executive Director



The project is approaching the start of Phase 3, which is targeted at full site plan development, and the adaptive new and repurposed uses outlined in the scope. This phase includes PUD approval by the Village and the required permitting from MDOT for use of the percolation basin to manage stormwater. This report outlines what has been done in the immediately prior work period and concludes with next steps.

#### Continuing Steps from Phase 2: As weather and conditions allow

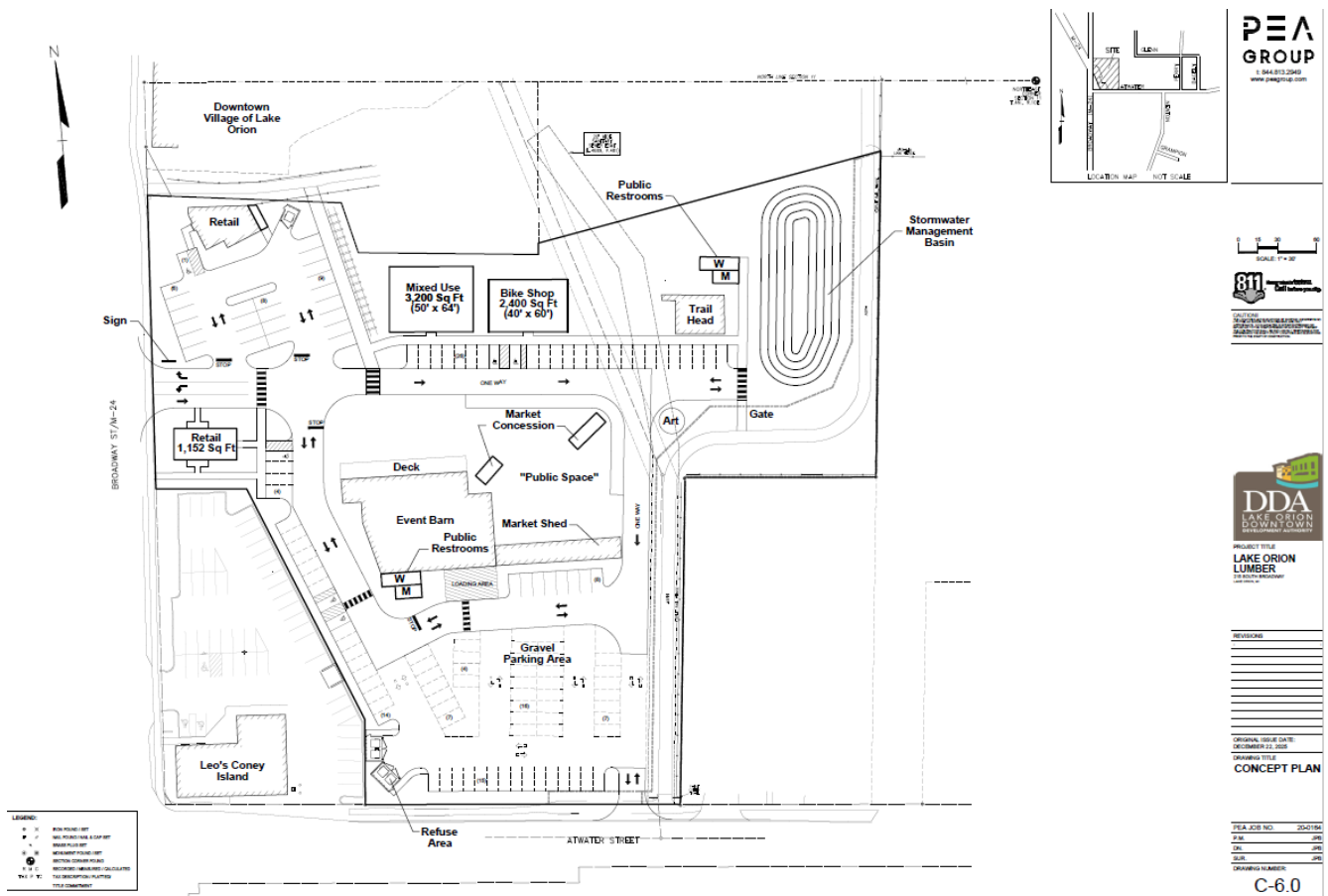
- Pouring interior exposed aggregate
- Architectural design for electrical
- Lighting plan and security
- Ingress/Egress final build out
- Hard wire sound and event infrastructure
- Frame in West Wall/Re-side
- Place windows and doors.
- Re-side South wall with barn wood
- Build out of public access areas
- Electrical for site use and lighting
- Incorporation of access and walkability, restoration of railroad tracks
- Moving and restoration of 1910 Coal Shed

#### SITE PLAN / PUD

The PUD narrative and concept plan has been submitted and will begin review at the Planning commission March 2, 2026

**USE DEVELOPMENT**

1. Finish LOI documentation for proposed uses of bakery, beer garden, retail/mixed use, and bike shop
2. Build non-profit package and vendor market contract and offering package
3. Build sponsorship pre-listings
4. Secure design assistance on public areas
5. Build native plantings list and rain garden concepts



# PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD) ELIGIBILITY & CONCEPTUAL REVIEW NARRATIVE

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**Project:** Lumber Yard at Paint Creek

**Address:** 215 South Broadway Street, Village of Lake Orion, Michigan

**Application Type:** Preliminary Planned Unit Development (PUD) Eligibility & Conceptual Review

**Submitted By:**  
Lake Orion Downtown Development Authority  
118 N. Broadway St. Lake Orion MI 48362

Contact: Matthew Gibb, Executive Director (248) 464-0307; gibb@downtownlakeorion.org

**Submitted To:**  
Village of Lake Orion Planning Commission

**Date of Submission:** January 23, 2026

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## Purpose of Preliminary PUD Eligibility Review

The purpose of this submission is to establish eligibility for use of the Planned Unit Development (PUD) zoning mechanism and to obtain conceptual approval of the proposed redevelopment framework for the Lumber Yard at Paint Creek prior to preparation and submission of final site plan drawings, engineered plans, or construction documents.

This Preliminary PUD Narrative is intended to confirm that the proposed redevelopment qualifies for PUD consideration under the Village of Lake Orion Zoning Ordinance, that the requested flexibility is appropriate given the site’s historic constraints and public benefit objectives, and that the overall development concept is consistent with the Village Master Plan, Downtown Development Authority goals, and adopted planning policies.

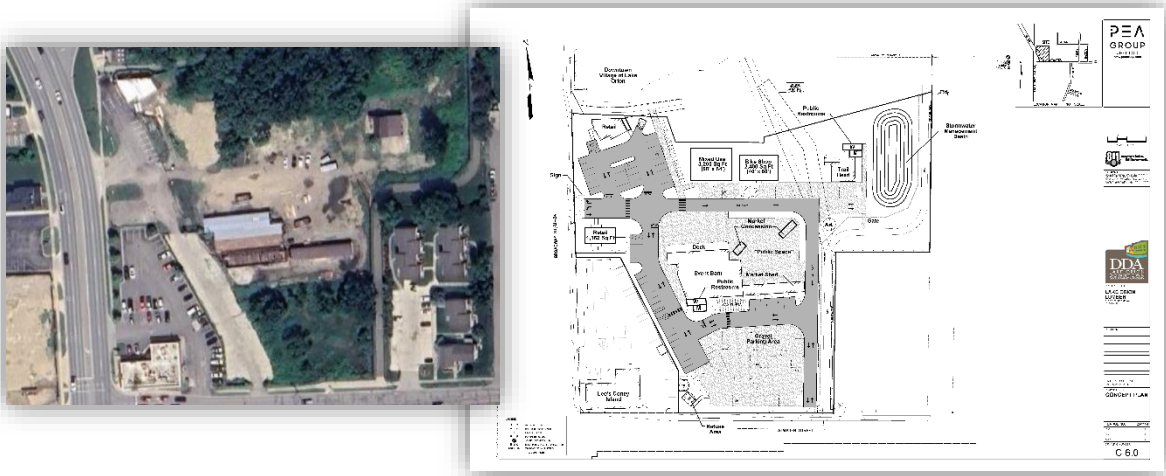
No final site plan approval, engineering approval, or authorization for construction is requested as part of this application. Detailed site layout, grading, utilities, building design, and code compliance will be addressed during subsequent Final PUD and Site Plan review phases.

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## I. Project Overview

The Lumber Yard at Paint Creek reimagines one of Lake Orion’s most significant historic industrial properties as a multi-functional public marketplace, cultural venue, trailhead destination, and extension of downtown retail and civic activity. The project emphasizes preservation-based redevelopment, adaptive reuse, and creation of substantial public amenities while reinforcing the historic character and spatial organization of the former lumber yard.

The redevelopment is centered on the restoration and activation of four primary historic structures and their surrounding grounds, transforming an underutilized site into a community-focused destination serving residents, visitors, and regional trail users.



## Key Components (Conceptual)

### Event Barn (Main Barn)

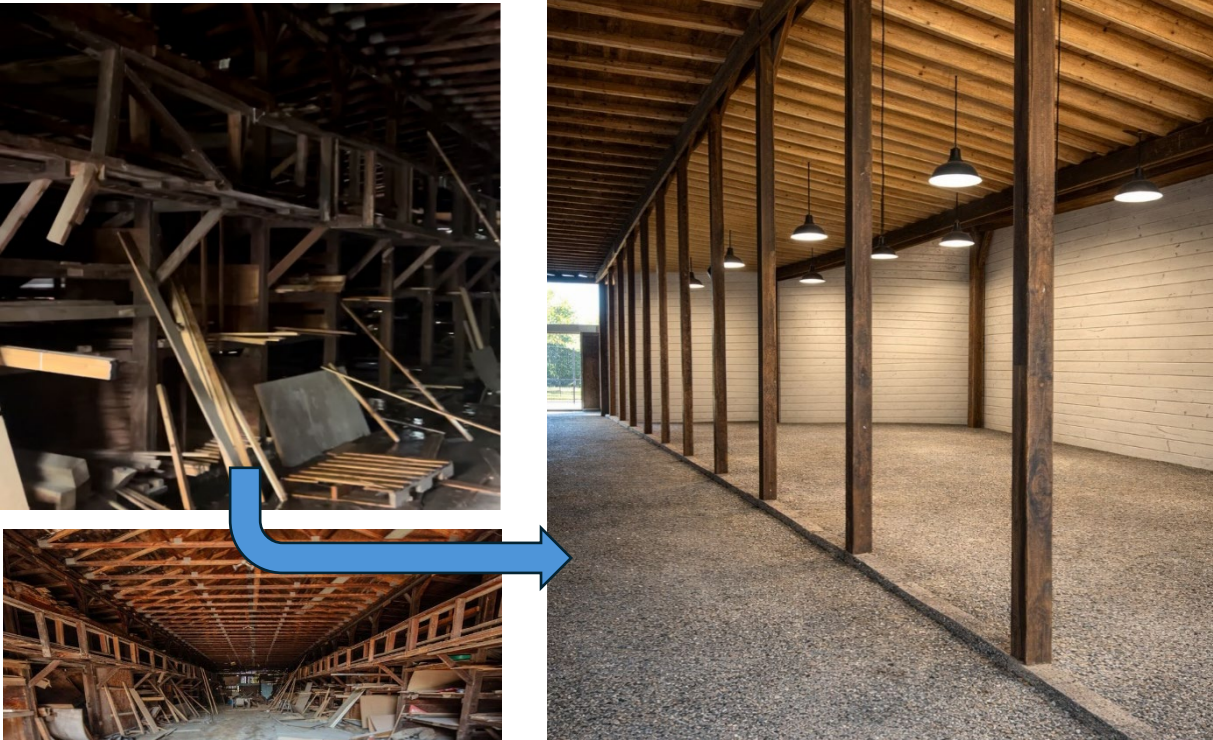
The historic main barn is proposed to be restored and adaptively reused as a flexible public market and event space. Conceptually, the space is designed to accommodate farmers markets, artisan vendors, performances, educational programming, and community gatherings in a manner consistent with its historic form and character.

The Barn consists of two primary spaces, for practical purposes identified as the Main Floor and the Annex. Each section is separately entranced but connected visually by large openings in the North wall. A description, status and rendering of goal is set forth as follows:

#### **Main Floor:**

**Size:** This space is defined in the “As Built” drawings completed by Davis & Davis and is an approximate 4,600 sq ft open market/event space. The original post and beam construction is restored to allow the two sides of the space to be planned for seasonal vendor booths and/or and public gathering space.

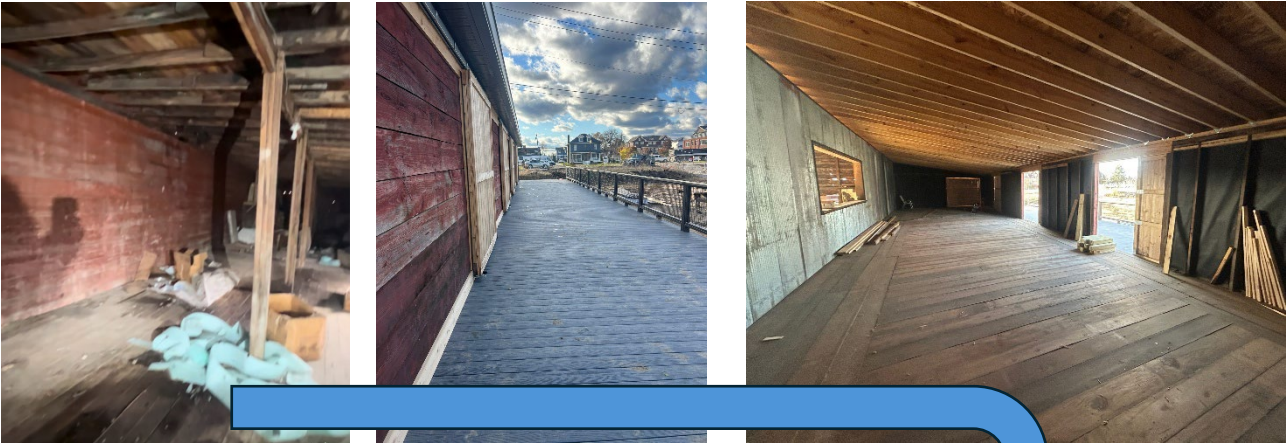
**Access:** The Main Floor is accessible from three main ingress/egress points. The East Barn Door(s) will be open, at grade, to a width of 18’ and height of ‘14’. This opens into the barn and onto a pre-existing hard surface floor. The Main Floor is also served on the West side by a 7’ wide 8’ tall glass paneled garage door and a 36” wide crash bar equipped door. The South side is fixed with three 7’x8’ glass panel garage doors, and will have an additional 36” crash door.



**ANNEX:**

**Size:** This space has a floor height that is 3.5' above the main floor grade and has a floor area of approximately 1400sq ft. It is supported by an attached exterior deck that is an additional 1200 sq ft.

**Access:** This space is open from the deck, at level, from five 6-7' barn doors that open and latch in place. Access into the annex and upon the deck from the ground level is done in two ways, at grade on the west end, where landscaping and p[aver walkway design will flow foot/accessible traffic into the space through a 7' barn door opening or directly to the 12' wide open deck (railed). There is also a 12' wide stair access on the north face of the deck.



### Market Pavilion

The former lumber rack structure on the East side the Main Barn is proposed to be repurposed as an open-air market pavilion providing vendor stalls for produce, flowers, seasonal markets, festivals, and artisan sales. This is an existing structure, rebuilt for structural capacity and as built approval by inspection. It will result in 11 stalls, each completely open air, and approx.. 160 sqft/each. The structure will be served on the South by a hard surface loading area that will also allow parking when market activity is not in use. Each stall will have overhead lighting and be served by a 20 Amp weather resistant GFI.



### Trailhead & Canopy Structure

A repurposed supply house canopy is envisioned to support Paint Creek Trail users with shaded gathering space and trail-oriented amenities, including public restrooms and wayfinding. This structure has been rebuilt to insure capacity an load, including the addition of new post supports, reinforced truss work and clipping for wind events. It will be powered to support accessory uses such as coffee, donuts, packaged water and soda as pop-up exterior uses.



### Outdoor Public Spaces

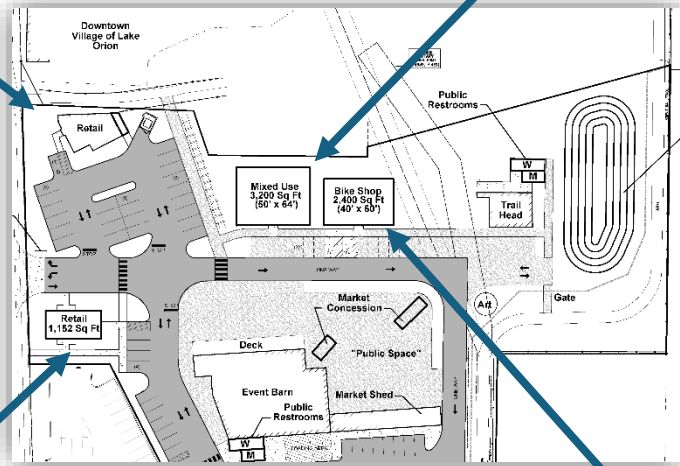
Conceptual plans include ADA-accessible decks, landscaped gathering areas, performance and event spaces, public art opportunities, and native or low-maintenance plantings. Public areas are planned on the North side of the market pavilion, the north side of the Annex, along the pedestrian path from Downtown behind the frontage retail, and around the trailhead. A trip generation report is attached hereto as Exhibit A. The anticipated use for public areas is as a gathering space, where pedestrians may relax, enjoy a beverage purchased at the market or form a retail use, events can host licensed activities.

**PUBLIC AREA:** the active public areas make up approximately 1.2 acres of total open space on the project. This accounts for 26% of the entire development area of the site.

**GREENBELT/LANDSCAPE:** the additional landscaping and natural plantings, including the retention area, overlay an additional .85 acres, resulting in a total open space on site of 2.05 acres or 49% of the development area.

### Commercial / Office Building & Supporting Structures

The historic office building is proposed for white-box renovation to support small-scale commercial uses such as a bakery or complementary retail. There are three proposed new development areas that are intended for pre-fabricated/stick built construction. These are intended for food service, LCC licensed beverage, bike shop, and downtown retail. Additional prefabricated or accessory structures may support these uses in later phases. All use categories will be a permitted use under the Mixed Use / Downtown zoning plan. This is in accord with the Village Master Plan.



## II. PUD-Specific Technical Considerations

### Utilities

Utilities are addressed at a conceptual level appropriate for Preliminary PUD review. Domestic water, sanitary sewer, electrical service, and fire protection infrastructure are anticipated to be coordinated through shared utility corridors aligned with internal circulation areas. Final sizing, routing, and connections will be determined during subsequent engineering review.

### Fire Access & Fire Protection

Fire access is a core organizing principle of the conceptual site framework. Internal circulation is designed to allow emergency vehicle access to primary structures without conflicting with pedestrian gathering areas. Fire protection systems and hydrant placement will be finalized during detailed design and reviewed by the Fire Marshal.

### Parking & Circulation

Parking is envisioned as shared, distributed parking serving multiple uses with differing peak demand periods. The site promotes a “park once, walk many” experience with strong pedestrian connections to downtown and the trail system. Event-related parking demand will be managed through a combination of on-site spaces, nearby public parking, and operational strategies.

A report reviewing the daily average trips generated by the site is attached as Exhibit A. In summary the report indicates:

For planning-level estimates, approximate average daily external vehicle trip rates are:

- Public market (7,040 sq ft market area):  $\approx 40$  vehicle trips / 1,000 sq ft  $\rightarrow$   $\sim 280$  daily vehicle trips
- Bakery (1,400 sq ft):  $\approx 80$  vehicle trips / 1,000 sq ft  $\rightarrow$   $\sim 110$  daily vehicle trips
- Bike shop (2,800 sq ft):  $\approx 30$  vehicle trips / 1,000 sq ft  $\rightarrow$   $\sim 85$  daily vehicle trips
- Brewery with food (2,000 sq ft effective guest area):  $\approx 120$  vehicle trips / 1,000 sq ft  $\rightarrow$   $\sim 240$  daily vehicle trips
- Hotel (8 rooms):  $\approx 6$  vehicle trips / room / day  $\rightarrow$   $\sim 50$  daily vehicle trips
- Trailhead (incremental site use):  $\sim 40$  daily vehicle trips (many additional person trips by bike/foot).
- Farmers market (when active on top of public market): Additional  $\sim 150$  daily vehicle trips and higher midday peak activity, informed by farmers market studies showing high person-trip intensity.

Proposing 129 Parking Spaces, subject to final sizing of stormwater.

## Occupant Load

Based on the traffic and person-trip analysis, the Lumber Yard functions as a distributed, indoor-outdoor destination with a design peak of approximately 350 people site-wide on the busiest days. This occupancy is spread across barns, pavilions, plazas, trail connections, and multiple tenant spaces, rather than concentrated in a single assembly hall. Final occupant loads will be confirmed at building permit, but these planning-level numbers demonstrate that life-safety, fire access, and circulation are well within manageable ranges. For methodology and breakdown of occupancy, see the Report attached as Exhibit B.

## Historic Preservation & Adaptive Reuse Strategy

Historic preservation is the foundation of the project. Development prioritizes retention of original building footprints, forms, and materials where feasible, with modern code-compliant improvements integrated sensitively. The PUD mechanism is essential to preserving the site's historic character while enabling viable modern use. Methodology applied for this adaptive and preservation based PUD is set forth in Exhibit C.

## Vision & Community Benefits

The proposed redevelopment delivers significant public benefit that exceeds what could be achieved under conventional zoning, including:

- Preservation and adaptive reuse of historically significant structures;
- Creation of the Village's first dedicated public market and event barn;
- Expansion and enhancement of the Paint Creek Trailhead with public amenities;
- New public gathering spaces supporting civic life and cultural programming;
- Economic opportunities for local vendors, artisans, and small businesses;
- Increased downtown visitation supporting existing businesses and events.

### III. Rationale for Planned Unit Development

The Planned Unit Development framework is essential to achieving the project's preservation, public benefit, and placemaking objectives. Conventional zoning standards related to use, dimensional requirements, parking, and site layout are incompatible with the historic configuration of the site and would significantly limit adaptive reuse.

The PUD approach allows:

- Flexible integration of civic, commercial, cultural, and recreational uses;
- Preservation of historic building footprints and spatial relationships;
- Shared parking and circulation strategies appropriate for a downtown destination;
- Phased implementation responsive to market demand and funding availability.

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### IV. Applicability to PUD Ordinance Standards (Eligibility)

The proposed redevelopment is appropriate for review under the Village of Lake Orion Planned Unit Development provisions. For purposes of Preliminary PUD eligibility, the project:

- Advances the intent and purpose of the PUD ordinance by delivering superior design and public benefit;
- Functions as a unified and comprehensively planned development;
- Is compatible with surrounding downtown uses and scale;
- Provides substantial public amenities and preservation outcomes;
- Demonstrates feasibility of infrastructure, access, and services;
- Aligns with the Village Master Plan and Downtown Development Authority objectives.

#### Preliminary PUD Eligibility

The Lumber Yard at Paint Creek represents a unique historic resource whose preservation and activation cannot be reasonably achieved under conventional zoning. The Planned Unit Development framework enables the Village to preserve historic structures, support phased and flexible redevelopment, and deliver significant public amenities that enhance downtown Lake Orion.

For these reasons, the project is appropriate for Preliminary PUD eligibility determination and conceptual approval, with final site plan, engineering, and permitting to follow in subsequent review phases.

## Phasing & Incremental Implementation

The Lumber Yard at Paint Creek is intentionally structured for phased redevelopment. Initial phases focus on restoration and activation of the Event Barn, Market Pavilion, and core public spaces. Subsequent phases include expanded commercial uses, hospitality elements, and additional site amenities. The PUD framework allows this incremental approach while maintaining overall site coherence and public benefit.

### Phase 1:

- Compete plan review and approval by April 2026
- Pursuant to a new zoning compliance permit, start foundational repair and expansion to reactive and obtain occupancy permit for original office, completed by May 2026.
- Close on all MDOT permit approval(s) including spillways access.
- Upon plan approval, commence public space development, utility stubbing, finish historic structure renovation and adaptive reuse, engage in protected soft opening of public areas, August/Sept. 2026
- Parking areas, stormwater, lighting, accessibility, seeking completion November 2026

### Phase 2:

- Upon plan approval, commence pad development, utility stubbing, pre-fabricated engineering, May 2026
- Construction of prefabricated structures, Summer 2026
- User build out, interior, glass, utility, fire, and permit compliance, seeking completion by March 2027
- Mixed use site fully open by June 2027

## V. Requested Action

The applicant respectfully requests that the Planning Commission determine that the proposed Lumber Yard at Paint Creek redevelopment:

1. Qualifies for consideration under the Planned Unit Development (PUD) provisions of the Village of Lake Orion Zoning Ordinance; and
2. Is appropriate for Preliminary PUD eligibility determination and conceptual approval, subject to conditions and further review.

## Scope of Review

At this stage, the Planning Commission is being asked to review the proposal at a **conceptual and eligibility level only**. The following are **not** requested or approved as part of this action:

- Final site plan approval;
- Engineered grading, drainage, or utility plans;
- Building design approval or construction authorization;
- Final parking counts or traffic analysis;
- Permits of any kind.

## Purpose of Preliminary PUD Eligibility Review

The purpose of this preliminary review is to confirm that the proposed redevelopment qualifies for use of the PUD zoning mechanism, that the requested flexibility is appropriate given the site's historic constraints and public benefit objectives, and that the overall development concept is consistent with the Village Master Plan and Downtown Development Authority goals.

Establishing PUD eligibility at this stage allows the applicant and the Village to proceed with detailed site planning and engineering with clarity, predictability, and reduced risk.

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## Typical Outcomes of This Review

Upon completion of this review, the Village of Lake Orion may:

- Determine that the project is eligible for PUD consideration;
- Grant conceptual approval of the overall development framework;
- Identify conditions, parameters, or guiding principles to be addressed during Final PUD and Site Plan review;
- Direct the applicant to proceed with preparation of final plans and engineering.

Exhibit(s) A,B,C, and APPENDIX on the following pages



# Lumber Yard at Paint Creek

## Trip Generation & Foot Traffic Report

This report estimates the **vehicular trips** and **person trips (foot traffic)** anticipated from the proposed reuse of the historic barns and associated structures at the **Lumber Yard at Paint Creek** as:

- A **public market** (Thursday–Sunday, warm season with seasonal winter operations)
- A **farmers market** (Friday and Saturday in market season)
- A **formal trailhead** serving the adjacent trail system

and, in a full build-out scenario, with:

- A **bakery** ( $\pm 1,400$  sq ft)
- A **bike shop** ( $\pm 2,800$  sq ft)
- A small **8-room hotel**
- A seasonal **brewery with food**, using shipping-container bar and kitchen with outdoor seating

The intent is to provide **planning-level estimates** appropriate for:

- Planning Commission packet materials
- Market study and lease preparation
- Internal DDA project planning and communications

These are **reasonable, order-of-magnitude projections**, not a stamped Traffic Impact Study. Final engineering should refine them using the latest ITE Trip Generation Manual datasets and any local traffic counts.

### **A. Project Description & Operating Assumptions**

Program Description:

- Main barn usable interior floor area: approx. 5,500 sq ft
- Pavilion / market rack: 11 stalls  $\times$  140 sq ft  $\approx$  1,540 sq ft
- Total enclosed/open market area:  $\approx$  7,040 sq ft

Additional program elements (full build-out scenario):

- Bakery:  $\pm 1,400$  sq ft
- Bike shop:  $\pm 2,800$  sq ft
- Small hotel: 8 rooms
- Seasonal brewery with food: shipping-container kitchen + bar; effective guest area assumed  $\approx$  2,000 sq ft (containers plus outdoor seating)

## **B. Operating Schedule**

- Public market (general market use):
  - Open Thursday–Sunday, beginning in warm weather and transitioning to a smaller seasonal/winter market.
  - Typical operating hours: 9:00 a.m. to dark, extended later on weekends with music/events (anticipated every weekend in season).
- Farmers market:
  - Friday and Saturday, 9:00 a.m. to dark, during the regular farmers market season.
- Trailhead:
  - 7 days per week, dawn to dusk, supporting trail users, downtown visitors, and market patrons.
- Coffee / bakery service:
  - Coffee, donuts, and healthy options early morning through early afternoon, at least five days per week.
- Barn event space:
  - Assumed ~20 events/year, with event-day traffic “spikes” occurring primarily on weekend evenings. Event days are treated qualitatively in this report, with core numeric estimates focused on typical market days.

The report focuses on peak-season operation (warmer months when all elements are active).

## **C. Methodology & Key Assumptions**

### ***Data Sources***

- The ITE Trip Generation Manual (11th and 12th Editions) and related resources, which provide standard trip rates and methodologies for various land uses.
- Supplemental studies of farmers markets and agritourism/winery/brewery uses, which highlight higher person-trip activity and a stronger share of walking and biking for these uses.
- Summary tables of common trip generation rates for retail, restaurant, and lodging uses derived from the ITE manual.

Where no exact ITE land-use code exists (e.g., public/farmers market, small seasonal brewery), this report uses analogous land uses (specialty retail, restaurant, agritourism) and conservative mid-range rates.

### ***Land-Use Analogues***

Approximate land-use analogues used:

- Public & farmers market: Specialty retail / farmers market analogues (ITE specialty retail center + limited farmers market data).
- Bakery / coffee: Coffee/donut shop without drive-through (scaled down), with more walk/bike and sit-down activity than a high-turnover drive-through.
- Bike shop: Specialty retail.
- Hotel: Small hotel, 8 rooms, using typical hotel trip rates per room.

- Brewery with food: Treated similarly to a drinking place / sit-down restaurant, adjusted to reflect its seasonal, evening, and event focus.
- Trailhead: Modeled as a small park/trailhead with parking, recognizing that a large share of trail users are walk/bike arrivals from the neighborhood/downtown grid.

### ***Vehicle Trip Assumptions (Per Day)***

For planning-level estimates, approximate **average daily external vehicle trip rates** are:

- Public market (7,040 sq ft market area):  
≈ 40 vehicle trips / 1,000 sq ft → ~280 daily vehicle trips
- Bakery (1,400 sq ft):  
≈ 80 vehicle trips / 1,000 sq ft → ~110 daily vehicle trips
- Bike shop (2,800 sq ft):  
≈ 30 vehicle trips / 1,000 sq ft → ~85 daily vehicle trips
- Brewery with food (2,000 sq ft effective guest area):  
≈ 120 vehicle trips / 1,000 sq ft → ~240 daily vehicle trips
- Hotel (8 rooms):  
≈ 6 vehicle trips / room / day → ~50 daily vehicle trips
- Trailhead (incremental site use):  
~40 daily vehicle trips (many additional person trips by bike/foot).
- Farmers market (when active on top of public market):  
Additional ~150 daily vehicle trips and higher midday peak activity, informed by farmers market studies showing high person-trip intensity.

### ***Peak-Hour Assumptions***

- Combined uses (full build-out) are estimated to generate on the order of:
  - ~100 external vehicle trips in a typical design peak hour (late afternoon/early evening on a busy market day).
  - On farmers market days, this rises to about 140 external vehicle trips in the peak hour (approximate).

### ***Person-Trip, Mode Split & Internal Capture***

To convert vehicle trips to people and recognize your walkable downtown + trailhead setting, we assume:

- **Average vehicle occupancy:** 1.8 persons/vehicle (typical for mixed-use non-commute trips).
- **Non-motorized share (walk/bike):** approx. **30% of total person trips** for this site, reflecting strong trail, downtown, and internal circulation.
- **Internal capture between uses (full build-out):** approx. **30% reduction** in external vehicle trips due to cross-shopping and guests moving between the hotel, bakery, brewery, market, and bike shop **without re-entering the road system**.

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## Scenario Definitions

For clarity, two primary scenarios are presented:

Scenario A – Core Barn & Trailhead Program Only

- . Public market (barn + pavilion)
- . Farmers market (on designated days)
- . Trailhead
- . No bakery, bike shop, hotel, or brewery

Scenario B – Full Build-Out (Barns + All Tenants)

- . All Scenario A uses
  - . Plus bakery, bike shop, small hotel (8 rooms), and seasonal brewery with food.
- 

### D. Estimated Vehicle Trip Generation

#### Typical Peak-Season Day (Non–Farmers Market Day)

Scenario A – Barns + Trailhead Only

- Daily external vehicle trips:  $\approx 325$  trips/day
- Peak-hour external vehicle trips:  $\approx 50$  trips/hour

Scenario B – Full Build-Out

After accounting for internal capture between uses:

- Daily external vehicle trips:  $\approx 575$  trips/day
- Peak-hour external vehicle trips:  $\approx 100$  trips/hour

#### Farmers Market Days (Friday & Saturday in Season)

On days when the farmers market is operating in conjunction with the public market:

Scenario A – Barns + Trailhead + Farmers Market

- Daily external vehicle trips:  $\approx 475$  trips/day
- (This reflects the base 325 plus  $\sim 150$  additional trips from farmers market activity.)

Scenario B – Full Build-Out + Farmers Market

- Daily external vehicle trips:  $\approx 725$  trips/day
- Peak-hour external vehicle trips:  $\approx 140$  trips/hour

These values reflect the “**most probable**” scenario rather than ultra-conservative or highly optimistic assumptions, per your direction.

## E. Estimated Person Trips & Foot Traffic

Using the mode split and occupancy assumptions (1.8 persons/vehicle, 30% non-motorized), the site supports a significantly larger **person-trip** volume than vehicle-trip volume, which is exactly the point of your trail-oriented, walkable design.

### Typical Peak-Season Day (Non–Farmers Market Day)

Scenario A – Barns + Trailhead Only

- Total daily person trips (all modes):  $\approx 825$  people/day
- Peak-hour person trips:  $\approx 125$  people/hour

Scenario B – Full Build-Out

- Total daily person trips (all modes):  $\approx 1,475$  people/day
- Peak-hour person trips:  $\approx 250$  people/hour

### Farmers Market Days

Scenario A – Barns + Trailhead + Farmers Market

- Total daily person trips:  $\approx 1,225$  people/day

Scenario B – Full Build-Out + Farmers Market

- Total daily person trips:  $\approx 1,875$  people/day
- Peak-hour person trips:  $\approx 350\text{--}375$  people/hour (rounded as  $\approx 350$  for planning purposes)

These person-trip totals reflect:

- Market shoppers
- Farmers market patrons
- Trail users
- Hotel guests
- Bakery and coffee patrons (including strong AM peak)
- Brewery and food patrons (evening and weekend peaks)
- Cross-shopping between all on-site uses

**Design peak hour for vehicles** typically occurs **late afternoon / early evening**, when:

- Market activity is still present
- Brewery and food service is ramping up
- Music/events are underway on weekends
- Hotel guests are arriving or returning for dinner

Even under full build-out, this peak is roughly **100–140 vehicles/hour and 250–350 people/hour**, which is significant for site design but generally manageable for a downtown street network when paired with appropriate access management and on-site circulation.

## F. Pedestrian, Bicycle, and Trailhead Emphasis

An important qualitative conclusion is that the Lumber Yard at Paint Creek is a pedestrian- and trail-oriented destination, not a conventional auto-only commercial strip:

- Formal trailhead encourages arrivals by bicycle and on foot.
- Direct adjacency to downtown Lake Orion supports short “park once, walk many” trips.
- Internal connectivity (barn, pavilion, bakery, bike shop, brewery, hotel) increases internal capture and reduces repeated driveways interactions.
- The site’s programming (events, markets, outdoor seating) and design (decks, paths, plazas) intentionally favors walking and lingering.

For Planning Commission and Council, it is appropriate to emphasize that:

- While the vehicle trip generation is moderate, the person-trip generation is high, which is exactly what a thriving public market, historic barn reuse, and trailhead are supposed to do.

## G. Traffic & Parking Implications (High-Level)

At this planning level:

- 100–140 peak-hour vehicle trips is a moderate traffic load typically handled by a standard two-lane downtown street with appropriate access.
- Parking demand will be driven by peak overlapping activity (farmers market + brewery + evening events). Even so, the walk/bike share and internal capture significantly reduce the need for standalone parking compared to an auto-only strip center of equivalent square footage.
- Event days (weddings, concerts) will create spiky peaks; these should be handled through event management (shared lots, shuttle options, and clear wayfinding) rather than trying to size permanent infrastructure for the absolute peak.

The core barns + trailhead program (Scenario A) is expected to generate on the order of:

- ~325 external vehicle trips/day (typical day), rising to ~475/day on farmers market days.
- ~825–1,225 person trips/day depending on whether the farmers market is operating.

The full build-out with bakery, bike shop, small hotel, and brewery (Scenario B) is expected to generate on the order of:

- ~575 external vehicle trips/day (typical peak-season day) and ~725/day on farmers market days.
- ~1,475–1,875 person trips/day, with 250–350 people in the design peak hour.



# Occupancy Load Report

## Lumber Yard at Paint Creek – Planning-Level Analysis

This Occupancy Load Report provides planning-level occupant estimates for the Lumber Yard at Paint Creek redevelopment, derived directly from the previously prepared Trip Generation & Foot Traffic Report.

The intent is to:

- Demonstrate reasonable maximum occupant levels for code coordination
- Support fire access, life-safety, and circulation discussions
- Avoid premature or overly conservative assumptions prior to final tenant layouts and stamped construction drawings

This report is not a final code occupancy certification, which will be completed during building permit review once tenant layouts, furniture plans, and fire protection systems are finalized.

### **Methodology**

Rather than applying worst-case assembly factors uniformly across the site, this report:

- Uses observed person-trip volumes from the trip study
- Focuses on design peak hour occupancy, not cumulative daily totals
- Accounts for the distributed, indoor–outdoor, multi-use nature of the site
- Reflects real-world market, trailhead, and brewery behavior patterns

This approach aligns with how planning commissions and fire officials typically review adaptive reuse and outdoor market environments.

### **Design Peak Hour Reference (From Trip Report)**

<b>Scenario</b>	<b>Peak-Hour Person Trips</b>
Scenario A – Barns + Trailhead	~125 people/hour
Scenario B – Full Build-Out	~250 people/hour
Scenario B + Farmers Market	~350 people/hour

These values already include:

- Market patrons
- Trail users
- Food & beverage customers
- Cross-shopping between uses
- Walk-in and bike-in visitors

**Occupancy Distribution by Functional Area**

Because occupants are distributed across multiple spaces, the design peak hour does *not* result in all occupants loading into one structure.

**Scenario B – Full Build-Out + Farmers Market (Design Peak)**

**Total Planning Occupancy:** ~350 persons (site-wide)

Area	Approx. Occupants	Notes
Main Barn (market + events)	140–160	Standing + browsing; not seated assembly
Pavilion / Market Stalls	60–70	Open-air, dispersed
Brewery + Outdoor Seating	60–80	High turnover
Trailhead / Paths / Plazas	40–60	Continuous movement
Bakery / Bike Shop / Hotel Lobby	30–40	Distributed, short-stay

Key Point: Occupancy is spread across indoor and outdoor areas, significantly reducing life-safety risk compared to a single enclosed assembly hall.

**Planning-Level Occupant Load Summary:** For entitlement, zoning, and PUD purposes, the following reasonable maximum planning loads are supported:

Scenario	Planning Occupant Load
Typical Market Day	~250 persons site-wide
Farmers Market / Event Day	~350 persons site-wide
Core Barn Area (subset)	~150 persons

These figures are consistent with the observed person-trip volumes identified in the Trip Generation Report and reflect realistic operational conditions rather than theoretical maximums

**Code & Fire Review Context**

- Final occupant loads will be established during **building permit review** per the Michigan Building Code.
- Final calculations will be based on:
  - Actual tenant layouts
  - Furniture plans
  - Fire separation
  - Sprinkler coverage
  - Outdoor area definitions



## **Distinguishing New Development from Historic Restoration in Municipal Review, Infrastructure Requirements, and Regulatory Application**

This Memorandum affirms why a historic restoration project, such as the Lumber Yard at Paint Creek, should not be reviewed or regulated using the same standards that apply to new development. The argument draws from planning practice, preservation policy, engineering norms, and the intent of state and federal laws governing redevelopment, stormwater, and construction.

### **Foundational Principle: New Development ≠ Historic Restoration**

*New Development:* A new development assumes:

- Vacant, undisturbed land
- No existing impervious surface
- No existing utilities, foundations, or structures
- No cultural or historic resources to preserve
- Full design freedom to shape the site
- Engineering standards applied at their strictest because the site can be fully re-graded, re-engineered, and optimized

*Historic Restoration / Adaptive Reuse:* A historic restoration project involves:

- Long-existing buildings, foundations, utilities, and soils
- Pre-existing impervious surfaces
- Legally recognized or municipally valued historic resources
- A primary public benefit: preservation of cultural heritage
- Structural, spatial, and environmental constraints that limit redesign options
- A regulatory expectation of flexibility because the project improves rather than creates conditions

Therefore, treating a historic restoration as if it were raw, greenfield land contradicts the core principles of planning, engineering, historic preservation, and redevelopment law.

## **Purpose of Redevelopment and Historic Preservation Policy**

*Public Policy Intention.* State and federal frameworks clearly encourage:

- Reuse of existing buildings
- Stabilization of historic sites
- Revitalization of downtowns
- Intensification of existing urban areas
- Avoidance of unnecessary demolition
- Reduction of sprawl and greenfield consumption

*Compliance Burden Must Be Proportional.* These policies assume that:

- Redevelopment receives reasonable regulatory flexibility
- New development receives the strictest application of standards

This is why programs like Brownfield TIF, Main Street, SHPO incentives, and redevelopment credits exist — they recognize that restoration is inherently more constrained.

## **Engineering and Site Constraints Are Fundamentally Different**

*Existing Foundations.* Historic sites contain:

- Old stone walls
- Timber-frame barns
- Masonry without reinforcement
- Settled or uneven substrates

Deep excavation or major grading can destabilize historic structures.

*Utilities and Unknown Subsurface Conditions.* Historic sites often include:

- Shallow utilities
- Abandoned lines
- Nonstandard connections
- Fill soils and buried debris
- Potential contamination

These factors eliminate feasibility for many new-development-style infrastructure installations.

*High Public Benefit = Lower Infrastructure Footprint*

- Tourism and cultural value
- Aesthetic improvement
- Property value uplift
- Pedestrian vibrancy
- Sustainability gains from reuse

**Stormwater and MS4 Application Must Differ.**

New Development Standards Assume:

- No impervious surface
- No existing historical constraints
- Ability to install large basins or full-site infiltration systems

Historic Restoration Standards Must Consider:

- Existing impervious cover
- Limited infiltration potential
- Existing foundations and utilities
- Preservation constraints
- MS4's Maximum Extent Practicable (MEP) standard

**Legal distinction:** MS4 compliance for redevelopment is measured against MEP, not absolute performance.

***Historic restoration projects should be reviewed using:***

- Redevelopment stormwater standards
- Net imperviousness increases
- 90th percentile storm options
- BMP trains
- Alternative compliance allowances

**Building Code Distinctions – Historic Buildings Are Not New Construction**

IEBC and Michigan Rehabilitation Code:

- Reduce requirements for historic buildings
- Allow alternative compliance

- Permit equivalent performance methods
- Discourage forcing prescriptive new construction standards on historic structures

Planning & Zoning Distinctions: Land Use vs. Preservation Overlay

Historic projects receive:

- Parking flexibility
- Dimensional variances
- Reduced landscaping requirements
- Modified utility standards

The policy goal is preservation, not demolition via regulatory burden.

Public Interest Argument

Historic restoration provides:

- Downtown revitalization
- Cultural preservation
- Tourism draw
- Sustainability benefits
- Enhanced walkability
- Identity and heritage continuity

The Lumber Yard at Paint Creek project is not a new development. It is a historic restoration within a constrained, previously developed site. Forcing new-development engineering and stormwater standards onto a preservation project contradicts MS4 law, the building code, planning practice, and the public policy goals of historic preservation. The correct regulatory path is redevelopment-level review, using flexibility built into MS4, IEBC, and local zoning to achieve compliance to the maximum extent practicable without damaging historic assets.

## Draft Findings of Fact – Preliminary PUD Eligibility

The Planning Commission of the Village of Lake Orion hereby makes the following findings for purposes of Preliminary Planned Unit Development (PUD) eligibility and conceptual review of the Lumber Yard at Paint Creek redevelopment:

### 1. PUD Eligibility and Purpose

The Planning Commission finds that the proposed redevelopment qualifies for consideration under the Planned Unit Development provisions of the Village of Lake Orion Zoning Ordinance. The project presents unique site conditions, including historic structures and preservation constraints, that warrant flexibility beyond conventional zoning standards.

### 2. Consistency with the Intent of the PUD Ordinance

The Planning Commission finds that the proposal is consistent with the intent and purpose of the PUD ordinance, as it promotes innovative, flexible, and high-quality development that delivers superior public benefit, historic preservation, and coordinated site planning.

### 3. Unified and Planned Development

The Planning Commission finds that the Lumber Yard at Paint Creek is proposed as a unified, comprehensively planned development in which buildings, parking areas, circulation, utilities, and open spaces function together as a coordinated whole rather than as independent or piecemeal uses.

### 4. Compatibility with Surrounding Uses and Downtown Context

The Planning Commission finds that the proposed uses, scale, and historic character of the project are compatible with surrounding downtown uses and are designed to reinforce, enhance, and complement the existing downtown environment.

### 5. Public Benefit

The Planning Commission finds that the proposed PUD delivers substantial public benefit, including preservation of historic structures, creation of public market and event spaces, enhancement of trailhead amenities, expansion of public gathering spaces, and economic opportunities for local vendors and businesses.

### 6. Infrastructure, Access, and Services

The Planning Commission finds that, based on conceptual review, the site can be adequately served by public utilities, fire access, parking, and circulation systems without adverse impact to surrounding properties or public infrastructure. Detailed engineering review will occur during subsequent approval phases.

## 7. Phasing and Flexibility

The Planning Commission finds that the proposed phased development approach is appropriate and consistent with the objectives of the PUD ordinance. The PUD framework allows incremental implementation while maintaining overall site coherence and public benefit.

## 8. Master Plan and Policy Consistency

The Planning Commission finds that the proposed redevelopment is consistent with the Village of Lake Orion Master Plan and Downtown Development Authority goals related to historic preservation, placemaking, economic development, trail connectivity, and creation of unique public destinations.

## 9. Scope of Approval

The Planning Commission finds that this action constitutes a determination of Preliminary PUD eligibility and conceptual approval only. Final PUD approval, site plan approval, engineering review, and permitting shall be required prior to construction.



## DDA ACTION SUMMARY SHEET

**MEETING DATE:** February 17, 2026

**TOPIC** Assistant Director's Report

Assistant Director's Report

**RECOMMENDED MOTION:**

To Receive and File the Assistant Director's Report



# MEMORANDUM

Janet Bloom – Assistant Director

February 17, 2026

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## **Completed Events/Activities:**

Feb. 7 – **Ice Fest** – 10am – 4pm. Ice carvings, live carving demonstrations, Chilly Chili Cook-Off Competition, Jack Frost Scavenger Hunt for Kids, Business Bingo, Selfie Station, Winter Storybook Stroll, and Flint St. Alley Warming Hub. See Ice Fest Post-Event Report.

## **Upcoming Events:**

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

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

## **ShopOCMainStreets.com**

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

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

## **2026 Community Calendar**

Last round of edits should be wrapped up by Feb. 20.

## **E-Newsletters**

Via SnapRetail!: 9 e-newsletters created (Business/Consumer) Avg. open rate: 26.4%

## **Social Media Stats**

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

**Followers:** 11,485 (added 70)

**Reach:** 46,374 (Counts reach from organic and paid content plus tags, check-ins, and page/profile visits)

**Content Interactions:** Previous: 504; Current: 1289 (The number of likes or reactions,

saves, comments, shares and replies on our content, including ads. Content can include formats such as posts, stories, reels and more. )

**Views:** Previous: 61.2K; Current: 133,974 (The number of times our content was played or displayed. Content includes reels, posts, stories and ads.)

**Downtown Lake Orion Business Group on Facebook:**

143 members (added 2)

**Illuminators Private Volunteer Facebook Page:**

36 followers (added 19)

**Illuminators Public Page:**

73 members (added 15)

**Instagram:**

4,427 (added 8); Views: 5.3K; Interactions: 97

**X (formerly Twitter):**

1,536 (dropped 2). Since we do not pay for this site, it doesn't provide us analytics.

**Save the Dates:**

Downtown LOdown: Monday, February 23, 2026, 4-5:30 pm, Waterside Social

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

***Scheduled Trainings for 2026:***

Date TBD: Main Street Oakland County – Hospitality Training in partnership with Oakland Thrive (focused on restaurants).

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

June 15, 2026: Oakland Thrive, along with Orion Area Chamber of Commerce, Lake Orion DDA and Oxford DDA - Educational Training: “Brand Love in Action: How Emotion Wins Hearts and Builds Loyalty”.

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

Respectfully Submitted,

Janet Bloom

[bloom@downtownlakeorion.org](mailto:bloom@downtownlakeorion.org)

cell (248) 320-7599

# DOWNTOWN LAKE ORION ICE FESTS

**Downtown Lake Orion is your Winter Fun Destination!**

# Saturday, February 7 10am - 4pm

- Ice Carvings
- Live Ice Carving Demonstrations
- NEW! Chilly Chili Cook-Off Competition
- Winter Storybook Stroll
- Sunrise Rotary Ice Golf Cup Challenge
- Jack Frost Scavenger Hunt for Kids (Winter Fun Packs - while supplies last)
- Ice Fest Business Bingo (Enter to Win)
- Selfie Station (Enter to Win)
- Flint St. Alley Warming Hub/Info Booth

Stroll through a collection of ice sculptures, watch live carving demos, and participate in Enter To Win Fun!

On event day, stop at the DDA Info Booth at Flint St. Alley to get your materials and information!



Sponsored in part by:



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



DOWNTOWN  
LAKE ORION

# ICE FESTS

**NEW!**

# CHILLY CHILI

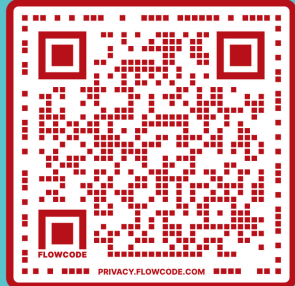
*Cook-Off  
Competition*

**Sampling:  
Noon-3:30pm  
Awards:  
4pm at Wine  
Social**

**The restaurants of Downtown Lake  
Orion are ready to battle for the  
People's Choice Award for Best Chili  
during Ice Fest Feb. 7!**

**Your ticket gets you a sample  
at each contender.**

**Chilly Chili Tickets**



## Participating Restaurants

**Bitter Tom's Distillery, Irish Tavern, Johnny Black's Lakehouse,  
Rise Lounge, Sagebrush Cantina, Sick Town Hall, The Mess  
Hall @ American Legion, Waterside Social @ Wine Social**



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



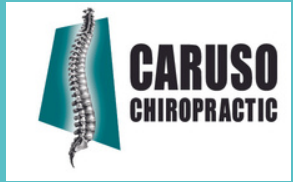
# DOWNTOWN LAKE ORION ICE FESTS

Section 9, Item C.



Thank you!

We appreciate our sponsors who helped make Downtown Lake Orion's 2026 Ice Fest the Winter Time Fun Destination!



Our Media Partners:



www.downtownlakeorion.org



**DOWNTOWN LAKE ORION ICE FESTS**  
**Feb. 7**  
**10am-4pm**  
**2026 Map**

Section 9, Item C.



**Flint St. Alley/DDA Info. Booth**



**Parking**



**Business Bingo Shops**



**Ice Sculptures**



**Live Ice Carving Demos with meijer & Mystic Cove**

**Ice Sculptures:**

- Bitter Tom's Distillery
- Broadway Embroidery
- Caruso Chiropractic
- DDA - cornhole by Lucky's
- DDA - by Sick Town Hall
- Hanson's
- Lake Orion Review (by Thrive Therapy)
- Michigan United Credit Union (by Green Hippo)
- Meijer (by Wine Social)
- Mystic Cove (by Verwood Apts.)

**Business Bingo Stores**

- Start at Flint St. Alley/Enter to Win Downtown Dollars!
- Amazing Petals Florist & Gifts
  - Bitter Tom's Distillery
  - Boutique Chic
  - Custom Builders Flooring
  - Ed's Broadway Gift & Costume
  - Green Hippo Gifts
  - Hanson's
  - Heritage Spinning and Weaving
  - Lake Orion Bike & Adventure Co.
  - Lo's Beauty Bar
  - Lucky's Natural Foods
  - Messy Designs
  - Primetime Comics and Cards
  - Roses of Silverbell
  - Twice Blessed

[downtownlakeorion.org](http://downtownlakeorion.org)



**Wrap Up Report:**

**Ice Fest 2026, Saturday, February 7, 2026**

**10am – 4pm**

Chilly Chili Cook-Off Competition – Noon – 3:30pm for sampling, votes in by 3:30pm, awards at 4 pm.

**Weather:** Sunny, -21 wind chill in morning (weather alert), high of 17 degrees, low of 2 degrees

**Ice Sculptures (single block) Sponsors:**

Broadway Embroidery, Caruso Chiropractic, DDA – 2 blocks, Hanson’s, Lake Orion Review, and Michigan Credit Union

**Ice Sculpture (two block) Sponsors:**

Bitter Tom’s Distillery

**Ice Sculpture Live Carving Demos Sponsors:**

Moceri Companies (Mystic Cove) – three block carving  
Meijer – two block carving

**Media Sponsors:**

Ad-Rite (billboard on M24), Lake Orion Review, and ONTV

**Business Bingo Participants (15):**

Amazing Petals & Gifts, Bitter Tom’s Distillery, Boutique Chic, Custom Builders Flooring, Ed’s Broadway Gift & Costume, Green Hippo Gifts, Hanson’s, Heritage Spinning & Weaving, Lake Orion Bike & Adventure Co., Lo’s Beauty Bar, Lucky’s Natural Foods, Messy Designs, Primetime Sports Cards, Roses of Silverbell, and Twice Blessed

**Jack Frost Scavenger Hunt for Kids:**

Poster located at Lucky’s Natural Foods

**Chilly Chili Cook-Off Competition Participants:**

Bitter Tom’s Distillery, Irish Tavern, Johnny Black’s Lakehouse, Rise Lounge, Sagebrush Cantina, Sick Town Hall, The Mess Hall @ American Legion, and Waterside Social @ Wine Social.

**WINNERS:**

1<sup>st</sup>: Irish Tavern

2<sup>nd</sup>: Rise Lounge

3<sup>rd</sup>: Bitter Tom's Distillery

Congratulations to our Winners! Thank you to Wine Social for hosting the awards.

**Volunteer Support:**

There were 60 volunteers spots for this event. Almost all the spots were filled. Majority were with filled with LOHS students. We had two photographers onsite – one Noon to 2 pm (an LOHS student), and another from 2 pm – 4 pm. Thank you to all of our volunteers for braving the cold and being such a positive energy for the event. We thank those volunteers who also helped distribute flyers prior to the event and those that supported event activity efforts.

**Flint St. Alley – Ice Golf Hole #12/DDA Info Booth/Warming Hub:**

The cold and ice in the alley made setup challenging but it lent itself to an interesting Hole #12 activity. The DDA Booth was placed in the alley, along with a propane floor heater. A few fire pits and a patio heater were placed around the Flint St. Alley for folks to warm up by.

**Media Coverage:**

Ad-Rite (M24 billboard), ONTV (pre/during/post event coverage and 2x during interview coverage), Lake Orion Review (ad, article), Oakland County Moms, Macaroni KID, Oakland Press (and Ice Fest photo used for their Facebook events post), Oakland County Times, CandGnews.com, allevents.in, Little Guide Detroit, Live in the D Segment and online (WDIV), and Dine in the D with Sick Town Hall event mention (WDIV). Fox 2 called letting us know they would like to send a reporter out to the event. Someone mentioned hearing the event mentioned on radio.

**Initial Comments/Feedback:**

“Ice Fest seemed like a success. My daughter said sales were good considering the cold weather. She did say not very many participants in bingo but those that were liked it. She suggested to do every Saturday in February to entice people out of their house and come downtown.” – L.C., Downtown Lake Orion Business Owner

“We had the most visitors of any downtown event ever. Thought you'd like to know that!” – J.S., Downtown Lake Orion Business Owner

“Consider including celebrity chefs for next year’s Chilly Chili Cook-Off. They can even be local like police and fire chief, long-time residents, etc.” – J.P., Downtown Lake Orion Chef

**Ice Fest Survey:**

An Ice Fest post-event survey link went out via email, e-newsletter to businesses, and via the Downtown Business Owners private Facebook group. We have 7 received responses so far and will continue to collect those results. This information will be provided to the Promotions Committee for event review and will also be provided to the DDA board once complete.

**Successes/Challenges:**

If we keep same event format, a volunteer coordinator for the Information Booth and a volunteer coordinator for the Chilly Chili Cook-Off would be helpful. It would be recommended to have a volunteer meeting prior to the event to instruct on tasks and answer questions to all volunteers.

Cone off one parking spot for ice carver per live demo area. Worked out this year but need to add to Special Event Application.

Drop off materials mid-week for Bingo and Chilly Chili Cook-Off.

Open chili tickets two months out. Close sponsorships one month out.

Review sponsorship levels for more funding opportunities.

900-pound group of ice blocks fell – luckily a golf group help to upright as it was one of our live carving demos. Thank you!

Assign volunteers for tabulation for chili awards.

Six cement blocks per sculpture – create a-frames or yard-signs for live carving demos.

IceFest  
2024 Budget

Section 9, Item C.

	A	B	C	D	E
1	Description	2026 Actual	2026 Goal	2026 Variance	Notes
2	<b>REVENUE</b>				
3	<b>Sponsors</b>				
4	5 block live carving demo (\$3000)	\$ -	\$ 3,000.00		
5	Meijer (\$1000)	\$ 1,000.00	\$ 1,000.00		Meijer donation of \$1K (apply to 2-block live carving)
6	3 Block live carving demo (\$1725)	\$ 1,725.00	\$ 1,725.00		Moceri Companies-Mystic Cove
7	Chilly Chili Cook-Off Sponsor (\$1500)	\$ -	\$ 1,500.00		Split for \$750 each
8	Ice Fest Patron (\$10-\$999)	\$ -	\$ -		First launch of donation-style support
9	Double Up! Two Ice Block Sponsor (\$775)	\$ 775.00	\$ 775.00		Bitter Tom's Distillery
10	Ice Fest Selfie Sponsor (\$600)	\$ -	\$ 600.00		
11	Jack Frost Scavenger Hunt sponsor (\$500)	\$ -	\$ 500.00		
12	Ice Sculpture Sponsor (\$400)	\$ 2,800.00	\$ 4,000.00		Hanson's, Lake Orion Review, MUCU, Caruso Chiropractic, Broadway Embroidery, DDA (2)
13	Ice Fest Bingo Sponsor (\$250)	\$ -	\$ 250.00		
14	<b>Subtotal Sponsors</b>	<b>\$ 6,300.00</b>	<b>\$ 13,350.00</b>	<b>-7050</b>	
15					
16	<b>Chilly Chili Ticket Sales (300 tickets-\$20)</b>	<b>\$ 1,280.00</b>	<b>\$ 3,000.00</b>	<b>-1720</b>	budgeted to sell 150; sold 64 tickets on ShopOCMainStreets.com
17					
18	<b>TOTAL REVENUE</b>	<b>\$ 7,580.00</b>	<b>\$ 16,350.00</b>	<b>-8770</b>	
19					
20					
21	<b>EXPENSES</b>	<b>2026 Actual</b>	<b>2026 Goal</b>	<b>2026 Variance</b>	<b>Notes</b>
22	Cleaning for block draping - Poplin	\$ -	\$ -		wash and iron in house
23	Banners - ePrint Solutions	\$ 138.00	\$ 138.00		2 banners on M24
24	Graphics - in house	\$ -	\$ -		in house
25	Pre-Carved Ice blocks	\$ 2,275.00	\$ 3,250.00		pre-carved single blocks (\$325 each)
26	Pre-Carved Two block sculptures	\$ 650.00			\$325 per block: Bitter Tom's
27	Live Demo Ice Blocks (2 blocks)	\$ 950.00			\$475 per block: Meijer
28	Live Demo Ice Blocks (3 blocks)	\$ 1,425.00	\$ 1,425.00		\$475 per block: Moceri Companies - Mystic Cove
29	Live Demo Ice Block (5 block)		\$ -		
30	View Newspaper Group	\$ -	\$ -		media comp/article
31	Meta/Facebook ads	\$ -	\$ -		
32	Ad-Rite				In trade
33	Jack Frost Scavenger Hunt	\$ 14.99	\$ 20.00		use last year's Ice Fest Kids materials to create winter fun kits
34	Bingo	\$ 25.00	\$ 200.00		cards/Downtown Dollars giveaway
35	Selfie Station	\$ -	\$25		Downtown Dollars giveaway-no submissions
36	Chilly Chili Cook-Off Competition	\$ 104.39	\$95		cups, spoons. Napkins from stock. Award cert - in office.
37	Cornhole bags (Dunham's)	\$ 10.57			One DDA ice block turned into cornhole set - bought bags for play
38					
39	<b>TOTAL EXPENSE</b>	<b>\$ 5,592.95</b>	<b>\$ 5,153.00</b>	<b>439.95</b>	
40					

IceFest  
2024 Budget

Section 9, Item C.

	A	B	C	D	E
41	<b>FINAL (GAIN/LOSS)</b>	<b>1987.05</b>	<b>11197</b>		



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** February 17, 2026

**TOPIC** Minute for Mission – Promo/Event Strategy

**BACKGROUND BRIEF:**

Beginning in 2026, staff is intent on driving a more direct/structured approach to defining the level, purpose and impact of each promotional event that the DDA engages in within the district. This minute for mission will be a report provided by staff which follows the new approach in two key areas;

- A. Defining Event Level/Purpose: We have crafted a survey tool that was disseminated to the Promo Committee which sets for the long list of programs the DDA is brought into too, with a definition of ranking, core strategic plan identity, and a statement of purpose. The survey is included in the meeting packet and sets forth this initial approach to the process for defining the level events/programs. This data and focus will allow us to direct resources more efficiently.

and

- B. Post Event Summary/Accounting: what were the pre-stated goals for revenue, purpose, etc. How did we meet those goals and how did the cost of the event break down. Staff will be walking through the attached events, along with the Ice Fest information within the Assistant Directors report, seeking comment for board wish for data to be added, and a discussion on how this data will help the organization become more described in what these events are, how they drive our strategic plan and how they assist the growth of the district without impact on operational budget.

**FINANCIAL IMPACT:**

None

**RECOMMENDED MOTION:**

To receive and file the report, with comments and additional direction referred to the Promotional Committee.



# 2026 ANNUAL EVENT RANKING AND PURPOSE SURVEY

Annually, the DDA reviews and assesses the type, purpose, and participation ranking of multiple events that occur in, and our either produced or supported by the DDA and its Main Street Program. This survey assists staff and the DDA Board with budget, planning, and prioritization of resources to bring the most effective schedule for the calendar year.

## INSTRUCTIONS

First: Please insert one of the following numbers in the table, rating each in one of three categories;

- (1) Supportive Only: media and community promotion, assisting with permitting and logistics
- (2) Collaborative Partner: help in planning, promotion, active participation, no staffing or finance
- (3) DDA Exclusive: originating body, sponsored, internal/volunteer planned, purpose driven

Second: To focus the purpose of the event, add the letters that directs the type of event;

- (IB) Image Building, e.g. Cultural, Local History, Sustainable, Build our Brand
- (EV) Economic Vitality, e.g. Draw Customers, Stimulate investment, Invite visitors
- (SE) Signature Event, e.g. Flower Fair, Dragon on the Lake, Halloween Extravaganza

Third: under "Purpose" answer, why are we doing this event?

### January

1	Lake Orion Resolution Run (Hanson's)	Rating:	Purpose:
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### February

7	Lake Orion Ice Golf Cup Challenge (Sunrise Rotary)	Rating:	Purpose:
7	Lake Orion Ice Fest (DDA)	Rating:	Purpose:
7	heART Appreciation Show Opening (Orion Art Center)	Rating:	Purpose:

### March

7	Primary Foundations Show Opening (Orion Art Center)	Rating:	Purpose:
26	Main Street Open House (Lake Orion DDA)	Rating:	Purpose:

### April

4	Easter Egg Hunt (SAL/American Legion)	Rating:	Purpose:
8	Middle School Show Opening (Orion Art Center)	Rating:	Purpose:

*The events listed here could change unexpectedly due to unforeseen circumstances.*



# 2026 ANNUAL EVENT RANKING AND PURPOSE SURVEY

**April (cont)**

24	Green Up (Orion Parks & Rec.)	Rating:	Purpose:
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25	Oxford to Orion Ruck Walk (OORuckWalk.org)	Rating:	Purpose:
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**May**

9	Flora Show Opening (Orion Art Center)	Rating:	Purpose:
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9	LOvely Lake Orion - Spring Clean Up (DDA)	Rating:	Purpose:
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16-17	Art & Flower Fair (Orion Art Center)	Rating:	Purpose:
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25	Memorial Day Observance-Eastlawn (American Legion)	Rating:	Purpose:
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25	Orion Veterans Memorial Day Race (Twp./Orion Veterans Memorial)	Rating:	Purpose:
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25	Navy Memorial at Children's Park (American Legion)	Rating:	Purpose:
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25	Memorial Day Parade (American Legion)	Rating:	Purpose:
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**June**

June - August	Pedal Boat Pub Tours	Rating:	Purpose:
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June - August	Tour on Orion Boat Tours	Rating:	Purpose:
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4	Cornhole (SAL/Am. Legion)	Rating:	Purpose:
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6	National Trails Day (DDA/Orion Twp.)	Rating:	Purpose:
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*The events listed here could change unexpectedly due to unforeseen circumstances.*



# 2026 ANNUAL EVENT RANKING AND PURPOSE SURVEY

**June (cont)**

6	Abstract Show Opening (Orion Art Center)	Rating:	Purpose:
6	Annual Kids Fishing Derby (Lake Orion Lake Assoc.)	Rating:	Purpose:
18-21	Lake Orion Jubilee Carnival (Lions Club)	Rating:	Purpose:
22-28	L O American Summer Rest. Week (LOAS)	Rating:	Purpose:
26	Lake Orion American Pub Crawl (LOAS)	Rating:	Purpose:

**July**

3(tbd)	Flare Night on Lake Orion (Lions Club)	Rating:	Purpose:
4(tbd)	Lake Orion Fireworks (LO Fireworks Foundation)	Rating:	Purpose:
8, 15, 22, 29	Lake Orion LOLive! Music Concerts (DDA)	Rating:	Purpose:
11	Black & White (Photography) Show (Orion Art Center)	Rating:	Purpose:
17	LOHS Multi-Class Reunion Pre-Party (American Legion)	Rating:	Purpose:
26	Lake Orion Kids & Kops Car Show (LOPA/Golling Buick GMC)	Rating:	Purpose:

**August**

1	Seafood Boil Fundraiser (Sunrise Rotary)	Rating:	Purpose:
5, 12, 19, 26	Lake Orion LOLive! Music Concerts (DDA)	Rating:	Purpose:
15	Outdoor Movie Night (for teens) (DDA)	Rating:	Purpose:

*The events listed here could change unexpectedly due to unforeseen circumstances.*



# 2026 ANNUAL EVENT RANKING AND PURPOSE SURVEY

**August (cont)**

21	National Senior Citizen’s Day (Orion Tsp./Oxford Parks & Rec.)	Rating:	Purpose:
27-30	Lake Orion Dragon on the Lake (Orion Art Center)	Rating:	Purpose:
21	Lighted Boat Parade (Lake Orion Lake Association)	Rating:	Purpose:

**September**

12	The Art of Storytelling Show Opening (Orion Art Center)	Rating:	Purpose:
12?	Outdoor Movie Night (Adult Date Nt.) (DDA)	Rating:	Purpose:
18	Outdoor Movie Night (for kids) (DDA)	Rating:	Purpose:
19	Zombie Walk & Poker Run (Ed’s Broad/Lighted Parade)	Rating:	Purpose:
26	Michigan Downtown Day (DDA)	Rating:	Purpose:
27	Classic Car Show/Veterans Memorial (Golling Buick GMC)	Rating:	Purpose:

**October**

3	Here Lies Lake Orion Cemetery Tours (Orion Historical Society/DDA)	Rating:	Purpose:
10	The Midnight Gallery: Exhibition (Orion Art Center)	Rating:	Purpose:
14	Lake Orion Halloween Extravaganza (DDA)	Rating:	Purpose:
24	Witches Night Lake Orion (DDA)	Rating:	Purpose:

*The events listed here could change unexpectedly due to unforeseen circumstances.*



# 2026 ANNUAL EVENT RANKING AND PURPOSE SURVEY

**November**

1-30 Oakland County Shop Small

Rating:	Purpose:
---------	----------

11 Veteran’s Day Breakfast/Lunch  
(American Legion)

Rating:	Purpose:
---------	----------

18 Sing & Stroll  
(DDA)

Rating:	Purpose:
---------	----------

28 Artists Holiday Market (fri/sat til 12.19)  
(Orion Art Center)

Rating:	Purpose:
---------	----------

28 Shop Small Saturday  
(DDA)

Rating:	Purpose:
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**December**

5 Orion Lighted Christmas Parade  
(Orion Area Parade Group)

Rating:	Purpose:
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12 Polar Express Trolley Rides  
(DDA)

Rating:	Purpose:
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*The events listed here could change unexpectedly due to unforeseen circumstances.*

IceFest  
2024 Budget

Section 9, Item D.

	A	B	C	D	E
1	<b>POLAR EXPRESS 2025</b>				
2	<b>Description</b>	<b>2026 Actual</b>	<b>2026 Goal</b>	<b>2025 Actual</b>	<b>Notes</b>
3	<b>REVENUE</b>				
4	<b>Sponsors (budgeted)</b>				
5					
6	Presenting (NA)	\$ -	\$ -		Need review for futurew years
7					
8		\$ -	\$ -		
9		\$ -	\$ -		
10			\$ -		
11		\$ -	\$ -		
12					
13					
14					
15	<b>Subtotal Sponsors</b>	\$ -	\$ -		
16					
17	<b>Ticket Sales (\$12 per person)</b>	\$ 2,804.38	\$ -		This is net actual revenue, less all shopocmainstreet processing fees
18					
19	<b>TOTAL REVENUE</b>	\$ 2,804.38	\$ -		
20					
21					
22	<b>EXPENSES</b>	<b>2026 Actual</b>	<b>2026 Goal</b>	<b>2025 Actual</b>	
23	Banner/Aframe signs	\$ 192.00	\$ -		Event Signs at entrance and interior
24	Posters / Invites	\$ 12.00	\$ -		banners as posted
25	trolley rental	\$ 1,945.53	\$ -		req. as a result of oxford trolley not working
26	Hot Cocoa (WeeBean)	\$ 279.00			sderved approx 160 people
27	kids craft supplies	\$ 38.00			
28	cocoa supplies/toppings	\$ 27.00			
29	Christmas Bell(s)	\$ 47.80			
30			\$ -		
31		\$ -	\$ -		
32		\$ -	\$ -		
33	Space	\$ -			Donated by Epic Realty
					Mrs. Claus - volunteer (plus donation of use of costume)
					The Conductor - volunteer (plus donation of use of costume)
					Santa Clause - volunteer (plus donation of use of costume)
					Santa's Elf - volunteer (plus donation of use of costume)
34	inkind and volunteer donation(s)				
35	Cookies				Donated by Lake Orion Bike & Adv
36					
37					
38					

IceFest  
2024 Budget

Section 9, Item D.

	A	B	C	D	E
39					
40					
41	<b>TOTAL EXPENSE</b>	<b>\$ 2,541.33</b>	<b>\$ -</b>		
42	FINAL (GAIN/LOSS)	263.05	0		

IceFest  
2024 Budget

Section 9, Item D.

	A	B	C	D	E
1	<b>LIGHT UP LAKE ORION 2026</b>				
2	<b>Description</b>	<b>2026 Actual</b>	<b>2026 Goal</b>	<b>2025 Actual</b>	<b>Notes</b>
3	<b>REVENUE</b>				
4	<b>Sponsors (budgeted)</b>				
5					
6	Presenting (1 @ \$1000)	\$ 1,000.00	\$ 1,000.00		CannaTech 360 LLC (218 S Broadway)
7					
8		\$ -	\$ -		
9		\$ -	\$ -		
10			\$ -		
11		\$ -	\$ -		
12					
13					
14					
15	<b>Subtotal Sponsors</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>		
16					
17	<b>Ticket Sales (NA)</b>	<b>\$ -</b>	<b>\$ -</b>		Invite and Open Event for Main Street Volunteer Recognition
18					
19	<b>TOTAL REVENUE</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>		
20					
21					
22	<b>EXPENSES</b>				
23	Welcome Signs	\$ 95.00	\$ -		Event Signs at entrance and interior
24	Posters / Invites	\$ 12.00	\$ -		print costs / prepared internally
25		\$ -	\$ -		in house
26	Award(s)	\$ 236.00			annual theme of wooden display, bearing an added plaque
27	Paddle/Hammer	\$ -			donation
28	Decoration / reusable sunburst cloth	\$ 28.00			Illuminators image
29	Food/Beverage/Room Rental/service_tip	\$ 1,721.00			use of Sick Pizza upstairs, equipment, set up
30			\$ -		
31		\$ -	\$ -		
32		\$ -	\$ -		
33	Award plaques (est value \$100)				In trade - Village Trophy
34	Hammer Award				donated by Great Lakes Ace
35					
36					
37					
38					
39					
40					
41	<b>TOTAL EXPENSE</b>	<b>\$ 2,092.00</b>	<b>\$ -</b>		
42	<b>FINAL (GAIN/LOSS)</b>	<b>-1092</b>	<b>1000</b>		

**Wrap Up Report:**  
**LIGHT UP LAKE ORION, Saturday, January 28, 2026**  
**Volunteer Recognition Night 6pm - 4pm**

**Where:** Sick Pizza – Upper Room

**Committee:** Organization (Illuminators)

**Sponsor(s):**

Presenting: CannaTech 360, LLC – 218 S Broadway  
Justin Yurgens, Owner

**Awardee(s):**

**“Bring Your Tools” – Tim Marriott**

**“New Recruit” – Les Morrison**

**“Tour DDA Force” – Troop 124**

**“Strongest Paddler” – Linda Crane**

**“Ambassador of the Year” – Jen Todd**

**“Spirit of Main Street” – Sharon Konieczny**

**“DDA Legacy” – Stan & Rosemary Ford**

**Volunteer Support:**

The Illuminators (and their kids) filled several volunteer spots for this event. They passed out fliers, assisted with set up and take down, promoted the event, sent invites, posted socially, and attended.

**Media Coverage:**

Filmed and broadcast by ONTV

Orion Review: attended by, photographed, and reported by Jim Newell

**Initial Comments/Feedback:**

Great attendance: 92 individuals

Great award design, and unique awards that can be themed year over year, but stylistically different each year

Room was at capacity

Room for more sponsorship support now that this had been modeled for two years, attendance is up, and the awards have gained repeat identity.

**Successes/Challenges:**

Excellent event, but needs more financial support. Should engage a stronger/broader nomination process. Lacked attendance from the entire Board and there was only limited representation from municipal staff or leadership.

# Downtown Lake Orion Ice Fest 2026 - Business Feedback Survey

Hello, Downtown Lake Orion Merchants,

Your feedback is extremely important as we continue building vibrant, well-attended winter events that support our downtown businesses and community. This short survey should take less than 5 minutes to complete.

We appreciate your partnership and your role in making Downtown Lake Orion a year-round destination.

— The Lake Orion DDA

## 1. Email \*

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## 2. Did you experience an increase in sales during Ice Fest compared to a typical winter weekend?

*Mark only one oval.*

- Significant Increase
- Moderate Increase
- Slight Increase
- No Change
- Decrease

3. Approximately what percentage increase (or decrease) did you see in revenue the event?

*Mark only one oval.*

- 0-10%
- 11-25%
- 26-50%
- 50%+
- Unsure

4. Did you offer any Ice Fest–specific promotions, specials, in-store activities, or participated in the Chili Cook-Off or Ice Golf Cup Challenge?

*Mark only one oval.*

- Yes
- No

5. If yes, please describe:

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6. How would you rate overall foot traffic during Ice Fest?

*Mark only one oval.*

- Excellent
- Good
- Fair
- Poor

7. Did you notice new customers who had not visited your business before?

*Mark only one oval.*

- Many
- Some
- Very few
- None

8. Did the event draw customers into your store who were primarily downtown for Ice Fest activities?

*Mark only one oval.*

- Frequently
- Occasionally
- Rarely
- Not at all

9. How satisfied were you with Ice Fest marketing and promotion efforts?

Mark only one oval.

1 2 3 4 5

Very      Very Satisfied

10. How well did event activities (ice sculptures, bingo, scavenger hunt, chili cook-off, etc.) support downtown businesses?

Mark only one oval.

Extremely well

Well

Somewhat

Not well

11. What improvements would you suggest for next year's Ice Fest?

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12. Would you like to be more involved in next year's Ice Fest (sponsorship, hosting activity, cross-promotions, etc.)?

*Mark only one oval.*

Yes

Maybe

No

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Google Forms





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**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** February 17, 2026

**TOPIC** Committee's Minutes

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

**RECOMMENDED MOTION:**

To Receive and File the Committee's Minutes



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

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

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

## Promotions Committee Minutes

February 5, 2026

10 am – 11 am

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

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

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

**Attendees: Lloyd Coe (call in), Holly Nicosia (call in), Sindy Klonke (call in), Garrett Hoffman (call in), Annalise Constantino, Matt Gibb, and Janet Bloom.**

### I. Promotions 2026 Annual Event Survey

Five surveys were received from Promotions Committee. If you haven't submitted, you can still complete and forward to office.

Results will be tabulated and sent out to the committee for further review and discussion.

Survey also included Decision Tree on Selecting New Events and Designing Your Event Calendar.

### II. Non-DDA Events

Use event request form. Baseline support structure: co-host on Facebook and email out to merchants about event and how to get involved.

It was suggested that DDA keep booths onsite for positive DDA branding. It was suggested it could grow for Dragon on the Lake that the Illuminators run the kids area. It was also suggested to create a committee lead for big events.

### **III. DDA Events**

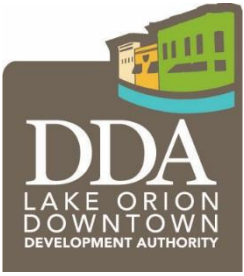
Lloyd suggested that for Shop Small a person at each corner at Flint and Broadway passing out info.

Sing & Stroll didn't have registers ringing. Need to determine purpose of the event.

Look at researching other communities – murder mystery, International Women's Day, Sip & Strolls or Sip & Shop.

### **IV. Promotions Committee**

An effort needs to be made to include a restaurant representative or two on this committee. There also needs to be an additional representative from m24 corridor.



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

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

## Organization Committee Minutes

January 19, 2026

9:00 am – 10am

ZOOM meeting

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

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

**Attendees: Alaina Campbell, Jen Todd, Debra Novara, Matt Gibb, and Janet Bloom.**

### I. Preparation for Light Up Lake Orion Volunteer Awards

Debra and Les passed out flyers advertising the event. Debra noted only about 5 were put in windows.

Post the event on the Illuminators Socials, email to Sign Up Genius volunteers, and email out to Illuminators list. Also utilize e-newsletter to businesses. Send emails to those in community who have supported that may not be on our lists. Send out to board and committee members.

DRESS: Illuminators gear night.

Matt working on awards, plaques for awards. Includes a hammer and paddle like last year for awards.

Capture Information: set up at entrance to check in guests. Capture email/phone. Use computers. Tell them why we are capturing their information – to send future events and volunteer opportunities.

Information to have onsite: Ice Fest information, volunteer sign up for Ice Fest. Janet – create Sign Up Genius and QR code – create signage for onsite. Main Street information on four points. Tattoo station for younger kids, sell Lumberyard hats. Bring t-shirts to pass out.

At venue: check microphone system, decide on décor (balloon arch-room?), selfie/photo station.

Matt – have Zeke speak on service hours/participating

PowerPoint: recognize last year's winners. Show this year's winners. Have a scrolling collection of photos of volunteers across all months of 2025.

If able, come early to help with setup.

## **II. Illuminators Socials**

Need to build up the private page and the public page for the Illuminators. Work with Brian Winter and committee on boosting engagement, content, and follows.



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## Organization Committee Minutes

February 11, 2026

10 am – 11:15 am

Lake Orion Downtown Development Authority

118 S. Broadway St.

Lake Orion, MI 48362

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

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

**Attendees: Chair Alaina Campbell, Debra Novara, Les Morrison, Jen Todd, and Janet Bloom.**

### I. 2026 Monthly Meeting Dates/Times

2<sup>nd</sup> Wednesday at 10am (Nov. moved to Nov. 17 due to holiday).

Calendar invite sent by Janet – please accept to populate 2026 calendar.

Staff responsible for meeting minutes. Jan. 14 meeting was to attend accreditation. Minutes to be created for 1/19/26 meeting. Chair will have standing meeting one week prior to committee meeting to development agenda with DDA staff to then send out to committee along with minutes from previous meeting.

### II. Review Committee Mission, Roles & Responsibilities

#### A. Committee Mission

- i. Communication with Village Council & municipal partners
- ii. Quarterly reporting and accountability systems
- iii. Roles and workflow clarification
- iv. Alignment with Main Streets standards
- v. Feedback and communication of improvement tools
- vi. Leadership and development of The Illuminators volunteer corps

**B. Committee Chair Responsibilities**

- i. Recruit and retain committee members, maintaining an ideal committee size of 10-12 members.
- ii. Ensure alignment with the committee's mission and prevent mission drift.
- iii. Motivate, engage, and recognize committee members for their contributions
- iv. Onboard new committee members with clear expectations, roles, and resources

**C. Committee Member Responsibilities**

- i. Attend monthly meetings
- ii. Participate in Illuminator events
- iii. Act as Ambassadors for downtown

**D. DDA Staff Responsibilities**

- i. Create meeting agenda in coordination with the Committee Chair
- ii. Take and document meeting minutes
- iii. Distribute meeting agendas, minutes, and meeting reminders to committee members

**III. Define 2026 Committee Goals**

Task is to finish "The Illuminators 2026 Roadmap".

March – Highlight volunteer contributions publicly. Recognize Illuminators through activities like Illuminator Parking for parades; Flower Fair – coupon for flower redemption. Tie in with each event.

Sneak peek – to see lumberyard (Illuminators) – maybe a few times over the year.

Develop plan to talk to potential volunteers/ committee members – call/email immediately after.

Debra – create evergreen boards as table top for March 26 Main Street Open House event.

Rise Lounge – have a section for Illuminators upstairs, time – afternoon; Trails Day – offer up a private tour on grounds, if able. 10am – 2 pm National Trails Day. LOLive – Illuminator shirts, coupons.

**IV. 2026 Events Calendar**

Send out 2026 calendar to committee.

**V. For next meeting:**

- A. Define champion for each event
- B. Define Illuminators perks per event
- C. When events created on facebook – let everyone know. Please share through your personal and business accounts to spread the word.

**VI. Organization Committee Success Measures for 2026:**

Created clearly defined goals and workplan

Created new committee member onboarding process

Held January recognition event attended by \_\_\_90\_\_\_ Illuminators

Onboarded 3-5 new committee members

Held 11 monthly committee meetings

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

Consistent monthly volunteer participation

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

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

Increase # of participating Illuminators by:\_\_\_\_\_

VII. Next meeting date is ~~March 11, 2026~~ at 10 am at Lake Orion DDA office. New date is March 4 at 10am.