



## **AGENDA**

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

**Tuesday, January 21, 2025**

**6:30 PM**

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

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

**1. Call to Order**

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

**3. Approval of Minutes**

**A.** Approval of DDA Special Meeting Minutes of December 2, 2024

**B.** Approval of DDA Informational Meeting Minutes of December 17, 2024

**C.** Approval of DDA Regular Meeting Minutes of December 17, 2024

**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.** Approve and Authorize Additional Work - Lumber Yard

**7. Financial Matters**

A. Bill Approval

**8. New and Old Business**

A. Downtown Snow Removal Discussion/Options

B. Requests for Proposals - Design and Architectural

**9. Reports, Resolutions and Recommendations**

A. Assistant Director Report

B. Committee Reports

C. Lumber Yard Progress Report

D. Executive Directors Report

**10. Board Comments and Training Feedback**

**11. Next Regular Meeting -**

**12. Adjournment**

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

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



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## DDA SUMMARY SHEET

**MEETING DATE:** January 21, 2025

**TOPIC:** Approval of DDA Special Meeting Minutes of December 2, 2024

**RECOMMENDED MOTION:** To approve the Downtown Development Authority Board Special Meeting Minutes of December 2, 2024, as presented.



# MINUTES

## SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Monday, December 02, 2024

5:00 PM

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

(248) 693-8391 ext. 102

**1. Call to Order**

The Monday, December 2, 2024, Special Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by Treasurer Matthew Shell at 5:01 PM.

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

Attendee Name	Organization	Title	Status	Arrived
Debbie Burgess	Village of Lake Orion	Chairperson	Absent	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Matt Shell	Village of Lake Orion	Treasurer	Present	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Present	
Alaina Campbell	Village of Lake Orion	Board Member	Absent	
Lloyd Coe	Village of Lake Orion	Board Member	Present	
Sally Medina	Village of Lake Orion	Board Member	Present	
Teresa Rutt	Village of Lake Orion	Council President	Present	

**STAFF PRESENT:**

Matthew Gibb, DDA Executive Director

Janet Bloom, DDA Assistant Director

**3. Temporary Chair of Meeting**

Treasurer Matthew Shell requested to be temporary chair of the meeting due to Chairperson Debbie Burgess' absence. It was moved by Chris Barnett, board member, and seconded by Hank Lorant, Secretary. Ayes: Caruso, Shell, Lorant, Barnett, Coe, Medina, and Rutt. Absent: Burgess and Campbell. Motion adopted.

**4. Approval of Agenda**

Motion to approve the agenda moved by Chris Barnett, board member, and seconded by Hank Lorant, Secretary. Ayes: Caruso, Shell, Lorant, Barnett, Coe, Medina, and Rutt. Absent: Burgess and Campbell. Motion adopted.

**5. New and Old Business**

**A. Environmental Disposal at Lumber Yard – Recommendation**

Motion to accept and approve the Cost Estimate for Waste Transport and Disposal with ERG Environmental Services at a cost not to exceed \$12,882.00, authorizing the Executive Director to execute and perform the contract.

Moved by Lloyd Coe, board member and seconded by Hank Lorant, Secretary. Ayes: Caruso, Shell, Lorant, Barnett, Coe, Medina, and Rutt. Absent: Burgess and Campbell. Motion adopted.

**B. Demolition at Lumber Yard – Recommendation**

Motion to accept and approve the Quote for Demolition Services with Peterson Brothers at a cost not to exceed \$49,550.00, authorizing the Executive Director to execute and perform the contract.

Moved by Lloyd Coe, board member, and seconded by Hank Lorant, Secretary. Ayes: Caruso, Shell, Lorant, Barnett, Coe, Medina, and Rutt. Absent: Burgess and Campbell. Motion adopted.

**C. Salvage at Lumber Yard - Alternate Recommendation**

Motion to accept and approve the Quote for Salvage Services with Peterson Brothers at a cost not to exceed \$26,489.85, authorizing the Executive Director to execute and perform the contract.

Moved by Lloyd Coe, board member, and seconded by Hank Lorant, Secretary. Roll Call vote: Yes: Chris Barnett, Hank Lorant, Sally Medina, Matt Shell, Sam Caruso, Teresa Rutt, and Lloyd Coe. No nays. Motion adopted.

**6. Call to the Public**

Let the record show no public comments were received.

**7. Adjournment**

Motion to adjourn the Monday, December 2, 2024, Special Meeting of the Downtown Development Authority Board.

Moved by Chris Barnett, board member, and seconded by Hank Lorant, Secretary. Ayes: Caruso, Shell, Lorant, Barnett, Coe, Medina, and Rutt. Absent: Burgess and Campbell. Motion adopted.

The Monday, December 2, 2024, Special Meeting of the Downtown Development Authority Board adjourned at 5:07 PM.

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Debbie Burgess  
Chairperson

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Janet Bloom  
Recording Secretary  
DDA Assistant Director

Date Approved: as presented on January 21, 2025.



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## DDA SUMMARY SHEET

**MEETING DATE:** January 21, 2025

**TOPIC:** Approval of DDA Informational Meeting Minutes of December 17, 2024

**RECOMMENDED MOTION:** To approve the Downtown Development Authority Board Informational Meeting Minutes of December 17, 2024, as presented.



## **MINUTES**

### **PUBLIC INFORMATION SESSION AS PER PA-57 of 2018 FOR THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, December 17, 2024  
6 pm – 6:30 pm**

**Lake Orion Village Hall Council Chambers  
21 East Church Street  
LAKE ORION, MI 48362  
(248) 693-8391 ext. 102**

Minutes of the Lake Orion Downtown Development Authority Public Information Session per PA-57 of 2018 held Tuesday, December 17, 2024 at the Lake Orion Village Hall Council Chambers located at 21 East Church Street, Lake Orion, MI 48362.

On Tuesday, December 17, 2024, the Lake Orion Downtown Development Authority held an Informational Meeting as required by PA-57 of 2018. It is to cover the activities and programs held over the course of the year.

Executive Director Matt Gibb shared updates for the year 2024. The updates were:

- 1) Lumberyard updates
- 2) Economic Growth: Public Investment of \$108,200.00, Private Investment of \$1,915,370.00. New jobs: 29 Full-Time and 32 Part-Time.
- 3) Statistics/Data: Brand Marketing \$48,118.83, Promotion \$46,172.13, Sponsorships \$26,476.22; Volunteer Hours: 542, New Businesses: 6, New Jobs: 61, New Residential: 240+, Rehabilitations: 4.
- 4) Growing Communication: E-newsletter: 26 newsletters in 2024, added over 200 new e-newsletter recipients. Open Rate: 24% (above industry standard), Click Through Rate: 1%. Social Media Followers: Facebook: 10,444, Instagram: 4,068, and X: 1,563.
- 5) Events: 23 events in 2024 – either hosted or participated in by the DDA
- 6) Capital Projects: Lumber Yard at Paint Creek: deconstruction, environmental, survey/site work, historic preservation, and additional property acquisition. Maintenance: fencing repairs, electrical updates/fixes, park/gazebo updating, light pole replacements, and landscape updating.
- 7) Historic Preservation: 2024: enhanced and grew Here Lies Cemetery Tours with Orion Historical

Society; updated historic wayfinding; started restoration of Lumber Yard office. 2025: adding dates for historic storytelling; reconstructing the Barn at the Lumber Yard; activating second floor space through history of building uses.

8) Awards and Honors in 2024: Main Street Oakland County: Award for Resiliency; Main Street USA National Accreditation (17<sup>th</sup>); Michigan Downtown Association: Advocacy for Strong Michigan Downtowns; Grant - Lumber Yard from Placemaking and Public Spaces (MSOC) for \$595,000.

9) Listing of over 30 vendors contracted with the DDA in 2024

10) Looking Ahead to 2025: Enhancing the Façade Grant program; Site Development Planning at the Lumber Yard; Streetscape Electrical, Refuse Infrastructure (partnered), and Communication Tools.

Attendees: Executive Director Matthew Gibb and Assistant Director Janet Bloom plus:

Attendee Name	Organization	Title	Status	Arrived
Debbie Burgess	Village of Lake Orion	Chairperson	Present	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Matt Shell	Village of Lake Orion	Treasurer	Absent	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Present	
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Present	
Sally Medina	Village of Lake Orion	Board Member	Present	
Teresa Rutt	Village of Lake Orion	Council President	Present	

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

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Janet Bloom  
Recording Secretary

Date approved: January 21, 2025



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## DDA SUMMARY SHEET

**MEETING DATE:** January 21, 2025

**TOPIC:** Approval of DDA Regular Meeting Minutes of December 17, 2024

**RECOMMENDED MOTION:** To approve the Downtown Development Authority Board Regular Meeting Minutes of December 17, 2024, as presented.



# MINUTES

## REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, December 17, 2024

6:30 PM

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

(248) 693-8391 ext. 102

### 1. Call to Order

The December 17<sup>th</sup>, 2024 Downtown Development Authority Regular Meeting was called to order at 6:30 PM by Chairperson Burgess.

### 2. Roll Call and Determination of Quorum

#### PRESENT

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

#### ABSENT

Treasurer Matt Shell

#### STAFF PRESENT

Deputy Clerk/Treasurer Lynsey Blough

### 3. Approval of Minutes

#### A. November 19<sup>th</sup>, DDA Regular Meeting Minutes

**MOTION** made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of November 19<sup>th</sup>, 2024, as presented.

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

**VOTING NAY:** None  
**ABSENT:** Shell  
**MOTION:** Carried

**4. Approval of Agenda**

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to approve the agenda of December 17<sup>th</sup>, 2024, Downtown Development Authority Board Regular Meeting, as presented.

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

**5. Call to the Public**

None.

**6. Consent Agenda**

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

**MOTION** made by Board Member Barnett, Seconded by Board Member Coe, to approve the December 1, 2024, Consent Agenda by one vote, as presented.

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

**A. Adopt the 2025 Downtown Development Authority Board Meeting Schedule**

**MOTION** made by Board Member Barnett, Seconded by Board Member Coe, to adopt the Meeting Schedule establishing the 2025 Meeting Dates for the Downtown Development Authority Board for the Village of Lake Orion and to authorize the Clerk to post the schedule pursuant to the Open Meetings Act.

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

**B. Executive Training - Main Street NOW 2025**

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

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

**MOTION:** Carried

**C. Financial Reports**

**MOTION** made by Board Member Barnett, Seconded by Board Member Coe, to receive and file the financial reports for November 2024.

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**7. Financial Matters**

**A. Bill Approval**

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to approve disbursements in the amount of \$32,188.92 for November 2024.

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**8. New and Old Business**

**A. DDA Board Elections**

**MOTION** made by Board Member Campbell, Seconded by Board Member Barnett, to cast a unanimous ballot for the slate as follows:

*Debbie Burgess for Chair  
Sam Caruso for Vice Chair  
Hank Lorant for Secretary  
Matthew Shell for Treasurer*

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**B. Lumber Yard Project - Change Order(s)**

**MOTION #1** made by Board Member Barnett, Seconded by Secretary Lorant, to approve the change order 24-002 in the amount of \$14,400 to be paid from 248-726-980-001 - Public Space Grant - General Construction.

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**MOTION #2** made by Board Member Barnett, Seconded by Secretary Lorant, to approve the change order 2024-001, adding a barn to salvage inventory and security fencing, in the amount of \$6,500 with funds coming from 301-901-950-000 – Demolition and Land Improvement.

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

**D. LO Live Concert Series – 2025**

**MOTION** made by Board Member Campbell, Seconded by Secretary Lorant, to approve the proposal from 20 Front Street Concepts for the 2025 LO Live Gazebo Series in the amount of \$13,000, directing DDA staff to develop and implement a sponsor program for offsetting revenue, the costs of the program contract to be paid form GL 248-728-880-001.

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

**MOTION** made by Board Member Barnett, Seconded by Vice Chairperson Caruso, to allow Mr. Lorant to abstain from the next 3 agenda items.

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

**D. Facade Grant Award Recommendation - 107 N. Lapeer St**

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

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

**E. Facade Grant Award Recommendation - 115 S. Anderson St.**

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

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

**VOTING NAY:** None  
**ABSTAINED:** Lorant  
**ABSENT:** Shell  
**MOTION:** Carried

**E. Façade Grant Award Recommendation - 51 N. Broadway St.**

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

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

**9. Reports, Resolutions and Recommendations**

**A. Executive Directors Report**

Along with his report in the Agenda Packet, DDA Executive Director Matthew Gibb provided an update from behind the scenes, which included the following:

- The annual report submitted to the state.
- A notice from the Village Manager regarding a Conflict of Interest, which prompted a call to Bob Davis (DDA Legal Consultant) about businesses related to Board Member Medina and/or her family members.
- A FOIA request was received.
- A Board retreat is scheduled for Thursday, December 19, 2024, to discuss the TIF and Development Plan in the morning. In the afternoon, Assistant Director Janet Bloom will send the self-assessment tool for Main Street Accreditation.
- He also mentioned that the budget for the Lumberyard project will be tight. They will be working with Cristina Sheppard-Decius from POW Strategies on Day 2 (January 9, 2025) of the DDA Board Retreat.
- He introduced and officially welcomed Emily Dziegielewski, the DDA Administrative Coordinator, and highlighted her key role in assisting with downtown events.

**MOTION** made by Board Member Barnett, Seconded by Secretary Lorant, to receive and file the Executive Director’s Report.

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

**B. Assistant Director's Report-Verbal**

Assistant Director Janet Bloom read her report, which was added it in the DDA Agenda Packet (hard copy). The following is the summary of her report:

- Recent events and activities in downtown.
- The Hometown Holidays Shopping Passport Contest.
- Downtown Dollars are available both online and at the DDA office.
- Upcoming events.
- Ongoing discussions and meetings with Oxford regarding the #StrongerTogether program.
- Social media updates and statistics on Facebook, Instagram, and X.
- Other items included:
  - OrionONTV Segment
  - Lake Orion High School (LOHS) Media Interview
  - Dragon Community Meeting with Lake Orion Community Schools (LOCS)
  - 2024 Chamber Awards Luncheon, which recognized Lucky’s Natural Foods for Small Business of the Year and Annalisa Constantino for Entrepreneur of the Year
  - Shop OC Main Streets Meeting
  - PA-57 Public Information Meeting
  - Orion Living Magazine Spring Edition Design Meeting with a new designer.
- Special thanks to Lisa Sokol for her volunteer work on the Downtown Dollar Gift Certificate giveaways.
- Shared information from conferences at Main Street Oakland County (MSOC) and Committee Meetings (Organization Committee, Promotions Committee, Design Committee, Economic Vitality Committee).
- A business survey is being sent out to downtown merchants.

**MOTION** made by Vice Chairperson Caruso, Seconded by President Rutt, to receive and file the Assistant Director’s Report.

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

**10. Board Comments and Training Feedback**

Board Member Coe expressed his enjoyment working with the executive staff. He also wished everyone a Merry Christmas.

President Rutt wished everyone a Merry Christmas and added that the downtown lights remind her of a Hallmark movie, which she loves.

Board Member Campbell showed appreciation to the executive staff for their excellent work at the Polar Express Event, despite challenges. She also wished everyone a Merry Christmas.

Vice Chairperson Caruso commented that the buildings look phenomenal and fabulous. He also wished everyone a Merry Christmas and added that he is blessed and pleased to be serving on the DDA Board again as Vice Chair.

Board Member Coe also added that the Orion Lighted Parade was fantastic. Board Member Campbell mentioned Brian Winter for garnering the Citizen of the Year Award for his role in the “Save the Lake Orion DDA” effort.

Secretary Lorant wished everyone a Merry Christmas and thanked the executive staff for all their hard work. He’s looking forward to the new year and showed appreciation toward the Orion Lighted Parade.

Board Member Medina echoed President Rutt’s comment about downtown being like a Hallmark movie scene. She praised the DDA staff with the Polar Express event. She is also excited about the Ice Fest being combined with the Rotary Club Ice Cup Challenge.

Board Member Barnett wished everyone a Merry Christmas. He thanked the Orion Lighted Parade Association for a job well done. He was excited to announce the hosting of “America in Bloom,” a national symposium that will bring elected leaders from across the country to Lake Orion from September 24 to 26.

Chairperson Burgess thanked the executive staff for all that they do for the DDA. She also noted that they see the vision come to life. She also said that the DDA is excited to work with the new Village Council and thanked President Rutt for her love of the community, her commitment to working together, and for all she does. Chairperson Burgess wanted to publicly thank President Rutt for that.

Board Member Barnett also added that he opposes the consolidation of the DDA Board with the Planning Commission.

Chairperson Burgess wished all of the residents, property owners, and business owners a very Merry Christmas. In closing, she exclaimed, “Come to Lake Orion, stay in Lake Orion, shop in Lake Orion, spend your money in Lake Orion, enjoy your Christmas in Lake Orion, because it’s one of the greatest places to be.”

**11. Next Regular Meeting - January 21, 2025**

**12. Adjournment**

**MOTION** made by Secretary Lorant, Seconded by Board Member Coe, to adjourn the December 17<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting

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

**VOTING NAY:** None

**ABSENT:** Shell

**MOTION:** Carried

The December 17<sup>th</sup>, 2024 Downtown Development Authority Board Regular Meeting adjourned at 7:40 PM.

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Debbie Burgess  
Chairperson

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Lynsey Blough  
Deputy Clerk/Treasurer

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Sonja Stout  
Village Clerk/Treasurer

Date Approved: as presented on January 21, 2024.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 12/31/2024  
 % Fiscal Year Completed: 50.41

Section 6, Item A.

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

GL Number	Description	24-25 Amended Budget	YTD Balance 12/31/2024	Activity For 12/31/2024	Available Balance 12/31/2024	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000 REVENUE</b>						
248-000-402-000	Current Real Property Taxes	987,129.00	651,126.17	0.00	336,002.83	65.96
248-000-402-100	Property Tax - Twp DDA Capture	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	0.00	301.62	301.62	(301.62)	100.00
248-000-441-000	Local Community Stabilization Share	15,000.00	14,033.68	0.00	966.32	93.56
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	43,500.00	0.00	0.00	43,500.00	0.00
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PUBLIC	595,823.00	0.00	0.00	595,823.00	0.00
248-000-582-000	Intergovernment - Police	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	2,500.00	5,947.85	0.00	(3,447.85)	237.91
248-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	169,436.00	0.00	0.00	169,436.00	0.00
248-000-676-592	Reimbursement -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	0.00	16,956.94	0.00	(16,956.94)	100.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	35,000.00	2,190.00	0.00	32,810.00	6.26
248-000-685-100	Transportaion Sponsorship	17,500.00	0.00	0.00	17,500.00	0.00
248-000-686-000	Downtown Events	18,500.00	3,282.40	2,807.84	15,217.60	17.74
248-000-686-002	Flower Fair Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	OktoberFest Revenue	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-005	Babes on Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-006	Electrical Vehicles	500.00	743.02	0.00	(243.02)	148.60
248-000-687-000	Merchandise Sales	1,000.00	0.00	0.00	1,000.00	0.00
248-000-688-000	Gift Certificate Sales	500.00	100.00	0.00	400.00	20.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	2,500.00	8,756.10	0.00	(6,256.10)	350.24
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		1,893,888.00	703,437.78	3,109.46	1,190,450.22	37.14
Revenues		1,893,888.00	703,437.78	3,109.46	1,190,450.22	37.14
<b>Account Category: Expenditures</b>						
<b>Department: 260 GENERAL ACTIVITIES</b>						
248-260-701-000	Executive Director Wages	80,000.00	40,000.48	9,230.88	39,999.52	50.00
248-260-701-019	COVID 19 PAYROLL	0.00	0.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordinator	37,188.00	6,873.97	2,623.52	30,314.03	18.48
248-260-706-000	Asst. Executive Director wages	71,000.00	35,500.40	8,192.40	35,499.60	50.00
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	5,400.00	2,276.69	0.00	3,123.31	42.16
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	14,810.00	6,475.83	1,533.57	8,334.17	43.73
248-260-716-000	Health Insurance- Medical	12,000.00	10,240.00	10,240.00	1,760.00	85.33
248-260-717-000	Life & Disability Insurance	1,320.00	1,359.72	149.90	(39.72)	103.01
248-260-718-000	Dental Insurance	770.00	0.00	0.00	770.00	0.00
248-260-719-000	Pension	5,632.00	3,003.88	0.00	2,628.12	53.34

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As of 12/31/2024

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Section 6, Item A.

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GL Number	Description	24-25 Amended Budget	YTD Balance 12/31/2024	Activity For 12/31/2024	Available Balance 12/31/2024	% Bdg Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 260 GENERAL ACTIVITIES</b>						
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00
248-260-721-000	Vision Care	143.00	0.00	0.00	143.00	0.00
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	15,000.00	4,408.00	0.00	10,592.00	29.39
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	0.00	0.00	60,000.00	0.00
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	15,000.00	0.00	15,000.00	50.00
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	40,833.33	5,833.33	29,166.67	58.33
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code En	21,000.00	0.00	0.00	21,000.00	0.00
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	461.90	0.00	19,538.10	2.31
248-260-801-023	Contract Services-DPW event support	10,000.00	300.00	0.00	9,700.00	3.00
248-260-801-033	Contract Services-DPW snow removal	12,000.00	0.00	0.00	12,000.00	0.00
248-260-805-000	Audit Fees	4,490.00	1,990.00	0.00	2,500.00	44.32
248-260-810-000	Legal Services	8,000.00	2,821.97	0.00	5,178.03	35.27
248-260-823-000	Website/Software	6,000.00	1,457.59	113.14	4,542.41	24.29
248-260-823-001	Municipal Software	3,800.00	0.00	0.00	3,800.00	0.00
248-260-829-000	Planner Services	3,500.00	0.00	0.00	3,500.00	0.00
248-260-851-000	Telephone	3,500.00	1,444.02	286.06	2,055.98	41.26
248-260-900-000	Printing and Publication	500.00	0.00	0.00	500.00	0.00
248-260-920-000	Utilities	6,370.00	2,652.06	379.42	3,717.94	41.63
248-260-921-000	Municipal Street Lighting	7,340.00	4,228.12	1,141.92	3,111.88	57.60
248-260-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	1,100.00	281.29	0.00	818.71	25.57
248-260-940-000	Equipment Rental	750.00	102.03	33.74	647.97	13.60
248-260-941-000	Office Rent	16,800.00	8,400.00	0.00	8,400.00	50.00
248-260-942-000	Office Expenses	4,500.00	600.01	450.00	3,899.99	13.33
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	100.00	0.00	0.00	100.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,545.00	737.88	135.00	807.12	47.76
248-260-957-000	Education & Training	5,000.00	713.99	0.00	4,286.01	14.28
248-260-958-000	General Activities Misc	350.00	214.31	8.48	135.69	61.23
248-260-958-019	Covid General Activities	0.00	0.00	0.00	0.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	1,000.00	54.42	0.00	945.58	5.44
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	67,616.00	0.00	0.00	67,616.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 260 - GENERAL ACTIVITIES		613,224.00	192,431.89	40,351.36	420,792.11	31.38
<b>Department: 725 ORGANIZATION</b>						
248-725-822-000	Newsletter	1,800.00	130.00	65.00	1,670.00	7.22
248-725-824-000	Volunteer Recognition & Dvp.	1,000.00	321.96	0.00	678.04	32.20
248-725-825-000	Gift Certificate Redemption	5,000.00	1,030.00	405.00	3,970.00	20.60
248-725-826-000	Historic Celebration/Education	1,000.00	290.40	290.40	709.60	29.04
248-725-827-000	Awareness Program	1,500.00	217.97	0.00	1,282.03	14.52

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

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Section 6, Item A.

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<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 725 ORGANIZATION</b>						
248-725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00
248-725-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	0.00
248-725-881-000	Merchandise to Sell	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 725 - ORGANIZATION		11,300.00	1,990.33	760.40	9,309.67	17.61
<b>Department: 726 DESIGN</b>						
248-726-745-000	Beautification Supplies	2,600.00	1,227.18	0.00	1,372.82	47.20
248-726-746-000	Hanging Baskets	4,000.00	0.00	0.00	4,000.00	0.00
248-726-801-000	Contractual Services	5,500.00	3,080.24	400.00	2,419.76	56.00
248-726-843-000	Facade Program	23,680.00	273.96	0.00	23,406.04	1.16
248-726-845-000	Public Art Program	2,500.00	390.69	0.00	2,109.31	15.63
248-726-883-000	Banners and Holiday Lighting	10,000.00	6,766.08	0.00	3,233.92	67.66
248-726-975-001	Capital Outlay - Beautification	5,000.00	344.47	139.85	4,655.53	6.89
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-975-019	Covid Capital Outlay	0.00	0.00	0.00	0.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	353,619.00	15,000.00	15,000.00	338,619.00	4.24
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	242,204.00	0.00	0.00	242,204.00	0.00
Total Dept 726 - DESIGN		649,603.00	27,082.62	15,539.85	622,520.38	4.17
<b>Department: 728 ECONOMIC DEVELOPMENT</b>						
248-728-801-000	Contractual Services	34,500.00	5,370.00	880.00	29,130.00	15.57
248-728-860-000	Trolley Expense	22,000.00	0.00	0.00	22,000.00	0.00
248-728-861-000	Survey Expense	468.00	0.00	0.00	468.00	0.00
248-728-862-000	Training Materials	500.00	0.00	0.00	500.00	0.00
248-728-864-000	Grant & Scholarship Distribution	10,800.00	0.00	0.00	10,800.00	0.00
248-728-886-000	Marketing Materials	2,500.00	10.79	10.79	2,489.21	0.43
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	750.00	60.00	0.00	690.00	8.00
248-728-888-000	Brand Marketing	50,000.00	10,797.38	2,059.13	39,202.62	21.59
248-728-888-001	Contractual Services Brand Marketing	10,000.00	272.89	0.00	9,727.11	2.73
Total Dept 728 - ECONOMIC DEVELOPMENT		131,518.00	16,511.06	2,949.92	115,006.94	12.55
<b>Department: 729 PROMOTION</b>						
248-729-880-000	Event Promotion	2,000.00	404.71	0.00	1,595.29	20.24
248-729-880-001	Event Promo - Gazebo Series	11,000.00	10,600.00	0.00	400.00	96.36
248-729-880-004	Event Promo - Halloween Parade	2,500.00	1,240.10	300.00	1,259.90	49.60
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	7,500.00	2,535.96	2,535.96	4,964.04	33.81
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	250.00	0.00	0.00	250.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,100.00	3,998.87	887.65	8,101.13	33.05
248-729-880-013	SD Nights- Stronger Together Winter	2,500.00	384.76	0.00	2,115.24	15.39
248-729-880-014	Octoberfest	1,500.00	128.14	0.00	1,371.86	8.54
248-729-880-015	Winter Activities	12,000.00	0.00	0.00	12,000.00	0.00
248-729-880-016	Athletic Events-other	2,500.00	0.00	0.00	2,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

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Section 6, Item A.

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<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 729 PROMOTION</b>						
248-729-880-017	Movie Night	3,000.00	1,707.69	0.00	1,292.31	56.92
248-729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	5,000.00	0.00	0.00	5,000.00	0.00
248-729-885-000	Port-A-Johns	2,600.00	1,007.50	0.00	1,592.50	38.75
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		68,450.00	22,007.73	3,723.61	46,442.27	32.15
<b>Department: 730</b>						
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	2,000.00	0.00	0.00	2,000.00	0.00
248-730-931-000	Repair & Maintenance-Equipment	0.00	0.00	0.00	0.00	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond Project	419,709.00	0.00	0.00	419,709.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	53,075.00	370.68	0.00	52,704.32	0.70
248-730-975-003	DDA Capital Outlay	5,500.00	730.06	0.00	4,769.94	13.27
248-730-975-005	DDA Capital Outlay- wayfinding/Light	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	22,800.00	0.00	0.00	22,800.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	9,000.00	0.00	0.00	9,000.00	0.00
248-730-975-015	Capital Outlay- Outdoor Sound	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 730		512,084.00	1,100.74	0.00	510,983.26	0.21
Expenditures		1,986,179.00	261,124.37	63,325.14	1,725,054.63	13.15
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:</b>						
TOTAL REVENUES		1,893,888.00	703,437.78	3,109.46	1,190,450.22	
TOTAL EXPENDITURES		1,986,179.00	261,124.37	63,325.14	1,725,054.63	
NET OF REVENUES & EXPENDITURES:		(92,291.00)	442,313.41	(60,215.68)	(534,604.41)	
BEG. FUND BALANCE		356,811.12	356,811.12			
END FUND BALANCE		264,520.12	799,124.53			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

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Section 6, Item A.

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<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	745.41	0.00	154.59	82.82
301-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
301-000-699-301	TRF in from DDA	419,709.00	0.00	0.00	419,709.00	0.00
Total Dept 000 - REVENUE		420,609.00	745.41	0.00	419,863.59	0.18
Revenues		420,609.00	745.41	0.00	419,863.59	0.18
<b>Account Category: Expenditures</b>						
<b>Department: 901 905</b>						
301-901-805-000	Audit fees	0.00	0.00	0.00	0.00	0.00
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	500,000.00	70,798.86	18,693.23	429,201.14	14.16
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - 905		500,000.00	70,798.86	18,693.23	429,201.14	14.16
<b>Department: 905 Downtown Dev Bond 2023</b>						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	0.00	0.00	0.00	0.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	0.00	0.00	0.00	0.00	0.00
301-905-745-001	Property taxes-Orion Twp	0.00	0.00	0.00	0.00	0.00
301-905-920-000	utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA bonds Taxable	60,000.00	38,454.50	0.00	21,545.50	64.09
301-905-992-004	2023 DDA BONDS TAX EXEMPT	150,000.00	66,400.00	0.00	83,600.00	44.27
301-905-993-001	2023 DDA bond taxable interest	76,910.00	0.00	0.00	76,910.00	0.00
301-905-993-002	2023 DDA tax exempt bond interest	132,800.00	0.00	0.00	132,800.00	0.00
Total Dept 905 - Downtown Dev Bond 2023		419,710.00	104,854.50	0.00	314,855.50	24.98
Expenditures		919,710.00	175,653.36	18,693.23	744,056.64	19.10
<b>Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:</b>						
TOTAL REVENUES		420,609.00	745.41	0.00	419,863.59	
TOTAL EXPENDITURES		919,710.00	175,653.36	18,693.23	744,056.64	
NET OF REVENUES & EXPENDITURES:		(499,101.00)	(174,907.95)	(18,693.23)	(324,193.05)	
BEG. FUND BALANCE		2,794,812.47	2,794,812.47			
END FUND BALANCE		2,295,711.47	2,619,904.52			

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Section 6, Item A.

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<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	47.57	0.00	(47.57)	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	47.57	0.00	(47.57)	100.00
Revenues		0.00	47.57	0.00	(47.57)	100.00
<b>Account Category: Expenditures</b>						
<b>Department: 901 905</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 - 905		169,436.00	0.00	0.00	169,436.00	0.00
Expenditures		169,436.00	0.00	0.00	169,436.00	0.00
<b>Fund 404 - DDA PROPERTY ACQUISITION:</b>						
TOTAL REVENUES		0.00	47.57	0.00	(47.57)	
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	
NET OF REVENUES & EXPENDITURES:		(169,436.00)	47.57	0.00	(169,483.57)	
BEG. FUND BALANCE		169,464.87	169,464.87			
END FUND BALANCE		28.87	169,512.44			
<b>Report Totals:</b>						
TOTAL REVENUES - ALL FUNDS		2,314,497.00	704,230.76	3,109.46	1,610,266.24	
TOTAL EXPENDITURES - ALL FUNDS		3,075,325.00	436,777.73	82,018.37	2,638,547.27	
NET OF REVENUES & EXPENDITURES:		(760,828.00)	267,453.03	(78,908.91)	(1,028,281.03)	



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** January 21, 2025

**TOPIC** Financial Reports

**See attached Reports:**

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

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

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

**Revenue and Expenditure Report**

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

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

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

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION  
Balance As of 12/31/2024

Section 6, Item A.

GL Number	Description	YTD Balance 12/31/2023	12/31/2024
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>			
<b>*** Assets ***</b>			
<b>Account Classification: CASH CHECKING</b>			
248-000-001-000	Cash	(125.04)	568.96
248-000-007-000	Payroll-checking	(200.00)	(250.00)
	CASH CHECKING	(325.04)	318.96
<b>Account Classification: CASH SAVINGS</b>			
248-000-002-000	Cash Savings	348,487.56	387,735.17
248-000-010-000	Investment/LGIP County Inv	402,936.71	413,179.30
248-000-011-000	Cash - Payroll Savings	7,213.69	(4,305.94)
	CASH SAVINGS	758,637.96	796,608.53
	<b>Total Assets</b>	758,312.92	796,927.49
<b>*** Liabilities ***</b>			
<b>Account Classification: ACCOUNTS PAYABLE</b>			
248-000-202-000	Accounts Payable	16.36	(2,560.00)
	ACCOUNTS PAYABLE	16.36	(2,560.00)
<b>Account Classification: ACCRUED AND OTHER LIAB</b>			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
248-000-228-001	FICA w/H - Medicare	0.00	(7.02)
248-000-228-002	FICA- Social Security withheld	0.00	(30.02)
	ACCRUED AND OTHER LIAB	400.00	362.96
	<b>Total Liabilities</b>	416.36	(2,197.04)
<b>*** Fund Equity ***</b>			
<b>Account Classification: FUND BALANCE</b>			
248-000-390-000	Fund Balance - Unassigned	498,200.06	356,811.12
	FUND BALANCE	498,200.06	356,811.12
	<b>Total Fund Equity</b>	498,200.06	356,811.12
<b>Total Fund 248:</b>			
<b>TOTAL ASSETS</b>		758,312.92	796,927.49
<b>BEG. FUND BALANCE</b>		498,200.06	356,811.12
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		259,696.50	442,313.41
<b>+ FUND BALANCE ADJUSTMENTS</b>		2,559.00	0.00
<b>= ENDING FUND BALANCE</b>		760,455.56	799,124.53
<b>+ LIABILITIES</b>		416.36	(2,197.04)
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		758,312.92	796,927.49

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION  
Balance As of 12/31/2024

Section 6, Item A.

GL Number	Description	YTD Balance 12/31/2023	12/31/2024
<b>Fund: 301 DOWNTOWN DEV BOND PROJECT 2023</b>			
<b>*** Assets ***</b>			
<b>Account Classification: CASH CHECKING</b>			
301-000-001-000	Cash	56,386.80	56,386.80
	CASH CHECKING	56,386.80	56,386.80
<b>Account Classification: CASH SAVINGS</b>			
301-000-002-000	CASH	2,709,411.31	2,566,116.80
301-000-011-000	Cash - Payroll Savings	0.00	(629.90)
	CASH SAVINGS	2,709,411.31	2,565,486.90
<b>Total Assets</b>		2,765,798.11	2,621,873.70
<b>*** Liabilities ***</b>			
<b>Account Classification: DUE TO INTERFUND</b>			
301-000-214-101	Due to General Fund	6.15	1,969.18
	DUE TO INTERFUND	6.15	1,969.18
<b>Total Liabilities</b>		6.15	1,969.18
<b>*** Fund Equity ***</b>			
<b>Account Classification: FUND BALANCE</b>			
301-000-390-000	Fund Balance - Unassigned	4,944,949.68	2,794,812.47
	FUND BALANCE	4,944,949.68	2,794,812.47
<b>Total Fund Equity</b>		4,944,949.68	2,794,812.47
<b>Total Fund 301:</b>			
<b>TOTAL ASSETS</b>		2,765,798.11	2,621,873.70
<b>BEG. FUND BALANCE</b>		4,944,949.68	2,794,812.47
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		(2,179,157.72)	(174,907.95)
<b>= ENDING FUND BALANCE</b>		2,765,791.96	2,619,904.52
<b>+ LIABILITIES</b>		6.15	1,969.18
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		2,765,798.11	2,621,873.70

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION  
Balance As of 12/31/2024

Section 6, Item A.

GL Number	Description	YTD Balance 12/31/2023	12/31/2024
<b>Fund: 404 DDA PROPERTY ACQUISITION</b>			
<b>*** Assets ***</b>			
<b>Account Classification: CASH SAVINGS</b>			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,405.24	169,512.44
	CASH SAVINGS	169,405.24	169,512.44
	<b>Total Assets</b>	169,405.24	169,512.44
<b>*** Fund Equity ***</b>			
<b>Account Classification: FUND BALANCE</b>			
404-000-390-000	Fund Balance - Unassigned	326,840.70	169,464.87
	FUND BALANCE	326,840.70	169,464.87
	<b>Total Fund Equity</b>	326,840.70	169,464.87
<b>Total Fund 404:</b>			
<b>TOTAL ASSETS</b>		169,405.24	169,512.44
<b>BEG. FUND BALANCE</b>		326,840.70	169,464.87
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		(157,435.46)	47.57
<b>= ENDING FUND BALANCE</b>		169,405.24	169,512.44
<b>+ LIABILITIES</b>		0.00	0.00
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		169,405.24	169,512.44



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** January 21, 2025

**TOPIC** Approve and Authorize Additional Work - Lumber Yard

**BACKGROUND BRIEF:**

As outlined in the Progress Report for the Lumber Yard Project, field decisions were made by the Executive Director for purposes of safety and cost efficiency to effect certain additional work during Phase One – Clean Up.

1. Remove dangerous condition of the overhanging canopy on the front of the building made unstable by rotted wood and exterior conditions

Approved Cost - \$3,500

2. Repair and protect additional rotted corner boards. Remove and inspect interior stud work and framing, replace rotted sill(s) and complete other pre-emptive structural repairs to protect the integrity of the structure and allow for OSB and sealing with dry-wrap

Approved Cost - \$8,800

Each field approval is compliant with the procurement authority granted the Director. While not required, three verbal estimates were sought to verify that the use of on site, existing equipment and personnel was the most cost effective means of completing the necessary work. Each verbal estimate exceeded \$15,000.

**THIS IS THE FINAL SCOPE OF WORK WITH TBD CONSTRUCTION UNDER THE EXISTING CONTRACT. NO FURTHER WORK IS AUTHORIZED OR PLANNED, PROVIDED, HOWEVER, THE FIRM WILL BE INVITED TO QUOTE/BID ON FUTURE WORK.**

**FINANCIAL IMPACT:**

The approved field change is part of Demolition, which is budgeted under GL 301-901-950-000 which has a January 1, 2025 balance of \$429, 201.14. The added expense of \$12,300 leaves the projected balance of the account substantially above the amounts estimated for Phase one of the project.

**RECOMMENDED MOTION**

Accept and approve field changes to the contract for initial demolition and salvage as reasonable and necessary for purposes of safety and cost efficiency and authorize payment to TBD Construction Services (Invoice number 24-0047) in the amount of \$12,300 from GL 301-901-050-000-Demolition and Land Improvement.



TBD CONSTRUCTION  
SERVICES INC  
PO BOX 5  
WAYLAND, MI 49348  
616.4017373

# INVOICE

**BILL TO**  
Lake Orion Downtown Development Authority  
118 N Broadway St  
Lake Orion, MI 48362

**SHIP TO**  
Lake Orion Downtown Development Authority  
118 N Broadway St  
Lake Orion, MI 48362

**INVOICE** 24-0047  
**DATE** 01/15/2025  
**TERMS** Due on receipt  
**DUE DATE** 01/15/2025

DESCRIPTION	AMOUNT
Removal & disposal of canopy due to structural integrity & safety	3,500.00
2x4 Stud repair, upon wrapping exterior of building we came across two rotten corners that needed immediate attention	600.00
Removal of interior walls, insulation and old electrical, as well as interior ceiling; due to rotten lumber on exterior of building and because we salvaged some exterior wall board and were unable to inspect the studs, we had to continue the removal of interior wall and insulation so we could be confident that the structural integrity was intact.	9,000.00
Credit for OSB Board	-800.00

BALANCE DUE **\$12,300.00**



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**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** January 21, 2025

**TOPIC** Bill Approval

**ATTACHED:**

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

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

**RECOMMENDED MOTION:** (Roll Call)

To approve disbursements in the amount of \$51,957.67 for December 2024.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 12/01/2024 - 12/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>					
<b>Department: 000 REVENUE</b>					
248-000-228-000	Remittance	MICHIGAN DEPARTMENT OF TRE	Remittance Check	807.11	34122
248-000-228-001	Remittance	IRS	Remittance Check	97.99	371
248-000-228-001	Remittance	IRS	Remittance Check	97.99	371
248-000-228-001	Remittance	IRS	Remittance Check	95.23	374
248-000-228-001	Remittance	IRS	Remittance Check	95.23	374
248-000-228-001	Remittance	IRS	Remittance Check	97.45	375
248-000-228-001	Remittance	IRS	Remittance Check	104.47	375
248-000-228-002	Remittance	IRS	Remittance Check	418.98	371
248-000-228-002	Remittance	IRS	Remittance Check	418.98	371
248-000-228-002	Remittance	IRS	Remittance Check	407.20	374
248-000-228-002	Remittance	IRS	Remittance Check	407.20	374
248-000-228-002	Remittance	IRS	Remittance Check	416.72	375
248-000-228-002	Remittance	IRS	Remittance Check	446.74	375
248-000-230-000	Remittance	IRS	Remittance Check	452.97	371
248-000-230-000	Remittance	IRS	Remittance Check	433.97	374
248-000-230-000	Remittance	IRS	Remittance Check	449.32	375
248-000-232-000	Remittance	AMERICAN UNITED LIFE INSUR	Remittance Check	149.90	34121
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	34009
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	34066
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	34120
Total Department 000 REVENUE				5,807.07	
<b>Department: 260 GENERAL ACTIVITIES</b>					
248-260-228-001	Remittance	IRS	Remittance Check	7.02	375
248-260-228-002	Remittance	IRS	Remittance Check	30.02	375
248-260-823-000	INV T9009138990-111224 CLI	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	57.00	273
248-260-823-000	INV 202052372515 - WEB HOS	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	25.00	273
248-260-823-000	INV 2937456570 - ADOBE	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	21.19	273
248-260-823-000	INV BC2953D1-0032 FLOWCODE	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	9.95	273
248-260-851-000	INV 8529101420028897 - 118	COMCAST	PHONE INTERNET	195.77	34081
248-260-851-000	INV 733733 - MISWITCH	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	90.29	273
248-260-920-000	ACCT 920009543389 - 90 S A	DTE ENERGY	STREET LIGHTS / EV CHARGER	151.55	34026
248-260-920-000	ACCT 910018071613 118 N BR	DTE ENERGY	STREET LIGHTS / EV CHARGER	60.07	34026
248-260-920-000	118 N BROADWAY	CONSUMERS ENERGY	GAS - DDA OFFICE	167.80	34082
248-260-921-000	ACCT 910018084582 - 66 S P	DTE ENERGY	STREET LIGHTS / EV CHARGER	74.87	34026
248-260-921-000	ACCT 910018071993 - 165 S	DTE ENERGY	STREET LIGHTS / EV CHARGER	24.54	34026
248-260-921-000	ACCTY 920009680652 - 24 FR	DTE ENERGY	STREET LIGHTS	38.93	34088
248-260-921-000	ACCT 910040951600 - 491 S	DTE ENERGY	STREET LIGHTS	139.13	34088
248-260-921-000	ACCT 910040951659 - 38 E F	DTE ENERGY	STREET LIGHTS	566.30	34088
248-260-921-000	ACCT 910040951725 - 22 E S	DTE ENERGY	STREET LIGHTS	192.84	34088
248-260-921-000	ACCT 910040951774 - 38 S W	DTE ENERGY	STREET LIGHTS	62.11	34088
248-260-921-000	ACCT 910040951824 - 380 S	DTE ENERGY	STREET LIGHTS	43.20	34088
248-260-940-000	UHAUL - TRUCK RENTAL	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	33.74	273
248-260-942-000	Office Expenses	EVRAFTER LLC	MOLD TESTING IN DDA OFFICE	450.00	34090
248-260-956-000	INV 01748501-00 DZIEGIELEW	BEAUMONT URGENT CARE BY WE	PRE-EMPLOYMENT PHYSICAL	135.00	34018
248-260-958-000	BROADWAY EMPROIDERY - MERC	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	8.48	273
Total Department 260 GENERAL ACTIVITIES				2,584.80	
<b>Department: 725 ORGANIZATION</b>					
248-725-822-000	SNAPRETAIL - NEWSLETTER	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	65.00	273

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 12/01/2024 - 12/31/2024

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>					
248-725-825-000	CERTIFICATE 4118	GREEN HIPPO GIFTS	DOWNTOWN DOLLARS REDEMPTION	5.00	34032
248-725-825-000	CERTIFICATE 4562	AMAZING PETALS FLORIST	DOWNTOWN DOLLARS REDEMPTION	19.17	34015
248-725-825-000	CERTIFICATE 4562	TWICE BLESSED	DOWNTOWN DOLLARS REDEMPTION	5.83	34062
248-725-825-000	13 CERTIFICATES REDEEMED	JOHNNY BLACK'S LAKEHOUSE	DOWNTOWN DOLLARS REDEMPTION	325.00	34038
248-725-825-000	CERTIFICATES: 4575 4574	GREEN HIPPO GIFTS	DOWNTOWN DOLLARS	50.00	34093
248-725-826-000	SHARED REVENUE - 70% OF \$3	ORION HISTORICAL SOCIETY	HERE LIES LAKE ORION TOURS REVENUE	260.40	34103
248-725-826-000	AERIALS - NETRONLINE	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	30.00	273
Total Department 725 ORGANIZATION				760.40	
<b>Department: 726 DESIGN</b>					
248-726-801-000	INV2794 - DDA CLEANING	CARPET SHINE	CLEANING CONTRACT	400.00	34020
248-726-975-001	11/4/24	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES NOVEMBER	139.85	34094
248-726-980-001	DECONSTRUCTION AND SALVAGE	TBD CONSTRUCTION SERVICES,	SALVAGE CONTRACT (LUMBER YARD)	15,000.00	34059
Total Department 726 DESIGN				15,539.85	
<b>Department: 728 ECONOMIC DEVELOPMENT</b>					
248-728-801-000	INV 1012 - ILLUMILAWN CONT	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	880.00	273
248-728-886-000	RIBBON CUTTING FRAMES	JANET BLOOM	REIMBURSEMENT	10.79	34096
248-728-888-000	INV 1749 - MARKETING	20 FRONT STREET CONCEPTS,	MARKETING	300.00	34012
248-728-888-000	INV 367866 - ADVERTISING	VIEW NEWSPAPER GROUP	MARKETING	1,656.00	34114
248-728-888-000	DOLLAR TREE (CREDIT)	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	(23.85)	273
248-728-888-000	FACEBOOK - PROMOTE	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	6.98	273
248-728-888-000	ORION CHAMBER - AWARDS	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	120.00	273
Total Department 728 ECONOMIC DEVELOPMENT				2,949.92	
<b>Department: 729 PROMOTION</b>					
248-729-880-004	INV 12 - HALLOWEEN	GARRETT HOFFMAN	MUSIC FOR EVENTS	300.00	34030
248-729-880-005	INV 1P46-TGTR-XRY4	AMAZON CAPITAL SERVICES	EVENT PRODUCTS - POLAR EXPRESS	163.96	34016
248-729-880-005	INV 2707 - SHOPPING PASSPO	EPRINT SOLUTION LLC	MARKETING	68.00	34089
248-729-880-005	CARRIAGE - HOMETOWN HOLIDAY	BLACKSTONE STABLES	CARRIAGE RIDES	2,150.00	34075
248-729-880-005	MRS. CLAUSE CAPE - POLAR E	JANET BLOOM	REIMBURSEMENT	15.00	34096
248-729-880-005	AMZN - IZ1V72P43 - BELLS (	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	139.00	273
248-729-880-012	INV 14 - SING & STROLL	GARRETT HOFFMAN	MUSIC FOR EVENTS	400.00	34030
248-729-880-012	INV 2705 - SING BANNERS	EPRINT SOLUTION LLC	SING & STROLL BANNERS	78.00	34028
248-729-880-012	JOANN STORES - TREE LIGHTI	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	44.04	273
248-729-880-012	HARVVEST TIME - TREE LIGHT	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	41.34	273
248-729-880-012	STONES ACE - TREE LIGHTING	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	32.94	273
248-729-880-012	GREAT LAKES ACE - TREE LIG	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	25.42	273
248-729-880-012	MENARDS - TREE LIGHTING	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	34.96	273
248-729-880-012	GFS STORE - TREE LIGHTING	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	230.95	273
Total Department 729 PROMOTION				3,723.61	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				31,365.65	
<b>Fund: 301 DOWNTOWN DEV BOND PROJECT 2023</b>					
<b>Department: 901 905</b>					
301-901-950-000	HAZARDOUS WASTE DISPOSAL	ERG ENVIRONMENTAL SERVICES	WASTE DISPOSAL (HAZARDOUS)	12,882.00	34029
301-901-950-000	PROJECT 78125	AKT PEERLESS ENVIRONMENTAL	HAZARDOUS DUE CARE PLAN	2,635.90	34014
301-901-950-000	REIMBURSEMENT FOR CLOSING	MATTHEW GIBB	DDA TITLE WORK FROM VANGUARD TITLE	499.00	34043
301-901-950-000	INV 110258 - LUMBER YARD S	PEA GROUP	ENGINEERING SERVICES	2,650.00	34105
301-901-950-000	UPS STORE - COPIES (SITE P	COMERICA BANK	NOVEMBER CREDIT CARD - DDA	26.33	273

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 12/01/2024 - 12/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 905					
				Total Department 901 905	18,693.23
				Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023	18,693.23

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 12/01/2024 - 12/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	31,365.65	
301			DOWNTOWN DEV BOND PROJECT 2023	18,693.23	
		Total For All Funds:		50,058.88	

November 2024 Credit Card Report				
Trans Date	Merchant	GL#	Explanation	Amount
10/31/2024	Dollar Tree	248-728-888-000	refund	\$ (23.85)
11/1/2024	MiSwitch	248-260-851-000	Phone Bill	\$ 90.29
11/1/2024	Broadway Embroidery	248-260-958-000	Merch for event	\$ 8.48
11/5/2024	Illumilawn Contract	248-728-801-000	decoration contract	\$ 880.00
11/7/2024	Flowcode - INV BC2953D1-0032	248-260-823-000	Software	\$ 9.95
11/8/2024	Facebook	248-728-888-000	post promotion	\$ 6.98
11/9/2024	Uhaul	248-260-940-000	Truck rental	\$ 33.74
11/9/2024	Amazon	248-729-880-005	Polar Express event items	\$ 139.00
11/12/2024	SnapRetail	248-725-822-000	newsletter software	\$ 65.00
11/13/2024	Click Up - IVN T9009138990	248-260-823-000	Software	\$ 57.00
11/19/2024	Aerials	248-725-826-000	Netronline historic	\$ 30.00
11/20/2024	IVN 202052372515	248-260-823-000	web hosting	\$ 25.00
11/21/2024	Joann Stores	248-729-880-012	tree lighting (s & s event) décor	\$ 44.04
11/21/2024	Harvest Time	248-729-880-012	tree lighting (s & s event) roping	\$ 41.34
11/21/2024	Stones Ace	248-729-880-012	tree lighting (s & s event) extendable fork	\$ 32.94
11/21/2024	Great Lakes Ace	248-729-880-012	tree lighting (s & s event) bonfire supplies	\$ 25.42
11/21/2024	Menards	248-729-880-012	tree lighting (s & s event) tree décor	\$ 34.96
11/21/2024	GFS Store	248-729-880-012	tree lighting (s & s event) smores supplies	\$ 230.95
11/22/2024	Adobe/Acrobat Pro - INV 2937456570	248-260-823-000	Software	\$ 21.19
11/25/2024	Orion Chamber	248-728-888-000	Awards banq tickets x 2	\$ 120.00
11/25/2024	UPS Store	301-901-950-000	Copies	\$ 26.36
			<b>TOTAL</b>	<b>\$ 1,898.79</b>



## DDA ACTION SUMMARY SHEET

**MEETING DATE:** January 21, 2025

**TOPIC** Snow Removal Discussion/Options

### BACKGROUND BRIEF:

Records indicate that over the past 4-8 years the DDA has included in its budget and operations the Village of Lake Orion DPW as the entity relied on and paid to remove snow from the immediate downtown sidewalks and three small parking areas in the Downtown. This was done through a negotiated cost, most recently derived by Joe Young, and the DPW simply performed the work. The funding was not paid on a per push or invoiced basis, rather, the clerks office, like every other Village based line item prior to present leadership, seems to have simply drawn down the funding by transferring it to the Village in installments. Like several other aspects of the working relationship with the village, the removal of snow (and salting of sidewalks and lots) has been suspended in the absence of a new intergovernmental services agreement.

At the commencement of the current fiscal year, the DDA did offer to “maintain the status quo” until a new approach to the work and funding could be accomplished. We thought status quo meant “keep the same operational flow as implemented by prior leadership” and thereby began issuing purchase order(s) to effect payment for PA 57 administrative costs as a draw down of budgeted funds for the Clerk and DPW. It was understood, at least by the DDA, that those services performed in the past would continue until a new approach was determined as part of the new budget cycle. That assumption was wrong, and there is now the need to decide whether the program of snow removal, its costs and purpose, remains a priority for the Board. If so, the approach, and who will perform, requires discussion and objective decisions.

### FINANCIAL IMPACT:

The DDA currently has budgeted in GL 248-260-801-033 (contract service – snow removal) the annual amount of \$12,000. To date, none of that has been spent through requisition and/or purchase order.

Three local snow companies have been contacted to provide pricing to continue the service of snow removal and salting. Two of those, and the DPW, have responded with current pricing.

To Clear identified walks and lots, including salting, on a per push basis

- 1. US LAWN & SNOW - For a 2-3" event - \$2,356 (escalating for larger snowfall)
- 2. ARROWHEAD HARDSCAPES - for all events - \$1,932
- 3. HI-HILL No Response
- 4. LAKE ORION DPW For all events - \$1,618

NOTE: WE NEED TO CONFIRM THAT THE DPW IS IN AGREEMENT WITH OUR UNDERSTANDING OF THE SERVICE AREA

At the November 2024 DDA Meeting the Board authorized the offer of a contract to engage the Lake Orion DPW for downtown snow removal services, based on 2021 rates. The DPW has updated its necessary rate charging.

**RECOMMENDED MOTION**

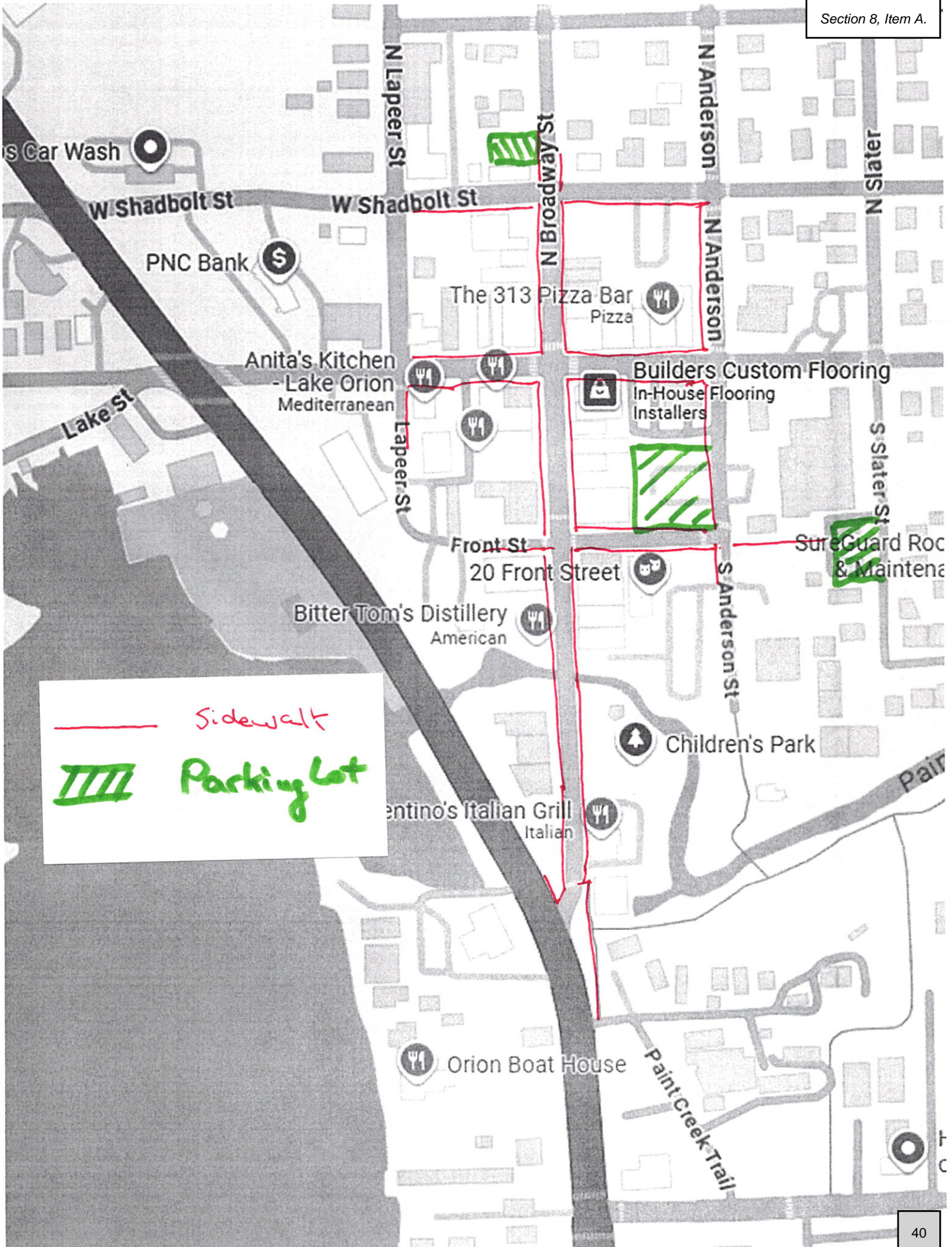
- 1. Approve and Authorize the amended AGREEMENT FOR SNOW REMOVAL for and between the Lake Orion Downtown Development Authority and the Village of Lake Orion to affect plowing and salting services defined in the Agreement at a cost not to exceed \$1,618 per event, with funding from GL 248-260-801-033

And

- 2. Authorize the Executive Director to approve and pay for snow events pursuant to the terms of the Agreement immediately, while Village execution is pending.

And

- 3. In the event the Village elects to decline the AGREEMENT FOR SNOW REMOVAL, the snow removal program shall be suspended until the 2025-26 season, and the Executive Director is then authorized to secure emergency services for any snow events at a cost up to \$2000 per event, with finding from GL 248-260-801-033, in the Directors sole discretion.



**AGREEMENT FOR SNOW REMOVAL**

THIS AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the Village of Lake Orion, a Michigan municipal corporation, 21 E. Church st., Lake Orion MI 48362, hereinafter referred to as “Village,” and Lake Orion Downtown Development Authority, 118 N. Broadway St., Lake Orion MI 48362, hereinafter referred to as “DDA”

The Village and DDA agree as follows:

**ARTICLE I. Scope of Work**

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

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

**ARTICLE II. Payment and Terms**

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

- a) Each instance of removal “Push” shall be charged a fee of \$1,618.00.
- b) This Agreement authorizes a maximum number if Push events of Eight (8), additional events may be completed only by mutual consent.

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

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

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

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

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

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

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

Village of Lake Orion

Lake Orion Downtown  
Development Authority

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

\_\_\_\_\_  
Matthew Gibb  
Executive Director

**From:** [Arrowhead Hardscapes LLC](#)  
**To:** [Matthew Gibb](#)  
**Subject:** Re: Snow removal quote (Lake Orion DDA)  
**Date:** Friday, January 17, 2025 8:41:39 AM  
**Attachments:** [image001.png](#)  
[Downtown Lake orion Snow Proposal 2025.pdf](#)

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Good day ,

Here are some numbers I threw together last night. The salting portion of the walkways is hard to guess until I'm out there doing it for the first time. I did reduce our bag price for you since this is a bulk job, usually prices are 30\$ per bag for salting.

We would be using a 4wheeler with a plow on it to clear these walks and i would like to leave that on site in a trailer if possible, Also i would like to leave 3 pallets of salt next to it to make the transition of keeping your sidewalks clear as possible quickly as possible while we try to add another site to the route midseason.

Hope you have a blessed day,

On Thu, Jan 16, 2025 at 1:15 PM Arrowhead Hardscapes LLC  
<[arrowheadhardscapes@gmail.com](mailto:arrowheadhardscapes@gmail.com)> wrote:

Thanks, I'll take a look today and formulate some numbers.

On Thu, Jan 16, 2025 at 12:45 PM Matthew Gibb <[gibb@downtownlakeorion.org](mailto:gibb@downtownlakeorion.org)> wrote:

Following up on our conversation. We are looking for a cost to have snow and salt maintenance on the sidewalks identified in red and the three parking areas identified in green.

*Matthew Gibb*

Executive Director

Direct (248) 464-0307

Office (248) 693-9742



--

Jordan Gonzalez

Owner / Founder

p +1.248.330.4921

Arrowhead Hardscapes LLC. | Come home to quality

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

--

Jordan Gonzalez

Owner / Founder

p +1.248.330.4921

Arrowhead Hardscapes LLC. | Come home to quality

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

**From:** [Us lawn And snow](#)  
**To:** [Matthew Gibb](#)  
**Cc:** [Janet Bloom](#)  
**Subject:** Re: Snow Services (Lake Orion)  
**Date:** Friday, January 17, 2025 2:38:04 PM  
**Attachments:** [Snow Map.pdf](#)  
[image001.png](#)

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Hi Matt,

Thank you for your email and for providing the details regarding the snow maintenance and salting needs for the DDA Downtown sidewalks and parking areas. I understand the urgency of getting this in place for your board meeting on Tuesday.

I have prepared the pricing based on a per push basis, as you suggested, and I believe this approach will work but the cost can add up quickly, so I also included an All-Inclusive price for the remainder of the 24/25 winter season. Keep in mind that the next 8 weeks are always the most active for snowfall.

All-Inclusive includes plowing and/or salting for all snowfalls through the end of the season. If any additional salting is needed for non-storm related events (downspouts creating icy areas, water leaks, etc..) will be billed Time and Material. We apply Salt & IceMelter after plowing and/or if the snowfall is under 2".

Please find the attached pricing document, along with the map you provided for reference. If you have any additional requirements or adjustments, feel free to let me know, and I'll be happy to accommodate them before the meeting.

Looking forward to your feedback.

Best regards,

**Jake Raymond**

Owner | US Lawn & Snow  
(833) MOW - TROY

Lawn Mowing / Leaf Clean Up / Bush Trimming / Weeding / Mulch / Gutter Cleaning  
/ Irrigation Maintenance / Snow Removal

On Wednesday, January 15, 2025 at 01:33:15 PM EST, Matthew Gibb <[gibb@downtownlakeorion.org](mailto:gibb@downtownlakeorion.org)> wrote:

Jake,

Thanks for looking at this. We are in need of a contract for the maintenance of snow and salting on our DDA Downtown sidewalks and three parking areas. We hope to have this priced on a per push basis, but would be very open to however you think this is best handled. We currently are without a contract as the Village DPW was originally handling but has now indicated they will not be continuing. We want pricing based on a push event happening anytime the accumulation is above two inches and periodic salting for icy conditions. Basically, however you run your other contracts. I need this to be ready to present to our board on Tuesday and starting immediately thereafter.

I am attaching a map. Red is the sidewalks we want done and green are the three small parking lots.

## **Matthew Gibb**

Executive Director

Direct (248) 464-0307

Office (248) 693-9742



# US LAWN & SNOW QUOTE

<b>Plowing</b>	<b>Parking Lots</b>	<b>Sidewalks</b>
<b>2-3"</b>	\$ 330.00	\$ 816.00
<b>3-6"</b>	\$ 495.00	\$1,224.00
<b>6-8"</b>	\$ 660.00	\$1,632.00
<b>Over 8"</b>	\$ 990.00	\$2,448.00
<b>Salting</b>	\$ 250.00	\$ 960.00
<b>All-Inclusive Price</b>		
<b>Jan 22, 2025 - April 1st, 2025</b>		
<b>\$29,802.00</b>		



## Snow Services Proposal

Arrowhead Hardscapes LLC

5116 Hadley rd

Goodrich, MI 48438 Phone:

248-330-4921

[Email: arrowheadhardscapes@gmail.com](mailto:arrowheadhardscapes@gmail.com)

Section 8, Item A.

**Service Address**

Downtown Lake Orion  
, MI 48362  
T:

**Billing Info**

Section 8, Item A.

**Service Start:** January 2025  
**Service End:** April 30 2025

**Billing Start:** February 2025  
**Billing End:** April 2025

**Seasonal Snow Maintenance Pricing**

<b>PER Lot Plowing</b>	<b>\$333</b>
<b>LOT De-Icing</b>	<b>\$180 per ton</b>
<b>Sidewalk De-Icing</b>	<b>\$24 per bag</b>
<b>Sidewalk Clearing</b>	<b>\$555</b>

\* = Price included in sales tax calculation

**Sub-Total: \$0**

**\* Sales Tax (6.5%): \$0**

**Total Per Push Price: \$888**

**Total Per Salt Price Average: \$1044**

**Total Per Push Price + salt: \$1932**

Our winter services are provided to support our goals of obtaining a safe and functional environment during extreme inclement weather conditions. Winter snow and ice service is viewed as any other commodity-type service, when in fact it's not. This service is an unpredictable, emergency service...and Our Company understands the severity involved. We will make every attempt to achieve the best possible outcome.

**Lot Plowing**

**My Snow Removal Company will plow when 1.5” of snow has accumulated. This is measured by the contractor at the pavement, not to include drifts. Depending on the time of the snowfall, we attempt to service customers by 9 am to 11:00 am. Snow plowing of overnight storms must be completed by 12:00PM**

**. Often time’s roadway snowplows fill driveways aprons with excess snow after driveways have been cleared. If this causes a hazard or inconvenience, kindly contact us and we will attempt to clear this within a reasonably agreed upon time frame.**

Lot clearing		# of lots	Total Price Per
111		3	333

**Subtotal: \$**

**Sales Tax (6.5%): \$0**

**Total Price PER LOT PUSH: \$333**

**Lot De-icing**

De-icing materials of the Contractor's choice will be applied to driveway/ parking lot, stairway areas at the discretion of the Contractor. The decision as to when and how much material is to be applied is based on many factors including but not limited to: current ground temperature, current weather forecasts from the national weather service and future weather prediction. Customer is aware that weather conditions in the area may change rapidly and without notice. Changes in weather conditions are considered to be an "Act of God" and the contractor assumes no liability as such.

**Salting will occur as necessary during ice conditions up to 1" snowfalls to eliminate icy conditions.**

**Salting Price will be 180\$ per ton of rock salt. Contractor will invoice customer the following month for salting.**

An average of 30 -45 saltings occur per year. Upon review of site, site appears to need 1 ton per storm. Contractor will start with minimum salt and request review from customer on effectiveness to see if more is required, this is an effort to minimize salt needed as well as salt cost for customer.

My Snow Removal Company will not plow or sand/salt within 2 feet from any parked vehicles, equipment or other obstructions in parking lots, drives or other areas being cleared. Please attempt to move obstructions prior to our services being completed.

## Sidewalk Maintenance

Our winter services are provided to support our goals of obtaining a safe and functional environment during extreme inclement weather conditions. Winter snow and ice service is viewed as any other commodity-type service, when in fact it's not. This service is an unpredictable, emergency service...and Our Company understands the severity involved. We will make every attempt to achieve the best possible outcome.

### Sidewalk Clearing

**My Snow Removal Company will clear when 1.5” of snow has accumulated. This is measured by the contractor at the property, not to include drifts. Depending on the time of the snowfall, we attempt to service customers by 9:00 am to 12:00 pm. If any service is not to standards, kindly contact us and we will attempt to clear this within a reasonably agreed upon time frame.**

side clearing			Total Price Per
555			555

**Subtotal: \$**  
**Sales Tax (6.5%): \$0**

**Sidewalk PUSH: \$555**

## Sidewalk Maintenance

### Sidewalk De-Icing

De-icing materials of **Magnesium Chloride** will be applied to walkway, stairway and handicap access ramp areas at the discretion of the Contractor. The decision as to when and how much material is to be applied is based on many factors including but not limited to: current ground temperature, current weather forecasts from the national weather service and future weather prediction. Customer is aware that weather conditions in the area may change rapidly and without notice. Changes in weather conditions are considered to be an "Act of God" and the contractor assumes no liability as such.

Magnesium chloride will be applied during icy conditions and for snowfalls up to **1"** on sidewalks and walkways.

**Salting Price will be 24\$ per bag of Magnesium Chloride.**

An average of 30-45 saltings occur per year. Per review of site there were about 3 blocks walkways with a connection to the main road. 2 bags of Magnesium Chloride should last about a quarter of the block, meaning therefore we might need 36-44 bags per salting or about a pallet of salt per event . Contractor will start with minimum salt and request review from customer on effectiveness to see if more is required, this is an effort to minimize salt needed as well as salt cost for customer.

## Terms and Conditions

Our winter services are provided to support our goals of obtaining a safe and functional environment during extreme inclement weather conditions. Winter snow and ice service is viewed as any other commodity-type service, when in fact it's not. This service is an unpredictable, emergency service...and Our Company understands the severity involved. We will make every attempt to achieve the best possible outcome.

1. Snow plowing and de-icing service is contingent upon confirmation of landscape maintenance agreements, equipment and labor availability.
2. Geographic limitations apply.
3. Target/ready times may be stated but will not be guaranteed due to unpredictability of inclement weather commencement, traffic conditions and/or fatigue during continuous storms. (Safety considerations for our staff are equally as important as a safe environment on the property.)
4. In the event of untimely storm situations, all accessible areas shall be cleared as much as possible during business hours, then revisited after normal business hours as needed.
5. Our Company does not assume any liability for damages to property or persons related to inclement weather affecting mobility in any way.
6. Our Company is not responsible for damage of items covered by snow.
7. Our Company shall not be liable or responsible to owner, owner's representative or any governmental unit or entity for any fines, penalties or assessments for untimely or inadequate snow plowing or deicing.
8. Chemical ice melt or salt will be used in the de-icing procedure. Any damage resulting from the use of these materials is not the responsibility of Our Company.
9. Due to unpredictable conditions, service commencement is at the sole discretion of Our Company.
10. Owner or owner's representative shall make arrangements for dock equipment on pavement and locked, gated or any other security device that would inhibit the plowing or de-icing procedure prior to our arrival. Our Company assumes no responsibility for such arrangements.
11. Our Company reserves the right to commence service as needed 7 days per week, 24 hours per day, unless otherwise notified in writing.
12. In the event of de-icing product shortages or regulation thereof by state or local authorities, Our Company reserves the right to adjust pricing accordingly and will notify in writing of any adjustments, to be agreed upon by customer.

**Acceptance Page**

\_\_\_\_\_  
**Client Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Client Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Contractor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contractor Printed Name**

\_\_\_\_\_  
**Title**

	<b>TOTAL</b>	<b>\$69,420.11</b>
Equipment Operator -(Includes fringes)	\$38.91	
Equipment Rental/Oakland County (truck & plow)	\$26.20	
Sidewalk Machine	\$19.85	

**Downtown businesses snow and ice maintenance.**

cost per event **\$1,618.00**

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

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

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

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

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

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

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

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

De weeding Flower Gardens	Hours	Wages	Materials	Equipment Rental
---------------------------	-------	-------	-----------	------------------

Weed Killer (spray atv)	16	\$622.56		\$230.88
2 bottles of weed killer @159.99 EA.				
Includes Childrens Park (Broadway), Flint & Broadway, New parking lot.				
new areas since last worksheet				
Parking Lots- Slater St., Lot across from DDA, Fork and pint Lot,				
<b>TOTAL</b>				<b>\$1,173.42</b>

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

Christmas Decorations	Hours	Wages	Equipment Rental	
Light Pole Garland (2 employees)	60	\$4,669.20	\$804.60	
Cutting garland, testing lights, hanging and removing				
Tree Lights (2 employees)	40	\$3,112.80	\$536.40	
Testing and Hanging				
Removing (2 employees)	20	\$1,556.40	\$268.20	
Christmas Tree (3 employees)	15	\$1,750.95	\$402.30	
Retrival, installation, decoration, removal, disposal				
<i>Sub Totals</i>		<b>\$11,089.35</b>	<b>\$2,011.50</b>	
<b>TOTAL</b>				<b>\$13,100.85</b>

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

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

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

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

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

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

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

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

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

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

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

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

Special Events	Hours	Wages	Equipment Rental
Flower Fair (2 People)	16	\$1,245.12	\$214.56
Resolution Run (2 people)	8	\$622.56	\$107.28
Halloween Parade (2 people)	2	\$155.64	\$26.82
Ice fest (2 people)	4	\$311.28	\$53.64
During Event Work (1 Person)	6	\$233.46	\$13.41
	<i>Sub Total</i>	<i>\$2,568.06</i>	<i>\$415.71</i>
<b>TOTAL</b>			<b>\$2,983.77</b>

Barricades, Clean-up (before and after), Set-up, break down.

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

Mulch	Hours	Wages	Equipment Rental
Four Corners (2 People)	4	\$311.28	\$53.64
Childrens Park (2 people)	4	\$311.28	\$53.64
Upper Municipal Lot (new)	2	\$77.82	\$26.82
	<i>Sub Total</i>	<i>\$700.38</i>	<i>\$134.10</i>
<b>TOTAL</b>			<b>\$834.48</b>

Remove Old (When Necessary)		
Add New Mulch	Price does not include cost of mulch	
TOTALS		\$69,420.11

laborer scale of 22.14 / Hr (Includes fringes)

**TOTAL**

**\$37,176.68**

Equipment Operator Scale - 34.79 (Includes fringes)

<b>Snow Removal</b>	<b>Hours</b>	<b>Wages</b>	<b>Material (salt)</b>	<b>Equipment Rental</b>
Upper Municipal (New Lot)	1 hr/occurance	\$22.14	\$17.00	\$20.32
DDA Office (Drive and sidewalk)	0.25 hr/occurance	\$5.50		\$10.10
Sidewalk Snow/Ice Control	4 hr / Occurance	\$88.50		\$161.40
54 North	.50 / Occurance	\$11.00	\$17.00	\$10.15
	<b>Sub Totals</b>	<b>\$127.14</b>	<b>\$34.00</b>	<b>\$201.97</b>
	20 snow events / year		<b>TOTAL</b>	<b>\$7,262.20</b>

<b>Snow Hauling</b>	<b>Hours</b>	<b>Wages</b>	<b>Equipment Rental</b>
Pull Snow off Sidewalks, Haul away	36 hr/ Event	\$2,049.40	\$3,885.80
36 hr (Laborer & Equipment Op.)			
	10 snow events / year		<b>TOTAL</b>
			<b>\$5,935.20</b>

<b>Street Light Repair</b>	<b>Hours</b>	<b>Wages</b>	<b>Equipment Rental</b>
Diagnostics	1 hr (2 people)	\$22.14	\$15.38
Replace Bulb	.5 hr (2 people)	\$11.00	\$7.60
Replace Ballast	2 hr (2 people)	\$44.28	\$30.70
Replace Light Pole	3 hr (3 people)	\$66.40	\$46.10
Misc. Electrical supplies / yr			\$50.00
Each Light pole requires 1 hr. diagnostics.			
	<b>Sub Totals</b>	<b>\$143.82</b>	<b>\$149.78</b>
			<b>TOTAL</b>
			<b>\$293.60</b>

<b>Garbage Pickup</b>	<b>Hours</b>	<b>Wages</b>	<b>Equipment Rental</b>
	2 hr/ twice per week	\$2,125.40	\$1,157.70
	48 weeks / year		
			<b>TOTAL</b>
			<b>\$3,283.10</b>

<b>De weeding Flower Gardens</b>	<b>Hours</b>	<b>Wages</b>	<b>Materials</b>	<b>Equipment Rental</b>
	16 hr / per occurance	\$354.20		\$192.90

Weed Killer	2 hr / per application	\$44.28		\$24.10
2 bottles of weed killer @\$18 EA.			\$32.00	
Includes Childrens Park (Broadway), Flint & Broadway, New parking lot.				
	<i>Sub Totals</i>	\$398.48	\$32.00	\$217.00
			<b>TOTAL</b>	<b>\$647.48</b>

<b>Christmas Decorations</b>	<b>Hours</b>	<b>Wages</b>	<b>Equipment Rental</b>	
Light Pole Garland	60 Hrs. (2 people)	\$2,656.80	\$922.80	
Cutting garland, testing lights, hanging and removing				
Tree Lights	40 Hrs. (2 people)	\$1,771.20	\$615.20	
Testing and Hanging				
Removing	20 HRs. (2 people)	\$885.60	\$306.00	
Christmas Tree	15 Hrs. (3 people)	\$996.30	\$230.70	
Retrival, installation, decoration, removal, disposal				
	<i>Sub Totals</i>	\$6,309.90	\$2,074.70	
			<b>TOTAL</b>	<b>\$8,384.60</b>

<b>Tree Trimming</b>	<b>Hours</b>	<b>Wages</b>	<b>Equipment Rental</b>	
2x year	40 Hrs. (1 person)	\$885.60	\$964.80	
5 year plan until trees mature then this will be routine maintenance				
			<b>TOTAL</b>	<b>\$1,850.40</b>

<b>Banner Installation</b>	<b>Hours</b>	<b>Wages</b>	<b>Equipment Renal</b>	
24 Banners (2 people)				
Installation	8	\$353.60	\$123.00	
Removal	8	\$353.60	\$123.00	

Misc. Repairs	4	\$177.10	\$61.20
<i>Sub Totals</i>		<i>\$884.30</i>	<i>\$307.20</i>
<b>TOTAL</b>			<b>\$1,191.50</b>

Entry Sign Rotation	Hours	Wages	Equipment Rental
3 Locations (2 people)			
Spring	3	\$132.60	\$48.80
Summer	3	\$132.60	\$48.80
Winter	3	\$132.60	\$48.80
Fall	3	\$132.60	\$48.80
<i>Sub Total</i>		<i>\$530.40</i>	<i>\$195.20</i>
<b>TOTAL</b>			<b>\$725.60</b>

Downtown Cleaning	Hours	Wages	Equipment Rental
Every Other Week	80	\$1,771.20	\$1,592.00
2 People			
<b>TOTAL</b>			<b>\$3,362.20</b>

Sprinkler System	Hours	Wages	Materials	Equipment Rental
Charge System	4	\$176.80		\$48.20
Make Repairs (heads & fittings)	16	\$707.20	\$100.00	\$192.90
Winterize System	3	\$132.60		\$36.10
<i>Subtotal</i>		<i>\$1,016.60</i>	<i>\$100.00</i>	<i>\$277.20</i>
<b>TOTAL</b>			<b>\$1,393.80</b>	

Flower Baskets	Hours	Wages	Equipment Rental
Preperation (1 Person)	2	\$44.20	\$24.10
Installation (2 People)	8	\$353.60	\$123.00
Removal & Emptying (2 People)	10	\$442.00	\$153.00

*Sub Total*                      \$839.80                      \$300.10

**TOTAL**                                      **\$1,139.90**

<b>Special Events</b>	<b>Hours</b>	<b>Wages</b>	<b>Equipment Rental</b>
Flower Fair (2 People)	16 Hrs.	\$354.20	\$192.00
Resolution Run	8 Hrs.	\$177.10	\$96.00
Halloween Parade	2 Hrs.	\$44.20	\$24.00
During Eent Work (1 Person)	6 Hrs. OT	\$182.20	\$72.00
	<i>Sub Total</i>	<i>\$757.70</i>	<i>\$384.00</i>
			<b>TOTAL</b>
			<b>\$1,141.70</b>
Barricades, Clean-up (before and after), Set-up, break down.			

<b>Mulch</b>	<b>Hours</b>	<b>Wages</b>	<b>Equipment Rental</b>
Four Corners (2 People)	\$4.00	\$177.00	\$49.20
Childrens Park	\$4.00	\$177.00	\$49.20
Upper Municipal Lot (new)	\$2.00	\$88.40	\$24.60
	<i>Sub Total</i>	<i>\$442.40</i>	<i>\$123.00</i>
			<b>TOTAL</b>
			<b>\$565.40</b>
Remove Old (When Necessary)			
Add New Mulch			

**TOTALS**                                      \$18,282.14                      \$11,536.25                      \$37,176.68



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** January 21, 2025

**TOPIC** Request for Proposals – Architectural Services

**BACKGROUND BRIEF:**

The next steps of the Lumber Yard Project involves a series of RFP processes to move forward with design and construction drawings. First, we will get going on services for the buildings and reuse approach we are doing with the three main existing structures on site. The Main Barn, Supply House and Coal Office (old LO Lumber Shop).

Attached is the proposed RFP. The Directoir would coordinate this through the Village Clerk and attach a package of supporting documents to guide any submission towards both the intent of the DDA in redevelopment and the time and cost structure sought.

A short presentation will be given at the meeting and direction sought, leading to the issuance of a RFP for this next step.

**FINANCIAL IMPACT:**

**None**

**RECOMMENDED MOTION**

To approve Request for Proposals: LODDA-25-0001 Design and Architectural Services, for the Lumber Yard at Paint Creek, as presented, and authorize the Executive Director to finalize all legal compliance, publish and coordinate registration and opening with the Village Clerk on a date no later than February 12, 2025.



# REQUEST FOR PROPOSALS

DESIGN & ARCHITECTURAL SERVICES  
for a  
HISTORICAL RESTORATION AND REHABILITATION PROJECT

“LUMBER YARD AT PAINT CREEK”  
(former Lake Orion Lumber Company – 215 S. Broadway St. Lake Orion Michigan)

**PROPOSAL NUMBER LODDA-25-0001**

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**TABLE OF CONTENTS:**

REQUEST FOR PROPOSAL:	Page 1
INSTRUCTIONS FOR DESIGN AND ARCHITECTURAL TEAMS:	Page 2
Project Schedule (Anticipated):	Page 2
Project Purpose:	Page 2
Project Description:	Page 2
Scope of Work:	Page 3
Proposal Inclusions:	Page 3
INDEMNIFICATION, DESIGN AND INSURANCE:	Page 4
ATTACHMENTS:	Page 5
Key Informational Documents	Page 6

# REQUEST FOR PROPOSALS

DESIGN & ARCHITECTURAL SERVICES  
for a  
HISTORICAL RESTORATION AND REHABILITATION PROJECT

## “LUMBER YARD AT PAINT CREEK”

(former Lake Orion Lumber Company – 215 S. Broadway St. Lake Orion Michigan)

### PROPOSAL NUMBER LODDA-25-0001

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**DESCRIPTION: Design and construction documents for the restoration and rehabilitation of three historic structures constructed in 1917 and formerly used as office, storage and operations for the Lake Orion Lumber and Coal Company.**

**PROPOSAL DUE DATE:**

**12:00 p.m. Wednesday, February 12, 2025**

Proposals received after the closing time specified will not be considered.

One (1) copy of the proposal package must be submitted to the Office of the Clerk, Village of Lake Orion by 12:00 P.M. on Wednesday, February 12, 2025, in addition to one (1) electronic copy in PDF format. Proposals can be mailed or hand delivered to Village of Lake Orion, Attn: Sonja Stout, Clerk, 21 E. Church St., Lake Orion MI 48362. **Email and electronic delivery, including via any publication source or website will not be accepted.** Proposals shall be sent in a sealed envelope and clearly labeled: “RFP for Lumber Yard at Paint Creek LODDA-25-0001.” Upon receipt, proposals will be registered, but not publicly opened, to consider contracting design and architectural services for construction document development for the following general scope of improvements including but not limited to: Restoring the historic Main Lumber Barn to reflect its appearance in 1917 and adapting its use to a market and events gathering place, rehabilitating the Supply House canopy into a trailhead for the Paint Creek Trail, and repurposing the 1917 Coal Office with salvaged siding material and adapting the building to a themed commercial opportunity while maintaining the structure as a historic gateway.

All questions regarding this proposal should be directed to: Matthew Gibb, Executive Director, Lake Orion DDA, 118 N. Broadway St. Lake Orion MI 48362, email: [gibb@downDDAlakeorion.org](mailto:gibb@downDDAlakeorion.org). **NOTE: Questions not answered in the Request for Proposal (RFP) documents will only be responded to via an addendum to this RFP issued by the Lake Orion Downtown Development Authority. Questions must be submitted in writing or e-mail at the contact above.**

A copy of the Proposal may be obtained via [www.downDDAlakeorion.org](http://www.downDDAlakeorion.org).

LAKE ORION DOWNTOWN  
DEVELOPMENT AUTHORITY  
Village of Lake Orion  
For the Authority (248) 693-9742  
For the Clerk (248) 693-8391

Issued 1.23.2025

**INSTRUCTIONS FOR DESIGN & ARCHITECTURAL TEAMS:**

**I. PROJECT SCHEDULE (ANTICIPATED)**

January 23, 2025	Release RFP
February 4, 2025 @ 12:00 p.m.	Questions Due
<b>February 12, 2025 @ 12:00 p.m.</b>	<b>Submittal Deadline - Proposals Due</b> (1 signed unbound and 1 PDF file of proposal must be provided)
February 19, 2025	Award Bid
March 7, 2025	Consultant Recommendation & Contract Negotiation
March 17, 2025	Begin Design Work
June 1, 2025	Complete project

**II. PROJECT PURPOSE:**

The Lake Orion Downtown Development Authority (“DDA”) will require the services of a historic preservation/adaptive reuse architecture & architectural team for design and construction document development for the following general scope of services including but not limited to: Restoring the historic Main Lumber Barn to reflect its appearance in 1917 and adapting its use to a market and events gathering place, rehabilitating the Supply House canopy into a trailhead for the Paint Creek Trail, and repurposing the 1917 Coal Office with salvaged siding material and adapting the building to a themed commercial opportunity while maintaining the structure as a historic gateway. The aim of this RFP is to contract with a qualified firm who will agree to be available to provide quality, professional services in a timely manner to maximize efficiency. Applicant will submit a fee proposal for performing the phases of this project as described below. Please subdivide the work based on the scope of service below. Reimbursable expenses and hourly rates that occur outside of the described work can be submitted on a separate page in the proposal package.

**III. PROJECT DESCRIPTION:**

The Lumber Yard at Paint Creek is Lake Orion’s newest historic project. The approximately 4.5 acre site began as an ice and coal operation supporting the burgeoning resort community of the early 1900’s. the grounds eventually grew to more than 20 buildings, including three rail spurs bringing coal and construction materials to Northern Oakland County. This proposal seeks professional services to help repurpose three of the main structures; the Main Barn, The Supply House Canopy and the second of the Michigan Central Coal offices, each built in 1917 as a second phase of the then named Lake Orion Coal Company. Each building is to be rehabilitated into a historic representation of itself, adapting a new purpose for the community.

**The Main Barn:** this 6000 square foot wood structure was operational through 2023 as a lumber rack and cutting room. The intention for the structure is to open and close both the East and West sides for public access and use as an event space for markets, weddings, concerts, and festivals. There is a rack/storage structure abutting its East side that is intended to be a market vendor space. Redesign of the interior of the structure is anticipated, including accessibility.

**The Supply House:** this structure is adjacent to a curve in the north end of the Paint Creek Trail, and sees thousands of bike/pedestrian and other users annually. It is intended to be the cornerstone of a new, Issued 1.23.2025

historic, trailhead, preserving its unique canopy and the concrete beneath for a public space. educational classroom with meeting space for public and private event and office space.

**The Coal Office.** This building was constructed as an expanded coal office in 1917 and sits as the gateway to the downtown. It has been stripped of two layers of its original siding, with all usable materials saved and stored. The original coal scale is still in the ground in front, and it abuts the main public space of the site, as both existing and intended. The DDA intends that this building of 1400 sq ft, with a dry and usable basement, would house a tenant compatible to the public space and be a reflection of the historic gateway. Funding exists for the exterior to reflect our history through public art and focus multi-modal traffic around it into downtown.

This project is partially funded by a grant from the Main Street Oakland County Public Spaces Program. The Consultant may be required to perform additional documentation or other tasks in order to comply with grant requirements. The project is heavily influenced by the Main Street program and should reflect its pillared approach to preservation.

#### **IV. SCOPE OF WORK:**

The selected firm shall furnish all expertise, labor, and resources to provide complete services necessary to meet the terms of a full contract outlining and defining the deliverable scope of work and the terms and method of compensation, including any change order(s). The scope of work intended in this request includes, but is not limited to:

The Consultant will be required to prepare detailed conceptual design drawings of each project for submittal, modification and approval by the DDA. At the conclusion of the detailed conceptual design phase, the Consultant shall provide the Client with a detailed cost estimate of the entire scope of work and thereafter develop construction documents for all components of each project.

To achieve desired outcomes the consultant will:

- A. Facilitate the process to identify and evaluate viable alternatives as appropriate based on site evaluations and DDA guidance.
- B. Work with the DDA throughout the project who will provide input and help engage all interests, prior charette data, and public input into the process and project.
- C. The Consultant will provide recommendation and insight to maintain compatibility with leading historic preservation guidance.
- D. Be responsible for attending site meetings for this project. The consultant will prepare exhibits as needed for these meetings. The Consultant will be available to answer any questions that may arise and incorporate input shared into the design as appropriate. Client will be responsible for arranging, coordinating and facilitating all meetings.
- E. Be available (in person or remotely) for bi-weekly Project Team meetings. Consultant will provide brief weekly update e-mail indicating preliminary design progress.
- F. The Consultant will provide final design drawing(s) in PDF, AutoCAD and/or ArcGIS format.
- G. The Consultant will meet with the village of Lake Orion planning Commission, as necessary, to gain any conceptual or planning based feedback that might alter any design or adaptive reuse.
- H. Provide a conceptual construction cost estimate broken down by each element of the project.
- I. Complete construction drawings, specifications and bidding documents for entire scope of work

with a desired construction period starting in June 2025.

**V. PROPOSAL INCLUSIONS:**

Proposals shall include 1 digital and 1 hard copy with the following information:

1. Labeled sealed envelope with:
  - a. Proposal Number
  - b. Project Title
  - c. Firm Name
2. Submit a fee proposal as described in the scope of work above according to the following breakdown:
  - a. Provide a combined lump sum fee to complete final design and construction drawings, specifications and bidding documents for the entire project.
  - b. Provide a breakdown of fees for work phases on each individual building
  - c. Reimbursable expenses and hourly rates that occur outside of the described work as a separate page
3. The successful proposer **must** be capable of providing adequate, knowledgeable personnel to fulfill the requirements of the proposed contract. The proposer shall name any sub-consultants. Include:
  - a. Résumés for all key management personnel and core production staff
  - b. The proposer shall indicate in the proposal any work intended to be performed by sub-consultants or persons outside of the firm.
4. The successful proposer **must** be financially capable of fulfilling the requirements of the proposed contract. Include:
  - a. Brief financial description of support capabilities
5. The successful proposer **must** be capable of providing quality products. Include:
  - a. Recent project information on a similar project completed by the firm. Include:
    - i. The name and telephone number of the point of contact for each project
    - ii. Design and Construction Budget
    - iii. Scope of Design Work Completed
6. The successful proposer **must** be capable of taking on this project and performing per expectations. Include:
  - a. Current workload and ability to complete project(s) in a timely manner
7. The successful proposer **must** be capable of completing the work within the specified timeframe. Include:
  - a. Project timeline
8. Cost per hour fee for work above and beyond what is included in the awarded scope. Include:
  - a. Hourly fee breakdown for firm services

**VI. INDEMNIFICATION, DESIGN AND INSURANCE:**

- A. *The Consultant agrees to indemnify the DDA, its officers and employees, against liability for injury or damage caused by any negligent act or omission by Consultant, or its sub-consultants, in the performance of this Agreement and shall hold the DDA and its agents harmless from any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities or property caused or sustained by any person(s) as a result of any intentional or negligent act*

- by Consultant or failure of Consultant to perform this Agreement according to its terms.*
- B. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all services rendered by Consultant and any sub-consultants and shall, without additional compensation, promptly remedy and correct any errors, omissions, or other deficiencies.*
- C. Consultant, at its expense, shall procure and maintain in full force and effect for the duration of this Agreement, Worker's Compensation Insurance, Employers' Liability Insurance, Commercial General Liability Insurance in the amount of \$1,000,000 combined single limits, and Errors and Omissions Insurance in the amount of \$1,000,000. The Consultant is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.*

In submitting a proposal, the proposer agrees to the acceptance of any or all proposals within a reasonable time or period constitutes a contract.

All information submitted in response to this Request for Proposal (RFP) is public after the Professional Services Agreement has been issued. The consultant should not include as part of the response to the RFP any information which they believe to be a trade secret or other privileged or confidential data. If the consultant wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. Statements that the entire proposal is confidential will not be honored. The DDA will endeavor to keep that information confidential, separate and apart from the proposal, subject to the provisions of the Michigan Freedom of Information Act or order of court.

Minority Business Enterprises will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on grounds of race, sex, color, creed, marital status, religion, national origin, disability, sexual orientation, or any other characteristic protected by applicable laws.

Any proposal deemed to be collusive or a sham proposal will be rejected and reported to authorities as such. Your authorized signature of this proposal assures that such proposal is genuine and is not a collusive or sham proposal.

The DDA reserves the right to reject any and/or all proposals, to further negotiate with the successful consultant and to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of the DDA to do so. The total cost of preparation and submission shall be borne by the consultant.

## **VII. ATTACHMENTS:**

SURVEY  
 PROGRESS REPORTS  
 GRANT AGREEMENT WITH OAKLAND COUNTY  
 PHOTOGRAPHIC DIARY  
 HISTORIC PRESENTATION



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**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** January 21, 2025

**TOPIC** Assistant Directors Report

**BACKGROUND BRIEF:**

The Assistant Director will provide a verbal report at the meeting, including updated marketing and promotion, and receive questions.

**None**

**RECOMMENDED MOTION**

Receive and file the Report.



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**DDA ACTION SUMMARY SHEET**

**MEETING DATE:** January 21, 2025

**TOPIC** Committee Report(s)

**BACKGROUND BRIEF:**

The Assistant Director will provide a verbal report at the meeting, including updated marketing and promotion, and receive questions.

**None**

**RECOMMENDED MOTION**

Receive and file the Report(s).



# LUMBER YARD at PAINT CREEK

## PROGRESS REPORT

### PHASE 1 – CLEAN UP

### Report to the Board

For the Period 12/1/24 – 1/15/25

January 21, 2025 @ 6:30pm

By: Matthew Gibb, Executive Director



The project remains in initial clean up and deconstruction. The Board has approved contracts for project work performed during this covered period, including, several phases of hazardous waste management, salvage of historic materials, and demolition. This report outlines what has been done in the immediately prior work period and concludes with next steps.

#### ASBESTOS REMOVAL AND DISPOSAL

The hazardous materials report completed by Baker International in 2024 revealed asbestos in the flooring within the original coal office building and in the roofing materials of south annex shed to the main barn. The removal and proper disposal of this hazardous condition was included in the Board approved contract with TBD Construction Services. All material has been removed and disposal completed in accord with Michigan Law. The disposal manifests for the work completed are in the possession of the DDA with copies attached to this Report.



**DISPOSAL OF PAINT, SEALERS AND OTHER WASTE**

The property was filled with left over paint, stain and other hazardous waste products from the commercial operation of the Lumber Yard. Approximately 900 cans, varying in size from pint to 10 gallon, were found, moved and sorted for disposal. The Board approved a contract with ERG Environmental Services for disposal. Prior to their removal, staff was asked to (and did) re-locate and organize the entire material inventory. All acids, paint, concrete sealers, and a variety of other materials were properly disposed and the manifests are now held by the DDA, with copies attached.



**SALVAGE OF MATERIALS**

TBD Construction Services was awarded a contract to perform the process of salvaging siding and other materials. All usable material is now stored in the main barn.



**CHANGE ORDER(S)**

As the salvage and environmental work commenced and was ongoing, it was decided that the main office building is not only salvageable, but a very good repurpose opportunity to create revenue from the DDA project (included potential revenue to the village). This would allow non-tax based revenue to be used towards the bonds and site development. To preserve the exposed structure, prepare for eventual permitted construction work, and several change orders were identified and approved.

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

Approved Cost - \$14,400

2. Add Barn 8 (identified on the Demo Inventory) as an additional structure for de-construction, storing all salvaged materials as contracted, and remove from the scope of work the collapsed north wall of building 18. Add security fencing, rental(6 months) and installation due to safety and trespass issues.

Approved Cost - \$6,500

3. Remove dangerous condition of the overhanging canopy on the front of the building made unstable by rotted wood and exterior conditions

Approved Cost - \$3,500

4. Repair and protect additional rotted corner boards. Remove and inspect interior stud work and framing, replace rotted sill(s) and complete other pre-emptive structural repairs to protect the integrity of the structure and allow for OSB and sealing with dry-wrap

Approved Cost - \$8,800



## **DEMOLITION**

Above grade demolition was scheduled to begin the first week of January 2025, but weather and delays caused by the disposal of hazardous materials has pushed the demolition start date to on or about January 27, 2025. Demolition will remove all debris and non-preservation structures on site. Demolition is scheduled pursuant to the required 10 day notice to the state of Michigan through EGLE and is supported by a Oakland County Soil Erosion Permit, applied for by PEA.



## **NEXT STEPS**

1. Post demolition, security fencing will be addressed and a more permanent solution implemented. Temporary, safe, parking areas will be reintroduced pending plan and construction development.
2. Requests for Proposal(s)
  - a. Architectural Services – Analysis, design and construction drawings for the Main Barn, Trailhead Canopy, and Repurposed Office, including accessibility and landscape.
  - b. Roofing – Incoordination with the selected architectural firm, seeking metal roof installation for the main barn and canopy.
  - c. Private Partner Development – Seeking development concept and plan, cost estimate and use proposal for development of the excess site, in partnership with the public space and parking required by the DDA.
3. Marketing Plan Development – an attraction and recruitment plan for identifying tenant and partner users within the developed site.

010925-D

Section 9, Item C.

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

NON-HAZARDOUS WASTE MANIFEST		1. Generator ID Number MIG000060410		2. Page 1 of 12		3. Emergency Response Phone 734-437-9677		4. Manifest Tracking Number 3122724C					
5. Generator's Name and Mailing Address Lake Orion Downtown Development Authority 215 S. Broadway Lake Orion, MI 48362 Generator's Phone: 248-693-9742						Generator's Site Address (if different than mailing address)							
6. Transporter 1 Company Name ERG Environmental Services						U.S. EPA ID Number MID059912956							
7. Transporter 2 Company Name						U.S. EPA ID Number							
8. Designated Facility Name and Site Address ERG Environmental Services 13040 Merriman Road Suite 200 Livonia, MI 48150 Facility's Phone: 734-437-9650						U.S. EPA ID Number MID059912956							
GENERATOR	9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))				10. Containers		11. Total Quantity	12. Unit Wt./Vol				
		1 Non-RCRA, Non-DOT Regulated				No.	Type						
						001	CF	506	P				
	X	2 UN1950, Aerosols, flammable, 2.1 ERG#126				001	CF	20	G				
		3 Non-RCRA, Non-DOT Regulated				002	DM	110	G				
X	4 UN1044, Fire extinguishers, 2.2 ERG#126				005	CY	20	P					
13. Special Handling Instructions and Additional Information													
1) APPROVAL # CP122724-01 (NH COMMODITY PACK) 2) APPROVAL # AUW122724-01 (UW AEROSOLS) 3) APPROVAL # LO122724-01 (USED OIL) 4) APPROVAL # FX 122724-01 (FIRE EXTINGUISHERS)													
14. GENERATOR'S CERTIFICATION: I certify the materials described above on this manifest are not subject to federal regulations for reporting proper disposal of Hazardous Waste.													
Generator's/Officer's Printed/Typed Name Matthew G. Gish						Signature			Month Day Year 1 9 25				
TRANSPORTER INTL	15. International Shipments												
	<input type="checkbox"/> Import to U.S.						<input type="checkbox"/> Export from U.S.						
Transporter signature (for exports only):						Port of entry/exit: Date leaving U.S.							
TRANSPORTER	16. Transporter Acknowledgment of Receipt of Materials												
	Transporter 1 Printed/Typed Name Daniel Chandler						Signature			Month Day Year 1 9 25			
	Transporter 2 Printed/Typed Name						Signature			Month Day Year			
DESIGNATED FACILITY	17. Discrepancy												
	17a. Discrepancy Indication Space												
	<input type="checkbox"/> Quantity			<input type="checkbox"/> Type			<input type="checkbox"/> Residue			<input type="checkbox"/> Partial Rejection		<input type="checkbox"/> Full Rejection	
	17b. Alternate Facility (or Generator)												
	Facility's Phone:						Manifest Reference Number: U.S. EPA ID Number						
17c. Signature of Alternate Facility (or Generator)									Month Day Year				
18. Designated Facility Owner or Operator: Certification of receipt of materials covered by the manifest except as noted in item 17a													
Printed/Typed Name						Signature			Month Day Year				

Please print or type. (Form designed for use on size 12-pitch typewriter.)

NON-HAZARDOUS WASTE MANIFEST (Continuation Sheet)		19. Generator ID Number MIG000060410	20. Page 2 of 2	31. Manifest Tracking Number 3122724C	
22. Generator's Name Lake Orion Downtown Development Authority 215 S. Broadway Lake Orion, MI 48362					
23. Transporter <u>3</u> Company Name				U.S. EPA ID Number	
24. Transporter <u>4</u> Company Name				U.S. EPA ID Number	
25a. HM	25b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	26. Containers		27. Total Quantity	28. Unit Wt./Vol.
		No.	Type		
	5) Non-RCRA, Non-DOT Regulated	002	DF	400	P
	6) Non-RCRA, Non-DOT Regulated	002	CW	600	P
29. Special Handling Instructions and Additional Information 5) APPROVAL # CP122724-01 (NH COMMODITY PACK) 6) APPROVAL # CP122724-01 (NH COMMODITY PACK)					
TRANSPORTER	30. Transporter <u>      </u> Acknowledgment of Receipt of Materials				
	Printed/Typed Name	Signature			Month
TRANSPORTER	31. Transporter <u>      </u> Acknowledgment of Receipt of Materials				
	Printed/Typed Name	Signature			Month
DESIGNATED FACILITY	32. Discrepancy				

ILP 122724-H

Please print or type.

<b>UNIFORM HAZARDOUS WASTE MANIFEST</b>	1. Generator ID Number MG000030400	2. Page 1 of	3. Emergency Response Phone 248-693-9742	4. Manifest Tracking Number <b>019618020 FLE</b>
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5. Generator's Name and Mailing Address Lake Orion Downtown Development Authority 215 S. Broadway Lake Orion, MI 48362 Generator's Phone: 248-693-9742	Generator's Site Address (if different than mailing address)
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6. Transporter 1 Company Name ERG Environmental Services	U.S. EPA ID Number W0000012400
7. Transporter 2 Company Name	U.S. EPA ID Number

8. Designated Facility Name and Site Address DLD Environmental Services, Inc. 331 Broad Street Plainwell, NJ 08030 Facility's Phone: 269-665-9624	U.S. EPA ID Number DLD NJ 047628
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9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers		11. Total Quantity	12. Unit WL/Vol.	13. Waste Codes
		No.	Type			
X	UN3264, WASTE CORROSIVE LIQUID, ACIDIC INORGANIC, NOS, 8, PG II ENR 154	001	CF	25	P	D002
X	UN3264, WASTE CORROSIVE LIQUID, BASIC, INORGANIC, NOS, 8, PG II ENR 154	001	CF	40	P	D002

14. Special Handling Instructions and Additional Information  
 1) LAB PACK - LA-1 20 GAGON APPROVAL II  
 2) LAB PACK - LA-2 30 GAGON APPROVAL II

15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true. 1LP 122724 11 010925-D

Generator's/Offeror's Printed/Typed Name: Matthew Zibbe Signature: [Signature] Month: 11 Day: 9 Year: 25

16. International Shipments  Import to U.S.  Export from U.S. Port of entry/exit: \_\_\_\_\_ Date leaving U.S.: \_\_\_\_\_

17. Transporter Acknowledgment of Receipt of Materials

Transporter 1 Printed/Typed Name: Daniel Chandur Signature: [Signature] Month: 11 Day: 9 Year: 25

Transporter 2 Printed/Typed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

18. Discrepancy

18a. Discrepancy Indication Space  Quantity  Type  Residue  Partial Rejection  Full Rejection

Manifest Reference Number: \_\_\_\_\_

18b. Alternate Facility (or Generator) U.S. EPA ID Number: \_\_\_\_\_

Facility's Phone: \_\_\_\_\_

18c. Signature of Alternate Facility (or Generator) Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)

1.	2.	3.	4.
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20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a

Printed/Typed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Please print or type.

<b>UNIFORM HAZARDOUS WASTE MANIFEST</b>	1. Generator ID Number MI000060410	2. Page 1 of	3. Emergency Response Phone 248-693-9742	4. Manifest Tracking Number <b>019618021 FLE</b>
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5. Generator's Name and Mailing Address Lake Orion Downtown Development Authority 215 S. Broadway Lake Orion, MI 48362 Generator's Phone: 248-693-9742	Generator's Site Address (if different than mailing address)
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6. Transporter 1 Company Name ERG Environmental Services	U.S. EPA ID Number MI0059912436
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7. Transporter 2 Company Name Environmental Recycling	U.S. EPA ID Number OHR000034025
--	------------------------------------

8. Designated Facility Name and Site Address Environmental Recycling 527 East Woodland Circle, PO Box 167 Bowling Green, OH 43402 Facility's Phone: 800-284-9107	U.S. EPA ID Number OHR000034025
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9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers		11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes		
		No.	Type					
X	1. RQ, UN1263, Waste Paint, 3, PGII, (D001) ERG#128	004	CF	2000	P	D001		
X	2. RQ, UN1263, WASTE PAINT, 3, PGII (D001) ERG 128	002	CW	1000	P	D001		
	3.							
	4.							

14. Special Handling Instructions and Additional Information 1) APPROVAL # HPRMLP-122724-01 (LOOSE PACK PAINT) managed as universal waste in the state of Ohio per rule 3745-273-89 (B). 2) APPROVAL # HPRMLP-122724-01 (LOOSE PAINT PACK)
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15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true. 1LP 122724-01 010925-1			
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Generator's/Offeror's Printed/Typed Name Matthew Gibb	Signature 	Month 11	Day 9	Year 25
--	---------------	-------------	----------	------------

16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S.		Port of entry/exit:
Transporter signature (for exports only):		Date leaving U.S.:

17. Transporter Acknowledgment of Receipt of Materials				
Transporter 1 Printed/Typed Name Daniel Anderson	Signature 	Month 11	Day 9	Year 25
Transporter 2 Printed/Typed Name	Signature	Month	Day	Year

18. Discrepancy					
18a. Discrepancy Indication Space	<input type="checkbox"/> Quantity	<input type="checkbox"/> Type	<input type="checkbox"/> Residue	<input type="checkbox"/> Partial Rejection	<input type="checkbox"/> Full Rejection

18b. Alternate Facility (or Generator)	U.S. EPA ID Number
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Facility's Phone:						
18c. Signature of Alternate Facility (or Generator)				Month	Day	Year

19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)			
1.	2.	3.	4.

20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a				
Printed/Typed Name	Signature	Month	Day	Year



# NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number

b. Manifest Document Number: **122024122**

c. Page 1 of

d. Generator's Name and Location:  
TBD Construction  
215 S Broadway Street  
Lake Orion, MI 48362  
f. Phone: 616-401-7373

e. Generator's Mailing Address:  
TBD Construction  
3714 Roger B Chaffee Street SE Suite 311  
Wyoming, MI 49548  
g. Phone:

If owner of the generating facility differs from the generator, provide:

h. Owner's Name:

i. Owner's Phone No.:

j. Waste Profile #

k. Exp. Date

j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers		n. Total Quantity	o. Unit Wt/Vol
			No.	Type		
4238/24/18880	12/18/2025	Friable Asbestos	13	Industrial		
4238/24/18881	12/18/2025	Non-Friable Asbestos		Bags		

GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.

p. Generator Authorized Agent Name (Print): Keith Schmelke

q. Signature: [Signature]

r. Date: 12/20/24

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address:  
TBD Construction  
3714 Roger B Chaffee Street SE Suite 311  
Wyoming MI 49548  
b. Phone: 616-401-7373

c. Driver Name (Print): Keith Schmelke

d. Signature: [Signature]

e. Date: 12/20/24

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes III d-g)

a. Disposal Facility and Site Address:  
Citizens Disposal Inc  
2361 West Grand Blanc Road  
Grand Blanc MI  
b. Phone: 810-344-8270

c. US EPA Number

d. Discrepancy Indication Space:

I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.

e. Name of Authorized Agent (Print): 1530069

f. Signature: [Signature]

g. Date: 12-20-24

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:  
TBD Construction Services, INC  
3714 Roger B Chaffee Street SE Suite 311  
Wyoming, MI 49548  
b. Phone: 616-401-7373

c. Responsible Agency Name and Address:  
EGLE

d. Phone:

e. Special Handling Instructions and Additional Information:

f.  Friable  Non-Friable  Both

% Friable: \_\_\_\_\_ % Non-Friable: \_\_\_\_\_

OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labeled and are in all respects in proper condition for transport by highway according to applicable international and national governmental regulations.

Signature: Keith Schmelke

Date: 12/20/24



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** January 21, 2025

**TOPIC** Lumber Yard Progress Report

**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 January 21, 2025.



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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** January 21, 2025

**TOPIC** Executive Directors Report

**BACKGROUND BRIEF:**

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

**FINANCIAL IMPACT:**

**RECOMMENDED MOTION**

Receive and file the Executive Directors Report for January 2025.

# EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

January 21, 2025



## I. NEWS AND UPDATES

### Tracking.Prior.Work.in.Progress;

- a. Working with other Michigan DDA directors to get updated data on administrative PA 57 charging.
- b. Continuing to build coordinated Township work plan for DDA needs and costs.
- c. Pulling snow removal quotes on a weekly basis.
- d. Effort was made, again, to obtain final signatures on the PUD and Addendum for the West Village project at the Ehman Center, the Village is presently questioning the approval of the PUD from last year, and the language agreements reached in that process, and are withholding signed documents. THIS WILL BE INSERTED IN THIS REPORT, IN THIS IDENTICAL FORM UNTIL SIGNED BY GTHE VILLAGE. The project is now three years approved and the PUD agreement remains unsigned.
- e. Continuing the process of cleaning up the website.
- f. TO DO THE ABOVE ACTION, WE NEED UPDATED MEDIA
- g. Onboarding the Administrative Coordinator position.
- h. Completed the Annual PA 57 Report
- i. Accounting problems for multiple programs are resolved.

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

### BUDGET DEVELOPMENT

A re-work of the budget is in progress that would better appropriate and track promotional and infrastructure expenses.

## II. TO DO'S AND MORE

- 1. Leadership Development – Began building structure for town hall, program or event, but we need to start recruiting more committee members, volunteer leadership people and general help in working hands and ideas.
- 2. SPONSORSHIPS – This must be priority this year, as well as, the build out of the prior authorization to create a non-profit arm.

3. TIF Plan/Capital Plan – The Board training in December and January regarding the Tif and the strategic plan was excellent. NOW, there needs work on the draft agreement and the new budget approach to implement the 75-25 split approved by resolution in the Save the DDA campaign effort.
4. CONTRACT DEVELOPMENT
  - a. DPW SERVICE AGREEMENT – A base rate for enhanced services and pay as you go thereafter.
  - b. GENERAL PA57 ADMINISTRATIVE AGREEMEENT – This will be drafted as a percentage of TIF agreement. It will not itemize police, clerk or other departments, rather granting a lump sum and allowing the Village to appropriate that revenue return in its own accord.

Respectfully Submitted,

Matthew Gibb

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

(248) 464-0307