



AGENDA

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, April 16, 2024

6:30 PM

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

(248) 693-8391 ext. 102

1. **Call to Order** 6:30 PM
2. **Roll Call and Determination of Quorum**
3. **Approval of Minutes**
 - A. March 19th, 2024 Minutes
4. **Approval of Agenda**
5. **Call to the Public**
 - A. Communications

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. If you wish to comment, please stand or raise a hand to indicate that you wish to speak. When recognized, give your name and address and direct your comments to the Chair. Comments on 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. Executive Director's Report
- B. Assistant Director's Report
- C. Committee Meeting Minutes
- D. Financial Reports

7. Financial Matters

A. Bill Approval

8. New and Old Business

A. Remaining Bill Approval-March 2024

B. Main Street Now Conference 2024

9. Reports and Recommendations

A. Verbal Executive Director Report

B. Verbal Assistant Director Report

10. Board Comments

11. Next Regular Meeting - May 21, 2024

12. Adjournment

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

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



DDA SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC March 19th, 2024 Minutes

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular meeting minutes of March 19th, 2024.



**VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
21 East Church Street, Lake Orion, MI 48362**

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

MINUTES

REGULAR MEETING OF THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS

Tuesday, March 19, 2024

6:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

I. Call to Order

The Tuesday, March 19, 2024 Regular 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 Chairperson Debbie Burgess at 6:36 PM.

II. Roll Call and Determination of Quorum

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	Present	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Absent	
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	
Jerry Narsh	Village of Lake Orion	President	Present	

STAFF PRESENT:

- Janet Bloom, Assistant DDA Director/Recording Secretary

III. Approval of Minutes

1. DDA Board Special Meeting Minutes - February 13, 2024

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, February 13, 2024.

2. DDA Board Regular Meeting Minutes -February 15, 2024

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Thursday, February 15, 2024.

3. DDA Board Regular Meeting Minutes -February 20, 2024

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, February 20, 2024.

IV. Call to the Public

Let the record show no public comment was received.

V. Approval of Agenda

1. **Motion to:** approve the March 19, 2024 Downtown Development Board agenda.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

VI. Consent Agenda

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

Motion to: approve the March 19, 2024 Downtown Development Board consent agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

1. Director's Report

RESOLVED: To receive and file the DDA Executive Director's Report for March 2024.

2. Meeting & Committee Minutes and Website Updates

RESOLVED: To receive and File the Committee Meeting Minutes & Website updates.

3. Financial Reports

RESOLVED: To receive and file the financial reports for February 2024.

VII. Financial Matters

1. Bill Approval

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To approve disbursements in the amount of \$18,260.75 for February 2024 with the removal of vendor Alerus financial in the amount of \$814.35, Andrews Hooper Pavlic in the amount of \$950 and DTE energy 380 S. Broadway in the amount of \$998.05 to receive clarification from administration in the amount of \$2,762.40. The amount of

\$15,498.35 is approved for payment.

VIII. New and Old Business

1. Budget Amendment -Legal Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Lloyd Coe, Board Member
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To increase 248-260-810-000 Legal Services by \$1,500 and;

To reduce 248-260-829-000 Planner Services account by \$1,500.

2. Budget Amendment -Parking Lot Leases

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jerry Narsh, President
SECONDER:	Matt Shell, Treasurer
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To increase 248-730-975-003 DDA Capital Outlay by \$871.00 and;

To reduce 248-260-829-000 Planner Services account by \$871.00.

3. Lake Orion LOLive! Music Concert Series

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To hire 20 Front Street for the booking, marketing, and management of the live music entertainment in Children's Park at the Gazebo for the LOLive Summer Concert Series, for a cost not to exceed \$10,000 from Event Promo-Gazebo Series account 248-729-880-001.

4. Hanging Baskets - 2024

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jerry Narsh, President
SECONDER:	Matt Shell, Treasurer
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

RESOLVED: To purchase the 2024 hanging baskets with plant material plus fertilizer, from Jos. Kutchey & Sons, LLC for \$2,740 plus the anticipated cost of \$77 per larger basket requested for one intersection for a total of four large baskets, and an additional cost of replacing 15 liners not to exceed \$3,400 for the 2024 season.

IX. Reports, Resolutions and Recommendations

A. Executive Director

1. Verbal Director Report

B. Assistant Executive Director Report

X. Call to the Public

George Dandalides, 226 Bellevue Ave, made a cost suggestion for the DDA.

Assistant Executive Director Bloom addressed the cost suggestion concern.

Matt Pfeiffer, 497 Bellevue, welcomed Matt Gibb to the Lake Orion DDA.

Francesco Komendera, addressed the board about several concerns he had.

Kathryn Kennedy, addressed her concerns about the agenda and also addressed concerns about the DDA.

Scott Gabriel, 941 Joslyn, welcomed both the Executive and Assistant DDA Directors.

XI. Board Comments

Board member Medina thanked the public for their comments. She also discussed her thoughts on getting feedback from committees at the meetings.

Secretary Lorant stated he is excited for the new leadership team and he looks forward to what they can accomplish.

Treasurer Shell stated he is excited for the new leadership team and to see what they can do to make sure the DDA addresses the concerns that were brought up in the meeting and to make sure Lake Orion has the best DDA.

Vice Chairperson Caruso addressed some of the public comments in regards to the concerns they had about the DDA.

Board member Campbell thanked the public for being involved. She also spoke about some challenges to the local businesses in the DDA.

Board member Narsh spoke about how the DDA has changed over the years.

Board member Coe thanked the public for coming out and speaking their concerns and welcomed the new leadership team.

Chairperson Burgess thanked the public for coming out to the meeting and welcomes their comments in the future.

XII. Next Regular Meeting - April 16, 2024

XIII. Adjournment

Motion to: adjourn the Tuesday, March 19, 2024 Regular meeting of the Downtown Development Authority Board.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett

The Downtown Development Authority Board Regular meeting of Tuesday, March 19, 2024 adjourned at 8:03 PM.

Debbie Burgess
Chairperson

Janet Bloom
Assistant Executive Director/Recording Secretary

Sonja Stout
Village Clerk

Date Approved: as presented April 16, 2024.



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Communications

BACKGROUND BRIEF:

If a business or property owner, or resident cannot attend a scheduled board meeting, the Lake Orion DDA accepts comments for board meetings via email for inclusion in the monthly board packets.

These communications are attached for review when received.

RECOMMENDED MOTION:

To receive and file.

DDA February 20, 2024 Meeting - Public Comments

I will not be able to attend the meeting in person and based on the past policies of the Board, I will not be allowed to make comments on specific agenda items when they are presented, contrary to what is implied by the agenda for addressing the DDA Board. In addition, the budget as presented cannot be adequately addressed in the limited time generally allowed, even though no time limit is specified. For these reasons, I am putting my comments in writing.

The January 30, 2024 Special Meeting Minutes (Packet Pg. 18) state that there was to date \$12,425.98 spent on attorney fees, presumably to try and stop the vote on the citizen petition to amend the DDA funding. The legal procedure failed but the actual vote went in favor of the DDA therefore these costs served no public purpose and were decided in closed meetings. These taxpayer funded expenses were unknown to the public as you attempted to stop a constitutional right to petition the government. Based on the financial information provided for this meeting (Packet Pg. 90 and 100), the entire legal budget amount has now been used even though there are five more months in the fiscal year. Assuming the DDA follows Michigan law for accounting purposes, this means no legal matter can be addressed by the DDA attorney until a budget amendment is made as funds need to be budgeted prior to incurring costs.

Related to this is that the proposed budget information does not reflect the legal costs to date showing an activity of only \$5,340 (Packet Pg. 107) versus the actual of \$16,484.14 with the current billing which happens to be the exact amount of the available balance of \$662.39 (Packet Pg. 90 and 100).

The proposed budget is the most troubling and something I have been following since first presented with the hope that someone on the board or within the Village government would comment on prior to any final approval. The budget, as presented, has the mandatory bond payment coming from as of yet non-existent funds derived from Capital Campaign Fundraising (Packet Pg. 114) and declares the "This fund is balanced" (Packet Pg. 104) even though balanced by a fictional non-existent amount equal to the bond payment. Meanwhile, costs for programs and other expenses are significantly increased which means funds will not be available to make the mandatory bond payment if adequate fundraising does not occur. You will certainly recall that the approval of the bond was predicated on the DDA having adequate secured funds to pay basic operating expenses and the bond. It now appears you are not going to allocate those funds in the manner you are legally required to do.

I have other concerns about the proposed budget as noted in the attached partial copy of the meeting information. The Lumberyard plan and cost is still unknown, undefined, and unapproved. The Executive Director who headed up the bond and property purchase is gone, the architect that did the planning and design is no longer with the firm you hired, and there is no known project manager or management team. Even the current use of the property is unknown and still signed as parking for Oat Soda. All of this at the taxpayer's expense. The status of the downtown trash enclosures is not stated, has undefined construction, unknown cost, an undefined approval process and requirements, and an unknown process for implementation. My previous comments on bidding policy and information for this project remain unaddressed while trash remains in the public view, in the public right of way, and in violation of the Village Zoning Ordinance requirements.

I don't expect a response, but I did want my concerns to be on the record.

C. W. Johnston

Cory Johnston, PE
108 Evergreen Trail
Lake Orion, Michigan

- Increased funds to build dumpster enclosures in all quadrants including the gateway property. **Funds are inadequate based on previous bidding and bid documents are at best vague. What is the status of current bid?**
- Ridgeline lighting and Spanner lights on building near main intersection
- Façade grants for business and property owners in Downtown Lake Orion
- Increased funds for marketing and the marketing contracts
- Matching funds for potential grants the DDA may apply for
- Funds for Interns and other contractual staff
- Funds for public art and Historic building signs
- More holiday lights and fall décor.

301 Fund, Downtown Development Bond Project 2023: This fund is balanced. The DDA worked with the VLO Finance Director to develop the proper GL numbers for this fund. The initial budget includes a capital campaign goal which matches the annual bond payment. The LO Gateway Committee has discussed offering naming rights and private developer public benefit to help reach this goal. Additionally, the DDA Board voted to request a tech visit paid for by MSOC for additional fundraising assistance. Tim Colbeck, MSOC, has provided an initial quote for this tech visit for review.

How do you provide a "balanced" budget based solely on non-existent funding? The funds do not currently exist to make the mandatory bond payment while additional funds are budgeted for programs.

404 Fund, DDA Property Acquisition and Improvements: This fund shows no activity for the upcoming fiscal year. Director M. LaLone recommended identifying a specific gateway project for which to use the funds. Per PA 57 of 2018, funds are not meant to sit, but instead to be used for public benefit.

No property acquisition or existing property improvements are planned for the upcoming budget year?

Recommended Motion 1:

To approve the fy 2024-2025 DDA Budget, as presented, and forward to the Village of Lake Orion Council for review and approval.

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY											
ESTIMATED REVENUES											
Dept 000 - REVENUE											
							80/20 bond	1.00%	1.00%	1.00%	Projection increase (1%) per Oak Cty Equalization Best Practice
248-000-402-000	Property Tax - Current Real	304,910	322,661	658,713	934,065	903,236	912,268	921,391	930,605	939,911	Tax rebate for 120 S. Broadway (PA210) until 2030, Land Bank payment from taxes until 2025, Property sales affect tax income
248-000-402-100	Property Tax - Twp DDA Capture	344,763	372,527	392,840							
248-000-405-000	Property Tax - Personal										
248-000-412-000	Property Tax - DPPT P/Y & C/Y	866	678	(3,397)	972						
248-000-441-000	Local Community Stabilization Share T	18,059	8,128	8,015	10,094	10,000	10,000	10,000	10,000	10,000	
248-000-445-000	Penalties & Interest on Taxes	2,063	2,113	2,022	0	2,000	2,000	2,000	2,000	2,000	
248-000-539-000	State Grants	5,000	32,418	3,688	2,813	109,028	?				MSOC, MEDC, etc
248-000-582-000	Intergovernment - Police	81,030	95,649	87,764	15,927						
248-000-664-000	Interest Earned	7,068	2,482	2,297	4,973	2,500	2,500	2,500	2,500	2,500	
248-000-671-999	Appropriation from Fund Balanc					107,459	?				\$20,000 for facade grant
248-000-673-000	Sale Of Fixed Assets				0						
248-000-681-000	Reimburse - Insurance Claims				12,465						insurance payment for street light damage
248-000-683-000	Reimbursements-Other	6,500			10,000						
248-000-685-000	Sponsorships	7,000	17,210	17,283	38,750	102,400	?				as of 23-24 on: goal to cover expenses for departments Economic Vitality and Promotion minus Trolley, see below minus contract for grant writing, see above
248-000-685-100	Transportation sponsorship				16,183	28,000	28,000	28,000	28,000	28,000	100% sponsorship for Trolley
248-000-686-000	Downtown Events				19	20,000	18,500	18,500	18,500	18,500	fundraising beyond event budget
248-000-686-002	Flower Fair Revenue	(8)	2660								
248-000-686-003	New Year Resolution Run Revenue										
248-000-686-004	OktoberFest Revenue			13,309	20,361		1,500	1,500	1,500	25,000	Oktoberfest on hold until property can be used. Trolley pub crawl income is here too.
248-000-686-005	Babes On Broadway										
248-000-686-006	Electrical Vehicles				16		500	500	500	500	
248-000-687-000	Merchandise Sales	25	1255	3,563	195	10,000	?	1,000	1,000	1,000	
248-000-688-000	Gift Certificate Sales	1,000	21913	20,900	3,425	5,000	?	500	500	500	
248-000-694-000	Miscellaneous	1,874	40	3,786	683						
248-000-696-000	PROCEEDS FROM THE SALE OF BC	500,000									
Totals for dept 000 - REVENUE		1,280,150	879,734	1,210,783	1,070,941	1,299,623	976,768	985,891	995,105	1,027,911	

IS THIS BUDGET OR ACTIVITY FOR THE YEAR?

42t egnub ADD:t ne mhcat A

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
TOTAL ESTIMATED REVENUES		1,280,150	879,734	1,210,783	1,070,941	1,299,623	976,768	985,891	995,105	1,027,911	

Why such a large difference between budget revenue? Is 2023-2024 actual or only budget?

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
APPROPRIATIONS											
Dept 260 - GENERAL ACTIVITIES											
248-260-701-000	Wages	54,449	55,386	55,602	56,354	60,248	65,000	67,145	69,361	71,650	full time director salary (with COLA)
248-260-704-000	Wages - Administrative Coordinator	12,664	14,719	24,068	18,680	36,000	36,000	37,188	38,415	39,683	\$22/hour, up to 32 hours weekly
248-260-706-000	Wages - Event Coordinator	13,707	14,117	22,633	23,842	33,280	36,000	37,188	38,415	39,683	\$22/hour, up to 32 hours weekly
248-260-707-000	Wages - Grounds Coordinator	2,038	1,782	1,255	792	5,000	5,400	5,400	5400	5400	May - August, \$18/hr 20 hours weekly
248-260-715-000	Social Security	5,886	6,579	7,929	7,601	9,688	10,657	11,722	12,895	14,184	full time director benefits
248-260-716-000	Health Insurance- Medical	5,865	5,500	6,828	6,698	7,200	7,920	8,712	9,583	10,542	full time director benefits
248-260-717-000	Life & Disability Insurance	911	1,070	971	927	1,200	1,320	1,452	1,597	1,757	full time director benefits
248-260-718-000	Dental Insurance	472	463	489	480	700	770	847	932	1,025	full time director benefits
248-260-719-000	Pension	3,782	3,561	636	5,003	5,120	5,632	6,195	6,815	7,496	full time director benefits
248-260-721-000	Vision Care	96	108	107	100	130	143	157	173	190	full time director benefits
248-260-722-000	Worker's Comp. Insurance	Increase in costs for DDA staff but no budgeted increase for police, DPW, and administrative?									
248-260-801-000	Contractual Services - general		1,599			15,000	20,000	20,600	21,218	21,855	Interns (\$5,000/qtr) & Interim Staff
248-260-801-002	Contr Services-Police Dtn Law Enforce	81,030	85,429	60,000	60,000	60,000	60,000	60,000	60,000	60,000	Change to original approval
248-260-801-003	Contract Services-DPW maintenance	31,200	31,200	26,196	30,000	30,000	30,000	30,000	30,000	30,000	Change to original approval
248-260-801-004	Contractual Services - administrative	1,739	66,738	68,004	70,000	70,000	70,000	70,000	70,000	70,000	Change to original approval
248-260-801-005	Contractual Services - Township			2,700	2,700	2,700					Change to reflect costs
248-260-801-012	Contr Services-Police Dtn parking & Code enforcement			20,004	21,000	21,000	21,000	21,000	21,000	21,000	Change to original approval
248-260-801-022	Contr Services-Police Crowd Control			9,996	20,000	20,000	20,000	20,000	20,000	20,000	Change to original approval
248-260-801-023	Contract Services-DPW event support			5,004	10,000	10,000	10,000	10,000	10,000	10,000	Change to original approval
248-260-801-033	Contract Services-DPW snow removal			12,000	15,000	15,000	15,000	15,000	15,000	15,000	Change to original approval
248-260-805-000	Audit Fees	2,200	1,839	1,560	1,545	2,000	2,000	2,000	2,000	2,000	Shared cost with VLO
248-260-810-000	Legal Services	3,152	4,364	6,868	12,132	5,340	5,000	5,000	5,000	5,000	Mr. Davis, legal counsel
248-260-823-000	Website/Software	2,645	5,862	4,968	6,706	6,000	6,000	6,000	6,000	6,000	downtownlakeorion.org
248-260-823-001	Municipal Software	3,599	1,249	4,035	1,248	5,000	5,000	5,000	5,000	5,000	Minutetrace, BS&A etc shared cost with
248-260-829-000	Planner Services	14,074			950	5,000	5,000	5,000	5,000	5,000	
248-260-851-000	Telephone	3,362	2,535	3,452	3,247	3,500	3,535	3,570	3,606	3,642	To reflect increase in cost
248-260-900-000	Printing and Publication	82	76	90	182	100	100	100	100	100	
248-260-920-000	Utilities	3,734	3,004	3,084	3,922	4,000	3,500	3,535	3,570	3,606	To reflect increase in cost utility bill plus light pole replacement (from fund balance as needed)
248-260-921-000	Municipal Street Lighting	20,039	7,645	6,782	28,967	6,500	6,500	6,565	6,631	6,697	
248-260-930-000	Repair and Maintenance	270	438	1,092	705	0	500	500	500	500	Office Related
248-260-930-002	Building Maintenance			47	1,019	0	500	500	500	500	DDA Office Maintenance
248-260-940-000	Equipment Rental				70	0	0	0	0	0	
248-260-941-000	Office Rent	12,000	12,000	12,000	12,000	12,000	15,000	15,000	15,000	15,000	New contract 24-25, recommend three year lease if possible

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
248-260-942-000	Office Expenses	3,468	3,550	5,689	4,979	4,000	5,000	5,050	5,101	5,152	
248-260-946-000	Credit Card Fees	477	168	65	9	100	50	50	50	50	for when DDA is paying cc fees from VLO instead customer
248-260-956-000	Dues & Miscellaneous	3,096	1,257	947	1,036	1,500	1,545	1,560	1,576	1,592	MDA, MSA, Chamber,
248-260-957-000	Education & Training	4,811	2,359	4,379	8,784	1,000	5,000	5,050	5,101	5,152	Main Street Now, MDA, Oak Cty
248-260-958-000	General Activities Misc	1,017	1,186	168	739	150	150	150	150	150	
248-260-961-000	Tax Tribunal Refunds										from Fund Balance if needed
248-260-962-000	Mileage	266	7	794	1,537	500	1,500	1,500	1,500	1,500	
248-260-965-101	Transfer Out - General Fund	66,738		120,000							
248-260-965-401	Transfer to Capital Imp Fund										
248-260-965-404	Transfer Out - DDA Property Acq Fund		14,250		110,000	157,500					2020 Parking Debt Service transfers to 404-000-699-248. Final payment paid August 17, 2023
248-260-974-000	Capital Outlay - Equipment	32	260	1,587	1,174	1,500	2,000	2,020	2,040	2,061	computer equipment upgrades
Totals for dept 260 - GENERAL ACTIVITIES		358,901	350,300	502,029	550,128	617,956	482,722	490,758	499,228	508,165	

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
Dept 725 - ORGANIZATION											
248-725-822-000	Newsletter	509	984	1,125	817	1,800	1,800	1,800	1,800	1,800	snapretail, flowcode, canva
248-725-824-000	Volunteer Recognition & Dvp.	1,129	41	373	0	0	1,000	1,010	1,020	1,030	volunteer appreciation luncheon and other recognition
248-725-825-000	Gift Certificate Redemption	2,900	15,270	29,601	9,365	5,000	5,000	5,000	5,000	5,000	Consider offering limited time offer dbi redemption to businesses
248-725-826-000	Historic Celebration/Education				1,588	500	2,500	2,525	2,550	2,576	Orion Historical Society building signs research and website info.
248-725-827-000	Awareness Program	942	400	1,209	1,637	1,200	1,500	1,515	1,530	1,545	Chamber luncheon, job advertisements, other board and committee related expenses
248-725-864-000	Grant & Scholarship Distribution		32,011	1,188	1,000	0		0			MSOC and MSA pass through
248-725-881-000	Merchandise to Sell	1,140	46	137	75	500	5,000	5,050	5,101	5,152	Shop OC Main Streets E-commerce merch
Totals for dept 725 - ORGANIZATION		6,620	48,752	33,633	14,482	9,000	16,800	16,900	17,001	17,103	
Dept 726 - DESIGN											
248-726-745-000	Beautification Supplies	1,484	1,796	1,302	1,574	1,500	1,500	1,515	1,530	1,545	Main Intersection urns
248-726-746-000	Hanging Baskets		4,652		3,353	3,400	3,502	3,537	3,572	3,608	Summer flower on streetlights
To be added	#ST Fall Décor						1,500	1,515	1,530	1,545	September - October decorations to complement Oxford's Scarecrow Festival. Piechnik's is a likely sponsor/supplier
248-726-801-000	Contractual Services	1,625	3,555	2,285	5,172	5,200	5,252	5,305	5,358	5,411	cleaning: office and pub restroom at fire hall
248-726-843-000	Facade Program	20,150			0	7,800	25,680	45,419	36,186	28,552	Façade grant offered to businesses at Max \$20,000 per grant
248-726-845-000	Public Art Program			780	2,250	0	5,000	5,050	5,101	5,152	Window art, mural, matching funds for art related grant
248-726-883-000	Banners and Holiday Lighting	30,685	3,881	9,962	9,639	6,600	10,000	50,000	50,500	51,005	purchase light, installation, banners, and sponsor offset. Recommend 3 year contract. Added funds for spanner and ridgeline lights
248-726-975-001	Capital Outlay - Beautification	8,247	4,557	253	473		5,000	5,050	5,101	5,152	adopt a garden program, MSOC grant received, piechnik's supplier
248-726-975-002	Capital Outlay - Streets					0	500	505	510	515	Parklet creation, park benches, trash cans, cigarette urns
Totals for dept 726 - DESIGN		62,191	18,441	14,582	22,461	24,500	57,934	117,896	109,387	102,485	

substantial increase

42t egnub ADD:t ne mhcat A

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
Dept 728 - ECONOMIC DEVELOPMENT											
248-728-801-000	Contractual Services				5,563	34,500	34,500	34,500	34,500	34,500	G&G Grant services
248-728-802-000	Trolley Expense				28,064	28,000	28,000	28,000	28,000	28,000	Daily costs plus Maintenance paid through sponsorship then remainde split 50/50 Oxford/LODDA
248-728-861-000	Survey Expense				0	0	468	473	477	482	Survey Monkey ind plan Advantage Annual
248-728-862-000	Training Materials	817			457	0	1,500	1,515	1,530	1,545	Volunteer handbook, DDA Board handbook, other training/reference materials
248-728-864-000	Grant & Scholarship Distriubution	14,544	10				15,000	15,150	15,302	15,455	Pass Through for third party Grants awarded to dtn businesses and DDA funds to fulfill match requirements for grants applied for by DDA
248-728-886-000	Marketing Materials	4,113	1,575		1,325	0	1,500	1,515	1,530	1,545	used to be prosper mag, now E-commerce fee
248-728-886-001	Blight Reduction				0	0					
248-728-886-002	Social District		175	1,731	3,390	1,000	750	750	750	750	Fire wood, fire pits, propane, etc.
248-728-888-000	Brand Marketing	21,795	31,564	16,090	28,976	20,000	50,000	50,500	51,005	51,515	Banners, Signs, Graphics, news ads, media boosts, direct mail, Orion Living Mag, event related marketing,etc
248-728-888-001	Contractual Services Brand Marketing	21,000	18,320	17,748	29,545	29,700	75,000	75,750	76,508	77,273	Hudson Marketing - contract ends 6/30/2023. recommend adding crisis communication in addition to normal branding and a Pay to Play option for Businesses based upon frequency requested
Totals for dept 728 - ECONOMIC DEVELOPMENT		62,269	51,644	35,569	97,320	113,200	206,718	208,153	209,602	211,065	

substantial increase

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
Dept 729 - PROMOTION											
248-729-880-000	Event Promotion	1,038	17,898	2,655	1,796	500	2,500	1,000			Pop-up events
248-729-880-001	Event Promo - Gazebo Series	7,726	7,152	13,389	17,342	10,000	10,000	10,000	10,000	10,000	LOLive! 7 concerts, July 10 to August 28. Partial Sponsor by 20 Front Street
248-729-880-004	Event Promo - Halloween Parade	1,003	2,373	2,848	2,015	2,500	2,500	2,525	2,550	2,576	Halloween Extravaganza
+	Event Promo - Hmtwn/Holiday Vill	6,620	1,019	11,204	8,215	8,500	7,500	7,575	7,651	7,727	Horse & Carriage rides, Shop Small Sat
248-729-880-006	Event Promo - New Years Res. Run					0	0	0			
248-729-880-007	Event Promo - Flower Fair	1,084				0	0	0			
248-729-880-008	Event Promo-Photo Contest					0	250	50	50	50	
248-729-880-009	Event Promo-Lake Orion Love Shop to Win				0	0	0	0			
248-729-880-010	Babes On Broadway	372					0	0			
248-729-880-011	Restaurant week					0	2,500	2,525	2,550	2,576	ticketed event has giveaway and branded print materials for the restaurants (table tents, menus)
248-729-880-012	Sing & Stroll Tree Lighting	28	999	1,470	12,212	12,000	12,120	12,241	12,364	12,487	Production Co, marshmallow roasting supplies, Cocoa cups, candy canes. Once property is available for use, production may cost less.
248-729-880-013	Stronger together Winter		2400	3,629	682	600	2,500	2,525	2,550	2,576	letterboxing, passport
**248-729-880-014	Octoberfest			11,350	22,704		2,500	2,525	2,550	20,000	#ST trolley crawl (ticketed) until property can be used for full event. Free gift with purchase of ticket.
**248-729-880-015	Winter Activities			10,219	8,618	10,200	15,000	15,150	15,302	15,455	IceFest
248-729-880-016	Athletic Events - other					0	2,500	2,525	2,550	2,576	May Fitness month and July summer event
248-729-880-017	Movie Night				2,044	1,700	3,500	3,535	3,570	3,606	
248-729-880-100	Stronger Together -smr and fall				351	3,500	5,000	5,050	5,101	5,152	Giveaways for the following ticketed events: OktoberFest Trolley Crawl stein = \$1,250 plus costs for scavenger hunts or retail events during events like jubilee and dragon on the lake (both close roads)
248-729-885-000	Port-A-Johns	180		310	2,125	2,200	5,000	5,050	5,101	5,152	in children's Park May to Nov and additional at gateway property
248-729-895-000	Event Promo-Comm. Sponsorships	250	250	500	43	0	0	0	0	0	
Totals for dept 729 - PROMOTION		18,301	32,091	57,574	78,147	51,700	73,370	72,276	71,888	89,931	

substantial increase

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
Dept 730 - CAPITAL PROJECTS											
248-730-253-885	Knox Box Grant Program										
248-730-885-100	Knox Box Grant Program		2,680		0	4,000	4,000	5,000	6,000	10,000	Orion Twp Fire Dept collaboration for public safety
248-730-931-000	Repair & Maintenance-Equipment	2,235	999		3,146			0	0	0	
248-730-965-101	Transfer Out - General Fund	29,000	29,000	19,333							
248-730-965-301	Interfund TRF 2023 DDA Bond Project					422,709		0	0	0	Bond paid through 301 fund
248-730-965-404	Transfer Out - DDA Prop Acq Fund	35,000			104,178						Used to pay other debt, currently no other debt
248-730-965-592	Transfers To Water/Sewer Fund	124,800			0						Used to pay other debt specifically from VLO
248-730-975-000	Capital Outlay				387	23,969	53,075	37,584	44,494	51,474	for Village use within district (TIF Rev minus \$871,279)*.75 plus funds unused at end of current fiscal year. But also correct for TIF revenue at end of year for the unused funds
248-730-975-003	DDA Capital Outlay	4,419	5,271	2,324	2,521	5,000	5,150	5,305	5,464	5,628	Shared Lease payments: Caruso, 115 S. Broadway, Anderson/Flint lot, LO Community Schools
248-730-975-005	DDA Capital Outlay - Wavfinding/Lighting	1,050			39,266	0	0	0	0	0	
248-730-975-006	DDA Capital Outlay - Parking	544,374	32,903	1,056	251,182	0		0	0	0	Maintenance of lots
248-730-975-009	Capital Outlay - Dumpsters			155	0	30,000	? 75,000 status?	30,000	30000	30000	Dumpsters in each quadrant of downtown and 1-2 on new property
248-730-975-011	Capital Outlay - Trail Extensi				0	10,000	? 2,000	2,020	2,040	2,061	Trail connector, bike lot, and fix it stations maintenance
248-730-975-015	Capital Outlay - Outdoor Sound				0						
248-730-975-020	Capital Outlay Parks & rec				25,705						
248-730-992-000	Bond Principal		120,000								
248-730-995-000	Bond Interest		14,900								
Totals for dept 730 - CAPITAL PROJECTS		740,878	205,753	22,868	426,385	495,678	139,225	79,909	87,998	99,162	#REF!
TOTAL APPROPRIATIONS		1,249,160	706,981	666,255	1,188,923	1,312,034	976,769	985,891	995,105	1,027,911	matches 248-000-671-999
NET OF REVENUES/APPROPRIATIONS - FUND 248		30,990	172,753	544,528	(117,982)	(12,411)	(0)	0	0	(0)	
BEGINNING FUND BALANCE		354,248	387,237	559,269	638,446	520,464	508,053	508,052	508,052	508,053	
FUND BALANCE ADJUSTMENTS		1,998									

42t eypuB ADD:t ne mhcat A

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
ENDING FUND BALANCE		387,236	559,269	638,446	520,464	508,053	508,052	508,052	508,053	508,052	fund balance uses the cents we don't show to round up or down. Caluculations are based upon percentages.

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023											
Revenues											To be developed with input from finance director
Dept 000 - REVENUE											Fund 301 - Bond issuance 6/29/23
301-000-300-001	2023 Downtown Dev Tax Exempt					-					
301-000-300-002	2023 Downtown Dev Taxable Bond					-					
301-000-664-000	Interest Earnings					1,000	800	640	512	410	less interest as funds are spent
301-000-671-999	Appropriation from Fund Balance						500,000	500,000	500,000	444,950	disbursement of bond revenue
ADD	Capital Campaign Fundraising						419,709	420,721	421,333	423,115	Equal to total bond payments
301-000-699-301	TRF in from DDA					-					Transfer from 248-730-965-301
Total Dept 000 - Revenue						1,000	920,509	921,361	921,845	868,475	
TOTAL REVENUES						1,000	920,509	921,361	921,845	868,475	
Dept 901-905											What happens if this amount is not raised? What is not going to be done? What if available funds have already been spent when the bond payment is due?
301-901-930-000	Repair and Maintenance										
301-901-950-000	Demolition & Land Improvement					300,000	500,800				
301-901-956-000	Dues & Miscellaneous					0					
301-901-971-000	Capital Outlay - Buildings					2,200,000			500,512		
ADD	Capital Outlay - Parking							250,640			
ADD	Capital Outlay - Infrastructure							250,000		445,360	
Total Dept 901-905						2,500,000	500,800	500,640	500,512	445,360	
Expenditures											This is a mandatory payment prior to paying anything else.
Dept 905 - Downtown Dev Bond 2023											
301-905-301-000	Bond Issuance Expenses					0	-	-			
301-905-731-000	2023 Bond Taxable Issuance					1,000					
301-905-731-001	2023 Tax exempt Bond Issuance					1,000					
301-905-992-003	2023 DDA bonds Taxable					75,000	60,000	60,000	65,000	70,000	
301-905-992-004	2023 DDA BONDS TAX EXEMPT					180,000	150,000	160,000	165,000	170,000	
301-905-993-001	2023 DDA bond taxable interest					62,000	76,909	73,921	70,933	69,315	
301-905-993-002	2023 DDA tax exempt bond interest										
Total Dept 905 - Downtown Dev Bond 2023						425,000	419,709	420,721	421,333	423,115	
TOTAL EXPENDITURES						2,925,000	920,509	921,361	921,845	868,475	
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:											

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
TOTAL REVENUES						1,000	920,509	921,361	921,845	868,475	
NET OF REVENUES & EXPENDITURES						(2,924,000)	0	0	0	(0)	
BEG. FUND BALANCE					4,944,950	4,944,950	2,020,950	1,520,950	1,020,950	520,950	
Adjustment to fund balance							(500,000)	(500,000)	(500,000)	(444,950)	removing appropriation from fund balance shown in revenue
END FUND BALANCE					4,944,950	2,020,950	1,520,950	1,020,950	520,950	75,999	

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
Fund 404 - DDA PROPERTY ACQUISITION & IMPROVEMENTS											
2020 Parking Improvement projects include Slater St lot, Front street restoration, and other parking lot and street resurfacing											
ESTIMATED REVENUES											
Dept 000 - REVENUE											
404-000-664-000	Interest Earnings	138	138	162	150	150	0	0	0	0	
404-000-699-248	Interfund Transfer In - DDA	35,000	14,250	120,000	214,178	483,750	0	0	0	0	transfer from 248-260-965-404
Totals for dept 000 - REVENUE		35,138	14,388	120,162	214,328	483,900	0	0	0	0	
TOTAL ESTIMATED REVENUES		35,138	14,388	120,162	214,328	483,900	0	0	0	0	
No property improvements for the next 4 years?											
APPROPRIATIONS											
Dept 901 - CAPITAL OUTLAY											
248-901-971-000	Capital Outlay - Building										
404-901-901-000	Debt Service - Parking Deck					168,750	0	0	0	0	
404-901-992-000	Bond Principal			100,000	300,000	300,000	0	0	0	0	Debt Service - Road improvements
404-901-995-000	Bond Interest			12,500	10,000	15,000	0	0	0	0	Interest - Road Improvements
Totals for dept 901 - CAPITAL OUTLAY				112,500	310,000	483,750	0	0	0	0	
TOTAL APPROPRIATIONS				112,500	310,000	483,750	0	0	0	0	
NET OF REVENUES/APPROPRIATIONS - FUND 404		35,138	14,388	7,662	(95,672)	150	0	0	0	0	
BEGINNING FUND BALANCE		165,286	200,424	214,812	222,474	126,802	126,952	126,952	126,952	126,952	
Fund Balance Adjustments											
ENDING FUND BALANCE		200,424	214,812	222,474	126,802	126,952	126,952	126,952	126,952	126,952	

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
ALL FUNDS - 248, 301 AND 404											
ESTIMATED REVENUES - ALL FUNDS		1,315,288	894,122	1,330,945	1,285,269	1,784,523	1,897,277	1,907,252	1,916,950	1,896,386	
APPROPRIATIONS - ALL FUNDS		1,249,160	706,981	778,755	1,498,923	4,720,784	1,897,278	1,907,252	1,916,950	1,896,386	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		66,128	187,141	552,190	(213,654)	(2,936,261)	(0)	0	0	(1)	
BEGINNING FUND BALANCE - ALL FUNDS		519,534	587,661	774,081	860,920	5,592,215	2,655,954	2,155,953	1,655,954	1,155,954	
FUND BALANCE ADJUSTMENTS - ALL FUNDS		1,998	0			0	(500,000)	(500,000)	(500,000)	(444,950)	
ENDING FUND BALANCE - ALL FUNDS		587,660	774,081	860,920	5,592,215	2,655,954	2,155,953	1,655,954	1,155,954	711,003	

This is predicated on raising an additional \$420,000 every year. Those funds do not exist and there is no guarantee they ever will making this budget make believe and putting the public at risk for the DDA's actions.



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Executive Director’s Report

Attached: Executive Director’s Report

RECOMMENDED MOTION:

To Receive and File the Executive Director’s Report

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

April 16, 2024



I. NEWS AND UPDATES

12 W. Flint. Broadway Embroidery – This newly moved business has received our assistance in securing proper change of use permitting from the Village of Lake Orion, as well as, a process flow for inspections and punch list improvements from the Building Official/Inspector/Fire Marshall. This work is allowing our staff to outline a better pro-active resource guide for businesses that are about to walk through that process.

➡ The owners of A Bean to Go expressed their support for such a guide as they were without a liaison or information as to all the little checkboxes and needs to get through from idea to permit to certificate of occupancy. This is a trend, and other businesses are offering background of their story.

WORK IN PROGRESS: We are developing a “Little Book of Big Solutions” to address District wide needs of businesses in all stages of growth and development.

44 E Flint – A design and plan meeting has been held with the Developer who is anticipating submitting for site plan review within the next 30 days. The proposed use is a mixed use of retail/office and upper floor residential. We are also discussing a shared approach to tenant development that would allow both DDA/Developer resource to seek a broader downtown identity.

➡ A concept was discussed that may allow the DDA to collaborate with the applicant/owner to improve refuse and disposal by the placement of a co-developed facility on the border between the public lot and the development parcel.

WORK IN PROGRESS: The overall dumpster/grease trap issue is being re-assessed and this concept is now part of that discussion. Recommendations anticipated by June 2024.

20 Front St. – This three-tenant building is home to music, coffee and ice cream, and was in a transition phase of the leasehold status for each business. Expert technical assistance was provided to enable the lease agreements for the property to be updated and approved by owner and business, keeping this unique site alive and well.

➡ We were the first customer of the spring opening of Cookies & Cream and posted live with the owner.

WORK IN PROGRESS: Expanding uses of the venue, possible summer music event.

II. TO DO'S AND MORE

- Parking Agreement(s): All contracts have been pulled and are being reviewed and planned for updating.
- DDA Lease: Our office lease is expiring soon, and we are in the process of extending.
- Service Contracts: All of the service contracts with the Village are expired. This is a new negotiation, requiring a deeper analysis of the budget but possibly needed prior the Village adoption of a new budget.
- **HERITAGE CONSULTING**: Outreach has now happened as the principal at Heritage has returned from an obligation out of the country. We are planning an initial work-process meeting via zoom/teams before April 19, 2024 and from that meeting will announce a timeline and deliverable needs.

➡ There needs to be a 501(c)(3) organization formed, which our Director can accomplish, but the focus of the identity and purpose must be refined.

WORK IN PROGRESS: This will be brought to the Summit of Committees, a call for volunteer representatives extended, and a proposed concept set of bylaws and purpose drafted by our Director. The progress and steps will be brought back to the Board in May.

- Gift Certificates: We accumulate funds from the Downtown Dollars program, via credit card / debit pay, in a separate account. This needs to have a better control and audit mechanism, which is being reviewed.
- **FAÇADE PROGRAM**: We currently have three interested parties; LO Art Center, Ed Broadway Gifts, and Spresser Ogden. There is some funding budgeted in the remaining year and an additional sum in the coming budget.

➡ There is no established committee assignment of the review and approval process for the program. The budget amounts do not match the program limits.

WORK IN PROGRESS: Leadership is reviewing the various ways the grants were administered in the past and will be recommending a permanent solution.

- **PART TIME WORKER**: We traditionally hire a part time summer worker to help with beautification, watering, and miscellaneous support. Its that time of year.

➡ This is hired and made a part of the DPW staff. I don't like that. I would prefer having this be a contract position that could then control in hours and scope.

WORK IN PROGRESS: find a worker, either through posting or word of mouth, vette, interview and hire. If there is Board appetite for a direct contract, I would draft that bring it back in May.

- Trolley Drivers: NOTA drivers have been used thus far and there may be a more affordable and friendly way to turn the trolley driver position into one of our own.

III. LUMBER YARD

The development project is moving forward as all the details get organized and gathered. Of significant note to the initial analysis work being conducted:

MDOT PERCOLATION BASIN. We are giving a significant attention to the MDOT owned parcels that sit to the immediate north of our site and along the Paint Creek. These are very important assets for the walkability and access to our Downtown. Several communications and meetings have been held and the discussion on the opportunity to incorporate the area is ongoing.

EASEMENT IDENTIFICATION. Title is being examined to determine the extent of the restrictive areas for possible sue on site. There are not less than five areas that provide encumbrance. Meetings are scheduled with prior architectural services and the County.

FUNDING RESOURCE PLANNING. Concepts that include possible RTA access, multi-modal grant support, land lease revenue planning, optimization of PPP offerings, and other ideas are being compiled. Contact has been made with multiple developers, planning experts from outside the region, interviews conducted with local voices, and debt service options are being constructed.

ENVIRONMENTAL INSPECTIONS. The hazardous material report from Michael Baker is now in, and doesn't look that bad. We have three smaller areas to mitigate prior to demolition, or as part of a larger bid. All of the ground contamination reporting in the Phase 2 has been reviewed and the site walked several times for pre-development concept planning.

STARTING DECONSTRUCTION. We want to start deconstruction and plan to:

- SIGNS: Carefully, and without liability, remove and store the artwork sign and the lumber yard sign. We want to deconstruct the main triangle sign and store the panels.
- Have the truck inspected for possible restoration as a historical art piece in redevelopment.
- Pull pre-bid information based on the new reports.
- **WE NEED TO SELL/DONATE.** Can we sell the shed in front? Can we sell in bulk the hardware left behind?

SMALL LOT ON SITE. There is a small lot on site that would block the full development of the frontage. It is owned by Carl Waltman, long time business family on the Village. He is willing to sell, but we want to wait and see if other options arise. This is just awareness.

INITIAL DISCUSSIONS. There are several discussions starting and inquiry made with regards to our neighbors and how the Village property fits, and what happens to access and the restaurant on the corner.

IV. SMALL BOARD CHARETTES

The small board meetings held with leadership were excellent. Several concept questions arose that are now being formulated in strategic planning:

- How can we build a better identity?
- What is our approach to maintaining cleanliness and readiness to address changes?
- How can we communicate better, and more directly to a broader audience.
- Is there a mechanism to draw together our building owners to define a better vision for the overall identity and diversity if downtown?
- Is there a means to draw more hands on resources to start up and second stage businesses to help growth and long term stability?
- Can we apply data better?
- Communication, Communication, Communication, from all sources and listeners.

V. IMPORTANT EVENTS AND DATES

APRIL 16, 2024 SPRING PUNCH LIST WALK ABOUT

APRIL 25, 2024 SUMMIT OF COMMITTEES AND VOLUNTEERS

WEEK OF APRIL 29 SMALL BUSINESS APPRECIATION WEEK

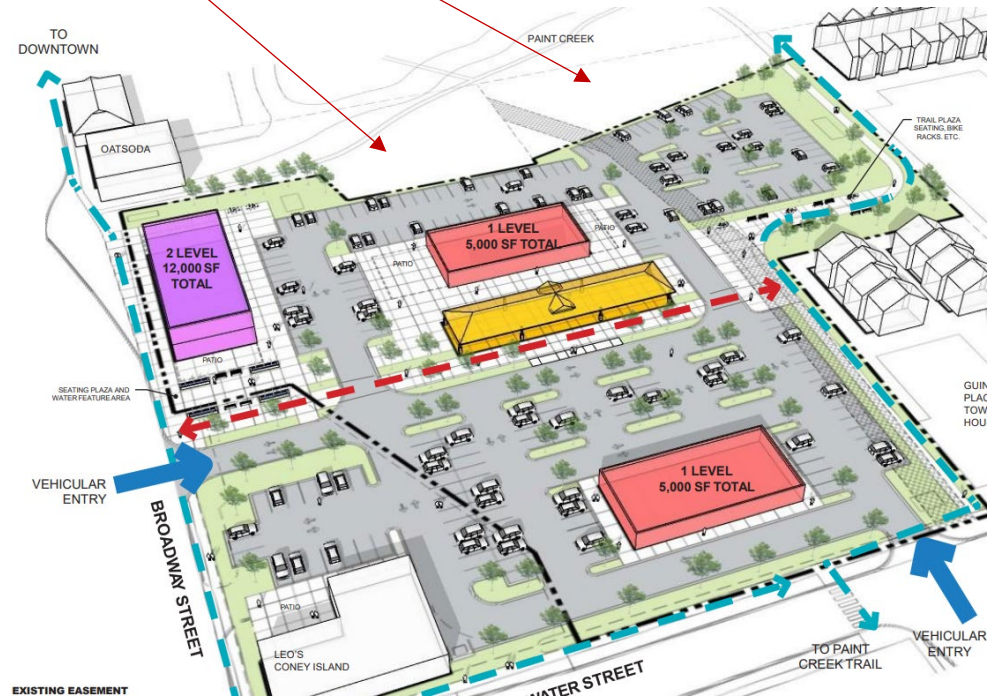
Respectfully Submitted,

Matthew Gibb

gibb@downtownlakeorion.org

(248) 464-0307

MDOT



Michael Baker

I N T E R N A T I O N A L

Airside Office Park
100 Airside Drive
Moon Township, PA 15108

Hazardous Material Report for the Former Lake Orion Lumber Yard



Prepared for:
Village of Lake Orion
Downtown Development Authority

Date: April 11, 2024

April 11, 2024

Village of Lake Orion Downtown Development Authority
Matthew Gibb
Executive Director
118 N Broadway Street
Lake Orion, MI 48362

Re: Pre-Demolition Hazardous Materials and Asbestos Survey

Dear Matthew Gibb:

I am pleased to provide you with this letter report, detailing the environmental sampling services that Michael Baker International, Inc. (Michael Baker) has recently provided for your department.

Scope of Work

Michael Baker was requested to conduct limited hazardous material inspections for the presence of asbestos-containing materials (ACM), lead-containing paint (LCP), and other hazardous materials within thirty-two (32) buildings of the former Lake Orion Lumber Yard, located at 215 South Broadway, in the village of Lake Orion, Oakland County, in Michigan. The purpose of the inspection was to meet the requirements of the United States Environmental Protection Agency (USEPA), State of Michigan, and the National Emission Standards for Hazardous Air Pollutants (NESHAP) standards. The NESHAP standard (40 CFR, Part 61) requires that an asbestos inspection be conducted prior to renovation/demolition activities of any structure or dwelling. The buildings that were inspected during this project were Buildings 1-17, 18A, 18B, 19A, 19B, 20A, 20B, 21A, 21B, 22, 23, 24, 25A, 25B, 25C, and 26.

Field Visit Investigation

The survey was conducted during February 29 and March 1, 2024, by a Michigan-licensed Asbestos Inspector (Gary R. Case – Michigan License A13352). The Michael Baker field inspector identified fifty-three (53) suspected building materials from the trailers. The bulk material samples were collected and analyzed for the presence of asbestos. Samples were submitted using chain-of-custody documentation to EMSL Analytical, Inc. in Cinnaminson, New Jersey. EMSL is accredited by the American Industrial Hygiene Association (AIHA) and the U.S. National Institute of Standards and Technology, under the National Voluntary Laboratory Accreditation Program (NIST/NVLAP) for bulk material analysis for asbestos. The bulk asbestos samples were analyzed by Polarized Light Microscopy (PLM), Environmental Protection Agency (EPA) Method for Determination of Asbestos in Bulk Building Materials, EPA/600/R-93/116 (7/93 Edition). The specific information for all of the building components that were sampled as suspected ACM is provided in Attachment A.

Matthew Gibb
April 11, 2024
Page 2

Findings and Recommendations

Asbestos Survey

As for the building materials recorded in Table 1 which is the Summary of ACM, the laboratory analyses of the material samples indicated that three (3) of the sampled materials contained asbestos greater than the EPA criteria level of 1% asbestos by weight and/or in accordance with USEPA NESHAP regulations. The final laboratory analytical report for these samples is submitted to confirm this determination and is contained in Attachment B.

The ACM is listed below.

Building	Material Number	Material	Location(s)	Quantity
1	#11	Thermal Insulation Board (White)	Room1	4 Square Feet
1	#15	Vinyl Floor Tile and Floor Adhesive (12"x12" White VFT & Black FA)	Room 3	20 Square Feet
24	#49	Asphaltic Roofing Material (Gray Rolled Sheeting and Tar Materials)	Roof	600 Square Feet

While the materials can be managed in-place with little potential hazard, due to the proposed demolition project, all of the ACM that will be impacted or disturbed should be safely removed and disposed of, accordingly, by an asbestos abatement firm that is licensed by the State of Michigan. Abatement plans for the regulated ACM should be designed in accordance with USEPA and other federal, state, and local regulations and/or using appropriate guidelines by an Asbestos Project Designer. All abatement activities should be overseen and managed by an experienced and licensed Asbestos Supervisor. Removal notifications, activities, and disposal must be completed in accordance with USEPA (40 CFR Part 61), OSHA (29 CFR 1926.1101), and Michigan regulations, as well as other applicable federal, state, and local regulations.

Paint Survey

Based upon the age of the selected buildings, the buildings contain building components that are coated with LCP (see Table 2). The exterior and interiors of the selected buildings had areas of damaged or deteriorated paint. If the buildings are demolished, the selected contractor should be responsible for the safe and proper handling of the painted items according to all federal, state, and local regulations. All of the activities should be overseen and managed by an experienced supervisor and trained workers. The contractor should comply with the OSHA lead standard, which regulates occupational exposure to lead.

Matthew Gibb
April 11, 2024
Page 3

Other Hazardous Materials Survey

An investigation for evidence of mold, water intrusion, other hazardous materials, safety issues, and other hazards was conducted in the buildings. Several items, such as thermostats and fluorescent lights that may contain mercury, and ballasts that may contain PCBs were searched for throughout the buildings. The results of the investigation for other hazards and the field data to support the following environmental and safety hazard concerns are documented within Table 3. All of the items should be corrected and/or handled prior to the proposed demolition project to ensure that the current building conditions do not represent any safety concerns during the project.

Michael Baker was pleased to assist with this project and to work with your fine employees. Should you have any questions regarding this report, please do not hesitate to contact me at (412) 260-1280.

Sincerely,

MICHAEL BAKER INTERNATIONAL, INC.



Gary R. Case
Project Manager

Attachment(s)


Disclaimer

The information that is presented in this report reflects the conditions that were observed in the building(s) during the time frame this inspection was conducted. Although every effort was made to identify the potential suspect building materials and components, there is no guarantee that additional building materials in these damaged buildings are not present. Conditions may exist in the building(s), such that inaccessible materials may only become apparent during demolition activities. If any hidden, suspicious material is encountered, it is recommended that the material be analyzed to confirm its asbestos content.

FIGURES



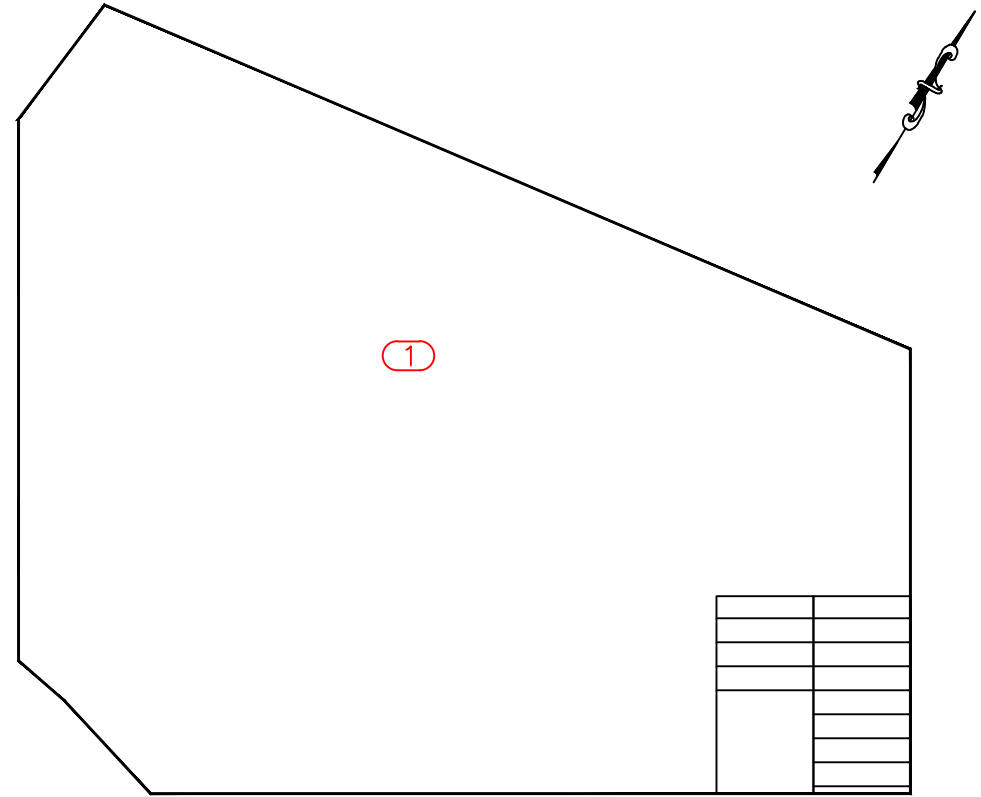
SOURCE: GOOGLE 04/2017

SCALE: 
 S.O. NO.: 199511
 DSN/DWN:

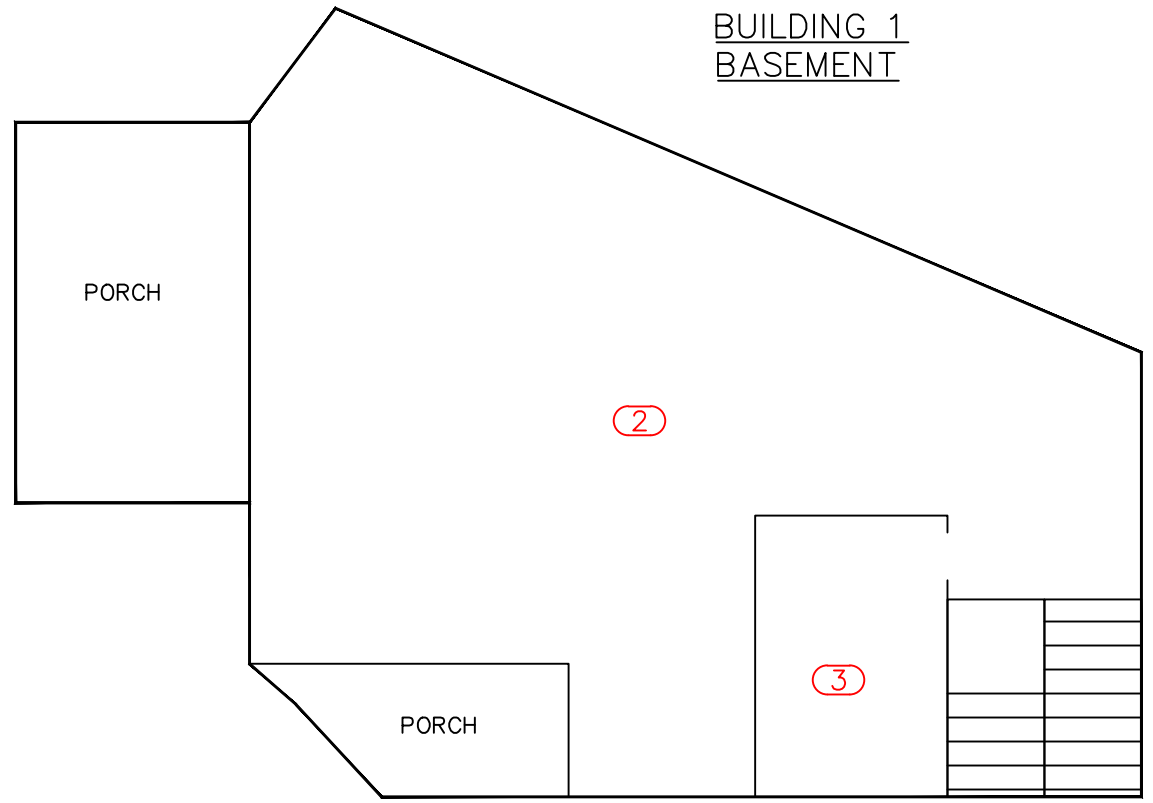
DATE: MARCH 2024
 FILE: 199511_ORION_01
 CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
 INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

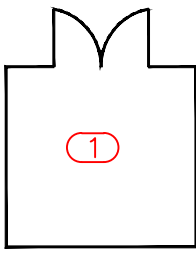
OVERALL BUILDING LAYOUT
 HAZARDOUS MATERIAL SURVEY
 LAKE ORION LUMBER COMPANY
 LAKE ORION, MICHIGAN



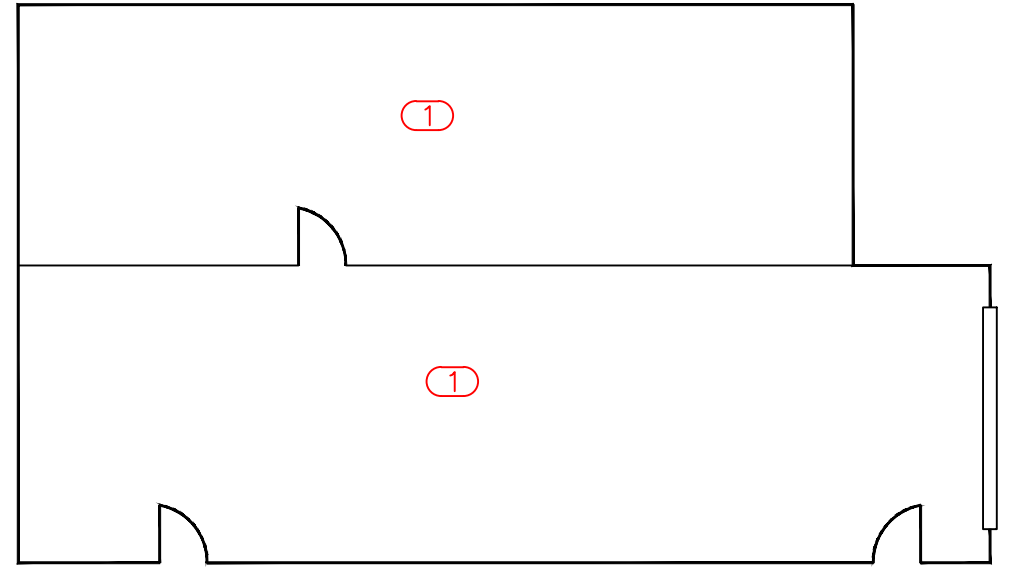
BUILDING 1
BASEMENT



BUILDING 1
FIRST FLOOR



BUILDING 2



BUILDING 3

SOURCE: FIELD VISIT

SCALE: 0 10

S.O. NO.: 199511

DSN/DWN:

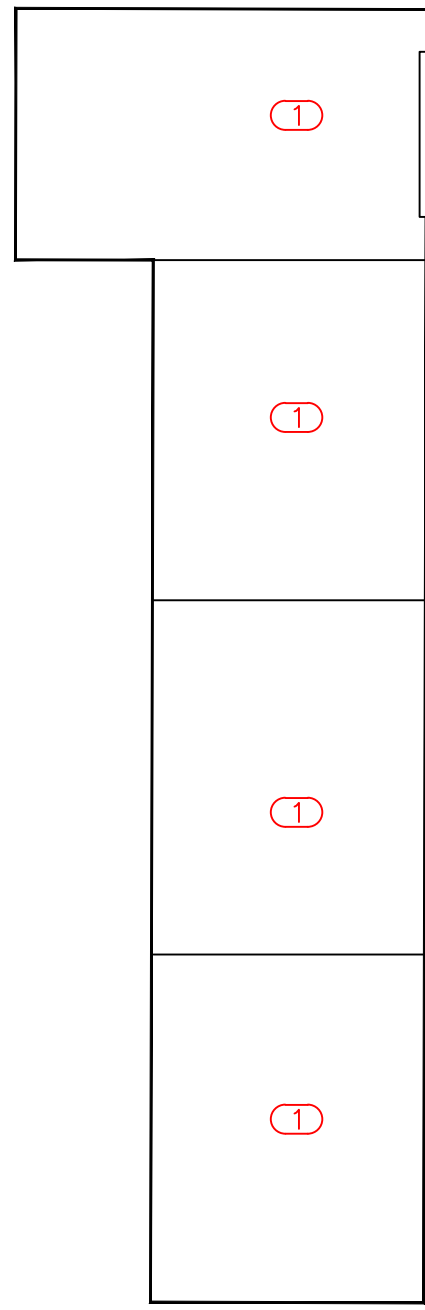
DATE: MARCH 2024

FILE: 199511_ORION_01

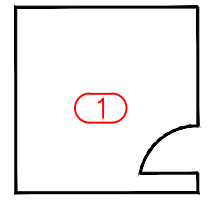
CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

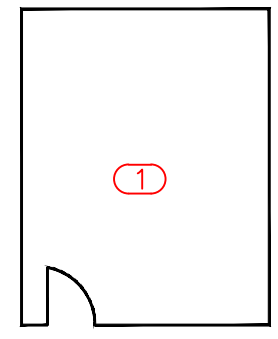
BUILDING LAYOUT
HAZARDOUS MATERIAL SURVEY
LAKE ORION LUMBER COMPANY
LAKE ORION, MICHIGAN



BUILDING 4




BUILDING 5



BUILDING 6

SOURCE: FIELD VISIT

SCALE: 

S.O. NO.: 199511

DSN/DWN:

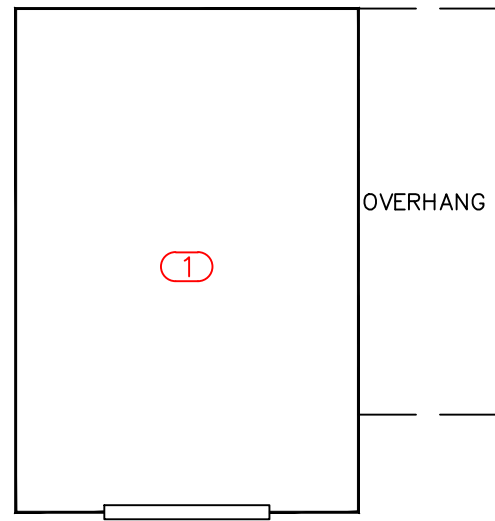
DATE: MARCH 2024

FILE: 199511_ORION_01

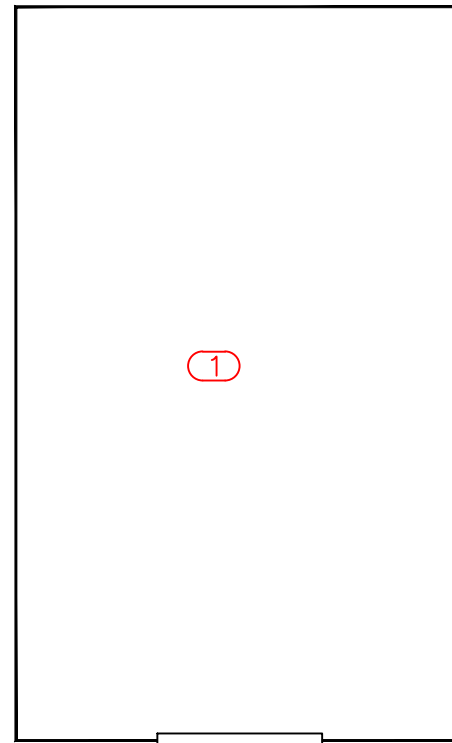
CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
 INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

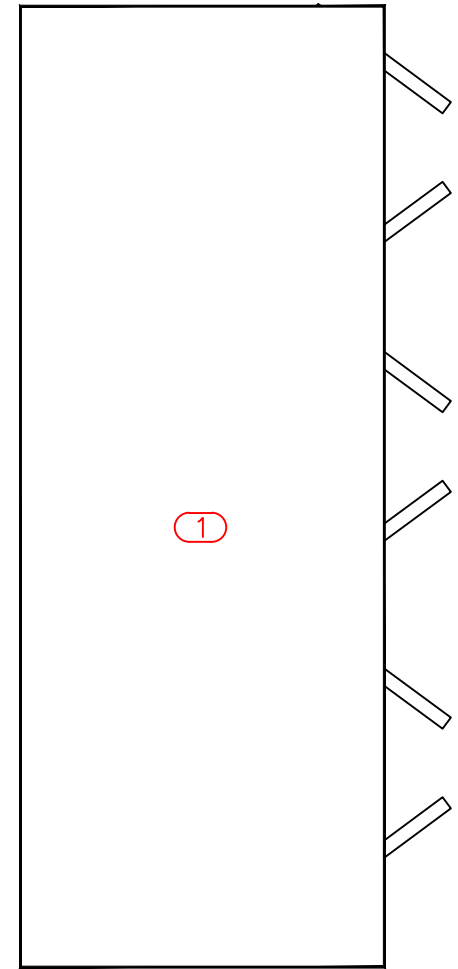
BUILDING LAYOUT
 HAZARDOUS MATERIAL SURVEY
 LAKE ORION LUMBER COMPANY
 LAKE ORION, MICHIGAN



BUILDING 7




BUILDING 8



BUILDING 9

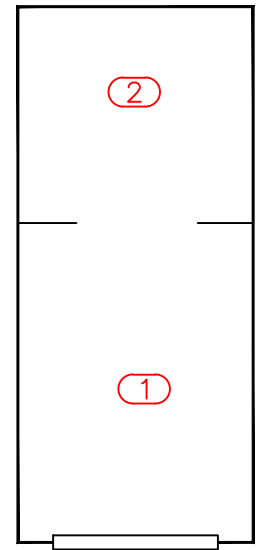
SOURCE: FIELD VISIT

SCALE:  10
 S.O. NO.: 199511
 DSN/DWN:

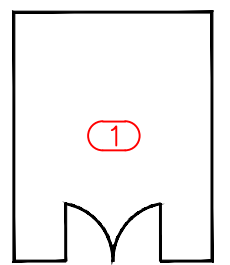
DATE: MARCH 2024
 FILE: 199511_ORION_01
 CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
 INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

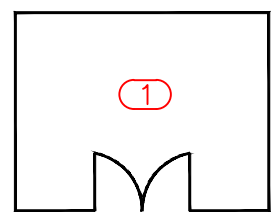
BUILDING LAYOUT
 HAZARDOUS MATERIAL SURVEY
 LAKE ORION LUMBER COMPANY
 LAKE ORION, MICHIGAN



BUILDING 10



BUILDING 11



BUILDING 12

SOURCE: FIELD VISIT

SCALE: 0 10

S.O. NO.: 199511

DSN/DWN:

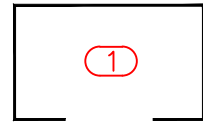
DATE: MARCH 2024

FILE: 199511_ORION_01

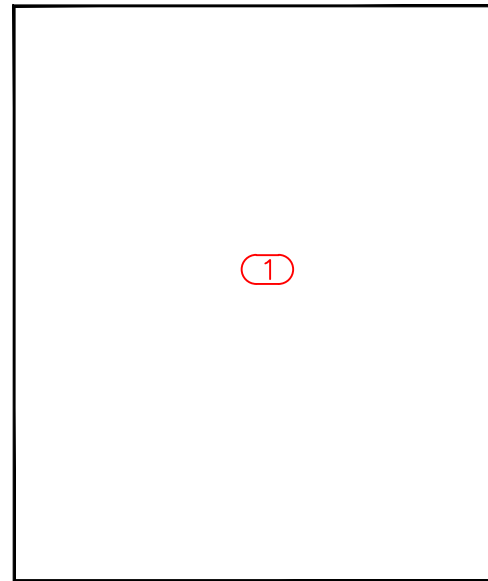
CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

BUILDING LAYOUT
HAZARDOUS MATERIAL SURVEY
LAKE ORION LUMBER COMPANY
LAKE ORION, MICHIGAN



BUILDING 13




BUILDING 14



BUILDING 15

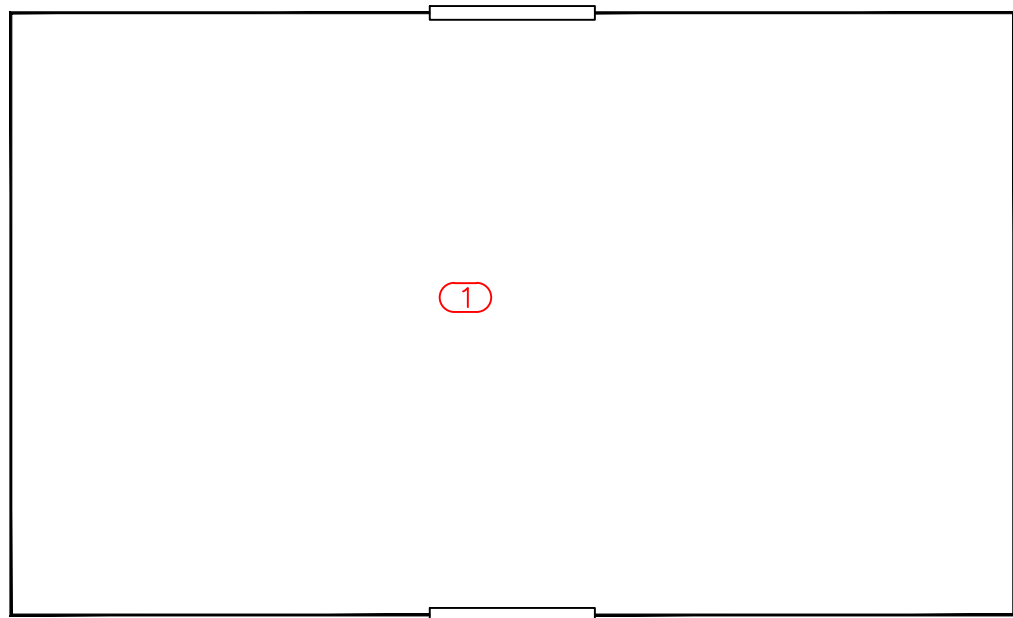
SOURCE: FIELD VISIT

SCALE: 
S.O. NO.: 199511
DSN/DWN:

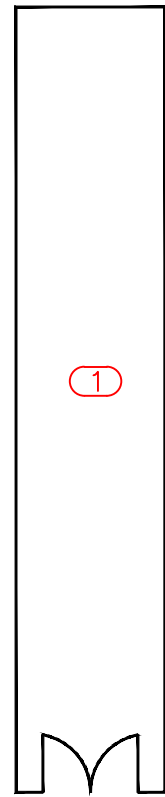
DATE: MARCH 2024
FILE: 199511_ORION_01
CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

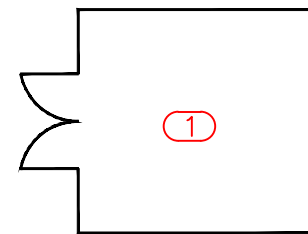
BUILDING LAYOUT
HAZARDOUS MATERIAL SURVEY
LAKE ORION LUMBER COMPANY
LAKE ORION, MICHIGAN



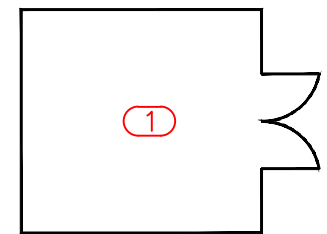
BUILDING 16



BUILDING 17



BUILDING 18A



BUILDING 18B

SOURCE: FIELD VISIT

SCALE: 0 10

S.O. NO.: 199511

DSN/DWN:

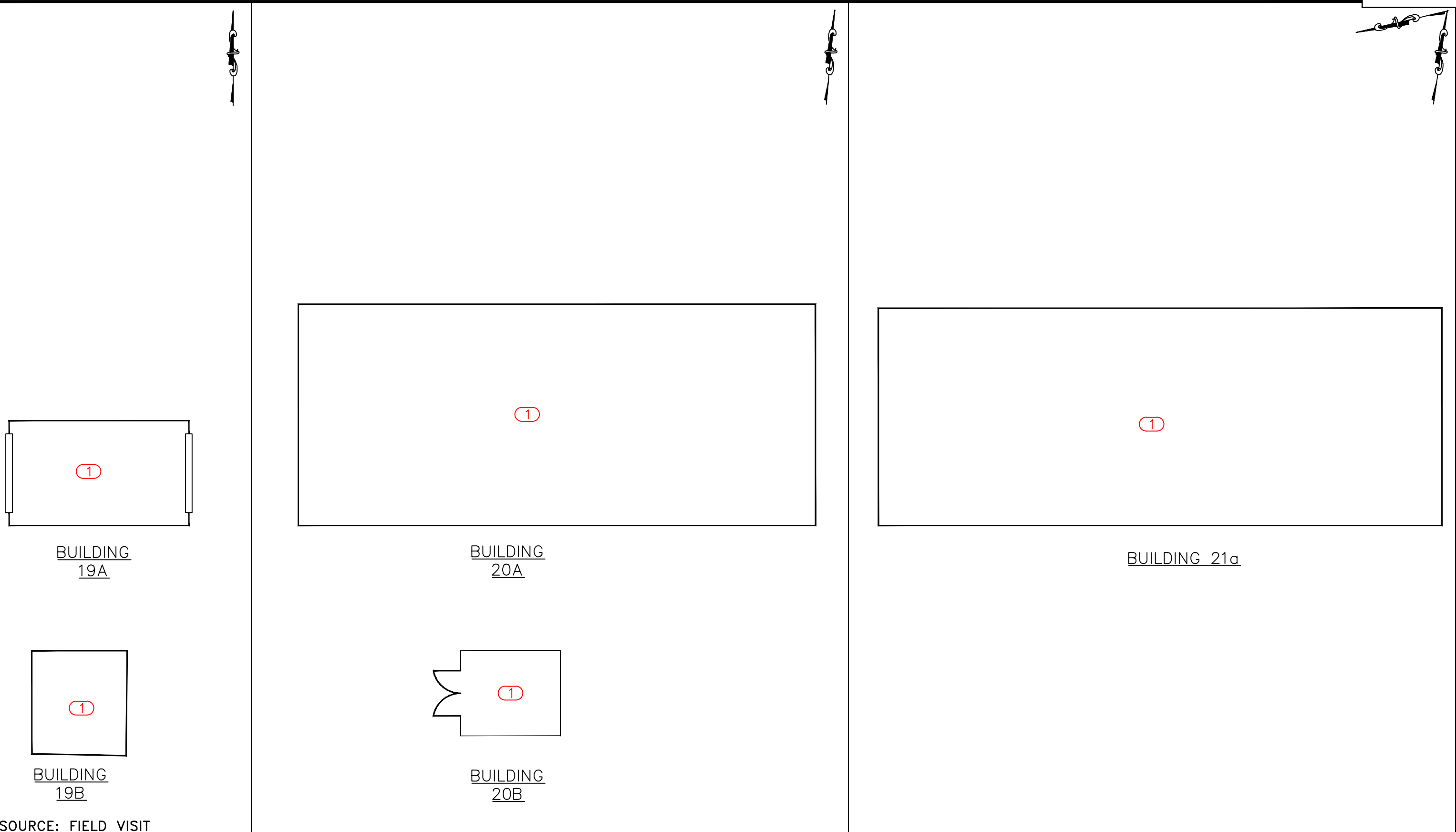
DATE: MARCH 2024

FILE: 199511_ORION_01

CHK:

Michael Baker INTERNATIONAL
MICHAEL BAKER INTERNATIONAL
MOON TOWNSHIP, PENNSYLVANIA

BUILDING LAYOUT
HAZARDOUS MATERIAL SURVEY
LAKE ORION LUMBER COMPANY
LAKE ORION, MICHIGAN



BUILDING
19A


BUILDING
20A

BUILDING 21a

BUILDING
19B

BUILDING
20B

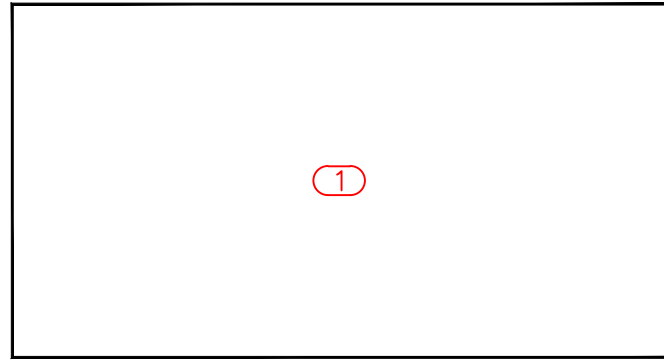
SOURCE: FIELD VISIT

SCALE:  10'
 S.O. NO.: 199511
 DSN/DWN:

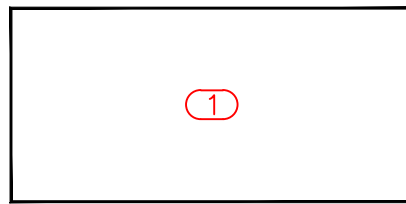
DATE: MARCH 2024
 FILE: 199511_ORION_01
 CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
 INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

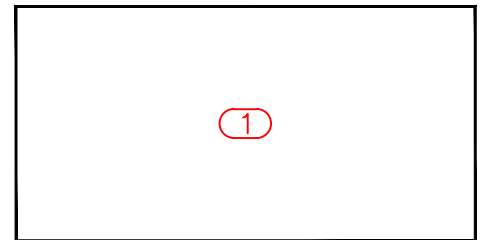
BUILDING LAYOUT
 HAZARDOUS MATERIAL SURVEY
 LAKE ORION LUMBER COMPANY
 LAKE ORION, MICHIGAN



BUILDING 21b



BUILDING 22



BUILDING 23

SOURCE: FIELD VISIT

SCALE:

S.O. NO.: 199511

DSN/DWN:

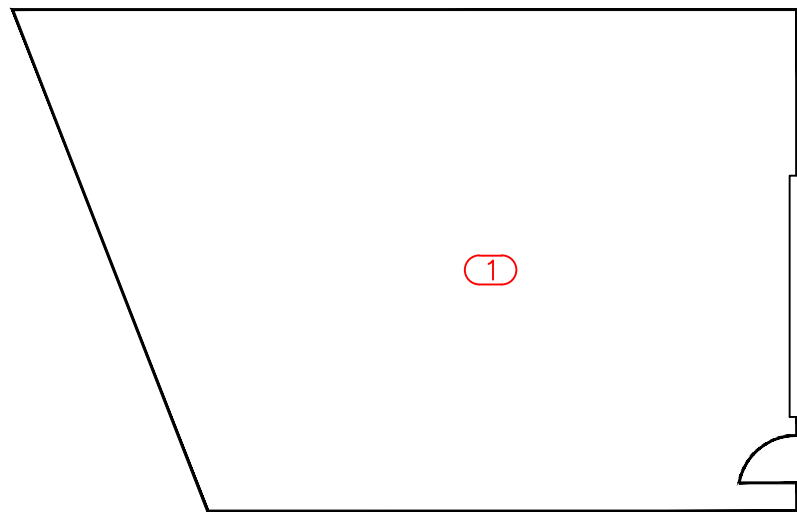
DATE: MARCH 2024

FILE: 199511_ORION_01

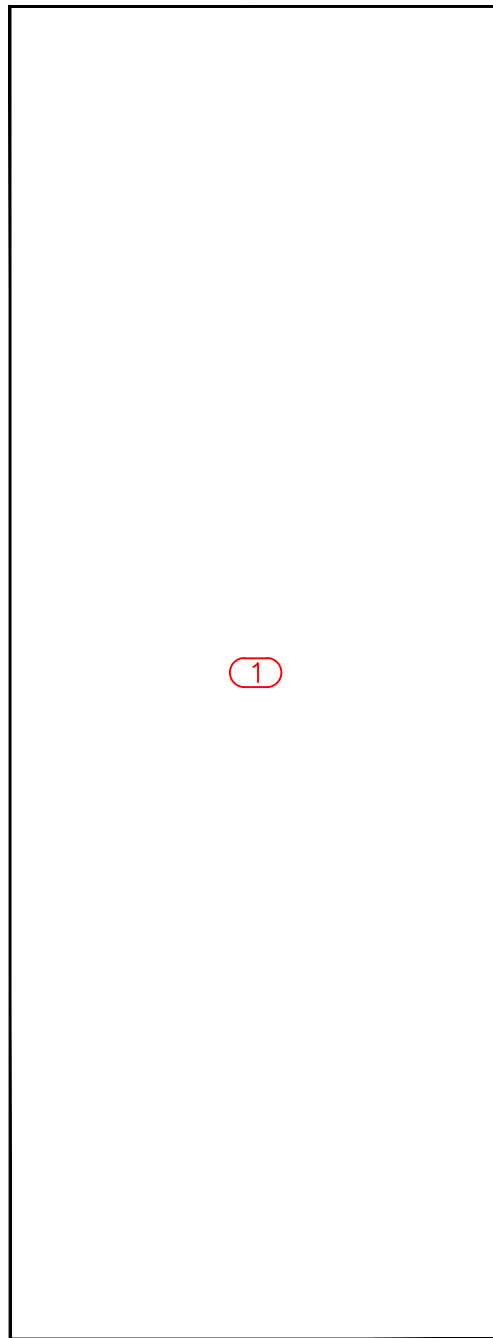
CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

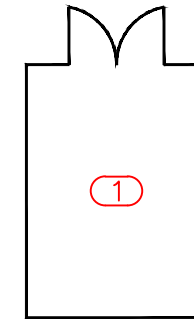
BUILDING LAYOUT
HAZARDOUS MATERIAL SURVEY
LAKE ORION LUMBER COMPANY
LAKE ORION, MICHIGAN



BUILDING 24




BUILDING 26



BUILDING 27

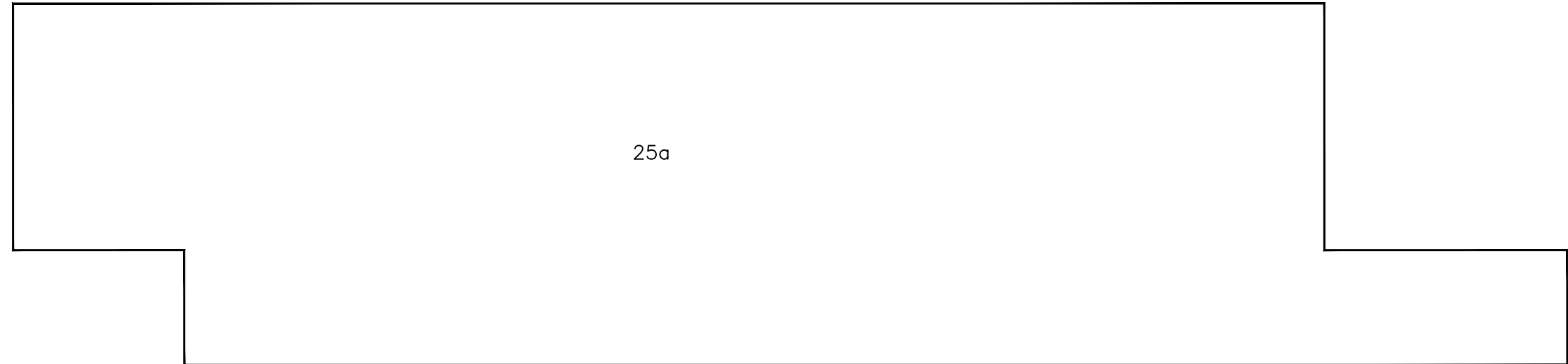
SOURCE: FIELD VISIT

SCALE: 
S.O. NO.: 199511
DSN/DWN:

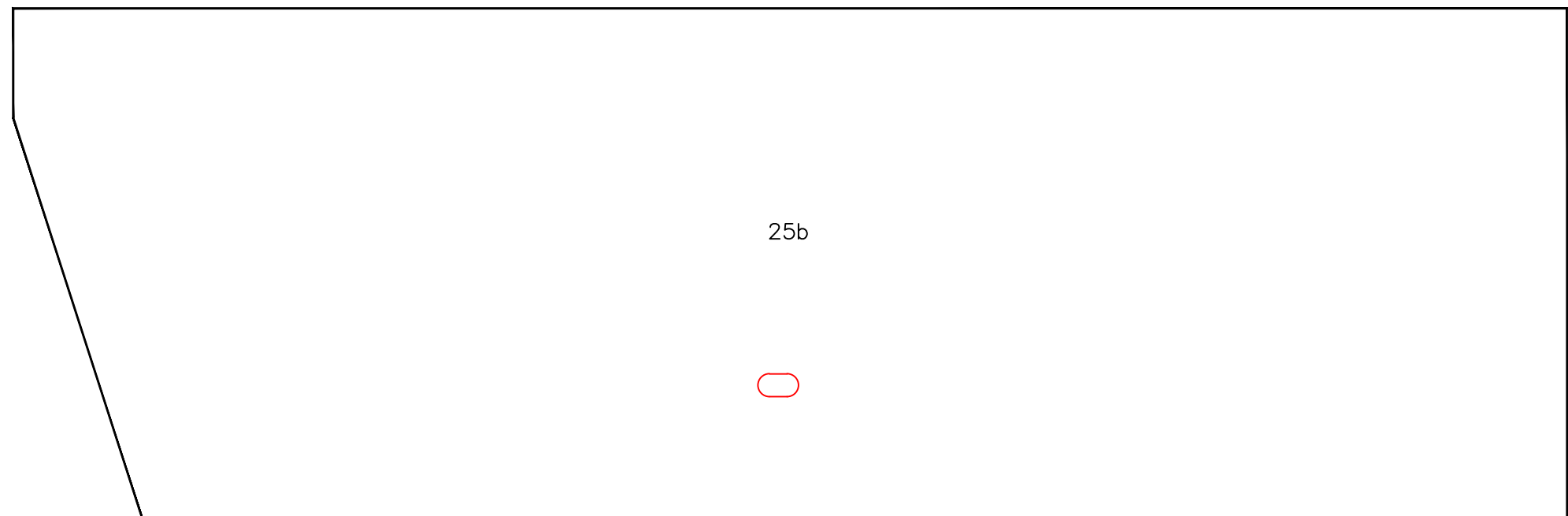
DATE: MARCH 2024
FILE: 199511_ORION_01
CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

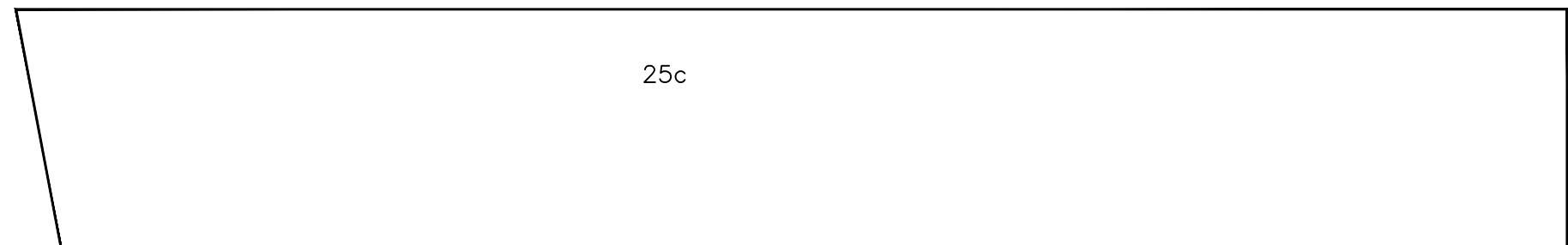
BUILDING LAYOUT
HAZARDOUS MATERIAL SURVEY
LAKE ORION LUMBER COMPANY
LAKE ORION, MICHIGAN



BUILDING
25a




BUILDING 25b



BUILDING 25c

SOURCE: FIELD VISIT

SCALE:  10'
 S.O. NO.: 199511
 DSN/DWN:

DATE: MARCH 2024
 FILE: 199511_ORION_01
 CHK:

Michael Baker MICHAEL BAKER INTERNATIONAL
 INTERNATIONAL MOON TOWNSHIP, PENNSYLVANIA

BUILDING LAYOUT
 HAZARDOUS MATERIAL SURVEY
 LAKE ORION LUMBER COMPANY
 LAKE ORION, MICHIGAN

TABLES

TABLE 1

SURVEY OF ASBESTOS-CONTAINING MATERIALS

FORMER LAKE ORION LUMBER YARD
LAKE ORION, MICHIGAN

Homogeneous Material Number	Material Type	Material Description	Category of ACM	Approximate Quantity of Asbestos	Condition of Material
11	Thermal Insulation Board	White	Friable ACM	4 Square Feet	Damaged
15	Vinyl Floor Tile and Floor Adhesive	12" x 12" White VFT and Black FA	Category I Non-friable ACM	20 Square Feet	Damaged
49	Asphaltic Roofing Material	Gray Roll Sheeting and Tar Materials	Category I Non-friable ACM	600 Square Feet	Damaged

TABLE 2

SURVEY OF LEAD PAINT

**FORMER LAKE ORION LUMBER YARD
LAKE ORION, MICHIGAN**

Buildings	Component	Locations	Color	Substrate	Condition	Findings	Recommendations
All Buildings	All painted components	Interior and Exterior	All Paint Colors	All Substrates	All Conditions	All paint contains at least a trace of lead and must be addressed according to OSHA requirements.	If impacted by demolition activities, proper handling and/or removal of the lead-containing paint is needed.

* The requirements of the Occupational Safety and Health Administration (OSHA) Construction Standards need to be invoked if any metal content is present in the paint that may be affected by renovation activities. OSHA does not provide a minimum concentration criteria level for lead; however, it requires precautions and protection for workers and the working environment be taken at any work place where an exposure to airborne metals may occur.

TABLE 3

SUMMARY OF OTHER POTENTIALLY HAZARDOUS WASTE

**FORMER LAKE ORION LUMBER YARD
LAKE ORION, MICHIGAN**

Buildings	Light Bulbs	Ballasts	Thermostats	Other Hazardous Materials	Recommendations
1	4 - 4' bulbs	1	1	Various bottles, cans, and containers of normal commercial and industrial products (such as cleaners, solvents, and oils) were located in the buildings.	If impacted by demolition activities, proper handling and/or removal of these components is needed.
3	6 - 4' bulbs	3	0		
All of the Other Buildings	0	0	0		
----	----	----	----	There are three propane tanks near Building 11.	
----	----	----	----	There is a plastic 5-gallon gas container within Building 13.	
----	----	----	----	There is a propane tank within Building 25B.	
----	----	----	----	There are two aboveground fuel storage tanks located on site.	
----	----	----	----	There is a large tanker truck and a motorcycle located on site.	

NOTE: These are approximate quantities tallied at the time of the survey. Actual quantities should be field verified upon removal and/or demolition of the buildings.

ATTACHMENT A

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 1

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
1	Wall and Ceiling Plaster	White Top Coat with Tan Base Coat	Throughout the Building	No	LC - 01A (M) LC - 01A (SC) LC - 01B (M) LC - 01B (SC) LC - 01C (M) LC - 01C (SC)	None Detected None Detected None Detected None Detected None Detected None Detected	Room 2 Room 2 Room 2 Room 2 Room 2 Room 2	No	Not Applicable	Not Applicable
2	Wall and Ceiling Board	White, with White Joint Compound	Throughout the Building	No	LC - 02A LC - 02B	None Detected None Detected	Room 3 Room 3	No	Not Applicable	Not Applicable
3	Vinyl Floor Tile and Floor Adhesive	9" x 9" Brown and Red Streaks VFT and Black FA	Room 1	No	LC - 03A LC - 03B (VFT) LC - 03B (FA)	None Detected None Detected None Detected	Room 1 Room 1 Room 1	No	Not Applicable	Not Applicable
4	Floor Adhesive	Black, under 9" x 9" Wood Floor Tiles	Throughout the Building	No	LC - 04A LC - 04B	None Detected None Detected	Room 4 Room 4	No	Not Applicable	Not Applicable

According to EPA, asbestos-containing material (ACM) is defined as any material containing greater than 1% asbestos using laboratory analysis or, by NESHAP, contains less than 10% asbestos is considered positive, unless re-analyzed by PLM point count.

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 1

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
5	Ceiling Tile	14" x 14" Solid	Throughout the Building	Yes	LC - 05A	None Detected	Room 1	No	Not Applicable	Not Applicable
					LC - 05B	None Detected	Room 1			
6	Ceiling Tile	14" x 32" Solid	Throughout the Building	Yes	LC - 06A	None Detected	Room 3	No	Not Applicable	Not Applicable
					LC - 06B	None Detected	Room 3			
7	Ceiling Tile	1' x 1' Solid	Throughout the Building	Yes	LC - 07A	None Detected	Room 4	No	Not Applicable	Not Applicable
					LC - 07B	None Detected	Room 4			
8	Ceiling Tile Adhesive	Brown, under 14" x 14" Solid	Throughout the Building	No	LC - 08A	None Detected	Room 1	No	Not Applicable	Not Applicable
					LC - 08B	None Detected	Room 1			
9	Ceiling Tile Adhesive	Brown, under 14" x 32" Solid	Throughout the Building	No	LC - 09A	None Detected	Room 3	No	Not Applicable	Not Applicable
					LC - 09B	None Detected	Room 3			
10	Ceiling Tile Adhesive	Brown, under 1' x 1' Solid	Throughout the Building	No	LC - 10A	None Detected	Room 4	No	Not Applicable	Not Applicable
					LC - 10B	None Detected	Room 4			
11	Thermal Insulation Board	White	Room 1	Yes	LC - 11A	20% Chrysotile	Room 1	Yes	4 Square Feet	Damaged
					LC - 11B	Not Analyzed	Room 1			
					LC - 11C	Not Analyzed	Room 1			

According to EPA, asbestos-containing material (ACM) is defined as any material containing greater than 1% asbestos using laboratory analysis or, by NESHAP, contains less than 10% asbestos is considered positive, unless re-analyzed by PLM point count.

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 1

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
12	Caulking	White	Throughout the Building	No	LC - 12A	None Detected	Room 1	No	Not Applicable	Not Applicable
					LC - 12B	None Detected	Room 1			
13	Asphaltic Roofing Material	Brown Shingles	Exterior Roof over Side Door	No	LC - 13A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 13B	None Detected	Roof			
14	Asphaltic Roofing Material	Black Membrane and Black Tar	Exterior Roof	No	LC - 14A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 14B	None Detected	Roof			
15	Vinyl Floor Tile and Floor Adhesive	9" x 9" White VFT and Black FA	Room 1	No	LC - 15A (VFT)	2% Chrysotile	Room 1	Yes	20 Square Feet	Damaged
					LC - 15A (FA)	None Detected	Room 1			
					LC - 15B (VFT)	Not Analyzed	Room 1			
					LC - 15B (FA)	None Detected	Room 1			

According to EPA, asbestos-containing material (ACM) is defined as any material containing greater than 1% asbestos using laboratory analysis or, by NESHAP, contains less than 10% asbestos is considered positive, unless re-analyzed by PLM point count.

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 2

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
16	Asphaltic Roofing Material	Brown Shingles	Exterior Roof	No	LC - 16A LC - 16B	None Detected None Detected	Roof Roof	No	Not Applicable	Not Applicable

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 3

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
17	Wall and Ceiling Board	White, with White Joint Compound	Throughout the Building	No	LC - 17A	None Detected	Room 1	No	Not Applicable	Not Applicable
					LC - 17B	None Detected	Room 1			
18	Ceiling Tile	2' x 2' Wavy	Throughout the Building	Yes	LC - 18A	None Detected	Room 1	No	Not Applicable	Not Applicable
					LC - 18B	None Detected	Room 1			
19	Asphaltic Roofing Material	Green Shingles	Exterior Roof	No	LC - 19A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 19B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 27

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
20	Asphaltic Roofing Material	Brown Shingles	Exterior Roof	No	LC - 20A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 20B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 4

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
21	Wall and Ceiling Board	White, with White Joint Compound	Throughout the Building	No	LC - 21A	None Detected	Room 1	No	Not Applicable	Not Applicable
					LC - 21B	None Detected	Room 1			
22	Asphaltic Roofing Material	Black Roll	Exterior Roof	No	LC - 22A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 22B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 5

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
NO SUSPECT MATERIALS IDENTIFIED IN THIS BUILDING.										

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 6

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
23	Asphaltic Roofing Material	Brown Shingles	Exterior Roof	No	LC - 23A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 23B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 7

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
24	Wall and Ceiling Board	White, with White Joint Compound	Throughout the Building	No	LC - 24A	None Detected	Room 1	No	Not Applicable	Not Applicable
					LC - 24B	None Detected	Room 1			
25	Asphaltic Roofing Material	Black Tar Paper	Throughout the Building	No	LC - 25A	None Detected	Room 1	No	Not Applicable	Not Applicable
					LC - 25B	None Detected	Room 1			
26	Asphaltic Roofing Material	Gray Shingles	Exterior Roof	No	LC - 26A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 26B	None Detected	Roof			
27	Asphaltic Roofing Material	Red/Gray Shingles	Exterior Roof	No	LC - 27A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 27B	None Detected	Roof			

According to EPA, asbestos-containing material (ACM) is defined as any material containing greater than 1% asbestos using laboratory analysis or, by NESHAP, contains less than 10% asbestos is considered positive, unless re-analyzed by PLM point count.

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 8

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
28	Asphaltic Roofing Material	Green Shingles	Exterior Roof	No	LC - 28A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 28B	None Detected	Roof			
29	Asphaltic Roofing Material	Red Shingles	Exterior Roof	No	LC - 29A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 29B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 9

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
NO SUSPECT MATERIALS IDENTIFIED IN THIS BUILDING.										

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 10

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
30	Asphaltic Siding	Red Shingles	Exterior	No	LC - 30A	None Detected	Exterior	No	Not Applicable	Not Applicable
					LC - 30B	None Detected	Exterior			
31	Asphaltic Roofing Material	Black Roll	Exterior Roof	No	LC - 31A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 31B	None Detected	Roof			
32	Asphaltic Roofing Material	Brown Shingles	Exterior Roof	No	LC - 32A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 32B	None Detected	Roof			

According to EPA, asbestos-containing material (ACM) is defined as any material containing greater than 1% asbestos using laboratory analysis or, by NESHAP, contains less than 10% asbestos is considered positive, unless re-analyzed by PLM point count.

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 11

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
33	Asphaltic Roofing Material	Green Shingles	Exterior Roof	No	LC - 33A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 33B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 12

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
34	Asphaltic Roofing Material	Gray Shingles	Exterior Roof	No	LC - 34A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 34B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 13

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
35	Asphaltic Roofing Material	Red Shingles	Exterior Roof	No	LC - 35A (S) LC - 35A (T) LC - 35B	None Detected None Detected None Detected	Roof Roof Roof	No	Not Applicable	Not Applicable

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 14

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
NO SUSPECT MATERIALS IDENTIFIED IN THIS BUILDING.										

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 15

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
NO SUSPECT MATERIALS IDENTIFIED IN THIS BUILDING.										

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 16

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
36	Asphaltic Roofing Material	Brown Shingles	Exterior Roof	No	LC - 36A (S)	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 36A (T)	None Detected	Roof			
					LC - 36B (S)	None Detected	Roof			
					LC - 36B (T)	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 17

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
NO SUSPECT MATERIALS IDENTIFIED IN THIS BUILDING.										

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 18A

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
37	Asphaltic Roofing Material	Brown Shingles	Exterior Roof	No	LC - 37A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 37B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 18B

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
38	Asphaltic Roofing Material	Brown Shingles	Exterior Roof	No	LC - 38A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 38B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 19A

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
NO SUSPECT MATERIALS IDENTIFIED IN THIS BUILDING.										

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 19B

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
39	Asphaltic Roofing Material	Brown Shingles	Exterior Roof	No	LC - 39A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 39B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 20A

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
40	Asphaltic Roofing Material	Rubber Membrane and Sealant	Exterior Roof	No	LC - 40A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 40B	None Detected	Roof			
41	Asphaltic Roofing Material	Black Shingles	Exterior Roof	No	LC - 41A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 41B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 20B

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
42	Asphaltic Roofing Material	Red Shingles	Exterior Roof	No	LC - 42A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 42B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 21A

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
43	Asphaltic Roofing Material	Gray Membrane and Glue	Exterior Roof	No	LC - 43A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 43B	None Detected	Roof			
44	Asphaltic Roofing Material	Green Shingles	Exterior Roof	No	LC - 44A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 44B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 21B

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
45	Asphaltic Roofing Material	Gray Membrane and Glue	Exterior Roof	No	LC - 45A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 45B	None Detected	Roof			
46	Asphaltic Roofing Material	Green Shingles	Exterior Roof	No	LC - 46A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 46B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 22

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
47	Asphaltic Roofing Material	Gray Roll	Exterior Roof	No	LC - 47A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 47B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 23

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
48	Asphaltic Roofing Material	Brown Shingles	Exterior Roof	No	LC - 48A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 48B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 24

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
49	Asphaltic Roofing Material	Gray Roll Sheeting and Tar Materials	Exterior Roof	No	LC - 49A LC - 49B	4% Chrysotile Not Analyzed	Roof Roof	Yes	600 Square Feet	Damaged

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 25A

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
50	Asphaltic Roofing Material	Gray Shingles	Exterior Roof	No	LC - 50A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 50B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 25B

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
51	Asphaltic Roofing Material	Gray Shingles	Exterior Roof	No	LC - 51A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 51B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 25C

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
52	Asphaltic Roofing Material	Gray Roll	Exterior Roof	No	LC - 52A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 52B	None Detected	Roof			

ASBESTOS SURVEY MATERIAL SUMMARY

FORMER LAKE ORION LUMBER YARD LAKE ORION, MICHIGAN

BUILDING 26

Homogeneous Material Number	Material Type	Material Description	Material Locations	Friable	Sample Numbers	Sample Results	Sample Locations	Asbestos-Containing Material	Approximate Quantity of Asbestos	Condition of Material
53	Asphaltic Roofing Material	Gray Shingles	Exterior Roof	No	LC - 53A	None Detected	Roof	No	Not Applicable	Not Applicable
					LC - 53B	None Detected	Roof			

ATTACHMENT B



EMSL Analytical, Inc.

200 Route 130 North Cinnaminson, NJ 08077

Tel/Fax: (800) 220-3675 / (856) 786-5974

<http://www.EMSL.com> / cinnasblab@EMSL.com

EMSL Order: 042405630

Customer ID: BAKE51

Customer PO:

Project ID:

Section 6, Item A.

Attention: Gary Case
Michael Baker, Jr. Inc.
100 Airside Drive
Building 100
Moon Township, PA 15108

Phone: (412) 375-3996

Fax: (412) 375-3996

Received Date: 03/18/2024 11:30 AM

Analysis Date: 03/26/2024 - 03/30/2024

Collected Date:

Project: Lake Orion Lumberyard (Ohio) / 199511

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
LO-01A-Mortar <small>042405630-0001</small>		Gray Non-Fibrous Homogeneous	3% Hair	97% Non-fibrous (Other)	None Detected
LO-01A-Skim Coat <small>042405630-0001A</small>		White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-01B-Mortar <small>042405630-0002</small>		Gray Non-Fibrous Homogeneous	3% Hair	97% Non-fibrous (Other)	None Detected
LO-01B-Skim Coat <small>042405630-0002A</small>		White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-01C-Mortar <small>042405630-0003</small>		Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-01C-Skim Coat <small>042405630-0003A</small>		White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-02A <small>042405630-0004</small>		White Fibrous Homogeneous	20% Cellulose	80% Non-fibrous (Other)	None Detected
LO-02B <small>042405630-0005</small>		White Non-Fibrous Homogeneous	15% Cellulose	85% Non-fibrous (Other)	None Detected
LO-03A <small>042405630-0006</small>		Brown Fibrous Homogeneous	20% Cellulose 3% Glass	77% Non-fibrous (Other)	None Detected
LO-03B-Caulk <small>042405630-0007</small>		Red Non-Fibrous Homogeneous	20% Cellulose	80% Non-fibrous (Other)	None Detected
LO-03B-Insulation <small>042405630-0007A</small>		Brown Fibrous Homogeneous	80% Cellulose	20% Non-fibrous (Other)	None Detected
LO-04A <small>042405630-0008</small>		Tan Non-Fibrous Homogeneous	30% Cellulose 10% Min. Wool	60% Non-fibrous (Other)	None Detected
LO-04B <small>042405630-0009</small>		Brown Fibrous Homogeneous	20% Cellulose	80% Non-fibrous (Other)	None Detected
LO-05A <small>042405630-0010</small>		Tan Fibrous Homogeneous	40% Cellulose 20% Min. Wool	40% Non-fibrous (Other)	None Detected
LO-05B <small>042405630-0011</small>		Tan/White Fibrous Homogeneous	80% Cellulose	20% Non-fibrous (Other)	None Detected
LO-06A <small>042405630-0012</small>		Tan Fibrous Homogeneous	35% Cellulose 15% Min. Wool	50% Non-fibrous (Other)	None Detected

Initial report from: 03/30/2024 15:21:37



EMSL Analytical, Inc.

200 Route 130 North Cinnaminson, NJ 08077

Tel/Fax: (800) 220-3675 / (856) 786-5974

<http://www.EMSL.com> / cinnasblab@EMSL.com

EMSL Order: 042405630

Customer ID: BAKE51

Customer PO:

Project ID:

Section 6, Item A.

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
LO-06B <i>042405630-0013</i>		Tan/White Fibrous Homogeneous	75% Cellulose	25% Non-fibrous (Other)	None Detected
LO-07A <i>042405630-0014</i>		Tan Fibrous Homogeneous	45% Cellulose 20% Min. Wool	35% Non-fibrous (Other)	None Detected
LO-07B <i>042405630-0015</i>		Tan/White Fibrous Homogeneous	45% Cellulose 20% Min. Wool	35% Non-fibrous (Other)	None Detected
LO-08A <i>042405630-0016</i>		Brown Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-08B <i>042405630-0017</i>		Black Non-Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-09A <i>042405630-0018</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-09B <i>042405630-0019</i>		Black Non-Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-10A <i>042405630-0020</i>		Black Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
LO-10B <i>042405630-0021</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-11A <i>042405630-0022</i>		Gray Fibrous Homogeneous	5% Cellulose	75% Non-fibrous (Other)	20% Chrysotile
LO-11B <i>042405630-0023</i>					Positive Stop (Not Analyzed)
LO-11C <i>042405630-0024</i>					Positive Stop (Not Analyzed)
LO-12A <i>042405630-0025</i>		White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-12B <i>042405630-0026</i>		White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-13A <i>042405630-0027</i> <i>Result includes a small amount of inseparable attached material</i>		Black Non-Fibrous Homogeneous	3% Cellulose	97% Non-fibrous (Other)	None Detected
LO-13B <i>042405630-0028</i>		Black Non-Fibrous Homogeneous	20% Glass	80% Non-fibrous (Other)	None Detected
LO-14A <i>042405630-0029</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-14B <i>042405630-0030</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected



EMSL Analytical, Inc.

200 Route 130 North Cinnaminson, NJ 08077

Tel/Fax: (800) 220-3675 / (856) 786-5974

<http://www.EMSL.com> / cinnaslab@EMSL.com

EMSL Order: 042405630

Customer ID: BAKE51

Customer PO:

Project ID:

Section 6, Item A.

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
LO-15A-Floor Tile <i>042405630-0031</i>		Tan/Black Non-Fibrous Homogeneous		98% Non-fibrous (Other)	2% Chrysotile
LO-15A-Mastic <i>042405630-0031A</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-15B-Floor Tile <i>042405630-0032</i>					Positive Stop (Not Analyzed)
LO-15B-Mastic <i>042405630-0032A</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-16A <i>042405630-0033</i>		Black Fibrous Homogeneous	30% Glass	70% Non-fibrous (Other)	None Detected
LO-16B <i>042405630-0034</i>		Black Non-Fibrous Homogeneous	20% Glass	80% Non-fibrous (Other)	None Detected
LO-17A <i>042405630-0035</i>		Tan Fibrous Homogeneous	20% Cellulose 3% Glass	77% Non-fibrous (Other)	None Detected
LO-17B <i>042405630-0036</i>		Tan Non-Fibrous Homogeneous	15% Cellulose	85% Non-fibrous (Other)	None Detected
LO-18A <i>042405630-0037</i>		Tan Fibrous Homogeneous	40% Cellulose 5% Min. Wool	55% Non-fibrous (Other)	None Detected
LO-18B <i>042405630-0038</i>		Tan/White Fibrous Homogeneous	80% Cellulose	20% Non-fibrous (Other)	None Detected
LO-19A <i>042405630-0039</i> <i>Result includes a small amount of inseparable attached material</i>		Brown Fibrous Homogeneous	25% Glass	75% Non-fibrous (Other)	None Detected
LO-19B <i>042405630-0040</i>		Black Non-Fibrous Homogeneous	20% Glass	80% Non-fibrous (Other)	None Detected
LO-20A <i>042405630-0041</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-20B <i>042405630-0042</i>		Black Non-Fibrous Homogeneous	15% Glass	85% Non-fibrous (Other)	None Detected
LO-21A <i>042405630-0043</i>		White Fibrous Homogeneous	3% Cellulose 8% Glass	89% Non-fibrous (Other)	None Detected
LO-21B <i>042405630-0044</i>		White Non-Fibrous Homogeneous	5% Glass	95% Non-fibrous (Other)	None Detected
LO-22A <i>042405630-0045</i>		Black Fibrous Homogeneous	12% Glass	88% Non-fibrous (Other)	None Detected
LO-22B <i>042405630-0046</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-23A <i>042405630-0047</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Initial report from: 03/30/2024 15:21:37



EMSL Analytical, Inc.

200 Route 130 North Cinnaminson, NJ 08077

Tel/Fax: (800) 220-3675 / (856) 786-5974

<http://www.EMSL.com> / cinnasblab@EMSL.com

EMSL Order: 042405630

Customer ID: BAKE51

Customer PO:

Project ID:

Section 6, Item A.

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
LO-23B <i>042405630-0048</i>		Black Non-Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
LO-24A <i>042405630-0049</i>		White Fibrous Homogeneous	3% Glass	97% Non-fibrous (Other)	None Detected
LO-24B <i>042405630-0050</i>		White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-25A <i>042405630-0051</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-25B <i>042405630-0052</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-26A <i>042405630-0053</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-26B <i>042405630-0054</i>		Black Non-Fibrous Homogeneous	15% Glass	85% Non-fibrous (Other)	None Detected
LO-27A <i>042405630-0055</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-27B <i>042405630-0056</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-28A <i>042405630-0057</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-28B <i>042405630-0058</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-29A <i>042405630-0059</i>		Red/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-29B <i>042405630-0060</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-30A <i>042405630-0061</i>		Red/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-30B <i>042405630-0062</i> <i>Result includes a small amount of inseparable attached material</i>		Brown/Red/Black Non-Fibrous Heterogeneous	20% Cellulose	80% Non-fibrous (Other)	None Detected
LO-31A <i>042405630-0063</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-31B <i>042405630-0064</i>		Black Non-Fibrous Homogeneous	70% Glass	30% Non-fibrous (Other)	None Detected
LO-32A <i>042405630-0065</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected



EMSL Analytical, Inc.

200 Route 130 North Cinnaminson, NJ 08077

Tel/Fax: (800) 220-3675 / (856) 786-5974

<http://www.EMSL.com> / cinnasblab@EMSL.com

EMSL Order: 042405630

Customer ID: BAKE51

Customer PO:

Project ID:

Section 6, Item A.

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
LO-32B <small>042405630-0066</small>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-33A <small>042405630-0067</small>		Various/Black Non-Fibrous Homogeneous	25% Cellulose	75% Non-fibrous (Other)	None Detected
LO-33B <small>042405630-0068</small>		Black Fibrous Homogeneous	20% Cellulose	80% Non-fibrous (Other)	None Detected
LO-34A <small>042405630-0069</small>		Various Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-34B <small>042405630-0070</small>		Black Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
LO-35A-Shingle <small>042405630-0071</small>		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-35A-Tar <small>042405630-0071A</small>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-35B <small>042405630-0072</small>		Black Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-36A-Shingle <small>042405630-0073</small>		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-36A-Tar <small>042405630-0073A</small>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-36B-Shingle <small>042405630-0074</small>		Black Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-36B-Tar <small>042405630-0074A</small>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-37A <small>042405630-0075</small>		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-37B <small>042405630-0076</small>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-38A <small>042405630-0077</small>		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-38B <small>042405630-0078</small>		Black Fibrous Homogeneous	10% Glass	90% Non-fibrous (Other)	None Detected
LO-39A <small>042405630-0079</small>		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-39B <small>042405630-0080</small>		Black Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-40A <small>042405630-0081</small>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected



EMSL Analytical, Inc.

200 Route 130 North Cinnaminson, NJ 08077

Tel/Fax: (800) 220-3675 / (856) 786-5974

<http://www.EMSL.com> / cinnaslab@EMSL.com

EMSL Order: 042405630

Customer ID: BAKE51

Customer PO:

Project ID:

Section 6, Item A.

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
LO-40B 042405630-0082		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-41A 042405630-0083		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-41B 042405630-0084		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-42A 042405630-0085		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-42B 042405630-0086		Black Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-43A 042405630-0087		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-43B 042405630-0088		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-44A 042405630-0089		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-44B 042405630-0090		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-45A 042405630-0091		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-45B 042405630-0092		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-46A 042405630-0093		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-46B 042405630-0094		Black Fibrous Homogeneous	15% Cellulose	85% Non-fibrous (Other)	None Detected
LO-47A 042405630-0095		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-47B 042405630-0096		Black Non-Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-48A 042405630-0097		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-48B 042405630-0098		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-49A 042405630-0099		Black Fibrous Homogeneous		96% Non-fibrous (Other)	4% Chrysotile
LO-49B 042405630-0100					Positive Stop (Not Analyzed)

Initial report from: 03/30/2024 15:21:37



EMSL Analytical, Inc.

200 Route 130 North Cinnaminson, NJ 08077

Tel/Fax: (800) 220-3675 / (856) 786-5974

<http://www.EMSL.com> / cinnaslab@EMSL.com

EMSL Order: 042405630

Customer ID: BAKE51

Customer PO:

Project ID:

Section 6, Item A.

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
LO-50A <i>042405630-0101</i>		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-50B <i>042405630-0102</i>		Black Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-51A <i>042405630-0103</i>		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-51B <i>042405630-0104</i>		Black Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
LO-52A <i>042405630-0105</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-52B <i>042405630-0106</i>		White Non-Fibrous Homogeneous	5% Glass	95% Non-fibrous (Other)	None Detected
LO-53A <i>042405630-0107</i>		Various/Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
LO-53B <i>042405630-0108</i>		Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Analyst(s)

Megan Bosch (36)

Selbbep Salgado (33)

Rebecca Kelly (22)

Amiri Lewis (22)

Samantha Rundstrom, Laboratory Manager
or Other Approved Signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. The above analyses were performed in general compliance with Appendix E to Subpart E of 40 CFR (previously EPA 600/M4-82-020 "Interim Method") but augmented with procedures outlined in the 1993 ("final") version of the method. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Estimation of uncertainty is available on request.

Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ NVLAP Lab Code 101048-0, AIHA LAP, LLC-IHLAP Lab 100194, PA ID# 68-00367, LA #04127

Initial report from: 03/30/2024 15:21:37

ATTACHMENT C

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

1

Building 1

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments: Front of Building

PHOTOGRAPH

2

Building 1

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments: ACM – Material 11 – Thermal Insulation Board (White)

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

3

Building 1

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments: ACM – Material 15 – Vinyl Floor Tile & Floor Adhesive (12” x 12” White VFT and Black FA)

PHOTOGRAPH

4

Building 2

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

5

Building 3

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments: Front of Building

PHOTOGRAPH

6

Building 27

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

7

Building 4

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments:

PHOTOGRAPH

8

Building 5

**PHOTOGRAPHS
BY**

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

9

Building 6

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments:

PHOTOGRAPH

10

Building 7

**PHOTOGRAPHS
BY**

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

11

Building 8

PHOTOGRAPHS BY

Michael Baker International



Comments:

PHOTOGRAPH

12

Building 9

PHOTOGRAPHS BY

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

13

Building 10

PHOTOGRAPHS BY

Michael Baker International



Comments:

PHOTOGRAPH

14

Building 11

PHOTOGRAPHS BY

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

15

Building 12

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments:

PHOTOGRAPH

16

Building 13

**PHOTOGRAPHS
BY**

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

17

Building 14

PHOTOGRAPHS BY

Michael Baker International



Comments:

PHOTOGRAPH

18

Building 15

PHOTOGRAPHS BY

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

19

Building 16

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments:

PHOTOGRAPH

20

Building 17

**PHOTOGRAPHS
BY**

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

21

Building 18A

PHOTOGRAPHS BY

Michael Baker International



Comments:

PHOTOGRAPH

22

Building 18B

PHOTOGRAPHS BY

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

23

Building 19A

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments:

PHOTOGRAPH

24

Building 19B

**PHOTOGRAPHS
BY**

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

25

Building 20A

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments:

PHOTOGRAPH

26

Building 20B

**PHOTOGRAPHS
BY**

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

27

Building 21A

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments:

PHOTOGRAPH

28

Building 21B

**PHOTOGRAPHS
BY**

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

29

Building 22

PHOTOGRAPHS BY

Michael Baker International



Comments:

PHOTOGRAPH

30

Building 23

PHOTOGRAPHS BY

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

31

Building 24

PHOTOGRAPHS BY

Michael Baker International



Comments: Front of Building

PHOTOGRAPH

32

Building 24

PHOTOGRAPHS BY

Baker



Comments: ACM – Material 49 – Asphaltic Roofing Material (Gray Roll Sheeting and Tar Materials)

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

33

Building 25A

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments:

PHOTOGRAPH

34

Building 25B

**PHOTOGRAPHS
BY**

Baker



Comments: Front of Building

MICHAEL BAKER INTERNATIONAL, INC. – PHOTOGRAPHIC RECORD

PROJECT IDENTIFICATION: Former Lake Orion Lumber Yard, Lake Orion, Michigan

PHOTOGRAPH

35

Building 25C

**PHOTOGRAPHS
BY**

**Michael Baker
International**



Comments:

PHOTOGRAPH

36

Building 26

**PHOTOGRAPHS
BY**

Baker



Comments: Front of Building

ATTACHMENT D



EMSL ANALYTICAL, INC.



US East Coast: 800-220-3675
US West Coast: 866-798-1089



Canada: 888-831-0722



Advanced Search

LABConnect™ - Online Results & More

Tutorial | Create Account | Login

- Home
- Lab Services
- Locations
- Products
- Qualifications
- News
- Training
- Forms
- Resources
- Contact Us

Home » Accreditations & Proficiencies » Cinnaminson, NJ (LAB List in Description)

Cinnaminson, New Jersey Testing Laboratory

Laboratory Cinnaminson, NJ (LAB List in Description)
Address 200 Route 130 North, Cinnaminson, NJ, 08077
Phone 1-800-220-3675, Fax: (856) 786-5974
Email c@emsl.com



Click here for [map/directions](#) (courtesy Google Maps)
Hours Mon-Fri 8AM-12AM, Sat. 8AM - 6PM, Sun. On-Call
 Department hours may vary - see below

(Chemistry LAB 01) (Asbestos LAB 04) (Lead LAB 20) (Food Chemistry LAB 21) (Industrial Hygiene LAB 28)
 (Materials LAB 36) (Microbiology LAB 37) (Radon LAB 38) (TO-15 LAB 49) (PCR LAB 61) (Food Microbiology LAB 63) (Radiochemistry LAB 78)



Services Performed	Department Hours
Asbestos Lab Services	
DNA and PCR Testing Laboratory	
Environmental Chemistry Lab Services	
Fire & Smoke Testing Lab	
Food and Beverage Testing	
Industrial Hygiene (IH) Lab Services	M-F 8:30AM-5:00PM
Lead and Metals Lab Services	
Legionella Testing Lab Services	M-F 9:00AM-6:00PM, Saturday Prep Avail
Materials Testing Lab	
Microbiology Laboratory	M-F 9AM-6PM, SAT: Prep & Rush Direct Exams Avail
Radiological Testing	
Silica Lab Services	M-F 9:00AM-5:30PM
USP 797	M-F 9:00AM-6:00PM, Saturday Prep Avail

Qualifications	Certificate #	Expires
AIHA LAP, LLC ELLAP	100194	01/01/2025
AIHA LAP, LLC EMLAP	100194	01/01/2025
AIHA LAP, LLC IHLAP	100194	01/01/2025
A2LA Asbestos, Lead, Chemistry, IH, Materials and Radiochemistry	2845.01	07/31/2024
A2LA Chemistry (Food Chemistry/Materials Science)	2845.15	07/31/2024
A2LA Food Micro	2845.14	07/31/2024
A2LA Material Science/Mechanical	2845.16	07/31/2024
NVLAP - Air and Bulk	101048-0	06/30/2023
IRSST Recognition - PLM and TEM	See list	
NJ - Dept. of Labor and Workforce Development	32871	07/09/2021
National Radon Proficiency Program - Residential Measurement Provider	110140	10/31/2024
National Radon Proficiency Program - Radon	NRPP ID 109000	05/31/2023
	AL	
National Radon Safety Board - Radon Measurement Specialist	NRSB 19SS026	07/30/2023
National Radon Safety Board - Radon	NRSB-ARL6006	07/30/2023
NSF Material Program (Brake Pads) - SAE J2975:2011	CO192670-AL006	02/28/2023
CDC ELITE - Legionella Certificate of Proficiency	Certificate	12/01/2022
NJ - Radioactive Materials License	535776- RAD210001	10/31/2030
Consumer Product Safety Commission (CPSC) - Cinnaminson - Metals, Lead, Phthalates	Letter - ID #1140	
DOECAP - DOE/DOD - Cinnaminson	2845.01	05/31/2023

EPA - UCMR - Inorganic anions (Chlorate)	Approval letter	
FDA - Drug Firm Registration	3003933331	12/31/2023
US Dept. of Agriculture - Soil Permit	P330-20-00038	02/10/2023
US Dept. of Justice - DEA Certificate	RE0419716	08/31/2023
US Dept. of Justice - Explosives License/Permit	8-NJ-005-33-3F-00326	06/01/2023
AL - Metals, Inorganics, Microbiological and Asbestos in DW	41260	06/30/2023
AL - Radon	NRSB-ARL6006	07/30/2023
AK - Radon	NRSB-ARL6006	07/30/2023
AZ - Airborne and Bulk Asbestos	Letter - AZ0955	06/30/2023
AZ - Radon	NRSB-ARL6006	07/30/2023
AR- Radon	NRSB-ARL6006	07/30/2023
CA - Asbestos, Lead and Chemistry for Metals in Drinking Water; Bulk Asbestos	1877	06/30/2023
CA - Radon	NRSB-ARL6006	07/30/2023
CO - PCM, PLM and TEM	AL-15133	01/30/2024
CO - Asbestos and Lead in Drinking Water	Letter	05/31/2023
CO - Cryptosporidium in Drinking Water	Letter	05/31/2023
CO - Radiochemistry in Drinking Water	Letter	05/31/2023
CO - Radon	NRSB-ARL6006	07/30/2023
CT - Asbestos, Lead, Micro, Legionella, Env. Chemistry, Radiochemicals and Cryptosporidium	PH-0270	06/30/2024
CT - Radon	NRSB-ARL6006	07/30/2023
DE - Asbestos, Chemistry, Radon, Micro, Cryptosporidium and Giardia in Drinking Water	Letter	06/30/2023
FL - Asbestos, Lead, Chemistry, Microbiology, Crypto and Giardia, TO-15, PFAS in Drinking Water	E87975	06/30/2023
FL - Radon	RB2034	07/22/2023
FL - Radon Measurement Specialist	R2687	10/14/2023
GA - Asbestos, Lead, Micro and Cryptosporidium-Giardia	972	06/30/2023
GA - Radon	NRSB-ARL6006	07/30/2023
HI - Asbestos in Drinking Water 100.2	Letter	06/30/2023
HI - PLM, TEM	L-01-032	07/10/2023
HI - Radon	NRSB-ARL6006	07/30/2023
ID - Asbestos in Drinking Water	NJ00337	06/30/2023
ID - Radon	NRSB-ARL6006	07/30/2023
IL - Cryptosporidium	1703036	06/30/2023
IL - Radon	RNL2008202	07/31/2023
IN - Lead, Chemistry and Asbestos in Drinking Water	C-NJ-04	06/30/2023
IN - Radon	RL000015	12/19/2024
IA - Asbestos in Drinking Water	419	02/01/2023
IA - Radon Measurement license	RNLAB10005	02/28/2023
KS - Radon	KS-LB-0005	09/30/2023
KS - Radon Measurement Technician	KS-MS-0482	11/30/2023
KY - Asbestos and Metals in Drinking Water	90123	12/31/2022
KY - Radon	NRSB-ARL6006	07/30/2023
LA - Asbestos and Radiochemistry in Drinking Water	LA004	12/31/2023
LA - Chemistry, Asbestos in Air, Non-potable Water and Solid Hazardous Waste, Fungi Direct and Cultures, Radiochemistry	04127	06/30/2023
LA - Radon	NRSB-ARL6006	07/30/2023
ME - Analyst Individual Certification List	See list	
ME - Asbestos, Radiochemistry, Env. Lead, E. coli, Crypto and Giardia in DW	2022021	08/16/2024
ME - Radon	SPC202	09/30/2024
ME - Air Asbestos Analysis	LA-0038	10/31/2023
ME - Bulk Asbestos Analysis	LB-0039	10/31/2023
MD - Asbestos, Chemistry and Radiochemistry in Drinking Water	331	09/30/2023
MD - Radon	NRSB-ARL6006	07/30/2023
MA - PCM, PLM, TEM	AA000056	09/28/2023
MA - Asbestos, Lead, Micro, Radiochemistry and PFAS in Drinking Water	M-NJ337	06/30/2023
MA - Cryptosporidium	See letter	06/30/2023
MA - Radon	NRSB-ARL6006	07/30/2023
MI - Asbestos, Microbiology, PFAs, Organics, and Radiochemistry in Drinking Water	9970	06/30/2023
MI - Radon	NRSB-ARL6006	07/30/2023

Section 6, Item A.

Customer Service



Customer Survey

MN - Asbestos, Lead, and Radiochemistry in Drinking Water; PCBs	2367360	12/31/2023
MN - Radon	RL-00005	01/01/2024
MS - Asbestos in Drinking Water	Letter	06/30/2023
MS - Radon	NRSB-ARL6006	07/30/2023
MO - Radon	NRSB-ARL6006	07/30/2023
MT - Asbestos, Chemistry and Radiochemistry in Drinking Water	CERT0016	01/01/2024
MT - Radon	NRSB-ARL6006	07/30/2023
NE - Micro, Asbestos, Radiochemistry and PFAS in Drinking Water	NE-OS-19-08	06/30/2023
NE - Radon Measurement Specialist	474	03/31/2023
NE - Radon Measurement License	RMB-1083	03/31/2023
NV - Asbestos in DW, Bulk Asbestos (PLM), PFAS, and Radiochemistry	NJ003372023-1	07/31/2023
NV - Radon	NRSB-ARL6006	07/30/2023
NH - Asbestos, Radiochemistry, TCLP and PFAS in Drinking Water	298822	10/22/2023
NH - Radon	NRSB-ARL6006	07/30/2023
NJ - Asbestos, Chemistry, Gravimetric, TO-15, Microbiology, Radon, Cryptosporidium and Giardia (NELAP)	03036	06/30/2023
NJ - Office of Attorney General - Controlled Dangerous Substances	CA00030200	03/31/2023
NJ - Radioactive Materials License	535776- RAD210001	10/31/2030
NJ - Radon Measurement License	MEB92525	04/24/2024
NJ - Radon Measurement Specialist	MES13910	09/18/2023
NJ - Dept. of Labor and Workforce Development	32871	07/09/2023
NJ - DLWD OSC - Permit to Store Explosives	14086	03/31/2022
NM - Micro, Asbestos, Metals, Radiochemistry and PFAs in Drinking Water	NJ00337	06/30/2023
NM - Radon	NRSB-ARL6006	07/30/2023
NY - Asbestos, Metals, TCLP, Lead, Chemistry, PCBs, Radon, Total Coliform, TO-15, and TO-10A, PFOS, PFOA	10872	04/01/2023
NY - Legionella, Potable and Non-potable	10872	04/01/2023
NC - Asbestos, Cryptosporidium, Metals and Radiochemistry in Drinking Water	34700	07/31/2023
NC - Radon	NRSB-ARL6006	07/30/2023
ND - Radon	NRSB-ARL6006	07/30/2023
ND - TCLP, Metals and Pesticides	R-208	06/30/2023
OH - Cryptosporidium	Letter	06/30/2023
OH - Lead in Paint Chips, Wipes, Soil and Air	E10002	06/02/2023
OH - Radon	RL39	07/11/2023
OH - Ohio VAP - Asbestos	CL105	03/11/2023
OK - Asbestos, Lead, Radiochemistry and PFAs in Drinking Water	D9952	08/31/2023
OK - Radon	NRSB-ARL6006	07/30/2023
OR - Radon	NRSB-ARL6006	07/30/2023
PA - Radon	2573	03/19/2023
PA - Radon Analyst Certification	3393	09/18/2023
PA - Asbestos, Chemistry, Radon, Micro and Cryptosporidium	68-00367	11/30/2023
PA - City of Philadelphia - PCM, PLM and TEM	ALL-137	04/30/2023
RI - Asbestos, Chemistry and Radiochemistry in DW	LAO00318	12/30/2023
RI - PCM	PCM00075	04/30/2023
RI - PLM	PLM00075	04/30/2023
RI - Radon Analytical Services	CLS00049	08/31/2023
RI - TEM	TEM00075	04/30/2023
SC - Asbestos in Drinking Water and Cryptosporidium	94017001	06/30/2023
SC - Radon	NRSB-ARL6006	07/30/2023
SD - Asbestos in Drinking Water	Letter	06/30/2023
SD - Radon	NRSB-ARL6006	07/30/2023
TN - Asbestos in Drinking Water	TN02856	06/30/2023
TN - Radon	NRSB-ARL6006	07/30/2023
TX - TO-15; Asbestos, Lead, Chemistry and Micro in Drinking Water	T104704177-22- 21	08/31/2023
TX - PCM, PLM and TEM	300161	11/02/2023
TX - Mold	LAB1002	01/08/2024
TX - Radon	NRSB-ARL6006	07/30/2023
UT - Radon	NRSB-ARL6006	07/30/2023
VT - Analyst Individual Certification List	See list	
VT - PCM, PLM, TEM	AL818603	08/06/2023
VT - Asbestos, Metals and Radiological in Drinking Water	400622	10/03/2023

Customer Service



Customer Survey

Section 6, Item A.

VT - Lead	LL379642	08/06/2023
VT - Radon	NRSB-ARL6006	07/30/2023
VA - PCM, PLM and TEM	3333000075	02/28/2023
VA - Radon	NRSB-ARL6006	07/30/2023
VA - NELAC - Asbestos, Lead, Cryptosporidium, Organics, Metals and Inorganics	460184	09/14/2023
WA - Asbestos in Air, Water, Solids; Lead, Methamphetamine and PCBs in Solid and Chemical Materials	C922	07/14/2023
WA - Radon	NRSB-ARL6006	07/30/2023
WV - Air and Bulk Asbestos	LT000621	07/31/2023
WV - Asbestos, Cryptosporidium, PFAs, Radiochemistry in DW	9967 M	12/31/2022
WV - Radon	RL000220	07/31/2023
WI - Radon	NRSB-ARL6006	07/30/2023
WI - Oneida Nation Vendor	121065	04/30/2023
WY - Radon	NRSB-ARL6006	07/30/2023

- Chain of Custody Forms**
- Asbestos Lab Services
 - DNA and PCR Testing Laboratory
 - Environmental Chemistry Lab Services
 - Fire & Smoke Testing Lab
 - Food and Beverage Testing
 - Industrial Hygiene (IH) Lab Services
 - Lead and Metals Lab Services
 - Legionella Testing Lab Services
 - Materials Testing Lab
 - Microbiology Laboratory
 - Radiological Testing
 - Silica Lab Services
 - USP 797

Customer Service



Customer Survey



About EMSL

- About Us
- US Careers
- Canadian Careers
- Contact Us
- Employee Insurance
- Site Map

We accept:



Legal – Terms & Conditions

- Lab Services
- Products
- Website Usage
- Certificate of Insurance
- Privacy Policy

Support


- Customer Services
- Product Support
- Sampling Support
- Update Contact Information

Quick Links


- Forms
- Free Shipping
- Lab Results
- Online Payments
- News Releases


State of Michigan
Department of Labor and Economic Opportunity
Michigan Occupational Safety & Health Administration - Asbestos Program

Asbestos Inspector

 **Gary R. Case**
343 Seminole Road
Seminole, PA 16253

Accreditation Number **A13352** **Expiration Date** **08/14/2024** **DOB: 05/02/1963**






This individual has satisfactorily met or exceeded the requirements of Michigan Public Act 440 of 1988, as amended, to be accredited as an Asbestos Inspector. Accreditation card is not valid if altered. **166457**


State of Michigan
Department of Labor and Economic Opportunity
Michigan Occupational Safety & Health Administration - Asbestos Program

Asbestos Project Designer

 **Gary R. Case**
343 Seminole Road
Seminole, PA 16253

Accreditation Number **A13352** **Expiration Date** **08/14/2024** **DOB: 05/02/1963**





This individual has satisfactorily met or exceeded the requirements of Section 206 of the Toxic Substances Control Act to be accredited in the above discipline. Accreditation card is not valid if altered. **166458**

GST

This certifies that

GARY CASE

Has successfully completed the requisite training
for Asbestos Accreditation and passed an examination for

Asbestos Building Inspector Refresher

In accordance with Section 206 of the Toxic Substances Control Act (TSCA) Title 11

Certification Number

173-54-7386-ST

Course Date

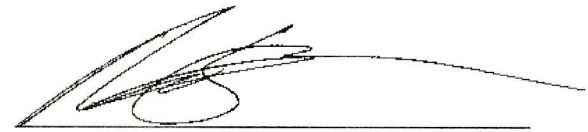
May 17, 2023

Exam Date

May 17, 2023

Expiration Date

May 17, 2024



Nick Stanford
Director of Training

GST Company
357 Northgate Drive, Suite 3
Warrendale, PA 15086
724-831-9724

GST

This certifies that

GARY CASE

Has successfully completed the requisite training
for Asbestos Accreditation and passed an examination for

Asbestos Management Planner Refresher

In accordance with Section 206 of the Toxic Substances Control Act (TSCA) Title 11

Certification Number

173-54-7386-ST

Course Date

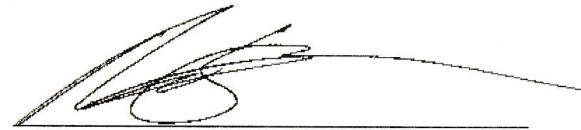
May 17, 2023

Exam Date

May 17, 2023

Expiration Date

May 17, 2024



Nick Stanford
Director of Training

GST Company
357 Northgate Drive, Suite 3
Warrendale, PA 15086
724-831-9724

GST

This certifies that

GARY CASE

Has successfully completed the requisite training
for Asbestos Accreditation and passed an examination for

Asbestos Project Designer Refresher

In accordance with Section 206 of the Toxic Substances Control Act (TSCA) Title 11

Certification Number

173-54-7386-ST

Course Date

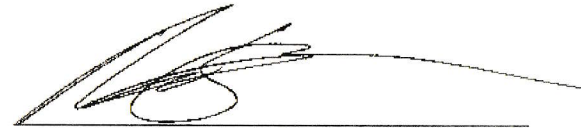
May 16, 2023

Exam Date

May 16, 2023

Expiration Date

May 16, 2024



Nick Stanford
Director of Training

GST Company
357 Northgate Drive, Suite 3
Warrendale, PA 15086
724-831-9724

GST

This is to certify that:

GARY CASE

has successfully completed the 8 hours

LEAD INSPECTOR REFRESHER

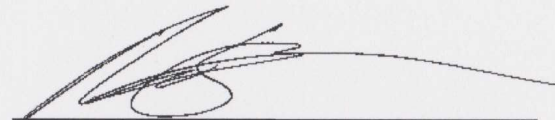
In accordance with 40 CFR 745 with a minimum passing score of 70%
GST Company has received approval as a training provider for Lead Based Paint from the Pennsylvania,
Department of Labor and Industry.

Certificate No.: 1280-ST

Training Course Date(s): June 9, 2021

Examination Date: June 9, 2021

Expiration Date: June 9, 2024



Director of Training, Nick Stanford
357 Northgate Drive, STE 3
Warrendale, PA 15086
724-831-9724



CHC Training
Environmental Compliance Certification Experts

www.chctraining.com
303.412.6360
855.60.CERTIFY

Colorado State Ap

Section 6, Item A.

1775 W. 55th Avenue
Denver, Colorado 80221
United States of America

CERTIFICATE OF ACHIEVEMENT

This certificate is awarded to:

GARY CASE

343 Seminole Rd, Seminole, PA 16253

Has successfully completed the required training hours for the refresher course entitled:

LEAD-BASED PAINT RISK ASSESSOR

For the purposes of accreditation under Colorado Regulation No. 19, Residential Lead-based Paint Hazard Reduction Act of 1992 (Title X), and other standards developed by the EPA pursuant to Title IV of TSCA.

COURSE COMPLETION:
EXPIRATION DATE:
COURSE HOURS:

JUNE 11, 2021
JUNE 11, 2024
8.0



Verify this Certificate

Danaya N. Wilson
CEO & Training Program Manager

Credential License ID:
33506027



Matthew Valdez
Instructor

CHC Training Certificate No.:
R21-0107-LRA



Renew this Certificate



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Assistant Director’s Report

Attached: Assistant Director’s Report

RECOMMENDED MOTION:

To Receive and File the Assistant Director’s Report



MEMORANDUM

Janet Bloom – Assistant Director

April 16, 2024

Communications Plan and Marketing Plan:

As we move forward to get events, marketing and communications in an active and engaged pattern, here are the frameworks we will use moving forward.

Here is a helpful reminder of a communications plan versus a marketing plan:

Communications Plan:

- Focuses on how an organization communicates its messages, internally and externally, to various stakeholders.
- Primarily concerned with managing and delivering information, building relationships, and maintaining the organization's reputation.
- Includes channels such as media relations, public relations, internal communications, and crisis management.
- Aims to ensure consistency, clarity, and effectiveness in conveying messages to the target audience.
- Often includes elements such as key messages, target audience identification, communication channels, content strategy, and evaluation metrics.

Marketing Plan:

- Focuses on promoting a product, service, or brand to achieve specific business objectives, such as increasing sales or market share.
- Involves activities aimed at understanding customer needs, developing products or services, pricing, distribution, and promotional strategies.
- Includes market research, product positioning, branding, advertising, sales promotions, and distribution channels.
- Aims to generate demand, drive sales, and ultimately create value for the organization.
- Typically includes elements such as target market analysis, marketing objectives, marketing mix (4Ps: product, price, place, promotion), budget allocation, and performance metrics.

In summary, while a communications plan focuses on how an organization communicates its messages, a marketing plan focuses on how an organization promotes its products or services to achieve specific business goals. Both plans are interconnected and contribute to the overall success of the organization's strategic objectives.

1. Communications Plan:

a. Objectives:

- Increase awareness of Lake Orion Downtown Development Authority initiatives and events.
- Foster community engagement and participation in downtown development activities.
- Position Lake Orion as a vibrant and desirable destination for residents and visitors alike.

b. Target Audience:

- Residents of Lake Orion
- Local business owners
- Visitors and tourists
- Community stakeholders (local government (Village and Township), chamber of commerce, library, OAC, Parks & Rec., MSOC, NMS, schools)

c. Key Messages:

- Highlight the unique charm and offerings of downtown Lake Orion.
- Showcase upcoming events, promotions, and business highlights.
- Emphasize the importance of community involvement in downtown revitalization efforts.

d. Communication Channels:

- Facebook Page: Regular updates on events, promotions, and news related to downtown Lake Orion.
- LinkedIn: Professional updates, business highlights, and networking opportunities targeted at local businesses and stakeholders.
- Local Media: Press releases and media pitches to local newspapers, radio stations, local cable station, and online publications to amplify key messages and event promotions.
- Facebook Group: Create a dedicated group for community members to discuss downtown development, share ideas, and stay updated on the latest news and events.

- E-Newsletter: weekly newsletters sent via email to subscribers, featuring highlights of upcoming events, business spotlights, and community news.

e. Content Strategy:

- Use a mix of photos, videos, and graphics to make posts visually engaging.
- Share user-generated content to foster community involvement and interaction.
- Incorporate storytelling to showcase the history, personalities, and fun facts behind Lake Orion's downtown area.
- Utilize polls, surveys, and Q&A sessions to encourage feedback and dialogue with the community.

f. Timeline:

- Develop a content calendar outlining key dates for posting, promotions, and events throughout the year.
- Adjust content frequency and timing based on seasonal trends, holidays, and peak visitor times.

g. Monitoring and Evaluation:

- Monitor engagement metrics (likes, comments, shares) on social media platforms to gauge audience interest and sentiment.
- Track website traffic, newsletter open rates, and click-through rates to evaluate the effectiveness of communication efforts.
- Collect feedback from businesses and community members through surveys, focus groups, or direct outreach to assess satisfaction and identify areas for improvement.

h. Budget:

- Allocate funds for sponsored posts, boosted content, and advertising on social media platforms to reach a wider audience.
- Include printing costs for promotional materials, such as posters, banners, etc. distributed at local businesses and events.

i. Roles and Responsibilities:

- Janet Bloom, Asst. Director, has primary responsibility for content creation, scheduling, monitoring, and responding to inquiries or comments on social media platforms. Matt Gibb, Executive Director, has a secondary role to add to content, monitor, and respond.

j. Contingency Plan:

- Develop a plan for addressing negative feedback, crises, or unexpected events that may arise during communication efforts.
- Establish clear protocols for handling sensitive issues and responding promptly to inquiries or complaints. Escalate items as needed.

k. Review and Update:

- Regularly review and evaluate the communications plan to assess its effectiveness in achieving objectives.
- Update strategies and tactics as needed based on changing audience preferences, industry trends, and feedback from stakeholders.

2. Marketing Plan

1. Objectives:

Increase attendance and participation in Lake Orion Downtown Development Authority events.

Raise awareness of Downtown Lake Orion as a vibrant and exciting destination.

Drive foot traffic to local businesses and establishments.

2. Target Audience:

Residents of Lake Orion and surrounding communities

Families and individuals seeking entertainment and leisure activities

Tourists and visitors exploring the area

Local businesses and stakeholders invested in the development of downtown

3. Key Events (Based on 2024 Events Calendar): attached

4. Marketing Channels:

Website (downtownlakeorion.org): Update event listings and details on the official

website to provide comprehensive information for visitors. Provide maps, parking, and trolley information.

Social Media (Facebook, Instagram, X): Regularly post about upcoming events, share event highlights, and engage with followers to generate excitement and anticipation.

Email Marketing: Send out newsletters or email blasts to subscribers with event announcements, special promotions, and exclusive offers from Lake Orion DDA merchants.

Local Media (Newspapers, Radio, TV): Issue press releases and media advisories to local media outlets to secure coverage and promote events to a wider audience. In addition, utilize Lake Orion Review, Orion Living magazine, and Message Center board.

Community Calendars: Submit event listings to online community calendars, local organizations, local magazines, and event directories to increase visibility and reach.

5. Marketing Materials:

Develop flyers, posters, and banners to promote events in high-traffic areas throughout downtown Lake Orion.

Create digital graphics and visuals for social media posts and online advertisements to grab attention and encourage engagement.

Design promotional materials, such as brochures or postcards, to distribute at local businesses and other points of information collection (Village offices, Orion Township offices, Library, OAC, Chamber of Commerce)

6. Partnerships and Collaborations:

Deepen partnerships with local businesses, sponsors, and community organizations to co-promote events and leverage their networks and resources.

Collaborate to cross-promote activities and draw visitors to Downtown Lake Orion.

7. Promotions and Incentives:

Work with businesses to offer special discounts, deals, or activities and incentives for attendees of downtown events, such as coupons for participating businesses and highlight special activities happening at participating merchants.

Host contests, giveaways, or raffles on social media platforms to encourage engagement and reward followers for spreading the word about upcoming events. Offer VIP experiences for events. Tie in sponsorship connections to maximize sponsor engagement.

8. Evaluation and Analytics:

Monitor event registration numbers, ticket sales, and onsite attendance figures to measure the success of marketing efforts.

Track engagement metrics on social media platforms, website traffic, and e-newsletter open rates to assess the effectiveness of different marketing channels.

Gather feedback from event attendees through surveys or post-event evaluations to identify areas for improvement and gather insights for future planning.

9. Budget Allocation:

Allocate funds for marketing materials, advertising, and promotional activities.

Solicit sponsorships and partnerships to offset costs and expand marketing reach.

10. Timeline:

Develop a detailed timeline outlining key milestones, deadlines, and action steps leading up to each event to ensure timely execution of marketing initiatives.

11. Review and Optimization:

Conduct post-event reviews to evaluate the success of marketing strategies and identify lessons learned for future events.

Continuously monitor market trends, audience preferences, and surrounding community and organization activities to refine marketing tactics and pivot as needed.

Identified Projects

We are capturing and prioritizing projects for our team to accomplish.

- 1) Events – workplan and budget reviews
- 2) Sponsorship Package – create sponsorship package and continue solicitations
- 3) Continue website updates
- 4) Update directories in town (qty. 4)
- 5) Engage Message Center board
- 6) MSOC Awards – deadline is April 26. We have one award identified for partnership with Oxford.
- 7) Holiday Lights – need to order replacements and get quotes on across street and roofline holiday lights.
- 8) Update newsletter email lists
- 9) Research use of LinkedIn for DDA
- 10) Create Summer Events Flyer (June-August)

11) Beautification projects - pots at intersection will be updated to Spring flowers week of April 15; Eagle Scout flower boxes – still in conversation; DDA office Spring clean up, repairs and flowers (date will be forthcoming to help with this project); Flint St. Alley – re-energize space with rotating gallery art, more seating, bulb or strand replacement, repaint lettering on signs, and plantings.

12) Storage Unit – reset shelves and organize storage unit (date will go out asking for help with this project, too).

13) Content Calendar – for events, store focus, and general Downtown Lake Orion stories, histories and people.

We will continue to add to our list as we build out our events, marketing and communications.

Social Media Stats

A social media stats report will be created for next month. In the meantime, here is a snapshot of our current social media stats. We will also look at adding LinkedIn as a business connection point for the Lake Orion DDA as an additional economic development tool.

Downtown Lake Orion Facebook (last 90 days):

9,938 Followers (will do a push to get us up and over 10K)

Gained 203 new followers

Estimated Reach: 60,344 (# of people who saw content at least once)

Engagement: 12,770 (reactions, comments, shares, or clicks on our posts)

78.8% female/21.2% male

Top post: St. Paddy's Day – 16,871 reach

Downtown Lake Orion Business Group:

Currently 123 members – need to boost

Private group

Instagram:

3,911 Followers

Twitter:

1,590 Followers

Ribbon Cuttings in Downtown

Presented by the Orion Area Chamber of Commerce, come and support our local downtown merchants.

May 2 (4:00 pm -6:00 pm) – Orion Boat House

<http://www.orionareachamber.com/events/details/chamber-mixer-and-ribbon-cutting-14678>

May 9 (4:30 pm – 5:30 pm) – Boutique Chic (formerly Simply Marcella)

<http://www.orionareachamber.com/events/details/ribbon-cutting-for-boutique-chic-14693>

Current Event

#StrongerTogether Letterboxing (April 1 – 30) – Boxes are placed around town and in participating merchant locations. Clues are on atlasquest.com for treasure hunters to use to find each letterbox. Each letterbox contains a stamp, ink pad, and the chance to find one weekly \$10 Downtown Dollar hidden inside. 2024 Participants are Green Hippo Gifts, Roses of Silverbell, Twice Blessed, Boutique Chic, Lucky’s Natural Foods, Hanson’s, Cookies & Cream, Ed’s, Broadway Embroidery, and Heritage Spinning & Weaving. The DDA placed four additional letterboxes at Orion Art Center, Fork & Pint, by Wine Social, and in Flint St. Alley.

A big thank you goes to Theresa Rutt for hand carving eight new stamps this year.

Community Connections

We continue to expand and deepen our connections to area community groups and organizations to cross-pollinate information.

Respectfully Submitted,

Janet Bloom

bloom@downtownlakeorion.org

(248) 320-7599



Downtown Lake Orion & Oxford 2024 Events



All of these events are FREE (unless noted with \$) and take place in Downtown Lake Orion or Downtown Oxford. All the LOLive! Music concerts are from 6:30pm – 8:00pm in Children’s Park. All the Oxford Music concerts are from 6:30pm-8:30pm in Centennial Park. The Oxford Open-Air Markets are from 4pm-7pm in Washington Square. The Downtown Trolley Express runs Fridays 5pm – 9pm and Saturdays 4pm – 10pm. The Social District in both towns is open during restaurant business hours until midnight every day.

January

- 1 Hanson’s Running Shop Lake Orion Resolution Run (\$)
- 2-26 Lake Orion Local Lens Photography & Art Contest

February

- 3 Lake Orion Sunrise Rotary Ice Cup Challenge (\$)
- 10 Lake Orion & Oxford #StrongerTogether Ice Fest
- 23-March 3 Lake Orion & Oxford #StrongerTogether Restaurant Week

March

- 1-31 Lake Orion & Oxford #StrongerTogether Shopping Passport
- 16 Lake Orion & Oxford #StrongerTogether St. Paddy’s Day Pre-Game
- 30 American Legion Easter Egg Hunt in Children’s Park

April

- 1-30 Lake Orion & Oxford #StrongerTogether Letterboxing

May

- 17 Mystery Art Stroll (OAC)
- 18-19 Art & Flower Fair
- 27 Memorial Day Services & Parade
- 27 Orion Veterans Memorial Day Race

June

- 14 Lake Orion & Oxford #StrongerTogether Ladies Night Summer Social – 80’s theme
- 20-23 Lake Orion Jubilee (\$)
- 23-29 Lake Orion American Summer Restaurant Week
- 27 Lake Orion American Summer Pub Crawl (\$)

July

- 6 Fireworks
- 10, 17, 24, 31 Lake Orion LoLive! Music Concerts
- 12 LOHS All Classes Reunion Pre-Party
- 27 Lake Orion Cops & Kids Car Show

This calendar is as accurate as the organizers could make it. The events listed here could change unexpectedly due to unforeseen circumstances.



Downtown Lake Orion & Oxford 2024 Events



All of these events are FREE (unless noted with \$) and take place in Downtown Lake Orion or Downtown Oxford. All the LOLive! Music concerts are from 6:30pm – 8:00pm in Children’s Park. All the Oxford Music concerts are from 6:30pm-8:30pm in Centennial Park. The Oxford Open-Air Markets are from 4pm-7pm in Washington Square. The Downtown Trolley Express runs Fridays 5pm – 9pm and Saturdays 4pm – 10pm. The Social District in both towns is open during restaurant business hours until midnight every day.

August

- 3 “Brave the Wave” Wave Runner Competition on Lake Orion
- 7, 14, 28 Lake Orion LoLive! Music Concerts
- 22-25 Lake Orion Dragon on the Lake

September

- 7 Trolley Oktoberfest Pub Crawl
- 14 Lake Orion Zombie Walk 8pm (\$)
- 28 Lake Orion Outdoor Movie Night

October

- 5-6 Here Lies Lake Orion Cemetery Tours (\$)
- 23 Lake Orion Halloween Extravaganza 5pm-7pm
- 19 Lake Orion & Oxford #StrongerTogether Witches Night

November

- 20 Lake Orion Sing & Stroll Tree Lighting and Hometown Holiday Horse & Carriage Rides 5pm-7pm
- 30 Shop Small Saturday Courtesy Booth and Hometown Holiday Horse & Carriage Rides 10am – 2pm
- Nov 30-Dec 31 Lake Orion & Oxford #StrongerTogether Hometown Holidays Shopping Passport Contest

December

- 1-31 Lake Orion & Oxford #StrongerTogether Hometown Holidays Shopping Passport Contest, continued
- 7 Lake Orion Holiday Lighted Parade
- 1, 8, 15 Lake Orion & Oxford #StrongerTogether Sunday Holiday Shopping and Downtown Trolley Express Noon – 4pm

This calendar is as accurate as the organizers could make it. The events listed here could change unexpectedly due to unforeseen circumstances.

Website Analytics March 2024

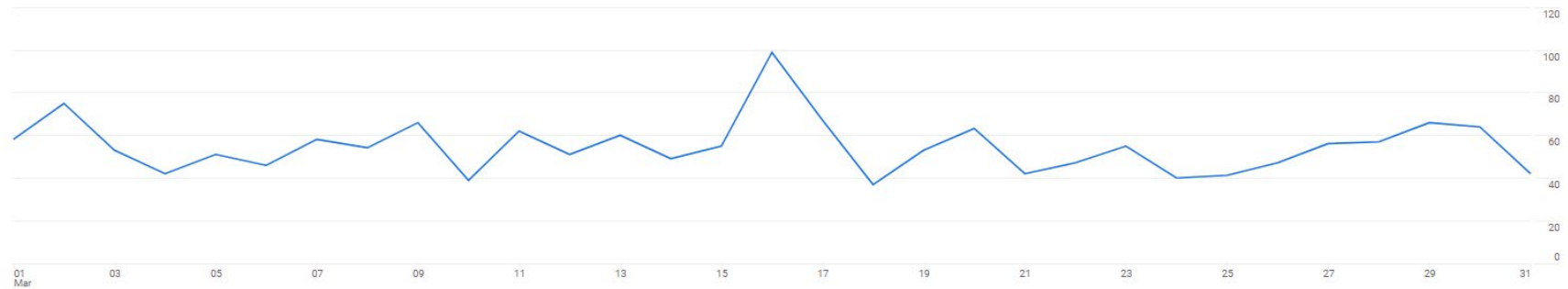
To: Lake Orion DDA Board of Directors
From: Matthew Gibb, Executive Director

View our website at: www.downtownlakeorion.org

Audience:

- 1,973 Sessions
- 1,559 New Users

Users by Audience name over time



Q Search...

Rows per page: 10 1-1 of 1

Audience name	↓ Users	New users	Sessions	Views per session	Average session duration	Total revenue
	1,623 100% of total	1,559 100% of total	1,973 100% of total	1.57 Avg 0%	1m 53s Avg 0%	\$0.00

New Users:

First user prim...Channel Group) ▾ +		↓ New users	Engaged sessions	Engagement rate
		1,559 100% of total	1,069 100% of total	54.18% Avg 0%
1	Organic Search	1,246	902	57.67%
2	Direct	263	133	38.55%
3	Referral	33	22	57.89%
4	Organic Social	16	11	55%
5	Email	1	1	100%

Page Views:

Page path and screen class ▾ +		↓ Views
		3,105 100% of total
1	/	465
2	/9129-2/	242
3	/downtown-lake-orion-events/	213
4	/events/	156
5	/business-directory/	151
6	/events/childrens-easter-egg-hunt/	107
7	/area-attractions/on-the-water/	80
8	/events/flower-fair/	76
9	/about/	56
10	/dda-staff/	54



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Committee Meeting Minutes

BACKGROUND INFORMATION:

Please note the Economic Vitality Committee meeting was rescheduled from March 28 to April 18 due to schedule conflicts so there are no minutes in the packet for this committee this month.

RECOMMENDED MOTION:

To Receive and File the Committee Meeting Minutes



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

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

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

Design Committee Minutes

March 18, 2024

3 pm – 4 pm

Teams Meeting

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

Attendees: Lloyd Coe and Janet Bloom

I. Current Developments/Business updates

Due to rent increases we are hearing of movement. We will need to monitor. Consider a property owner roundtable.

II. Asset Management Software

Joe offered to help add assets. Set up time with Joe and DPW to accomplish.

III. 2024 Projects Discussion

1. **Street Trees – per DPW, trees outgrowing metal grates**
2. **Flower Baskets – 60 baskets** (added 4 larger ones for main intersection.)
3. **Adopt-A-Garden** – need to solicit sponsors and volunteers to maintain. If not adopted, consider benches or tables around the trees.
4. **Eagle Scout – flower containers** – Janet to reach out again/use of wood at Lumberyard should be considered
5. **Façade grant program** – develop program that includes Design Committee review. Businesses are stepping forward to apply.
6. **Flint Street Alley Way** – fix lights, clean up, murals, repair and add benches.

7. **Crosswalks (safety)** – priority is corner of Broadway and M24 (move it north), next is Flint and Broadway
8. **Paid Parking** – feedback responses will be requested via business survey
9. **Mural/Public Art Options Inventory** – need to create list by walking downtown
10. **Lumberyard update** – hazardous materials information soon to be received.
11. **Dumpster Enclosure – update** – closed bid with no award as it was over budget. Reviewing if we can add to other developments to piggyback and also reviewing for best locations of placement. Need a dumpster with a slide door on it so when heavy bags are being put in, they can use that door rather than trying to lift into top load area.
12. **Review Trolley Events Map** – will review at next meeting.
13. **Sponsors/Grants**
 - a. **Greening/Beautification**
 - b. **Murals**
 - c. **MEDC**
 - d. **Sponsors – fundraising plan board approved**
14. **DIA Inside Out project.** Deadline was already closed; need to check in Spring/Summer for next years open application.
15. **Work Release Program** – Oakland County – good for clean up of areas and other similar tasks.



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

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

Organization: Builds consensus and partnerships between the many vested stakeholders throughout a downtown to create a volunteer base in which everyone is working toward the same goal. A governing board of directors and standing committees make up the fundamental organizational structure of volunteer-driven revitalization programs. Volunteers are coordinated and supported by a paid program director. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders for ongoing management.

From Director's Report: The Organization Committee works to communicate the vision, philosophy, and activities of the Main Street organization to the community through membership and partnership development and a communications program.

Organization Committee Minutes

March 20, 2024

11:30 am – 12:30 pm

Teams Meeting

Committee Members: Chair Alaina Campbell, Bill Kokenos, Brian Winter, and Jenn Zielinski

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

Attendees: Chair Alaina Campbell, Bill Kokenos, Matt Gibb, and Janet Bloom.

I. 2024 Projects/Tasks Discussion

Committee members have asked to concentrate on the following:

- Create Organization Committee Workplan to establish tasks/goals
- Further define the work Organization Committee should do
- Note: Hudson Collective contract ending April 1, 2024.
- Review overall marketing and communications plan.
- Find ways to get more engagement/members on DDA committees
- Add links for agenda and minutes to DDA website (make it easy to find)
- Develop final, consistent process for board packets.
- Consistent communication – newsletters, social media

- Add calendar to website and newsletter – easy to read and follow.
- Create/Include for upcoming board packets:
 - Monthly Social Media report
 - All Committee Minutes
 - One page summary of all committee activity
- Train businesses on marketing and other business resources.



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

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

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

Promotions Committee Minutes

April 2, 2024

11 am – 12 pm

Teams Meeting

Committee Members: Chair Sally Medina, Garrett Hoffman, Sandra Wood, Holly Nicosia.
DDA: Janet Bloom, Assist. Ex. Dir.

Attendees: Chair Sally Medina, Garret Hoffman, Sandra Wood, Holly Nicosia, and Janet Bloom

I. Upcoming Events

Shopping Passport – ended March 31 – need to check in with businesses on event performance.
Letterboxing has launched – April 1 – April 30 – 2024 Participants are Green Hippo Gifts, Roses of Silverbell, Twice Blessed, Boutique Chic, Lucky’s Natural Foods, Hanson’s, Cookies & Cream, Ed’s, Broadway Embroidery, and Heritage Spinning & Weaving. The DDA placed four additional letterboxes at Orion Art Center, Fork & Pint, by Wine Social, and in Flint St. Alley. A big thank you goes to Theresa Rutt for hand carving eight new stamps this year.

II. Art & Flower Fair – May 17-19 (Mystery Art Stroll/Taste of the Town)

Holly stated that they are still looking for artists and flower vendors. More details will be made available and sent to downtown businesses once street closures confirmed. More participants needed for the Mystery Art Stroll.

III. 2024 Event Review – calendar review

IV. StrongerTogether Update

Oxford on board to update. We need to come up with ideas to present.

V. Promote Developments

Moceri and other developments/show progress

This is an item to add to our marketing and communications plans for economic development.

VI. One pager – all committees

Share in board packet and all committee meetings

VII. Meetings

Power Hour – on hold currently.

All Committee meeting – provide available date and times – we are working to pull together soon.

HOA – update – Sally did connect Janet to HOA representative. She will need to set up meeting to discuss this plan.



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Financial Reports

See attached Reports:

248 Fund Balance Sheet (General DDA Fund)

301 Fund Balance Sheet (DDA Bond 2023 Fund)

404 Fund Balance Sheet (Property Acquisition Fund)

Revenue and Expenditure Report

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

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

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

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
248-000-001-000	Cash	0.00	(125.04)
248-000-002-000	Cash Savings	48,839.53	496,907.73
248-000-007-000	Payroll-checking	(150.00)	(250.00)
248-000-010-000	Investment/LGIP County Inv	398,456.83	404,137.49
248-000-011-000	Cash - Payroll Savings	(5,587.33)	2,771.39
Total Assets		441,559.03	903,441.57
*** Liabilities ***			
248-000-202-000	Accounts Payable	291.60	0.00
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
Total Liabilities		691.60	400.00
*** Fund Balance ***			
248-000-390-000	Fund Balance - Unassigned	638,446.44	498,200.06
Total Fund Balance		638,446.44	498,200.06
Beginning Fund Balance		638,446.44	498,200.06
Net of Revenues VS Expenditures		(197,579.01)	404,841.51
Ending Fund Balance		440,867.43	903,041.57
Total Liabilities And Fund Balance		441,559.03	903,441.57

Fund 301 DOWNTOWN DEV BOND PROJECT 2023

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
301-000-001-000	Cash	0.00	56,386.80
301-000-002-000	CASH	0.00	2,340,968.07
Total Assets		0.00	2,397,354.87
*** Liabilities ***			
301-000-214-101	Due to General Fund	0.00	6.15
Total Liabilities		0.00	6.15
*** Fund Balance ***			
301-000-390-000	Fund Balance - Unassigned	0.00	4,944,949.68
Total Fund Balance		0.00	4,944,949.68
Beginning Fund Balance		0.00	4,944,949.68
Net of Revenues VS Expenditures		0.00	(2,547,600.96)
Ending Fund Balance		0.00	2,397,348.72
Total Liabilities And Fund Balance		0.00	2,397,354.87

Fund 404 DDA PROPERTY ACQUISITION

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
404-000-002-000	Cash-Savings-DDA Property Acq.	326,792.35	169,435.53
Total Assets		326,792.35	169,435.53
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
404-000-390-000	Fund Balance - Unassigned	222,473.45	326,840.70
Total Fund Balance		222,473.45	326,840.70
Beginning Fund Balance		222,473.45	326,840.70
Net of Revenues VS Expenditures		104,318.90	(157,405.17)
Ending Fund Balance		326,792.35	169,435.53
Total Liabilities And Fund Balance		326,792.35	169,435.53

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION
 PERIOD ENDING 03/31/2024
 % Fiscal Year Completed: 75.14

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
Dept 000 - REVENUE						
248-000-402-000	Current Real Property Taxes	903,236.00	772,911.27	281,199.62	130,324.73	85.57
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	1,474.57	0.00	(1,474.57)	100.00
248-000-441-000	Local Community Stabilization Share Tax	10,000.00	15,970.70	0.00	(5,970.70)	159.71
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	109,028.00	3,500.00	0.00	105,528.00	3.21
248-000-582-000	Intergovernment - Police	0.00	201,995.92	0.00	(201,995.92)	100.00
248-000-664-000	Interest Earned	2,500.00	4,393.11	16.20	(1,893.11)	175.72
248-000-671-999	Appropriation from Fund Balanc	107,459.00	0.00	0.00	107,459.00	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	0.00	0.00	0.00	0.00	0.00
248-000-676-592	Reimbursement -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	0.00	7,218.00	0.00	(7,218.00)	100.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	102,400.00	8,802.22	300.00	93,597.78	8.60
248-000-685-100	Transportaion Sponsorship	28,000.00	16,907.00	0.00	11,093.00	60.38
248-000-686-000	Downtown Events	20,000.00	5,018.01	0.00	14,981.99	25.09
248-000-686-002	Flower Fair Revenue	0.00	305.00	0.00	(305.00)	100.00
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	0.00	0.00	0.00	0.00	0.00
248-000-686-005	Babes On Broadway	0.00	0.00	0.00	0.00	0.00
248-000-686-006	Electircal Vehicles	0.00	633.56	0.00	(633.56)	100.00
248-000-687-000	Merchandise Sales	10,000.00	0.00	0.00	10,000.00	0.00
248-000-688-000	Gift Certificate Sales	5,000.00	355.00	0.00	4,645.00	7.10
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	0.00	315.00	0.00	(315.00)	100.00
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTES	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		1,299,623.00	1,039,799.36	281,515.82	259,823.64	80.01
TOTAL REVENUES		1,299,623.00	1,039,799.36	281,515.82	259,823.64	80.01
Expenditures						
Dept 260 - GENERAL ACTIVITIES						
248-260-701-000	Wages	73,272.00	39,322.21	3,076.96	33,949.79	53.67
248-260-701-019	COVID 19 PAYROLL	0.00	0.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordinator	34,278.00	28,241.95	2,755.50	6,036.05	82.39
248-260-706-000	Wages	46,852.00	21,915.11	4,826.30	24,936.89	46.78
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	5,150.00	1,819.25	0.00	3,330.75	35.33
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	9,708.00	6,942.01	815.39	2,765.99	71.51
248-260-716-000	Health Insurance- Medical	7,451.00	2,877.74	0.00	4,573.26	38.62
248-260-717-000	Life & Disability Insurance	1,220.00	330.67	0.00	889.33	27.10
248-260-718-000	Dental Insurance	700.00	222.13	0.00	477.87	31.73
248-260-719-000	Pension	8,039.00	3,818.99	0.00	4,220.01	
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	
248-260-721-000	Vision Care	130.00	45.91	0.00	84.09	

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 75.14

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BGD USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	16,499.00	18,000.00	6,000.00	(1,501.00)	109.10
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	46,800.00	5,200.00	13,200.00	78.00
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	23,193.76	2,500.00	6,806.24	77.31
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	52,499.97	5,833.33	17,500.03	75.00
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code Enforc	21,000.00	16,380.00	1,820.00	4,620.00	78.00
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	15,599.97	1,733.33	4,400.03	78.00
248-260-801-023	Contract Services-DPW event support	10,000.00	7,800.03	866.67	2,199.97	78.00
248-260-801-033	Contract Services-DPW snow removal	15,000.00	11,700.00	1,300.00	3,300.00	78.00
248-260-805-000	Audit Fees	2,000.00	2,950.00	0.00	(950.00)	147.50
248-260-810-000	Legal Services	17,984.15	17,364.90	880.75	619.25	96.56
248-260-823-000	Website/Software	6,000.00	4,145.75	741.54	1,854.25	69.10
248-260-823-001	Municipal Software	3,501.00	3,386.60	288.90	114.40	96.73
248-260-829-000	Planner Services	2,629.00	675.00	525.00	1,954.00	25.68
248-260-851-000	Telephone	3,500.00	2,616.86	295.46	883.14	74.77
248-260-900-000	Printing and Publication	100.00	0.00	0.00	100.00	0.00
248-260-920-000	Utilities	4,000.00	4,140.97	464.17	(140.97)	103.52
248-260-921-000	Municipal Street Lighting	6,500.00	6,376.33	936.55	123.67	98.10
248-260-930-000	Repair and Maintenance	0.00	58.00	0.00	(58.00)	100.00
248-260-930-002	Building Maintenance	400.00	287.06	35.83	112.94	71.77
248-260-940-000	Equipment Rental	0.00	0.00	0.00	0.00	0.00
248-260-941-000	Office Rent	12,000.00	12,000.00	0.00	0.00	100.00
248-260-942-000	Office Expenses	3,313.00	1,199.89	54.52	2,113.11	36.22
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	1,500.00	1,209.00	0.00	291.00	80.60
248-260-957-000	Education & Training	920.00	919.38	0.00	0.62	99.93
248-260-958-000	General Activities Misc	0.00	0.00	0.00	0.00	0.00
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	500.00	37.65	0.00	462.35	7.53
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	0.00	0.00	0.00	0.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	157,500.00	157,500.00	0.00	0.00	100.00
248-260-974-000	Capital Outlay - Equipment	1,235.00	1,234.84	0.00	0.16	99.99
Total Dept 260 - GENERAL ACTIVITIES		655,681.15	513,611.93	40,950.20	142,069.22	78.33
Dept 725 - ORGANIZATION						
248-725-822-000	Newsletter	1,720.00	455.00	0.00	1,265.00	26.45
248-725-824-000	Volunteer Recognition & Dvp.	0.00	0.00	0.00	0.00	0.00
248-725-825-000	Gift Certificate Redemption	5,000.00	2,625.00	0.00	2,375.00	52.50
248-725-826-000	Historic Celebration/Education	580.00	579.74	0.00	0.26	99.96
248-725-827-000	Awareness Program	1,200.00	232.61	99.93	967.39	19.38
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	500.00	211.01	0.00	288.99	42.20
Total Dept 725 - ORGANIZATION		9,000.00	4,103.36	99.93	4,896.64	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION
 PERIOD ENDING 03/31/2024
 % Fiscal Year Completed: 75.14

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BGD USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
Dept 726 - DESIGN						
248-726-745-000	Beautification Supplies	1,500.00	647.71	0.00	852.29	43.18
248-726-746-000	Hanging Baskets	3,400.00	0.00	0.00	3,400.00	0.00
248-726-801-000	Contractual Services	5,200.00	2,900.00	0.00	2,300.00	55.77
248-726-843-000	Facade Program	7,800.00	5.00	0.00	7,795.00	0.06
248-726-845-000	Public Art Program	0.00	0.00	0.00	0.00	0.00
248-726-883-000	Banners and Holiday Lighting	6,600.00	5,999.66	0.00	600.34	90.90
248-726-975-001	Capital Outlay - Beautification	0.00	0.00	0.00	0.00	0.00
248-726-975-002	Capital Outlay - Streets	0.00	0.00	0.00	0.00	0.00
248-726-975-019	Covid Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 726 - DESIGN		24,500.00	9,552.37	0.00	14,947.63	38.99
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	16,472.00	4,750.00	0.00	11,722.00	28.84
248-728-860-000	Trolley Expense	28,000.00	12,997.91	0.00	15,002.09	46.42
248-728-861-000	Survey Expense	0.00	0.00	0.00	0.00	0.00
248-728-862-000	Training Materials	0.00	0.00	0.00	0.00	0.00
248-728-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	0.00
248-728-886-000	Marketing Materials	0.00	0.00	0.00	0.00	0.00
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	1,000.00	231.60	0.00	768.40	23.16
248-728-888-000	Brand Marketing	23,831.12	15,485.24	1,128.00	8,345.88	64.98
248-728-888-001	Contractual Services Brand Marketing	19,700.00	23,255.00	2,245.00	(3,555.00)	118.05
Total Dept 728 - ECONOMIC DEVELOPMENT		89,003.12	56,719.75	3,373.00	32,283.37	63.73
Dept 729 - PROMOTION						
248-729-880-000	Event Promotion	500.00	307.65	0.00	192.35	61.53
248-729-880-001	Event Promo - Gazebo Series	10,170.07	10,170.07	0.00	0.00	100.00
248-729-880-004	Event Promo - Halloween Parade	2,500.00	2,450.61	0.00	49.39	98.02
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	8,355.85	7,934.29	140.00	421.56	94.95
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	0.00	0.00	0.00	0.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to Win	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	0.00	0.00	0.00	0.00	0.00
248-729-880-011	Restaurant week	0.00	0.00	0.00	0.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,000.00	11,807.72	0.00	192.28	98.40
248-729-880-013	SD Nights- Stronger Together Winter	600.00	259.00	205.00	341.00	43.17
248-729-880-014	Octoberfest	0.00	0.00	0.00	0.00	0.00
248-729-880-015	Winter Activities	7,100.00	7,019.39	6,877.39	80.61	98.86
248-729-880-016	Athletic Events-other	0.00	0.00	0.00	0.00	0.00
248-729-880-017	Movie Night	998.81	998.81	0.00	0.00	100.00
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	3,300.00	722.39	13.50	2,577.61	21.89
248-729-885-000	Port-A-Johns	2,200.00	1,793.51	0.00	406.49	81.52
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

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION
 PERIOD ENDING 03/31/2024
 % Fiscal Year Completed: 75.14

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
Total Dept 729 - PROMOTION		47,724.73	43,463.44	7,235.89	4,261.29	91.07
Dept 730 - CAPITAL PROJECTS						
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	4,000.00	0.00	0.00	4,000.00	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	422,709.00	0.00	0.00	422,709.00	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	23,969.00	1,636.00	0.00	22,333.00	6.83
248-730-975-003	DDA Capital Outlay	5,871.00	5,871.00	2,500.00	0.00	100.00
248-730-975-005	DDA Capital Outlay- Wayfinding/Lighting	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	30,000.00	0.00	0.00	30,000.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	0.00	0.00	0.00	0.00	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 - CAPITAL PROJECTS		486,549.00	7,507.00	2,500.00	479,042.00	1.54
TOTAL EXPENDITURES		1,312,458.00	634,957.85	54,159.02	677,500.15	48.38
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,299,623.00	1,039,799.36	281,515.82	259,823.64	80.01
TOTAL EXPENDITURES		1,312,458.00	634,957.85	54,159.02	677,500.15	48.38
NET OF REVENUES & EXPENDITURES		(12,835.00)	404,841.51	227,356.80	(417,676.51)	3,154.20
BEG. FUND BALANCE		498,200.06	498,200.06			
END FUND BALANCE		485,365.06	903,041.57			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION
 PERIOD ENDING 03/31/2024
 % Fiscal Year Completed: 75.14

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023						
Revenues						
Dept 000 - REVENUE						
301-000-300-001	2023 Downtown Dev Tax Exempt Bond Projec	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt Bond Projec	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	0.00	1,490.13	151.24	(1,490.13)	100.00
301-000-671-999	Appropriation from Fund Balanc	2,755,000.00	0.00	0.00	2,755,000.00	0.00
301-000-699-301	TRF in from DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		2,755,000.00	1,490.13	151.24	2,753,509.87	0.05
TOTAL REVENUES		2,755,000.00	1,490.13	151.24	2,753,509.87	0.05
Expenditures						
Dept 901 - 905						
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	296,646.64	2,154.23	101.40	294,492.41	0.73
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	2,200,000.00	2,120,874.70	0.00	79,125.30	96.40
Total Dept 901 - 905		2,496,646.64	2,123,028.93	101.40	373,617.71	85.04
Dept 905 - Downtown Dev Bond 2023						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	1,000.00	500.00	0.00	500.00	50.00
301-905-731-001	2023 Tax exempt Bond Issuance Expense	1,000.00	500.00	0.00	500.00	50.00
301-905-745-001	Property taxes-Orion Twp	3,353.36	3,353.36	0.00	0.00	100.00
301-905-920-000	Utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA bonds Taxable	75,000.00	75,000.00	75,000.00	0.00	100.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT	180,000.00	180,000.00	180,000.00	0.00	100.00
301-905-993-001	2023 DDA bond taxable interest	62,000.00	60,931.02	40,322.00	1,068.98	98.28
301-905-993-002	2023 DDA tax exempt bond interest	106,000.00	105,777.78	70,000.00	222.22	99.79
Total Dept 905 - Downtown Dev Bond 2023		428,353.36	426,062.16	365,322.00	2,291.20	99.47
TOTAL EXPENDITURES		2,925,000.00	2,549,091.09	365,423.40	375,908.91	87.15
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		2,755,000.00	1,490.13	151.24	2,753,509.87	0.05
TOTAL EXPENDITURES		2,925,000.00	2,549,091.09	365,423.40	375,908.91	87.15
NET OF REVENUES & EXPENDITURES		(170,000.00)	(2,547,600.96)	(365,272.16)	2,377,600.96	1,498.59
BEG. FUND BALANCE		4,944,949.68	4,944,949.68			
END FUND BALANCE		4,774,949.68	2,397,348.72			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION
 PERIOD ENDING 03/31/2024
 % Fiscal Year Completed: 75.14

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 404 - DDA PROPERTY ACQUISITION						
Revenues						
Dept 000 - REVENUE						
404-000-664-000	Interest Earnings	150.00	94.83	10.95	55.17	63.22
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	483,750.00	157,500.00	0.00	326,250.00	32.56
Total Dept 000 - REVENUE		483,900.00	157,594.83	10.95	326,305.17	32.57
TOTAL REVENUES		483,900.00	157,594.83	10.95	326,305.17	32.57
Expenditures						
Dept 901 - 905						
404-901-901-000	Debt Service- Parking Deck	168,750.00	0.00	0.00	168,750.00	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	0.00	0.00	0.00	0.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	300,000.00	300,000.00	0.00	0.00	100.00
404-901-995-000	Bond Interest	15,000.00	15,000.00	0.00	0.00	100.00
Total Dept 901 - 905		483,750.00	315,000.00	0.00	168,750.00	65.12
TOTAL EXPENDITURES		483,750.00	315,000.00	0.00	168,750.00	65.12
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		483,900.00	157,594.83	10.95	326,305.17	32.57
TOTAL EXPENDITURES		483,750.00	315,000.00	0.00	168,750.00	65.12
NET OF REVENUES & EXPENDITURES		150.00	(157,405.17)	10.95	157,555.17	14,936.78
BEG. FUND BALANCE		326,840.70	326,840.70			
END FUND BALANCE		326,990.70	169,435.53			
TOTAL REVENUES - ALL FUNDS		4,538,523.00	1,198,884.32	281,678.01	3,339,638.68	26.42
TOTAL EXPENDITURES - ALL FUNDS		4,721,208.00	3,499,048.94	419,582.42	1,222,159.06	74.11
NET OF REVENUES & EXPENDITURES		(182,685.00)	(2,300,164.62)	(137,904.41)	2,117,479.62	1,259.09
BEG. FUND BALANCE - ALL FUNDS		5,769,990.44	5,769,990.44			
END FUND BALANCE - ALL FUNDS		5,587,305.44	3,469,825.82			



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Bill Approval

ATTACHED:

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

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

RECOMMENDED MOTION: (Roll Call)

To approve disbursements in the amount of \$390,054.95 for March 2024.

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 260 GENERAL ACTIVITIES					
248-260-801-000	FEBRUARY 2024 MANAGEMENT	SJANET BLOOM	MANAGEMENT SERVICES FOR FE	6,000.00	33040
248-260-810-000	MATTHEW GIBB	BEAUMONT URGENT CARE BY WE	PREEMPLOYMENT PHYSICAL	135.00	33071
248-260-810-000	LEGAL FEES	DAVIS LISTMAN PLLC	LEGAL FEES	745.75	33081
248-260-823-000	WEBSITE MAINTENANCE	WYLDR CREATIVE LLC	WEBSITE MAINTENANCE	400.00	33056
248-260-823-000	IONOS (PAID LATE DUE TO LA	COMERICA BANK	DDA MONTHLY RECONCILLIATIC	341.54	242
248-260-823-001	AGENDA AND MINUTES	GRANICUS	BOARDS & COMMISSIONS/ AGEN	288.90	33036
248-260-829-000	DDA DUMPSTER 3.5 HR PRINCINOWAK & FRAUS ENGINEERS		M629 GENERAL ENGINEERNIG S	525.00	33099
248-260-851-000	118 N BROADWAY	COMCAST	118 N BROADWAY MAR 7-APRII	205.39	33077
248-260-851-000	PHONE	MISWITCH COMMUNICATIONS	MONTHLY PHONE	90.07	33096
248-260-920-000	118 N BROADWAY	DTE ENERGY	DTE BILL-FEBRUARY	230.09	33033
248-260-920-000	24 FRONT ST ACCT 9200 096	DTE ENERGY	24 FRONT ST DTE	19.30	33034
248-260-920-000	118 N BROADWAY ACCT# 1000	CONSUMERS ENERGY	FEBRUARY BILL	214.78	33078
248-260-920-000	118 N BROADWAY	DTE ENERGY	DTE BILL-MARCH	293.56	
248-260-921-000	165 S BROADWAY	DTE ENERGY	DTE BILL-FEBRUARY	25.57	33033
248-260-921-000	380 S BROADWAY ACCT 91004	DTE ENERGY	DTE BILLS FEB	910.98	33082
248-260-921-000	165 S BROADWAY	DTE ENERGY	DTE BILL-MARCH	22.54	
248-260-930-002	MATS	DARWEL ENTERPRISES LLC	MONTHLY MAT REPLACEMENT	35.83	33080
248-260-942-000	AMAZON	COMERICA BANK	DDA MONTHLY RECONCILLIATIC	14.52	242
248-260-942-000	GIBB - BUSINESS CARDS	GRAPHIC TAKEOVER LLC	BUSINESS CARDS	40.00	33086
Total For Dept 260 GENERAI				10,538.82	
Dept 725 ORGANIZATION					
248-725-827-000	MEIJER	COMERICA BANK	DDA MONTHLY RECONCILLIATIC	99.93	242
Total For Dept 725 ORGANIZ				99.93	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-888-000	ADVERTISING/MARKETING	20 FRONT STREET CONCEPTS,	MONTHLY FEE	300.00	33019
248-728-888-000	ADVERTISING	VIEW NEWSPAPER GROUP	MONTHLY ADVERTISING	828.00	33108
248-728-888-001	CONTRACTED BRANDING/MARKET	HUDSON COLLECTIVE	MONTHLY MARKETING/BRANDING	2,245.00	33090
Total For Dept 728 ECONOMI				3,373.00	
Dept 729 PROMOTION					
248-729-880-005	WINTER ICEFEST SPONSOR	BANPRINT SOLUTION LLC	BANNERS	140.00	33085
248-729-880-013	CANVA	COMERICA BANK	DDA MONTHLY RECONCILLIATIC	205.00	242
248-729-880-015	ICE CARVINGS	CLEAR CUT ICE	ICE FEST - CARVINGS	6,750.00	33028
248-729-880-015	AMAZON	COMERICA BANK	DDA MONTHLY RECONCILLIATIC	127.39	242
248-729-880-100	TROLLEY A-FRAM BANNER	EPRINT SOLUTION LLC	BANNERS	13.50	33085
Total For Dept 729 PROMOTI				7,235.89	
Dept 730 CAPITAL PROJECTS					
248-730-975-003	NOV 1, 2023 - OCT 31, 2024	LAKE ORION COMMUNITY SCHO	C SHARED PARKING LEASE	2,500.00	33092
Total For Dept 730 CAPITAI				2,500.00	
Total For Fund 248 DOWNTOW				23,747.64	
Fund 301 DOWNTOWN DEV BOND PROJECT 2023					
Dept 901 905					
301-901-950-000	215 BROADWAY	DTE ENERGY	DTE BILL-FEBRUARY	101.40	33033
301-901-950-000	215 BROADWAY	DTE ENERGY	DTE BILL-MARCH	95.53	
Total For Dept 901 905				196.93	
Dept 905 DOWNTOWN Dev Bond 2023					
301-905-992-003	PRINCIPAL DUE 4/1/24	HUNTINGTON NATIONAL BANK	2023 DOWNTOWN DEVEL BOND I	75,000.00	33039
301-905-992-004	PRINCIPAL DUE 4/1/24	HUNTINGTON NATIONAL BANK	2023 DOWNTOWN DEVEL BOND I	180,000.00	33039
301-905-993-001	INTEREST DUE 4/1/24	HUNTINGTON NATIONAL BANK	2023 DOWNTOWN DEVEL BOND I	40,322.00	33039
301-905-993-002	INTEREST DUE 4/1/24	HUNTINGTON NATIONAL BANK	2023 DOWNTOWN DEVEL BOND I	70,000.00	33039
Total For Dept 905 Downtow				365,322.00	
Total For Fund 301 DOWNTOW				365,518.93	

04/01/2024 12:38 PM
User: stouts
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
POST DATES 03/01/2024 - 03/31/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Section 7, Item A.

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 248 DOWNTOWN DEVELOPM	23,747.64
Fund 301 DOWNTOWN DEV BONE	365,518.93
	<hr/>
	389,266.57

February 2024 Credit Card Report -				
Trans Date	Merchant	GL#	Explanation	Amount
1/31/2024	Amazon	248-260-942-000	Keyboard/mouse	\$ 9.04
2/7/2023	Adobe	248-260-823-000	Website/software	\$ 21.19
2/14/2023	Amazon	248-260-942-000	Dry Erase Calendar	\$ 5.48
2/5/2024	Meijer	248-725-827-000	MS reaccreditation	\$ 11.32
2/5/2024	Canva	248-729-880-013	Annual renewal/software	\$ 119.40
2/6/2024	Fork n Pint	248-725-827-000	MS reaccreditation	\$ 88.61
2/7/2024	Flowcode	248-260-823-000	Website/software	\$ 9.95
2/7/2024	Amazon	248-729-880-015	Icefest/blue rock candy	\$ 114.99
2/8/2024	Amazon	248-729-880-015	Icefest - laminating sheets	\$ 11.07
2/10/2024	Dollar Tree	248-729-880-015	Icefest	\$ 1.33
2/12/2024	SnapRetail	248-725-822-000	Newsletter	\$ 65.00
2/14/2024	ClickUp	248-260-823-000	Website/software	\$ 76.00
2/17/2024	Ionos	248-260-823-000	Website (January)	\$ 25.00
2/18/2024	Ionos	248-260-823-000	Website (February)	\$ 25.00
2/28/2024	Canva	248-729-880-013	ST Shopping Passports	\$ 205.00
			TOTAL	\$ 788.38



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Remaining Bill Approval-March 2024

BACKGROUND BRIEF:

At the March 19, 2024 regular board meeting for the Lake Orion DDA, three bills listed on the invoice register were asked to be removed from that month’s bill approval in order to answer additional questions on the charges.

The bills which were removed were:

- 1) Alerus Financial for \$814.35 (Molly LaLone, former DDA Ex. Dir. retirement contribution); Account #248-260-719-000 Village Contribution.
- 2) Andrews Hooper Pavlic PLC for \$950.00 (Village audit company for 2023 – DDA portion of charges); Account #248-260-805-000 20.
- 3) DTE Energy -380 S. Broadway for \$998.05 (meter for downtown lights – January reading); Account #248-260-921-000 380 S. Broadway.

The Lake Orion DDA board received communication on the questions that were posed on the bills and these bills are now being presented this month for payment.

FINANCIAL IMPACT:

The total cost of the three bills combined is \$2,762.40.

RECOMMENDED MOTION:

To approve the Alerus Financial, Andrews Hooper Pavlic PLC, and DTE Energy 380 S. Broadway bills for disbursement in the amount of \$2,762.40.

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 260 GENERAL ACTIVITIES					
248-260-719-000	VILLAGE CONTRIBUTION	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	814.35	32895
248-260-801-000	JANUARY 2024 MANAGEMENT	SEJANET BLOOM	MANAGEMENT SERVICES FOR JA	6,000.00	32931
248-260-801-003	1/12/24 TRASH BAGS	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES JA	119.88	32929
248-260-805-000	20	ANDREWS HOOPER PAVLIC PLC	2023 FINANCIAL AUDIT	950.00	32900
248-260-823-000	ADOBE MONTHLY FEE	COMERICA BANK	JANUARY RECONCILLIATION	21.19	240
248-260-823-000	FLOWCODE	COMERICA BANK	JANUARY RECONCILLIATION	123.95	240
248-260-823-001	AGENDA AND MINUTES	GRANICUS	BOARDS & COMMISSIONS/ AGEN	288.90	32927
248-260-829-000	DDA DUMPSTER 1 HR PRINCIP	PNOWAK & FRAUS ENGINEERS	M629 GENERAL ENGINEERNIG S	150.00	33000
248-260-851-000	118 N BROADWAY	COMCAST	118 N BROADWAY FEB 7-MAR C	205.39	32983
248-260-851-000	JANUARY/FEBRUARY	MISWITCH COMMUNICATIONS	PHONE	185.14	32997
248-260-920-000	24 FRONT ST ACCT 9200 096	DTE ENERGY	24 FRONT ST DTE	19.64	32924
248-260-920-000	118 N BROADWAY ACCT# 1000	CONSUMERS ENERGY	JANUARY BILL	378.13	32984
248-260-921-000	380 S BROADWAY ACCT 91004	C	DTE ENERGY	998.05	32922
248-260-930-002	MATS	DarWel ENTERPRISES LLC	MATS	35.83	32987
248-260-941-000	QUARTERLY RENT PAYMENT	NICK SCHILLACE	RENT-APRIL, MAY, AND JUNE	3,000.00	32939
248-260-942-000	LD PRODUCTS	COMERICA BANK	JANUARY RECONCILLIATION	63.19	240
248-260-942-000	#10 ENVELOPES W/LOGO	M & B GRAPHICS	OFFICE SUPPLES	153.54	32934
Total For Dept 260 GENERAL				13,507.18	
Dept 725 ORGANIZATION					
248-725-822-000	SNAPRETAIL	COMERICA BANK	JANUARY RECONCILLIATION	65.00	240
248-725-825-000	CERT #4402	ANITA'S KITCHEN	DOWNTOWN DOLLARS REDEMP	25.00	32901
248-725-825-000	4 GIFT CERTIFICATES	BITTER TOM'S DISTILLERY	DOWNTOWN DOLLARS REDEMP	100.00	32907
248-725-825-000	CERTS 4473/4474	ACCENT ON ART	DOWNTOWN DOLLARS REDEMP	50.00	32973
248-725-825-000	16 DOWNTOWN DOLLARS CERTS	FORK N PINT	DOWNTOWN DOLLARS REDEMP	400.00	32991
248-725-825-000	CERTS #4494-4495	PRIME TIME CARDS & COMICS	DOWNTOWN DOLLARS REDEMP	50.00	33007
248-725-825-000	CERTIFICATE REDEMPTION (6)	TWICE BLESSED	DOWNTOWN DOLLARS REDEMP	150.00	33011
Total For Dept 725 ORGANIZ				840.00	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-860-000	FACEBOOK/META	COMERICA BANK	JANUARY RECONCILLIATION	82.10	240
248-728-888-000	MONTHLY FEE FOR ADVERTISIN	20 FRONT STREET CONCEPTS,	MARKETING	300.00	32972
248-728-888-000	ICE FEST PROMOTION	VIEW NEWSPAPER GROUP	MONTHLY ADVERTISING	828.00	33014
248-728-888-001	CONTRACT MARKETING	HUDSON COLLECTIVE	MARKETING AND BRANDING	2,245.00	32994
Total For Dept 728 ECONOMI				3,455.10	
Dept 729 PROMOTION					
248-729-880-100	STRONGER TOGETHER-TROLLEY	NOTA	TROLLEY FOR MDA EVENT	93.19	32940
248-729-880-100	FACEBOOK/META (\$4.95 & \$1	COMERICA BANK	JANUARY RECONCILLIATION	15.52	240
Total For Dept 729 PROMOTI				108.71	
Total For Fund 248 DOWNTOW				17,910.99	

03/04/2024 10:33 AM
User: stouts
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
POST DATES 02/01/2024 - 02/29/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Section 8, Item A.

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 248 DOWNTOWN DEVELOPM	17,910.99	
				17,910.99	



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Main Street Now Conference 2024

BACKGROUND BRIEF:

The National Main Street Conference, Main Street Now, is being held in Birmingham, Alabama May 4 through May 8, 2024. This is an educational and networking program that allows staff leadership opportunities to expand our insight and ability to be a preeminent Main Street community.

FINANCIAL IMPACT:

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

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

Airfare: \$397.70/person = \$795.40

Lodging: \$200/night per room = \$2000

Transfers: \$200

The estimated total cost of attendance, including any necessary reimbursements, is \$3,195.40. The DDA has budgeted \$5000 for education and training in 248-260-957-000

RECOMMENDED MOTION:

Moved to approve the travel and attendance of Matthew Gibb and Janet Bloom to the MainStreet NOW Conference in Birmingham, AL from May 4, 2024 through May 9, 2024, at a cost, including any reimbursements, not to exceed \$3400, with funding to be paid from 248-260-957-000.

Birmingham, Alabama

May 6-8

23
DAYS

10
HOURS

30
MINS

16
SECS

Meet us in The Magic City

Join commercial district revitalization leaders from across the country for three days of insightful education sessions, unique special events, immersive mobile workshops, and memorable experiences in Birmingham, the Magic City.

Whether you come from a downtown in a small town or a city-based commercial corridor, the Main Street Now Conference offers time-tested approaches, new techniques, and opportunities to exchange ideas designed to help your team address pressing issues impacting your community.



Birmingham skyline. Credit: Sean Pavone/iStock



Registration Rates

Early Bird (by March 11*): \$465 Member | \$635 Non-Member

Regular (by April 26*): \$565 Member | \$735 Non-Member

On-Site: \$775 Member, Non-Member

One Day: \$399

Student: \$200

Civic Leader: \$199

Get the Mobile App

- View the full conference schedule and add sessions to your personal agenda
- Meet session speakers and connect with fellow attendees
- Bookmark your favorite sessions, speakers, sponsors, and attendees
- Read about can't miss events and keynote speakers
- Check out venues, restaurants, and visitor guides
- and more!

Then, launch the app and search for "Main Street Now 2024" to load the conference app. Login using your registration email and password.



Need troubleshooting help?

Check out the Mobile App Frequently Asked Questions here > (<https://www.mainstreetnow.org/2024/faqs>)

Explore the Full Schedule on Your Desktop

Section 8, Item B.

See sessions and activities by day, filter by session type, meet session speakers, access a printer-friendly version of schedule, and add activities to your calendar. Check out the full schedule here > (<https://www.mainstreetnow.org/2024/agenda>)



Location

Conference sessions will take place at the Birmingham Jefferson Convention Complex, located in the heart of downtown Birmingham.

Accommodations for conference attendees are available at the Sheraton Birmingham and Westin Birmingham hotels. Click the button below to learn more about hotel amenities, group rates, and booking reservations.

See You INBirmingham!

A large red YouTube play button icon centered within a white rectangular frame. The text "See You INBirmingham!" is positioned at the top left of the frame.

About Main Street Now

The Main Street Now Conference is a one-of-a-kind event, providing attendees with an opportunity to convene and learn about the innovative methods and practices that make the Main Street Approach™ one of the most powerful economic development tools in the nation. It is hosted by Main Street America, a nonprofit organization leading the movement committed to strengthening communities through preservation-based economic development in older and historic downtowns and neighborhood commercial districts. Learn more > (<https://www.mainstreet.org/howwecanhelp/mainstreetnow>)

Co-Hosts




Sponsors




Main Street America
53 West Jackson Blvd., Suite 350
Chicago, IL 60604
info@mainstreet.org (<mailto:info@mainstreet.org?Subject=>)
[mainstreet.org](https://www.mainstreet.org/home) (<https://www.mainstreet.org/home>)

Share on social:

 (<https://www.facebook.com/sharer/sharer.php?u=https://www.mainstreetnow.org/2024>)

 ([https://x.com/intent/tweet?](https://x.com/intent/tweet?text=Join+me+at+2024+Main+Street+Now+Conference%21+Find+out+more+at+https%3A%2F%2Fwww.mainstreetnow.org%2F2024+%23MainStreetNow)

<https://www.mainstreetnow.org/2024/home>

 (https://www.link Section 8, Item B.

mini=true&url=https://www.mainstreetnow.org/2024&title=2024+Main+Street+Now+Conference&summary=I%27m+attending+2024+Main+Street+Now+Conference.+I

Birmingham, Alabama

May 6-8

Frequently Asked Questions

Click the header text below to expand and collapse sections.

REGISTRATION

HOTEL & TRAVEL

MOBILE APP

EDUCATION

Where will education sessions take place?

All general education sessions will take place at the Birmingham Jefferson Convention Complex, in the East Meeting Rooms and Ballroom (1st Floor), Forum (2nd Floor), and East Meeting Rooms (3rd Floor). The Opening Plenary will be held at the Alabama Theatre. The Main Idea and Closing Plenary will be held in the Sheraton hotel, Birmingham Ballroom.

Please note: Session day, time, and location are subject to change. See the mobile app for the most up to date session details.

What is the schedule?

The conference will kick off on Sunday, May 5, with mobile workshops, special sessions, Main Street 101s, and the Welcome Reception. Education Sessions will be offered Monday - Wednesday from approximately 9:00 a.m. - 4:30 p.m. The conference will conclude with our Big Bash on Wednesday, May 8.

The 2024 Great American Main Street Award ceremony will take place at the Opening Plenary on Monday, May 6, and we will recognize the 2024 Mary Means Leader Award recipient and Main Street America Revitalization Practitioner graduates at the Closing Plenary on Wednesday, May 8.

You can view a schedule-at-a-glance here (<https://www.mainstreetnow.org/2024/agenda>) and preview the education content here (<https://www.mainstreetnow.org/2024/agenda>). Full agenda details will be made available to registered attendees in late March.

Do I need to select which education sessions I want to attend in advance?

No, pre-registration is not required for education sessions. Seats will be available at sessions on a first-come, first-served basis. Registered attendees may save sessions to their personal agendas when the full schedule is released in late March.

What types of sessions will be offered?

Our content addresses the broad range of issues that impact Main Street programs and their districts, including community and economic development, placemaking and design, marketing and promotions, organizational development and capacity building, and more.

- **Main Idea Session:** Keynote session that provides thought leadership, explores our education themes, and celebrates the accomplishments of Main Street communities.
- **30-Minute Tactical Solution Sessions:** Succinct sessions focused on key examples from Main Street communities and partner content through sponsors.
- **45-Minute Crash Courses:** Topic-specific courses that provide quick information or skill-building.
- **75-Minute Classroom Sessions:** Panel discussions or conversations on a topic with opportunities for audience engagement.
- **Deep Dive Sessions:** Highly interactive 1.5 to 3-hour workshops on topics that require detailed instruction or discussion.
- **Mobile Workshops:** Off-site, ticketed excursion to Main Street Alabama communities and host city district/historic preservation project, program, or area.

Will sessions be recorded and available to view later?

No, not at this time. However, speakers are strongly encouraged to share their presentations and handouts with attendees via the conference app.

What are the conference themes?

In addition to perennial Main Street content, Main Street Now 2024 sessions will highlight three key themes:

- **Welcoming & Belonging:** Welcoming and belonging strategies help build bridges between new and existing residents, business owners, visitors, and other stakeholders to create stronger bonds within communities. Successful Main Streets foster a sense of community ownership for each resident by ensuring equal access to, and a role in, downtown for people from all backgrounds, including incomes, ages, races, and abilities. Whether it's welcoming new neighbors, championing strategies to prevent gentrification or displacement, adopting immigrant-friendly policies, or creating space for group expression, Main Street organizations are well-positioned to advance these principles and strengthen their districts' social, civic, and economic fabric.
- **Connectivity through Civic Infrastructure:** Civic infrastructure – parks, trails, town squares, play spaces, libraries, and other public places – boosts local economies, increases resiliency and trust, supports health and well-being, creates a more equitable society, increases civic engagement, and strengthens democracy for all. Underlying a community's civic infrastructure is a system of interconnected policies, programs, and people that work in tandem to build and foster a sense of place. Main Streets share in the community-wide need to dedicate time and resources towards expanding access and use of civic infrastructure to enhance quality of life and create more sustainable communities with vibrant social capital.
- **Reimagining Local Spaces & Economies:** Major economic transformations over the past decade – from real estate market conditions and pandemic disruptions to macro-economic shifts and local entrepreneurship trends – have presented local communities with myriad challenges. In response, Main Streets have adopted future-focused solutions to leverage their place-based assets, remain competitive, and reorient their economic bases for local prosperity. To adapt in an ever-changing landscape, Main Streets can support local investment and ownership in their districts, activate underutilized spaces through creative reuse, champion people-centered infrastructure, and bolster grassroots economic vitality strategies.

Will Main Street Now offer continuing education credits?

Yes, we anticipate offering APA credits for select sessions.

Additional questions? Email info@mainstreet.org (mailto:info@mainstreet.org?Subject=)
Please note: Due to the high volume of requests, it may take up to 72 hours to receive a response.


Section 8, Item B.

Information and details are subject to change.



Main Street America
53 West Jackson Blvd., Suite 350
Chicago, IL 60604
info@mainstreet.org (mailto:info@mainstreet.org?Subject=)
[mainstreet.org](https://www.mainstreet.org/home) (https://www.mainstreet.org/home)

Share on social:

 (<https://www.facebook.com/sharer/sharer.php?u=https://www.mainstreetnow.org/2024>)

 ([https://x.com/intent/tweet?](https://x.com/intent/tweet?text=Join+me+at+2024+Main+Street+Now+Conference%21+Find+out+more+at+https%3A%2F%2Fwww.mainstreetnow.org%2F2024+%23MainStreetNow)

[text=Join+me+at+2024+Main+Street+Now+Conference%21+Find+out+more+at+https%3A%2F%2Fwww.mainstreetnow.org%2F2024+%23MainStreetNow](https://x.com/intent/tweet?text=Join+me+at+2024+Main+Street+Now+Conference%21+Find+out+more+at+https%3A%2F%2Fwww.mainstreetnow.org%2F2024+%23MainStreetNow))

 ([https://www.linkedin.com/shareArticle?](https://www.linkedin.com/shareArticle?mini=true&url=https://www.mainstreetnow.org/2024&title=2024+Main+Street+Now+Conference&summary=I%27m+attending+2024+Main+Street+Now+Conference.+I)

[mini=true&url=https://www.mainstreetnow.org/2024&title=2024+Main+Street+Now+Conference&summary=I%27m+attending+2024+Main+Street+Now+Conference.+I](https://www.linkedin.com/shareArticle?mini=true&url=https://www.mainstreetnow.org/2024&title=2024+Main+Street+Now+Conference&summary=I%27m+attending+2024+Main+Street+Now+Conference.+I))



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Verbal Executive Director Report

RECOMMENDED MOTION:

To Receive and File



DDA ACTION SUMMARY SHEET

MEETING DATE: April 16, 2024

TOPIC Verbal Assistant Director Report

RECOMMENDED MOTION:

To Receive and File