



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.*

AGENDA

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

Tuesday, August 15, 2023

6:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

ADDRESSING THE DDA BOARD: 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.

I. Call to Order 6:30 PM

II. Roll Call and Determination of Quorum

III. Approval of Minutes

1. DDA Board Regular Meeting Minutes - July 18, 2023
2. DDA Board Special Meeting Minutes - August 2, 2023

IV. Presentation -

V. Call to the Public

This is a time for public comment. Each person is allowed three (3) minutes. The public is welcome to provide public comment. This Board will not respond to any public comment. This Board will follow-up as necessary. Please direct all of your comments to the Chairperson only.

VI. Consent Agenda

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

1. Director's Report
2. Committee Minutes & Workplan and Event Updates
3. Financial Reports
4. DDA 2023-2024 Budget

VII. Approval of Agenda

By order of the President/Chair, no matters will be discussed after 10:30 p.m., unless council/board/commission votes to continue the meeting.

VIII. Financial Matters

1. Bill Approval
2. DDA 2023-2024 Budget Amendments - Dept 260
3. DDA 2023-2024 Budget Amendments - 2020 Parking Debt Service
4. 2023-2024 Budget Amendment - Fund 301 Debt Service
5. 2023-2024 Budget Amendment - Fund 301 Property Acquisition

IX. New and Old Business

1. Property Acquisition - Lake Orion Lumberyard Project
2. Horse and Carriage RFQ Approval
3. Annual Calendar of DDA Board Meetings - 2024
4. Closed Session

X. Reports, Resolutions and Recommendations

A. Executive Director

1. Training Opportunities
2. Verbal Director Report

B. Village Manager

XI. Call to the Public

This is a time for public comment. Each person is allowed three (3) minutes. The public is welcome to provide public comment. This Board will not respond to any public comment. This Board will follow-up as necessary. Please direct all of your comments to the Chairperson only.

XII. Board Comments and Training Feedback

XIII. Next Regular Meeting - September 19, 2023

XIV. Adjournment

XV. Action Items

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

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



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DDA Board Meeting

DATE: August 15, 2023
FROM: Susan Galeczka, Village Clerk
SUBJECT: DDA Board Regular Meeting Minutes - July 18, 2023

RECOMMENDED MOTION: RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, July 18, 2023 as presented.

ATTACHMENT 2023-07/17 DDA Regular Meeting Minutes - draft



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

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MINUTES

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

Tuesday, July 18, 2023

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, July 18, 2023 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 at 21 East Church Street, Lake Orion, MI 48362 by Vice Chairperson Sam Caruso at 6:30 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	Late	7:41 PM
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Late	6:34 PM
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Late	6:35 PM
Sally Medina	Village of Lake Orion	Board Member	Present	
Jerry Narsh	Village of Lake Orion	President	Excused	

STAFF PRESENT:

- Molly LaLone, DDA Executive Director
- Darwin McClary, Village Manager
- Susan C. Galezka, Village Clerk
- Robert Davis , DDA Attorney

III. Approval of Minutes

1. DDA Board Regular Meeting Minutes - June 20, 2023

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

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, June 20, 2023 as presented.

IV. Presentation - AKA Architects Site update

Scott Reynolds, AKA Architects, provided an update on the Lumberyard Project including background information, structures conditions, inventory, and next tasks. He presented three plans for the property: Plan 1 - Existing road and new pavilion; Plan 2 - New road and parking; and Plan 3 - Existing Road and new pavilion.

V. Call to the Public

Let the record show no public comments were received.

VI. Consent Agenda

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sally Medina, Board Member
SECONDER:	Debbie Burgess, Chairperson
AYES:	Burgess, Caruso, Lorant, Barnett, Campbell, Coe, Medina, Narsh
ABSENT:	Shell
EXCUSED:	Narsh

1. Director's Report

RESOLVED: To receive and file the DDA Executive Director's Report for July 2023.

2. Committee Minutes & Workplan and Event Updates

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

3. Financial Reports

RESOLVED: To receive and file the financial reports for June 2023.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, July 18, 2023

Page 3 of 12

VII. Approval of Agenda

Motion to approve the Tuesday, July 18, 2023 regular meeting agenda of the Downtown Development Authority Board.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Lloyd Coe, Board Member
AYES:	Burgess, Caruso, Lorant, Barnett, Campbell, Coe, Medina
ABSENT:	Shell
EXCUSED:	Narsh

VIII. Financial Matters

1. Bill Approval

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

RESOLVED: To approve disbursements in the amount of \$67,202.78 for June 2023.

2. Bill Approval - Miller Canfield

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

RESOLVED: To approve payment of Bond Counsel Services to Miller, Canfield Paddock and Stone, PLC for Bond Series A not to exceed \$25,200 from 301-905-731.001 and;

FURTHER RESOLVED: To approve payment of bond counsel services Miller, Canfield Paddock and Stone, PLC for Bond Series B not to exceed \$10,800 from 301-905-731.000

Attachment: 2023-07-18 DDA Reg Mtg Minutes - Draft (6192 : 2023 07- 18 DDA Board Reg Mtg Minutes - Draft)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, July 18, 2023

Page 4 of 12

3. Bill Approval - State of Michigan

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

RESOLVED: To approve a payment of to the State of Michigan for the Municipal Finance Filing Fee not to exceed \$1,000 from 301-905-731.001.

4. Bill Approval - Huntington Tax Exempt Series A

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

RESOLVED: To approve payment for Series A Bond Sale services to Huntington National Bank not to exceed \$500 from 301-905-731.001.

5. Bill Approval - Huntington Tax Exempt Series B

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

RESOLVED: To approve a payment for Bond Series B Sale services to Huntington National Bank not to exceed \$500 from 301-905-731.000.

6. Bond Issuance Update - Annual Cost Update and Budget Amendment

DDA Executive Director LaLone explained because the DDA has bonds it is required to do and Annual Information Statement and this request is to contract with Bendzinski's to do the annual statement.

Attachment: 2023-07-18 DDA Reg Mtg Minutes - Draft (6192 : 2023 07- 18 DDA Board Reg Mtg Minutes - Draft)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, July 18, 2023

Page 5 of 12

MOTION NO. 1

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

RESOLVED: To decrease 248-730-965-405 Transfer Out - Property acquisition fund by \$381,250 and;

To Increase 248-730-965-301 DDA Bond 2023 by \$381,250.

MOTION NO. 2

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Debbie Burgess, Chairperson
AYES:	Burgess, Caruso, Lorant, Barnett, Campbell, Coe, Medina
ABSENT:	Shell
EXCUSED:	Narsh

RESOLVED: To Increase 248-730-965-301 Transfer Out - DDA Bond 2023 by \$41,459 and;
To increase 248-000-671-999 Appropriation from Fund Balance by \$41,459.

MOTION NO. 3

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

RESOLVED: To authorize forwarding the foregoing budget amendments to the Village Council for approval.

Attachment: 2023-07-18 DDA Reg Mtg Minutes - Draft (6192 : 2023 07- 18 DDA Board Reg Mtg Minutes - Draft)

MOTION NO. 4

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Debbie Burgess, Chairperson
AYES:	Burgess, Caruso, Lorant, Barnett, Campbell, Coe, Medina
ABSENT:	Shell
EXCUSED:	Narsh

RESOLVED: To approve 5-year contract for Annual Information Statement Services, attached, with Bendzinski & Co. not to exceed \$1,000 annually from July 1, 2023 to June 30, 2027 unless authorized in a separate motion, as needed.

IX. New and Old Business**1. Bond Issuance Update - Petition**

DDA Attorney Davis provided an update on the bonds noting the following:

- A petition to repeal the ordinance which adopted Amendment 4 of the DDA TIF Plan was submitted to the Orion Twp. Clerk on June 26, 2023. The clerk sent the petitioner a letter informing him that he had insufficient signatures to file. Circulator came back with more signatures on July 5, 2023.
- Orion Twp. Clerk's office sent the petition to the Oakland County Elections office.
- The Bond team with Village Manager, Bond consultant, Village Attorney and Bond Attorney analyzed the legal aspects of the petition and the conclusion was that the Village Manager and Village Clerk would send their concerns to Oakland County Elections.
- The Village attorney drafted a letter to Oakland County indicating the concerns regarding the petition.
- Affidavit from the Orion Township Clerk and Village Clerk indicating that they did not fulfill the requirement to certify the petitions of form or language.
- There were other irregularities with the petition that may also affect it,
- The bond consul sent forward with an opinion that the bonds were indicating no impediment and the bonds have been issued.
- According to state statute, a DDA with bonded indebtedness cannot be dissolved until after the debt has been resolved.
- Both clerks filed affidavits stating the petitioner had not asked nor received approval as to form for his petition. The petitioner also did not provide a copy of the ordinance for which the signatures were collected. Finally, the petitioner allowed a signature page to be unattended in a public establishment. This is against the law.

(Board Member Shell entered at 7:41 PM)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina
EXCUSED:	Narsh

RESOLVED: To receive and file the following documents: Village of Lake Orion Clerk Affidavit, Petition Filing - Orion Township Clerk, State Law excerpt regarding bonded indebtedness, Response letter from Village of Lake Orion Legal Counsel, Response Letter from Village of Lake Orion Manager, and Screen shot of petition.

2. Property Acquisition - Lake Orion Lumberyard Project Update

DDA Executive Director LaLone provided an update on the Lumberyard property acquisition noting the following:

- They are in negotiations with the Lake Orion Lumber about the purchase price of the property.
- Site visit re: demolition. Advised by contractor that the barn wood is not the right style, and that none of the other materials are likely to be worth much during a salvage sale. Demolition and debris removal of the site is estimated to cost \$60,000.
- Orion Historical Society site visit regarding historic signs and other ways to honor Lumberyard history. Jimmy Johnson, member of the historic society, talked with Jeff about some of the items he found such as: the parade float, the mini golf games and the starry night artwork. Jeff also talked about his job as a young teen working with the trains as they stop in Lake Orion.
- Received a phone call from DPW Director Sanchez requesting we keep the barn wood for use around town.

DDA Attorney Davis provided a status update on the sale of the property indicating that the negotiations are going well and that because of things that occurred over time, the conversations regarding the price are not a surprise. We are looking for a quick and prompt closing.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, July 18, 2023

Page 8 of 12

RESULT:	ADOPTED [7 TO 0]
MOVER:	Debbie Burgess, Chairperson
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina
EXCUSED:	Jerry Narsh

RESOLVED: To Receive and file the Property Acquisition - Lake Orion Lumberyard Project Update which includes the following documents pertaining to 215 S. Broadway: Existing conditions study and O'Neil Commercial Appraisal

3. Contract Approval - Sing & Stroll Production Services

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

RESOLVED: To hire David Charles Production Services to manage production of Sing & Stroll Tree Lighting, in an amount not to exceed \$12,159 with funding coming from 248-729-880-012 Sing & Stroll Tree Lighting.

4. Purchase Approval - Banners and Brackets

MOTION NO. 1

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Sally Medina, Board Member
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina
EXCUSED:	Narsh

RESOLVED: To rollover funds for project costs from 2022-2023 fiscal year to 2023-2024 fiscal year by increasing 248-726-883-000 by \$2,386 and;

FURTHER RESOLVED: To increase 248-000-671-999 Appropriation from Fund Balance by \$2,386.

Attachment: 2023-07-18 DDA Reg Mtg Minutes - Draft (6192 : 2023 07- 18 DDA Board Reg Mtg Minutes - Draft)

MOTION NO. 2

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Sally Medina, Board Member
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina
EXCUSED:	Narsh

RESOLVED: To approve purchase of summer banners and hardware from Custom Graphix Signworks, not to exceed \$2,736 from 248-726-883-000.

5. Contract Approval - Holiday Lights Installation

Board Member Barnett stated that Sally Medina should be excused from this decision because she is the owner of one of the companies who bid on this project.

RESULT:	ADOPTED [7 TO 0]
MOVER:	Chris Barnett, Board Member
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe
EXCUSED:	Narsh. Medina

RESOLVED: To recuse Sally Medina from this decision because she is the owner of one of the companies who bid.

Board Member Medina exited the meeting from 7:55 pm to 7:59 pm.

Contract Approval - Holiday Lights Installation

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe
EXCUSED:	Medina, Narsh

RESOLVED: To approve contract with Decorate with Lights for Holiday Lights Installation not to exceed \$6,586 from 248-726-883-000 Banners and Holiday Lighting pending legal counsel approval.

X. Reports, Resolutions and Recommendations

A. Executive Director

1. Training Opportunities

Boards Members Caruso, Burgess and Lorant provided a short report on the Transforming Strategies Webinar which they attended.

DDA Executive Director LaLone stated that SEMCOG held a webinar on Planning for Electric Vehicles. She noted that as part of the Main Street Certification we have to show Board members and staff education.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Barnett, Board Member
SECONDER:	Henry Lorant, Secretary
AYES:	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina
EXCUSED:	Narsh

RESOLVED: To receive and file the Training Opportunities information.

DDA Executive Director LaLone reported on the following:

- Noted on page 28 is a list of the DDA's Major Milestones.
- Noted on page 48 the Expense Report show a new line item for the bonds.
- Reported that the DDA went out twice for the dumpster enclosures and received no response. She is recommending that the DDA add the dumpster enclosure to the Lumberyard project.

B. Village Manager

1. Village Manager Report

Village Manager McClary reported on the following:

- He and Molly have scheduled a DDA Walking Tour for August 3.
- The Village and DDA are working together on the grease dumpster area.

XI. Call to the Public

Let the record show no public comments were received.

XII. Board Comments and Training Feedback

Board Member Barnett, congratulated and thanked Stan Ford, new Village Council member, for stepping up and filling the position, met with developer in the township noting they are good community partners and have tried to work with Nicole Curtis to move the cabins to a Township park; and thanked Lloyd Coe for starting the events on Thursday nights downtown, noting Thursday nights in Lake Orion is the place to be.

Board Member Medina expressed her excitement about the Lumberyard Project, noting she glad to see it come to fruition.

Secretary Lorant, noting his travels in Hong Kong, stated you do not see old buildings there because the culture is to take the old things down and build new. This is what is happening with the Lumberyard Project.

Chairperson Burgess commended the teamwork between Village Council and DDA Board, noting great things are happening in the community and that things will only get better.

Board Member Campbell thanked everyone for their work on the Lumberyard Project and the Administration for all their hard work and for being there throughout the process.

Board Member Coe thank DDA Executive Director LaLone for her work on the Lumberyard Project and for making the sign for the Lake Orion Reunion this past week, noting he heard a lot of comments on the banner.

Vice Chairperson Caruso thanked the Administration for helping out with the Lumberyard Project, nothing there was a lot of controversy. The DDA went through the proper channels and process and the truth came out. It is great to see everyone work together and see the project come to fruition. This project is right for the future.

XIII. Next Regular Meeting - August 15, 2023

Vice Chairperson Caruso noted the next regular DDA meeting will be held on August 15, 2023 @ 6:30 PM.

XIV. Adjournment

Motion to adjourn the Tuesday, July 17, 2023 regular meeting of the Downtown Development Authority Board.

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

The Tuesday, July 17, 2023 regular meeting of the Downtown Development Authority Board adjourned at 8:10 PM.

Dr. Sam Caruso
Vice Chairperson

Susan C. Galeczka, CMC MiPMC
Village Clerk

Date Approved:

DRAFT

Attachment: 2023-07-18 DDA Reg Mtg Minutes - Draft (6192 : 2023 07- 18 DDA Board Reg Mtg Minutes - Draft)



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DDA Board Meeting

DATE: August 15, 2023
FROM: Susan Galeczka, Village Clerk
SUBJECT: DDA Board Special Meeting Minutes - August 2, 2023

RECOMMENDED MOTION: RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Wednesday, August 2, 2023 as presented.

ATTACHMENT 2023-08-03 DDA Special Meeting Minutes - draft



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

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MINUTES

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

Wednesday, August 2, 2023
6:30 PM

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

I. Call to Order

The Wednesday, August 2, 2023 Special Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Village Hall Council Chambers located at 21 East Church Street, Lake Orion, MI 48362 by Vice Chairperson Sam Caruso at 6:30 PM.

II. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
Debbie Burgess	Village of Lake Orion	Chairperson	Excused	
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:

- Molly LaLone, DDA Executive Director
- Susan C. Galeczka, Village Clerk
- Robert Davis, DDA Attorney

Motion to excuse Chairperson Burgess from the Tuesday, August 3, 2023 special meeting.

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

III. Statement by Chairperson or Vice-Chairperson Purpose of Meeting

Vice Chairperson Caruso stated that the purpose of the Special Meeting is to make staffing decisions and to adopt a resolution to adjourn to Closed Session as permitted under the Open Meetings Act, PA 297 of 1976, as amended, Section 15.268h to review litigation legal opinion of the DDA attorney.

IV. Public Comment

Stan Ford, Village Council Member, 225 S. Broadway, expressed his support for the DDA.

V. Items for Consideration

1. Staffing Approval - Seasonal Part Time Events

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

RESOLVED: To authorize the DDA Executive Director to approve more hours for Abby Bayley for part time season event work on a month-to-month basis until the earlier of the time a permanent Event Coordinator is hired or December 31m 2023, not to exceed 20 hours per week at \$18.00 per hour from 248-260-706-000 Wages - Event Coordinator.

2. Closed Session

ADJOURN TO CLOSED SESSION:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Henry Lorant, Secretary
SECONDER:	Alaina Campbell, Board Member
AYES:	Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT:	Chris Barnett
EXCUSED:	Debbie Burgess

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Special Meeting, Wednesday, August 2, 2023

Page 3 of 3

RESOLVED: to adjourn to Closed Session as permitted under the Open Meetings Act, PA 297 of 1976, as amended, Section 15.268h to review litigation legal opinion of the DDA attorney

The Downtown Development Authority Board adjourned to Closed Session at 6:38 PM.

RECONVENE TO OPEN SESSION

Motion to reconvene to open session.

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Lloyd Coe, Board Member
SECONDER: Henry Lorant, Secretary
AYES: Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT: Chris Barnett
EXCUSED: Debbie Burgess

The Downtown Development Authority Board adjourned to Closed Session at 6:38 PM.

BUSINESS FROM CLOSED SESSION

Motion to direct the Executive Director and the DDA Legal Counsel to proceed as discussed in Closed Session and separate from the Village Council.

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

VI. Adjournment

Motion to adjourn the Wednesday, August 2, 2023 special meeting of the Downtown Development Authority Board.

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Jerry Narsh, President
SECONDER: Alaina Campbell, Board Member
AYES: Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
ABSENT: Chris Barnett
EXCUSED: Debbie Burgess

The DDA's Special Meeting of Wednesday, August 3, 2023 adjourned at 7:12 PM.

Dr. Sam Caruso, Vice Chairperson

Date approved:

Susan Galezcka, Village Clerk



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.

DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Director's Report

Attached: Director's Report

Recommended Motion: To receive and file the Director's Report

DIRECTOR REPORT

20 23

Published August 2023

PRESENTED BY :

Molly LaLone, Executive Director

Attachment: August 2023 Director Report (6167 : Director's Report)



Welcome Home
LOHS Graduates
Lake Orion Multi-Class Reunion

2022-23 PRIORITIES

As of September 13, 2022

1. DUMPSTER ENCLOSURE - BID CLOSED, NO PROPOSALS

2. DOWNTOWN LIGHTING

- LAMPPOST RETROFIT - COMPLETED NOVEMBER 2022
- "SUSTAINABLE MAIN STREET" AWARD BY MSOC, MAY 2023

3. GAZEBO ELECTRICAL IMPROVEMENTS - COMPLETED JULY 2022

4. PARKING - E/V CHARGING STATIONS - COMPLETED JUNE 2023

5. PARKING - PROPERTY ACQUISITION

- DUE DILIGENCE PHASE COMPLETE
- BOND ISSUANCE COMPLETE
- PROPERTY SALE PENDING

PROPERTY ACQUISITION

PLAN OVERVIEW

Budget: \$5M original purchase price

Location: Lake Orion Lumberyard, 215 S. Broadway Lake Orion MI 48362

Due Diligence ends: August 30, 2023

Goals and objectives: updated by DDA Board, Jan 17, 2023

Environmental Phase I report showed six areas of concern that warranted further investigation. DDA Board ordered the Phase II report at November DDA Regular Meeting after discussion with legal counsel in closed session.

Environment Phase II: Results reported by Legal Counsel, Jan 17th. BEA has been requested but needs to be published within 45 days of sale.

FMV Appraisal Property Value: \$1.7M as of June 2023

October 2022: DDA Board to passed a resolution pledging to pay bond with TIF revenues. Village Council watched a presentation about issuing the bond by Bendzinski bond team and J. Aronoff, Miller Canfield.

Design Charette, October 27th, 5pm - 7pm attended by approximately 50pp for an interactive program to get public participation regarding the future of Downtown Lake Orion.

November 2022: Results of the Design Charette presented to DDA board by AKA Architects. DDA Board Requested a workshop in order to revise the project priorities to reflect feedback from Charette. Workshop to be scheduled in January 2023.

December 2023 - Grants: We can not apply for grants for this project until we own the property.

- Dominic Romano, MEDC, requests plans so he can keep us informed of upcoming funding opportunities.
- John Bry and Ron Campbell, MSOC, have met with Lake Orion residents regarding historic preservation as part of this project.

Project Priorities Workshop: Jan 10, 2023 See next page for Mission Statement created during this workshop.

March 2023: Public Q&A hosted by Village Manager and DDA Executive Director

April 2023: Village Council approved \$5M Bond Issue

June 2023: Bonds issued June 29, 2023 301 Fund created

August 2023: Property Purchase pending, RFQ in development.

PROPERTY ACQUISITION

MISSION STATEMENT

Budget: \$5M

Location: Lake Orion Lumberyard, 215 S. Broadway Lake Orion MI 48362

Due Diligence ends: August 30, 2023

Goals and objectives: updated by DDA Board, Jan 17, 2023

The Lake Orion Lumberyard Project will create a gateway space on the south end of the downtown that

- honors the character of the community,
- provides more parking for the downtown,
- is balanced by pedestrian and event-friendly amenities, and
- improves the safety and ease of accessibility (Entrances & Exits) to the corner of Atwater and M24

It will be a legacy for future Lake Orion Stakeholders; focusing on

- enhancing Meeks Park and the Paint Creek Trail,
- adding some commercial and high-end residential buildings, and
- a multi-purpose event space with a flexible, open design

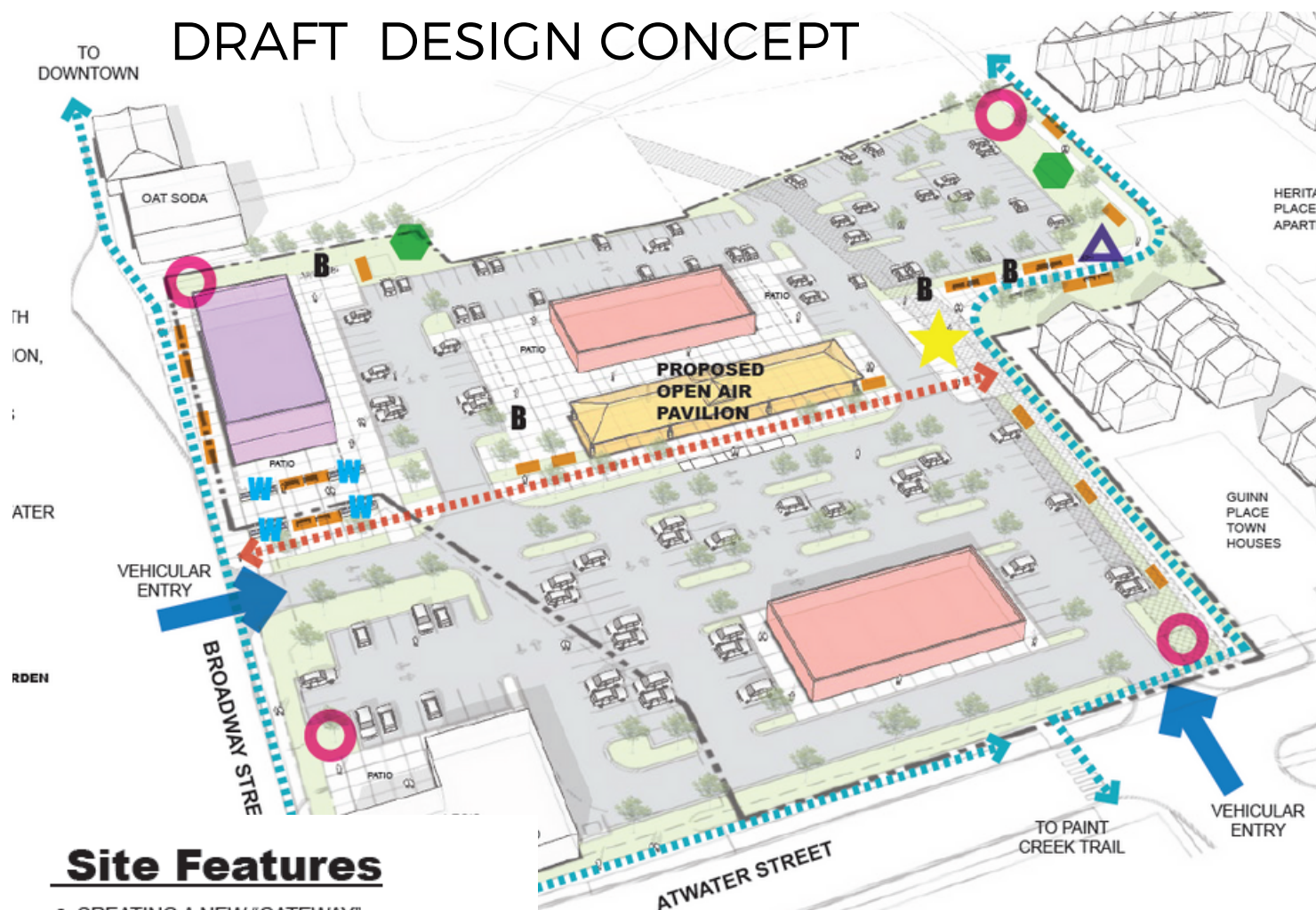
The Lake Orion DDA has requested support from the Village of Lake Orion Council for a \$5 million dollar bond. After purchase, the DDA will use the remaining funds to

- Address environmental issues present on the property and
- Build a foundational infrastructure on the property from which to build upon

The DDA will Invest in a multi-phase plan which clearly identifies parameters for all amenities.

The DDA will augment their funding for this project by seeking private and public partners who can help achieve the vision for the Lake Orion Lumberyard Project.

DRAFT DESIGN CONCEPT



Site Features

- CREATING A NEW "GATEWAY" TO DOWNTOWN LAKE ORION
- PROPOSED MULTIUSE EVENT PAVILION
- MAINTAIN EXISTING ATWATER TRAIL LOCATION/ADD LANDING PAD PLAZA AREA WITH BIKE RACKS, BIKE REPAIR KIOSK, SEATING, AND EVENT SPACE FOR STARTING/FINISH LINES
- STRENGTHEN THE CONNECTION TO THE PAINT CREEK TRAIL AND REINFORCE DOWNTOWN LAKE ORION AS A TRAIL WAY DESTINATION WITH ADDITION OF NEW TRAIL PLAZA WITH SEATING PUBLIC ART, BIKE REPAIR STATION, BIKE RACKS, LANDSCAPE.
- PROPOSED PUBLIC ART OPPORTUNITIES
- PROPOSED BUTTERFLY GARDEN OR COMMUNITY GARDEN OPPORTUNITY
- PROPOSED PLAZA WITH SEATING AND WATER FEATURE

Legend

- PROPOSED PUBLIC ART
- PROPOSED BUTTERFLY/COMMUNITY GARDEN
- PROPOSED WATER FEATURES
- PROPOSED TRAIL PLAZA EVENT SPACE
- PROPOSED SEATING AREAS
- PROPOSED BIKE REPAIR KIOSK
- PROPOSED BIKE RACKS
- EXISTING PEDESTRIAN ACCESS
- PROPOSED VEHICULAR ACCESS
- PROPOSED PEDESTRIAN ACCESS

Promotions Committee - First Monday, 9/4/2023 at 11am online

Committee Chair: Sally Medina, DDA Board Member

The Promotion Committee markets Downtown's unique characteristics to shoppers, investors, new businesses, tourists, and others while promoting retail events, special events and ongoing programs.

Design Committee - Third Monday, 9/18/23 at 3pm online

Committee Chair: Lloyd Coe, DDA Board Member

The Design Committee works to improve the appearance of Downtown so that it is perceived as clean, safe and friendly while preserving its historic appeal.

Organization Committee - Third Wednesday, 9/20/23 at 11:30am, DDA Office

Committee Chair: Alaina Campbell, DDA Board Member

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.

Economic Vitality Committee - Fourth Thursday, 9/22/23 at 11:30am, TBD

Committee Chair: Matthew Shell, DDA Board Member

The Economic Vitality Committee works to strengthen the economic base in Downtown by helping existing businesses to expand, recruiting new businesses for a balanced mix, and converting unused space into productive property.

DDA Business Power Hour - Third Thursday, 9/21.23 at 9:00am, ABeanToGo

Committee Chair: Dr. Sam Caruso, DDA Board Member

The DDA Business Power Hour is a meeting for business owners, managers, and employees to learn about upcoming events and projects and to provide feedback to the DDA





Community Assessment Results - Y/E 2022

Standard 1: “Broad-based Community Commitment to Revitalization”

Strengths:

- United to face adversity by small minority – used this challenge as an opportunity to improve awareness of the DDA/Main Street
- Strong local business atmosphere
- Visibility in community throughout pandemic – proactively worked to support business owners and create opportunity for safe public gatherings (e.g., cornhole league, warming stations)
- Good working relationship with Village Manager

Opportunities:

Lake Orion is on the cusp of becoming an “it” town, creating unique challenges. Consider the following:

- Continue expanding relationships with large and small-scale developers
- Stay abreast on rising property value trends – advocate for smart housing growth
- Continue evaluating, implementing, and communicating progress on major initiatives in the downtown (e.g., parking study, Lumber Yard)
- Include neutral third-party experts to disseminate information, justify new projects, and to advocate for the DDA

Standard 2: “Inclusive Leadership and Organizational Capacity”

Strengths:

- DDA Board identifies annual priorities (e.g., public safety)
- Executive Director actively monitors committee progress on projects
- Multiple personnel/staff support

Community Assessment Results - Y/E 2022 continued

Standard 2: “Inclusive Leadership and Organizational Capacity”, continued

Opportunities:

- Leverage network(s) of individual Board members to advocate for DDA and challenge false narratives
- Board members lead outreach and education
- Pursue new engagement by taking outreach to where people are and/or need to be reached
- Use special events as starting point for developing diversity
- Mentor new volunteers who are interested in a leadership role within the organization (committees, Board)
- Use demographic data to crosscheck/confirm DDA leadership representation

Standard 3: “Diversified Funding and Sustainable Program Operations”

Strengths:

- Ability to, and successful experience in, purchasing real estate
- Predictable and consistent revenue from DDA tax district (historically)
- Leverages events and activities to solicit sponsorship revenue
- Detailed budget alignment with work plan activities

Opportunities:

- Continue education efforts on how TIF district’s function
- Explore alternate funding mechanisms in event TIF revenue fade—examples include:
 - 501c3 or 501c6 status
 - End-of-Year fundraising initiative
 - Business supplier support (see sample letter) ▪ Additional state and national grant programs

Standard 4: “Strategy-Driven Programming”

Strengths:

- Incorporation of stakeholder’s top concerns: parking, public safety, and gateway (Lumber Yard) redevelopment
- Coordination of community visioning for Lake Orion Lumberyard project
- Promotion of downtown as positive, thriving amidst pandemic
- Access to ongoing market data via Main Street Oakland County
- Detailed workplans for individual initiatives

Opportunities:

- Explore potential Transformation Strategy of making Lake Orion a place of steady activity (day and night, year-round)
- Consider a texting service that sends push notifications on things happening downtown
- Develop initiatives to promote existing parking options and consider new temporary (valet service, downtown trolley, create and enforcing parking limits, etc.)
- Find creative ways to attract M24 travelers downtown
- Grants to small businesses for back-of-building signage installation
- Develop design guidelines for tasteful billboards that do not jeopardize the integrity of the historic district (see Schuler’s in Marshall)
- Rent existing billboards along M-24 to promote and direct people to downtown
- Use demographic data to crosscheck/confirm DDA leadership representation

Community Assessment Results - Y/E 2022 continued

Standard 5: “Preservation-based Economic Development”

Strengths:

- Streetscape project served as catalyst for reinvestment
- Purchasing of (and selling) two underutilized buildings that now add to the vibrancy of downtown
- First social district in southeast Michigan
- Increasingly diverse business representation and engagement

Opportunities:

- Position and promote Lake Orion as multimodal to counter lack of parking (see Ferndale, MI’s “Walk Ferndale” signage)
- Consider a “Lake Orion Fitness Month!” challenge
- Incorporate scavenger hunt program into parking lot discoveries
- Leverage existing assets and businesses who align with health/fitness
- Use existing Facebook Live and other media platforms to demonstrate where to park and how long it takes to walk from point A to point B
- Emphasize importance of shopping local in promotions/marketing to build further community support for downtown
- Continue developing programs and activities that support Lake Orion becoming a hub of activity (such as the recently retrofitted streetlights, crosswalk safety project, and increasing participation at “Power Hour”)

Standard 6: “Demonstrated Impact and Results”

Strengths:

- DDA has quickly increased communication with the community, emphasizing value/impact
- Strong marketing arm
- Collects testimonials in addition to quantifiable data
- Access to impact-sharing support from Main Street Oakland County (data template)

Opportunities:

- Explore development of a local ambassador or “influencer” program to support positive promotion of downtown
- Leverage existing marketing outlets (regional, state, national) to promote downtown and impact of DDA
- Include QR codes and/or fliers showcasing DDA’s impact in utility bills
- Utilize business owner’s POS systems to gather contact information to include in communications
- Use existing outreach platforms to invite the public into conversations regarding major projects (early and often)

PARKING STUDY UPDATE - RECOMMENDATIONS

Lake Orion's last study was completed in 2018 and it is common to update this study every 3–5 years. This study was completed December 2022 and the final report published February 2023.

Parking Study Final Report Highlights

- For the entire 21 block study, there are a total of 1,469 parking spaces.
- Future weekend evening demand (3 years and Five years) with projected growth indicates that block 18 will be 9 spaces short and block 21 is projected to be short by 79 spaces (Map 20, pg. 55 and Map 21, pg. 56).

Recommendations include (pages 65 - 67):

- Stronger on-street parking enforcement.
- Give parking lots a designated name for ease of use.
- Within 3 to 5 years, either increase the physical parking supply or work with private businesses to use existing lots during their non-business hours.
- Develop a parking sinking fund for parking lot repair and acquisition with a target of approximately \$21,000 yearly.
- Base parking space needs on restaurant square footage, versus occupancy.
- Adjust zoning requirements for residential units.
- Develop Special Event parking plans.
- Increase bicycle parking.

ORGANIZATION COMMITTEE

CAMPAIGN FOR MAIN STREET

The Lake Orion DDA demonstrates its commitment to the Village of Lake Orion

What does it mean to be a good community partner? Being a community partner means:

- You are actively working together with others in your community to make positive changes.
- You are part of a team that cares about the well-being of everyone in the community, working towards common goals.

Community partners can be individuals, organizations, or businesses that collaborate with others to address important issues and create a better future for everyone. Here are fifteen ways the Lake Orion Downtown Development Authority (DDA) is a good community partner for the Village of Lake Orion:

1. **The DDA collaborates with Village Council** to identify ways to better serve the community and has set aside a significant portion of new capture (75% to the Village) for village-approved infrastructure projects.
2. The DDA uses taxes collected from the community to make improvements in the downtown area that **benefit the community as a whole**. Examples of this are: sidewalk and road improvements, directional signage, parking creation and maintenance, Paint Creek Trail extension and bike amenities, public restrooms at the Fire Hall, and new playground equipment in Children's Park.
3. **A higher share of the taxes collected are reinvested locally**. In 2023, over \$400,000, normally distributed throughout the county, instead will be reinvested in Lake Orion through the DDA. This is not an extra tax, rather, it is use of normally collected taxes.
4. **The DDA pays the village** for administrative services, police, public works services, utilities, and other shared costs, **which helps the village save money**.
5. **The DDA creates and maintains public spaces**, such as the Paint Creek Trail extension, Flint Street Alleyway, the Lake Orion Social District, and the new playground in Children's Park, which provide recreation opportunities for residents and visitors.
6. **The DDA manages the Main Street America Program**, through which the community has been accredited since 2006. Volunteers help make things happen through their participation in different Main Street Committees: Economic Vitality, Design, Promotions, and Organization. Having Main Street America accreditation helps the Village of Lake Orion and its businesses qualify for grants which help to pay for special projects like the playground equipment in Green's Park.

ORGANIZATION COMMITTEE

CAMPAIGN FOR MAIN STREET

The Lake Orion DDA demonstrates its commitment to the Village of Lake Orion - Continued

7. **The DDA decorates seasonally**, dressing up the town with flower baskets in the spring and summer, holiday lights on the trees in the winter, and decorative scenes on downtown windows throughout the year.
8. **The DDA markets Lake Orion and its businesses** through various channels (Facebook and Instagram pages, Orion Living Magazine, website, banners, a-frame signs, posters, ads in local publications, and weekly e-newsletters).
9. In Partnership with the Oxford DDA, **The DDA provides the Downtown Trolley Express** for free rides to and from each downtown.
10. **The DDA invests in projects that help the community thrive**, such as restoring Front Street, installing electric vehicle charging stations, and improving downtown lighting with Dark Sky technology.
11. **The DDA promotes and/or hosts 50 events and activities annually** to attract people to Downtown Lake Orion.
12. **The DDA enables downtown restaurants to be eligible for location-based Class C liquor licenses** at significant savings over traditional liquor licenses.
13. **The DDA manages the Social District** allowing customers to purchase a drink from a downtown restaurant to enjoy outside in town.
14. **The DDA offers Shop Local rewards programs** like Downtown Dollars and the Shopping Passport
15. **The DDA provides signage** throughout town which helps visitors navigate our town and learn about our history.

All of these efforts demonstrate the Lake Orion Downtown Development Authority's commitment to being a good community partner by reinvesting in the village, collaborating with Village Council, and helping the community to thrive.

1. CREEKSIDE LIGHTING <input type="checkbox"/>	15. <input type="checkbox"/>
2. ADOPT A GARDEN PROGRAM <input type="checkbox"/>	16. <input type="checkbox"/>
3. TASTE OF TOWN IN ALLEYWAY <input type="checkbox"/>	17. <input type="checkbox"/>
4. <input type="checkbox"/>	18. <input type="checkbox"/>
4. <input type="checkbox"/>	19. <input type="checkbox"/>
6. <input type="checkbox"/>	20. <input type="checkbox"/>
7. <input type="checkbox"/>	21. <input type="checkbox"/>
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9. <input type="checkbox"/>	23. <input type="checkbox"/>
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11. <input type="checkbox"/>	25. <input type="checkbox"/>
12. <input type="checkbox"/>	26. <input type="checkbox"/>
13. <input type="checkbox"/>	27. <input type="checkbox"/>
14. <input type="checkbox"/>	28. <input type="checkbox"/>

Branding & Outreach

- Branding Kit - colors, font, logos, style
- Brand Marketing
- E-Newsletters
- Orion Living Magazine
- Podcast Series
- Educational Campaigns through Editorial Ads, Social Media, and Direct Mail postcards
- Samet Backyard Meet & Greet Neighborhood event
- Legislative Tour with Orion Area Chamber of Commerce

Historic Preservation

- Historic Signs - downtown
- Downtown History - Website
- Timeshift History Videos - Downtown
- Historic Building Facade Grants

Physical Improvements

- Front Street restoration to 2 way traffic
- Wayfinding Signage
- Overall street and sidewalk improvements
- Dark Sky compliant streetlamp retrofit
- Bond issue for Lumberyard Project
- "Enter the Dragon" Mural
- Flint Street Alleyway Lighting
- Eagle Scout project benches
- Seasonal downtown Decorations including holiday tree light and Summer hanging baskets

Business Support

- Match On Main Business support
- Patronicity Business Support Campaign
- PPE
- Destination Business Boot Camp
- Shop Oakland Business Set Up Assistance
- Monthly Business Power Hour
- Event Logistics communication

Parking

- Anderson/Front Parking Lot
- Art Center Parking Lot and Restrooms
- Slater Parking lot
- Shared Parking Leases
- Parking Study updates (2018 and 2023)
- Safety Path Slater Street Parking lot to Anderson Street
- Electrical Vehicle Charging Stations

Alt Transportation

- Paint Creek Trail Extension
- Art Center Bike Parking
- Children's Park Bike Parking
- Meeks Park Bike Parking
- Public Boat Docks

Parks

- Playground Equipment - Children's Park
- Electrical upgrades - Gazebo
- First Responder boat docks
- Paint Creek Bank Stabilization matching funds
- Pedestrian Safety railing improvements i Children's Park

Events

- #StrongerTogether Events with Oxford
 - Trolley
 - IceFest
 - Summer Social
 - Witches Night
 - Restaurant Week
 - Letterboxing
- LOLive! Music Summer Series
- Halloween Extravaganza
- Sing & Stroll Tree Lighting
- Small Business Saturday
- Her Lies Lake Orion Cemetery Tour
- Overall Event Promotion - all events

2023 DDA BOARD MEETINGS - 6:30PM, VILLAGE COUNCIL CHAMBERS



Attachment: August 2023 Director Report (6167 : Director's Report)



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.

DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Committee Minutes & Workplan and Event Updates

Attached:

Shop Oakland Update

Recommended Motion:

To receive and File the Committee Meeting Minutes & Event updates

Goals	Reality	Published Products	Changed Mind After More Information
19 Businesses	19 Businesses Approached	Avg 36 Products	Heritage Spinning & Weaving
20 Products Each	259 Products Published	Max 95 Products	Twice Blessed
380 Products Total	2 Sales completed	Min 8 Products	3 Businesses- No Response

1. Roses of Silverbell - Registered with Products
 - a. Has a total of 95 products
2. Amazing Petals - Registered with Products
 - a. Has a total of 8 products
3. Caruso Clinic - Registered with Products
 - a. Has a total of 14 products
4. Cookies & Cream - Registered with Products
 - a. Has a total of 34 products
5. Simply Marcella - Registered with Products
 - a. Has a total of 45 products
6. LO DDA - Registered with Products
 - a. Has a total of 10 products
7. Broadway Embroidery - Registered with Products
 - a. Has a total of 48 products
8. Builders Custom Flooring - Registered
 - a. Working on getting products published
9. Accent on Art - Registered
 - a. Working on getting products published
10. Shaded Bloom Coffee House - Partially Registered
 - a. Was met in person and was sent the link, waiting on the owner to finish registration.
 - b. Does not respond to my emails
11. Games 4 Life - Partially Registered
 - a. Attended the Webinar
 - b. Meeting with soon
12. Lucky's - Partially Registered
 - a. Attended the Webinar
 - b. Stopped responding to my emails
13. Hanson's - Not Registered
 - a. Sent them the link with information regarding the process
 - b. Said he would look at it
14. Elixer - Not Registered
 - a. Says they are working on it

July Meeting Notes

Initiate Cohort Meeting

July 17, 2023

Medc/initiateprosperity.org

Free online business coaching resource website for small businesses. Features interactive tools templates, videos and guides.

- Managing Your Online Presence
 - Featured Resources
 - [Assessing Your Online Presence | A Basic Guide](#)
 - [Auditing Your Online Presence - A 9 Point Guide](#)
 - [Small Business Strategies to Increase Sales](#)
- Engaging Business Owners with Initiate Resources
- Initiate 3.0 Update
- Discussion: *What is a surprising trend you've seen this year with the businesses you work with?*
- Q&A

Future Power Hour topics

1. Assessing and auditing your online presence – check lists
 - a. Call to action (Shop Now!, Enter email address, ...)
 - b. Product offerings clear?
 - c. Are you online in all the places?
 - d. Responsive website?
2. Website.grader.com
3. Buzzsumo.com
4. Woolrank – SEO optimization
5. Google analytics – keyword analysis
6. Yext
7. RivalIQ
8. Facebook pixel Helper

Video: Small Business Strategies to Increase Sales – featuring owner of Biggby Coffee, Cherry Republic

Your Organization

- Have a Lead within your Organization
- Invite and encourage your staff to use Initiate
- Sign in url: <https://medc.initiateprosperity.org/create-account> Code: trainer

Working One-on-One with Business Owner

- Blended Learning Approach

Pre-start Entrepreneur

- Start-up Initiate Resources
- Sign in url: <https://medc.initiateprosperity.org/create-account> Code: cohort

Group Meetings or Trainings

- Featured Topic of Meeting Curriculum

Publicizing Initiate

- Website
- Social Media
- Google my Business

Example: A business has cash shortfalls throughout the year

- [Cash Flow Budget: Why It's Critical to Your Business](#) (^)
- [Cash Flow Planner Tool](#) (Tool with demo video)
- [Cash Flow Budgeting Template](#) (Template)
- [Managing Cash Flow for Seasonal Businesses](#)



Start Up Business

- [Validation: How to Test Your Business Idea](#)
- [Your Startup Checklist](#)
- [10 Things Every Startup Business Should Know](#)

Design Committee

17July23

Current projects:

Special Event Parking System

- Review the Map - Molly
- Design and order the signs (double sided) - Molly
 - Event Parking (25)
 - Downtown with arrows (25)
- Contact Trolley re: special event parking plan - Molly
- Special Event Parking Plan Press Release

- Script/Movie for Trolley - Lloyd

Adopt-a-Garden Program

- Yarn bombs
- Flagstar Grant – to help develop the program and to purchase the product
- Index of Gardens that could be adopted - Cory
 - Intersection areas (High Priority)
 - Meeks Park at Broadway (near the arch)
 - Alleyway Pots
 - Meeks Park along creek – hummingbird garden
 - Gateway Signs (high priority)
- Misty Gardening Services – Recommended by Savannah, mgr of Foglers 586-533-1138 (Misty)
- Barb Wloch, (lock) 248-288-0535 (worked on hostas)
- Renee Samet – flowers in the urns
- Drought and disease resistant varieties list (easy maintenance)
- Designate areas for special purpose gardens
 - Pinwheel (temporary), hummingbird, butterfly
- Design the signs for adopt a garden program
- Guidelines
 - Plant and water and weed weekly during growing season
- Adopt a Garden Press Release
- Garden Needs tour and informational meeting
- R&D Rochester's information – Molly

Dumpsters

Add gates at 313 Pizza

Decorate a dumpster

Next Meeting Design Committee August 21st - 3pm

MDA Advocacy Committee

17July 2023

From June Meeting, County Commissioner Downtown Snapshot for _____ County

Purpose:

1. *Downtown Management = Economic Development AND this work is never done*
2. *Return on Investment for the county (This is a county money "loss" to DDA's v. dollars invested in downtown)*

Contents of report:

1. *Jobs – creation and retention*
2. *# businesses by type: manufacturing, service, dining, retail, other shown on chart*

3. *Housing units*
4. *Estimated # of visitors (from outside of county if possible)*
5. *Current contracts (support of local businesses)*
6. *Current projects (in process, just finished, upcoming)*
 - Small Business Support*
 - Community Support*
 - Downtown Specific*
7. *Grants received because of DDA's*
8. *Downtown Reinvestment – value added that municipality unlikely to expend funds for. Such as flowers, holiday lights, etc.*

Revised Facts to collect

Number of dwelling units

Number of Jobs this downtown area provides

Total number of businesses

Businesses by type

Visitors of DDA Sponsored events

Contracts – showing support of Michigan with \$ (\$ goes back into Michigan based businesses based upon these contracts)

Five year span for Grants and for projects

Current project photo from the DDA

Next meeting August 21, 2023 at 2pm

VLO Mgr Meeting

17Jul23

VLO/DDA and Bond Team followed the law and were transparent. Citizens were given time to complete and correct their petition, but did not complete on time nor did they fix the stated problems with their petition.

Village Manager does what has been directed by resolution.

For next year – DPW expresses concern that the cost of work v. what we pay them is not equal. Village Manager would like to fix that for 2024-25 fiscal year.

Downtown Walking Mtg planned for August 3 at 10am

MDA Prof Development

18Jul23

MiPDM for 2024 open in September. Cohorts will be introduced and graduates honored at Annual Conference, November in Birmingham MI

Capstones due September 1st.

Work/life Webinar

18Jul23

Flexibility is the new work/life currency

Recognize different work styles in relation to family time: Integrators (work and family at the same time), seaparators (work during work hours, family after hours), Work Fist, Family First, role varies by day

Managers play a pivotal role in employee well-being. Nearly all employees (94%) feel their manager should have at least some responsibility for their well-being, and 96% of managers agree. However, a relatively low percentage of managers' report that they support their staff in the following ways:

- 54% check in with employees about how they're doing.
- 48% ensure that people's workloads are reasonable.
- 47% make sure employees take breaks during the day.
- 38% encourage employees to use company well-being benefits.
- 37% make sure employees use their paid time-off/take time off.
- 35% are open about their own well-being with their staff.
- 30% model healthy behaviors.
- 26% lead team well-being activities or challenges.

Leader-Employee Perception Gap Survey

INSTRUCTIONS: Review each behavior statement and rate the extent to which you agree it describes your leader.

- 1** = Strongly Disagree
- 2** = Disagree
- 3** = Neutral
- 4** = Agree
- 5** = Strongly Agree

RATING

☐

My leader makes me feel comfortable talking to him/her about my conflicts between work and personal responsibilities.

☐

My leader works effectively with me to creatively solve problems between my work and personal responsibilities.

☐

My leader organizes work in our department or group to jointly benefit the employees and the organization.

☐

My leader sets a good example for employees of how to juggle work and personal responsibilities.

Worklifealigned.com – virtual training

Lauren@Dionleadership.com

Resources: dionleadership.com/offer-for-mi-work-attendees/

Here Lies Lake Orion Cemetery Tours

19Jul23

October 7-8, 45 minute history walking tours at 5pm, 6pm, 7pm, 8pm for up to 40pp each tour

Family friendly walking tour featuring former Lake Orion residents and their impact.

Volunteer needs:

- 2 Check in Table and tent, verify Reservations for timeslot
- 2 Parking Directors
- 2 Tour Guides – helping people set up for tour, guiding finished tours back to parking lot
- Set up
 - Set out directional signage from parking lot
 - Set up check in table
 - setting and igniting lighting along tour path,
 - setting up displays at each featured site
- Takedown
 - Re gather all lighting, displays, signs, and check in area

Ticket Sales: Eventbrite. \$12 Adults, \$10 with adult children ages 10-15, Free with adult children 10 and under

Equipment and displays:

- Cut out of photos – staked at sites, with battery operated uplights
- Uplight other major features
- Fog machine at entrance
- Map
- Brochure

Organization Committee

19Jul23

Create fact sheets that include links to original sources

Create graphics to explain each fact for use in social media



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.

DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: 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
- Ending Fund Balance

Recommended Motion: Receive and file the financial reports for June 2023

07/31/2023 04:10 PM

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Page: 1/6

User: stouts

PERIOD ENDING 07/31/2023

DB: Village Of Lake

% Fiscal Year Completed: 8.47

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

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		ORIGINAL BUDGET	AMENDED BUDGET	07/31/2023	MONTH 07/31/23	BALANCE
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
Dept 000 - REVENUE						
248-000-402-000	Current Real Property Taxes	903,236.00	903,236.00	0.00	0.00	903,236.00
248-000-402-100	Property Tax - Twp DDA Capture	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	0.00	0.00	0.00	0.00	0.00
248-000-441-000	Local Community Stabilization Share Tax	10,000.00	10,000.00	0.00	0.00	10,000.00
248-000-445-000	Penalties & Interest on Taxes	2,000.00	2,000.00	0.00	0.00	2,000.00
248-000-539-000	State Grants	109,028.00	109,028.00	2,000.00	2,000.00	107,028.00
248-000-582-000	Intergovernment - Police	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	2,500.00	2,500.00	0.00	0.00	2,500.00
248-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	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	0.00	0.00	0.00	0.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	102,400.00	102,400.00	0.00	0.00	102,400.00
248-000-685-100	Transportaion Sponsorship	28,000.00	28,000.00	6,101.00	6,101.00	21,899.00
248-000-686-000	Downtown Events	20,000.00	20,000.00	0.00	0.00	20,000.00
248-000-686-002	Flower Fair Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	OktoberFest Revenue	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	0.00	0.00	0.00	0.00
248-000-687-000	Merchandise Sales	10,000.00	10,000.00	0.00	0.00	10,000.00
248-000-688-000	Gift Certificate Sales	5,000.00	5,000.00	0.00	0.00	5,000.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
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		1,192,164.00	1,192,164.00	8,101.00	8,101.00	1,184,063.00
TOTAL REVENUES		1,192,164.00	1,192,164.00	8,101.00	8,101.00	1,184,063.00
Expenditures						
Dept 260 - GENERAL ACTIVITIES						
248-260-701-000	Wages	60,248.00	60,248.00	4,552.80	4,552.80	55,695.20
248-260-701-019	COVID 19 PAYROLL	0.00	0.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordinator	33,280.00	33,280.00	3,651.50	3,651.50	29,628.50
248-260-706-000	Wages - Event Coordinator	33,280.00	33,280.00	260.00	260.00	33,020.00
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	0.00	0.00	1,422.00	1,422.00	(1,422.00)
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	9,688.00	9,688.00	748.65	748.65	8,939.35
248-260-716-000	Health Insurance- Medical	7,200.00	7,200.00	1,035.64	1,035.64	6,164.36
248-260-717-000	Life & Disability Insurance	1,200.00	1,200.00	163.20	163.20	1,036.80
248-260-718-000	Dental Insurance	700.00	700.00	85.70	85.70	614.30
248-260-719-000	Pension	5,120.00	5,120.00	455.28	455.28	4,664.72

Attachment: dda r&e july 23 (6170 : Financial Reports)

07/31/2023 04:10 PM

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Page: 2/6

User: stouts

PERIOD ENDING 07/31/2023

DB: Village Of Lake

% Fiscal Year Completed: 8.47

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GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		ORIGINAL BUDGET	AMENDED BUDGET	07/31/2023	MONTH 07/31/23	BALANCE
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00
248-260-721-000	Vision Care	130.00	130.00	17.90	17.90	112.10
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	0.00	0.00	0.00	0.00	0.00
248-260-801-002	Contr Services - Police Admin Fee	62,400.00	62,400.00	0.00	0.00	62,400.00
248-260-801-003	Contract Services - DPW Admin Fee	31,200.00	31,200.00	0.00	0.00	31,200.00
248-260-801-004	Contract Services - GF Admin Fee	72,800.00	72,800.00	0.00	0.00	72,800.00
248-260-801-005	Contractual Services- Township	0.00	0.00	0.00	0.00	0.00
248-260-801-012	Contractual Services-Parking Code Enforc	21,840.00	21,840.00	0.00	0.00	21,840.00
248-260-801-022	Cont Service-Police Crowd Control	20,800.00	20,800.00	0.00	0.00	20,800.00
248-260-801-023	Contract Services-DPW event support	10,400.00	10,400.00	0.00	0.00	10,400.00
248-260-801-033	Contract Services-DPW snow removal	15,600.00	15,600.00	0.00	0.00	15,600.00
248-260-805-000	Audit Fees	2,000.00	2,000.00	0.00	0.00	2,000.00
248-260-810-000	Legal Services	5,000.00	5,000.00	0.00	0.00	5,000.00
248-260-823-000	Website/Software	6,000.00	6,000.00	0.00	0.00	6,000.00
248-260-823-001	Municipal Software	5,000.00	5,000.00	0.00	0.00	5,000.00
248-260-829-000	Planner Services	5,000.00	5,000.00	0.00	0.00	5,000.00
248-260-851-000	Telephone	3,000.00	3,000.00	289.15	289.15	2,710.85
248-260-900-000	Printing and Publication	100.00	100.00	0.00	0.00	100.00
248-260-920-000	Utilities	3,500.00	3,500.00	0.00	0.00	3,500.00
248-260-921-000	Municipal Street Lighting	6,500.00	6,500.00	0.00	0.00	6,500.00
248-260-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	0.00	0.00	0.00	0.00	0.00
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	3,000.00	3,000.00	9,000.00
248-260-942-000	Office Expenses	4,000.00	4,000.00	0.00	0.00	4,000.00
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	100.00	0.00	0.00	100.00
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	1,500.00	90.00	90.00	1,410.00
248-260-957-000	Education & Training	4,500.00	4,500.00	0.00	0.00	4,500.00
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	500.00	0.00	0.00	500.00
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	102,500.00	102,500.00	0.00	0.00	102,500.00
248-260-974-000	Capital Outlay - Equipment	1,500.00	1,500.00	33.11	33.11	1,466.89
Total Dept 260 - GENERAL ACTIVITIES		548,586.00	548,586.00	15,804.93	15,804.93	532,781.07
Dept 725 - ORGANIZATION						
248-725-822-000	Newsletter	1,800.00	1,800.00	0.00	0.00	1,800.00
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	5,000.00	25.00	25.00	4,975.00
248-725-826-000	Historic Celebration/Education	500.00	500.00	0.00	0.00	500.00
248-725-827-000	Awareness Program	1,200.00	1,200.00	0.00	0.00	1,200.00
248-725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00

Attachment: dda r&e july 23 (6170 : Financial Reports)

07/31/2023 04:10 PM

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Page: 3/6

User: stouts

PERIOD ENDING 07/31/2023

DB: Village Of Lake

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GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/23	AVAILABLE BALANCE
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-725-864-000	Grant & Scholarship Distriubution	0.00	0.00	0.00	0.00	0.00
248-725-881-000	Merchandise to Sell	500.00	500.00	0.00	0.00	500.00
Total Dept 725 - ORGANIZATION		9,000.00	9,000.00	25.00	25.00	8,975.00
Dept 726 - DESIGN						
248-726-745-000	Beautification Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00
248-726-746-000	Hanging Baskets	3,500.00	3,500.00	0.00	0.00	3,500.00
248-726-801-000	Contractual Services	3,000.00	3,000.00	0.00	0.00	3,000.00
248-726-843-000	Facade Program	10,000.00	10,000.00	0.00	0.00	10,000.00
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	6,000.00	6,000.00	0.00	0.00	6,000.00
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	24,500.00	0.00	0.00	24,500.00
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	34,500.00	(2,000.00)	(2,000.00)	36,500.00
248-728-860-000	Trolley Expense	28,000.00	28,000.00	0.00	0.00	28,000.00
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 Distriubution	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	1,000.00	0.00	0.00	1,000.00
248-728-888-000	Brand Marketing	20,000.00	20,000.00	799.30	799.30	19,200.70
248-728-888-001	Contractual Services Brand Marketing	29,700.00	29,700.00	2,045.00	2,045.00	27,655.00
Total Dept 728 - ECONOMIC DEVELOPMENT		113,200.00	113,200.00	844.30	844.30	112,355.70
Dept 729 - PROMOTION						
248-729-880-000	Event Promotion	1,000.00	1,000.00	0.00	0.00	1,000.00
248-729-880-001	Event Promo - Gazebo Series	10,000.00	10,000.00	0.00	0.00	10,000.00
248-729-880-004	Event Promo - Halloween Parade	2,500.00	2,500.00	0.00	0.00	2,500.00
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	9,000.00	9,000.00	0.00	0.00	9,000.00
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	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	10,000.00	10,000.00	0.00	0.00	10,000.00
248-729-880-013	SD Nights- Stronger Together Winter	1,000.00	1,000.00	0.00	0.00	1,000.00
248-729-880-014	Octoberfest	0.00	0.00	0.00	0.00	0.00

Attachment: dda r&e july 23 (6170 : Financial Reports)

07/31/2023 04:10 PM

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Page: 4/6

User: stouts

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GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/23	AVAILABLE BALANCE
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-729-880-015	Winter Activities	10,200.00	10,200.00	0.00	0.00	10,200.00
248-729-880-016	Athletic Events-other	0.00	0.00	0.00	0.00	0.00
248-729-880-017	Movie Night	1,700.00	1,700.00	0.00	0.00	1,700.00
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	3,500.00	3,500.00	0.00	0.00	3,500.00
248-729-885-000	Port-A-Johns	1,800.00	1,800.00	0.00	0.00	1,800.00
248-729-895-000	Event Promo-Comm. Sponsorships	1,000.00	1,000.00	0.00	0.00	1,000.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		51,700.00	51,700.00	0.00	0.00	51,700.00
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	4,000.00	0.00	0.00	4,000.00
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	0.00	0.00	0.00	0.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	381,250.00	381,250.00	0.00	0.00	381,250.00
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	23,969.00	0.00	0.00	23,969.00
248-730-975-003	DDA Capital Outlay	5,000.00	5,000.00	0.00	0.00	5,000.00
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	30,000.00	0.00	0.00	30,000.00
248-730-975-011	Capital Outlay - Trail Extensi	10,000.00	10,000.00	0.00	0.00	10,000.00
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		454,219.00	454,219.00	0.00	0.00	454,219.00
TOTAL EXPENDITURES		1,201,205.00	1,201,205.00	16,674.23	16,674.23	1,184,530.77
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,192,164.00	1,192,164.00	8,101.00	8,101.00	1,184,063.00
TOTAL EXPENDITURES		1,201,205.00	1,201,205.00	16,674.23	16,674.23	1,184,530.77
NET OF REVENUES & EXPENDITURES		(9,041.00)	(9,041.00)	(8,573.23)	(8,573.23)	(467.77)
BEG. FUND BALANCE		638,446.44	638,446.44	638,446.44		
NET OF REVENUES/EXPENDITURES - 2022-23				(126,769.48)		(126,769.48)
END FUND BALANCE		629,405.44	629,405.44	503,103.73		

Attachment: dda r&e july 23 (6170 : Financial Reports)

07/31/2023 04:10 PM
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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Page: 5/6

PERIOD ENDING 07/31/2023

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		2023-24			ACTIVITY FOR	
GL NUMBER	DESCRIPTION	ORIGINAL	2023-24	YTD BALANCE	MONTH	AVAILABLE
		BUDGET	AMENDED BUDGET	07/31/2023	07/31/23	BALANCE
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 Taxable Bond Projec	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	0.00	0.00	0.00	0.00	0.00
301-000-699-301	TRF in from DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 905 - Downtown Dev Bond 2023						
301-905-301-000	Bond Issuance Expenses	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	0.00	1,000.00	500.00	500.00	500.00
301-905-731-001	2023 Tax exempt Bond Issuance Expense	0.00	1,000.00	500.00	500.00	500.00
301-905-992-003	2023 DDA bonds Taxable	0.00	0.00	0.00	0.00	0.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT	0.00	0.00	0.00	0.00	0.00
301-905-993-001	2023 DDA bond taxable interest	0.00	62,000.00	0.00	0.00	62,000.00
301-905-993-002	2023 DDA tax exempt bond interest	0.00	106,000.00	0.00	0.00	106,000.00
Total Dept 905 - Downtown Dev Bond 2023		0.00	170,000.00	1,000.00	1,000.00	169,000.00
TOTAL EXPENDITURES		0.00	170,000.00	1,000.00	1,000.00	169,000.00
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	170,000.00	1,000.00	1,000.00	169,000.00
NET OF REVENUES & EXPENDITURES		0.00	(170,000.00)	(1,000.00)	(1,000.00)	(169,000.00)
BEG. FUND BALANCE						
NET OF REVENUES/EXPENDITURES - 2022-23				4,944,949.68		4,944,949.68
END FUND BALANCE						

Attachment: dda r&e july 23 (6170 : Financial Reports)

07/31/2023 04:10 PM

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Page: 6/6

User: stouts

PERIOD ENDING 07/31/2023

DB: Village Of Lake

% Fiscal Year Completed: 8.47

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

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/23	AVAILABLE BALANCE
Fund 404 - DDA PROPERTY ACQUISITION						
Revenues						
Dept 000 - REVENUE						
404-000-664-000	Interest Earnings	150.00	150.00	0.00	0.00	150.00
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	483,750.00	483,750.00	0.00	0.00	483,750.00
Total Dept 000 - REVENUE		483,900.00	483,900.00	0.00	0.00	483,900.00
TOTAL REVENUES		483,900.00	483,900.00	0.00	0.00	483,900.00
Expenditures						
Dept 901 - 905						
404-901-901-000	Debt Service- Parking Deck	381,250.00	381,250.00	0.00	0.00	381,250.00
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	100,000.00	100,000.00	0.00	0.00	100,000.00
404-901-995-000	Bond Interest	2,500.00	2,500.00	0.00	0.00	2,500.00
Total Dept 901 - 905		483,750.00	483,750.00	0.00	0.00	483,750.00
TOTAL EXPENDITURES		483,750.00	483,750.00	0.00	0.00	483,750.00
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		483,900.00	483,900.00	0.00	0.00	483,900.00
TOTAL EXPENDITURES		483,750.00	483,750.00	0.00	0.00	483,750.00
NET OF REVENUES & EXPENDITURES		150.00	150.00	0.00	0.00	150.00
BEG. FUND BALANCE		222,473.45	222,473.45	222,473.45		
NET OF REVENUES/EXPENDITURES - 2022-23				104,367.25		104,367.25
END FUND BALANCE		222,623.45	222,623.45	326,840.70		
TOTAL REVENUES - ALL FUNDS		1,676,064.00	1,676,064.00	8,101.00	8,101.00	1,667,963.00
TOTAL EXPENDITURES - ALL FUNDS		1,684,955.00	1,854,955.00	17,674.23	17,674.23	1,837,280.77
NET OF REVENUES & EXPENDITURES		(8,891.00)	(178,891.00)	(9,573.23)	(9,573.23)	(169,317.77)
BEG. FUND BALANCE - ALL FUNDS		860,919.89	860,919.89	860,919.89		
END FUND BALANCE - ALL FUNDS		852,028.89	852,028.89	829,944.43		

Attachment: dda r&e july 23 (6170 : Financial Reports)

07/31/2023

COMPARATIVE BALANCE SHEET FOR VILLAGE OF LAKE ORION

GL Number	Description	PERIOD ENDED 07/31/2022	PERIOD ENDED 07/31/2023
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
248-000-001-000	Cash	0.00	450.00
248-000-002-000	Cash Savings	96,356.14	104,737.74
248-000-007-000	Payroll-checking	0.00	(100.00)
248-000-010-000	Investment/LGIP County Inv	450,210.38	399,886.25
248-000-011-000	Cash - Payroll Savings	0.00	(1,470.26)
	Total Assets	546,566.52	503,503.73
*** Liabilities ***			
248-000-202-000	Accounts Payable	2,976.11	0.00
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
	Total Liabilities	3,376.11	400.00
*** Fund Balance ***			
248-000-390-000	Fund Balance - Unassigned	638,446.44	638,446.44
	Total Fund Balance	638,446.44	638,446.44
	Fund Balance Budgeted and Reserved		
	Current Budget Appropriation of Fund Balance		46,955.00
	Reserve for Operating Budget (20% Min.)		170,000.00
	Reserve for Future Parking Expansion		27,000.00
	Subtotal Reserved & Budgeted Fund Balance		243,955.00
	Fund Balance-Undesignated		238,717.00
	Beginning Fund Balance	638,446.44	638,446.44
	Net of Revenues VS Expenditures - 22-23		(126,769.48)
	*22-23 End FB/23-24 Beg FB	511,676.96	
	Net of Revenues VS Expenditures - Current Year	(95,256.03)	(8,573.23)
	Ending Fund Balance	543,190.41	503,103.73
	Total Liabilities And Fund Balance	546,566.52	503,503.73

* Year Not Closed

Attachment: Balance sheet July 2023 (6170 : Financial Reports)

Fund 301 - DOWNTOWN DEV BOND PROJECT 2023

*** Assets ***

301-000-002-000	CASH	0.00	4,943,949.68
	Total Assets	0.00	4,943,949.68

*** Liabilities ***

Total Liabilities	0.00	0.00
Beginning Fund Balance	0.00	0.00
Net of Revenues VS Expenditures - 22-23		4,944,949.68
*22-23 End FB/23-24 Beg FB	0.00	
Net of Revenues VS Expenditures - Current Year	0.00	(1,000.00)
Ending Fund Balance	0.00	0.00
Total Liabilities And Fund Balance	0.00	4,943,949.68

* Year Not Closed

Attachment: Balance sheet July 2023 (6170 : Financial Reports)

Fund 404 - DDA PROPERTY ACQUISITION

*** Assets ***

404-000-002-000	Cash-Savings-DDA Property Acq.	222,487.71	326,840.70
	Total Assets	222,487.71	326,840.70

*** Liabilities ***

Total Liabilities	0.00	0.00
-------------------	------	------

*** Fund Balance ***

404-000-390-000	Fund Balance - Unassigned	222,473.45	222,473.45
	Total Fund Balance	222,473.45	222,473.45
	Beginning Fund Balance	222,473.45	222,473.45
	Net of Revenues VS Expenditures - 22-23		104,367.25
	*22-23 End FB/23-24 Beg FB	326,840.70	
	Net of Revenues VS Expenditures - Current Year	14.26	0.00
	Ending Fund Balance	222,487.71	326,840.70
	Total Liabilities And Fund Balance	222,487.71	326,840.70

* Year Not Closed

Attachment: Balance sheet July 2023 (6170 : Financial Reports)



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.

DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: DDA 2023-2024 Budget

Attached:

23-24 Budget with amendments

Amendment list

Recommended Motion: Review and File

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
ESTIMATED REVENUES					
Dept 000 - REVENUE					
248-000-402-000	Property Tax - Current Real	903,236	903,236	903,236	
248-000-402-100	Property Tax - Twp DDA Capture				
248-000-405-000	Property Tax - Personal				
248-000-412-000	Property Tax - DPPT P/Y & C/Y				
248-000-441-000	Local Community Stabilization Share T	10,000	10,000	10,000	
248-000-445-000	Penalties & Interest on Taxes	2,000	2,000	2,000	
248-000-539-000	State Grants	109,028	109,028	109,028	
248-000-582-000	Intergovernment - Police				
248-000-664-000	Interest Earned	2,500	2,500	2,500	
248-000-671-999	Appropriation from Fund Balanc			41,459	
248-000-673-000	Sale Of Fixed Assets				
248-000-681-000	Reimburse - Insurance Claims				
248-000-683-000	Reimbursements-Other				
248-000-685-000	Sponsorships	102,400	102,400	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	28,000	28,000	28,000	100% sponsorship for Trolley
248-000-686-000	Downtown Events	20,000	20,000	20,000	fundraising beyond event budget
248-000-686-002	Flower Fair Revenue				
248-000-686-003	New Year Resolution Run Revenue				
248-000-686-004	OktoberFest Revenue				Oktoberfest on hold
248-000-686-005	Babes On Broadway				
248-000-686-006	Electrical Vehicles				
248-000-687-000	Merchandise Sales	10,000	10,000	10,000	
248-000-688-000	Gift Certificate Sales	5,000	5,000	5,000	

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
248-000-694-000	Miscellaneous				
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTES				
Totals for dept 000 - REVENUE		1,192,164	1,192,164	1,233,623	
TOTAL ESTIMATED REVENUES		1,192,164	1,192,164	1,233,623	

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
APPROPRIATIONS					
Dept 260 - GENERAL ACTIVITIES					
248-260-701-000	Wages	60,248	60,248	60,248	full time director salary
248-260-704-000	Wages - Administrative Coordinator	33,280	33,280	33,280	\$22/hour, up to 32 hours weekly
248-260-706-000	Wages - Event Coordinator	33,280	33,280	33,280	\$22/hour, up to 32 hours weekly
248-260-707-000	Wages - Grounds Coordinator	0	0	5,000	May - August, \$18/hr 20 hours weekly
	OVERTIME				
248-260-715-000	Social Security	9,688	9,688	9,688	full time director benefits
248-260-716-000	Health Insurance- Medical	7,200	7,200	7,200	full time director benefits
248-260-717-000	Life & Disability Insurance	1,200	1,200	1,200	full time director benefits
248-260-718-000	Dental Insurance	700	700	700	full time director benefits
248-260-719-000	Pension	5,120	5,120	5,120	full time director benefits
248-260-721-000	Vision Care	130	130	130	full time director benefits
248-260-722-000	Worker's Comp. Insurance				
248-260-801-000	Contractual Services - general				
248-260-801-002	Contr Services-Police Dtn Law Enforce	60,000	62,400	60,000	Change to original approval
248-260-801-003	Contract Services-DPW maintenance	30,000	31,200	30,000	Change to original approval
248-260-801-004	Contractual Services - administrative	70,000	72,800	70,000	Change to original approval
248-260-801-005	Contractual Services - Township			2,700	Change to reflect costs
248-260-801-012	Contr Services-Police Dtn parking & C	21,000	21,840	21,000	Change to original approval
248-260-801-022	Contr Services-Police Crowd Control	20,000	20,800	20,000	Change to original approval
248-260-801-023	Contract Services-DPW event support	10,000	10,400	10,000	Change to original approval
248-260-801-033	Contract Services-DPW snow removal	15,000	15,600	15,000	Change to original approval
248-260-805-000	Audit Fees	2,000	2,000	2,000	Shared cost with VLO
248-260-810-000	Legal Services	5,000	5,000	5,340	Mr. Davis, legal counsel
248-260-823-000	Website/Software	6,000	6,000	6,000	downtownlakeorion.org
248-260-823-001	Municipal Software	5,000	5,000	5,000	VLO
248-260-829-000	Planner Services	5,000	5,000	5,000	

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
248-260-851-000	Telephone	3,000	3,000	3,500	To reflect increase in cost
248-260-900-000	Printing and Publication	100	100	100	
248-260-920-000	Utilities	3,500	3,500	4,000	To reflect increase in cost
248-260-921-000	Municipal Street Lighting	6,500	6,500	6,500	
248-260-930-000	Repair and Maintenance	0	0	0	
248-260-930-002	Building Maintenance	0	0	0	
248-260-940-000	Equipment Rental	0	0	0	
248-260-941-000	Office Rent	12,000	12,000	12,000	
248-260-942-000	Office Expenses	4,000	4,000	4,000	
248-260-946-000	Credit Card Fees	100	100	100	
248-260-956-000	Dues & Miscellaneous	1,500	1,500	1,500	
248-260-957-000	Education & Training	4,500	4,500	4,500	
248-260-958-000	General Activities Misc	0	0	0	
248-260-961-000	Tax Tribunal Refunds				
248-260-962-000	Mileage	500	500	500	
248-260-965-101	Transfer Out - General Fund				
248-260-965-401	Transfer to Capital Imp Fund				
248-260-965-404	Transfer Out - DDA Property Acq Fund	102,500	102,500	157,500	2020 Parking Debt Service transfers to 404-000-699-248, Change to payoff total VLO Debt per DDA Board May 2023
248-260-974-000	Capital Outlay - Equipment	1,500	1,500	1,500	computer equipment upgrades
Totals for dept 260 - GENERAL ACTIVITIES		539,546	548,586	603,586	(55,000)
					Appropriation from fund balance for approval on 15Aug23

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
Dept 725 - ORGANIZATION					
248-725-822-000	Newsletter	1,800	1,800	1,800	snapretail, flowcode,
248-725-824-000	Volunteer Recognition & Dvp.	0	0	0	
248-725-825-000	Gift Certificate Redemption	5,000	5,000	5,000	
248-725-826-000	Historic Celebration/Education	500	500	500	
248-725-827-000	Awareness Program	1,200	1,200	1,200	
248-725-864-000	Grant & Scholarship Distriubution	0	0	0	
248-725-881-000	Merchandise to Sell	500	500	500	Shop OC Main Streets E-commerce merch
Totals for dept 725 - ORGANIZATION		9,000	9,000	9,000	
Dept 726 - DESIGN					
248-726-745-000	Beautification Supplies	2,000	2,000	1,500	
248-726-746-000	Hanging Baskets	3,500	3,500	3,400	
248-726-801-000	Contractual Services	3,000	3,000	5,200	Change to reflect higher costs
248-726-843-000	Facade Program	10,000	10,000	7,800	
248-726-845-000	Public Art Program	0	0	0	
248-726-883-000	Banners and Holiday Lighting	6,000	6,000	6,600	to reflect higher actual costs
248-726-975-001	Capital Outlay - Beautification				
248-726-975-002	Capital Outlay - Streets	0	0	0	
Totals for dept 726 - DESIGN		24,500	24,500	24,500	

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
Dept 728 - ECONOMIC DEVELOPMENT					
248-728-801-000	Contractual Services	34,500	34,500	34,500	
248-728-802-000	Trolley Expense	28,000	28,000	28,000	
248-728-861-000	Survey Expense	0	0	0	
248-728-862-000	Training Materials	0	0	0	
248-728-864-000	Grant & Scholarship Distriubution				
248-728-886-000	Marketing Materials	0	0	0	
248-728-886-001	Blight Reduction	0	0	0	
248-728-886-002	Social District	1,000	1,000	1,000	
248-728-888-000	Brand Marketing	20,000	20,000	20,000	
248-728-888-001	Contractual Services Brand Marketing	29,700	29,700	29,700	
Totals for dept 728 - ECONOMIC DEVELOPMENT		113,200	113,200	113,200	

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
Dept 729 - PROMOTION					
248-729-880-000	Event Promotion	1,000	1,000	500	
248-729-880-001	Event Promo - Gazebo Series	10,000	10,000	10,000	
248-729-880-004	Event Promo - Halloween Parade	2,500	2,500	2,500	
+	Event Promo - Hmtwn/Holiday Vill	9,000	9,000	8,500	
248-729-880-006	Event Promo - New Years Res. Run	0	0	0	
248-729-880-007	Event Promo - Flower Fair	0	0	0	
248-729-880-008	Event Promo-Photo Contest	0	0	0	
248-729-880-009	Event Promo-Lake Orion Love Shop to	0	0	0	
248-729-880-010	Babes On Broadway				
248-729-880-011	Restaurant week	0	0	0	
248-729-880-012	Sing & Stroll Tree Lighting	10,000	10,000	12,000	To reflect actual costs
248-729-880-013	Stronger together Winter	1,000	1,000	600	
**248-729-880-014	Octoberfest				
**248-729-880-015	Winter Activities	10,200	10,200	10,200	IceFest
248-729-880-016	Athletic Events - other	0	0	0	
248-729-880-017	Movie Night	1,700	1,700	1,700	
248-729-880-100	Stronger Together -smr and fall	3,500	3,500	3,500	OktoberFest Trolley Crawl
248-729-885-000	Port-A-Johns	1,800	1,800	2,200	Change to reflect higher costs
248-729-895-000	Event Promo-Comm. Sponsorships	1,000	1,000	0	
Totals for dept 729 - PROMOTION		51,700	51,700	51,700	

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
Dept 730 - CAPITAL PROJECTS					
248-730-253-885	Knox Box Grant Program				
248-730-885-100	Knox Box Grant Program	4,000	4,000	4,000	
248-730-931-000	Repair & Maintenance-Equipment				
248-730-965-101	Transfer Out - General Fund				
248-730-965-301	Interfund TRF 2023 DDA Bond Project			422,709	Change to reflect actual cost of bond pmt. Transfers to 301-000-699-301
248-730-965-404	Transfer Out - DDA Prop Acq Fund	381,250	381,250		
248-730-965-592	Transfers To Water/Sewer Fund				
248-730-975-000	Capital Outlay	0	23,969	23,969	for Village use within district (TIF Rev minus \$871,278.75)*.75
248-730-975-003	DDA Capital Outlay	5,000	5,000	5,000	
248-730-975-005	DDA Capital Outlay - Wayfinding/Lighting	0	0	0	
248-730-975-006	DDA Capital Outlay - Parking	0	0	0	
248-730-975-009	Capital Outlay - Dumpsters	30,000	30,000	30,000	
248-730-975-011	Capital Outlay - Trail Extensi	10,000	10,000	10,000	
248-730-975-015	Capital Outlay - Outdoor Sound				
248-730-975-020	Capital Outlay Parks & rec				
248-730-992-000	Bond Principal				
248-730-995-000	Bond Interest				
Unassigned GL#	Dedicated infrastructure revenue	23,969			
Totals for dept 730 - CAPITAL PROJECTS		454,219	454,219	495,678	(41,459)
					matches 248-000-671-999
TOTAL APPROPRIATIONS		1,192,165	1,201,205	1,297,664	
NET OF REVENUES/APPROPRIATIONS - FUND 248		(1)	(9,041)	(64,041)	
BEGINNING FUND BALANCE		537,585	638,446	638,446	
FUND BALANCE ADJUSTMENTS					

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		DDA Board approved	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	80/20 bond			
ENDING FUND BALANCE		537,585	629,405	574,405	

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023					
Revenues					
Dept 000 - REVENUE					
301-000-300-001	2023 Downtown Dev Tax Exempt		-	-	
301-000-300-002	2023 Downtown Dev Taxable Bond		-	-	
301-000-664-000	Interest Earnings		-	-	
301-000-699-301	TRF in from DDA		-	-	Transfer from 248-730-965-301
Total Dept 000 -	Revenue		-	-	
TOTAL REVENUES				0	
Expenditures					
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	
301-905-992-004	2023 DDA BONDS TAX EXEMPT		-	180,000	
301-905-993-001	2023 DDA bond taxable interest		-	62,000	
301-905-993-002	2023 DDA tax exempt bond interest		-		
				106,000	
Total Dept 905 - Downtown Dev Bond 2023			-	425,000	
TOTAL EXPENDITURES			-	425,000	
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:					
TOTAL REVENUES				0	
NET OF REVENUES & EXPENDITURES				(425,000)	
BEG. FUND BALANCE				0	
END FUND BALANCE				4,519,950	

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
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	150	150	150	
404-000-699-248	Interfund Transfer In - DDA	483,750	483,750	483,750	transfer from 248-260-965-404
Totals for dept 000 - REVENUE		483,900	483,900	483,900	
TOTAL ESTIMATED REVENUES		483,900	483,900	483,900	
APPROPRIATIONS					
Dept 901 - CAPITAL OUTLAY					
248-901-971-000	Capital Outlay - Building				
404-901-901-000	Debt Service - Parking Deck	381,250	381,250	168,750	
404-901-992-000	Bond Principal	100,000	100,000	300,000	Debt Service - Road improvements
404-901-995-000	Bond Interest	2,500	2,500	15,000	Interest - Road Improvements
Totals for dept 901 - CAPITAL OUTLAY		483,750	483,750	483,750	
TOTAL APPROPRIATIONS		483,750	483,750	483,750	
NET OF REVENUES/APPROPRIATIONS - FUND 404		150	150	150	
BEGINNING FUND BALANCE		231,130	222,473	222,473	
ENDING FUND BALANCE		231,280	222,623	222,623	

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

DDA Budget	2023-2024	2023-24	2023-24	2023-24	
		<i>DDA Board approved</i>	VLO Approved	Amended budget	Notes
GL NUMBER	DESCRIPTION	<i>80/20 bond</i>			
ALL FUNDS - 248, 301 AND 404					
ESTIMATED REVENUES - ALL FUNDS		1,676,064	1,676,064	1,717,523	
APPROPRIATIONS - ALL FUNDS		1,675,915	1,684,955	2,206,414	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		149	(8,891)	(488,891)	
BEGINNING FUND BALANCE - ALL FUNDS		768,715	860,920	860,920	
FUND BALANCE ADJUSTMENTS - ALL FUNDS		0	0	4,944,950	Fund 301 - Bond issuance 6/29/23
ENDING FUND BALANCE - ALL FUNDS		768,864	852,029	5,316,979	

Attachment: DDA Budget 23-24 amended 15Aug23 (6201 : DDA 2023-2024 Budget)

Dept 260 - General Activities board approval requested

DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
15-Aug-23	248-260-707-000	Wages - Grounds Coordinator	0	0	1937		5000	5000	To reflect actual costs
	248-260-801-002	Contr Services-Police Dtn Law Enforcement	62400	62400	0		-2400	60000	To reflect original DDA approval
	248-260-801-003	Contract Services-DPW maintenance	31200	31200	0		-1200	30000	To reflect original DDA approval
	248-260-801-004	Contractual Services - administrative	72800	72800	0		-2800	70000	To reflect original DDA approval
	248-260-801-005	Contractual Services - Township	0	0	0		2700	2700	to reflect actual costs
	248-260-801-012	Contr Services-Police Dtn parking & Code enforcement	21840	21840	0		-840	21000	To reflect original DDA approval
	248-260-801-022	Contr Services-Police Crowd Control	20800	20800	0		-800	20000	To reflect original DDA approval
	248-260-801-023	Contract Services-DPW event support	10400	10400	0		-400	10000	To reflect original DDA approval
	248-260-801-033	Contract Services-DPW snow removal	15600	15600	0		-600	15000	To reflect original DDA approval
	248-260-851-000	Telephone	3000	3000	289.15		500	3500	to reflect increase in costs
	248-260-920-000	Utilities	3500	3500	0		500	4000	to reflect increase in costs
	248-260-810-000	Legal Service	5000	5000	0		340	5340	to reflect increase in costs
		Net total Change					0		

248 Fund 2020 Parking debt Board approval required

DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
8/15/2023									
248 Fund									
	248-260-965-404	Transfer Out - DDA Property							Pay off of 2020 Parking debt
	(genl act dept)	Acq Fund	102,500	102,500	-		55,000	157,500	service to VLO
									from fund balance per 4/18/23
	248-000-671-999	Appropriation from Fund Balance	-	41,459		55,000		96,459	DDA Board approval

Attachment: DDA budget amendments 23-24 made august 2023 (6201 : DDA 2023-2024 Budget)

301 fund - 2023 DDA Bond Proje Board approval Required

DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
8/15/2023									
	301-905-992-003	2023 DDA Bonds Taxable	-	-			75,000	75,000	series b taxable principal pmt
	301-905-992-004	2023 DDA bonds Tax Exempt	-	-			180,000	180,000	Series A Tax Exempt principal pmt
		appropriation from fund							
ADD GL#	301-000-671-999	balance - 2023 bond project	-	-		255,000		255,000	to cover principal payments

301 Fund Property Acquisition Board Approval Required

DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
ADD GL#	301-901-971-000	Capital Outlay - Property	-	-	-		2,200,000	2,200,000	to cover actual costs
		appropriation from fund							
ADD GL#	301-000-671-999	balance - 2023 bond project	-	-	-	2,200,000		2,200,000	to cover actual costs

Dept 726 - Design Director approval

DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
8/15/2023	248-726-745-000	Beautification Supplies	2000	2000	0		-500	1500	To cover higher costs in dept
	248-726-746-000	Hanging Baskets	3500	3500	0		-100	3400	To cover higher costs in dept
	248-726-801-000	Contractual Services	3000	3000	0		2200	5200	To reflect higher costs
	248-726-843-000	Facade Program	10000	10000	0		-2200	7800	To cover higher costs in dept
	248-726-883-000	Banners and Holiday Lighting	6000	6000			600	6600	To reflect higher costs

Dept 729 - Promotion

Director approval

DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
8/15/2023	248-729-880-000	Event Promotion	1000	1000	0		(500)	500	To cover higher costs in dept
	248-729-880-005	Event Promo - Hmtwn/Holiday	9000	9000			(500)	8500	To cover higher costs in dept
	248-729-880-012	Sing & Stroll Tree Lighting	10,000	10,000	-		2,000	12000	To reflect higher costs
	248-729-880-013	Stronger together Winter	1,000	1,000			(400)	600	To cover higher costs in dept
	248-729-885-000	Port-A-Johns	1,800	1,800	-		400	2200	To reflect higher costs
	248-729-895-000	Event Promo-Comm. Sponsors	1,000	1,000			(1,000)	0	To cover higher costs in dept

404 Fund

2020 Parking Debt

Director approval

	GL #		ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
404 Fund									
	404-901-901-000	Debt Service - Parking Deck	381,250	381,250	-		(212,500)	168,750	to cover costs
	404-901-992-000	Bond Principal	100,000	100,000	-		200,000	300,000	per 4/18/23 DDA Board Approval
	404-901-995-000	Bond Interest	2,500	2,500			12,500	15,000	per 4/18/23 DDA Board Approval



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.

DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Bill Approval

Attached:

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

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

Recommended Motion: (Roll Call)

To approve disbursements in the amount of \$2,691.84 for July 2023.

07/31/2023 04:14 PM
User: stouts
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
POST DATES 07/01/2023 - 07/31/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: **8.1.a**

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	455.28	321
248-260-851-000	118 N BROADWAY	COMCAST	118 N BROADWAY	199.09	321
248-260-851-000	TELEPHONE	MISWITCH COMMUNICATIONS	TELEPHONE #14108	90.06	321
248-260-956-000	ANNUAL MEMBERSHIP DUES	MICHIGAN HISTORIC PRESERV	ANNUAL MEMBERSHIP DUES	90.00	321
248-260-974-000	MAT	DarWel ENTERPRISES LLC	MAT FOR DDA OFFICE	33.11	321
Total For Dept 260 GENERAI				867.54	
Dept 725 ORGANIZATION					
248-725-825-000	DOWNTOWN DOLLAR REIMBURSE	LUCKY'S NATURAL FOODS	DOWNTOWN DOLLAR REDEMPTION	25.00	321
Total For Dept 725 ORGANIZ				25.00	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-888-000	MARKETING MAILER	ALLIED UNION SERVICES	MAILER	799.30	321
Total For Dept 728 ECONOMI				799.30	
Total For Fund 248 DOWNTOW				1,691.84	
Fund 301 DOWNTOWN DEV BOND PROJECT 2023					
Dept 905 DOWNTOWN Dev Bond 2023					
301-905-731-000	TAXABLE SERIES B INVOICE	SHUNTINGTON NATIONAL BANK	ANNUAL ADMIN FEE	500.00	321
301-905-731-001	INVOICE 53520 TAX EXEMPT	SHUNTINGTON NATIONAL BANK	ADMIN FEE TAX EXEMPT	500.00	321
Total For Dept 905 DOWNTOW				1,000.00	
Total For Fund 301 DOWNTOW				1,000.00	

Attachment: dda invoice register july 23 (6171 : Bill Approval)

07/31/2023 04:14 PM
User: stouts
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
POST DATES 07/01/2023 - 07/31/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund Totals:					
			Fund 248 DOWNTOWN DEVELOPM	1,691.84	
			Fund 301 DOWNTOWN DEV BONE	1,000.00	
				<u>2,691.84</u>	

Attachment: dda invoice register july 23 (6171 : Bill Approval)

June 2023 Credit Card Report - submitted to VLO on: 6/29/23				
Trans Date	Merchant	GL#	Explanation	Amount
5/30/2023	Office Depot	248-260-942-000	Toner cartridge	\$ 107.05
5/23/2023	LD Products	248-260-942-000	Toner cartridge	\$ 63.99
5/31/2023	Pita Way	248-725-824-000	Volunteer Appreciation	\$ 55.66
6/1/2023	Curran EZ Mart	248-260-957-000	MDA Conference	\$ 6.69
6/3/2023	Curran EZ Mart	248-728-888-000	Facebook Ads	\$ 10.25
6/1/2023	Holiday Inn Exp	248-260-957-000	MDA Conference	\$ 120.99
6/1/2023	Meijer	248-260-957-000	MDA Conference	\$ 24.66
6/1/2023	Starbucks	248-260-957-000	Starbucks	\$ 3.81
6/1/2023	Amazing Petals	248-725-824-000	Flowers	\$ 104.00
6/6/2023	Jet's Pizza	248-725-824-000	Volunteer Appreciation	\$ 41.77
6/7/2023	Flowcode	248-260-823-000	Website	\$ 9.95
6/11/2023	Network Solutions	248-260-823-000	Website	\$ 71.97
6/9/2023	A Bean to GO	248-725-824-000	meeting	\$ 25.44
6/12/2023	SnapRetail	248-725-822-000	Newsletter	\$ 65.00
6/14/2023	Taylor Events	248-729-880-017	Movie Night	\$ 100.00
6/14/2023	Pita Way	248-725-824-000	Stronger Together	\$ 55.00
6/14/2023	Amazon	248-729-880-100	ST Scavenger Hunt supplies	\$ 201.92
6/19/2023	IONOS	248-260-823-000	Website	\$ 19.00
6/15/2023	Rochester Event & Eq	248-729-880-017	Movie Night	\$ 50.00
6/22/2023	Adobe	248-260-823-000	Website / Software	\$ 21.19
6/21/2023	Allied Media	248-728-777-000	Postage for mailer #1	\$ 313.35
			Total	\$ 1,471.69



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DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: DDA 2023-2024 Budget Amendments - Dept 260

Attached:

Background information: Starting this fiscal year (July 1, 2023 - June 30, 2024) the Village of Lake Orion has begun using a PO system for payments. With this system, it is now required that the budget have at minimum what the upcoming expenditure will be. If the budget is short, the check request can not be made in the system.

In Dept 260 the changes in general are for these reasons:

1. Adding budget for the grounds coordinator and for Twp contractual services
2. Reducing village contract back to original amount approved by DDA Board as agreed upon by VLO/DDA committee when creating the dedicated VLO capital outlay line item offering 75% new revenue for VLO specified projects.
3. Increasing budget for recurring expenses that are higher than expected

Financial Impact:

The changes reflected in this budget amendment request make a zero balance change for Department 260 - General Activities.

GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
248-260-707-000	Wages - Grounds Coordinatc	0	0	1937		5000	5000	To reflect actual costs
	Contr Services-Police Dtn							
248-260-801-002	Law Enforcement	62400	62400	0		-2400	60000	To reflect original DDA approval
248-260-801-003	Contract Services-DPW maintenance	31200	31200	0		-1200	30000	To reflect original DDA approval
248-260-801-004	Contractual Services - administrative	72800	72800	0		-2800	70000	To reflect original DDA approval
248-260-801-005	Contractual Services - Township	0	0	0		2700	2700	to reflect actual costs
	Contr Services-Police Dtn parking & Code enforcement							
248-260-801-012	enforcement	21840	21840	0		-840	21000	To reflect original DDA approval
248-260-801-022	Contr Services-Police Crowd Control	20800	20800	0		-800	20000	To reflect original DDA approval
248-260-801-023	Contract Services-DPW event support	10400	10400	0		-400	10000	To reflect original DDA approval
248-260-801-033	Contract Services-DPW snow removal	15600	15600	0		-600	15000	To reflect original DDA approval
248-260-851-000	Telephone	3000	3000	289.15		500	3500	to reflect increase in costs
248-260-920-000	Utilities	3500	3500	0		500	4000	to reflect increase in costs
248-260-810-000	Legal Service	5000	5000	0		340	5340	to reflect increase in costs
	Net total Change					0		

Recommended Motion (Roll Call): To approve the following budget amendment request for 248 DDA Fund Department 260 - General Activities:

GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
248-260-707-000	Wages - Grounds Coordinatc	0	0	1937		5000	5000	To reflect actual costs
248-260-801-002	Contr Services-Police Dtn Law Enforcement	62400	62400	0		-2400	60000	To reflect original DDA approval
248-260-801-003	Contract Services-DPW maintenance	31200	31200	0		-1200	30000	To reflect original DDA approval
248-260-801-004	Contractual Services - administrative	72800	72800	0		-2800	70000	To reflect original DDA approval
248-260-801-005	Contractual Services - Township	0	0	0		2700	2700	to reflect actual costs
248-260-801-012	Contr Services-Police Dtn parking & Code enforcement	21840	21840	0		-840	21000	To reflect original DDA approval
248-260-801-022	Contr Services-Police Crowd Control	20800	20800	0		-800	20000	To reflect original DDA approval
248-260-801-023	Contract Services-DPW event support	10400	10400	0		-400	10000	To reflect original DDA approval
248-260-801-033	Contract Services-DPW snow removal	15600	15600	0		-600	15000	To reflect original DDA approval
248-260-851-000	Telephone	3000	3000	289.15		500	3500	to reflect increase in costs
248-260-920-000	Utilities	3500	3500	0		500	4000	to reflect increase in costs
248-260-810-000	Legal Service	5000	5000	0		340	5340	to reflect increase in costs
	Net total Change					0		

(This will not require VLO Council approval as all changes are made within the department)

Dept 260 - General Activities

DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
15-Aug-23	248-260-707-000	Wages - Grounds Coordinator	0	0	1937		5000	5000	To reflect actual costs
		Contr Services-Police Dtn Law Enforcement	62400	62400	0		-2400	60000	To reflect original DDA approval
	248-260-801-002	Contract Services-DPW maintenance	31200	31200	0		-1200	30000	To reflect original DDA approval
	248-260-801-003	Contractual Services - administrative	72800	72800	0		-2800	70000	To reflect original DDA approval
	248-260-801-004	Contractual Services - Township	0	0	0		2700	2700	to reflect actual costs
	248-260-801-005	Contr Services-Police Dtn parking & Code enforcement	21840	21840	0		-840	21000	To reflect original DDA approval
	248-260-801-012	Contr Services-Police Crowd Control	20800	20800	0		-800	20000	To reflect original DDA approval
	248-260-801-022	Contract Services-DPW event support	10400	10400	0		-400	10000	To reflect original DDA approval
	248-260-801-023	Contract Services-DPW snow removal	15600	15600	0		-600	15000	To reflect original DDA approval
	248-260-801-033	Telephone	3000	3000	289.15		500	3500	to reflect increase in costs
	248-260-851-000	Utilities	3500	3500	0		500	4000	to reflect increase in costs
	248-260-920-000	Legal Service	5000	5000	0		340	5340	to reflect increase in costs
	248-260-810-000	Net total Change					0		



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DDA Board Meeting

DATE: August 15, 2023

FROM: Molly LaLone, DDA Executive Director

SUBJECT: DDA 2023-2024 Budget Amendments - 2020 Parking Debt Service

Attached:

dda minutes motion debt service pmt

Background information: Starting this fiscal year (July 1, 2023 - June 30, 2024) the Village of Lake Orion has begun using a PO system for payments. With this system, it is now required that the budget have at minimum what the upcoming expenditure will be. If the budget is short, the check request can not be made in the system.

The 2020 Parking Debt Service is paid to Village of Lake Orion. The changes to the budget reflect the DDA Board decision (4/18/23 Meeting) to pay off this debt from fund balance of both the 248 fund and the 404 fund pending 2023 DDA Bond project issuance. The bonds were issued June 29, 2023.

In the 404 fund, the changes could be made within the 901 Expenditures department without pulling from fund balance. This means the changes can be authorized by the Executive Director. All budget amendments for this item are reflected in the attached budget amendment spreadsheet.

Financial Impact:

The changes reflected in this budget amendment request reflect \$55,000 appropriation from 248 fund balance to cover the pay off amount for the debt service.

2020 Parking Debt Service									
DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
8/15/2023									
248 Fund									
	248-260-965-404 (genl act dept)	Transfer Out - DDA Property Acq Fund	102,500	102,500	-		55,000	157,500	Pay off of 2020 Parking debt service to VLO
	248-000-671-999	Appropriation from Fund Balance	-	41,459		55,000		96,459	from fund balance per 4/18/23 DDA Board approval

Recommended Motion #1 (Roll Call): To increase 248-260-965-404 Transfer Out - DDA Property Acq Fund by \$55,000 and;

To Increase 248-000-671-999 Appropriation From Fund Balance by \$55,000

Recommended Motion #2: To authorize forwarding the budget amendments to the Village Council for approval.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, April 18, 2023

Page 3 of 9

3. Financial Reports

RESOLVED: To receive and file the financial reports for April 2023.

4. Property Acquisition - Lake Orion Lumberyard Project

RESOLVED: To receive and file Earnest Money Disbursement Authorization , the BEA Article for Village of Lake Orion Council presentation, Project overview presentation to Village of Lake Orion Council, Debt Service Schedule - Bendzinski as of April 13, 2023, and Bond Payment projections - Bendzinski

VI. Approval of Agenda

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Alaina Campbell, Board Member
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina
EXCUSED:	Chris Barnett, Jerry Narsh

Motion to: approve the Tuesday, April 18, 2023 regular meeting agenda of the Downtown Development Authority Board as amended as follows: to change Agenda Item VIII, New and Old Business, "Annual Performance Appraisals – DDA" to "Equipment Purchase".

VII. Financial Matters

1. Bill Approval

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

RESOLVED: To approve disbursements in the amount of \$31,719.96 for March 2023.

2. 2020 Parking Improvement Debt Service Early Payment

DDA Executive Director LaLone stated that as part of the Bond Team's requirements, the DDA needs to show that it can cover operational costs plus bond debt with TIF Revenue. She noted that the current TIF funds cannot cover operational costs, Bond debt, and the current debt service to the Village of Lake Orion. Therefore, she is requesting that pending approval of the sale of the bonds, to pay off the bonds with funds coming from fund balance - \$157,000 from fund 248 and \$157,000 from fund 404.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Shell, Treasurer
SECONDER:	Sam Caruso, Vice Chairperson
AYES:	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina
EXCUSED:	Chris Barnett, Jerry Narsh

RESOLVED: To approve a payment towards DDA Debt Service to Village of Lake Orion not to exceed \$157,500 from 248-000-390-000 Fund Balance - Unassigned; and

FURTHER RESOLVED: To approve a payment fulfilling remaining DDA Debt Service to Village of Lake Orion not to exceed \$157,500 from 404-000-390-000 Fund Balance - Unassigned

VIII. New and Old Business

1. Equipment Purchase

DDA Executive Director LaLone requested approval for various equipment for the DDA office including a larger colored printer, video creation equipment and the editing software.

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

RESOLVED: To approve the purchase of Video creation equipment, video editing software, and a color printer not to exceed \$1,500 from 248-260-823-000 Website/Software.

2. Hanging Baskets Purchase Approval

DDA Executive Director LaLone stated the only item different from last year's hanging basket purchase is the replacement baskets. She noted that the baskets are provided by the flower provider.

Board Member Coe suggested adding a fence around the four corners and the planters need to have flowers.

Debt Service Report

Local Unit Name:
Local Unit Code:
Village of Lake Orion
633070
Current Fiscal Year 6/30/2019
Interest Rate: 2.50%
Debt Name: 2020 Parking
Issuance Date: Issuance Amount:
DDA
7/1/2019
\$500,000
Funds Transferred
19-Aug
Debt Instrument (or Loan
Repayment Source Captured Property Taxes

Due Oct 1st	Principal	Interest	Total	Due Date	Actual Payments	budget year end	GL#	All funds transferred to 404-000-699-248 Interfund Transfer In - DDA
2019								
2020	-	12,500	12,500	10/1/2020	12,500		248-730-965-592	last pmt for streetscape combined with this pmt (122,400)
2021	100,000	12,500	112,500	10/1/2021	112,500		248-260-965-404	repay 404 fund combined with this pmt (7,500)
2022	100,000	10,000	110,000	10/1/2022	110,000		248-260-965-404	(stand alone pmt from this gl#, additional funds \$104,178 towards property acquisition/parking)
2023	100,000	7,500	107,500	10/1/2023	157,500		248-260-965-404	Motion 4/18/2023
					157,500		404-000-390-000	Motion 4/18/2024
2024	100,000	5,000	105,000	10/1/2024	-			
2025	100,000	2,500	102,500	10/1/2025				
Totals	\$ 500,000	\$ 50,000	\$ 550,000					

248-260-965-404 Transfer Out - DDA Property Acq Fund
404-000-699-248 Interfund Transfer In - DDA
404-901-992-000 Bond Principal
404-901-995-000 Bond Interest

Per DDA Law, any funds not used within 9 years have to be justified and explained. By paying debt service from 404 account, no explanation is required.

2020 Parking Debt Service

DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
8/15/2023									
248 Fund									
	248-260-965-404 (genl act dept)	Transfer Out - DDA Property Acq Fund	102,500	102,500	-		55,000	157,500	Pay off of 2020 Parking debt service to VLO from fund balance per 4/18/23
	248-000-671-999	Appropriation from Fund Balance	-	41,459		55,000		96,459	DDA Board approval

2020 Parking Debt Service

	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
404 Fund									
	404-901-901-000	Debt Service - Parking Deck	381,250	381,250	-		(212,500)	168,750	to cover costs
	404-901-992-000	Bond Principal	100,000	100,000	-		200,000	300,000	per 4/18/23 DDA Board Approval
	404-901-995-000	Bond Interest	2,500	2,500			12,500	15,000	per 4/18/23 DDA Board Approval



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DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: 2023-2024 Budget Amendment - Fund 301 Debt Service

Attached:

2023 DDA Bond Debt Service Schedules - Series A and Series B

DDA budget amendments 23-24 for 2020 Parking Debt Service

Background Information:

The 301 fund was set up to track the 2023 DDA Bond Project. Most expenses will come from the fund balance of this account as that is where the bond sale proceeds were deposited. Bonds were issued June 29, 2023. Please see the Debt Service schedules for taxable (series b) and tax exempt (series a) bonds, attached.

Financial Impact:

301 fund - 2023 DDA Bond Project									
DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
8/15/2023									
	301-905-992-003	2023 DDA Bonds Taxable	-	-			75,000	75,000	series b taxable principal pmt
		2023 DDA bonds Tax							Series A Tax Exempt principal
	301-905-992-004	Exempt	-	-			180,000	180,000	pmt
		appropriation from fund							
ADD GL#	301-000-671-999	balance - 2023 bond project	-	-		255,000		255,000	to cover principal payments

Recommended Motion #1: to increase 301-905-992-003 2023 DDA Bonds Taxable by \$75,000 and;

To increase 301-905-992-004 2023 DDA Bonds Tax Exempt by \$180,000 and;

To Increase 301-000-671-999 appropriation from fund balance - 2023 Bond Project by \$255,000

Recommended Motion #2: To authorize forwarding the budget amendments to the Village Council for approval.

Debt Service Report

2023 DDA Bond Project

Fund: 301
 Bond Debt Service: Series A Tax Exempt
 Interest Rate: 4%
 Principal Amount: \$3,500,000
 Funds Transferred: 29-Jun-23

GL#	Description	Purpose
248-730-965-301	Interfund TRF 2023 DDA Bond Payment	Transfer TIF Revenue for payment
301-000-300-001	2023 Downtown dev tax exempt Bond Project	Receive Transferred TIF Revenue for payment
301-905-992-004	2023 DDA Bonds Tax Exempt	Principal Payment - Series A
301-905-993-002	2023 DDA Bonds Tax Exempt bond interest	Interest Payment - Series A

Due	Principal Payment	Interest Payment	Payment Total	Annual Debt Service
10/01/2023	-	35,778	35,778	
04/01/2024	180,000	70,000	250,000	285,778
10/01/2024	-	66,400	66,400	
04/01/2025	150,000	66,400	216,400	282,800
10/01/2025	-	63,400	63,400	
04/01/2026	160,000	63,400	223,400	286,800
10/01/2026	-	60,200	60,200	
04/01/2027	165,000	60,200	225,200	285,400
10/01/2027	-	56,900	56,900	
04/01/2028	170,000	56,900	226,900	283,800
10/01/2028	-	53,500	53,500	
04/01/2029	180,000	53,500	233,500	287,000
10/01/2029	-	49,900	49,900	
04/01/2030	185,000	49,900	234,900	284,800
10/01/2030	-	46,200	46,200	
04/01/2031	190,000	46,200	236,200	282,400
10/01/2031	-	42,400	42,400	
04/01/2032	200,000	42,400	242,400	284,800
10/01/2032	-	38,400	38,400	
04/01/2033	205,000	38,400	243,400	281,800
10/01/2033	-	34,300	34,300	
04/01/2034	220,000	34,300	254,300	288,600
10/01/2034	-	29,900	29,900	
04/01/2035	225,000	29,900	254,900	284,800
10/01/2035	-	25,400	25,400	
04/01/2036	230,000	25,400	255,400	280,800
10/01/2036	-	20,800	20,800	
04/01/2037	245,000	20,800	265,800	286,600
10/01/2037	-	15,900	15,900	
04/01/2038	255,000	15,900	270,900	286,800
10/01/2038	-	10,800	10,800	
04/01/2039	265,000	10,800	275,800	286,600
10/01/2039	-	5,500	5,500	
04/01/2040	275,000	5,500	280,500	286,000
	3,500,000	1,345,578	4,845,578	4,845,578

Debt Service Report

2023 DDA Bond Project

Fund: 301
 Bond Debt Service: Series B Taxable
 Interest Rate: Variable, see below
 Principal Amount: \$1,500,000
 Funds Transferred: 29-Jun-23

GL#	Description	Purpose
248-730-965-301	Interfund TRF 2023 DDA Bond Payment	Transfer TIF Revenue for payment
301-000-300-001	2023 Downtown dev tax exempt Bond Project	Receive Transferred TIF Revenue for payment
301-905-992-003	2023 DDA Bonds Taxable	Principal Payment - Series B
301-905-993-001	2023 DDA Bonds Taxable bond interest	Interest Payment - Series B

Due	Principal Payment	Interest Rate	Interest Payment	Payment Total	Annual Debt Service
10/01/2023	-	-	20,609	20,609	
04/01/2024	75,000	4.980%	40,322	115,322	135,931
10/01/2024	-	-	38,455	38,455	
04/01/2025	60,000	4.980%	38,455	98,455	136,909
10/01/2025	-	-	36,961	36,961	
04/01/2026	60,000	4.980%	36,961	96,961	133,921
10/01/2026	-	-	35,467	35,467	
04/01/2027	65,000	4.980%	35,467	100,467	135,933
10/01/2027	-	-	33,848	33,848	
04/01/2028	70,000	4.980%	33,848	103,848	137,696
10/01/2028	-	-	32,105	32,105	
04/01/2029	70,000	5.080%	32,105	102,105	134,210
10/01/2029	-	-	30,327	30,327	
04/01/2030	75,000	5.080%	30,327	105,327	135,654
10/01/2030	-	-	28,422	28,422	
04/01/2031	80,000	5.080%	28,422	108,422	136,844
10/01/2031	-	-	26,390	26,390	
04/01/2032	85,000	5.080%	26,390	111,390	137,780
10/01/2032	-	-	24,231	24,231	
04/01/2033	90,000	5.080%	24,231	114,231	138,462
10/01/2033	-	-	21,945	21,945	
04/01/2034	90,000	5.700%	21,945	111,945	133,890
10/01/2034	-	-	19,380	19,380	
04/01/2035	100,000	5.700%	19,380	119,380	138,760
10/01/2035	-	-	16,530	16,530	
04/01/2036	105,000	5.700%	16,530	121,530	138,060
10/01/2036	-	-	13,538	13,538	
04/01/2037	110,000	5.700%	13,538	123,538	137,075
10/01/2037	-	-	10,403	10,403	
04/01/2038	115,000	5.700%	10,403	125,403	135,805
10/01/2038	-	-	7,125	7,125	
04/01/2039	120,000	5.700%	7,125	127,125	134,250
10/01/2039	-	-	3,705	3,705	
04/01/2040	130,000	5.700%	3,705	133,705	137,410
	\$ 1,500,000		\$ 818,590	\$ 2,318,590	\$ 2,318,590



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DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: 2023-2024 Budget Amendment - Fund 301 Property Acquisition

Attached:

Background Information:

The 301 fund was set up to track the 2023 DDA Bond Project. Most expenses will come from the fund balance of this account as that is where the bond sale proceeds were deposited. Bonds were issued June 29, 2023.

This budget amendment is to cover the upcoming purchase of 215 S. Broadway.

Financial Impact:

301 Fund	Property Acquisition	Board Approval Required							
	GL #		ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	REASON
ADD GL#	301-901-971-000	Capital Outlay - Property	-	-	-		2,200,000	2,200,000	to cover actual costs
ADD GL#	301-000-671-999	appropriation from fund balance - 2023 bond project	-	-	-	2,200,000		2,200,000	to cover actual costs

Recommended Motion #1: to increase 301-901-971-000 Capital Outlay - Property by

\$2,200,000 and;

To Increase 301-000-671-999 appropriation from fund balance - 2023 Bond Project by \$2,200,000

Recommended Motion #2: To authorize forwarding the budget amendments to the Village Council for approval.



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DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Property Acquisition - Lake Orion Lumberyard Project

Attached:

Bond Timeline

Background Information:

Sellers have agreed to a final reduced purchase price of \$2,2M based upon information gathered during the due diligence period. Proposed closing will be August 23, 2023.

Due Diligence extended to August 31, 2023 upon approval of funds to seller.

The DDA Board seeks to purchase the Lake Orion Lumberyard in order to allow a better purpose for the property. This catalyst project will include details taken from the Design Charrette based upon the DDA Board's vision and discernment.

The DDA Board needs Village Council support in order to issue the bonds to pay for this project.

Workshop and Presentations:

Design Charette, October 27, 2022

Project priorities Workshop, Jan 10, 2023

VLO Council invited to review project at DDA office, February 2023

Project Informational Meeting, March 7, 2023

ONTV Video Presentation, currently available on ONTV Youtube channel. Also posted on social media and on DowntownLakeOrion.org

Presentation to Village Council, April 10, 2023

Cost Estimates and Phase I Site Plan Options, July 18, 2023

Resolutions:

Bond request and TIF Funds pledge (DDA), October 27, 2022

Bond issuance approval (VLO), April 24, 2023

Reports - Completed:

Phase I Environmental

Phase II Environmental

A conceptual cost report

Fair Market Value Appraisal

Cost Estimates Model Report

Baseline Environmental Assessment Report (BEA) - draft, final must be submitted within 45 days of purchase.

Next Steps:

Phase I project proposal - in process

Bond due Diligence call - May 31, 2023

Bond Issuance - June 29, 2023

Purchase Price Agreement - August 9, 2023 final purchase price \$2.2 Million

Proposed Purchase Closing - August 23, 2023

Is this a DDA Priority? (NO) or If **yes**, see below:

Previously Budgeted?				<u>Yes</u>	No	
	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
ADD GL#	301-901-971-000	Capital Outlay - property purchase	-	2,200,000		
		purchase 215 S. Broadway			2,200,000	-

Recommended Motion: To approve the purchase of 215 S. Broadway, Lake Orion MI 48362 using funds from 301-901-971-000 not to exceed the \$2,200,000 purchase price; and

to authorize Executive Director LaLone, Board Chair Burgess and Legal Counsel Davis

to complete the transaction



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DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Horse and Carriage RFQ Approval

Attached: Blackstone Stables

Background Information:

Bid request was published in May, republished in June and July and the only bid received is from Blackstone Stables, who has been our provider for the past two years.

Carriage Ride Contract	Blackstone Stables		
Location	7753 Clyde Rd., Fenton, MI 48430		
Service Provided	Team & Wagon, Decorated for Holidays		
Dates/Times/Cost	11/16/2023	5-8 pm	\$ 950.00
	11/25/2023	12-4 pm	\$ 1,100.00
	12/2/2023	12-4 pm	\$ 1,100.00
	12/9/2023	12-4 pm	\$ 1,100.00
	12/16/2023	12-4 pm	\$ 1,100.00
	12/23/2023	12-4pm	\$ 1,100.00
Total	\$ 6,450.00		
20% Non-Refundable Deposit Due	\$ 1,290.00		

Is this a DDA Priority? (**Bold and Underline**)

(NO) or If yes, see below:

1. Dumpster Enclosures

2. Downtown Lighting
3. Gazebo Electrical Improvements
4. EV Charging Stations
5. Property Acquisition

Previously Budgeted?	<u>Yes</u>	No
----------------------	------------	----

Yes, with the intention that it be paid for entirely by sponsorship.

Hometown Holidays Horse and Carriage Rides						
	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
	248-729-880-005	Event Promo - Hmtwn/Holiday Vill	9000	8500		
		Blackstone Stables			6450	2050

Recommended Motion: To approve horse and carriage rides pending sponsorship equal to \$6,450 from 248-729-880-005 Event Promo - Hometown Holidays

Carriage Ride Contract

Bill To: diane Kochis
248-693-9742

Location: Lake Orion Holiday Rides

Date/Time(s) of Event: 11/16 5pm-8pm, 11/25 12pm-4pm, 12/2 12pm-4pm, 12/9 12pm-4pm, 12-16 12pm-4pm, 12/23 12pm-4pm

Type: 1 Team/Wagon

Theme: Holiday

Cost: Nov 17 \$950.00
Nov 25th to 12/23 \$1,100.00/Night

TOTAL COST: 6,450.00

Deposit Due: \$1,290.00 20% OF TOTAL COST OF EVENT - NON-REFUNDABLE

Notes: Diane Kochis is to provide parking for the trucks and horse trailers.

Remaining balance is due on the day of the event before the event starts.

Signature of Recipient of Services: _____ Date: _____

By signing this contract, the recipient of services acknowledges that a 20% deposit of total cost of event is due at booking to reserve their day/time and the remaining balance is due the day of the event before the event starts. If remaining balance is not paid by the day of the event before the event starts, late fees will be incurred on remaining balance.

A 20% deposit is required to secure your date. Deposits are non-refundable.

Payments can be made to Blackstone Stables mailed to 7753 Clyde Rd. Fenton, MI 48430 if mailing in, online payment options are listed below.

ellessehelene@yahoo.com /// blackstonestables@aol.com

Travis Fleming - 406-570-1726

Payments can be made through:

Zelle - 248-390-6831

Venmo -- @Ellesse-schwartz

Paypal - horsespony77@aol.com

if using paypal, please send as "friends and family" or pay the paypal fees

Thank You!





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DDA Board Meeting

DATE: August 15, 2023

FROM: Molly LaLone, DDA Executive Director

SUBJECT: Annual Calendar of DDA Board Meetings - 2024

Background Information:

The attached calendar for 2024, showing regular meetings at 6:30pm on the 3rd Tuesday of the month. The location of the meetings will be in the Village of Lake Orion Council Chambers. The meetings will be televised by ONTV.

Recommended Motion: To approve the 2024 Meeting schedule, listed below, with all meetings being held at 6:30pm on the Third Tuesday except where noted.

DDA Board Meetings are held monthly on the third Tuesday except where indicated.

Meetings start at 6:30pm in the Village of Lake Orion Council Chambers. ONTV televises and records regular meetings and transmits them live when possible.

January 16, 2024

February 20, 2024

March 19, 2024

April 16, 2024

May 21, 2024

June 18, 2024

July 16, 2024

August 20, 2024

September 17, 2024

October 15, 2024

November 19, 2024

December 17, 2024



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

DDA Board Meetings are held monthly on the third Tuesday except where indicated. Meetings start at 6:30pm in the Village of Lake Orion Council Chambers. ONTV televises and records regular meetings and transmits them live when possible.

January 16, 2024

February 20, 2024

March 19, 2024

April 16, 2024

May 21, 2024

June 18, 2024

July 16, 2024

August 20, 2024

September 17, 2024

October 15, 2024

November 19, 2024

December 17, 2024



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DDA Board Meeting

DATE: August 15, 2023

FROM: Molly LaLone, DDA Executive Director

SUBJECT: Closed Session

BACKGROUND BRIEF:

The DDA Board requests to adjourn to Closed Session as permitted under the Open Meetings Act, PA 297 of 1976, as amended, Section 15.268h to consider a written legal opinion from legal counsel.

RECOMMENDED MOTION #1:

To adjourn to Closed Session as permitted under the Open Meetings Act, PA 297 of 1976, as amended, Section 15.268h to review litigation legal opinion of the DDA attorney. (Super Majority = 6 DDA Board Members)

1. Adoption of Resolution from Closed Session
 - a) Ask for motion Once the motion is made and seconded ask for a roll call vote, remember you have to have six yes votes to adjourn to closed session (Super Majority)
 - b) DDA Board Chair: THE DDA BOARD WILL NOW ADJOURN TO CLOSED SESSION
 - c) Move to Village Conference Room
 - d) At the end of the closed session DDA Board Chair asks for motion to reconvene to open session
 - e) After a maker and seconder take a roll call vote.
 - f) Move to Village Council Chambers
 - g) Reconvene to open session. DDA Board Chair: THE DDA BOARD IS NOW BACK IN OPEN SESSION AND WILL CONTINUE WITH THE AGENDA

RECOMMENDED MOTION #2: for Executive Director and legal counsel to proceed as directed during closed session.



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DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Training Opportunities

Attached:

Superstar Fundraiser

SMART Goals Guide

Background Information: With big projects come big responsibilities and big opportunities. The attached articles address you as a board member being a superstar fundraiser and how you can set SMART goals to help the DDA reach its objectives.

Together with DDA staff, the board will be creating lists of prospects. We will work in partnership with you as board members to strengthen relationships with the DDA and our community.

Is this a DDA Priority? (Bold and Underline)

(NO) or If yes, see below:

1. Dumpster Enclosures
2. Downtown Lighting
3. Gazebo Electrical Improvements
4. EV Charging Stations
5. Property Acquisition

Financial Impact: No cost

Recommended Motion: Receive and File

How Anyone Can Be a Superstar Fundraiser



How Anyone
Can Be a
Superstar
Fundraiser

 The Fundraising Authority
Since 2000

Attachment: How Anyone Can Be a Superstar Fundraiser (6197 : Training Opportunities)

Fundraiser. Rainmaker. Event Chair... For most people, those words conjure up a certain amount of mystique, awe, and fear. Everyone has certain issue they care about, and certain groups they are involved with. Most of those groups

and issues are always looking for more money to carry out their mission.

If you're like most people, you wish you could help your favorite non-profit, church, or school raise more money and do more good work... you wish you could be the superstar fundraiser or rainmaker, or the top-flight event chair, who brings in the resources that the non-profit you love needs. But, if you're like most people, you're also a little bit scared of fundraising... how does it work? Will people say yes? Why would they say yes to me? How do I ask someone for money?

The Antidote to Fear: Knowledge and Practice

Fear in the face of fundraising is understandable. Most people don't like talking about money, and with fundraising, well... there's no way around it. Anytime you do something for the first time, it's a little awkward, and a little unsettling. It's the same way with fundraising. The first time you make a fundraising call, or send out a letter, or try to sell tickets to an event, it seems a little weird – perhaps, even a little frightening. That's ok! Everyone else felt that way too... all those people at the charity you are working with who are fundraising superstars? They felt the exact same way during their own first calls.

What's the difference between you and them? What takes someone from feeling awkward about fundraising to being completely comfortable making fundraising calls and asks? The answer is: knowledge and practice.

People have been fundraising for a long time. Over that time, people have learned what works, and what doesn't. Fundraising professionals have tested methods, strategies, and tactics, and seen what helps organizations raise money – and what just wastes time and resources. Likewise, experienced fundraisers have made hundreds, if not thousands, of asks. They know what succeeds in getting a donation, and what just turns the other person off. When you start out fundraising... you don't need to reinvent the wheel!

Instead, study the basics of fundraising: how to make an ask, how to hold an event, how to find prospects and build a fundraising network. Study what works, and what doesn't, and learn from those who have been there before. That's why I started the Fundraising Authority... because I want you to be successful in your fundraising efforts, and I know the best way to make sure that you are is to arm you with the knowledge that I have learned in over a decade of professional fundraising... and with resources and tools gleaned from the best fundraising minds in the world.

Don't Forget the Practice!

Once you read through the information on our site, and understand the process of fundraising, the next step is to practice... to run through the material in your head, then out loud... and then to practice fundraising with other people. Ultimately, you'll need to actually get out there and do some real fundraising: make some asks, write some letters, hold some events. The best way to learn fundraising is by doing it.

Yes, you will feel a little unsure and awkward in the beginning, no matter how well-prepared you are. But armed with the knowledge you gain from this site (and other sources), it won't be long before you will be fundraising like a real pro.

You CAN Do It!

I know that you can do this – that you can become a better fundraiser, learn best practices, and raise more money for your non-profit organization, church, or school. How do I know? Because I have seen countless others who were frightened by the mere prospect of fundraising – unwilling to send even one e-mail asking for money – become money-raising superstars simply by studying the basics, practicing, and getting out there and giving it a shot. You can

too – just keep reading this site, and keep practicing, and one day soon, you'll be one of your organization's own fundraising superstars.

NEXT

[Fundraising Isn't Evil!](#) >[Article Archive](#)

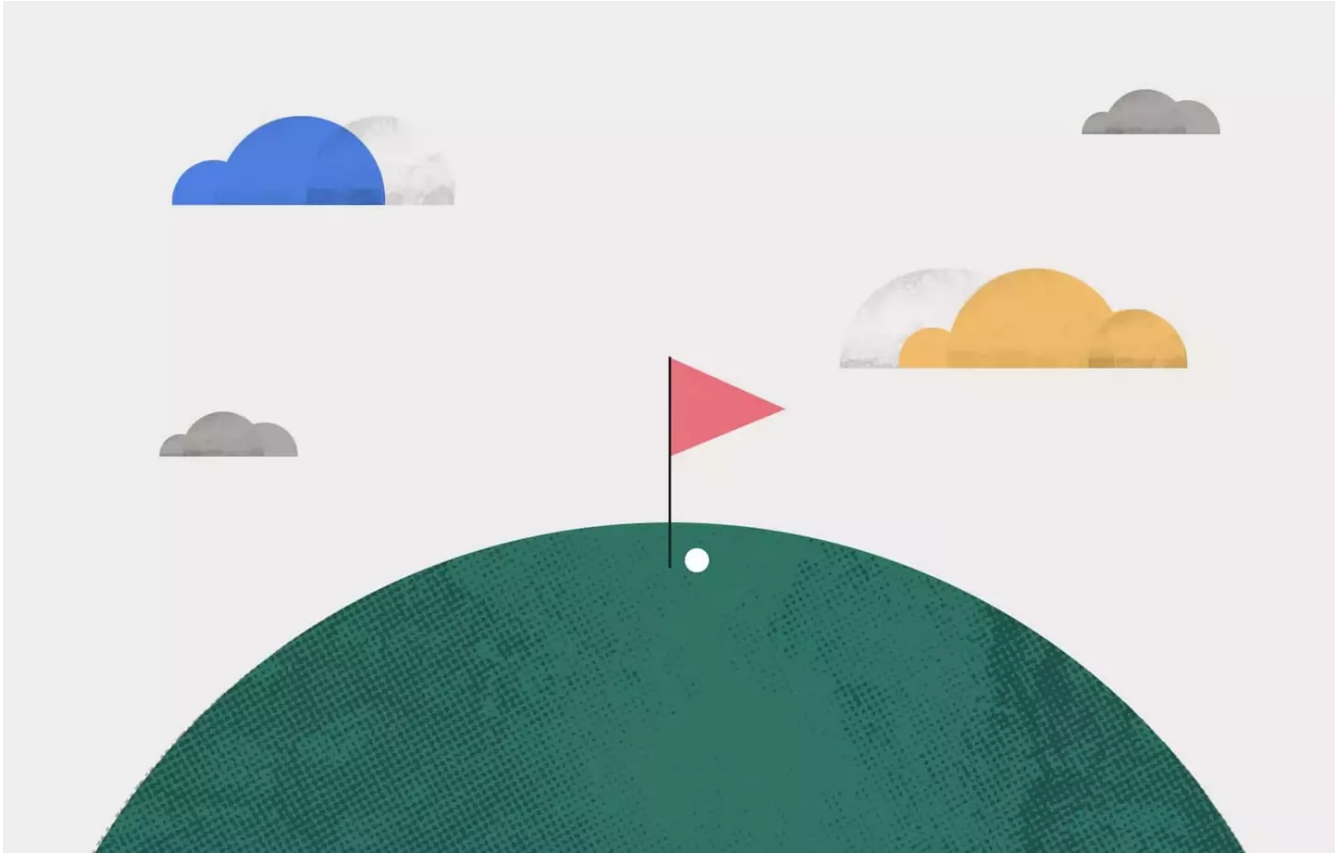
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[RESOURCES](#) | [GOALS](#) | [HOW TO WRITE SMART GOALS \(AND WHY THEY ...](#)

How to write SMART goals (and why they matter)



Julia Martins • April 15th, 2023 • 9 min read



Summary

Vague or general goals often don't get done, even if they're great ideas. Turn vague goals into actionable ones by making them SMART. SMART is an acronym that stands for specific, measurable, achievable, realistic, and time-bound. This article will show you why you need each SMART component, and how to apply them to your own goals.

Every team that's accomplished something phenomenal first had to set goals to get there. Teams that set goals can do great things like cure diseases, build more efficient and sustainable appliances, or make our oceans safer for whales and dolphins. When we set goals, we can visualize where we want to go and put our best foot forward to get there.

But hitting an ambitious goal isn't just about reaching for the stars—you also need a path to get there. That's where SMART goals come in. SMART is an acronym that can help you define and set great goals. With SMART, you can make sure every goal—from project goals all the way to larger company objectives—has everything you need to achieve it. Here's how.

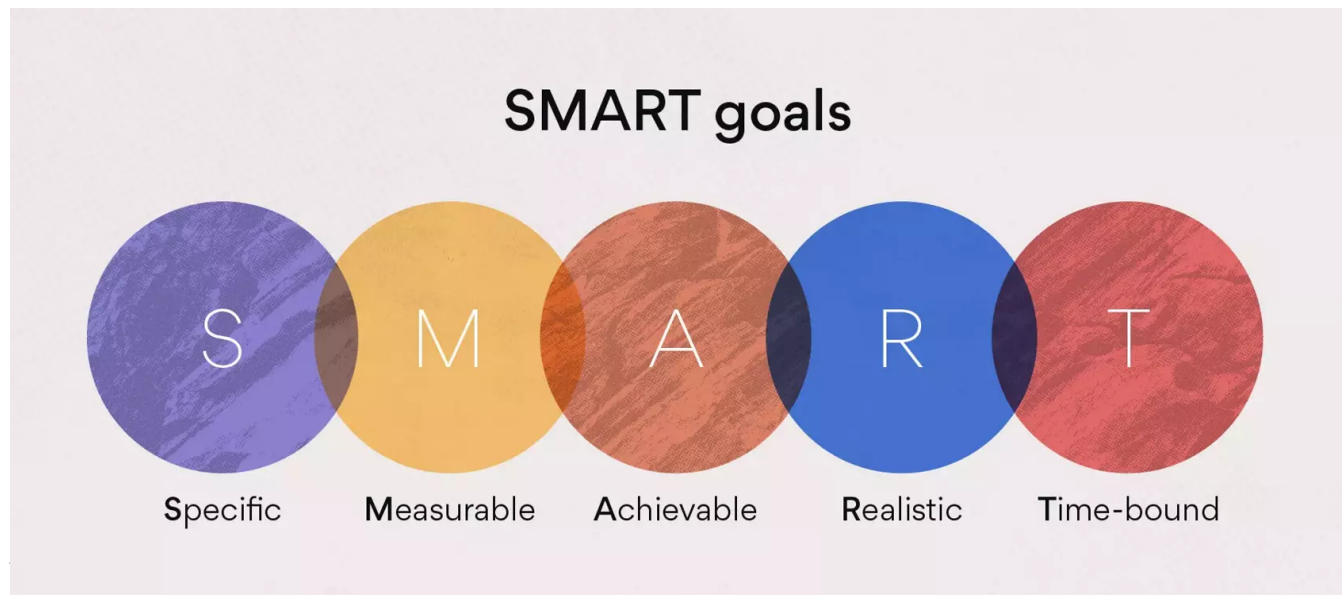
Set and achieve goals with Asana



What is a SMART goal?

SMART is an acronym to help you create defined, falsifiable, and attainable goals. SMART stands for:

- Specific
- Measurable
- Achievable
- Realistic
- Time-bound



how to break down and approach each piece:

Specific

Keep in mind that you're setting your SMART goal to attain a specific objective—not a broad one. You don't just want any initiative to succeed, you want your specific project to succeed. To make sure you can achieve them, make sure your goals are specific to what you're working on.

For example, instead of creating a goal to raise more money, you might create a goal to raise \$20,000 by the end of the year. This is much more specific, and gives you a roadmap to work off of. In this case, you can break down how much you need to raise each day to hit your goal, and then create an action plan that enables you to hit that number every day.

Measurable

The "M" in SMART stands for measurable, which helps you evaluate the success or failure of your project. Your goals should have some sort of objective way to measure them—whether that's a deadline, a number, a percent change, or some other measurable element.

One way to do this is with benchmarks. Benchmarks show you what's "normal" for specific, recurring scenarios in your company, so you know what to expect. Using standardized benchmarks, you can set more relevant goals that are easier to measure. For example, let's say you have a benchmark showing that you have three new marketing campaigns each year to help you hit key performance indicators. You can then use that benchmark to set measurable goals to track progress for both the launches and their related KPIs.

Achievable

You don't want your goals to be easy to achieve—but you also want to make sure you're setting goals that you could, conceivably, hit. Achievable says that your goals shouldn't be totally outside the realm of possibility. Ask yourself this question: Is the goal within your project scope? If not, it's not Achievable.

For example, let's say you want to learn to speak Spanish in order to be competitive in your field. If you've never spoken a word of Spanish before, you can't expect to be fluent by next month. That simply isn't an achievable goal. However, you could set a goal to learn from your foreign language app for 20 minutes every day. By establishing a consistent practice, you can set a more achievable goal.

What about stretch goals—are those achievable?

Stretch goals are goals that are purposefully challenging. For example, if you usually get 30,000 monthly visitors to your website, a stretch goal would be to get 50,000 monthly visitors. That's a big increase! But this stretch goal is still within the realm of possibility. Make sure you make your stretch goals ambitious, not impossible—like aiming to go from 30,000 monthly visitors to 300,000 monthly visitors, for example.

Realistic

The “A” and “R” of SMART are closely related. In addition to setting Achievable goals, you also want to set Realistic ones. For example, maybe a goal is achievable, but getting there would require every team member to work overtime for six weeks straight. Even though it might be an achievable goal, it's not a realistic one. Make sure yours is both by creating a clear resource management plan.

Using our achievable goal example of learning to speak Spanish, the goal of setting 20 minutes aside each day to practice Spanish is both realistic and achievable. On the other hand, a goal to practice speaking Spanish for two hours every day is probably not realistic for most working adults, even though it's technically achievable.

Time-bound

Your SMART goal should have an end date. Without a time limit, your project could drag on, have unclear success metrics, and suffer from scope creep. Deadlines provide a sense of urgency, so that short-term tasks don't drag into long-term goals unnecessarily. If you haven't already, make sure you outline a clear project timeline.

Deadlines are crucial to implementing goals, since they pretty much force you to take action. If you want to have more focus time at work, you can decide to set a goal to only check your email for 30 minutes every day. But without a deadline, it's easy to brush it off. Imagine instead if you set a goal to only check your email for 30 minutes every day for one week—now, it starts to feel more attainable.

What are the benefits of SMART goals?

Making sure your important goals have all of the SMART components might be more time-consuming than setting regular goals, but the value you get from SMART goals outweigh the additional time spent on the goal-setting process. Goals shouldn't be something you set and forget—they're a key part of your project planning process. By setting SMART goals, you and your team will have:

1. **Clear communication and alignment.** When your project team knows exactly what they're working towards, they're more motivated and aligned as a team. Team members who know how their individual work contributes to broader company goals are 2X as motivated as their counterparts. Setting and sharing SMART goals can help you boost your entire team's motivation.

2. **Clarity towards project success.** Have you ever gotten to the end of a project and not really known if you hit your project goals or not? SMART goals help you set clear goals, so you can avoid vague or confusing goal language.
3. **Clear roadmap and finish line.** With SMART goals, you know exactly what you want to achieve and when you expect to achieve it. You've verified that these goals are realistic and achievable. And you know you'll be able to measure them to see if you hit them or not.
4. **Trackable metrics.** When you finish your project, SMART goals help you evaluate its success. Don't beat yourself up if you didn't achieve it. In fact, at Asana, we aim to hit about 70% of our goals. That way, we know we're setting challenging—but possible—goals. Whether you hit your goal or not, SMART goals can help you evaluate your goal, and you can learn from that.

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5 examples of SMART goals

Ready to get started? Before you write your own SMART goals, here are five examples of SMART goals and how each goal meets the SMART criteria.

1. Business goal

- **Example:** Produce at least three different types of large-scale marketing assets (e.g. ebook, webinar, videos, sales one- or two-pagers) per month for Q1.
- **Why it's SMART:** This business goal is specific (*large-scale marketing assets*), measurable (*three different types*), achievable and realistic (this depends on how many project team members there are, but we can assume there are enough to cover the three assets per month), and time-bound (*per month for Q1*).

2. Team goal

- **Example:** The product team will partner on five cross-functional projects focused on usability testing, customer surveys, customer marketing, or research and development during the first half of FY22.
- **Why it's SMART:** This goal is specific (*projects focused on usability testing, customer surveys, customer marketing, or research and development*), measurable (*five cross-functional projects*), achievable (five projects in six months), realistic (the project spans the entire product team), and time-bound (*during the first half of FY22*).

3. Professional goal

- **Example:** During 2021, I will develop my management skills through mentorship, with at least two mentees from either our company Employee Resource Groups or my alumni network.
- **Why it's SMART:** This goal is specific (*management skills through mentorship*), measurable (*at least two mentees*), achievable and realistic (this person has given themselves two different avenues through which to find mentees), and time-bound (*during 2021*).

4. Personal goal

- **Example:** I will train to run the March San Diego half marathon in less than two hours.
- **Why it's SMART:** This goal is specific (*San Diego half marathon*), measurable (*in less than two hours*), achievable (two hours is an ambitious but doable pace for most runners with proper training), realistic (this person has established they will train in preparation for the half marathon), and time-bound (*March*).

5. Nonprofit goal

- **Example:** We will provide 100 hours of free tutoring for middle school students in math and history during the month of February.
- **Why it's SMART:** This goal is specific (*tutoring for middle school students in math and history*), measurable (*100 hours*), achievable and realistic (depending on the amount of volunteers the nonprofit has), and time-bound (*during the month of February*).

Read: [How to build a strategic plan for your nonprofit \(with template\)](#) →

6 steps to make your goal SMART

When you're ready to set your own SMART goal, start by writing your project goal as a sentence or two. Then, apply each of the five SMART attributes to your goal and make sure you cover all of your bases. Use this template to practice smart goal setting:

1. Initial goal: *Write down whatever your initial goal is. Don't worry about it not being completely SMART—we'll get to that later in the template.*

- Example: I want to improve our company brand on social media.

2. Make it Specific: *Does your goal define exactly what you want to do? If not, re-work the language to make it specific to your particular project.*

- Example, continued: Improve our company brand on Instagram with company-specific hashtags.

3. Make it Measurable: *Have you established how you'll measure your goal once your project is complete? If not, add a way to measure success or failure at the end of your project.*

- Example, continued: Develop company-specific hashtags to generate 1,000 new Instagram followers.

4. Make it Achievable: *Is your goal something you can achieve, given your project scope? Make sure this specific goal falls within your project capabilities.*

- Example, continued: Develop and use company-specific hashtags, in conjunction with popular hashtags in our industry, to generate 1,000 new Instagram followers.

5. Make it Realistic: *Can your project team reasonably hit your goal? Even if it's a stretch goal, make sure this is something you can accomplish with your resources.*

- Example, continued: Post once daily on Instagram, and ensure every post has a mixture of company-specific hashtags and popular hashtags in our industry in order to generate 1,000 new Instagram followers.

6. Make it Time-bound: *By when will you achieve your goal? Make sure you clarify your target date or time frame in your SMART goal.*

- Example, continued: Post every workday on Instagram for the first half of FY22. Ensure every post has a mixture of company-specific hashtags and popular hashtags in our industry in order to generate 1,000 new Instagram followers by June 30th.

What to do after creating your SMART goals

Do you track your goals in emails, meetings, or spreadsheets? If so, you're not alone. According to the Asana Goals Report,

53% of businesses track their goals via email, 36% track them in spreadsheets, and 31% track them in in-person meetings.

The challenge with tracking your goals is finding a way to connect your goals with your team's daily work. You've taken all of this time to create a SMART goal—keeping it front of mind can help you make sure you achieve it. At Asana, we believe goals should be closely connected to the work they're, well, connected to. Here's how you can do that:

1. Share your SMART goals with project stakeholders and team members

At the start of the project, make sure you surface your SMART goals to everyone involved in the work. Your SMART goals should guide your whole team as you work on project deliverables, so you know exactly whether or not you hit your project objectives.

The best way to do that is with a work management tool like Asana. That way, your team has a central source of truth with all information in the same place—from your daily work all the way to your project's goals. Instead of hiding your goals in docs, decks, and other hard-to-find places, connect them to your daily work so everyone is motivated, focused, and on the same page.

2. Check in on progress regularly

In addition to sharing your SMART goals with your team at the beginning of your project, make sure you periodically measure the progress you've made towards your goal. You don't want to work on the project and then find, at the very end of the work, that you've missed your goals. You've worked hard to set specific, measurable goals for a reason—you can use them as your north star, and course correct during your project if necessary.

The best way to regularly check in on your SMART goals is to send weekly project status updates. Status updates are a great way for you to highlight the important work your team did, any upcoming milestones, and whether or not you're on track.

3. Evaluate your success

SMART goals bring clarity to your goal-setting process—so you can gauge exactly whether or not you hit your project goals. If you did, it's time to celebrate! And even if you didn't, having such clear goals—and checking in on your goals regularly—can help you best identify what went wrong and where you can do better next time.

Remember, not hitting your goals doesn't mean your project was a total failure. You may have purposefully set a stretch goal to challenge yourself or your team. Even if you didn't set a stretch goal, it's more important to calmly evaluate why you missed your target rather than pretend it didn't happen. That way, you can learn from your mistakes and bring those learnings with you the next time you set SMART goals.

Set smarter goals

SMART goals can help your team succeed by bringing clarity into the goal-setting and project management process. When your team has clarity and is moving in the same direction, they're more likely to be motivated and to know what work to prioritize.

Visualizing and tracking your goals both makes them easier to measure and achieve. In Asana, you can set, track, and report on your SMART goals all in one space. With the ability to connect with everyone on your team and share with stakeholders, you can coordinate everything you need to achieve your most ambitious goals.

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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.

DDA Board Meeting

DATE: August 15, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Verbal Director Report

No motion needed.