



**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, October 17, 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 - September 19, 2023
2. DDA Board Regular Meeting Minutes - September 29, 2023

**IV. 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.

**V. Consent Agenda**

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

1. Annual Year End Main Street Evaluation Schedule
2. Director's Report
3. Committee Minutes & Workplan and Event Updates
4. Financial Reports

## **VI. 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.*

## **VII. Financial Matters**

1. Bill Approval
2. DDA 2023-2024 Budget Amendment - Lake Orion Lumberyard Demolition & Land Improvement

## **VIII. New and Old Business**

1. Property Acquisition - Lake Orion Lumberyard Project
2. Development - Lake Orion Lumberyard Project
3. Approval of Dumpster Enclosure Construction RFQ
4. VLO Request - Meeks Park and Children's Park Pedestrian Bridges
5. VLO Request - Street Sweeping Services

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

*A. Executive Director*

*B. Village Manager*

## **X. 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.

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

## **XII. Next Regular Meeting - November 21, 2023**

## **XIII. Adjournment**

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

*En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la*

*reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.*



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### **DDA Board Meeting**

**DATE:** October 17, 2023  
**FROM:** Susan Galeczka, Village Clerk  
**SUBJECT:** DDA Board Regular Meeting Minutes - September 19, 2023

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**RECOMMENDED MOTION:** To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, September 19, 2023 as presented.

ATTACHMENT 2023-09-19 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, September 19, 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, September 19, 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 Chairperson Debbie Burgess at 6:30 PM.

#### **II. Roll Call and Determination of Quorum**

<b>Attendee Name</b>	<b>Organization</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Debbie Burgess	Village of Lake Orion	Chairperson	Present	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Matt Shell	Village of Lake Orion	Treasurer	Present	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Late	7:00 PM
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 Galeczka, Village Clerk
- Sonja Stout, Village Finance Director/Treasurer
- Robert Davis, DDA Attorney

**III. Approval of Minutes**

1. DDA Board Regular Meeting Minutes - August 15, 2023

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

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, August 15, 2023 as presented.

**IV. Call to the Public**

Let the record show no public comments were received.

**V. Consent Agenda**

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jerry Narsh, President
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
<b>ABSENT:</b>	Chris Barnett

1. Director's Report

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

2. DDA Roster

RESOLVED: To receive and file the 2023 DDA Roster.

3. Financial Reports

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

**VI. Approval of Agenda**

Motion to approve the Tuesday, September 15, 2023 regular meeting agenda for the Lake Orion Downtown Development Authority.

## Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, September 19, 2023

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

## 1. Legal Opinion

**Adjourn to Closed Session**

Motion to adjourn into closed session in accordance with Section 8(1)(h) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, for the purpose of considering an attorney-client privileged communication.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Debbie Burgess, Chairperson
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Shell, Lorant, Campbell, Coe, Medina, Narsh
<b>ABSENT:</b>	Chris Barnett

*The DDA adjourned to Closed Session at 6:35 PM.*

*Board Member Barnett entered the Closed Session at 7:00 PM.*

**Reconvene to Open Session**

Motion to reconvene to open session.

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

*The DDA Board reconvened to Open Session at 7:20 PM.*

**VII. Financial Matters**

## 1. Bill Approval

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

RESOLVED: To approve disbursements in the amount \$42,275.66 for August 2023.

## 2. DDA 2023-2024 Budget Amendment - Legal Services

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

RESOLVED: To approve the following budget amendment request for 248 DDA Fund Department 260 - General Activities:

To approve the following budget amendment request for 248 DDA Fund Department 260 - General Activities:

Fiscal Year	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
	248-260810-000	Legal Services	5,340	2,346		
		Declaratory Action - August 2023			5,893	-3,547
		Declaratory Action - September Estimate			5,000	-8,547

**VIII. New and Old Business**

## 1. RFP Approval - Demolition

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

RESOLVED: To approve publication of the Demolition RFQ for 215 N. Broadway, and to appoint Treasurer Shell, Secretary Lorant and Board Member Campbell to review and evaluate the proposals.

## Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, September 19, 2023

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## 2. Staffing Approval - Event Coordinator

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

RESOLVED: To hire Arizona Goulet as Permanent part time events coordinator for up to 32 hours weekly (based upon quarterly average) at \$22/hour from 248-260-706-000 Wages - Event Coordinator.

## 3. 2024 MSOC Technical Support/Tech Visit Request

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Treasurer
<b>SECONDER:</b>	Sam Caruso, Vice Chairperson
<b>AYES:</b>	Burgess, Caruso, Shell, Lorant, Barnett, Campbell, Coe, Medina, Narsh

RESOLVED: To apply for a Main Street Oakland County Technical Support/Tech Visit to pay for a consultant to customize a capital fundraising workplan and to approve the creation of a special event parking plan or the creation of a downtown ambassador workplan as an alternate.

## 4. RFP Approval - Pre-Demolition Hazardous Materials and Asbestos Survey

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

RESOLVED: To approve publication of the Asbestos Survey RFP; and to appoint the following three board members to review and evaluate the proposals: Secretary Lorant, Treasurer Shell and Board Member Campbell to review and evaluate the proposals:

## IX. Reports, Resolutions and Recommendations

## A. Executive Director

## 1. Training Opportunities

DDA Executive Director LaLone provided an update on the following training opportunities:

- Lake Orion Training Strategy Calendar
- Shop OC Main Street Opening Ceremony September 23 (Downtown Day)

- Digital Market Workshop, September 26, 11:30 AM at Waterford Oaks Activity Center
- MDA Annual Conference - November 2, Birmingham MI

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

RESOLVED: To receive and file the Training Opportunities Report.

2. Verbal Director Report

DDA Executive Director LaLone reported on the following:

- Salvage of items from the deconstruction of the Lumberyard property is cost prohibited.
- Creation of an Idea Bank
- Major DDA Milestones
- Economic Redevelopment Committee's public survey, which is required for Main Street Accreditation
- Need to do new priority list
- Update on dumpster enclosure and 120 S. Broadway dumpster
- Thanked Renee Samit for taking care of the planting on the four corners downtown
- The many events going on in October
- Hear Lies Lake Orion Cemetery Tour hosted by John Bry

*B. Village Manager - None*

**X. Call to the Public**

Let the record show no public comments were received.

**XI. Board Comments and Training Feedback**

Board Member Barnett stated that the DDA follows the statutes closely and does things right. He further provided an update on Orion Township's purchase of the Great Lakes Athletic Center, noting the purchase will be made without creating a SAD or an increase in tax dollars.

Board Member Medina thanked DDA Director LaLone for all the behind the scenes work she has done for the downtown and welcomed Arizona to the DDA staff.

Secretary Lorant stated that he is excited to see thing happening, noting the DDA has a good Board and a good vision for the community.

Treasurer Shell thanked DDA Director LaLone for all her hard work during these difficult times and thanked the Board for their time.

Vice Chairperson Caruso welcomed Arizona to the DDA staff. He noted that at the conference in Boston Lake Orion was mentioned, noting the downtown is doing well and people are coming from all over to the downtown. He stated this is not only good for the businesses but good for all the people in the Village.

Board Member Campbell stated that people are coming from all over to visit our downtown. She also noted that she will be part of a panel and the Michigan Downtown Association Conference is excited to share the perspective of a small business owner.

Board Member Narsh commented on the following:

- Welcomed Arizona to the DDA Staff
- Thanked DDA Executive Director LaLone and the amazing DDA Board for all their hard work.
- Noted that the GMC Car Show will be held on October 1<sup>st</sup> with the proceeds going to the Cops and Kids Program.
- Announced that he is working with ONTV to do a DDA Promo show which brings the businesses out to talk about the businesses and how the DDA is intertwined with their success
- Announced that on October 5, at Paint Creek Country Club will be a State of the Township and Village and he and Township Supervisor Barnett will be speaking on their respective communities. Oakland County Burchard will also be present.

Board Member Coe thanked all those who participated in the Zombie Walk, noting it was very successful.

Chairperson Burgess thanked DDA Director LaLone for her hard work, welcomed Arizona to the DDA team, thanked the Village Clerk for her continued assistance and thanked the Village Council for their support.

## **XII. Next Regular Meeting - October 17, 2023**

Chairperson Burgess stated the next DDA Regular meeting will be on October 17th @ 6:30 PM.

## Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, September 19, 2023

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**XIII. Adjournment**

1. **Motion to:** adjourn the Tuesday, September 19, 2023 regular meeting of the Downtown Development Authority Board regular meeting.

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

The Tuesday, September 19, 2023 regular meeting of the Downtown Lake Orion Development Board adjourned at 8:03 PM.

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

\_\_\_\_\_  
Susan C. Galeczka, CMC MiPMC  
Village Clerk

Date Approved:

**DRAFT**

Attachment: 2023-09-19 DDA Reg Mtg Minutes - Draft (6324 : 2023-08-15 DDA Board Reg Mtg Minutes - Draft)





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### **DDA Board Meeting**

**DATE:** October 17, 2023  
**FROM:** Susan Galeczka, Village Clerk  
**SUBJECT:** DDA Board Regular Meeting Minutes - September 29, 2023

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**RECOMMENDED MOTION:** To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, September 99, 2023 as presented

ATTACHMENT 2023-09-19 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**

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

**Friday, September 29, 2023**

**8:45 AM**

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

#### **I. Call to Order**

The Friday, September 29, 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 Chairperson Debbie Burgess at 8:45 AM.

#### **II. Roll Call and Determination of Quorum**

<b>Attendee Name</b>	<b>Organization</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>	<b>Departed</b>
Debbie Burgess	Village of Lake Orion	Chairperson	Present		
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present		9:14 AM
Matt Shell	Village of Lake Orion	Treasurer	Absent		
Henry Lorant	Village of Lake Orion	Secretary	Absent	9:12 AM	
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	Absent		
Sally Medina	Village of Lake Orion	Board Member	Present		
Jerry Narsh	Village of Lake Orion	President	Present		

#### **STAFF PRESENT:**

- Molly LaLone, DDA Executive Director
- Robert Davis, DDA Attorney

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

Chairperson Burgess stated that the purpose of the meeting is to discuss the fiscal year 2023-2024 budget, to discuss a legal opinion from the DDA Attorney, and to make decisions regarding DDA business.

**IV. Public Comment**

Let the record show no public comments were received.

*Secretary Lorant entered at 9: 12 AM*

**V. Items for Consideration**

1. Bill Approval - Direct Mail Educational Campaign

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Alaina Campbell, Board Member
<b>SECONDER:</b>	Sam Caruso, Vice Chairperson
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Medina, Narsh
<b>ABSENT:</b>	Matt Shell, Chris Barnett, Lloyd Doe

RESOLVED: To approve payment of contract to Idea 39 for a direct mail campaign not to exceed \$1,700 from 248-728-888-000 Brand Marketing.

2. Legal Opinion

Attorney Davis provided an update regarding the injunction for quick action regarding the Petitions filed.

- The injunction for quick action failed; the case remains before the Court.
- Appointed and elected officials may not take an official position by post, written means or verbal means.
- Family members can be part of the committee; just not board members
- If the ballot passes, the Village of Lake Orion does not pass the ordinance because it is against State Law and the Village Charter.
- The case remains open before the court and it will go back to the judge for further review. The judge assigned to the case remains assigned.

Discussion commenced regarding the dissolution of the Village.

## Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Special Meeting, Friday, September 29, 2023

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<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Henry Lorant, Secretary
<b>SECONDER:</b>	Alaina Campbell, Board Member
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Medina, Narsh
<b>ABSENT:</b>	Matt Shell, Chris Barnett, Lloyd Coe

RESOLVED: To Receive and file the Attorney's Legal Option.

*Vice Chairperson Caruso exited at 9:14 AM.*

## VI. Adjournment

**Motion to:** adjourn the Friday, September 29, 2023 special meeting of the Lake Orion Downtown Authority Board.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Henry Lorant, Secretary
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Lorant, Campbell, Medina, Narsh
<b>ABSENT:</b>	Sam Caruso, Matt Shell, Chris Barnett, Lloyd Coe

The September 29, 2023 special meeting of the Lake Orion Downtown Development Authority adjourned at :9:52 AM.

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

\_\_\_\_\_  
Susan C. Galeczka, CMC MiPMC  
Village Clerk

Date Approved:



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:** October 17, 2023

**FROM:** Molly LaLone, DDA Executive Director

**SUBJECT:** Annual Year End Main Street Evaluation Schedule

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#### **Background Information:**

Annually, the National Main Street Center and Main Street Oakland County evaluate the Lake Orion DDA Main Street program for accreditation. Lake Orion has been accredited since 2006.

#### **PURPOSE:**

The Main Street Community Assessment Visit is an important evaluative service offered to local Main Street programs to review the progress made towards building a comprehensive revitalization program.

Your Main Street Community Assessment Visit has the following objectives:

1. Determine the progress the program has made to meet or maintain the current Main Street America Assessment Criteria.
2. Introduce the new Main Street America Standards and important steps for becoming familiar and start aligning this more holistic framework.
3. Recognize strengths and celebrate the growth and accomplishments of the past year.
4. Identify needs, trends and obstacles that might challenge the district and the program's efforts.
5. Determine technical assistance and services that can continue to grow and sustain the local Main Street Program.

#### **FORMAT:**

The Main Street Community Assessment Visits will be conducted onsite. To achieve these objectives, the Visit includes the following components.:

- Introductory meeting with the Board of Directors, Committees, staff and other Main Street leaders to highlight the program's efforts and to review how the Program aligns with the Main Street Accreditation Criteria,
- Review of the local district and Main Street Program's background Information and materials,
- Tour of district,
- Key meetings with district stakeholders (business/property owners), City and other partners.

**TEAM:**

The Main Street Community Assessment Visit will be conducted by staff from Main Street America and the Main Street Oakland County Program. Your community's Assessment Visit will include the following staff:

- **Dana Walker, Executive Director, Michigan Downtown Association**
- **Tim Colbeck, Senior Planner, Oakland County**

**Director Recommendation:** Please Schedule 9am - noon and 5pm - 6:30pm February 6, 2024 for this assessment visit.

**Recommended Motion:** To approve the attached Main Street Community Assessment Visit Agenda, scheduled for February 6, 2024.

# Main Street America and MSOC Year-End Evaluation

Lake Orion MI



**February 6, 2024 (Tuesday)**

## PURPOSE AND SUMMARY

The Main Street Community Assessment Visit is an important evaluative service offered to local Main Street programs to review the progress made towards building a comprehensive revitalization program.

Your Main Street Community Assessment Visit has the following objectives:

1. Determine the progress the program has made to meet or maintain the current Main Street America Assessment Criteria.
2. Introduce the new Main Street America Standards and important steps for becoming familiar and start aligning this more holistic framework.
3. Recognize strengths and celebrate the growth and accomplishments of the past year.
4. Identify needs, trends and obstacles that might challenge the district and the program's efforts.
5. Determine technical assistance and services that can continue to grow and sustain the local Main Street Program.

## AGENDA

- **9:00 a.m. Introductory meeting with the Board of Directors, Committees, staff and other Main Street leaders**  
**Location: Village Conference room, 21 E. Church St.**
  - Overview of the new Accreditation Standards by MSA
  - MSA overview on how the Program meets current National Accreditation Criteria and expectations based on Program's self-assessment.
  - Opportunity for the Main Street Board to highlight the organization's direction for the past year and its priorities for 2023. **At least 75% of Board attendance is expected with advanced confirmation.**
- **Noon Lunch with Board Chair and Village Manager**  
**Location: TBD**
- **1:30 p.m. Community Tour**
- **2:30 p.m. Stakeholder Meeting**  
**Location: TBD**
  - Downtown business and building owners, residents and representatives of organizations with a presence in downtown to meet with the team and share their perspectives on the local economic environment and value of the Main Street program.
  - City leaders and staff to highlight the City's vision and support to the district's revitalization and the Main Street program.
- **4:30 p.m. Adjourn**
- **5:00 p.m. Dinner with Main Street Board of Directors and staff**  
**Location: TBD**
- **6:30 p.m. End of Evaluation**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village office, at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.

Posted: October 17, 2023

Attachment: 2024 eval day Agenda (6336 : Annual Year End Main Street Evaluation Schedule)



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### **DDA Board Meeting**

**DATE:** October 17, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** Director's Report

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**Attached:** Director's Report

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



# Director Report

October 2023



Attachment: October 2023 Director Report (6303 : Director's Report)

Prepared by  
MOLLY LALONE,  
EXECUTIVE DIRECTOR

# 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 COMPLETE
- POSSESSION OF PROPERTY - OCTOBER 25, 2023

# PROPERTY ACQUISITION

## PLAN OVERVIEW

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

**Property Purchased:** August 28, 2023, DDA takes possession October 25, 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

**Environment Phase II:** Results reported by Legal Counsel, Jan 17th.

**October 2022:** DDA Board 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.

### **December 2023 - Grants:**

- Dominic Romano, MEDC, requests plans so he can keep us informed of upcoming funding opportunities.

**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

**July 2023:** Property Purchase pending

**August 2023:** Property Closed August 28, 2023, DDA takes possession of the property on October 25, 2023

**September 2023:** proposal requests for demolition and hazardous materials survey

# PROPERTY ACQUISITION

## MISSION STATEMENT

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**

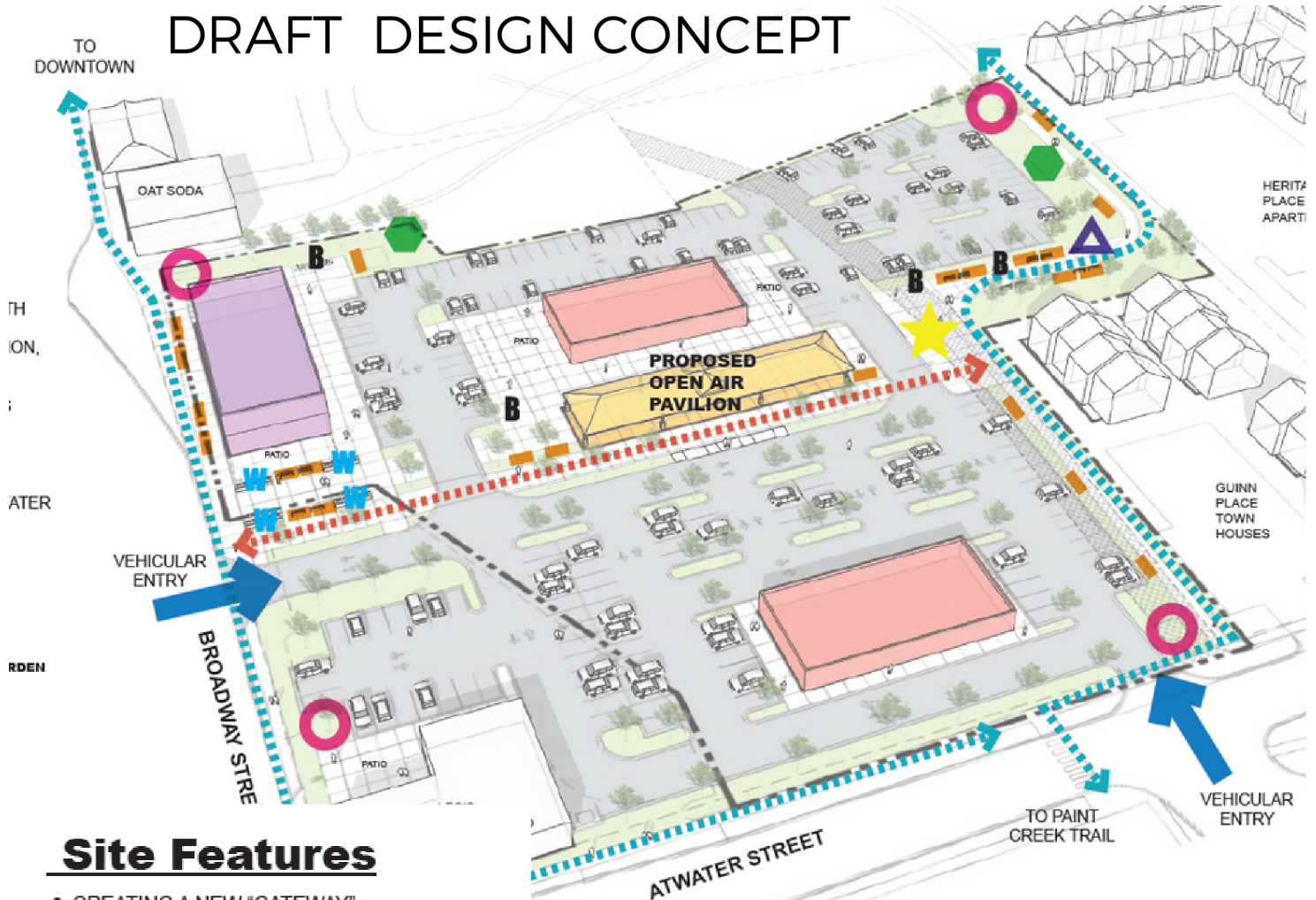
- Address environmental issues present on the property and
- Build a foundational infrastructure on the property from which to build upon

**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**

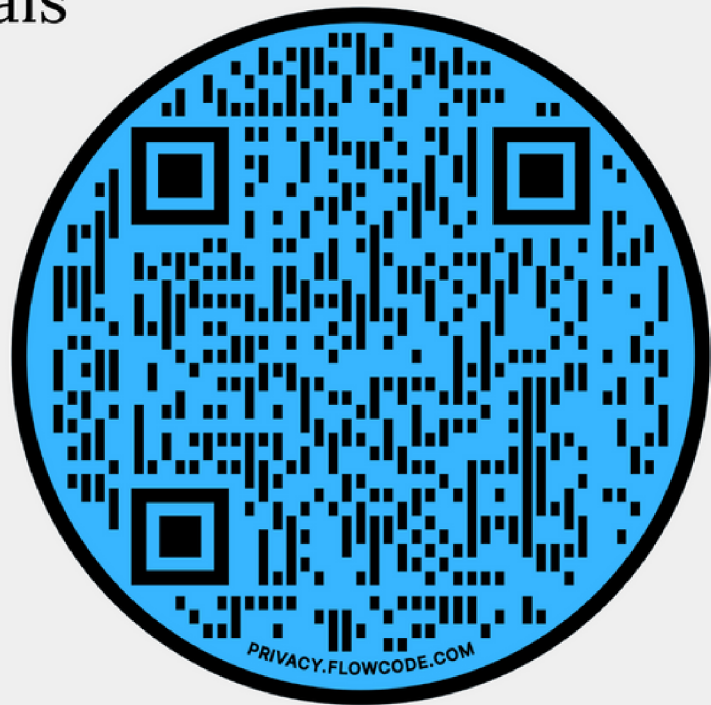
- CREATING A NEW "GATEWAY" TO DOWNTOWN LAKE ORION
- PROPOSED MULTIUSE EVENT PAVILION
- MAINTAIN EXISTING ATWATER TRAIL LOCATION/ADD LANDING PAD PLAZA AREA WITH BIKE RACKS, BIKE REPAIR KIOSK, SEATING, AND EVENT SPACE FOR STARTING/FINISH LINES
- STRENGTHEN THE CONNECTION TO THE PAINT CREEK TRAIL AND REINFORCE 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 PEDESTRIAN ACCESS
- PROPOSED VEHICULAR ENTRY

# Participating Businesses in Lake Orion

- Amazing Petals
- Broadway  
Embroidery
- Caruso  
Chiropractic
- Cookies &  
Cream
- Lake Orion  
DDA
- Simply Marcella
- Roses of  
Silverbell
- And more to  
come!



Shop Now!



SHOP OAKLAND COUNTY  
Main Streets

**Promotions Committee** - First Monday, (Oct 2nd, Nov 6th, Dec 4th) at 11am online and at DDA office

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, (Oct 16th, Nov 20th, and Dec 18th) 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, (Oct 18th, Nov 15th, Dec 20th) 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, (Oct 26th) at 11:30am, TBD

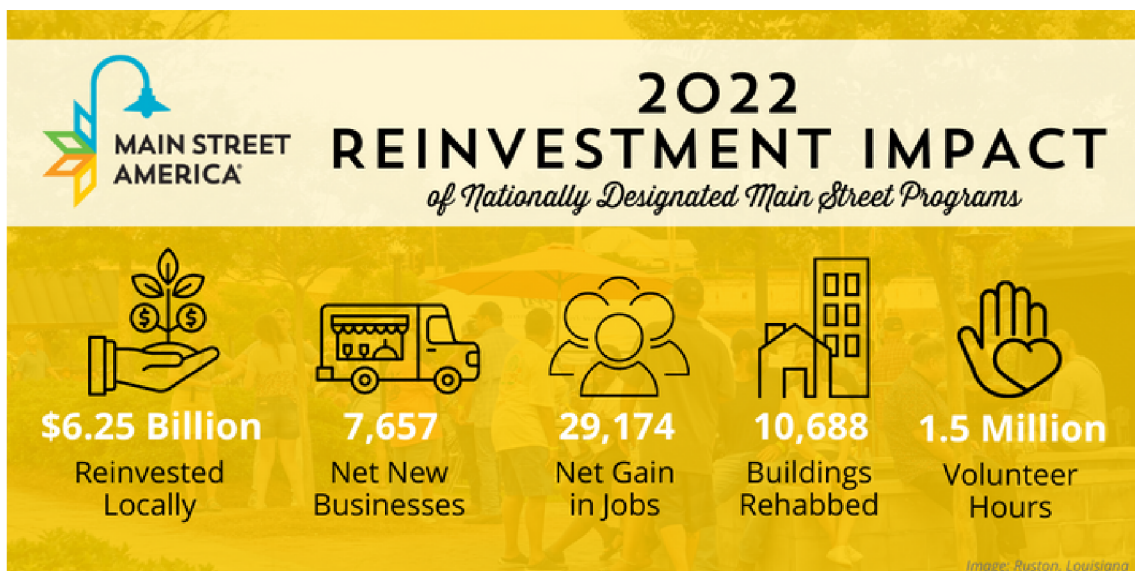
Committee Chair: Matthew Shell, DDA Board Member

*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, (Oct 19th, Nov 16th) 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 - COMPLETE

## The purpose of a parking study is to

- Quantify and qualify existing parking resources
- Engage the public and stakeholders, and
- Provide recommendations for parking and parking management

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. Of these, publicly available parking comprises slightly less than one-half of the total supply, which is less than the best practice benchmark of 50% to facilitate a park once and walk to multiple destinations (Table 1, pg. 7).
- For the core block study, 60% of parking is publicly provided and 40% is privately provided.
- Using the calculated parking demand during current weekend peak hours within the core area, there is a net deficit of parking spaces in areas 18 and 21, totaling a deficit of 84 parking spaces (Map 17, pg. 48).
- 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).
- Summary of Findings show that typical weekend parking occupancy is approximately 82% and beginning to approach the level (85 to 90 percent) where most patrons consider parking insufficient (page 64).

## 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.

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# ORGANIZATION COMMITTEE

## VISION STATEMENT - FOR REVIEW

Purpose is to update Vision to include upcoming projects and the economic development strategies the DDA is focusing on. The vision was last updated in March 2011.

The inclusion of economic development strategies is a new Main Street America Accreditation requirement. The request is for 1-2 strategies and an action plan for achieving them that is written into the vision.

# 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 (\$2,500 FLAGSTAR GRANT) <input checked="" type="checkbox"/>	16. <input type="checkbox"/>
3. TASTE OF TOWN IN ALLEYWAY <input type="checkbox"/>	17. <input type="checkbox"/>
4. STEAMPUNK ART & ADAPTIVE REUSE DESIGN BRUCE ROSENBAUM (MODVIC.COM) <input type="checkbox"/>	18. <input type="checkbox"/>
5. DIGITAL MARQUEE <input type="checkbox"/>	19. <input type="checkbox"/>
6. PORTABLE MONITOR FOR SPONSOR RECOGNITION <input type="checkbox"/>	20. <input type="checkbox"/>
7. ELABORATE SEASONAL PICTURE SPOTS (LIKE OXFORD FALL TRUCK SCENE) <input type="checkbox"/>	21. <input type="checkbox"/>
8. TRASH BIN BEAUTIFICATION (PARTENSHIP WITH HS ART DEPT?) <input type="checkbox"/>	22. <input type="checkbox"/>
9. <input type="checkbox"/>	23. <input type="checkbox"/>
10. <input type="checkbox"/>	24. <input type="checkbox"/>
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
- Here Lies Lake Orion Cemetery Tour
- Overall Event Promotion - all events



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



Attachment: October 2023 Director Report (6303 : Director's Report)

# 2024 DDA BOARD MEETINGS - 6:30PM, VILLAGE COUNCIL CHAMBERS



Attachment: October 2023 Director Report (6303 : Director's Report)

## Lake Orion Lumberyard Project

### Questions and Answers

- 1. Does the DDA have the expertise and experience to take on a project of this size and complexity?**

*Yes. The DDA has been an economic investor in the Village of Lake Orion, since its culmination in 1985. This is not first economic catalyst for the DDA. Similar to our previous projects we will find professional service partners to build the best product at the greatest value to our community.*

- 2. Does the DDA have the funds to pay for the design and planning expertise that should be involved, in addition to the cost of the bond?**

*Yes. The DDA is funded well beyond the bond debt service to hire professional services. Similar to our previous project and other regional DDA's we are seeking private/public partnership that will further provide expertise to the project.*

- 3. Why is parking, which costs money and currently produces no direct revenue, a priority for this project?**

*Parking is one critical component of a strong and vibrant downtown. If people cannot park, people will not visit, stay or invest in our community. (Note even the most successful parking systems are not self-funding, they are frequently publicly subsidized. City of Rochester as an example)*

- 4. In the proposed plan, doesn't it seem like a lot of concrete surface ratio to grassy surface? I know parking is needed but shouldn't the space be beautiful too since it is an entrance to downtown??**

*This is a possibility that could be discussed.*

- 5. Shouldn't most of the parking be on the North end of town in order to add to downtown parking?**

*This is a possibility that could be discussed.*

- 6. Couldn't the DDA office relocate to the Lumberyard office?**

*This is a possibility that could be discussed.*

### **Financial Questions**

**7. Can you please help me understand how the DDA is funded?**

*The DDA receives growth of the property taxes collected for each property in the district. The taxes normally paid by taxpayers within the district are redirected back to the district instead of going to other agencies. If the DDA were to be dissolved, the taxes would remain the same.*

**8. If the DDA purchases the bonds and it goes away, will the funds be there to repay the bond?**

*Yes, the resolution authorizing the bonds will create a lien on the tax increment revenues and other revenues pledged by the resolution. (See: MCL 125.42160(2))*

*For the Lake Orion DDA, this would be the only bonded debt held.*

**9. The DDA currently has money in the TIF capture to pay for the bond; however, if the DDA is dissolved, will the Village have to pay for the bonds?**

*No. TIF collection will continue for the purpose of paying off the bonded debt.*

**10. Does the Village Council have to approve the DDA Bonds?**

*Yes. In order for the Lake Orion DDA to borrow money, the "local governing body" - Village Council, must approve. (See: MCL 125.4213a)*

**11. Is part of the bond repayment from TIF funds?**

*TIF funds are what will be used to pay for the bonded debt.*

**12. Are the lift stations part of the \$5 million bond or separate?**

*No, the lift stations are not part of the DDA District. Tax Revenue collected within the district may only be used for projects in the district.*

**13. What Liability will the Village carry for the bonds?**

*The Village Council may pledge its full faith and credit to support the DDA's revenue. If the Village pledges its full faith and credit, it will carry some liability. However, the TIF Revenue will continue to be collected to pay for the bonded debt and cuts will come from the DDA, if necessary, to keep making the payments thus the Village's liability is very low.*

**14. What is the actual amount of the bond and is it the correct amount?**

*In the DDA's Development plan, the maximum amount the DDA can borrow is \$5M. (see Amendment No. 4 TIF and Development Plan, p. 50) The DDA's bond request is a total of \$5M. They are working with the Bond team to make sure everything they are doing is correct.*

**15. The debt service schedule shows the last payment in 2040, but the DDA sunsets December 2039, why don't the dates match?**

*Taxes are collected through December 2039. Funds collected the last year will pay for the final payments.*

**16. How will the Village be able to fund the infrastructure projects if the DDA gets all the revenue for new projects?**

*The DDA and the Village have agreed to set aside 75% of taxes above 2022 rates for Village directed infrastructure projects within the DDA area.*

**17. What are the legal and due diligence costs to date?**

*The DDA has set aside \$250,000 for legal and due diligence costs associated with the Lake Orion Lumberyard project.*

**18. Can the DDA afford a payment of around \$395,000 per year with current or anticipated funding, or will other activities need to be cut?**

*The priority of the DDA will be to pay the debt service first. Other activities may be reduced or fundraised for in order to do.*

**19. Is it worth it to use \$5 million of taxpayer funds and receive only \$3 million, and then have all the other related costs to somehow make the project viable?**

*If the DDA gets approval to bond for \$5M, it will get \$5M instead of \$3M. It is the intention of the DDA to purchase the property and use the rest of the funds to help get the project started and to secure private public partnerships to help further complete and fund the project over the next several years.*

**Tax Payer Liability or Risk****20. If the economy tanked, would residents be on the hook for bond repayment?**

*If the economy tanked, the TIF revenue would still be collected to pay for the bond debt. Instead, the other activities of the DDA would be eliminated, if necessary.*

**21. If the DDA is dissolved, would the Village have a plan in place?**

*If the DDA is dissolved, the TIF revenue would still be collected until the bonded debt was paid off.*

**22. Is \$5,000,000 enough to do whatever is needed to meet the goals of the DDA and Village of Lake Orion?**

*\$5M is enough to purchase the property and use the rest of the funds to launch the project started and secure private public partnerships to phase the project through private public partnerships.*

**General****23. Is this a priority for the DDA and Village of Lake Orion over everything else that \$5 million could be used for?**

*Yes, this DDA funded project is a priority. Funds borrowed by the DDA must be used for projects within their district. There are other priority projects for the Village outside of the district, but these funds could not be utilized.*

**Legal Questions****24. Does the DDA have the authority to purchase the lumberyard?**

*Yes, the DDA has the authority to execute a plan which aids in the economic growth of the downtown district. This authority is granted by PA57 of 2018, the State which governs Tax authorities.*

*The DDA has used development as a catalyst before. They owned the building which now houses Fork N Pint. The DDA created a business incubator there then eventually sold it to Fork N Pint. The restaurant has become an anchor at the North end of the downtown. (See: MCL 125.4202)*

**25. Does the DDA have the authority to improve the land, construct, rehabilitate or otherwise operate any building on the land it purchases?**

*Yes. The DDA Act, at MCL 125.4207, states that a DDA board may plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a "plan" which, in the opinion of the board, aids in the economic growth of the downtown district.*

**26. Does the DDA have the authority to lease or collect fees or rents for the use of any building or property under its control?**

*Yes. The DDA Board may acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect to that property. (See: MCL 125.4207(1)(h))*

**27. Does the DDA have the authority to pledge the fees, rents and charges for the payment of revenue bonds?**

*Yes. The DDA Board may collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority. (See: MCL 125.4207(l)(j).) The DDA Board may lease any building or property under its control, or any part of a building or property. (See: MCL 125.4207(l)(k).)*

**28. Does the DDA have the authority to finance its activities through donations, tax, borrowed money including the issuance of revenue bonds?**

*Yes. The DDA Act, at MCL 125.4211, states that DDA's activities can be financed through money borrowed pursuant to Section 213 and 213a of the DDA Act. Section 213 of the DDA Act states that an authority may borrow money and issue its negotiable revenue bonds under the revenue bond act, MCL 141.101 to 141.140. The DDA Act, at MCL 125.4213, further states that revenue bonds issued by the authority shall not "except as hereinafter provided" be deemed a debt of the municipality. MCL 125.4213a states that a pledge made by the authority shall be valid and binding from the time the pledge is made and that the money or property pledged by the authority shall immediately be subject to the lien of the pledge.*

**29. Does the DDA have the authority to add the costs of purchasing, acquiring, construction, improving, enlarging, extending or repairing property through funds from revenue bonds or notes?**

*Yes. The DDA Act, at MCL 125.4213a, states that the "costs" which may be financed by the issuance of the revenue bonds or notes may include the cost of purchasing, acquiring, constructing, improving, enlarging, extending, or repairing property in connection with the implementation of a development plan in the downtown district as well as any engineering, architectural, legal, accounting, or financial expenses.*

**30. What does the DDA have to put up to secure the bonds?**

*The DDA has pledged its TIF Revenue to pay for this debt. See DDA Regular Meeting Minutes October 11, 2022. In order for the Lake Orion DDA to borrow money and issue revenue bonds, the "local governing body" must approve. This is a mandatory standard. (see MCL 125.4213a)*

**31. Does the Village of Lake Orion have to vote on and approve the issuance of bonds?**

*Yes. We cannot do this project without their approval.*

**32. Is the Village liable for the bond debt?**

*For the past decade, it has been standard practice to use General obligation bonds, not DDA bonds. The lien will still be on the TIF revenue, but also the Village is pledging its full faith and credit.*

**33. What is the potential liability for the Village?**

*The potential liability for the Village is low because the TIF revenues have been pledged. Even if TIF funds go down, the funds would still go towards paying the bond debt. Other services could potentially be reduced, however this scenario is highly unlikely.*

**34. What can the DDA do with its portion of the TIF capture?**

*The budget will be amended to reflect the TIF capture, the bonded debt service will always be the priority.*

**35. Could taxpayers end up footing the bill?**

*To the extent that the taxpayers would need to pay an extra tax in order to pay for this, that is highly unlikely. Over the life of the DDA, it will collect, conservatively, over \$18M.*



# Facts regarding the Lake Orion DDA and the Lake Orion Lumberyard Project

**Taxes do not go up** for this project or any other project completed by the DDA.

**Taxpayers are protected**, DDA Law states that bond debt must be paid in full before a DDA can be dissolved. Also, this property is valuable and could be sold in the future to pay back the bonds.

**TIF Revenue is more than double the estimated bond payment.** As it stands today, our TIF Revenue is more than double the bond payment. And, we expect this revenue to go up over the next few years. (approx: 2023-24 TIF Rev \$903,000, est bond \$382,000, estimate as of Feb 13, 2023)

**Public Interest is a priority for the DDA**, what is the priority for a private developer?

## **The DDA works on behalf of the Businesses and Residents**

- New Downtown streets, sidewalks, and parking spaces.
- Paint Creek trailhead
- Business incubator project (now Fork N Pint)
- Directional, monumental, and park signs
- Children's Park Playground equipment
- Covid-19 support for small businesses
- First responder boat dock
- Seasonal flowers and Holiday lights
- Social District (first in SE Michigan)
- Annual funding for Police, Public Works, and Administrative services

## **The Lake Orion Lumberyard Project will create a gateway space on the south end of the Downtown that:**

- Honors the character of the community
- Preserves our community's heritage/history story
- 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

## **After purchase, the DDA will**

- Address environmental issues present on the property
- Build a foundational infrastructure on the property upon which to build upon.
- Invest in a multi-phase plan which clearly identifies parameters for all amenities

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

**You are cordially invited to attend an Informational Meeting about the Lake Orion Lumberyard Project on March 7, 2023 at 6:30pm, Village Hall Council Chambers  
21 E. Church St Lake Orion MI 48362**

**You can email questions before this meeting to [office@downtownlakeorion.org](mailto:office@downtownlakeorion.org) and we will answer them during the presentation.**



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:** October 17, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** Committee Minutes & Workplan and Event Updates

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### **Recommended Motion:**

To receive and File the Committee Meeting Minutes & Event updates

# September Meeting Notes

## Promotions Committee

11Sep23

Rescheduled due to technical difficulties. Sally will contact groups re: Sing & Stroll

## RRC Committee

12Sep23

Time to update training strategy for next year. All will look at content to see if it needs updating, Molly will send doc with updated dates to everyone.

Masterplan with amendments needs to be added to website.

Internal review draft will be finalized.

## MSOC – ShopOCMainStreets

12Sep23

Ribbon cutting September 23<sup>rd</sup>. Brand kit and style guide, MSOC offers to come to meeting, invitation and media release to come, economic vitality committee can take this project on.

Tuesday 9/26 (8:30am) digital marketing workshop – Waterford Oaks Activity Center Watkins Lake Road

## Design Committee

18Sep23

Diane covered the Grant received for Adopt a Garden program

Scope: eight gardens at main intersection

Talent: MSU Extension promoting this to their master gardeners

Recognition: Garden Sponsors, Gardeners

Get quotes for signs on the fences surrounding the gardens “Please do not litter here”

Future Project: Dumpster Art

## MDA Advocacy Committee

18Sep 23

For November conference:

1. Reporting requirements
2. Informational Meetings

3. Resources Page reminder
4. How to welcome newly elected officials
  - a. Invite for coffee
  - b. “What do you know?”
  - c. “What questions do you have?”
  - d. Email: MDA TIF page, Milestones Page, impact report
  - e. Include them in all photo opps

## Leadership Mindset

19Sep23

### ACTION STEPS TO BUILD MINDSET

Mindset	Individual	Organizational
<b>Growth Oriented</b>	Exposure to new things	Build into performance mgt
<b>Resilient</b>	Create mindfulness practice	Culture of risk taking
<b>Driven</b>	Find your “why”	Empowerment
<b>Future Focused</b>	Carve out time to plan	Build processes to plan
<b>Accountable</b>	Awareness of victim role	Use RACI
<b>Inclusive</b>	Self-talk about others	Talk about differences

## VLO Staff Mtg – Tech

19Sep23

Product swap – no change to fees. Everything unlimited. Set up for multiple meetings. Easy to move around in system. If needs to be created in Word, must be downloaded, modified, and uploaded as a separate item.

## LOACT Committee

20Sep23

Library has chosen planning and eng team for parking lot restructuring.

Twp getting ready for fall and winter in parks

Next meeting at Twp office for lunch in January – Chris will invite all to come.

## Organization Committee

20Sep23

Contingency plans made in case court rules against DDA. Meet & Greet format, direct mail campaign, letters to editor. Next meeting September 29<sup>th</sup>.

## DDA Business Power Hour

21Sep23

120 S. Broadway property management met with area restaurants regarding the problems and solutions for the dumpster area.

## MDA Board Meeting

21Sep23

Budget recommendations will be due by December. Looking at change in venue for board retreat.

## Digital Marketing (MSOC)

26Sep23

1. Generate reviews and respond within 24 hours to them.
  - a. Focus on Google
  - b. Asking for reviews works
  - c. Use Canva to create a flyer with the QR code
2. Optimize Google Business Profile
  - a. Update information on profile
  - b. Add photos every month
  - c. Make sure hours, services, and your business description are filled out.
3. Update keywords, review annually
  - a. Attributes (10-15 keywords)
  - b. Free Tools –
    - i. [Google Trends](#)
    - ii. [Keyword Surfer](#)
    - iii. [SemRush](#)
    - iv. [Moz](#)
4. Directory Listing
  - a. Manually update Name, Address, Phone number (NAP)
  - b. Service (\$)
    - i. [Yext](#)
    - ii. [Synup](#)
    - iii. [Birdeye](#)
  - c. Make it consistent, higher volume = higher in search
  - d. Google is one page per location. Check box to close location
  - e. Apple Business Connect
5. Social Media – Leverage to make your business show up in search.

- a. Create a FB page and a profile on one more platform
  - b. Use canva's templates to create 12-15 posts (product/services, testimonials, and business information)
  - c. Use a scheduling tool to automate evergreen content (Buffer, Hootsuite). Evergreen = will not age. Post these once a week.
6. The next generation of Analytics "GA4" starts from scratch. It has built in apps for common platforms.
7. "UTM" = Universal tracking mechanism
8. [Google Tag Manager](#) (Free) – add to website and use to create "events"
9. Customize what you track
10. [Findable](#): Make businesses easy to find online (\$). Businesses in Ferndale have used this program
11. [ChatGPT Plus \(4.0\)](#)
  - a. Ask it to assume a role as an expert
  - b. Ask it to do something specific
  - c. It responds with a list of information it will need to accomplish the task.
12. Logo brand generator ai
13. Website builder ai
  - a. Mixo.ai
  - b. Wix.com
14. GBP Optimization
  - a. Aiprm – add this exteniton to google to use with chatgpt
15. Photo and video
  - a. Lumen5
  - b. Pictory
  - c. Midjourney
  - d. Invideo
  - e. Harpa.ai



## WHO IS YOUR DDA?

5.3.b

Your DDA is made up of Lake Orion business people, property owners, residents, and officials nominated by you Village President and approved by your Village Council. Per Michigan law, your elected Village Council is responsible for establishing the DDA and how much tax revenue it receives.

*Your DDA Protects Your Tax Dollars*

**If your DDA is "defunded," the Village stands to lose \$500,000 annually.**

The Village would absorb the DDA Debt, including the Bond Debt for the Lake Orion Lumberyard project, which is currently paid for the funds that would be lost due to the "defunding." Keeping your DDA open for business is a direct investment in Lake Orion.

**Your local election is Nov. 7. Know what's on your ballot to make an informed decision.**

Packet Pg. 51

## WHAT DOES YOUR DDA DO FOR YOU?

*Your DDA works on behalf of residents  
AND businesses!*

- ✦ Maintains a strong and vibrant downtown, which helps property values
- ✦ Supports downtown businesses
- ✦ Organizes events and services for all community members
- ✦ Keeps Lake Orion tax dollars in our community

## YOUR DDA PROJECTS

Projects include:

- ✦ New downtown streets, sidewalks, parking spaces, and the Lumberyard Project
- ✦ Paint Creek Trail trailhead
- ✦ Children's Park playground equipment
- ✦ Seasonal flowers and holiday lights
- ✦ Funding for police and other village services

Together we can ensure that Lake Orion is a premier location to live, work, and play for generations to come.

5.3.b

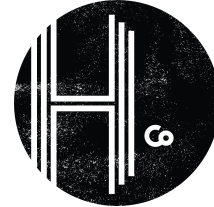
Attachment: DDA\_Mailer3\_v5-compressed (6210 : Committee



For more information visit:  
<https://downtownlakeorion.org>

Packet Pg. 52





## LODDA Q3 Social Media Report July 1-Sept 30, 2023

### Strategy Highlights:

- New posting cadence- 5 posts/week, 1-2 stories/week
- Using updated hashtag bank- #LakeOrion #LakeOrionDDA #DowntownLakeOrion #DowntownLO #LO #LakeOrionLove #DDA #WeLoveLO #LakeOrionMI #LakeLife
- Implemented content pillars to guide what's being shared
  - About the DDA
  - Get the Facts
  - Business Highlights
  - Main Street Program
  - Event promotions
- Sharing more video content through business highlights and adding reels/stories to Instagram
- Switched focus to sharing content meant to inform the community about all aspects of the DDA, not just upcoming events

### Facebook:

- On Facebook, LODDA had 163,532 impressions, 16,872 engagements and an engagement rate of 4.4%.
- Benchmark Facebook engagement rate: 1.64%
- The LODDA Facebook also had 1,085 link clicks.
- Top performing posts:



**September 15, 2023 11:59am**

Downtown Lake Orion

Take a look into the future! This is all the events in Downtown Lake Orion that are on their way. Make sure to check your calendars and get ready for what is to come! 🌟

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
187	26	5,191	4,569	4.41%	—



**September 8, 2023 04:09pm**

Downtown Lake Orion

We are ready for the Oktoberfest Trolley Crawl tomorrow! Are you! Do not worry, you still have time! Ticket sales will be ending tonight so make sure to follow the link to get a ticket before it is too late!  
<https://events.getlocalhop.com/oktoberf.../event/OEWQoeLpEC/ fbclid>

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
191	15	4,585	4,332	4.62%	—



July 1, 2023 10:00am

f Downtown Lake Orion

The Trolley is running every Friday and Saturday in July so take a ride with some friends!

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
106	7	3,742	3,230	3.74%	—

## Instagram:

- On Instagram, LODDA had 44,318 impressions, 571 engagements and an engagement rate of 1.79%.
- Benchmark Instagram engagement rate: 2.05%
- The LODDA Instagram also received 557 likes and 14 comments.
- Top performing posts:



August 4, 2023 01:05pm

@ downtownlakeorion

The Lake Orion Downtown Development Authority works on behalf of residents like you. One of the many community projects completed by the DDA was replacing the first responder boat dock in Green's Park that had fallen into disrepair. The new dock allows emergency services to quickly reach people on the water.

Likes	Comments	Impressions	Reach	Eng. Rate	Spend
32	0	1,285	1,152	2.65%	—



September 5, 2023 09:32pm

@ downtownlakeorion

Rest in peace, Vivian. You are a bright star here on earth and now in heaven

Likes	Comments	Impressions	Reach	Eng. Rate	Spend
26	2	1,521	1,388	1.84%	—



August 30, 2023 02:00pm

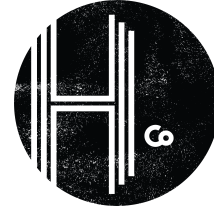
@ downtownlakeorion

No, your taxes would NOT go down if the DDA were to be defunded. Here's why: Without the Lake Orion Downtown Development Authority, the taxes that are currently collected will be disbursed to Oakland Community College, Oakland County, Metro Parks, and Orion Township instead of being reinvested in Lake Orion.

Likes	Comments	Impressions	Reach	Eng. Rate	Spend
22	1	1,056	969	2.37%	—

## Twitter

- On Twitter, LODDA had 5,030 impressions, 3 engagements and an engagement rate of 1.2%.
- Benchmark Twitter engagement rate: 1.33%
- The LODDA Twitter also had 10 link clicks.
- Top performing posts:



Zombies are taking over Lake Orion! Ed's Broadway Gift and Costume's 10th Annual Zombie Walk and Poker Run takes place on Saturday, September 16th, 2023 at 8pm in Downtown Lake Orion. Adults: \$10 Kids: Free Poker Run: \$10 #LakeOrion #LakeOrionDDA #ZombieWalk <https://t.co/ll3dQUCczG>

September 12, 2023 03:30pm

LakeOrionDDA

Zombies are taking over Lake Orion! Ed's Broadway Gift and Costume's 10th Annual Zombie Walk and Poker Run takes place on Saturday, September 16th, 2023 at 8pm in Downtown Lake Orion. Adults: \$10 Kids: Free Poker Run: \$10 #LakeOrion #LakeOrionDDA #ZombieWalk <https://t.co/ll3dQUCczG>

Clicks	Retweets	Likes	Impressions	Eng. Rate
0	0	2	359	0.60%

The Orion Township Public Library offers the community so much more than books. Members can also borrow audiobooks, movies, household items, tools, tech & more! 825 Joslyn Road, Lake Orion, MI 48362 #LakeOrionDDA #SupportLocalLibraries <https://t.co/2GadJxWQ6P>

August 31, 2023 03:01pm

LakeOrionDDA

The Orion Township Public Library offers the community so much more than books. Members can also borrow audiobooks, movies, household items, tools, tech & more! 825 Joslyn Road, Lake Orion, MI 48362 #LakeOrionDDA #SupportLocalLibraries <https://t.co/2GadJxWQ6P>

Clicks	Retweets	Likes	Impressions	Eng. Rate
0	0	3	317	1.30%

No, your taxes would NOT go down if the #LakeOrionDDA was defunded. Without the DDA, the taxes currently collected would go to other entities, instead of being reinvested into downtown. #LakeOrion would actually lose money without the #DDA. Get the facts: <https://t.co/1cXeVVOsrn> <https://t.co/0oo4Y90kq>

August 30, 2023 01:00pm

LakeOrionDDA

No, your taxes would NOT go down if the #LakeOrionDDA was defunded. Without the DDA, the taxes currently collected would go to other entities, instead of being reinvested into downtown. #LakeOrion would actually lose money without the #DDA. Get the facts: <https://t.co/1cXeVVOsrn> <https://t.co/0oo4Y90kq>

Clicks	Retweets	Likes	Impressions	Eng. Rate
0	0	2	207	2.40%

### Recap:

- In Q3, Lake Orion social channels gained 187 new followers.
  - 102 on Facebook
  - 77 on Instagram
  - 8 on Twitter
- Across all channels, LODDA socials had 212,880 impressions, 17,446 engagements and an average engagement rate of 2.46%.
- In addition, LODDA Facebook and Twitter had 1,095 link clicks.

### Recommendations:

- Implement 1-2 carousel posts monthly on Instagram for event highlights
- Share 1 regular photo per week across Facebook and Instagram, alternating with graphics to appeal to the algorithm



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:** October 17, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** Financial Reports

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#### **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 August 2023

10/04/2023 03:36 PM

## REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Page: 1/6

User: stouts

PERIOD ENDING 09/30/2023

DB: Village Of Lake

% Fiscal Year Completed: 25.14

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDG USE
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
Dept 000 - REVENUE						
248-000-402-000	Current Real Property Taxes	903,236.00	491,711.65	471,480.48	411,524.35	54.44
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	21.73	21.73	(21.73)	100.00
248-000-441-000	Local Community Stabilization Share Tax	10,000.00	0.00	0.00	10,000.00	0.00
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	109,028.00	13,300.00	7,500.00	95,728.00	12.20
248-000-582-000	Intergovernment - Police	0.00	201,995.92	201,995.92	(201,995.92)	100.00
248-000-664-000	Interest Earned	2,500.00	409.15	5.10	2,090.85	16.37
248-000-671-999	Appropriation from Fund Balanc	107,459.00	0.00	0.00	107,459.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	0.00	0.00	0.00	0.00	0.00
248-000-676-592	Reimbursement -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	0.00	1,513.00	0.00	(1,513.00)	100.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	102,400.00	5,882.00	3,982.00	96,518.00	5.74
248-000-685-100	Transportaion Sponsorship	28,000.00	8,548.00	2,447.00	19,452.00	30.53
248-000-686-000	Downtown Events	20,000.00	0.00	0.00	20,000.00	0.00
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	128.80	0.00	(128.80)	100.00
248-000-687-000	Merchandise Sales	10,000.00	0.00	0.00	10,000.00	0.00
248-000-688-000	Gift Certificate Sales	5,000.00	0.00	0.00	5,000.00	0.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	0.00	350.00	350.00	(350.00)	100.00
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTES	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		1,299,623.00	723,860.25	687,782.23	575,762.75	55.70
TOTAL REVENUES		1,299,623.00	723,860.25	687,782.23	575,762.75	55.70
Expenditures						
Dept 260 - GENERAL ACTIVITIES						
248-260-701-000	Wages	60,248.00	16,118.45	4,635.21	44,129.55	26.75
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	13,105.66	4,796.50	20,174.34	39.38
248-260-706-000	Wages - Event Coordinator	33,280.00	2,682.40	0.00	30,597.60	8.06
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	5,000.00	2,422.97	0.00	2,577.03	48.46
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	9,688.00	2,599.44	713.86	7,088.56	26.83
248-260-716-000	Health Insurance- Medical	7,200.00	2,176.77	573.15	5,023.23	30.23
248-260-717-000	Life & Disability Insurance	1,200.00	325.58	81.60	874.42	27.13
248-260-718-000	Dental Insurance	700.00	173.28	42.85	526.72	24.75
248-260-719-000	Pension	5,120.00	1,150.56	0.00	3,969.44	22.47

Attachment: September R&amp;E (6304 : Financial Reports)

10/04/2023 03:36 PM

## REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Page: 2/6

User: stouts

PERIOD ENDING 09/30/2023

DB: Village Of Lake

% Fiscal Year Completed: 25.14

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDG USE
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	35.71	8.95	94.29	27.47
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	60,000.00	15,600.00	5,200.00	44,400.00	26.00
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	7,619.88	2,500.00	22,380.12	25.40
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	17,499.99	5,833.33	52,500.01	25.00
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code Enforc	21,000.00	5,460.00	1,820.00	15,540.00	26.00
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	5,199.99	1,733.33	14,800.01	26.00
248-260-801-023	Contract Services-DPW event support	10,000.00	2,600.01	866.67	7,399.99	26.00
248-260-801-033	Contract Services-DPW snow removal	15,000.00	3,900.00	1,300.00	11,100.00	26.00
248-260-805-000	Audit Fees	2,000.00	0.00	0.00	2,000.00	0.00
248-260-810-000	Legal Services	16,340.00	2,845.25	(148.50)	13,494.75	17.41
248-260-823-000	Website/Software	6,000.00	655.27	50.14	5,344.73	10.92
248-260-823-001	Municipal Software	5,000.00	208.00	0.00	4,792.00	4.16
248-260-829-000	Planner Services	5,000.00	0.00	0.00	5,000.00	0.00
248-260-851-000	Telephone	3,500.00	768.93	199.86	2,731.07	21.97
248-260-900-000	Printing and Publication	100.00	0.00	0.00	100.00	0.00
248-260-920-000	Utilities	4,000.00	471.83	58.52	3,528.17	11.80
248-260-921-000	Municipal Street Lighting	6,500.00	1,556.92	1,047.92	4,943.08	23.95
248-260-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	400.00	66.22	33.11	333.78	16.56
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	3,000.00	0.00	9,000.00	25.00
248-260-942-000	Office Expenses	4,000.00	497.78	358.40	3,502.22	12.44
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	100.00	0.00	0.00	100.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,500.00	940.00	475.00	560.00	62.67
248-260-957-000	Education & Training	4,500.00	0.00	0.00	4,500.00	0.00
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	0.00	0.00	500.00	0.00
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	157,500.00	157,500.00	0.00	0.00	100.00
248-260-974-000	Capital Outlay - Equipment	1,100.00	845.11	559.00	254.89	76.83
Total Dept 260 - GENERAL ACTIVITIES		614,586.00	268,026.00	32,738.90	346,560.00	43.61
Dept 725 - ORGANIZATION						
248-725-822-000	Newsletter	1,800.00	130.00	65.00	1,670.00	7.22
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	975.00	250.00	4,025.00	19.50
248-725-826-000	Historic Celebration/Education	500.00	204.78	204.78	295.22	40.96
248-725-827-000	Awareness Program	1,200.00	0.00	0.00	1,200.00	0.00
248-725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00

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PERIOD ENDING 09/30/2023

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDG USE
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	211.01	0.00	288.99	42.20
Total Dept 725 - ORGANIZATION		9,000.00	1,520.79	519.78	7,479.21	16.90
Dept 726 - DESIGN						
248-726-745-000	Beautification Supplies	1,500.00	429.13	297.13	1,070.87	28.61
248-726-746-000	Hanging Baskets	3,400.00	0.00	0.00	3,400.00	0.00
248-726-801-000	Contractual Services	5,200.00	950.00	0.00	4,250.00	18.27
248-726-843-000	Facade Program	7,800.00	0.00	0.00	7,800.00	0.00
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	6,600.00	3,528.16	765.90	3,071.84	53.46
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	4,907.29	1,063.03	19,592.71	20.03
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	(1,000.00)	0.00	35,500.00	(2.90)
248-728-860-000	Trolley Expense	28,000.00	7,056.36	5,119.36	20,943.64	25.20
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	231.60	231.60	768.40	23.16
248-728-888-000	Brand Marketing	20,000.00	7,219.39	1,981.00	12,780.61	36.10
248-728-888-001	Contractual Services Brand Marketing	29,700.00	11,535.00	2,245.00	18,165.00	38.84
Total Dept 728 - ECONOMIC DEVELOPMENT		113,200.00	25,042.35	9,576.96	88,157.65	22.12
Dept 729 - PROMOTION						
248-729-880-000	Event Promotion	500.00	307.65	307.65	192.35	61.53
248-729-880-001	Event Promo - Gazebo Series	10,200.00	10,170.07	0.00	29.93	99.71
248-729-880-004	Event Promo - Halloween Parade	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	8,500.00	1,290.00	0.00	7,210.00	15.18
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	0.00	0.00	0.00	0.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to Win	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	0.00	0.00	0.00	0.00	0.00
248-729-880-011	Restaurant week	0.00	0.00	0.00	0.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,000.00	3,909.47	0.00	8,090.53	32.58
248-729-880-013	SD Nights- Stronger Together Winter	600.00	54.00	54.00	546.00	9.00
248-729-880-014	Octoberfest	0.00	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDG USE
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-729-880-015	Winter Activities	10,200.00	0.00	0.00	10,200.00	0.00
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	395.50	175.50	1,304.50	23.26
248-729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	3,300.00	152.00	152.00	3,148.00	4.61
248-729-885-000	Port-A-Johns	2,200.00	930.00	310.00	1,270.00	42.27
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		51,700.00	17,208.69	999.15	34,491.31	33.29
Dept 730 - CAPITAL PROJECTS						
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	4,000.00	0.00	0.00	4,000.00	0.00
248-730-931-000	Repair & Maintenance-Equipment	0.00	0.00	0.00	0.00	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond Project	422,709.00	0.00	0.00	422,709.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	23,969.00	0.00	0.00	23,969.00	0.00
248-730-975-003	DDA Capital Outlay	5,000.00	3,371.00	3,371.00	1,629.00	67.42
248-730-975-005	DDA Capital Outlay- Wayfinding/Lighting	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	30,000.00	0.00	0.00	30,000.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	10,000.00	0.00	0.00	10,000.00	0.00
248-730-975-015	Captial 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		495,678.00	3,371.00	3,371.00	492,307.00	0.68
TOTAL EXPENDITURES		1,308,664.00	320,076.12	48,268.82	988,587.88	24.46
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,299,623.00	723,860.25	687,782.23	575,762.75	55.70
TOTAL EXPENDITURES		1,308,664.00	320,076.12	48,268.82	988,587.88	24.46
NET OF REVENUES & EXPENDITURES		(9,041.00)	403,784.13	639,513.41	(412,825.13)	4,466.14
BEG. FUND BALANCE		638,446.44	638,446.44			
NET OF REVENUES/EXPENDITURES - 2022-23			(135,061.44)		(135,061.44)	
END FUND BALANCE		629,405.44	907,169.13			

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## REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDG USE
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	686.91	174.19	(686.91)	100.00
301-000-671-999	Appropriation from Fund Balanc	2,455,000.00	0.00	0.00	2,455,000.00	0.00
301-000-699-301	TRF in from DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		2,455,000.00	686.91	174.19	2,454,313.09	0.03
TOTAL REVENUES		2,455,000.00	686.91	174.19	2,454,313.09	0.03
Expenditures						
Dept 901 - 905						
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	2,200,000.00	2,120,874.70	6.15	79,125.30	96.40
Total Dept 901 - 905		2,200,000.00	2,120,874.70	6.15	79,125.30	96.40
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	1,000.00	500.00	0.00	500.00	50.00
301-905-731-001	2023 Tax exempt Bond Issuance Expense	1,000.00	500.00	0.00	500.00	50.00
301-905-992-003	2023 DDA bonds Taxable	75,000.00	0.00	0.00	75,000.00	0.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT	180,000.00	0.00	0.00	180,000.00	0.00
301-905-993-001	2023 DDA bond taxable interest	62,000.00	20,609.02	20,609.02	41,390.98	33.24
301-905-993-002	2023 DDA tax exempt bond interest	106,000.00	35,777.78	35,777.78	70,222.22	33.75
Total Dept 905 - Downtown Dev Bond 2023		425,000.00	57,386.80	56,386.80	367,613.20	13.50
TOTAL EXPENDITURES		2,625,000.00	2,178,261.50	56,392.95	446,738.50	82.98
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		2,455,000.00	686.91	174.19	2,454,313.09	0.03
TOTAL EXPENDITURES		2,625,000.00	2,178,261.50	56,392.95	446,738.50	82.98
NET OF REVENUES & EXPENDITURES		(170,000.00)	(2,177,574.59)	(56,218.76)	2,007,574.59	1,280.93
BEG. FUND BALANCE						
NET OF REVENUES/EXPENDITURES - 2022-23			4,944,949.68		4,944,949.68	
END FUND BALANCE						

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Fund 404 - DDA PROPERTY ACQUISITION						
Revenues						
Dept 000 - REVENUE						
404-000-664-000	Interest Earnings	150.00	43.09	10.66	106.91	28.73
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	483,750.00	157,500.00	0.00	326,250.00	32.56
Total Dept 000 - REVENUE		483,900.00	157,543.09	10.66	326,356.91	32.56
TOTAL REVENUES		483,900.00	157,543.09	10.66	326,356.91	32.56
Expenditures						
Dept 901 - 905						
404-901-901-000	Debt Service- Parking Deck	168,750.00	0.00	0.00	168,750.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	0.00	0.00	0.00	0.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	300,000.00	300,000.00	0.00	0.00	100.00
404-901-995-000	Bond Interest	15,000.00	15,000.00	0.00	0.00	100.00
Total Dept 901 - 905		483,750.00	315,000.00	0.00	168,750.00	65.12
TOTAL EXPENDITURES		483,750.00	315,000.00	0.00	168,750.00	65.12
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		483,900.00	157,543.09	10.66	326,356.91	32.56
TOTAL EXPENDITURES		483,750.00	315,000.00	0.00	168,750.00	65.12
NET OF REVENUES & EXPENDITURES		150.00	(157,456.91)	10.66	157,606.91	14,971.27
BEG. FUND BALANCE		222,473.45	222,473.45			
NET OF REVENUES/EXPENDITURES - 2022-23			104,367.25		104,367.25	
END FUND BALANCE		222,623.45	169,383.79			
TOTAL REVENUES - ALL FUNDS		4,238,523.00	882,090.25	687,967.08	3,356,432.75	20.81
TOTAL EXPENDITURES - ALL FUNDS		4,417,414.00	2,813,337.62	104,661.77	1,604,076.38	63.69
NET OF REVENUES & EXPENDITURES		(178,891.00)	(1,931,247.37)	583,305.31	1,752,356.37	1,079.57
BEG. FUND BALANCE - ALL FUNDS		860,919.89	860,919.89			
END FUND BALANCE - ALL FUNDS		852,028.89	1,076,552.92			

Attachment: September R&amp;E (6304 : Financial Reports)

10/04/2023

## COMPARATIVE BALANCE SHEET FOR VILLAGE OF LAKE ORION

GL Number	Description	PERIOD ENDED 09/30/2022	PERIOD ENDED 09/30/2023
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
248-000-001-000	Cash	0.00	450.00
248-000-002-000	Cash Savings	14,917.16	500,800.66
248-000-007-000	Payroll-checking	0.00	(350.00)
248-000-010-000	Investment/LGIP County Inv	395,835.41	400,285.48
248-000-011-000	Cash - Payroll Savings	0.00	6,382.99
	Total Assets	410,752.57	907,569.13
*** Liabilities ***			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
248-000-232-000	Life Insurance Payable	44.00	0.00
	Total Liabilities	444.00	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
	Beginning Fund Balance	638,446.44	638,446.44
	Net of Revenues VS Expenditures - 22-23		(135,061.44)
	*22-23 End FB/23-24 Beg FB	503,385.00	
	Net of Revenues VS Expenditures - Current Year	(228,137.87)	403,784.13
	Ending Fund Balance	410,308.57	907,169.13
	Total Liabilities And Fund Balance	410,752.57	907,569.13

\* Year Not Closed

Attachment: Balance sheet September 2023 (6304 : Financial Reports)

248-000-671-999	Current Budget Appropriation of Fund Balance	107,459.00
	Reserve for Operating Budget (20%)	180,650.00
	Reserve for Future Parking Expansion	<u>73,191.00</u>

## Fund 301 - DOWNTOWN DEV BOND PROJECT 2023

## \*\*\* Assets \*\*\*

301-000-002-000	CASH	0.00	2,767,381.24
	Total Assets	<u>0.00</u>	<u>2,767,381.24</u>

## \*\*\* Liabilities \*\*\*

301-000-214-101	Due to General Fund	0.00	6.15
	Total Liabilities	<u>0.00</u>	<u>6.15</u>
	Beginning Fund Balance	<u>0.00</u>	<u>0.00</u>
	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	(2,177,574.59)
	Ending Fund Balance	0.00	0.00
	Total Liabilities And Fund Balance	<u>0.00</u>	<u>2,767,381.24</u>

\* Year Not Closed

Attachment: Balance sheet September 2023 (6304 : Financial Reports)

## Fund 404 - DDA PROPERTY ACQUISITION

## \*\*\* Assets \*\*\*

404-000-002-000	Cash-Savings-DDA Property Acq.	222,515.35	169,383.79
	Total Assets	222,515.35	169,383.79

## \*\*\* Liabilities \*\*\*

Total Liabilities	0.00	0.00
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## \*\*\* 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	41.90	(157,456.91)
	Ending Fund Balance	222,515.35	169,383.79
	Total Liabilities And Fund Balance	222,515.35	169,383.79

\* Year Not Closed

Attachment: Balance sheet September 2023 (6304 : 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:** October 17, 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 \$77,607.19 for September 2023.



10/04/2023 03:23 PM  
User: stouts  
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION  
POST DATES 09/01/2023 - 09/30/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: **7.1.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	463.52	
248-260-801-003	DDA TRASHBAGS	HOME DEPOT CREDIT SERVICES	DPW MULTIPLE PURCHASES	286.70	
248-260-823-000	FLOWCODE - WEBSITE/SOFTWA	COMERICA BANK	MONTHLY RECONCILIATION	50.14	2
248-260-823-000	MIGRATION FROM GMAIL TO OUV	VC3 INC	EMAIL MIGRATION	360.00	
248-260-851-000	118 N BROADWAY SEP 3-OCT 6	COMCAST	118 N BROADWAY SEPT BILL	199.86	323
248-260-851-000	TELEPHONE	MISWITCH COMMUNICATIONS	TELEPHONE	90.06	
248-260-920-000	24 FRONT ST ACCT 9200 096	DTE ENERGY	24 FRONT ST DTE	24.62	323
248-260-920-000	24 FRONT ST ACCT 9200 096	DTE ENERGY	24 FRONT ST DTE	24.70	323
248-260-920-000	118 N BROADWAY ACCT# 1000	CONSUMERS ENERGY	SEPTEMBER 2023 \$61.82	9.20	323
248-260-920-000	118 N BROADWAY	DTE ENERGY	DTE BILL-SEPTEMBER	197.93	
248-260-921-000	380 S BROADWAY ACCT 91004	DTE ENERGY	DTE BILLS AUGUST	521.32	323
248-260-921-000	380 S BROADWAY ACCT 91004	DTE ENERGY	DTE BILLS SEPTEMBER	526.60	323
248-260-921-000	165 S BROADWAY	DTE ENERGY	DTE BILL-SEPTEMBER	19.37	
248-260-930-002	INV 88401 - MONTHLY FEE	DARWEL ENTERPRISES LLC	MONTHLY MAT SERVICE	33.11	323
248-260-942-000	OFFICE SUPPLIES	COMERICA BANK	MONTHLY RECONCILIATION	247.92	2
248-260-942-000	YEARLY CALENDAR	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES-DDA	110.48	323
248-260-942-000	BUNGEE CORD/FLY TRAPS	GREAT LAKES ACE HARDWARE	GREAT LAKES ACE PURCHASES-	30.55	
248-260-956-000	ANNUAL MEMBERSHIP DUES	MICHIGAN DOWNTOWN ASSOC	ANNUAL MEMBERSHIP DUES	475.00	324
248-260-974-000	BATTERY BACK UP	VC3, INC.	DDA BATTERY BACKUP REPLACE	559.00	323
248-260-974-000	8-PORT SWITCH FOR SERVER	VC3 INC	8-PORT SWITCH	39.74	
Total For Dept 260 GENERAL				4,269.82	
Dept 725 ORGANIZATION					
248-725-822-000	SNAPRETAIL - MONTHLY	COMERICA BANK	MONTHLY RECONCILIATION	65.00	2
248-725-825-000	DOWNTOWN DOLLARS REIMB (4	HERITAGE SPINNING & WEAVI	DOWNTOWN DOLLARS REIMBURSE	100.00	323
248-725-825-000	DOWNTOWN DOLLARS #4206	OAT SODA	DOWNTOWN DOLLARS REDEMPTIC	25.00	323
248-725-825-000	DD REDEMPTION CERTS - 4346	ANITA'S KITCHEN	DOWNTOWN DOLLARS REDEMPTIC	75.00	323
248-725-825-000	DOWNTOWN DOLLARS #4261, 42313	PIZZA BAR	DOWNTOWN DOLLARS REDEMPTIC	50.00	323
248-725-826-000	HERE LIES LAKE ORION - EVE	COMERICA BANK	MONTHLY RECONCILIATION	29.28	2
248-725-826-000	CEMETERY TOUR BANNERS	EPRINT SOLUTION LLC	BANNERS	175.50	324
Total For Dept 725 ORGANIZ				519.78	
Dept 726 DESIGN					
248-726-745-000	DOWNTOWN BEAUTIFICATION	RENE KALSO-SAMET	FLOWERS FOR DOWNTOWN INTEF	297.13	324
248-726-883-000	30"WIDE X 48"HIGH BANNERS	CUSTOM GRAPHIX SIGNWORKS I	BANNERS FOR M-24	330.40	323
248-726-883-000	SAFETY HARNESS FOR BANNERS	LAPEER RENT-ALL INC.	SAFETY HARNESS BANNERS FOF	435.50	323
248-726-883-000	30" WIDE X 12" HIGH HANG I	CUSTOM GRAPHIX SIGNWORKS I	HANG DOWN BANNERS	130.50	
Total For Dept 726 DESIGN				1,193.53	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-860-000	INV 139 - JULY TROLLY EXPEN	NORTH OAKLAND TRANSPORTATI	JULY/AUGUST TROLLEY EXP	5,119.36	324
248-728-886-002	LABEL ADDRESS	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES-DDA	231.60	323
248-728-888-000	MONTHLY FEE	20 FRONT STREET CONCEPTS,	MONTHLY MARKETING/ADVERTISE	300.00	323
248-728-888-000	DINING & SHOPPING GUIDES	LO PRINTING	DINING & SHOPPING GUIDE	25.00	323
248-728-888-000	MONTHLY BRAND MKTING - AD	VIEW NEWSPAPER GROUP	MONTHLY ADV	1,656.00	323
248-728-888-001	CONTRACTUAL MARKETING SER	HUDSON COLLECTIVE	MONTHLY BRAND MARKETING	2,245.00	324
Total For Dept 728 ECONOMI				9,576.96	
Dept 729 PROMOTION					
248-729-880-000	ANYPROMO.COM - OKTOBERFES	COMERICA BANK	MONTHLY RECONCILIATION	307.65	2
248-729-880-004	HALLOWEEN EXTRAVAGANZA - E	DAVID CHARLES EVENTS	SOUND / LIGHTING RENTAL	449.00	
248-729-880-004	CIDER AND DONUTS FOR HALL	CPAINT CREEK CIDER MILL	CIDER AND DONUTS	835.00	
248-729-880-013	STRONGERTOGETHER BANNER	EPRINT SOLUTION LLC	BANNERS	54.00	324
248-729-880-017	MOVIE NIGHT BANNERS	EPRINT SOLUTION LLC	BANNERS	175.50	324
248-729-880-100	BANNERS	EPRINT SOLUTION LLC	STRONGER TOGETHER BANNERS	152.00	323
248-729-885-000	CHILDREN'S PARK HANDICAP	TURNER SANITATION	PORT-A-JOHNS CHILDREN'S PA	310.00	323
Total For Dept 729 PROMOTI				2,283.15	
Dept 730 CAPITAL PROJECTS					

Attachment: September Invoice Register (6305 : Bill Approval)

10/04/2023 03:23 PM  
User: stouts  
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION  
POST DATES 09/01/2023 - 09/30/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: **7.1.a**

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 730 CAPITAL PROJECTS					
248-730-975-003	SHARED PARKING FEE	CARUSO CHIROPRACTIC CLINIC	ANNUAL SHARED PARKING FEE-	1,200.00	323
248-730-975-003	2022 THROUGH SUMMER 2023	TARR PROPERTIES, LLC	SHARED PARKING AGREEMENT-1	2,171.00	324
Total For Dept 730 CAPITAL				3,371.00	
Total For Fund 248 DOWNTOWN				21,214.24	
Fund 301 DOWNTOWN DEV BOND PROJECT 2023					
Dept 901 905					
301-901-971-000	USPS POSTAGE - LUMBERYARD	COMERICA BANK	MONTHLY RECONCILIATION	6.15	2
Total For Dept 901 905				6.15	
Dept 905 Downtown Dev Bond 2023					
301-905-993-001		HUNTINGTON NATIONAL BANK	2023 DOWNTOWN DEV BOND INI	20,609.02	324
301-905-993-002		HUNTINGTON NATIONAL BANK	2023 DOWNTOWN DEVEL BOND I	35,777.78	324
Total For Dept 905 Downtow				56,386.80	
Total For Fund 301 DOWNTOWN				56,392.95	

Attachment: September Invoice Register (6305 : Bill Approval)

10/04/2023 03:23 PM  
User: stouts  
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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION  
POST DATES 09/01/2023 - 09/30/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
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Fund Totals:

Fund 248 DOWNTOWN DEVELOPM	21,214.24
Fund 301 DOWNTOWN DEV BONI	56,392.95

77,607.19

Attachment: September Invoice Register (6305 : Bill Approval)

August 2023 Credit Card Report - submitted on 9/6/23				
Trans Date	Merchant	GL#	Explanation	Amount
8/7/2023	Flowcode	248-260-823-000	Website	\$ 9.95
8/8/2023	AnyPromo	248-729-880-000	Trolly Crawl	\$ 307.65
8/7/2023	Amazon	248-260-942-000	Office Exp - Computer cord	\$ 13.97
8/12/2023	SnapRetail	248-725-822-000	Newsletter	\$ 65.00
8/17/2023	True Image	248-260-942-000	Toner	\$ 233.95
8/17/2023	Ionos	248-260-823-000	Website	\$ 19.00
8/22/2023	Adobe	248-260-823-000	Website / Software	\$ 21.19
8/22/2023	Here Lies LO	248-725-826-000	Historic event	\$ 29.28
8/28/2023	USPS	301-901-971-000	Postage - Certified mail	\$ 6.15
			<b>TOTAL</b>	<b>\$ 706.14</b>

Attachment: Credit Card Report.August 2023 (6305 : Bill 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:** October 17, 2023

**FROM:** Molly LaLone, DDA Executive Director

**SUBJECT:** DDA 2023-2024 Budget Amendment - Lake Orion Lumberyard Demolition & Land Improvement

---

#### Financial Impact:

This budget amendment is to cover the cost of demolition and hazardous materials survey costs.

DDA Board Approval	GL #	ACCT NAME	ADOPTED	AMENDED	YTD ACTUAL	REVENUE CHANGE	EXPENDITURE CHANGE	NEW AMENDED BUDGET	Notes
17-Oct-23	Fund 301 DD Bond Pr	22-23 Fund Balance		4,944,950					
	301-000-671-999	Appropriation from Fund Balance	2,455,000			300,000		2,755,000	to cover actual costs
	301-901-950-000	Demolition & Land Improvement	-	-			300,000	300,000	to cover actual costs

**Recommended Motion #1 (Roll Call):** To increase 301-901-950-000 Demolition & Land Improvement by \$300,000 and;

To increase 301-000-671-999 Appropriation from Fund Balance by \$300,000

**Recommended Motion #2:** To authorize forwarding the budget amendments to the Village Council for 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:** October 17, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** Property Acquisition - Lake Orion Lumberyard Project

---

Jeff Nowells has requested an extension in order to remove inventory from the Lake Orion Lumberyard property. The Lake Orion DDA is scheduled to take possession of the property on October 25, 2023. The requested extension is until November 10, 2023.

**Recommended Motion:** To delay the official possession of 215 S. Broadway to November 10, 2023



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:** October 17, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** Development - Lake Orion Lumberyard Project

---

### Lake Orion Lumberyard purchased August 23, 2023

**215 S. Broadway released to Lake Orion DDA on October 25, 2023**

#### Attached:

Property Acquisition Memo

Bid Sheets

Bid comparisons

**Background Information:** The Lake Orion DDA purchased the Lake Orion Lumberyard on August 23, 2023. They will take final possession of the property on October 25, 2023 (60 days from purchase). In preparation for taking possession of the property, the DDA Board published two bid proposal requests - Demolition and hazardous materials and asbestos survey. The DDA Board appointed board members Lorant, Shell, and Campbell to review the proposals for both requests. The purpose of these requests is to remove all safety hazards on the site.

Ten demolition proposals were submitted, the costs ranging from \$60,000 to \$387,560 for the proposed work. Seven Hazardous Materials and asbestos surveys were submitted. The Proposal costs ranged from \$1,328 to \$7,500 for the proposed work.

The review team drafted follow up questions for the contractors and will review the follow up information on October 26, 2023 at 11am at the Village of Lake Orion Council Chambers.

**Financial Impact:** Expenses for this project are paid from the 301 Fund.



Fiscal Yr	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
23-24	301-901-950-000	Demolition & Land Improvement	-	-		
	Fund 301 DD Bond Pr	22-23 Fund Balance		4,944,950		
	301-000-671-999	Appropriation from Fund Balance	2,455,000	-		2,489,950

### Review Team Recommendations:

1. Hire a consultant to review the proposals with the Review team.
2. Arrange one-on-one site tours and proposal discussions with finalists.
3. Include the office building with the demolition.
4. Acquire/rent a trailer office to act as the construction office, development showcase, and contractor restroom site.

**Director Recommendation:** Because the purpose of this part of our project is to make the property safe, I think we can hold off on demolition of the office building and also wait until development is underway before taking on the monthly expense of a construction headquarters trailer. If contractor bathrooms are required, we can rent port a johns.

It is the review team's job to recommend the best overall value to the DDA board. Adding an expert to the review team will help the DDA best understand the pros and cons of all the proposals presented. As will their presented follow up questions and the addition of the site tour interviews.

**Recommended Motion:** To hire AKA Architects to review these proposals with the review team, not to exceed \$\_\_\_\_\_ from 301-901-950-000



## Lake Orion DDA

118 N. Broadway St.

Lake Orion, MI 48362

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

### MEMORANDUM

**DATE:** October 12, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**TO:** DDA Board of Directors  
**SUBJECT:** Property Acquisition – 215 S. Broadway – Lake Orion Lumberyard

#### **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.

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.

#### **Milestones:**

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

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

Property officially belongs to Lake Orion DDA – October 25, 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)

## Demolition Bid Comparison

8.2.b

Description	Regal Demolition	ASW Detroit
Contact information	2440 Highland Rd, Howell, 48855 810-206-	4885 15th Street Detroit, MI 48208
Date of estimate	8910, Tracey Walter Dtr of Ops 6/16/23	313-896-8333 9/16/23
Demolish and haul away all structures except the office building	x	Deconstruction and removal
Remove all slabs and footings	x	x
remove all asphalt	x	not specifically stated
Seed and straw finish	x	x
Insurance	Included	not stated
Septic locating and pumping if applicable	property owner	Property owner
Well abandonment, if applicable	Property owner	property owner
Permits	Included	included
Envionmental or abatement work	property owner	Property owner
Restrictions:		
Footings or slab thicknesses 25% larger than code will incur additional Charges	Yes	Excludes slabs thicker than 6" and footings larger than 14" x 42"
All materials on site and salvage right to the property will belong to contractor	Yes	yes
Notes:		Asbestos survey included in price - abatement is not.
Payment Terms	50% deposit, 50% upon completion	25% down; payments established at benchmarks
<b>Final Cost</b>	<b>\$ 60,000.00</b>	<b>\$ 387,560.00</b>

Attachment: demolition bid comparison 2023 (6338 : Development - Lake Orion Lumberyard Project)

## Demolition Bid Comparison

8.2.b

Description	Blue Star, Inc.	Adams Group
Contact information	21950 Hoover Warren, MI 48089 586-427-9933	1700 E. Auburn Rd. Rochester Hills, MI 48307 888-993-3200
Date of estimate	10/11/23	10/11/23
Demolish and haul away all structures except the office building	x	x
Remove all slabs and footings	x	x
remove all asphalt	not specifically stated	x
Seed and straw finish	see notes below	x
Insurance	yes	yes
Septic locating and pumping if applicable	property owner	property owner
Well abandonment, if applicable	property owner	property owner
Permits	included - DDA pays fees	included -DDA pays fee
Envionmental or abatement work	Property owner	property owner
Restrictions:		
Footings or slab thicknesses 25% larger than code will incur additional Charges	yes	trench footings assumed 12" x 42": spread footings assumed 10" x 24"
All materials on site and salvage right to the property will belong to contractor	yes for remaining materials Owner to remove 90% of unattached interior contents. Excludes tree, brush and shrub removal; Additional costs for: seeding \$25000, removal of office building\$16,300, bonding \$2400, remobilization fee if needed \$1400	yes Removal of office/basement \$12,735
Notes:		
Payment Terms	Net 30	Final payment within 14 days of invoice
<b>Final Cost</b>	<b>\$ 113,900.00</b>	<b>\$ 142,145.00</b>

Attachment: demolition bid comparison 2023 (6338 : Development - Lake Orion Lumberyard Project)

## Demolition Bid Comparison

8.2.b

Description	Dore & Associates	International Construction
Contact information	PO Box 336	53618 Cherrywood Drive
Date of estimate	Bay City, MI 48707	Shelby Twp, MI 48315
	989-684-8411	586-749-9895
	10/11/23	10/11/2023
Demolish and haul away all structures except the office building	x	x
Remove all slabs and footings	not clearly stated	x
remove all asphalt	not clearly stated	x
Seed and straw finish	not clearly stated	not stated
Insurance	yes	yes
Septic locating and pumping if applicable	property owner	property owner
Well abandonment, if applicable	property owner	property owner
Permits	not clearly stated	not stated
Envionmental or abatement work	Environmental addendum	property owner
Restrictions:		
Footings or slab thicknesses 25% larger than code will incur additional Charges	not clearly stated	NA
All materials on site and salvage right to the property will belong to contractor	NA	NA
Notes:	Demo of office building \$19300	Office building included in total at \$15,900
Payment Terms	NA	NA
<b>Final Cost</b>	<b>\$ 174,600.00</b>	<b>\$ 255,900.00</b>

Attachment: demolition bid comparison 2023 (6338 : Development - Lake Orion Lumberyard Project)

Description	Adamo Demolition Co.	E.T. MacKenzie Company
Contact information	320 East Seven Mile Rd. Detroit, MI 48203 313-892-7330	4248 W. Saginaw Hwy Grand Ledge, MI 48837 517-627-8408
Date of estimate	10/11/23	10/11/23
Demolish and haul away all structures except the office building	x	x
Remove all slabs and footings	x	x
remove all asphalt	x	x
Seed and straw finish	x	x
Insurance	yes	yes
Septic locating and pumping if applicable	property owner	property owner
Well abandonment, if applicable	property owner	property owner
Permits	not stated	property owner
Envionmental or abatement work	property owner	property owner
Restrictions:		
Footings or slab thicknesses 25% larger than code will incur additional Charges	Assumes slabs are not more than 6" thick; assumes footers and foundations are no more than 5 feet deep	
All materials on site and salvage right to the property will belong to contractor	NA	NA
Notes:	Additional \$21,900 to remove office building	Additional \$7,000 to remove office bldg - no backfill for the basement area included, rough grading only.
Payment Terms	na	
<b>Final Cost</b>	<b>\$ 160,599.00</b>	<b>\$ 137,900.00</b>

Description	Trimedia Environmental & Engineering	AKT Peerless	Environmental Testing & Consulting
Contact information	830 W. Washington St. Marquette, MI 49855 906-228-5125	22725 Orchard Lake Rd. Farmington, MI 48336 248-615-1333	38900 West Huron River Dr. Romulus, MI 48174 734-955-6600, Ext 226
Date of estimate	10/10/23	3/27/23	10/11/23
Asbestos Survey			
- Surfacing Materials	yes	yes	yes
- Polarized light microscopy	yes	yes	yes
- Miscellaneous Materials	yes	yes	yes
Insurance	Yes	Not stated in conceptual cost estimate	yes
Environmental or abatement work	Environmental	Environmental	Environmental
Notes:			
Notes:			
Payment Terms	Not stated	not stated	not stated
<b>Final Cost</b>	<b>\$ 6,650.00</b>	<b>\$ 7,500.00</b>	<b>\$ 2,500.00</b>



Description	Dore & Associates (addendum)	TriTerra (addendum)	Technical Service Professionals
Contact information	PO Box 338 Bay City, MI	625 Kenmoore Avenue SE, Ste 204 Grand Rapids, MI 49546 517-702-0470	25000 Capitol Redford, MI 48239 734-838-0426
Date of estimate	10/11/23	10/8 & 10/11/23	10/11/23
Asbestos Survey			
- Surfacing Materials	na	yes	yes
- Polarized light microscopy	na	yes	yes
- Miscellaneous Materials	na	yes	yes
Insurance	yes	yes	yes
Environmental or abatement work	environmental	environmental	environmental
Notes:	Included with Demolition Per sample price 80 samples (\$22 to \$16 each)	Addl \$2,500 to provide abatement supervisor/contractor and abatement plan. per sample price (16.50 to 8.50) *	Price includes rights to salvage lumber, trim, drywall, insulation, etc.
Notes:	price from \$1328 to \$1826	150 ttl samples	83 samples (\$747 to \$2075)
Payment Terms	not stated	not stated	not stated
Final Cost	Price Range Above	\$7,915	Price range/includes salvage of materials

Description	Blue Star (addendum)
Contact information	21950 Hoover Warren, MI 48089 586-427-9933
Date of estimate	10/13/23
Asbestos Survey	
- Surfacing Materials	na
- Polarized light microscopy	na
- Miscellaneous Materials	na
Insurance	yes
Envionmental or abatement work	environmental
Notes:	Price varies from \$1485 + 27.50 per sample (\$4,235), to \$1210 to \$11 per sample (\$2310)
Notes:	100 samples (\$27.50 to 11.00)
Payment Terms	not stated
<b>Final Cost</b>	<b>Price rage above</b>

## Proposals

## OPEN BIDS

## Lumberyard Demolition

DUE: 10/11/23

Time: 11 pm

Date Opened: 10/12/23

Time: 11 am

Attachment: 0147\_231012163749\_001 (6338 : Development - Lake Orion Lumberyard Project)

Name and Contact Info		Date/ Time Received	BASE BID	ALTERNATE BID	LEGAL STATUS OF BIDDER	Bond	Insurance	Notes
1.)	Regal Demolition	6/16/2023	\$60,000.00				Yes	
2.)	ASW Detroit	9/18/2023	\$387,560.00				not stated	Cost is for deconstruction for salvage. Includes asbestos survey, not abatement.
3.)	Blue Star Inc	10/11/2023	\$113,900.00				Yes	Additional charge for seeding (\$25000), removing office (\$16,300), bonding (2,400) Removalization (\$1,400)
4.)	Adams Group	10/11/2023	\$142,145.00				not stated	Additional \$12,735 to remove office bldg.
5.)	Dore & Associates	10/11/2023	\$174,600.00				Yes	Additional \$19300 to remove office bldg
6.)	International Construction	10/11/2023	\$255,900.00				Yes	Additional \$15,900 to remove office bldg
7.)	Ardamo Demolition Co.	10/11/2023	\$160,599.00				Yes	Additional \$21,900 to remove office bldg
8.)	E.T. Mackenzie Company	10/11/2023	\$137,900.00				Yes	Additional \$7,000 to remove office building backfill for basement area not included in price
9.)	Residential Construction	10/11/23	\$179,630.00					
Date Opened:				Signatures				
10/11/23								
lone								
Opened by: Molly Lalone, Alaina Campbell, Matt Shell, Hank Lorient								

## Proposals

## OPEN BIDS

## Lumberyard Haz Survey

DUE: 10/11/23

Time: 11 pm

Date Opened: 10/12/23

Time: 11 am

	Name and Contact Info	Date/ Time Received	BASE BID	ALTERNATE BID	LEGAL STATUS OF BIDDER	Bond	Insurance	Notes
1.)	TimeMedia Environmental & Engineering	10/9/23 - 11:59am	\$6,650.00				Yes	Asbestos Abatement not included
2.)	AKT Peerless - Conceptual cost estimate	3/1/2023	\$7,500.00				not stated	Asbestos Abatement not included
3.)	Environmental Testing & Consulting	10/11/2023	\$2,500.00				yes	Asbestos Abatement not included
4.)	Dore & Associates	10/11/2023	\$1328 - \$1826				yes	Asbestos Abatement not included
5.)	TriTerra	10/11/2023	\$7,915.00				yes	Asbestos Abatement not included
6.)	Technical Service Professionals	10/11/2023	\$747 to \$2075				yes	Asbestos Abatement not included includes right to salvage materials
7.)	Michael Baker Int	10/11/2023	\$5,300					
Date Opened:								
10/11/23								
law								
Opened by: Molly Lalone, Alaina Campbell, Matt Shell, Hank Lorant								
				Signatures	Alaina Campbell, Board Member			
					Matthew Shell, DDA Board Treasurer			
					Hank Lorant, Secretary			
					Molly Wing Lalone, Executive Director DDA			



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:** October 17, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** Approval of Dumpster Enclosure Construction RFQ

---

#### Attached:

Enclosure Expansion Planning RFP

**Purpose:** The DDA requests planning services for the construction of an additional dumpster/grease container enclosure adjacent to the existing enclosure located at 120 S. Broadway. If possible, the enclosure will hold 2 dumpsters and three grease containers, if spacing will not allow, the enclosure should hold a minimum of three grease containers.

**Background Information:** Grease containers for local restaurants are located at the corner of Front and Lapeer Streets, behind Main Street Bike Shop. They are not contained within an enclosure and can be unsightly and messy.

Restaurants have an agreement with 120 S. Broadway to use dumpster space within the property's enclosure. But, the property owner is now requesting that an alternative be found as the enclosure area has been too messy and the apartment residents, who use the enclosure area, are complaining. So, this request includes a request to identify if the enclosure can hold dumpsters and the grease containers.

The proposed area contains many utilities, some of which may need to be moved to accommodate the additional enclosure. This RFP is to request planning services to document where the utilities are, the location and design of the enclosure, and construction documents for the site.

#### 2022-2023 Priorities:

1. **Dumpster Enclosures**
2. **Downtown Lighting**

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

**Financial Impact:** In 2022-23, the DDA budgeted \$60,000 for this project. It was not spent because our construction RFQ, submitted to MITN three times, did not receive bids. For the current fiscal year, there is \$30,000 budgeted for the project.

Fiscal Y	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
	248-730-975-009	Capital Outlay - Dumpsters	60,000	60,000		
		Planning Services estimate			6,150	\$ 53,850

**PRELIMINARY SCHEDULE** *(The following are estimated dates and are not binding)*

DDA Board Approval to request proposals	October 17, 2023
RFQ Available (Website and MITN))	October 20, 2023
Site Tour	October 26, 2023
Questions due	November 3, 2023
Questions Answered	November 13, 2023
Receive proposals	November 17, 2023 5pm
Proposals opened	November 30, 2023
Review Period	November 30, 2023 – December 15, 2023
Selection	December 19, 2023

**Director Recommendation:** I recommend approval of Nowak & Fraus Engineers immediately, bypassing the public bid process because they currently have a service contract with the Village. Carol, the engineer assigned to the Village of Lake Orion, has been involved in this project since the beginning. She will be the most knowledgeable contractor we could hire for this project. Use Alternative 1, below, to hire Nowak & Fraus Engineers.

**Recommended Motion - Alternative 1 (roll call):**

To hire the Village Contractor, Nowak & Fraus Engineers to complete the planning services as proposed, not to exceed \$6,150 from 248-730-975-009 Capital Outlay - Dumpsters

**Recommended Motion - Alternative 2 (roll call):**

To approve publication of the Enclosure Expansion Planning RFP and;

To appoint the following board members (3) to the Review team:

1. \_\_\_\_\_
2. \_\_\_\_\_

3. \_\_\_\_\_





September 18, 2023

Molly K. LaLone  
Executive Director  
Lake Orion Downtown Development Authority  
118 N. Broadway  
Lake Orion, MI 48362

**RE: 120 S. Broadway – Dumpster Enclosure Expansion  
Part of the SW ¼ of Section 26, T2N, R10E  
Village of Lake Orion**

Dear Mr. McClary

Nowak & Fraus Engineers (NFE) appreciates the opportunity to submit our proposal for Professional Land Surveying, Civil Engineering and Landscape design services relative to the above referenced project. Please find detailed below a breakdown of our anticipated scope of services and associated fees.

**Understanding of Project:** It is our understanding that the DDA intends to construct an additional dumpster / grease container enclosure adjacent to the existing enclosure located at 120 S. Broadway. We understand that the enclosure is to include a single dumpster (current Sagebrush dumpster) and three grease containers. The current enclosure at 120 S. Broadway contains two dumpsters, on grease container and other storage. We met on site to discuss the best location for this enclosure, and we subsequently discussed the utility information with Wes Sanchez, DPW director.

#### **Engineering Services:**

- **Topographic survey:** Topographic survey will be provided for the project area to accurately depict the as-built conditions of the existing utilities and enclosure. NFE performed a boundary and topographic survey in 2019 for the site development of the building and improvements, and the survey is to tie in the as-built locations of improvements completed. The new information will be added to the existing topographic survey.
- **Engineering Design:** NFE will prepare a detailed engineering design for the necessary utility relocation and layout of a new dumpster pad and enclosure. These services may include, but not be limited to grading and water main. A hydrant must be relocated to accommodate the construction of the dumpster enclosure. It is not anticipated that an Act 399 permit will be required for the relocation of the hydrant, but the new location will be coordinated with the Orion Township Fire Marshal. It is not anticipated that any storm sewer or sanitary sewer will need to be relocated. The proposed plan will be designed to avoid other utility relocation.
- **Construction Documents:** NFE will prepare construction drawings and specifications for bidding. It is our understanding that your office will prepare the contract documents.
- **Easement Documents:** NFE will prepare easement documents if necessary. It is not anticipated that any easements will be required.

NOWAK & FRAUS ENGINEERS

48680 VAN DYKE, SUITE 200  
SHELBY TOWNSHIP, MI 48317

WWW.NOWAKFRAUS.COM

PHONE: 586.739.0939



- Bidding Assistance: NFE will assist in answering contractor questions during the bidding process and will attend an onsite pre-bid meeting if requested.
- Construction Observation and Administration include observation / inspection of construction, field measurements of pay items, processing pay estimates, contract modifications, punch list preparation and contract administration.

Based on the above, we have developed the following scope of work and associated fees relative to the development of the project:

### **Fees for Services:**

#### **1. Boundary, Topographic & Tree Survey**

***Lump Sum Fee – Boundary & Topographic Survey: \$1,650***

#### **2. Construction Documents**

***Lump Sum Fee: \$4,500.00***

#### **3. Permits**

Assist in preparing required permits for construction (soil erosion control permit, water main permit, etc.), as required.

***Included in Item 5 above***

#### **4. Bidding / Construction Assistance/Shop Drawing Review**

***Time and Materials Fee, According to NFE Village of Lake Orion Fee Schedule***

#### **5. Construction Staking**

***Estimated Fee: T&M***

### **SCOPE CLARIFICATIONS AND EXCLUSIONS:**

**Additional Services:** Any other services requested by the Village will be quoted separately or billed on an hourly basis according to our Village of Lake Orion hourly rate schedule.

**Excluded Services:** The following services are not included in this proposal and will be performed if necessary based upon a future proposal to be provided at time of necessity - geotechnical work / soil borings, structural design service including retaining walls, environmental testing investigations or materials testing. We have a pool of outside consultants that we rely on for those services and will facilitate these services if necessary.

Molly LaLone  
September 18, 2023  
RE: DDA Dumpster Enclosure  
Page 3 of 3

**ACCEPTANCE & AUTHORIZATION TO PROCEED:**

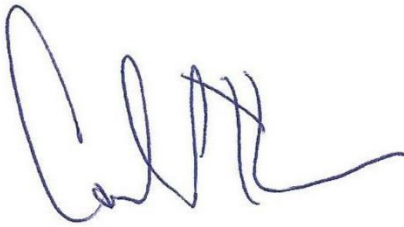
Provided this proposal meets with your approval, please sign, date and return a copy of this Work Authorization to our office. Receipt of your signed Work Authorization will serve as our authorization to proceed. The above Proposal is valid if accepted within 30 days of its receipt.

Thank you for choosing Nowak & Fraus Engineers to provide Engineering and Surveying services to the Village of Lake Orion DDA.

Sincerely,

**Nowak & Fraus Engineers**

**Accepted and Approved By:**



Carol P. Thurber, PE, CFM  
Principal

\_\_\_\_\_  
(Signature)

Dated: 9/18/2023

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Date)

Enclosure: Village of Lake Orion Discounted Fee Schedule

Cc: Darwin McClary, Village Manager

Attachment: Nowak P2023-032 DDA Dumpster Enclosure (6246 : Approval of Enclosure Expansion Planning RFP)

**Village of Lake Orion**  
2021 DISCOUNTED FEE SCHEDULE



Personnel	Hourly Rate
Corporate Principal	\$ 150.00
Senior Associate	\$ 135.00
Associate	\$ 125.00
ALTA Survey Manager	\$ 130.00
Land Surveyor/Field Coordinator	\$ 120.00
Plat Manager	\$ 120.00
CAD Manager	\$ 120.00
Senior Project Manager	\$ 125.00
Project Manager	\$ 115.00
Registered Landscape Architect	\$ 96.00
Project Engineer	\$ 110.00
Engineer III	\$ 105.00
Engineer II	\$ 95.00
Engineer I	\$ 85.00
Engineering Technician III	\$ 95.00
Engineering Technician II	\$ 85.00
Engineering Technician I	\$ 80.00
Senior Testing/Inspection Engineer	\$ 82.00
Testing/Inspection Engineer	\$ 75.00
Engineering Assistant	\$ 65.00
Survey Crew – 3 Person	\$ 175.00
Survey Crew – 2 Person	\$ 145.00
Survey Crew – 1 Person	\$ 110.00
Land Survey Technician	\$ 95.00

Survey Crew size will be determined on a per project basis.

**Reimbursable Expenses:**

Round trip vehicle mileage from the NFE offices will be charged \$0.56 per mile, when identified in the Work Authorization as a reimbursable expense.

The following expenses, when incurred in direct connection with the project, will be charged at the rates indicated (includes handling):

Courier services and project related purchases	Cost + 15%
Prints	\$2.00 Each
Oversize Prints	\$3.00 Each
Mylars & Vellums	\$20.00 Each
Express Deliveries	\$25.00 Each
Electronic Data Transfer - CD	\$100.00 Each
Electronic Data Transfer - Email	Hourly
Subconsultants	Fee + 10%
Traffic Counter	\$50.00/Day



118 N. Broadway, Lake Orion, MI 48362  
 Phone: 248-693-9742 Fax: 248-693-9749  
[www.downtownlakeorion.org](http://www.downtownlakeorion.org)

*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.*

October 11, 2023

Proposals for **DUMPSTER ENCLOSURE EXPANSION** are being accepted.

Proposals must be **EMAILED TO:**

Diane Kochis, [Office@downtownlakeorion.org](mailto:Office@downtownlakeorion.org)  
 And

Molly LaLone, [Director@downtownlakeorion.org](mailto:Director@downtownlakeorion.org)  
 ON, or by 5:00pm, on Friday, October 11, 2023

Proposals received after 5:00 PM of the date they are due will not be accepted or will be marked late, and retained unopened. Proposals will be reviewed Thursday, November 30, 2023.

Addenda, clarifications and changes to the documents must be obtained on line by registering (free registration available) for the MITN system as follows: 1) go to [www.mitn.info](http://www.mitn.info), 2) review the vendor registration options that are available to vendors, and then 3) select vendor registration at the bottom of the page to register and then, 4) sign up to register.

Quote tabulations will be posted on MITN.

The Village of Lake Orion reserves the right to accept or reject any and all Quotes and to waive any and all irregularities or split award by items, unless otherwise stipulated, and to accept the quote which will serve its interest.

Additional information regarding this quote or any questions can be answered by contacting the Molly LaLone of the Village of Lake Orion Downtown Development Authority, preferably by e-mail, [director@downtownlakeorion.org](mailto:director@downtownlakeorion.org), subject: **DUMPSTER ENCLOSURE EXPANSION**

Sincerely,

Molly LaLone  
 Executive Director  
 Lake Orion Downtown Development Authority

## REQUEST FOR PROPOSALS DUMPSTER ENCLOSURE EXPANSION

### OVERVIEW

The Lake Orion Downtown Development Authority requests a proposal for the below services, the proposal should include a scope of work and a cost proposal. All bidders must be qualified professionals, please provide references and proof of insurance.

The bid specifications were approved by the DDA Board of Directors on October 17, 2023. This request is publicly advertised on the DDA web site, and on MITN for the following time period: October 20, 2023 – November 17, 2023. Late responses will not be accepted. Responses not meeting terms may be rejected. If at least three responses are not received the DDA Executive Director may require a re-bid. The proposals shall be analyzed (based upon the "best overall value" to the DDA) and documented including Board member or staff recommendations.

### SCOPE OF SERVICE

The DDA requests planning services for the construction of an additional dumpster/grease container enclosure adjacent to the existing enclosure located at 120 S. Broadway. If possible, the enclosure will hold 2 dumpsters and three grease containers, if spacing will not allow, the enclosure should hold a minimum of three grease containers. A required tour of the site for location and utility information will be held October 26<sup>th</sup> at 10am at the corner of Front and Lapeer Street, behind the Main Street Bike Shop. Please RSVP by 5pm October 25<sup>th</sup> for the site tour.

#### Engineering Services:

1. Topographic Survey: provide a topographic survey to accurately depict the boundaries and as-built conditions of the existing utilities and enclosure.
2. Engineering Design: prepare a detailed engineering design for the necessary utility relocation and layout of the new pad and enclosure. This service may include but not limited to grading and water main. A hydrant must be relocated to accommodate the new enclosure. It is not anticipated that an Act 399 permit will be required for the relocation of the hydrant, but the new location will be coordinated with the Orion Twp Fire Marshall. It is not anticipated that any storm sewer or sanitary sewer will need to be relocated. The proposed plan should be designed to avoid other utility relocation.
3. Construction Documents: Prepare construction drawings and specifications for bidding. The DDA Office will prepare the contract documents.



PROJECT MAPS

Aerial View



Street View – from m-24 looking East towards Lapeer St/Front Street



Attachment: grease trap enclosure plan rfp Oct2023 (6246 : Approval of Enclosure Expansion Planning RFP)

## REQUEST FOR QUALIFICATIONS

1. Business Name
  - a. Areas of specialty.
  - b. Years in business.
2. Business Address
  - a. Address for Business
  - b. Mailing address (if different than business address)
3. Personnel
  - a. Principal contact (name, phone number, email) of the firm.
  - b. Other key personnel names who will be used for DDA business.
4. Experience - provide a short narrative (no more than two (2) pages) detailing previous experience providing this service. To include, but not necessarily be limited to: previous municipalities (if applicable), events, etc.
5. List specific reasons (no more than two (2) pages) why your business should be considered by the DDA of Lake Orion for providing this service.
6. Provide evidence of a comprehensive liability and workers compensation insurance policy for all staff assigned to work for the DDA.
7. Note any exceptions or deviations to the required scope of services outlined in Scope of Service section.
8. Has the business been in bankruptcy, reorganization or receivership in the last five (5) years?
9. Pricing - note the DDA currently prefers an itemized quote of services and charges.

## EVALUATION CRITERIA

The DDA will only review complete proposals received by the specified deadline and per the listed requirements. Finalists may be selected to present their respective proposals to the selection committee for review. Finalists shall be scored and ranked based on criteria which includes, but is not limited to:

- Technical approach to the project.
- Professional qualifications, expertise, quality and depth of key personnel with similar projects.
- Previous experience and successful record with similar projects.
- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program, in order to meet budget restraints, if required.

The Village of Lake Orion DDA reserves the right to interview any number of qualifying performing artists/businesses as part of the evaluation process. The decision as to which firm to contact (if any) shall be analyzed (based upon the "best overall value" to the DDA) and documented including Board member or staff recommendations. Meetings with short-listed proposers will provide additional information and criteria upon which the DDA will base its selection decision. The DDA reserves the right to select, and subsequently recommend for award the proposed firm(s)' services which best meets its required needs, quality levels and budget constraints. Award shall be made by the DDA Board of Directors.

The bid specifications were approved by the DDA Board of Directors on May 16, 2023. This request will be publicly advertised on the DDA web site, and on MITN for the following time period: June 22, 2023 to July 10, 2023. Late responses will not be accepted. Responses not meeting terms may be rejected. If at least three responses are not received the DDA Executive Director may require a re-bid.

## PRELIMINARY SCHEDULE *(The following are estimated dates and are not binding)*

DDA Board Approval to request proposals	October 17, 2023
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RFQ Available (Website and MITN))	October 20, 2023
Site Tour	October 26, 2023
Questions due	November 3, 2023
Questions Answered	November 13, 2023
Receive proposals	November 17, 2023 5pm
Proposals opened	November 30, 2023
Review Period	November 30, 2023 – December 15, 2023
Selection	December 19, 2023

### NON-DISCRIMINATION CLAUSE

In the performance of any contract or purchase order resulting wherefrom, the contractor agrees to obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the village regulating or applying to public improvements. Furthermore, the contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract or purchase order, with respect to his or her hire, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, ancestry, age, sex, gender identity, sexual orientation, height, weight, marital status, or physical or mental disability, except when said disability prevents such individual from performing the essential job functions, and the disability cannot be reasonably accommodated. The contractor further agrees that every subcontract entered into for the performance of this contract or purchase order will contain a provision requiring nondiscrimination in employment, as herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the contract or purchase order.

### ETHICS POLICY

**Gratuities:** It shall be unethical for any person to offer, give, or agree to give any village employee or former village employee, or for any village employee or former village employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

**Kickbacks:** It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

### ADA COMPLIANCE

The Village of Lake Orion will provide necessary, reasonable auxiliary aids and services, and provide assistance in filling out forms, to individuals with disabilities when doing business with the Village of Lake Orion. Individuals with disabilities requiring such auxiliary aids or services should contact the Village of Lake Orion by writing or calling:

Susan Galezka  
 (248) 693-8391 x 102  
 galezkas@lakeorion.org  
 21 E. Church St. Lake Orion, MI 48362



Sealed Bid Form – **DUMPSTER ENCLOSURE EXPANSION** Requested by *Lake Orion Downtown*  
*Development Authority*  
Bid Opening: **November 30, 2023**

The undersigned hereby declares that he/she has carefully examined the instructions and specifications as listed in the Bid Packet. The undersigned declares the prices set forth in this bid do cover all the requirements listed in the bid packet **DUMPSTER ENCLOSURE EXPANSION**

It is understood and agreed that all bid prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award of the bid, and that the prices bid will remain firm through invoice.

**The Lake Orion Downtown Development Authority reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability and service, when in its judgment it best serves the Village of Lake Orion and the Lake Orion Downtown Development Authority.**

**-Attach Bid Sheet-**

**BIDDERS**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entity's Name & Address, Contact Information & Phone Number

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Attachment: grease trap enclosure plan rfp Oct2023 (6246 : Approval of Enclosure Expansion Planning RFP)



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### DDA Board Meeting

**DATE:** October 17, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** VLO Request - Meeks Park and Children's Park Pedestrian Bridges

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#### **Attached:**

Request letter

Payment Record to parks

Minutes excerpt - commitment to parks

**Background Information:** The bridges along Meeks Park and Children's Park are in the process of getting safety updates. The Village Manager is requesting the DDA contribute \$95,574.11 towards the improvement of the two bridges because they are within the DDA district.

#### **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. One Level Parking Deck with EV Charging Stations

#### **Financial Impact:**

The DDA did not set aside funds for park projects in the 2023-2024 fiscal budget. The DDA has contributed matching grant funds for bank stabilization of Paint Creek Trail. The total given was \$118,900 contributed in 2020, 2021, and 2022. This grant and project has not been approved by the Village yet, and the funds we contributed could be used differently, if the board would like to authorize the change of use of the funds.

Additionally, the Village could direct the DDA to use the capital outlay funds set aside specifically for Village directed projects. This year the amount budgeted for Village projects is \$23,969.

Previously Budgeted?			Yes	<u>No</u>		
Fiscal Yr	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
23-24	248-730-975-020	Capital Outlay Parks & rec	-	-		
	248-730-965-101	Transfer Out - General Fund (previously disbursed to VLO 2020-2022)	-	118,900		
	248-730-975-000	Capital Outlay	23,969	23,969		
		VLO Request for bridge project			95,574	47,295

**How will this affect fund balance?** If this were to be paid from fund balance, after reserves the balance would be \$46,508

Fiscal Yr	GL #	Description	Fund Balance	Fund Reserves	Remaining Balance
23-24	248-000-390-000	Fund Balance - Unassigned	638,446		
	248-000-671-999	Appropriation from Fund Balance		107,459	530,987
		Net of Revenues VS Expenditures - 22-23		135,064	395,923
		Reserve for Operating Budget (20%)		180,650	215,273
		Reserve for Future Parking Expansion		73,191	142,082
		Subtotal - reserves		496,364	
		Bridge project - VLO request		95,574	<b>\$ 46,508</b>

**Director Recommendation:** I do not recommend authorizing extra funds for this project. If the DDA Board would like to re-authorize the previous funds to be used for this project, I am in favor of an official change of use for those funds, if the DDA Board deems the bridges to be of higher priority than Paint Creek Bank Stabilization.

If the DDA Board does not wish to change the purpose of the funds already set aside, then the Village council could direct the DDA Board to disburse the Capital Outlay funds for this project. These funds would not cover all the costs.

**DDA Board Chair Recommendation:** Debbie Burgess, the current DDA Board Chair, stresses the importance of our sticking to our budget. With the purchase of the property, the DDA Budget has become very tight and anything that was not previously planned for will affect our fund balance and our ability to complete the projects we planned for.

**Recommended Motion:** To amend the motion from October 18, 2018 Regular DDA

Board Meeting allocating funds to the Village for the Paint Creek Bank Stabilization Project to allow the village to re-allocate those funds for the Bridge projects.



Office of the Village Manager

**Darwin D. P. McClary**  
Village Manager

October 3, 2023

Lake Orion Downtown Development Authority  
c/o Debbie Burgess, Chair  
118 N. Broadway  
Lake Orion, MI 48362

**RE: REQUEST FOR CONTRIBUTION – MEEKS PARK AND CHILDREN’S PARK  
PEDESTRIAN BRIDGES IMPROVEMENT PROJECTS**

Dear Chairperson Burgess and DDA Board of Directors:

The Village of Lake Orion recently completed the replacement of the Meeks Park Pedestrian Bridge and has purchased the steel support beams for a future Children’s Park Pedestrian Bridge replacement project. Both projects are located within the boundaries of the DDA development district. The cost to date for these projects is as follows:

**Meeks Park Pedestrian Bridge Replacement:**

• Engineering -	\$ 44,845.00	
• Bridge Superstructure Components -	\$ 20,000.00	
• Bridge Construction -	<u>\$105,265.11</u>	
Total:	\$170,110.11	
Less:	<u>\$ 69,439.00</u>	CDBG Reimbursement
<b>Net Total:</b>	<b><u>\$100,671.11</u></b>	

**Children’s Park Pedestrian Bridge Steel Support Beams:**

• Engineering through 08/17/23 -	\$ 5,529.00
• Steel Support Beams -	<u>\$ 39,748.00</u>
Total:	<u>\$ 45,277.00</u>

The village is respectfully requesting the DDA Board’s kind consideration to cover the net costs of construction and materials for the two pedestrian bridges in the amount of \$95,574.11. The village will cover the engineering costs totaling \$50,374.00.

Lake Orion Downtown Development Authority

October 3, 2023

Page 2

Thank you for your kind attention and consideration. If you have questions, please do not hesitate to contact me.

Sincerely,

**VILLAGE OF LAKE ORION, MICHIGAN**



Darwin D. P. McClary  
Village Manager

xc: Molly LaLone, Executive Director, Lake Orion Downtown Development Authority  
Lake Orion Village Council  
Susan Galeczka, Village Clerk  
Sonja Stout, Finance Director/Treasurer

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE AS OF 06/30/2018	BALANCE AS OF 06/30/2019	BALANCE AS OF 06/30/2020	BALANCE AS OF 06/30/2021	BALANCE AS OF 06/30/2022
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
Dept 729 - PROMOTION						
248-729-880-000	Event Promotion	48.38	116.73	1,038.04	17,898.04	3,400.41
248-729-880-001	Event Promo - Gazebo Series	6,022.68	7,368.12	7,726.00	7,152.47	13,688.81
248-729-880-004	Event Promo - Halloween Parade	666.57	966.46	1,002.84	2,372.82	2,848.01
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	2,248.34	4,626.14	6,619.65	1,018.88	11,204.31
248-729-880-006	Event Promo - New Years Res. Run	2,658.15	122.99	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	7,531.41	11,075.59	1,083.96	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	0.00	0.00	0.00	0.00	14.11
248-729-880-009	Event Promo-Lake Orion Love Shop to Win	0.00	0.00	0.00	0.00	49.51
248-729-880-010	Babes On Broadway	3,202.33	384.75	372.36	0.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	0.00	0.00	27.94	998.65	1,470.01
248-729-880-013	SD Nights- Stronger Together Winter	0.00	0.00	0.00	2,400.00	4,108.61
248-729-880-014	Octoberfest	0.00	0.00	0.00	0.00	15,109.81
248-729-880-015	Winter Activities	0.00	0.00	0.00	0.00	10,976.31
248-729-885-000	Port-A-Johns	372.00	516.77	180.00	0.00	310.01
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	500.00	250.00	250.00	1,248.11
Total Dept 729 - PROMOTION		22,749.86	25,677.55	18,300.79	32,090.86	64,428.31
Dept 730 - CAPITAL PROJECTS						
248-730-885-100	Knox Box Grant Program	0.00	0.00	0.00	2,680.16	0.00
248-730-931-000	Repair & Maintenance-Equipment	4,965.72	3,656.00	2,235.00	998.50	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	29,000.00	28,999.92	28,999.91
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	35,000.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	129,600.00	127,200.00	124,800.00	0.00	0.00
248-730-975-000	Capital Outlay	12,309.51	15,521.50	0.00	0.00	378.01
248-730-975-003	DDA Capital Outlay	0.00	475.00	4,419.13	5,270.91	7,690.21
248-730-975-005	DDA Capital Outlay- Wayfinding/Lighting	0.00	198,897.38	1,050.00	0.00	90.91
248-730-975-006	DDA Capital Outlay - Parking	57.17	100,927.48	544,374.10	32,902.86	1,055.61
248-730-975-009	Capital Outlay - Dumpsters	0.00	0.00	0.00	0.00	154.91
248-730-975-011	Capital Outlay - Trail Extensi	205,479.46	8,324.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	0.00	(0.36)	0.00	0.00	81,709.71
248-730-992-000	Bond Principal	0.00	0.00	0.00	120,000.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	14,900.00	0.00
Total Dept 730 - CAPITAL PROJECTS		352,411.86	455,001.00	740,878.23	205,752.35	120,079.31
TOTAL EXPENDITURES		970,532.32	889,137.83	1,249,159.95	707,702.43	821,951.91
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,197,018.36	769,650.73	1,280,150.71	879,734.34	901,129.41
TOTAL EXPENDITURES		970,532.32	889,137.83	1,249,159.95	707,702.43	821,951.91
NET OF REVENUES & EXPENDITURES		226,486.04	(119,487.10)	30,990.76	172,031.91	79,177.51

Attachment: DDA pay to Parks proof of pmt (6326 : VLO Request - Meeks Park and Children's Park

C. Office Report **Adopted**

RESOLVED: To receive and file the Office Report dated October 9, 2018

D. Events Report **Adopted**

RESOLVED: To receive and file the Events Report dated October 9, 2018.

E. Committee Meeting Minutes **Adopted**

RESOLVED: To Receive and File the following September 2018 Committee Meeting Minutes:

- Parking 9/10 and 9/17
- Organization 9/11
- Babes on Broadway 9/12 and 9/26
- Brand Marketing 9/13
- Economic Vitality 9/24
- DDA Business Partners 9/26
- Promotions pushed to October 18

**8. Financial Matters**A. Budget Amendment - Orion Twp Parks & Rec Park Millage **Adopted**

RESOLVED: to allocate the Orion Township Parks and Recreation millage capture to the Parks and Recreation Programs, specifically the Paint Creek Stabilization Project.

**Motion to:** Authorize the Director to write a letter of commitment of the Parks & Recreation tax capture, estimated at \$29,000, for Village of Lake Orion's Paint Creek Bank Stabilization Grant Projects. **Adopted**

B. **Motion to:** To recommend to the Village Council approval of a budget amendment (1) to increase FY 2018-2019 annual revenue by \$29,000 and (2) add an expense item under Capital Outlay for Parks and Recreation in the amount of \$29,000. **Adopted**C. Open Invoices **Adopted**

RESOLVED: To approve the payment of the disbursements for the month of September in the amount of \$8,503.74.





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:** October 17, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** VLO Request - Street Sweeping Services

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#### **Attached:**

Bid documents

Service area Maps - Parking lots and streets

#### **Background Information:**

The Village Manager is requesting that the DDA pay for a three-year contract for street sweeping services. He is making the request because the streets and lots in the contract are in the Downtown district. The request is being made prior to the bid document being published.

#### **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. One Level Parking Deck with EV Charging Stations

#### **Financial Impact:**

The DDA did not budget for this expense in the current fiscal year. Further, the DDA has not paid for this service since I have been the Director here (June 2016 - present). If the DDA chose to pay for this service, it could be paid for with funds provided for the Paint Creek Trail Extension maintenance. But, if there were any repairs needed to the trail, they would have to wait.

Fiscal Y	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
23-24	248-730-975-011	Capital Outlay - Trail Extensi	10,000	10,000		
		Estimated Expense (\$1,000/month) for three years				
23-24		23-24			10,000	\$ -
24-25		24-25			10,000	
25-26		25-26			10,000	

### How will this affect Fund Balance?

Fiscal Y	GL #	Description	Fund Balance	Fund Reserves	Remaining Balance
23-24	248-000-390-000	Fund Balance - Unassigned	638,446		
	248-000-671-999	Appropriation from Fund Balanc		107,459	530,987
		Net of Revenues VS Expenditures - 22-23		135,064	395,923
		Reserve for Operating Budget (20%)		180,650	215,273
		Reserve for Future Parking Expansion		73,191	142,082
		Subtotal - reserves		496,364	
		Street Sweeping - VLO request (23-24 annual estimate)		10,000	\$ 132,082

**Director Recommendation:** I do not recommend authorizing extra funds for this project because the DDA did not include it in the current budget. I do recommend discussing this with the Village for possible inclusion in next year's budget.

**DDA Board Chair Recommendation:** Debbie Burgess, the current DDA Board Chair, stresses the importance of our sticking to our budget. With the purchase of the property, the DDA Budget has become very tight and anything that was not previously planned for will affect our fund balance and our ability to complete the projects we planned for.

**Recommended Motion:** To deny the request to pay for this service in the 23-24 fiscal year and;

To discuss this service as part of the upcoming 24-25 fiscal year.



***Department of Public Works***

**INVITATION TO BID**

ITB 2023-125-001  
Street Sweeping Services

The Village of Lake Orion Department of Public Works is accepting sealed bids for a three (3) year term of street sweeping services upon select Village streets and parking lots.

All contractors wishing to submit a bid are required to register on the MITN Purchasing Group website. You must register to view the project specifications. Registering is free to all users. Please go to [www.mitn.info/](http://www.mitn.info/) for more information.

Three complete copies of sealed proposals will be accepted by the Village of Lake Orion Village Clerk no later than June 1<sup>st</sup>, 2023. Hard copies only should be sent to the Lake Orion Village Hall at 21 E. Church St., Lake Orion MI, 48362.

Contractors are encouraged to visit the Village streets and parking lots specified in the bid documents so that questions regarding sweeping these areas may be submitted to DPW Director Wesley Sanchez no later than May 31<sup>st</sup>, 2023. Questions may be submitted by email to [Wsanchez@lakeorion.org](mailto:Wsanchez@lakeorion.org)

Wesley Sanchez  
Director of Public Works  
Village of Lake Orion

Attachment: 2023 Bid Invite - street sweep (6321 : VLO Request -Street Sweeping Services)



### ***Department of Public Works***

<b>RFP #</b>	RFP 2023-125-001
<b>SUBJECT</b>	Street and Parking Lot Sweeping
<b>DATE PUBLISHED</b>	May 18 <sup>th</sup> , 2023
<b>DEADLINE</b>	June 1 <sup>ST</sup> , 2023

The Village of Lake Orion is seeking a qualified, experienced firm to provide street sweeping services on select Village streets and parking lots based on a three year contract. Please review the following information and submit your sealed bids following the provided requirements and format.

#### **Provision of Services**

Sweeping of select village streets and parking lots during the normal sweeping season beginning April (or earlier if weather allows) and ending October each year. **The frequency of sweeping shall be quoted as once per month, as well as a quote for every other week on the streets only.** Sweeping shall be done on Sunday morning's beginning in Downtown Lake Orion at 4 am and finishing with residential streets after downtown is complete.

Streets shall include: Flint St. from M-24 east to Orion Rd.; Broadway St. from M-24 North to Elizabeth St.; Atwater St. from M-24 east to Orion Rd; Anderson St. from Shadbolt St. south to the Art Center; Front St. from Lapeer St east to Anderson St.; Shadbolt St. from M-24 east to Anderson St. All on-street parking on the above streets shall be swept. (See attached map)

Parking lots shall include: The lower municipal lot (1), the upper municipal lot (2), Orion Pet Center lot (3), Shadbolt Municipal lot (4), State Farm lot (5), Lapeer St. Municipal lot (6), Village Hall Parking lot, including the alley behind and street side parking in front of Village Hall (7). (See attached map)

There may be times where the chosen firm is called upon to perform extra sweepings of streets and parking lots when needed. (i.e. before or after a festival or after a wind storm, etc.)

Sweepings may be placed in the appropriate aggregate bin located in the DPW yard for disposal by the Lake Orion DPW.

### **Provision of Services (Cont.)**

The chosen firm is expected to use the appropriate equipment to complete the sweeping on streets and parking lots in an efficient and effective manner.

### **Fee to Be Charged**

Give pricing for sweeping services per occurrence including an initial spring clean-up and normal sweepings thereafter. A detailed explanation of each charge for services is required. All cost to the firm for providing such services shall be considered before submitting bids.

### **Payment**

Payments to the chosen firm by the Village of Lake Orion shall be made within thirty days after receiving an invoice for services. Also upon approval of the Lake Orion Village Council at its regular Village Council meetings. In no instance will payment be made prior to services being rendered.

### **Personnel**

Identify the person or persons who will provide the services. This shall include drivers with valid State of Michigan driver's licenses. If subcontracting a portion of your services, please provide information as such.

### **Insurance**

The firm selected will be required to provide evidence of General Liability, and Professional Liability coverage in an amount of at least \$1,000,000 with the Village of Lake Orion as an additional named insured and a Certificate holder. Your firm will also need to provide evidence of Workers Compensation with statutory coverage's. Please make note if you are a sole proprietorship. See attached insurance standards.

### **References**

Please provide a list of references and or clients for which your firm has done similar work in the past five years, particularly municipalities.

### **Bid Requirements**

An applicant must submit three (3) copies of its bid by 2:00 pm on Thursday, June 1st, 2023 for review by the Director of Public Works. The submitted bid shall include the information mentioned above. All bids shall be in a sealed envelope marked "Street Sweeping" in the lower left hand corner. All complete sealed bids must be sent in hard copy to the Village of Lake Orion Village Clerk, 21 E. Church St., Lake Orion MI, 48362 by the specified deadline.

### **Bid Selection Process**

The Director of Public Works will review all bids, and make a recommendation to the Village Council. Evaluation shall be based upon: Completeness of bid, per unit cost of services, and references. The Village reserves the right to reject any and all bids.

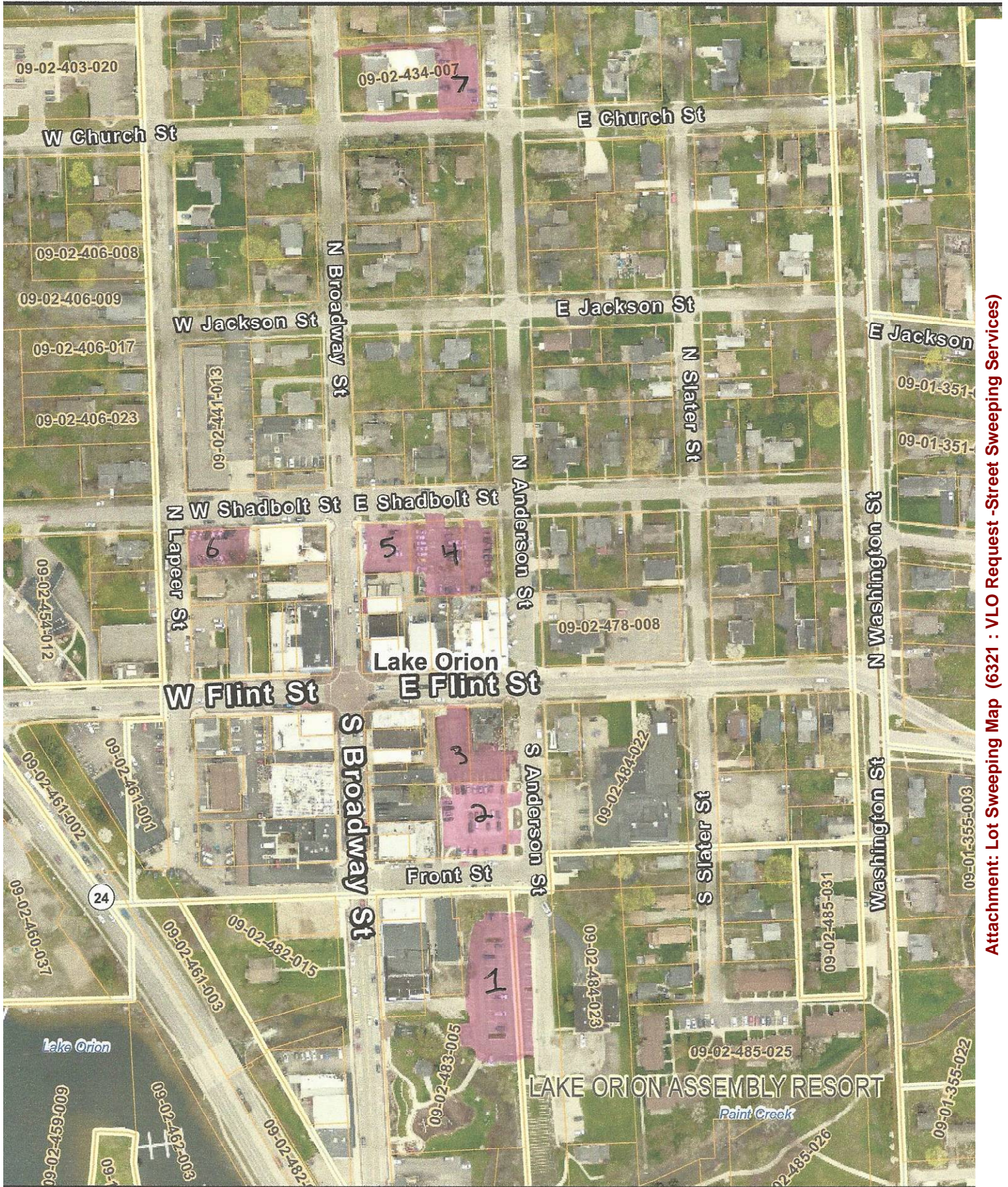
### **Questions**

Any questions regarding these bid specifications should be addressed to Wesley Sanchez by email at [wsanchez@lakeorion.org](mailto:wsanchez@lakeorion.org) no later than May 31<sup>st</sup>, 2023.



# Sweeping Lots

8.5.c



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

**OAKLAND COUNTY RECORDS**  
Economic Development & Community Affairs  
**L. Brooks Patterson**  
Oakland County Executive

Date Created: 2/26



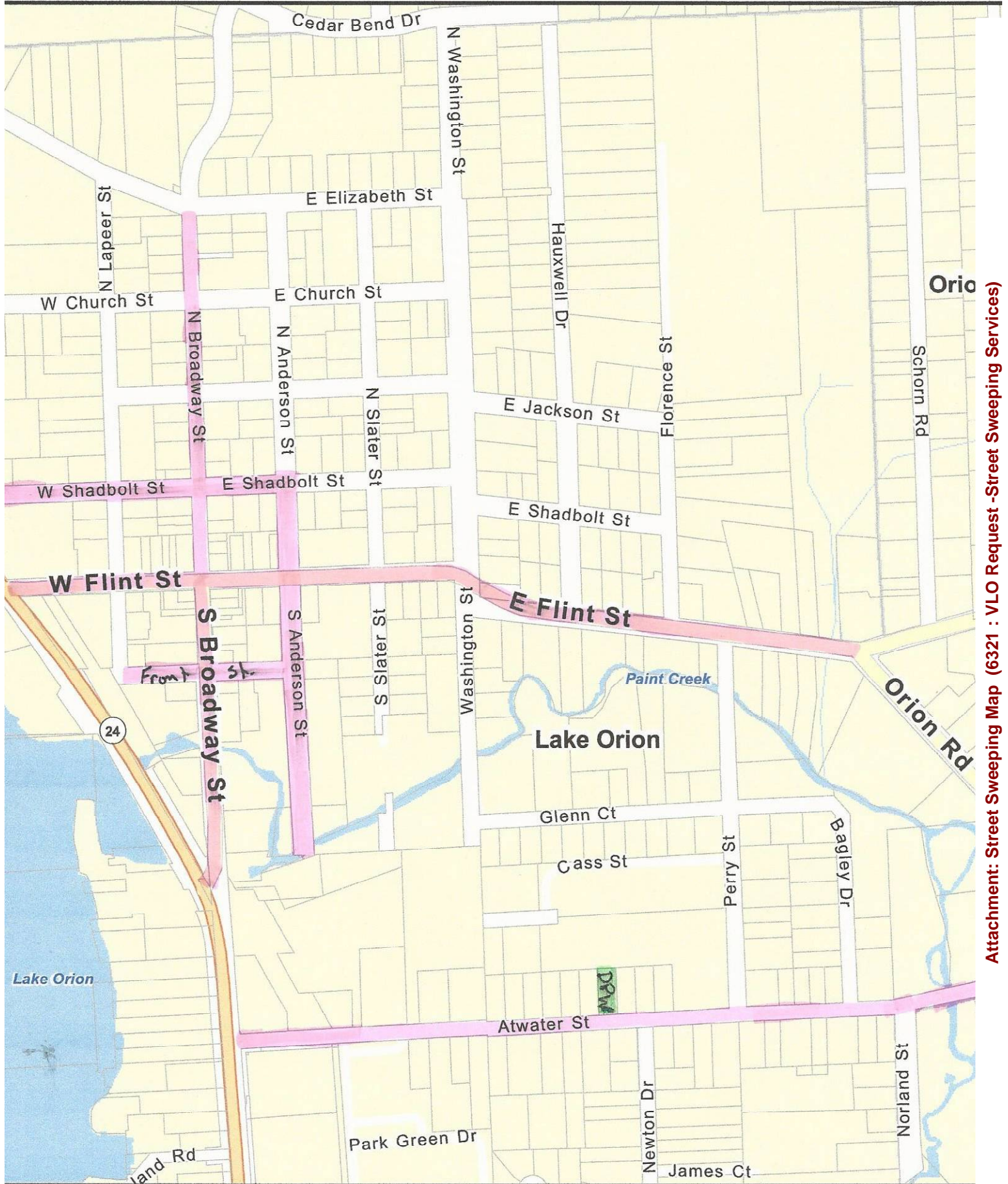
Packet Pg. 110

Attachment: Lot Sweeping Map (6321 : VLO Request -Street Sweeping Services)



# Sweeping

8.5.d



Attachment: Street Sweeping Map (6321 : VLO Request -Street Sweeping Services)

- 2 Foot Contours
- 5 Foot Contours
- FEMA Base Flood Elevations
- FEMA Cross Sections
- 100 yr - FEMA Floodplain
- 100 yr (detailed) - FEMA Floodplain
- 500 yr - FEMA Floodplain
- FLOODWAY - FEMA Floodplain

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

**OAKLAND**  
COUNTY EXECUTIVE  
Economic Development & Community Affairs  
**L. Brooks Patterson**  
Oakland County Executive

Date Created: 2/26



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