



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, November 21, 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 -October 17, 2023

IV. Presentation - Save the Lake Orion DDA Committee

V. Call to the Public

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

VI. Consent Agenda

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

1. Director's Report
2. Committee Minutes & Workplan and Event Updates
3. Main Street Accreditation - Progress Update
4. Financial Reports

VII. Approval of Agenda

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

VIII. Financial Matters

1. Bill Approval

IX. New and Old Business

1. Annual Election of DDA Board Officers
2. Main Street Accreditation - Economic Development Strategies
3. Development Update - Lake Orion Gateway Project (Lumberyard)
4. Development Update - Lumberyard Rental Agreement

X. Reports, Resolutions and Recommendations

A. Executive Director

1. Verbal Director Report

B. Village Manager

XI. Call to the Public

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

XII. Board Comments and Training Feedback

XIII. Next Regular Meeting - December 19, 2023

XIV. Adjournment

XV. Action Items

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

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



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DDA Board Meeting

DATE: November 21, 2023
FROM: Sonja Stout, Finance Director/Treasurer
SUBJECT: DDA Board Regular Meeting Minutes -October 17, 2023

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, October 17, 2023 as presented.

ATTACHMENT 2023-10-17 Approval of Minutes



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, 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

I. Call to Order

The Tuesday, October 17, 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 in the 21 East Church Street, Lake Orion, MI 48362 by Vice Chairperson Sam Caruso at 6:30 PM.

II. Roll Call and Determination of Quorum

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

STAFF PRESENT:

- Molly LaLone, DDA Executive Director
- Darwin McClary, Village Manager
- Sonja Stout, Director of Finance/Treasurer/Recording Secretary

Attachment: 2023.10.17 minutes revised (6366 : 2023-10-17 Approval of Minutes)

III. Approval of Minutes

1. DDA Board Regular Meeting Minutes - September 19, 2023
2. DDA Board Regular Meeting Minutes - September 29, 2023

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

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

FURTHER RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, September 29, 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.

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

1. Annual Year End Main Street Evaluation Schedule

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

2. Director's Report

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

3. Committee Minutes & Workplan and Event Updates

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

4. Financial Reports

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

VI. Approval of Agenda

1. **Motion to:** approve the Tuesday, October 17, 2023 regular meeting agenda for the Lake Orion Downtown Development Authority.

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

VII. Financial Matters

1. Bill Approval

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

RESOLVED: To approve disbursements in the amount of \$77,607.19 for September 2023.

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

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

RESOLVED: 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.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, October 17, 2023

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

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

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

VIII. New and Old Business

1. Property Acquisition - Lake Orion Lumberyard Project

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

RESOLVED: To approve \$36,000 of Earnest money to go to Seller in exchange for due diligence phase extension and to bring the taxes current,

2. Development - Lake Orion Lumberyard Project

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

RESOLVED: To hire AKA Architects to review proposals with the review team, not to exceed \$2500.00 from 301-901-950-000

Attachment: 2023.10.17 minutes revised (6366 : 2023-10-17 Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, October 17, 2023

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3. Approval of Dumpster Enclosure Construction RFQ

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

RESOLVED: To authorize DDA Director to seek a design built proposals for the dumpster enclosure next to 120 S. Broadway which will be reviewed before our next DDA meeting by the committee of Hank Lorant, Sally Medina and Chris Barnett.

4. VLO Request - Meeks Park and Children's Park Pedestrian Bridges

RESULT:	POSTPONED [UNANIMOUS]	Next: 11/21/2023 6:30 PM
MOVER:	Sam Caruso, Vice Chairperson	
SECONDER:	Henry Lorant, Secretary	
AYES:	Burgess, Caruso, Lorant, Barnett, Campbell, Medina	
ABSENT:	Matt Shell	
EXCUSED:	Lloyd Coe, Jerry Narsh	

RESOLVED: To postpone the VLO Request - Meeks Park and Children's Park Pedestrian Bridges to the next meeting.

5. VLO Request - Street Sweeping Services

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

RESOLVED: Postpone the VLO- Street Sweeping Services to a future dated meeting to be determined by the Village Manager and DDA Director.

Attachment: 2023.10.17 minutes revised (6366 : 2023-10-17 Approval of Minutes)

IX. Reports, Resolutions and Recommendations

A. Executive Director

Verbal Director Report

DDA Executive Director LaLone reported on the following:

- Outdoor movie.
- Cemetery tours.
- Halloween Extravaganza.
- 2nd annual Witches Night.
- Mainstreet evaluation meeting is February 7th, 2024.
- Thanked all person(s) appointed to the DDA board, current and past members for coming together to complete the DDA goals and vision for Lake Orion despite various challenges throughout the many years.
- November 7th, 2023 election and the spoke of the verbiage on the ballot.
- Read the postcard language that will be mailed to village residents.

B. Village Manager

Verbal Village Manager report

Village Manager reported on the following:

- Thanked Chris Barnett and Jerry Narsh for the State of the Community address that he attended.
- Thanked DDA on "Here Lies Lake Orion" cemetery tour.
- Business owners have expressed concerns to DTE in regards to recent power outages that have been affecting local business owners. DTE has possible dates available October 25, 2023 and October 26, 2023 for possible meeting dates to discuss the concerns with DTE. Coordinate with DDA director to narrow down date and times that work for business owners.

X. Call to the Public

Brian Winter, 120 S. Broadway, created the website "SavetheLakeOrionDDA.com" as an independent group. He apologized for using the DDA logo which was posted in error in the website creation state. Spoke about voting "NO" on the ballot in the future election on November 7th, 2023. Came up with the idea for the DDA to create an event to come together as a community after the election to bring everyone together.

XI. Board Comments and Training Feedback

Board member Barnett stated Lake Orion DDA would not be what it is without the investment of many hours put in by local business owners over previous years. He encouraged the residents to get educated and go out and vote on November 7th, 2023. He believes Lake Orion downtown would be devastated without the DDA. Mentioned you can vote 9 days early in the Township Hall.

Board member Medina thanked Village Manager McClary for connecting with DTE in regards to power outages for local business owners.

Secretary Lorant agreed with Board Member Barnett with the improvements that have been made in the past years for the downtown area.

Board Member Campbell spoke about the improvements in the past years in the downtown area and how the improvements have brought in more investments to the Village based on smart moves made by the DDA and the Village. She spoke about being proud of the DDA board and encourages residents to support the DDA.

Vice Chairperson Caruso spoke about major milestones that the DDA has accomplished in the past years. Went over how voting “NO” means “YES” in saving the DDA on November 7th, 2023 ballot.

XII. Next Regular Meeting - November 21, 2023

Vice Chairperson Caruso stated the next DDA regular meeting will be on November 21, 2023.

XIII. Adjournment

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

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

The October 17, 2023 regular meeting of the Downtown Lake Orion Development Board adjourned at 8:15 PM.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, October 17, 2023

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Dr. Sam Caruso
Chairperson

Susan C. Galeczka, CMC CMMC
Village Clerk

Sonja Stout
Recording Secretary

Date Approved: _____

Attachment: 2023.10.17 minutes revised (6366 : 2023-10-17 Approval of Minutes)



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DDA Board Meeting

DATE: November 21, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Director's Report

Attached: Director's Report

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

PREPARED BY:
MOLLY LALONE



Attachment: November 2023 Director Report (6359 : Director's Report)

DIRECTOR REPORT

November 2023

2022-23 PRIORITIES

As of September 13, 2022

1. DUMPSTER ENCLOSURE - RE-BIDDING AS A BUILD/DESIGN

- POSTED 3 TIMES
- NO RESPONSE OR TOO HIGH

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 - COMPLETED NOVEMBER 2023

- DUE DILIGENCE PHASE COMPLETE
- BOND ISSUANCE COMPLETE
- PROPERTY SALE COMPLETE
- POSSESSION OF PROPERTY - NOVEMBER 10, 2023

LAKE ORION GATEWAY PROJECT (LUMBERYARD)

PLAN OVERVIEW

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

Property Purchased: August 28, 2023, DDA takes possession November 25, 2023

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

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

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

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

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

August 2023: Property Closed August 28, 2023, DDA takes possession of the property on November 10, 2023

September 2023: proposal requests for demolition and hazardous materials survey

October 2023: Review Team Consults with Steve Auger regarding the bids. Recommends checking with AKA regarding the Hazardous Materials noting delays due to these can be costly if demolition is interrupted.

November 2023: AKT Peerless reviewed and made recommendations for the bid request. The request was reposted to the original vendors.

Attachment: November 2023 Director Report (6359 : Director's Report)

PROPERTY DEVELOPMENT

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

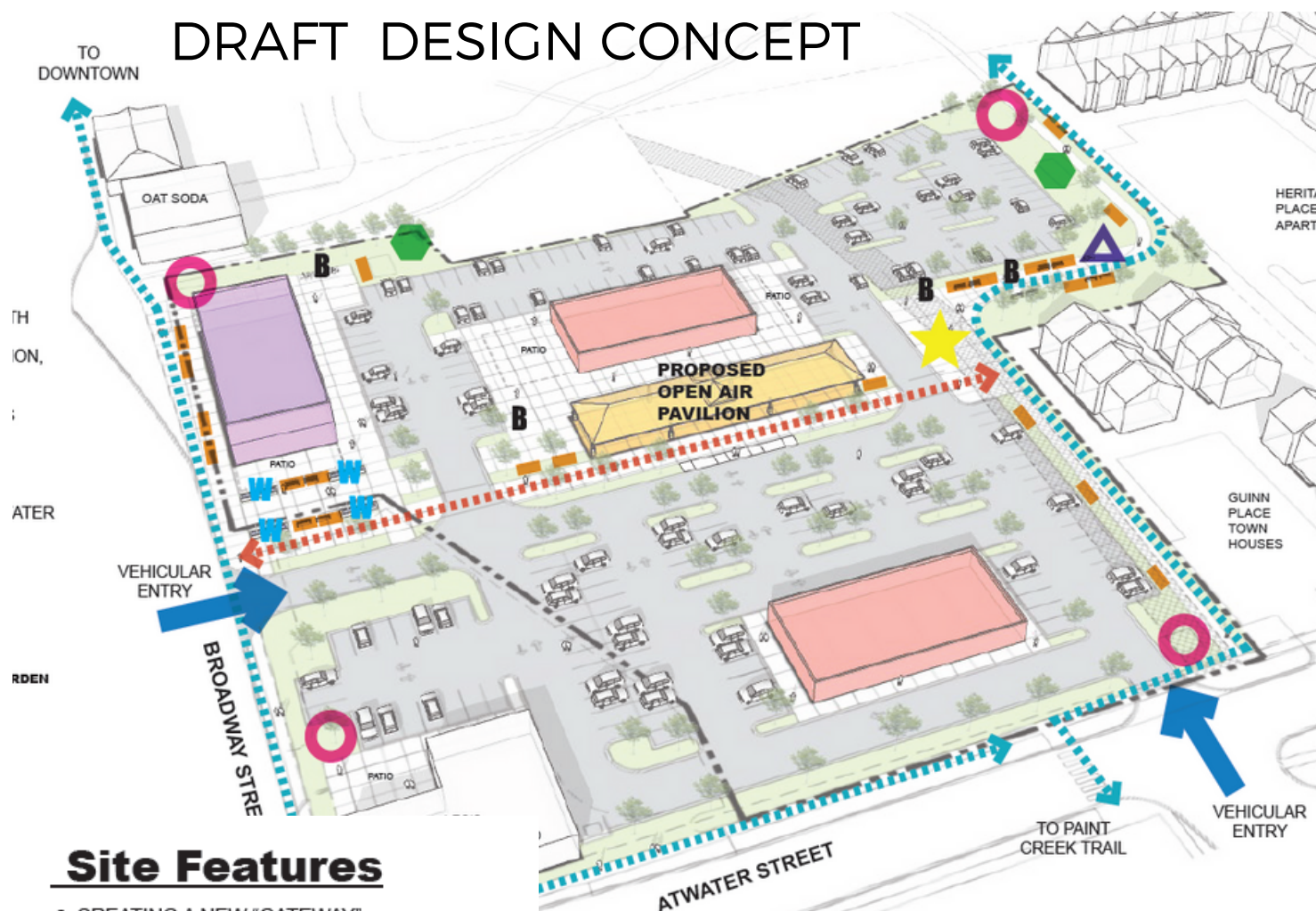
The Lake Orion DDA has requested support from the Village of Lake Orion Council for a \$5 million dollar bond. After purchase, the DDA will use the remaining funds to

- 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

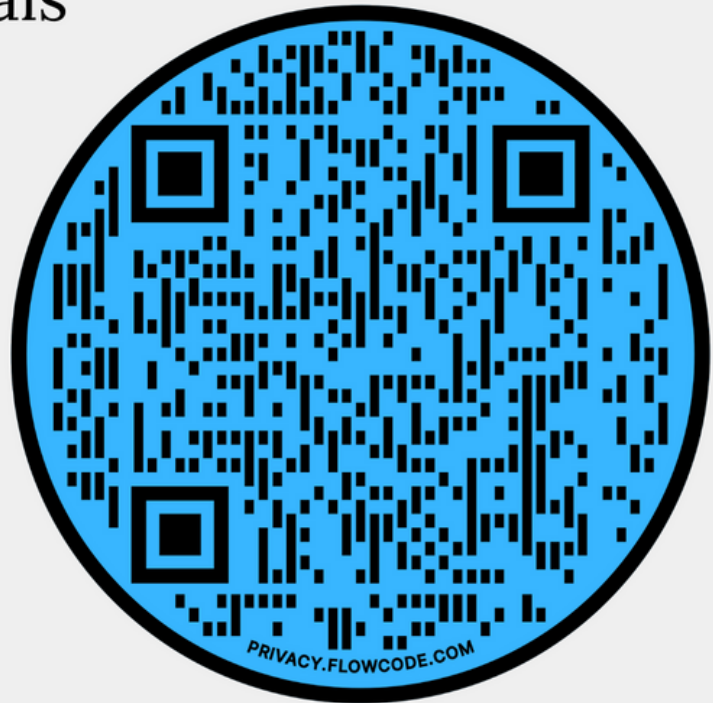
- CREATING A NEW "GATEWAY" TO DOWNTOWN LAKE ORION
- PROPOSED MULTIUSE EVENT PAVILION
- MAINTAIN EXISTING ATWATER TRAIL LOCATION/ADD LANDING PAD PLAZA AREA WITH BIKE RACKS, BIKE REPAIR KIOSK, SEATING, AND EVENT SPACE FOR STARTING/FINISH LINES
- STRENGTHEN THE CONNECTION TO THE PAINT CREEK TRAIL AND REINFORCE 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 Tuesday, (Dec 5th) 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, (Nov 20th) 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, (Dec 6th) 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, (Jan 25th) at 11:30am, TBD

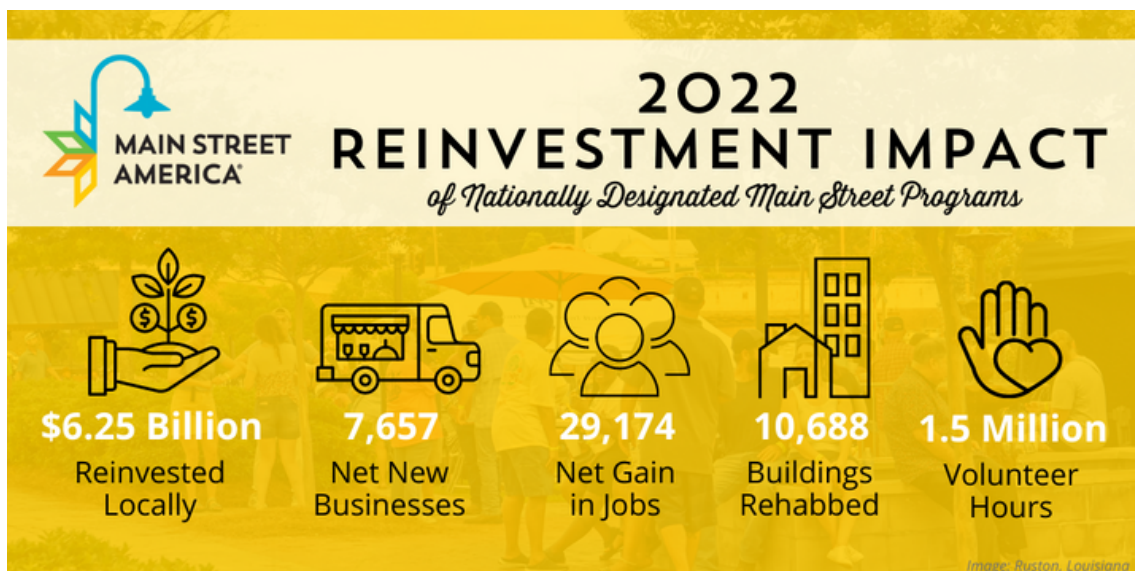
Committee Chair: Matthew Shell, DDA Board Member

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, (Jan 18th) 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)

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 (PARTNERSHIP WITH HS ART DEPT?) <input type="checkbox"/>	22. <input type="checkbox"/>
9. AMERICA IN BLOOM INTEGRATION (TWP HOSTING SYMPOSIUM IN 2025) <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 in 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: November 2023 Director Report (6359 : Director's Report)

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



Attachment: November 2023 Director Report (6359 : Director's Report)



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

DDA Board Meeting

DATE: November 21, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Committee Minutes & Workplan and Event Updates

Recommended Motion:

To receive and File the Committee Meeting Minutes & Event updates

October Meeting Notes

Marketing Meeting

10/10/2023

Authorized up to \$500/month October -December for boosting posts.

Arizona will send last minute changes to Hudson for all events

Gift Guide due to Hudson by end of month.

Sending DDA Get the Facts for re-approval

Ask businesses for Black Friday and Small Business Saturday specials, due by November 3rd

Lumberyard information – photos due in January

Event Coordinator Consult w/Suzy

101/10/2023

Completed event permit for Ice Fest

Discussed upcoming events and reviewed event plans.

Completed the event permit

StrongerTogether

10/11/2023

Witches Night

QR code for the event and promotions map 4,000 people interested. Check in at white house district 5pm – 6pm. Swag bags filled next Thursday

Polar Express Trolley ticketed event

Neighborhood pick up. Possible neighborhoods: nearby with a clubhouse or other main gathering space. Time slots would have 30pp each. A small jingle bell, a character for storytelling or sing alongs on the trolley. Script for the driver related to the polar express story. Dates for Lake Orion: December 10 and December 16. Oxford: December 9th and December 17th \$10/ticket

9am – noon

9:30am – 12:30pm

10am – 1pm

10:30am – 1:30pm

11:00am – 2:00pm

11:30am – 2:30pm

Challenges – where to host Santa, booking Santa. Cocoa Bar sponsor

Hometown Holiday Sunday Shopping Days – all December

Need commitment and promotions from all the businesses to promote this. Due End of November

IceFest, February 10th

All statue orders due by November 30. Premade statues placed on Friday Feb 9th

Trolley sponsor prospect for Jan-Jun

Prospective sponsor from Oxford has expressed interest

Date Nights monthly on third Wednesdays

5:30pm, 6:00pm, and 6:30pm neighborhood pickup. \$20/couple. Return to neighborhood at ____pm.

Other ticketed event ideas

Easter Bunny, Leprechaun, outdoor movie night characters. \$10/ticket

MDA Mipdm Committee

17Oct23

Budget - \$100 certificates, \$300 Plaques, \$300 networking event at annual conference, \$500 for speakers

1. Goals: audit of courses in program, deeper look into apprenticeship
2. Create Tracking spreadsheets – Molly and Dana try clikup to see if we can create a tracking workplan in it.
3. Photo ops:
 - a. graduating class
 - b. individually
 - c. With Council President
4. Promoting the Program – testimonials
5. Exit survey: feedback from participants. Annaka and Dana for survey. All committee members – what questions do you want to be asked?
6. Books for leadership book club (4 books a year)
 - a. Light and informative
 - b. The Opposite of Hate
 - c. 13 ways to kill your community, Griffiths

DTE Feedback Meeting

October 25, 2023

Business Owners described the loss of business resulting from long power outages. They also described the disruption shorter outages create, citing how long it takes for their systems to get back online even with power outages that last less than 15 minutes. Stress to employees, unhappy customers, delays to service while the equipment comes back online.

In March 2023, DTE met with some business owners about these local issues. All were hopeful that a new switch for this area would solve the problems. Based upon the feedback today, DTE will be looking further into where the problems may lie.

Jennifer Whitteaker and Jerry R. Tullio, DTE Energy

Anita's Kitchen
455 W. Flint
Lake Orion, MI 48362
Joe Wegrzyn – 248-321-0646
joewegrzyn@yahoo.com
info@aktakeaway.com

Fork N Pint
51 N. Broadway
Lake Orion, MI 48362
Doug Young - 248-505-9756
ddaybrew@gmail.com

313 Pizza Bar
37 E. Flint
Lake Orion, MI 48362
Drew Ciora – 248-709-1755
d.ciora@mac.com

OatSoda – Lake Orion
197 S. Broadway
Lake Orion, MI 48362
Danny Fox –
dsfoxdds@me.com
oatsodalo@gmail.com



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DDA Board Meeting

DATE: November 21, 2023

FROM: Molly LaLone, DDA Executive Director

SUBJECT: Main Street Accreditation - Progress Update

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.

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, Program Officer for Revitalization Services, Main Street America**
- **John Bry, Coordinator, Main Street Oakland County**

Recommendations:

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

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 - Main Street Oakland County can help “make the case”

Standard 2: “Inclusive Leadership and Organizational Capacity”

- ✓ Leverage network(s) of individual Board members to advocate for DDA and challenge false narratives
- Board members lead outreach and education [speak bout goals to community groups like Rotary, School Board etc]
- Pursue new engagement by taking outreach to where people are and/or need to be reached [Visiting where people live or work to ask for feedback]
- 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 [as much as possible within the DDA Law and By-law requirements]

Standard 3: “Diversified Funding and Sustainable Program Operations”

- ✓ 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 [in kind donations]
- ✓ Additional state and national grant programs

Standard 4: “Strategy-Driven Programming”

Explore potential Transformation Strategy of making Lake Orion a place of steady activity (day and night, year-round) [this will be discussed separately]

- 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

Standard 5: “Preservation-based Economic Development”

- 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”

- 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)

Director Recommendation: The checkmarks on the list, above, shows the areas the Lake Orion DDA has worked on. See if some of these can be included in committee activities.

Recommended Motion: Receive and File



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DDA Board Meeting

DATE: November 21, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Financial Reports

See attached Reports

248 Fund Balance Sheet (General DDA Fund)

301 Fund Balance Sheet (DDA Bond 2023 Fund)

404 Fund Balance Sheet (Property Acquisition Fund)

Revenue and Expenditure Report

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

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

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

PERIOD ENDING 10/31/2023

% Fiscal Year Completed: 33.61

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BDGT USEI
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
Dept 000 - REVENUE						
248-000-402-000	Current Real Property Taxes	903,236.00	491,711.65	0.00	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	646.76	625.03	(646.76)	100.00
248-000-441-000	Local Community Stabilization Share Tax	10,000.00	15,970.70	15,970.70	(5,970.70)	159.71
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	109,028.00	13,300.00	0.00	95,728.00	12.20
248-000-582-000	Intergovernment - Police	0.00	201,995.92	0.00	(201,995.92)	100.00
248-000-664-000	Interest Earned	2,500.00	1,226.40	0.00	1,273.60	49.06
248-000-671-999	Appropriation from Fund Balance	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	7,082.00	1,200.00	95,318.00	6.92
248-000-685-100	Transportaion Sponsorship	28,000.00	11,103.00	2,555.00	16,897.00	39.65
248-000-686-000	Downtown Events	20,000.00	2,008.00	2,008.00	17,992.00	10.04
248-000-686-002	Flower Fair Revenue	0.00	305.00	305.00	(305.00)	100.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	OktoberFest Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-005	Babes On Broadway	0.00	0.00	0.00	0.00	0.00
248-000-686-006	Electircal Vehicles	0.00	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	0.00	(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	747,341.23	22,663.73	552,281.77	57.50
TOTAL REVENUES		1,299,623.00	747,341.23	22,663.73	552,281.77	57.50
Expenditures						
Dept 260 - GENERAL ACTIVITIES						
248-260-701-000	Wages	60,248.00	20,753.66	4,635.21	39,494.34	34.45
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	15,717.16	2,611.50	17,562.84	47.23
248-260-706-000	Wages - Event Coordinator	33,280.00	4,942.90	2,260.50	28,337.10	14.85
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	3,319.10	719.66	6,368.90	34.26
248-260-716-000	Health Insurance- Medical	7,200.00	2,749.92	573.15	4,450.08	38.19
248-260-717-000	Life & Disability Insurance	1,200.00	348.88	23.30	851.12	29.07
248-260-718-000	Dental Insurance	700.00	216.13	42.85	483.87	30.88
248-260-719-000	Pension	5,120.00	1,614.08	0.00	3,505.92	31.53
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00
248-260-721-000	Vision Care	130.00	44.66	8.95	85.34	34.35
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

Attachment: October 2023 R&E (6358 : Financial Reports)

PERIOD ENDING 10/31/2023

% Fiscal Year Completed: 33.61

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BGD USEI
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	20,800.00	5,200.00	39,200.00	34.67
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	10,406.58	2,500.00	19,593.42	34.69
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	23,333.32	5,833.33	46,666.68	33.33
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code Enforc	21,000.00	7,280.00	1,820.00	13,720.00	34.67
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	6,933.32	1,733.33	13,066.68	34.67
248-260-801-023	Contract Services-DPW event support	10,000.00	3,466.68	866.67	6,533.32	34.67
248-260-801-033	Contract Services-DPW snow removal	15,000.00	5,200.00	1,300.00	9,800.00	34.67
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	14,091.10	11,245.85	2,248.90	86.24
248-260-823-000	Website/Software	6,000.00	1,055.46	40.19	4,944.54	17.59
248-260-823-001	Municipal Software	5,000.00	628.00	420.00	4,372.00	12.56
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	1,069.30	210.31	2,430.70	30.55
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	1,268.97	599.21	2,731.03	31.72
248-260-921-000	Municipal Street Lighting	6,500.00	1,675.06	98.77	4,824.94	25.77
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	99.33	33.11	300.67	24.83
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	6,000.00	3,000.00	6,000.00	50.00
248-260-942-000	Office Expenses	4,000.00	578.41	50.08	3,421.59	14.46
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	0.00	560.00	62.67
248-260-957-000	Education & Training	4,500.00	654.00	654.00	3,846.00	14.53
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	884.85	0.00	215.15	80.44
Total Dept 260 - GENERAL ACTIVITIES		614,586.00	315,993.84	46,479.97	298,592.16	51.42
Dept 725 - ORGANIZATION						
248-725-822-000	Newsletter	1,720.00	195.00	65.00	1,525.00	11.34
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	1,000.00	25.00	4,000.00	20.00
248-725-826-000	Historic Celebration/Education	580.00	324.74	119.96	255.26	55.99
248-725-827-000	Awareness Program	1,200.00	51.44	51.44	1,148.56	4.29
248-725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00
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	1,782.19	261.40	7,217.81	19.80
Dept 726 - DESIGN						
248-726-745-000	Beautification Supplies	1,500.00	462.56	33.43	1,037.44	69.16

Attachment: October 2023 R&E (6358 : Financial Reports)

PERIOD ENDING 10/31/2023

% Fiscal Year Completed: 33.61

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BGD USE1
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
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	1,425.00	475.00	3,775.00	27.40
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	4,308.66	650.00	2,291.34	65.28
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	6,196.22	1,158.43	18,303.78	25.29
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	0.00	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 Distribution	0.00	0.00	0.00	0.00	0.00
248-728-886-000	Marketing Materials	0.00	0.00	0.00	0.00	0.00
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	1,000.00	231.60	0.00	768.40	23.16
248-728-888-000	Brand Marketing	20,000.00	9,949.47	2,730.08	10,050.53	49.75
248-728-888-001	Contractual Services Brand Marketing	29,700.00	9,785.00	(1,750.00)	19,915.00	32.95
Total Dept 728 - ECONOMIC DEVELOPMENT		113,200.00	26,022.43	980.08	87,177.57	22.99
Dept 729 - PROMOTION						
248-729-880-000	Event Promotion	500.00	307.65	0.00	192.35	61.53
248-729-880-001	Event Promo - Gazebo Series	10,200.00	10,170.07	0.00	29.93	99.71
248-729-880-004	Event Promo - Halloween Parade	2,500.00	1,684.00	400.00	816.00	67.36
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	0.00	546.00	9.00
248-729-880-014	Octoberfest	0.00	0.00	0.00	0.00	0.00
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	617.88	222.38	1,082.12	36.35
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	0.00	3,148.00	4.61
248-729-885-000	Port-A-Johns	2,200.00	1,240.00	310.00	960.00	56.36
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	19,425.07	932.38	32,274.93	37.57

Attachment: October 2023 R&E (6358 : Financial Reports)

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION
PERIOD ENDING 10/31/2023
% Fiscal Year Completed: 33.61

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BDGT USEI
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
Dept 730 - CAPITAL PROJECTS						
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	4,000.00	0.00	0.00	4,000.00	0.00
248-730-931-000	Repair & Maintenance-Equipment	0.00	0.00	0.00	0.00	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond Project	422,709.00	0.00	0.00	422,709.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	23,969.00	1,636.00	1,636.00	22,333.00	6.83
248-730-975-003	DDA Capital Outlay	5,000.00	3,371.00	0.00	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	Capitail Outlay- Outdoor Sound	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 730 - CAPITAL PROJECTS		495,678.00	5,007.00	1,636.00	490,671.00	1.01
TOTAL EXPENDITURES		1,308,664.00	374,426.75	51,448.26	934,237.25	28.61
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,299,623.00	747,341.23	22,663.73	552,281.77	57.50
TOTAL EXPENDITURES		1,308,664.00	374,426.75	51,448.26	934,237.25	28.61
NET OF REVENUES & EXPENDITURES		(9,041.00)	372,914.48	(28,784.53)	(381,955.48)	4,124.70
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	876,299.48			

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION
PERIOD ENDING 10/31/2023
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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BDGT USEI
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	0.00	(686.91)	100.00
301-000-671-999	Appropriation from Fund Balanc	2,755,000.00	0.00	0.00	2,755,000.00	0.00
301-000-699-301	TRF in from DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		2,755,000.00	686.91	0.00	2,754,313.09	0.02
TOTAL REVENUES		2,755,000.00	686.91	0.00	2,754,313.09	0.02
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	300,000.00	0.00	0.00	300,000.00	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	0.00	79,125.30	96.40
Total Dept 901 - 905		2,500,000.00	2,120,874.70	0.00	379,125.30	84.83
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	0.00	41,390.98	33.24
301-905-993-002	2023 DDA tax exempt bond interest	106,000.00	35,777.78	0.00	70,222.22	33.75
Total Dept 905 - Downtown Dev Bond 2023		425,000.00	57,386.80	0.00	367,613.20	13.50
TOTAL EXPENDITURES		2,925,000.00	2,178,261.50	0.00	746,738.50	74.47
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		2,755,000.00	686.91	0.00	2,754,313.09	0.02
TOTAL EXPENDITURES		2,925,000.00	2,178,261.50	0.00	746,738.50	74.47
NET OF REVENUES & EXPENDITURES		(170,000.00)	(2,177,574.59)	0.00	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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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION
PERIOD ENDING 10/31/2023
% Fiscal Year Completed: 33.61

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BDGT USEI
Fund 404 - DDA PROPERTY ACQUISITION						
Revenues						
Dept 000 - REVENUE						
404-000-664-000	Interest Earnings	150.00	43.09	0.00	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	0.00	326,356.91	32.56
TOTAL REVENUES		483,900.00	157,543.09	0.00	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	0.00	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)	0.00	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		4,538,523.00	905,571.23	22,663.73	3,632,951.77	19.95
TOTAL EXPENDITURES - ALL FUNDS		4,717,414.00	2,867,688.25	51,448.26	1,849,725.75	60.79
NET OF REVENUES & EXPENDITURES		(178,891.00)	(1,962,117.02)	(28,784.53)	1,783,226.02	1,096.82
BEG. FUND BALANCE - ALL FUNDS		860,919.89	860,919.89			
END FUND BALANCE - ALL FUNDS		852,028.89	1,045,683.27			

Attachment: October 2023 R&E (6358 : Financial Reports)

11/01/2023 COMPARATIVE BALANCE SHEET FOR VILLAGE OF LAKE ORION

GL Number	Description	PERIOD ENDED 10/31/2022	PERIOD ENDED 10/31/2023
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
248-000-001-000	Cash	0.00	2,538.11
248-000-002-000	Cash Savings	475,535.10	455,548.25
248-000-010-000	Investment/LGIP County Inv	396,389.29	401,102.73
248-000-011-000	Cash - Payroll Savings	0.00	17,510.39
	Total Assets	871,924.39	876,699.48
*** Liabilities ***			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
	Total Liabilities	400.00	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	233,077.95	372,914.48
	Ending Fund Balance	871,524.39	876,299.48
	Total Liabilities And Fund Balance	871,924.39	876,699.48
* Year Not Closed			
	Current Budget Appropriation of Fund Balance		107459.00
	Reserve for Operating Budget (20%)		180650.00
	Reserve for Future Parking Expansion		73191.00
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023			
*** Assets ***			
301-000-001-000	Cash	0.00	56,386.80
301-000-002-000	CASH	0.00	2,710,994.44
	Total Assets	0.00	2,767,381.24
*** Liabilities ***			
301-000-214-101	Due to General Fund	0.00	6.15
	Total Liabilities	0.00	6.15
	Beginning Fund Balance	0.00	0.00
	Net of Revenues VS Expenditures - 22-23		4,944,949.68
	*22-23 End FB/23-24 Beg FB	0.00	
	Net of Revenues VS Expenditures - Current Year	0.00	(2,177,574.59)
	Ending Fund Balance	0.00	0.00
	Total Liabilities And Fund Balance	0.00	2,767,381.24
* Year Not Closed			
Fund 404 - DDA PROPERTY ACQUISITION			
*** Assets ***			
404-000-002-000	Cash-Savings-DDA Property Acq.	222,526.71	169,383.79
	Total Assets	222,526.71	169,383.79
*** Liabilities ***			
	Total Liabilities	0.00	0.00
*** Fund Balance ***			
404-000-390-000	Fund Balance - Unassigned	222,473.45	222,473.45
	Total Fund Balance	222,473.45	222,473.45
	Beginning Fund Balance	222,473.45	222,473.45
	Net of Revenues VS Expenditures - 22-23		104,367.25
	*22-23 End FB/23-24 Beg FB	326,840.70	
	Net of Revenues VS Expenditures - Current Year	53.26	(157,456.91)
	Ending Fund Balance	222,526.71	169,383.79
	Total Liabilities And Fund Balance	222,526.71	169,383.79
* Year Not Closed			



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: November 21, 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 \$27, 916.50 for October 2023.

11/01/2023 09:13 AM
User: stouts
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
POST DATES 10/01/2023 - 10/31/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page:

8.1.a

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 260 GENERAL ACTIVITIES					
248-260-719-000	VILLAGE CONTRIBUTION	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS	463.52	
248-260-810-000	LEGAL SERVICES	DAVIS LISTMAN PLLC	SERVICES RENDERED	5,892.60	32481
248-260-810-000	LEGAL SERVICES	DAVIS LISTMAN PLLC	LEGAL SERVICES	5,353.25	32559
248-260-823-000	IONOS - WEB	COMERICA BANK	COMERICA CREDIT CARD-MOLLY	40.19	225
248-260-823-000	WEBSITE MAINTENANCE	WYLDR CREATIVE LLC	WEBSITE MAINTENANCE	300.00	
248-260-823-001	AGENDA AND MINUTES OCTOBER	FRANICUS	BOARDS & COMMISSIONS/ AGEN	420.00	32485
248-260-851-000	FLOWCODE - MONTHLY FEE	COMERICA BANK	COMERICA CREDIT CARD-MOLLY	9.95	225
248-260-851-000	118 N BROADWAY OCT 7-NOV 6	COMCAST	118 N BROADWAY OCT BILL	200.36	32555
248-260-851-000	TELEPHONE	MISWITCH COMMUNICATIONS	TELEPHONE	90.06	
248-260-920-000	165 S BROADWAY	VILLAGE OF LAKE ORION	WATER BILLS Q3	548.90	32543
248-260-920-000	118 N BROADWAY ACCT# 1000	CONSUMERS ENERGY	SEPTEMBER ENERGY BILL MONI	50.31	32556
248-260-921-000	380 S BROADWAY ACCT 91004	DTE ENERGY	DTE BILLS SEPTEMBER	98.77	32560
248-260-930-002	MONTHLY MAT SERVICE	DARWEL ENTERPRISES LLC	MATS	33.11	32479
248-260-930-002	MONTHLY MAT	DARWEL ENTERPRISES LLC	MATS	33.11	
248-260-941-000	QUARTERLY RENT	NICK SCHILLACE	OCTOBER, NOVEMBER, DECEMBE	3,000.00	32499
248-260-942-000	AMAZON - OFFICE SUPPLIES	COMERICA BANK	COMERICA CREDIT CARD-MOLLY	42.79	225
248-260-942-000	WASP AND HORNET KILLER	GREAT LAKES ACE HARDWARE	GREAT LAKES ACE PURCHASES-	7.29	32487
248-260-956-000	ARIZONA GOULET	BEAUMONT URGENT CARE BY WE	PREEMPLOYMENT PHYSICAL	130.00	
248-260-957-000	REG FOR LALONE & BARNETT	MICHIGAN DOWNTOWN ASSOC	ANNUAL CONFERENCE REGISTR	610.00	32494
248-260-957-000	EVENT COORDINATOR TRAINING	SUZANNE SEBASTIAN	EVENT COORDINATOR TRAINING	44.00	32538
Total For Dept 260 GENERAL				17,368.21	
Dept 725 ORGANIZATION					
248-725-822-000	SNAP RETAIL - MONTHLY FEE	COMERICA BANK	COMERICA CREDIT CARD-MOLLY	65.00	225
248-725-825-000	CERTIFICATE #4296	HANSON'S RUNNING SHOP	DOWNTOWN DOLLAR REDEMPTION	25.00	32489
248-725-825-000	CERTIFICATES 4374-4376	OAT SODA	DOWNTOWN DOLLARS REDEMP	75.00	
248-725-825-000	DOWNTOWN DOLLAR CERT #4381	ANITA'S KITCHEN	DOWNTOWN DOLLARS REDEMPTION	25.00	
248-725-825-000	GIFT CERTIFICATE #4341/434	TWICE BLESSED	DOWNTOWN DOLLARS REDEMP	50.00	
248-725-826-000	AMAZON - CEMETERY TOUR	COMERICA BANK	COMERICA CREDIT CARD-MOLLY	119.96	225
248-725-826-000	HERE LIES LAKE ORION	CANOE CIRCLE GRAPHICS	GRAPHIC DESIGN	255.00	
248-725-827-000	JET'S PIZZA - AWARENESS	COMERICA BANK	COMERICA CREDIT CARD-MOLLY	51.44	225
Total For Dept 725 ORGANIZ				666.40	
Dept 726 DESIGN					
248-726-745-000	MSU SOIL SAMPLE FOR GRANT	COMERICA BANK	COMERICA CREDIT CARD-MOLLY	33.43	225
248-726-801-000	DDA CLEANING SEPTEMBER	PL CARPET CLEANING	MONTHLY CLEANING	475.00	32464
248-726-801-000	DDA CLEANING SEPTEMBER	PL CARPET CLEANING	MONTHLY CLEANING	375.00	
248-726-883-000	SPONSOR NAMES ON HANGING	EMBROADWAY EMBROIDERY	SUMMER BANNERS	650.00	32553
Total For Dept 726 DESIGN				1,533.43	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-888-000	MONTHLY ADVERTISING FEE	20 FRONT STREET CONCEPTS,	MONTHLY ADVERTISING	300.00	32428
248-728-888-000	SPONSOR BANNERS	EPRINT SOLUTION LLC	BANNERS	106.00	32484
248-728-888-000	ADVERTISING	VIEW NEWSPAPER GROUP	ADVERTISING	828.00	32542
248-728-888-000	FALL 2023	CHARTER TOWNSHIP OF ORION	ORION LIVING MAGAZINE	1,496.08	32554
248-728-888-000	PARKING MAP	CANOE CIRCLE GRAPHICS	GRAPHIC DESIGN	225.00	
248-728-888-001	MARKETING AND BRANDING	HUDSON COLLECTIVE	MONTHLY BRANDING SERVICES	2,245.00	
Total For Dept 728 ECONOMI				5,200.08	
Dept 729 PROMOTION					
248-729-880-004	EVENT PERFORMANCE	MICHIGAN ENTERTAINMENT & T	HALLOWEEN EXTRAVAGANZA ART	400.00	32495
248-729-880-004	HALLOWEEN EXTRAVANGA	CANOE CIRCLE GRAPHICS	GRAPHIC DESIGN	135.00	
248-729-880-017	PEACHJAR - MOVIE NIGHT	COMERICA BANK	COMERICA CREDIT CARD-MOLLY	222.38	225
248-729-880-017	MOVIE NIGHT	CANOE CIRCLE GRAPHICS	GRAPHIC DESIGN	135.00	
248-729-885-000	CHILDREN'S PARK PORT-A-JOHN	TURNER SANITATION	PORT-A-JOHNS	310.00	32471
248-729-885-000	CHILDREN'S PARK PORT A JOHN	TURNER SANITATION	PORT A JOHNS	310.00	
Total For Dept 729 PROMOTI				1,512.38	
Dept 730 CAPITAL PROJECTS					

Attachment: October Invoice Register (6412 : Bill Approval)

11/01/2023 09:13 AM
User: stouts
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
POST DATES 10/01/2023 - 10/31/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page:

8.1.a

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 730 CAPITAL PROJECTS					
248-730-975-000	ITEM 57-40TX 4' CAST BENCH	PENCHURA, L.L.C.	REPLACEMENT BENCH	1,636.00	32569
Total For Dept 730 CAPITAL				1,636.00	
Total For Fund 248 DOWNTOWN				27,916.50	

Attachment: October Invoice Register (6412 : Bill Approval)

11/01/2023 09:13 AM
User: stouts
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION
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BOTH OPEN AND PAID

Page:

8.1.a

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

Fund 248 DOWNTOWN DEVELOPM	27,916.50
	<hr/>
	27,916.50

Attachment: October Invoice Register (6412 : Bill Approval)

September 2023 Credit Card Report				
Trans Date	Merchant	GL#	Explanation	Amount
8/30/2023	MSU	248-726-745-000	Soil Test Kit	\$ 33.43
9/12/2023	SnapRetail	248-725-822-000	Newsletter	\$ 65.00
9/19/2023	Amazon	248-260-942-000	Office supplies	\$ 34.76
9/17/2023	Ionos	248-260-823-000	Website	\$ 19.00
9/7/2023	Flowcode	248-260-823-000	Website	\$ 9.95
9/27/2023	Ed's Broadway	248-729-880-017	Props for Movie Nights	\$ 49.57
9/28/2023	Jet's	248-725-827-000	Awareness program	\$ 51.44
9/14/2023	Amazon	248-725-826-000	Cemetary Tour	\$ 119.96
9/8/2023	Peachjar	248-729-880-017	Movie Night	\$ 150.00
9/19/2023	Walgreens	248-260-942-000	Office supplies	\$ 8.03
9/20/2023	Meijer	248-729-880-017	Movie Night	\$ 17.98
9/25/2023	Adobe	248-260-823-000	Website / Software	\$ 21.19
9/25/2023	Walmart	248-729-880-017	Movie Night	\$ 4.83
			TOTAL	\$ 585.14



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DDA Board Meeting

DATE: November 21, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Annual Election of DDA Board Officers

ATTACHED:

- Nomination and Election of officers
- Board Officer Descriptions

BACKGROUND INFORMATION: Each year in November the Downtown Development Authority holds the election of its officers for the upcoming year. Please see the attached example for the recommended procedure to nominate and elect officers.

Action can be as follows:

Open the Nominations (nominations do not need to be seconded)

Close the Nominations

Vote on the Nominees

The current officers are:

Chairperson	Debbie Burgess
Vice Chairperson	Sam Caruso
Secretary	Hank Lorant
Treasurer	Matthew Shell

These Board Members are all ready to serve again. If you have a nomination other than the current officers above, please do so now.

You can make a motion to elect this “slate” of officers (one person for each office) and vote on that “slate”. Alternatively, you can elect board member to be officers

individually.

Recommended Motion:

To close the nominations and cast a unanimous ballot electing Board Member Debbie Burgess as Chairperson, Board Member Dr. Sam Caruso as Vice Chairperson, Board Member Hank Lorant as Secretary and Board Member Matthew Shell as Treasurer of the Downtown Development Authority Board for 2023.



TOPIC: Election of DDA Board Officers

BACKGROUND BRIEF: The following serves as a guide for the election of the Village of Lake Orion Downtown Development Authority Board of Directors Chair, Vice-Chair, Secretary, and Treasurer. The same process is used for each office and should be done separately.

Suggested Language for Nominations

Chair: “Nominations are now in order for the office of Chairperson, Vice-Chairperson, Secretary, and Treasurer”

Nominations **DO NOT NEED TO BE SECONDED**, but may be if so desired.

Member: I nominate _____ for the office of [Chairperson/Vice-Chairperson/Secretary/Treasurer]

Chair: _____ - has been nominated. Are there any further nominations for the office of _____?

The Chair repeats each nomination until all nominations for the office have been made.

If there are no further nominations:

Chair: If not, nominations are closed.

Voting for Officers - two options

1. When only **ONE** nominee is put up, Board may make the following motion to close the nominations and casting a unanimous vote, as follows [for each position]:

Recommended Motion: That nominations for the office of _____ are closed and a unanimous ballot be cast electing Board Member _____ to the office of _____ for the DDA Board of Directors.

[Seconded by Board Member _____ and adopted. - Ayes: _____]

OR

2. When there are **TWO or MORE** nominations we will use a Roll Call Vote where when a Board Member is called upon each member shall declare his/her vote of the member of his/her choice. The member with the lowest number of votes would be eliminated and a second roll call vote would occur. This will continue until such time one person receives the majority vote.

If you have any questions, please do not hesitate to contact me.

JOB DESCRIPTIONS (from BoardSource)

Board Chair Job Description

1. Is a member of the Board of Directors
2. Serves as the Chief Volunteer of the organization
3. Is a partner with the Executive Director in achieving the organization's Mission
4. Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable
5. Chairs meetings of the Board after setting the agenda with the Executive Director
6. Encourages Board's role in strategic planning
7. Appoints the chairpersons of committees, in consultation with other Board members
8. Serves ex officio as a member of committees and attends their meetings when invited
9. Discusses issues confronting the organization with the Executive Director
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
11. Reviews with the Executive Director any issues of concern to the Board
12. Monitors financial planning and financial reports
13. Plays a leading role in fundraising activities
14. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members
15. Evaluates annually the performance of the organization in achieving its mission
16. Performs other responsibilities assigned by the Board

Vice Chair Job Description

This position is typically successor to the Chair position.

1. Is a member of the Board
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
3. Reports to the Board's Chair
4. Works closely with the Chair and other staff
5. Participates closely with the Chair to develop and implement officer transition plans
6. Performs other responsibilities as assigned by the Board

Board Secretary Job Description

1. Is a member of the Board
2. Maintains records of the Board and ensures effective management of organization's records
3. Manages minutes of Board meetings
4. Ensures minutes are distributed to members shortly after each meeting
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

Board Treasurer Job Description

1. Is a member of the Board
2. Manages finances of the organization
3. Administers fiscal matters of the organization
4. Provides annual budget in conjunction with the Executive Director and Finance Committee, to the board for members' approval
5. Ensures development and board review of financial policies and procedures

Board Member Job Description

1. Regularly attends board meetings and important related meetings
2. Makes serious commitment to participate actively in committee work
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus
6. Is an active participant in the committee's annual evaluation and planning efforts



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DDA Board Meeting

DATE: November 21, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Main Street Accreditation - Economic Development Strategies

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. As part of the new accreditation standards, the DDA needs to choose economic development (transformation) strategies which will guide the program's activities and projects. These strategies are incorporated into The Vision, the committee workplans, and other public areas.

Standard 4: "Strategy-Driven Programming"

Main Street America assessment recommendation: potential Transformation Strategy of making Lake Orion a place of steady activity day and night.

Stakeholder input: Design Charette in October 2022, Question and Answer Meeting in March 2023, ongoing feedback preceding the November 2023 election and ballot issue.

Significant Current Projects: Lake Orion Gateway Project (lumberyard)

MSOC Recommendation:

1. Dining and Entertainment District
2. Placemaking and Community Development

Director Recommendation: The Dining and Entertainment District Economic Development Strategy is a good strategy for Lake Orion because the downtown district is becoming a dining and entertainment destination naturally. Using this strategy makes the transformation intentional.

Placemaking and Community Development Economic Development Strategy makes

sense because the DDA is about to embark on developing the lumberyard. The project is titled "Lake Orion Gateway Project" because the DDA plans to create a community showplace there (this is placemaking). Working with input from the community, the DDA plans to create community requested areas such as a dedicated event space, extra downtown parking, and other community amenities (aka community development).

What I like best about these strategies is that they provide a label and a direction to help the DDA focus the work they do and the messages they convey. But, it is work the DDA is already doing and it will not take much to align all activities, events, and projects to these economic development strategies.

Recommended Motion: To adopt the following two economic development strategies for inclusion in the Lake Orion Main Street vision and workplans:

1. Dining and Entertainment District
2. Placemaking and Community Development



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DDA Board Meeting

DATE: November 21, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Development Update - Lake Orion Gateway Project (Lumberyard)

Lake Orion Lumberyard purchased August 23, 2023

215 S. Broadway released to Lake Orion DDA on November 14, 2023

Attached:

Property Acquisition Memo

Background Information: The Lake Orion DDA purchased the Lake Orion Lumberyard on August 23, 2023. VLO DPW winterized the office space, shut off water and changed the locks. They will also maintain the perimeter of the property. It is not possible to maintain the interior due to inventory placement. Next, the DDA will shut off the electricity..

Phase I: Property Preparation: Demolition, product disbursement

Phase II: Development Partnerships: Selecting and Working with partners

Phase III: Construction: Building Parking lots, event space, parks, commercial buildings etc

Phase IV: Programming: Marketing, activities, projects associated with the space

Phase V: Activating Gateway: Grand Opening, continued activity per programming phase.

RFPs published:

October 2023: Demolition and Hazardous Materials and Asbestos Survey

November 2023: Resubmit Amended Hazardous Materials and Asbestos Survey, to

original bid submitters. The bid was reviewed and amended by AKT Peerless.

Action Requested: To identify how the inventory left at the property will be distributed.
Goal: Inventory distributed December 2023 - March 2024

Director Recommendation: That the DDA Board Authorize the following organizations to receive products for public purpose:

- Orion Area Historic Society: Historic Artifacts
- Orion Area Art Center: Starry Night Art Piece (already promised to them by Lumberyard owners)
- Village of Lake Orion: products and materials as needed
- Orion Township: Products and materials for the America in Bloom project
- Product Grant: offered to Scout groups and Service Organizations
- E-Commerce: Sale of certain products, once a month pick up (January-March)

Recommended Motion: To adopt the following Lake Orion Lumberyard Product distribution plan.

DDA Board Authorize the following organizations to receive products for public purpose:

- Orion Area Historic Society: Historic Artifacts
- Orion Area Art Center: Starry Night Art Piece (already promised to them by Lumberyard owners)
- Village of Lake Orion: products and materials as needed
- Orion Township: Products and materials for the America in Bloom project

And offer products and materials to others through

- Product Grant: offered to Scout groups and Service Organizations
- E-Commerce: Sale of certain products, once a month pick up (January-March)



Lake Orion DDA

118 N. Broadway St.

Lake Orion, MI 48362

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)



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DDA Board Meeting

DATE: November 21, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Development Update - Lumberyard Rental Agreement

Lake Orion Lumberyard purchased August 23, 2023

215 S. Broadway released to Lake Orion DDA on November 14, 2023

The Lake Orion DDA purchased the Lake Orion Lumberyard on August 23, 2023. VLO DPW winterized the office space, shut off water and changed the locks. They will also maintain the perimeter of the property. It is not possible to maintain the interior due to inventory placement. Next, the DDA will shut off the electricity..

Phase I: Property Preparation: Demolition, product disbursement

Phase II: Development Partnerships: Selecting and Working with partners

Phase III: Construction: Building Parking lots, event space, parks, commercial buildings etc

Phase IV: Programming: Marketing, activities, projects associated with the space

Phase V: Activating Gateway: Grand Opening, continued activity per programming phase.

RFPs published:

October 2023: Demolition and Hazardous Materials and Asbestos Survey

November 2023: Resubmit Amended Hazardous Materials and Asbestos Survey, to original bid submitters. The bid was reviewed and amended by AKT Peerless.

Background Information: The LO Lumberyard had an agreement with OatSoda - Lake

Orion for exclusive rental of the parking lot.

Does the DDA Board wish to extend an offer to OatSoda for rental of the parking lot.

Pros: We could ask OatSoda to maintain the parking lot area in lieu of rent (ie: snowplowing the lot)

Cons: It is now a public space, should the DDA offer a private deal like this?

Director Recommendation: I like the idea of having the property maintained by a business nearby, they will be able to notify the DDA if something needs attention. I am concerned that other area businesses will want the same opportunity and I do not want the DDA to have conflict over this.

Recommended Motion #1: To offer OatSoda parking lot rights in exchange for watching over the property and plowing the snow as needed.

Or

Recommended Motion #2: To end parking lot rights and make it a public parking area, no parking in the winter during inclement weather.



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DDA Board Meeting

DATE: November 21, 2023
FROM: Molly LaLone, DDA Executive Director
SUBJECT: Verbal Director Report

Recommended Motion: Receive and File