



**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, January 16, 2024**

**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 -December 19, 2023

**IV. Presentation - MSOC Assessment Overview**

Tim Colbeck, Senior Planner, MSOC

**V. Call to the Public**

**VI. Consent Agenda**

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

1. Director's Report
2. Committee Minutes & Workplan and Event Updates
3. Financial Reports

**VII. Approval of Agenda**

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

### **VIII. Financial Matters**

1. Bill Approval
2. Budget - 2024-2025

### **IX. New and Old Business**

1. RFP Rebid Approval- Dumpsters
2. DDA Credit Card
3. Parking Lease Agreement - 115 N. Broadway
4. Budget Amendment - Lumberyard Property Tax
5. Budget Amendment -Brand Marketing (Orion Living)
6. Budget Amendment - Legal Services

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

#### *A. Executive Director*

1. Verbal Director Report

#### *B. Village Manager*

### **XI. Call to the Public**

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

### **XIII. Next Regular Meeting - February 20, 2024**

### **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:** January 16, 2024  
**FROM:** Susan Galeczka, Village Clerk  
**SUBJECT:** DDA Board Regular Meeting Minutes -December 19, 2023

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

ATTACHMENT 2023-12-19 Approval of Minutes



**VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT  
AUTHORITY**

**21 East Church Street, Lake Orion, MI 48362**

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## **DRAFT MINUTES**

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

**Tuesday, December 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, December 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 in the 21 East Church Street, Lake Orion, MI 48362 by Chairperson Debbie Burgess at 6:37 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	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Matt Shell	Village of Lake Orion	Treasurer	Present	
Chris Barnett	Village of Lake Orion	Board Member	Absent	
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Present	
Sally Medina	Village of Lake Orion	Board Member	Present	
Jerry Narsh	Village of Lake Orion	President	Present	

### **STAFF PRESENT:**

- Janet Bloom, Interim DDA Executive Director
- Susan C. Galeczka, Village Clerk
- Darwin McClary, Village Manager

Village of Lake Orion Downtown Development Authority Board of Directors Minutes  
Regular Meeting, Tuesday, December 19, 2023  
Page 2 of 8

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### III. Approval of Minutes

1. DDA Board Regular Meeting Minutes -November 21, 2023

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

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, November 21, 2023 as presented.

### IV. Call to the Public

Let the record show no public comments were received on non-agenda items.

### V. Consent Agenda

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

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

1. Annual Year End Main Street Evaluation Schedule

RESOLVED: To approve the Main Street Community Assessment Visit Agenda, scheduled for February 6, 2024, which is attached and incorporated as part of this record.

2. Annual Review of DDA Vision Statement

RESOLVED: To adopt the DDA Board Vision Statement as follows:

Over the next ten years, Lake Orion, Michigan will be the heart and hub of the greater Orion community. The downtown will be known as a destination dining and entertainment district. Public spaces continue to be built based upon community feedback and participation.

There is a direct connection between the Paint Creek Trail which traverses throughout the community and the historic downtown. The trail connects both Lake Orion and the downtown, so runners, walkers, and bikers can use our trails and lakeshore for recreational uses and our downtown for choice

shopping, dining and live entertainment at many different price points. Our walkable community shall be accessible to all with many barrier-free amenities.

In the summer months, the outdoor Gazebo Concert Series and #StrongerTogether Collaborations with Oxford will continue to bring thousands of people into town during the evening when all of our restaurants and shops are open. The Lake Orion DDA shall host several family-friendly signature special events each year that bring our residents, as well as, people from around the state to share our lake and downtown district. The Lake Orion DDA shows a commitment to fostering arts in our community with a strong partnership with the Orion Art Center. Our downtown caters to the larger Orion community with many destination businesses that continue to be a mix of local entrepreneurs, franchises and national retailers.

The DDA markets our downtown through many different media channels and actively seek new retailers or tenants when the rare vacancy occurs. Our DDA will promote an increasingly dense group of mixed uses along M24 and in the downtown, where new condos and apartments can exist side by side in our wonderfully restored residential and commercial buildings.

3. Annual Review of DDA Mission Statement

RESOLVED: To adopt the Mission Statement of the DDA Board as follows:

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.

4. Director's Report

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

5. Committee Minutes & Workplan and Event Updates

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

Village of Lake Orion Downtown Development Authority Board of Directors Minutes  
Regular Meeting, Tuesday, December 19, 2023  
Page 4 of 8

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6. Financial Reports

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

**VI. Approval of Agenda**

1. **Motion to** approve the Tuesday, December 29, 2023 regular meeting agenda of the Downtown Development Board.

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

**VII. Financial Matters**

1. Bill Approval

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

RESOLVED: To approve disbursements in the amount of \$45,531.91 for November 2023.

2. Budget - 2024-2025

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

RESOLVED: To Review and File the Initial FY 2024-2025 DDA Budget.

Attachment: 2023.12.19 minutes revised (6493 : 2023-12-19 Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes  
Regular Meeting, Tuesday, December 19, 2023  
Page 5 of 8

Budget - 2024-2025

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

RESOLVED: To adopt the Tentative Budget Review Calendar as follows:

6:30pm	19-Dec-23	Initial Presentation of Director suggested DDA Budget
6:30pm	16-Jan-24	DDA budget reflecting initial board feedback
6:30pm	23-Jan-24	Presentation by DDA Committees for recommendations
6:30pm	30-Jan-24	Board Review of requests and Committee recommendations
6:30pm	13-Feb-24	Review of DDA budget based upon board feedback
6:30pm	20-Feb-24	Recommendation of DDA budget for inclusion in VLO budget

**VIII. New and Old Business**

1. Contract Approval - Pre-Demolition Hazardous Materials and Asbestos Survey

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

RESOLVED: To approve hiring Baker & Associates for Pre-Demolition Hazardous Materials and Asbestos Survey of the Lake Orion Lumberyard not to exceed \$6,000 from 301-901-950-000 Demolition & Land Improvement.

2. Executive Director Search

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

RESOLVED: To approve the final deadline for submission of applications as January 19, 2024.



Village of Lake Orion Downtown Development Authority Board of Directors Minutes  
Regular Meeting, Tuesday, December 19, 2023  
Page 6 of 8

Executive Director Search Committee

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

RESOLVED: To appoint Chairperson Debbie Burgess, Board Member Alaina Campbell, Board Member Lloyd Coe, Vice Chairperson Sam Caruso and Treasurer Matt Shell to be part of the DDA Executive Director interview team.

Executive Director Search Interview Timeline

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

RESOLVED: To adopt the interview timeline for the DDA Executive Director as follows:

1. January 24, 2024
2. January 31, 2024
3. February 7, 2024

Executive Director Search Advertisement

Board members discussed the salary range for the Director's position.

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

RESOLVED: To add to the original DDA Executive Director advertisement "salary based on qualifications and experience"; and to post the DDA Executive Director advertisement on the MML.org website; and other professional organizations as sees fit by the Interim DDA Executive Director as soon as possible.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes  
 Regular Meeting, Tuesday, December 19, 2023  
 Page 7 of 8

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

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

RESOLVED: To remove Agenda Item XIII.3, Meeks PRK AND Children's Park Pedestrian Bridges from the agenda.

## IX. Reports, Resolutions and Recommendations

### A. Executive Director

Interim DDA Executive Director Bloom reported on the following:

- Noted she is excited to be part of the DDA, noting she is open to communication and transparency; she is looking for conversation and ideas from the DDA Board Members, Administration and the community.
- Reported the first informational meeting required by PA57 was held and she will be posting a synopsis of the meeting on the DDA's website.
- Provided a brief overview of the holiday shopping promotions.
- Noted that Downtown Dollars are available for purchase.

### B. Village Manager

Village Manager McClary provided an overview of the Village's Snow Removal Policy. He noted that the Village will be distributing flyers regarding the Snow Removal Policy to the downtown businesses.

## X. Call to the Public

Let the record show no public comments were received.

## XI. Board Comments and Training Feedback

Board Members expressed their thanks and appreciation to DDA Executive Director LaLone for all her work and wished her well on her new job.

Board Members welcomed Interim DDA Executive Director Janet Bloom.

Board Members thanked Village Clerk Galeczka for her service to the Village and wished her well on her retirement.

Secretary Lorant wished all a Merry Christmas.

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

Regular Meeting, Tuesday, December 19, 2023

Page 8 of 8

Vice Chairperson Caruso, noting a lot is going on in the Downtown, encouraged people to go to the DDA Website for additional information. He stated that the DDA Board did a fantastic job this year.

Board Member Campbell stated this year has been a difficult time for the DDA so the Board educated the people in the community and got more people involved in the DDA.

Board Member Coe wished everyone a Merry Christmas. He reminded everyone Downtown Dollars are available and the Passport Shopping is also going on this holiday.

Board Member Narsh complemented the Board, the citizens, the administrative team and the committees who have worked so hard to make the Village a better place.

Chairperson Burgess expressed her thanks to the Village Clerk for her assistance and support over the years. She noted that Lake Orion is the best place to live, work and play.

#### **XII. Next Regular Meeting - January 16, 2024**

Chairperson Burgess stated that the next DDA Board meeting will be held on January 16, 2024 at 6:30 PM.

#### **XIII. Adjournment**

Motion to adjourn the Tuesday, December 19, 2023 regular meeting of the Downtown Development Authority Board.

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

The Tuesday, December 19, 2023 regular meeting of the Downtown Development Authority Board adjourned at 7:15 PM.

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

\_\_\_\_\_  
Susan C. Galeczka, CMC/MPMC  
Village Clerk

Approved: January 19, 2023, as presented.



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### **DDA Board Meeting**

**DATE:** January 16, 2024

**FROM:** Janet Bloom,

**SUBJECT:** Director's Report

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**Attached:** Director's Report

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

# 2024 Director Report



Attachment: January 2024 Director Report-reduced (6523 : Director's Report)

Prepared by



# 2024 ECONOMIC DEVELOPMENT STRATEGIES

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

- POSTED 3 TIMES
- NO RESPONSE OR TOO HIGH

## 2. DOWNTOWN LIGHTING

- LAMPPOST RETROFIT - COMPLETED DECEMBER 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 14, 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 14, 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 14, 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. Three of the original vendors responded to the re-bid.

**December 2023:** Hazardous Materials Survey contractor selected by Bid Review Team for recommendation to the DDA Board.

# 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**

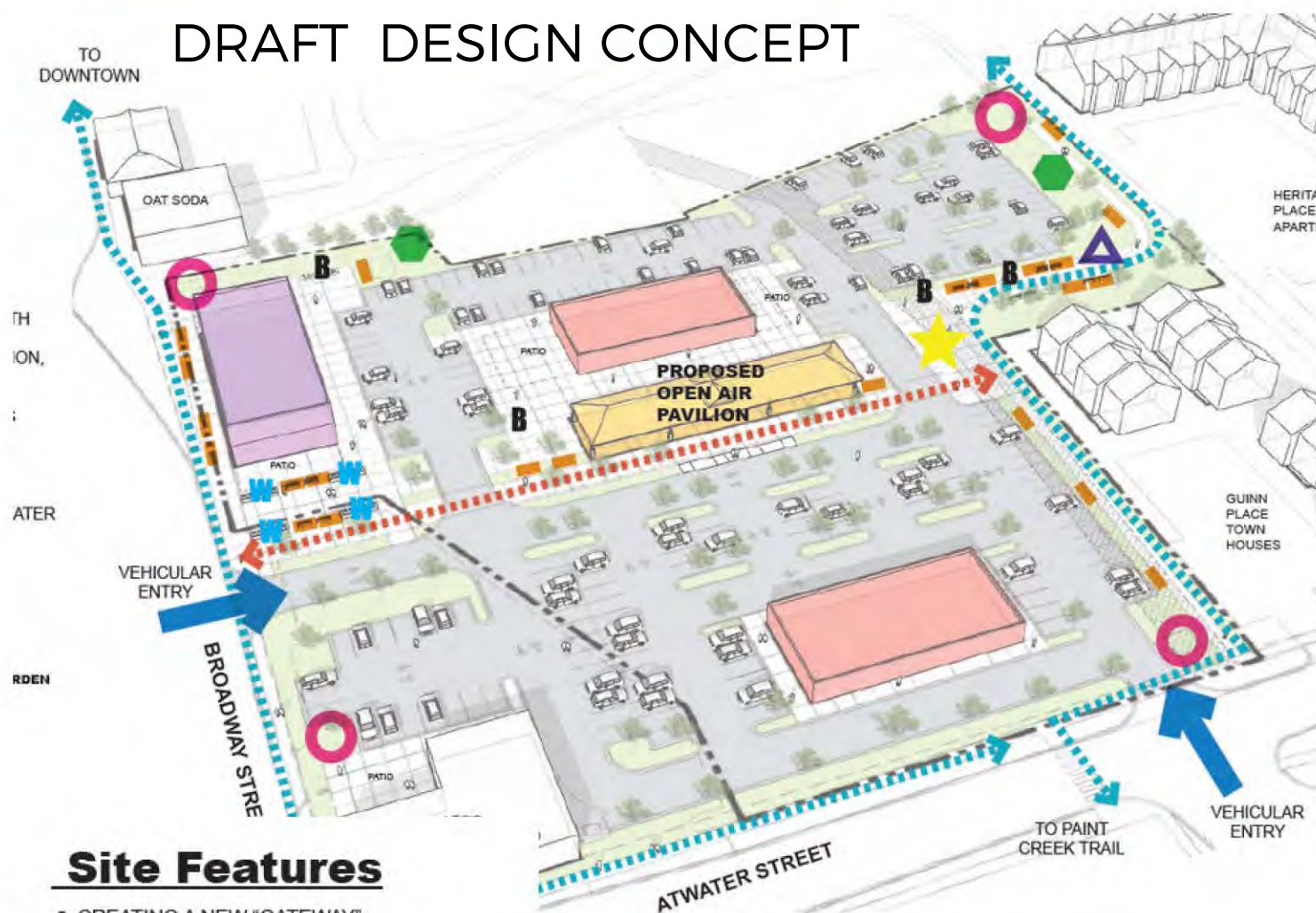
- Address environmental issues present on the property and
- Build a foundational infrastructure on the property from which to build upon

**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 VEHICULAR ACCESS |
|  | PROPOSED PEDESTRIAN ACCESS          |  |                           |



# 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.* 1/23@11am & 2/6@11am

**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.* 1/17@3pm & 2/19@3pm

**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.* 1/19@11:30am & 2/21@11:30am

**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.* 1/22@11:30am & 2/22@11:30am

**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* 1/18@9am & 2/15@9am







## 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 ☐15. ☐2. ADOPT A GARDEN PROGRAM  
(\$2,500 FLAGSTAR GRANT) ☒16. ☐3. TASTE OF TOWN IN ALLEYWAY ☐17. ☐4. STEAMPUNK ART & ADAPTIVE REUSE DESIGN  
BRUCE ROSENBAUM (MODVIC.COM) ☐18. ☐5. DIGITAL MARQUEE ☐19. ☐6. PORTABLE MONITOR FOR SPONSOR  
RECOGNITION ☐20. ☐7. ELABORATE SEASONAL PICTURE SPOTS  
(LIKE OXFORD FALL TRUCK SCENE) ☐21. ☐8. TRASH BIN BEAUTIFICATION  
(PARTENSHIP WITH HS ART DEPT) ☐22. ☐9. AMERICA IN BLOOM INTEGRATION  
(TWP HOSTING SYMPOSIUM IN 2025) ☐23. ☐10. OPEN HOUSE TOUR OF PROPERTY  
(SNOW FENCE FOR PUBLIC SAFETY) ☐24. ☐11. SAFETY CROSSWALK SIGNAGE IN STREET  
(DISCUSS WITH LOPD) SEE PHOTO ☐25. ☐12. PROPERTY OPEN HOUSE - TICKETED EVENT  
SNOW FENCING FOR PUBLIC SAFETY AND POSTERS OF  
PROPOSED AMENITIES IN PROPOSED LOCATION ☐26. ☐13. RIDGELINE LIGHTING AND SPANNER  
LIGHTING - MAIN INTERSECTION ☐27. ☐14. ☐28. ☐

## 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

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



Attachment: January 2024 Director Report-reduced (6523 : Director's Report)

*PROPERTY OWNERS, BUSINESS OWNERS,  
AND EMPLOYEES JOIN US AT*

# POWER HOUR



## **DON'T MISS THESE TOPICS!**

- Learn about upcoming events
- Share feedback on recent events
- eCommerce updates
- MSOC Assessment – what to know
- Latest developments in the DDA district
- Share your suggestions for future Power Hours

**When:** 1/18/2024 at 9:00 AM

**Where:** ABeanToGo

**Host:** DDA

Questions? Call the DDA office at  
248-693-9742





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:** January 16, 2024

**FROM:** Janet Bloom,

**SUBJECT:** Committee Minutes & Workplan and Event Updates

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### **Recommended Motion:**

To receive and File the Committee Meeting Minutes & Event updates

# December Meeting Notes

## Lake Orion Gateway Project – December 4, 2023

Attendees: Allan Goetz, Kevin Besserf, Alaine Campbell, Hank Lrant

Needs: Kiosk, View into Downtown, Stage/Performance Space with sponsor opportunities

- Outdoor Amphitheater area
  - Seating, set-up for 750 people, permanent seating for up to 300 people
  - Examples: Grand Haven, Downtown Auburn Hills, Meijer Gardens Amphitheater
  - Loading area
  - Storage, both temporary and permanent
  - Restrooms
  - “Green Room”
  - Room for sophisticated signage
  - Sound directed
  - Bathrooms
  - Electrical hookups
- Have this area fenced permanently to allow for ticketed items & for special event beer tent
- Founders Wall
- Festivals: example Appleton, WI
- Year-round use:
  - Parking
  - Farmers Market
  - Ice rink
  - Amphitheater
  - “NAPA Rock”
  - Reclaimed Michigan Lumber

## Gateway Project Committee – December 5, 2023

Attendees: Chris Barnett, Hank Lrant, Sam Caruso

- Priorities
  - Hazardous Survey
  - Hazardous Abatement
  - Salvage Materials
    - Public
    - Private
  - Private Developer Presentation
    - Us to them

- Them to us
    - Property Tour
    - Darwin meeting?
- Potential developers
  - Leo's
  - Moceris
  - West Construction
  - Landmark Commercial
- Sheriff/Police – special event contact?

## #StrongerTogether Committee – December 6, 2023

Attendees: Molly LaLone, Arizona Goulet, Kelly Westbrook, Kimberly Smith

Note: Arizona to provide notes

## MSOC Manager Meeting

December 8, 2023

Attendees: MSOC Staff, Oakland County DDA directors, Lauryn Ferro – Oakland County Human Resources

Main Event will be June 6, 2024. Key Guest will be Erin Barnes, President and CEO of Main Street America. David Woodward has requested “Main Street on the Move” Transit award. Main Street programs can submit a proposal to improve transit, accessibility, mobility etc. Winner to receive funding (\$25,000 requested)

Senator Peters – Federal appropriation for county wide funding. Please provide MSOC with feedback regarding programming you think would be good for your community and program.

MSOC will conduct an Impact Study of tourism in Oakland County.

Contact MSOC to update VisitOC website. VisitDetroit tourism bureau take note and updates their sites when we update the Oakland county site.

\$5M for placemaking and public space will be awarded to 13 communities. To be eligible you must have had full ownership of property and had to be shovel ready and able to be completed by 2026. Lake Orion was not eligible for this funding at the time of the application. DDA took full possession of the property in November 2023.

RAP Grant, 3<sup>rd</sup> round expected. MSOC requests applications submitted so they can present all requests as a whole for Oakland County.

## Training: Overcoming Burnout (Oakland County HR)

70% employees have felt burnout

60% persons who are passionate about their jobs experience burnout

Build resiliency by creating and utilizing a list of 20 things you can do to combat burnout. Take care of you first.



- Recognize the signs
- Seek support
- Set boundaries
  - Practice assertiveness
  - Create work/life balance
- Practice Self Care
  - Exercise
  - Healthy diet
  - Reduce caffeine & sugar
  - Avoid alcohol, nicotine, and drugs
  - Get enough sleep, keep it consistent, sleep in a cool dark quiet environment, use sound frequencies while sleeping
- Practice Mindfulness
  - Be in the present moment (nonjudgmental)
  - Acceptance
  - Focused attention

## 2023 Informational Meeting (PA-57 Required) – December 12, 2023

Attendees: Molly LaLone, Arizona Goulet, Diane Kochis, Janet Bloom

Per PA-57 requirements, DDAs are required to present two times a year on events, projects and activities within their DDA to the public. This meeting was held at noon in the Village Council Chambers. It was the first of two meetings scheduled.

## Organization Committee with Hudson Collection – December 13, 2023

Attendees: Molly LaLone, Arizona Goulet, Janet Bloom, Alaina Campbell, Nicole Hudson, MJ Likine

Hudson Collective suggested a strategy meeting to talk about next steps since dda vote outcome. It was also discussed to manage the message for new incoming executive director. Upcoming DDA events were discussed.

## #StrongerTogether Committee – December 14, 2023

Attendees: Molly LaLone, Arizona Goulet, Kelly Westbrook, Kimberly Smith, Janet Bloom

Trolley will be in for maintenance in January. Need to secure additional sponsor support of trolley. Look at right of first refusal; another business has expressed interest in supporting.

Trolley runs Friday/Saturday/Sunday runs that start beginning of March.



Look at additional ticketed events to use the trolley, such as: Mom's Day Out, St. Patty's Day, Mother's Day Brunch Run, April Letterboxing tie in with scouts for badges, Easter "Town Hop" with Easter Bunny, Scavenger Hunt, Dragon on the Lake retail event, Oktoberfest, and Hunting Widows in November.

Review concert schedules in both communities to see if can tie in.

Fall décor installs September 15 in Oxford. Cornstalks and mums only.

IceFest – Oxford considering not doing the ice blocks this year and only doing activities to support event. Didn't see walking traffic with ice blocks. They will revisit in 2025. They will still support to advertise/market the event.

Witches Night: customer appreciation – have businesses contact their customers to encourage to participate. Kelly suggests LO DDA does their own. 85% of customers came from outside Oxford. Five stores do big activities, the favorite being the photo op. Need more prep time in 2024.

## 2023 Informational Meeting (PA-57 Required) – December 19, 2023

Attendees: Molly LaLone, Arizona Goulet, Diane Kochis, Janet Bloom

Per PA-57 requirements, DDAs are required to present two times a year on events, projects and activities within their DDA to the public. This meeting was held at 6 pm in the Village Council Chambers. It was the second and last meeting conducted.

## Media Meeting with The Lake Orion Review – December 20, 2023

Attendees: Janet Bloom, Arizona Goulet, Roger Greene

Reviewed calendar of DDA events and proposed ad schedule for 2024. Roger brought previous examples of DDA ads. Covered payment structure, publishing deadlines, # of households that receive the publication.

Website Analytics  
December 2023

To: Lake Orion DDA Board of Directors  
From: Molly LaLone, Executive Director

View our website at: [www.downtownlakeorion.org](http://www.downtownlakeorion.org)

Audience:

- 3,017 Sessions
- 2,518 New Users

Users by Audience over time



Q Search...		Rows per page: 10 1-1 of 1					
Audience	+	↓ Users	New users	Sessions	Views per session	Average session duration	Total revenue
		2,478 100% of total	2,406 100% of total	3,017 100% of total	1.49 Avg 0%	1m 51s Avg 0%	\$0.00
1	<a href="#">All Users</a>	2,478	2,406	3,017	1.49	1m 51s	\$0.00

New Users:

First user default channel group +		↓ New users
		2,406 100% of total
1	Organic Search	1,902
2	Direct	366
3	Organic Social	93
4	Referral	45

Page Views:

Page title and source		Views
downtownlakeorion.org		3
Orion Lighted Christmas Parade   downtownlakeorion.org		
downtownlakeorion.org		
downtownlakeorion.org		
		0
		4,482
		100% of total
1	Orion Lighted Christmas Parade   downtownlakeorion.org	762
2	downtownlakeorion.org   Lake Orion DDA Website	577
3	Events   downtownlakeorion.org	326
4	Horse & Carriage Rides   downtownlakeorion.org	317
5	downtownlakeorion.org	281
6	Downtown Lake Orion Events   downtownlakeorion.org	259
7	Business Directory   downtownlakeorion.org	146
8	DDA Staff   downtownlakeorion.org	99
9	About Us   downtownlakeorion.org	66
10	Area Attractions   downtownlakeorion.org	66



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:** January 16, 2024  
**FROM:** Darwin McClary, Village Manager  
**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
- Appropriation of Fund Balance
- Ending Fund Balance

**Recommended Motion:** Receive and file the financial reports for December 2023

PERIOD ENDING 12/31/2023

% Fiscal Year Completed: 50.27

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
Dept 000 - REVENUE						
248-000-402-000	Current Real Property Taxes	903,236.00	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	707.40	26.11	(707.40)	100.00
248-000-441-000	Local Community Stabilization Share Tax	10,000.00	15,970.70	0.00	(5,970.70)	159.71
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	109,028.00	11,000.00	0.00	98,028.00	10.09
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	2,560.38	11.27	(60.38)	102.42
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	0.00	0.00	0.00	0.00
248-000-683-000	Reimbursements-Other	0.00	1,513.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	102,400.00	0.00	0.00	(1,513.00)	100.00
248-000-685-100	Transportaion Sponsorship	28,000.00	7,692.00	1,850.00	94,708.00	7.51
248-000-686-000	Downtown Events	20,000.00	13,415.00	2,312.00	14,585.00	47.91
248-000-686-002	Flower Fair Revenue	0.00	2,358.00	85.00	17,642.00	11.79
248-000-686-003	New Year Resolution Run Revenue	0.00	305.00	0.00	(305.00)	100.00
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	299.19	0.00	0.00	0.00
248-000-687-000	Merchandise Sales	10,000.00	0.00	0.00	(299.19)	100.00
248-000-688-000	Gift Certificate Sales	5,000.00	280.00	0.00	10,000.00	0.00
248-000-692-000	Rent	0.00	0.00	0.00	4,720.00	5.60
248-000-694-000	Miscellaneous	0.00	315.00	0.00	0.00	0.00
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTES	0.00	0.00	0.00	(315.00)	100.00
Total Dept 000 - REVENUE		1,299,623.00	750,123.24	4,284.38	549,499.76	57.72
TOTAL REVENUES		1,299,623.00	750,123.24	4,284.38	549,499.76	57.72
Expenditures						
Dept 260 - GENERAL ACTIVITIES						
248-260-701-000	Wages	45,248.00	28,101.78	4,635.20	17,146.22	62.11
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	19,436.45	2,893.00	13,843.55	58.40
248-260-706-000	Wages - Event Coordinator	33,280.00	10,818.81	3,212.00	22,461.19	32.51
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	1,819.25	0.00	3,180.75	36.39
260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
260-715-000	Social Security	9,688.00	4,564.97	821.85	5,123.03	47.12
260-716-000	Health Insurance- Medical	7,200.00	3,450.89	573.15	3,749.11	47.93
260-717-000	Life & Disability Insurance	1,200.00	419.91	70.60	780.09	34.99
260-718-000	Dental Insurance	700.00	264.98	42.85	435.02	37.85
260-719-000	Pension	5,120.00	3,004.64	463.52	2,115.36	58.68
260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00
260-721-000	Vision Care	130.00	54.86	8.95	75.14	42.20
260-722-000	Workforce Comp Insurance	0.00	0.00	0.00	0.00	0.00
260-		0.00	0.00	0.00	0.00	8.18

Packet Pg. 37

Attachment: december 2023 re (6515 : Financial Reports)

PERIOD ENDING 12/31/2023  
% Fiscal Year Completed: 50.27

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	31,200.00	5,200.00	28,800.00	52.00
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	15,573.88	2,500.00	14,426.12	51.91
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	34,999.98	5,833.33	35,000.02	50.00
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	10,920.00	1,820.00	10,080.00	52.00
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	10,399.98	1,733.33	9,600.02	52.00
248-260-801-023	Contract Services-DPW event support	10,000.00	5,200.02	866.67	4,799.98	52.00
248-260-801-033	Contract Services-DPW snow removal	15,000.00	7,800.00	1,300.00	7,200.00	52.00
248-260-805-000	Audit Fees	2,000.00	2,000.00	0.00	0.00	100.00
248-260-810-000	Legal Services	16,340.00	15,821.76	1,730.66	518.24	96.83
248-260-823-000	Website/Software	6,000.00	1,694.70	50.14	4,305.30	28.25
248-260-823-001	Municipal Software	3,501.00	732.00	0.00	2,769.00	20.91
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	1,640.12	290.40	1,859.88	46.86
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	1,951.33	214.97	2,048.67	48.78
248-260-921-000	Municipal Street Lighting	6,500.00	2,575.09	182.05	3,924.91	39.62
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	175.04	9.49	224.96	43.76
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	9,000.00	3,000.00	3,000.00	75.00
248-260-942-000	Office Expenses	3,865.00	863.95	285.54	3,001.05	22.35
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	100.00	0.00	0.00	100.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,500.00	1,209.00	139.00	291.00	80.60
248-260-957-000	Education & Training	4,500.00	919.38	265.38	3,580.62	20.43
248-260-958-000	General Activities Misc	0.00	0.00	0.00	0.00	0.00
248-260-958-019	Covid General Activities	0.00	0.00	0.00	0.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	500.00	37.65	37.65	462.35	7.53
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	157,500.00	157,500.00	0.00	0.00	100.00
248-260-974-000	Capital Outlay - Equipment	1,235.00	1,234.84	0.00	0.16	99.99
Total Dept 260 - GENERAL ACTIVITIES		614,586.00	388,385.26	41,179.73	226,200.74	63.19
Dept 725 - ORGANIZATION						
248-725-822-000	Newsletter	1,720.00	325.00	65.00	1,395.00	18.90
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	1,725.00	0.00	3,275.00	34.50
248-725-826-000	Historic Celebration/Education	580.00	579.74	0.00	0.26	99.96
248-725-827-000	Awareness Program	1,200.00	122.63	44.69	1,077.37	10.22
725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00
725-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	0.00
725-881-000	Merchandise to Sell	500.00	211.01	0.00	288.99	42.20
1 Dept 725 - ORGANIZATION		9,000.00	2,963.38	109.69	6,036.62	32.93
726 - DESIGN						
726-						

Attachment: december 2023 re (6515 : Financial Reports)

Packet Pg. 38

PERIOD ENDING 12/31/2023

% Fiscal Year Completed: 50.27

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET				
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	2,150.00	0.00	3,050.00	41.35
248-726-843-000	Facade Program	7,800.00	5.00	0.00	7,795.00	0.06
248-726-845-000	Public Art Program	0.00	0.00	0.00	0.00	0.00
248-726-883-000	Banners and Holiday Lighting	6,600.00	5,999.66	0.00	600.34	90.90
248-726-975-001	Capital Outlay - Beautification	0.00	0.00	0.00	0.00	0.00
248-726-975-002	Capital Outlay - Streets	0.00	0.00	0.00	0.00	0.00
248-726-975-019	Covid Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 726 - DESIGN			8,802.37	0.00	15,697.63	35.93
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	4,750.00	0.00	29,750.00	13.77
248-728-860-000	Trolley Expense	28,000.00	12,563.48	44.99	15,436.52	44.87
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	17,136.19	2,106.00	2,863.81	85.68
248-728-888-001	Contractual Services Brand Marketing	29,700.00	16,520.00	2,245.00	13,180.00	55.62
Total Dept 728 - ECONOMIC DEVELOPMENT			51,201.27	4,395.99	61,998.73	45.23
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	2,450.61	327.50	49.39	98.02
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	8,500.00	6,866.81	218.83	1,633.19	80.79
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	0.00	0.00	0.00	0.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to Win	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	0.00	0.00	0.00	0.00	0.00
248-729-880-011	Restaurant week	0.00	0.00	0.00	0.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,000.00	11,807.72	1,339.00	192.28	98.40
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	22.00	0.00	10,178.00	0.22
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	998.81	0.00	701.19	58.75
729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
729-880-100	Stronger Together- smr fall	3,300.00	167.88	0.00	3,132.12	5.09
729-885-000	Port-A-Johns	2,200.00	1,793.51	0.00	406.49	81.52
729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION			34,639.06	1,885.33	17,060.94	67.00

Packet Pg.

6.3.a

PERIOD ENDING 12/31/2023  
% Fiscal Year Completed: 50.27  
\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
				MONTH 12/31/2023		
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	0.00	0.00	0.00
248-730-975-003	DDA Capital Outlay	5,000.00	3,371.00	0.00	22,333.00	6.83
248-730-975-005	DDA Capital Outlay- Wayfinding/Lighting	0.00	0.00	0.00	1,629.00	67.42
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	0.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	10,000.00	0.00	0.00	30,000.00	0.00
248-730-975-015	Capital Outlay- Outdoor Sound	0.00	0.00	0.00	10,000.00	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	0.00	490,671.00	1.01
TOTAL EXPENDITURES		1,308,664.00	490,998.34	47,570.74	817,665.66	37.52
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,299,623.00	750,123.24	4,284.38	549,499.76	57.72
TOTAL EXPENDITURES		1,308,664.00	490,998.34	47,570.74	817,665.66	37.52
NET OF REVENUES & EXPENDITURES		(9,041.00)	259,124.90	(43,286.36)	(268,165.90)	2,866.11
BEG. FUND BALANCE		498,200.06	498,200.06			
END FUND BALANCE		489,159.06	757,324.96			



PERIOD ENDING 12/31/2023  
% Fiscal Year Completed: 50.27  
\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023						
Revenues						
Dept 000 - REVENUE						
301-000-300-001	2023 Downtown Dev Tax Exempt Bond Projec	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt Bond Projec	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	0.00	1,030.08	29.97	(1,030.08)	100.00
301-000-671-999	Appropriation from Fund Balance	2,755,000.00	0.00	0.00	2,755,000.00	0.00
301-000-699-301	TRF in from DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		2,755,000.00	1,030.08	29.97	2,753,969.92	0.04
TOTAL REVENUES		2,755,000.00	1,030.08	29.97	2,753,969.92	0.04
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	1,926.30	26.30	298,073.70	0.64
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	2,122,801.00	26.30	377,199.00	84.91
Dept 905 - Downtown Dev Bond 2023						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	1,000.00	500.00	0.00	500.00	50.00
301-905-731-001	2023 Tax exempt Bond Issuance Expense	1,000.00	500.00	0.00	500.00	50.00
301-905-745-001	Property taxes-Orion Twp	0.00	0.00	0.00	0.00	0.00
301-905-920-000	Utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA bonds Taxable	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	2,180,187.80	26.30	744,812.20	74.54
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		2,755,000.00	1,030.08	29.97	2,753,969.92	0.04
TOTAL EXPENDITURES		2,925,000.00	2,180,187.80	26.30	744,812.20	74.54
OF REVENUES & EXPENDITURES		(170,000.00)	(2,179,157.72)	3.67	2,009,157.72	1,281.86
FUND BALANCE		4,944,949.68	4,944,949.68			
FUND BALANCE		4,774,949.68	2,765,791.96			

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET				
NET OF REVENUES & EXPENDITURES						
BEG. FUND BALANCE - ALL FUNDS		(179,041.00)	(1,920,032.82)	(43,282.69)	1,740,991.82	1,072.40
END FUND BALANCE - ALL FUNDS		5,443,149.74	5,443,149.74			
		5,264,108.74	3,523,116.92			

01/09/2024

## COMPARATIVE BALANCE SHEET FOR VILLAGE OF LAKE ORION

GL Number	Description	PERIOD ENDED 12/31/2022	PERIOD ENDED 12/31/2023
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
248-000-001-000	Cash	0.00	(125.04)
248-000-002-000	Cash Savings	368,047.77	348,487.56
248-000-007-000	Payroll-checking	0.00	(200.00)
248-000-010-000	Investment/LGIP County Inv	396,987.37	402,936.71
248-000-011-000	Cash - Payroll Savings	0.00	7,213.69
	Total Assets	765,035.14	758,312.92
*** Liabilities ***			
248-000-202-000	Accounts Payable	10,650.35	16.36
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
	Total Liabilities	11,050.35	416.36
*** Fund Balance ***			
248-000-390-000	Fund Balance - Unassigned	638,446.44	498,200.06
	Total Fund Balance	638,446.44	498,200.06
	Beginning Fund Balance	638,446.44	498,200.06
	Net of Revenues VS Expenditures	115,538.35	259,696.50
	Ending Fund Balance	753,984.79	757,896.56
	Total Liabilities And Fund Balance	765,035.14	758,312.92

Attachment: December balance sheetv2 (6515 : Financial Reports)

## 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	2,709,411.31
	Total Assets	0.00	2,765,798.11

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

301-000-214-101	Due to General Fund	0.00	6.15
	Total Liabilities	0.00	6.15

## \*\*\* Fund Balance \*\*\*

301-000-390-000	Fund Balance - Unassigned	0.00	4,944,949.68
	Total Fund Balance	0.00	4,944,949.68
	Beginning Fund Balance	0.00	4,944,949.68
	Net of Revenues VS Expenditures	0.00	(2,179,157.72)
	Ending Fund Balance	0.00	2,765,791.96
	Total Liabilities And Fund Balance	0.00	2,765,798.11

Attachment: December balance sheetv2 (6515 : Financial Reports)

## Fund 404 - DDA PROPERTY ACQUISITION

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

404-000-002-000	Cash-Savings-DDA Property Acq.	222,553.76	169,405.24
	Total Assets	222,553.76	169,405.24

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

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

## \*\*\* Fund Balance \*\*\*

404-000-390-000	Fund Balance - Unassigned	222,473.45	326,840.70
	Total Fund Balance	222,473.45	326,840.70
	Beginning Fund Balance	222,473.45	326,840.70
	Net of Revenues VS Expenditures	80.31	(157,435.46)
	Ending Fund Balance	222,553.76	169,405.24
	Total Liabilities And Fund Balance	222,553.76	169,405.24

Attachment: December balance sheetv2 (6515 : 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:** January 16, 2024

**FROM:** Janet Bloom,

**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 \$17,412.03 for December 2023.

01/09/2024 01:14 PM  
User: stouts  
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION  
POST DATES 12/01/2023 - 12/31/2023  
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	327
248-260-801-000	DEPOSIT DUE 12/15/23	JANET BLOOM	DEPOSIT FOR EMERGENCY MANA	3,000.00	327
248-260-810-000	LEGAL SERVICES	DAVIS LISTMAN PLLC	LEGAL SERVICES	1,730.66	327
248-260-823-000	FLOWCODE	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	50.14	2
248-260-851-000	PHONE CHARGES	MISWITCH COMMUNICATIONS	MONTHLY PHONE	90.06	327
248-260-851-000	118 N BROADWAY	COMCAST	118 N BROADWAY DEC 7 - JA	200.34	327
248-260-920-000	118 N BROADWAY ACCT# 1000	CONSUMERS ENERGY	NOVEMBER BILL	198.61	327
248-260-920-000	24 FRONT ST ACCT 9200 096	DTE ENERGY	24 FRONT ST DTE	16.36	327
248-260-921-000	380 S BROADWAY ACCT 91004	DTE ENERGY	DTE BILLS DECEMBER	182.05	327
248-260-930-002	CABLE TIES	GREAT LAKES ACE HARDWARE	GREAT LAKES ACE PURCHASES-	9.49	327
248-260-941-000	QUARTERLY RENT PAYMENT	NICK SCHILLACE	RENT - JANUARY, FEBRUARY,	3,000.00	327
248-260-942-000	AMAZON	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	285.54	2
248-260-956-000	AMAZON - PRIME RENEWAL	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	139.00	2
248-260-957-000	YOURMEMBERSHIP - CLASSIFIED	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	265.38	2
248-260-962-000	11/7/23 - 8.1 MILES @ .65	DIANE KOCHIS	MILEAGE - MULTIPLE TRIPS	37.65	327
Total For Dept 260 GENERAL				9,668.80	
Dept 725 ORGANIZATION					
248-725-822-000	SNAPRETAIL	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	65.00	2
248-725-827-000	SQ SHADRACH, MESHACH	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	44.69	2
Total For Dept 725 ORGANIZ				109.69	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-860-000	AMAZON	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	44.99	2
248-728-888-000	MONTHLY ADVERTISING/MARKET	20 FRONT STREET CONCEPTS,	MONTHLY ADVERTISING	300.00	326
248-728-888-000	NOVEMBER ADS	VIEW NEWSPAPER GROUP	MONTHLY ADVERTISING	1,656.00	327
248-728-888-000	FACEBOOK	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	150.00	2
248-728-888-001	MONTHLY FEE	HUDSON COLLECTIVE	MONTHLY BRAND MARKETING	2,245.00	327
Total For Dept 728 ECONOMI				4,395.99	
Dept 729 PROMOTION					
248-729-880-004	HALLOWEEN	EPRINT SOLUTION LLC	BANNERS	327.50	327
248-729-880-005	HOMETOWN HOLIDAYS	EPRINT SOLUTION LLC	BANNERS	129.00	327
248-729-880-005	CIDER FOR WARMING STATION/MOLLY	LALONE	REIMBURSEMENT FOR APPLE CI	14.97	327
248-729-880-005	KROGER	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	74.86	2
248-729-880-012	SING & STROLL	EPRINT SOLUTION LLC	BANNERS	156.50	327
248-729-880-012	AMAZON	COMERICA BANK	NOVEMBER CREDIT CARD PURCH	206.32	2
248-729-880-012	BALACE DUE	DAVID CHARLES EVENTS	SING AND STROLL	976.18	327
Total For Dept 729 PROMOTI				1,885.33	
Total For Fund 248 DOWNTOW				16,059.81	
Fund 301 DOWNTOWN DEV BOND PROJECT 2023					
Dept 901 905					
301-901-950-000	215 S. BROADWAY	DTE ENERGY	ELECTRIC BILL	26.30	327
Total For Dept 901 905				26.30	
Total For Fund 301 DOWNTOW				26.30	

Attachment: Invoice register for December (6508 : Bill Approval)

01/09/2024 01:14 PM  
User: stouts  
DB: Village Of Lake

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION  
POST DATES 12/01/2023 - 12/31/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund Totals:					
			Fund 248 DOWNTOWN DEVELOPM	16,059.81	
			Fund 301 DOWNTOWN DEV BONI	26.30	
				16,086.11	

Attachment: Invoice register for December (6508 : Bill Approval)



November 2023 Credit Card Report -				
Trans Date	Merchant	GL#	Explanation	Amount

11/1/2023	City of Birmingham	248-260-957-000	Conference Parking	\$ 6.00
11/2/2023	ParkMobile	248-260-957-000	Conference Parking	\$ 6.48
11/2/2023	ParkMobile	248-260-957-000	Conference Parking	\$ 3.48
11/2/2023	ParkMobile	248-260-957-000	Conference Parking	\$ 4.98
11/3/2023	ParkMobile	248-260-957-000	Conference Parking	\$ 6.48
11/3/2023	ParkMobile	248-260-957-000	Conference Parking	\$ 6.48
11/3/2023	ParkMobile	248-260-957-000	Conference Parking	\$ 6.48
11/7/2028	Facebook	248-728-888-000	Brand Marketing	\$ 75.00
11/5/2023	Amazon	248-260-942-000	Scissors	\$ 9.99
11/7/2023	Flowcode	248-260-823-000	Website	\$ 9.95
11/8/2023	Amazon	248-728-860-000	Trolley Expense/Polar Exp	\$ 44.99
11/9/2023	Amazon	248-260-956-000	Prime Renewal	\$ 139.00
11/7/2023	Amazon	248-729-880-012	Sing & Stroll	\$ 50.53
11/9/2023	Amazon	248-729-880-005	Stancheons/Hometown H	\$ 31.98
11/12/2023	SnapRetail	248-725-822-000	Newsletter	\$ 65.00
11/13/2023	Pita Way	248-725-827-000	Awareness	\$25.50
11/14/2023	Your membership	248-260-957-000	Classified Job Post	\$ 225.00
11/14/2023	Amazon	248-729-880-012	Sing&Stroll	\$ 79.52
11/14/2023	Gordon Foods	248-729-880-012	Sing & Stroll	\$ 60.27
11/15/2023	Great Lakes Ace	248-729-880-012	Zip Ties	\$ 16.00
11/17/2023	IONOS	248-260-823-000	Website	\$ 19.00
11/21/2023	ABeanToGo	248-725-827-000	Awareness	\$ 19.19
11/22/2023	Adobe	248-260-823-000	Website/software	\$ 21.19
11/22/2023	Kroger	248-729-880-005	Cups	\$ 4.85
11/22/2023	Yates Cider Mill	248-729-880-005	Cider/Shop Small	\$ 27.00
11/25/2023	Tim Horton	248-729-880-005	Shop Small	\$ 11.03
11/29/2028	Facebook	248-728-888-000	Brand Marketing	\$ 75.00
11/29/2023	True Image	248-260-942-000	Toner	\$ 275.55
			Total	\$ 1,325.92



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:** January 16, 2024  
**FROM:** Janet Bloom,  
**SUBJECT:** Budget - 2024-2025

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#### Background Information:

This is the preliminary budget for the Lake Orion DDA 2024-2025 fiscal year beginning July 1, 2024. It was presented at the December 19, 2023 DDA Board Meeting for review with comments due back from the board at the January meeting . At the December meeting, a budget review schedule was approved.

#### Approved Budget Review Calendar:

6:30pm	19-Dec-23	Initial Presentation of Director suggested DDA Budget
6:30pm	16-Jan-24	DDA budget reflecting initial board feedback
6:30pm	23-Jan-24	Presentation by DDA Committees for recommendations
6:30pm	30-Jan-24	Board Review of requests and Committee recommendations
6:30pm	13-Feb-24	Review of DDA budget based upon board feedback
6:30pm	20-Feb-24	Recommendation of DDA budget for inclusion in VLO budget

#### Additional Detail:

248 Fund, Downtown Development Authority Fund: This fund is balanced and includes

- Funds Committed by DDA for VLO including unused this fiscal year plus the estimated 75% revenue share approved per resolution by both VLO and DDA
- Increased funds to build dumpster enclosures in all quadrants including the gateway

property.

- Ridgeline lighting and Spanner lights on building near main intersection
- Façade grants for business and property owners in Downtown Lake Orion
- Increased funds for marketing and the marketing contracts
- Matching funds for potential grants the DDA may apply for
- Funds for Interns and other contractual staff
- Funds for public art and Historic building signs
- More holiday lights and fall décor.

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

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

#### **Recommended Motion 1:**

To Review and File the fy 2024-2025 DDA Budget with comment.

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

Attachment: DDA Budget 24-25 initial dec 23 (6514 : Budget - 2024-2025)

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
	Totals for dept 000 - REVENUE	1,280,150	879,734	1,210,783	1,070,941	1,299,623	976,768	985,891	995,105	1,027,911	
	TOTAL ESTIMATED REVENUES	1,280,150	879,734	1,210,783	1,070,941	1,299,623	976,768	985,891	995,105	1,027,911	

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DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
APPROPRIATIONS											
Dept 260 - GENERAL ACTIVITIES											
248-260-701-000	Wages	54,449	55,386	55,602	56,354	60,248	65,000	67,145	69,361	71,650	full time director salary (with COLA)
248-260-704-000	Wages - Administrative Coordinator	12,664	14,719	24,068	18,680	36,000	36,000	37,188	38,415	39,683	\$22/hour, up to 32 hours weekly
248-260-706-000	Wages - Event Coordinator	13,707	14,117	22,633	23,842	33,280	36,000	37,188	38,415	39,683	\$22/hour, up to 32 hours weekly
248-260-707-000	Wages - Grounds Coordinator	2,038	1,782	1,255	792	5,000	5,400	5,400	5400	5400	May - August, \$18/hr 20 hours weekly
248-260-715-000	Social Security	5,886	6,579	7,929	7,601	9,688	10,657	11,722	12,895	14,184	full time director benefits
248-260-716-000	Health Insurance- Medical	5,865	5,500	6,828	6,698	7,200	7,920	8,712	9,583	10,542	full time director benefits
248-260-717-000	Life & Disability Insurance	911	1,070	971	927	1,200	1,320	1,452	1,597	1,757	full time director benefits
248-260-718-000	Dental Insurance	472	463	489	480	700	770	847	932	1,025	full time director benefits
248-260-719-000	Pension	3,782	3,561	636	5,003	5,120	5,632	6,195	6,815	7,496	full time director benefits
248-260-721-000	Vision Care	96	108	107	100	130	143	157	173	190	full time director benefits
248-260-722-000	Worker's Comp. Insurance										
248-260-801-000	Contractual Services - general		1,599			15,000	20,000	20,600	21,218	21,855	Interns (\$5,000/qtr) & Interim Staff
248-260-801-002	Contr Services-Police Dtn Law Enforce	81,030	85,429	60,000	60,000	60,000	60,000	60,000	60,000	60,000	Change to original approval
248-260-801-003	Contract Services-DPW maintenance	31,200	31,200	26,196	30,000	30,000	30,000	30,000	30,000	30,000	Change to original approval
248-260-801-004	Contractual Services - administrative	1,739	66,738	68,004	70,000	70,000	70,000	70,000	70,000	70,000	Change to original approval
248-260-801-005	Contractual Services - Township			2,700	2,700	2,700					Change to reflect costs
248-260-801-012	Contr Services-Police Dtn parking & Code enforcement			20,004	21,000	21,000	21,000	21,000	21,000	21,000	Change to original approval
248-260-801-022	Contr Services-Police Crowd Control			9,996	20,000	20,000	20,000	20,000	20,000	20,000	Change to original approval
248-260-801-023	Contract Services-DPW event support			5,004	10,000	10,000	10,000	10,000	10,000	10,000	Change to original approval
248-260-801-033	Contract Services-DPW snow removal			12,000	15,000	15,000	15,000	15,000	15,000	15,000	Change to original approval
248-260-805-000	Audit Fees	2,200	1,839	1,560	1,545	2,000	2,000	2,000	2,000	2,000	Shared cost with VLO
248-260-810-000	Legal Services	3,152	4,364	6,868	12,132	5,340	5,000	5,000	5,000	5,000	Mr. Davis, legal counsel
248-260-823-000	Website/Software	2,645	5,862	4,968	6,706	6,000	6,000	6,000	6,000	6,000	downtownlakeorion.org
248-260-823-001	Municipal Software	3,599	1,249	4,035	1,248	5,000	5,000	5,000	5,000	5,000	Minutetrace, BS&A etc shared cost
248-260-829-000	Planner Services	14,074			950	5,000	5,000	5,000	5,000	5,000	
248-260-851-000	Telephone	3,362	2,535	3,452	3,247	3,500	3,535	3,570	3,606	3,642	To reflect increase in cost
248-260-900-000	Printing and Publication	82	76	90	182	100	100	100	100	100	
248-260-920-000	Utilities	3,734	3,004	3,084	3,922	4,000	3,500	3,535	3,570	3,606	To reflect increase in cost
248-260-921-000	Municipal Street Lighting	20,039	7,645	6,782	28,967	6,500	6,500	6,565	6,631	6,697	utility bill plus light pole replacement (from fund balance as needed)
248-260-930-000	Repair and Maintenance	270	438	1,092	705	0	500	500	500	500	Office Related
248-260-930-002	Building Maintenance			47	1,019	0	500	500	500	500	DDA Office Maintenance
248-260-940-000	Equipment Rental				70	0	0	0	0	0	

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DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
248-260-941-000	Office Rent	12,000	12,000	12,000	12,000	12,000	15,000	15,000	15,000	15,000	New contract 24-25, recommend three year lease if possible
248-260-942-000	Office Expenses	3,468	3,550	5,689	4,979	4,000	5,000	5,050	5,101	5,152	
248-260-946-000	Credit Card Fees	477	168	65	9	100	50	50	50	50	for when DDA is paying cc fees from VLO instead customer
248-260-956-000	Dues & Miscellaneous	3,096	1,257	947	1,036	1,500	1,545	1,560	1,576	1,592	MDA, MSA,Chamber,
248-260-957-000	Education & Training	4,811	2,359	4,379	8,784	1,000	5,000	5,050	5,101	5,152	Main Street Now, MDA, Oak Cty
248-260-958-000	General Activities Misc	1,017	1,186	168	739	150	150	150	150	150	
248-260-961-000	Tax Tribunal Refunds										from Fund Balance if needed
248-260-962-000	Mileage	266	7	794	1,537	500	1,500	1,500	1,500	1,500	
248-260-965-101	Transfer Out - General Fund	66,738		120,000							
248-260-965-401	Transfer to Capital Imp Fund										
248-260-965-404	Transfer Out - DDA Property Acq Fund		14,250		110,000	157,500					2020 Parking Debt Service transfers to 404-000-699-248. Final payment paid August 17, 2023
248-260-974-000	Capital Outlay - Equipment	32	260	1,587	1,174	1,500	2,000	2,020	2,040	2,061	computer equipment upgrades
Totals for dept 260 - GENERAL ACTIVITIES		358,901	350,300	502,029	550,128	617,956	482,722	490,758	499,228	508,165	

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DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
Dept 725 - ORGANIZATION											
248-725-822-000	Newsletter	509	984	1,125	817	1,800	1,800	1,800	1,800	1,800	snapretail, flowcode, canva
248-725-824-000	Volunteer Recognition & Dvp.	1,129	41	373	0	0	1,000	1,010	1,020	1,030	volunteer appreciation luncheon and other recognition
248-725-825-000	Gift Certificate Redemption	2,900	15,270	29,601	9,365	5,000	5,000	5,000	5,000	5,000	Consider offering limited time offer dbl redemption to businesses
248-725-826-000	Historic Celebration/Education				1,588	500	2,500	2,525	2,550	2,576	Orion Historical Society building signs research and website info.
248-725-827-000	Awareness Program	942	400	1,209	1,637	1,200	1,500	1,515	1,530	1,545	Chamber luncheon, job advertisements, other board and committee related expenses
248-725-864-000	Grant & Scholarship Distriubution		32,011	1,188	1,000	0		0			MSOC and MSA pass through
248-725-881-000	Merchandise to Sell	1,140	46	137	75	500	5,000	5,050	5,101	5,152	Shop OC Main Streets E-commerce merch
Totals for dept 725 - ORGANIZATION		6,620	48,752	33,633	14,482	9,000	16,800	16,900	17,001	17,103	
Dept 726 - DESIGN											
248-726-745-000	Beautification Supplies	1,484	1,796	1,302	1,574	1,500	1,500	1,515	1,530	1,545	Main Intersection urns
248-726-746-000	Hanging Baskets		4,652		3,353	3,400	3,502	3,537	3,572	3,608	Summer flower on streetlights
To be added	#ST Fall Décor						1,500	1,515	1,530	1,545	September - October decorations to complement Oxford's Scarecrow Festival. Piechnik's is a likely sponsor/supplier
248-726-801-000	Contractual Services	1,625	3,555	2,285	5,172	5,200	5,252	5,305	5,358	5,411	cleaning: office and pub restroom at fire hall
248-726-843-000	Facade Program	20,150			0	7,800	25,680	43,894	36,186	28,552	Façade grant offered to businesses at Max \$20,000 per grant
248-726-845-000	Public Art Program			780	2,250	0	5,000	5,050	5,101	5,152	Window art, mural, matching funds for art related grant
											purchase light, installation, banners, and sponsor offset. Recommend 3 year contract. Added funds for spanner and
248-726-883-000	Banners and Holiday Lighting	30,685	3,881	9,962	9,639	6,600	10,000	50,000	47,950	48,430	ridgeline lights
248-726-975-001	Capital Outlay - Beautification	8,247	4,557	253	473		5,000	5,050	5,101	5,152	adopt a garden program, MSOC grant received, piechnik's supplier
248-726-975-002	Capital Outlay - Streets					0	500	505	510	515	Parklet creation, park benches, trash cans, cigarette urns

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DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
Totals for dept 726 - DESIGN		62,191	18,441	14,582	22,461	24,500	57,934	116,371	106,837	99,910	

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

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

Attachment: DDA Budget 24-25 initial dec 23 (6514 : Budget - 2024-2025)

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
248-729-895-000	Event Promo-Comm. Sponsorships	250	250	500	43	0	0	0	0	0	
Totals for dept 729 - PROMOTION		18,301	32,091	57,574	78,147	51,700	73,370	73,801	74,439	92,507	

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
Dept 730 - CAPITAL PROJECTS											
248-730-253-885	Knox Box Grant Program			19,333			4,000				
248-730-885-100	Knox Box Grant Program		2,680		0	4,000		5,000	6,000	10,000	Orion Twp Fire Dept collaboration for public safety, projected increase to cover new builds at Gateway Property
248-730-931-000	Repair & Maintenance-Equipment	2,235	999		3,146			0	0	0	
248-730-965-101	Transfer Out - General Fund	29,000	29,000								
248-730-965-301	Interfund TRF 2023 DDA Bond Project			2,324		422,709	53,075	0	0	0	Bond paid through 301 fund
248-730-965-404	Transfer Out - DDA Prop Acq Fund	35,000			104,178						Used to pay other debt, currently no other debt
248-730-965-592	Transfers To Water/Sewer Fund	124,800			0						Used to pay other debt specifically from VLO
248-730-975-000	Capital Outlay				387	23,969		37,584	44,494	51,474	for Village use within district (TIF Rev minus \$871,279)*.75 plus funds unused at end of current fiscal year. But also correct for TIF revenue at end of year for the unused funds.
248-730-975-003	DDA Capital Outlay	4,419	5,271	1,056 155	2,521	5,000	75,000	5,305	5,464	5,628	Shared Lease payments: Caruso, 115 S. Broadway, Anderson/Flint lot, LO Community Schools
248-730-975-005	DDA Capital Outlay - Wayfinding/Lighting	1,050			39,266	0		0	0	0	
248-730-975-006	DDA Capital Outlay - Parking	544,374	32,903		251,182	0		0	0	0	Maintenance of lots
248-730-975-009	Capital Outlay - Dumpsters				0	30,000		30,000	30000	30000	Dumpsters in each quadrant of downtown and 1-2 on new property
248-730-975-011	Capital Outlay - Trail Extensi				0	10,000	2,000	2,020	2,040	2,061	Trail connector, bike lot, and fix it stations maintenance
248-730-975-015	Capital Outlay - Outdoor Sound				0						
248-730-975-020	Capital Outlay Parks & rec				25,705						
248-730-992-000	Bond Principal		120,000								
248-730-995-000	Bond Interest		14,900								
Totals for dept 730 - CAPITAL PROJECTS		740,878	205,753	22,868	426,385	495,678	139,225	79,909	87,998	99,162	#REF!
											matches 248-000-671-999
TOTAL APPROPRIATIONS		1,249,160	706,981	666,255	1,188,923	1,312,034	976,769	985,891	995,105	1,027,912	
NET OF REVENUES/APPROPRIATIONS - FUND 248		30,990	172,753	544,528	(117,982)	(12,411)	(0)	0	(0)	(1)	

Attachment: DDA Budget 24-25 initial dec 23 (6514 : Budget - 2024-2025)

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
BEGINNING FUND BALANCE		354,248	387,237	559,269	638,446	520,464	508,053	508,052	508,052	508,052	
FUND BALANCE ADJUSTMENTS		1,998									
ENDING FUND BALANCE		387,236	559,269	638,446	520,464	508,053	508,052	508,052	508,052	508,052	fund balance uses the cents we don't show to round up or down. Caluculations are based upon percentages.

Attachment: DDA Budget 24-25 initial dec 23 (6514 : Budget - 2024-2025)



DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023											To be developed with input from finance director
Revenues											Fund 301 - Bond issuance 6/29/23
Dept 000 - REVENUE											
301-000-300-001	2023 Downtown Dev Tax Exempt					-					
301-000-300-002	2023 Downtown Dev Taxable Bond					-					
301-000-664-000	Interest Earnings					1,000	800	640	512	410	less interest as funds are spent
301-000-671-999	Appropriation from Fund Balance						500,000	500,000	500,000	444,950	disbursement of bond revenue
ADD	Capital Campaign Fundraising						419,709	420,721	421,333	423,115	Equal to total bond payments
301-000-699-301	TRF in from DDA					-					Transfer from 248-730-965-301
Total Dept 000 -	Revenue					1,000	920,509	921,361	921,845	868,475	
TOTAL REVENUES						1,000	920,509	921,361	921,845	868,475	
Dept 901-905											
301-901-930-000	Repair and Maintenance										
301-901-950-000	Demolition & Land Improvement					300,000	500,800				
301-901-956-000	Dues & Miscellaneous					0					
301-901-971-000	Capital Outlay - Buildings					2,200,000			500,512		
ADD	Capital Outlay - Parking							250,640			
ADD	Capital Outlay - Infrastructure							250,000		445,360	
Total Dept 901-905						2,500,000	500,800	500,640	500,512	445,360	
Expenditures											
Dept 905 - Downtown Dev Bond 2023											
301-905-301-000	Bond Issuance Expenses					0	-	-			
301-905-731-000	2023 Bond Taxable Issuance					1,000					
301-905-731-001	2023 Tax exempt Bond Issuance					1,000					
301-905-992-003	2023 DDA bonds Taxable					75,000	60,000	60,000	65,000	70,000	
301-905-992-004	2023 DDA BONDS TAX EXEMPT					180,000	150,000	160,000	165,000	170,000	
301-905-993-001	2023 DDA bond taxable interest					62,000	76,909	73,921	70,933	69,315	
301-905-993-002	2023 DDA tax exempt bond interest										
						106,000	132,800	126,800	120,400	113,800	
Total Dept 905 - Downtown Dev Bond 2023						425,000	419,709	420,721	421,333	423,115	
TOTAL EXPENDITURES						2,925,000	920,509	921,361	921,845	868,475	

Attachment: DDA Budget 24-25 initial dec 23 (6514 : Budget - 2024-2025)

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:											
TOTAL REVENUES						1,000	920,509	921,361	921,845	868,475	
NET OF REVENUES & EXPENDITURES						(2,924,000)	0	0	0	(0)	
BEG. FUND BALANCE						4,944,950	4,944,950	2,020,950	1,520,950	1,020,950	520,950
Adjustment to fund balance							(500,000)	(500,000)	(500,000)	(444,950)	removing appropriation from fund balance shown in revenue
END FUND BALANCE						4,944,950	2,020,950	1,520,950	1,020,950	520,950	75,999

Attachment: DDA Budget 24-25 initial dec 23 (6514 : Budget - 2024-2025)

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
Fund 404 - DDA PROPERTY ACQUISITION & IMPROVEMENTS											projects include Slater St lot, Front street restoration, and other parking lot and street resurfacing (for use in PA 57 reports as needed)
ESTIMATED REVENUES											
Dept 000 - REVENUE											
404-000-664-000	Interest Earnings	138	138	162	150	150	0	0	0	0	
404-000-699-248	Interfund Transfer In - DDA	35,000	14,250	120,000	214,178	483,750	0	0	0	0	transfer from 248-260-965-404
Totals for dept 000 - REVENUE		35,138	14,388	120,162	214,328	483,900	0	0	0	0	
TOTAL ESTIMATED REVENUES		35,138	14,388	120,162	214,328	483,900	0	0	0	0	
APPROPRIATIONS											
Dept 901 - CAPITAL OUTLAY											
248-901-971-000	Captial Outlay - Building										
404-901-901-000	Debt Service - Parking Deck					168,750	0	0	0	0	
404-901-992-000	Bond Principal			100,000	300,000	300,000	0	0	0	0	Debt Service - Road improvements
404-901-995-000	Bond Interest			12,500	10,000	15,000	0	0	0	0	Interest - Road Improvements
Totals for dept 901 - CAPITAL OUTLAY				112,500	310,000	483,750	0	0	0	0	
TOTAL APPROPRIATIONS				112,500	310,000	483,750	0	0	0	0	
NET OF REVENUES/APPROPRIATIONS - FUND 404		35,138	14,388	7,662	(95,672)	150	0	0	0	0	
BEGINNING FUND BALANCE		165,286	200,424	214,812	222,474	126,802	126,952	126,952	126,952	126,952	
Fund Balance Adjustments											
ENDING FUND BALANCE		200,424	214,812	222,474	126,802	126,952	126,952	126,952	126,952	126,952	

Attachment: DDA Budget 24-25 initial dec 23 (6514 : Budget - 2024-2025)

DDA Budget	2023-2024	2019-20	2020-21	2021-2022	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	Board Request	PROJECTION	PROJECTION	PROJECTION	Notes
GL NUMBER	DESCRIPTION										
ALL FUNDS - 248, 301 AND 404											
ESTIMATED REVENUES - ALL FUNDS		1,315,288	894,122	1,330,945	1,285,269	1,784,523	1,897,277	1,907,252	1,916,950	1,896,386	
APPROPRIATIONS - ALL FUNDS		1,249,160	706,981	778,755	1,498,923	4,720,784	1,897,278	1,907,252	1,916,950	1,896,387	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		66,128	187,141	552,190	(213,654)	(2,936,261)	(0)	0	(0)	(1)	
BEGINNING FUND BALANCE - ALL FUNDS		519,534	587,661	774,081	860,920	5,592,215	2,655,954	2,155,953	1,655,954	1,155,954	
FUND BALANCE ADJUSTMENTS - ALL FUNDS		1,998	0			0	(500,000)	(500,000)	(500,000)	(444,950)	
ENDING FUND BALANCE - ALL FUNDS		587,660	774,081	860,920	5,592,215	2,655,954	2,155,953	1,655,954	1,155,954	711,003	

Attachment: DDA Budget 24-25 initial dec 23 (6514 : Budget - 2024-2025)



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:** January 16, 2024  
**FROM:** Janet Bloom,  
**SUBJECT:** RFP Rebid Approval- Dumpsters

---

**Attached:**

Dumpster enclosure Request for proposal

**Background Information:**

Previously received bids were not selected and the bid was closed. This is to rebid for dumpster enclosures. Per purchasing policy, the DDA board approves the publication of the bid. The proposals will be distributed electronically.

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

DDA Board Approval to request proposals	January 16, 2024
RFQ Available (Website and MITN))	January 17, 2024
Site Tour - Corner of Front and Lapeer Streets	January 30, 2024, 10 am
Questions due	February 1, 2024, 5 pm
Q&A published	February 5, 2024, 5 pm
Receive proposals	February 6, 2024, noon
Proposals opened - Village of Lake Orion Conference Room	February 8, 2024, 1 pm
Review/Presentation/Interview Period	February 12 to 16, 2024
Selection	February 20, 2024

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

**(YES)** or If yes, see below:

**1. Dumpster Enclosures**

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

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

**Financial Impact:**

The funds for this project will come from account 248-730-975-009 Capital Outlay Dumpsters.

**Recommended Motion:** To approve publication of the

dumpster enclosure RFQ and;

to appoint the following three board members to review and evaluate the proposals:





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.*

January 13, 2024

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

Proposals must be **EMAILED TO:**

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

And

Janet Bloom, [Director@downtownlakeorion.org](mailto:Director@downtownlakeorion.org)  
 ON, or by 12:00 pm, on Tuesday, February 6, 2024

Proposals received after Noon of the date they are due will not be reviewed. Proposals will be reviewed Thursday, February 8, 2024 at 1pm in the Village of Lake Orion Conference Room, 21 E. Church Street Lake Orion MI 48362.

Addenda, clarifications and changes to the documents must be obtained online 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.

Proposal tabulations will be posted on MITN.

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

Additional information regarding this proposal or any questions can be answered by contacting Janet Bloom, Interim Executive Director 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,

Janet Bloom  
 Interim, Executive Director  
 Lake Orion Downtown Development Authority

Attachment: two enclosure design build rfp January 2024 (6517 : RFP Rebid Approval- Dumpsters)

## REQUEST FOR PROPOSALS DUMPSTER ENCLOSURE EXPANSION

### OVERVIEW

The Village of Lake Orion Downtown Development Authority (DDA) serves the Village of Lake Orion (population of approximately 3,141). Lake Orion is located in northern Oakland County in southeastern Michigan.

The Lake Orion Downtown Development Authority requests a proposal design and build of two dumpster enclosures, 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.

This request is publicly advertised on the DDA web site, and on MITN for the following time period: January 17, 2024 to February 6, 2024. 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 design and build services for the construction of 2 dumpster enclosures in the downtown Lake Orion area. Enclosure 1 is located behind 120 S. Broadway and 85 W. Flint at corner of Lapeer Street and Front Street. Enclosure 2 is located in the NW corner of the parking lot located at corner of Anderson Street and Front Street.

#### Tour:

A required tour of the sites for location and utility information will be January 30, 2024 at 10 am. Meet at the corner of Front and Lapeer Street where the grease traps and 120 S. Broadway Dumpster enclosure is. Please RSVP by 4:30 pm on January 29, 2024 for the site tour.

#### Design 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 layout of the new pad(s) including confirming utility locations and potential relocations.
3. Construction Documents: Prepare construction drawings and specifications.

#### Construction Services:

1. Enclosure 1: Dumpster and Grease Trap Enclosure. Holds 3 grease traps and two dumpsters Cedar gate closure, bollards, and pedestrian side entrance
2. Enclosure 2: Dumpster Enclosure at 29 Front Street to hold one dumpster only. Cedar Gate Closure, bollards, and pedestrian side entrance

Dumpster Enclosure must meet required criteria stated in the **Village of Lake Orion Zoning Ordinance Section 13.21 – Waste Receptacles:**

### **Section 13.21 – WASTE RECEPTACLES**

#### **A. Requirements**

1. No occupant, owner, lessee, or their agent, shall permit the storage or accumulation of waste, garbage or recyclable materials in open yards or lots.
2. All waste, garbage or recyclable materials shall be contained within properly designed receptacles located in designated storage areas, and regularly removed from the site. Article 13 – General Provisions January 2017 Village of Lake Orion Zoning Ordinance Page 13.21
3. Outdoor storage areas for such receptacles shall be kept free of loose litter and debris, and maintained in a neat, orderly and sanitary condition.
4. Waste receptacle enclosure gates shall be closed and secured when not in use.
5. Receptacles for storage of food wastes, grease and other restaurant or food service garbage shall be properly sealed and secured to minimize odors and prevent animal or insect infestations.

#### **B. Where required by this Ordinance or otherwise deemed necessary by the Planning Commission, waste receptacle enclosures shall be provided and shall conform with the following:**

1. Waste receptacle shall be completely enclosed and secured by a decorative masonry screen wall on three sides, and steel reinforced opaque and lockable wooden gates. Bollards or other protective devices may be required to prevent damage to the screen walls.
2. The type, color and pattern of enclosure materials shall match or complement the exterior façade materials of the principal building (see photo example of existing dumpster enclosure).
3. The height of the enclosure shall be sufficient to completely screen all waste receptacles and materials. The enclosure shall be a maximum of six (6) feet in height.
4. The surface within waste receptacle enclosures shall be constructed of concrete, and shall extend a minimum of ten (10) feet in front of the enclosure.
5. Waste receptacle enclosures shall be screened to the satisfaction of the Planning Commission in a manner described in Section 15.02.
6. The Planning Commission shall have the authority to modify waste receptacle enclosure height, material and location standards, provided that the alternative meets the screening objectives of this Section.

## PROJECT MAPS

Enclosure 1 – Behind 120 S. Broadway and 85 W. Flint at corner of Lapeer St and Front St

## Aerial View



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



Attachment: two enclosure design build rfp January 2024 (6517 : RFP Rebid Approval- Dumpsters)



## PROJECT MAPS - CONTINUED

Enclosure 2 – NW corner of parking lot located at corner of Anderson St  
and Front St

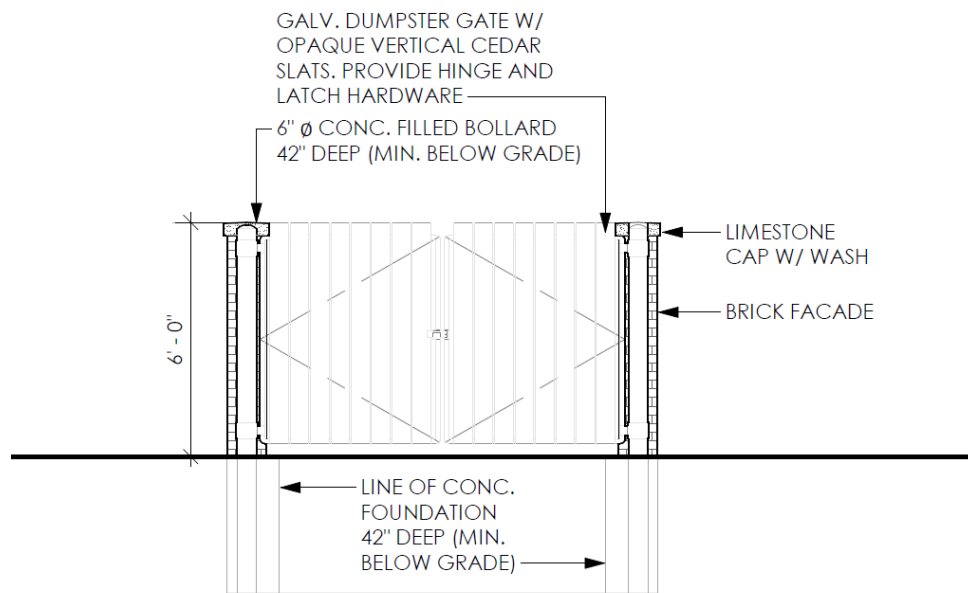
## Aerial View



Attachment: two enclosure design build rfp January 2024 (6517 : RFP Rebid Approval- Dumpsters)

## BOTH ENCLOSURES - DESIGN

## Design – Front View



Dumpster Front Elevation

1/4" = 1'-0"

## Design – pedestrian entrance and gated front

Example 1



Example 2



EXAMPLES OF MATERIALS USED IN AN EXISTING VILLAGE OF LAKE ORION DUMPSTER ENCLOSURE



Attachment: two enclosure design build rfp January 2024 (6517 : RFP Rebid Approval- Dumpsters)



### 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 January 16, 2024. This request will be publicly advertised on the DDA web site, and on MITN for the following time period: January 17, 2024 to February 6, 2024. 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)*

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Selection	February 20, 2024

**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:

Sonja Stout  
(248) 693-8391 x 102  
stouts@lakeorion.org  
21 E. Church St. Lake Orion, MI 48362

Attachment: two enclosure design build rfp January 2024 (6517 : RFP Rebid Approval- Dumpsters)

Sealed Bid Form – **DUMPSTER ENCLOSURE EXPANSION** *Requested by Lake Orion Downtown  
Development Authority*  
Bid Opening: February 8, 2024 at 1:00pm

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 REQUIRED INFORMATION (please complete all fields)**

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

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

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

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

**Entity's Name & Address, Contact Email & Phone Number**

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

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

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

Attachment: two enclosure design build rfp January 2024 (6517 : RFP Rebid Approval- Dumpsters)

## Project Audit



**Created by:** Molly Wing LaLone  
**Created on:** 01/12/2024 11:25 PM EST  
**Project:** 2023-1107DDA - Construction Services - Dumpster Enclosure

## Project Notice Audit

### Basic Information

<b>Title</b>	Construction Services - Dumpster Enclosure	
<b>Project Number</b>	2023-1107DDA	<b>Contact Information</b>
<b>Reference Number</b>	0000334844	Molly Wing LaLone
<b>Project Type</b>	CSB - Competitive Sealed Bid (Informal)	2486939742
<b>Issuing Organization</b>	Village of Lake Orion	office@downtownlakeorion.org
<b>Owner Organization</b>	Lake Orion DDA	
<b>Status</b>	Closed	

### Status History

Solicitation Status	Modified by	Date
Draft	Molly Wing LaLone	11/07/2023 02:53 PM EST
Publication	Molly Wing LaLone	11/07/2023 02:55 PM EST
Closed	Molly Wing LaLone	11/29/2023 01:00 PM EST

### Document History

#### Original Project

Document	Size	Uploaded Date	Language
Lake Orion DDA Dumpster Enclosure RFP [pdf]	1 Mb	11/07/2023 02:54 PM EST	English

Attachment: 2023-1107DDA (6517 : RFP Rebid Approval- Dumpsters)



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:** January 16, 2024

**FROM:** Janet Bloom,

**SUBJECT:** DDA Credit Card

---

**Background:** An employee who has left the DDA still had a credit card in their name at the DDA office. It is suggested to cancel the card and obtain a new one for office use.

The credit card is mostly for recurring monthly charges for items such as software packages and other office support programs. It will also be used for small event item purchases.

The requested credit limit is \$1000 to cover the average monthly charges of up to \$700 per month.

**Recommended Motion:** To cancel current DDA credit card and obtain a new credit card for DDA Administrator Coordinator, Diane Kochis, at a \$1000 credit limit.



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:** January 16, 2024  
**FROM:** Janet Bloom,  
**SUBJECT:** Parking Lease Agreement - 115 N. Broadway

---

**Background:** This parking agreement is for eleven parking stalls on the south side of the 115 N. Broadway lot in exchange for parking lot maintenance of snow removal, weeding, mowing and striping and a reimbursement of the owner's taxes on the lot. Owner is Tarr Properties and the DDA has been leasing this location since January 2020.

The last agreement was for one year with an additional one year option. They have recently signed a tenant for five years and have offered to extend a five year lease to the Village and DDA.

**Recommended Motion:** To approve the parking agreement for 115 N. Broadway for the use of eleven parking stalls on the south side of the lot in exchange for the maintenance of the lot with snow removal, weeding, mowing, and striping plus reimbursement of Tarr Properties taxes on the lot for five years, pending attorney review.



## LEASE AGREEMENT

This Lease Agreement ("Agreement"), made and entered into on January 16, 2024 between the **VILLAGE OF LAKE ORION**, a Michigan Municipal Corporation ("Lessee"), whose address is 21 East Church Street, Lake Orion Michigan 46362, the **VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY**, a Michigan Municipal Corporation ("Lessee") (collectively "the Lessees"), whose address is 118 N. Broadway, Lake Orion, MI 48362, and **TARR PROPERTIES, LLC**, a Michigan Limited Liability Company, ("Lessor") whose address is 850 Abseguami Tr., Lake Orion, Michigan 48362.

**WHEREAS**, the Lessor is the owner of the following described property, to wit:

North 90 feet of lots 7&8, Block 14 Hemingway's Plat in the village of Lake Orion Parcel Identification No. 09-02-441-04; and

**WHEREAS**, the Lessor desires to lease the south half of the described property; and

**WHEREAS**, the Lessees desire to lease the south half of the parking lot portion of the property ("Parking Lot") for public parking purposes as shown in Exhibit A; and

**WHEREAS**, the parties have agreed to enter into this Lease of property to enable the Lessees to proceed with providing public parking,

**NOW, THEREFORE, FOR THE COVENANTS AND AGREEMENTS HEREIN MADE, IT IS HEREBY AGREED AS FOLLOWS:**

1. This Agreement shall be for a term commencing on January 1, 2024 and shall expire on December 31, 2029.
2. The Lessees shall have use of the south half of the parking lot for public parking purposes and the right to control the use of and access to the south half of the parking lot and the existing gate, subject to the Lessor's continuous right to access the north half of the parking lot including the building.
3. The Lessor shall reserve for use to be determined in his discretion the north half of the property, which includes seven (7) parking spaces and access to and use of the building.
4. The Lessees shall provide -general maintenance of the entire parking lot during that period it is being used for public parking purposes under the terms of this lease, including snow removal from the parking lot and the sidewalk, debris and weed removal from the parking lot only, and mowing.

5. The Lessees shall be responsible for necessary repairs to the parking lot during the term of this lease including those as a result of damage caused by activity attributable to the use of the parking lot for public parking other than normal wear and tear.
6. The Lessees shall be permitted to erect signage indicating "Public Parking" and agree to remove said signage at its cost at termination of the lease. The fabrication of the signs will be coordinated by the DDA at the DDA's sole expense. The Village DPW will install and remove the signs at the DDA's sole expense.
7. Lessees shall limit public parking to no more than twenty-three (23) consecutive hours per twenty-four (24) hour period.
8. During the term of this Lease, the Lessees shall maintain liability insurance on said property providing a minimum of \$1,000,000.00 limits and will hold the Lessor harmless from any claim or liability arising out of the Lessee's use of said property.
9. Payment shall be made from Lessees to Tarr Properties as a prorated amount for reimbursement of taxes for the public parking area on the south side of the property.
10. The Lessor represents and warrants to the Lessees that it has good marketable title to the leased property and is the owner in fee thereof.

This lease shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns.

**Witnessed and Dated:**

\_\_\_\_\_

**Dated:** \_\_\_\_\_

**LESSOR:  
TARR PROPERTIES, LLC**

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**LESSEES:**

**Witnessed and Dated:**

\_\_\_\_\_

**Dated:** \_\_\_\_\_

**VILLAGE OF LAKE ORION**

\_\_\_\_\_

**By: Jerry Narsh  
Its: Village President**

**Witnessed and Dated:**

\_\_\_\_\_

**Dated:** \_\_\_\_\_

**LAKE ORION DDA**

\_\_\_\_\_

**By: Janet Bloom  
Its: Interim Executive Director**



115 North Broadway

Property outline in Red

South half of the parking lot  
in Green—area of public  
Parking.



# 2023 SUMMER TAX STATEMENT \* RETAIN THIS PORTION FOR YOUR RECORDS

## CHARTER TOWNSHIP OF ORION 2023 SUMMER TAX STATEMENT

Fiscal years covered by this statement

Schools 07-1-2023 to 06-30-2024

State 10-1-2023 to 09-30-2024

County 10-1-2023 to 09-30-2024

**PAYABLE JULY 1, 2023 - SEPT. 14, 2023**

**See reverse side regarding additional penalties  
and interest beginning Sept. 15, 2023.**

**All payments must be received on or before  
September 14, 2023 to avoid interest.**

**U.S. POSTMARKS ARE NOT ACCEPTED**

TARR PROPERTIES LLC

850 ABSEGUAMI TRL

LAKE ORION, MI 48362-1452

### Property Address

115 N BROADWAY ST

LAKE ORION, MI 48362-3103

T4N, R10E, SEC 2 HEMINGWAY'S PLAT  
N 90 FT OF LOTS 7 & 8 BLK 14 9-19  
-90 FR 012

**SEE REVERSE SIDE FOR  
IMPORTANT INFORMATION**

**Kimberly Urbanowski, Treasurer**

248-391-0304 EXT. 8000

**MAIL TAX PAYMENTS TO:**  
**CHARTER TOWNSHIP OF ORION**  
**2323 JOSLYN RD**  
**LAKE ORION MI 48360-1904**

CODE NO.	*P.R.E. TAX BASE	PARCEL I.D. NUMBER	SCHOOL DIST
	0	OL-09-02-441-014	63230
% DECLARED AS P.R.E.	*NON-P.R.E. TAX BASE	TAXABLE VALUE	STATE EQUALIZED VALUE
0.0000	69,740	69,740	87,19
TAX DESCRIPTION		BASE PER \$1,000	AMOUNT
LO SCHOOL DEBT		7.49100	522.42
LO SCHOOL OPERAT		18.00000	1,255.32
STATE EDUCATION		6.00000	418.44
OAK ISD ALLOCATE		0.18810	13.11
OAK ISD VOTED		2.97770	207.66
OAK COMM COLLEGE		1.48910	103.84
OAKLAND COUNTY		3.96860	276.77
LO SINKING FUND		1.88620	131.54
<b>TOTAL</b>			
		<b>Int/Penalty</b>	
		<b>Total Paid</b>	
			<b>Balance Due</b>
2,929.10			2,929.10

**PAID**

**SEP 11 2023**

Charter TWP of Orion

Treasurer's Office

\*P.R.E. = Principal Residence Exemption

Attachment: 115 N. Broadway 2023 Taxes (6518 : Parking Lease Agreement-115 N. Broadway)



## 2023 WINTER TAX STATEMENT RETAIN THIS PORTION FOR YOUR RECORDS

CHARTER TOWNSHIP OF ORION  
2023 WINTER TAX STATEMENT

Fiscal years covered by this statement

Zoo Authority - County Parks - Transit - Oct 1- Sept 30

Township - Metro Parks - Jan 1- Dec 31

**PAYABLE DEC. 1, 2023 - FEB. 14, 2024****See reverse side regarding additional  
penalties beginning Feb. 15, 2024****All payments must be received on or before  
February 14, 2024 to avoid 3% penalty.****U.S. POSTMARKS ARE NOT ACCEPTED**

TARR PROPERTIES LLC

850 ABSEGUAMI TRL  
LAKE ORION, MI 48362-1452Property Address115 N BROADWAY ST  
LAKE ORION, MI 48362-3103T4N, R10E, SEC 2 HEMINGWAY'S PLAT  
N 90 FT OF LOTS 7 & 8 BLK 14 9-19  
-90 FR 012**SEE REVERSE SIDE FOR  
IMPORTANT INFORMATION****Kimberly Urbanowski, Treasurer**248-391-0304 EXT. 8000  
MAIL TAX PAYMENTS TO:  
CHARTER TOWNSHIP OF ORION  
2323 JOSLYN RD  
LAKE ORION MI 48360-1904

CODE NO.	*P.R.E. TAX BASE	PARCEL I.D. NUMBER	SCHOOL D
	0	OL-09-02-441-014	6323
% DECLARED AS P.R.E.	*NON-P.R.E. TAX BASE	TAXABLE VALUE	STATE EQUALIZED
0.0000	69,740	69,740	87,190
TAX DESCRIPTION		BASE PER \$1,000	AMOUNT

COUNTY PARKS	0.34310	23.
METRO PARKS	0.20700	14.
ZOO AUTHORITY	0.09450	6.
ART AUTHORITY	0.19450	13.
GENERAL FUND	0.86470	60.
FIRE FUND 1	2.94530	205.
SAFETY PATH	0.22070	15.
LIBRARY OPERATE	1.31660	91.
OAKLAND TRANSIT	0.95000	66.
TWP PARKS	0.95370	66.

\*P.R.E. = Principal Residence Exemption

TOTAL	Int/Penalty	Total Paid	Balance Due
564.16			564.16

## 2023 WINTER TAX STATEMENT RETURN THIS PORTION WITH YOUR REMITTANCE

Charter Township Of Orion  
2323 Joslyn Rd  
Lake Orion MI, 48360-1904www.oriontownship.org  
PAYABLE DEC. 1, 2023 - FEB. 14, 2024

PARTIAL PAYMENTS ACCEPTED

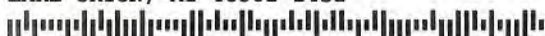
Please make checks payable to  
Charter Township of Orion

115 N BROADWAY ST

TOTAL	Int/Penalty	Total Paid	Balance Due
564.16			564.16

PARCEL I.D. NUMBER
OL-09-02-441-014

\*\*\*\*\*AUTO\*\*5-DIGIT 48359

TARR PROPERTIES LLC  
850 ABSEGUAMI TRL  
LAKE ORION, MI 48362-1452Charter Township Of Orion  
2323 Joslyn Road  
Lake Orion MI 48360-1904



**CHARTER TOWNSHIP OF ORION  
2023 VILLAGE TAX STATEMENT**

Fiscal years covered by this statement

Village 07-1-2023 to 06-30-2024

**PAYABLE JULY 1, 2023 - SEPT. 14, 2023**

See reverse side regarding additional penalties  
and interest beginning Sept. 15, 2023.

All payments must be received on or before  
September 14, 2023 to avoid interest.

**U.S. POSTMARKS ARE NOT ACCEPTED**

TARR PROPERTIES LLC

850 ABSEGUAMI TRL  
LAKE ORION, MI 48362-1452

**Property Address**

115 N BROADWAY ST  
LAKE ORION, MI 48362-3103

T4N, R10E, SEC 2 HEMINGWAY'S PLAT  
N 90 FT OF LOTS 7 & 8 BLK 14 9-19  
-90 FR 012

**SEE REVERSE SIDE FOR  
IMPORTANT INFORMATION**

**Kimberly Urbanowski, Treasurer**

248-391-0304 EXT. 8000

**MAIL TAX PAYMENTS TO:**  
**CHARTER TOWNSHIP OF ORION**  
**2323 JOSLYN RD**  
**LAKE ORION MI 48360-1904**

CODE NO.	*P.R.E. TAX BASE	PARCEL I.D. NUMBER	SCHOOL DIS
	0	OL-09-02-441-014	63230
% DECLARED AS P.R.E.	*NON-P.R.E. TAX BASE	TAXABLE VALUE	STATE EQUALIZED VAL
0.0000	69,740	69,740	87,11
TAX DESCRIPTION		BASE PER \$1,000	AMOUNT
GENERAL OPERATE		9.78440	682.36
VILLAGE POLICE		2.89120	201.62
<p style="text-align: center;"><b>PAID</b> <b>SEP 11 2023</b> Charter TWP of Orion Treasurer's Office</p> <p>*P.R.E. = Principal Residence Exemption</p>			
TOTAL	Int/Penalty	Total Paid	Balance Due
883.98			883.98

Attachment: 115 N. Broadway 2023 Taxes (6518 : Parking Lease Agreement-115 N. Broadway)

**CHARTER TOWNSHIP OF ORION  
2023 VILLAGE TAX STATEMENT**

Fiscal years covered by this statement

Village 07-1-2023 to 06-30-2024

**PAYABLE JULY 1, 2023 - SEPT. 14, 2023**
**See reverse side regarding additional penalties  
and interest beginning Sept. 15, 2023.**
**All payments must be received on or before  
September 14, 2023 to avoid interest.  
U.S. POSTMARKS ARE NOT ACCEPTED**

TARR PROPERTIES LLC

 850 ABSEGUAMI TRL  
LAKE ORION, MI 48362-1452
**Property Address**
 115 N BROADWAY ST  
LAKE ORION, MI 48362-3103

 T4N, R10E, SEC 2 HEMINGWAY'S PLAT  
N 90 FT OF LOTS 7 & 8 BLK 14 9-19  
-90 FR 012

**SEE REVERSE SIDE FOR  
IMPORTANT INFORMATION**
**Kimberly Urbanowski, Treasurer**

248-391-0304 EXT. 8000

**MAIL TAX PAYMENTS TO:  
CHARTER TOWNSHIP OF ORION  
2323 JOSLYN RD  
LAKE ORION MI 48360-1904**

CODE NO.	*P.R.E. TAX BASE	PARCEL I.D. NUMBER	SCHOOL DISTRICT
	0	OL-09-02-441-014	63230
% DECLARED AS P.R.E.	*NON-P.R.E. TAX BASE	TAXABLE VALUE	STATE EQUALIZED VALUE
0.0000	69,740	69,740	87,
TAX DESCRIPTION		BASE PER \$1,000	AMOUNT
GENERAL OPERATE		9.78440	682.3
VILLAGE POLICE		2.89120	201.6
*P.R.E. = Principal Residence Exemption			
TOTAL	Int/Penalty	Total Paid	Balance Due
883.98			883.98

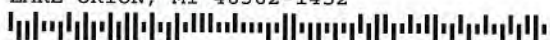
## 2023 VILLAGE TAX STATEMENT \* RETURN THIS PORTION WITH YOUR REMITTANCE

 Charter Township Of Orion  
2323 Joslyn Rd  
Lake Orion MI 48360-1904
[www.oriontownship.org](http://www.oriontownship.org)**PAYABLE JULY 1, 2023 - SEPT. 14, 2023**
 Please make checks payable to  
CHARTER TOWNSHIP OF ORION
Partial Payments Accepted**115 N BROADWAY ST**

TOTAL	Int/Penalty	Total Paid	Balance Due
883.98			883.98

6842

PARCEL I.D. NUMBER
OL-09-02-441-014

 \*\*\*\*\*AUTO\*\*5-DIGIT 48359  
TARR PROPERTIES LLC  
850 ABSEGUAMI TRL  
LAKE ORION, MI 48362-1452

**CHARTER TOWNSHIP OF ORION  
2323 JOSLYN ROAD  
LAKE ORION MI 48360-1904**





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:** January 16, 2024  
**FROM:** Janet Bloom,  
**SUBJECT:** Budget Amendment - Lumberyard Property Tax

---

**Background Information:** This budget amendment is to move \$3,353.36 from 301-901-950-000 Demolition & Land Improvement to the newly created property tax account for the Lumberyard, account 301-905-745-001 Property Taxes - Orion Twp.

Property taxes for the Lumberyard property are currently due February 14, 2024 for the 2023 Winter Tax statement.

**Recommended Motion:** To increase 301-905-745-001 Property Taxes - Orion Twp. \$3,353.36 and;

To reduce 301-901-950-000 Demolition & Land Improvement, and reflect it in the balance sheet.

# 2023 WINTER TAX STATEMENT RETAIN THIS PORTION FOR YOUR RECORD

9.4.a

## CHARTER TOWNSHIP OF ORION 2023 WINTER TAX STATEMENT

Fiscal years covered by this statement

Zoo Authority - County Parks - Transit - Oct 1- Sept 30

Township - Metro Parks - Jan 1- Dec 31

**PAYABLE DEC. 1, 2023 - FEB. 14, 2024**

See reverse side regarding additional  
penalties beginning Feb. 15, 2024

All payments must be received on or before  
February 14, 2024 to avoid 3% penalty.  
U.S. POSTMARKS ARE NOT ACCEPTED

LAKE ORION DOWNTOWN DEV ATHRTY

21 E CHURCH ST  
LAKE ORION, MI 48362-3212

### Property Address

215 S BROADWAY ST  
LAKE ORION, MI 48362-2722

T4N, R10E, SEC 11 ASSESSOR'S  
REPLAT OF DECKERS ADD THAT PART  
OF LOT 89 LYING SLY OF LINE DESC  
AS BEG AT PT DIST S 00-52-10 W  
53.40 FT FROM NE LOT COR, TH S 72  
-51-56 W 402.15 FT TH N 21-00-00

**SEE REVERSE SIDE FOR  
IMPORTANT INFORMATION**

**Kimberly Urbanowski, Treasurer**

248-391-0304 EXT. 8000  
MAIL TAX PAYMENTS TO:  
CHARTER TOWNSHIP OF ORION  
2323 JOSLYN RD  
LAKE ORION MI 48360-1904

CODE NO.	*P.R.E. TAX BASE	PARCEL I.D. NUMBER	SCHOOL DIST
	0	OL-09-11-228-020	63230
% DECLARED AS E.R.E.	*NON-P.R.E. TAX BASE	TAXABLE VALUE	STATE EQUALIZED VAL
0.0000	269,600	269,600	403,440
TAX DESCRIPTION		BASE PER \$1,000	AMOUNT

COUNTY PARKS	0.34310	92.49
METRO PARKS	0.20700	55.80
ZOO AUTHORITY	0.09450	25.47
ART AUTHORITY	0.19450	52.43
GENERAL FUND	0.86470	233.12
FIRE FUND 1	2.94530	794.05
SAFETY PATH	0.22070	59.50
LIBRARY OPERATE	1.31660	354.91
OAKLAND TRANSIT	0.95000	256.11
TWP PARKS	0.95370	257.11

AS OF MARCH 1ST, ALL OR PART OF YOUR PRIOR YEAR TAXE  
WERE RETURNED DELINQUENT TO THE COUNTY. FOR TAX  
ASSISTANCE INFORMATION (STEP FORWARD), CALL THE  
COUNTY TREASURER AT 248-858-0611

\*P.R.E. = Principal Residence Exemption

TOTAL	Int/Penalty	Total Paid	Balance Due
2,181.04			2,181.04

# 2023 WINTER TAX STATEMENT RETURN THIS PORTION WITH YOUR REMITTANCE

Charter Township Of Orion  
2323 Joslyn Rd  
Lake Orion MI, 48360-1904

www.oriontownship.org  
PAYABLE DEC. 1, 2023 - FEB. 14, 2024

Please make checks payable to  
Charter Township of Orion



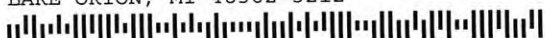
215 S BROADWAY ST

PARTIAL PAYMENTS ACCEPTED

TOTAL	Int/Penalty	Total Paid	Balance Due
2,181.04			2,181.04

PARCEL I.D. NUMBER
OL-09-11-228-020

\*\*\*\*\*AUTO\*\*5-DIGIT 48359  
LAKE ORION DOWNTOWN DEV ATHRTY  
21 E CHURCH ST  
LAKE ORION, MI 48362-3212



Charter Township Of Orion  
2323 Joslyn Road  
Lake Orion MI 48360-1904



# 2023 WINTER TAX STATEMENT RETAIN THIS PORTION FOR YOUR RECORD

9.4.a

## CHARTER TOWNSHIP OF ORION 2023 WINTER TAX STATEMENT

Fiscal years covered by this statement

Zoo Authority - County Parks - Transit - Oct 1- Sept 30

Township - Metro Parks - Jan 1- Dec 31

**PAYABLE DEC. 1, 2023 - FEB. 14, 2024**

See reverse side regarding additional  
penalties beginning Feb. 15, 2024

All payments must be received on or before  
February 14, 2024 to avoid 3% penalty.  
U.S. POSTMARKS ARE NOT ACCEPTED

LAKE ORION DOWNTOWN DEV ATHRTY

21 E CHURCH ST  
LAKE ORION, MI 48362-3212

### Property Address

215 S BROADWAY ST  
LAKE ORION, MI 48362-2722

T4N, R10E, SEC 11 ASSESSOR'S  
REPLAT OF DECKERS ADD PART OF LOT  
87 BEG AT MOST NLY LOT COR, TH S  
22-36-31 E 135.70 FT, TH N 85-05-  
28 W 58.8 FT, TH N 03-04-00 E  
120.41 FT TO BEG, ALSO OUTLOT C

**SEE REVERSE SIDE FOR  
IMPORTANT INFORMATION**

**Kimberly Urbanowski, Treasurer**

248-391-0304 EXT. 8000  
MAIL TAX PAYMENTS TO:  
CHARTER TOWNSHIP OF ORION  
2323 JOSLYN RD  
LAKE ORION MI 48360-1904

CODE NO.	*P.R.E. TAX BASE	PARCEL I.D. NUMBER	SCHOOL DIST
	0	OL-09-11-228-016	63230
% DECLARED AS P.R.E.	*NON-P.R.E. TAX BASE	TAXABLE VALUE	STATE EQUALIZED VAL
0.0000	119,140	119,140	171,820
TAX DESCRIPTION		BASE PER \$1,000	AMOUNT
COUNTY PARKS		0.34310	40.87
METRO PARKS		0.20700	24.66
ZOO AUTHORITY		0.09450	11.25
ART AUTHORITY		0.19450	23.17
GENERAL FUND		0.86470	103.02
FIRE FUND 1		2.94530	350.90
SAFETY PATH		0.22070	26.29
LIBRARY OPERATE		1.31660	156.89
OAKLAND TRANSIT		0.95000	113.18
TWP PARKS		0.95370	113.62
<p>AS OF MARCH 1ST, ALL OR PART OF YOUR PRIOR YEAR TAXE WERE RETURNED DELINQUENT TO THE COUNTY. FOR TAX ASSISTANCE INFORMATION (STEP FORWARD), CALL THE COUNTY TREASURER AT 248-858-0611</p> <p>*P.R.E. = Principal Residence Exemption</p>			
TOTAL	Int/Penalty	Total Paid	Balance Due
963.81			963.81

# 2023 WINTER TAX STATEMENT RETURN THIS PORTION WITH YOUR REMITTANCE

Charter Township Of Orion  
2323 Joslyn Rd  
Lake Orion MI, 48360-1904

www.oriontownship.org  
PAYABLE DEC. 1, 2023 - FEB. 14, 2024

Please make checks payable to  
Charter Township of Orion



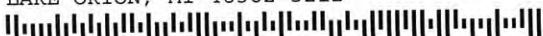
215 S BROADWAY ST

TOTAL	Int/Penalty	Total Paid	Balance Due
963.81			963.81

PARCEL I.D. NUMBER
OL-09-11-228-016

PARTIAL PAYMENTS ACCEPTED

\*\*\*\*\*AUTO\*\*5-DIGIT 48359  
LAKE ORION DOWNTOWN DEV ATHRTY  
21 E CHURCH ST  
LAKE ORION, MI 48362-3212



Charter Township Of Orion  
2323 Joslyn Road  
Lake Orion MI 48360-1904



# 2023 WINTER TAX STATEMENT RETAIN THIS PORTION FOR YOUR RECORD

9.4.a

## CHARTER TOWNSHIP OF ORION 2023 WINTER TAX STATEMENT

Fiscal years covered by this statement

Zoo Authority - County Parks - Transit - Oct 1- Sept 30

Township - Metro Parks - Jan 1- Dec 31

**PAYABLE DEC. 1, 2023 - FEB. 14, 2024**

See reverse side regarding additional  
penalties beginning Feb. 15, 2024

All payments must be received on or before  
February 14, 2024 to avoid 3% penalty.

**U.S. POSTMARKS ARE NOT ACCEPTED**

LAKE ORION DOWNTOWN DEV ATHRTY

21 E CHURCH ST  
LAKE ORION, MI 48362-3212

### Property Address

215 S BROADWAY ST  
LAKE ORION, MI 48362-2722

T4N, R10E, SEC 11 ASSESSOR'S  
REPLAT OF DECKERS ADD LOT 90

**SEE REVERSE SIDE FOR  
IMPORTANT INFORMATION**

**Kimberly Urbanowski, Treasurer**

248-391-0304 EXT. 8000

MAIL TAX PAYMENTS TO:  
CHARTER TOWNSHIP OF ORION  
2323 JOSLYN RD  
LAKE ORION MI 48360-1904

CODE NO.	*P.R.E. TAX BASE	PARCEL I.D. NUMBER	SCHOOL DIST
	0	OL-09-11-228-004	63230
% DECLARED AS P.R.E.	*NON-P.R.E. TAX BASE	TAXABLE VALUE	STATE EQUALIZED VAL
0.0000	25,780	25,780	38,350
TAX DESCRIPTION		BASE PER \$1,000	AMOUNT
COUNTY PARKS	0.34310		8.84
METRO PARKS	0.20700		5.33
ZOO AUTHORITY	0.09450		2.43
ART AUTHORITY	0.19450		5.01
GENERAL FUND	0.86470		22.29
FIRE FUND 1	2.94530		75.92
SAFETY PATH	0.22070		5.61
LIBRARY OPERATE	1.31660		33.94
OAKLAND TRANSIT	0.95000		24.49
TWP PARKS	0.95370		24.51
AS OF MARCH 1ST, ALL OR PART OF YOUR PRIOR YEAR TAXE WERE RETURNED DELINQUENT TO THE COUNTY. FOR TAX ASSISTANCE INFORMATION (STEP FORWARD), CALL THE COUNTY TREASURER AT 248-858-0611			
*P.R.E. = Principal Residence Exemption			
TOTAL	Int/Penalty	Total Paid	Balance Due
208.51			208.51

# 2023 WINTER TAX STATEMENT RETURN THIS PORTION WITH YOUR REMITTANCE

Charter Township Of Orion  
2323 Joslyn Rd  
Lake Orion MI, 48360-1904

www.oriontownship.org  
**PAYABLE DEC. 1, 2023 - FEB. 14, 2024**

Please make checks payable to  
Charter Township of Orion



**215 S BROADWAY ST**

**PARTIAL PAYMENTS ACCEPTED**

TOTAL	Int/Penalty	Total Paid	Balance Due
208.51			208.51

PARCEL I.D. NUMBER
OL-09-11-228-004

\*\*\*\*\*AUTO\*\*5-DIGIT 48359  
LAKE ORION DOWNTOWN DEV ATHRTY  
21 E CHURCH ST  
LAKE ORION, MI 48362-3212



Charter Township Of Orion  
2323 Joslyn Road  
Lake Orion MI 48360-1904



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:** January 16, 2024

**FROM:** Janet Bloom,

**SUBJECT:** Budget Amendment -Brand Marketing (Orion Living)

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**Background Information:** This budget amendment is to cover incurred costs by the DDA for article insertions in Orion Living magazine for brand marketing. The total requested is \$731.12.

It is recommended to move available funds from 248-729-880-001 Event Promo - Gazebo Series to exhaust the \$29.93 from that account. The series is complete and the next series will begin in the next fiscal year.

Also, it is recommended to move available funds from 248-729-880-017 Movie Night to exhaust the \$701.19 from that account. The movie night was in September 2023 with the next slated for September 2024, which is in the new fiscal year.

### Recommended Motion:

To increase 248-728-888-000 Brand Marketing by \$731.12 and;

To reduce 248-729-880-001 Event Promo - Gazebo Series account by \$29.93 and;

To reduce 248-729-880-017 Movie Night by \$701.19, totaling \$731.12 to be reflected in the balance sheet.



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:** January 16, 2024  
**FROM:** Janet Bloom,  
**SUBJECT:** Budget Amendment - Legal Services

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**Background Information:** This budget amendment is to cover incurred costs for legal services provided to the DDA.

It is recommended to move available funds from the “Halloween Parade” account to cover the \$144.15 outstanding. The 2023 Halloween Parade has all expenses in and accounted for.

**Recommended Motion:**

To increase 248-260-810-000 Legal Services by \$144.15 and;

To reduce 248-729-880-004 Event Promo - Halloween Parade account by \$144.15, to be reflected in the balance sheet.

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND							
07/01/2023			<b>248-260-810-000 Legal Services</b>		BEG. BALANCE		0.00
08/10/2023	AP	INV	LEGAL SERVICES	10935	1,904.75		1,904.75
08/17/2023	AP	INV	GENERAL MATTERS	116656	1,089.00		2,993.75
09/19/2023	MA	JE	correct gl legal services 248/101	6639		148.50	2,845.25
10/02/2023	AP	INV	SERVICES RENDERED	10979	5,892.60		8,737.85
10/18/2023	AP	INV	LEGAL SERVICES	11008	5,353.25		14,091.10
12/06/2023	AP	INV	LEGAL SERVICES	11101	1,730.66		15,821.76
06/30/2024			248-260-810-000	END BALANCE	15,970.26	148.50	15,821.76

Attachment: Legal services budget amendment historical detail (6519 : Budget Amendment-Legal Services)



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### **DDA Board Meeting**

**DATE:** January 16, 2024  
**FROM:** Janet Bloom,  
**SUBJECT:** Verbal Director Report

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**Recommended Motion: Receive and File**





## Lake Orion DDA

118 N. Broadway St.  
Lake Orion, MI 48362  
[www.downtownlakeorion.org](http://www.downtownlakeorion.org)

### MEMORANDUM

**DATE:** January 16, 2023  
**FROM:** Janet Bloom, Interim DDA Executive Director  
**TO:** DDA Board Members  
**CC:** file  
**SUBJECT:** Verbal Director Report

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#### Power Hour

- Looking to re-energize and get more participation
- Director's Report has graphic for January 18 event

#### Upcoming Events

- Ice Fest (Feb. 10) – working on adding more live carvings, ice blocks, sponsors, and additional activities
- #StrongerTogether Restaurant Week (Feb. 24 - Mar. 3) – reaching out for more participants

#### Lumberyard

- DPW Director and I took a tour of the property and building contents on January 5.
- Plan is to move shed behind fence area and clean up some of the structures out front for a neater appearance.

#### MSOC Assessment

- Agenda was approved in December
- Meeting notices are in the process of being sent out
- Compilation of materials and data continues
- Date is February 6 and 75% of the board is required to attend

#### S2 Lot

- Pipe connection for storm water should be done in the next week or two, with two to three days needed to complete the work.

#### Paid Parking

- The Village is researching the use of paid parking in the downtown area. Surveys and methods to collect comments will be used to capture input from property owners and business owners.

#### Website Updates

- Janet and Arizona are reviewing the website to supply a list of updates to be made
- PA-57 2023 Information presentation was sent over to be added to website

#### Job Postings

- The Executive Director position was additionally added to the Michigan Downtown Association website on December 21 to help recruit more candidates.

Attachment: verbal director report (6516 : Verbal Director Report)

#### Committee Meetings for January

- Committee meetings in January were moved around to allow for committee input on the 2024-2025 budget scheduled on January 23 at 6:30 pm.