



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, March 19, 2024

6:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

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 Special Meeting Minutes - February 13, 2024
2. DDA Board Regular Meeting Minutes -February 15, 2024
3. DDA Board Regular Meeting Minutes -February 20, 2024

IV. Call to the Public

V. Consent Agenda

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

1. Director's Report
2. Meeting & Committee Minutes and Website Updates
3. Financial Reports

VI. Approval of Agenda

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

VII. Financial Matters

1. Bill Approval

VIII. New and Old Business

1. Budget Amendment -Legal Services
2. Budget Amendment -Parking Lot Leases
3. Lake Orion LOLive! Music Concert Series
4. Hanging Baskets - 2024

IX. Reports, Resolutions and Recommendations

A. Executive Director

1. Verbal Director Report

X. Call to the Public

XI. Board Comments

XII. Next Regular Meeting - April 16, 2024

XIII. Adjournment

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

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



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DDA Board Meeting

DATE: March 19, 2024
FROM: Sonja Stout, Finance Director/Treasurer
SUBJECT: DDA Board Special Meeting Minutes - February 13, 2024

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



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21 East Church Street, Lake Orion, MI 48362

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MINUTES

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

Tuesday, February 13, 2024

6:30 PM

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

I. Call to Order

The Tuesday, February 13, 2024 Special Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by Chairperson Debbie Burgess at 6:30 PM.

II. Roll Call and Determination of Quorum

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

STAFF PRESENT:

- Janet Bloom, Interim DDA Director
- Sonja Stout, Treasurer/Clerk

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

The purpose of the meeting is to review the DDA Budget for fiscal year 2024-2025, based upon board feedback, and do a budget amendment for Brand Marketing.

IV. Public Comment

Let the record show no public comment.

V. Items for Consideration

Interim DDA Director Janet Bloom was asked to leave the room at 6:33 pm.

1. Budget - 2024-2025

The board discussed various changes to the upcoming budget 24-25 which would include the addition of a new position, Full-time Assistant Executive Director. The DDA will also be eliminating the current part-time Event Coordinator position. This new Full-time position would be in responsible for the DDA marketing, event coordination and grant writing amongst various other current duties. The following changes will be made for the upcoming year 24-25 to accommodate the staffing changes for the Assistant Executive Director.

Reduce GL 248-728-888-000 Brand Marketing by \$35,000.

Reduce GL 248-260-706-000 Wages Event Coordinator by \$36,000.

Increase \$71,000 to Wages-Event Coordinator. The current GL 248-260-706-000 will be renamed to Wages-Assistant Executive Director.

There also will be changes made to the upcoming budget 24-25 to allow for the DDA Director position to have a competitive wage for the new upcoming DDA Director.

Decrease GL 248-260-801-000 Contract services - General (interns) by \$5,000.

Decrease GL 248-728-888-001 Contract services brand marketing by \$10,000.

Increase GL 248-260-701-000 Wages by \$15,000. The current GL 248-260-706-000 will be renamed Wages-Executive Director.

Interim DDA Director, Janet Bloom entered the room at 6:52 pm.

NO MOTION: DDA Board review of DDA budget based upon board feedback for fy 2024-2025 from January 30, 2024, DDA budget meeting.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Special Meeting, Tuesday, February 13, 2024

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2. Budget Amendment -Brand Marketing

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

RESOLVED: To increase 248-728-888-000 Brand Marketing by \$3,100.00 and; to reduce 248-729-880-015 Winter Activities account by \$3,100.00.

VI. Adjournment

Motion to: adjourn the Tuesday February 13, 2024 Downtown Development Authority board Special meeting.

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

The Tuesday February 13, 2024, Downtown Development Authority Board Special meeting adjourned at 6:56 pm.

Debbie Burgess
Chairperson

Sonja Stout
Village Clerk

Date Approved: _____

Attachment: 2024.02.13 minutes draft updated (6597 : 2024-02-13 Approval of Minutes)



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

DDA Board Meeting

DATE: March 19, 2024
FROM: Sonja Stout, Finance Director/Treasurer
SUBJECT: DDA Board Regular Meeting Minutes -February 15, 2024

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

ATTACHMENT 2024-02-15 Approval of Minutes



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

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MINUTES

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

Thursday, February 15, 2024

6:30 PM

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

I. Call to Order

The Thursday, February 15, 2024 Special Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by Vice Chairperson Sam Caruso at 6:30 PM.

II. Roll Call and Determination of Quorum

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

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

The purpose of the meeting is to discuss the Lake Orion DDA recommended staff plan for the remainder of fy 2023-2024 and for the upcoming fiscal year 2024-2025.

Attachment: 2024.02.15 minutes draft (6596 : 2024-02-15 Approval of Minutes)

IV. Public Comment

Let the record show no public comment.

V. Items for Consideration

1. DDA Staffing Plan

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

RESOLVED: to approve the DDA staffing plan, for the remainder of fy 2023-2024, and for fy 2024-2025, as presented.

2. DDA Staffing Plan Budget

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

RESOLVED: to approve the DDA staffing plan budget, for the remainder of fy 2023-2024, and for fy 2024-2025, as presented.

VI. Adjournment

Motion to: adjourn the Thursday, February 15th, 2023 Special meeting of the Lake Orion Downtown Development Authority Board.

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

The Thursday February 15, 2023 Special meeting of the Lake Orion Downtown Development Authority Board adjourned at 6:47 PM.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Special Meeting, Thursday, February 15, 2024

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Sam Caruso
Vice Chairperson

Sonja Stout
Village Clerk

Date Approved: _____

DRAFT

Attachment: 2024.02.15 minutes draft (6596 : 2024-02-15 Approval of Minutes)



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DDA Board Meeting

DATE: March 19, 2024
FROM: Sonja Stout, Finance Director/Treasurer
SUBJECT: DDA Board Regular Meeting Minutes -February 20, 2024

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



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MINUTES

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

Tuesday, February 20, 2024

6:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

I. Call to Order

The Tuesday, February 20, 2024 Regular Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by Vice Chairperson Sam Caruso at 6:30 PM.

II. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
Debbie Burgess	Village of Lake Orion	Chairperson	Excused	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Matt Shell	Village of Lake Orion	Treasurer	Excused	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Excused	
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 Director
- Sonja Stout, Treasurer/Clerk

III. Approval of Minutes

1. DDA Board Regular Meeting Minutes - January 16, 2024

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

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, January 16, 2024.

2. DDA Board Special Meeting Minutes - January 23, 2024

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

RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, January 23, 2024.

3. DDA Board Special Meeting Minutes - January 30, 2024

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

RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, January 30, 2024.

4. DDA Board Special Meeting Minutes - February 6, 2024

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

RESOLVED: To approve the Downtown Development Authority Board Special meeting minutes of Tuesday, February 6, 2024.

IV. Call to the Public

Let the record show no public comments received.

V. Consent Agenda

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

Consent Agenda

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

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

1. Director's Report

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

2. Financial Reports

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

VI. Approval of Agenda

Motion to: approve the February 20, 2024 Downtown Development Board agenda.

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

VII. Financial Matters

1. Bill Approval

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

RESOLVED: To approve disbursements in the amount of \$23,192.41 for January 2024.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, February 20, 2024

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2. Budget - 2024-2025

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

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

VIII. New and Old Business

1. Budget Amendment -Brand Marketing

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

RESOLVED: To increase 248-728-888-000 Brand Marketing by \$7,500 and;

To reduce 248-000-539-000 State Grants account by \$7,500.

2. DDA Staffing

Vice Chairperson Caruso read the staffing changes for the DDA which did include the following:

At a special meeting of the DDA on February 15, 2023, the DDA Board resolved to restructure its staffing and contract services. The approved restructuring includes the following changes:

1. Discontinue use of an outside marketing company (annual cost saved: \$35,000)
2. Eliminate the part-time Event Coordinator position (annual cost saved: \$36,000)
3. Create a new position of "Assistant Executive Director"
4. Increase the compensation for the Executive Director position.

Attachment: 2024.02.20 minutes draft (6612 : 2024-02-20 Approval of Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, February 20, 2024

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

RESOLVED: Hire Matt Gibb as the Lake Orion DDA Executive Director, with compensation package of \$80,000.

Motion #2 to: Hire Janet Bloom as the Lake Orion DDA Assistant Executive Director, with a compensation package of \$71,000.

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

RESOLVED: Hire Janet Bloom as the Lake Orion DDA Assistant Executive Director, with a compensation package of \$71,000.

Motion #3 to: To present the candidates and compensation packages to the Lake Orion Village Council on March 11, 2024 for review.

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

RESOLVED: To present the candidate and compensation package to the Lake Orion Village Council on March 11, 2024 for review.

IX. Reports

A. Executive Director

1. Verbal Director Report

Interim DDA Director Janet Bloom spoke on the following items:

- DDA passed their MSOC evaluation
- DDA received an award from Michigan Downtown Association (MDA)
- April 26 is the deadline for awards for the Oakland County Mainstreet America; actual event is June 26th, 2024; morning meeting is March 19, 2024

- Development training strategy for redevelopment ready community program will be scheduled in spring
- Went over previous meeting notes for the month of January 2024
- Hazmat group contact for lumberyard is currently on vacation
- New business Keller Williams is moving in to former Nuts about chocolate location
- Broadway Embroidery moved next to Green Hippo
- Ice Fest and its weather challenges

B. Village Manager

X. Call to the Public

Let the record show no public comments were received.

XI. Board Comments

Board member Medina stated she enjoyed joining the MSOC event this year.

Board member Lorant stated he is excited for all the upcoming building going on in the Village of Lake Orion and how great the Village has gotten rid of the blight in the community.

Board member Campbell thanked the interview committee for coming up with a great solution. She stated she is excited for the new DDA staff and believes their skillset will help tackle the upcoming projects. She also thanked Arizona and stated she has done a great job and will be giving out a recommendation for her in the future if needed.

Board member Narsh thanked the interview committee. He stated that Lake Orion has an incredible downtown and the importance of having exceptional people to help assist in the development of the downtown area. The community is rising and the value is growing in the Village.

Board member Coe congratulated Matt and Janet and thanked all the applicants that had applied.

Vice Chairperson Caruso stated he enjoyed the interview process. He found the MSOC process exciting and solidified the great things the DDA has accomplished in the past year.

XII. Next Regular Meeting - March 19, 2024

Attachment: 2024.02.20 minutes draft (6612 : 2024-02-20 Approval of Minutes)

XIII. Adjournment

Motion to: adjourn the Tuesday, February 20, 2024 regular Downtown Development Authority meeting.

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

The Tuesday, February 20, 2024, regular meeting of the Downtown Development Authority adjourned at 7:22 pm.

Sam Caruso
Vice Chairperson

Sonja Stout
Village Clerk

Date Approved: as presented March 19, 2024.

Attachment: 2024.02.20 minutes draft (6612 : 2024-02-20 Approval of Minutes)



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DDA Board Meeting

DATE: March 19, 2024
FROM: Janet Bloom,
SUBJECT: Director's Report

Attached: Director's Report

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

MEMORANDUM

Matthew Gibb – Executive Director

March 19, 2024



The following is a general overview of insights and direction based upon a first working week as the newly appointed and confirmed Executive Director.

1. STATUS OF OFFICE/STAFFING

- a. The Event Coordinator position has been eliminated, and the employee holding the position has signed a general letter of termination and release. A letter of recommendation was drafted and signed supporting the employee's effort in finding a new position, and an exit interview conducted wherein transfer of DDA property and ongoing communication was discussed.
- b. The Assistant ED has secured a sponsored storage unit within the District and coordinated the moving of multiple tubs/boxes, as well as, shelving and other items to open space in the office for reconfiguration.

2. AGENDA/PACKET

- a. The traditional packet provided to the Board is due for updating both in how it's prepared, the staff directed for certain aspects of its content, and the ease of transparency to the public. A re-organized approach will be implemented for the next regular meeting.
 - i. The new Agenda will reflect two executive level reports; supporting the staffing design in the hiring of the Executive and Assistant Executive position. i.e. there will be reporting as to overall status and direction of the DDA, including the lumberyard and other projects, from the Executive, and the Assistant will report on event and marketing process and promotion. The balance of matters will be handled jointly.
 - ii. All business matters will have information accompanying the action that sets for the item at hand, the reason for both the need and recommendation, and the budgetary impact, if any.

3. INITIAL REVIEW

The first week has been spent absorbing the work flow, listening to staff/board/owners, attending general coordination meetings, dialogue with public critics, and diving into the historical information in the shared drive. Some initial thoughts and recommendations;

- a. Who's Who. To support and enhance the owners/public understanding of the new structure and which of the director positions is handling what, there will be

communication, possible even before the sharing of this report, on some simple yet important items:

- i. Email. We are changing email configuration to use: last name@downtownlakeorion.org.
 - ii. Announcement. We are putting out a new contact sheet, updating the web site, and within that announcement/contact information will be a narrative of the three positions on staff.
 - iii. Walking Tours. A series of walking tours to introduce the new structure and MOST IMPORTANTLY open a constructive dialogue with owners and their managers to better facilitate issue spotting, growth needs, barriers, sponsor concepts, and how to be a complete pro-active one stop environment.
 - iv. “LO-Down in the Downtown”. Concurrently with the introductory walking tours, there needs to be a regular pattern of facilitated, open, meeting event(s) with owners, creators and other assets in the District. Growth engines can only succeed where they know what we know and we are not reacting to their challenge but building off a regular course of informed content.
 - v. “Power Hour”. A more socialized version of the information sharing pulled in the above exercise.
- b. Issue and Process Development. I can see, although have not yet fully learned, that there are varying ideas and concepts of the direction, status, future of the DDA. As such, the new structure, and hiring, is the perfect time to draw out those concepts and differing collaborative ideas through facilitated learning sessions. I am hoping the Board would schedule a special work session(s) where I would set the topics, and all Board members would come ready to engage in a reflective dialogue.
- i. Board “Cant’s and Wont’s”. Until we better learn the pinch points and ‘cant’ and ‘wont’ options, the substantive work on projects like the lumber yard, and a stronger promotions approach, cannot happen. To make this work, from the beginning, we need some time with you in a facilitated, group, discussion.
- c. Lumber Yard. Initial thoughts.
- i. The concept plan included in the last Board packet doesn’t optimize the site and can quickly be enhanced. Action- Build a renewed concept plan.
 - ii. The site must have a collaborative approach to use the MDOT spillway properties to enhance and maximize walkability and integration to the downtown, otherwise it’s a destination commercial property and real loss for the community. Action – Pursue MDOT

- iii. We need an immediate approach to identifying what should be preserved, and what can go. Action - WALK THROUGH AND SALE. An open house and walk through, where we sell board foot of distressed lumber in lots, sell the remaining nails/screws, etc., and clean out the place is somewhat urgent. And CONCEPTS IN DEVELOPMENT. I will be preparing an outline of varied approaches to how investment and design concept is attracted to a site where there is no immediate anchor or use/tenant waiting under letter of intent or option.
- d. INFLECTION POINT. The first week has been spent in significant learning and thought on the inflection point the DDA is now facing. Many things are churning that will build a plan for how this organization prepares, responds and answers what is happening;
 - i. Moceris is fencing in the site for pre-development, but we won't see occupants for more than two years. And what does \$6000 a month unit rent mean for our owners and those that lease.
 - ii. Several retail business are moving, some out, including the bike shop, Nuts, and partners.
 - iii. Owners are pushing sq ft rents above \$25

4. ACTION STEPS

- a. Schedule a series of facilitated learning meetings with the Board, Owners, and local leadership, to capture point of view and goals, against realities of sustainability and growth.
- b. Host two events with the DDA owners/tenants/managers
 - i. Welcome the New Team
 - ii. Lets Get Down to Business
- c. Gather insight from committee chairs, or assigned guests, on where each stands, where it works, and doesn't.
- d. Deep dive into the overall plan for the lumber yard, with purposefully invited voices, to better understand where it is, how it got there, and most importantly, the attack program on getting it done.

Respectfully Submitted,

Mathew Gibb

gibb@downtownlakeorion.org

(248) 464-0307



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: March 19, 2024
FROM: Janet Bloom,
SUBJECT: Meeting & Committee Minutes and Website Updates

Recommended Motion:

To receive and File the Committee Meeting Minutes & Event updates

February Meeting Notes

Restaurant Week Meeting – February 1, 2024

Attendees: Garrett Hoffman, Arizona Goulet, and Janet Bloom

- Reviewed list of potential restaurants for restaurant week. Garrett to do initial contacts then forward those confirmed participants to Arizona to obtain their specials and photos.

MSOC Shop Small 2023 Debrief – February 5, 2024

Attendees: MSOC Main Street Managers

- Each manager reviewed the successes and challenges of the Shop Small event in 2023. Lake Orion presence was good on social media. Need adequate time to plan and prepare with merchants for it to be successful. Look at engaging ideas to bring in customers such as giveaways, or other holiday activities that feature what Lake Orion offers.

Main Street Assessment – All Day February 6, 2024

Attendees: Those who could attend from DDA Board, VLO Council, DDA Committees, DDA supporters and MSOC Representatives.

- Lake Orion DDA's Main Street Assessment led by Dana Walker, of MDA and Annaka Norris of MSOC. A day long collection of conversation about the challenges and successes of the Lake Orion DDA over the course of the previous year. This verbal gathering paired with the written self-assessment that was provided.
- Key points were to celebrate our wins with the community through a general open house to share current information and gather information from our businesses and the community.
- Also, create committee tasks which have a start and end date to reach the goals easier and add to our accomplishments. Participation should adjust upwards with bite-size approach.

Promotions Committee Meeting – February 8, 2024

Attendees: Sally Medina, Sandra Wood, Garrett Hoffman, and Janet Bloom.

- Create welcome bags for new businesses and residents
- Babes on Broadway – non-DDA but tie in DDA
- Message Center – billboard; add more editorial content in Lake Orion Review.
- Help Promote other DDA Committees
- Hudson – review contract and deliverables
- Events – add 2024 events to agenda monthly.
- Change #strongertogether - suggest to update name

- Reviewed IceFest and MSOC Assessment information
- How to promote developments coming into DDA.

Member MSOC Manager Meeting – February 9, 2024

Attendees: MSOC Main Street Managers

Reviewed the 2024 MSOC Calendar, learned about Oakland County HR Training for Communities, and presentation about having “Difficult Conversations” by Lauryn Ferro, Oakland County Human Resource.

Heritage Consulting Meeting – February 9, 2024

Attendees: Debbie Burgess, Janet Bloom, and Donna Ann Harris

Reviewed scope of fundraising project, capital campaign and setting up a non-profit. Donna was going to redo scope after a deeper dive into our needs, but the price was not going to change. Date for onsite to be pushed out to accommodate revised scope.

DDA Special Meeting – Budget – February 13, 2024

Attendees: DDA Board, and Janet Bloom

Review of DDA budget based upon board feedback. Recommendation of DDA budget for inclusion in VLO budget is set for the DDA Regular Board meeting on February 20, 2024.

Dumpster Site Tour for Bid – February 14, 2024

Attendees: Potential bidders and Janet Bloom

Reviewed site with potential bidders for the dumpster enclosures. Heavy snow hampered clear views of the sites.

Management Team Meeting- VLO – February 14, 2024

Attendees: VLO Dept. heads, Village Manager, and Janet Bloom

Review of February 12, 2024 Village Council meeting, FY 2024-2025 budget preparation, Fee Schedule, FY 2024-2030 Capital Improvement Plan and Dept. reports.

Sparks-Griffin Funeral Home offered their parking lot for event parking.
Need to do the DPW/DDA Service Agreement – has expired.

Oxford/Lake Orion-#StrongerTogether – February 15, 2024

Attendees: Kelly Westbrook, Kimberly Smith, Arizona Goulet, and Janet Bloom

Reviewed latest on Restaurant Week participants and their offerings. Planned a St. Paddy's Day Pre-Game trolley event for 3/16/24 – tickets and t-shirts. Developed a list of potential trolley sponsors. Sponsor panels going for \$5000 each, and five are available. Described Letterboxing April event and walked through getting business participation. Shopping Passport – need to order cards.

Design Committee – February 19, 2024

Attendees: Joe Monsur, Lloyd Coe, Linda Crane, and Janet Bloom.

Shared that there are 21 developments in progress in the DDA. Reviewed the need for a heat map/survey from MSOC. Reviewed the request from VLO for the parking survey to businesses. Need to locate Trolley Event map – use for Flower Fair. Need to get Adopt-A-Garden sponsors/caretakers. Lumberyard – questions were asked about how to distribute onsite materials.

February DDA Board Meeting – February 20, 2024

Attendees: DDA Board and Janet Bloom

Held the DDA Regular Board Meeting. See Village website for agenda packet and minutes.

New Manager Training with Michigan Main Street and MSOC – Feb. 21, 2024

Attendees: MSOC managers and staff. Diane Kochis and Janet Bloom attended virtually.

A review of the Main Street structure and pillars. Day one of a two-day training.

Organization Committee – February 21, 2024

Attendees: Alaina Campbell and Janet Bloom

Hudson – need to review remaining deliverables. Develop Communications Plan/Workplan. RRC – need to develop training plan. Strategic Planning – do a day long with the board. Track progress monthly. Event evaluations – what is working, what isn't. Set event goals. Participate with Chamber to get more engagement. Review instituting "ambassadors" for downtown. Create quarterly/seasonal calendars. Ask merchants what they need from the DDA. Alaina will call Jenn if she is continuing committee. Need to review awards – review video submissions.

New Manager Training with Michigan Main Street and MSOC – Feb. 22, 2024

Attendees: MSOC managers and staff. Diane Kochis and Janet Bloom attended virtually.

A review of historic preservation, place-making, and sample events and best practices examples. Day two of a two-day training.

Monthly Staff Development Meeting – February 27, 2024

Attendees: Village Manager, DPW Director, Police Chief and Ordinance Officers, DDA Interim Director, Village Planning, Engineering, Legal Consultants, Township Building Official, Deputy Building Official, Administrator, and Inspections Manager, and Township Fire Marshal.

Reviewed active development projects, anticipated projects, and current code enforcement updates. Reviewed list of RRC Certification updates.

DDA needs to develop updated training strategy for our board along with materials.

Oxford/Lake Orion-#StrongerTogether – February 28, 2024

Attendees: Kelly Westbrook, Kimberly Smith, Arizona Goulet, and Janet Bloom

Reviewed Restaurant Week. Updates on Shopping Passport, Letterboxing, trolley sponsors and maintenance, and St. Paddy's Day Pre-Game event.

Website Analytics
February 2024

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

View our website at: www.downtownlakeorion.org

Audience:

- 3,129 Sessions
- 2,440 New Users



New Users:

First user prim...Channel Group) ▾ +		↓ New users	Engaged sessions	Engagement rate
		2,364 100% of total	1,736 100% of total	55.48% Avg 0%
1	Organic Search	1,594	1,257	61.35%
2	Direct	459	290	44.21%
3	Referral	204	132	54.1%
4	Organic Social	107	53	44.92%

Page Views:

Page title and screen class ▾ +		↓ Views
		6,184 100% of total
1	downtownlakeorion.org Lake Orion DDA Website	628
2	Events downtownlakeorion.org	489
3	Stronger Together Restaurant Week downtownlakeorion.org	439
4	Lake Orion Ice Fest 2024 downtownlakeorion.org	386
5	Downtown Lake Orion Events downtownlakeorion.org	324
6	2023 Restaurant Week downtownlakeorion.org	193
7	Live Ice Carving – Stronger Together Ice Fest downtownlakeorion.org	174
8	downtownlakeorion.org	159
9	Business Directory downtownlakeorion.org	125
10	Johnny Black's Lakehouse Restaurant Week Specials downtownlakeorion.org	117



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DDA Board Meeting

DATE: March 19, 2024
FROM: Janet Bloom,
SUBJECT: Financial Reports

See attached Reports

248 Fund Balance Sheet (General DDA Fund)

301 Fund Balance Sheet (DDA Bond 2023 Fund)

404 Fund Balance Sheet (Property Acquisition Fund)

Revenue and Expenditure Report

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

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

Recommended Motion: Receive and file the financial reports for February 2024.

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDG' USE
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
Dept 000 - REVENUE						
248-000-402-000	Current Real Property Taxes	903,236.00	491,711.65	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	1,474.57	0.00	(1,474.57)	100.00
248-000-441-000	Local Community Stabilization Share Tax	10,000.00	15,970.70	0.00	(5,970.70)	159.71
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	109,028.00	3,500.00	(7,500.00)	105,528.00	3.21
248-000-582-000	Intergovernment - Police	0.00	201,995.92	0.00	(201,995.92)	100.00
248-000-664-000	Interest Earned	2,500.00	3,767.81	20.59	(1,267.81)	150.71
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	7,218.00	0.00	(7,218.00)	100.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	102,400.00	11,994.22	900.00	90,405.78	11.71
248-000-685-100	Transportaion Sponsorship	28,000.00	13,415.00	0.00	14,585.00	47.91
248-000-686-000	Downtown Events	20,000.00	5,018.01	25.00	14,981.99	25.09
248-000-686-002	Flower Fair Revenue	0.00	305.00	0.00	(305.00)	100.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	OktoberFest Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-005	Babes On Broadway	0.00	0.00	0.00	0.00	0.00
248-000-686-006	Electircal Vehicles	0.00	633.56	334.37	(633.56)	100.00
248-000-687-000	Merchandise Sales	10,000.00	0.00	0.00	10,000.00	0.00
248-000-688-000	Gift Certificate Sales	5,000.00	355.00	0.00	4,645.00	7.10
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	0.00	315.00	0.00	(315.00)	100.00
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTES	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		1,299,623.00	757,674.44	(6,220.04)	541,948.56	58.30
TOTAL REVENUES		1,299,623.00	757,674.44	(6,220.04)	541,948.56	58.30
Expenditures						
Dept 260 - GENERAL ACTIVITIES						
248-260-701-000	Wages	46,605.00	36,245.25	0.00	10,359.75	77.77
248-260-701-019	COVID 19 PAYROLL	0.00	0.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordinator	34,278.00	25,486.45	2,519.00	8,791.55	74.35
248-260-706-000	Wages - Event Coordinator	34,278.00	17,088.81	2,662.00	17,189.19	49.85
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	5,150.00	1,819.25	0.00	3,330.75	35.33
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	9,979.00	6,126.62	396.35	3,852.38	61.40
248-260-716-000	Health Insurance- Medical	7,200.00	2,877.74	0.00	4,322.26	39.97
248-260-717-000	Life & Disability Insurance	1,200.00	330.67	0.00	869.33	27.56
248-260-718-000	Dental Insurance	700.00	222.13	0.00	477.87	31.73
248-260-719-000	Pension	5,120.00	3,818.99	814.35	1,301.01	74.59
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00
248-260-721-000	Vision Care	130.00	45.91	0.00	84.09	35.32
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	16,499.00	12,000.00	6,000.00	4,499.00	27.27

Attachment: February revenue and exp (6641 : Financial Reports)

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDG' USE
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	41,600.00	5,200.00	18,400.00	69.33
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	20,693.76	2,619.88	9,306.24	68.98
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	46,666.64	5,833.33	23,333.36	66.67
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	14,560.00	1,820.00	6,440.00	69.33
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	13,866.64	1,733.33	6,133.36	69.33
248-260-801-023	Contract Services-DPW event support	10,000.00	6,933.36	866.67	3,066.64	69.33
248-260-801-033	Contract Services-DPW snow removal	15,000.00	10,400.00	1,300.00	4,600.00	69.33
248-260-805-000	Audit Fees	2,000.00	2,950.00	950.00	(950.00)	147.50
248-260-810-000	Legal Services	16,484.15	16,484.15	0.00	0.00	100.00
248-260-823-000	Website/Software	6,000.00	3,404.21	145.14	2,595.79	56.74
248-260-823-001	Municipal Software	3,501.00	3,097.70	288.90	403.30	88.48
248-260-829-000	Planner Services	5,000.00	150.00	150.00	4,850.00	3.00
248-260-851-000	Telephone	3,500.00	2,321.40	390.53	1,178.60	66.33
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	3,676.80	397.77	323.20	91.92
248-260-921-000	Municipal Street Lighting	6,500.00	5,439.78	998.05	1,060.22	83.69
248-260-930-000	Repair and Maintenance	0.00	58.00	0.00	(58.00)	100.00
248-260-930-002	Building Maintenance	400.00	251.23	35.83	148.77	62.81
248-260-940-000	Equipment Rental	0.00	0.00	0.00	0.00	0.00
248-260-941-000	Office Rent	12,000.00	12,000.00	3,000.00	0.00	100.00
248-260-942-000	Office Expenses	3,865.00	1,145.37	216.73	2,719.63	29.63
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	100.00	0.00	0.00	100.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,500.00	1,209.00	0.00	291.00	80.60
248-260-957-000	Education & Training	4,500.00	919.38	0.00	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	0.00	462.35	7.53
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	157,500.00	157,500.00	0.00	0.00	100.00
248-260-974-000	Capital Outlay - Equipment	1,235.00	1,234.84	0.00	0.16	99.99
Total Dept 260 - GENERAL ACTIVITIES		618,524.15	472,661.73	38,337.86	145,862.42	76.42
Dept 725 - ORGANIZATION						
248-725-822-000	Newsletter	1,720.00	455.00	65.00	1,265.00	26.45
248-725-824-000	Volunteer Recognition & Dvp.	0.00	0.00	0.00	0.00	0.00
248-725-825-000	Gift Certificate Redemption	5,000.00	2,625.00	775.00	2,375.00	52.50
248-725-826-000	Historic Celebration/Education	580.00	579.74	0.00	0.26	99.96
248-725-827-000	Awareness Program	1,200.00	132.68	0.00	1,067.32	11.06
248-725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00
248-725-864-000	Grant & Scholarship Distriubution	0.00	0.00	0.00	0.00	0.00
248-725-881-000	Merchandise to Sell	500.00	211.01	0.00	288.99	42.20
Total Dept 725 - ORGANIZATION		9,000.00	4,003.43	840.00	4,996.57	44.48
Dept 726 - DESIGN						
248-726-745-000	Beautification Supplies	1,500.00	647.71	0.00	8	

Attachment: February revenue and exp (6641 : Financial Reports)

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDG' USE
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	2,900.00	0.00	2,300.00	55.77
248-726-843-000	Facade Program	7,800.00	5.00	0.00	7,795.00	0.06
248-726-845-000	Public Art Program	0.00	0.00	0.00	0.00	0.00
248-726-883-000	Banners and Holiday Lighting	6,600.00	5,999.66	0.00	600.34	90.90
248-726-975-001	Capital Outlay - Beautification	0.00	0.00	0.00	0.00	0.00
248-726-975-002	Capital Outlay - Streets	0.00	0.00	0.00	0.00	0.00
248-726-975-019	Covid Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 726 - DESIGN		24,500.00	9,552.37	0.00	14,947.63	38.99
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	4,750.00	0.00	29,750.00	13.77
248-728-860-000	Trolley Expense	28,000.00	12,997.91	82.10	15,002.09	46.42
248-728-861-000	Survey Expense	0.00	0.00	0.00	0.00	0.00
248-728-862-000	Training Materials	0.00	0.00	0.00	0.00	0.00
248-728-864-000	Grant & Scholarship Distribution	0.00	0.00	0.00	0.00	0.00
248-728-886-000	Marketing Materials	0.00	0.00	0.00	0.00	0.00
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	1,000.00	231.60	0.00	768.40	23.16
248-728-888-000	Brand Marketing	23,831.12	14,357.24	(6,372.00)	9,473.88	60.25
248-728-888-001	Contractual Services Brand Marketing	29,700.00	21,010.00	2,245.00	8,690.00	70.74
Total Dept 728 - ECONOMIC DEVELOPMENT		117,031.12	53,346.75	(4,044.90)	63,684.37	45.58
Dept 729 - PROMOTION						
248-729-880-000	Event Promotion	500.00	307.65	0.00	192.35	61.53
248-729-880-001	Event Promo - Gazebo Series	10,170.07	10,170.07	0.00	0.00	100.00
248-729-880-004	Event Promo - Halloween Parade	2,500.00	2,450.61	0.00	49.39	98.02
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	8,355.85	7,794.29	0.00	561.56	93.28
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	0.00	0.00	0.00	0.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to Win	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	0.00	0.00	0.00	0.00	0.00
248-729-880-011	Restaurant week	0.00	0.00	0.00	0.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,000.00	11,807.72	0.00	192.28	98.40
248-729-880-013	SD Nights- Stronger Together Winter	600.00	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	7,100.00	142.00	0.00	6,958.00	2.00
248-729-880-016	Athletic Events-other	0.00	0.00	0.00	0.00	0.00
248-729-880-017	Movie Night	998.81	998.81	0.00	0.00	100.00
248-729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	3,300.00	708.89	108.71	2,591.11	21.48
248-729-885-000	Port-A-Johns	2,200.00	1,793.51	0.00	406.49	81.52
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		47,724.73	36,227.55	108.71	11,497.18	75.91

Attachment: February revenue and exp (6641 : Financial Reports)

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDG' USE
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	22,333.00	6.83
248-730-975-003	DDA Capital Outlay	5,000.00	3,371.00	0.00	1,629.00	67.42
248-730-975-005	DDA Capital Outlay- Wayfinding/Lighting	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	30,000.00	0.00	0.00	30,000.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	10,000.00	0.00	0.00	10,000.00	0.00
248-730-975-015	Captial Outlay- Outdoor Sound	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 730 - CAPITAL PROJECTS		495,678.00	5,007.00	0.00	490,671.00	1.01
TOTAL EXPENDITURES		1,312,458.00	580,798.83	35,241.67	731,659.17	44.25
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,299,623.00	757,674.44	(6,220.04)	541,948.56	58.30
TOTAL EXPENDITURES		1,312,458.00	580,798.83	35,241.67	731,659.17	44.25
NET OF REVENUES & EXPENDITURES		(12,835.00)	176,875.61	(41,461.71)	(189,710.61)	1,378.07
BEG. FUND BALANCE		498,200.06	498,200.06			
END FUND BALANCE		485,365.06	675,075.67			

Attachment: February revenue and exp (6641 : Financial Reports)

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION
PERIOD ENDING 02/29/2024
% Fiscal Year Completed: 66.67

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDG' USE
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023						
Revenues						
Dept 000 - REVENUE						
301-000-300-001	2023 Downtown Dev Tax Exempt Bond Projec	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt Bond Projec	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	0.00	1,338.89	149.61	(1,338.89)	100.00
301-000-671-999	Appropriation from Fund Balanc	2,755,000.00	0.00	0.00	2,755,000.00	0.00
301-000-699-301	TRF in from DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		2,755,000.00	1,338.89	149.61	2,753,661.11	0.05
TOTAL REVENUES		2,755,000.00	1,338.89	149.61	2,753,661.11	0.05
Expenditures						
Dept 901 - 905						
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	296,646.64	2,052.83	0.00	294,593.81	0.69
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	2,200,000.00	2,120,874.70	0.00	79,125.30	96.40
Total Dept 901 - 905		2,496,646.64	2,122,927.53	0.00	373,719.11	85.03
Dept 905 - Downtown Dev Bond 2023						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	1,000.00	500.00	0.00	500.00	50.00
301-905-731-001	2023 Tax exempt Bond Issuance Expense	1,000.00	500.00	0.00	500.00	50.00
301-905-745-001	Property taxes-Orion Twp	3,353.36	3,353.36	0.00	0.00	100.00
301-905-920-000	Utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA bonds Taxable	75,000.00	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		428,353.36	60,740.16	0.00	367,613.20	14.18
TOTAL EXPENDITURES		2,925,000.00	2,183,667.69	0.00	741,332.31	74.66
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		2,755,000.00	1,338.89	149.61	2,753,661.11	0.05
TOTAL EXPENDITURES		2,925,000.00	2,183,667.69	0.00	741,332.31	74.66
NET OF REVENUES & EXPENDITURES		(170,000.00)	(2,182,328.80)	149.61	2,012,328.80	1,283.72
BEG. FUND BALANCE		4,944,949.68	4,944,949.68			
END FUND BALANCE		4,774,949.68	2,762,620.88			

Attachment: February revenue and exp (6641 : Financial Reports)

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

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDG' USE
Fund 404 - DDA PROPERTY ACQUISITION						
Revenues						
Dept 000 - REVENUE						
404-000-664-000	Interest Earnings	150.00	83.88	9.37	66.12	55.92
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	483,750.00	157,500.00	0.00	326,250.00	32.56
Total Dept 000 - REVENUE		483,900.00	157,583.88	9.37	326,316.12	32.57
TOTAL REVENUES		483,900.00	157,583.88	9.37	326,316.12	32.57
Expenditures						
Dept 901 - 905						
404-901-901-000	Debt Service- Parking Deck	168,750.00	0.00	0.00	168,750.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	0.00	0.00	0.00	0.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	300,000.00	300,000.00	0.00	0.00	100.00
404-901-995-000	Bond Interest	15,000.00	15,000.00	0.00	0.00	100.00
Total Dept 901 - 905		483,750.00	315,000.00	0.00	168,750.00	65.12
TOTAL EXPENDITURES		483,750.00	315,000.00	0.00	168,750.00	65.12
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		483,900.00	157,583.88	9.37	326,316.12	32.57
TOTAL EXPENDITURES		483,750.00	315,000.00	0.00	168,750.00	65.12
NET OF REVENUES & EXPENDITURES		150.00	(157,416.12)	9.37	157,566.12	14,944.08
BEG. FUND BALANCE		326,840.70	326,840.70			
END FUND BALANCE		326,990.70	169,424.58			
TOTAL REVENUES - ALL FUNDS		4,538,523.00	916,597.21	(6,061.06)	3,621,925.79	20.20
TOTAL EXPENDITURES - ALL FUNDS		4,721,208.00	3,079,466.52	35,241.67	1,641,741.48	65.23
NET OF REVENUES & EXPENDITURES		(182,685.00)	(2,162,869.31)	(41,302.73)	1,980,184.31	1,183.93
BEG. FUND BALANCE - ALL FUNDS		5,769,990.44	5,769,990.44			
END FUND BALANCE - ALL FUNDS		5,587,305.44	3,607,121.13			

Attachment: February revenue and exp (6641 : Financial Reports)

03/04/2024

COMPARATIVE BALANCE SHEET FOR VILLAGE OF LAKE ORION

GL Number	Description	PERIOD ENDED 02/28/2023	PERIOD ENDED 02/29/2024
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND			
*** Assets ***			
248-000-001-000	Cash	0.00	(125.04)
248-000-002-000	Cash Savings	104,298.97	265,103.19
248-000-007-000	Payroll-checking	(100.00)	(250.00)
248-000-010-000	Investment/LGIP County Inv	397,442.21	403,528.39
248-000-011-000	Cash - Payroll Savings	(1,922.94)	7,219.13
	Total Assets	499,718.24	675,475.67
*** Liabilities ***			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
	Total Liabilities	400.00	400.00
*** Fund Balance ***			
248-000-390-000	Fund Balance - Unassigned	638,446.44	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	(139,128.20)	176,875.61

Attachment: feb balance sheet (6641 : Financial Reports)

Ending Fund Balance	499,318.24	675,075.67
Total Liabilities And Fund Balance	499,718.24	675,475.67

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	2,706,240.23
	Total Assets	0.00	2,762,627.03

*** 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	(2,182,328.80)
	Ending Fund Balance	0.00	2,762,620.88
	Total Liabilities And Fund Balance	0.00	2,762,627.03

Attachment: feb balance sheet (6641 : Financial Reports)

Fund 404 - DDA PROPERTY ACQUISITION

*** Assets ***

404-000-002-000	Cash-Savings-DDA Property Acq.	326,768.77	169,424.58
	Total Assets	326,768.77	169,424.58

*** Liabilities ***

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

*** Fund Balance ***

404-000-390-000	Fund Balance - Unassigned	222,473.45	326,840.70
	Total Fund Balance	222,473.45	326,840.70
	Beginning Fund Balance	222,473.45	326,840.70
	Net of Revenues VS Expenditures	104,295.32	(157,416.12)
	Ending Fund Balance	326,768.77	169,424.58
	Total Liabilities And Fund Balance	326,768.77	169,424.58

Attachment: feb balance sheet (6641 : 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: March 19, 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 \$18,260.75 for February 2024.

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

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

Page:

7.1.a

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

Attachment: feb invoice register (6642 : Bill Approval)

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

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

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

Attachment: feb invoice register (6642 : Bill Approval)

January 2024 Credit Card Report				
Trans Date	Merchant	GL#	Explanation	Amount
1/8/2024	<i>LD Products</i>	248-260-942-000	Toner	\$ 63.19
1/7/2024	<i>Flowcode</i>	248-260-823-000	Website	\$ 9.95
1/6/2024	<i>Meta</i>	248-729-880-100	ST Summer/Fall	\$ 4.95
1/6/2024	<i>Meta</i>	248-729-880-100	ST Summer/Fall	\$ 10.57
1/12/2024	<i>SnapRetail</i>	248-725-822-000	Website	\$ 65.00
1/9/2024	Meta	248-728-860-000	Polar Express	\$ 82.10
1/13/2024	ClickUp	248-260-823-000	Clickup	\$ 114.00
TOTAL				\$ 349.76



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: March 19, 2024
FROM: Janet Bloom,
SUBJECT: Budget Amendment -Legal Services

Background Information: This budget amendment is cover Legal Services anticipated to be \$1,500. Funds need to be moved from account 248-260-829-000 Planner Services.

Recommended Motion:

To increase 248-260-810-000 Legal Services by \$1,500 and;
To reduce 248-260-829-000 Planner Services account by \$1,500.



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DDA Board Meeting

DATE: March 19, 2024
FROM: Janet Bloom,
SUBJECT: Budget Amendment -Parking Lot Leases

Background Information: This budget amendment is to cover the cost of parking lot leases which are paid out from DDA Capital Outlay.

Recommended Motion:

To increase 248-730-975-003 DDA Capital Outlay by \$871.00 and;
To reduce 248-260-829-000 Planner Services account by \$871.00.



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DDA Board Meeting

DATE: March 19, 2024

FROM: Janet Bloom,

SUBJECT: Lake Orion LOLive! Music Concert Series

Background Information: 20 Front Street was hired in 2023 to do eight concerts in 2023, providing the booking, marketing, and management services for the LOLive Summer Concert Series. Due to one less week in August for 2024 and not wanting to have a concert the week of Dragon on the Lake, there will be seven concerts in 2024.

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

AGREEMENT TO PROVIDE LIVE MUSIC ENTERTAINMENT

This agreement ("Agreement") is entered into on this ____ day of _____, 2024, between **the VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY ("DDA")** whose address is 118 N. Broadway Street, Lake Orion, MI 48362 and **20 FRONT STREET CONCEPTS, LLC ("20 Front St.")**, whose address is 20 E. Front St, Lake Orion, MI 48363.

RECITALS

WHEREAS, 20 Front St. offers booking, marketing and management of live music entertainment; and

WHEREAS, the DDA desires to sponsor live music in the DDA District to further the DDA mission statement of enhancing the DDA District; and

WHEREAS, 20 Front St. has previously provided live music for the "LO Live! Music Series" in Children's Park; and

WHEREAS, the parties now desire to enter into an agreement for 20 Front St. to provide live music to be held in the gazebo ("Gazebo") at Children's Park located in the DDA District of the Village of Lake Orion for 2024 consistent with the terms herein; and

WHEREAS, the parties desire to enter into an agreement for 20 Front St. to provide live music entertainment, including the booking, marketing and management of live music entertainment in Children's Park at the Gazebo for the LO Live Summer Concert Series ("LO Live Summer Concert Series") on the following concert dates: **July 10, 17, 24, 31 and August 7, 14, and 28** totaling **7 concerts**. There will not be a concert the week of Dragon on the Lake.

AGREEMENT

NOW THEREFORE, based upon the foregoing statements, the DDA and 20 Front St. agree to the following terms, conditions and representations with consideration acknowledged and accepted by both parties.

1. Services Provided. 20 Front St. shall provide, to the DDA, live music entertainment, including the booking, marketing and management of live music entertainment in Children's Park at the Gazebo for the LO Live Summer Concert Series ("LO Live Summer Concert Series") on the following concert dates: **July 10, 17, 24, 31 and August 7, 14, and 28** totaling **7 concerts** ("7 Concerts").

2. Cost of Services. The total cost for the services described in this Agreement is not to exceed Ten Thousand Dollars (\$10,000.00). The services included in the Cost of Services are per event to be budgeted as follows with the total cost for the 7 Concerts not to exceed \$10,000.00:

- (a) Artist Fees: \$500.00 to \$1,000.00 per event.
- (b) Sound System Rental: \$150.00 per event.
- (c) Sound Engineer: \$100.00 per event.
- (d) Booking and Marketing: \$250 per event by 20 Front St.

3. **Invoices and Payment.** 20 Front St. shall, via email, bill the DDA for the LO Live Summer Concert Series in the following manner. In June of 2024, 20 Front St. shall email two invoices to the DDA for the concerts to be held on **July 10, 17, 24, and 31**. In July of 2024, 20 Front St. shall email two invoices to the DDA for the concerts to be held on **August 7, 14, and 28**. The DDA shall issue checks to 20 Front Street Concepts LLC as the payee. The address for 20 Front St. is 20 E. Front Street, Lake Orion MI 48363. 20 Front St.'s EIN # is: 81-2686064. The DDA can contact the staff of 20 Front St. by emailing Lisa Sokol at lsokol414@gmail.com or emailing Allan Goetz at allan@20frontstreet.com

4. **Sponsorship Revenue.** The DDA shall retain all sponsorship revenue and will assist on the nights of the events governed herein with capacities, announcements and giveaways. 20 Front St. will provide a banner at the Gazebo and one banner from the upper sidewalk fence with a donation link to support 20 Front St. and to advertise future events, concerts and shows. 20 Front St. may also have a table of merchandise or concert information and opportunities to invite attendees to learn more about 20 Front St.

5. **Term of Agreement.** This Agreement shall commence March 20, 2024, upon Lake Orion DDA Board approval, and shall end August 31, 2024 without any further action by any party.

6. **Termination of Agreement.** Either party may terminate this Agreement at any time, for any reason or no reason upon the provision of not less than fourteen (14) days written notice to the other party.

7. **Indemnification, Waiver and Insurance.** 20 Front St. agrees to indemnify, defend and hold harmless, the DDA, the Village of Lake Orion and its elected Council Members, Boards, Commissions, employees, and agents for any claims, actions, damages, liability occurring in connection with the services provided by 20 Front St. as identified herein. 20 Front St. also waives any right of recovery it has, now or later, against the DDA, the Village of Lake Orion and its elected Council Members, Boards, Commissions, employees, agents, for any loss or damage arising from said services. 20 Front St. shall obtain and maintain during the entire term of this Agreement liability insurance insuring against damage to persons or property for said services, which policy shall list the DDA, the Village of Lake Orion and its elected Council Members, Boards, Commissions, employees, agents, as additional insureds and shall provide the DDA with an insurance binder showing the existence of the insurance evidencing the DDA, the Village of Lake Orion and its elected Council Members, Boards, Commissions, employees, agents as additional insureds.

8. **Assignment.** 20 Front St. shall not assign or transfer its rights under this Agreement without the prior written consent of the DDA. The DDA shall not assign or transfer its rights under this Agreement without the prior written consent of 20 Front St.

9. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of 20 Front St and its respective heirs, representatives, successors and assigns. In addition, this



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DDA Board Meeting

DATE: March 19, 2024

FROM: Janet Bloom,

SUBJECT: Hanging Baskets - 2024

Background Information: An estimate was received from Jos.Kutchey & Sons, LLC for 60 hanging baskets with plant material plus 2 bags of fertilizer for a quote of \$2,740. The vendor will be providing an additional quote for the 4 larger baskets for \$77 each and 15 liners that were requested to be replaced, not to exceed \$3400 for the 2024 season.

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

Jos. Kutchey & Sons, LLC

17110 26 Mile Rd
Macomb, MI 48042

Estimate

Date	Estimate #
1/29/2024	24-128

Name / Address
City of Lake Orion 118 N. Broadway Lake Orion, MI 48362

			Project
Description	Qty	Rate	Total
18" Wire City Basket 30 - Royal Velvet & Silverberry 30 - Vista Fushia & Silverberry	60	44.00	2,640.00
Fertilizer - Plantex 19-2-19	2	50.00	100.00
Jos. Kutchey & Sons, LLC Kutchey Family Farm 17110 26 Mile Rd. Macomb, MI 48042 586-855-8710			
		Total	\$2,740.00

Attachment: Est_24128_from_Jos._Kutchey_Sons_LLC_7076 (6647 : Hanging Baskets - 2024)



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DDA Board Meeting

DATE: March 19, 2024
FROM: Janet Bloom,
SUBJECT: Verbal Director Report

Recommended Motion: Receive and File