



**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.*

## **MINUTES**

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

**Tuesday, October 9, 2018**

**7:00 PM**

**Lake Orion Village Hall Council Chambers**

**21 East Church Street**

**LAKE ORION, MI 48362**

**(248) 693-8391 ext. 102**

#### **1. Call to Order**

The Tuesday, October 9, 2018 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 Chairman Debbie Burgess at 7:00 PM.

#### **2. 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	Chairman	Present	
Rob Romain	Village of Lake Orion	Vice Chairman	Present	
Jordan Knudsen	Village of Lake Orion	Secretary	Absent	
Anthony Reighard	Village of Lake Orion	Treasurer	Excused	
Chris Barnett	Village of Lake Orion	Board Member	Late	7:07 PM
Terry Hockstad	Village of Lake Orion	Board Member	Present	
Kristen Horvath	Village of Lake Orion	Board Member	Present	
Monica Squarcia	Village of Lake Orion	Board Member	Late	7:02 PM
Kenneth Van Portfliet	Village of Lake Orion	Board Member	Excused	
Joseph Young	Village of Lake Orion	Village Manager	Present	

#### **STAFF PRESENT:**

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

**3. Call to the Public**

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

**4. Presentation - Organization Committee**

Chairperson Burgess, noting the Holly Jolly Folly Event is the biggest fundraiser for the Lake Orion Lighted Parade, asked Board Members to approve sponsoring two tables to the event as a volunteer appreciation event.

(Member Squarcia entered at 7:02 PM.)

**Motion to:** approve sponsoring two tables for 23 people at a cost of \$720.00 at the Holly Jolly Folly to be held on Friday, November 20, 2018 to be used as a Volunteer Recognition Event

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rob Romain, Vice Chairman
<b>SECONDER:</b>	Terry Hockstad, Board Member
<b>AYES:</b>	Burgess, Romain, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen, Chris Barnett
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

DDA Director LaLone announced that M & B Graphics is providing a marketing opportunity to help "Light Up Lake Orion" this Christmas season to promote businesses while benefiting the Orion Area Parade Group. She explained starting November 1st M & B Graphics will be giving away 450 LED Lighted Christmas Bulb Necklaces free to people who come to their shop to pick them up. Along with the necklace they will receive a Light LO Offer Card that gives them special benefits to nine downtown businesses.

**5. Review and Approval of Minutes**

1. DDA Regular Meeting Minutes - September 11, 2018

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kristen Horvath, Board Member
<b>SECONDER:</b>	Rob Romain, Vice Chairman
<b>AYES:</b>	Burgess, Romain, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen, Chris Barnett
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

**RESOLVED:** To approve the Downtown Development Authority Board regular meeting minutes of September 11, 2018, as presented.

## 6. Review and Approval of Agenda

- A. **Motion to:** approve the Tuesday, October 9, 2018 DDA regular meeting agenda.

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rob Romain, Vice Chairman
<b>SECONDER:</b>	Terry Hockstad, Board Member
<b>AYES:</b>	Burgess, Romain, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen, Chris Barnett
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

## 7. Consent Agenda

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kristen Horvath, Board Member
<b>SECONDER:</b>	Monica Squarcia, Board Member
<b>AYES:</b>	Burgess, Romain, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen, Chris Barnett
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

- A. Revenue and Expenses

RESOLVED: To receive and file the Revenue and Expenditure for the period ending September 30, 2018.

- B. Director's Report

RESOLVED: To receive and file the Director's Report, Downtown Core Update, Projects Update, and Education and Networking Update for September 2018.

- C. Office Report

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

- D. Events Report

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

- E. Committee Meeting Minutes

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

- Parking 9/10 and 9/17
- Organization 9/11

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

## 8. Financial Matters

### A. Budget Amendment - Orion Twp Parks & Rec Park Millage

Member Young stated that Orion Township recently passed a Parks & Recreation Millage from which the DDA will capture approximately \$29,000 annually. The Village is requesting the DDA use this tax capture to support parks and recreation projects and grants including the Paint Creek Bank Stabilization Repair Project.

(Member Barnett entered at 7:07 PM.)

Member Young stated that Orion Township is considering the allocation of their CDBG funds of \$54,000 to the Bank Stabilization Project and the Village is in the process of reprogramming its 2017 and 2018 CDBG funds totaling \$26,000 for the Bank Stabilization Project. With the DDA's contribution the Village would have \$119,000 to put towards phase one of this project. The Bank Stabilization Project is a ½ million dollar project which includes the stabilization of the banks and a new pedestrian bridge.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Barnett, Board Member
<b>SECONDER:</b>	Monica Squarcia, Board Member
<b>AYES:</b>	Burgess, Romain, Barnett, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

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

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rob Romain, Vice Chairman
<b>SECONDER:</b>	Monica Squarcia, Board Member
<b>AYES:</b>	Burgess, Romain, Barnett, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Barnett, Board Member
<b>SECONDER:</b>	Monica Squarcia, Board Member
<b>AYES:</b>	Burgess, Romain, Barnett, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

C. Open Invoices

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rob Romain, Vice Chairman
<b>SECONDER:</b>	Terry Hockstad, Board Member
<b>AYES:</b>	Burgess, Romain, Barnett, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

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

D. Credit Card Invoice

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Barnett, Board Member
<b>SECONDER:</b>	Rob Romain, Vice Chairman
<b>AYES:</b>	Burgess, Romain, Barnett, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

RESOLVED: To receive and file the Credit Card Invoices for July & August 2018

9. New and Old Business

A. DDA Board of Directors - Time Change for Monthly Meeting

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kristen Horvath, Board Member
<b>SECONDER:</b>	Rob Romain, Vice Chairman
<b>AYES:</b>	Burgess, Romain, Barnett, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

RESOLVED: To amend the DDA's 2018 Regular meeting schedule as follows:

1. Change the meeting date and time of its Wednesday, November 14, 2018 regular meeting **FROM** Wednesday, November 14, 2018 at 7:00 pm **TO** Tuesday, November 12, 2018 at 6:15 pm
2. Change the meeting time for its regular meeting of Tuesday, December 11, 2018 **FROM** 7:00 pm **TO** 6:15 pm

B. DDA Board Appointment Recommendation

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rob Romain, Vice Chairman
<b>SECONDER:</b>	Monica Squarcia, Board Member
<b>AYES:</b>	Burgess, Romain, Barnett, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

RESOLVED: That the Downtown Development Authority Board recommends to the Village Council President the reappointment of Anthony Reighard to a four-year term on the DDA Board as a property interest representative and as a resident representative. Term to expire on November 1, 2022.

C. DDA Office Move Request

DDA Director LaLone stated that Marc Vezina, a lawyer and local resident, has purchased 18 S. Broadway and is busy renovating the space in order to have it become operational by the end of October 2018. She noted that he is interested in having a stable long term tenant and this may be an option for the DDA. The benefits for the DDA are:

- More centrally located in the downtown; therefore more visible to everyone
- 70% increase in square footage
- Available office and incubator space for additional income.

DDA Director LaLone reviewed the financial impact of leasing the new space, noting the annual rent would be \$25,400 versus what the DDA is currently paying (\$11,240); and that the current DDA lease does not expire until June 30, 2019.

Board Members discussed the following:

- The type of space that could be rented for additional income
- Storefronts in the downtown should be for businesses
- The impact of other expenses will have if the DDA moves to the new space, such as garbage, utilities, snowplowing, mowing
- The space had not been rented because of the previous owner. The new owner may be able to rent the space more easily
- The cost difference is significant; money could be used for other projects.
- The DDA's current lease does not expire until June 2019 and there is no guarantee that the DDA can get out of its current lease

DDA Director LaLone stated the benefits would be the following:

- The TIF Plan calls for the DDA offices to be located in the downtown where it is visible to people in the downtown; this move would help accomplish that
- The space would provide additional space to do things for the public and to do things that the DDA currently has to look elsewhere to do
- The location of the DDA office in the downtown is setting an example for the district
- The additional space could be used for pop-up shops; short-term business incubators and red carpet receptions.

DDA Director LaLone stated she is neutral regarding the move; however she would like to help a property owner and be supportive of what needs to be done downtown.

The consensus of the DDA Board was they would need additional information to make a decision and were not in a place to take action at tonight's meeting.

## 10. Staff Comments

### **DDA DIRECTOR LALONE**

- RFP's have been solicited for the following:
  - Snowplowing of the downtown sidewalks for downtown businesses
  - Re-sanding and repairing the bricks at the Broadway and Flint intersection
  - Parking Deck Feasibility Study for Children's Park parking area
  
- Small Business Saturday
  - Oakland County is looking at Lake Orion for its Award Ceremony
  - Green Hippos is going to be approached by Oakland County Economic Development Department to be one of the small businesses featured in the Small Business Saturday promotion materials
  
- Oakland County Executives Elite 40 Under 40 Lake Orion Recipient Jennifer Meier, owner of Hungry Hippos Gifts
  
- Babes on Broadway is this Thursday with 250 ladies registered to attend

### **VILLAGE MANAGER YOUNG**

- The roundabout has been delayed due to issues Oakland County has had with underground utilities. In addition the Village has asked the Road Commission permission to update the watermain in that intersection as part of the Village's Water Main Project.
  
- The Village Council has received a development proposal by Kevin George and Jack Porritt of Delta Management for property along M24. The proposal includes a hotel restaurant apartments, condominiums, and a four-story parking deck. The development is subject to approval of a dispensary on the property on Heights Road. They are also working with Orion Township regarding the realignment of Heights Road and the property to the south of Heights Road.

## 11. Other Business and Board Members Comments

Bill Kokenos that the DDA for their sponsorship of the Holly Jolly Folly. He indicated the Village has the largest Lighted Christmas Parade in Michigan. Mr. Kokenos invited Board Members to volunteer for the Lighted Parade, noting it takes a lot of people to make the parade happen.



Member Barnett commented on the following:

- The Township built the “Dream Playground” at Camp Agawam this past weekend
- Sunday, October 14<sup>th</sup> will be the opening of Fire Station 1 from 10:00 am to 1:00 pm
- Public bathrooms at the Fire Station are opened; however they are still working out who will manage the restrooms keeping them clean and stocked

Member Squarcia stated that she is not in favor of having a dispensary in Lake Orion.

Vice Chairperson Romain requested an updated on the proposed hotel at the development along M-24.

Village Manager Young stated that it is proposed to be a Hyatt and will be across from Leo’s Coney Island. Regarding the dispensary, he explained it will be a modern free standing building with a significant architectural impact.

Chairperson Burgess commented on the following:

- Noting the new development in the Village, expressed concern with the ability of the roads to handle the traffic.
- Announced Wednesday, October 24 is the Halloween Parade
- Reminded everyone that the November and December meetings will start at 6:15 PM and that the November 14 meeting has been moved to November 13
- Noted her appreciation of everyone’s time and dedication to the community

Member Hockstad stated this was her last DDA Meeting, noting during her tenure on the DDA Board a lot was accomplished. She thanked everyone for the opportunity to work with the Board.

Member Horvath stated that she will be attending the MDA Conference in Frankenmuth with DDA Director LaLone and encourage members to look at the agenda and forward her any questions they make to be asked at the conference. In regards to having a dispensary in the Village she indicated that she visited two cities this past summer, Vancouver and Las Vegas, where recreational marijuana was recently legalized and she found both cities to be beautiful with well maintained store fronts in prominent areas and very safe. She encourage Board Members to take a look at these communities because they are different than what a lot of people have in their mind.

Member Squarcia stated that she does not think Lake Orion is ready for dispensary and is opposed to having one in the Village.

Member Barnett noted the Township does not have dispensaries; however it has growing facilities.

**12. Next Regular Meeting Date - November 13, 2018 @ 6:15 PM**

**13. Adjournment**

**Motion to:** adjourn the Tuesday, October 9, 2018 Downtown Development Authority regular meeting

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rob Romain, Vice Chairman
<b>SECONDER:</b>	Chris Barnett, Board Member
<b>AYES:</b>	Burgess, Romain, Barnett, Hockstad, Horvath, Squarcia, Young
<b>ABSENT:</b>	Jordan Knudsen
<b>EXCUSED:</b>	Anthony Reighard, Kenneth Van Portfliet

The Tuesday, October 9, 2018 regular meeting of the Downtown Development Authority adjourned at 7:46 PM.

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Debbie Burgess, Chairperson

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Susan C. Galeczka, CMC CMMC  
Village Clerk

Date Approved: November 13, 2018, as presented.