

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

June 18, 2024



I. NEWS AND UPDATES

STAFFING – At our last meeting we regretfully announced the retirement of Diane Kochis, who preformed a multitude of tasks beyond her job description. We are picking up where she left off, and have the job posted (copy of the description attached). We have also brought on DANIEL PAVELICH as our seasonal employee, and he is awesome. His resume is attached.

➡ The administrative minutia of payroll/admin, coordination with village policies, purchase order process, manual logging and invoicing control, and other aspects of the day to day operational matters of the Dda are still being learned and we hope to streamline these moving forward with a new permanent hire.

WORK IN PROGRESS: There needs to be a regular working session with the Board Chair and Vice-Chair so the agenda and daily issues can be assessed and brought forth more timely.

DUMPSTERS/GREASE TRAPS – In a prior action, the former DDA Director offered to assist (in some manner) with the resolution of the grease trap issues behind AutoZone. There have been three “traps” placed there for many years, and code enforcement is now writing citations, effectively requiring that these are moved off of public right of way and handled by the owner/carriers. Our office looked at various solutions, met with owners, and discussed via email with the village manager and economic development.

➡ A determination has been made that the issue of the relocation and building of an enclosure for grease traps is not the DDA’s to resolve. We will await any communication on how we can assist based upon a derived plan from the owners or the Village.

Likewise, prior commitments were verbalized for the repair of dumpster enclosures in the downtown. The Village has quoted the purchase and installation of replacement doors for the missing doors on the dumpster enclosure behind 313, asking that the DDA pay for the doors and repair

➡ Reviewing the contract for the building of the enclosure reveals that the DDA was responsible for the payment of \$12,500 towards its construction, and that upon completion the Village would own it, and be responsible for its repair. We have communicated that the

enclosure is under ownership and control of the village and are awaiting any further communication.

WORK IN PROGRESS: We have begun the work on partnering with developer of 44 E flint to construct a dumpster enclosure in the DDA lot at Front and Anderson. We are also discussing the possible use of a old shed form the l uber yard to conceal the garbage at 20 Front and Wee Bean. Again, we have no specific commitment, are offering solutions, and awaiting direction from the owners.

Ehman Center. – We have jumped in a continued to help with the legal aspects of the PUD for the rehabilitati9on and preservation of the Ehman Center.

➡ We negotiated, drafted and presented for approval an addendum to the PUD, coordinated wit the owner to assure the tax credit program, and other activity. This project is now under contract to purchase the School Admin Property.

WORK IN PROGRESS: Development of the LOCS property will mean a loss of shared parking for the district.

II. TO DO'S AND MORE

- Parking Agreement(s): All contracts have been pulled and are being reviewed and planned for updating.
 - The TARR lot across form the Dda office is subject to a new negotiation and discussion as to who is responsible for certain maintenance. We assert that we only have to keep the lot free of debris and snow.
- DDA Office Lease: Our office lease is expiring soon, and we are in the process of extending.
 - The new lease is negotiated, signed and in tonight's packet for approval.
- Service Contracts: All of the service contracts with the Village are expired. This is a new negotiation, requiring a deeper analysis of the budget but possibly needed prior the Village adoption of a new budget.
 - A request to commence work on this has been issued. We are awaiting a response.
- HERITAGE CONSULTING: Outreach has now happened as the principal at Heritage has returned from an obligation out of the country. We are planning an initial work-process meeting via zoom/teams before April 19, 2024 and from that meeting will announce a timeline and deliverable needs.

➡ There needs to be a 501(c)(3) organization formed, which we can accomplish, but the focus of the identity and purpose must be refined.

WORK IN PROGRESS: This will be brought to the Summit of Committees, a call for volunteer representatives extended, and a proposed concept set of bylaws and purpose drafted by our Director. The progress and steps will be brought back to the Board in May.

- Gift Certificates: We accumulate funds from the Downtown Dollars program, via credit card / debit pay, in a separate account. This needs to have a better control and audit mechanism, which is being reviewed.

- The Resolution to allow access to the PNC account has been completed.

- FAÇADE PROGRAM: We currently have three interested parties. There is some funding budgeted in the remaining year and an additional sum in the coming budget.

➡ We have placed for your consideration a newly defined program guide and application process, including review criteria and standards. We recommend approval and the immediate offer of assistance in application to the three applicants.

WORK IN PROGRESS: Leadership is reviewing the various ways the grants were administered in the past and will be recommending a permanent solution.

- FLINT STREET ALLEY: There is a need to continue to update the alley for better use. Concepts are being brought together, including a reading area, butterfly wall, color, better lighting, elimination of the smokers aspect, etc.

➡ We obtained a quote for repaving the alley, its broken and a hazard in places, and that we put in at \$5500.. Stay tuned.

WORK IN PROGRESS: there should be a focus of launching a de-designed and colorful alley, supported by a sponsorship.

- III. **BUDGET.** The board, at its special meeting approved the Executive Director's submitted budget. This requires this office to instruct the Village to refrain from automatic withdraw from budgetary line items, until the service agreement and the process of charging is finally defined and resolved. Written communication with that instruction will follow our discussion of this issue at the open meeting.

IV. LUMBER YARD

The development project is moving forward as all the details get organized and gathered. Of significant note to the initial analysis work being conducted:

MDOT PERCOLATION BASIN. This area is now being attacked with the help of Congresswoman McClain's office. We have discovered that the basin is actually a vernal pond and there is a question of wet lands designation. Progress is being made and a better update will, be brought in July.

EASEMENT IDENTIFICATION. Title is being examined to determine the extent of the FUNDING RESOURCE PLANNING. Concepts that include possible RTA access, multi-modal grant support, land lease revenue planning, optimization of PPP offerings, and other ideas are being compiled. Contact has been made with multiple developers, planning experts from outside the region, interviews conducted with local voices, and debt service options are being constructed.

ENVIRONMENTAL INSPECTIONS. We are now fully up to speed with the entire baseline environmental report and its findings on the site. A walk through with AKT Peerless who performed the initial investigatory work is scheduled for June 25th.

STARTING DECONSTRUCTION. We want to start deconstruction and plan to:

- SIGNS: Carefully, and without liability, remove and store the artwork sign and the lumber yard sign. We want to deconstruct the main triangle sign and store the panels. **DONE**
- Clear vegetation away from structures. **DONE**
- Commence historic architecture work with County. **DONE**
- WE NEED TO SELL/DONATE. Pick and donate is ongoing. We have sold two more sheds, offer wood for eagle scout projects, and are planning a full day for the public to attend and grab and donate.



SMALL LOT ON SITE. A proposal to offer \$7000 for the ,to is on tonight's agenda.

PARKING. We are securing the west frontage AND building temporary parking. The single source invoicing is on tonight's agenda.

V. SMALL BOARD CHARETTES

The small board meetings held with leadership were excellent. Several concept questions arose that are now being formulated in strategic planning:

- How can we build a better identity?
- What is our approach to maintaining cleanliness and readiness to address changes?
- How can we communicate better, and more directly to a broader audience.
- Is there a mechanism to draw together our building owners to define a better vision for the overall identity and diversity if downtown?
- Is there a means to draw more hands on resources to start up and second stage businesses to help growth and long term stability?
- Can we apply data better?
- Communication, Communication, Communication, from all sources and listeners.

VI. IMPORTANT EVENTS AND DATES

JUNE 28 AND 29, 2024	PICK AND DONATE AT THE LUMER YARD
JUNE 22, 2024	JUBILEE
JULY 6, 2024	FIREWORKS

Respectfully Submitted,

Matthew Gibb

gibb@downtownlakeorion.org

(248) 464-0307

ATTACHED

LETTERS OF SUPPORT FOR THE LUMBER YARD PROJECT (GRANT)



Village of **Lake Orion**
EST 1859

June 14, 2024

Oakland County
2100 Pontiac Lake Road
Waterford, MI 48328

Greetings!

I write this letter in support of a grant funding opportunity for the Village of Lake Orion, DDA Gateway project.

For many years, our community has suffered with both the good news and bad news of success. We have an explosion of exciting new development, incredibly popular restaurants and shops that have made us a destination in north Oakland County. That's the good news.


Economic ecosystems can be fragile. We have identified a serious parking and community event space need as a result of 2024 commerce in an 1859 Downtown infrastructure. That is the bad news. That said, our DDA and Village Council have supported and invested in a 4+ acre parcel of land that is at the epicenter of the entrance to our Downtown District. The purchase of the former Lake Orion Lumber property at the corner of S. Broadway (M24) and Atwater has the highest value, location and visibility of any other M24 parcel.

Our DDA has been diligently planning for the future use of this space in a way that will solve our Downtown and event parking and event placement needs for decades.

I would ask that you please give serious consideration to assisting us in the continued success of the Village of Lake Orion DDA and our Downtown. I can't think of a better and more ripe opportunity for economic development and visual ascetics in an Oakland County community!

Thank you for your kind consideration, and for your continued partnership. Our success belongs to everyone.

Sincerely,


Jerry L. Narsh, President
Lake Orion Village Council



June 14, 2024

Oakland County
2100 Pontiac Lake Rd.
Waterford, MI 48328

RE: Lumber Yard at Paint Creek, Downtown Lake Orion

To whom it may concern,

I'm writing to offer my support to the Lake Orion Downtown Development Authority (DDA) in their efforts in obtaining funding for the Gateway Project to revitalize the former lumber yard at Paint Creek.

The DDA's vision for this project aligns with our shared goal of fostering a vibrant community. As the director of Orion Art Center, I understand the importance of creative endeavors in transforming spaces and beautifying our town. Our nonprofit is excited about this project and recognizes the value of potential grant funding.

The inclusion of extra parking in the redevelopment is particularly exciting for us at Orion Art Center. With our frequent community events, having more parking available will greatly improve accessibility and participation. This additional parking will not only enhance community events but also encourage residents from surrounding communities to regularly visit our beautiful downtown and experience the many popular restaurants, shops, and other small businesses in the downtown Lake Orion community.

Incorporating additional art installations and creative flair into the space will visually enhance the area and attract more artists to the community and our membership at Orion Art Center. As a community we have discussed in length the importance of keeping the rich history of this area. I am confident and thrilled the DDA shares this common goal.

With the support of the grant, the DDA will succeed in creating a welcoming space for residents and visitors, adding to the beautification of our town. Please know that the Orion Art Center is ready to assist the DDA in any way possible to ensure the success of this important initiative.

Warm regards,

A handwritten signature in black ink, appearing to read "Holly Nicosia".

Holly Nicosia
Executive Director
Orion Art Center

director@orionartcenter.org
orionartcenter.org
248•693•4986

115 S Anderson St
PO Box 674
Lake Orion, MI 48361



June 13, 2024

OAKLAND COUNTY
2100 Pontiac Lake Rd
Waterford MI 48328

Re: Lumber Yard at Paint Creek
VILLAGE OF LAKE ORION

To whom it may concern,

On behalf of the Board of Directors of the Lake Orion Downtown Development Authority (DDA), and as Board Chair of the DDA, I want to extend my strong support for grant funding for the DDA's Gateway Project.

This project is vital to the continued development of Lake Orion's historic downtown while maintaining the integrity and history of our Village. We have heard our community and incorporated many of their wishes.

This redevelopment project is truly the "gateway" to our Village. This important project will include the following:

- The historic nature of the property will be honored and restored in the redevelopment.
- The project will provide much-needed additional parking for our downtown shopping and dining district.
- The redevelopment will provide community members with a much-needed space for community and individual activities, such as a farmer's market and community event space.
- The Gateway Project will provide another connection to the Paint Creek Trail.

These are just several aspects of many that will ensure this project meets the needs of all community members. I appreciate your consideration of this grant and strongly recommend funding for this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Debbie Burgess", is written over the typed name.

Debbie Burgess
Board Chair
Lake Orion DDA



June 13, 2024

To Whom it May Concern,

I want to express my full support for the Lake Orion Lumber Yard Project. This project will not only function as the gateway to our downtown but also provide an anchor to our community. It is not often a piece of property of this size and location becomes available for community benefit in a community and this is a unique opportunity to create a legacy for generations to come. Not only does the project have historic value with the preservation of property history, but it provides a welcoming space to showcase our village. I have long been a proponent of preserving community gathering spaces in a time when so much land is developed. This is a once in a few generations opportunity that I am so glad the DDA has said yes to.

Teresa Rutt

A handwritten signature in black ink that reads "Teresa Rutt". The signature is written in a cursive style with a large initial 'T'.

Village of Lake Orion
Village Council President Pro Tem



Snug Harbor Bait & Tackle

160 Heights Rd., Lake Orion, MI 48362 248-693-SNUG

June 14, 2024

Oakland County
2100 Pontic Lake Rd
Waterford, Mi. 48328

Dear Grant Funding Team,

The Lake Orion Lumber Yard property redevelopment project located at 215 S. Broadway is a promising jewel for the community. It will provide a living history example of the Detroit United Railway, the ice harvesting heritage in Lake Orion and will help to illustrate the historical vacation destination upon which this community was built. This project will impact all southeast Michigan as a placemaking example in preserving history and will serve as a banner of economic growth and building community value.

The businesses and residents of Lake Orion seek your assistance with grant funding. Your careful consideration of this project is deeply appreciated.

Sincerely,

Ken & Sara Van Portfliet
Snug Harbor Bait & Tackle Marine

Sally Medina
Owner
Broadway Embroidery, LLC
12 W Flint St
Lake Orion, MI 48362

Oakland County
2100 Pontiac Lake Rd.
Waterford MI 48328

June 13, 2024

To Whom It May Concern:

I am writing to express my enthusiastic support for the grant application submitted by our Local DDA for the revitalization project of the recently acquired lumber yard. As a business owner in this community, I am excited about the impact this project can have on our town's growth and vitality.

The acquisition of the lumber yard presents a unique opportunity to not only restore a piece of our town's history but also to reinvigorate the gateway to our downtown area. This project has the potential to transform a dilapidated site into a vibrant space that reflects the character and spirit of our community.

Beyond the restoration of physical structures, this project embodies a deeper commitment to building value within our community. By creating a welcoming and aesthetically pleasing gateway, we can attract visitors, businesses, and residents alike, fostering economic growth and prosperity for years to come.

Moreover, the revitalization of the lumber yard holds the promise of fostering a stronger sense of place and identity among residents. As we preserve our heritage and enhance our public spaces, we strengthen the bonds that unite us as a community, instilling a sense of pride and belonging among all who call this town home.

In conclusion, I wholeheartedly endorse the grant application for the gateway project and urge you to consider it favorably. This initiative aligns perfectly with our shared vision for a thriving and inclusive community, and I am confident that its successful implementation will leave a lasting legacy for generations to come.

Thank you for your attention to this matter.

Sincerely,


Sally Medina



118 N. Broadway, Lake Orion, MI 48362
Phone: 248-693-9742 Fax: 248-693-9749
www.downtownlakeorion.org

Janet Bloom, Assistant Director

June 11, 2024

OAKLAND COUNTY
2100 Pontiac Lake RD
Waterford MI 48328

RE Lumber Yard at Paint Creek
VILLAGE OF LAKE ORION

Dear Sir / Madam,

On behalf of the entire Main Street Lake Orion program, and its many volunteers and committee members, please include this Letter of Support in your kind consideration of the project to restore and build the Lumber Yard in the Village of Lake Orion. This gateway project is a significant opportunity to create and program a walkable and safe third place for people to find rest, entertainment, fitness, and a sense of community.

The many elements of the project meet each of the four pillars of the Main Street philosophy, building a strong foundation of small business opportunity, creative access to public lands and water, elimination of blight, and studious preservation of our history. It is bound to become a place of significance not only in Lake Orion, but in Oakland County.

As the Assistant Director of the Lake Orion Downtown Development Authority I will be integrally involved in the programming of events, business resource planning, educational highlights, and more. Our entire team of volunteers, staff, and leadership cannot wait to roll back those barn doors, flip on the amplifier and bring some laughter and fun to the entire region.

Thank you for your consideration and support,

Sincerely,

Janet Bloom



Kevin Bessert

20 E. Front Street
Lake Orion, MI 48362
(248) 783-7105
kevin@20frontstreet.com

June 14th, 2024

OAKLAND COUNTY
2100 Pontiac Lake Rd
Waterford MI 48328

Re: Lumber Yard at Paint Creek VILLAGE OF LAKE ORION


To Whom it may concern,

As a proud business owner in the Village of Lake Orion I want to extend my strong support for grant funding for the DDA's Gateway Project. Due to its geographic location, the lumberyard is truly the entrance or "gateway" to our downtown business district. As an owner of a performing arts venue that brings people to our downtown each and every weekend from great distances, I am incredibly excited about the potential this project has for the continued development of Lake Orion and more specifically the historic nature of the lumberyard property. It will provide the DDA with opportunity to alleviate several of the issues that our community and business is facing:

- The lack of adequate parking for our downtown business district
- A large, central community center or square for community events, gatherings and performing arts
- The preservation of the history of the property/area while also tying into and incorporating the magnificent nature (Paint Creek) and recreational aspects (Paint Creek Trail) of our gorgeous downtown.

These are just a few of the highlights of what I feel will be a game changing revitalization for our Village and downtown Business district. I appreciate your consideration of this grant and strongly recommend funding for this important project.

Sincerely



Kevin Bessert

Owner Managing Partner



June 14, 2024

Oakland County
2100 Pontiac Lake Rd.
Waterford, MI 48328

Re: Lake Orion Lumberyard Project

My wife and I are the property and business owners of Ed's Broadway Gift and Costume in downtown Lake Orion. We have been here for over 25 years and were excited to see our DDA purchase the lumberyard property. We are in full support and look forward to additional parking, historic preservation, and a beautiful gateway into the downtown area.

Sincerely,

Lloyd and Kathy Coe
Ed's Broadway Gift & Costume
2 South Broadway St
Downtown Lake Orion
MI 48362

Job Descriptions / Daniels Resume

Daniel Pavelich

3961 High Grove Way, Lake Orion, MI 48360

Cell: 248-843-7488

Pavelicd@mail.gvsu.edu

EDUCATION

Lake Orion High School - 495 E Scripps Rd, Orion Charter Township, MI 48360

GPA: 4.00

Graduated June 2023

Current freshman at Grand Valley State University Honors College

Major in Statistics with Minors in Digital Studies and Anthropology

GPA: 3.675

PREVIOUS WORK EXPERIENCE

- **Kroger:** I work as a courtesy clerk at Kroger, where I do various jobs around the store to keep a clean and organized work environment for the customers and workers. (2021-Present, on educational leave for school)
- **Architecture:** I independently worked under an architect, verifying, organizing and preparing projects to be sent to clients. (2020-2021)
- **Camp Counselor:** Worked at "Camp Wanna Have fun" as a counselor for kids from kindergarten through fifth grade. Responsible for the safety, care and daily direction of classes assigned. (Summer 2020)
- **Dog Sitting and Lawn Care:** I started a business, "Daniel's Daily Services", that takes care of animals, does lawn service and other duties as needed for neighbors. DDS is still currently in operation. (2015 – Present)

HOBBIES, SKILLS AND AWARDS

Lamp of Learning Award and Academic Letter in High School.

Achieved a Varsity Letter as a High School freshman member of the swim team.

Multiple Rubik's cube awards for achieving top three in competition.

Technology skills:

- Basic Microsoft Office Skills

School activities

- Varsity Tennis and Swimming in high school
- Intermural Tennis and bouldering

Personal interests/hobbies:

- Rubik's cubes- I go to competitions around the country and compete against people around the world.

Administrative Coordinator

Supervision Received: Reports to the DDA Director

Supervision Exercised: Intern / Volunteers as needed

Qualifications:

- Working knowledge of Municipal government procedures a plus
- Professional attitude and ability to work with the public, Village and Township officials, volunteers and merchants
- Working knowledge of Main Street ideology a plus
- Strong organizational skills with attention to detail
- Willingness and ability to learn quickly
- Ability to work cooperatively with others
- Strong communication skills, both written and oral
- Bachelor's degree in communications, office administration, English, or journalism is desired.

Duties:

- Writing: Create and/or edit content for
 - Website pages
 - E-newsletters
 - Weekly General e-newsletter
 - Bi-weekly Business e-newsletter
 - Special Edition Newsletters as required (about 1x month)
 - Business and Community notices and communications
 - Grant narratives, as needed
 - Award nominations, as needed
- Serves as administrative resource person to DDA Director, Assistant Director and DDA Board
 - Bookkeeping using BS&A accounting software
 - Assist in Preparation of Agenda Packets for monthly meetings using MuniCode agenda software
 - Liaison for all merchandise sales; tracks/reports on all merchandise sales
 - Manage administration of DTLO office
 - Update Dining & Shopping guide and Available properties list and other pertinent documents as needed, including associated update to web pages.
 - Manage other special programs as needed
 - Takes care of non-event flier, brochure, table tent, newsletter and survey distribution as necessary
 - Assists with preparation and distribution of necessary bid documents and tabulates results
 - Working knowledge of all active workplans
 - Performs other duties as required
 - office organization and tidying

Knowledge of the following a plus, willingness to learn as necessary:

- The four-point Main Street approach to assist in the recruitment and management of volunteers
- Microsoft Office Suite – especially spreadsheets
- Google Drive
- WordPress (website design)
- Social Media
- Snap Retail (Email services)
- Canva.com (Graphics)
- Adobe Suite (InDesign, Illustrator)

Wages:

- \$18/hour DOQ
- 11am – 5pm Monday – Friday, some weekends and evenings required
- 30 hours weekly (Schedule varies based upon DDA Calendar)