



**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**

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

**Wednesday, August 2, 2023**

**6:30 PM**

**Lake Orion Village Hall Council Chambers**

**21 East Church Street**

**LAKE ORION, MI 48362**

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

**ADDRESSING THE DDA BOARD:** Each person wishing to address the DDA Board shall be afforded an opportunity to do so. If you wish to comment, please stand or raise a hand to indicate that you wish to speak. When recognized, give your name and address and direct your comments to the Chair.

**I. Call to Order** 6:30 PM

**II. Roll Call and Determination of Quorum**

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

**The purpose of the Meeting is to make staffing decisions and other business decisions and to adjourn to Closed Session as permitted under the Open Meetings Act, PA 297 of 1976, as amended, Section 15.268h to review litigation legal opinion of the DDA attorney.**

**IV. Public Comment**

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

**V. Items for Consideration**

1. Staffing Approval - Seasonal Part Time Events
2. Closed Session

**VI. 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:** August 2, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** Staffing Approval - Seasonal Part Time Events

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**Attached:**

Resume - Abigail Bayley

**Background Information:** I have asked Abby if she could work during school to continue helping with fall events and she has agreed. Her duties would include planning and hosting the #StrongerTogether Oktoberfest event, writing 2 e-newsletter/week, scheduling event related posts, and managing the event workplans until we are able to hire the events coordinator.

**Financial Impact:**

This work would be considered part time seasonal at a rate of \$18/hour.

Fiscal Year	GL #	Description	Budget	Available Balance	Action Item Cost	Remaining Balance
2023-24	248-260-706-000	Wages - Event Coordinator	\$ 33,280	\$ 29,629		
		Abby Bayley			\$ 1,440	\$ 28,189
			<b>Weeks</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
		Seasonal part-time - events	4	20	\$ 18	\$ 1,440

**Recommended Motion: (roll call)**

To approve more hours and time for Abby Bayley for part time season event work through September not to exceed a total of \$1440 from 248-260-706-000 Wages - Event Coordinator.

# Abigail Bayley

638 Thornehill Trail  
Oxford, MI 48371  
(248)-891-6651  
AbbyBayley365@gmail.com

## EDUCATION

### Oxford High School, Oxford — *High School Diploma*

August 2018 - May 2022

Graduated at the top of my class with above a 4.0 GPA

### Oakland Community College, Auburn Hills

August 2020 - May 2022

Dual Enrolled while attending high school and made Deans list all terms

### Oakland University, Auburn Hills

August 2022 - Present

Attending Oakland University Honors College. Studying for a Bachelor degree in Marketing

## EXPERIENCE

### Burger King, Lake Orion — *Team Member*

August 2020 - November 2020

Served customers, prepped food and maintained cleanliness of restaurant

### The Hub Stadium, Auburn Hills — *Hostess*

January 2023 - April 2023

Answer phone calls and coordinate customer parties for their active entertainment

### Kids Energy Zone, Oxford — *Gymnastics Coach*

February 2021 - Present

Lead and coach children of all ages to grow as gymnasts and dancers

### Downtown Development Authority, Lake Orion — *Intern/Seasonal Part-time help*

June 2023 - Present

Worked with businesses to set them up on the new Shop Oakland Ecommerce site and grew my knowledge in the field of marketing while coordinating the social media, newsletters, and weekly entertainment schedules. As well as, helped with the duties of an event coordinator

## AWARDS

**President's List**- Excelled academically and was awarded being on the President's list by achieving above a 3.9 gpa while attending Oakland University

**Dean's list**-Awarded for exceptional grades at Oakland Community College

**President of Vitality Dance**- Responsible for the entirety of Vitality Dance and takes care of complications

**National Honors Society Award**- Inducted into NHS for junior and senior year of high school

## Skills

- Hardworking
- Patient
- Organized
- Works well under pressure
- Proficient in Excel
- Proficient in Word
- Proficient in Access

## Language

- English
- Proficient in Spanish





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### DDA Board Meeting

**DATE:** August 2, 2023  
**FROM:** Molly LaLone, DDA Executive Director  
**SUBJECT:** Closed Session

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#### BACKGROUND BRIEF:

The DDA Board requests to adjourn to Closed Session as permitted under the Open Meetings Act, PA 297 of 1976, as amended, Section 15.268h to consider a written legal opinion from legal counsel.

#### RECOMMENDED MOTION #1:

To adjourn to Closed Session as permitted under the Open Meetings Act, PA 297 of 1976, as amended, Section 15.268h to review litigation legal opinion of the DDA attorney. (Super Majority = 6 DDA Board Members)

1. Adoption of Resolution from Closed Session
  - a) Ask for motion Once the motion is made and seconded ask for a roll call vote, remember you have to have six yes votes to adjourn to closed session (Super Majority)
  - b) DDA Board Chair: THE DDA BOARD WILL NOW ADJOURN TO CLOSED SESSION
  - c) Move to Village Conference Room
  - d) At the end of the closed session DDA Board Chair asks for motion to reconvene to open session
  - e) After a maker and seconder take a roll call vote.
  - f) Move to Village Council Chambers
  - g) Reconvene to open session. DDA Board Chair: THE DDA BOARD IS NOW BACK IN OPEN SESSION AND WILL CONTINUE WITH THE AGENDA

**RECOMMENDED MOTION #2:** for Executive Director and legal counsel to proceed as directed during closed session.