AGENDA

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, April 28, 2025

7:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

ADDRESSING THE VILLAGE COUNCIL: Each person wishing to address the village council 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.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call and Determination of Quorum**
4. **Presentations**

   A. Proclamation-Small Business Appreciation Week: May 4-10, 2025

5. **Call to the Public**
6. **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.

7. **Consent Agenda**

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

   A. Planning Commission Re-appointment – Henry Lorant & James Barry

   B. Approval of Village Council Regular Meeting Minutes of April 14, 2025

   C. Approval of Village Council Special Meeting Minutes of April 16, 2025

   D. Approval of Village Council Special Meeting Minutes of April 21, 2025

   E. Approval of Village Council Special Meeting Minutes of April 22, 2025

F. Receive and File of Parks & Recreation Advisory Committee Regular Meeting Minutes of March 11, 2025

G. Receive and File of DDA Regular Meeting Minutes of March 18, 2025

H. Receive and File of Invoice Distribution Report of April 29, 2025

I. Receive and File attached correspondences from various community members in regard to "Save the Lake" initiative

J. Approval of Special Event – Lake Orion Lions Club Jubilee

8. Items Removed from the Consent Agenda

9. Public Hearings

A. Hearing on Proposed Special Assessment Roll – Sidewalk Improvement Program (SWIP) 2025 District #1

10. Other Items

A. Amendments to Sidewalk Improvement Program Policy

B. 2025-2027 Tax Collection Services Agreement – Orion Township

C. Audit Feedback Memo requested per Council

D. Contract for Preparation of FY 2026 Transportation Economic Development Fund (TEDF) Category B Grant Application - NFE

E. Local Road Improvement Matching fund Program Cost Participation Agreement

11. Call to the Public

12. Council Comments

13. Village Manager Comments

14. Closed Session Items

A. Consider Periodic Personnel Evaluation of Village Manager – MCL 15.268(1)(a)

15. Business From Closed Session

16. 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.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 24, 2025

TOPIC Proclamation-Small Business Appreciation Week: May 4-10, 2025

BACKGROUND BRIEF:

Small businesses are essential to the Village of Lake Orion's economy and community life. In recognition of their ongoing contributions, the Village Council will observe Small Business Appreciation Week from May 4 through May 10, 2025.

In the absence of the Village Council President, President Pro Tem Ford will formally present the proclamation during the meeting.

This proclamation underscores the Village's commitment to supporting its small business community and celebrates the innovation, service, and resilience of our local entrepreneurs.

RECOMMENDED MOTION:

To approve and present the proclamation recognizing Small Business Appreciation Week, May 4–10, 2025, and authorize the President Pro Tem Ford to present the proclamation in the absence of the Village Council President.

21 E. Church St.
Lake Orion, MI 48362

Village of Lake Orion
EST 1859

248-693-8391
www.lakeorion.org

National Small Business Week 2025 Proclamation

WHEREAS, small businesses are the backbone of our local economy, providing vital goods, services, and employment opportunities that enhance the quality of life in the Village of Lake Orion; and

WHEREAS, National Small Business Week is a time to recognize and celebrate the courage, dedication, and resilience of small business owners and entrepreneurs across the nation; and

WHEREAS, small businesses continue to face challenges in an evolving economic landscape, and it is more important than ever to uplift and support them as they adapt, grow, and thrive; and

WHEREAS, the Village of Lake Orion values the essential role small businesses play in building a strong, vibrant, and connected community; and

WHEREAS, we encourage residents and visitors to show their support by shopping locally, dining at independently owned restaurants, and utilizing local services; and

WHEREAS, we also recognize the importance of partnerships between local governments, chambers of commerce, and economic development organizations in fostering a supportive environment for small businesses to succeed; and

WHEREAS, the Village of Lake Orion proudly joins communities across the country in honoring the contributions and enduring spirit of small businesses.
NOW, THEREFORE, I, Teresa Rutt, Village Council President of the Village of Lake Orion, do hereby proclaim the week of May 4- April 10, 2025, as National Small Business Week in the Village of Lake Orion.

By supporting our small businesses, we help ensure a thriving future for our village and the people who call it home.

Done this Monday, the 28th day of April, 2025.

_____

Teresa Rutt
Lake Orion Village Council President

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Planning Commission Re-appointment – Henry Lorant & James Barry

BACKGROUND BRIEF:

Henry Lorant and James Barry, both Planning Commissioners whose terms expire on April 30, 2025, have expressed interest in continuing to serve on the Planning Commission.

The Planning Commission consists of nine members, six of whom are appointed by the Village President with the approval of a majority of the Village Council. President Rutt is recommending the reappointment of Henry Lorant and James Barry to new three-year terms, set to expire on April 30, 2028, and is seeking Council's approval for these appointments.

Following these reappointments, one vacancy will remain on the Planning Commission Board.

RECOMMENDED MOTION:

To reappoint Henry Lorant and James Barry to three-year terms on the Planning Commission, with terms expiring April 30, 2028, subject to approval by the Village Council.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Approval of Village Council Regular Meeting Minutes of April 14, 2025

RECOMMENDED MOTION: To approve the April 14, 2025 Village Council Regular Meeting Minutes, as presented.

MINUTES

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, April 14, 2025

7:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The April 14, 2025, Village Council Regular meeting was called to order at 7:30 PM by President Rutt.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

PRESENT
President Teresa Rutt
President Pro Tem Stan Ford
Council member Carl Cyrowski
Council member Nancy Moshier
Council member Michael Lamb
Council member George Dandalides
Council member Alex Comparoni Jr

STAFF PRESENT
Police Chief Mark Amundson
DPW Director Wes Sanchez
Clerk/Treasurer Sonja Stout
Village Planning and Zoning Coordinator Gage Belko

4. Presentations

A. Lake Orion Police Department (LOPD) and Lake Orion Lake Association (LOLA) Training funds check presentation for Marine Officer Training School.

Police Chief Amundson provided a brief presentation on the importance of establishing a fully trained Marine Division to serve Lake Orion. He expressed appreciation to the Lake Orion Lake Association (LOLA) for their generous contribution of $1,300 to support Marine Officer training for two officers. Dan Nelson, representing LOLA, emphasized the significance of protecting the

lake as one of the community's most valuable assets and commended Chief Amundson for his efforts in advancing the training initiative. A ceremonial check was presented to Chief Amundson, followed by a group photo with LOLA members.

5. Call to the Public

Donald Kindred addressed the Council regarding the recent protests that took place on the previous Saturday, expressing his concerns about the events. He also shared his ongoing concerns related to parking lot issues.

6. Approval of Agenda

MOTION made by President Pro Tem Ford, Seconded by Council member Cyrowski to approve the April 14, 2025, Village Council Regular Meeting Agenda, as presented.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

7. Consent Agenda

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

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to approve the Consent Agenda with the removal of items C. Correspondence from Council Member George Dandalides regarding audit report feedback and item D. Correspondence from Council Member George Dandalides regarding LOLA input-Planning Commission April 7, 2025 Meeting Agenda 8.A Master Plan Amendment #3-Strategice Action Plan Draft #2 for further discussion.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

A. Receive Proposed FY 2025-26 Budget and Schedule Budget Work Sessions and Public Hearing

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to receive the Village Manager's Proposed FY 2025-26 Budget and to schedule Village Council budget work sessions to review the proposed budget for 6:30 PM on the following dates: Wednesday, April 16, 2025; Monday, April 21, 2025; Tuesday, April 22, 2025; and Wednesday, April 23, 2025.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to schedule the public hearing on the Proposed FY 2025-26 Budget and proposed millage rates for Monday, May 12, 2025, at 7:30 PM.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr

VOTING NAY: None
ABSENT: None
MOTION: Carried

B. GM on Main Street Grant

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to receive and file the GM on Main Street Grant, submitted by the Downtown Development Authority, as presented.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

C. Correspondence from Council Member George Dandalides regarding audit report feedback

Removed for further discussion.

D. Correspondence from Council Member George Dandalides regarding LOLA Input - Planning Commission April 7, 2025 Meeting Agenda 8.A Master Plan Amendment #3 - Strategic Action Plan Draft #2

Removed for further discussion.

E. Approval of Village Council Regular Meeting Minutes of March 24, 2025

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to approve the March 24, 2025, Village Council Regular Meeting Minutes, as presented.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

F. Approval of Village Council Special Meeting Minutes of March 24, 2025

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to approve the March 24, 2025, Village Council Special Meeting Minutes, as presented.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

G. Receive and File of Planning Commission Regular Meeting Minutes of February 3, 2025

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to receive and file the Planning Commission Regular Meeting Minutes of February 3, 2025, as presented.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None

MOTION: Carried

H. Approval of Special Event: Downtown Lake Orion Cornhole League

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to adopt Resolution 2025-010 to approve Downtown Lake Orion Cornhole League Special Event Application and the License Agreement between the Village of Lake Orion and Lloyd Coe of the American Legion and the Sons of American Legion for the use of various Village properties scheduled every Thursday night, beginning June 5, 2025, until September 4, 2025, between 7:00PM and 9:00PM, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

I. Approval of Special Event – Orion Veterans Memorial Day Run/Walk

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to adopt Resolution 2025-009 to approve the Orion Veterans Memorial Day Run/Walk Special Event Application and the License Agreement between the Village of Lake Orion and Jenny Bhatti of the Charter Township of Orion and Orion Veterans Memorial for the use of various Village properties on May 26, 2025, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

J. Receive and File of Financial Statements for March 2025

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to receive and file the financial reports for March 2025.

VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

K. Receive and File of Invoice Distribution Report for April 15, 2025

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to receive and file the bills in the amount of $302,753.89 of which $30,940.70 are DDA bills for a net total of $271,813.19 and to receive and file the DDA bills.

VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

L. Receive and File of Police Department Activity Report for March 2025

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to receive and file the March 2025 Police Department Activity Report.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

8. Items Removed from the Consent Agenda

C. Correspondence from Council Member George Dandalides regarding audit report feedback

Council Member Dandalides discussed the recent audit feedback report, noting that it effectively addressed the concerns raised in last year's audit and provided identified solutions. He suggested that a brief review of the report at an upcoming council meeting would be beneficial for both the public and council, especially in response to questions from residents and council members. He also recommended publishing the report on the Finance and Treasury Audit Reports page to ensure transparency and follow-through. Council Member Lamb expressed agreement, adding that the audit findings report should be included annually.

MOTION made by Council member Dandalides, Seconded by Council member Lamb to request a brief review of the report in an upcoming council meeting, and to post the report on the Finance and Treasury, Audit Reports page of the Village's website.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

D. Correspondence from Council Member George Dandalides regarding LOLA Input - Planning Commission April 7, 2025 Meeting Agenda 8.A Master Plan Amendment #3 - Strategic Action Plan Draft #2

MOTION made by Council member Dandalides, Seconded by Council member Lamb to create a council subcommittee to review the top priority issues presented by LOLA, other residents, and consistent with the Village Master Plan, and come back to council with recommended solutions to address those issues. The subcommittee would be comprised of three council members, as well as the Village Manager and the Police Chief.
VOTING YEA: Rutt, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: Ford
ABSENT: None
MOTION: Carried
Council members engaged in a discussion that included several concerns regarding the formation of a subcommittee. Topics raised included the Township's potential involvement, the importance of respecting residents' rights, possible legal implications, and whether a subcommittee is the

appropriate approach—especially given that council meetings are televised while subcommittee meetings are not. Additional concerns were expressed about public safety and the possibility of consulting with the Village's attorney.

Dan Nelson, representing the Lake Orion Lake Association (LOLA), shared that he has had previous conversations with the Township and indicated there is a willingness on their part to collaborate with the Village on this matter.

Rosemary Ford expressed concerns regarding public access and questioned whether state-managed public boat launches should be included in the scope of the subcommittee's discussions.

MOTION made by Council member Dandalides, Seconded by Council member Lamb to **AMEND** the previous motion to create a council subcommittee to review the top priority issues presented by LOLA, other residents, and consistent with the Village Master Plan, and come back to council with recommended solutions to address those issues. The subcommittee would be comprised of **Council Member Dandalides, Council Member Lamb, and Council Member Comparoni**, as well as the Village Manager and the Police Chief **and to include a representative from the Township. Committee to report back to Council no later than the July 28 2025 council meeting.**
VOTING YEA: Rutt, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: Ford
ABSENT: None
MOTION: Carried

9. Public Hearings

None.

10. Other Items

A. Parks and Recreation Committee Term Appointments and Vacancy

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to re-appoint Rosemary Ford, to a two-year term, on the Parks and Recreation Advisory Committee with the term to expire on March 31, 2027.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

MOTION made by President Rutt, Seconded by Council member Comparoni Jr to appoint Erin Rohlfing to the Parks and Recreation Advisory Committee with the term to expire on March 31, 2026.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier,Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

Council Member Lamb encouraged Jody Hand to consider applying for other boards and commissions that currently have open positions available.

B. Master Plan Amendment #3 – Strategic Action Plan Draft #2

Council Member Lamb suggested formatting changes to the Draft Strategic Action Plan, including using black text, removing images, and adding the legend to each page. He supports the document but noted formatting issues. Council Member Moshier agreed on using black and white and raised concerns about the survey demographics. President Rutt suggested increasing engagement through the website, and Council Member Lamb recommended including future surveys in newsletters. President Pro Tem Ford acknowledged the small survey sample, and Council Member Dandalides noted the survey closed on April 4.

MOTION made by President Rutt, Seconded by President Pro Tem Ford to approve distribution of the Draft Strategic Action Plan (Master Plan Amendment #3), as presented, for the required 42-day public review period.

VOTING YEA: Rutt, Ford, Cyrowski, Moshier,Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

11. Call to the Public

Dan Nelson spoke about various access points on the lake, raising concerns about keyholing and overall safety. He also expressed frustration with forming subcommittees that result in no action.

Jim Barry addressed issues of overcrowding on the lake and potential legal concerns, emphasizing that local authorities have the ability to manage these matters. He stressed that safety remains the top priority for the lake.

12. Council Comments

Council Member Dandalides had no comments.

President Pro Tem Ford acknowledged the weekend protests, expressed appreciation that Parks and Recreation activities continued, and thanked LOLA for their donation to the Police Department. He noted the importance of Township involvement in addressing lake-related issues.

Council Member Moshier thanked residents for attending, congratulated Rosemary Ford on her term extension, and shared a brief update on the wood ducks near her home.

Council Member Comparoni, Jr. noted the progress made on lake issues and expressed hope that the subcommittee will develop effective solutions.

Council Member Cyrowski shared a complaint from local businesses regarding the weekend protest and asked about the type of information available in advance of such events.

Council Member Lamb shared data on lakefront property growth and taxable values. He also commented on the DDA budget format, requesting consistency with other departments, and voiced concerns about the lake.

President Rutt reviewed the public comment policy, reminding residents that Council cannot respond during public comment to maintain order. She also addressed the weekend protest, noting that while such events can be disruptive, the right to protest must be respected.

13. Village Manager Comments

Chief Amundson informed Council that the Village Manager's Report would be emailed to them following the meeting. He briefly addressed the weekend protests and noted that, moving forward, the DDA Executive Director would be included in communications about such events to keep business owners informed. He also provided brief comments on the marina ordinance and keyholing issues on the lake

14. Closed Session Items

15. Business From Closed Session

16. Adjournment

MOTION made by Council member Comparoni Jr, Seconded by Council member Lamb to adjourn the April 14, 2025, Village Council Regular Meeting.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier,Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

The April 14, 2025, Village Council Regular Meeting adjourned at 9:08 PM.

_____
Teresa Rutt
President

_____
Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on April 28, 2025.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Approval of Village Council Special Meeting Minutes of April 16, 2025

RECOMMENDED MOTION: To approve the April 16, 2025 Village Council Special Meeting Minutes, as presented.

MINUTES

SPECIAL MEETING VILLAGE COUNCIL BUDGET WORK SESSIONS

Wednesday, April 16, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The April 16, 2025, Village Council Special Meeting was called to order at 6:30 PM by President Rutt.

2. Roll Call and Determination of Quorum

PRESENT
President Teresa Rutt
Council member Carl Cyrowski - arrived at 6:32PM
Council member Nancy Moshier
Council member Michael Lamb
Council member George Dandalides
Council member Alex Comparoni Jr

ABSENT
President Pro Tem Stan Ford

STAFF PRESENT
Village Manager Darwin McClary
DDA Executive Director Matthew Gibb
DDA Assistant Director Janet Bloom
Police Chief Mark Amundson
DPW Director Wes Sanchez
Deputy Clerk/Treasurer Lynsey Blough

MOTION made by Council member Comparoni Jr., Seconded by Council member Moshier, to excuse President Pro Tem Ford from the April 16, 2025, Village Council Special Meeting.
VOTING YEA: Rutt, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Ford
MOTION: Carried

3. Call to the Public

Francesco Komendera expressed confusion over the 75/25 split. He praised the Village Council for being more engaged and constructive and requested updates on Council member Lamb's complaint to the Treasury Department, as well as more details about large sums being diverted from public necessities in the budget.

4. Other Items

A. Review and Discuss Proposed FY 2025-26 Budget

Village Manager McClary responded to Mr. Komendera's question about the Public Infrastructure Fund contribution and the DDA debt. After that, he suggested updating tax revenue estimates to reflect recent property values, resulting in a projected $1,040,000 in DDA tax capture and also increasing the DDA bond debt payments from $1,000-$2,000.

MOTION made by Council member Lamb, Seconded by Council member Moshier, to temporarily suspend the standard rules regarding speaking time limits and the number of times a member may speak, in order to allow open discussion of the budget.
VOTING YEA: Rutt, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Ford
MOTION: Carried

DDA Executive Director Gibb explained why the budget was presented in spreadsheet format instead of the BS&A format. Council member Lamb expressed concerns about not using the BS&A format. DDA Executive Director Gibb also mentioned a correction to the DPW contractual services line, increasing it from $20,000 to $29,351.

President Rutt briefly interjected to note she had to leave.

MOTION by Council member Lamb, Seconded by Council member Comparoni Jr, to elect Council member Dandalides as Chair of the meeting.
VOTING YEA: Rutt, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Ford
MOTION: Carried

President Rutt left at 7:16PM.

Council member Dandalides began chairing the meeting.

Council member Dandalides spoke about DDA establishments prior to 1993. A discussion followed between Brenda Beyer and DDA Executive Director Gibb regarding the cost of the trolley. Councilmember Lamb expressed support for budget reductions and suggested parking meters as a potential source of revenue.

Council member Dandalides shared an idea to attract more visitors to the downtown area and emphasized the importance of a transparent budgeting process between the DDA and the Village. Councilmember Moshier expressed appreciation for the clarity of this year's budget, despite some adjustments.

Village Manager McClary reviewed the DDA budget approval process in accordance with state law. He recommended delaying approval until the updated service agreements are finalized.

A discussion took place between Council member Cyrowski and DDA Executive Director Gibb regarding the Gazebo Concert Series.

DDA Executive Director Gibb and Council members agreed that the DDA budget cannot be approved at this time. However, there is an alignment between both parties, and the subcommittee must be reactivated to finalize the service agreements.

5. Call to the Public

Brenda Beyer inquired about the source of forecast numbers, and DDA Executive Director Gibb explained they are provided by the Oakland County Equalization Division.

Council member Cyrowski exited the meeting at 7:50PM.

Council member Lamb provided a detailed explanation of income and expenses, while Francesco Komendera spoke about the DDA and TIF, emphasizing the importance of transparency.

Council member Lamb exited the meeting at 7:51PM.

Council member Cyrowski returned at 7:51PM.

Council member Lamb returned at 7:52PM.

Council member Comparoni Jr exited the meeting at 7:52PM.

Mr. Komendera raised questions about millages and emphasized the need for better understanding among the council regarding the TIF and audit deficiencies.

Council member Comparoni Jr returned at 7:54PM.

Council member Lamb clarified the type of entity the DDA is and how it is governed by state law. He also praised Village Manager McClary for improving oversight and financial practices compared to previous management. Mr. Komendera expressed appreciation for the Council's efforts.

Police Chief Amundson stated that DDA funds would support enhanced, rather than basic, police services. He expressed general agreement with the DDA on the budget and is awaiting a formal services agreement. He also mentioned having a list of proposed enhancements, some of which are still under discussion.

6. Adjournment

MOTION made by Council member Cyrowski, Seconded by Council member Comparoni Jr., to adjourn the April 16, 2025, Village Council Special Meeting.
VOTING YEA: Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: Rutt, Ford
MOTION: Carried

The April 16, 2025, Village Council Special Meeting adjourned at 8:03 PM.

_____
Teresa Rutt
President

_____
Lynsey Blough
Deputy Clerk/Treasurer

_____
Sonja Stout
Clerk/Treasurer

Date Approved: as presented on April 28, 2025

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Approval of Village Council Special Meeting Minutes of April 21, 2025

RECOMMENDED MOTION: To approve the April 21, 2025 Village Council Special Meeting Minutes, as presented.

MINUTES

SPECIAL MEETING VILLAGE COUNCIL BUDGET WORK SESSIONS

Monday, April 21, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The April 21, 2025, Village Council Special Meeting was called to order at 6:30 PM by President Rutt.

2. Roll Call and Determination of Quorum

PRESENT
President Teresa Rutt
President Pro Tem Stan Ford
Council member Nancy Moshier
Council member Michael Lamb
Council member George Dandalides

ABSENT
Council member Carl Cyrowski
Council member Alex Comparoni Jr

STAFF PRESENT
Village Manager Darwin McClary
Clerk/Treasurer Sonja Stout

MOTION made by President Rutt, Seconded by Council member Lamb to excuse Council member Alex Comparoni Jr, from the April 21, 2025 Village Council Special Meeting.
VOTING YEA: Rutt, Ford, Moshier, Lamb, Dandalides,
VOTING NAY: None
ABSENT: Cyrowski, Comparoni Jr
MOTION: Carried

3. Call to the Public

None.

4. Other Items

A. Review and Discuss Proposed FY 2025-26 Budget

Village Manager McClary outlined the process for the Special Meeting, explaining that the review would focus on significant changes within the General Fund departments and other related funds, rather than a line-by-line review, in the interest of time.

Council Member Dandalides inquired about the Capital Improvement Plan (CIP) as it relates to the General Fund and potential funding strategies. A discussion followed between Village Manager McClary and Council Member Lamb regarding budgeting approaches for the CIP and long-term planning.

Manager McClary reviewed the General Fund revenues for the FY 2025–2026 budget, noting that no changes were made. Council Member Dandalides asked about boat pass revenue, and it was clarified that the season had just begun.

Manager McClary presented budget overviews for the following departments: Village Council (101), Village Manager (171), Clerk (215), and Information Technology (228), with no proposed changes. Council members discussed licensing agreements under the IT department and Council Member Lamb requested a report from Clerk/Treasurer Stout detailing the Village's Microsoft 365 license usage.

Manager McClary and Clerk/Treasurer Stout reviewed the Finance/Treasurer (253) department, with discussion centered around staffing and succession planning.

Departments Community (255) and General (260) were also reviewed. Council Member Lamb suggested marking unused general ledger accounts as inactive to reduce clutter and recommended including repairs to the Village Hall cement stairs in the budget.

For Planning & Zoning (721), Council and Manager McClary discussed the potential need for increased planner presence in light of ongoing development. A suggestion was made to consider bringing the planner in for two days per week, and Manager McClary recommended seeking a proposal from McKenna.

Parks and Recreation (751) was reviewed, with discussion centered on the annual Capital Outlay allocation, including the potential for an increase and whether the department should contribute to the Atwater Basketball Court project.

MOTION made by Council member Dandalides, Seconded by President Rutt to have the Village fully fund the basketball park project and to add additional $10,000 to the Parks and Recreation budget for Capital Outlay for discretionary spending purposes, which showed no support.

Council considered whether the Capital Outlay amount should remain a fixed annual figure or be determined through a defined annual process. Additional discussion included potential future projects the Parks and Recreation Department could support.

MOTION made by Council member Dandalides, Seconded by President Rutt to ***AMEND*** the previous motion to have the Village fully fund the basketball park project and to add additional ***$7,500*** to their budget for Capital Outlay for discretionary spending purposes.
VOTING YEA: Rutt, Ford, Dandalides,
VOTING NAY: Moshier, Lamb
ABSENT: Cyrowski, Comparoni Jr
MOTION: Failed

MOTION made by Council member Lamb, Seconded by Council member Moshier to have the Village fully fund the basketball park project and to add additional ***$5000*** to their budget for Capital Outlay for discretionary spending purposes.
VOTING YEA: Rutt, Ford, Moshier, Lamb, Dandalides,
VOTING NAY: None
ABSENT: Cyrowski, Comparoni Jr
MOTION: Carried

The Capital Outlay line item was increased from $12,757 to $17,757, reflecting a $5,000 increase intended for discretionary use by the Parks and Recreation Board. Corresponding adjustments were made to the Transfers Out and CIP funds, each increasing from $130,700 to $140,700, to fully fund the Atwater Basketball Court project.

Council also discussed implementing a formal process for the Parks and Recreation Board to submit future project recommendations and funding requests to Council.

MOTION made by President Pro Tem Ford, Seconded by Council member Lamb to direct the Village Manager to make it clear to the Parks and Recreation board, that the last meeting of the year in October, the Parks and Recreation board submit a prioritized list to the Village Manager for the upcoming year for any future capital outlay projects or if they request a rollover for consideration in the next years budget.
VOTING YEA: Rutt, Ford, Moshier, Lamb, Dandalides,
VOTING NAY: None
ABSENT: Cyrowski, Comparoni Jr
MOTION: Carried

Village Manager McClary reviewed the following departments with no changes made: Insurance and Bonds (851) and Contractual Services (880). The Transfers Out (964) fund will reflect the changes of increasing $130,700 to $140,700 which will now include the Village fully funding the Atwater Basketball Court project.

Council Member Lamb suggested revisiting the Tax Increment Financing (TIF) plan to explore how it could better support the General Fund.

Village Manager McClary then reviewed the Capital Projects Fund (401), noting an increase in the transfer amount from $130,700 to $140,700 to fully fund the Atwater Basketball Court project.

Regarding the Escrow Fund (701) and OPEB Fund (737), Village Manager McClary explained that the Escrow Fund is being phased out in favor of creating specific general ledger accounts for

individual projects. The OPEB Fund remains in compliance with state law, which requires a minimum 10% funding level.

In closing, Village Manager McClary clarified the distinction between a shortfall and a deficit and emphasized the importance of maintaining a 20% fund balance for fiscal stability. For the Village, this equates to a minimum reserve of approximately $400,000.

5. Call to the Public

None.

6. Adjournment

MOTION made by President Rutt, Seconded by Council member Dandalides to adjourn the April 21, 2025 Village Council Special Meeting.

VOTING YEA: Rutt, Ford, Moshier, Lamb, Dandalides,
VOTING NAY: None
ABSENT: Cyrowski, Comparoni Jr
MOTION: Carried

The April 21, 2025 Village Council Special Meeting adjourned at 9:03 PM.

_____ _____

Teresa Rutt
President

Sonja Stout
Clerk/Treasurer

Date Approved: as presented on April 28, 2025

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Approval of Village Council Special Meeting Minutes of April 22, 2025

RECOMMENDED MOTION: To approve the April 22, 2025 Village Council Special Meeting Minutes, as presented.

MINUTES

SPECIAL MEETING VILLAGE COUNCIL BUDGET WORK SESSIONS

Tuesday, April 22, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The April 22, 2025, Village Council Special Meeting was called to order at 6:30 PM by President Rutt.

2. Roll Call and Determination of Quorum

PRESENT
President Teresa Rutt
President Pro Tem Stan Ford
Council member Carl Cyrowski
Council member Nancy Moshier
Council member Michael Lamb
Council member George Dandalides
Council member Alex Comparoni Jr

STAFF PRESENT
Village Manager Darwin McClary
Police Chief Mark Amundson
DPW Director Wes Sanchez
Deputy Clerk/Treasurer Lynsey Blough

3. Call to the Public

None.

4. Other Items

A. Review and Discuss Proposed FY 2025-26 Budget

Village Manager McClary outlined the funds to be reviewed, noting that if all are covered, an additional meeting won't be needed.

DPW Director Sanchez began with the Cemetery Trust Fund (151). Manager McClary explained that lot sales contribute to the perpetual care fund, which earns interest. Council member Dandalides raised concerns about a budget shortfall, prompting discussion on solutions. McClary paused the conversation, noting further details would be addressed under the Public Works Fund (225).

DPW Director Sanchez reviewed the Major Street Fund (202). Village Manager McClary explained that most Act 51 funds support major streets and noted ongoing planning for street projects, with preliminary funding identified. Council member Lamb inquired about fund transfers between major and local streets. DPW Director Sanchez reported no major changes in General Activities (Dept. 260) or Routine Maintenance (Dept. 463). President Rutt asked about street sweeping costs, and Council Member Lamb inquired about overtime and equipment rentals.

MOTION made by Council member Lamb, Seconded by Council member Dandalides, to direct the Village Manager to establish an Equipment Fund and develop a reasonable reimbursement structure for Village charges, in order to build the fund in an orderly and methodical manner.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

Village Manager McClary cautioned that state law requires the use of M-DOT Schedule C rates for expenditures from the major and local street funds. DPW Director Sanchez reported minimal changes in Traffic Services (Dept. 474), except for an increase in Contractual Services due to planned road re-striping. Under Winter Maintenance (Dept. 478), Council member Lamb asked about the Capital Outlay.

Under the Local Street Fund (203), President Rutt inquired about pursuing winter maintenance revenue from private roads. Council member Lamb asked about special assessments, and Village Manager McClary stated that a separate fund would be created for them.

For General Activities (Dept. 260), DPW Director Sanchez reported a budget reduction to $10,000, with $5,000 allocated to the sidewalk ramp program.

In Routine Maintenance (Dept. 463), DPW Director Sanchez noted that crosswalk striping paint is costly due to its quick-drying, high-quality formula, which helps avoid prolonged road closures. Council member Moshier asked if the striper is Village-owned; DPW Director Sanchez confirmed that it is.

Council member Lamb asked for clarification on Traffic Services (Dept. 474). DPW Director Sanchez explained it includes street cleaning, road edge maintenance, and drain clearing.

There were no changes reported under Winter Maintenance (Dept. 478). Council member Lamb asked about the increase in Contractual Services and salt costs; DPW Director Sanchez explained the increase is due to the union contract, and salt falls under Supplies. Council

member Lamb also inquired about Construction (Dept. 875), and Village Manager McClary noted it pertains to the Park Avenue Retaining Wall Project.

Council member Dandalides questioned the need for Village-provided leaf pickup given that Priority Waste collects bagged yard waste, suggesting it may be an unnecessary cost. President Rutt agreed, while Pro Tem Ford noted that many residents value the service and raised the issue of balancing community benefit with expense. Additional discussion followed.

MOTION made by Council member Dandalides, Seconded by Council member Cyrowski, to schedule a public hearing during one of the June meetings to gather public input on whether to continue the Village's leaf pickup service.

VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

Pro Tem Ford urged Council and Administration to review the contract with Priority Waste regarding yard waste collection.

DPW Director Sanchez introduced the Department of Public Works Fund (225). A brief discussion followed regarding the services provided to the Downtown Development Authority (DDA). The Village Council also discussed cemetery-related matters, including fees. Village Manager McClary noted that these fee-related items will be revisited during the upcoming Fee Schedule update meeting.

There were no major changes noted in Public Works Fund (Dept. 441). Council Member Lamb inquired about the labor costs associated with park maintenance for bookkeeping purposes. Village Manager McClary suggested that the most effective way to track park-related expenses would be to reallocate them from the Department of Public Works to the Parks and Recreation Department within the General Fund.

No major changes were reported for Phase II Stormwater (Dept. 443). However, $5,000 will be allocated for stormwater maintenance.

Under the Water and Sewer Fund (592), DPW Director Sanchez reviewed the Revenue Department. Village Manager McClary explained the contents of General Activities (Dept. 260) and Sewer Activities (Dept. 548).

Council member Comparoni Jr. exited the meeting at 8:06 PM.

Further discussion took place between Council member Lamb and DPW Director Sanchez.

Council member Comparoni Jr. returned at 8:09 PM.

For Water Activities (Dept. 556), Village Manager McClary reiterated that the Village purchases water from Orion Township, which sources it from the Great Lakes Water Authority. He emphasized that this partnership is the most cost-effective option for the Village. DPW Director

Sanchez then proceeded with Depreciation (Dept. 560) with Council member Lamb clarifying on reserve monies for future maintenance and rehabilitation system.

Police Chief Amundson gave a brief overview of the Police Fund (207), highlighting enhanced police services for the DDA, the addition of a fifth full-time officer, and improvements to code enforcement. He also mentioned the potential sale of firearms from the evidence vault, which could generate approximately $45,000 under Gain/Loss on Sale of Assets. Council member Lamb inquired about the Transfer from the General Fund, prompting further discussion on the ad valorem funding method and the importance of establishing a baseline.

MOTION by Council member Lamb, Seconded by Council member Dandalides, to explore the option of transitioning from a police millage to a police special assessment, with a request for a multi-year budget projection to assess the potential impact on other taxing authorities.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

Police Chief Amundson discussed the Contract OT Reimbursement line item, prompting Council member Cyrowski to express concerns about charging organizations for special event coverage. President Rutt requested a cost breakdown per event be emailed to Council. Chief Amundson also reviewed budget adjustments and noted he is pursuing grant funding for his capital improvement plans, which he will present to Council upon confirmation.

Council member Dandalides commended the Chief's planning and insights. Council member Lamb inquired about compensation for reserve officers, receiving support from Council members Dandalides and Comparoni Jr. Council member Lamb also asked how code enforcement should be categorized within the budget.

Police Chief Amundson reviewed the Parking Meter/System Fund (231) and explained the proposed changes. Village Manager McClary added insight on the feasibility of implementing parking meters in the downtown area. President Rutt expressed her objection to any form of paid parking in the Village , while Council member Dandalides stated it is worth investigating further to gather more data.

Village Manager McClary explained that the Sewer Debt Service Fund (390) only accounts for the payments and expenses associated with the pump station. Further discussion took place.

MOTION by Council member Dandalides, Seconded by Council member Cyrowski, to direct the Village Manager to provide a cross-reference list of the 2025-2026 FY budge line items that support the 2025-2026 FY CIP initiatives (CIP dated 2/10/2025) on or before the final budget submission to the Council. The cross-reference list includes both Village and DDA budget line items and CIP initiatives.
VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

MOTION by Council member Dandalides, Seconded by Council member Lamb, to direct the Village Manager to investigate moving funds from the general fund balance to the Capital Improvement Infrastructure line and come back to Village Council with a reasonable recommendation on amount and timing and that recommendation to the Village Council be made on or before the final budget submission.

VOTING YEA: Dandalides, Lamb
VOTING NAY: Rutt, Ford, Cyrowski, Moshier, Comparoni Jr
ABSENT: None
MOTION: Failed

Village Manager McClary recommended keeping funds in their respective fund balances to maintain flexibility for unexpected emergencies or unanticipated needs. He also provided an example to help the Village Council better understand the importance of this approach.

5. Call to the Public

None.

6. Adjournment

MOTION made by Council member Cyrowski, Seconded by President Rutt, to adjourn the April 22, 2025, Village Council Special Meeting.

VOTING YEA: Rutt, Ford, Cyrowski, Moshier, Lamb, Dandalides, Comparoni Jr
VOTING NAY: None
ABSENT: None
MOTION: Carried

The April 22, 2025 Village Council Special Meeting adjourned at 9:44 PM.

_____
Teresa Rutt
President

_____
Lynsey Blough
Deputy Clerk/Treasurer

_____
Sonja Stout
Clerk/Treasurer

Date Approved: as presented on April 28, 2025

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Receive and File of Parks & Recreation Advisory Committee Regular Meeting Minutes of March 11, 2025

RECOMMENDED MOTION: To receive and file of Parks & Recreation Advisory Committee Regular Meeting Minutes of March 11, 2025, as presented.

Village of Lake Orion Parks and Recreation Advisory Committee
Regular Meeting: Tuesday, March 11, 2025, 6:30 p.m.

1. Call to Order by the Chairperson

The Tuesday, March 11, 2025, Regular Meeting of the Village of Lake Orion Parks and Recreation Advisory Committee was called to order at Village Hall by Rosemary Ford at 6:37pm.

2. Roll Call and Determination of Quorum

Present: Chairperson: Rosemary Ford
Secretary: Cristy Garbacik
Member: Erin Crane
Council Member: George Dandalides
Vacancies: One
Also in attendance: DPW director Wes Sanchez
Susan Dandalides, Dan Nelson, and Erin Rohlfing

3. Approval of Minutes

Meeting Minutes – October 1, 2024

By Cristy Garbacik,
RESOLVED: That the regular minutes of the Oct. 1, 2024, meeting of the Parks & Recreation Advisory Committee be approved with the adjustment of attendance.
Seconded by Erin Crane and adopted: AYES: 4; NAYS: 0; ABSENT: 0.

4. Call to the Public

Erin Rohlfing attended with interest in joining the committee and to share that she applied.

5. Approval of Agenda

By Cristy Garbacik,
RESOLVED: To approve the Agenda of the Tuesday, March 11, 2025, Parks and Recreation Advisory Committee.
Seconded by Erin Crane and adopted AYES: 4; NAYS: 0; ABSENT: 0.

7. New Business (*Moved to an earlier time to allow the public to present sooner.)*

A. Green Space Initiative

Susan Dandalides informed us of the green space initiative she is creating in collaboration with Orion Township. Her vision is to preserve the current wild green space as passive recreation and habitats for plants and animals. Her goal is to develop a Millage in 2026 for possibly .3 mills for 10 years, about $300,000.00. This money would be used to purchase the current green spaces that would continue in their current state without being able to be developed or sold in the future. Her plan is to present to Village Council in the future.

B. Sponsorship of Green's Park

Dan Nelson, LOLA president elect, informed us of the Lake Orion Lake Association website and commitment in informing the community of events and opportunities surrounding the lake. (lolainfo.org). Additionally, he was looking for possible storage of the buoys during the non-lake season (currently about 17 buoys are placed in the area of the Village vs. Orion Township areas on Lake Orion). He presented an opportunity for LOLA to support Green's Park with the possible use of the park for future LOLA events. He brought up concerns about the park's costs to group reservations as well as event costs. He mentioned the idea of helping with docks, grass, invasive plant removal, and watering solutions. They would also like to have a Fishing event on June 7, 2025 from 8-12.

The committee thanked the LOLA organization for their interest in future collaboration and we will be adding this discussion to our future agenda. Additionally, we clarified our committee does not have the authority to adjust fees established with Green's Park. We explained we are an advisory committee, and we encouraged Mr. Nelson to visit the Village Hall to book events and discuss adjustments to fees with the Village Council.

6. Pending Business

A. Parks Maintenance.

An updated parks maintenance needs list is presented on a word document **which is attached and incorporated as part of these minutes.**

Added:
-Green's Park – Fence needs repair due to August storm.

Removed:
- Green's Park – Fence needs repair due to August storm.
- Green's Park – Cleats were installed on docks by DPW.

B. Budget Review

An updated budget list is presented on an excel document **which is attached and incorporated as part of these minutes.**

Added:
-Atwater Park – 11-25-24 CDBG funds of $9,348.00 were approved by Council for bb Court refurbish

7. New Business

A. Green Space Initiative (see above)

B. Sponsorship of Green's Park (see above)

C. Oakland County Grants

This item was tabled due to lack of time in the schedule and will be revisited at the next meeting.
See April 16, 2024, minutes for previous information.

8. Reports

A. Atwater basketball court

On November 25, 2024 the Village Council approved the proposed uses of PY2025 Community Development Block Grant funds (CDBG) in the approximate amount of $9,348.00 towards the Atwater Park Basketball Court Refurbish project.
Previous minutes Oct. 1, Aug. 20, July 23, June 25, May 28, April 16, and Feb. 28, 2024.

A motion was made to approve George Dandalides to present to Village Council our plans to proceed with the Atwater basketball court using CDBG funds and requesting the remaining funds of about $24,600.00 be supported by Village Council.

By Cristy Garbacik
Seconded by Erin Crain and adopted AYES: 4; NAYS: 0; ABSENT: 0.

B. Paint Creek Bank Stabilizing Options

The Village and DDA have a goal of improving sidewalks and bank stabilization in the DDA district. A 75/25 plan allows 75% of funds to be allotted for needed infrastructure.
Previous minutes Aug. 20, 2024, May 28, 2024, April 16, 2024, Oct. 24, 2023, and Sept. 26, 2023.

C. Green's Park Docks

Green's Park dock cleats were installed by DPW. The materials and installation were different than the suggestions provided by John Jones from Walk on Water, who originally installed the docks. Leveling the docks, installing bumpers (piling fenders), and caping dock poles were not completed. Rosemary Ford has received donated pole caps she will install once the weather warms up.
Previous minutes: 10-1-24, 8-20-24, 7-23-24, 6-25-24, 5-28-24, 8-1-23, 4-25-23, 3-38-23, 7-26-22

D. Event Collection (Dragon on the Lake)

Dragon on the Lake was billed $500/day for 3 days for the use of Green's Park. Per Darwin, we are continuing to wait for payment from the Orion Art Center.

9. Items to Be Placed on Next Agenda

Pending Business
- Parks Maintenance
- Budget Review

New Business
- Sponsorship of Green's Park
- Oakland County Grants

Reports
- Atwater basketball court
- Paint Creek Bank Stabilization
- Green's Park Docks
- Event collection (Dragon on Lake)

10. Date of Next Meeting

Tuesday, April 22, 2025 at 6:30 at Children's Park.

11. Committee Member Comments

We would like to thank Teresa Rutt for her unwavering commitment and twelve-year appointed time frame holding many office positions on the P&R committee! Many of the project's developments and success were due to her vision and leadership. We would like to wish her great success in her newest roll as Village Council's president.

We would like to welcome George Dandalides in his newly appointed position on the Parks and Recreation Advisory Committee. We are excited to work with him on the future of our parks.

Rosemary Ford noted she will be contacting the Orion Review about adding information about Children's Park in the recent publishing of the "Lake Orion Area Answer Book" 2025 edition.

12. Adjournment

On a motion by Rosemary Ford, seconded by Erin Crain, the Parks and Recreation Advisory Committee Meeting adjourned at 8:55pm.

Rosemary Ford, Chairperson
Date Approved: As presented on April 22, 2025

Cristy Garbacik, Recording Secretary

Lake Orion Village Parks Maintenance Items

Updated Per March 11, 2025, Meeting

Red =1st Priority, Orange =2nd Priority, Blue = 3rd Priority

All Parks

1 – **Power wash and weed all parks monthly or as needed.**

Children's Park

1 – Add woodchips next to the red slide by new spirilla – two have died.
1 – Playground equipment Twist is broken, needs to be raised – (Landscape Structures contacted)
2 – Stones that create the walls are disintegrating.
3 – Picnic table multiple seats cracked (close to parking lot) – DPW to replace with wood

Meek's Park

1 – Bank stabilization needed!–eroding very close to sidewalk–Teresa/Darwin/grant – DPW/permit
2 – Attach sign to granite block – Wes DPW/Rose
2 – Adjust placement of new sign from Atwater to new pedestrian bridge.

Green's Park

1 - (5/26/15) East-West seawall is failing.
1 – (7/26/22) Caps, bumpers need to be installed & leveling for new docks – Rosemary has cap donation
1 – (7/26/22) Repair and restore sprinklers to water lawn – (motion / DPW working on a quote)
1 – Verify locks for bathrooms – Teresa to check with Darwin
2 – Move Mobi beach mat to be placed on the north end of the beach (closer to the bathrooms).
2 – Sign for park with rules, directional map, passes required, & "for park users only" – dock time limit?
2 – Directional map at park entrance – Riva to create and share
2 – Installing security video cameras for docks and outside bathrooms (funded with boat passes)
3 – Remove small wooden and small concrete seawall inside beach on south side.

Swiss Village Park

3 – Border around playground.

Unger Park

1 – Japanese Knotweed needs to be removed.
3 – Small slide pole moves on ground base.

Atwater Park

1 – Basketball court needs to be replaced (Erin and Wes received quotes/Rosemary to contact Orion Twp)
2 – Concerns about the increase of dog waste in the baseball field (Ordinance Chapter 96.09)
3 – Paint top of main sign.
3 – Chairs crooked around tables.

Village of Lake Orion Parks & Recreation Committee Budget

2025-2026 Possible Budget Items for Planning

	Budget Item	Priority Level	Cost Estimate	Cost Actual	Notes	Voted & Agreed
1	Children's and Meek's Park - Bank Stabilization	High				
2	DPW Assigned daily maintenance employee on grounds	High	$2,500	7-24 DDA seasonal helper $18.25 hour x 8 hours=$146/week x 20 weeks =$2,920.	8-23-22 discussed Motion and contact DDA	6-25-24 Yes 7-24 denied manager and DPW Director Sanchez
3	Atwater Park Basketball Court - 4"	High	$6,000	5-28-24 Birmingham Seal $30,733.00 (50x50 2,500sf) removal +$4,700 9-21-24 Hutch Paving $33,965.00 (68x50 3,400sf) and removal	6-25-24 DPW to look into cost 11-25-24 Council approved CDBG funds of $9,348.00 to be used towards Atwater bb court refurbish	
4	Green's Park Pavilion at SW of basketball court	High				
5	Atwater Additional Swings	Medium	1200-1500			
6	Children's Additional Shade Sail(s) (1-3)	Medium	1200 each			
7	Green's Park Retaining Wall	Medium				
8	Children's Park Bridge	Medium				
9	Unger Park Basketball court	Medium		Birmingham Seal $15,000.00 5-28-24 (quarter court)		

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Receive and File of DDA Regular Meeting Minutes of March 18, 2025

RECOMMENDED MOTION: To receive and file the Downtown Development Authority Regular Meeting Minutes of March 18, 2025, as presented.

MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, March 18, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The March 18, 2025 Downtown Development Authority Regular Meeting was called to order at 6:30PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT
Chairperson Debbie Burgess
Treasurer Matt Shell
Secretary Hank Lorant
Board Member Lloyd Coe
Board Member Sally Medina
Board Member Alaina Campbell
President Teresa Rutt

ABSENT
Vice Chairperson Sam Caruso
Board Member Chris Barnett

STAFF PRESENT
Executive Director Matthew Gibb
Assistant Director Janet Bloom
Village Manager Darwin McClary
Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of February 18, 2025

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of February 18, 2025, as presented.
VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Agenda of March 18, 2025, as presented.
VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

5. Call to the Public

Susan Dandalides introduced the Green Space Initiative, which she hopes to have included in the 2026 ballot millage. The goal is to secure funding for the purchase and preservation of green spaces in the Village of Lake Orion. She also noted that this initiative aligns with several goals and objectives outlined in the Village of Lake Orion Master Plan.

6. Consent Agenda

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

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve the March 18, 2025 Consent Agenda by one vote, as presented.
VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

A. Financial Reports

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the financial reports for February 2025.
VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to approve disbursements in the amount of $40,912.81 for February 2025

VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

8. New and Old Business

A. GM on Main Street Grant

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to move to receive and file the grant application for the GM on Main Street 2025 program, directing the Executive Director to send all application material to the Village Council as a communication.

VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

Secretary Lorant commented that the grant application package is sensational and well-written.

B. Marketability and Attraction Strategy

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to accept the recommendation of the Executive Director and approve a contract with Dirt Realty, LLC in an amount not to exceed $9300, plus DDA pre-approved reimbursable expenses, with funding from GL 248-728-801-000 contractual Services.

President Rutt asked if the 90-day consulting period would provide timely feedback. Executive Director Gibb explained that 90% of the key data would be ready by mid-May. He emphasized that the project would be driven by data, not just wish lists. President Rutt clarified that the goal is to attract unique retailers, not generic ones. Executive Director Gibb confirmed that the ICSC (International Council of Shopping Centers) conference will allow the consultants (DIRT Realty, LLC and Bob Waun) to target high-quality retailers for the lumberyard.

Board Member Campbell asked if a leakage report, showing what people are leaving the community to purchase, would be part of the market use and redevelopment analysis. Executive Director Gibb confirmed it would be included and mentioned that they're working to access the Placer AI program through Oakland County to gather dynamic data, which will help plan for franchise locations and understand local demographics.

VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None

ABSENT: Barnett, Caruso
MOTION: Carried

C. Village Capital Improvement Fund

Chairperson Burgess welcomed Village Manager McClary's comments. He suggested renaming the second motion to the "DDA Public Infrastructure Account" rather than the "Village Capital Improvement Account" to avoid confusion, as the funds are specifically for public infrastructure within the DDA district. He also recommended creating a separate fund for easier tracking of DDA contributions and expenditures. This would ensure that unused funds are carried over and can be easily audited and would provide clearer tracking and accountability for the funds. Executive Director Gibb did not object to Village Manager McClary's suggestions.

Board Member Campbell asked about the "negligible" difference between the estimated and actual tax revenue. Executive Director Gibb clarified the actual number over the years. He explained that such differences would eventually balance out and that using the billed revenue rather than estimated figures from the county reduces discrepancies. Village Manager McClary added that the DDA's actual contribution is calculated based on the tax bills sent in July and December. The final contributions will be based on the actual billed amount, with no disputes expected, but contributions won't be made until the end of the fiscal year when the actual numbers are confirmed.

MOTION #1 made by Treasurer Shell, Seconded by Board Member Coe, to approve the AGREEMENT BETWEEN THE VILLAGE OF LAKE ORION AND THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY REGARDING RESPONSIBILITIES AND COST ALLOCATION FOR CAPITAL IMPROVEMENT PROJECTS WITHIN THE DOWNTOWN DEVELOPMENT DISTRICT as recommended by the joint Ad Hoc committee at its meeting of March 13, 2025, directing the Executive Director to execute the same.

Council Member Dandalides expressed gratitude for the work done by the Ad Hoc Committee, where he serves as chair. He noted the committee's efficiency and the unanimous support for all motions, despite initial concerns about the dynamics. He also thanked the committee for their cooperation and collaboration.

VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

MOTION #2 made by Treasurer Shell, Seconded by Board Member Coe, to create a new GL account, number to be determined, and name to be determined, and direct that the Executive Director work with the Village Clerk/Treasurer to implement this GL as the capital improvement fund for project contemplated by the previously approved agreement.

A brief clarification was provided, and no action was taken.

AMENDED MOTION #2 made by Treasurer Shell, Seconded by Board Member Coe, move to create a new GL account, number to be determined, and named "Public Facility Improvements", and direct that the Executive Director work with the Village Clerk/Treasurer to implement this GL as the capital improvement fund for project contemplated by the previously approved agreement.

VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

MOTION #3 made by Treasurer Shell, Seconded by President Rutt, to catch up the fund we just named in the amount of $142,453 by transfer of $67,616 from GL 248-260-965-401, transfer to capital improvement fund, and the transfer of $74,837 from 248-000-390-000 fund balance to the newly created GL account.

VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

D. Budget – Contract Based Admin and Service Fees

MOTION #1 made by Treasurer Shell, Seconded by Secretary Lorant, to adopt the use of Contract based Administrative and Service expenses as a budgetary policy of the DDA, and refer the draft agreements to the DDA Budget Task force for recommendation to the Executive Director in the preparation of the 2025-2026 Budget.

President Rutt raised concerns that the current motion might be out of order, depending on whether the ad hoc committee's scope is expanded to include budget and service agreement negotiations. She suggested adjusting the motion if the scope is expanded, but felt unable to proceed until that decision is made.

Board Member Campbell inquired about the budget impact of proposed increases. Executive Director Gibb clarified that the figures are estimates and will be adjusted once more details are finalized. He explained that while the budget might increase, the final amount will be based on actual needs and contract costs, with a more precise approach to tracking expenses.

VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

MOTION #2 made by Treasurer Shell, Seconded by Board Member Coe, to direct the Executive Director to issue a communication to the Village explaining and outlining the adoption of this budgetary policy approach, including therein the draft agreement with a request for comment(s).

VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

E. Request from Village Council - Ad Hoc Expansion

Council Member Dandalides expressed concerns that the process felt predetermined and seemed backwards, agreeing with President Rutt. He questioned the committee's role and emphasized his willingness to follow the direction but struggled with how to proceed when the solution seemed to be in place before the problem was fully addressed. He suggested that the Executive Director and Village Manager should collaborate on a recommendation for the committee.

President Rutt acknowledged the intergovernmental agreement is still a draft and suggested that there could still be value in bringing both groups to the table for further discussion, with the Budget Task Force reviewing essential services.

Executive Director Gibb recommended preparing a more detailed budget and postponing the matter to a Special Meeting or April Meeting for further refinement, emphasizing the need to finalize the agreement structure before involving the committee.

MOTION made by Treasurer Shell, Seconded by Board Member Coe, to table the item for another meeting.

A brief clarification was provided.

AMENDED MOTION made by Treasurer Shell, Seconded by Board Member Coe, to table the meeting for the next 30 days.

Another clarification was made.

AMENDED MOTION made by Treasurer Shell, Seconded by Board Member Coe, to postpone the item until a meeting within the next 30 days.
VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

F. Budget - Calendar

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to hold a Special Meeting regarding the budget no later than April 8, 2025, and direct the Executive Director or Assistant Executive Director to coordinate such meeting.
VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None

ABSENT: Barnett, Caruso
MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Assistant Director's Report

Assistant Director Janet Bloom shared updates on recent and upcoming events in the Downtown area, noting they are listed on the Downtown Lake Orion and Community Calendars. She also provided social media statistics. She mentioned that Daniel Pavelich, the former groundskeeper, took nearly 600 photos of commercial businesses in the Downtown District and uploaded them into the BOOMS Tracker. He also assisted in the Silversmith Program.

MOTION made by Treasurer Shell, Seconded by President Rutt, to receive and file the Assistant Director's Report.

VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

B. Lumber Yard - Monthly Progress Report

Executive Director Gibb provided an update on the Lumberyard project, noting that demolition is nearly complete, with only an inspection for an 18-inch buried shed wall pending. The temporary fencing was recently moved due to a windstorm, but parking will reopen soon. He explained that while they have saved money on demolition, the architectural bids for construction and structural repairs came in too high to make the project feasible. As a result, they plan to reject the architectural bids. The site will be cleaned and secured, and cat shelters have been purchased for the local community cats. Over the next month, targeted reconstruction will begin, including siding and window installation, with a focus on foundation work for the main barn. Gibb emphasized that while the project is moving quickly, they need to slow down to better manage costs. No motion was required for this update, but further progress will be posted on the Lumberyard page on the DDA's website.

C. Rejection of Architectural Bids

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to reject the architectural bids.
VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

D. Executive Directors Report

Matthew Gibb provided an update, expressing enthusiasm about the ongoing work and conversations despite the complexities involved. He commended President Rutt and Council Member Dandalides for their hard questions and engagement. He also highlighted improvements in the relationship with Mr. McClary and emphasized the ongoing collaborative efforts. He mentioned several ancillary projects, including the discovery of rail pieces at the lumberyard, plans for repurposing grain bin parts into public art and seating areas, and brainstorming ideas for water features and pocket parks. He also noted progress on flower baskets, picnic tables, and planters, as well as preparations for street sweeping. He assured that these activities are underway.

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to receive and file the Executive Director's Report.

VOTING YEA:	Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY:	None
ABSENT:	Barnett, Caruso
MOTION:	Carried

10. Board Comments and Training Feedback

Board Member Medina shared her joy of seeing Chairperson Burgess feeling better.

Secretary Lorant welcomed Chairperson Burgess back and added that it was good seeing her.

Treasurer Shell also shared the same feelings towards Chairperson Burgess. He also thanked Executive Director Gibb, Assistant Director Bloom and Village Manager McClary for their hard work. He praised the collaboration between the Ad Hoc Committee, the Board, and the Village, and encouraged continued cooperation. Reflecting on the capital improvement fund's purpose to improve Village-DDA relations, he expressed hope that past conflicts with Council Members would end and emphasized focusing on productive efforts rather than complaints. He thanked everyone for their perseverance through recent challenges.

Board Member Campbell volunteered to help with the upcoming Spring Clean Up on May 10 and offer free ice cream for volunteers. She also mentioned refurbishing a Santa's sleigh and reindeer for future Lighted Parades. Matthew Gibb suggested gathering other historical items, including an old parade train and truck, currently with Council Member Carl Cyrowski and Rob Cavanaugh. Board Member Campbell expressed excitement about the idea of a Lumberyard-themed parade entry.

President Rutt expressed enthusiasm for the Santa's sleigh idea, suggesting it could decorate the Lumberyard beyond the Christmas parade. She also apologized for a potential snow event, joking that it was her fault due to storing shovels. She thanked the Ad Hoc Committee for their hard work and collaboration in finalizing the public infrastructure agreement.

Kidding aside, Board Member Coe said that if it snows, he will go back to Florida. He also mentioned that the Cornhole League will start in June with 44 teams and encouraged restaurants and merchants to stay open later to accommodate the large crowds. He also expressed interest in helping with the Spring Clean Up day and suggested contacting WWAM, a group from Oakland

County, for assistance. He raised concerns about the overgrown brush on the west side of M24 near the lake, suggesting it be cleaned up to improve the area's appearance. He proposed using rocks, similar to what was done by the dam, to enhance the embankment's look.
Chairperson Burgess expressed gratitude for the collaboration between the Village Manager, Executive Director, and Assistant Executive Director, praising the team's efforts to move the community forward. She highlighted the positive impact of the community attracting visitors from surrounding areas and thanked for the beautiful "We wish you healthy" flowers. She also appreciated the many upcoming local events and commended the executive director's legal expertise in handling agreements. She acknowledged the hard work of the Ad Hoc Committee and Village Council, emphasizing the importance of working together for the good of the community.

11. Next Regular Meeting – April 14, 2025

12. Adjournment

MOTION made by Treasurer Shell, Seconded by Secretary Lorant, to adjourn the March 18, 2025 Downtown Development Authority Board Regular Meeting.
VOTING YEA: Burgess, Shell, Lorant, Coe, Medina, Campbell, Rutt
VOTING NAY: None
ABSENT: Barnett, Caruso
MOTION: Carried

The March 18, 2025 Downtown Development Authority Board Regular meeting adjourned at 8:06PM.

_____
Debbie Burgess
Chairperson

_____
Lynsey Blough
Deputy Clerk/Treasurer

_____
Sonja Stout
Village Clerk/Treasurer

Date Approved: as presented on April 15, 2025.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Receive and File of Invoice Distribution Report for April 29, 2025

RECOMMENDED MOTION:

To receive and file the bills in the amount of $ 295,744.56 of which $ 144,322.56 are DDA bills for a net total of $ 151,422.00 and to receive and file the DDA bills.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 04/29/2025 - 04/29/2025
POSTED AND UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 REVENUE					
101-000-279-000	GENERAL PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK MAY 2025	259.09	None
101-000-279-000	RETIREE HEALTHCARE-RETIREE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE MAY 2025	1,028.72	None
101-000-281-003	PENINSULA PRECON	MCKENNA ASSOCIATES, INC.	SERVICES MAR 1- MAR 31	45.00	None
101-000-281-004	VLO 23-04 WEST VILLAGE PUD	MCKENNA ASSOCIATES, INC.	SERVICES MAR 1- MAR 31	202.50	None
101-000-281-010	STARBOARD WATCHMANS QUARTE	MCKENNA ASSOCIATES, INC.	SERVICES MAR 1- MAR 31	45.00	None
101-000-281-012	OAKLAND COUNTY RECORDING F	BLOUGH, LYNSEY	OAKLAND COUNTY CLERK/REGISTER OF DEED	60.00	None
			Total Department 000 REVENUE	1,640.31	
Department: 215 VILLAGE CLERK					
101-215-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	500.80	None
101-215-960-000	MILEAGE $0.70/MI X 55.2	BLOUGH, LYNSEY	OAKLAND COUNTY CLERK/REGISTER OF DEED	38.64	None
			Total Department 215 VILLAGE CLERK	539.44	
Department: 253 FINANCE TREASURY					
101-253-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	601.76	None
			Total Department 253 FINANCE TREASURY	601.76	
Department: 260 GENERAL ACTIVITIES					
101-260-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE MAY 2025	900.15	None
101-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	385.76	None
101-260-727-000	NOTEPAD 417108601001	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	22.32	None
101-260-727-000	PAPER 419032402001	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	188.57	None
101-260-728-000	TOWELS INVOICE 41710876500	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	77.26	None
101-260-920-000	20 E SHADBOLT ACCT # 1030	CONSUMERS ENERGY	APRIL BILL	18.00	None
101-260-920-000	21 E CHURCH ACCT# 1030 170	CONSUMERS ENERGY	APRIL BILL	1,199.25	None
101-260-920-000	21 E CHURCH	VILLAGE OF LAKE ORION	WATER BILLS Q1 2025	359.75	None
101-260-930-000	MATS FOR VILLAGE OFFICE 4/	DarWel ENTERPRISES LLC	MONTHLY MAT RENTAL VILLAGE OFFICES	205.45	None
101-260-930-000	4/24/2025	JACOB ECHTINAW	WINDOW CLEANING	100.00	None
			Total Department 260 GENERAL ACTIVITIES	3,456.51	
Department: 721 PLANNING AND ZONING					
101-721-801-000	PROFESSIONAL HOURLY P & Z	MCKENNA ASSOCIATES, INC.	SERVICES MAR 1- MAR 31	495.00	None
101-721-801-000	BZA MINUTES MAR 6 25	SMITH, DANIELLE	APRIL 7 2025 PLANNING COMMISSION	150.00	None
101-721-829-000	PROFESSIONAL VIRTUAL HOURS	MCKENNA ASSOCIATES, INC.	SERVICES MAR 1- MAR 31	1,440.00	None
101-721-829-000	PROFESSIONAL ON SITE HOURS	MCKENNA ASSOCIATES, INC.	SERVICES MAR 1- MAR 31	2,880.00	None
101-721-832-001	MAR 1- MAR 31	MCKENNA ASSOCIATES, INC.	VILLAGE OWNED PROPERTY INVENTORY & MA	591.00	None
101-721-832-001	PROJECT 24-004 LO STRATEGI	MCKENNA ASSOCIATES, INC.	PROJECT 24-004 LAKE ORION STRATEGIC P	637.50	None
101-721-840-000	MONTHLY RETAINER	MCKENNA ASSOCIATES, INC.	SERVICES MAR 1- MAR 31	850.00	None
			Total Department 721 PLANNING AND ZONING	7,043.50	
Department: 751 PARKS AND RECREATION					
101-751-920-000	66 N PARK BLVD	VILLAGE OF LAKE ORION	WATER BILLS Q1 2025	199.02	None
			Total Department 751 PARKS AND RECREATION	199.02	
			Total Fund 101 GENERAL FUND	13,480.54	
Fund: 202 MAJOR STREET FUND					
Department: 463 ROUTINE MAINTENANCE					
202-463-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	223.91	None
			Total Department 463 ROUTINE MAINTENANCE	223.91	
Department: 474 TRAFFIC SERVICES					

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 202 MAJOR STREET FUND					
Department: 474 TRAFFIC SERVICES					
202-474-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	83.97	None
			Total Department 474 TRAFFIC SERVICES	83.97	
Department: 478 WINTER MAINTENANCE					
202-478-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	447.82	None
			Total Department 478 WINTER MAINTENANCE	447.82	
			Total Fund 202 MAJOR STREET FUND	755.70	
Fund: 203 LOCAL STREET FUND					
Department: 463 ROUTINE MAINTENANCE					
203-463-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	419.84	None
			Total Department 463 ROUTINE MAINTENANCE	419.84	
Department: 474 TRAFFIC SERVICES					
203-474-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	111.96	None
			Total Department 474 TRAFFIC SERVICES	111.96	
Department: 478 WINTER MAINTENANCE					
203-478-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	531.79	None
			Total Department 478 WINTER MAINTENANCE	531.79	
			Total Fund 203 LOCAL STREET FUND	1,063.59	
Fund: 207 POLICE FUND					
Department: 301 POLICE/SHERIFF/CONSTABLE					
207-301-716-001	POLICE PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK MAY 2025	777.25	None
207-301-716-001	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE MAY 2025	900.15	None
207-301-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	2,584.06	None
207-301-742-000	RANGER T - SERIES 9MM LUGE	VANCE OUTDOORS, INC.	DUTY AMMO 9MM	365.60	None
207-301-804-000	SHERIFF DISPATCH SERVICES	OAKLAND COUNTY TREASURER	SHERIFF DISPATCH SERVICES INVOICE DAT	3,965.42	None
207-301-807-000	MEMBERSHIP USAGE FEE JAN-M	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP INVOICE DATE 3/31/2	424.00	None
207-301-807-000	MDC PARTICIPATION FEE JAN-	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP INVOICE DATE 3/31/2	1,094.00	None
207-301-807-000	LIVESCAN APR-JUN 2025	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP INVOICE DATE 3/31/2	720.00	None
207-301-807-000	MUG CAPTURE STN MAINT APR-	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP INVOICE DATE 3/31/2	1,000.00	None
207-301-851-000	POLICE PHONES	AT&T MOBILITY	DPW/POLICE/PARKING PHONES - APRIL 202	44.60	None
207-301-851-000	PARKING	AT&T MOBILITY	DPW/POLICE/PARKING PHONES - APRIL 202	89.20	None
207-301-865-000	POLICE	ROAD COMMISSON FOR OAKLAND	FUEL FOR DPW & POLICE MARCH 2025	758.91	None
207-301-930-000	PFD INFLATABLE OFFSHORE AU	WEST MARINE PRO	PFD - LIFE JACKETS WITH HARNESS	387.90	None
207-301-930-003	REPLACEMENT BATTERY FOR MA	AutoZone	BOAT BATTERY REPLACEMENT	101.99	None
207-301-932-000	501 - ELECTRONIC CHARGING	SKALNEK FORD	POLICE VEHICLE 501 ELECTRONIC SYSTEM	784.64	None
			Total Department 301 POLICE/SHERIFF/CONSTABLE	13,997.72	
			Total Fund 207 POLICE FUND	13,997.72	
Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 000 REVENUE					
225-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE MAY 2025	3,343.42	None
			Total Department 000 REVENUE	3,343.42	
Department: 276 CEMETERY					
225-276-920-000	1060 ORION	VILLAGE OF LAKE ORION	WATER BILLS Q1 2025	285.34	None

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Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 276 CEMETERY					
			Total Department 276 CEMETERY	285.34	
Department: 441 DEPARTMENT OF PUBLIC WORKS					
225-441-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	139.95	None
225-441-851-000	DPW PHONES	AT&T MOBILITY	DPW/POLICE/PARKING PHONES - APRIL 202	142.20	None
225-441-865-000	DPW	ROAD COMMISSON FOR OAKLAND	FUEL FOR DPW & POLICE MARCH 2025	112.92	None
225-441-920-000	362 CASS ACCT# 1030 1701 1	CONSUMERS ENERGY	APRIL BILL	723.96	None
225-441-920-000	333 CASS ST ACT # 1030 170	CONSUMERS ENERGY	APRIL BILL	0.00	None
225-441-920-000	362 CASS	VILLAGE OF LAKE ORION	WATER BILLS Q1 2025	268.77	None
			Total Department 441 DEPARTMENT OF PUBLIC WORKS	1,387.80	
			Total Fund 225 DEPT OF PUBLIC WORKS FUND	5,016.56	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	546.16	None
248-260-801-002	4TH QUARTER STATUS QUO	VILLAGE OF LAKE ORION	POLICE 4TH QUARTER	15,000.00	None
248-260-801-003	4TH QUARTER PAYMENT	VILLAGE OF LAKE ORION	DPW - STATUS QUO	7,500.00	None
248-260-801-004	FINAL STATUS QUO PAYMENT	VILLAGE OF LAKE ORION	GF ADMIN (4TH QTR)	11,666.67	None
248-260-851-000	8529101420028897 COMCAST	COMCAST	118 N BROADWAY	310.98	None
248-260-920-000	WATERBILL 015-1180	VILLAGE OF LAKE ORION		247.28	None
248-260-920-000	100062995376 CONSUMERS	CONSUMERS ENERGY		216.17	None
248-260-921-000	24 FRONT ST 9200 09680652	DTE ENERGY	STREET LIGHTS	19.43	None
248-260-921-000	380 S BROADWAY 9100409518	DTE ENERGY	STREET LIGHTS	36.82	None
248-260-921-000	38 S WASHINGTON 9100409517	DTE ENERGY	STREET LIGHTS	51.04	None
248-260-921-000	22 E SHADBOLT 910040951725	DTE ENERGY	STREET LIGHTS	163.76	None
248-260-921-000	491 S BROADWAY 91004095160	DTE ENERGY	STREET LIGHTS	87.57	None
248-260-921-000	910040951659 38 E FLINT	DTE ENERGY	38 E FLINT	443.98	None
248-260-930-002	OFFICE MATS	DarWel ENTERPRISES LLC	MATS	25.58	None
248-260-958-000	MRA DUES INV 956643-2	MICHIGAN RETAILERS ASSOCIA	MRA DUES	130.00	None
			Total Department 260 GENERAL ACTIVITIES	36,445.44	
Department: 725 ORGANIZATION					
248-725-825-000	DD REIMB 4121	TATTOO NOUVEAU	DOWNTOWN DOLLARS	200.00	None
			Total Department 725 ORGANIZATION	200.00	
Department: 726 DESIGN					
248-726-883-000	SPRING CLEANUP BANNER	EPRINT SOLUTION LLC	BANNER	78.00	None
248-726-980-001	DDA APPROVED 4/15/25	MICKEY'S CONSTRUCTION LLC	CONSTRUCTION REPAIR /ROOF REPAIR	100,000.00	None
248-726-980-002	INSTALLATION	MI REMODELERS, LLC	INSTALLATION (LUMBERYARD GRANT)	6,600.00	None
			Total Department 726 DESIGN	106,678.00	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-860-000	TROLLEY INVOICE 232	NOTA	TROLLEY EXPENSES	979.12	None
			Total Department 728 ECONOMIC DEVELOPMENT	979.12	
Department: 729 PROMOTION					
248-729-880-015	INV 7249 PARKING LOT	LAKE ORION COMMUNITY SCHOO	CONSUMABLE FEE	20.00	None
			Total Department 729 PROMOTION	20.00	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	144,322.56	
Fund: 592 WATER AND SEWER FUND					

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 592 WATER AND SEWER FUND					
Department: 548 SEWER ACTIVITIES					
592-548-801-000	MARCH 2025	GREAT LAKES WATER AUTHORIT	INDUSTRIAL SPECIFIC RETAIL	840.72	None
592-548-831-000	SEWER SYSTEM MAINTENANCE C	WATER RESOURCES COMMISSION	SEWAGE DISPOSAL JAN 25-MAR 25 QUARTER	107,877.50	None
592-548-831-000	SEWER FIXED QUARTERLY CHAR	WATER RESOURCES COMMISSION	SEWAGE DISPOSAL JAN 25-MAR 25 QUARTER	7,550.00	None
			Total Department 548 SEWER ACTIVITIES	116,268.22	
Department: 556 WATER ACTIVITIES					
592-556-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS MAY 2025	839.67	None
			Total Department 556 WATER ACTIVITIES	839.67	
			Total Fund 592 WATER AND SEWER FUND	117,107.89	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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POSTED AND UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	13,480.54	
		202	MAJOR STREET FUND	755.70	
		203	LOCAL STREET FUND	1,063.59	
		207	POLICE FUND	13,997.72	
		225	DEPT OF PUBLIC WORKS FUND	5,016.56	
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	144,322.56	
		592	WATER AND SEWER FUND	117,107.89	
		Total For All Funds:		295,744.56	

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Receive and File attached correspondences from various community members in regard to “Save the Lake” initiative

BACKGROUND BRIEF:

In accordance with Village Council procedures, the Administration respectfully requests that Council receive and file the attached correspondence submitted by various community members between April 3, 2025, and April 12, 2025, concerning the "Save the Lake" initiative. Hard copies of these documents were distributed to Council members at the April 15, 2025, meeting.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To receive and file correspondence from community members dated April 3, 2025, through April 12, 2025, pertaining to the "Save the Lake" initiative.

Sonja Stout

From: Darwin McClary
Sent: Sunday, April 13, 2025 1:45 PM
To: Sonja Stout; Lynsey Blough; Zoning; Alex Comparoni, Jr.; Alex Comparoni, Jr. (alcomparon@aol.com); Carl Cyrowski (ccyrowski007@gmail.com); c cyrowski; George Dandalides; george.d.dandalides@gmail.com; Michael Lamb; n moshier; Stan Ford; Teresa Rutt
Subject: FW: Please Save our Lake

-----Original Message-----
From: Amy Michajlyszyn <amichajlyszyn@aol.com>
Sent: Friday, April 11, 2025 11:17 AM
To: Darwin McClary <mcclaryd@lakeorion.org>; dandalidsg@lakeorion.org
Subject: Please Save our Lake

Dear Village Council Members, Darwin McClary, Gage Belko,

I'm not available for public comment at Mondays meeting, if possible can this be read at the meeting.

Please help Save our beautiful Lake Orion! We all agree our Lake is overcrowded. Let's work together for solutions! I'll be brief:)

In keeping with our Master Plan, I suggest the following:

1. No More Marinas

2. Define a Marina as "any part of the shoreline, including docks rented or loaned...and more...

3. Request that EAGLE not issue any more permits for Marinas until we work this out.

We will need an Attorney for the correct wording. I'm willing to start a go fund me, to offset the cost.

Time is of the essence! We have not felt the impact of the new developments on the lake or the surrounding roads with the additional traffic!
Private docks are advertised as renting for 5,000 for the season.

Thank you all so much for your service to our community!
Let's work together!

Amy Michajlyszyn
LOLA Director

Sonja Stout

From: Darwin McClary
Sent: Sunday, April 13, 2025 3:43 PM
To: Sonja Stout; Lynsey Blough; Zoning; Alex Comparoni, Jr.; Alex Comparoni, Jr. (alcomparon@aol.com); Carl Cyrowski (ccyrowski007@gmail.com); c cyrowski; George Dandalides; george.d.dandalides@gmail.com; Michael Lamb; n moshier; Stan Ford; Teresa Rutt
Subject: FW:

From: Joseph Belanger <jsphblngr66@gmail.com>
Sent: Saturday, April 12, 2025 12:44 PM
To: Darwin McClary <mcclaryd@lakeorion.org>
Cc: George Dandalides <dandalidesg@lakeorion.org>
Subject:

As a long time lake resident of Lake Orion village I have seen many changes. When I first saw the lake there was a small group of sailboats competing in steering through a string of buoys. That was a peaceful and uplifting sight. Now there at no sailboats, just pontoons and ever more powerful boats including wave boats. I have read and seen videos about the damage these boats can cause when they are run in waters less than 15 foot deep or areas in which they run closer than 200 feet from shore.
Therefore, while I prefer minimal government intrusion in my do's and don'ts, I encourage the village council to work with the Lake Orion Lake Association to make Lake Orion a safe place to once again boat and swim. I am also very concerned about the density of boat marinas and private, illegal personal dock rentals on the Lake.

Sonja Stout

From: Darwin McClary
Sent: Sunday, April 13, 2025 7:24 PM
To: Sonja Stout; Lynsey Blough; Zoning; Alex Comparoni, Jr.; Alex Comparoni, Jr. (alcomparon@aol.com); Carl Cyrowski (ccyrowski007@gmail.com); c cyrowski; George Dandalides; george.d.dandalides@gmail.com; Michael Lamb; n moshier; Stan Ford; Teresa Rutt
Subject: FW: Support of LOLA

From: Harry Stephen <king8234@gmail.com>
Sent: Wednesday, April 9, 2025 8:57 PM
To: Darwin McClary <mcclaryd@lakeorion.org>; George Dandalides <dandalidesg@lakeorion.org>
Subject: Support of LOLA

Gentlemen, this note is in support of the input of issues presented by LOLA!
As I've stated before the Lake is THE asset of the Village. It has been for over one hundred years. As the social environment has changed over the years the attention to the welfare of the Lake and it's riparians has shifted. It's time that the needs of the Lake community be addressed. To my knowledge none of the Village staff have experienced the joy, beauty, and activity of the Lake. I think at least 6 of the 7 Council members have a connection to the Lake yet there is a disconnect for the welfare of the riparian community.
Respectfully,
Harry Stephen

Sonja Stout

From: Darwin McClary
Sent: Sunday, April 13, 2025 1:39 PM
To: Alex Comparoni, Jr.; Alex Comparoni, Jr. (alcomparon@aol.com); Carl Cyrowski (ccyrowski007@gmail.com); c cyrowski; George Dandalides; george.d.dandalides@gmail.com; Michael Lamb; n moshier; Stan Ford; Teresa Rutt
Cc: Sonja Stout; Lynsey Blough; Zoning
Subject: FW: LOLA issues in need of support

From: Dan Nelson <dan@nelsonpm.com>
Sent: Saturday, April 12, 2025 1:07 PM
To: Darwin McClary <mcclaryd@lakeorion.org>
Cc: gdandalides@lakeorion.org
Subject: LOLA issues in need of support

Darwin,

My name is Dan Nelson and I am the President-elect from the Lake Orion Lake association, better known as LOLA. I wanted to reach out with a short note and give you a heads up on several initiatives that LOLA will be pursuing this season. As you know we will be attending your Council meeting this coming Monday to present a donation to Chief Amundson to send 2 of his newly hired officers to a Marine training program later this month. This is a continuation of supporting our village police, if you remember last year LOLA replaced a good portion of the safety equipment on the village police boat. We look forward to supporting Chief Amundson and his efforts to deliver a well trained marine unit that the residents and users of the lake can be proud of.

There are also several issues that LOLA has brought up in previous years (documented items on past master plans) that have at best been discussed, and at the worst our issues have pretty much been the can that kicked down the road. We will be announcing our renewed efforts to address 2 primary concerns and several minor issues. The 2 primary concerns are " to change the ordinance relating to "Keyholing" to only allow lakefront owners to dock boats on their property. We will be looking to eliminate the opportunity for non-lake residents to rent docks as defined by published DNR guidelines and to eliminate the opportunity for any additional marinas on Lake Orion going forward.These items MUST remain a high priority as the village works through their future plans for the master plan. These 2 items if addressed appropriately will eliminate or at least severely reduce overcrowding and safety issues. We have engaged in a lake study over this past winter and have found a few good size lakes that approached and solved these issues, and we have identified a few that we believe will be a great model to follow.

LOLA will be unrelenting in getting these issues addressed. We would like to consider our Village council a partner in delivering to the lake and village residents ordinances that will deliver common sense policy that will have an overwhelming effect on safety, environmental issues and law enforcement. And as we all know, if we can deliver on these issues it will only enhance the lakefront property values which in turn increases the amount of taxes that go into the village coffers. My personal thoughts are that the lakefront homes provide the village with much more tax revenue then any other tax districts within the village, and we should prioritize our master plan along the same lines.

I will look forward to meeting with the council on Monday along with presenting the LOLA do
Chief Amundson.

Dan Nelson
President-elect
Lake Orion Lake Association

--
Daniel A. Nelson
CEO/Broker
Nelson Property Management
32631 Utica Rd
Fraser, MI 48026
O-586-294-6800 ext 4020
F-586-294-3003
C-586-531-4825
dan@nelsonpm.com
www.nelsonpropertymanagement.com

Sonja Stout

From: Darwin McClary
Sent: Sunday, April 13, 2025 7:27 PM
To: Sonja Stout; Lynsey Blough; Zoning; Alex Comparoni, Jr.; Alex Comparoni, Jr. (alcomparon@aol.com); Carl Cyrowski (ccyrowski007@gmail.com); c cyrowski; George Dandalides; george.d.dandalides@gmail.com; Michael Lamb; n moshier; Stan Ford; Teresa Rutt
Subject: FW: Lake overcrowding

From: George Dandalides <dandalidesg@lakeorion.org>
Sent: Wednesday, April 9, 2025 8:14 AM
To: Darwin McClary <mcclaryd@lakeorion.org>
Cc: Sonja Stout <stouts@lakeorion.org>; craigsch29@yahoo.com
Subject: Fwd: Lake overcrowding

Good morning Darwin,

We received this letter from Mr. Craig Schneider who has shared his concern for the safety on the lake, shared a potential solution, and offered to get involved to help.

Could you please also include Mr. Schneider's letter in Monday's consent agenda since we'll be talking about this and other lake concerns our residents have raised.

Thank you,

George Dandalides
Councilman

Get Outlook for iOS

From: Craig Schneider <craigsch29@yahoo.com>
Sent: Thursday, April 3, 2025 12:17 PM
To: mcclayrd@lakeorion.org <mcclayrd@lakeorion.org>; George Dandalides <dandalidesg@lakeorion.org>
Subject: Lake overcrowding

I am writing to express my concerns about the amount of boats on Lake Orion that are not owned by residents but owned by individuals leasing dock space from private homes.

As we are all aware it is an ordinance violation to operate a marina on residential property and it is also a Violation of State Marina law.

With the new development and increased boat slips being rented legally, not sure how that got passed, something MUST be done to restrict the lake to lawful private and lawful daily users.

Slip renters have one purpose in mind and DO NOT care for the safety and wellbeing of the community.

We all know there is a problem so I am not going to belabor what is already known but instead offer a solution.

1. All Boats docked overnight at a private residence or legal marina must have a LO boat registration placed in a visible location that can be viewed from the water.

2. Registration decals are issued at a cost of $30.00 annually per water craft (boat, jet ski etc.) and the purchaser must present valid registration that matches the address of the residence where docked or proof of contract with commercial marina. Purchases would be made similar to purchasing a permit/pass for Greens park.

The $30 cost can be used to offset cost of administration and enforcement. Violations can result in fines, liens, impound etc....

The Village and Twp. Also need to actively engage with EGL to enforce the marina laws as they currently exist and to help reduce cost to the village/two.

Please help protect our community by creating a common sense solution to a problem that is getting out of control. The lake has far too many boats on it and if nothing is done there will be accidents and failure to act could put the village, TWP and EGL at risk of litigation for failure to enforce current laws that prohibit private dock leasing.

I am happy to volunteer time to help in any way possible to help solve the problem.

Thank you

Craig Schneider
281-253-1741
301 Shady Oaks St.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Approval of Special Event – Lake Orion Lions Club Jubilee

BACKGROUND BRIEF:

The Lake Orion Lions Club Jubilee, submitted by Chris Ophus and Dan Hartwell on behalf of the Lake Orion Lions Club, is scheduled to take place from Thursday, June 19, 2025, through Sunday, June 22, 2025. The event will be held at various Village properties throughout Downtown Lake Orion.

Activities will include a carnival in Downtown area and a beer tent located in the Children's Park Parking Lot. This event is held annually and has become a longstanding tradition in the community.

The applicant has indicated that Proof of Insurance and a Liquor License will be submitted to the Village Clerk prior to the event.

RECOMMENDED MOTION:

To adopt Resolution 2025-011 to approve the Lake Orion Lions Club Jubilee Special Event Application and the License Agreement between the Village of Lake Orion and the Lake Orion Lions Club for the use of various Village properties from Thursday, June 19, 2025, through Sunday, June 22, 2025, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

VILLAGE OF LAKE ORION
COUNTY OF OAKLAND
STATE OF MICHIGAN

RESOLUTION 2025-011

A RESOLUTION APPROVING THE SPECIAL EVENT PERMIT APPLICATION FOR LAKE ORION LION'S CLUB JUBILEE AND TO APPROVE THE LICENSE AGREEMENT

VOTING YEA:
VOTING NAY:
MOTION:

RESOLVED: To approve the Special Event Permit Application submitted by Chris Ophus and Dan Hartwell on behalf of the Lake Orion Lions Club for the Lake Orion Lion's Club Jubilee to be held on Thursday, June 19, 2025, through Sunday, June 22, 2025, at various Village properties, as outlined in the application.

Event Hours:

- Thursday, June 19, 2025, from 5:00PM to 12:00AM
- Friday, June 20, 2025, from 12:00PM to 12:00AM
- Saturday, June 21, 2025, from 12:00PM to 12:00AM
- Sunday, June 22, 2025, from 12:00PM to 6:00PM

Public Areas to be utilized are as follows:

- Children's Park and Parking Lot for the Beer Tent
- Downtown Streets for the carnival

Setup and Tear Down:

- Set-up is on Wednesday, June 18, 2025, from 5:00AM to 5:00PM
- Tear Down is on Sunday, June 22, 2025, from 6:00PM to 10:00PM

Parking Lot and Steet Closures from Wednesday, June 18, 2025, at 6:00AM to Sunday, June 22, 2025, at 10:00PM:

- Broadway: Front Street to Shadbolt
- Flint Street: Lapeer to Anderson
- Children's Park Parking Lot
- Public Parking Lot: Anderson and Front Street
- Parking Lot at the southeast corner of Shadbolt and Lapeer Street (owned by Sagebrush)

Municipal Equipment and Utility:

- 8 Archer Barricades
- 4 Class 3 Barricades
- 2 Detour Signs
- 2 Stop Signs
- Electrical Connections (power distribution panels at Children's Park)
- Water (Front/Anderson and Flint/Broadway)

FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and the Lake Orion Lions Club and to authorize the Village President and Village Clerk to execute the Agreement on behalf of the Village.

FURTHER RESOLVED: This approval is conditioned on the following:

Administrative Requirements

1. Proof of Insurance and Liquor License must be provided to the Village Clerk prior to the event. Required insurance coverage includes:
    - General Liability – minimum coverage of $1,000,000
    - The Village of Lake Orion must be listed as a Certificate Holder and named as an Additional Insured
2. The applicant is responsible for cleaning up any trash generated during the event.
3. All tents and temporary structures must be securely anchored to withstand inclement weather or wind conditions to prevent potential injury.
4. Any temporary electrical wiring or equipment used during the event must be approved by the Electrical Inspector.
5. Tents or temporary structures that include cooking or heating devices must have a minimum 10-pound multi-purpose (ABC) fire extinguisher on-site.
6. All food vendors participating in the event must be approved by the Oakland County Health Department.
7. All food trucks must receive approval from the Orion Township Fire Department prior to operating at the event.
8. Portable restrooms must be removed following the event, including 10 units from the Children's Park Lot, 1 from Broadway/Flint, 1 from Broadway/Shadbolt and 1 from Flint/Anderson.

DPW Requirements

1. Village Orange Cones will be provided based on availability.
2. The DPW will not supply extension cords or cord covers.
3. The DPW will provide barricades and detour signage for street and parking lot closures.
4. Village properties will be properly maintained before and after the event.

Police Department Requirements

1. Event staff and on-scene manager's cellular phone numbers must be provided to the Police Department at least 24 hours before the event.
2. The Police Department will direct the placement of all required barricades for parking lot and any approved street closures.

Please Note: This event is ***not approved*** by the Orion Township Fire Department. See the attached letter dated March 24, 2025, for reference.

THIS RESOLUTION WAS DULY ADOPTED BY THE LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, APRL 28, 2025.

Sonja Stout
Village of Lake Orion Clerk/Treasurer

CERTIFICATION

I, Sonja Stout, who was duly appointed Clerk/Treasurer of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution 2025-011 adopted by the Village of Lake Orion Village Council at its Regular Meeting held on the 28th day of April 2025.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan on this 28th day of April 2025.

Sonja Stout
Village of Lake Orion Clerk/Treasurer

DATED: April 29, 2025

Village of Lake Orion
EST 1859

Village of Lake Orion
21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

EVENT PERMIT APPLICATION

**** ATTN: APPLICATION NEEDS TO BE TURNED IN 120 DAYS PRIOR TO EVENT****

Date of Application: 12-23-2024	Date Application Fee Paid: 12/23/2024

Sponsoring Organization's Legal Name: Lake Orion Lions Club	
Phone 248-975-6378	Fax
Email contact@lakeorionlions.org	Website www.lakeorionlions.org
Sponsoring Organization's Agent Name: Chris Ophus Dan Hartwell	
Phone 248-891-5886 810-766-3862	Fax
Email 644docs@gmail.com dan17278@gmail.com	Website
Event Name: Lake Orion Lions club Jubilee	
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary) Carnival downtown and beer tent at Children's Park parking lot	
Date/Hours of Event: 6/19 Thursday 5pm-12am; 6/20 Friday 12pm-12am; 6/21 Saturday 12pm-12am; Sunday 6/22 12pm-6pm	
Date/Hours of Set-up and Tear Down: 6/18 Wednesday 6am-5pm setup; 6/23 Sunday 6pm-10pm teardown	
Event Location and Boundaries	

EQUIPMENT USAGE PROVISIONS

In an effort to minimize loss of equipment or to avoid subjecting people or agencies to potential accusations, the Village is requiring all equipment such as barricades, cones, or fire hydrants to be signed out prior to usage (effective March 15, 1999).

For street and parking lot closures:

The Lake Orion Police Department and Department of Public Works will review the application and decide if the proper equipment (barricades/cones/etc.) was requested and will make changes to the application as necessary.

Use of fire hydrants:

Fire hydrant reducers/hose spigot will be installed on the proper hydrant by the Department of Public Works. The hydrant will be turned on upon installation. In no case shall the hydrant be tampered with. The DPW reserves the right to place a meter on all spigots to monitor water use and bill usage accordingly in the Village sees fit.

General guidelines:

- Equipment will be delivered on site by the Department of Public Works. Locations and site map will be provided by the Police Department in the case of street/parking lot closures. The PD will be in charge of properly closing street and parking lots on the day of the event.
- The applicant will sign a release accepting responsibility for the property at the time of application.
- When the event or activity is complete, the Department of Public Works will pick up the equipment and give a proper accounting to Village Administration at which time the DPW will sign the release form indicating the date and time the property was returned. The applicant may request a copy of the completed release form for their records.
- All equipment will be picked up and returned to inventory by the Department of Public Works on the first business day following the event.
- The applicant will be responsible for any damaged or missing property and will be invoiced for same with payment due upon receipt of invoice.

Village of Lake Orion
EST 1859

Event Location **and Boundaries**

See attached map

include an **event** ***Map which clearly shows*** **the** ***locations for each activity during*** **the** ***event, including, but not limited to*** **the** ***following:***

- **Tent locations**
- **Parking** / loading areas
- Food / drink stations
- **Streets and parking lots** to be closed
- **Walk / run routes**
- Anticipated **staffing**
- **Loading locations**
- **Polta John locations** and **number**
- **Trash/dumpster**
- **Event staff parking**

Will street closures and/or Parkins Lot closures be necessary: (X) **Yes** ( ) **No**
If yes, describe, Including: date and time of closures, set up 5Chedule and take down schedule, and time you will need the parking lot for deliveries.

Broadway: Front Street to Shadbolt
Flint Street: Lapeer to Anderson
Children's Park lot: Thursday through Sunday only
Public parking lot: Anderson & Front St
Parking lot southeast corner Shadbolt & Lapeer st (owned by sagebrush)

Coordinating with Another Event: **If Yes, Event Name**
YES ( ) NO (X)

Event Name/Details:

Event Information

Type of Event *(Sn definitions attached to Information page}*
( ) Villa1e Operated ( ) DOA ( ) Individual {) Co-Sponsored (X) Group

Indicate Status
(X) Non-Profit• ( ) Not-for-Profit ( ) For-Profit

•*If* the event *Is sponsor by a Non-Profit please provide proof of non-profit status.*

Village of Lake Orion

Annual Event: Is this event expected to occur next year? (X) Yes ( ) No
If Yes, you can reserve a date for next year with this application. To reserve dates for consideration for next year please provide the next year's specific dates. Event Application Form will need to be filled out for each year's event.

6/25 through 6/28

Is this event a Fund raiser? (X) Yes ( ) No
If YES, indicate beneficiary information:

Lake Orion Lions Club

Is this the first time the event is being held in the Village of Lake Orion? ( ) Yes (X) No
Describe:

Event held in the Village for over 30 years

Was this event previously held outside the Village of Lake Orion? (X) Yes ( ) No
Describe:

Only when the streets were under construction

Total estimated attendance each day

3500

What parking arrangements will be necessary to accommodate attendance?
Describe:

NOTE: For events over 100 people, you must submit a parking plan.

How will trash be handled?
Describe:

We will have a dumpster near Children's Park and trash cans/bags throughout village to be emptied by LOLC as needed.

Village of Lake Orion
EST 1859

Is amplification of music or speakers planned or anticipated? (X) Yes ( ) No
If yes, describe, including the dates and times and the maximum limit and amplification:

Beer tent live bands Friday and Saturday, 8pm-1am

Will tents be used: (X) Yes ( ) No
If yes, indicate number of tents, use of each, location and size:

Beer tent, 40x80 and 30x50 in Children's Park parking lot

Portable restrooms: (X) Yes ( ) No
If yes, number of portable restrooms and location:

10-Childrens Park lot; 1-Broadway/Front; 1-Broadway/Shadbolt; 1-Flint/Anderson; 1-Flint/Lapeer

Will alcoholic beverages be served: (X) Yes ( ) No
If yes, describe:

Beer Tent on Friday and Saturday

Is liquor license issued by the State of Michigan? (X) Yes ( ) No?
If yes, whose name is the license issued to:

Lake Orion Lions Club

Copy of License must be submitted to the Village within 15 days of the Event.

Will food and beverages be sold: (X) Yes ( ) No
If yes, describe:

Skerbeck Entertainment carnival food

All food vendors must be approved by the Oakland County Health Departments. No permit is necessary where only pre-packaged, ready-to-eat type foods are sold from a concession stand or booth.

Will merchandise be sold: ( ) Yes (X) No
If yes, describe:

Village of Lake Orion
Special Events Permit

WILL THE EVENT REQUIRE THE USE OF ANY OF THE FOU.OWING MUNICIPAL EQUIPMENT?

Electrical Connections: (X) **Yes** ( ) **No**
If **yes, describe:**
Both power distribution panels at Children's Park lot

Water: (X) **Yes** ( ) **No**
If **yes, describe:**
Fire plugs at Front/Anderson and at Flint/Broadway

Barricades and/or Traffic cones: (X) **Yes** ( ) No
If yes, complete •**REQUEST** TO **USE VILLAGE EQUIPMENT FORM":**

Do you have need of emergency fire equipment, such as ambulance? ( ) Yes (X) No
If yes, describe:

Other **Village** services: ( ) Yes (X) No
If yes, describe:

EVENT SIGNS

Will this event include the use of signs? ( ) Yes (X) No
If yes, complete the --Temporary SIGN PERMIT APPLICATION".

Village of Lake Orion
Special Events Permit

CERTIFICATIONS AND SIGNATURES

I understand and agree on behalf of the sponsorln1 event the following must be provided 30 days prior to the event:

A. A Certificate of Insurance In the amount of $1,000,000 liability insurance and $1,000,000 aggregate insurance must be provided which names the Village of Lake Orlon as an additionally insured party on the policy. (See Insurance Certificate on "'Required Documents for a Special Permit Sheet•.)

B. Event sponsors are required to sl1n a Hold Harmless Agreement form.

C. Event sponsor Is required to contact the Orion Township Fire Department at least one week prior to the event to set up a time for inspections prior to the event.

D. All food vendors must be approved by the Oakland County Health Department.

E. The approval of this Special Event may include additional requirements/and or limitations, based on the Village's review of this application.

F. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the Village and will promptly pay any billln1for Village services which may be rendered.

G. If the event is serving alcohol, a copy of the liquor license issued by the State of Michigan shall be provided to the Village prior to the event.

H. The Event contact persons list complete with cell phone numbers and email addresses shall be prόvided to the Vllla1e at least one week prior to the event.

I. Advertising of the event is not recommended prior to approval of the Event Permit. Advertlsln1 of the event prior to the approval of the permit does not guarantee the event **will be** approved as advertised. Advertisement must include note that the advertisement Is **pending** Villa1e Approval.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this special Event Permit, affirm the above understandings and agree that my sponsoring Organization will comply with the Village Special Event Policy, the terms of the Written Confirmation of approval and all other **Village** requirements, ordinance and other laws which apply to this Special Event.

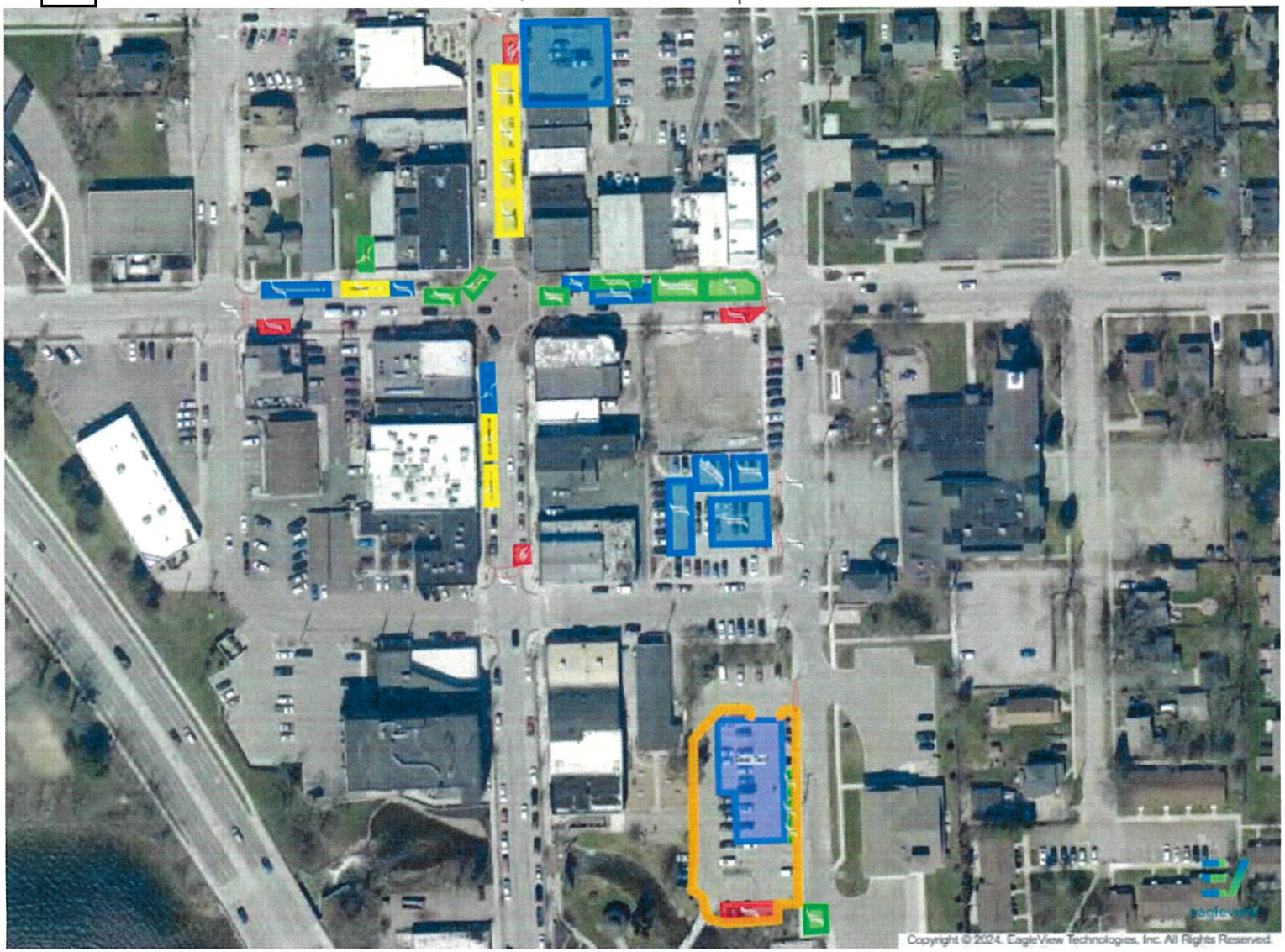
12-23-24
Date

Signature of Sponsoring Organization's Agent

Chris Ophus
Print Name

e Orion Lions Club

Please see individual Steet layout

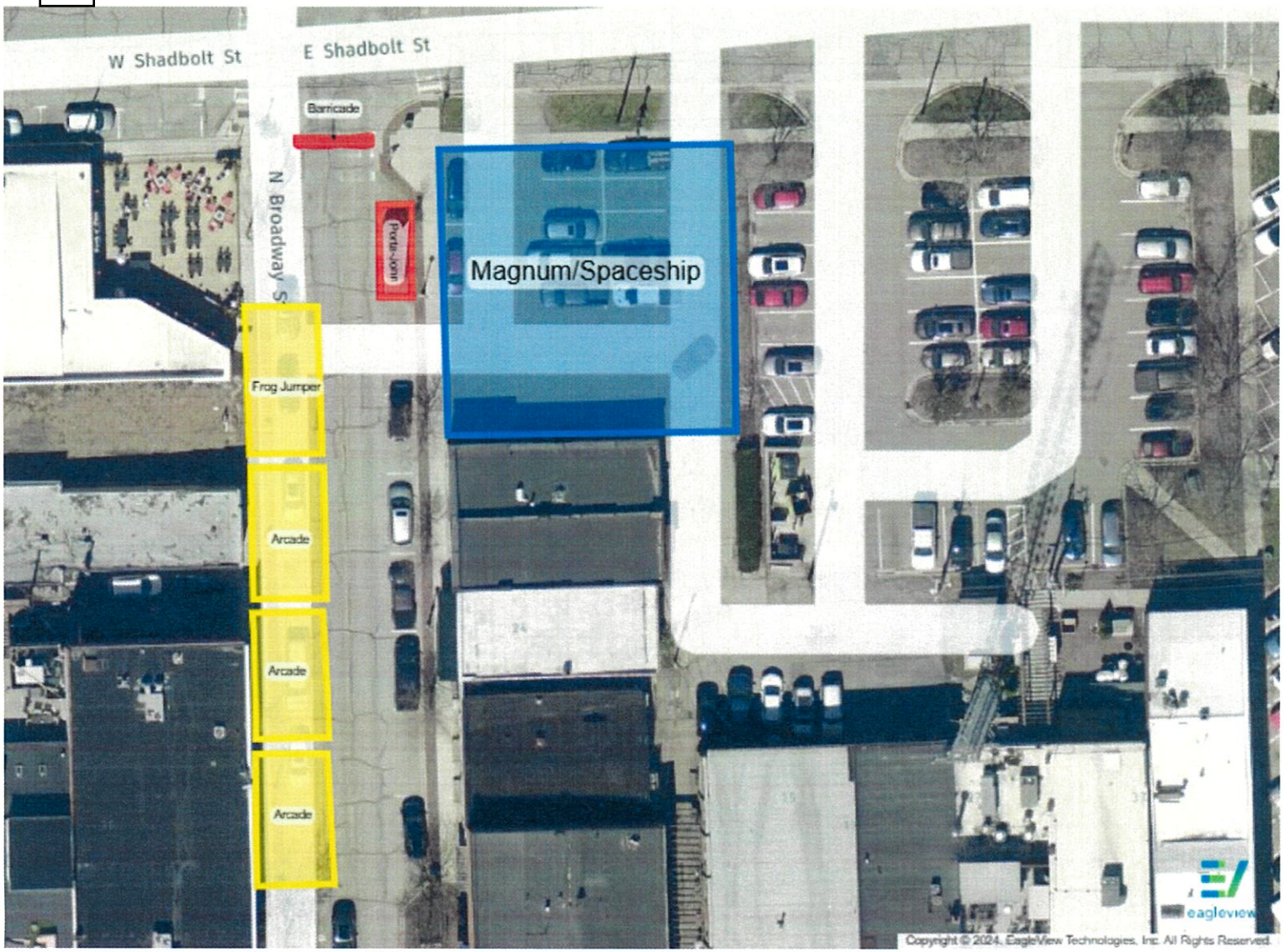


Legend

Name	Quantity
Porta-John	179.21 SY
Arcade Trailers	458.23 SY
Ride	1564.76 SY
Trailer	524 SY
Tent	726.06 SY
Fencing	570.17 LF

Exported on 12/16/2024

e Orion Lions Club



Legend

Name	Quantity
Porta-John	179.21 SY
Arcade Trailers	458.23 SY
Ride	1564.76 SY

Exported on 12/17/2024

e Orion Lions Club



Legend

Name	Quantity
Porta-John	179.21 SY
Arcade Trailers	458.23 SY
Ride	1564.76 SY
Trailer	524 SY

Exported on 12/16/2024

2 of 7

ke Orion Lions Club

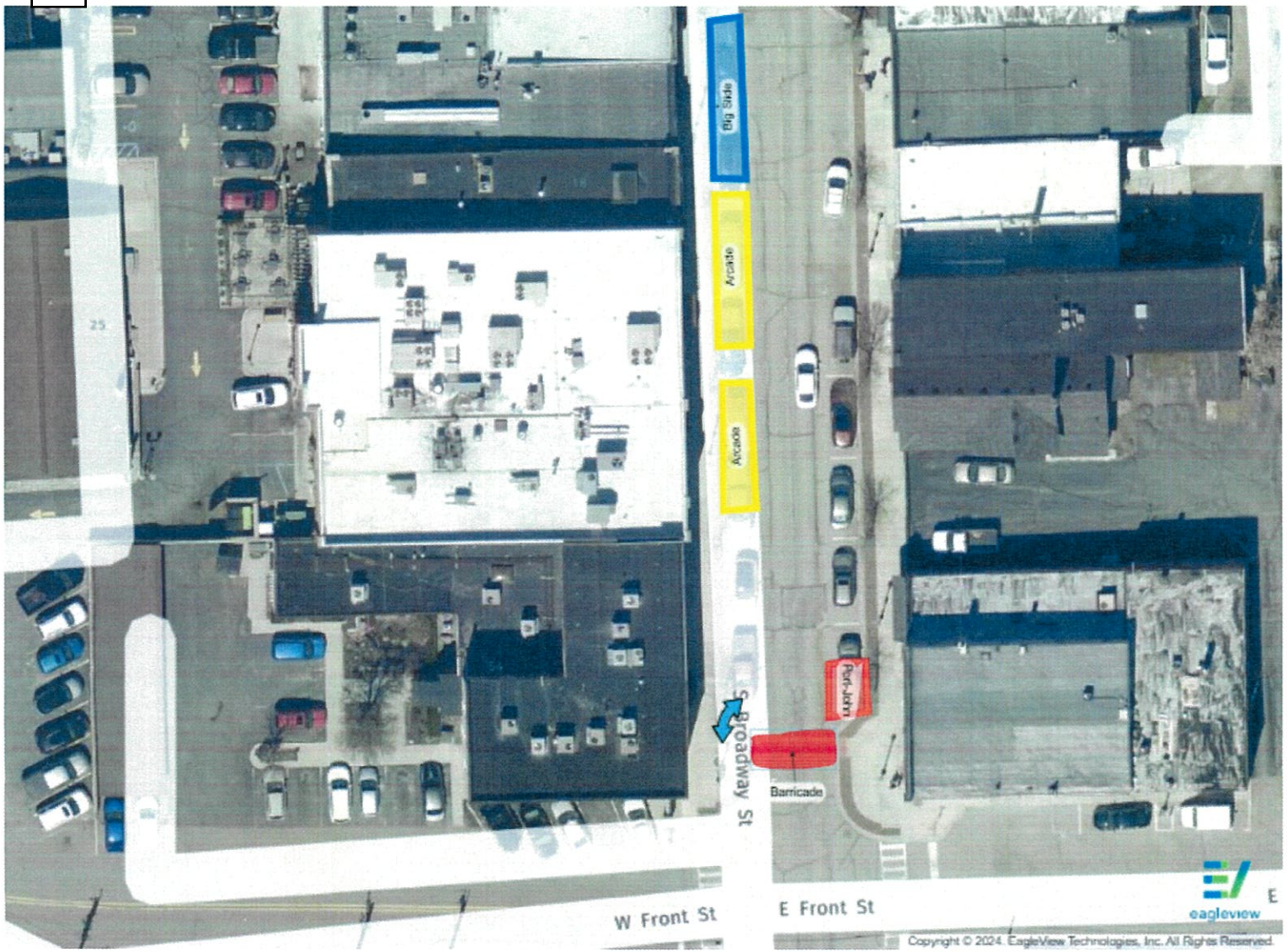


Legend

Name	Quantity
Porta-John	179.21 SY
Ride	1564.76 SY
Trailer	524 SY

Exported on 12/16/2024

ke Orion Lions Club



Legend

Name	Quantity
Porta-John	179.21 SY
Arcade Trailers	458.23 SY
Ride	1564.76 SY

Exported on 12/16/2024

e Orion Lions Club

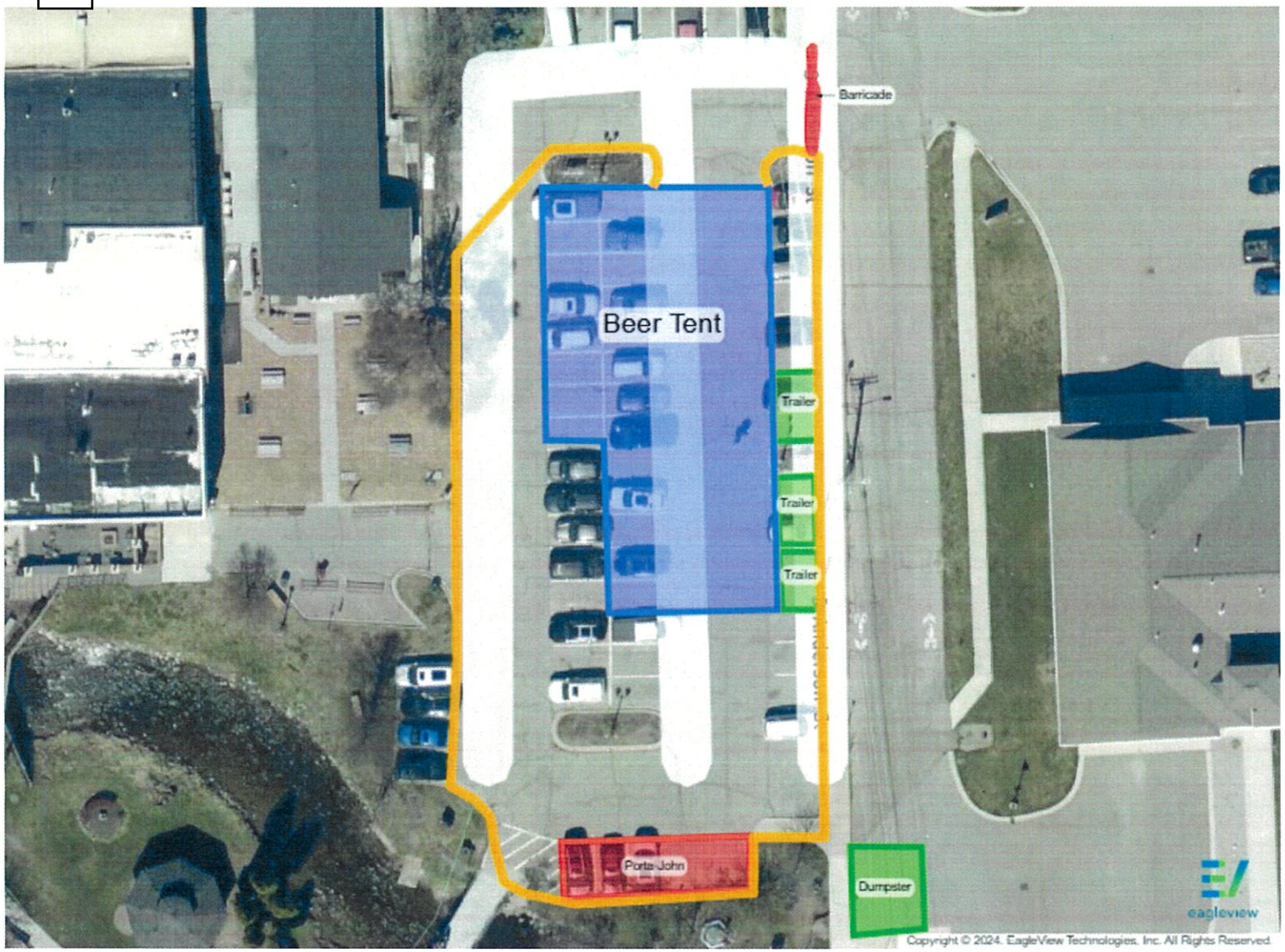


Legend

Name	Quantity
Ride	1564.76 SY

Exported on 12/16/2024

te Orion Lions Club



Legend

Name	Quantity
Porta-John	179.21 SY
Trailer	524 SY
Tent	726.06 SY
Fencing	570.17 LF

Exported on 12/16/2024

Village of Lake Orion
21E. Church Street
Laite Orlon, Michigan 48362
Tel 248.693.8391
Fa>c 248.693.S874
www.lakeorion.org

Village of Lake Orion
EST 1859

HOLD HARMLESS AGREEMENT

FOR AND IN CONSIDERATION of the granting by the **Village** of Lake Orion to permit/allow•

Lake Orion Lions Jubilee — 6/18 Wednesday 6am to 6/22 Sunday 10pm

Activity/Event — Dates and Time

Flint/Broadway and one block each direction; Children's Park parking lot; Public Parking at Front/Anderson

General Description of Location

as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and Indemnify the Village of Lake Orlon, and all of its officers, officials, agents and employees, with respect to all claims, losses, damages, causes of action, Judgments, costs and expenses, Including reasonable attorney fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, Incurred or suffered by,and/or imposed upon, the **Village** of Lake Orion and/or its officers, officials, agents and employees, by reason of or arising out of the grant or exercise of the rights stated above granted by the **Village** of Lake Orlon to the undersigned.

Christian J. Rose
Applicant/Property owner/Contractor Signature..

Christian J Ophues
Applicant/Property owner/contractor Printed Name

12-23-2024
Date

Witness One Signature • • •

LYNDEY BLOUGH
Witness One Printed Name

Witness Two Signature ...

Sonja Stout
Witness Two Printed Name

- *Applicant MUST provide information regarding what the activity Is, date(s},times activity will be held and* the *areas (public sidewalks, streets, parking spaces, «c.} that are affect .*

•• *If the activity Is obstructing public right-of-way for work on private property, the property owner or contractor MUST provide their signature.*

. [0] *The signature/rom* two *(2)* Witness *are required.*

Village of Lake Orion
EST 1859

Village of Lake Orion
21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

REQUEST TO USE OF VILLAGE EQUIPMENT

APPLICANT INFORMATION

Applicant Name: Chris Ophus Business Name: Lake Orion Lions Club.

Address: _____ City, State, Zip: _____

Applicant Phone #: 248-891-5886 Applicant E-Mail: 644docs@gmail.com

EVENT / PROJECT DESCRIPTION

Describe Use/Project Activity: Lake Orion Lions Club Jubilee

Use of Equipment Begins – Day: Wed. June, 18 Time: 5:00 AM

Use of Equipment Ends – Day: Sun. June, 22 Time: 10:00 PM

EQUIPMENT TO BE USED Please describe in detail below

X Barricades ___ Temporary closure signage ___ Trash cans ___ Other

8-Archer, 4-Class 3, 2-Detour Signs, + 2-Stop Signs.

I, the undersigned, understand that the Village Hold Harmless Agreement must be completed and must accompany this application. I understand I will be liable for damaged or missed property at actual cost plus 20% for administrative costs.

Signature of Applicant: [signature] **Date:** 4-16-2025

***** To Be Completed by Village Administration *****

Issued:

Date / Time: _____ **Received by:** _____

By VLO Staff:: _____ **Signature:** _____

Returned:

Date / Time: _____ **Received by:** _____

By VLO Staff:: _____ **Signature:** _____

Village of Lake Orion
EST 1859

Village of Lake Orion
21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

TEMPORARY USE OF VILLAGE RIGHT-OF-WAY

(PROPERTY, STREETS AND SIDEWALKS)

APPLICANT INFORMATION

Applicant Name: Chris Ophus Dan Hartwell **Business Name:** Lake Orion Lions Club

Applicant Phone #: 248-891-5886 810-766-3862 **Address:** PO Box 955

Applicant E-Mail: 644docs@gmail.com dan17278@gmail.com **City, State, Zip:** Lake Orion, MI 483

TYPE OF TEMPORARY USE

Property/Right-of-way will be used for: ____ Building Maintenance X Business Sale/Event ____ Utility Installation

Briefly Describe Use/Project Activity: Lake Orion Lions Club Jubilee (carnival and beer tent)

RIGHT-OF-WAY (ROW) TO BE USED

Site Address: (*Property adjacent to street/sidewalk/ROW*) Flint/Broadway and one block each way
Children's Park parking lot
Public parking lot at Flint/Anderson

Temporary Use of Right-of-Way Begins – Day: 6/18 **Time:** 6am

Temporary Use of Right-of-Way Ends – Day: 6/22 **Time:** 10pm

ADDITIONAL REQUIRED INFORMATION

Please place your initials next to the items in the applicable column to acknowledge that all items are included with your application.

Required for Special Event Applications	Required for General Obstruction of Public ROW Only
X ____ Anticipated Attendance	____ Sketch of Project Area
X ____ Event Map	____ Hold Harmless Agreement
X ____ Hold Harmless Agreement	____ Barrier Plan/ Safe Route Plan
____ License Agreement (if applicable - to be approved by Village Council)	**Additional Items for Excavation / Construction on Public Property**
X ____ Parking Plan	____ Application Fee
____ Sign Application (if applicable)	____ Insurance Certificate
X ____ Insurance Certificate	____ Copy of License
____ Approvals from all applicable outside agencies	____ $1,000 Escrow Deposit
	____ Construction Detail
	____ Soil Erosion Sedimentation Control

I, the undersigned, understand that the Village Hold Harmless Agreement must be completed and must accompany this application. I understand I **will be** Hable for damage done to any street or sidewalk and that I must fully cooperate with all Village departments. Failure to cooperate may lead to Immediate revocation of this permit by the **Village** of Lake Orlon.

Signature of Applicant: Christian J. Rose **Date:** 12-23-2024

••• Be Completed by Village Administration •••

APPROVAL/ COMMENTS 8V

Police Chief: _____ **Date:** 2-10-25

Special Events: Condition of approval Is that the applicant must **make all arrangements for barricades and** detour signs at least one week prior to event. When Flint Street Is closed, temporary STOP stans must be Installed on both eastbound and westbound Shadbolt at Anderson Street and any other locations that the Police Chief deems necessary.

Fire Chief: _____ Date: _____

DPW Director: _____ **Date:** 2-10-25

Village Council: _____ Date: _____

OR

Village Manager: _____ **Date:** _____

Conditions of Approval: _____

Charter Township of Orion

3365 Gregory Rd., Lake Orion MI 48359
www.oriontownship.org

Fire Department
Phone: (248) 391-0304, ext. 2000
Fax: (248) 309-6993

To: Lake Orion Village Council
Lake Orion Village Manager
From: Jeff Williams, Fire Marshal
Re: 2025 Lions Jubilee
Date: March 24, 2025

The Orion Township Fire Department has completed its review of the 2025 Lake Orion Lions Jubilee for the limited purpose of compliance with Charter Township of Orion Ordinances, Michigan Building Code, and all applicable Fire Codes.

Based upon the application and documentation provided, the Fire Department has the following recommendation:

Approved
Approved with Comments (See below)
X Not approved with Comments

Comments:

Over the past several years, the Village has experienced a tremendous amount of growth with additional businesses, residences, and visitors within the Downtown area. With this growth, the Fire Department has responded to several emergency situations, including building and structure fires. These types of fire emergencies in an historic Downtown setting, lead to multiple agencies from surrounding communities responding to the Downtown area, filling Village streets with firefighters and apparatus attempting to extinguish the fire before it spreads to nearby structures.

When events like the Jubilee are held in the Downtown area, it creates roadblocks and obstacles that place both life safety and properties at higher risk. To reduce these risks, our fire staff have critiqued and modified ride locations in the past. These past changes opened additional space for our apparatus but did not alleviate buildings and properties from being obstructed by ride locations. This was made evident by the fire that occurred on January 14, 2022, located at 35 North Broadway Street. As seen on page 3 images 2, 3, and 4, the fire department had two ladder trucks operating this fire from North Broadway Street. By having these trucks in their specific locations, it allowed our department to save and reduce exposure to the adjacent properties. If this fire event were to occur while the Jubilee event was taking place, neither of the apparatus would have been able to access these locations. This type of scenario would have increased the probability of fire exposure, damage, and risk of life safety if occupants were inside the home when the fire occurred.

With this, the Orion Township Fire Department has reviewed the proposed documentation and will be recommending **denial** of the Lions Jubilee to take place in the Downtown area at any time, in its current set-up. Please understand that this non-approval is for this event only and will not be reflected for any

other existing event held within the Village. Our department has worked diligently over the past several years with event coordinators to ensure all other events, such as the flower fair, Golling Car Show and Dragon on the Lake, create no additional life safety risks and obstructions to building and properties.

It must be understood that life safety, property conservation, and supporting a thriving downtown area will always be the Fire Department's highest priorities. Our goal is to ensure Village residents, business owners, and patrons of these events have the same understanding and can enjoy these events knowing that safety is always accounted for.

If there are any questions, the Fire Department may be reached at 248-391-0304 ext. 2004.

Sincerely,

Jeffrey Williams

Jeff Williams, Fire Marshal
Orion Township Fire Department

Attachments

IMAGE 1

Location: Infront of 35 North Broadway

Description: Jubilee Event - Ride location obstructing access to all buildings located on the left side.



IMAGES 2,3,4

Date: January 14, 2022

Location: 35 North Broadway – Structure Fire

Description: Location of white Ford F150 is the exact location of rides when the Jubilee event is taking place.



IMAGE 3

Description: Note the amount of access required for this apparatus to operate. If this area was used for a ride location the ladder truck would not be able to access buildings or properties.



IMAGE 4

Description: Note all fire damage was confined to the structure it originated in (35 N. Broadway). No fire exposure was noted on either of the adjacent properties. This was due to the location of each of the ladder trucks and fire staff that worked this fire.

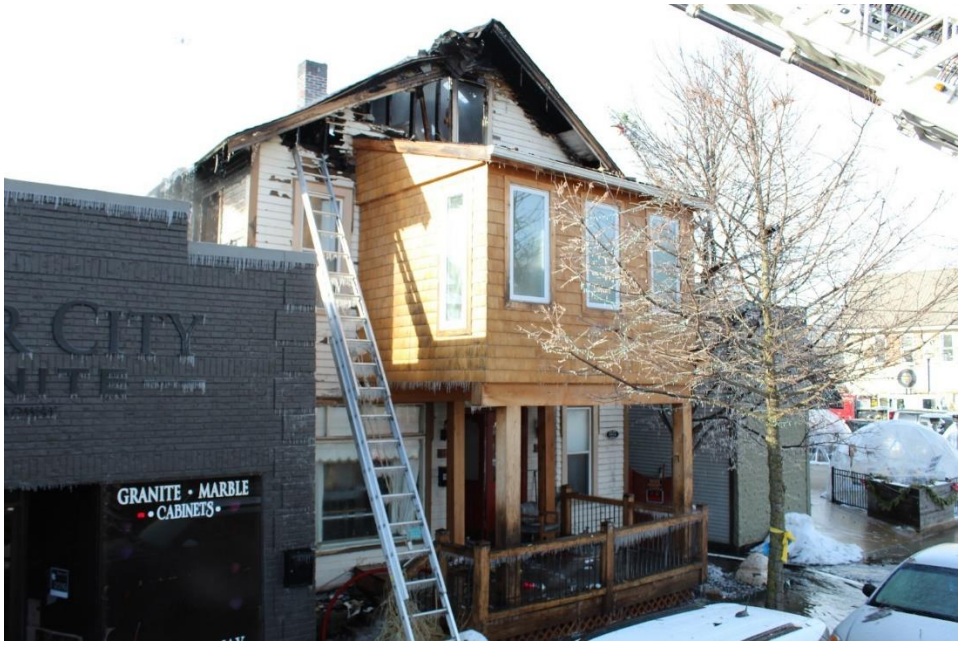


IMAGE 5

Description: Lions Jubilee Event Location Map highlighting obstructed building access



IMAGE 6

Location: East Side of Hanson's Running Shop to Nutz About Chocolate

Description: Note the overhead utilities located on the East side of the entire block. If a fire were to occur in one of these occupancies, the overhead utilities may not allow our fire personal and apparatus to access the buildings from the East side.





VILLAGE OF LAKE ORION
21 E CHURCH
LAKE ORION, MI 48362-3287
United States
Phone : (248) 693-8391

Received From: LAKE ORION LIONS CLUB CHARI
TIES

Date: 12/23/2024 Time: 4:15:06 PM
Receipt: 0000047393
Cashier: HEDRICKC

LIONS JUBILEE 2025

ITEM REFERENCE	AMOUNT
APPL FEE APPLICATION FEE	
1 @ 25	$25.00
ROW-SPE RIGHT OF WAY SPECIAL EVENT	
1 @ 100	$75.00
ROW-SPE RIGHT OF WAY SPECIAL EVENT	
1 @ 100	$25.00
SUB-TOTAL	$125.00
CHECK 1102	$50.00
Total Tendered:	$125.00
ORDER #: pi_3QZIxzGbbNaN9o2z0TwosHxD	
CC Processing Fee	$2.71
Change:	$0.00

Lynsey Blough

From: Roger Brodeur <rtbrodeur@gmail.com>
Sent: Monday, April 14, 2025 1:27 PM
To: Lynsey Blough
Cc: Sonja Stout; Barbara Rice; 644docs@gmail.com; Dan Hartwell
Subject: Fwd: Lake Orion Lions Club Jubilee Special Event Application
Attachments: Special Event Approval Procedures.pdf

Linsey,
As we discussed on the phone, I submitted the liquor license application to the state about a month ago. They usually take until around the end of May to process it and get us the license, so this is out of our control. Also, we can't get the insurance until we have the license.

As soon as we have these I will get a copy to the Village office.

If you have any other concerns about the beer tent please give me a call.

Thanks,

Roger Brodeur
(248) 897-2312
www.lakeorionlions.org
www.facebook.com/LakeOrionLions

---------- Forwarded message ---------
From: **dan17278** <dan17278@gmail.com>
Date: Mon, Apr 14, 2025 at 1:17 PM
Subject: Fwd: Lake Orion Lions Club Jubilee Special Event Application
To: Roger Brodeur <rtbrodeur@gmail.com>

Thanks,
Daniel hartwell

---------- Forwarded message ---------
From: **Lynsey Blough** <bloughl@lakeorion.org>
Date: Mon, Apr 14, 2025 at 13:14
Subject: RE: Lake Orion Lions Club Jubilee Special Event Application
To: dan17278 <dan17278@gmail.com>
CC: Sonja Stout <stouts@lakeorion.org>, Barbara Rice <riceb@lakeorion.org>, 644docs@gmail.com <644docs@gmail.com>

Hi Mr. Dan,

Thanks so much for your message.

Just a quick note to let you know that, per the Village's Special Event Approval Procedures, we do need to have all required documentation — including the Certificate of Insurance and the Liquor License — before we can move your request forward to Village Council for approval.

This has been the standard procedure for all applicants submitting special events. From there, the event can be scheduled for Council consideration.

I've attached a copy of the Special Event Approval Procedures for your reference — it gives a helpful overview of how everything flows.

Please feel free to reach out if you have any questions at all. We'll be happy to move forward as soon as everything is in place!

Best regards,

Lynsey Blough, CMC

Deputy Clerk/Treasurer

Village of Lake Orion
EST 1859

Village of Lake Orion

21 East Church Street |Lake Orion, MI 48362

Office: (248) 693-8391 ext. 103 | Fax: (248) 693-5874

Office Hours: Mondays – Thursdays | 7:00 AM – 4:30 PM

https://www.lakeorion.org/

From: dan17278 <dan17278@gmail.com>
Sent: Tuesday, April 8, 2025 8:34 AM
To: Lynsey Blough <bloughl@lakeorion.org>
Subject: Re: Lake Orion Lions Club Jubilee Special Event Application

Lynsey,

The request will be submitted by the 14 of April we apologize for this oversight

As for the certificate of insurance and the liquor

License we finalize these as soon as we get the approval from village, as these are cost we wait till after we have there approval. This is normal practice and procedure for this event.

Feel free to reach out again if you have any concerns or questions

Thank you

Daniel Hartwell

On Mon, Apr 7, 2025 at 13:01 Lynsey Blough <bloughl@lakeorion.org> wrote:

> Hi Mr. Chris and Mr. Dan,
>
> I hope everything is going well on your end.

Upon reviewing the special event application you submitted, we noticed the following items are still missing:

1. **Request to Use of Village Equipment** (You indicated on Page 5 of 6 of the Special Event Application that you would need electrical connections and water.)
2. **Certificate of Insurance** (You mentioned you would send it at a later date, and we are following up on this.)
3. **Liquor License** (You also mentioned this would be sent at a later date, and we are following up with you.)

Once we have all the necessary documents, we can compile everything and present it to the Village Council for review and consideration.

Please let us know if you have any questions.

Thank you!

Best regards,

Lynsey Blough, CMC

Deputy Clerk/Treasurer

Village of Lake Orion

21 East Church Street |Lake Orion, MI 48362

Office: (248) 693-8391 ext. 103 | Fax: (248) 693-5874

Office Hours: Mondays – Thursdays | 7:00 AM – 4:30 PM

https://www.lakeorion.org/

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC Hearing on Proposed Special Assessment Roll – Sidewalk Improvement Program (SWIP) 2025 District #1

BACKGROUND BRIEF:

Village Council is scheduled to conduct a hearing to receive comments and objections to the proposed special assessment roll for the Village of Lake Orion Sidewalk Improvement Program (SWIP) 2025 District #1 Project. The Assessor prepared the proposed special assessment roll based on the unit prices contained in the third low bid (JS Development LLC) to ensure that the special assessment numbers would be equal to or greater than the final assessments to avoid duplication of the special assessment hearing process. Attached is the original proposed special assessment roll. A notice of the public hearing was published in the Lake Orion Review newspaper and a notice letter was sent to all affected property owners.

The SWIP 2025 District #1 Project involves the removal and replacement of deficient sidewalk slabs abutting 45 properties within the district, with the property owners responsible for the costs associated with the improvements. In addition, sidewalk handicapped accessible ramps will be removed and replaced at two street intersection locations, with the Village paying the cost for those ramps. The Village will also be paying the difference in cost for the sidewalk abutting 47 E. Flint Street on one side and the Village street parking on the other, since the additional cost is associated with required additional material to bumper vehicles from the sidewalk.

Costs of sidewalks abutting private property will be specially assessed against those benefitting properties, with special assessments to be spread over three years in $500 increments. The balance of assessments not paid in full in the first year will be subject to interest at a rate of 6% per annum. Property owners may pay their assessments in full by the 2025 summer tax due date and incur no interest costs. Property owners may also opt out of the Village's improvement program by notifying the Village in writing by April 28, 2025, and completing the repairs themselves in accordance with Village engineering design and construction standards by the deadline established by the Village but will need to pull and pay for individual permits and arrange and pay for inspections.

Since preparation of the original proposed assessment roll, the Village Engineer has confirmed that the low bidder is the responsible and responsive low bidder and is qualified to perform the work. Attached is the Engineer's letter of recommendation. As a result, the final special assessment numbers for each affected property will be lower than those contained in the notices sent to property owners and

contained in the original assessment roll. The Council will need to direct that a corrected special assessment roll be prepared if Council determines to proceed with the project. Public Works Director Sanchez has prepared the revised cost calculations for each property for the information of Council, and the list is attached.

The final special assessment roll, as well as the award of the contract, will be placed on Council's May 10 regular meeting agenda for consideration if Council determines to proceed with the project.

SUMMARY OF PREVIOUS COUNCIL ACTION:

01/27/2025 – Council adopted the Village of Lake Orion Sidewalk Improvement Program Policy as presented and authorized Village Administration to begin work on the preparation of the FY 2025-26 sidewalk improvement project and special assessment processes as outlined in the Village Manager's project schedule. Council also adopted the resolution setting a needs public hearing on proposed sidewalk improvements to the Village of Lake Orion Sidewalk Improvement Program District #1 and directed the Village Clerk to publish and mail a notice of the same to affected real property owners.

02/10/2025 – Council adopted a finding that the public convenience or necessity requires that the Sidewalk Improvement Program District #1 as proposed by the Department of Public Works shall be considered for improvement and directed the Village Manager to file with the Village Clerk an estimate in writing showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land.

02/24/2025 – Council accepted the report from Administration detailing the estimated costs for Sidewalk Improvement Program (SWIP) District #1 showing the number of square feet of sidewalk required to be built or rebuilt adjacent to each lot or parcel or parcels of land that will be subject to special assessment; and directed the Village Manager to prepare bid specifications and contract documents and to proceed to competitively bid the District #1 sidewalk improvement project, with bid results to be presented to Council for consideration for further action.

03/24/2025 – Council directed the Assessor to prepare the proposed special assessment roll for the 2025 Sidewalk Improvement Program – District #1 utilizing the unit costs contained in low bid #3 from JS Development LLC for the purpose of calculating the proposed special assessments for each parcel. Council also scheduled a public hearing on the proposed special assessment roll for 2025 Sidewalk Improvement Program (SWIP) – District #1 for Monday, April 28, 2025, at 7:30 PM, and directed the Village Clerk to publish and mail the required notices regarding the same.

FINANCIAL IMPACT:

The total contract price for the sidewalk improvements will be $17,607.00. The Village's share of the cost is $2,272. The remaining $15,335 will be specially assessed against benefitting properties, with special assessments to be spread over three years in $500 increments. The balance of assessments not paid in full in the first year will be subject to interest at a rate of 6% per annum. Property owners may pay their assessments in full by the 2025 summer tax due date and incur no interest costs. Property owners may also opt out of the Village's improvement program by notifying the Village in writing by April 28, 2025, and completing the repairs themselves in accordance with Village engineering design and construction standards by the deadline established by the Village but will need to pull and pay for individual permits and arrange and pay for inspections.

RECOMMENDED MOTION:

To direct the Assessor to correct the Sidewalk Improvement Program (SWIP) 2025 – District #1 proposed special assessment roll utilizing the low bid unit costs submitted by Santos Concrete 1, Inc., of Lincoln Park, Michigan, for consideration for confirmation by the Village Council at its May 12, 2025, regular meeting.

2025
SPECIAL ASSESSMENT ROLL

VILLAGE OF LAKE ORION

SIDEWALK IMPROVEMENT DISTRICT #1

SPECIAL ASSESSMENT

SAD: SWIP 2025-1

Yr. 1 of 3

Statement of Intent:

This Special Assessment District and Roll has been established under the authority of the Village of Lake Orion Charter (Chapter 11 Section 2, Chapter 12) to collect **$ 20,807** over a three (3) year period, beginning with the July 1, 2025 tax roll, for the purpose of sidewalk improvement and maintenance activities.

The Special Assessment District includes 45 real property parcels in the Sidewalk Improvement Program District #1. Each parcel's total cost is based on the number of square feet of sidewalk required to be built or rebuilt adjacent to each parcel of land. Each parcel subject to the assessment will be charged no more that $500 per year starting with the first of the three (3) years until the total cost per parcel has been paid. Property owners will be charged a 6% annual interest fee in the event the assessment goes unpaid.

SPECIAL ASSESSMENT ROLL COLLECTION SUMMARY

	Proposed	Actual
2025 / 1st Year	17,081.00	17,081.00
2026 / 2nd Year	2,982.00	2,982.00
2027/ 3rd Year	744.00	744.00
Total:	**20,807.00**	**20,807.00**

BASED UPON ANNUALLY APPROVED INSTALLMENTS (2025-2027)

OVERALL REDUCTION IN COLLECTIONS: N/A

Total Authorized for Special Assessment:

$20,807

Total Proposed Current Year Collection (July 2025):

$17,081

2025
SPECIAL ASSESSMENT ROLL
TO FUND THE
VILLAGE OF LAKE ORION
SIDEWALK IMPROVEMENT DISTRICT #1

Parcel Number	Property Address	Thickness	Sidewalk SF	Improvement Fee	2025 Year 1	2026 Year 2	2027 Year 3	Total Cost
OL-09-01-301-015	305 E JACKSON ST	4''	72	$9.00	$500.00	$148.00	$0.00	$648.00
OL-09-01-301-026	317 E JACKSON ST	4''	16	$9.00	$144.00	$0.00	$0.00	$144.00
OL-09-01-302-023	505 E FLINT ST	4''	56	$9.00	$500.00	$4.00	$0.00	$504.00
OL-09-01-302-027	567 E FLINT ST	4''	64	$9.00	$500.00	$76.00	$0.00	$576.00
OL-09-01-351-001	144 N WASHINGTON ST	4''	48	$9.00	$432.00	$0.00	$0.00	$432.00
OL-09-01-351-004	145 HAUXWELL DR	4''	32	$9.00	$288.00	$0.00	$0.00	$288.00
OL-09-01-353-001	40 N WASHINGTON ST	4''	40	$9.00	$360.00	$0.00	$0.00	$360.00
OL-09-01-353-008	357 E FLINT ST	4''	64	$9.00	$500.00	$76.00	$0.00	$576.00
OL-09-01-354-007	437 E FLINT ST	4''	48	$9.00	$432.00	$0.00	$0.00	$432.00
OL-09-01-355-027	80 PERRY ST	4''	50	$9.00	$450.00	$0.00	$0.00	$450.00
OL-09-01-356-003	566 E FLINT ST	4''	25	$9.00	$225.00	$0.00	$0.00	$225.00
OL-09-02-403-013	450 N PARK BLVD	4''	20	$9.00	$180.00	$0.00	$0.00	$180.00
OL-09-02-403-019	55 ELIZABETH ST	6''	50	$11.00	$500.00	$50.00	$0.00	$550.00
OL-09-02-406-002	111 W CHURCH ST	4''	128	$9.00	$500.00	$500.00	$152.00	$1,152.00
OL-09-02-406-003	101 W CHURCH ST	4''	48	$9.00	$432.00	$0.00	$0.00	$432.00
OL-09-02-406-006	249 N LAPEER ST	4''	64	$9.00	$500.00	$76.00	$0.00	$576.00
OL-09-02-406-009	201 N LAPEER ST	6''	64	$11.00	$500.00	$204.00	$0.00	$704.00
OL-09-02-406-025	250 N PARK BLVD	4''	40	$9.00	$360.00	$0.00	$0.00	$360.00
OL-09-02-433-004	42 W CHURCH ST	4''	32	$9.00	$288.00	$0.00	$0.00	$288.00
OL-09-02-434-007	21 E CHURCH ST	4''	100	$9.00	$500.00	$400.00	$0.00	$900.00
OL-09-02-435-002	330 N ANDERSON ST	4''	80	$9.00	$500.00	$220.00	$0.00	$720.00
OL-09-02-435-004	117 E CHURCH ST	4''	64	$9.00	$500.00	$76.00	$0.00	$576.00
OL-09-02-436-005	211 E CHURCH ST APT 1	4''	32	$9.00	$288.00	$0.00	$0.00	$288.00
OL-09-02-437-001	248 N LAPEER ST	4''	48	$9.00	$432.00	$0.00	$0.00	$432.00
OL-09-02-439-001	242 N ANDERSON ST	6''	32	$11.00	$352.00	$0.00	$0.00	$352.00

2025
SPECIAL ASSESSMENT ROLL
TO FUND THE
VILLAGE OF LAKE ORION
SIDEWALK IMPROVEMENT DISTRICT #1

Parcel Number	Property Address	Thickness	Sidewalk SF	Improvement Fee	2025 Year 1	2026 Year 2	2027 Year 3	Total Cost
OL-09-02-439-002	218 N ANDERSON ST	4''	16	$9.00	$144.00	$0.00	$0.00	$144.00
OL-09-02-440-003	230 E CHURCH ST	4''	32	$9.00	$288.00	$0.00	$0.00	$288.00
OL-09-02-440-006	209 E JACKSON ST	4''	32	$9.00	$288.00	$0.00	$0.00	$288.00
OL-09-02-440-007	229 E JACKSON ST	4''	48	$9.00	$432.00	$0.00	$0.00	$432.00
OL-09-02-441-010	103 N BROADWAY ST	4''	50	$9.00	$450.00	$0.00	$0.00	$450.00
OL-09-02-444-006	225 E SHADBOLT ST	4''	16	$9.00	$144.00	$0.00	$0.00	$144.00
OL-09-02-477-009	44 E SHADBOLT ST	4''	64	$9.00	$500.00	$76.00	$0.00	$576.00
OL-09-02-477-016	47 E FLINT ST	4''	160	$9.00	$500.00	$500.00	$440.00	$1,440.00
OL-09-02-478-008	111 E FLINT ST	4''	48	$9.00	$432.00	$0.00	$0.00	$432.00
OL-09-02-479-001	44 N SLATER ST	4''	64	$9.00	$500.00	$76.00	$0.00	$576.00
OL-09-02-479-002	28 N SLATER ST	4''	128	$9.00	$500.00	$500.00	$152.00	$1,152.00
OL-09-02-479-003	209 E FLINT ST	4''	48	$9.00	$432.00	$0.00	$0.00	$432.00
OL-09-02-479-005	59 N WASHINGTON ST	4''	32	$9.00	$288.00	$0.00	$0.00	$288.00
OL-09-02-481-003	17 S BROADWAY ST	4''	16	$9.00	$144.00	$0.00	$0.00	$144.00
OL-09-02-482-015	120 S BROADWAY ST	4''	40	$9.00	$360.00	$0.00	$0.00	$360.00
OL-09-02-483-005	165 S BROADWAY ST	4''	32	$9.00	$288.00	$0.00	$0.00	$288.00
OL-09-02-484-009	52 S SLATER ST	4''	40	$9.00	$360.00	$0.00	$0.00	$360.00
OL-09-02-484-022	140 E FLINT ST	4''	36	$9.00	$324.00	$0.00	$0.00	$324.00
OL-09-02-485-004	240 E FLINT ST	4''/6"	40	$10.00	$400.00	$0.00	$0.00	$400.00
OL-09-02-485-025	123 S SLATER ST	4''	16	$9.00	$144.00	$0.00	$0.00	$144.00
					$17,081.00	**$2,982.00**	**$744.00**	**$20,807.00**

Considerations:

The improvement fee includes $2.50 per parcel for sidewalk removal.

The improvement fees vary based on sidewalk thickness.

I, Micheal R. Lohmeier, Oakland County Equalization Officer/Assessor for the Village of Lake Orion, hereby certify that this Special Assessment Roll SWIP 2025-1, representing the first of three (3) installments, is to fund sidewalk improvement and maintenance activities for parcels in the Sidwalk Improvement District #1 under the authority of the Village of Lake Orion Charter. This Special Assessment Roll was prepared the result of the Village Council of the Village of Lake Orion having approved the same with Resolution No. 2025-XXX on XX/XX/2025. I also certify that each assessment was based upon benefit and that such benefits equal that portion of the total cost assessed against the parcels in such Special Assessment District.

Dated this XX day of May, 2025

Micheal R. Lohmeier, Oakland County Equalization Officer & Assessor Village of Lake Orion

Property Address	Parcel Tax I.D. N	SQ FT	Removal $1.50sq ft plus	Estimated Cost	Thickness
17 S Broadway St	09-02-481-003	16	$ 5.50	$ 112.00	4"
21 E Church St	09-02-434-007	100	$ 5.50	$ 700.00	4"
28 N Slater St	09-02-479-002	32	$ 5.50	$ 224.00	4"
28 N Slater St.	09-02-479-002	96	$ 5.50	$ 672.00	4"
40 N Washington St	09-01-353-001	40	$ 5.50	$ 280.00	4"
42 W Church St	09-02-433-004	32	$ 5.50	$ 224.00	4"
44 E Shadbolt St	09-02-477-009	32	$ 5.50	$ 224.00	4"
44 E Shadbolt St	09-02-477-009	32	$ 5.50	$ 224.00	4"
44 N Slater St	09-02-479-001	64	$ 5.50	$ 448.00	4"
47 E Flint St	09-02-477-016	160	$ 5.50	$ 1,120.00	4"
52 S Slater St	09-02-484-009	40	$ 5.50	$ 280.00	4"
55 W Elizabeth St	09-02-403-019	50	$ 6.00	$ 375.00	6"
59 N Washington St	09-02-479-005	32	$ 5.50	$ 224.00	4"
80 Perry St	09-01-355-027	50	$ 5.50	$ 350.00	4"
101 W Church St	09-02-406-003	48	$ 5.50	$ 336.00	4"
103 N Broadway St	09-02-441-010	50	$ 5.50	$ 350.00	4"
111 E Flint St	09-02-478-008	48	$ 5.50	$ 336.00	4"
111 W Church St	09-02-406-002	128	$ 5.50	$ 896.00	4"
117 E Church St	09-02-435-004	64	$ 5.50	$ 448.00	4"
120 S Broadway St	09-02-482-015	40	$ 5.50	$ 280.00	4"
123 S Slater St	09-02-485-025	16	$ 5.50	$ 112.00	4"
140 E Flint St.	09-02-484-022	16	$ 5.50	$ 112.00	4"
140 E Flint St.	09-02-484-022	20	$ 5.50	$ 140.00	4"
140 E Jackson St	09-02-443-008	32	$ 8.50	$ 320.00	6" ramp
144 N Washington St	09-01-351-001	16	$ 5.50	$ 112.00	4"
144 N Washington St	09-01-351-001	16	$ 5.50	$ 112.00	4"
144 N Washington St	09-01-351-001	16	$ 5.50	$ 112.00	4"
145 Hauxwell Dr	09-01-351-004	32	$ 5.50	$ 224.00	4"
165 S Broadway St	09-02-483-005	32	$ 5.50	$ 224.00	4"
201 N Lapeer St	09-02-406-009	64	$ 6.00	$ 480.00	6"
207 N Slater St	09-02-439-006	120	$ 8.50	$ 1,200.00	6" ramp
209 E Flint St	09-02-479-003	16	$ 5.50	$ 112.00	4"
209 E Flint St	09-02-479-003	32	$ 5.50	$ 224.00	4"
209 E Jackson St	09-02-440-006	32	$ 5.50	$ 224.00	4"
211 E Church St	09-02-436-005	32	$ 5.50	$ 224.00	4"
218 N Anderson St	09-02-439-002	16	$ 5.50	$ 112.00	4"
225 E Shadbolt St	09-02-444-006	16	$ 5.50	$ 112.00	4"
229 E Jackson St	09-02-440-007	32	$ 5.50	$ 224.00	4"
229 E Jackson St	09-02-440-007	16	$ 5.50	$ 112.00	4"
230 E Church St	09-02-440-003	32	$ 5.50	$ 224.00	4"
240 E Flint St	09-02-485-004	40	$ 6.00	$ 300.00	4"/6"
242 N Anderson St	09-02-439-001	32	$ 6.00	$ 240.00	6"
248 N Lapeer St	09-02-437-001	32	$ 5.50	$ 224.00	4"

248 N Lapeer St	09-02-437-001	16	$	5.50	$	112.00	4"
249 N Lapeer St	09-02-406-006	32	$	5.50	$	224.00	4"
250 N Park Blvd	09-02-406-025	40	$	5.50	$	280.00	4"
305 E Jackson St	09-01-301-015	40	$	5.50	$	280.00	4"
305 E Jackson St	09-01-301-015	32	$	5.50	$	224.00	4"
317 E Jackson St	09-01-301-026	16	$	5.50	$	112.00	4"
330 N Anderson St	09-02-435-002	80	$	5.50	$	560.00	4"
357 E Flint St	09-01-353-008	32	$	5.50	$	224.00	4"
357 E Flint St	09-01-353-008	32	$	5.50	$	224.00	4"
437 e Flint St	09-01-354-007	48	$	5.50	$	336.00	4"
450 N Park Blvd	09-02-403-013	20	$	5.50	$	140.00	4"
505 E Flint St	09-01-302-023	16	$	5.50	$	112.00	4"
505 E Flint St	09-01-302-023	40	$	5.50	$	280.00	4"
540 E Flint St	09-01-356-003	25	$	5.50	$	175.00	4"
567 E Flint St	09-01-302-027	64	$	5.50	$	448.00	4"
			Total Price		$	17,314.00	

NF ENGINEERS

Civil Engineers | Land Surveyors | Land Planners | Geospatial Engineers

48680 Van Dyke, Ste 200 Shelby Twp, MI 48317 | P: 844-416-3364 | www.nfe-engr.com

April 22, 2025

Darwin McClary
Village Manager
Village of Lake Orion
21 E. Church St.
Lake Orion, MI 48362

RE: 2025 Sidewalk Improvements – District #1
Recommendation for Award
NFE Job No. O676

Dear Mr. McClary:

Following public advertisement and bid solicitation, bids were opened for the 2025 Sidewalk Improvements – District #1 project at the Village of Lake Orion offices on March 20, 2025.

Twelve (12) bids were received, with base bid amounts ranging from $17,607.00 to $55,734.00. Enclosed please find a Bid Tabulation for your use and publication on the MITN bid network.

The low bidder was Santos Cement 1, Inc., with a total bid of $17,607.00. References for the low bidder were contacted and have described the company as responsive and as providing satisfactory work, on time and on budget, for projects of a similar nature. Santos Cement is qualified to perform the work for this project.

Therefore, based upon the information provided, we recommend that the contract for the 2025 Sidewalk Improvements – District #1 be awarded to Santos Cement 1, Inc., according to their Total Base Bid Amount of $17,607.00.

If you have any questions regarding this recommendation, please call.

Sincerely,

Nowak & Fraus Engineers

Wendy E. Spence, PE
Sr. Project Manager

Enclosure: Bid Tabulation – as read, calculations checked

Cc: Wes Sanchez, DPW Director
Rafael Santos, Santos Cement 1, Inc.

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VILLAGE OF LAKE ORION
2025 SIDEWALK IMPROVEMENTS

BID DATE: 20-Mar-25
PROJECT # O676

BIDDERS
1 thru 6----->
12 BIDDERS
5 ITEMS

				SANTOS CEMENT 1, INC **860 SOUTHFIELD RD** **LINCOLN PARK, MI 48146** **313-551-3113** santoscement@aol.com			**STAFFORD LANDSCAPING & IRRIG.** **12033 BELLE RIVER RD** **RILEY TWP., MI 48041** **810-310-1281** info@staffordlandscaping.net			**JS DEVELOPMENT, LLC** **5135 HUNTERS CREEK RD** **ATTICA, MI 48412** **810-656-9965** JsDevelopmentteam@gmail.com			**TRESEMER CONCRETE & EXCAV.**			**LUIGI FERDINANDI & SON**			**PRIME CONSTRUCTION & EXCAV.**		
ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT
						$0.00			$0.00			$0.00			$0.00			$0.00			$0.00
1	Sidewalk, Remove	2,427	SF	$1.50		$3,640.50	$1.25		$3,033.75	$2.50		$6,067.50	$3.50		$8,494.50	$1.73		$4,198.71	$1.00		$2,427.00
2	Sidewalk, Conc, 4"	1,951	SF	$5.50		$10,730.50	$8.00		$15,608.00	$6.50		$12,681.50	$7.00		$13,657.00	$7.90		$15,412.90	$11.00		$21,461.00
3	Sidewalk, Conc, 6"	164	SF	$6.00		$984.00	$8.50		$1,394.00	$8.50		$1,394.00	$8.00		$1,312.00	$10.74		$1,761.36	$12.50		$2,050.00
4	Sidewalk, Conc, 4" w/ Thickened Edge	160	SF	$6.00		$960.00	$8.00		$1,280.00	$8.50		$1,360.00	$8.00		$1,280.00	$11.44		$1,830.40	$15.00		$2,400.00
5	Curb Ramp, Conc, 6" w/ Detectable Warning	152	SF	$8.50		$1,292.00	$8.75		$1,330.00	$14.50		$2,204.00	$8.00		$1,216.00	$18.54		$2,818.08	$25.00		$3,800.00
-	Aggregate Base 21 AA	3	CY	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00
-	MDOT 5E/4E HMA Remove & Replace, 3"	25	SF	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00
-	Trimming Tree Roots	20	Ea	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00
-	Restoration	5	SY	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00
	BASE BID TOTALS ------>					**$17,607.00**			**$22,645.75**			**$23,707.00**			**$25,959.50**			**$26,021.45**			**$32,138.00**
	BID SECURITY (5% MINIMUM)			X			X			X			X			X			X		
	ADDENDA ACKNOWLEDGED			N/A			N/A			N/A			N/A			N/A			N/A		
	REMARKS																				

VILLAGE OF LAKE ORION
2025 SIDEWALK IMPROVEMENTS

BID DATE: 20-Mar-25
PROJECT # O676

BIDDERS
7 thru 12----->
12 BIDDERS
5 ITEMS

				OROZCO'S CONCRETE & CONST.			**GREAT LAKES CONTRACTING**			**BETTER2ENTERPRISE**			**L ANTHONY CONSTRUCTION**			**BIRMINGHAM SEALCOAT**			**FERGUSON MANSONRY, INC.**		
ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT	UNIT PRICE	BIDDER'S AMOUNT	COMPUTED AMOUNT
						$0.00			$0.00			$0.00			$0.00			$0.00			$0.00
1	Sidewalk, Remove	2,427	SF	$2.00		$4,854.00	$5.00		$12,135.00	$2.50		$6,067.50	$6.00		$14,562.00	$9.30		$22,571.10	$7.00		$16,989.00
2	Sidewalk, Conc, 4"	1,951	SF	$11.00		$21,461.00	$8.50		$16,583.50	$10.00		$19,510.00	$12.00		$23,412.00	$9.20		$17,949.20	$15.00		$29,265.00
3	Sidewalk, Conc, 6"	164	SF	$12.50		$2,050.00	$9.50		$1,558.00	$12.00		$1,968.00	$10.00		$1,640.00	$18.00		$2,952.00	$18.00		$2,952.00
4	Sidewalk, Conc, 4" w/ Thickened Edge	160	SF	$12.50		$2,000.00	$11.00		$1,760.00	$15.00		$2,400.00	$10.00		$1,600.00	$16.00		$2,560.00	$18.00		$2,880.00
5	Curb Ramp, Conc, 6" w/ Detectable Warning	152	SF	$20.00		$3,040.00	$18.00		$2,736.00	$65.00		$9,880.00	$14.00		$2,128.00	$19.50		$2,964.00	$24.00		$3,648.00
-	Aggregate Base 21 AA	3	CY	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00
-	MDOT 5E/4E HMA Remove & Replace, 3"	25	SF	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00
-	Trimming Tree Roots	20	Ea	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00
-	Restoration	5	SY	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00	INCIDENTAL		$0.00
	BASE BID TOTALS ------>					**$33,405.00**			**$34,772.50**			**$39,825.50**			**$43,342.00**			**$48,996.30**			**$55,734.00**
	BID SECURITY (5% MINIMUM)			X			X			X			X			X			X		
	ADDENDA ACKNOWLEDGED			N/A			N/A			N/A			N/A			N/A			N/A		
	REMARKS																				

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC Amendments to Sidewalk Improvement Program Policy

BACKGROUND BRIEF:

Village Council is scheduled to consider adopting amendments to the Village of Lake Orion Sidewalk Improvement Program Policy to revise the special assessment schedule from five years to three years to coincide with the Village's three-year improvement program. When the policy was originally adopted, the Village anticipated establishing six sidewalk improvement districts but later created only three districts, thereby reducing the improvement program from six years to three years. The policy amendments are necessary to ensure that special assessments from one program cycle do not overlap with a subsequent cycle. The policy amendments also clarify that special assessments exceeding $1,500 in total will be spread evenly over a three-year period.

SUMMARY OF PREVIOUS COUNCIL ACTION:

01/27/2025 – Council adopted the original Sidewalk Improvement Program Policy.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To adopt the amendments to the Village of Lake Orion Sidewalk Improvement Program Policy to reduce the number of special assessments for any one improvement cycle from five to three and to clarify the spreading of sidewalk special assessments evenly over a three-year period.

ADMINISTRATIVE DIRECTIVE

DIRECTIVE NO: 2025-01	**ISSUE DATE:** 01/28/2025
ISSUED BY: Darwin McClary, Village Manager	**SIGNATURE:**
COUNCIL APPROVAL DATE: 01/27/2025	
REVISION DATES:	
RESCINDS/REPLACES:	
CATEGORY: Sidewalks	
SUBJECT: Sidewalk Improvement Program Policy	

LEGAL AUTHORITY CITATION

This administrative directive is issued by the Village Manager pursuant to the following legal authority:

- Village Charter – Sec. 3.12 – Duties of administrative officers; performing such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager
- Village Charter – Sec. 6.8 – Streets and Alleys; powers of Council to regulate the same
- Village Charter – Sec. 11.1 – Public Improvements, Contracts, Utilities ; power of Council to do any public work or make any public improvement
- Village Charter – Sec. 11.5 – Sidewalks, Curbs, and Gutters; power of Council to prescribe the building of sidewalks by property owners and to assess the cost thereof
- Village Charter – Chapter 12 – Assessments; power of Council to defray the cost of public improvements by special assessment; process for specially assessing costs of public improvements
- Village Code of Ordinances – Chapter 92 – Streets and Sidewalks; powers of the Village to inspect, construct, and regulate sidewalks and to regulate spacing of shade trees near sidewalks
- 2013 Village Engineering Design and Construction Standards – Chapter Six – Design and Construction Standards for Streets, Driveways, Pedestrian Facilities and Paving

PURPOSE

The purpose of this Sidewalk Improvement Program policy is to establish the rules, regulations, procedures, and specifications for the construction, reconstruction, repair, and replacement of public sidewalks within the Village and the allocation of the costs of such improvements.

POLICY

Location of Sidewalks. Public sidewalks are required in residential and commercial areas where deemed necessary by the Village Council upon the recommendation of the Village Manager.

Sidewalk Specifications. The design and construction specifications for public sidewalks shall be as determined by the *Village of Lake Orion Engineering Design and Construction Standards* adopted by the Village Council from time to time.

Sidewalk Maintenance Responsibility. The property owner is responsible for maintaining all sidewalks adjacent to their property to include frontage, rearage, and sideage, including removal of snow, ice, grass and weeds, debris, and other obstructions in accordance with the Village Charter, Code of Ordinances, and rules, regulations, and policies adopted by the Village Council. The property owner is responsible for all costs associated with such maintenance of abutting sidewalks. Property owners shall notify the Department of Public Works of any sidewalk defects as soon as discovered.

Repair/Replacement of Sidewalks. Any sidewalk that is in disrepair at the determination of the Village Manager or his designee shall be removed and replaced.

Sidewalk slabs that are lifted ¾ inch or greater shall be patched within 48 hours of notification by the Department of Public Works. An asphalt patch is considered to be a temporary measure only. Likewise, property owners filling vertical displacements or cracks in sidewalks by "ramping" with mortar, asphalt, or other material is not considered a permanent repair. "Mud jacking" of sidewalk slabs will not be performed by the Village but may be done at the discretion of the property owner at the owner's sole expense.

If deemed necessary by the Village Manager to repair or replace a sidewalk slab immediately, the property owner shall be notified and required to make such repairs in accordance with Village Charter Secs. 11.3 and 11.5 and Code of Ordinances Sec. 92.03 ordinance to make such repairs. The costs of such repairs or replacement, if completed by the Village, will be assessed in accordance with Chapters 11 and 12 of the Village Charter and Chapter 92 of the Village Code of Ordinances.

Sidewalk Repair/Replacement Criteria Guidelines. Sidewalks should not be required to be replaced on the basis of appearance only. The type and severity of the hazard presented needs to be considered.

Sidewalks should be replaced on the basis of an existing hazard and not on the basis of what may happen to the sidewalk in the future.

A combination of small defects that, when considered individually might not cause an area to be replaced, should cause replacement when occurring together.

If a concrete sidewalk does not exist through an asphalt driveway, new sidewalk shall be installed to provide continuity of the sidewalk facility unless Village Administration determines that such sidewalk is unnecessary.

Conditions Justifying Sidewalk Installation or Replacement. The Village Manager will recommend to the Village Council that sidewalk replacement be required in accordance with Sec. 11.3 of the Village Charter and Secs. 92.02 and 92.03 of the Village Code of Ordinances if the Village Manager determines that such conditions constitute a nuisance or hazard:

1. The sidewalk possesses temporary patch or ramping repairs.
2. The sidewalk exhibits differential elevations of one-half inch (1/2") or greater.
3. The sidewalk is cracked or broken with any of the following:
    a. Sidewalk is broken into three or more pieces
    b. Sidewalk exhibits cracks that are not tight and well-seated
    c. Sidewalk exhibits crazing (alligator cracking)_
    d. Sidewalk exhibits deteriorating joints (at least four inches long by one inch wide at any point)
    e. Sidewalk exhibits spalled areas (at least three inches along any one side)
    f. Sidewalk exhibits pitting with any pit larger than one and one-half inch and at least a half inch deep)
    g. Sidewalk exhibits surface deterioration consisting of severe scaling or popping causing a safety issue
4. Gaps in sidewalk exist in areas that are heavily traveled by pedestrians or are deemed by the Village to be in need of connection for community walkability and pedestrian safety purposes.

Sidewalks may exhibit more than one type of deficiency.

Deterioration Description and Details. Following are descriptions and details providing additional clarification on the types of sidewalk deterioration that may give cause for repair or replacement:

1. PITTING: Pitting in sidewalks occurs over time as individual stones break up through the freeze/thaw cycle leaving a void in the sidewalk surface. This type of deterioration in small amounts may not necessarily constitute a hazardous walking surface. In large quantities, however, these defects diminish the smooth walking surface, compromise the sidewalk's structural integrity, and contribute to poor drainage which propagates further pitting and surface defects.

2. SCALING: Scaling is the general loss of surface mortar exposed to freezing and thawing. The aggregate is usually clearly exposed and often stands out from the concrete. Scaling is primarily a physical action caused by hydraulic pressure from water freezing within the concrete and not usually caused by chemical corrosive action. When pressure exceeds the tensile strength of concrete, scaling can result if entrained-air voids are not present to act as internal pressure relief valves.
3. SPALLING: Spalling is a deeper surface defect than scaling, often appearing as circular or oval depressions on surfaces or as elongated cavities along joints. Spalls may be one inch or more in depth and six inches or more in diameter, although smaller spalls also occur. Spalls are caused by pressure or expansion within the concrete, bond failure in two-course construction, impact loads, fire, or weathering. Improperly constructed joints and corroded reinforcing steel are two common causes of spalls. If left unrepaired, spalls can accelerate pavement deterioration.
4. POPPING OR POP-OUTS: A pop-out is a conical fragment that breaks out of the surface of the concrete leaving a hole that may vary in size generally from ¼ inch to two inches, but up to as much as one foot in diameter. Usually, a fractured aggregate particle will be found at the bottom of the hole with part of the aggregate still adhering to the point of the pop-out cone. Most pop-outs appear within the first year after placement. Pop-outs caused by alkali-silica reactivity (ASR) may occur as early as a few hours to a few weeks, or even a year, after the concrete is placed. Pop-outs caused by moisture induced swelling may occur shortly after placement due to the absorption of water from the plastic concrete, or they may not appear until after a season or year o fhigh humidity or rainfall or after the concrete has been exposed to freezing temperatures. Pop-outs are considered a cosmetic detraction and generally do not affect the service life of the concrete.
5. DIFFERENTIALS: Differentials typically occur at the joint between two sidewalk slabs. A differential consists of a lip or elevation difference at the joint and is measured along the vertical face of the joint. A differential sidewalk that exceeds ½ inch is a condition that warrants removal and replacement. The differential may have been caused by tree roots, trench settlement, or heavy weights placed on the sidewalk.

Property Owner Costs. The property owner is required to pay for all costs associated with the removal and replacement of defective sidewalk. This shall include inspections, contractor costs, and administration (percentage as established by ordinance or resolution of Council). Minor temporary repairs performed by the Department of Public Works (temporary patches or ramping) will not be charged to the property owner. Property owners shall pay for 100% of the cost of any repairs or replacement of sidewalk abutting the front, side, or rear of the property.

If the sidewalk is damaged from roots from a tree, shrub, or bush on private or public property, the property owner shall pay for 100% of the cost of repair or replacement.

Any objects, including but not limited to trees, shrubs, fences, poles, rocks, landscaping timbers, retaining walls, or other vegetation or improvements, within one foot of the existing or proposed sidewalk shall be removed at the Village's discretion at the sole cost of the property owner.

The property owner shall have two options for payment for sidewalk repair or replacement when such work is completed by the Village or its contractor:

1. Pay the amount due upon receipt of invoice.
2. ~~Enter into a~~ Participate in the Village Special Assessment ~~agreement~~ Program. This option allows the property owner to make up to ~~five~~ three (3) annual payments with interest at six percent (6%) per year. Payments will be permitted beyond one year for each $500 of assessment up to the maximum ~~five~~ three-year repayment schedule (e.g., a $1,500 assessment could be paid in three equal annual installments of $500 plus interest accrued to date), except that total assessments exceeding $1,500 will be spread in equal prorated amounts over three (3) years. Assessments will be levied and collected in accordance with Village Charter, ordinances, and policies.

If neither the invoice is paid nor the Special Assessment option selected, the unpaid balance for sidewalk improvements, together with accrued interest, will become a lien upon the property and will be placed on the next tax bill for collection in accordance with Village Charter and ordinance provisions.

All other assessment procedures and appeals processes will be subject to Village Charter and ordinance requirements.

Village Costs. The Village shall pay for all expenses associated with the patching, removal, and replacement of sidewalk handicap ramps at street intersections. In addition, the Village will pay 100% of the cost of any sidewalk repairs or replacement resulting from damage directly caused by a water gate valve or manhole. The Village will invoice other public utility companies if their facilities result in sidewalk damage and needed repairs or replacement. The Village reserves the right to utilize any lawful and appropriate funding source to cover its share of sidewalk repair or replacement costs, including but not limited to General Fund, Act 51 of 1951 Major and Local Streets funds, Water and Sewer funds, Community Development Block Grant (CDBG) funds, and other funding sources. The Village shall be responsible for the cost of any work to Village owned trees deemed necessary by the Village. The Village shall be responsible for the cost of new sidewalk installed where no sidewalk previously existed to connect two previously separated sidewalk segments when determined necessary by the Village, with the abutting property

owner(s) to be responsible for any future cost of maintenance, repair, or replacement of such sidewalk.

Sidewalk Improvement Districts. The Village will establish three or more Sidewalk Improvement Districts for the administration of the improvement program. Sidewalk improvements will be completed annually on a rotating basis so that one district is inspected and improved each year. The Public Works Director will prepare a Sidewalk Improvement District map periodically for Council approval based on the needs of the community and the ability of the Village to reasonably manage and fund the program. The first district to be improved will be selected to the extent possible based on the greatest need for improvement and nuisance or hazard to the community.

Sidewalk Improvement Fund. Village Administration will establish a separate Sidewalk Improvement Fund to properly account for all revenues and expenditures relating to the perpetual sidewalk improvement program. The Village Council will initially appropriate an amount necessary for the first year of the program from the General Fund for transfer to the Sidewalk Improvement Fund to provide the initial funds for the program. All payments on special assessments and invoices from property owners, including interest payments, will be deposited into the Sidewalk Improvement Fund. Monies dedicated to the Sidewalk Improvement Program shall be used for no other purpose.

Administrative Procedure. The Village will follow the procedures outlined in the Village Charter and ordinances in administering the Sidewalk Improvement Program and special assessment processes.

By October 1 of each year, the Director of Public Works shall cause to be prepared and submitted to the Village Manager a report listing the sidewalk repairs, replacement, or new construction to be completed within the subsequent calendar year's scheduled Sidewalk Improvement District, with the report to include the affected properties identified by address and parcel ID number, description of the improvements proposed for each, the estimated cost for each property, and the total estimated cost of the district improvement project. A map identifying the affected properties and all improvements and new gap sidewalk construction will accompany the report. Existing sidewalk flags requiring repair or replacement shall be properly marked for later identification.

The Village Manager shall review the report and, if acceptable, present the same to the Village Council by the Council's first meeting in November for consideration for approval and commencement of the special assessment process.

After the special assessment needs public hearing is conducted by the Village Council, if the Village Council determines the need to proceed with sidewalk improvements, the Director of Public Works shall, in consultation with the Village Engineer, prepare the necessary project bid

specifications and proceed to solicit bids in accordance with the Village's purchasing policy. After receipt of bids, the Director of Public Works shall submit the bid tabulation to the Village Manager, who shall cause a proposed special assessment roll to be prepared and shall present the same to the Village Council for review. If acceptable to the Village Council, Council will schedule a special assessment roll public hearing and give final approval to the project in accordance with Village Charter and ordinance provisions.

Upon approval of the special assessment roll, the Village Council will approve the contract for the sidewalk improvements.

The Village will endeavor to complete sidewalk improvements during July and August of each year. The Public Works Director shall be responsible to the Village Manager for the general management and supervision of the annual sidewalk improvement projects and the perpetual improvement program.

Sidewalk Repair Program Warranty Policy. The Village's sidewalk improvement contractor shall provide, for a period of two (2) years from the date of approval of the final pay application, to repair any defect in all of the work done under the contract, either by them, their subcontractors, or their material suppliers, that may develop due to improper materials, defective equipment, or substandard workmanship. The Department of Public Works shall inspect the sidewalk work immediately prior to the expiration of the two-year warranty period, shall document any defects, and report the same to the contractor for repair. This sidewalk repair warranty requirement shall be included in the bid specifications and contract documents for the project. The contractor shall date stamp, together with contractor's name, those sidewalk slabs at the first and last slabs of sidewalk replaced by the contractor.

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC 2025-2027 Tax Collection Services Agreement – Orion Township

BACKGROUND BRIEF:

Village Council is scheduled to consider approving a tax collection services agreement with Orion Township to permit the Township to collect the Village taxes for tax years 2025 through 2027. Attached is the proposed agreement as well as communication from Township Treasurer Matt Pfeiffer explaining the need to increase the fee to the Village.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The current three-year contract provides for the Village to pay $16,000 annually to the Township for tax collection services. The Township has proposed charging 1% of total tax collections annually, amounting to an estimated $24,000 for 2025.

RECOMMENDED MOTION:

To approve the "Agreement Between Charter Township of Orion and Village of Lake Orion Concerning Tax Collection Fee" covering the period of July 1, 2025, through June 30, 2028, for the Township to provide tax collection services for the Village at a fee equal to one percent (1%) of scheduled collections; and to authorize the Village Manager and Village Clerk to execute the Agreement on behalf of the Village.

**AGREEMENT BETWEEN CHARTER TOWNSHIP OF ORION
AND VILLAGE OF LAKE ORION
CONCERNING TAX COLLECTION FEE**

This Agreement, dated July 1, 2025 is entered into by the Charter Township of Orion (The "Municipality"), a Michigan municipal corporation, whose principal office is located at 2323 Joslyn Rd., Lake Orion, Michigan, and the Village of Lake Orion, whose principal office is located at 21 E. Church St., Lake Orion, Michigan, to set forth arrangements for the collection and remittance of property taxes levied by the Village of Lake Orion and collected by the Municipality;

WHEREAS, the Municipality, by and through its Treasurer, is obligated to collect and remit to the Village of Lake Orion the ad valorem property taxes authorized by election for Village of Lake Orion operating and debt service purposed according to MCL 211.42 and 211.43 (hereinafter "village tax collection") and;

WHEREAS, the Municipality and the Village of Lake Orion are authorized by MCL 211.43(4) to enter into an agreement to establish an alternative schedule for delivering tax collections to that schedule set forth in MCL 211.43(3);

NOW THEREFORE, the Municipality and the Village of Lake Orion agree as follows:

1. Remittance. With respect to all taxes collected by the Municipality for the Village of Lake Orion and DDA on or after July 1, 2025, the Municipal Treasurer shall account for and deliver to the Village the total amount of taxes collected for the Village of Lake Orion according to the State's Statutory Tax distribution schedule. The Municipality shall make said remittances (by transfer to an account designated by the Village of Lake Orion). In the event the bank where the Municipality deposits the taxes collected is closed, the payment shall be made on the first day following the re-opening of the bank.

2. Retained Interest. The Parties agree that the Municipality shall not be required to pay any bank earned interest on scheduled remittances made pursuant to this Agreement. Any bank earned interest earned by the Municipality while in possession of taxes collected shall remain the Municipality Property and shall be utilized towards coverage of reasonable expenses incurred by the Municipality associated with collecting and administration of property taxes as set forth in Sec. 3.

3. Tax Collection Charge. With respect to all Village Taxes collected by the Municipality for the Village of Lake Orion on or after July 1, 2025, 2026, and 2027, the Village shall pay a collection charge of one percent (1%) of scheduled collections to the Municipality due and payable to the Township within thirty (30) days of receipt of invoice from the Township. Both Parties represent, warrant, and agree that the amount set forth herein, including retained interest, as set forth in Sec. 2 above, reflects the reasonable expenses for tax collection. For purposes of this Agreement, "reasonable expenses" means fees that are proportional to the costs incurred by the Municipality for assessing property values, collecting property tax levies, and administering the review and appeal processes. If the Municipality determines that actual reasonable expenses exceed the anticipated costs, the Township may increase the collection charge by up to 10% to cover the additional expenses.

4. Current Law. This agreement is based on the law in Michigan as of the date of execution. In the event the applicable law is materially changed by future legislation, either party may terminate the Agreement upon providing thirty (30) days advance notice to the other party.

5. Term of Agreement. This Agreement shall become effective upon execution and shall continue until June 30, 2028. This Agreement may be extended for additional terms upon mutual written agreement by the parties, provided that any such extension is agreed to at least thirty (30) days prior to the expiration of the current term. Furthermore, the Village may terminate this Agreement at any time upon six (6) months' prior written notice.

6. Amendment. This Agreement may be amended by mutual agreement of the Parties in writing.

7. Limited Liability. In no event shall the Municipality be liable for any indirect, incidental, special, or consequential damages arising out of or in connection with this Agreement, whether in contract, tort, or otherwise. The Municipality's liability under this Agreement shall be limited to the collection fees received pursuant to this Agreement.

CHARTER TOWNSHIP OF ORION

_____ By: _____
Witness Chris Barnett, Supervisor
Date: _____

_____ By: _____
Witness Julia Dalrymple, Clerk
Date: _____

VILLAGE OF LAKE ORION

_____ By: _____
Witness Its: _____
Date: _____ Date: _____

_____ By: _____
Witness Its: _____
Date: _____ Date: _____

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC Audit Feedback Memo requested per Council

BACKGROUND BRIEF:

On April 14, 2025, Council voted to request a brief review of the Audit Feedback Memo submitted by Clerk/Treasurer Stout and directed that the report be published on the Finance and Treasury page under Audit Reports. The reports have since been made available on that page.

SUMMARY OF PREVIOUS COUNCIL ACTION:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

Placed on agenda for discussion.

21 E. Church St.
Lake Orion, MI 48362

248-69
www.lakeorion.org

Village of Lake Orion
EST 1859

To: Village Council
From: Sonja Stout, Clerk/Treasurer
Date: March 12, 2025
Subject: Audit Feedback Report

Dear Council Members,

Following the recent audit, several concerns were identified, categorized as either Material Weaknesses or Significant Deficiencies. Below is a summary of these findings along with the corrective actions being implemented to address each issue.

Material Weaknesses

1. Water and Sewer Records

Concern:
Water and sewer rates remained unchanged despite council approvals, and the lack of verification led to account overstatements, requiring corrections.

Solution:

- Previously, a part-time employee managed rate changes without oversight, leading to errors.
- Moving forward, one employee will implement council-approved rate changes, while a second employee will verify the updates to ensure accuracy.
- This dual-verification process will help prevent errors and establish proper checks and balances.

2. Capital Assets

Concern:
The asset listing did not accurately reflect depreciation, additions, or disposals due to outdated record-keeping.

Solution:

- Previously, assets were tracked using a manually updated spreadsheet, leading to missing or incorrect data.
- The **BSA Cloud system is now being fully utilized to track assets, integrating with Accounts Payable and Purchase Orders to ensure real-time updates.**
- Multiple employees now have access to this module, ensuring continuous oversight and accuracy.

Significant Deficiencies

3. Journal Entry Review

Concern:
Lack of evidence for review in the manual journal entry process, leading to inadequate internal controls.

Solution:

- Previously, journal entries were made without a proper segregation of duties.
- The BSA Cloud workflow has been updated to require two individuals for each journal entry—one to create and another to post the transaction.
- This ensures proper oversight and accountability.

4. Downtown Development Authority (DDA) Accounts

Concern:
An undisclosed bank account existed outside the DDA's official accounting records.

Solution:

- The issue was identified when the DDA Executive Director proposed adding a new signer to an unknown account.
- The account has since been reviewed, and discussions are underway to close it due to high fees and low deposits.
- Moving forward, Stripe payments are now used to automatically deposit funds directly into the DDA's recorded accounts, ensuring proper financial oversight.

5. Purchase Orders

Concern:
Purchase orders were processed by a single individual without proper department head approval or oversight.

Solution:

- Due to previous staffing shortages, Administration processed most purchase orders without department head sign-off.
- Now, department heads must submit purchase orders within their approval limits.
- For orders exceeding approval thresholds, Finance or the Village Manager must authorize the request.
- The Finance Department inputs approved purchase orders into the system, ensuring a paper trail with initials for verification.

Conclusion

The corrective measures outlined above are being actively implemented to strengthen financial oversight and compliance. These changes will help mitigate risks, improve accountability, and align financial processes with best practices.

If you have any questions or require further clarification, please let me know.

Respectfully submitted,
Sonja Stout
Clerk/Treasurer

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC Contract for Preparation of FY 2026 Transportation Economic Development Fund (TEDF) Category B Grant Application - NFE

BACKGROUND BRIEF:

Village Council is scheduled to consider approving a contract with the Village's engineering consulting firm, Nowak & Fraus Engingeers (NFE), to prepare and submit a grant application on behalf of the Village under the State of Michigan Transportation Economic Development Fund (TEDF) Category B grant program. Attached is NFE's proposal to provide the grant writing services.

The Village has programmed into the Capital Improvement Plan for FY 2025-26 the completion of improvements to several local streets as outlined in NFE's proposal at a total estimated cost of $547,000. The TEDF Category B grant program provides funding to local units of government on a competitive basis of up to $250,000 for local street improvements. NFE would prepare the grant application meeting the program application requirements for submission to the State of Michigan. Funding awards are expected in Fall 2025 for the 2026 construction year.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

If Council approves a contract with NFE to prepare and submit the grant application, the cost to the Village would be $4,500. The grant application submission would make the Village eligible for funding consideration in an amount up to $250,000 for the Village's FY 2025-26 $547,000 Local Streets Pavement Asset Management Plan (PAMP) Treatment Program "A".

RECOMMENDED MOTION:

To approve a contract with Nowak & Fraus Engineers to prepare and submit a grant application for the Village of Lake Orion under the State of Michigan FY 2026 Transportation Economic Development Fund (TEDF) Category B Community Service Infrastructure Fund grant program in accordance with the firm's proposal dated April 7, 2025, in the lump sum amount of $4,500.00, and authorize the Village Manager to execute all necessary documents relating to this contract on behalf of the Village.

NF ENGINEERS
Civil Engineers | Land Surveyors | Land Planners | Geospatial Engineers
48680 Van Dyke, Ste 200 Shelby Twp, MI 48317 | P: 844-416-3364 | www.nfe-engr.com

April 7, 2025

Darwin McClary
Village Manager
Village of Lake Orion
21 E. Church St.
Lake Orion, MI 48362

RE: TEDF Category B Grant Application (FY 2026)
Pavement Asset Management Plan – Treatment Program A (Local Streets)
Village of Lake Orion
Proposal for Professional Services

Dear Mr. McClary:

Nowak & Fraus Engineers (NFE) appreciates the opportunity to submit our proposal for Professional Civil Engineering services for the Village of Lake Orion. According to your email dated April 3, 2025, you have requested our services to prepare the TEDF Category B Community Service Infrastructure Fund (CSIF) application for the Local Streets Treatment Program "A" described in the DRAFT Pavement Asset Management Program of December 7, 2023. Please find detailed below a breakdown of our anticipated scope of services and associated fees.

Understanding of the Project:

MDOT accepts applications through June 12, 2025 for funding for the improvement of roads including the reconstruction, replacement, rehabilitation or capital preventative maintenance, including stormwater improvements needed for the project. The grant covers 50% of eligible expenses, up to $250,000 (project construction cost of $500,000). Eligible costs only include roadway construction and stormwater improvements. The application includes documentation of each road segment, estimated construction costs and a description of the improvements, as well as maps, project estimates, a resolution of support and photographs.

The grant program is competitive, and priorities for award are based on the ability of the Village to fund the projects, local road improvements, pairing with other infrastructure improvements, and preventive maintenance.

NFE prepared a DRAFT Pavement Asset Management Plan (PAMP) for the Village of Lake Orion and submitted it for Village staff review in December 2023. In the plan, improvements were outlined referred to as Treatment Program "A", which included alternative segments, the choice of which was to be determined by the Village. The estimated cost of those improvements at the time was $547,000, which may increase due to the passage of time since that estimate was prepared. The proposed treatment program has not been verified by the

Village staff, however the following local roads were outlined for improvement in Treatment Plan "A" and as shown on the attached map.

- 1.2 lane-miles Overlay or Mill and Overlay
    - Clare Street
    - Lake Street, dead end to Andrew Street
    - Andrews Street, Lake Street to Flint Street
    - W. Flint Street, North Shore to M-24
    - Bellevue Avenue, Westpoint Street to Highland Avenue
- 0.57 lane-miles Full-Depth Reclamation or heavy Mill and Overlay
    - Washington Street, Flint to Church Street
    - W. Shadbolt, Andrews Street to M-24

    OR
    - North Shore Drive, Lake Street northward 1500'

Grants approved for FY2026 funding will be awarded contingent on continued appropriations by the legislature. It is anticipated that the 2026 award announcements will be made in mid-September of 2025. The projects will be implemented in 2026.

Engineering Services:

- Prepare TEDF-B (CSIF) Grant application: NFE will utilize the information gathered for the PAMP to prepare the application for the above-referenced roads. In addition, NFE will prepare the following items and assist the Village with the completion of the application items
    - Category B Community Service Infrastructure Fund Application
        - Verify road segments selected by the Village for inclusion in the Grant request.
        - Coordinate Project funding items (Section 3) with Village Manager.
    - Draft resolution of support for Council meeting of May 12, 2025
    - Map of proposed improvements,
    - Project cost estimates,
        - Determine extent of improvements including additional infrastructure improvements
        - Analyze stormwater improvements
    - Photographs

FEES FOR SERVICES:

1. **Prepare TEDF-B Grant Application:**

    Lump Sum Fee: $4,500.00

Scope Clarifications and Exclusions:

Additional Services: Please note that submittal of a TEDF-B (CSIF) Grant application does not necessitate submittal of a finalized Transportation Asset Management Plan (TAMP) to MDOT.

However, if the Village wishes to transfer more than 50% of MTF earnings from the Major Street Fund to the Local Street Fund, a TAMC-approved TAMP must be adopted by the Village and submitted to MDOT, with updates required every three years. Any such work requested of NFE to update the 2023 DRAFT PAMP to meet current TAMP submittal requirements will be quoted separately at the time of request. Please be aware that if a TAMP is adopted in future, updating the Multi-Year Program each year and entering the information in the ADARS system would be required. Any other services requested by the Village will be quoted separately or billed on an hourly basis according to our Village of Lake Orion hourly rate schedule.

Opinions of Probable Cost: Opinions of probable cost provided represent NFE's best judgment as design professionals familiar with the construction industry; however, NFE has no control over the cost of labor, materials, equipment or services provided by others. Therefore, NFE cannot guarantee that proposals, bids or actual construction costs will not vary from the opinions of probable cost prepared by our firm.

Acceptance and Authorization to Proceed:

Provided this proposal meets with your approval, please sign, date and return a copy of this Work Authorization to our office. Receipt of your signed Work Authorization will serve as our authorization to proceed.

The above Proposal is valid if accepted within 30 days of its receipt.

Thank you for choosing Nowak & Fraus Engineers to provide Engineering and Surveying services to the Village of Lake Orion.

Sincerely,

Nowak & Fraus Engineers

Wendy E. Spence, PE
Sr. Project Manager

Dated: 4/07/2025

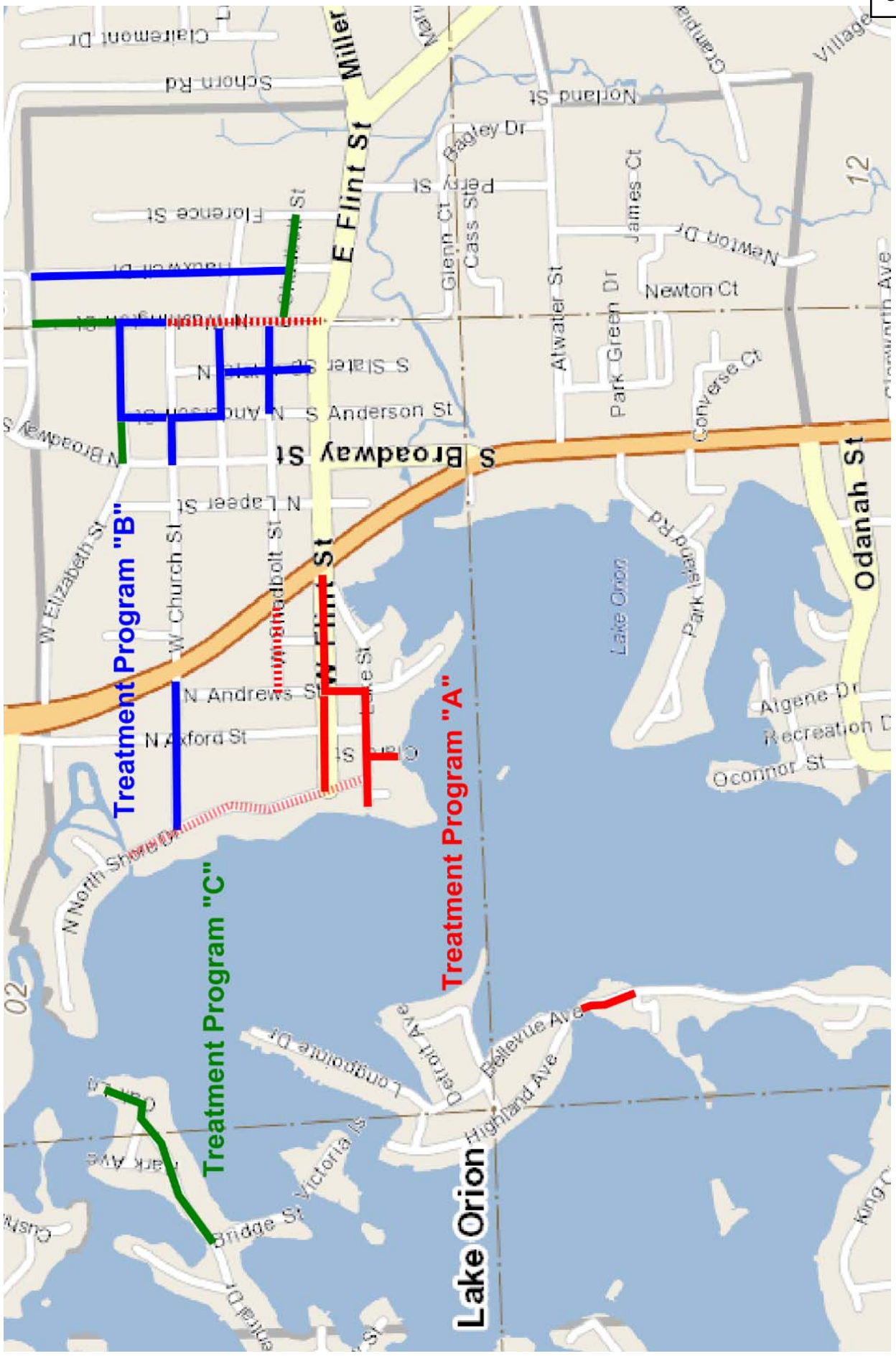
Accepted and Approved By:

_____
(Signature)
Darwin McClary, Village Manager

_____
(Date)

Enclosure: Treatment Program "A" Local Road sketch
Village of Lake Orion Discounted Rate Schedule

Cc: Wesley Sanchez, DPW Director



VILLAGE TO SELECT ALTERNATIVE: WASHINGTON AND SHADBOLT **OR** 1500' ON NORTH SHORE

Village of Lake Orion

2021 DISCOUNTED FEE SCHEDULE

Personnel	Hourly Rate
Corporate Principal	$ 150.00
Senior Associate	$ 135.00
Associate	$ 125.00
ALTA Survey Manager	$ 130.00
Land Surveyor/Field Coordinator	$ 120.00
Plat Manager	$ 120.00
CAD Manager	$ 120.00
Senior Project Manager	$ 125.00
Project Manager	$ 115.00
Registered Landscape Architect	$ 96.00
Project Engineer	$ 110.00
Engineer III	$ 105.00
Engineer II	$ 95.00
Engineer I	$ 85.00
Engineering Technician III	$ 95.00
Engineering Technician II	$ 85.00
Engineering Technician I	$ 80.00
Senior Testing/Inspection Engineer	$ 82.00
Testing/Inspection Engineer	$ 75.00
Engineering Assistant	$ 65.00
Survey Crew – 3 Person	$ 175.00
Survey Crew – 2 Person	$ 145.00
Survey Crew – 1 Person	$ 110.00
Land Survey Technician	$ 95.00

Survey Crew size will be determined on a per project basis.

Reimbursable Expenses:

Round trip vehicle mileage from the NFE offices will be charged $0.56 per mile, when identified in the Work Authorization as a reimbursable expense.

The following expenses, when incurred in direct connection with the project, will be charged at the rates indicated (includes handling):

Courier services and project related purchases	Cost + 15%
Prints	$2.00 Each
Oversize Prints	$3.00 Each
Mylars & Vellums	$20.00 Each
Express Deliveries	$25.00 Each
Electronic Data Transfer - CD	$100.00 Each
Electronic Data Transfer - Email	Hourly
Subconsultants	Fee + 10%
Traffic Counter	$50.00/Day

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC: Local Road Improvement Matching fund Program Cost Participation Agreement

BACKGROUND BRIEF: The Village of Lake Orion is eligible to receive funding through Oakland County's Local Road Improvement Matching Fund Program (LRIP) for the crack sealing of roads within the Downtown District. This cost participation agreement outlines the terms under which Oakland County will provide up to $5,870 in matching funds toward the total estimated project cost of $15,870.

PROJECT IINFORMATION: Oakland County's LRIP program is designed to assist municipalities with specific, targeted road maintenance projects. The Village of Lake Orion has identified a need for crack sealing within the Downtown District to preserve pavement quality and support long-term infrastructure integrity.

As part of the program, the Village is required to:

- Fund at least 50% of the project cost
- Submit a final report on the project's impact on local businesses
- Acknowledge full responsibility for administering the project

RECOMMENDED MOTION: Motion to approve the Local Road Improvement Matching Fund Program Cost Participation Agreement between the Village of Lake Orion and the Oakland County Board of Commissioners for the Crack Sealing of Roads in the Downtown District (Board Project No. 2024-15), and authorize the Village Manager to execute the agreement and submit the required invoice to Oakland County.

LOCAL ROAD IMPROVEMENT MATCHING FUND PROGRAM

COST PARTICIPATION AGREEMENT

Crack Sealing of Roads in the Downtown District

Village of Lake Orion

Board Project No. 2024-15

This Agreement, made and entered into this date, , by and between the Board of Commissioners of the County of Oakland, Michigan, hereinafter referred to as the BOARD, and the Village of Lake Orion, hereinafter referred to as the COMMUNITY, provides as follows:

WHEREAS, the BOARD has established the Local Road Improvement Matching Fund Program, hereinafter the PROGRAM, for the purposes of improving economic development in Oakland County cities and villages. The terms and policies of the PROGRAM are contained in Attachment A. The BOARD intends the PROGRAM to assist its municipalities by offering limited funds, from state statutory revenue sharing funds, for specific, targeted road maintenance and/or improvement projects on roadways under the jurisdiction of cities and villages; and

WHEREAS, the BOARD shall participate in a city or village road project in an amount not exceeding 50% of the cost of the road improvement, hereinafter referred to as the PROJECT, and also not exceeding the Preliminary Distribution Formula as it relates to the COMMUNITY, (Attachment B); and

WHEREAS, the COMMUNITY has identified the PROJECT as the Crack Sealing of Roads in the Downtown District, which improvements involve roads under the jurisdiction of and within the COMMUNITY and are not under the jurisdiction of the Road Commission for Oakland County or state trunk lines; and

WHEREAS, the COMMUNITY has acknowledged and agreed to the BOARD's policies regarding the PROGRAM, Attachment A, and further acknowledge and agree that the PROJECT's purpose is to encourage and assist businesses to locate and expand within Oakland County and shall submit a report to the BOARD identifying the effect of the PROJECT on businesses in the COMMUNITY at the completion of the PROJECT. In addition, the COMMUNITY acknowledges that the program is meant to supplement and not replace funding for existing road programs or projects; and

WHEREAS, the COMMUNITY has acknowledged and agreed that the PROGRAM is expressly established as an annual program and there is no guarantee that the PROGRAM will be continued from year to year. The BOARD anticipates that most PROJECTS funded under the PROGRAM will be completed by the end of calendar year 2024. There is no obligation on behalf of the BOARD to fund either the PROJECT or the PROGRAM in the future; and

WHEREAS the COMMUNITY has acknowledged and agreed that the COMMUNITY shall assume any and all responsibilities and liabilities arising out of the administration of the PROJECT and that Oakland County shares no such responsibilities in administering the PROJECT; and

WHEREAS, the estimated total cost of the PROJECT is $15,870; and

WHEREAS, said PROJECT involves certain designated and approved Local Road Improvement Matching Funds in an amount not to exceed $5,870, which amount shall be paid to the COMMUNITY by the BOARD; and

WHEREAS, the BOARD and the COMMUNITY have reached a mutual understanding regarding the cost sharing of the PROJECT and wish to commit that understanding to writing in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and in conformity with applicable law and BOARD resolution(s), it is hereby agreed between the COMMUNITY and the BOARD that:

1. The BOARD approves of the PROJECT, and in reliance upon the acknowledgements of the COMMUNITY, finds that the PROJECT meets the purpose of the PROGRAM.

2. The BOARD approves of a total funding amount under the PROGRAM for the PROJECT in an amount not to exceed $5,870. The COMMUNITY shall submit an invoice to the COUNTY in an amount not to exceed $5,870.

a. The Invoice shall be sent to:

Amy Aubry, Analyst
Board of Commissioners
1200 N. Telegraph, Bldg 12E
Pontiac, MI 48341
aubrya@oakgov.com

3. Upon receipt of said invoice and upon execution of this Agreement, the BOARD shall pay the COMMUNITY in an amount not to exceed $5,870 from funds available in the PROGRAM.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first written above.

OAKLAND COUNTY BOARD OF COMMISSIONERS

By: _____
David T. Woodward

Its: Chair

COMMUNITY

By: _____

Its: _____

COMMUNITY

By: _____

Its: _____

Village of Lake Orion
EST 1859

COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 28, 2025

TOPIC Consider Periodic Personnel Evaluation of Village Manager – MCL 15.268(1)(a)

BACKGROUND BRIEF:

Village Council is scheduled to convene into closed session to consider the periodic personnel evaluation of the Village Manager as requested by the Manager in accordance with the Village Manager's employment agreement and Section 8(1)(a) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, being MCL 15.268(1)(a).

The Village Council established an ad hoc Village Manager Performance Evaluation Committee to establish the 2025 evaluation process and to open and tabulate the results of the 360^{o} evaluations. The Committee met on April 24 to complete its work and is expected to provide confidential copies of the evaluation results to Council and the Manager by April 25.

Attached are copies of the relevant section of the Michigan Open Meetings Act, Village Manager employment agreement, and Village Manager's request for closed session.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

#1 – To convene into closed session pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, being MCL 15.268(1)(a) for the purpose of considering the periodic personnel evaluation of the Village Manager as requested by the Village Manager.

#2 – To reconvene into open session.

1982;—Am. 1984, Act 167, Imd. Eff. June 29, 1984;—Am. 2012, Act 528, Imd. Eff. Dec. 28, 2012.

15.266 Providing copies of public notice on written request; fee.

Sec. 6. (1) Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such notices, a public body shall send to the requesting party by first class mail a copy of any notice required to be posted pursuant to section 5(2) to (5).

(2) Upon written request, a public body, at the same time a public notice of a meeting is posted pursuant to section 5, shall provide a copy of the public notice of that meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.267 Closed sessions; roll call vote; separate set of minutes.

Sec. 7. (1) A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

(2) A separate set of minutes shall be taken by the clerk or the designated secretary of the public body at the closed session. These minutes shall be retained by the clerk of the public body, are not available to the public, and shall only be disclosed if required by a civil action filed under section 10, 11, or 13. These minutes may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.

History: 1976, Act 267, Eff. Mar. 31, 1977;—Am. 1993, Act 81, Eff. Apr. 1, 1994;—Am. 1996, Act 464, Imd. Eff. Dec. 26, 1996.

15.268 Closed sessions; permissible purposes; applicability to independent citizens redistricting commission.

Sec. 8. (1) Except as otherwise provided in subsection (2), a public body may meet in a closed session only for the following purposes:

(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open sessions.

(b) To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.

(c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

(f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office must be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j).

(g) Partisan caucuses of members of the state legislature.

(h) To consider material exempt from discussion or disclosure by state or federal statute.

(i) For a compliance conference conducted under section 16231 of the public health code, 1978 PA 368, MCL 333.16231, before a complaint is issued.

(j) In the process of searching for and selecting a president of an institution of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963, to review the specific contents of an application, to conduct an interview with a candidate, or to discuss the specific qualifications of a candidate if the particular process of searching for and selecting a president of an institution of higher education meets all of the following requirements:

(*i*) The search committee in the process, appointed by the governing board, consists of at least 1 student of

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FIRST ADDENDUM TO EMPLOYMENT AGREEMENT

THIS ADDENDUM TO EMPLOYMENT AGREEMENT made and entered into on this 1st day of August, 2024 by and between the **VILLAGE OF LAKE ORION,** a Michigan Municipal Corporation ("Village") and **DARWIN D. P. MCCLARY** ("Manager"), shall amend the original Agreement between the parties dated October 20, 2022 only as to the following:

SECTION 7. SALARY

For all services which the Manager renders under the Agreement dated October 20, 2022, the Village agrees to pay Employee an annual salary of Ninety-Five Thousand Five Hundred Dollars ($95,500) commencing on July 1, 2024.

SECTION 11. HOLIDAY AND VACATION LEAVE

The number of paid holidays the Manager shall be entitled to will increase from Thirteen (13) to Fourteen (14) to reflect the change previously approved by the Village Council for non-union and union employees generally.

SECTION 13. DISABILITY, HEALTH AND LIFE INSURANCE

The Manager elects not to accept the village's health insurance. An annual health insurance opt out payment equal to 40% of the State of Michigan public employee health care contribution hard cap amount for the level of insurance coverage the Manager is eligible to receive will be paid by the Village.

SECTION 14. RETIREMENT

The Village agrees to increase the Village's contribution to the Manager's retirement from 15% of base salary to 25% of base salary.

All other terms and conditions of the Agreement executed October 22, 2022 shall remain the same.

IN WITNESS WHEREOF, the Village of Lake Orion has caused this First Addendum to Agreement to be signed and executed on its behalf by its Village President, and duly attested by its Village Clerk, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

VILLAGE OF LAKE ORION, a Municipal Corporation

August 1, 2024

By: _____
Darwin D. P. McClary

August ___, 2024

By: _____
Jerry Narsh, Village President

August ___, 2024

By: _____
Sonja Stout, Village Clerk

APPROVED BY LAKE ORION VILLAGE COUNCIL ON 07/22/2024

COPY

VILLAGE OF LAKE ORION
VILLAGE MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT is made as of the date it is fully signed and is between the Village of Lake Orion, Oakland County, Michigan, a Michigan municipal corporation, whose address is 21 East Church Street, Lake Orion, Michigan 48362, hereinafter referred to as "Village", and Darwin D. P. McClary, whose address is [redacted], Ypsilanti, MI 48197, hereinafter referred to as "Manager."

RECITALS:

WHEREAS, pursuant to Section 3.7 of the Village Charter, the Village Council desires to employ Manager to hold the office of and serve at the pleasure of the Council, as Village Manager of the Village of Lake Orion; and,

WHEREAS, Manager has been selected by the Council on the basis of training, experience and ability in work which would qualify him for the position of Village Manager, and Manager desires to accept employment as Village Manager of the Village of Lake Orion; and,

WHEREAS, the Parties to this Agreement desire to set forth the terms, conditions, benefits and other provisions that the Village Council and Manager have agreed upon with respect to Manager's employment by the Village as Village Manager;

NOW THEREFORE, in consideration of the promises and mutual agreements herein, the parties agree as follows:

SECTION 1. DUTIES

The Village agrees to employ Manager and Manager agrees to serve as the Village Manager of the Village of Lake Orion to perform the functions and duties specified in the Charter and Code of Ordinances for and of the Village of Lake Orion, and such other legally permissible and proper duties and functions as the Village Council shall from time to time assign to the Manager. Effective upon commencement of the Term of employment under this Agreement, Manager shall not maintain or be engaged in any other full or part time employment or business.

SECTION 2. TERM

A. The term of this Agreement shall be for an indefinite term commencing on the date the Manager begins employment with the Village and the Manager shall serve at the pleasure of the Village Council, subject to the provisions in Sections 4 and 5.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the rights of the Village Council to terminate the services of the Manager at any time, subject to the provisions in Sections 4 and 5.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Manager to resign at any time, subject only to the provisions set forth in Section 5.

SECTION 3. SUSPENSION

The Village may suspend the Manager with full pay and benefits at any time during the term of this Agreement by a majority vote of the Village Council.

SECTION 4. TERMINATION

A. The Manager shall serve at the pleasure of the Village Council and may be terminated without cause by a majority vote of the Village Council. Such a termination shall be effective no earlier than 30 days after the Manager receives written notice of the termination and the severance pay specified in Section 5.

B. The Manager may be terminated for cause by a majority vote of the Village Council after the Manager has been given written notice stating the cause for termination at least ten (10) days prior to a hearing by the Village Council at which Manager shall have the opportunity to be heard. Cause for termination under this Section is defined as a failure to perform duties, after written notice from the Village and reasonable opportunity to correct performance or for a conviction of a crime, a violation of the standards of conduct for public officers under MCL 15.342, breach of this Agreement, malfeasance, misfeasance, and nonfeasance, or a violation of any federal, state, county or other governmental law or regulation while acting as Village Manager. In the event the Manager is terminated based upon cause, the Village shall have no obligation to pay the Manager any severance pay or payment for any accrued vacation, PTO, holiday, sick, compensatory or personal leave time that may otherwise be payable to the Manager.

SECTION 5. TERMINATION PROVISIONS

A. In the event the Manager is terminated without cause at a time when the Manager is willing and able to perform the duties under this Agreement, the Village agrees to pay the Manager a lump sum cash payment equal to six (6) months' base salary as severance pay.

B. The Manager may resign effective no earlier than 30 days, or such other period of time as the Manager and Village Council agree, after written notice of the resignation is given to the Village Council by delivery to the Village Clerk. Failure of the Manager to give the required 30 day prior notice of resignation will result in forfeiture of the right to payment for any accrued vacation, PTO, holiday, sick, compensatory or personal leave time that may otherwise payable to resigning Village department heads.

C. By agreement of the Manager and Village Council, the Manager may continue to serve as Village Manager after the otherwise effective date of a termination without cause or resignation in which event the Manager's then-current salary and benefits shall be continued.

SECTION 6. DISABILITY

Subject to and consistent with, the requirements of federal and state law and the severance pay requirements of Section 5A, if the Manager is permanently disabled or is otherwise unable to perform the duties required because of sickness, accident, injury, mental incapacity, or health for a period of four (4) successive weeks beyond the amount of any accrued sick, vacation, personal and compensatory leave time, the Village Council may terminate this Agreement. In such case, the Village will take steps necessary to ensure that Manager receives any short term disability and long term disability payments the Manager would be eligible for and the Manager shall be compensated for any accrued sick, vacation, personal and compensatory leave time and other accrued benefits in the same manner as department heads who resign.

SECTION 7. SALARY

The Village agrees to pay the Manager an annual salary for services rendered pursuant to this Agreement, to be distributed through the Village's normal payroll system, in an amount to be determined annually by the Village Council. Upon commencement of Manager's employment under this Agreement, the annual base salary shall be $85,000.00. The annual determinations of the base salary for the fiscal year that begins July 1 shall be made by the Village Council no later than the last regular Council meeting in March of that year, taking into account the performance evaluations described in Section 8. Any increases in the base salary and/or other benefits of the Manager shall be in such amounts and to such extent as the Village Council may determine desirable or appropriate.

SECTION 8. PERFORMANCE EVALUATIONS

The Village Council shall review and evaluate the performance of the Manager as provided in this Section. During the first year of service, the evaluation shall be done after six (6) months, and then on an annual basis in March of each year. Performance evaluations are intended to provide a means for communication between the Village Council and Manager, and shall be conducted in a manner determined by the Village Council. The review shall include a review of performance since the last evaluation and an identification by the Council of goals, objectives and expectations for and of the Manager that will be included as criteria in the next performance evaluation. The performance evaluation tools and methods shall be mutually agreed upon.

SECTION 9. HOURS OF WORK

The duties of the Manager require a great deal of time outside the normal established Village operating days and hours, and include attendance at meetings and providing necessary administrative support to the Village Council, Planning Commission, Board of Zoning Appeals, Downtown Development Authority, Parks & Recreation Advisory Committee and other existing or future Village boards and

commissions. With prior notice to the Village Council, the Manager may designate another employee or consultant of the Village to attend a meeting when the Manager is unable due to a conflict with other Village business, scheduled vacation or illness. The Village Clerk is to be notified of scheduled vacation, personal, sick or other times the Manager is out of the office. The Village acknowledges and agrees that the Manager is being employed in a bonafide, executive, administrative and professional capacity and to that end the Manager shall be allowed to establish an appropriate work schedule to accommodate for the duties requiring time spent outside of normal business hours.

SECTION 10. AUTOMOBILE ALLOWANCE

The Manager shall receive a monthly automobile allowance of $600.00 for the use of his personal vehicle for village business, payable with the first payroll each month. Such allowance shall be used to purchase, lease, or own, operate, and maintain a vehicle. The monthly allowance shall be increased annually by 5%. The Manager shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle.

SECTION 11. HOLIDAY AND VACATION LEAVE

The Manager shall be entitled to thirteen (13) paid holidays to be taken in the same manner and subject to the same limitations as provided for the Village's department heads and in accordance with the Village's policy in effect from time to time. These include the Day before New Year's Day, New Year's Day, Martin Luther King, Jr., Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Day before Christmas Day and Christmas Day.

In addition, the Manager shall receive 25 days of paid PTO leave per year, increased by 5 days per year thereafter up to maximum of 40 days to be used at his discretion credited on the first day of employment and on the anniversary date of each year thereafter. No carryover of PTO days will be allowed and payment shall not be received for any unused PTO days at the time of termination of employment.

SECTION 12. GENERAL/SICK LEAVE

The Manager shall be credited with 40 hours of sick leave on the first day of employment and annually thereafter. Sick leave will be carried over at the end of each fiscal year.

Upon termination from Village employment, retirement or death, the Village will pay 50% of the unused sick leave hours to the Manager or the Manager's designated beneficiary up to the maximum of 100 hours, or, in the event of no designated beneficiary, the Village shall pay the same to the Manager's estate.

SECTION 13. DISABILITY, HEALTH AND LIFE INSURANCE

The Manager shall be entitled to the Group Term Life Insurance Benefits for a Class 1 Employee under the Village of Lake Orion's Group Policy held with American United Life Insurance Company.

The Manager shall be entitled to health and disability benefits equal to those provided to the Village's salaried employees. If the Manager elects not to accept the village's health insurance, a health insurance opt out payment equal to 40% of the health insurance premium that would have been paid by the Village for that full-time Employee for health insurance during the prior calendar year shall be paid to any full-time Employee who received no health insurance benefit during said year, (quarterly) in a separate check by the first pay period in January, April, July and October. The reimbursement will be a maximum of $6,000 per calendar year. An opt out form must be signed by the Manager and it shall remain in effect until it is rescinded by the Manager. If the Manager signed the opt out form subsequently has a spouse who loses his/her health insurance coverage, the Manager may opt into the Village's health insurance plan and be paid on a pro-rata basis for the months he/she opted out. Manager, according to Blue Cross/Blue Shield requirements, must opt in within 30 days of loss of coverage or wait until the new open enrollment period.

SECTION 14. RETIREMENT

The Village agrees to an immediate vesting contribution on behalf of the Manager, in an amount which is equal to 15% of the Village Manager's base salary to a legal and appropriate retirement program as selected by the Manager and the Village Council. Contributions to the Manager retirement shall be payable in equal increments each payroll period. The Village agrees to consider periodic increases in the amount of contribution, based upon performance and taking into consideration any current statutory limitations. This shall be the sole retirement program that the Village that will be providing to the Manager. The Manager shall not be entitled to participate in the Michigan Employment Retirement System ("MERS") or any other retirement program otherwise provided to any other Village employee.

SECTION 15. DUES AND SUBSCRIPTIONS

On an annual basis, the Village agrees to paying for the following professional dues and subscriptions of the Manager and any other organizations, upon approval of Council, which will contribute to the continued professional participation, growth and advancement of the Manager, and for the good of the Village: (1) Michigan Municipal Executives and (2) International City/County Management Association; and (3) The Michigan Public Employer Labor Relations Association.

SECTION 16. PROFESSIONAL DEVELOPMENT

On an annual basis, the Village agrees to pay for the Manager's travel and subsistence expenses for his attendance at the ICMA annual conference and MME Winter Institutes and agrees to consider budgeting and paying for the travel and subsistence expenses of the Manager for other professional and office travel, meetings, and occasions which the Village deems adequate to

continue the professional development of the Manager, and to pursue those official and other functions specifically designated by the Village which are deemed by the Village Council to be necessary. The adequacy of the budget and the extent of the expenses will be determined solely by the Village Council.

SECTION 17. INDEMNIFICATION

The Village shall defend, save harmless and indemnify the Manager against any professional liability claim and demand or other legal action by a third party whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Managers duties. The Village may, in its sole discretion, compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. Notwithstanding anything herein to the contrary, the Village will not indemnify the Manager for any acts which are determined by judgment of a court to be criminal acts or intentional torts.

SECTION 18. BONDING

The Village shall bear the full cost of any fidelity or any other bonds required of the Manager under any law or ordinance.

SECTION 19. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. The Village Council, in consultation with the Manager, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Village Charter or any other law.

B. All provisions of the Village Charter and Code, and regulations and rules of the Village relating to other fringe benefits and working conditions, as they now exist or hereafter may be amended, also shall apply to the Manager as they would to any other full-time employee of the Village, except as herein provided or as specifically noted otherwise.

SECTION 20. NOTICES

Notices pursuant to this Agreement shall be given in writing either personally or by certified mail with the United States Postal Service, postage pre-paid to:

(1) VILLAGE: Village Clerk, 21 East Church Street, Lake Orion, Michigan 48362.

(2) MANAGER: Darwin D. P. McClary, [redacted], Ypsilanti, MI 48197

Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

SECTION 21. GENERAL PROVISIONS

A. The text herein shall constitute the entire Agreement between the parties.

B. No modification of this agreement shall be valid unless such modification is approved by the Council, in writing and signed by the Village and Manager.

C. This Agreement shall be binding upon and inure to the benefit of the heirs, successors and assigns of the Manager and the Village.

D. If any provisions, or any portion thereof contained in the Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

E. This Agreement shall be governed by the laws of the State of Michigan, County of Oakland.

IN WITNESS WHEREOF, the Village of Lake Orion has caused this Agreement to be signed on its behalf by its Village President and Village Clerk, and the Manager has signed this Agreement on the dates indicated.

October 20, 2022 By: _____
Darwin D. P. McClary

October 25, 2022 By: _____
Ken Van Portfliet, Village President

October 25, 2022 By: _____
Susan Galeczka, Village Clerk

April 10, 2025

Honorable Teresa Rutt and Village Council
c/o Sonja Stout, Clerk/Treasurer
VILLAGE OF LAKE ORION
21 East Church Street
Lake Orion, MI 48362

RE: VILLAGE MANAGER PERIODIC PERFORMANCE EVALUATION

Dear Honorable President Rutt and Village Council:

Pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, I hereby request closed session meetings of the Village Council and any committee established for such purposes to consider my periodic performance evaluation as Village Manager. I believe strongly that closed meetings provide the best and most beneficial opportunity for the Village Council, Committee, and Village Manager to discuss performance matters through open, honest, and unfettered dialogue.

I look forward to the opportunity to discuss my performance with the Village Council and to receive the Council's valuable and helpful feedback and suggestions.

Sincerely,



Darwin D. P. McClary