



AGENDA

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, September 28, 2026

6:30 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**
5. **Call to the Public**
6. **Approval of Agenda**

By order of the President/Chair, no matters will be discussed after 9:30 PM, unless the Council votes to continue the meeting.

7. **Consent Agenda**

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

- A. Approval of Special Event – Here Lies Lake Orion Cemetery Tour
- B. Approval of Special Event – Halloween Extravaganza
- C. Approval of Special Event – Light Up Lake Orion
- D. Approval of Village Council Regular Meeting Minutes of September 14, 2026
- E. Approval of Village Council Special Meeting Minutes of September 14, 2026

- F. Receive and File of DDA Regular Meeting Minutes of August 18, 2026
- G. Receive and File of Parks and Recreation Advisory Committee Regular Meeting Minutes of August 25, 2026
- H. Receive and File of Invoice Distribution Report for September 29, 2026
- I. Winter Maintenance Agreement with Road Commission for Oakland County

8. Items Removed from the Consent Agenda

9. Public Hearings

10. Other Items

- A. FOIA Appeal - Hopkins
- B. Zoning Map Amendment – Rezoning of 96 Park Island Road from R-M to RL – Ordinance No. 26-111 Introduction and First Reading
- C. Confirmation of Village Manager’s Appointment to Clerk/Treasurer Position and Approval of Employment Agreement

11. Call to the Public

12. DDA Executive Director Comments

13. Council Comments

14. Village Manager Comments

15. Closed Session Items

16. Business From Closed Session

17. 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.



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC: Approval of Special Event – Here Lies Lake Orion Cemetery Tour

BACKGROUND BRIEF:

The “Here Lies Lake Orion Cemetery Tour” is a historical walking tour designed to educate the public on the lives and legacies of notable individuals buried in Lake Orion’s historic cemeteries. Organized by the Lake Orion Downtown Development Authority in partnership with the Lake Orion Historical Society, the event combines storytelling, local history, and community engagement in a respectful and informative setting.

Tracy Woodrum, representing the Lake Orion Downtown Development Authority, has submitted a Special Event Application for the “Here Lies Lake Orion Cemetery Tour,” scheduled for October 3, 2026, from 12:00 PM to 6:00 PM.

RECOMMENDED MOTION:

To adopt Resolution No. 2026-035 approving the “Here Lies Lake Orion Cemetery Tour” Special Event Permit and License Agreement with the Lake Orion Downtown Development Authority for an event on October 3, 2026, and to authorize the Village Council President and Village Deputy Clerk to execute the documents.



**VILLAGE OF LAKE ORION
COUNTY OF OAKLAND
STATE OF MICHIGAN**

RESOLUTION NO. 2026-035

**A RESOLUTION APPROVING EVENT PERMIT APPLICATION FOR
HERE LIES LAKE ORION CEMETERY TOUR
AND APPROVING THE LICENSE AGREEMENT**

VOTING YEA:

VOTING NAY:

ABSENT:

MOTION:

RESOLVED: To approve the Event Permit Application submitted by Tracy Woodrum on behalf of the Lake Orion Downtown Development Authority, requesting the use of Evergreen Cemetery on October 3, 2026, with events scheduled from 12:00 PM to 6:00 PM, as outlined in the application.

FURTHER RESOLVED: To approve the License agreement between Village of Lake Orion and the Lake Orion Downtown Development Authority and authorize the President and Village Deputy Clerk/Treasurer to execute the license agreement on behalf of the Village.

FURTHER RESOLVED: To approve the Sign Permit for the Here Lies Lake Orion, as submitted.

FURTHER RESOLVED: This approval is conditioned on the following:

Administrative Requirement:

1. Clean-up of the area is the responsibility of the applicant.

Police Department Requirement:

1. Event staff and on-site manager contact information (cell phone numbers) must be provided to the Police Department at least 24 hours before the event.

DPW Requirements:

1. DPW will not supply extension cords or cords covers.
2. As always, Village properties will be properly maintained before and after the event begins.

The Orion Township Fire Department has approved the event with no conditions.

THIS RESOLUTION WAS DULY ADOPTED BY LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, SEPTEMBER 28, 2026.



Lynsey Blough, CMC
Village of Lake Orion
Deputy Clerk/Treasurer

CERTIFICATION

I, Lynsey Blough, duly appointed Deputy 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 No. 2026-035 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 28th day of September 2026.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 28th day of September 2026.



Lynsey Blough, CMC
Village of Lake Orion
Deputy Clerk/Treasurer

DATED: September 29, 2026



Special Event
SE-2026-020

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
DDA Office	38J-F3M	Sep 4, 2026	--	--	--	--

Applicant Information

APPLICANT DDA Office

✉ office@downtownlakeorion.org
☎ (248) 693-9742
📍 118 N Broadway St, Lake Orion, MI 48362
📍 Same as mailing address

Agent

AGENT Jimmy Johnson

✉ Jimmy@GraphicTakeover.com
☎ (248) 894-4464
📍
948 S Baldwin Rd, Village of Clarkston, MI 48348
📍 Same as mailing address

Internal

Conditions

No Police Resources

This event does not require dedicated police resources. If police support becomes necessary, contact Chief Mark Amundson at amundsonm@lakeorionpolice.org to schedule a pre-planning meeting.

The Fire Department has no issues with this event.

Issued By:

N/A

Internal Notes - Employee Communication

N/A

Approved Event:

N/A

General Information

Event Location

Section 7, Item A.

**425 N PARK BLVD**
LAKE ORION, MI 48362-3189**Event Locations**

Evergreen Cemetery

Zoning District

N/A

Event Name

Here Lies Lake Orion Cemetery Tour

Event Details

Evergreen Cemetery historical tour with a volunteer guide. The guide will walk attendees along the pathways to visit the graves of some prominent deceased Lake Orion residents and tell their stories. there will be displays at each grave site with photos and stories. This is NOT a haunted attraction.

Date / Hours of Event

Saturday, October 3, 2026, 12-6pm

Date / Hours of Set-up and Tear Down

Setup: Oct 3rd at 11:00am Tear, down: Oct 3rd at 6pm

Event Map[Map of Evergreen Cemetery 2026.png](#)**Street Closures and / or Parking Lot closures necessary?**

No

If yes, how many days?

N/A

If yes, describe

N/A

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Green's Park Reservation Duration (Days)

N/A

Gazebo Rental?

No

Gazebo Rental Type

N/A

Gazebo Rental Date/Time

N/A

Gazebo Hour

N/A

Coordinating Event Details

N/A

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

Co-Sponsored

Status

Non-Profit

If Non-Profit, provide proof of non-profit status such as IRS Determination Letter 501(c)(3), IRS Form 990, or Articles of Incorporation

If this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

N/A

If this event a Fund raiser?

Yes

If YES, indicate beneficiary information

Fundraiser for Lake Orion Historical Society

Is this the first time the event is being held in Village of Lake Orion?

No

Describe above selection

Event is held annually

Was this event previously held outside the Village of Lake Orion?

No

Describe above selection

Event is held annually

Event Details (continued)

Total estimated attendance each day

80

What parking arrangements will be necessary to accommodate attendance?

Attendance is under 100.

Parking Plan

How will trash be handled?

No trash will be generated by this event.

Is amplification of music or speakers planned or anticipated?

No

If yes, describe

N/A

Will tents be used?

Section 7, Item A.

Yes

If yes, indicate number of tents, use of each, location and size

1 - 10x10 tent for check-in, on the grass next to the driveway inside the cemetery

Portable restrooms

If yes, number of portable restrooms and location

No

N/A

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

If yes, describe

No

N/A

Is liquor license issued by the State of Michigan?

If yes, whose name is the license issued to

N/A

N/A

Copy of License

Will food and beverages be sold?

No

If yes, describe

Will merchandise be sold?

N/A

No

If yes, describe

N/A

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

Use of Equipment End (Day / Time)

N/A

N/A

Barricades/Traffic Cones

If yes, describe

No

N/A

Temporary Closure Signage

Trash Cans

N/A

N/A

Electrical Connections

If yes, describe

No

N/A

Water	If yes, describe
No	N/A

Emergency Fire Equipment, such as ambulance	If yes, describe
No	N/A

Use of Police Services	If yes, describe
No	N/A

Other Village Services	If yes, describe
No	N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?	Location(s) of Sign
Yes	by Autozone and Lumberyard

Sign Dimensions	Sign Sketch Plan
9x3	

Location Map	Temporary Display Start
	Sep 18, 2026

Temporary Display End	Quantity of Temporary Signs
Nov 2, 2026	N/A

OLD_Quantity of Temporary Signs	
N/A	

Certifications and Signatures

[Tracy Signature for Event Application...](#)

Certificate of Insurance naming the Village of Lake Orion as Certificate Holder and Additional Insured

[Historical Society - Evidence of Liabili...](#)

Hold Harmless Agreement

Hold Harmless Agreement[Here Lies Hold Harmless 2026.pdf](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$25.00
Sign Fee	\$75.00
Admin Waive Fee	-\$200.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

September 4, 10:09 AM EDT

Payment Required

There are fees due that require your immediate payment. Please click below to pay online.

Special Event [38J-F3M]

Balance \$125.00

September 4, 10:09 AM EDT

Your application for a Special Event has been successfully submitted. The reference number for your application is 38J-F3M

Please keep a copy of this email as record of your application. Staff may use the reference number when communicating with you.

Section 7, Item A.

Thank you,

Village of Lake Orion

Lynsey B September 4, 11:09 AM EDT

Hi Tracy,

Since this is a ticketed event and fund raiser, fees needed to be paid by the Historical Society. As stated in Village Council Resolution No. 2025-006 Section 2C. Please see attached for reference. Thanks!

2025-006 Updated Waiving of Village Fees.pdf

Lynsey B September 9, 5:18 PM EDT

Hi Tracy,

Just to reiterate the good news.

I clarified the rules with Mr. McClary, and he confirmed that since we don't have a fee for facility use (such as the cemetery), we won't charge any fees for that portion of the event. He also noted that a right-of-way permit does not apply to cemetery properties.

As for the sign banner, since it combines the "Here Lies Lake Orion" information with two other DDA events that are free to the public, we can waive the sign permit fee.

Hope that helps!

Thanks,

Lynsey

Dda O September 9, 5:23 PM EDT

Wonderful news! Thanks so much Lynsey!

Lynsey B September 9, 5:25 PM EDT

Hi Tracy,

A few more things:

1. Once you have the sign details, please send it over.
2. We also need a copy of the updated insurance from the Historical Society. The one submitted with the application expires on October 2, 2026. Since the event is October 3, we need an updated one. Please add the location of Evergreen Cemetery as one of the premises on the certificate and naming the Village of Lake Orion as the Certificate Holder and Additional Insured.

Thank you,

Lynsey

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Sam Hicks

4. Public Safety Review - COMPLETED

Assignee: Mark Amundson

5. Fire Department Review - COMPLETED

Assignee: John Pender

6. Council Review - ACTIVE

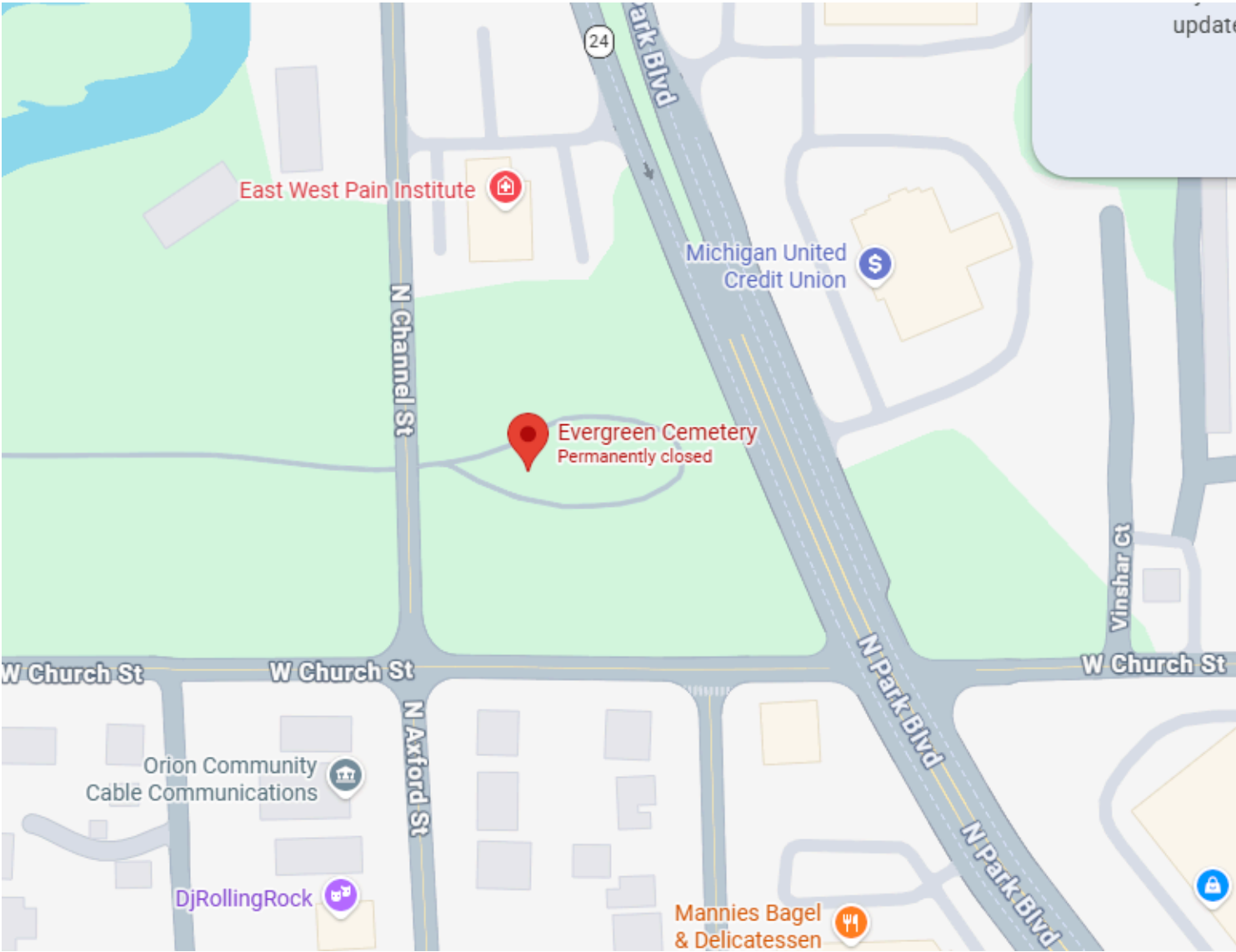
Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough





Village of Lake Orion

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

HOLD HARMLESS AGREEMENT

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

Here in Lies Lake Orion

October 3, 2026, 11am-6pm

Activity/Event

Dates and Time

Historical tour of Evergreen Cemetary, hosted by the Lake Orion Historical Society

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 Orion, 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 Orion to the undersigned.

Applicant/Property Owner/Contractor Signature**

Witness One Signature ***

Applicant/Property Owner/Contractor Printed Name

Witness One Printed Name

Date

Witness Two Signature ***

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, etc.) that are affected.

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

*** The signatures from two (2) witnesses are required.



michigan municipal league

Liability & Property Pool

COMMON POLICY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL AGREEMENT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238341 **Renewal of Number:** MML001238340

Pool Member: Village of Lake Orion

Coverage Period From: 7/1/2026 **To:** 7/1/2027
12:01 A.M. Standard Time

THIS COVERAGE DOCUMENT CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM CHARGE IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
PROPERTY COVERAGE PART	\$ <u>Included</u>
CRIME COVERAGE PART	\$ <u>Included</u>
MUNICIPAL GENERAL LIABILITY COVERAGE PART	\$ <u>Included</u>
LAW ENFORCEMENT LIABILITY COVERAGE PART	\$ <u>Included</u>
PUBLIC OFFICIALS LIABILITY COVERAGE PART	\$ <u>Included</u>
AUTOMOBILE LIABILITY COVERAGE PART	\$ <u>Included</u>
EMPLOYEE BENEFIT LIABILITY COVERAGE PART	\$ <u>Included</u>
CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE PART	\$ <u>Included</u>
TOTAL	\$ <u>Included</u>

FORM(S) AND ENDORSEMENT(S) MADE A PART OF THIS CONTRACT AT TIME OF ISSUE:
MMLC TRX (09/10), MMLB (07/26), MMCC (07/17), MMLCYD (09/17), MMPA (01/02), MMLC (11/99)

By: 
Authorized Representative

Date: 6/10/2026

THESE DECLARATIONS TOGETHER WITH THE COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S), AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE



Liability & Property Pool

PROPERTY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL AGREEMENT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238341 **Renewal of Number:** MML001238340

Pool Member: Village of Lake Orion

Coverage Period From: 7/1/2026 **To:** 7/1/2027
12:01 A.M. Standard Time

COVERED PREMISES: Coverage is provided to those premises described per the attached schedule.

LIMIT OF COVERAGE

Coverage is provided to all real and personal property at the described premises for all risks of physical loss or damage, except as hereinafter excluded, subject to all of the forms and endorsements attached, for an amount not to exceed:

COVERAGE	LIMIT OF INSURANCE*	DEDUCTIBLE
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See Attached Schedule For Coverages, Limits of Insurance, and Deductibles

FORM(S) AND ENDORSEMENT(S) applying to this Coverage Part and made part of this policy at time of issue: MMP100 (01/14), MMP 101 (01/11), MMP 107 (07/15), MMP 129 (01/06), MMP106 (11/99), MMP118 (01/02)

TOTAL PROPERTY PREMIUM	<u>\$ INCLUDED</u>
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By:  Date: 6/10/2026
 Authorized Representative

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE



Liability & Property Pool

LIABILITY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE ALSO PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238341 Renewal of Number: MML001238340

Pool Member: Village of Lake Orion

Coverage Period From: 7/1/2026 To: 7/1/2027

12:01 A.M. Standard Time

(This policy applies to only those Coverage Parts marked with an "X")

LIMITS OF INSURANCE

☒ MUNICIPAL GENERAL LIABILITY COVERAGE PART

EACH OCCURRENCE LIMIT \$5,000,000

FIRE DAMAGE LIMIT \$100,000 Any One Fire

MEDICAL EXPENSE LIMIT \$10,000 Any One Person

DEDUCTIBLE: \$0 Each Occurrence

☒ LAW ENFORCEMENT LIABILITY COVERAGE PART

EACH WRONGFUL ACT LIMIT \$5,000,000

DEDUCTIBLE: \$0 Each Wrongful Act

☒ PUBLIC OFFICIALS LIABILITY COVERAGE PART

EACH WRONGFUL ACT LIMIT \$5,000,000

DEDUCTIBLE: \$0 Each Wrongful Act

(This policy applies to only those Coverage Parts marked with an "X")

LIMITS OF INSURANCE

☒ **EMPLOYEE BENEFIT LIABILITY COVERAGE PART**

EACH OCCURRENCE LIMIT \$1,000,000

AGGREGATE LIMIT \$1,000,000

DEDUCTIBLE: \$0 Each Occurrence

☒ **AUTOMOBILE LIABILITY COVERAGE PART**

EACH OCCURRENCE LIMIT \$5,000,000

DEDUCTIBLE: \$0 Each Occurrence

☒ **THE COMBINED POLICY LIMIT \$5,000,000**

Regardless of the number of **Insureds**, **Claims** made or **Suits** brought, persons or organizations making **Claims** or bringing **Suits** or coverages or coverage parts which may be applicable, the Combined Policy Limit shown above is the most we will pay for the sum of all **Damages** arising out of an **Occurrence**, **Wrongful Act**, act or omission and any series of related **Occurrences**, **Wrongful Acts**, acts or omissions.

The Combined Policy Limit is the most we will pay regardless of the number of Coverage Parts under which coverage may be sought.

FORMS AND ENDORSEMENTS applying to these Coverage Parts and made part of this policy at time of issue: MML200 (01/14), MML202 (07/26), MML240 (07/25), MML203 (11/99), MML208 (11/99), MML223 (07/10)

TOTAL LIABILITY PREMIUM **\$ INCLUDED**

BY  _____
Authorized Representative

Date: 6/10/2026

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MMLB (07/26)

THESE DECLARATIONS ARE A PART OF THE COMMON POLICY DECLARATIONS.

- Page 2 of 2 -



michigan municipal league

Liability & Property Pool

Section 7, Item A.

COMMERCIAL AUTO COVERAGE PART BUSINESS AUTO COVERAGE FORM DECLARATIONS

Contract Number: MML001238341**Pool Member:** Village of Lake Orion**Coverage Period From:** 7/1/2026 **To:** 7/1/2027

SCHEDULE OF COVERAGES

This policy provides only those cover ages where a charge is shown in the premium column below. Each of these coverages will apply only to those "autos" shown as covered "autos". "Autos" are shown as covered "autos" for a particular coverage by the entry of one or more of the symbols from the **COVERED AUTOS** Section of the Business Auto Coverage Form next to the name of the coverage.

Coverages	Covered Autos	Limit	Premium
Liability Coverage	1	Included in the Combined Single Limit shown on the Liability Declarations Page	\$ <u>INCLUDED</u>
Personal Injury Protection or Equivalent No-Fault	5	As indicated in SECTION III - LIMITS OF COVERAGE 6a.	\$ <u>INCLUDED</u>
Property Protection Coverage (MI only)	5	\$ 1,000,000	\$ <u>INCLUDED</u>
Uninsured Motorists Coverage	2	\$ 100,000	\$ <u>INCLUDED</u>
Comprehensive Coverage	7	Actual cash value or cost of repair, whichever is less, minus \$ PER SCHEDULE deductible shown for each covered auto	\$ <u>INCLUDED</u>
Specified Perils Coverage	<u>NO COVERAGE</u>	Actual cash value or cost of repair, whichever is less, minus \$ deductible shown for each covered auto	\$ <u>NO COVERAGE</u>
Collision Coverage	7	Actual cash value or cost of repair, whichever is less, minus \$ PER SCHEDULE deductible shown for each covered auto	\$ <u>INCLUDED</u>
Total Premium:			\$ <u>INCLUDED</u>

☐ NON-OWNED AND HIRED ONLY

FORMS AND ENDORSEMENTS applying to this Coverage Part and made part of this policy at time of issue:
MML300 (07/21), MML301 (07/20), MML308 (11/99), MML307 (11/99), MML310 (07/18)

THESE DECLARATIONS ARE PART OF THE COMMON POLICY DECLARATIONS



Liability & Property Pool

CRIME DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

CONTRACT NO. MML001238341 RENEWAL OF NUMBER. MML001238340

POOL MEMBER Village of Lake Orion

COVERAGE PERIOD From: 7/1/2026 To: 7/1/2027

12:01 A.M. Standard Time at your mailing address shown above.

COVERAGE AGREEMENT	LIMIT OF LIABILITY
I. EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF DUTY BLANKET COVERAGE	<u>\$100,000</u>
II. LOSS INSIDE THE PREMISES COVERAGE	<u>\$100,000</u>
III. LOSS OUTSIDE THE PREMISES COVERAGE	<u>\$100,000</u>
IV. MONEY ORDERS AND COUNTERFEIT PAPER COVERAGE	<u>\$100,000</u>
V. DEPOSITORS FORGERY COVERAGE	<u>\$100,000</u>
VI. COMPUTER FRAUD COVERAGE	<u>\$100,000</u>
VII. FUNDS TRANSFER FRAUD COVERAGE	<u>\$100,000</u>
VIII. IMPERSONATION FRAUD COVERAGE	<u>\$100,000</u>

FORM(S) AND ENDORSEMENT(S) applying to this Coverage Part and made part of this Contract at time of issue: MCC100 (7/17), MML23 (07/11),

TOTAL CRIME PREMIUM: \$ INCLUDED

BY

A handwritten signature in black ink, appearing to read 'B. J. Turner'.

Authorized Representative

Date: 6/10/2026

THESE DECLARATIONS ARE A PART OF THE COMMON POLICY DECLARATIONS.

CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE DECLARATIONS

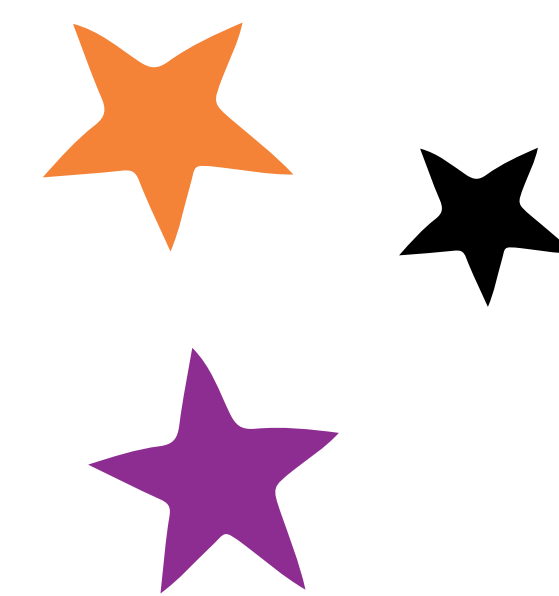
SCHEDULE	Policy #: CYB001238341
Member: Village Of Lake Orion	
Member Address: 21 E Church St., Lake Orion, MI 48362	
Coverage Period: 07/01/2026 to 07/01/2027	
Aggregate Limit of Liability Aggregate for all Loss, including Claims Expenses subject to the following:	\$100,000
Information Security and Privacy Liability Limit:	\$100,000
Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000
Website Media and Content Liability Limit:	\$100,000
PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000
Cyber Extortion Aggregate Sublimit:	\$25,000
First Party Data Protection Aggregate Sublimit:	\$25,000
First Party Network Business Interruption Aggregate Sublimit:	\$25,000
Liability Retention Per Claim or Incident	
Information Security and Privacy Liability:	\$0
Regulatory Defense and Penalties:	\$0
Website Media and Content Liability:	\$0
PCI Fines, Expenses and Costs:	\$0
Cyber Extortion:	\$5,000
First Party Data Protection:	\$5,000
First Party Network Business Interruption:	The greater of \$5,000 or income loss during 12 hour waiting period.
Privacy Breach Response Services Limit of Coverage	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses Limit:	\$50,000
Notified Individuals - Notification Services, Call Center Services and Breach Resolution and Mitigation Services Limit	10,000
Privacy Breach Response Services Retention	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses:	\$0
Notified Individuals Threshold:	0
Retroactive Date	09/01/2017





Guided Cemetery Tours

Oct. 3rd
12-6 pm



LAKE ORION
Halloween
Extravaganza

Oct. 21, 6-8pm

www.downtownlakeorion.org



DOWNTOWN LAKE ORION & OXFORD

#STRONGERTOGETHER

Oct. 24, 5-9pm



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC: Approval of Special Event – Halloween Extravaganza

BACKGROUND BRIEF:

Tracy Woodrum, representing the Lake Orion Downtown Development Authority, has submitted a Special Event Application for the “Halloween Extravaganza.” The event is scheduled for Wednesday, October 21, 2026, from 5:00 PM to 8:00 PM, and will take place on various Village properties.

This annual event continues to grow in popularity. The Halloween parade, which was successfully reintroduced in 2024, will return again this year. The parade route will start at Municipal Parking Lot P7, proceed down Elizabeth Street, and conclude on Broadway Street.

RECOMMENDED MOTION:

To adopt Resolution No. 2026-034 approving the “Halloween Extravaganza” Special Event Permit and License Agreement with the Lake Orion Downtown Development Authority for an event on October 21, 2026, and to authorize the Village Council President and Village Deputy Clerk to execute the documents.



**VILLAGE OF LAKE ORION
COUNTY OF OAKLAND
STATE OF MICHIGAN**

RESOLUTION NO. 2026-034

**A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE
HALLOWEEN EXTRAVAGANZA
AND AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT**

VOTING YEA:

VOTING NAY:

ABSENT:

MOTION:

RESOLVED: To approve the Special Event Permit Application submitted by Tracy Woodrum on behalf of the Lake Orion Downtown Development Authority, requesting the use of various Village properties on Wednesday, October 21, 2026, from 5:00 PM to 8:00 PM, for the “Halloween Extravaganza,” as outlined in the application.

Public Areas to be Utilized:

- Children’s Park and Gazebo Area for the event.
- Municipal Parking Lot P7, Elizabeth Street to Broadway Street, for the Costume Parade.
 - Parade Route: Municipal Parking Lot P7 to Children’s Park.
 - Parade Lineup begins at 5:30 PM.
 - Parade begins at 6:00 PM.

Municipal Equipment Requested:

- Barricades
- Cones
- Temporary closure signages
- Electrical connections

FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and the Lake Orion Downtown Development Authority, and to authorize the Village Council President and Village Deputy Clerk to execute the agreement on behalf of the Village.

FURTHER RESOLVED: To approve the Sign Permit for the Halloween Extravaganza, as submitted.

FURTHER RESOLVED: This approval is contingent upon compliance with the following conditions:

Administrative Requirements:

1. All tents and temporary structures must be properly secured in case of inclement weather or high winds.
2. Cleanup of the event area is the responsibility of the applicant.
3. Additional trash receptacles must be provided by the applicant.

Police Department Requirements:

1. Event staff and on-site manager contact information (cell 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.
3. A pre-planning meeting with the Chief of Police or their designee is required for all events involving dedicated police resources. To schedule this meeting, please contact Chief Mark Amundson at amundsonm@lakeorionpolice.org.

DPW Requirements:

1. Use of Village orange cones is subject to availability.
2. The DPW will not provide extension cords or cord covers.
3. Village properties will be properly maintained by DPW prior to the event.

Fire Department Requirement:

1. There shall be no parking in Fire Station Lot or along Anderson Street.

THIS RESOLUTION WAS DULY ADOPTED BY LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, SEPTEMBER 28, 2026



Lynsey Blough, CMC
Village of Lake Orion
Deputy Clerk/Treasurer

CERTIFICATION

I, Lynsey Blough, duly appointed Deputy Clerk of the Village of Lake Orion, Oakland County, Michigan, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2026-034 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 28th day of September 2026.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 28th day of September 2026.



Lynsey Blough, CMC
Village of Lake Orion
Deputy Clerk/Treasurer

DATED: September 29, 2026

**Special Event**
SE-2026-018**Balance**
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Office DDA	5BU-XKF	Jul 29, 2026	Sep 4, 2026	Oct 21, 2026	Oct 20, 2027	--

Applicant Information**APPLICANT**
Office DDA

✉ office@downtownlakeorion.org
☎ (248) 693-9742
📍 118 N Broadway St, Lake Orion, MI 48362
📍 Same as mailing address

Agent**AGENT**
Tracy Woodrum

✉ office@downtownlakeorion.org
☎ (248) 693-9742
📍 118 N Broadway St, Lake Orion, MI 48362
📍 Same as mailing address

Internal**Conditions** **Police Reimbursement**

The applicant shall be responsible for reimbursing the Village for all police resources and related ancillary costs dedicated exclusively to this event. This policy is intended to ensure full cost recovery, and the applicant will be billed for the actual costs incurred. This includes, but is not limited to, staffing of the event, time spent on event planning, coordination meetings, site inspections, and setup.

At a minimum, one dedicated police officer must be assigned to the event from start to finish. The need for additional staffing will be evaluated during planning meetings with the Chief of Police or their designee.

Upon request, the Chief of Police may provide a preliminary cost estimate for police services. The final invoice will reflect only the actual costs of police services provided.

Pre-Planning Meeting with Chief of Police

A pre-planning meeting with the Chief of Police or their designee is required for all events involving dedicated police resources.

To schedule this meeting, please contact Chief Mark Amundson at amundsonm@lakeorionpolice.org.

Waived:

Pursuant to Village of Lake Orion Council Resolution No. 2025-006, "A Resolution Establishing a Policy for the Waiver of Village Fees and Charges for Programs and Services," this event qualifies for a waiver of all applicable Village fees associated with the permitted activity.

The Fire Department has no issues with this event. There shall be no parking in fire station lot or along Anderson Street.

Issued By: 

N/A

Internal Notes - Employee Communication 

N/A

Approved Event: 

N/A

General Information

Event Location

▶ **118 N BROADWAY ST**
LAKE ORION, MI 48362-3102



Event Locations

Children's Park, Gazebo and Parking Lot, Ehman Center Parking Lot, Broadway Street from Elizabeth to Front street (rolling closure) for Costume Parade.

Zoning District

DC - Downtown Center

Event Name

Halloween Extravaganza

Event Details

Halloween celebration in downtown Lake Orion (Children's Park & parking lot) Cider & donuts. decorations, and entertainment. Businesses can setup Trick or Treat tables in their stores/parking lot. as well as costume parade from village hall to children's park.

Date / Hours of Event

October 21 from 5:00pm to 8:00pm; parade timeline set up 5 pm, line up 5:30pm, launch 6pm

Date / Hours of Set-up and Tear Down

set up Oct 21 2-5pm, Tear down Oct 15 8-9pm

Event Map

[Halloween Parade Route Map 2026....](#)

Street Closures and / or Parking Lot closures necessary?

Yes

If yes, how many days?

1

If yes, describe

Green's Park Reservation?

See Map

No

Section 7, Item B.

Green's Park Reservation Date/Hours

N/A

Green's Park Reservation Duration (Days)

N/A

Gazebo Rental?

Yes

Gazebo Rental Type

N/A

Gazebo Rental Date/Time

October 21, 2-9pm

Gazebo Hour

N/A

Coordinating Event Details

set up Oct 21 2-5pm, Tear down Oct 15 8-9pm

Coordinating with Another Event?

No

If yes, Event Name

N/A

Event Details

Type of Event

DDA

Status

Not-for-Profit

If Non-Profit, provide proof of non-profit status such as IRS Determination Letter 501(c)(3), IRS Form 990, or Articles of Incorporation

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

October 20, 2027

If this event a Fund raiser?

No

If YES, indicate beneficiary information

N/A

Is this the first time the event is being held in Village of Lake Orion?

No

Describe above selection

This event is held annually.

Was this event previously held outside the Village of Lake Orion?

No

Describe above selection

Section 7, Item B.

This event is held annually.

Event Details (continued)

Total estimated attendance each day

300

What parking arrangements will be necessary to accommodate attendance?

Use of Lots P5, P9, P8, P3, P2, P1, S1, S2, S5, P7, S4

Parking Plan

[Halloween Parade Route Map 2026....](#)

How will trash be handled?

Regular use of Current bins, and additional 4 cardboard bins within the listed bounds

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

Halloween themed music in children's park, 5-8 pm on 10/21. Volume in accordance with village ordinance.

Will tents be used?

Yes

If yes, indicate number of tents, use of each, location and size

Only if inclement weather. Responsibility of businesses to use their own 10x10 pop up tents to cover their table

Portable restrooms

Yes

If yes, number of portable restrooms and location

1 located near Children's park

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

No

If yes, describe

N/A

Is liquor license issued by the State of Michigan?

N/A

If yes, whose name is the license issued to

N/A

Copy of License

Will food and beverages be sold?

Section 7, Item B.

No

If yes, describe

N/A

Will merchandise be sold?

No

If yes, describe

N/A

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

N/A

Use of Equipment End (Day / Time)

N/A

Barricades/Traffic Cones

Yes

If yes, describe

Blocking off the roads for the rolling parade down Broadway. Streets closed temporarily while kids trick or treat at the businesses (for safety).

Temporary Closure Signage

N/A

Trash Cans

N/A

Electrical Connections

Yes

If yes, describe

Electrical at Children's park for music & inflatables

Water

No

If yes, describe

N/A

Emergency Fire Equipment, such as ambulance

No

If yes, describe

N/A

Use of Police Services

Yes

If yes, describe

for rolling road closures during parade and road closure during trick or treating.

Other Village Services

No

If yes, describe

N/A

Section 7, Item B.

Municipal Equipment

Event Signs

Will this event include the use of signs?

Yes

Location(s) of Sign

autozone & lumberyard

Sign Dimensions

9x3

Sign Sketch Plan

[Sign Dimension and Wording.png](#)

Location Map

[Sign Location.jpeg](#)

Temporary Display Start

Sep 28, 2026

Temporary Display End

Nov 2, 2026

Quantity of Temporary Signs

N/A

OLD_Quantity of Temporary Signs 

N/A

Certifications and Signatures

Signature of Sponsoring Organization's Agent

[signature emily dz.PNG](#)

Certificate of Insurance naming the Village of Lake Orion as Certificate Holder and Additional Insured

[event- insurance.txt](#)

Hold Harmless Agreement

Hold Harmless Agreement

[Halloween Extravaganza HH Agree...](#)

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$25.00
Sign Fee	\$75.00
Gazebo Rental Fee	\$70.00
Electricity Use	\$50.00
Admin Waive Fee	-\$320.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

July 29, 5:21 PM
Payment Required

There are fees due that require your immediate payment. Please click below to pay online.

Special Event [5BU-XKF]

Balance \$125.00

July 29, 5:21 PM
Your application for a Special Event has been successfully submitted. The reference number for your application is 5BU-XKF

Please keep a copy of this email as record of your application. Staff may use the reference number when communicating with you.

Thank you,

Village of Lake Orion

Lynsey B July 31, 5:09 PM
Hi Tracy,

Thank you for submitting your Special Event Permit Application for the Halloween Extravaganza!

Section 7, Item B.

During our initial review of your application, we noticed a few details that need to be updated or clarified before we can move forward:

1. **Date Corrections:** Your application lists a tear-down date of October 15, and the attached banner image also shows October 15. We assume these are typos and should be updated to October 21. Could you please confirm?
2. **Event Banner & Separate Application:** For the sign banner, we see you have included the "Here Lies Lake Orion" event alongside the Halloween Extravaganza and "Witches Night Out". Since you mentioned you are still finalizing details with the Orion Historical Society for "Here Lies Lake Orion," we will wait to process that specific event until you submit it under a separate application.
3. **Parking Location:** You noted that you will be utilizing Municipal Parking Lot S5. Could you clarify where exactly this lot is located?
4. **Applicant Signature & Hold Harmless Agreement:** Since Emily Dziegielewski is no longer with the DDA, please update the application with your own signature as the applicant. We will also need a new Hold Harmless Agreement reflecting this year's event with your signature.

Good news on the fees and insurance: We have adjusted the fees for this event and waived them. Since the DDA falls under the umbrella of the Village's insurance, I will attach a copy of the current policy directly to this year's application. I have also attached it to this email so you have it on file for future events.

Please let us know if you have any questions!

Thank you,

Lynsey

2026-2027 MML Insurance Policy Declarations.pdf

Dda  September 2, 2:14 PM

Hello Lynsey,

Here is the information you requested:

1. Yes, as in all of the other sections tear down is October 21st.
2. Someone cancelled my permit request for the Historical Society event. I will reapply once I receive information from the historical society. Please do not hold up this permit application because of banner artwork.
3. As is noted in the map I submitted, parking lot S5 is located at 115 N. Broadway St.
4. Please see hold harmless and updated signature attached. Thank you, Tracy

Halloween Hold Harmless 2026.pdf

Tracy Signature for Event Applications only.pdf

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Sam Hicks

4. Public Safety Review - COMPLETED

Assignee: Mark Amundson

5. Fire Department Review - COMPLETED

Assignee: John Pender

6. Council Review - ACTIVE

Assignee: Lynsey Blough

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough

DOWNTOWN LAKE ORION PARKING



Parking Lots

- P1 N. Lapeer
- P2 E. Shadbolt
- P3 S. Anderson
- P4 Children's Park
- P5 Art Center
- P6 Village/Police
- P7 Elizabeth Street
- P8 Green's Park
- P9 Slater Street
- P10 Lumberyard

- S Shared Lots**
 - S1 State Farm
 - S2 E. Flint (Temporarily closed)
 - S3 PNC Bank
 - S4 LO Schools Admin Bldg
 - S5 115 N Broadway St.
 - S6 Caruso Chiropractic
- C Curbside Deliver**
 - 15 Min 'Quick Trip'

- Shared lots are open to the public after normal business hours.
- 15 Minute and Curbside parking spaces are located in downtown areas.
- Maximum of 23 hour parking in public lots, except for a 6-hour limit in lots P2 and P3.
- On-street downtown parking limited to 2 hours.
- No parking on downtown streets between 3 am – 6 am.



Village of Lake Orion

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

HOLD HARMLESS AGREEMENT

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

Halloween Extravaganza

October 21, 2026, 5-8pm

Activity/Event

Dates and Time

Halloween parade at 6pm south on Broadway from Elizabeth St. to Children's Park, trick or treating at the businesses

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 Orion, 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 Orion to the undersigned.


Applicant/Property Owner/Contractor Signature**

Tracy woodrum
Applicant/Property Owner/Contractor Printed Name

9-1-26
Date


Witness One Signature ***

Brian M. Winter
Witness One Printed Name


Witness Two Signature ***

Matthew Goble
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, etc.) that are affected.

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

*** The signatures from two (2) witnesses are required.



michigan municipal league

Liability & Property Pool

COMMON POLICY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL AGREEMENT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238341 Renewal of Number: MML001238340

Pool Member: Village of Lake Orion

Coverage Period From: 7/1/2026 To: 7/1/2027
12:01 A.M. Standard Time

THIS COVERAGE DOCUMENT CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM CHARGE IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
PROPERTY COVERAGE PART	\$ <u>Included</u>
CRIME COVERAGE PART	\$ <u>Included</u>
MUNICIPAL GENERAL LIABILITY COVERAGE PART	\$ <u>Included</u>
LAW ENFORCEMENT LIABILITY COVERAGE PART	\$ <u>Included</u>
PUBLIC OFFICIALS LIABILITY COVERAGE PART	\$ <u>Included</u>
AUTOMOBILE LIABILITY COVERAGE PART	\$ <u>Included</u>
EMPLOYEE BENEFIT LIABILITY COVERAGE PART	\$ <u>Included</u>
CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE PART	\$ <u>Included</u>
TOTAL	\$ <u>Included</u>

FORM(S) AND ENDORSEMENT(S) MADE A PART OF THIS CONTRACT AT TIME OF ISSUE:
MMLC TRX (09/10), MMLB (07/26), MMCC (07/17), MMLCYD (09/17), MMPA (01/02), MMLC (11/99)

By: 
Authorized Representative

Date: 6/10/2026

THESE DECLARATIONS TOGETHER WITH THE COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S), AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE



Liability & Property Pool

PROPERTY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL AGREEMENT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238341 **Renewal of Number:** MML001238340

Pool Member: Village of Lake Orion

Coverage Period From: 7/1/2026 **To:** 7/1/2027
12:01 A.M. Standard Time

COVERED PREMISES: Coverage is provided to those premises described per the attached schedule.

LIMIT OF COVERAGE

Coverage is provided to all real and personal property at the described premises for all risks of physical loss or damage, except as hereinafter excluded, subject to all of the forms and endorsements attached, for an amount not to exceed:

COVERAGE	LIMIT OF INSURANCE*	DEDUCTIBLE
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See Attached Schedule For Coverages, Limits of Insurance, and Deductibles

FORM(S) AND ENDORSEMENT(S) applying to this Coverage Part and made part of this policy at time of issue: MMP100 (01/14), MMP 101 (01/11), MMP 107 (07/15), MMP 129 (01/06), MMP106 (11/99), MMP118 (01/02)

TOTAL PROPERTY PREMIUM	<u>\$ INCLUDED</u>
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By:  Date: 6/10/2026
 Authorized Representative

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE



Liability & Property Pool

LIABILITY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE ALSO PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORM S THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238341 Renewal of Number: MML001238340

Pool Member: Village of Lake Orion

Coverage Period From: 7/1/2026 To: 7/1/2027

12:01 A.M. Standard Time

(This policy applies to only those Coverage Parts marked with an "X")

LIMITS OF INSURANCE

☒ MUNICIPAL GENERAL LIABILITY COVERAGE PART

EACH OCCURRENCE LIMIT \$5,000,000

FIRE DAMAGE LIMIT \$100,000 Any One Fire

MEDICAL EXPENSE LIMIT \$10,000 Any One Person

DEDUCTIBLE: \$0 Each Occurrence

☒ LAW ENFORCEMENT LIABILITY COVERAGE PART

EACH WRONGFUL ACT LIMIT \$5,000,000

DEDUCTIBLE: \$0 Each Wrongful Act

☒ PUBLIC OFFICIALS LIABILITY COVERAGE PART

EACH WRONGFUL ACT LIMIT \$5,000,000

DEDUCTIBLE: \$0 Each Wrongful Act

(This policy applies to only those Coverage Parts marked with an "X")

LIMITS OF INSURANCE

☒ **EMPLOYEE BENEFIT LIABILITY COVERAGE PART**

EACH OCCURRENCE LIMIT \$1,000,000

AGGREGATE LIMIT \$1,000,000

DEDUCTIBLE: \$0 Each Occurrence

☒ **AUTOMOBILE LIABILITY COVERAGE PART**

EACH OCCURRENCE LIMIT \$5,000,000

DEDUCTIBLE: \$0 Each Occurrence

☒ **THE COMBINED POLICY LIMIT \$5,000,000**

Regardless of the number of **Insureds**, **Claims** made or **Suits** brought, persons or organizations making **Claims** or bringing **Suits** or coverages or coverage parts which may be applicable, the Combined Policy Limit shown above is the most we will pay for the sum of all **Damages** arising out of an **Occurrence**, **Wrongful Act**, act or omission and any series of related **Occurrences**, **Wrongful Acts**, acts or omissions.

The Combined Policy Limit is the most we will pay regardless of the number of Coverage Parts under which coverage may be sought.

FORMS AND ENDORSEMENTS applying to these Coverage Parts and made part of this policy at time of issue: MML200 (01/14), MML202 (07/26), MML240 (07/25), MML203 (11/99), MML208 (11/99), MML223 (07/10)

TOTAL LIABILITY PREMIUM **\$ INCLUDED**

BY  _____
Authorized Representative

Date: 6/10/2026

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE

MMLB (07/26)

THESE DECLARATIONS ARE A PART OF THE COMMON POLICY DECLARATIONS.

- Page 2 of 2 -



michigan municipal league

Liability & Property Pool

Section 7, Item B.

COMMERCIAL AUTO COVERAGE PART BUSINESS AUTO COVERAGE FORM DECLARATIONS

Contract Number: MML001238341**Pool Member:** Village of Lake Orion**Coverage Period From:** 7/1/2026 **To:** 7/1/2027

SCHEDULE OF COVERAGES

This policy provides only those cover ages where a charge is shown in the premium column below. Each of these coverages will apply only to those "autos" shown as covered "autos". "Autos" are shown as covered "autos" for a particular coverage by the entry of one or more of the symbols from the **COVERED AUTOS** Section of the Business Auto Coverage Form next to the name of the coverage.

Coverages	Covered Autos	Limit	Premium
Liability Coverage	1	Included in the Combined Single Limit shown on the Liability Declarations Page	\$ <u>INCLUDED</u>
Personal Injury Protection or Equivalent No-Fault	5	As indicated in SECTION III - LIMITS OF COVERAGE 6a.	\$ <u>INCLUDED</u>
Property Protection Coverage (MI only)	5	\$ 1,000,000	\$ <u>INCLUDED</u>
Uninsured Motorists Coverage	2	\$ 100,000	\$ <u>INCLUDED</u>
Comprehensive Coverage	7	Actual cash value or cost of repair, whichever is less, minus \$ PER SCHEDULE deductible shown for each covered auto	\$ <u>INCLUDED</u>
Specified Perils Coverage	<u>NO COVERAGE</u>	Actual cash value or cost of repair, whichever is less, minus \$ deductible shown for each covered auto	\$ <u>NO COVERAGE</u>
Collision Coverage	7	Actual cash value or cost of repair, whichever is less, minus \$ PER SCHEDULE deductible shown for each covered auto	\$ <u>INCLUDED</u>
Total Premium:			\$ <u>INCLUDED</u>

☐ NON-OWNED AND HIRED ONLY

FORMS AND ENDORSEMENTS applying to this Coverage Part and made part of this policy at time of issue:
MML300 (07/21), MML301 (07/20), MML308 (11/99), MML307 (11/99), MML310 (07/18)

THESE DECLARATIONS ARE PART OF THE COMMON POLICY DECLARATIONS



michigan municipal league

Liability & Property Pool

CRIME DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

CONTRACT NO. MML001238341 RENEWAL OF NUMBER. MML001238340

POOL MEMBER Village of Lake Orion

COVERAGE PERIOD From: 7/1/2026 To: 7/1/2027

12:01 A.M. Standard Time at your mailing address shown above.

COVERAGE AGREEMENT	LIMIT OF LIABILITY
I. EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF DUTY BLANKET COVERAGE	<u>\$100,000</u>
II. LOSS INSIDE THE PREMISES COVERAGE	<u>\$100,000</u>
III. LOSS OUTSIDE THE PREMISES COVERAGE	<u>\$100,000</u>
IV. MONEY ORDERS AND COUNTERFEIT PAPER COVERAGE	<u>\$100,000</u>
V. DEPOSITORS FORGERY COVERAGE	<u>\$100,000</u>
VI. COMPUTER FRAUD COVERAGE	<u>\$100,000</u>
VII. FUNDS TRANSFER FRAUD COVERAGE	<u>\$100,000</u>
VIII. IMPERSONATION FRAUD COVERAGE	<u>\$100,000</u>

FORM(S) AND ENDORSEMENT(S) applying to this Coverage Part and made part of this Contract at time of issue: MCC100 (7/17), MML23 (07/11),

TOTAL CRIME PREMIUM: \$ INCLUDED

BY

Authorized Representative

Date: 6/10/2026

THESE DECLARATIONS ARE A PART OF THE COMMON POLICY DECLARATIONS.

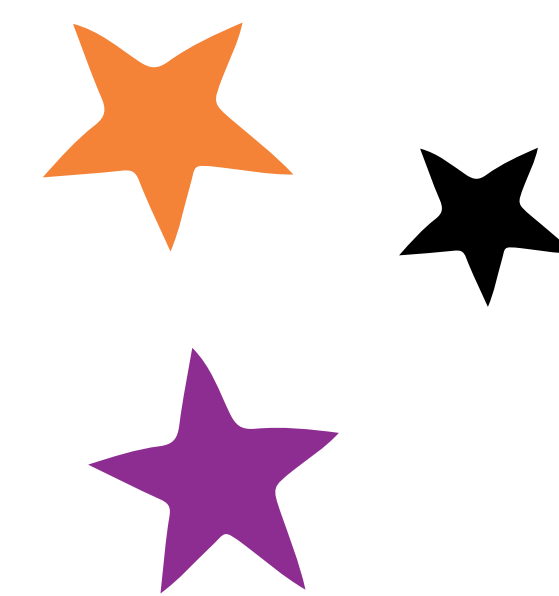
CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE DECLARATIONS

SCHEDULE	Policy #: CYB001238341
Member: Village Of Lake Orion	
Member Address: 21 E Church St., Lake Orion, MI 48362	
Coverage Period: 07/01/2026 to 07/01/2027	
Aggregate Limit of Liability Aggregate for all Loss, including Claims Expenses subject to the following:	\$100,000
Information Security and Privacy Liability Limit:	\$100,000
Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000
Website Media and Content Liability Limit:	\$100,000
PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000
Cyber Extortion Aggregate Sublimit:	\$25,000
First Party Data Protection Aggregate Sublimit:	\$25,000
First Party Network Business Interruption Aggregate Sublimit:	\$25,000
Liability Retention Per Claim or Incident	
Information Security and Privacy Liability:	\$0
Regulatory Defense and Penalties:	\$0
Website Media and Content Liability:	\$0
PCI Fines, Expenses and Costs:	\$0
Cyber Extortion:	\$5,000
First Party Data Protection:	\$5,000
First Party Network Business Interruption:	The greater of \$5,000 or income loss during 12 hour waiting period.
Privacy Breach Response Services Limit of Coverage	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses Limit:	\$50,000
Notified Individuals - Notification Services, Call Center Services and Breach Resolution and Mitigation Services Limit	10,000
Privacy Breach Response Services Retention	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses:	\$0
Notified Individuals Threshold:	0
Retroactive Date	09/01/2017



Guided Cemetery Tours

Oct. 3rd
12-6 pm



LAKE ORION
Halloween
Extravaganza

Oct. 21, 6-8pm

www.downtownlakeorion.org



DOWNTOWN LAKE ORION & OXFORD

#STRONGERTOGETHER

Oct. 24, 5-9pm





COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC: Approval of Special Event – Light Up Lake Orion

BACKGROUND BRIEF:

Tracy Woodrum, representing the Lake Orion Downtown Development Authority, has submitted a Special Event Permit Application for “Light Up Lake Orion” (formerly known as Sing and Stroll). This community-focused event in Downtown Lake Orion features live musical performances along designated strolling routes, giving residents and visitors the opportunity to enjoy entertainment while exploring local shops, restaurants, and public spaces.

The event will also include a tree lighting ceremony, appearances by Santa and Mrs. Claus, horse and wagon rides, a hot cocoa bar, and fire pits for roasting marshmallows, creating a festive holiday atmosphere for all ages.

RECOMMENDED MOTION:

To adopt Resolution No. 2026-036 approving the “Light Up Lake Orion” Special Event Permit Application and the License Agreement between the Village of Lake Orion and the Lake Orion Downtown Development Authority, for the event to be held on November 19, 2026, from 5:00 PM to 7:00 PM, and to authorize the Village Council President and Village Deputy Clerk to execute the agreement on behalf of the Village.



**VILLAGE OF LAKE ORION
COUNTY OF OAKLAND
STATE OF MICHIGAN**

RESOLUTION NO. 2026-036

**A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR
LIGHT UP LAKE ORION
AND AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT**

VOTING YEA:

VOTING NAY:

ABSENT:

MOTION:

RESOLVED: To approve the Special Event Permit Application submitted by Tracy Woodrum on behalf of the Lake Orion Downtown Development Authority, requesting the use of various Village properties on Thursday, November 19, 2026, from 5:00 PM to 7:00 PM, for the “Light Up Lake Orion,” as outlined in the application.

Public Area to be Utilized:

- Children’s Park and Gazebo Area for the event.

Municipal Equipment Requested:

- Electrical connections

FURTHER RESOLVED: To approve the License Agreement between the Village of Lake Orion and the Lake Orion Downtown Development Authority, and to authorize the Village Council President and Village Deputy Clerk to execute the agreement on behalf of the Village.

FURTHER RESOLVED: To approve the Sign Permit for the Light Up Lake Orion, as submitted.

FURTHER RESOLVED: This approval is contingent upon compliance with the following conditions:

Administrative Requirements:

1. All tents and temporary structures must be properly secured in case of inclement weather or high winds.
2. Cleanup of the event area is the responsibility of the applicant.
3. Additional trash receptacles must be provided by the applicant.

Police Department Requirements:

1. Event staff and on-site manager contact information (cell phone numbers) must be provided to the Police Department at least 24 hours before the event.
2. This event does not require dedicated police resources. If police support becomes necessary, contact Chief Mark Amundson at amundsonm@lakeorionpolice.org to schedule a pre-planning meeting.

DPW Requirements:

1. Use of Village orange cones is subject to availability.
2. The DPW will not provide extension cords or cord covers.
3. Village properties will be properly maintained by DPW prior to the event.

Fire Department Requirement:

1. There shall be no parking in the Fire Station Lot or along Anderson Street.

THIS RESOLUTION WAS DULY ADOPTED BY LAKE ORION VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, SEPTEMBER 28, 2026.



Lynsey Blough, CMC
Village of Lake Orion
Deputy Clerk/Treasurer

CERTIFICATION

I, Lynsey Blough, duly appointed Deputy 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 No. 2026-036 adopted by the Village of Lake Orion Village Council at its regular meeting held on the 28th day of September

2026.

Given under my hand and seal of the Village of Lake Orion, Oakland County, Michigan this 28th day of September 2026.



Lynsey Blough, CMC
Village of Lake Orion
Deputy Clerk/Treasurer

DATED: September 29, 2026

Printed: 9/15/2026

Special Event
SE-2026-019

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
DDA Office	4DB-K4V	Sep 10, 2026	Sep 14, 2026	Sep 14, 2026	Sep 13, 2027	--

Applicant Information

APPLICANT

DDA Office

✉ office@downtownlakeorion.org

📞 (248) 693-9742

🏠 118 N Broadway St, Lake Orion, MI 48362

📍 Same as mailing address

Agent

N/A

Internal

Conditions 

No Police Resources:

This event does not require dedicated police resources. If police support becomes necessary, contact Chief Mark Amundson at amundsonm@lakeorionpolice.org to schedule a pre-planning meeting.

The Fire Department has no issues with this event. There shall be no parking in the fire station lot or along Anderson Street.

Issued By: 

N/A

Internal Notes - Employee Communication 

N/A

Approved Event: 

N/A

General Information

Event Location

54



▶ **165 S BROADWAY ST**
LAKE ORION, MI 48362

Event Locations

Children's Park

Zoning District

DC - Downtown Center

Event Name

Light up Lake Orion (formerly Sing & Stroll)

Event Details

Tree lighting ceremony & turning on the downtown Christmas lights. Music from 5-7pm in Children's Park with DJ, Hot cocoa bar, fire pit to roast marshmallows, christmas carols, Santa & Mrs. Claus onsite. Horse & Wagon rides from 5-7pm.

Date / Hours of Event

11/19/26; 5-7pm

Date / Hours of Set-up and Tear Down

Setup: 11/19/26 at 4pm, Tear down: 11/19/26 at 7:30pm

Event Map
[Light up Lake orion 2026 site map an...](#)
Street Closures and / or Parking Lot closures necessary?

No

If yes, how many days?

N/A

If yes, describe

N/A

Green's Park Reservation?

No

Green's Park Reservation Date/Hours

N/A

Green's Park Reservation Duration (Days)

N/A

Gazebo Rental?

Yes

Gazebo Rental Type

N/A

Gazebo Rental Date/Time

N/A

Gazebo Hour

N/A

Coordinating Event Details

N/A

Coordinating with Another Event?**If yes, Event Name**

No

N/A

Section 7, Item C.

Event Details

Type of Event

DDA

Status

Not-for-Profit

If Non-Profit, provide proof of non-profit status such as IRS Determination Letter 501(c)(3), IRS Form 990, or Articles of Incorporation

Is this event expected to occur next year?

Yes

If Yes, provide next year's specific dates

End of November next year.

If this event a Fund raiser?

No

If YES, indicate beneficiary information

N/A

Is this the first time the event is being held in Village of Lake Orion?

No

Describe above selection

This is an annual event.

Was this event previously held outside the Village of Lake Orion?

No

Describe above selection

This is an annual event.

Event Details (continued)

Total estimated attendance each day

300

What parking arrangements will be necessary to accommodate attendance?

Use of lots P1, P2, P3, P5, P9, S1, S3, S5 and street parking.

Parking Plan

[Light up Lake Orion parking map 202...](#)

How will trash be handled?

Use of regular bins, additional 4 cardboard bins placed within event bounds.

Is amplification of music or speakers planned or anticipated?

Yes

If yes, describe

Holiday music, DJ, 5-7pm. Volume in accordance with city ordinance.

Will tents be used?

Yes

If yes, indicate number of tents, use of each, location and size

1 - 10x10 tent in grassy area next to gazebo ramp (east side).

Portable restrooms

Yes

If yes, number of portable restrooms and location

1 existing handicapped stall by the children's park parking lot.

Food / Alcohol / Merchandise

Will alcoholic beverages be served?

No

If yes, describe

N/A

Is liquor license issued by the State of Michigan?

No

If yes, whose name is the license issued to

N/A

Copy of License

Will food and beverages be sold?

No

If yes, describe

N/A

Will merchandise be sold?

No

If yes, describe

N/A

Request Use of Village Equipment ONLY

Use of Equipment Start (Day / Time)

N/A

Use of Equipment End (Day / Time)

N/A

Section 7, Item C.

Barricades/Traffic Cones

No

If yes, describe

N/A

Temporary Closure Signage

No

Trash Cans

No

Electrical Connections

Yes

If yes, describe

Outside on Gazebo utilized for tree lights, blow up decor, spotlights and DJ equipment. Some Broadway tree outlets for blow up decor.

Water

No

If yes, describe

N/A

Emergency Fire Equipment, such as ambulance

No

If yes, describe

N/A

Use of Police Services

No

If yes, describe

N/A

Other Village Services

No

If yes, describe

N/A

Municipal Equipment

Event Signs

Will this event include the use of signs?

Yes

Location(s) of Sign

By Autozone and Lumberyard

Sign Dimensions 9'x3'	Sign Sketch Plan Light up Lake orion 2026 site map an...	Section 7, Item C.
Location Map Light up Lake orion 2026 site map an...	Temporary Display Start Nov 2, 2026	
Temporary Display End Dec 15, 2026	Quantity of Temporary Signs N/A	
OLD_Quantity of Temporary Signs  N/A		

Certifications and Signatures

Signature of Sponsoring Organization's Agent Tracy Signature for Event Application...
Certificate of Insurance naming the Village of Lake Orion as Certificate Holder and Additional Insured DDA-Village Event Insurance 2026.pdf

Hold Harmless Agreement

Hold Harmless Agreement Light Up Lake Orion (Sing & Stroll) H...
--

Fees

Application Fee	\$25.00
Special Event - Right Of Way	\$75.00
Application Sign Fee	\$25.00
Sign Fee	\$75.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Electricity Use	Section 7, Item C.
Gazebo Rental Fee	\$20.00
Admin Waive Fee	-\$270.00
TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

September 10, 11:49 AM EDT
Payment Required

There are fees due that require your immediate payment. Please click below to pay online.

Special Event [4DB-K4V]

Balance \$125.00

September 10, 11:49 AM EDT

Your application for a Special Event has been successfully submitted. The reference number for your application is 4DB-K4V

Please keep a copy of this email as record of your application. Staff may use the reference number when communicating with you.

Thank you,

Village of Lake Orion

Workflow

1. Payment - COMPLETED

Assignee: Lynsey Blough

2. Administrative Review - COMPLETED

Assignee: Lynsey Blough

3. Dept. of Public Works Review - COMPLETED

Assignee: Sam Hicks

4. Public Safety Review - COMPLETED

Assignee: Mark Amundson

5. Fire Department Review - COMPLETED

Assignee: John Pender

6. Council Review - ACTIVE

Assignee: Lynsey Blough

Section 7, Item C.

7. Planning & Zoning Review - INACTIVE

Assignee: Sommer Nafal

8. Issue Permit - INACTIVE

Assignee: Lynsey Blough

Google Maps

banner location
72" wide x 36" high



Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 100 ft

banner location
(on DDA Lumber Yard property)
72" wide x 36" high

Google Maps



Imagery ©2024 Airbus, Map data ©2024 Google 20 ft

Event Area

Fire pit

+ 4 trash containers within Event Area

Light Up Lake Orion

November 19th

5-7pm



Downtown Lake Orion



Village of Lake Orion

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

HOLD HARMLESS AGREEMENT

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

Sing & Stroll

November 19, 2026, 5-8pm

Activity/Event

Dates and Time

Tree Lighting ceremony, music, hot chocolate, Santa & Mrs. Claus

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 Orion, 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 Orion to the undersigned.

Applicant/Property Owner/Contractor Signature**

Witness One Signature ***

Applicant/Property Owner/Contractor Printed Name

Witness One Printed Name

Date

Witness Two Signature ***

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, etc.) that are affected.

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

*** The signatures from two (2) witnesses are required.



michigan municipal league

Liability & Property Pool

Section 7, Item C.

COMMON POLICY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL AGREEMENT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238341 **Renewal of Number:** MML001238340

Pool Member: Village of Lake Orion

Coverage Period From: 7/1/2026 **To:** 7/1/2027
12:01 A.M. Standard Time

THIS COVERAGE DOCUMENT CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM CHARGE IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
PROPERTY COVERAGE PART	\$ <u>Included</u>
CRIME COVERAGE PART	\$ <u>Included</u>
MUNICIPAL GENERAL LIABILITY COVERAGE PART	\$ <u>Included</u>
LAW ENFORCEMENT LIABILITY COVERAGE PART	\$ <u>Included</u>
PUBLIC OFFICIALS LIABILITY COVERAGE PART	\$ <u>Included</u>
AUTOMOBILE LIABILITY COVERAGE PART	\$ <u>Included</u>
EMPLOYEE BENEFIT LIABILITY COVERAGE PART	\$ <u>Included</u>
CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE PART	\$ <u>Included</u>
TOTAL	\$ <u>Included</u>

FORM(S) AND ENDORSEMENT(S) MADE A PART OF THIS CONTRACT AT TIME OF ISSUE:
MMLC TRX (09/10), MMLB (07/26), MMCC (07/17), MMLCYD (09/17), MMPA (01/02), MMLC (11/99)

By: 
Authorized Representative

Date: 6/10/2026

THESE DECLARATIONS TOGETHER WITH THE COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S), AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE



Liability & Property Pool

PROPERTY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL AGREEMENT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238341 Renewal of Number: MML001238340

Pool Member: Village of Lake Orion

Coverage Period From: 7/1/2026 To: 7/1/2027
12:01 A.M. Standard Time

COVERED PREMISES: Coverage is provided to those premises described per the attached schedule.

LIMIT OF COVERAGE

Coverage is provided to all real and personal property at the described premises for all risks of physical loss or damage, except as hereinafter excluded, subject to all of the forms and endorsements attached, for an amount not to exceed:

COVERAGE	LIMIT OF INSURANCE*	DEDUCTIBLE
----------	---------------------	------------

See Attached Schedule For Coverages, Limits of Insurance, and Deductibles

FORM(S) AND ENDORSEMENT(S) applying to this Coverage Part and made part of this policy at time of issue: MMP100 (01/14), MMP 101 (01/11), MMP 107 (07/15), MMP 129 (01/06), MMP106 (11/99), MMP118 (01/02)

TOTAL PROPERTY PREMIUM	\$ INCLUDED
------------------------	-------------

By: Date: 6/10/2026
Authorized Representative

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE



Liability & Property Pool

LIABILITY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE ALSO PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORM S THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

Contract Number: MML001238341 Renewal of Number: MML001238340

Pool Member: Village of Lake Orion

Coverage Period From: 7/1/2026 To: 7/1/2027
12:01 A.M. Standard Time

(This policy applies to only those Coverage Parts marked with an "X")

LIMITS OF INSURANCE

☒ MUNICIPAL GENERAL LIABILITY COVERAGE PART

EACH OCCURRENCE LIMIT	\$5,000,000	
FIRE DAMAGE LIMIT	\$100,000	Any One Fire
MEDICAL EXPENSE LIMIT	\$10,000	Any One Person
DEDUCTIBLE:	\$0	Each Occurrence

☒ LAW ENFORCEMENT LIABILITY COVERAGE PART

EACH WRONGFUL ACT LIMIT	\$5,000,000	
DEDUCTIBLE:	\$0	Each Wrongful Act

☒ PUBLIC OFFICIALS LIABILITY COVERAGE PART

EACH WRONGFUL ACT LIMIT	\$5,000,000	
DEDUCTIBLE:	\$0	Each Wrongful Act

(This policy applies to only those Coverage Parts marked with an "X")

LIMITS OF INSURANCE

☒ **EMPLOYEE BENEFIT LIABILITY COVERAGE PART**

EACH OCCURRENCE LIMIT \$1,000,000
AGGREGATE LIMIT \$1,000,000
DEDUCTIBLE: \$0 Each Occurrence

☒ **AUTOMOBILE LIABILITY COVERAGE PART**

EACH OCCURRENCE LIMIT \$5,000,000
DEDUCTIBLE: \$0 Each Occurrence

☒ **THE COMBINED POLICY LIMIT \$5,000,000**

Regardless of the number of **Insureds**, **Claims** made or **Suits** brought, persons or organizations making **Claims** or bringing **Suits** or coverages or coverage parts which may be applicable, the Combined Policy Limit shown above is the most we will pay for the sum of all **Damages** arising out of an **Occurrence**, **Wrongful Act**, act or omission and any series of related **Occurrences**, **Wrongful Acts**, acts or omissions.

The Combined Policy Limit is the most we will pay regardless of the number of Coverage Parts under which coverage may be sought.

FORMS AND ENDORSEMENTS applying to these Coverage Parts and made part of this policy at time of issue: MML200 (01/14), MML202 (07/26), MML240 (07/25), MML203 (11/99), MML208 (11/99), MML223 (07/10)

TOTAL LIABILITY PREMIUM **\$ INCLUDED**

BY 
Authorized Representative

Date: 6/10/2026

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE



michigan municipal league

Liability & Property Pool

Section 7, Item C.

COMMERCIAL AUTO COVERAGE PART BUSINESS AUTO COVERAGE FORM DECLARATIONS

Contract Number: MML001238341**Pool Member:** Village of Lake Orion**Coverage Period From:** 7/1/2026 **To:** 7/1/2027

SCHEDULE OF COVERAGES

This policy provides only those cover ages where a charge is shown in the premium column below. Each of these coverages will apply only to those "autos" shown as covered "autos". "Autos" are shown as covered "autos" for a particular coverage by the entry of one or more of the symbols from the **COVERED AUTOS** Section of the Business Auto Coverage Form next to the name of the coverage.

Coverages	Covered Autos	Limit	Premium
Liability Coverage	1	Included in the Combined Single Limit shown on the Liability Declarations Page	\$ <u>INCLUDED</u>
Personal Injury Protection or Equivalent No-Fault	5	As indicated in SECTION III - LIMITS OF COVERAGE 6a.	\$ <u>INCLUDED</u>
Property Protection Coverage (MI only)	5	\$ 1,000,000	\$ <u>INCLUDED</u>
Uninsured Motorists Coverage	2	\$ 100,000	\$ <u>INCLUDED</u>
Comprehensive Coverage	7	Actual cash value or cost of repair, whichever is less, minus \$ PER SCHEDULE deductible shown for each covered auto	\$ <u>INCLUDED</u>
Specified Perils Coverage	<u>NO COVERAGE</u>	Actual cash value or cost of repair, whichever is less, minus \$ deductible shown for each covered auto	\$ <u>NO COVERAGE</u>
Collision Coverage	7	Actual cash value or cost of repair, whichever is less, minus \$ PER SCHEDULE deductible shown for each covered auto	\$ <u>INCLUDED</u>
Total Premium:			\$ <u>INCLUDED</u>

☐ NON-OWNED AND HIRED ONLY

FORMS AND ENDORSEMENTS applying to this Coverage Part and made part of this policy at time of issue:
MML300 (07/21), MML301 (07/20), MML308 (11/99), MML307 (11/99), MML310 (07/18)

THESE DECLARATIONS ARE PART OF THE COMMON POLICY DECLARATIONS



Liability & Property Pool

CRIME DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL.

CONTRACT NO. MML001238341 RENEWAL OF NUMBER. MML001238340

POOL MEMBER Village of Lake Orion

COVERAGE PERIOD From: 7/1/2026 To: 7/1/2027

12:01 A.M. Standard Time at your mailing address shown above.

COVERAGE AGREEMENT	LIMIT OF LIABILITY
I. EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF DUTY BLANKET COVERAGE	<u>\$100,000</u>
II. LOSS INSIDE THE PREMISES COVERAGE	<u>\$100,000</u>
III. LOSS OUTSIDE THE PREMISES COVERAGE	<u>\$100,000</u>
IV. MONEY ORDERS AND COUNTERFEIT PAPER COVERAGE	<u>\$100,000</u>
V. DEPOSITORS FORGERY COVERAGE	<u>\$100,000</u>
VI. COMPUTER FRAUD COVERAGE	<u>\$100,000</u>
VII. FUNDS TRANSFER FRAUD COVERAGE	<u>\$100,000</u>
VIII. IMPERSONATION FRAUD COVERAGE	<u>\$100,000</u>

FORM(S) AND ENDORSEMENT(S) applying to this Coverage Part and made part of this Contract at time of issue: MCC100 (7/17), MML23 (07/11),

TOTAL CRIME PREMIUM: \$ INCLUDED

BY

A handwritten signature in black ink, appearing to read 'B. J. Turner'.

Authorized Representative

Date: 6/10/2026

THESE DECLARATIONS ARE A PART OF THE COMMON POLICY DECLARATIONS.

CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE DECLARATIONS

SCHEDULE	Policy #: CYB001238341
Member: Village Of Lake Orion	
Member Address: 21 E Church St., Lake Orion, MI 48362	
Coverage Period: 07/01/2026 to 07/01/2027	
Aggregate Limit of Liability Aggregate for all Loss, including Claims Expenses subject to the following:	\$100,000
Information Security and Privacy Liability Limit:	\$100,000
Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000
Website Media and Content Liability Limit:	\$100,000
PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000
Cyber Extortion Aggregate Sublimit:	\$25,000
First Party Data Protection Aggregate Sublimit:	\$25,000
First Party Network Business Interruption Aggregate Sublimit:	\$25,000
Liability Retention Per Claim or Incident	
Information Security and Privacy Liability:	\$0
Regulatory Defense and Penalties:	\$0
Website Media and Content Liability:	\$0
PCI Fines, Expenses and Costs:	\$0
Cyber Extortion:	\$5,000
First Party Data Protection:	\$5,000
First Party Network Business Interruption:	The greater of \$5,000 or income loss during 12 hour waiting period.
Privacy Breach Response Services Limit of Coverage	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses Limit:	\$50,000
Notified Individuals - Notification Services, Call Center Services and Breach Resolution and Mitigation Services Limit	10,000
Privacy Breach Response Services Retention	
Computer Expert Services, Legal Services and Public Relations and Crisis Management Expenses:	\$0
Notified Individuals Threshold:	0
Retroactive Date	09/01/2017



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC Approval of Village Council Regular Meeting Minutes of September 14, 2026

RECOMMENDED MOTION: To approve the Village Council Regular Meeting Minutes of September 14, 2026, as presented.



MINUTES

REGULAR MEETING OF THE VILLAGE COUNCIL

Monday, September 14, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The September 14, 2026, Village Council Regular Meeting was called to order by President Rutt at 6:30 PM.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

PRESENT

President Teresa Rutt
President Pro Tem Stan Ford
Council Member Nancy Moshier (arrived at 6:37 PM)
Council Member Michael Lamb
Council Member George Dandalides
Council Member Eric Papacek

ABSENT

Council Member Alex Comparoni Jr

STAFF PRESENT

Village Manager Darwin McClary
Clerk/Treasurer Sonja Stout
Chief of Police Mark Amundson
DPW Interim Director Sam Hicks
Village Attorney John Clark (GMH)

MOTION made by President Rutt, Seconded by President Pro Tem Ford to excuse Council Member Comparoni, Jr from the September 14, 2026 Regular Meeting.

VOTING YEA: Rutt, Ford, Lamb, Dandalides, Papacek

VOTING NAY: None

ABSENT: Moshier, Comparoni Jr

MOTION: Carried

4. Presentations

A. Presentation of Donation Check to Village for Swiss Village Park Playground Border - Sons of the American Legion

Lloyd Coe, Junior Vice Chair of the Sons of the American Legion, presented a \$500 donation to Parks and Recreation Chair Rosemary Ford and Board Member Erin Rohlfing for improvements to Swiss Village Park.

5. Call to the Public

Harry Stephen expressed concerns regarding the absence of a disincorporation proposal on the ballot and the pace of the Ehman Center project.

Rosemary Ford recognized Matt and Tracy of the DDA for their efforts with the Hydradragons and their participation in a recent downtown event.

6. Approval of Agenda

By order of the President/Chair, no matters will be discussed after 9:30 PM, unless the Council votes to continue the meeting.

MOTION made by Council Member Lamb, seconded by President Pro Tem Ford, to approve the September 14, 2026 agenda with the removal of Item 10.F., 96 Park Island Road – Rezoning Request, as the matter must be addressed by ordinance.

VOTING YEA: Rutt, Ford, Lamb, Dandalides, Papacek, Moshier
VOTING NAY: None
ABSENT: Comparoni Jr
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 Lamb to approve the consent agenda with the removal of the following items for further discussion:

- Item J. *Receive and File of Investment Report for July 2026*
- Item M. *Receive and File August 2026 Police Department Activity Report*
- Item O. *Downtown Development Authority Board Reappointments*

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

A. Approval of Special Event – Witches Night

MOTION made by President Rutt, Seconded by Council Member Lamb to adopt Resolution No. 2026-032 approving the “Witches Night” Special Event Permit Application and the License Agreement between the Village of Lake Orion and the Lake Orion Downtown Development Authority, represented by Tracy Woodrum, for the event to be held on October 24, 2026, from 5:00 PM to 10:00 PM, and to authorize the Village Council President and Village Clerk to execute the agreement on behalf of the Village.

VOTING YEA: Rutt, Ford, Lamb, Dandalides, Papacek, Moshier

VOTING NAY: None

ABSENT: Comparoni Jr

MOTION: Carried

B. Approval of Village Council Regular Meeting Minutes of August 24, 2026

MOTION made by President Rutt, Seconded by Council Member Lamb To approve the Village Council Regular Meeting Minutes of August 24, 2026, as presented.

VOTING YEA: Rutt, Ford, Lamb, Dandalides, Papacek, Moshier

VOTING NAY: None

ABSENT: Comparoni Jr

MOTION: Carried

C. Receive and File of Joint Board of Ethics and Village Council Meeting Minutes of July 1, 2026

MOTION made by President Rutt, Seconded by Council Member Lamb to receive and file the Joint Board of Ethics and Village Council Meeting Minutes of July 21, 2026, as presented.

VOTING YEA: Rutt, Ford, Lamb, Dandalides, Papacek, Moshier

VOTING NAY: None

ABSENT: Comparoni Jr

MOTION: Carried

D. Receive and File of Planning Commission Regular Meeting Minutes of July 6, 2026

MOTION made by President Rutt, Seconded by Council Member Lamb to receive and file the Planning Commission Regular Meeting Minutes of July 6, 2026, as presented.

VOTING YEA: Rutt, Ford, Lamb, Dandalides, Papacek, Moshier

VOTING NAY: None

ABSENT: Comparoni Jr

MOTION: Carried

E. Receive and File of Parks and Recreation Advisory Committee Regular Meeting Minutes of July 22, 2026

MOTION made by President Rutt, Seconded by Council Member Lamb to receive and file of Parks and Recreation Advisory Committee Regular Meeting Minutes of July 22, 2026, as presented.

VOTING YEA: Rutt, Ford, Lamb, Dandalides, Papacek, Moshier

VOTING NAY: None

ABSENT: Comparoni Jr
MOTION: Carried

F. Receive and File Board of Zoning Appeals Regular Meeting Minutes of August 6, 2026

MOTION made by President Rutt, Seconded by Council Member Lamb to receive and file the Board of Zoning Appeals Regular Meeting Minutes of August 6, 2026, as presented.

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

G. Receive and File of the Correspondence from Linda Crane

MOTION made by President Rutt, Seconded by Council Member Lamb To receive and file the correspondence from Linda Crane dated August 24, 2026, combining the DDA & Planning Commission.

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

H. Receive and File of Financial Statements for August 2026

MOTION made by President Rutt, Seconded by Council Member Lamb to receive and file the Financial Reports for August 2026.

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

I. Receive and File of Invoice Distribution Report for September 15, 2026

MOTION made by President Rutt, Seconded by Council Member Lamb to receive and file the bills in the amount of \$ 458,386.29 of which \$ 95,791.50 are DDA bills for a net total of \$ 362,594.79 and to receive and file the DDA bills.

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

J. Receive and File of Investment Report for July 2026

Removed for further discussion.

K. Receive and File of Water Resources Commissioner Sewage Disposal System Report

MOTION made by President Rutt, Seconded by Council Member Lamb to receive and file the Water Resources Commissioner Sewage Disposal System Report for Fiscal Year 2026 (October 1, 2025 to June 30, 2026), as presented.

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

L. Receive and File of July and August 2026 Planning and Zoning Monthly Report by McKenna

MOTION made by President Rutt, Seconded by Council Member Lamb to receive and file the July and August 2026 Planning and Zoning Monthly Report by McKenna, as presented.

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

M. Receive and File August 2026 Police Department Activity Report

Removed for further discussion.

N. Update Authorized Bank Signers-Removal of Sonja Stout

MOTION made by President Rutt, Seconded by Council Member Lamb to adopt Resolution No. 2026-031, authorizing the removal of Sonja Stout, Clerk/Treasurer, as an authorized signer on the Village of Lake Orion's Oxford Bank and Comerica Bank accounts and adding Deputy Clerk/Treasurer Lynsey Blough as an authorized signer; and to authorize Deputy Clerk/Treasurer Lynsey Blough to execute the appropriate certifications and documentation required by each depository, effective immediately.

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

O. Downtown Development Authority Board Reappointments

Removed for further discussion.

8. Items Removed from the Consent Agenda

J. Receive and File of Investment Report for July 2026

Council Member Papacek inquired about transferring DDA funds to an interest-bearing account. Clerk/Treasurer Stout stated that the DDA agenda for September 15, 2026, included an item to increase an expenditure line to potentially expend additional project funds, which may affect the transfer of funds. Stout noted that clarification would be needed from the DDA Executive Director.

MOTION made by Council Member Papacek, seconded by Council Member Lamb, to receive and file the July 2026 Investment Report and direct Administration to provide the DDA Executive Director with a written investment recommendation and report back to Council.

VOTING YEA: Ford, Lamb, Dandalides, Papacek, Moshier
VOTING NAY: Rutt

ABSENT: Comparoni Jr
MOTION: Carried

M. Receive and File August 2026 Police Department Activity Report

Council Member Papacek inquired about summarizing the report. Police Chief Amundson stated that a summary is currently included and indicated he would follow Council's direction regarding the report format. Council Member Dandalides expressed concern about creating unnecessary additional work for staff. Council discussed making the report more accessible to residents and agreed that the summary should be placed near the beginning of the report.

MOTION made by President Rutt, Seconded by President Pro Tem Ford to receive and file the August 2026 Police Department Activity Report.

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

O. Downtown Development Authority Board Reappointments

MOTION made by Council Member Lamb, Seconded by Council Member Papacek to not approve the reappointment of Alaina Campbell and Todd Garris to the Downtown Development Authority Board, with terms expiring October 31, 2030 but to seek out and solicit applications for those in the vacant position.

Council Member Lamb thanked Lloyd Coe for his years of service and expressed concern regarding the process for filling board appointments, stating that repeated reappointments may limit opportunities for other residents to serve. Council Member Dandalides also thanked Coe and noted that Garris is a new appointment, Campbell is active in the community, and the Charter establishes specific requirements for board composition. President Rutt thanked Coe and agreed with Council Member Dandalides. Council Member Lamb stated that Village Manager McClary should make appointments in accordance with the recently amended ordinance once adopted. Council Member Moshier agreed that the change should be implemented.

Council Member Lamb **AMENDED** the motion to postpone action until the October 12, 2026 meeting.

Council Member Dandalides inquired whether any new applications had been received. Clerk/Treasurer Stout stated that there were no new applicants since the previous board appointments. President Rutt asked Village Manager McClary whether he supported the current appointments, and the Village Manager stated that he supported President Rutt's decisions.

Francesco Komendera stated that Council Members should promote vacant board positions to their constituents.

DDA Executive Director Gibb stated that the DDA has been distributing applications and reviewed the current board appointment requirements.

VOTING YEA: Lamb, Papacek, Moshier
VOTING NAY: Dandalides, Rutt, Ford
ABSENT: Comparoni Jr
MOTION: Failed (no action taken)

MOTION made by President Rutt, Seconded by Council Member Dandalides to approve the reappointment of Alaina Campbell and Todd Garris to the Downtown Development Authority Board, with terms expiring October 31, 2030.

VOTING YEA: Dandalides, Rutt, Ford
VOTING NAY: Lamb, Papacek, Moshier
ABSENT: Comparoni Jr
MOTION: Failed (no action taken)

9. Public Hearings

None.

10. Other Items

A. Approval of 2026-2029 Collective Bargaining Agreements - AFSCME and POAM

MOTION made by Council Member Dandalides, Seconded by President Pro Tem Ford to approve the 2026-2029 collective bargaining agreement between the Village of Lake Orion and AFSCME and authorize the Village Manager and Village Clerk to execute the agreement on behalf of the Village.

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

MOTION made by Council Member Dandalides, Seconded by President Pro Tem Ford to approve the 2026-2029 collective bargaining agreement between the Village of Lake Orion and POAM and authorize the Village Manager and Village Clerk to execute the agreement on behalf of the Village with clarification on health insurance contingent upon article #49 as discussed in closed session.

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

B. FY 2026-27 Non-Union Salary Ranges and Pay Rates

MOTION made by President Pro Tem Ford, Seconded by Council Member Dandalides to adopt the resolution as presented setting the FY 2026-27 pay ranges and pay rates of administrative

officers and non-union employees of the Village of Lake Orion pursuant to Section 3.10 of the Village Charter, with said pay ranges to be adjusted by 2.7% for the minimum and maximum rates and the pay rates to be adjusted by 3.5% for each employee.

VOTING YEA: Rutt, Ford, Lamb, Dandalides, Papacek, Moshier

VOTING NAY: None

ABSENT: Comparoni Jr

MOTION: Carried

C. Ordinance Amendment – Chapter 30 – Downtown Development Authority

MOTION made by Council Member Dandalides, Seconded by President Rutt to return the amendment revision(s) of Chapter 30 of the Village of Lake Orion Code of Ordinances- Downtown Development Authority to the Village Attorney with direction to revise per the following:

- Designate either the Village President or the Village Manager to serve as a voting member of the DDA Board for a two-year term
- The two-year term to be coincident with the biennial term of the Village President
- This appointment would be coincident with the biennial election of the Village President and would be made per the recommendation of the newly elected Village President with the approval of council.
- The duties of the Village representative on the DDA Board (either the village President or the Village Manager) for the two-year term would be as currently defined under Ordinance 30.02 Organization

Council Member Lamb stated that he preferred to follow the Village Manager protocol outlined in the proposed motion. President Pro Tem Ford expressed concern that returning the amendment for revision could delay the process. Council Members Papacek and President Rutt expressed support for a fresh perspective, while Council Member Moshier stated that she believed the Village Manager would be the more appropriate choice.

Francesco Komendera expressed concern that the proposed change would add responsibilities to the Village Manager and stated that the Village Manager already exercises some control over the DDA Board.

VOTING YEA: Dandalides, Rutt, Ford

VOTING NAY: Papacek, Moshier, Lamb

ABSENT: Comparoni Jr

MOTION: Failed (no action taken)

MOTION made by Council Member Lamb, Seconded by Council Member Papacek to introduce and give first reading to an ordinance amending Chapter 30 of the Village of Lake Orion Code of Ordinances – Downtown Development Authority – to designate the Village Manager as the chief executive officer of the Village pursuant to Sections 201(h) and 204(1) of the Michigan Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended, for purposes of serving on the Lake Orion Downtown Development Authority and appointing members of the Downtown Development Authority Board of Directors subject to Council approval; to direct the

Village Clerk to publish the required notice; and to schedule the ordinance for second reading and consideration for adoption at Village Council’s October 12, 2026, regular meeting.

VOTING YEA: Ford, Lamb, Moshier, Papacek
VOTING NAY: Dandalides, Rutt
ABSENT: Comparoni Jr
MOTION: Carried

D. Contract for Temporary Professional Accounting Services

MOTION made by President Rutt, Seconded by Council Member Dandalides to approve Budget Amendment BA-2027-101-253-01 to provide a supplement appropriation of \$30,000 to Account #101-253-801-000 Contractual Services for temporary professional accounting, financial management assistance, consultation, and training during the Village Administration’s staffing transition.

Council Member Papacek inquired whether the motion should specify a maximum expenditure of \$30,000 and a 90-day time limit. The Village Manager stated that he did not anticipate using the full amount and that the timeframe was uncertain.

Harry Stephen stated that he did not believe a CPA license was necessary and noted that local firms could provide assistance if requested.

Francesco Komendera expressed concern that involving a professional could identify additional issues.

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

MOTION made by President Rutt, Seconded by President Pro Tem Ford to authorize the Village Manager to engage the services of Plante Moran to perform temporary professional accounting, financial management assistance, consultation, and training services for the Village in accordance with the firm’s proposal dated September 2, 2026, in such amount and to such extent as the Village Manager determines to be necessary to provide for the proper and complete transition of staffing in the administrative offices .

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

E. Review Building Permit Process

Council Members Lamb and Dandalides noted coordination issues between the Village and Township regarding the building permit process and stated that the process may require further action to work through those current challenges.

No action was taken.

F. 96 Park Island Road- Rezoning Request

Removed from agenda.

G. Approval of Cost Participation Agreement – Oakland County Local Road Improvement Program

MOTION made by Council Member Papacek, Seconded by Council Member Lamb to approve the Cost Participation Agreement between the Village of Lake Orion and the Oakland County Board of Commissioners for the Local Road Improvement Program, Board Project No. 2026-16, and authorize the Village Manager to execute the agreement and submit the required invoice for reimbursement not to exceed \$7,837.00.

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

11. Call to the Public

Matt Phillips of 96 Park Island Drive inquired about the removal of the rezoning request from the agenda. Village Manager McClary explained that the request must proceed through the ordinance amendment process. Phillips expressed disappointment with the process.

Harry Stephen commented on the combination of the Clerk and Treasurer positions and suggested they be separated. He also discussed the 60th anniversary of the Village Charter and the need to update the Charter to include provisions for disincorporation.

Rosemary Ford expressed appreciation to Clerk/Treasurer Stout for her years of service.

Jack Lovett spoke in support of the reappointments of Todd and Alaina to the DDA and expressed concern that the discussion could make them feel unappreciated.

Francesco Komendera commented on the identity of the Village.

Police Chief Mark Amundson announced that a public safety exercise would take place in the Village the following day and that an increased presence of emergency vehicles was expected in the area.

12. DDA Executive Director Comments

DDA Executive Director Gibb expressed appreciation for Clerk/Treasurer Stout and recognized her professionalism during her tenure with the Village. He also discussed the Hydradragons volunteer group and its participation in community landscaping efforts. Gibb noted that extensive budgeting for the Lumberyard would be discussed at the following day’s DDA meeting, reported that the DDA was being considered for two national awards, and discussed DTE rate increases and their impact on the DDA’s budget.

13. Council Comments

Council Member Papacek commented on the volume of agenda items addressed by Council and thanked those involved in preparing the agendas.

Council Member Lamb discussed the disincorporation process and the anticipated ballot question for the November election.

Council Member Moshier thanked the public and Police Chief Amundson for the update regarding the training exercise and expressed appreciation for Clerk/Treasurer Stout.

President Pro Tem Ford thanked the Sons of the American Legion for their donation to the Parks and Recreation Board.

Council Member Dandalides reported attending Dragon on the Lake and volunteering at a triathlon. He also expressed appreciation to Clerk/Treasurer Stout.

President Rutt commented on the Dragon on the Lake event, requested an update on Atwater basketball park, and directed residents seeking information regarding disincorporation to the County website, including an attorney's opinion.

14. Village Manager Comments

Village Manager McClary thanked Sonja Stout and Cherie Hedrick for their service to the Village. He stated that he would provide Council with an update on the Atwater basketball court project. He also reported that Administration would conduct interviews during the week for the Clerk/Treasurer and part-time Administrative Assistant positions. McClary announced the promotion of Kirsten Barber to a full-time position and congratulated the DDA on its national awards.

Council Member Dandalides inquired about the upcoming Clerk/Treasurer contract and stated that he would provide the Village Manager with any recommended changes.

15. Closed Session Items

16. Business From Closed Session

17. Adjournment

MOTION made by Council Member Lamb, Seconded by Council Member Dandalides to adjourn the September 14, 2026, Village Council Regular Meeting.

VOTING YEA: Rutt, Ford, Lamb, Dandalides, Papacek, Moshier

VOTING NAY: None

ABSENT: Comparoni Jr

MOTION: Carried

The September 14, 2026, Village Council Regular Meeting adjourned at 9:30 PM.

President Rutt
President

Sonja Stout, MiCPT
Clerk/Treasurer

Date Approved: as presented on September 28, 2026



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC Approval of Village Council Special Meeting Minutes of September 14, 2026

RECOMMENDED MOTION: To approve the Village Council Special Meeting Minutes of September 14, 2026, as presented.



MINUTES

SPECIAL MEETING OF THE VILLAGE COUNCIL

Monday, September 14, 2026

5:30 PM

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

(248) 693-8391 ext. 102

PURPOSE OF SPECIAL MEETING: The purpose of the special meeting of the Lake Orion Village Council is to convene into closed session for the purpose of collective bargaining strategy and negotiation connected with the POAM and AFSCME collective bargaining agreements and to consult with the Village Attorney regarding trial or settlement strategy connected with pending litigation.

1. Call to Order

The September 14, 2026 Village Council Special Meeting was called to order by President Rutt at 5:30 PM.

2. Roll Call and Determination of Quorum

PRESENT

President Teresa Rutt
President Pro Tem Stan Ford
Council Member Michael Lamb
Council Member George Dandalides
Council Member Eric Papacek

ABSENT

Council Member Nancy Moshier
Council Member Alex Comparoni Jr

STAFF PRESENT

Village Manager Darwin McClary
Clerk/Treasurer Sonja Stout
Police Chief Mark Amundson
DPW Interim Director Sam Hicks
Village Attorney John Clark (GMH)

MOTION made by President Rutt, Seconded by President Pro Tem Ford to excuse Council Member Comparoni Jr, and Council Member Moshier from the September 14, 2026 Village Council Special Meeting.

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

3. Call to the Public

Francesco Komendera spoke regarding the importance of Council members following their convictions and using their judgment when making decisions.

4. Closed Session Items

MOTION made by President Pro Tem Ford, Seconded by Council Member Dandalides To convene into closed session pursuant to Section 8(1)(c) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, MCL 15.268(1)(c), to discuss strategy or negotiation sessions connected with the 2026–2029 AFSCME and POAM collective bargaining agreements; and pursuant to Section 8(1)(e) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, MCL 15.268(1)(e), to consult with the Village Attorney regarding trial or settlement strategy in connection with specific pending litigation, Verbrugghe v. Lake Orion BZA.

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

Council entered closed session at 5:32 PM.

- A. Closed Session for 2026-2029 AFSCME and POAM Collective Bargaining Strategy or Negotiation Session – MCL 15.268(1)(c)
- B. Consult with Village Attorney regarding trial or settlement strategy in connection with specific pending litigation - Verbrugghe v. Lake Orion BZA - MCL 15.268(1)(e)

MOTION made by President Rutt, Seconded by President Pro Tem Ford to reconvene into open session.

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

Council reconvened into open session at 6:25 PM.

5. Business From Closed Session

6. Adjournment

MOTION made by President Pro Tem Ford, Seconded by Council Member Lamb to adjourn the September 14, 2026 Village Council Special Meeting.

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

The September 14, 2026, Village Council Special Meeting adjourned at 6:25 PM.

President Rutt
President

Sonja Stout, MiCPT
Clerk/Treasurer

Date Approved: as presented on September 28, 2026



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC: Receive and File of DDA Regular Meeting Minutes of August 18, 2026

RECOMMENDED MOTION: To receive and file the Downtown Development Authority Regular Meeting Minutes of August 18, 2026, as presented.



MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, August 18, 2026

6:30 PM

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

(248) 693-8391 ext. 102

1. Call to Order

The August 18, 2026 Downtown Development Regular Meeting was called to order at 6:35 PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Debbie Burgess
Vice Chairperson Sam CARUSO
Secretary Hank Lorant
Board Member Lloyd Coe
Board Member Alaina Campbell
Board Member Todd Garris
Board Member Chris Barnett

ABSENT

Treasurer Matt Shell
President Teresa Rutt

STAFF PRESENT

Executive Director Matthew Gibb
Administrative Coordinator Tracy Woodrum
Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Minutes

A. Approval of DDA Regular Meeting Minutes of July 21, 2026

MOTION made by Board Member Coe, Seconded by Secretary Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of July 21, 2026, as

presented.

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

4. Approval of Agenda

MOTION made by Board Member Coe, Seconded by Vice Chairperson Caruso, to approve the Downtown Development Authority Regular Meeting Agenda of August 18, 2026, with the addition of the following items under 8. New and Old Business:

- E. Textedly Elite – Annual Plan
- F. Website Repair
- G. PEA – Lumber Yard Final PUD Engineering Invoice
- H. Lumber Yard – Web/Vendor Portal
- I. Payroll Issue – T. Woodrum
- J. Paint Creek Bank Stabilization

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

5. Call to the Public

Police Chief and Acting Village Manager Amundson provided an update on the Village’s disincorporation process, noting that the question was not included on Oakland County’s August 14, 2026, list of ballot proposals and did not appear to be proceeding to the ballot. He emphasized the importance of communication between the Village and DDA regarding the matter.

6. Consent Agenda

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

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to approve the Consent Agenda in one vote.

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

A. Financial Reports

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to receive and file the financial reports for July 2026.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett

VOTING NAY: None
ABSENT: Rutt, Shell
MOTION: Carried

B. Reimbursement - As Needed Labor

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to allow reimbursement to Matthew Gibb in the amount of \$450.00, upon presentment to the Village Clerk of three signed statements verifying the labor incurred, with fund from GL 248-260-958-000 General Activities.

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

7. Financial Matters

A. Bill Approval

Executive Director Gibb noted that sponsorships substantially offset the annual expense of the LOLive! Gazebo Series, making the event nearly cost-neutral, and reported an average attendance of approximately 500 people per concert. The Board expressed appreciation for the sponsorship support and event success.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to approve disbursements in the amount of \$63,704.98 for July 2026.

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

8. New and Old Business

A. Interior Market Barn Painting

Executive Director Gibb recommended awarding the Market Barn interior painting project to Wessel’s Painting, which submitted the lowest of three quotes and had previously completed the exterior painting.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to accept the estimate from Wessel’s Painting dated 7.28.26, and authorize the DDA Director to procure the services and materials at a cost not to exceed \$11,890 payable from 301-901-971-000 Capital Outlay Buildings.

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

Executive Director Gibb expressed concern regarding delays in payments to DDA contractors, noting that a previous payment to Wessel’s Painting took several weeks to process. He stated that he would submit the necessary documentation to request payment and emphasized the importance of timely payment to maintain positive relationships with local contractors.

Vice Chair Caruso agreed that contractors should be paid promptly, particularly when providing competitive pricing and quality work. Board Member Campbell questioned why payments for approved and budgeted expenses were being delayed.

George Dandalides encouraged the Village-DDA joint committee to use its upcoming meeting to identify and address administrative roadblocks and improve coordination between the organizations. Chairperson Burgess emphasized the importance of paying community contractors in a timely manner.

B. Code Compliance - Demolition and Clean Up

Executive Director Gibb requested a waiver of the three-quote process and authorization to contract with K&D Phillips for site cleanup at the Lumber Yard. The work would include removing the deteriorated barbed-wire fencing, concrete, and debris to address safety and appearance concerns while the project approval process continues.

MOTION made by Vice Chairperson Caruso, Seconded by Secretary Lorant, to accept the estimate from K&D Phillips Contracting LLC dated 8.7.26, and authorize the DDA Director to procure the services and materials at a cost not to exceed \$8,050 payable from 301-901-971-000 Capital Outlay – Buildings, and waive the three-quote process.

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

Board Member Barnett expressed support for the proposed cleanup and asked whether additional site work or cleanup would be required. Executive Director Gibb explained that the proposed work would be the final cleanup prior to site development under the approved PUD site plan, with only the potential relocation of the existing coal shed remaining. He noted that no additional cleanup work was anticipated before site development and that a development schedule was being prepared.

C. Travel – America in Bloom

Executive Director Gibb requested consideration for a staff representative to attend the America in Bloom symposium to learn more about the program and evaluate its potential for continued participation. He noted that the expense could be covered within the existing education and training budget.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to approve Executive Director Gibb’s attendance with the cost not to exceed \$1,500 payable from GL 248-260-957-

000 Education and Training.

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

Chairperson Burgess asked whether Lake Orion’s Downtown was being considered for any America in Bloom awards. Executive Director Gibb stated that the DDA had submitted nominations and that the organization’s evaluators had also nominated the community for several awards. He noted that awards recognize overall community aesthetics, public spaces, and efforts to create a welcoming Downtown.

D. Renewal – SeeMyLegacy

Executive Director Gibb requested renewal of the DDA’s SeeMyLegacy membership, explaining that the platform can streamline sponsorships, volunteer registrations, payments, event campaigns, and sponsor impact reporting. He noted the platform was underutilized the previous year due to staffing limitations but could now be better utilized for upcoming events and Lumber Yard initiatives. SeeMyLegacy offered a \$500 renewal discount and additional campaign publication services at no cost. Chairperson Burgess requested that staff report on the platform’s usage if renewed, and Executive Director Gibb confirmed that monthly updates would be added to the DDA agenda. Vice Chairperson Caruso asked about existing content and noted the program’s potential, while Board Member Campbell asked about its ability to provide sponsor impact and ROI reports. Executive Director Gibb confirmed that the platform could assist with compiling attendance, social media, and other engagement data into sponsor reports.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to approve a renewal of the membership with SeeMyLegacy at the offered reduced rate of \$1,999, annual, with funding from GL 248-729-880-015 Winter Activities and directing staff to add a monthly report item to the DDA Board agenda to track its use.

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

E. Textedly Elite – Annual Plan

Executive Director Gibb reported that staff was reviewing recurring subscriptions to identify and eliminate unnecessary expenses and introduced a recommendation to utilize Textedly to improve communication with businesses, volunteers, and the community. Administrative Coordinator Woodrum explained that the platform would provide text messaging capabilities, a centralized contact/CRM database, and up to 6,000 messages per month, supplementing rather than replacing email communications. Executive Director Gibb noted it would be funded through the \$10,000 Oakland County Main Street Technology Grant awarded to the DDA. Vice Chairperson Caruso expressed support and asked about the funding and monthly cost, which Executive Director Gibb clarified.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to authorize enrollment in Textedly Elite at a cost not to exceed \$2,124 payable from GL 248-260-958-000, either in an annual payment or monthly installments not to exceed \$177.00

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

F. Website Repair

Executive Director Gibb presented a proposal from Web Vitality to assess and improve the DDA website, including its backend, forms, plugins, and overall performance. He explained that the website had undergone significant improvements but still had mobile compatibility and form-submission issues, and that the work was included as part of the DDA’s \$10,000 Oakland County Main Street Technology Grant.

Board Member Garris briefly left the meeting at 7:17 PM and returned at 7:18 PM.

Board Member Barnett questioned the remaining contractual services budget and expressed concern about approving expenses beyond the proposal. Vice Chairperson Caruso confirmed that the work would be covered by the technology grant.

Discussion clarified that the engagement was a fixed fee of \$1,050, including the assessment, recommendations, and specified website improvements, with the fee reduced by \$525 if the website was determined to be unrepairable.

Board Member Barnett moved to approve the Web Vitality engagement at a cost not to exceed \$1,050, noting that he did not support authorizing additional expenditures without further approval.

Executive Director Gibb agreed that \$1,050 was sufficient for the proposed work. Chairperson Burgess asked about the technology grant, and Executive Director Gibb reported that approximately \$2,300 of the \$10,000 grant had been spent to date. Chairperson Burgess emphasized that the discussion was consistent with the Board’s commitment to transparency.

MOTION made by Board Member Barnett, Seconded by Board Member Coe, to authorize a contract with WebVitality at a cost not to exceed \$1,050 payable from GL 248-728-801-000 Contracted Services.

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

G. PEA – Lumber Yard Final PUD Engineering Invoice

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to authorize payment of Invoice(s) 120374 and 121889 at a cost not to exceed \$12,422.50 payable from GL 301-901-971-000 Capital Outlay – Buildings.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett

VOTING NAY: None

ABSENT: Rutt, Shell

MOTION: Carried

H. Lumber Yard – Web/Vendor Portal

Executive Director Gibb presented two Trail Forge expenditures to begin developing branding, a website, and vendor portal for the public market, noting that the work needs to begin in the fall in preparation for a spring opening. Board Member Barnett asked whether the \$500 retainer was a one-time expense, and Executive Director Gibb confirmed it was. Board Member Campbell asked about the scope of the website and whether a formal project proposal had been submitted. Executive Director Gibb explained that the initial work would include approximately eight pages, branding, and strategic communication support.

Board Member Barnett asked whether the market website would be connected to the DDA website and whether the future market organization would operate independently. Executive Director Gibb explained that the website would initially be DDA-owned and connected to the DDA, while the long-term concept is to establish a separate nonprofit organization to operate the public market and related facilities, although no final structure has been established. Executive Director Gibb stated that he was seeking Board approval to confirm the expenditures as reasonable for initiating the project.

MOTION made by Board Member Campbell, Seconded by Secretary Lorant, to authorize payment of Invoice(s) 0065 and 0066 at a cost not to exceed \$1,400 payable from GL 248-726-980-001 Public Space Grant General.

VOTING YEA: Burgess, Caruso, Lorant, Coe, Campbell, Garris, Barnett

VOTING NAY: None

ABSENT: Rutt, Shell

MOTION: Carried

I. Payroll Issue – T. Woodrum

Executive Director Gibb reported that he had authorized Administrative Coordinator Woodrum to work additional hours as the DDA prepares for the fall, noting that funds remain available due to delays in filling previously budgeted positions. He stated that Administrative Coordinator Woodrum had not been paid for the additional hours worked because of an issue with the timesheet approval process and asserted that withholding payment for authorized hours worked would violate state and federal wage laws. Executive Director Gibb advised that he had historically approved staff time through email and that the Village Attorney agreed with his position. He stated that the matter was informational and that, if Administrative Coordinator Woodrum was not paid in the next payroll cycle, he intended to pursue the matter through law enforcement.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to receive and file the information.

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

Board Member Barnett questioned whether the 70-hour limit for Administrative Coordinator Woodrum was sufficient given the DDA’s workload and expressed concern about continued overtime and public scrutiny. Executive Director Gibb stated that additional staff hours were necessary to meet the DDA’s current workload and explained that the two-person structure was handling responsibilities previously divided among multiple positions, including event coordination, communications, and administrative duties. He recommended that the Board’s Executive Committee or a small committee immediately review the staffing structure and determine whether additional hours, administrative support, or a different employment structure was needed.

Board Member Campbell supported forming a committee, noting the significant workload associated with the DDA’s events and expressing concern about staff burnout. Board Member Barnett agreed that the staffing issue should be addressed promptly, while emphasizing the need to remain mindful of public scrutiny and the Board’s previously established 70-hour limit. He also suggested that the Village Council address ongoing communication and administrative issues between the DDA and Village staff.

Executive Director Gibb reiterated that the immediate issue could be addressed by maintaining the existing 70-hour limit while the Executive Committee reviews the DDA’s staffing needs and identifies how the workload can be managed within the budget. Board Member Barnett suggested that the Chair or officers meet with the Village representatives and DDA Director to develop a staffing recommendation for the Board.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to direct the Executive Team to meet within six days to discuss the DDA’s staffing, workload, and payroll-hour needs and return to the Board with a recommendation for resolution.

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

J. Paint Creek Bank Stabilization

Executive Director Gibb presented Caleb Campbell’s preliminary report regarding bank stabilization along the creek near the Meeks Park Trail, noting that continued erosion could eventually damage the trail and require its closure. He recommended further exploration of the proposal and coordination with EGLE, and other interested parties, noting that there was no immediate cost but that the project could be considered for future 75-25 infrastructure funding. Board Member Campbell noted that Parks and Recreation would review the proposal and referenced a 2019 Clinton River Watershed Council bank stabilization plan for Children’s

Park. Rosemary Ford, Chairperson of the Parks and Recreation Advisory Committee, expressed support for pursuing the project and indicated that the committee could assist with plantings and volunteers. Board Member Barnett noted potential SEMCOG grant funding and previously available CDBG funding that could potentially support the project.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Campbell, to receive and file Caleb Campbell’s report.

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

9. Reports, Resolutions and Recommendations

A. Report – Main Street Committees

Executive Director Gibb reported that the August 4 all-committee meeting was well attended and that the DDA’s committees, particularly those that had previously seen lower participation, had been re-energized. He noted that Plaud is being used to record meetings and assist with preparing minutes, allowing staff to more efficiently document committee activities and progress. The Board was encouraged to review the committee minutes included in the agenda packet. He described the increased committee engagement as a positive development for the DDA’s Main Street program.

MOTION made by Board Member Barnett, Seconded by Secretary Lorant, to receive and file the August 18, 2026 Committee Report.

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

B. Executive Directors Report

Executive Director Gibb reported on ongoing downtown operations, including improved coordination with DPW, completion of banner installation, award submissions, upcoming seasonal contracts, and continued in-house marketing efforts. He noted strong attendance at recent concerts and movie nights and encouraged Board members to support Dragon Boat sponsorships. He also reported that staff is exploring temporary use of an undeveloped lot for additional downtown parking and that promotional metrics will be reported more strategically beginning in September.

He reported that the Lumber Yard project remains financially feasible but continues to experience delays due to plan reviews and permitting requirements. He stated that final plans and project information have been posted to the website and that staff is continuing to work toward finalizing the budget and project approvals.

MOTION made by Vice Chairperson Caruso, Seconded by Board Member Coe, to receive and file the August 18, 2026 Executive Director Report.

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

Board Member Barnett asked for an update on the proposed bakery tenant. Executive Director Gibb reported that the prospective tenant remains interested but has experienced delays with another store under construction and is awaiting the DDA’s final plans before proceeding. He noted that no lease or pricing has been approved and that any agreement would be brought before the Board for approval. Board Member Barnett emphasized the importance of moving forward with a tenant for the space. Executive Director Gibb explained that the bakery requires a rear addition for its cooler system and that the build-out was delayed pending final site plan approval.

Board Member Barnett also asked about the final payment and Planning Commission schedule. Executive Director Gibb reported that the project is scheduled for Planning Commission review on September 8, with McKenna still targeting completion of its review by October. He also noted that a Fire Marshal comment regarding the plans had been received and would be addressed.

C. Special Meetings / Sub-Committees

Executive Director Gibb provided an update on staffing, the Lumberyard project, grant opportunities, and the Great American Main Street process. He noted the need to review Lumberyard budget and construction costs and determine the most viable path forward. He also recommended forming a small working group to develop a purposeful plan for the Wilson grant and emphasized that grant funds should be strategically allocated. He encouraged Board and community participation in these efforts.

Board Member Coe briefly left the meeting at 8:24 PM and returned at 8:24 PM.

No action was requested or taken by the Board.

10. Board Comments and Training Feedback

Board Member Barnett highlighted the SEMCOG Green Infrastructure Grant and offered assistance with pursuing eligible projects. He also emphasized the need for clear community communication regarding DDA projects, funding, and local services, particularly in light of recent voter concerns, and encouraged the Board to remain focused on building community trust and support.

Board Member Garris expressed strong support for the staff and Board, commending their daily efforts and dedication to the Downtown. He expressed concern regarding payroll discrepancies affecting employees and urged that the matter be corrected promptly. He encouraged staff to remain committed and assured them of the Board’s support.

Secretary Lorant highlighted the upcoming Dragon on the Lake event, noting the scheduled entertainment, beer tent, boat activities, and Downtown shopping app. He reported that planning was progressing well and encouraged everyone to hope for favorable weather.

Vice Chairperson Caruso expressed appreciation for the Board and staff’s efforts and noted the continued positive activity and appearance of Downtown. He expressed gratitude for serving on the Board and optimism for continued progress and future projects.

Board Member Campbell recognized the strong participation and dedication of the Illuminators volunteers and invited current and prospective members to attend an ice cream social on August 28 from 5:00 PM –7:00 PM at Cookies and Cream during Dragon on the Lake.

Board Member Coe announced the 12th Annual Zombie Walk, scheduled for September 17, and noted that proceeds support the Christmas Parade. He encouraged the community to participate in the event, which includes a downtown pub crawl and poker run.

Chairperson Burgess encouraged the Board and staff to remain committed to the strategic plan despite current challenges. She emphasized the importance of transparency and collaboration, noted the continued strong community support and downtown activity, and expressed confidence that the organization would overcome its challenges together. She thanked everyone for their commitment and partnership with the Township.

11. Next Regular Meeting - September 15, 2026

12. Adjournment

Motion made by Board Member Barnett, Seconded by Secretary Lorant.

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

The August 18, 2026 Downtown Development Authority Board Regular Meeting adjourned at 8:39 PM.

Debbie Burgess

Chairperson

Lynsey Blough, CMC

Deputy Clerk/Treasurer

Sonja Stout, MiCPT

Village Clerk/Treasurer

Date Approved: as presented on September 15, 2026



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC: Receive and File of Parks and Recreation Advisory Committee Regular Meeting Minutes of August 25, 2026

RECOMMENDED MOTION: To receive and file of Parks and Recreation Advisory Committee Regular Meeting Minutes of August 25, 2026, as presented.

Village of Lake Orion Parks and Recreation Advisory Committee
Regular Meeting: Tuesday, August 25, 2026, 6:30 p.m.

Section 7, Item G.

1. Call to Order by the Chairperson

The Tuesday, August 25, 2026, Regular Meeting of the Village of Lake Orion Parks and Recreation Advisory Committee was called to order at Unger Park by Rosemary Ford at 6:40 pm.

2. Roll Call and Determination of Quorum

Present: Chairperson: Rosemary Ford
Vice Chairperson: Erin Crane
Secretary: Cristy Garbacik
Member: Erin Rohlfing
Council Member: George Dandalides

Absent: None

Vacancies: None

Also in attendance: DPW Staff: Jose Licea

3. Approval of Minutes

Meeting Minutes – July 22, 2026

By Secretary Garbacik,

RESOLVED: That the Regular Meeting Minutes of July 22, 2026 of the Parks & Recreation Advisory Committee be approved.

Seconded by Vice Chairperson Crane and adopted: AYES: 5; NAYS: 0; ABSENT: 0.

4. Call to the Public

No public comment was received.

5. Approval of Agenda

By Secretary Garbacik,

RESOLVED: To approve the Agenda of Tuesday, August 26, 2026, Parks and Recreation Advisory Committee with the following change:

- Addition of item 8.E Eagle Scout update

Seconded by Member Rohlfing and adopted AYES: 5; NAYS: 0; ABSENT: 0.

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.

Changes that were made include:

Added:

- Meek's Park, Bollards on bridge, to be installed 8/26/26
- Meek's Park, Garden bed by Clover and Creek to be updated by master gardener and volunteers
- Swiss Village Park 5/23/26 (6x6 like Unger) per Sons of American Legion
- Swiss Village Park 8/25/26 spray for weeds on sand under playground

B. Capital Improvement Plan

An updated capital improvement plan is presented on an excel document which is attached and incorporated as part of these minutes.

- Green's Park Sprinklers-Per Darwin, the sprinklers will be on hold until new DPW Director is onboarded
- Atwater Swing Structure-Swing set was removed and unable to repair. Needs to be replaced

7. New Business

A. Grant Writing Ideas

CDBG from Orion Township.

B. Orion Township/Park Safety Form

C. Little Library

Erin Rohlfing to contact Darwin and Library. Has 2 little library all together put by Unger Parking lot put between sign and parking spot, install by DPW. Potential other Library, maybe Swiss Village.

D. Sons of American Legion

Discussed at their Son's of American meeting to approve \$500.00 for wood timbers at Swiss. DPW to go ahead and order the wood.

E. Bank Stabilization

Email from Alaina Campbell from past Clinton River Watershed from 2019 for Children's and Meeks.

8. Reports

A. Volunteer Days

Completed.

B. Atwater Basketball Court

Complete in two weeks. Village engineer is checking up on install of basketball. Swing set removed and is no longer usable. Want to keep the basketball backstop.

C. Children's Bridge

Engineer close to having design completed- piece of bridge by cemetery (DPW) plan for spring 2027.

D. Green's Park Sprinklers

Three estimates send to Rosemary Ford. Per Darwin the sprinklers will be on hold until we have a new DPW Director. Unsure of why we need to wait as Wes received 3 quotes and we were told he created a contract with Stafford.

E. Eagle Scout Update

Eagle Scout, Logan Garbacik to replace picnic tables at Greens Park on August 26 at 5 PM. Reminder about the 8:30 concert.

9. Items to Be Placed on Next Agenda

Pending Business

Parks Maintenance

Capital Improvement Plan

New Business

Little Library
Bank Stabilization
Letter to Village Council with budget requests
Preparation of meeting minutes
Reports
Atwater Basketball Park
Children's Bridge
Green's Park Sprinklers

10. Date of Next Meeting – September 22, 2026 at Atwater

11. Committee Member Comments

Per Rosemary Ford, chain of commands includes Jose to attend meetings. Sam Hicks has Wes's old phone. Contact Darwin with request versus DPW. Per George Dandalides, saw Green's Park employees on their phone and felt up shared concerns about paying employees to be on their phones.

12. Adjournment

On a motion by Member Roling seconded by Secretary Garbacik, the Parks and Recreation Advisory Committee Meeting adjourned at 8:24 PM.

Rosemary Ford
Chairperson

Sonja Stout, MiCPT
Clerk/Treasurer

Cristy Garbacik
Secretary

Date Approved: September 22, 2026

Lake Orion Village Parks Maintenance Items

Updated Per August 25, 2026, Meeting

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

All Parks

- 1 – **DPW daily maintenance employee for the park grounds.**
- 1 – **Power wash and weed all parks monthly or as needed.**

Children's Park

- 1 – (5/27/25) New Maple tree by Cookies and Cream needed. (planted 7/23/24 and removed)
- 1 – (7/23/24) Playground equipment Twist broken, needs to be raised – (Landscape Structures contacted).

Ordered by DPW, might be covered by Warranty

- 1 – (3/24/26) Valentino's grease bin is leaking into park/water (State of MI supersedes the clean-up)
- 2 – (3/24/26) Green rubber mulch is needed in playground area.
- 2 – (3/24/26) Bench metal frame is rusted and broken (by Wine Social top).
- 2 – (4/28/26) Black fence broken in multiple places (Snow removal company at Valentino's parking lot will not return Wes's phone calls.) Council Member Dandalides to talk to Village Manager.
- 3 – (3/19/24) Picnic table multiple seats cracked (close to parking lot) – Future Eagle project.
- 3 – (6/23/26) Replace arborvitaes once grease bin is fixed.
- 3- (7/21/26) Burn spot on gazebo

Meek's Park

- 2 – Bollards on bridge were run over and need to be replaced (close to Washington street). To be installed 8/26/26
- 3 – Bench was run over and needs to be replaced.
- 3 – Garden bed by Clover and Creek needs weeding. Neighbor needs volunteer master gardener with robotics team to plant garden September

Green's Park

- 1 – (5/27/25) New Maple tree by beach needed. (planted 7/23/24 and removed).
- 2 – (7/22/25) Floating boat dock (furthest south) unstable.
- 3 – (7/23/24) Remove small wooden and concrete seawall inside south beach. (5/27/25 met with engineer).

Swiss Village Park

- 2 – (5/27/25) Grass needs to be cut on hill (westside).
- 2 – (6/24/25) Playground low on sand.
- 3 – (5/23/23) Border needed around playground. (6x6 like Unger) (Sons of American Legion)
- 1- (8/25/26) Spray weeds on sand under playground

Unger Park

Atwater Park

- 2 – (2/24/26) Fix chain-link fence (bent with holes, by the baseball diamond close to DPW).

Village of Lake Orion Parks & Recreation Committee Budget

2026-2027 Capital Improvement Plan (major permanent items over \$2,500 with a life span over 1 year)

	Budget Item	Priority Level	Cost Estimate	Cost Actual	Notes	Voted & Agreed
1	<u>Atwater Park Basketball Court - 4"</u> <u>Approved - 11-25-24 and 4-22-25</u> Request 68x50 (3,400 sq. ft. court) Current 47x50 (2,350 sq. ft. court) <u>Approved - 4-28-26</u> DDA approved \$59,000.00 using the 75/25 plan	High	\$16,000	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 7-22-25 NF Paving \$35,712.44 (84x50 7,280sf) 8-25-25 Hutch Paving \$32,480.00 (4,100 sf) and removal +9,820	8-1-23 Began discussion 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 10-6-25 P&R letter 2-24-26 DPW received 6 bids for Jr. High size from \$132,000 to 57,000. The swings will need to be moved. Done in Spring 2026. 3-23-26 Village council majority votes no on project, suggested DDA funds project. 05-26-26 Set for Spring 2026. 6-23-26 Set for Spring 2026.	11-25-24 Council approved uses of PY2025 CDBG \$9,348.00 project. April '25 Council approved allocations for '25-'26 fully fund project, projected to be complete in Spring of 2026 7-28-25 Council doesn't support 7-22-25 NF engineering recommendation, manager requesting engineering 10-10-25 Council approved engineering for basketball court.
2	<u>Green's Park Pavilion (SW of basketball court)</u>	High	\$50,000		10-27-20 20x40 powder coated steel, 24-gauge metal roof 9-23-25 motion 10-6-25 P&R letter 2-24-26 DPW contacted Mocerri about a donation	5-3-21 GazeboCreations.com \$34,000 to 38,000. Plus pouring concrete slab, construction volunteer day total \$45,000-50,000

3	<u>Green's Park Sprinklers</u> 4-28-26 contract with Stafford 8/25/26 Per Darwin, sprinklers on hold until we have a new DPW Director	High	\$6,000	7-22-25 \$8,400 DPW quote 3-24-26 \$10,950 Mr. Sprinkler quote 3-24-26 \$9,800 Techseven quote 3-24-26 \$6,950 Stafford quote	7-26-22 motion 9-23-25 motion 10-6-25 P&R letter 2-24-26 DPW request for quote	4-28-26 DPW plan is to use CIP funds 4-28-26 DPW created a contract with Stafford with a July 1 install goal
4	<u>Atwater Additional Swing structure</u>	Medium	\$1,500		10-6-25 P&R letter 2-24-26 hold until basketball court is complete 5-26-26 Pending check with Wes	8/25/26 The Swing set was removed and unable to repair. Needs to be replaced
5	Green's Park Retaining Wall	Medium				
7	Unger Park Basketball court	Low		Birmingham Seal \$15,000.00 5- 28-24 (quarter court)		
8	Swiss Village Basketball court	Low				
9	Children's Park Stone walls are disintegrating.				DDA installed 5-14-20 concern	
#	Green's Park East-West seawall				5/26/2015	
#	Green's Park Dock extension x1				7-22-25 10-6-25 P&R letter	

Approved

	<u>Children's and Meek's Park - Bank Stabilization</u> <u>Approved 4-22-25</u>	High	300,000 - 400,000		The Village and DDA have a goal of improving bank stabilization in the DDA district. A 75/25 plan allows 75% of funds to be allotted for needed infrastructure.	4-22-25 Village, DPW, and DDA have approved completing this project in Spring 2026.
	<u>Children's Park Bridge</u>	Medium			7-22-25 budgeted by Village for '25-26 for \$100,000 2-18-26 Newspaper article design proposal 6-8-26 Project Bid approved. Construction to be completed this summer.	



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC: Receive and File of Invoice Distribution Report for September 29, 2026

RECOMMENDED MOTION:

To receive and file the bills in the amount of \$ 97,276.32 of which \$ 56,617.13 are DDA bills for a net total of \$ 40,659.19 and to receive and file the DDA bills.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 09/29/2026 - 09/29/2026

POSTED AND UNPOSTED
OPEN

Section 7, Item H.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000 REVENUE					
101-000-067-225	INV# 8854 WHT CAULK	GREAT LAKES ACE HARDWARE	CAULK , SILOCONE, CONSTR ADHSV CLR	31.30	None
101-000-067-225	INV#8854 SLNT WHT 5.50Z	GREAT LAKES ACE HARDWARE	CAULK , SILOCONE, CONSTR ADHSV CLR	16.32	None
101-000-067-225	INV# 8854 CONSTR ADHSV 90Z	GREAT LAKES ACE HARDWARE	CAULK , SILOCONE, CONSTR ADHSV CLR	30.38	None
101-000-067-225	BACK LIT DECAL INV# 1002	COMERICA BANK	DECAL FOR VILLIAGE HALL SIGN OUT FRON	189.00	None
101-000-123-000	GENERAL PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK OCTOBER 202	351.05	None
101-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE OCTOBER 2026	917.65	None
101-000-123-000	RETIREE HEALTHCARE-RETIREE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE OCTOBER 2026	917.64	None
101-000-281-005	CONSTELLATION BAY REVIEW	NOWAK & FRAUS ENGINEERS	CONSTELLATION BAY REVIEW	375.00	None
101-000-281-028	LUMBERYARD REVIEW	NOWAK & FRAUS ENGINEERS	LUMBERYARD REVIEW	900.00	None
101-000-281-028	LUMBERYARD	GIARMARCO, MULLINS & HORTO	AUGUST 2026	280.00	None
101-000-402-000	REFUND ON PROPERTY TAX	OAKLAND COUNTY TREASURER	REFUND PROPERTY TAX	1,021.20	None
101-000-653-000	9/13/2026 GREEN'S PARK RES	DESHAIS, ASHTYN	REFUND FOR GREEN'S PARK RESERVATION	50.00	None
Total Department 000 REVENUE				5,079.54	
Department: 215 VILLAGE CLERK					
101-215-900-000	MML CLASSIFIED AD FOR CLER	COMERICA BANK	MML CLASSIFIED AD FOR CLERK/TREASURER	150.00	None
Total Department 215 VILLAGE CLERK				150.00	
Department: 228 Information Technology					
101-228-801-000	CLOUD DATA RECOVERY - SEPT	VC3, INC.	CLOUD DATA RECOVERY - SEPTEMBER	466.59	None
101-228-801-000	OFFICE 365 - SEPTEMBER	VC3, INC.	OFFICE 365 - SEPTEMBER	316.23	None
Total Department 228 Information Technology				782.82	
Department: 260 GENERAL ACTIVITIES					
101-260-727-000	ADMIN CLEANING SUPPLIES	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	0.00	None
101-260-728-000	ADMIN SUPPLIES	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	185.01	None
101-260-920-000	20 E SHADBOLT ACCT # 1030	CONSUMERS ENERGY	8.7.26 - 9.4.26: GAS BILL	21.00	None
101-260-920-000	21 E CHURCH ACCT# 1030 170	CONSUMERS ENERGY	8.7.26 - 9.4.26: GAS BILL	26.32	None
101-260-930-000	9.11.2026	JACOB ECHTINAW	WINDOW CLEANING	100.00	None
101-260-930-000	ACCT 28473094 VILLAGE MONT	ORKIN PEST CONTROL	MONTHLY PEST BILL AUGUST	127.33	None
Total Department 260 GENERAL ACTIVITIES				459.66	
Department: 721 PLANNING AND ZONING					
101-721-801-000	BZA 09/03/2026	SMITH, DANIELLE	BZA 09/03/2026	150.00	None
Total Department 721 PLANNING AND ZONING				150.00	
Department: 751 PARKS AND RECREATION					
101-751-806-000	ATWATER PARK BASKETBALL CO	NOWAK & FRAUS ENGINEERS	ATWATER PARK BASKETBALL COURT	3,360.00	None
101-751-932-000	4 NO LIFEGUARD SIGNS GREEN	BROADWAY EMBROIDERY	NO LIFEGUARD SIGNS	80.00	None
101-751-932-000	QUICKLINK INV#8858 CHAIN	GREAT LAKES ACE HARDWARE	PARTS FOR ATWATER PARK	10.60	None
Total Department 751 PARKS AND RECREATION				3,450.60	
Department: 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-806-000	LAKE ORION DAM IN N BROADW	NOWAK & FRAUS ENGINEERS	LAKE ORION DAM IN N BROADWAY	375.00	None
101-880-806-000	W FLINT ST SEAWALL REMOVAL	NOWAK & FRAUS ENGINEERS	W FLINT ST SEAWALL REMOVAL	2,670.00	None
101-880-806-000	OAK LANE SEAWALL REPLACEME	NOWAK & FRAUS ENGINEERS	OAK LANE SEAWALL REPLACEMENT	1,240.00	None
101-880-806-000	ENGINEERING SVCS	NOWAK & FRAUS ENGINEERS	GENERAL ENGINEERING SERVICES	262.50	None
101-880-811-000	GENERAL LEGAL	GIARMARCO, MULLINS & HORTO	AUGUST 2026	4,801.75	None
101-880-811-000	LABOR & EMPLOYMENT GF	GIARMARCO, MULLINS & HORTO	AUGUST 2026	2,436.75	None
Total Department 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER				11,786.00	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 09/29/2026 - 09/29/2026

POSTED AND UNPOSTED
OPEN

Section 7, Item H.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
			Total Fund 101 GENERAL FUND	21,858.62	
Fund: 202 MAJOR STREET FUND					
Department: 260 GENERAL ACTIVITIES					
202-260-801-000	FINALIZE AND SUBMIT PAMP T NOWAK & FRAUS ENGINEERS		FINALIZE AND SUBMIT PAMP TO TAMC	1,140.00	None
			Total Department 260 GENERAL ACTIVITIES	1,140.00	
Department: 463 ROUTINE MAINTENANCE					
202-463-801-000	PARKING LOT SWEEPING	CURBCO SWEEPING	PARKING LOT SWEEPING	150.00	None
202-463-801-000	STREET SWEEPING 8/2, 8/16, CURBCO SWEEPING		STREET SWEEPING 8/2, 8/16, 8/30	1,005.00	None
			Total Department 463 ROUTINE MAINTENANCE	1,155.00	
Department: 474 TRAFFIC SERVICES					
202-474-801-000	FLINT ST & BROADWAY: 7/31/ ROAD COMMISSON FOR OAKLAND FLINT ST & BROADWAY SIGNAL MAINTENANC			39.01	None
			Total Department 474 TRAFFIC SERVICES	39.01	
			Total Fund 202 MAJOR STREET FUND	2,334.01	
Fund: 203 LOCAL STREET FUND					
Department: 260 GENERAL ACTIVITIES					
203-260-801-000	FINALIZE AND SUBMIT PAMP T NOWAK & FRAUS ENGINEERS		FINALIZE AND SUBMIT PAMP TO TAMC	1,140.00	None
			Total Department 260 GENERAL ACTIVITIES	1,140.00	
Department: 875 CONSTRUCTION					
203-875-977-000	STREET IMPROVEMENT PROGRAM NOWAK & FRAUS ENGINEERS		STREET IMPROVEMENT PROGRAM	5,750.00	None
			Total Department 875 CONSTRUCTION	5,750.00	
			Total Fund 203 LOCAL STREET FUND	6,890.00	
Fund: 207 POLICE FUND					
Department: 000 REVENUE					
207-000-123-000	POLICE PORTION	BLUE CROSS BLUE SHIELD OF	HEALTH COVERAGE FOR SHANK OCTOBER 202	1,053.16	None
207-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE OCTOBER 2026	917.65	None
			Total Department 000 REVENUE	1,970.81	
Department: 301 POLICE/SHERIFF/CONSTABLE					
207-301-740-000	WIRING / SIREN FOR UTV SUP AMAZON CAPITAL SERVICES		AMAZON INVOICE 14P7-R3Y9-461F	182.93	None
207-301-740-000	REPLACEMENT AED PADS INVO CHARTER TOWNSHIP OF ORION		REPLACEMENT PADS FOR AED'S	304.16	None
207-301-801-000	LIVE SCAN FINGERPRINT SERV STATE OF MICHIGAN		LIVE SCAN INV. 551-681139	84.00	None
207-301-801-000	MICROSOFT 365 POLICE - VC3 VC3, INC.		MICROSOFT 365 POLICE - DUE 10/15/2026	415.80	None
207-301-930-000	PAINT / SUPPLIES /GLASS TR GREAT LAKES ACE HARDWARE		GREAT LAKES ACE PURCHASES - POLICE	129.36	None
207-301-930-000	SUPPLIES FOR TRAINING ROOM GREAT LAKES ACE HARDWARE		GREAT LAKES ACE PURCHASES - POLICE	17.09	None
			Total Department 301 POLICE/SHERIFF/CONSTABLE	1,133.34	
			Total Fund 207 POLICE FUND	3,104.15	
Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 000 REVENUE					
225-000-123-000	RETIREE HEALTHCARE	BCBSM MEDICARE ADVANTAGE	RETIREE COVERAGE OCTOBER 2026	3,015.13	None
			Total Department 000 REVENUE	3,015.13	
Department: 276 CEMETERY					
225-276-748-000	24X12 WITH HOLE FOR VASE I GENESEE VALLEY VAULT INC.			36.00	None
225-276-930-000	INVOICE 5525-FOUNDATIONS GENESEE VALLEY VAULT INC. FOUNDATIONS			173.00	None

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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Section 7, Item H.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 225 DEPT OF PUBLIC WORKS FUND					
Department: 276 CEMETERY					
Total Department 276 CEMETERY				209.00	
Department: 441 DEPARTMENT OF PUBLIC WORKS					
225-441-740-000	3PC ADP ST INV#3361-193231	O'REILLY AUTOMOTIVE, INC.	SHOP SURPLIE	11.99	None
225-441-740-000	ADAPTER INV# 3361-193231	O'REILLY AUTOMOTIVE, INC.	SHOP SURPLIE	7.49	None
225-441-740-000	ADAPTER INV# 3361-193231	O'REILLY AUTOMOTIVE, INC.	SHOP SURPLIE	7.49	None
225-441-741-000	PRO PANE TANK FILL INV#161	LAKE ORION EQUIPMENT RENTA	PROPANE FOR HOTBOX	42.70	None
225-441-821-000	CAMO SWTSHIRT INVOICE 886	GREAT LAKES ACE HARDWARE	CLOTHING ALLOWANCE	29.99	None
225-441-821-000	CAMO SWTSHIRT INVOICE 886	GREAT LAKES ACE HARDWARE	CLOTHING ALLOWANCE	29.99	None
225-441-821-000	M PAXTON SWTSHRT INV# 886	GREAT LAKES ACE HARDWARE	CLOTHING ALLOWANCE	41.99	None
225-441-821-000	INV# 912515 BOOTS 8 1/2	UHAN'S DEPARTMENT STORE	BOOT, CLOTHING ALLOWANCE	140.00	None
225-441-821-000	AUTH CODE#011965 10 PAIR	COMERICA BANK	CLOTHING ALLOWANCE (ALEK)	430.00	None
225-441-821-000	RED KNAP PANTS, AUTH CODE	COMERICA BANK	JOEL WARREN (CLOTHING ALLOWANCE) W	174.95	None
225-441-821-000	RED KAP PANTS (AUTH CODE)	COMERICA BANK	WORK CLOTH	215.00	None
225-441-821-000	RED KAP PANTS AUTH CODE (	COMERICA BANK	WORK CLOTH ALLOWANCE (PANTS)	258.00	None
225-441-930-000	GAS BILL - 8.7.26 - 9.4.26	CONSUMERS ENERGY	GAS BILL DPW	32.52	None
225-441-930-000	SUPPLIES FOR PAINT REPAIR	HOME DEPOT CREDIT SERVICES	SUPPLIES FOR PAINT / REPAIR BASEMENT	140.19	None
225-441-931-000	INV# 8838/818 BLACK PAIN	GREAT LAKES ACE HARDWARE	SHOP SURPLIES,, PAINT FOE TRAILER,, G	12.42	None
225-441-931-000	INV#8838/818 GLASS CLEANER	GREAT LAKES ACE HARDWARE	SHOP SURPLIES,, PAINT FOE TRAILER,, G	6.00	None
Total Department 441 DEPARTMENT OF PUBLIC WORKS				1,580.72	
Total Fund 225 DEPT OF PUBLIC WORKS FUND				4,804.85	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-801-000	DPW-7-27-26, GARBAGE BAGS	HOME DEPOT CREDIT SERVICES	TRASH BAGS FOR DOWNTOWN GARBAGE CANS	119.88	None
248-260-801-000	INV#7014131, 7-28-26, FLAG	HOME DEPOT CREDIT SERVICES	AMERICAN FLAG MOUNTING SUPPLIES FOR L	136.24	None
248-260-805-000	INV#244711, 8-17-26, AUDIT	ANDREWS HOOPER PAVLIC PLC	2026 AUDIT, DDA & LUMBERYARD PORTIONS	1,484.00	None
248-260-920-000	WATER FOR DDA OFFICE, INV#	CRYSTAL WATER COMPANY		7.00	None
Total Department 260 GENERAL ACTIVITIES				1,747.12	
Department: 729 PROMOTION					
248-729-880-012	DATES 11-19-26 & 11-28-26	BLACKSTONE STABLES	HORSE & WAGON RIDES - LIGHT UP LO & S	2,200.00	None
248-729-880-017	INV#SFM-0628, 9-19-26	MOVI SPARKFUSION MARKETING	EQUIPMENT FOR MOVIE NIGHT 9-18-26	500.00	None
Total Department 729 PROMOTION				2,700.00	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				4,447.12	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 CAPITAL OUTLAY					
301-901-805-000	INV#244711, 8-17-26, AUDIT	ANDREWS HOOPER PAVLIC PLC	2026 AUDIT, DDA & LUMBERYARD PORTIONS	442.00	None
301-901-971-000	INV#26-DDA-CO#6, DECK LIGH	TRIPLE R ELECTRIC INC	3 INVOICES FOR LUMBERYARD ELECTRICAL	787.20	None
301-901-971-000	INV#26-DDA-CO#7, MAIN BARN	TRIPLE R ELECTRIC INC	3 INVOICES FOR LUMBERYARD ELECTRICAL	2,371.38	None
301-901-971-000	INV#26-DDA-CO#8, MAIN BARN	TRIPLE R ELECTRIC INC	3 INVOICES FOR LUMBERYARD ELECTRICAL	4,178.60	None
301-901-971-000	SEPT 2026 -DOOR PULLS&LATC	MICHAEL MACK	DOOR PULLS & LATCHES FOR LUMBERYARD	2,080.00	None
301-901-971-000	5 CO RECONCILE, 9-1-26	MICKEY'S CONSTRUCTION LLC	2025-2026 CHANGE ORDERS (QTY 5) RECON	28,930.83	None
301-901-971-000	APPROVED PROPOSAL - HVAC	THERMAL CARE HEATING AND A	DEPOSIT - HVAC LUMBER YARD	9,500.00	None
301-901-971-000	INV 9-21-26, WHITE PINE/IN	BJ TIMBER LLC	LUMBERYARD MATERIALS & DELIVERY	3,880.00	None
Total Department 901 CAPITAL OUTLAY				52,170.01	
Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023				52,170.01	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

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Section 7, Item H.

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	AUGUST 2026	GREAT LAKES WATER AUTHORIT	INDUSTRIAL SPECIFIC RETAIL AUGUST 202	917.56	None
592-548-801-000	SANITARY SEWER PUMP STATIO	NOWAK & FRAUS ENGINEERS	SANITARY SEWER PUMP STATION EPA DRAWD	750.00	None
Total Department 548 SEWER ACTIVITIES				1,667.56	
Total Fund 592 WATER AND SEWER FUND				1,667.56	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 09/29/2026 - 09/29/2026

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Section 7, Item H.

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
101			GENERAL FUND	21,858.62	
202			MAJOR STREET FUND	2,334.01	
203			LOCAL STREET FUND	6,890.00	
207			POLICE FUND	3,104.15	
225			DEPT OF PUBLIC WORKS FUND	4,804.85	
248			DOWNTOWN DEVELOPMENT AUTHORITY FUND	4,447.12	
301			DOWNTOWN DEV BOND PROJECT 2023	52,170.01	
592			WATER AND SEWER FUND	1,667.56	
Total For All Funds:				97,276.32	



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC: Winter Maintenance Agreement with Road Commission for Oakland County

BACKGROUND BRIEF:

The Administration is requesting that the Village Council approve the Road Commission for Oakland County Winter Maintenance Agreement, as presented. The Village of Lake Orion Department of Public Works performs winter maintenance on certain township roads on behalf of the Road Commission as follows:

- Sheron Street (0.08 mi.) from Central Drive to Fairview Street
- Central Drive (0.67 mi.) from Indianwood Road to the east subdivision limit of Lake Orion Groves Subdivision
- Bellevue Road (0.07 mi.) from Heights Road to the Village of Lake Orion limits
- Fairview (0.13 mi.) from Central Drive to dead end
- Grampian Road/Cinnamon Ridge gravel roads (0.33 mi.) – 16 times per season

The Village of Lake Orion Department of Public Works has performed these services for the Road Commission under an annual contract for many years.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The total contractual compensation to be received by the Village of Lake Orion would be \$6,306.85 (4% increases from previous year) for the season, payable 50% in December and 50% in March.

RECOMMENDED MOTION:

To approve the 2026-27 Winter Maintenance Agreement between the Village of Lake Orion and the Road Commission for Oakland County for the Village to perform certain winter road maintenance for the Road Commission in the total amount of \$6,306.85, with the revenue to be posted to the Local Street Fund; and to authorize the Village Manager to execute the agreement on behalf of the Village.

2026-2027 WINTER MAINTENANCE AGREEMENT
VILLAGE OF LAKE ORION

Section 7, Item I.

Under 1951 PA 51, As Amended

This Winter Maintenance Agreement (“Agreement”) is made this ____ day of _____, 2026, between the Board of County Road Commissioners of the County of Oakland, State of Michigan, a public body corporate, hereinafter referred to as the “Board,” and the Village of Lake Orion, Oakland County Michigan, a Michigan municipal corporation hereinafter referred to as the “Village.”

WHEREAS, certain county primary and local roads more specifically set forth in Exhibit A, attached hereto, are under the jurisdiction and control of the Board and are located within or adjacent to the Village; and

WHEREAS, The Village desires to be responsible for certain winter maintenance of said roads under the terms of this Agreement, and the Board is willing to participate in the cost thereof as provided in Section III of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants set forth herein as provided, it is hereby agreed as follows:

I

The Village will perform Winter Maintenance of certain roads under the terms of this Agreement, and the Board will participate in the cost thereof as provided in Section III of this Agreement. “Winter Maintenance,” herein required to be performed by the Village, shall mean snow removal and ice control, on all roads listed in Exhibit A, as follows: Snow removal by blading, plowing and other methods necessary to make the roads reasonably safe for public travel, and ice control by salting, sanding, scraping and other methods necessary to make the roads reasonably safe for public travel, together with such other work and services, such as recordkeeping and insurance, required by this Agreement. All Winter Maintenance work and services performed by the Village shall be in accordance with the Board’s maintenance guidelines, including the Board adopted Winter Maintenance Guidelines, the Board’s standard practices and this Agreement.

II

The Village shall keep accurate and uniform records of all Winter Maintenance work performed pursuant to this Agreement. The Board shall have the right to audit Village accounts and records insofar as such documents concern this Agreement and the work and services performed and to be performed hereunder.

III

In consideration of the assumption of Winter Maintenance by the Village, the Board hereby agrees to pay the Village the sum of \$6,306.85 as set forth in Exhibit A, attached hereto and made a part hereof. Such amounts are to be used by the Village for Winter Maintenance. Payments are to be made by the Board to the Village as follows:

50% in December 2026
50% in March 2027

The making of said payments shall constitute the Board’s entire obligation in reference to Winter Maintenance.

The Village hereby agrees to hold harmless, represent, defend and indemnify the Board, the Road Commission for Oakland County, its officers, and employees; the County of Oakland; the Office of the Oakland County Water Resources Commissioner and applicable drainage district(s); the Michigan State Department of Transportation and the Transportation Commission; and any and all local unit(s) of government within which the roads subject to this Agreement are located, against any and all claims, charges, complaints, damages, or causes of action for (a) public or private property damage, (b) injuries to persons (including death), or (c) other claims, charges, complaints, damages or causes of action arising out of the performance or non-performance of the activities which are the subject matter of this Agreement, specifically those activities set out in Section I, both known and unknown, whether during the progress or after the completion thereof. However, this hold harmless provision does not apply insofar as any claim or suit is alleged to be, or demonstrated to be, the result of a defect in the highway design or condition and not related to the Winter Maintenance activities set forth in Section I. Further, since the Board has the statutory responsibility for maintenance of the roads under this Agreement, it is the intent of the parties that the delegation by this Agreement of those maintenance responsibilities to the Village provides immunity to the Village as an agent of the Board. Therefore, the Village falls within the governmental immunity protections of the Board.

During that part of the year that the Village is providing Winter Maintenance under Section I, the Village agrees to promptly notify the Board as soon as possible, but not longer than 5 days, should it become aware of defects or maintenance requirements in the roads set forth in Exhibit A, if said defects or maintenance requirements are not Winter Maintenance subject to this Agreement.

V

The Village shall acquire and maintain, during the term of the Agreement, statutory worker's compensation insurance, employer's liability insurance, automobile and comprehensive general liability insurance coverages, as more fully described in Exhibit B attached hereto, covering the Board's liability for any and all claims arising out of the Village's performance or non-performance of the activities which are the subject matter of this Agreement.

Without the prior written consent of the Board, the Village shall not cancel, reduce, or fail to renew the insurance coverage required by this Agreement. Certificates of insurance for each policy of insurance required by this Agreement shall provide for 30 days actual (not "endeavor to"), prior, written notice to the RCOC by the insurance carrier of any cancellation, termination, reduction or other material change of the policy; and the Village shall deliver such certificates to the RCOC.

VI

The Village further agrees to comply with all applicable laws and regulations, including without limitation, laws and regulations of the State of Michigan for safeguarding the air and waters of the State. Village facilities and operations must meet the provisions of Part 5 (Spillage of Oil and Polluting Materials) rules promulgated pursuant to Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. (Rules R324.2001 through R324.2009 address release prevention planning, secondary containment, surveillance, and release reporting requirements).

VII

In accordance with Michigan 1976 Public Acts No. 220 and 453, being MCLA §§37.1209 and 37.2209, as the same may be amended, the Village and its subcontractors shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status; or because of a disability that is unrelated to the individual's ability to perform the

duties of a particular job or position. A breach of this covenant may be regarded as a material breach of this Agreement.

VIII

It is the intention of the parties hereto that this Agreement is not made for the benefit of any third party.

It is anticipated that subsequent agreements regarding Winter Maintenance activities will be executed annually by the Parties hereto.

The terms and conditions of this Agreement shall become effective on October 1, 2026, and shall continue in full force and effect until a subsequent Winter Maintenance agreement has been executed by the parties hereto or until this Agreement is terminated, as set forth below.

In the event that a subsequent Winter Maintenance agreement has not been executed by the parties hereto on or before September 1, 2027, either party may terminate this Agreement by providing the other party hereto with written notice of intent to terminate, at least thirty (30) days prior to the date of termination.

This Agreement is executed by the Board at its meeting of _____,
and by the Village by authority of a resolution of its governing body, adopted _____,
(copy attached as Exhibit C).

Witnesses:

VILLAGE OF LAKE ORION
A Municipal Corporation

By: _____

Its: _____

By: _____

Its: _____

Witnesses:

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF OAKLAND,
A Public Body Corporate

By: _____

Its: _____

By: _____

Its: _____

**WINTER MAINTENANCE
2026-2027**

Section 7, Item I.

**VILLAGE OF LAKE ORION
EXHIBIT A**

Sheron St

Extending from Central Drive to Fairview St

<u>Miles</u>	<u>Cost Per Mile</u>	
0.08	\$4,809.23	\$ 384.74

Central Drive

Extending from Indianwood Road to the east subdivision
limit of Lake Orion Groves Subdivision

<u>Miles</u>	<u>Cost Per Mile</u>	
0.67	\$4,809.23	\$ 3,222.18

Bellevue Road

Extending from Heights Road to the Village of Lake Orion Corporate Limit

<u>Miles</u>	<u>Cost Per Mile</u>	
0.07	\$4,809.23	\$ 336.65

Fairview

Extending from Central to dead end

<u>Miles</u>	<u>Cost Per Mile</u>	
0.13	\$4,809.23	\$ 625.20

<u>Total Miles</u> 0.95	TOTAL	\$ 4,568.77
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TWO LANES (\$4,809.23 per mile)

<u>Miles</u>	<u>Cost Per Mile</u>	
0.08	\$4,809.23	\$ 384.74
0.67	\$4,809.23	\$ 3,222.18
0.07	\$4,809.23	\$ 336.65
0.13	\$4,809.23	\$ 625.20

<u>Total Miles</u> 0.95	TOTAL	\$ 4,568.77
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Grampian Road/Cinnamon Ridge (Gravel Roads)

Portion of Grampian Road and
Cinnamon Ridge for a total of 1,735 ft.
(\$108.63 per frequency)

<u>Frequencies</u>	<u>Cost Per Frequency</u>	
16.00	\$108.63	\$ 1,738.08

TOTAL	\$ 6,306.85
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50% in December, 2026	\$ 3,153.42
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50% in March, 2027	\$ 3,153.43
--------------------	-------------

\$ 6,306.85

2026-2027 WINTER MAINTENANCE AGREEMENT**ROAD COMMISSION FOR OAKLAND COUNTY****INSURANCE PROVISION
(VILLAGE)**Insurance Coverage:

The Village, prior to execution of the maintenance agreement, shall file with the Road Commission for Oakland County, copies of completed certificates of insurance as evidence that he carries adequate insurance satisfactory to the Board. Insurance coverage shall be provided in accordance with the following:

- a. Worker's Compensation and Employer's Liability Insurance: The insurance shall provide worker's compensation protection for the Village's employees, to the statutory limits of the State of Michigan, and provide Part B Employers Liability as follows:

Each Accident	\$1,000,000
Disease – Each Employee	\$1,000,000
Disease – Policy Limit	\$1,000,000

The indemnification obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Village under worker's disability compensation coverage established by law.

- b. Bodily Injury and Property Damage: The insurance shall provide protection against all claims for damages to public or private property, and injuries to persons arising out of and during the progress and to the completion of the work, and with respect to product and completed operation for one year, after completion of the work.

1. Bodily Injury and Property Damage Other Than Automobile: The minimum limits of property damage and bodily injury liability covering each contract shall be:

Bodily Injury and Property Damage Liability:	or: Combined Single Limit:
Each Person \$1,000,000	Aggregate \$2,000,000
Each Occurrence \$1,000,000	
Aggregate \$2,000,000	

Such insurance shall include: 1) explosion, collapse, and underground damage hazards (x,c,u), which shall include, but not be limited to coverage for (a) underground damage to facilities due to drilling and excavating with mechanical equipment; and (b) collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition; (2) products and completed operations; (3) contractual liability; and (4) independent contractors coverages.

2. Bodily Injury Liability and Property Damage Automobiles: The minimum limits of bodily injury liability and property damage liability shall be:

Bodily Injury and Property Damage Liability:	or: Combined Single Limit: Each Occurrence: \$1,000,000
Each Person \$1,000,000	
Each Occurrence \$1,000,000	

Such insurance shall include coverage for all owned, hired, and non-owned vehicles.

- c. Excess and Umbrellas Insurance – The Village may substitute corresponding excess and/or umbrella liability insurance for a portion of the above listed requirements in order to meet the specified minimum limits of liability.
- d. The Village shall provide for and on behalf of the Road Commission for Oakland County and all agencies specified by the Road Commission, as their interest may appear, Owner's Protective Public Liability Insurance. Such insurance shall provide coverage and limits the same as the Village's General Liability Insurance.
- e. Notice – The Village shall not cancel, renew, or non-renew the coverage of any insurance required by this Section without providing 30-day prior written notice to the Road Commission for Oakland County. All such insurance shall include endorsement whereby the insurer shall agree to notify the Road Commission for Oakland County immediately of any reduction by the Village. The Village shall cease operations on the occurrence of any such cancellation or reduction and shall not resume operations until new insurance is in force. If the Village cannot secure the required insurance within 30 days, the Board reserves the right to terminate the Contract.
- f. Reports: The Village or its insurance carrier shall promptly report to the Road Commission all of the following events each time as they occur: Claims received, claims investigations made, and disposition of claims.

See provisions of the maintenance agreement to which Exhibit B is attached.



QUALITY LIFE THROUGH GOOD ROADS:
ROAD COMMISSION FOR OAKLAND COUNTY
"WE CARE."

Board of Road Commissioners

James Esshaki
Commissioner

Tylene L. Henry
Commissioner

Eric D. McPherson
Commissioner

Dennis G. Kolar, P.E.
Managing Director

Gary Piotrowicz, P.E., P.T.O.E.
Deputy Managing Director
County Highway Engineer

**Highway Maintenance
Department**

**2420 Pontiac Lake Road
Waterford, MI 48328**

248-858-4881

www.rcocweb.org

September 10, 2026

Mr. Darwin McClary
Village Manager
Village of Lake Orion
37 E. Flint Street
Lake Orion, Michigan 48362

RE: 2026-2027 Winter Maintenance Agreement

Dear Mr. McClary:

Attached are two copies of a Winter Maintenance Agreement between the Road Commission for Oakland County and the Village of Lake Orion.

This 2026-2027 agreement has an increase of 4%, which increases the amount from \$6,064.25 to \$6,306.82.

If this agreement is satisfactory, please electronically send one signed copy of the agreement and the resolution of approval by your Village Council to my account assistant Lema Sabbagh, email, lsabbagh@rcoc.org. One fully signed copy will be returned to you upon approval by the Board of Road Commissioners.

Please provide proof that your liability insurance covers this agreement and particularly covers your personnel and equipment working on county roads under the jurisdiction of the Board of Road Commissioners. If there are any changes in this coverage during the term of this agreement, we must be notified of these changes. We will also need a current certificate of membership in the Michigan Municipal Workers Compensation Fund.

The Board of Road Commissioners and I extend our appreciation to you, the Village Council, and your personnel for the fine work that has been done. We will continue to cooperate in any way to provide our citizens with the best road system possible.

We request that your signed agreement be returned to us no later than the end of November, so that we may present the agreement to our Board prior to the end of the year, which will allow RCOC to make payments per the agreement.

Sincerely,

Darryl M. Heid, P.E.
Director of Highway Maintenance

/s
Attachment



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28th, 2026

TOPIC: FOIA Appeal - Hopkins

BACKGROUND BRIEF:

On July 13, 2026, the Village received a Freedom of Information Act (FOIA) request from Mr. Hopkins via email. The request was for “all disciplinary records, and specifically any accusations made against Officer Mires regarding dishonesty and or falsification and or perjury.”

The Village denied the request pursuant to MCL 15.243(1)(s)(ix), which permits a law enforcement agency to exempt personnel records from disclosure unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance.

The Village balanced the public interest in transparency and police accountability against the public interest in maintaining the confidentiality and effectiveness of law-enforcement personnel and disciplinary processes. The Village determined that, in this instance, the public interest in disclosure does not outweigh the public interest in nondisclosure.

On September 18, 2026, the Village received a FOIA appeal from Mr. Hopkins via email. In his appeal, Mr. Hopkins contends that the dashcam video does not show a phone in his hand and that Officer Mires’s prior records are therefore relevant to the pending court matter.

The Village Council is requested to review the FOIA appeal and determine whether to uphold or reverse the denial. Supporting documentation is attached for Council’s review.

RECOMMENDED MOTION:

The Village Council may take one of the following actions:

- **Reverse the Denial:** To reverse the denial of Mr. Hopkins’s FOIA request and direct Administration to process the request in accordance with FOIA.
- **Uphold the Denial:** To uphold the denial of Mr. Hopkins’s FOIA request pursuant to MCL 15.243(1)(s)(ix), finding that the requested records constitute law-enforcement personnel records and that the public interest in disclosure does not outweigh the public interest in nondisclosure.

From: Al Hopkins <[REDACTED]>
Sent: Monday, July 13, 2026 12:21 PM
To: Todd Stanfield <stanfieldt@lakeorionpolice.org>; Sarah Kimball
<Kimballs@lakeorionpolice.org>
Subject: Stand alone FOIA request

CAUTION: This email originated from outside the Village of Lake Orion Police Department. Maintain caution when opening external links/attachments

Please provide all employment records, and disciplinary records, and specifically any accusations made against Officer Mires regarding dishonesty , and or falsification, and or perjury.

Al Hopkins



LAKE ORION POLICE DEPARTMENT
21 EAST CHURCH STREET
LAKE ORION, MI 48362
MARK AMUNDSON, CHIEF OF POLICE



July 20, 2026

Dear Al Hopkins,

This letter in response to your Freedom of Information Act (FOIA) request received on July 13, 2026, in which you requested all employment records, disciplinary records, and specifically any accusations made against Officer Mires regarding dishonesty/falsifications/perjury.

After reviewing your request, the Village is denying access to the requested records pursuant to the Michigan Freedom of Information Act, MCL 15.243(1)(s). The requested records constitute personnel records of a law enforcement officer that contain information exempt from disclosure under this section of the Act.

Accordingly, the requested records are exempt from disclosure pursuant to MCL 15.243(1)(s).

Pursuant to MCL 15.240, you have the right to:

- Submit a written appeal of this denial to the head of the public body; or
- Commence a civil action in the appropriate circuit court.

If you have any questions or need further assistance, please contact the Lake Orion Police Department at (248) 693-8323. Office hours are Monday through Friday, 9:00 AM to 5:00 PM.

Sincerely,

Sarah Kimball
FOIA Coordinator
Lake Orion Police Department

Appeal

ON 7/13/20 I requested Employment records, AND disciplinary records AND specifically Any Complaints OR ACCUSATIONS MADE AGAINST Officer Mires regarding dishonesty and/or falsification and/or perjury

ON 7/20/20
The FOIA Request WAS denied stating those records exist but ARE exempt PURSUANT to MCL 15.243

AS the dashcam does not show a phone in my hand the Judge will have to rely on only his statement AND his past records ARE RELEVANT

Al. Hopkins

[REDACTED]
[REDACTED]
[REDACTED]

Mark Amundson

From: Al Hopkins <[REDACTED]>
Sent: Friday, September 18, 2026 11:27 AM
To: mcclaryd@lakeorion.org; Karie Miller; Mark Amundson
Subject: FOIA request denial appeal please forward to proper authority

CAUTION: This email originated from outside the Village of Lake Orion Police Department. Maintain caution when opening external links/attachments

26LO 00503 dash cam does not show the phone in the drivers hand . Yet the officer “ believes” he saw the phone in the drivers hand. As the judge will have to decide which party is truthful I believe the past employment records and complaints filed against the officer is relevant . The prosecuting attorney is welcome to search my background for previous incidents of perjury.

11:17

 **Back**

2 Messages



Sarah Kimball

To: Al Hopkins >

**RE: Stand alone
request**

Dear Al Hopkins,

11:14

< Sent



★ **Al Hopkins**

To: stanfieldt... &

**Stand alone FOI
request**

Hi

4

• ■ "

Al Hopkins



21 E. Church Street
 Lake Orion, MI 48362
 248-693-8391
 248-693-5874 (fax)
www.lakeorion.org

VILLAGE OF LAKE ORION PUBLIC SUMMARY OF FOIA PROCEDURES AND GUIDELINES

It is the public policy of this state that all persons except those persons incarcerated in state or local correctional facilities are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees. The people shall be informed so that they may fully participate in the democratic process.

Consistent with Public Act 563 of 2014 amending the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Village's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Village of Lake Orion's FOIA Procedures and Guidelines. For more details and information, copies of the Village of Lake Orion's FOIA Procedures and Guidelines are available at no charge at any Village office and on the Village's website: www.lakeorion.org/clerk/page/clerks-forms-applications.

1. How do I submit a FOIA request to the Village of Lake Orion?

- A request must sufficiently describe a public record so as to enable the Village to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Village in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Village of Lake Orion must be submitted in writing.
- No specific form of submitting a written request is required. However, a FOIA Request form for your use and convenience is available on the Village's website at www.lakeorion.org/clerk/page/clerks-forms-applications
- Written requests can be made in person or by delivery in person or by mail to the Village Administrative offices located at 21 E. Church Street, Lake Orion, MI.

- Requests can also be made by facsimile (248-693-5874). To ensure prompt response, faxed request should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- A request may also be submitted by e-mail to villageadmin@lakeorion.org to ensure a prompt response, e-mail requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days of receipt of a FOIA request, the Village will issue a response. If a request is received by facsimile or e-mail the request is deemed to have been received on the following business day. The Village will respond to your request in one of the following ways:
 - Grant the request.
 - Issue a written notice denying the request.
 - Grant the request in part and issue a written notice denying in part the request.
 - Issue a notice indicating that due to the nature of the request the Village needs an additional 10 business days to respond.
 - Issue a written notice indicating that the public record requested is available at no charge on the Village's website.
- If the request is granted, or granted in part, the Village will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Village will require a deposit before processing the request.

3. What are the Village's fee deposit requirements?

- If the Village has made a good faith calculation that the total fee for processing the request exceeds \$50.00, the Village will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Village requests the deposit, it will provide you a nonbinding best-efforts estimate of how long it will take to process the request following receipt by the Village of your deposit.
- If the Village receives a request from a person who has not paid the Village for copies of public records made in fulfillment of a previously granted written request, the Village will require a deposit of 100% of the estimated processing fee before it begins to search for, compile, or make available the public record for any subsequent written request when all of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;

- The public records made available contained the information sought in the prior written request and remain in the Village's possession;
 - The public records were made available to the individual, subject to payment, within the time frame estimated by the Village to provide the records;
 - 90 days have passed since the Village notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the Village; and
 - The Village has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Village will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the Village;
 - The Village is subsequently paid in full for all applicable prior written requests; or
 - 365 days have passed since the person made the request for which full payment was not remitted to the Village.

4. How does the Village calculate FOIA processing fees?

- The Michigan FOIA statute permits the Village to assess and collect a fee for six designated processing components. The Village may charge for the following costs associated with processing a request:
 - Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to nonpaper physical media or through the internet.
 - Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Village. Anything over 15 minutes will be deemed to result in an unreasonably high cost to the Village.
 - Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed, when failure to charge a fee will result in unreasonably high costs to the Village
 - The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include copies of records already on the Village's website if you ask for the Village to make copies.
 - The cost to mail or send a public record to a requestor.

- **Labor Costs**

- All labor costs will be estimated and charged in 15-minute increments with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge, unless it's for a copy of a police report which incurs a \$5.00 fee.
- Labor costs will be charged at the hourly wage of the lowest-paid Village employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The Village may add up to 50% of the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at a rate equal to six times the state minimum hourly wage.

- A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Village. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Village's usual FOIA request, because of the nature of the request in the particular instance. Anything greater than 15 minutes is considered to result in an unreasonably high cost to the Village. The Village must specifically identify the nature of the unreasonably high costs in writing.

- **Copying and Duplication**

- **Non-paper Physical Media**

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Village has the technological capability necessary to provide the public record in the requested non-paper physical media format.

➤ Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.25 per sheet of paper (single sided) or \$.35 (double sided). Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Village may provide records using double-sided printing, if cost-saving and available.
- Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction

➤ Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The Village may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.

5. How do I qualify for an indigent discount fee?

- The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Village Council may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.
- The Village will waive the first \$20.00 of the processing fee for a request if you submit an affidavit stating that you are:
 - Indigent and receiving specific public assistance; or
 - If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence
- You are **not** eligible to receive the \$20.00 waiver if you:
 - Have previously received discounted copies of public records from the Village twice during the calendar year; or
 - Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

- An affidavit is a sworn statement. For your convenience the Village has provided an Affidavit of Indigence form for the waiver of FOIA fees on the back of the Village's FOIA Form, which is available on the Village's website: www.lakeorion.org/clerk/page/clerks-forms-applications.
- The Village will waive the fee for nonprofit organization which meets all of the following conditions:
 - The organization is designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act;
 - The request is made directly on behalf of the organization or its clients;
 - The request is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code; and
 - The request is accompanied by documentation of the organization's designation by the State

6. May a nonprofit organization receive a discount on the fee?

- A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under Subtitle C of the Federal Development Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

- Appeal of a Denial of a Public Record
 - If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may file an appeal of the denial with the Village Council.

- The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons you are seeking a reversal of the denial.
- Within 10 business days of receiving the appeal the Village Council President will respond in writing by:
 - Reversing the disclosure denial;
 - Upholding the disclosure denial; or
 - Reversing the disclosure denial in part and uphold the disclosure denial in part.
- Whether or not you submitted an appeal of a denial to the Village Council, you may file a civil action in Oakland County Circuit Court within 180 days after the Village's final determination to deny your request. Should you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Village acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1000.00

○ Appeal of an Excessive FOIA Processing Fee

- If you believe that the fee charged by the Village to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal for a fee reduction to the Village Council. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.
- Within 10 business days after receiving the appeal, the Village Council President will respond in writing by:
 - Waiving the fee;
 - Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
 - Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
 - Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Village Council President will respond to the written appeal.
- Within 45 days after receiving notice of the Village Council President determination of the processing fee appeal, you may commence a civil action in Oakland County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Village acted arbitrarily and capriciously by charging an excessive fee. The court may also award you punitive damages in the amount of \$500.00.

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.243 Exemptions from disclosure; public body as school district, intermediate school district, or public school academy; withholding of information required by law or in possession of executive office.

Sec. 13.

(1) A public body may exempt from disclosure as a public record under this act any of the following:

(a) Information of a personal nature if public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.

(b) Investigating records compiled for law enforcement purposes, but only to the extent that disclosure as a public record would do any of the following:

(i) Interfere with law enforcement proceedings.

(ii) Deprive a person of the right to a fair trial or impartial administrative adjudication.

(iii) Constitute an unwarranted invasion of personal privacy.

(iv) Disclose the identity of a confidential source, or if the record is compiled by a law enforcement agency in the course of a criminal investigation, disclose confidential information furnished only by a confidential source.

(v) Disclose law enforcement investigative techniques or procedures.

(vi) Endanger the life or physical safety of law enforcement personnel.

(vii) Disclose the identity of a party who, as described in subdivision (cc), proceeds anonymously in a civil action in which the party alleges that the party was the victim of sexual misconduct. For the purpose of securing the party's anonymity, that party or the party's designee may provide written notification of the civil action and the party's wish to remain anonymous to any law enforcement agency that has investigating records subject to this subparagraph, and the law enforcement agency shall retain a copy of that notification in its files with those investigating records.

(c) A public record that if disclosed would prejudice a public body's ability to maintain the physical security of custodial or penal institutions occupied by persons arrested or convicted of a crime or admitted because of a mental disability, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.

(d) Records or information specifically described and exempted from disclosure by statute.

(e) A public record or information described in this section that is furnished by the public body originally compiling, preparing, or receiving the record or information to a public officer or public body in connection with the performance of the duties of that public officer or public body, if the considerations originally giving rise to the exempt nature of the public record remain applicable.

(f) Trade secrets or commercial or financial information voluntarily provided to an agency for use in developing governmental policy if:

(i) The information is submitted upon a promise of confidentiality by the public body.

(ii) The promise of confidentiality is authorized by the chief administrative officer of the public body or by an elected official at the time the promise is made.

(iii) A description of the information is recorded by the public body within a reasonable time after it has been submitted, maintained in a central place within the public body, and made available to a person upon request. This subdivision does not apply to information submitted as required by law or as a condition of receiving a governmental contract, license, or other benefit.

(g) Information or records subject to the attorney-client privilege.

(h) Information or records subject to the physician-patient privilege, the psychologist-patient privilege, the minister, priest, or Christian Science practitioner privilege, or other privilege recognized by statute or court rule.

(i) A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the deadline for submission of bids or proposals has expired.

(j) Appraisals of real property to be acquired by the public body until either of the following occurs:

(i) An agreement is entered into.

(ii) Three years have elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.

(k) Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.

(l) Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation, including protected health information, as defined in 45 CFR 160.103.

(m) Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a

final agency determination of policy or action. This exemption does not apply unless the public body shows that in the particular instance the public interest in encouraging frank communication between officials and employees of public bodies clearly outweighs the public interest in disclosure. This exemption does not constitute an exemption under state law for purposes of section 8(h) of the open meetings act, 1976 PA 267, MCL 15.268. As used in this subdivision, "determination of policy or action" includes a determination relating to collective bargaining, unless the public record is otherwise required to be made available under 1947 PA 336, MCL 423.201 to 423.217.

(n) Records of law enforcement communication codes, or plans for deployment of law enforcement personnel, that if disclosed would prejudice a public body's ability to protect the public safety unless the public interest in disclosure under this act outweighs the public interest in nondisclosure in the particular instance.

(o) Information that would reveal the exact location of archaeological sites. The department of natural resources may promulgate rules in accordance with the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, to provide for the disclosure of the location of archaeological sites for purposes relating to the preservation or scientific examination of sites.

(p) Testing data developed by a public body in determining whether bidders' products meet the specifications for purchase of those products by the public body, if disclosure of the data would reveal that only 1 bidder has met the specifications. This subdivision does not apply after 1 year has elapsed from the time the public body completes the testing.

(q) Academic transcripts of an institution of higher education established under section 5, 6, or 7 of article VIII of the state constitution of 1963, if the transcript pertains to a student who is delinquent in the payment of financial obligations to the institution.

(r) Records of a campaign committee including a committee that receives money from a state campaign fund.

(s) Unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance, public records of a law enforcement agency, the release of which would do any of the following:

- (i) Identify or provide a means of identifying an informant.
- (ii) Identify or provide a means of identifying a law enforcement undercover officer or agent or a plain clothes officer as a law enforcement officer or agent.
- (iii) Disclose the personal address or telephone number of active or retired law enforcement officers or agents or a special skill that they may have.
- (iv) Disclose the name, address, or telephone numbers of family members, relatives, children, or parents of active or retired law enforcement officers or agents.

- (v) Disclose operational instructions for law enforcement officers or agents.
- (vi) Reveal the contents of staff manuals provided for law enforcement officers or agents.
- (vii) Endanger the life or safety of law enforcement officers or agents or their families, relatives, children, parents, or those who furnish information to law enforcement departments or agencies.
- (viii) Identify or provide a means of identifying a person as a law enforcement officer, agent, or informant.
- (ix) Disclose personnel records of law enforcement agencies.
- (x) Identify or provide a means of identifying residences that law enforcement agencies are requested to check in the absence of their owners or tenants.
- (t) Except as otherwise provided in this subdivision, records and information pertaining to an investigation or a compliance conference conducted by the department under article 15 of the public health code, 1978 PA 368, MCL 333.16101 to 333.18838, before a complaint is issued. This subdivision does not apply to records or information pertaining to 1 or more of the following:
 - (i) The fact that an allegation has been received and an investigation is being conducted, and the date the allegation was received.
 - (ii) The fact that an allegation was received by the department; the fact that the department did not issue a complaint for the allegation; and the fact that the allegation was dismissed.
- (u) Records of a public body's security measures, including security plans, security codes and combinations, passwords, passes, keys, and security procedures, to the extent that the records relate to the ongoing security of the public body.
- (v) Records or information relating to a civil action in which the requesting party and the public body are parties.
- (w) Information or records that would disclose the Social Security number of an individual.
- (x) Except as otherwise provided in this subdivision, an application for the position of president of an institution of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963, materials submitted with such an application, letters of recommendation or references concerning an applicant, and records or information relating to the process of searching for and selecting an individual for a position described in this subdivision, if the records or information could be used to identify a candidate for the position. However, after 1 or more individuals have been identified as finalists for a position described in this subdivision, this subdivision does not apply to a public record described in this subdivision, except a letter of

recommendation or reference, to the extent that the public record relates to an individual identified as a finalist for the position.

(y) Records or information of measures designed to protect the security or safety of persons or property, or the confidentiality, integrity, or availability of information systems, whether public or private, including, but not limited to, building, public works, and public water supply designs to the extent that those designs relate to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, chapter LXXXIII-A of the Michigan penal code, 1931 PA 328, MCL 750.543a to 750.543z, emergency response plans, risk planning documents, threat assessments, domestic preparedness strategies, and cybersecurity plans, assessments, or vulnerabilities, unless disclosure would not impair a public body's ability to protect the security or safety of persons or property or unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance.

(z) Information that would identify or provide a means of identifying a person that may, as a result of disclosure of the information, become a victim of a cybersecurity incident or that would disclose a person's cybersecurity plans or cybersecurity-related practices, procedures, methods, results, organizational information system infrastructure, hardware, or software.

(aa) Research data on road and attendant infrastructure collected, measured, recorded, processed, or disseminated by a public agency or private entity, or information about software or hardware created or used by the private entity for such purposes.

(bb) Records or information that would reveal the specific location or GPS coordinates of game, including, but not limited to, records or information of the specific location or GPS coordinates of game obtained by the department of natural resources during any restoration, management, or research project conducted under section 40501 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.40501, or in connection with the expenditure of money under section 43553 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.43553. As used in this subdivision, "game" means that term as defined in section 40103 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.40103.

(cc) Information that would reveal the identity of a party who proceeds anonymously in a civil action in which the party alleges that the party was the victim of sexual misconduct. As used in this subdivision, "sexual misconduct" means the conduct described in section 90, 136, 145a, 145b, 145c, 520b, 520c, 520d, 520e, or 520g of the Michigan penal code, 1931 PA 328, MCL 750.90, 750.136, 750.145a, 750.145b, 750.145c, 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g, regardless of whether the conduct resulted in a criminal conviction.

(2) A public body shall exempt from disclosure information that, if released, would prevent the public body from complying with 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974. A public body that is a local or intermediate school

district or a public school academy shall exempt from disclosure directory information, as defined by 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974, requested for the purpose of surveys, marketing, or solicitation, unless that public body determines that the use is consistent with the educational mission of the public body and beneficial to the affected students. A public body that is a local or intermediate school district or a public school academy may take steps to ensure that directory information disclosed under this subsection is not used, rented, or sold for the purpose of surveys, marketing, or solicitation. Before disclosing the directory information, a public body that is a local or intermediate school district or a public school academy may require the requestor to execute an affidavit stating that directory information provided under this subsection will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

(3) This act does not authorize the withholding of information otherwise required by law to be made available to the public or to a party in a contested case under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

(4) Except as otherwise exempt under subsection (1), this act does not authorize the withholding of a public record in the possession of the executive office of the governor or lieutenant governor, or an employee of either executive office, if the public record is transferred to the executive office of the governor or lieutenant governor, or an employee of either executive office, after a request for the public record has been received by a state officer, employee, agency, department, division, bureau, board, commission, council, authority, or other body in the executive branch of government that is subject to this act.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1993, Act 82, Eff. Apr. 1, 1994 ;-- Am. [1996, Act 553](#), Eff. Mar. 31, 1997 ;-- Am. [2000, Act 88](#), Imd. Eff. May 1, 2000 ;-- Am. [2001, Act 74](#), Imd. Eff. July 24, 2001 ;-- Am. [2002, Act 130](#), Eff. May 1, 2002 ;-- Am. [2002, Act 437](#), Eff. Aug. 1, 2002 ;-- Am. [2006, Act 482](#), Imd. Eff. Dec. 22, 2006 ;-- Am. [2018, Act 68](#), Eff. June 17, 2018 ;-- Am. [2021, Act 33](#), Imd. Eff. June 24, 2021 ;-- Am. [2023, Act 64](#), Imd. Eff. July 12, 2023

Compiler's Notes: For transfer of powers and duties of department of history, arts, and libraries or the Michigan historical center relating to the identification, certification, and preservation of historical sites to the Michigan state housing development authority, see E.R.O. No. 2009-26, compiled at MCL 399.752. For transfer of powers and duties of the state historic preservation office relating to the identification, certification, and preservation of historical sites from the Michigan state housing development authority to the Michigan strategic fund, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

Popular Name: Act 442

Popular Name: FOIA



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC Zoning Map Amendment – Rezoning of 96 Park Island Road from R-M to RL – Ordinance No. 26-111 Introduction and First Reading

BACKGROUND BRIEF:
The property at 96 Park Island Road is zoned RM, Multiple Family Residential and is currently occupied by a single-family detached residence in the Village of Lake Orion.

The applicant applied for and requested three (3) dimensional variances from the Board of Zoning Appeals at the July 2, 2026, regularly scheduled meeting for front, side, and rear setbacks. The front setback variance was approved, and the side and rear setback variances were denied with the intent that the applicant apply for a rezoning to alleviate the need for variances and allow the applicant to continue with the proposed conditions in compliance with the provisions of the new district.

The applicant is requesting a rezoning to RL, Lake Single Family Residential. The Future Land Use Map of the Village of Lake Orion 2022 Master Plan identifies this property and the surrounding properties to be designated for Lake-Single Family Residential.

The Planning Commission recommended approval to Village Council at its September 8, 2026, meeting. The proposed zoning ordinance amendment is attached.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To introduce and give reading to Ordinance No. 26-111 which amends the Village of Lake Orion Zoning Map to rezone the property located at 96 Park Island Road (Parcel No. 09-11-252-005) from RM, Multiple Family Residential, to RL, Lake Single Family Residential; to direct the Village Clerk to publish the required notice; and to schedule the ordinance for second reading and consideration for adoption at the Village Council’s October 26, 2026, regular meeting.

STATE OF MICHIGAN, COUNTY OF OAKLAND
VILLAGE OF LAKE ORION

ORDINANCE NO. 26-111

An Ordinance to amend the Zoning Map of the Village of Lake Orion.

THE VILLAGE OF LAKE ORION ORDAINS:

The Village Zoning Map is amended, as recommended by the Planning Commission, as follows:

The property located at 96 Park Island Road, Property ID No. 09-11-252-005, is currently zoned RM, Multiple Family Residential.

The Planning Commission, upon recommendation of the Village Planner, has recommended to the Village Council that the property be rezoned to RL, Lake Single Family Residential.

Upon recommendation of the Planning Commission, and an affirmative vote of the Village Council, the property located at 96 Park Island Road, Property ID No. 09-11-252-005, is hereby rezoned from RM, Multiple Family Residential to RL, Lake Single Family Residential.

Amended only as specified above in the Village Zoning Map, the remainder of the Code of Lake Orion shall remain in full force and effect.

The above is a true copy of the language as approved by the majority of the Village Council at a public meeting held on September 28, 2026. A synopsis of this ordinance passed by the Council shall be published at least once in some legal newspaper of general circulation in the village within fifteen (15) days after its adoption by the Council. This ordinance shall become effective immediately upon the publication of said synopsis after having been passed. If any provision of this Ordinance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision.

VILLAGE OF LAKE ORION

By: _____
Teresa Rutt, PRESIDENT

By: _____
_____, CLERK/TREASURER

Date:

MCKENNA

August 18, 2026

Planning Commission
Village of Lake Orion
21 E. Church St.
Lake Orion, MI 48362

Subject: Proposed Rezoning of Parcel # 09-11-252-005

Dear Commissioners:

We have received materials from Matthew Phillips, the applicant, for a proposed rezoning for parcel # 09-11-252-005 (96 Park Island Dr.). The proposed rezoning is to amend the current zoning classification from Multiple Family Residential District (RM) to the (RL) Single Family Residential district.

The subject site is currently occupied by a single-family principal residence. The parcel is currently zoned RM, encompassing approximately 7,875.5 square feet.

BACKGROUND

The applicant is requesting the proposed rezoning of the property from RM to RL to eventually pursue the construction of an addition utilizing the RL setback regulations, rather than the more restrictive regulations of the RM district.

At the July 2, 2026 Board of Zoning Appeals, the applicant received a granted variance request to allow deviation from the front yard setback regulations of the Village's Zoning Ordinance. The request was granted after the Board of Zoning Appeals determined that the front yard variance would allow reasonable improvement of the property while maintaining consistency with the established development pattern along Park Island Drive, which identified the majority of the residential dwellings as having been built with a pattern that did not align with the front setback regulations of the Ordinance. The additional variance requests (side and rear yard) were denied as the Board of Zoning Appeals determined that the applicant should first request a rezoning of the property, consistent with the Village's Master Plan that would eliminate the need for the subsequent variance requests.

We have reviewed the rezoning request for compliance with the Village of Lake Orion Zoning Ordinance, 2022 Lake Orion Master Plan, Michigan Zoning Enabling Act (PA 110 of 2006 as amended), and sound planning principles. We offer the following comments for your consideration.



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

SITE CONDITIONS OVERVIEW

Current Zoning: RM - Multiple Family Residential



Zoning Districts:

RV - Village Single Family Residential

RL - Lake Single Family Residential

RM - Multiple Family Residential

CC - Corridor Commercial

DC - Downtown Center

MU - Mixed Use

PUD - Planned Unit Development

Height Overlay

Approved Planned Unit Developments (PUD)

Master Plan Future Land Use Classification: Lake Single-Family Residential



Future Land Use Category

Lake Single-Family Residential

Village Single-Family Residential

Multiple-Family Residential

Corridor Commercial

Mixed Use: Downtown

Mixed Use: Transition

Mixed Use: M-24 Corridor

Civic/Institutional/Recreation and Open Space

Intent of the Single Family Residential Districts (Sec. 4.01):

Purpose. The Single Family Residential Districts are established as districts in which the principal use of land is for single family dwellings and related educational, cultural, and religious uses where found appropriate and harmonious with the residential environment. For these Single Family Residential Districts in promoting the general purpose of this Ordinance, the specific intent of this Section is:

- To encourage the construction of, and the continued use of the land for single family dwellings.*
- To establish zoning districts consistent with the historic development pattern and existing platted lot widths in the Village.*
- To prohibit business, commercial or industrial use of the land, and to prohibit any other use, which would substantially interfere with the development or maintenance of single family dwellings in the district.*

4. To encourage the discontinuance of existing uses that would not be permitted as new uses under the provisions of this Ordinance.
5. To discourage any land use which would generate traffic on minor or local streets, other than normal traffic to serve the single family dwellings on those streets.
6. To discourage any use which, because of its character or size would create requirements and costs for public services, such as fire and police protection, water supply and sewerage, substantially in excess of such requirements and costs if the district were developed solely for single family dwellings.

Development Standards:

Zoning District	Lot Minimum		Maximum Lot Coverage	Maximum Building Height (feet)	Minimum Setback Requirement (Feet)				Min Floor Area (sq. ft.) per Dwelling Unit ^{b, i}	Max. 1 st Floor Area (sq. ft.)
	Area (sq. ft.)	Width (feet)			Front (Street)	Each Side	Rear	Water Front ^c		
RV, Village Single Family Residential	7,200 ^k	60 ^k	40%	30	25 ^m	10 ^{a, d}	25	--	1,200	--
RL, Lake Single Family Residential	7,200 ^l	60 ^l	40%	30	25	5 ^a	25	25	900	--
RM, Multiple Family Residential	8,000 ^{g, h}	70 ^g	35% ^g	40 ^g	25	25 ^g	25	25	i	--
DC, ...										

RL District Regulations (Sec. 4.03.B)

Minimum Lot Width – 60 ft.
 Minimum Lot Area – 7,200 sq. ft.
 Maximum Building Height – 30 ft.
 Minimum Setbacks:
 Front (Street) – 25 ft.
 Front (Water) – 25 ft.
 Side – 5 ft.
 Rear – 25 ft.
 Maximum Lot Coverage – 40%
 Minimum Floor Area – 900 sq. ft.

RM District Regulations (Sec. 12.04.g)

Requirement	Multiple Family	Duplex	Single Family
Maximum Building Height	40 ft.	30 ft.	30 ft.
Setbacks			
Front	25 ft.	25 ft.	25 ft.
Side (each)	15 ft.	10 ft.	10 ft.
Rear	25 ft.	25 ft.	25 ft.
Maximum Lot Coverage	35%	40%	40%
Minimum Lot Area	*	8,400 sq. ft.	7,200 sq. ft.
Minimum Lot Width	70 ft.	70 ft.	60 ft.

REZONING ANALYSIS

As a conventional rezoning, the Planning Commission’s responsibility is to hold a public hearing and make a recommendation for the rezoning proposal to the Village Council. A rezoning is also considered a zoning map amendment, which, as part of the Village’s Zoning Ordinances, equates to an ordinance amendment which the Council has authority to approve as the governing body.

To help the Planning Commission evaluate the appropriateness of rezoning requests, McKenna staff has provided the following questions for consideration. These questions are meant to help the Planning Commission evaluate whether the rezoning is appropriate; they are not standards that must be met for approval.

1. **Is the requested rezoning consistent with the goals, policies and future land use map of the Master Plan? Or, has applicant demonstrated conditions have changed significantly since the Master Plan was developed, and request is demonstrably consistent with the development trends in the area?**

The proposed rezoning is consistent with the Village’s Master Plan. The existing zoning is RM. The Future Land Use designation for all of the nearby, waterfront parcels located along Park Island Dr. is Lake Single-Family Residential. Rezoning the property to the RL zoning district would align directly with the Village’s Zoning Plan.

The existing land use, current zoning, and Master Plan future land use designations for the subject site and for the surrounding parcels is provided in the following table as a reference.

Location	Existing Land Use	Current Zoning	Future Land Use Designation
Subject Site	Single-Family Home	RM – Multiple Family Residential	Lake Single-Family Residential
North	Multi-Tenant Residential	RM – Multiple Family Residential	Lake Single-Family Residential
East	Multi-Tenant Residential	RM – Multiple Family Residential	Village Single-Family Residential
West	NA (Lake)	NA	NA
South	Single-Family Home	R-M Multiple Family Residential	Lake Single-Family Residential

2. **Are all the potential uses allowed in the proposed zoning district compatible with surrounding uses in terms of land suitability, density of use, environmental impacts, nature of use, traffic impacts, aesthetics, infrastructure and maintenance of property values?**

Yes, given that the Future Land Use plan calls for the site to eventually align with the Lake Single-Family Residential District, we find that the permitted uses are suitable and similar in nature to.

- 3. Has the applicant demonstrated that he/she cannot receive a reasonable return on investment through developing the property with at least one (1) of the uses permitted under the current zoning?**

We do not feel this question is applicable as the proposed zoning is consistent with the Future Land Use designation, and both the current and proposed zoning are primarily for single-family residential use only.

- 4. Is the capacity of the infrastructure and municipal services, including public schools, adequate to accommodate the uses permitted in the requested zoning district without compromising the “health, safety and public welfare”?**

We believe that municipal services adequately accommodate uses permitted.

- 5. Is the rezoning necessary to avoid exclusion of a lawful land use?**

Yes. The applicant intends to construct an addition to the existing garage. The proposed plans would not conform to setback requirements of the RM district, however, if the property were to be rezoned, as supported by the Village’s Master Plan, the applicant would conform to the regulations of the RL district and a variance would not be necessary to proceed.

- 6. Is the rezoning establishing a desirable zoning trend policy for similar or identical lands?**

The proposed rezoning would move the parcel zoning closer to the Future Land Use map, while permitting similar uses to those that exist in the vicinity. This would be a desirable trend for similar parcels to follow where the development style is appropriate. Additionally, the majority of principal structures located along the western (waterfront facing) side of Park Island Drive are currently single-family residential.

- 7. Are the boundaries of the requested rezoning reasonable in relationship to surroundings and ability to meet the dimensional regulations in the zoning ordinance?**

The surrounding properties near the subject site are generally developed in a similar fashion as described in the application as the intended use. The RM district would continue to impose more strict regulations on the property, which has been demonstrated over the years by the volume of variance requests along Park Island Dr. Therefore, we believe the rezoning is appropriate.

- 8. If a rezoning is appropriate, is the requested zoning district more appropriate from the community’s perspective than even some other zoning district?**

As previously stated, the existing zoning is RM to the north, east, and south. The Future Land Use designation for the waterfront properties is Lake Single-Family residential, and the property to the east is designated for Village Single-Family Residential. We find that due to the compatibility of the single-family districts, waterfront features of the property, and alignment with the Master Plan, that RL Lake Single Family Residential would be the most appropriate for this site.

- 9. If the request is to permit a specific use, is rezoning the land (changing the map) more appropriate than amending the list of permitted or special land uses in the current zoning district to allow the use changing the text?**

Yes. Both the existing and proposed district permit single-family residential uses. The RM district imposes stricter regulations than the RL district based on the same single-family residential use.

- 10. Does the requested zoning correct an error in the zoning map? or zoning text?**

No, the rezoning is not necessary to correct a zoning map or text error.

RECOMMENDATION

As the findings above dictate, the requested rezoning is compatible with the Village’s Master Plan, existing land uses and the intent and purpose of the Zoning Ordinance. We recommend that the Planning Commission make a recommendation of **approval** for the rezoning to the Village Council.

If you have any questions regarding this case, please do not hesitate to contact us.

Respectfully submitted,

McKENNA



Jacob VanBoxel, MSA
Principal Planner



Sommer Nafal, NCI
Assistant Planner



MINUTES

REGULAR MEETING OF THE PLANNING COMMISSION

Tuesday, September 08, 2026

6:30 PM

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

(248) 693-8391 ext. 102

REQUIREMENTS FOR PUBLIC COMMENT:

1. Call to Order

The Tuesday, September 8, 2026 Regular Meeting of the Lake Orion Planning Commission was called to order by Vice Chairperson Sabol at 6:31 p.m.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

PRESENT

Vice Chairperson Edward Sabol
Secretary Hank Lorant
Commissioner Larry Dunn
Commissioner James Barry
Village Council Member Michael Lamb
Commissioner/Administrative Official Darwin McClary
Commissioner Matt Craig

ABSENT

Chairperson James Zsenyuk
Village Council President Teresa Rutt

STAFF PRESENT

Planning and Zoning Coordinator Sommer Noffal
Clerk/Treasurer Sonja Stout

4. Approval of Agenda

MOTION made by Secretary Lorant, Seconded by Village Council Member Lamb to approve the agenda for the September 8, 2026 Planning Commission Regular Meeting, as presented.

AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary, Craig,

NAYS: None
ABSENT: Zsenyuk, Rutt
MOTION: Carried

5. Approval of Minutes

A. Approval of July 6, 2026, Planning Commission Regular Meeting Minutes

MOTION made by Secretary Lorant, Seconded by Commissioner Dunn to approve the July 6, 2026 Planning Commission Regular Meeting Minutes, as presented.
AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary, Craig,
NAYS: None
ABSENT: Zsenyuk, Rutt
MOTION: Carried

6. Public Comments on Non-Agenda Items Only

None.

7. Public Hearing

A. Public Hearing: 96 Park Island Road - Rezoning Request

MOTION made by Secretary Lorant, Seconded by Village Council Member Lamb to open the public hearing at 6:32 PM.
AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary, Craig,
NAYS: None
ABSENT: Zsenyuk, Rutt
MOTION: Carried

Peter Stuhlreyer, Chief Architect of Designhaus Architecture, representing the homeowners of 96 Park Island, stated that they had originally appeared before the Board of Zoning Appeals and were advised by the Planner and Zoning Board to bring the rezoning request before the Planning Commission. He stated that the requested rezoning would align with the Master Plan Future Land Use classification.

Council Member Lamb inquired about potential spot zoning and whether any objections had been received from surrounding residents. The Planner clarified that the request would not constitute spot zoning and stated that no objections had been received.

Katherine Levandoski inquired whether notices had been sent. The Planner stated that notices were sent to properties within 300 feet.

MOTION made by Commissioner/Administrative Official McClary, Seconded by Secretary Lorant to close the public hearing at 6:45 p.m.
AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary, Craig,
NAYS: None
ABSENT: Zsenyuk, Rutt
MOTION: Carried

8. New Business

A. 96 Park Island Road - Rezoning Request

MOTION made by Commissioner/Administrative Official McClary, Seconded by Vice Chairperson Sabol to recommend rezoning of the property at 96 Park Island Road (Parcel 09-11-252-005) from RM, Multiple Family Residential to RL, Lake Single Family Residential to the Village Council.

AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary, Craig,
NAYS: None
ABSENT: Zsenyuk, Rutt
MOTION: Carried

B. Discussion on Established Front Setbacks in the RL District

Council Member Dandalides shared that when this item was previously brought before Council, the understanding was that the stipulation would be that front setbacks would not be permitted to be less than 25 feet.

Commissioner discussion included whether the proposed change would affect building footprints, which the Planner indicated it could; whether the EFS formula should also be applied to the lakeside; whether different standards should apply to individual neighborhoods; and whether appeals should be directed to the Board of Zoning Appeals (BZA). Some Commissioners acknowledged that the current process is not perfect but expressed that the existing process should continue to be followed.

MOTION made by Secretary Lorant, Seconded by Vice Chairman Sabol to receive and file the agenda item.

AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary, Craig,
NAYS: None
ABSENT: Zsenyuk, Rutt
MOTION: Carried

C. Public Comment: Sec. 13.11.E - Accessory Mechanical Units Regulations

MOTION made by Commissioner/Administrative Official McClary, Seconded by Secretary Lorant to request that Commissioner Craig recuse himself from the discussion based on what (Commissioner Lamb) sees as a perceived financial interest because the determination of this board may or may not cause him to spend money or not. (Commissioner Lamb) wouldn't want him to be in a position where anyone could point a finger at him doing anything in his own interest.

AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary,
NAYS: None
ABSTAINING: Craig
ABSENT: Zsenyuk, Rutt
MOTION: Carried

Commissioner Craig left the meeting chambers at 7:03 PM.

Council Member Dandalides stated that he did not support the revisions presented to the Village Council at its August 10, 2026 meeting regarding Section 13.11 E., Accessory Mechanical Unit regulations. He stated that the revisions did not adequately address safety, noise, aesthetics, and fairness to adjoining property owners. He presented alternative revisions included in the Planning Commission meeting packet and stated that the ordinance should address safety, nuisance, visual aesthetics, fairness, achievability, and enforceability.

Jason Levandoski, 152 Bellevue, expressed support for Council Member Dandalides' proposed revisions. He stated that the revisions addressed safety, measurable noise standards, screening, fairness, and enforceability, and requested that the Planning Commission consider those factors when reviewing the ordinance.

Anton Rozhanskiy, 775 Central Drive, expressed support for the proposed generator revisions. He stated that the current decibel standard was not achievable and noted that generators may be necessary during emergency situations.

Commissioner Dunn stated that generators generally operate during emergency situations and that this should be considered when revising the ordinance. He noted that portable generators can be loud.

Council Member/Commissioner Lamb stated that he did not support the current proposed location requirements. He stated that existing generators should be allowed to remain and that the ordinance should establish a specific distance from property lines. He stated that generators should be located more than 10 feet from property lines, screened for aesthetic purposes, and generally located in rear yards. He recommended consulting the Planning Consultant regarding appropriate side-yard setbacks and an objective decibel standard.

Commissioner Barry stated that he supported Council Member Dandalides' proposed revisions.

Katherine Levandoski, 152 Bellevue, requested clarification regarding how the Village would measure the distance between generators and adjoining properties and stated that the measurement standard should be clearly established in the ordinance.

Vice Chairman Sabol stated that generators that are required to operate can be loud.

Secretary Lorant stated that generators are very noisy and recommended considering the decibel limit recommended by the manufacturer.

MOTION made by Village Council Member Lamb, Seconded by Secretary Lorant to refer Ordinance Section 13.11 back to McKenna for further review and to address the issues and concerns raised by the Planning Commission, Village Council, and members of the public.

Secretary Lorant asked whether McKenna could work with Council Member Dandalides on the revisions. Council Member Lamb recommended forming a committee to assist with the ordinance revisions. Administrative Official McClary expressed support for the motion but

stated that he was not confident that a workable revision would result. Commissioner Barry shared he is open to seeing different results.

AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary,
NAYS: None
ABSTAINING: Craig
ABSENT: Zsenyuk, Rutt
MOTION: Carried

Council Member Lamb stated that a committee would be appropriate and recommended including Council Member Dandalides. Commissioner Barry and Council Member Lamb expressed interest in serving on the committee. Administrative Official McClary stated that he believed it was appropriate for the Planning Commission to review the ordinance and did not support forming a committee.

Commissioner Craig returned to the chambers at 7:55 PM.

D. Monthly Planning and Zoning Report – July and August 2026

Commissioner Craig inquired about the tax-exempt parcel project. Administrative Official McClary stated that he had recently received the revisions and anticipated that the matter would be brought back to the Board soon.

Commissioner Barry inquired about the number of parcels listed as “Under Review” in the report. The Board discussed the terminology used in the report and agreed that the language should be more specific in future reports, including the date issued and any applicable new construction dates.

MOTION made by Village Council Member Lamb, Seconded by Commissioner/Administrative Official McClary to receive and file the July and August 2026 Monthly Planning and Zoning Report.

AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary, Craig,
NAYS: None
ABSENT: Zsenyuk, Rutt
MOTION: Carried

9. Old Business

10. Commissioners' Comments Regarding Planning and Zoning Matters

None.

11. Next Regular Meeting - October 5, 2026

12. Adjournment

MOTION made by Secretary Lorant, Seconded by Village Council Member Lamb to adjourn the meeting at 8:03 p.m.

AYES: Sabol, Lorant, Dunn, Barry, Lamb, McClary, Craig,

NAYS: None
ABSENT: Zsenyuk, Rutt
MOTION: Carried

Henry Lorant
Secretary

Sonja Stout, MiCPT
Clerk/Treasurer

Date Approved: October 5, 2026

DRAFT



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 28, 2026

TOPIC Confirmation of Village Manager’s Appointment to Clerk/Treasurer Position and Approval of Employment Agreement

BACKGROUND BRIEF:

Council is scheduled to consider confirming the Village Manager’s appointment of Debbie Nogle to the position of Clerk/Treasurer for the Village of Lake Orion and to approve her employment agreement.

Ms. Nogle has more than 20 years of experience in municipal administration, including ten years of municipal clerk and treasury work. Attached is Ms. Nogle’s resume and proposed employment agreement. Village Attorney Clark approved the proposed agreement as to form.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

Ms. Nogle’s proposed starting salary is \$85,000 annually. The Village also provides comprehensive employment benefits. Please refer to the proposed employment agreement additional information.

RECOMMENDED MOTION:

- #1 – To approve the Village Manager’s appointment of Debbie Nogle as Clerk/Treasurer for the Village of Lake Orion effective September 29, 2026.
- #2 – To approve the employment agreement for Debbie Nogle as Clerk/Treasurer for the Village of Lake Orion, subject to receipt of acceptable results of the required pre-employment physical examination and drug screen and background check, and authorize the Village Manager and Deputy Village Clerk to execute the employment agreement on behalf of the Village.

Qualified to manage the day-to-day operations of senior management. 20+ years' experience in all facets of office administration for governmental entities. Strong communication and managerial skills.

Event Design & Management	Fundraising/Sponsorships	General Accountant
Microsoft Office Programs	Elections	Robert Rules of Order
Customer Service	BS&A Software	Accounts Payable
Economic Development	Volunteer Recruitment	Community Outreach

Sumpter Township
Belleville, Michigan

2025-2026

Human Resource Specialist

- Human Resources; Manage, process and communicate with the Township Manager all activity, data and paperwork for; new hire/current employees, workers' compensation/short-term/long-term claims, benefits/benefits-related processes, FMLA, employee/collective bargaining processes and all personnel matters.
- Administer and support resolution of all employee-related complaints and contract grievances.
- Payroll; Receive, process, file and communicate with the Township Manager all activity, data and paperwork for; payroll-related activities, pay cycle data collection and processing, BS&A use for module activities to generate pay & benefits-related activities, process/print checks or ACH transactions process for direct deposit pay and complete cycle paperwork for payroll cycle approval(s) and transactions completion.
- Calculate and complete special payouts for pay cycle benefits bank time, sick time, personal leave, worker compensation, disabilities differentials and various benefits & supplemental pay.
- Calculate and complete payments for bi-weekly/monthly wages and contributions to the IRS, State of Michigan, MERS, benefits program(s) premiums, union dues and garnishments.

City of Dexter
Dexter, Michigan

2024-2025

Administrative Assistant

- Cash drawer balancing and manage bank deposits
- Process permits, utility payments
- Investigate complaints and resolve
- Developed proactive customer service processes

Charter Township of Independence
Clarkston, Michigan

2023-2024

Assistant Finance Director

- Assists the Finance Director on financial and budget matters and performs the day-to-day accounting activities
- Bank reconciliations, the creation and maintenance of financial records, expense account reconciliations, and inter-departmental accounting transactions
- Cash Receipting
- Payroll of 130+ employees through timesheets

Village of Stockbridge
Stockbridge, Michigan

2013-2023

Village Clerk – Appointed Position

- Responsible for all books, vouchers, and documents relating to the accounts, contracts, debts and revenues of the village, shall countersign and register all bonds issued, and keep a list of all property and effects belonging to the village and of all its debts and liabilities.
- Keeps complete set of books, exhibiting the financial condition of the village in all its departments, funds, resources and liabilities, with proper classification thereof, and showing the purpose for which each fund was raised.
- Liaison for the Planning Commission, Downtown Development Authority.
- Works under the direction of the President of the Village.
- Prepares the agenda for council meetings and edits, transcribes the minutes
- Cemetery Management - Initiate and maintain sales and interment records for Oaklawn Cemetery.
- Accounts Payable / Cash Receipting – BS&A Software
- Assists residents with planning and zoning requirements
- Secures publication of required legal notices concerning amendments to ordinances, public hearing, rezoning, public improvements
- Secures publication of required legal notices concerning amendments to ordinances, public hearing, rezoning, public improvements
- Payroll - BS&A Software
- Utility Billing – BS&A Software

City of South Lyon
South Lyon, Michigan

2012-2013

Administrative Assistant to City Manager

- Works under the direction of the City Manager
- Serves as a City liaison to Cultural Arts and Parks and Recreation Commission
- Responsible for Economic Development
- Works closely with the Planning Commission, assistance to individuals who wish to develop their property by providing the necessary forms to obtain required municipal permits
- Farmers Market Liaison
- Planning Commission assistant
- Assists tax department and elections

City of Farmington
Downtown Development Authority
Farmington, Michigan

2007 – 2012

Administrative Assistant

- Administrative support for the Executive Director of the Downtown Development Authority
- Initiate agendas, resolutions and reports for DDA meetings

- Transcribe, compose, type, edit and distribute minutes for DDA meetings
- Process and maintain electronic records and spreadsheets for the DDA financial activities
- Served as Parade Chair for the annual Downtown Farmington Founders Festival
- Liaison between department and local downtown businesses
- Liaison between department and vendors for annual events
- Process and maintain electronic records for the department's financial activities, initiate payments
- Maintain and update DDA website
- Implements government retention record guidelines

City of Westland Public Library
Westland, MI 48185

2005-2007

Assistant to Director

- Administrative support to the Library Director which included scheduling meetings with the Library Board
- Planning and posting meeting notices in compliance with the Open Meetings Act
- Responsible for fiscal operations, payroll, retention records, file maintenance, purchasing and collection acquisition
- Implemented & maintained \$2.4 million budget
- Assisted with accounts payable, human resources and benefits coordinator
- Handled charge of the public service switchboard desk and

VILLAGE OF LAKE ORION

CLERK/TREASURER 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 ("Village"), and Debbie Nogle ("Clerk/Treasurer").

RECITALS:

As provided in Section 3.10 of the Village Charter, the Village Council desires to employ Debbie Nogle to hold the office of and serve at the pleasure of Council as Clerk/Treasurer of the Village of Lake Orion; and

Debbie Nogle desires to accept employment as Clerk/Treasurer of the Village of Lake Orion under the terms and conditions hereof; and

This Agreement contains the terms, conditions, benefits and other provisions that the Village Council and Clerk/Treasurer have agreed to with respect to Clerk/Treasurer's employment by the Village as Clerk/Treasurer.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES

The Village agrees to employ Debbie Nogle and Clerk/Treasurer agrees to serve as the Clerk/Treasurer of the Village of Lake Orion to perform the functions and duties of the position as specified by state law, Village charter, ordinances, policies, or by administrative directive of the Village Manager, and such other duties and functions as the Village Manager shall from time to time assign.

The Clerk/Treasurer shall be an "at-will", non-union, salaried, and FLSA-exempt employee. As an FLSA-exempt employee, the Clerk/Treasurer shall not receive additional compensation beyond Clerk/Treasurer salary for hours worked over forty (40) hours per week. No representative of the Village other than the Village Council or Village Manager possesses any authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing. Any agreement altering the terminable "at-will" nature of the employment relationship shall be in writing and signed by the Village Council President after approval by the Village Council as the employer and Clerk/Treasurer as the employee.

The Clerk/Treasurer shall attend all meetings of the Village Council, Planning Commission, and Board of Zoning Appeals and other specific Village meetings as directed by the Village Manager. Regular office hours of the Village are 9:00 AM to 5:00 PM Monday through Friday unless otherwise determined by the Village. It may also be necessary for Clerk/Treasurer to work beyond and outside regular office hours to complete the normal duties of this position.

Effective upon commencement of the Term of employment under this Agreement, Clerk/Treasurer shall not maintain or be engaged in any other full or part-time employment or business unless approved by the Village Council.

SECTION 2. TERM

- A. This Agreement is for a term of at-will employment that commences on September 29, 2026, and terminates on December 31, 2028, subject to the provisions in Sections 4 and 5. This Agreement may be renewed for successive terms upon mutual agreement between the Clerk/Treasurer, Village Manager, and Village Council.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the rights of the Village Manager or Village Council to terminate the services of the Clerk/Treasurer at any time, subject only to the provisions in Sections 4 and 5.
- C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Clerk/Treasurer to resign at any time, subject only to the provisions set forth in Section 4.

SECTION 3. SUSPENSION

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

SECTION 4. TERMINATION

- A. Without Cause. The Clerk/Treasurer may be terminated without cause by the Village Manager with a majority vote of the Village Council. Such a termination shall be effective no earlier than 10 days after the Clerk/Treasurer receives personal or written notice of the termination. If terminated without cause, or if this Agreement is not renewed, the Clerk/Treasurer shall receive three (3) months' severance payment with the first payroll processed subsequent to termination in addition to the payout of any earned or accumulated leave time under this Agreement. If the Clerk/Treasurer is terminated without cause due to any action by the Village Council or electors of the Village to disincorporate the Village, the Clerk/Treasurer shall receive six (6) months' severance payment with the first payroll processed subsequent to such termination.
- B. With Cause. The Clerk/Treasurer may be terminated for cause by the Village Manager or a majority vote of the Village Council after the Clerk/Treasurer has been given written notice stating the cause for termination at least ten calendar (10) days prior to a hearing by the Village Council at which Clerk/Treasurer shall have the opportunity to be heard. Cause for termination under this Section is defined as conviction of or plea of nolo contendere to any crime whether or not a felony; failure or refusal to perform duties or other breach of this Agreement; or a violation of a federal, state, county or other governmental law or regulation while acting as Clerk/Treasurer.

- C. Resignation. The Clerk/Treasurer may resign with or without cause effective no earlier than 30 calendar days, or such other period of time as the Clerk/Treasurer and the Village Council agree, after written notice of the resignation is given to the Village Council by delivery to the Village Manager. The Clerk/Treasurer will not be entitled to use any form of paid time off during the 30-day notice period. Failure of the Clerk/Treasurer to give the required prior notice of resignation will result in forfeiture of the right to payment for any accrued vacation, sick, compensatory or personal leave time that is otherwise payable to resigning Village department heads.

SECTION 5. DISABILITY

Subject to and consistent with, the requirements of Federal and State Law and the severance pay requirements of Section 4A, if the Clerk/Treasurer 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 the event of termination due to disability, the Village will provide reasonable support to ensure that Clerk/Treasurer receives any short-term disability and long-term disability payments the Clerk/Treasurer would otherwise be eligible for, and the Clerk/Treasurer 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 6. SALARY

The Village agrees to pay the Clerk/Treasurer 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. As of September 29, 2026, the annual salary rate is \$85,000.00 (\$40.8654 hourly for payroll calculation purposes). The annual determinations of the base salary for the fiscal year that begins July 1 shall be made by the Village Council upon the recommendation of the Village Manager, taking into account the performance evaluations described in Section 7. Any increases in the base salary and/or other benefits of the Clerk/Treasurer shall be in such amounts and to such extent as the Village Council may determine desirable or appropriate in its sole discretion upon the recommendation of the Village Manager, with the Clerk/Treasurer entitled to any across-the-board percentage salary increase to the extent the Village Council so approves for Village employees generally and the only permissible reduction in base salary being by the same or smaller percentage of any across-the-board salary reduction approved by the Village Council for Village employees generally. The Clerk/Treasurer may receive one-time annual merit pay in addition to any across-the-board pay increase if the Clerk/Treasurer's annual performance evaluation results in an overall performance rating greater than "satisfactory" or similar rating.

SECTION 7. PERFORMANCE EVALUATIONS

The Village Council and Village Manager shall jointly review and evaluate the performance of the Clerk/Treasurer as provided in this Section. The evaluations shall be done on an annual basis in March of each year. Performance evaluations are intended to be provided as a means

for communication between the Village Council, Village Manager, and Clerk/Treasurer, shall be conducted in a manner determined by the Village Manager, and shall include a review of performance since the last evaluation and an identification by the Council and Manager of goals, objectives and expectations for and of the Clerk/Treasurer that will be included as criteria in the next performance evaluation.

SECTION 8. HOURS OF WORK

The duties of the Clerk/Treasurer require a great deal of time outside the normal work hours and include attendance at meetings of 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. The Village Manager and Village Council may, in their sole discretion, provide contractual recording secretarial services in accordance with budgetary appropriations to provide assistance with administrative support for the Clerk/Treasurer in recording board and commission meetings other than Village Council meetings. With prior notice to the Village Manager, the Clerk/Treasurer may designate another qualified employee or consultant to attend a meeting when the Clerk/Treasurer is unable due to a conflict with other Village business, scheduled vacation or illness.

SECTION 9. RESIDENCE

In accordance with provisions of Section 3.7 of the Village Charter allowing the Village Council to excuse the Clerk/Treasurer from being a resident of the Village, and in accordance with the provisions of Michigan Public Act No. 212 of 1999, as amended, the Clerk/Treasurer shall have no residency requirement.

SECTION 10. AUTOMOBILE ALLOWANCE

The Clerk/Treasurer shall be reimbursed for work-related mileage as provided in the Village of Lake Orion Travel, Education and Entertainment Policy.

SECTION 11. PAID LEAVE

- LEAVE TIME. Four (4) personal paid leave days shall be credited on July 1 of each year to be used prior to June 30 of the succeeding year. There is no carry-over to subsequent years or payout at separation of unused personal leave days. Holiday leave with pay shall be as provided to other non-union Village employees generally. Paid sick time shall be credited at the rate of 4 hours per payroll period to a maximum of 96 hours per fiscal year with accumulation limited to 400 hours. Upon Retirement unused sick leave will be paid at 50% of the accumulated hours with a maximum of one hundred (100) hours. Annual vacation is earned based upon 8-hour workdays according to the length of service as a Village employee as follows:
 - 1 year through 4 years: 10 days
 - 5 years through 9 years: 15 days
 - 10 years through 19 years: 20 days
 - 20 years and above: 25 days

Leave days may be adjusted commensurately at the discretion of the Village to reflect alternative work schedules (e.g., 10-hour per day work schedule and 4-day workweek). Clerk/Treasurer shall be credited with ten (10) years of prior service in municipal clerk and treasurer duties for purposes of the vacation schedule, and the Clerk/Treasurer shall therefore earn twenty (20) days of vacation commencing with the first year of employment. Vacation leave shall be credited on each anniversary date of employment, except that in the first year of employment, ten (10) days of vacation shall be credited after the first six (6) months of employment, and an additional ten (10) days shall be credited after the second six (6) months of employment. Vacation leave shall be used within one (1) year of being credited or shall be forfeited. There shall be no carryover of vacation leave time from one year to the next unless preapproved by the Village Manager with a limit of forty (40) hours which is to be used within six months of the year. A payout of up to forty (40) hours of unused vacation in excess of the annual earned amount shall be paid by the end of each fiscal year.

The Clerk/Treasurer shall be entitled to paid holiday, vacation, sick, compensatory, and personal leave days/time to be taken or accrue 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.

BEREAVEMENT - Funeral and Serious Illness Leave

- a) In the case of serious illness or death in the immediate family, Clerk/Treasurer may be granted a Leave of Absence with pay for a period not to exceed five (5) days upon the approval of the Village Manager.
- b) Immediate family is defined as wife, husband, child, stepchild, brother, sister, parent, stepparent, parent-in-law, grandparents, and grandparents-in-law and grandchildren.
- c) In the case of death of other than in the immediate family, regular employee may be granted a Leave of Absence with pay for a period not to exceed three (3) days upon the approval of the Village Manager.
- **COMPENSATORY TIME.** In lieu of overtime compensation, the Clerk/Treasurer shall be entitled to bank up to forty (40) hours of paid leave annually as compensatory time for hours actually worked in excess of forty (40) hours each workweek. Compensatory time shall be accrued when overtime is worked. Compensatory time may be taken as vacation days. The employee may carry over to the next fiscal year up to twenty (20) hours compensatory time annually.

SECTION 12. DISABILITY, HEALTH AND LIFE INSURANCE

The Clerk/Treasurer shall be entitled to health care, disability and life insurance benefits commensurate with those provided to the Village's salaried employees.

- **INSURANCES.** Life, disability, and dental insurance shall be provided at the same terms and levels as are provided to non-union employees which benefits are subject to the same terms and conditions as those of the other salaried employees of the Village. Health Insurance or HMO shall be provided at Clerk/Treasurer selection in accordance with health plans approved by the Village, subject to any waiting periods, deductibles,

copays, and employee contributions as are required of non-union employees generally. Future increases in rates may require Clerk/Treasurer as an employee to contribute toward funding any increase in costs. Clerk/Treasurer may apply for optional insurance coverages which may from time to time be provided by the Village at Clerk/Treasurer's sole cost, premiums for which shall be deducted from Clerk/Treasurer's pay. The terms and conditions of these insurance programs are subject to the applicable plan documents. The Village reserves the right to change insurance carriers or levels or types of coverage, level of employee cost contributions, or any other terms and conditions of the provision of insurance benefits.

- HEALTH INSURANCE OPT-OUT PAYMENT. In lieu of health insurance, the employee may choose to opt out of the Village provided coverage. The annual maximum amount shall be forty percent (40%) of the annual State of Michigan hard cap limit for the level of insurance for which the Clerk/Treasurer is eligible, with quarterly payments prorated of and payable with the second payroll in March, June, September, and December.

SECTION 13. RETIREMENT

- The Village shall provide a MERS defined contribution retirement program. The Village shall contribute an amount equal to twelve percent (12%) of Clerk/Treasurer base salary into the program. As an employee, Clerk/Treasurer is required to contribute five percent (5%) of Clerk/Treasurer's base salary into the program, and such contributions shall be deducted from Clerk/Treasurer's pay. Contributions to the Clerk/Treasurer 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.

SECTION 14. DUES AND SUBSCRIPTIONS

On an annual basis, the Village agrees to consider budgeting and paying for the following professional dues and subscriptions of the Clerk/Treasurer and any other organizations which will contribute to the continued professional participation, growth and advancement of the Clerk/Treasurer and for the good of the Village: (1) Michigan Association of Municipal Clerks; (2) International Institute of Municipal Clerks; and (3) Michigan Municipal Treasurers Association.

SECTION 15. PROFESSIONAL DEVELOPMENT

TUITION REIMBURSEMENT. The Village may reimburse for tuition and books upon completion of each course with a grade of B or better for courses that are job related and approved by the Village Manager prior to Clerk/Treasurer enrollment. This tuition reimbursement benefit shall be limited to a maximum of \$5,000.00 per fiscal year and shall be contingent upon available budgetary appropriations.

On an annual basis, the Village agrees to consider budgeting and paying for the travel and subsistence expenses of the Clerk/Treasurer for professional and office travel, meetings, and occasions which the Village deems adequate to continue the professional development of the Clerk/Treasurer, 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 Manager.

SECTION 16. BONDING

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

SECTION 17. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

- A. The Village Council, in consultation with the Clerk/Treasurer, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Clerk/Treasurer, 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 Clerk/Treasurer as they would to other full-time employees of the Village, except as herein provided or as specifically noted otherwise. In the event any such charter, code, regulation or rule prohibits a term or condition of this Agreement, that charter, code, regulation or rule shall control.
- C. Clerk/Treasurer agrees not to commence any action or suit relating to Clerk/Treasurer employment with the Village more than one hundred eighty (180) days after the date of occurrence of the facts giving rise to the claim, or more than one hundred eighty (180) days after the date of Clerk/Treasurer termination of such employment, whichever is earlier, and to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to such a claim is less than one hundred eighty (180) days, Clerk/Treasurer agrees that the shorter statute of limitations shall apply.

SECTION 18. 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 Manager, 21 East Church Street, Lake Orion, MI
48362
- (2) CLERK/TREASURER: Debbie Nogle, [REDACTED]
[REDACTED]

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 19. GENERAL PROVISIONS

- A. The text herein shall constitute the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements or understandings between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Clerk/Treasurer.
- C. If any provision, or any portion thereof, contained in this 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.

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

FOR THE VILLAGE OF LAKE ORION:

FOR THE EMPLOYEE:

Darwin D. P. McClary, Village Manager

Debbie Nogle, Clerk/Treasurer

Lynsey Blough, Deputy Clerk/Treasurer

APPROVED AS TO FORM:

Village Attorney

APPROVED BY THE LAKE ORION VILLAGE COUNCIL ON 00/00/2026